

DEPARTMENT OF MODERN FOREIGN LANGUAGES & LITERATURES

Graduate Handbook for 2019-2020

For the Following Graduate Degree Programs

- ❖ **M.A. in French**
- ❖ **M.A. in German**
- ❖ **M.A. in Spanish**
- ❖ **Ph.D. in Modern Foreign Languages**
 - **with a 1st concentration in French**
 - **with a 1st concentration in German**
 - **with a 1st concentration in Spanish**

**Department of Modern Foreign Languages and Literatures
College of Arts and Sciences
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WELCOME FROM THE HEAD OF THE DEPARTMENT OF MODERN FOREIGN LANGUAGES & LITERATURES

Dear Graduate Students:

It is a distinct pleasure to welcome you to the Department of Modern Foreign Languages and Literatures. Our rigorous and engaging MA and PhD programs offer an exceptional foundation in linguistics, culture, and literature, and they also provide invaluable experience in teaching. The faculty is committed to preparing a new generation of scholars and teachers in French, German, and Hispanic studies – if teaching is in your future. The MA and PhD are also valuable in a variety of organizations and corporations where creative thinking and teamwork are required. We very much look forward to working with you.

Sincerely,

Adrian Del Caro

Professor of German and Head
Distinguished Professor of Humanities

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TABLE OF CONTENTS

I	Table of Contents	3
II	Contact Information	9
III	Introduction to this Graduate Handbook	10
	❖ Graduate School Introduction	10
	❖ Purpose of Handbook	10
	❖ Important Information & Resources for all Graduate Students	10
	❖ Graduate Degree Programs offered by the Dept. of MFL and Program Administration	11
IV	General Duties and Responsibilities of all Graduate Students	12
V	Admission Requirements and Application Procedure	13
	❖ 1. Applying to the Program.	13
	❖ The Application Process--Application and Notification	13
	❖ Admission Requirements	14
	• Part 1: UT Graduate Policy	14
	• Part 2: Additional Departmental Admission Requirements	15
	❖ Deadlines and Notification.....	16
	❖ Additional Important Information for International Students	16
VI	Financial Support	16
	❖ GTA Support	16
	• Qualifications Expected from GTAs.....	17
	❖ GTA Stipends	18
	❖ Applying for a GTA Position	18
	❖ Teaching Responsibility and Classification of GTAs.....	18
	❖ Duration of Support, Time Limitation, Professional Development, and Job-Expectations	19
	❖ Summer Teaching by GTA's.....	21
	❖ Outside Employment	21
	❖ Non-Teaching Fellowships	21
	❖ Loans and Work Study	22
	❖ Graduate Student Travel Awards	22

VII	Registration and Advising.....	23
❖	Registration.....	23
❖	Advising.....	23
❖	Course Load.....	23
❖	Registration for Use of Facilities.....	23
❖	Registration for Course 500 (Thesis) and for Course 600 (Dissertation Hours)	23
❖	Independent Study Courses	24
❖	Incompletes.....	24
❖	Time Limits for Completion of Degree Program.....	24
❖	Teaching-Release Option for Advanced Ph.D. Students with a GTA.....	25
•	MFL Graduate Teaching Awards.....	25
❖	Grades and Academic Standards while in the Program	26
•	Part A: UT GRADUATE POLICY.....	26
•	Part B: ADDITIONAL DEPARTMENTAL REQUIREMENTS.....	27
VIII	Academic Honesty	28
❖	Definition	28
❖	Violations and Consequences	28
IX	Appeals and Grievances	29
X	Graduate Studies in French: Specific Degree Requirements for the M.A. in French and the Ph.D. in Modern Foreign languages with a 1st Concentration in French	
❖	Introduction	30
❖	Research and Scholarship Expectations.....	31
❖	Grades and Good Academic Standing.....	31
❖	You and Your Faculty Advisor	32
❖	The Master of Arts (M.A.) Degree Program in French.....	32
•	Philosophy of Graduate Study in the Master's Program.....	32
•	M.A. Degree Program Procedures (*paper work required).....	33
•	French M.A. Degree Program Structure	34
•	Course Selection and Load.....	34
•	Plan A (French M.A. -- Thesis Option).....	35
•	Plan B (French M.A. -- Non-Thesis Option)	35

•	Forming Your M.A. Committee	36
•	Structure of the French M.A. Final Examinations	36
•	Final M.A. Examination Schedule.....	37
•	M.A. Degree Program Timeline.....	37
•	Continuing to the Ph.D. Program in MFL?	38
❖	The Ph.D. in Modern Foreign Languages (French).....	38
•	Philosophy and Goals of Graduate Study in the Ph.D. in MFL	38
•	Application Procedure and Requirements	38
•	Ph.D. Degree Program Procedures (*paper work required).....	40
•	Ph.D. in MFL Program Structure (French Concentration)	41
•	Course Distribution and Load	42
•	Research and Scholarship Expectations for the Ph.D.	43
•	Qualifying Examination for B.A. Holders.....	44
•	Philosophy of the Comprehensive Examination	44
•	The French and Francophone Studies Ph.D. Specialized Examinations (written and oral).....	45
•	The Dissertation Committee	45
•	The Dissertation Proposal (or Prospectus).....	46
•	The Doctoral Dissertation	46
•	Dissertation Defense Examination (or Final Oral Examination).....	47
•	Conduct During Examinations.....	47
•	Advising.....	47
•	Comprehensive and Final Oral Examination Schedule	48
•	Ph.D. Degree Program Timeline.....	48
•	Ph.D. Reading List for French as First Concentration.....	49
XI	Graduate Studies in German: SPECIFIC DEGREE REQUIREMENTS FOR THE M.A. IN GERMAN AND THE PH.D. IN MODERN FOREIGN LANGUAGES WITH A 1ST CONCENTRATION IN GERMAN.....	50
❖	Introduction	50
❖	Graduate Degree Programs.....	51
❖	The Application Process	51
❖	Applying for an Assistantship.....	52
•	Deadlines and Notification.....	53
❖	Student Classification and Class Load.....	53

❖ Graduate Courses	53
• Course Offerings	53
❖ Graduate Reading Lists	54
❖ Language Proficiency Examinations	55
• For M.A. Candidates.....	55
• For Ph.D. Candidates.....	55
• For students with Applied Linguistics as a second concentration	55
❖ Subject Area Examinations	55
• Examinations for the M.A.	55
❖ Comprehensive Examination for the Ph.D. with German as a First Concentration	56
❖ Oral Defense of the Dissertation	58
❖ Research	59
• The M.A. Thesis Option.....	59
• The M.A. Non-Thesis Option.....	60
• The Ph.D. Dissertation	61
• Giving Papers at Professional Meetings.....	61
❖ Evaluation of Progress	61
❖ German Program Expectations	61
❖ Advising	62
❖ Grades and Academic Standards while in the Program	62
• Part A: UT GRADUATE POLICY.....	62
• Part B: ADDITIONAL DEPARTMENTAL REQUIREMENTS.....	63
❖ Incompletes	64
❖ Financial Support	64
❖ Application / Nomination Procedure	65
❖ GTA-Positions in German	66
• Qualifications Expected from GTAs.....	66
• Teaching Duties.....	66
• Supervision and Evaluation.....	67
• Teaching Probation	67
• GTA Stipends.....	68
• Continuation of Support and Time Limitations.....	68
❖ Travel	68

❖	Summer Teaching	68
❖	Academic Honesty	68
❖	Student Appeals of Decisions and / or Actions	69
❖	Administration of the Program	70
•	Graduate Studies Committee for German.....	70
•	Departmental Graduate Studies Committee	70
•	Student Participation in Departmental Decisions.....	70
❖	GERMAN -- APPENDIX # I: German Program Reading List	71
❖	GERMAN -- APPENDIX # II: Definitions of FSI Standards.....	75
❖	GERMAN -- APPENDIX # III: Description of the Two Different M.A. Options in German	77
•	A. Guidelines for the Master's Thesis (Thesis Option)	77
•	B. Guidelines for the M.A. Non-Thesis Option.....	79
XII	Graduate Studies in Spanish: Specific Degree Requirements for the M.A. in Spanish and the Ph.D. in Modern Foreign Languages with a 1st Concentration in Spanish	80
❖	Introduction	80
•	Advising.....	80
•	The M.A. degree in Spanish	81
•	Course Distribution and Load	82
❖	Examination Procedures for M.A. Students.....	82
•	The "Minor" for M.A. Students in Spanish.....	84
❖	Teaching Responsibilities	84
•	The Ph.D. degree in Modern Foreign Languages with a First Concentration in Spanish	85
•	Program Structure and Cognate	85
•	Requirements for the First Concentration.....	85
•	Requirements for the Second Concentration	86
•	Course Distribution and Load	87
•	Qualifying Exam	87
•	Teaching Responsibilities	87
❖	Examination Procedure for Ph.D. Students in Modern Foreign Languages with a First Concentration in Spanish.....	88
•	Ph.D. Reading List for Spanish as First Concentration	90
•	Doctoral Dissertation	90

- Defense of Dissertation 91
- Graduate Student Awards.....91

XIII Appendix A: List of Pertinent Graduate Student Web Pages 94

XIV Appendix B: Important Forms and Additional Resources for Graduate Students 96



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The University does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

II CONTACT INFORMATION

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III INTRODUCTION TO THIS GRADUATE HANDBOOK

❖ *Graduate School Introduction*

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students. Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

This departmental Graduate Handbook does not deviate from established Graduate School Policies <http://catalog.utk.edu/index.php> noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

❖ *Purpose of Handbook*

The purpose of this handbook is to provide to graduate students in the Department of Modern Foreign Languages and Literatures pertinent and detailed information about our degree programs and policies. Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university.

❖ *Important Information & Resources for all Graduate Students*

The manual thus complements and supplements other sources of information with which every graduate student should be acquainted: the current edition of the Graduate Catalog (<http://gradschool.utk.edu>) and the semester timetables (which are used for pre-registration). The Graduate Catalog sets forth in detail the rules and regulations under which our own graduate programs and all others at UT operate, and for that reason these regulations are not repeated in every detail in this manual. We have elected to include in the handbook full descriptions of the M.A. and Ph.D. programs offered by the Department of Modern Foreign Languages and Literatures. We have omitted specific information about deadlines for adding, dropping, or changing credit for courses and for submitting theses and dissertations and scheduling defenses of them, because these important dates may be accessed via the Graduate School webpage at <http://web.utk.edu/~gsinfo>. Current and future timetables are available at https://bannersb.utk.edu/kbanpr/bwckschd.p_disp_dyn_sched.

Another publication that you should retain for consultation is *Hilltopics: A Student Handbook*. It contains, among other things, information on your rights and responsibilities as a student at UT. The current text can be accessed at <http://dos.utk.edu/hilltopics/>. Students are also encouraged to familiarize themselves with the University's Graduate Student Senate (GSS) and all of its functions. For more information, check out the GSS website at <http://web.utk.edu/~gss/>.

The rules and requirements for all graduate programs administered by the Department of Modern Foreign Languages and Literatures are constantly under review by the Department Head and the Director of Graduate Studies, the Graduate Studies Committee, the Executive Committee, the faculty, and various other departmental committees, which sometimes find it necessary or advisable to change or amend them to improve the programs or to meet special student needs which may arise. When such changes are made, all graduate students in the Dept. of MFL or – if the changes only apply to certain language areas -- those in the affected language programs are informed in writing, and the changes are incorporated into the updated manual for the next academic year. You can direct questions about material in this handbook to the Head, the Director of Graduate Studies, the Graduate Coordinators of the individual language programs (French, German, and Spanish), and to members of the tenured and tenure-track faculty in the individual language Programs.

We urge you to study carefully this handbook and the other sources of information mentioned, for ultimately you, not your advisor or the Department, are responsible for your graduate program and for fulfilling all requirements and meeting all deadlines.

We have attempted to include in the handbook everything you need or might wish to know about our Department and our programs, but we are aware that some matter or item of interest to you may not be covered. In this case, do not hesitate to bring it to the attention of the Director of Graduate Studies and/or to the Graduate Coordinator for your Program. It is our sincere hope that this manual will not only give you a clear overview of our programs and policies but will also make your work and study in our Department easier and more fruitful. We trust that your experience here will be a rewarding one that leads to the intellectual and personal growth that you seek.

❖ Graduate Degree Programs offered by the Dept. of MFL and Program Administration

The Department offers both M.A. and Ph.D. programs. One can obtain an M.A. in French, German, or Spanish, and in each case, both a thesis and a non-thesis option are available. At the doctoral level, the Department offers a Ph.D. in Modern Foreign Languages. This is a research degree culminating in a doctoral dissertation. Students have a first concentration in French, German, or Spanish. Their second concentration must be another language (French, German, Italian, Portuguese, Russian, Spanish) or either Applied Linguistics or Latin American Studies. They must also take 6 hours of work in a cognate field and register for a minimum of 24 hours of dissertation credits. With the consent of the student's graduate committee, the 6 hours in the cognate field may be substituted by 6 hours in either the first or second concentration.

General and administrative questions regarding any of the graduate programs offered by the Department of Modern Foreign Languages and Literatures should be directed to the Director of Graduate Studies, Dr. Rudyard Alcocer, ralcocer@utk.edu, phone: 865-974-6778.

More specific questions on the requirements for the M.A. programs in the individual languages and the MFL Ph.D. program should be addressed to the graduate coordinators of each language program:

➤ **French Program:**

Dr. Mary McAlpin (Graduate Coordinator for French)
E-Mail: mmcalpin@utk.edu

➤ **German Program:**

Dr. Maria Stehle (Graduate Coordinator for German)
E-Mail: mstehle@utk.edu

➤ **Spanish Program:**

Dr. Ruyard Alcocer (Graduate Coordinator for Spanish)
E-Mail: ralcocer@utk.edu

IV GENERAL DUTIES AND RESPONSIBILITIES OF ALL GRADUATE STUDENTS

It is our expectation that all of our graduate students are fully committed to their program of study, and that they comply with all university regulations and policies. We further expect that all graduate students enrolled in a graduate degree program offered by the Department of Modern Foreign Languages and Literatures participate in professional development activities offered by the department, and that they strive to complete all graduate degree requirements in a timely fashion.

We urge you to study carefully this handbook and the other sources of information mentioned in this handbook, for ultimately you, not your advisor or the Department, are responsible for your graduate program and for fulfilling all requirements and meeting all deadlines.

- **Graduate Program Student Representatives**

At the beginning of the fall semester, the graduate students in each language program will elect a representative via a simple majority vote. The representative is the main contact and intermediary between fellow graduate students and faculty in their respective language program. The representative attends language program meetings, departmental Graduate Studies Committee meetings, and -- as necessary -- organizes and presides over meetings with the other graduate students in the language program. Representatives should make every effort to ensure that they are representing their entire constituency and, in return, this constituency will support their elected representatives (i.e., attend

scheduled meetings, provide feedback to representatives, etc.); this process involves everyone's support and contributions.

At the fall meeting, the newly elected graduate student representatives will designate from among themselves a senator to serve on the UTK Graduate Student Senate. This senator, chosen preferably in a sequence that alternates by language program, is the main contact and intermediary between all MFLG graduate students and the Graduate Student Senate.

All of these positions require diligence and diplomacy, and care should be exercised by all during the election process. Before casting their votes, students -- many of whom may be new to the program -- should consider the candidates' previous contributions and general commitment to the program, as well as their seniority. Removal of a representative from office, while undesirable is not impossible: removal requires a petition with signatures by 2/3 of a language program's graduate students.

V ADMISSION REQUIREMENTS AND APPLICATION PROCEDURE

❖ Applying to the Program.

Students must apply online for admission to the Graduate School in either the M.A. or the MFLG Ph.D. program. The online application can be found here:

<http://graduateadmissions.utk.edu/apply.shtml>, and students need to pay the application fee by credit card. All documents required by the Office of Graduate Admissions are listed on the online application webpage (→ transcripts of all previous academic work, and – if applicable TOEFL or IELTS scores) should be directed to the UT Office of Graduate & International Admissions.

International applicants may need to submit TOEFL or IELTS scores and/or other additional documents. For detailed information on requirements for admission to the Graduate Studies at the University of Tennessee, see the current edition of the Graduate Catalog under “Admission of International Students” (→ go to

http://catalog.utk.edu/content.php?catoid=2&navoid=27&bc=1#admi_requ, and then scroll down to “Admission of International Students”), and also the Admission Guide for International Students that is posted on the webpage of the UT Office for Graduate and International Admissions at <http://graduateadmissions.utk.edu/int-adm-guide.shtml>.

The Graduate Record Examinations (GRE) are neither required for admission to the UT Graduate School nor for admission to any of the Graduate Programs offered by the Department of Modern Foreign Languages and Literatures.

❖ The Application Process--Application and Notification

Students must apply for admission to the Graduate School in either the M.A. or the MFLG Ph.D. program. The documents pertaining to this application--the application form itself and transcripts of all previous work--should be submitted with the application fee directly to the Graduate School. International applicants may need to submit TOEFL or IELTS scores and/or

other documents. For detailed information on requirements for admission to the Graduate School, see the current edition of the Graduate Catalog and also read the information posted on the website of the Office of Graduate and International Admissions at <http://graduateadmissions.utk.edu/>. The application form is available online at that same URL. Applicants whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL). A minimum score of 213 on the computer-based test, 550 on the paper test, or 80 on the Internet-based Test typically with a score of 20 on each of the sections of the test (reading, listening, writing, and speaking) is required for admission consideration. Passing marks for the IELTS are 6.5. The score must be no more than two years old from the requested date of entry. Please note: Applicants who have received a degree from an accredited U.S. institution within the past two years are exempt from the TOEFL requirement.

Please note that the Graduate Record Examination (GRE) is not required for either the Graduate School or the Graduate Programs in French, German, and Spanish.

All students whose native language is not English must take the English Placement Examination after their arrival at the University of Tennessee. This placement exam is a proficiency test that focuses on writing skills, and it is administered by the UT Department of English. Additional information on the English Placement Examination can be found at <http://international.utk.edu/iss/check-in-and-orientation/students/>.

Those students whose native language is not English who were offered a GTA position also need to take the SPEAK Test, a proficiency examination that evaluates spoken English. A score of 50 or higher on the SPEAK Test is required for a student to teach unconditionally as a GTA. Scores on the Test of Spoken English (TSE) are accepted in lieu of SPEAK scores, if available. For more information on the SPEAK Test check online at <http://gradstudies.utk.edu/speaktest.shtml>.

❖ *Admission Requirements*

• **Part 1: UT Graduate Policy**

Admission to graduate study requires a bachelor's degree with a satisfactory grade point average from a college or university accredited by the appropriate regional accrediting agency or foreign equivalent.

The Graduate Council requires a minimum grade point average of 2.7 out of a possible 4.0, or a 3.0 during the senior year of undergraduate study. Applicants with previous graduate work must have a grade point average of 3.0 on a 4.0 scale or equivalent on all graduate work. Many programs require a higher average. Applicants with work experience or who are entering graduate study after a number of years away from an educational institution, usually five years, will be given consideration with greater flexibility relative to GPA. An international student graduating from a United States institution must meet the same requirements as those for domestic students.

- **Part 2: Additional Departmental Admission Requirements**

Many graduate programs at the University of Tennessee require a higher grade point average for admission than the minimum requirement referred to in UT Graduate Policy. The Department of Modern Foreign Languages and Literatures is one of these departments, and below you will find the admission requirements for all graduate programs in the Department of Modern Foreign Languages and Literatures.

M.A. ADMISSIONS

To be accepted into any of the M.A. programs offered by the Department of Modern Foreign Languages and Literatures (M.A. or Five-Year B.A./M.A. in French, M.A. or Five-Year B.A./M.A. in German, and M.A. in Spanish), a student should have already completed a major or the equivalent of a major (usually 30 hours) in their main discipline (French, German, or Spanish). Although the Graduate Council requires a minimum grade point average of 2.70 (on a scale of 4.00) for admission to the UT Graduate School, prospective students should note that the Department of Modern Foreign Languages and Literatures normally requires a minimum grade point average of 3.50 (on a 4.00 scale) in all course work of their major (French, German, Spanish, or a related field) in order to be admitted to the M.A. programs in French, German, or Spanish. In making its decision, the Admissions Committee considers grades, recommendations, a statement of goals (in English and in the target language), and 2 writing samples (ideally, one in English and one in the target language). When evaluating a student's application dossier, the Graduate Admissions Committee looks for high quality, committed students who could complete the program successfully, and who will add diversity, liveliness and intellectual energy to the program.

PH.D. ADMISSIONS.

For admission to the Ph.D. Program in Modern Foreign Languages and Literatures, students should have an M.A. in the area of their first concentration (French, German, or Spanish). In unusual circumstances, highly prepared students with some graduate work in other fields may be accepted on condition that they take up to 30 semester hours of additional course work. Although the Graduate Council requires a minimum grade point average of 3.00 (on a 4.00 scale) for admission to a Ph.D. program, prospective students should note that the Department of Modern Foreign Languages and Literatures normally requires a grade point average of 3.50 (on a 4.00 scale) or better in all previous graduate course work for admission to the Ph.D. Program. In making its decision, the Admissions Committee considers grades, recommendations, a statement of goals (in English and in the target language), and 2 writing samples (ideally one in English and one in the target language). When evaluating a student's application dossier, we place high emphasis on evidence that documents a student's potential to engage in independent research.

The Graduate Coordinator in charge of a newly admitted Ph.D. students' first concentration (French, German, or Spanish) in consultation with the student and the faculty member in charge of the student's area of second concentration (Applied Linguistics, French, German, Italian, Portuguese, Spanish, Russian, or Latin American Studies) will – on the basis of a transcript evaluation -- assess which previously completed graduate course work (including the M.A. degree) will be counted toward the Ph.D. requirements. This transcript evaluation should be completed as early as possible, and no later than by the middle of a student's first semester

in the Ph.D. program. A document summarizing which previously completed courses will count towards the Ph.D. will be given to the student, and a copy will be placed in the student's departmental file. For information regarding on limits on the number of hours that may be transferred from other universities, see the Graduate Catalog.

APPLYING FOR AN ASSISTANTSHIP

Most students also wish to apply for an assistantship. See the information below under "Financial Support."

❖ *Deadlines and Notification*

As soon as the application to the Graduate School is complete, the documents are forwarded to the Department for review; notification concerning the decision on general admission to the degree program can usually be made within four to six weeks. These are "rolling admissions" that can be processed at any time.

Applicants who also apply for an assistantship for the following fall semester are urged to submit their applications to the Department by January 15 since applications for assistantships are considered by mid-February. Applications received later will still be considered as long as assistantships are available. Notice of acceptance will be sent in mid-March (at the latest by the first week in April).

❖ *Additional Important Information for International Students*

International students should carefully observe the deadlines established by the UT Office of Graduate and International Admissions for submission of their applications: for the fall semester this deadline is February 1, and for the spring semester this deadline is June 15. Full admission must be granted by May 15 in order to be admitted for the following fall semester, and by October 1 in order to be admitted for the following spring semester.

VI FINANCIAL SUPPORT

There are various kinds of financial support available through the Department and the University. Some involve teaching, while others are non-teaching fellowships, loans, and awards. The specific kinds and the application procedure for each are described below.

❖ *GTA Support*

The Department of Modern Foreign Languages and Literatures has a limited number of GTA positions that carry a tuition waiver and free health insurance. The acronym "GTA" designates both Graduate Teaching Assistants and Graduate Teaching Associates; the difference between the two and all other details related to GTA support are explained below

These GTA positions are awarded based on academic merit and a student's potential and actual ability to teach in the lower division program, and they are normally awarded for one year, with

the possibility of renewal for up to a maximum of 2 consecutive years for M.A. students, and up to a maximum of 4 consecutive years for Ph.D. students. In all cases, renewal is contingent upon satisfactory performance in both teaching and academic obligations. According to UT Graduate Policy all GTAs need to be enrolled as full-time graduate students. Failure to maintain the status of a full-time graduate student could jeopardize a student's GTA appointment. Any interruption of a GTA's status as a full-time student (for example a leave of absence, an interruption of the academic program in order to work as a lecturer, etc.) will automatically cancel a student's GTA contract, and he/she will need to reapply for a GTA position upon return to the program.

- **Qualifications Expected from GTAs**

LANGUAGE REQUIREMENT

The University of Tennessee, Knoxville, requires all who teach to be competent in spoken English. Therefore, all GTAs whose native language is not English must take the SPEAK Test at the beginning of their first semester (<http://gradschool.utk.edu/speaktest.shtml>), and a score of 50 or higher is necessary to be unconditionally approved for classroom teaching. The SPEAK Test is given 3 times a year (in August, January, and May), and students can retake the SPEAK Test if they do not achieve the score they need.

While the Department of Modern Foreign Languages and Literatures will not withdraw a promised GTA position based on a SPEAK Test score that is too low for being unconditionally approved for classroom teaching, it is our expectation that students will make every effort to improve their English speaking skills during their first academic year in such a way that they will be unconditionally approved for classroom teaching by the beginning of their second year in the program. The latter is a pre-condition for the renewal of the GTA position beyond the first year of study.

QUALIFICATIONS IN THE ACADEMIC DISCIPLINE OF A STUDENT'S GRADUATE PROGRAM

GTAs must also maintain satisfactory academic performance. Any GTA whose cumulative average drops below B (3.0) at the end of any semester will be placed on probation by the Graduate School. University policy gives the student one semester to bring that average up to B (3.0). If the student succeeds in bringing up the semester average to B (3.0), but his/her cumulative GPA fails to meet this minimum average, his/her language program may not renew the teaching assistantship for the following year so that the student may devote full attention to academic responsibilities. If both the semester average and the cumulative GPA are below 3.0 at the end of the "grace" semester granted by the Graduate School, Graduate Policy does not permit the student to continue graduate studies at the University of Tennessee. Ph.D. candidates whose assistantships are dropped for academic reasons may reapply for an assistantship upon attaining a 3.0 average.

❖ *GTA Stipends*

GTAs receive a stipend which can vary, according to teaching duties, from \$5,800 to \$17,400 per academic year, and this annual stipend is payable in twelve monthly installments. In previous years, several GTAs have received additional funding/prizes in university-wide, national, and international competitions. In addition to the stipend, the GTA receives health insurance coverage and is entitled to a waiver of fees for the period of appointment in accordance with university policy. Please note: University fees include a maintenance fee (required of all students), tuition (additional for out-of-state students), a technology fee, a program and services fee, a facilities fee, and a transportation fee. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the technology, program and services, facilities, or transportation fees. The “Schedule of Maintenance, Tuition and Fees” effective as of Fall 2018 can be found at: <http://onestop.utk.edu/your-money/tuition-fees/>

❖ *Applying for a GTA position*

The application form for the GTA-ship award in French, German, and Spanish is available online at the following web address: <http://french.utk.edu/docs/gta.pdf> (this form is standard for all three language areas).

Applications are reviewed by all faculty members of the language section to which the student seeks admission or by a designated admissions committee made up of members from that section. **Notice of acceptance will be sent in mid-March (at the latest by the first week in April).**

Since occasional vacancies do arise, students who have missed the application deadline for an assistantship are encouraged to submit their materials nonetheless. If assistantships are still available or if openings occur, the student can be considered. If nothing is available, the application will be put on file – in consultation with the student – for consideration for the following year.

❖ *Teaching Responsibility and Classification of GTAs*

In accordance with Graduate School and College of Arts and Sciences Policies, the Department of MFL distinguishes between two forms of assistantship: Graduate Teaching Assistant and Graduate Teaching Associate.

Graduate Teaching Assistant. Graduate Teaching Assistants work under the direct supervision of a regular faculty member in activities such as helping to prepare classes, conducting laboratory sections, assisting in the Language Resource Center, grading papers, and keeping class records. In consultation with the Supervisor, the Teaching Assistant works to gain teaching skills and an increased understanding of the discipline. Appointments are normally on a one-fourth-time basis.

Graduate Teaching Associate. Experienced graduate students (those who have completed eighteen or more hours of graduate course work in their teaching field) will normally be

assigned primary responsibility for teaching undergraduate courses, including the assignment of final grades. The Graduate Teaching Associate usually carries one-fourth to one-half of a normal teaching load. Graduate Teaching Associates are not eligible to teach courses approved for graduate credit.

Appointments of teaching assistants and associates are made for the regular academic year. M.A. students normally do not teach during their first two semesters in the program. After completing eighteen hours of graduate course work in their teaching field, they are usually expected to teach one beginning language class per semester.

Ph.D. students normally teach two beginning or intermediate language classes in one semester and one class in the other semester. Students holding a GTAship are required to take MFL 512 (Teaching a Foreign Language unless it is determined by the graduate coordinator of the student's language section that a graduate course taken elsewhere covered the same material that is being covered in MFL 512). GTAs are also expected to work closely with a faculty supervisor and to observe departmental and program guidelines as well as their supervisor's requirements for GTAs.

❖ Duration of Support, Time Limitation, Professional Development, and Job-Expectations

GTA positions are normally awarded for one year, with continuation, and renewal for a subsequent year. This continuation is contingent upon satisfactory performance in both teaching and academic obligations. University regulations require that all GTAs be enrolled as full-time graduate students (see below under "Course Load"), and the Department of Modern Foreign Languages requires all of its GTAs to register for 9 graduate credit hours during each semester for which they receive GTA-support (except summer). Failure to register for 9 graduate credit hours during each of the semesters for which you receive GTA-support (excluding summer) could jeopardize your GTA appointment.

As a GTA, you are expected to attend the pre-service orientation workshop, which is usually held in August the week before fall classes officially begin, as well as all subsequent training sessions. What constitutes satisfactory performance in teaching will be made clear by the Lower-Division Program Director(s) of your language program during the orientation and training sessions. As a GTA, you are also expected to follow the work-schedule developed for you by the Program Director for the Lower Division of your language program. If you are a Graduate Teaching Associate and cannot go to teach your class for whatever reason, you should 1) arrange for another GTA to fill in for you and 2) you need to inform your Supervisor of both the absence and the arrangements made for a substitute immediately. If the absence is a planned one (such as a doctor's appointment that cannot possibly be scheduled at a time that does not coincide with class-time), your supervisor should be alerted to it as early as possible. If you do not inform your Supervisor, especially if you have not made arrangements for a substitute, your negligence could have very serious consequences.

At the end of each final exam period, GTAs must turn in grade sheets for their classes to their supervisor. Failure to carry out adequately professional duties and responsibilities related to teaching assignments or unsatisfactory performance in the classroom will cause the GTA to be

placed on teaching probation; depending on the gravity of the problem, his/her assistantship may be revoked. If the problem is not corrected by the end of the academic year the student's assistantship may not be renewed.

As noted above, GTAs must also maintain satisfactory academic performance. Any GTA whose cumulative average drops below B (3.0) at the end of any semester will be placed on probation. University policy gives the student one semester to bring that average up to B (3.0). If the student succeeds in bringing up the semester average to B (3.0), but his/her cumulative GPA fails to meet this minimum average, his/her language program may not renew the teaching assistantship for the following year so that the student may devote full attention to academic responsibilities. If both the semester average and the cumulative GPA are below 3.0 at the end of the "grace" semester, University Policy does not permit the student to continue graduate studies at the University of Tennessee. Ph.D. candidates whose assistantships are dropped for academic reasons may reapply for an assistantship upon attaining a 3.0 average.

To ensure equity regarding regular GTA appointments, extra-section appointments and summer appointments (for more details on summer teaching see next section), the following principles will be followed:

1. As a general rule, no one receives an appointment to teach more than two classes per semester. GTA's working towards the Ph.D. degree, making reasonable progress, and demonstrating effective teaching, are at the top of the priority list. They will normally teach up to two classes per academic semester. M.A. students satisfying the same criteria have second priority and will normally teach one class per academic semester.
2. Whether teaching is regarded as "effective" or not will be determined by the department Head, after consulting with the tenured and tenure-track in the graduate student's language section (French, German, or Spanish). Such determination will be based on: (a) the Supervisor's evaluations of the GTA ; (b) written student evaluations ; and (c) if necessary or desirable (which will be the case when a dispute arises, or in order to provide letters of recommendation), the report on the classroom performance of the GTA, as observed by two faculty members selected by the department Head in consultation with the lower-division language supervisor.
3. Appointments for second-year language courses are reserved ideally for those who have taught in the first-year program. In certain cases, 300 level courses (for example the conversation-composition sequence, and the introductory literature sequence) may be taught by GTAs, contingent on student enrollment, availability of funds, and need. Priority for assignment of such courses will be given to candidates who demonstrate superior academic achievement and teaching effectiveness.
4. M.A. students typically receive two years of support; Ph.D. students typically receive four years of support beyond the M.A. All renewals are contingent upon department need, enrollment, availability of funds, progress toward the degree and teaching effectiveness.

Early Termination/Withdrawal

If a student is terminated or withdraws from a program prior to the end of the semester, the

student will be responsible for payment of tuition and other fees from the termination/withdrawal date until the end of the semester. The responsibility for paying tuition and fees will apply to all students, including those who have tuition waivers during the semester in which they are terminated/withdraw early. Please see the graduate catalog for additional information about early termination/withdrawal at: http://catalog.utk.edu/content.php?catoid=23&navoid=2827#fees_fina_assi and <https://onestop.utk.edu/withdraw/>. If you are considering early withdrawal, you should contact the Bursar's office to inquire about the financial ramifications for early withdrawal.

❖ *Summer Teaching by GTA's*

If you already have some teaching experience, you will be eligible to apply for the limited number of teaching positions open during the summer. Students pursuing the Ph.D. or M.A. degree may be given up to six hours of teaching. It is recommended, however, that M.A. students who are deemed eligible to teach during the summer teach only three hours in order to have more time to prepare for their exams.

Summer teaching brings extra pay. To apply for summer teaching, all you need to do is indicate to the department head that you would like to be considered for summer teaching. Summer teaching requests should be submitted when the summer teaching schedules are being prepared (towards the end of the Fall semester or early Spring). Appointment to a summer teaching position is determined on the basis of seniority and the applicant's progress towards the degree, and teaching effectiveness.

❖ *Outside Employment*

In order to ensure success in a graduate program, students need to make graduate studies their first priority. While we understand that there are situations when graduate students need to seek outside employment for financial reasons, we nevertheless strongly encourage all graduate students in the Department of Modern Foreign Languages and Literatures to keep the number of hours committed to outside employment as low as possible during the semester, and to discuss all outside employment with the Graduate Coordinator of their language section. **Please note:** Special permission from the associate dean of the Graduate School is required for university employment of more than 50 percent time. All students with a GTA appointment, especially those with a 50% GTA appointment are strongly discouraged from seeking additional employment outside UTK and should discuss all outside employment with the Graduate Coordinator of their language section.

❖ *Non-Teaching Fellowships*

There are several non-teaching fellowships, for which the competition is very keen: the J. Wallace & Katie Dean Graduate Fellowship, the Herman E. Spivey Graduate Fellowships, the Lori Mayer Re-Entry Women's Graduate Fellowships, Graduate Diversity Enhancement Fellowships, Bruce Painter and Eva Woody Seaton Memorial Graduate Fellowship, and the

Yates Dissertation Fellowships (also see the current version of the Graduate Catalog). For more information on all of these fellowships go to <http://gradschool.utk.edu/fellowships.shtml>.

❖ *Loans and Work Study*

Applicants should contact the Director of Scholarships and Financial Aid, 115 Student Services Building, University of Tennessee, Knoxville, TN 37996-0210. Information is available online at <http://web.utk.edu/~finaid/>

❖ *Graduate Student Travel Awards*

The Graduate Student Senate in cooperation with the Dean of Students and the Dean of Graduate Studies awards funding for graduate and professional students to travel, present work, and participate at scholarly conferences and events. Three travel award announcements are made throughout the year, designed to roughly coincide with the academic term periods. These awards are based on merit and are given to provide partial reimbursement of certain allowable expenses such as transportation, lodging and registration expenses. Applications are considered by a committee composed of graduate students, faculty members, and university administrators.

Applications must be submitted to and received by the Office of the Dean of Students by the deadlines that will be announced on the webpage of the Graduate Student Senate (<http://web.utk.edu/~gss/travelawards/information.php>). The Application Form for GSS Travel Awards (along with detailed instructions) is available at this webpage and only applications submitted using this official form will be considered for awards. Graduate Students in the Department of MFL are strongly encouraged to apply for a GSS Travel Award if they are going to present a paper at a scholarly conference. Students may also apply to the Department of MFL for travel support and should consult with their own language section graduate coordinator to see if preconditions and limitations apply.

Please note that all applications for “Graduate Student Travel Awards” administered by the Graduate Student Senate need to be endorsed by the student’s advisor, the head of the student’s department, and the dean of the student’s college. The Dean of Arts & Sciences requires that all applications for “Graduate Student Travel Awards” need to be submitted to his office ONE WEEK BEFORE the final deadline set by the GSS. In addition, your advisor and the Head of the Department of MFL require time for their endorsements, and applications should therefore be submitted to them at least TWO WEEKS BEFORE the final deadline set by the GSS. The application deadlines are posted on the Graduate Student Senate’s webpage at <http://web.utk.edu/~gss/travelawards/information.php>

VII REGISTRATION AND ADVISING

❖ *Registration*

Entering students should register for courses online before they arrive or do so during the two-day registration period at the beginning of the semester. Continuing graduate students are encouraged to register as early as possible during the normal registration periods of each semester. Early registration helps each language section to determine which courses need to be canceled due to inadequate enrollment, and helps the students affected by a course cancellation to re-register in another course.

❖ *Advising*

You are responsible for seeking advising from your faculty advisor on course selection, and for ensuring that you are properly enrolled in the appropriate number of courses per semester.

❖ *Course Load*

The maximum course load for a non-teaching graduate student is 15 hours, and the Graduate School considers 9 to 12 hours a full load. The Department of Modern Foreign Languages and Literatures requires graduate teaching assistants and graduate teaching associates to take and complete a minimum of nine credit hours per semester. Courses must be taken for graduate credit and must be at the 400 level or higher, unless special authorization is given by the Director of Graduate Studies (in consultation with the Graduate Coordinator of the respective language program) and/or the Department Head. **When taking 400-level classes, make sure you register for graduate credit. Some 400-level classes are not available for graduate credit and therefore they cannot be counted toward your graduate degree.**

❖ *Registration for Use of Facilities*

Students using university facilities, services or faculty time, including summer term, must be registered. Normally, students are registered for course work or thesis/dissertation credit. Students who are not taking course work and are not yet eligible to register for thesis or dissertation hours, must register for course 502 (Use of Facilities) if they wish to have borrowing privileges in the University Libraries or to use computer labs, other labs, or other university resources.

❖ *Registration for Course 500 (Thesis) and for Course 600 (Dissertation Hours)*

A student registered in one of the M.A. Programs offered by the Department of MFL who chooses the thesis-option must be registered for course 500 each semester during work on the thesis, including a minimum of 3 hours the semester in which the thesis is accepted by the

Graduate School. Six hours of 500 are required for the thesis option. After receiving the master's degree, a student is no longer permitted to register for Thesis 500.

All students registered in the Ph.D. Program in Modern Foreign Languages need to complete 24 semester hours of Course 600 (Dissertation Hours). Once a student has completed course work and the comprehensive exams, he or she normally registers for Course 600. Once a student does register for it, he or she must continue to do so, including the summer term, for a minimum of three hours, unless granted a leave of absence by the Graduate School. These hours represent the research for and writing of the dissertation, which will be directed by a faculty member of the department and three (in some cases four) faculty members, including one from outside the Department of Modern Foreign Languages and Literatures.

❖ *Independent Study Courses*

We discourage you from taking Independent Study courses. However, if you have taken and received credit for all the graduate-level classes being offered during the semester -- a situation which should occur very rarely -- then an Independent Study may be one option, but you should still explore other options with your advisor. An Independent Study will be authorized only if permission is granted by the majority of the faculty members in your language section (French, German, or Spanish).

❖ *Incompletes*

The Department strictly adheres to the policy stated in the Graduate Catalog: All incompletes must be removed within one year. According to University policy, the instructor may only grant an Incomplete when a student has performed satisfactorily in the course but, due to unforeseen emergency circumstances, has been unable to finish all the requirements. An Incomplete is NOT given to enable a student to do additional work to raise a deficient grade (see Graduate Catalog section on grades). If a faculty member considers it justified to give an Incomplete according to the policy stated in the Graduate Catalog, s/he needs to file a report stating exactly what the student needs to do in order to remove the Incomplete along with specific deadlines for these assignments. This report needs to be completed on an "Incomplete Grade Report" form that is available in the main office (701 McClung Tower), it needs to be signed by the faculty member and the student who receives the Incomplete, and it needs to be filed in the departmental main office along with the grade sheet for the class in which the student received the Incomplete.

Please note: According to UT Graduate Policy, the course for which an Incomplete was given, will not be counted in the cumulative grade point average until a final grade is assigned. If an Incomplete is not removed within one calendar year, the grade will automatically be changed to an F. No student may graduate with an Incomplete on his/her academic record.

❖ *Time Limits for Completion of Degree Program*

According to Graduate School regulations, a student has up to six calendar years for completing the M.A. degree program. Typically, however, full-time students have completed their M.A.

degree requirements in French, German, or Spanish within two years from the time of enrollment in the degree program.

Candidates for the Ph.D. degree are expected by the Graduate School to complete their comprehensive examination within five calendar years from the time of enrollment, and all requirements for the degree within eight calendar years. Typically, however, full-time students have completed the Ph.D. in MFL within four or five years. You should seize every opportunity to finish your program as quickly as possible, since the duration of financial support is limited.

❖ *Modern Foreign Languages and Literatures Grant for Doctoral Research (teaching release)*

The Department of MFL may offer highly-qualified ABD students in the doctoral program a one-course release from teaching duties, in order to allow these students to advance more rapidly toward the completion of their dissertation. Grantees will be chosen by the graduate coordinator for the student's language section, in consultation with the student's dissertation advisor. This research grant will only be awarded to students who:

1. have a 50% GTA position;
2. have a superior academic record in their MFL courses;
3. are advancing in a timely manner toward completion of the PhD.

MFL Graduate Teaching Awards

Four teaching awards will be granted each year to four MFL GTAs (one in French, one in German, two in Spanish).

The LPDs of each language program will nominate one or more doctoral GTAs by February 15.

The nomination will consist of a nomination statement by the appropriate LPD and the nominee's teaching philosophy.

A committee formed by the faculty members of the Graduate Studies Committee will make the decisions on the awards.

Each award will consist of \$200.

Chad Goldman and Brian Pendleton Language Resource Center Award

The Chad Goldman and Brian Pendleton Language Resource Center Endowment was established to be used to encourage student engagement in the LRC and to enhance the educational efforts undertaken within it.

The Chad Goldman and Brian Pendleton Language Resource Center Award will be granted each year to one MFL GTA who can demonstrate innovative use of the LRC into their teaching methods.

The LPDs of each language program will nominate one or more GTAs by February 15.

The nomination will consist of a nomination statement by the appropriate LPD and the nominee's teaching philosophy.

A committee formed by the LPDs, the Coordinator of the LRC and the Director of Graduate Studies will make the decisions on the awards.

The award will consist of \$400.

Outstanding Graduate Mentoring in MFL Award

The Outstanding Graduate Mentoring in MFL Award will be granted each spring semester to a tenured or tenure-track professor of Spanish, French or German who has excelled at mentoring graduate students inside and outside the classroom.

The nomination will consist of a one-page nomination statement from a graduate student who has worked closely with the nominee and has benefited from his/her mentoring skills. The nomination statement must address specifically all factors supporting the nomination.

The nomination will be submitted to the corresponding MFL graduate student representative via email by April 1. The three graduate student representatives that form the selection committee will arrange a meeting to decide the awardee from the pool of nominees. The decision will take into consideration different mentoring aspects such as the scope, approach and help provided by nominees in their classes; the promptness of email responses and the availability to meet up with graduate students when issues arise; the support and encouragement to work and polish papers for publication; the willingness to peer review and edit job application materials, and to send recommendation letters in a timely manner; the help provided regarding administrative concerns or any other service; and any other factors deemed appropriate. By April 15 the committee members will submit their decision to the Associate Department Head.

❖ Grades and Academic Standards while in the Program

• Part A: UT GRADUATE POLICY

ACADEMIC STANDARDS

Graduate education requires continuous evaluation of the student. This includes not only periodic objective evaluation, such as the cumulative grade point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit. The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade point average (GPA) of at least 3.00 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation. Departments and

programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in the Graduate Catalog. It is the student's responsibility to be familiar with the special requirements of the department or program.

Evaluation procedures: Every graduate student will receive an annual written evaluation, with a copy delivered to the student and a copy signed by advisor and student that is maintained in department files. This written evaluation will be discussed in a face-to-face meeting between graduate students and their advisor. The letter will conclude with signature lines for the advisor and for the student, indicating the date when this meeting occurred.

ACADEMIC PROBATION

Upon completion of 9 hours of graduate coursework, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.00. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade point average is 3.00 or greater. Upon achieving a cumulative GPA of 3.00, the student will be removed from probationary status.

DISMISSAL

If a student is on academic probation, the degree or non-degree status will be terminated by the Dean of the Graduate School if the student's semester GPA falls below 3.00 in a subsequent semester.

When the particular circumstances are deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of the Dean of the Graduate School, a student on probation whose semester GPA is below 3.00 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. In those cases where the department's requirements for continuation are more stringent than university requirements for graduate programs, the Dean of the Graduate School will evaluate the student's record to determine whether the student is eligible to apply for a change of status and register in another area of study. Registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

• Part B: ADDITIONAL DEPARTMENTAL REQUIREMENTS

After entering the graduate program, students in any of the M.A. Programs offered by the Department of Modern Foreign Languages and Literatures are expected to maintain a GPA of at least 3.00 in order to remain in good standing, and students in the Ph.D. Program in Modern Foreign Languages are expected to maintain a GPA of at least 3.50 in order to remain in good standing.

The Department of Modern Foreign Languages and Literatures specifies that a student will not be allowed to continue in any of its graduate program if any of the following occurs:

1. The student cheats or engages in any other act of dishonesty with respect to the university community. Such acts include but are not limited to getting or giving help that

is considered inappropriate in an academic setting as well as any form of plagiarism. (for details on Academic Honesty, please see the respective passages in Hill Topics and in the Graduate Catalog).

2. The student earns two or more grades of C or below in courses taken for graduate credit.
3. The student receives a grade of D or F in a graduate course that is identified as a core or mandatory course in the student's graduate program.
4. The student's cumulative graduate GPA falls below 3.00 for two consecutive semesters, excluding the summer semester if no courses are taken. (UT Graduate Policy).

VIII ACADEMIC HONESTY

Your value to society depends on your integrity, and integrity is expected of everyone in academia including you. The Department of Modern Foreign Languages and Literatures adheres completely to and enforces the following definition of academic honesty.

❖ *Definition*

Student compliance with accepted standards of conduct in regard to the completion of any and all requirements for a course or the entire program.

Accepted standards of conduct will include at least all of the following:

1. The student shall complete all in-class examinations within the specified time limits set for the examination and without assistance from other persons or unauthorized written materials.
2. The student shall not use the writings or ideas of another without proper acknowledgment and documentation of the source(s).
3. The student shall not use the same material or a substantially similar version of it to fulfill requirements in different courses, which count towards completion of the program, without the knowledge and consent of the instructors involved.
4. The student shall not knowingly provide information or assistance of any kind to another student during the completion of in-class examinations.

❖ *Violations and Consequences*

If a professor has reason to suspect that a student is guilty of academic dishonesty, the professor will immediately request to meet with the student. If after discussing the matter with the student the professor believes that the student behaved in a dishonest manner, the professor shall issue a written warning to the student. A copy of this warning will be placed in the student's permanent file, and will be brought to the attention of the Department Head, who will formally advise the student against repeating that behavior. If the student repeats this behavior on another occasion (in the same or another class), the Head will bring the matter to the attention of the student's language section (French, German, or Spanish).

The section will decide whether or not the student will be asked to leave the program, or if some other type of disciplinary action will be taken. Acts of dishonesty on the part of any student which are brought to the attention of the section will be handled in accordance with the most current procedures outlined in *Hilltopics: A Student Handbook*
<https://hilltopics.utk.edu>

Sanctions may include, but are not limited to, an automatic "F" grade for the course(s) and, as determined by the section, instant dismissal from the program. (See "Appeals Procedure" in the next paragraph).

IX APPEALS AND GRIEVANCES

The student with a grievance to be appealed concerning grades, policies, or procedures must first follow the existing departmental appeal procedure. Students with grievances concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education should file a formal written complaint with her or his language graduate coordinator and/or advisor, with copy to the Director of Graduate Studies, no later than 30 days after the incident that occasions the appeal. If the issue remains unresolved after 30 days of the initial appeal, the student may then appeal to the department head.

If the appeal is denied or is determined to be outside the purview of the department, the student may appeal in writing to the dean of the college within 30 days of the departmental decision. If the student wishes to appeal the decision of the college, he or she may file a formal appeal with the Graduate Council Appeal Committee through the office of the Assistant Dean of the Graduate School within 30 days of the college decision. More details on the appeals procedure can be found in the UT the Graduate Catalog and in the Graduate Student Appeals Procedure Handbook, which can be accessed online at
GRADSCHOOL.UTK.EDU/GRADUATECOUNCIL/APPECOMM/APPEALPROCEDUREAPPROVED2009

X GRADUATE STUDIES IN FRENCH

SPECIFIC DEGREE REQUIREMENTS FOR THE M.A. IN FRENCH AND THE PH.D. IN MODERN FOREIGN LANGUAGES WITH A 1ST CONCENTRATION FRENCH

The following information SUPPLEMENTS material found in the **Graduate Catalog** (<http://catalog.utk.edu/index.php>) and in **Chapters II–IX of this Graduate Student Handbook**.

❖ *Introduction*

Graduate Students in French and Francophone Studies at The University of Tennessee enjoy:

- Highly individualized contact with the French and Francophone Studies graduate professors;
- Opportunities to assist in UTK's summer program in Paris, France;
- Financial support to participate in professional meetings;
- Interactions with students from the U.S. and the rest of the world;
- An opportunity to compete for a Teaching Assistant Exchange with France.

As a member of the French program, your success is important to us. This handbook contains important information on policies, requirements, and issues of concern to graduate students and your degree program, which should assist you to succeed. You will find in Chapters II-IX general information and, under the relevant subheading of Chapter X of this graduate handbook, more detailed information pertaining to the degree level to which you have been admitted.

Another publication you should retain for consultation is *Hilltopics: A Student Handbook*. It contains, among other things, information on your rights and responsibilities as a student here. Finally, the Graduate Catalog is an indispensable guide for all students.

We believe that these documents contain sufficient information to help you stay focused, and we hope that your experience in the French section will be a rewarding one and lead to the intellectual and personal growth which you seek. As revisions are made to this handbook to reflect changes in policy or procedure, the appropriate pages will be updated and copied to you. You may direct questions about any material in this Handbook to the French Graduate Coordinator:

Dr. Mary McAlpin

The University of Tennessee
713 McClung Tower
Knoxville, TN 37996-0470
E-mail: mmcalpin@utk.edu

❖ ***Research and Scholarship Expectations***

Completing your degree program should be your top priority, and we will support your efforts. We expect that you will participate in research and scholarly activities, including conference attendance and the preparation of a thesis or research paper (M.A.; thesis & non-thesis option) or a dissertation (Ph.D.) A thesis & research paper are similar to a dissertation in that they:

- are scholarly works
- develop a topic logically
- are thoroughly and meticulously carried out
- require an oral examination and approval of both written and oral examinations by the student's committee.

A dissertation is however different from a thesis in that:

- a dissertation should demonstrate your ability to identify, evaluate and synthesize the body of literature and/or theoretical framework on the topic, and logically arrive at a substantive problem statement which extends the body of knowledge in the discipline.
- a dissertation should have greater depth and breadth of topic(s).

Specific research and scholarship expectations are indicated separately for the M.A. (thesis and non-thesis option) and Ph.D. below. You are encouraged to write each term paper with a view to submitting it for publication in a refereed journal, adhering to all details of style and academic rigor.

Also make it your goal to acquaint yourself with the major professional societies and organizations, as well as the publications these societies maintain. These include the American Association of Teachers of French (AATF), which publishes *The French Review*, and the Modern Language Association (MLA), which is responsible for the *PMLA*, the *MLA Annual Bibliography* (with volumes in literature, linguistics, and pedagogy), and the *MLA Handbook* (1998), the standard reference for formatting citations in research papers. The MLA offers job placement services, and the MLA convention in December is particularly important for Ph.D. candidates to network with prospective employers. Both MLA and AATF have regional chapters, the latter being a component of the TFLTA (Tennessee Foreign Language Teaching Association). These groups meet on a regular basis, have special programs, and will be of interest and value to you as avenues for developing professional contacts and having a good look at the profession as it operates in other institutions and in other areas of the country.

❖ ***Grades and Good Academic Standing***

Satisfactory progress towards the graduate degree (or maintaining a good academic standing) is defined as maintaining a 3.0 (or grade of "B" minimum cumulative GPA on a 4.0 point scale). In addition, the minimum "pass" grade for each course in the doctoral program is "B". Clearing "Incomplete" grades is your responsibility. If an "I" grade is not cleared by the end of the semester following that in which it was awarded, it automatically changes to "F" and is subsequently calculated in your GPA.

Remember that the academic standing of all graduate students is reviewed at the end of each semester. You will be alerted to any problems through your advisor or the French Graduate Coordinator. To maintain a teaching assistantship in the Department, you need to keep a minimum grade point average of 3.0. If your grade point average drops to such a low point that it will be extremely difficult to bring it up to B in a reasonable time period, the faculty will recommend that you be dropped from the program. "Reasonable time period" is defined as within two terms (two semesters, or summer and one semester).

❖ *You and Your Faculty Advisor*

Proper advising is the key to avoiding administrative problems and getting the most out of the program. You are responsible for planning your program, and your faculty advisor is there to help you do it properly. Always contact your advisor with your questions and (s)he will answer them for you, or direct you to others who can.

Entering graduate students and those receiving an M.A. in the department who are progressing to the Ph.D. level are advised by the French Graduate Coordinator, who aids them in working out the course schedule most suited to their individual interests and needs. New students are encouraged to take a wide variety of courses so as to get to know as many professors and their areas of specialization as possible. Students are advised to select their advisors -- a faculty member with whom they feel most comfortable working -- as soon as possible. To select an advisor, you need simply to ask the professor if he or she would be willing to serve in that capacity. The faculty advisor of an M.A. candidate chairs the M.A. committee (made up of three professors), while the dissertation director of a Ph.D. student serves as the faculty advisor. It is advisable that M.A. students decide as early as possible whether to follow plan A (Thesis Option) or plan B (Non-Thesis Option), so that course schedules can be worked out accordingly. Your advisor's responsibility is to help you plan your program to ensure that you take the right courses to fulfill all degree requirements. If you choose to ignore advice given to you, you might run into difficulties later.

❖ *The Master of Arts (M.A.) Degree Program in French*

• **Philosophy of Graduate Study in the Master's Program**

The French M.A. program seeks to prepare you to function effectively as a teacher in junior colleges or secondary schools, either in the U.S.A. or in French-speaking countries, or as a student in a French Ph.D. program, by developing a solid, general base in French language and Francophone literature and culture.

Upon completion of the M.A. degree, you will be prepared to enter a Ph.D. program here or elsewhere, or to use your training in French as a point of departure for other kinds of careers, such as junior college or secondary education, government service, or service in industry. If you do not have secondary school certification when entering the program, and if you would like to acquire it, please contact the foreign language unit leader in the College of Education for further information.

- **M.A. Degree Program Procedures (*paper work required)**

To be accepted into any of the M.A. programs offered by the Department of Modern Foreign Languages and Literatures (M.A. or Five-Year B.A/M.A. in French, M.A. or Five-Year B.A/M.A. in German, and M.A. in Spanish), a student should have already completed a major or the equivalent of a major (usually 30 hours) in their main discipline (French, German, or Spanish). Although the Graduate Council requires a minimum grade point average of 2.70 (on a scale of 4.00) for admission to the UT Graduate School, prospective students should note that the Department of Modern Foreign Languages and Literatures normally requires a minimum grade point average of 3.50 (on a 4.00 scale) in all course work of their major (French, German, Spanish, or a related field) in order to be admitted to the M.A. programs in French, German, or Spanish. In making its decision, the Admissions Committee considers grades, recommendations, a statement of goals (in English and in the target language), and two writing samples (ideally, one in English and one in the target language). When evaluating a student's application dossier, the Graduate Admissions Committee looks for high quality, committed students who could complete the program successfully, and who will add diversity, liveliness and intellectual energy to the program.

It is your responsibility (and not that of your faculty advisor) to ensure that you are in compliance with the deadline dates set by the Graduate School. All graduation deadline dates are available here: <http://gradschool.utk.edu/ddategraduation.shtml> .

PRE-ARRIVAL STAGE

1. * Application for Admission to The Graduate School
2. Screening of completed application dossiers taking into account:
 - a) Quality of French and academic potential
 - b) Transcripts (minimum 3.0 GPA preferred) of all university-level studies
 - c) Letters of recommendation
 - d) Quality of French writing sample
3. Decision to admit or deny admission, and notification by Graduate School
4. Decision on financial aid application, if applicable, separate from Admission.

POST-ADMISSION, FIRST STEPS STAGE

1. Assignment or selection of graduate advisor
2. Course work proposal meeting with Advisor
3. Formation of M.A. Committee in consultation with Faculty Advisor prior to application for Admission to Candidacy
4. Faculty evaluation of candidate at end of year

CONTINUATION STAGE

1. Completion of course work
2. Completion of research and scholarship expectations
3. * Application for Admission to Candidacy in consultation with M.A. Committee, at least one semester prior to graduation.
4. Approval of Admission to Candidacy by Graduate School, prior to graduation.

GRADUATION STAGE

1. * Submission of application for diploma, at Office of Graduate Admission and Records, at beginning of semester of graduation.
2. * Payment of graduation fee at Bursar's office, at beginning of semester of graduation.
3. * Submission of thesis to M.A. Committee by student (if applicable), at least two weeks prior to Final Examination.
4. * Scheduling of M.A. Final Examination, by student, Committee and Office of Graduate Admissions and Records, not later than one week prior to Final Examination.
5. Writing Final Examination, not later than three weeks prior to Commencement.
6. Approval and acceptance of final copy of thesis (if applicable) by M.A. Committee and The Graduate School, after Final Examination, and not later than two weeks prior to Commencement.
7. Removal of Incomplete(s) by student working with the course instructor, not later than one week prior to Commencement.

After entering the graduate program, students in any of the M.A. Programs offered by the Department of Modern Foreign Languages and Literatures are expected to maintain a GPA of at least 3.00 in order to remain in good standing.

The Department of Modern Foreign Languages and Literatures specifies that a student will not be allowed to continue in any of its graduate programs if any of the following occurs:

1. The student cheats or engages in any other act of dishonesty with respect to the university community. Such acts include but are not limited to getting or giving help that is considered inappropriate in an academic setting as well as any form of plagiarism (for details on Academic Honesty, please see the respective passages in Hill Topics and in the Graduate Catalog).
2. The student earns two or more grades of C or below in courses taken for graduate credit.
3. The student receives a grade of D or F in a graduate course that is identified as a core or mandatory course this student's graduate program.
4. The student's cumulative graduate GPA falls below 3.00 for two consecutive semesters, excluding the summer semester if no courses are taken. (UT Graduate Policy)

• **French M.A. Degree Program Structure**

The Master of Arts in French has a core literary emphasis. However, students who have interests in other fields can incorporate them into the M.A., by doing course work in one the following areas: Cinema, Linguistics or Applied Linguistics, and Theater.

• **Course Selection and Load**

It is advisable that you take courses in as many different areas as possible, including literature, linguistics, and foreign language pedagogy. The literature courses should cover different centuries and literary genres (prose, poetry, drama). Full-time MA students must enroll in three 3-credit-hour courses each semester (excluding summer semesters).

• **THESIS AND NON-THESIS OPTIONS FOR M.A. STUDENTS**

You must decide in your first semester if you want to follow the Thesis or the Non-Thesis Option. If you have questions concerning these options, please contact the French Graduate Coordinator.

- **PLAN A (FRENCH M.A. -- THESIS OPTION)**

This option requires completion of the following components:

1. A minimum of 24 semester hours of course work, plus 6 hours of French 500 (Thesis), for a total of 30 hours.
2. MFLL 512, Teaching a Foreign Language, is required of all GTAs who have not already had a similar graduate-level course. 512 counts toward the MA and may also be applied towards completion of a minor in applied linguistics.
3. If a 400-level French course is listed in the graduate catalog it may count for graduate credit, but please note that NO MORE than 6 hours of 400-level courses may be counted toward the Thesis-Option MA.
4. Completion of a thesis, written in French (70-100 pages long). The student must identify a thesis director and submit a formal topic proposal by the end of their second semester; then take 3 hours of 500 during their third semester, and 3 hours during their final, fourth semester. The student is responsible for observing all Graduate School deadlines and other rules concerning MA theses.
5. A written exam covering two fields from the M.A. Reading List (see the specialist faculty member in question for the most up-to-date version) and a textual analysis. Students are strongly urged to consult the professors in each of their chosen areas as soon as possible to go over any questions they might have about the list, including substitutions.
6. A final oral exam covering the thesis.

- **Plan B (French M.A. – Non-Thesis Option)**

This option requires completion of the following components:

1. A minimum of 30 semester hours of course work.
2. MFLL 512, Teaching a Foreign Language, is required of all all GTAs who have not already had a similar graduate-level course. 512 counts toward the MA, including as credit toward a minor in applied linguistics.
3. If a 400-level French course is listed in the graduate catalog it may count towards the MA, but please note that NO MORE than 9 hours of 400-level courses may be used for the Non-Thesis-Option MA.

4. A final oral exam covering a research paper from a course taught by one of the three MA committee members, developed to approximately twenty-five pages in length.
5. A written exam covering three areas of the M.A. Reading List (see the specialist faculty member in question for the most up-to-date version) and a textual analysis. Students are strongly urged to consult the professors in each of their chosen areas as soon as possible to go over any questions they might have about the list, including substitutions.

- **FORMING YOUR M.A. COMMITTEE**

The M.A. committee is made up of three professors in French (one director and two committee members). This committee presides over your oral exam, be it for the thesis or the 25-page paper. Forming your committee is your responsibility; you should first approach a director based on the topic of your thesis/paper; then, after the director agrees to work with you, they will help you choose the two other committee members.

- **STRUCTURE OF THE FRENCH M.A. FINAL EXAMINATIONS**

The French M.A. examination consists of two parts: a written and an oral.

THE WRITTEN EXAMINATION

The M.A. written exam will consist of two parts to be taken on two different days, usually with one day intervening between the two sections.

Part A will cover two (Thesis option) or three (Non-Thesis-Option) of the following six areas of study: Linguistics or Applied Linguistics; Film; Medieval literature and culture; sixteenth- and seventeenth-century literature and culture; eighteenth- and nineteenth-century literature and culture; twentieth-century and contemporary French and Francophone literature and culture.

Students will be given a choice of two questions for each area, from which they will pick one; they will be given two hours for each question. Students will be allowed to bring a dictionary and a copy of the appropriate reading lists (see the specialist in the area for the list).

Part B will consist of a textual analysis of one of five passages chosen by the M.A. candidate. Students will submit five extracts representing a range of periods and genres (novels, theater, film, poetry), coming from works that they have not closely analyzed in their French courses. The graduate coordinator will select three of the five submissions, and the student will then choose one of the three passages for the textual analysis.

Students will have a maximum of two hours to complete this portion of the exam.

N.B. Successful completion of the exam will be determined by the specialist readers. The candidate may retake an area of the exam only once. If the candidate fails the retake, they have the option of replacing the area with another area; but if the candidate fails the substitute area, no degree will be awarded.

THE ORAL EXAMINATION

The oral examination shall be given ideally within two weeks of the written examination or following submission of the finished thesis or research paper to the committee, whichever occurs last. Because the oral examination concludes the requirements for the M.A. degree program, it is never given prior to completion of all written components of the M.A. exam. Copies of the written exam and the research paper or thesis, must reach your committee members at least two weeks before the scheduled date for the oral exam. Please note that it is your responsibility to be aware of and adhere to any Graduate School deadlines. Again, your faculty advisor will work with you as much as possible.

The M.A. oral exam will last approximately one hour. It will consist of a defense of the M.A. thesis or, for non-thesis option candidates, of a research paper from a course taught by one of the three committee members developed to approximately twenty-five pages in length. If you are doing a thesis, you will be required to incorporate any corrections or modifications from the committee before submitting the final version to the Graduate School. The decision to award or deny the M.A. degree will be made and announced to you immediately following the oral examination. Committee members will then sign the official Graduate School form.

- **FINAL M.A. EXAMINATION SCHEDULE**

The written exam will be given once in the fall semester and once in the spring semester—the second week of November and the second week of April. The student’s committee will read and evaluate the exam promptly and, assuming the work is satisfactory, the oral will be held within the time frame to comply with the Graduate School deadlines.

- **M.A. DEGREE PROGRAM TIMELINE**

1. After completing eighteen hours (normally two semesters) of course work, students should decide whether they wish to pursue Plan A/thesis or Plan B/non-thesis. Those who select Plan A should immediately begin working with their chosen thesis director to insure that the research and writing process progress as smoothly as possible. They should select the other committee members either at this time or no later than the end of the third semester of study. Students who select Plan B should choose their research paper subject by the end of the third semester. The professor with whom

the research paper is written serves as the chairperson of the committee.

2. At least one semester prior to Graduation (the same time as when committee members are finalized), students must submit to the Office of Graduation Admissions and Records the application for Graduation and the application for admission to candidacy. This form must be signed by all the committee members.
3. During the final semester, students must complete course work, take exams, and, for Plan A students, submit the final copy of the thesis to the Graduate School in accordance with the deadlines for that semester.
4. All students expecting to graduate must also complete all other administrative tasks required by the Graduate School before commencement.

• **Continuing to the Ph.D. Program in MFL?**

Continuing from the French M.A. to the Ph.D. degree program in Modern Foreign Languages is not an automatic step for the successful M.A. graduate. The French Faculty will advise you of your eligibility to continue as a doctoral student.

Beginning M.A. students considering the possibility of applying to the doctoral program can prepare themselves by working on the second language as soon as possible.

❖ **The Ph.D. in Modern Foreign Languages (French)**

• **PHILOSOPHY AND GOALS OF GRADUATE STUDY IN THE PH.D. IN MFL**

You are expected through the Ph.D. program to acquire a broad factual and theoretical background in French studies, advanced oral and written proficiency in French, and a thorough grasp of research and teaching methodologies. You also select one area that will become your field of specialization.

Upon completion of the Ph.D. degree program, you will be prepared to teach and to conduct research in French and Francophone literary and cultural studies at the college or university level. You will also be prepared to teach the elementary and intermediate levels in a second foreign language or, if trained in applied linguistics, to supervise French language programs at the college or university level. You will also be well qualified to pursue any number of non-academic career paths.

Application Procedure and Requirements

For admission to the Ph.D. Program in Modern Foreign Languages, students should have an M.A. in the area of their first concentration (French, German, or Spanish). In unusual circumstances, highly prepared students with some graduate work in other fields may be accepted on condition that they take up to 30 semester hours of additional course work. Although the Graduate Council requires a minimum grade point average of 3.00 (on a 4.00

scale) for admission to a Ph.D. program, prospective students should note that the Department of Modern Foreign Languages and Literatures normally requires a grade point average of 3.50 (on a 4.00 scale) or better in all previous graduate course work for admission to the Ph.D. Program. In making its decision, the Admissions Committee considers grades, recommendations, a statement of goals (in English and in the target language), and two writing samples (ideally one in English and one in the target language). When evaluating a student's application dossier, we place high emphasis on evidence that documents a student's potential to engage in independent research.

The Graduate Coordinator in charge of a newly admitted Ph.D. students' first concentration (French, German, or Spanish) in consultation with the student and the faculty member in charge of the student's area of second concentration (Applied Linguistics, French, German, Italian, Portuguese, Spanish, and Russian) will – on the basis of a transcript evaluation -- assess which previously completed graduate course work (including the M.A. degree) will be counted toward the Ph.D. requirements. This transcript evaluation should be completed as early as possible, and no later than by the middle of a student's first semester in the Ph.D. program. A document summarizing which previously completed courses were approved for counting towards the Ph.D. will be given to the student, and a copy will be placed in the student's departmental file. For information regarding on limits on the number of hours that may be transferred from other universities, see the Graduate Catalog.

First, a formal application for admission is to be submitted to The Office of Graduate Admissions and Records, 218 Student Services Building, along with supporting documents, which include at least official transcripts of all college work taken at the undergraduate -- and possibly graduate -- level, and any other documents (such as TOEFL scores, etc.) which may be specifically requested. Scores on the GRE (Graduate Record Exam) are not required for admission into the M.A. or Ph.D. programs in French. Second, contact with the French Graduate Coordinator (see the last paragraph of the Introduction) should be initiated in order to learn about department-specific requirements for completing the application for admission and, optionally, an application for financial assistance.

Applications for a Graduate Assistantship should be mailed directly to the French Graduate Coordinator, together with a writing sample in French, a description of courses taken in other universities, and at least two letters of recommendation from qualified former or current professors. Applicants should note that a recommendation on admission is processed faster when an application dossier is complete. It is therefore in your best interest to see to the completion of your dossier with the Office of Graduate Admissions and Records.

Full graduate status is usually recommended only for students who have a complete undergraduate major in French from an accredited institution. In some cases, easily demonstrable experience equivalent to course work is accepted, but evaluations of experience are made conservatively.

A positive recommendation for admission to the M.A. or Ph.D. program is NOT a decision on an application for a GTA position. The two decisions are totally separate. Only successful applicants to The Graduate School are, of course, eligible to compete for the GTA positions. After entering the graduate program, students in the Ph.D. Program in Modern Foreign Languages are expected to maintain a GPA of at least 3.50 in order to remain in good standing. The Department of Modern Foreign Languages and Literatures specifies that a student will not be allowed to continue in any of its graduate programs if any of the following occurs:

1. The student cheats or engages in any other act of dishonesty with respect to the university community. Such acts include but are not limited to getting or giving help that is considered inappropriate in an academic setting as well as any form of plagiarism. (for details on Academic Honesty, please see the respective passages in Hill Topics and in the Graduate Catalog).
2. The student earns two or more grades of C or below in courses taken for graduate credit.
3. The student receives a grade of D or F in a graduate course that is identified as a core or mandatory course this student's graduate program.
4. The student's cumulative graduate GPA falls below 3.00 for two consecutive semesters, excluding the summer semester if no courses are taken. (UT Graduate Policy)

NB: The Department of Modern Foreign Languages and Literatures does not admit non-degree or provisional students to any of its graduate programs. Candidates who are denied entrance into the graduate degree programs they applied for may reapply for admission only if their application has been substantially enhanced. Please see or call the Director of Graduate Studies for suggestions. Any candidate who is denied admission to the graduate program twice will no longer be eligible or considered for admission.

- **Ph.D. Degree Program Procedures (*paper work required)**

You are responsible for being in compliance with the deadline dates set by The Graduate School.

All Graduate Deadline Dates are posted here: <http://gradschool.utk.edu/ddategraduation.shtml>

PRE-ARRIVAL STAGE

1. * Application for Admission to The Graduate School
2. Screening of completed application dossiers taking into account:
 - a) Quality of French and academic potential
 - b) Transcripts (a minimum GPA of 3.0 preferred) of all university-level studies
 - c) Letters of recommendation
 - d) Quality of French writing sample
3. Decision to admit or deny admission, and notification
4. Decision on financial aid application, if applicable

POST-ADMISSION, FIRST STEPS STAGE

1. Advising and course work planning meeting with the Graduate Coordinator. Formal meetings to take place at least once a semester during the first year of doctoral studies.
2. Faculty evaluation of candidate at the end of the first year to gauge progress.
3. Formation of doctoral Committee in consultation with Faculty Advisor, preferably during the first year of graduate study, but at the latest, prior to application for Admission to Candidacy.

CONTINUATION STAGE

1. Completion of course work in first and second concentrations. In certain circumstances, and in consultation with the Graduate Coordinator and the Section Head, it may be possible for a student to take comprehensive exams while still completing the final courses in the second concentration.
2. Completion of written and oral comprehensive examinations in the first concentration. Written exams will be given once each fall and spring semester—the first week of November for fall semester and the first week of April for the spring semester. Upon successful completion of the written exam, the oral will take place within two-three weeks.
3. Formal selection and approval of dissertation advisor and doctoral committee.
4. Completion of language reading requirement or second concentration courses (See #1 of this section).
5. Formal presentation of dissertation project to doctoral committee no later than two months after examinations.
6. * Application for Admission to Candidacy in consultation with doctoral committee.
7. Organizing schedule for submission of chapters with dissertation director and committee members.

GRADUATION STAGE

1. * Submission of application for diploma, at Office of Graduate Admission and Records, at beginning of semester of graduation.
2. Completion and submission of the dissertation to the doctoral committee at least eight weeks before the expected graduation date.
3. Scheduling of the Dissertation Defense with the Graduate School following the time frame for that specific semester. The student's dissertation director or the graduate coordinator will extend an open invitation to the department to attend the defense.
4. Completion of the Dissertation Defense, approval and acceptance of the dissertation and the doctoral forms by the committee and the Graduate School following the time frame for that specific semester.

• Ph.D. in MFL Program Structure (French Concentration)

The French Ph.D. in MFL has two tracks. Students must complete at least 63 hours of course work beyond the bachelor's degree. The distribution of courses is represented in the following table, and explained in the next section of this handbook.

Course Level	First	Track I		Track II		Cog.
		Second	Cog.	First	Second	
Min. Req.	Hrs 39 hrs	18 hrs	6 hrs	45 hrs	12 hrs	6 hrs
400-level	6 hrs			6 hrs		
500-level	21			27	3 hrs	
600-level	12 hrs	12 hrs		12 hrs		

N.B. The cognate includes six hours in graduate courses numbered 400 and above in a field outside the department or language family of the first concentration but related to the

student's principal area of research. Students choosing applied linguistics as a second concentration are strongly urged to take their cognate work in a second language. With the consent of the student's graduate committee, the 6 hours in the cognate field may be substituted by 6 hours in either the first or second concentration.

- **Course Distribution and Load**

You should consult with your advisor at least once per semester in order to review course selection for the following semester, thereby ensuring adequate preparation for exams through a balanced choice of classes and outside reading. If your prior training does not include courses that are required by your doctoral concentration, you will be expected to complete such courses. The determination will be made by the French faculty at the time of admission or following the qualifying examination, whichever is more revealing of your prior preparation. The French Graduate Coordinator, in consultation with other members of the French faculty, evaluates the graduate training and teaching experience which you may have completed at other institutions. A record of any credit to be transferred or of course equivalencies is placed in your file, with a copy to you.

REQUIREMENTS FOR THE FIRST CONCENTRATION

Students in Track I complete 39 semester hours beyond the bachelor's degree in their first concentration, and distributed as follows:

- a maximum of 6 hours of 400-level classes may be counted ;
- a minimum of 21 hours of 500-level classes, of which 512, 519, 584 ;
- a minimum of 12 hours of 600-level seminars.

Students in Track II complete 45 semester hours beyond the bachelor's degree in their first concentration, and distributed as follows:

- a maximum of 6 hours of 400-level classes may be counted ;
- a minimum of 27 hours of 500-level classes, of which 512, 519, 584 ;
- a minimum of 12 hours of 600-level seminars.

These hours do not include those for the dissertation (French 600), for which you can register only after successfully completing the Comprehensive Examination. While you may register for as many dissertation credit hours as you need, only 24 of those hours may count towards the degree. Again, eligibility to register for dissertation hour credit is open only to students who have successfully completed their Comprehensive Examination.

REQUIREMENTS FOR THE SECOND CONCENTRATION

As a doctoral student in MFL, you need to take a second concentration in either Applied Linguistics or another foreign language. Foreign languages that may be taken for a second concentration by Track I students include German, Italian, Russian, or Spanish. Students in Track II may choose any of the Track I language options, or Portuguese. Portuguese is not available as a second concentration for Track I students. Track I students are required to take a minimum of

18 hours beyond the bachelor's degree in the second concentration, while Track II students take a minimum of 12 hours. The option to take 12 hours (or Track II) in the second concentration is available to students who would like to place stronger emphasis on the first language.

When choosing a 12 or 18-hour second concentration, keep in mind that certain institutions of higher learning, including UT, will not allow a person to teach a subject unless at least 18 hours of graduate work have been taken in that subject. The cognate includes six hours in graduate courses numbered 400 and above in a field outside the department or language family of the first concentration but related to the student's principal area of research. Students choosing applied linguistics as a second concentration are strongly urged to take their cognate work in a second language. With the consent of the student's graduate committee, the 6 hours in the cognate field may be substituted by 6 hours in either the first or second concentration.

LANGUAGE PROFICIENCY LEVELS FOR THE SECOND CONCENTRATION

You are expected to demonstrate a four-skill (reading, writing, listening and speaking) competency in the languages of your first and second concentrations. One can demonstrate said proficiency in course work, or by completing a test by the time you reach 40 hours of study beyond the bachelor's degree. Approved standardized examinations include the applicable portions of the National Teachers Examination, the MLA Examination for Teachers and Advanced Students, or the proficiency standards of the United States Foreign Service Institute. Note that enrollment in elementary and intermediate foreign language courses within or outside the Department may not be counted toward the minimum credit-load per semester required of full-time students. You may therefore consider auditing these courses rather than take them for credit. All foreign language requirements are to be completed prior to writing the Comprehensive Examination.

ENGLISH LANGUAGE PROFICIENCY

The Graduate School requires that all students (international and domestic) demonstrate proficiency in English. Proof of English language proficiency is to be provided before the scheduling of the comprehensive examination.

- **Research and Scholarship Expectations for the Ph.D.**

Progress towards the Ph.D. degree is marked by a series of examinations at different stages of the program. All doctoral students are required to pass a Comprehensive Examination, taken at the completion of all course work, and after meeting the foreign language proficiency standards, and English language requirements. Graduate School regulations stipulate that you should have written the comprehensive examination by the end of the fifth calendar year following your enrollment in the program. The comprehensive exam has two components, a written and an oral. You have to pass the written examination in order to take the oral candidacy examination. In case of failure in the written exam, the oral exam is canceled. Remember to file a written request with the French Graduate Coordinator indicating your intent to write the comprehensive examinations, not later than the beginning of the semester in which you wish to be examined. The Graduate Coordinator should approve all examination dates and committee assignments. You may request to see sample questions of examinations on file in the department office, 701 McClung Tower.

Finally, you need to complete work on a dissertation topic and defend it successfully in order to be awarded the Ph.D. in Modern Foreign Languages. These series of examinations are explained in more detail in the following sections.

- **Qualifying Examination for B.A. Holders**

If the French faculty have difficulty determining how strong a background you are bringing into the Ph.D. program from your graduate work taken in another institution or in a foreign country, they reserve the right to request that you write a qualifying examination. You will be told in your admission letter if you need to write a qualifying exam or not. The qualifying exam is a diagnostic tool, although an extremely poor and repeated performance in it could result in your being advised to pursue a career elsewhere. If you hold a B.A. degree only but enter the graduate program with the express intention of pursuing a Ph.D., you will first be required to complete the M.A. requirements in French. When you write the *analyse de texte* portion of your M.A. written examination (see section on M.A. exam above), it will be treated as your qualifying examination to the Ph.D. program. Poor performance in the *analyse de texte* portion of the M.A. exam could therefore lead to the decision to award you a terminal M.A. degree, or to require that you do some remedial courses before becoming a potential Ph.D. degree candidate.

As is the case with M.A. students, the B.A. student seeking a Ph.D. degree may elect either (1) to write a thesis (and will receive six hours credit after successful completion of the project) or (2) to take six additional hours of course work and submit a major research paper for evaluation. Upon successful completion of the above requirements, the student will be awarded a Masters degree in French, and will be formally admitted to candidacy in the Ph.D. program in Modern Foreign Languages.

- **Philosophy of the Ph.D. Specialized Examinations (written and oral)**

The specialized examinations are scheduled upon completion of course work required in the concentration, and completion of the language requirements. Typically, the specialized examinations are completed after two or two and half years of post-Master's study. However, you have up to five calendar years, following admission into the program, to complete this requirement. Successful completion of these examinations confers on you the status known as ABD (all-but-dissertation), which is usually accepted in the academic job market. It also marks the beginning of intensive work on writing your dissertation. Generally, you are expected to submit a dissertation prospectus to your dissertation committee chair within three months of successfully completing the specialized examinations.

The prospectus must be formally reviewed by members of your committee and approved before you begin to write the dissertation. Other faculty members in the section will let you know if they are interested in reading your prospectus.

You are strongly encouraged to choose your dissertation director by the end of your second year of study. The dissertation director must be a member of the French and Francophone Studies faculty approved by the Graduate School to direct this kind of work, and should be a

person whose field of expertise is closely related to the dissertation topic. In addition, you are to choose three other committee members, at least two of whom should be approved by the Graduate School to direct dissertations. The committee members should be in fields closely related to your area of research. At least one member of the committee should be from outside the department. You should work closely with your director and committee, and follow guidelines set forth by the graduate school for Ph.D. dissertations. The specialized examinations structure is described in the next section of this handbook.

- **The French and Francophone Studies Ph.D. Specialized Examinations (written and oral)**

Once the student has completed all doctoral coursework, representing a sufficiently wide range of specialty areas of the section faculty (historical periods, genre, and thematic studies), he or she is ready to take the specialized Ph.D. examinations (written and oral). The first step is to choose a general field of inquiry from which the dissertation topic will later be established (examples of a general field include: gender and autobiography studies; the “chanson de geste”; post-1960 French/ francophone narrative, or theatre, or film, etc.). The student then chooses a committee consisting of a director and two other professors in the French and francophone studies section. With the help of this committee, the student prepares a statement defining the general field in which he/she wishes to write the dissertation. This statement must include an annotated bibliography of primary sources and secondary works (theoretical and critical). The statement of field and the accompanying materials will constitute a “pre-prospectus,” and should be approximately 10-15 pages in length.

Once this statement is completed to the satisfaction of the committee members, the student will take the specialized written examination. It will be a 20-25 page long study (7,000-9,000 words) on a clearly defined subject related to the general field, and approved by the committee. The study must exhibit, through its historical and critical scope, the candidate’s broad knowledge of the general field. The topic should also be related to and preferably lay the groundwork for a portion of the dissertation; in this way, the specialized written examination will move the student closer to the goal of completing the dissertation and degree.

Upon the successful completion of the specialized written examination, the student’s committee will hold an oral examination lasting one to two hours. This exam may cover any critical, theoretical, or cultural material that the committee members deem relevant to the candidate’s preparedness to pursue the intended dissertation. The success of both the written and the oral specialized examinations will be determined by unanimous agreement of the committee members.

Within three months following the oral exam, the student will be expected to submit the final version of the official dissertation prospectus for a defense with his or her dissertation committee. (See “The Dissertation Proposal (or Prospectus)”, below)

- **The Dissertation Committee**

The candidate’s dissertation committee should consist of four or five members, at least three of whom must be approved to direct dissertation research. Under normal circumstances, three members will be from the candidate’s area of primary concentration: French, German, or

Spanish.

Additionally, at least one member of the committee must be a member of a department other than MFL. The candidate should select one member of the committee to serve as the director of the dissertation. The director must be an active scholar in the area of the dissertation's research and approved to direct dissertations by the Department of MFL and the Graduate School. Once all committee members have agreed to serve on the dissertation committee, the candidate must obtain the Doctoral Dissertation Committee form; this form should be signed by the committee members and then submitted to the Graduate School in accordance with established deadlines. A second form, the Admission to Candidacy form, should be approved by the Director of Graduate Studies and Graduate Advisor in the area of primary concentration and then submitted to the Graduate School at least one semester prior to the date the degree is to be conferred.

- **The Dissertation Proposal (or Prospectus)**

After the candidate's committee has been formed, the candidate should prepare a 25-30 page prospectus for the dissertation within three months of passing the specialized examinations. This document should propose a subject-area of study, a thesis, and an overview of organization and chapter content that provides a comprehensive rationale for the dissertation.

A preliminary bibliography of primary and secondary sources should be appended to the prospectus. The candidate should submit an initial draft of the prospectus to the dissertation director; both should confer with other members of the committee during a defense scheduled prior to the student's completing a final draft. An abstract and final draft of the prospectus should be submitted to the dissertation director and MFL Director of Graduate Studies for approval; upon approval, the prospectus should be placed on file in the MFL Graduate Office, and the abstract will be circulated to all faculty in the French and Francophone Studies section.

- **The Doctoral Dissertation**

Once the prospectus has been approved, it is recommended that the candidate submit the manuscript chapter by chapter to the dissertation director. The director is responsible for supervising the revision of the manuscript, making suggestions about content, methodology, style, form and editing, and seeing that corrections are made to initial drafts prior to passing on chapters to other committee members. The director should confer with other members of the committee periodically to ensure that individual chapters are being circulated for review, suggestions, and preliminary approval, if committee members so desire. To facilitate committee communication, the director should be involved in the conversations between the candidate and other members of the committee, and the candidate should consult the director before making substantive changes suggested by other readers.

As noted above, the candidate is encouraged to submit the dissertation chapter-by-chapter to the director. If the director has then passed these chapters one at a time to the other members of the committee, the candidate should submit an entire revised draft to each committee member at least four weeks prior to the oral defense. However, if the director has chosen to wait and submit the dissertation in full to the other members of the committee after the candidate has made substantial revisions, the other members must receive a copy of the

revised draft in its entirety at least eight weeks prior to the oral defense to allow enough time for the committee to read and make suggestions for revision. While the candidate and the director may choose between these two strategies for submitting the manuscript to the other committee members, no exceptions will be made to the four-week or eight-week minimum required times to submit revised drafts prior to the defense; this is a requirement of the Graduate School and ensures that readers will have adequate time to devote to dissertation review. All members of the committee will comply with whichever timeline is chosen and must agree that the revised version meets all requirements for an acceptable dissertation before a defense may be scheduled. You are encouraged to finish the dissertation within a year or two following approval of your prospectus by the committee.

- **Dissertation Defense Examination (or Final Oral Examination)**

The dissertation defense is scheduled after the dissertation director and other committee members have approved the dissertation manuscript. Although additional editorial modifications may be needed after completion of the defense, the manuscript submitted to all readers must be seen as a "final" copy ready for submission to The Graduate School. In preparing your dissertation, you should take care to observe manuscript conventions prescribed by The Graduate School in Guide to the Preparation of Theses and Dissertations. The French section accepts editing procedures recommended by the Modern Language Association or the Linguistics Society of America. Note that, besides the committee, other interested graduate students and faculty are invited to attend the dissertation defense. Guests may however not participate actively in examining your work.

- **Conduct During Examinations**

Academic examinations are given in order to scrutinize, through careful and methodical questioning, the knowledge of a student in a particular discipline. For you the student, the immediate academic benefit of an examination is that it helps you to discover your strengths and weaknesses in the particular discipline, in order subsequently to refocus your learning efforts in remedying deficiencies and reinforcing your strengths. A grade is merely a statement by the examining body of their professional opinion regarding the adequacy or inadequacy of the knowledge you demonstrate up to and including the moment of the examination. It is in your best interest to be as prepared as possible for both the written and the oral examinations, in order to improve your chances of receiving a favorable evaluation from the examining body. You are expected to adhere to the Academic Honesty policy as described in Chapter VIII of this handbook.

- **Advising**

Entering students are advised by the French Graduate Coordinator. Since you may not register for courses without advisor approval, you need to meet with the Graduate Advisor as soon as possible to determine course selection for the first semester in residence.

In subsequent meetings, you and your advisor will determine a long-range academic plan that will include credits transferred from other institutions, course work to be completed at UTK, plans for the fulfillment of all academic program requirements, projected examination dates, and a projected date for dissertation completion. Make it a routine to meet with your advisor at

least once every semester in order to report on your progress and discuss any changes to your academic plan. All changes in the academic plan or course registration should be discussed with your advisor.

Your advisor can only advise you, (s)he cannot oblige you to do anything you don't want to do. Any academic consequences resulting from your course selection decisions will be entirely your responsibility.

Furthermore, you are responsible for complying with all policies, procedures, and deadlines established by the Graduate School. Although your advisor is knowledgeable of the Department's programs, you should not expect that (s)he will have memorized all the Graduate School regulations.

- **Comprehensive and Final Oral Examination Schedule**

M.A. and Ph.D. examinations will be given three times a year as follows:

- (1) The second Monday and Wednesday of April in the Spring semester.**
- (2) The second Monday and Wednesday of November in the Fall semester.**
- (3) The second Monday and Wednesday of July in the Summer.**

These are dates you should use in planning for your final exams. Oral exams are scheduled following successful completion of all written exams, thesis, and/or research papers

- **Ph.D. Degree Program Timeline**

- Towards the end of the first semester: write Qualifying Examination (as applicable).
- Preferably during the first year of graduate study, but at the latest, prior to applying for admission to candidacy: form doctoral committee.
- After completing all course work and language requirements, and prior to admission to candidacy: write comprehensive examination
- At least one semester prior to Graduation: submit to the Office of Graduate Admissions and Records an application for admission to candidacy in consultation with your advisor / dissertation director.
- At the beginning of the semester of intended graduation: submit application for diploma to the Office of Graduate Admissions and Records. Also pay graduation fee to the Bursar's office.
- At least four to eight weeks prior to Defense of Dissertation Examination: submit dissertation to doctoral committee.
- Not later than one week prior to Defense of Dissertation Examination: schedule Defense of Dissertation Examination.
- Not later than four weeks prior to Commencement: Defense of Dissertation Examination before the doctoral committee.
- After Defense of Dissertation Examination and not later than two weeks prior to Commencement: approval and acceptance of final copy of dissertation and doctoral forms by the doctoral committee and The Graduate School.

- Not later than one week prior to Commencement: remove all grades of Incomplete, and pay any outstanding money owed to the university.
- On D-Day: don't forget to show up for your hard-earned Ph.D. degree on Commencement day, or provide an address to the Office of Graduate Admissions and Records for it to be mailed to you.

- **Ph.D. Reading List for French as First Concentration**

Students are encouraged to meet with the professors involved in the graduate program for recommendations about critical works, histories of literature, and other material that will help them prepare for the exam. See the French program's web site for up to date information on the lists.

X GRADUATE STUDIES IN GERMAN

SPECIFIC DEGREE REQUIREMENTS FOR THE M.A. IN GERMAN AND THE PH.D. IN MODERN FOREIGN LANGUAGES WITH A 1ST CONCENTRATION IN GERMAN

The following information SUPPLEMENTS material found in the **Graduate Catalog** (<http://catalog.utk.edu/index.php?catoid=15> and in **Chapters II–IX of this Graduate Student Handbook**.

❖ Introduction

The purpose of this manual is to provide to graduate students in German pertinent and detailed information (valid as of August 2013) about our degree programs and policies. The manual thus complements and supplements other sources of information with which every graduate student should be acquainted: the current Graduate Catalog, and the semester timetables (which are used for pre-registration). The Graduate Catalog sets forth in detail the rules and regulations under which our own graduate programs and all others at UT operate, and for that reason these regulations are not repeated in this manual. We have, however, elected to include in the manual full descriptions of the M.A. in German and the Ph.D. in Modern Foreign Languages with German as the first concentration. Finally, we have omitted specific information about deadlines for adding, dropping, or changing credit for courses, for submitting theses and dissertations and for scheduling defenses of them, because these important dates, as well as other important information that is of general interest to all graduate students at the University of Tennessee, are posted online at <http://web.utk.edu/~gsinfo>.

The Department's rules and requirements are under constant review by the Graduate Studies Committee, which sometimes finds it necessary or advisable to change or amend them to improve the programs or to meet special student needs which may arise. When such changes are made, all graduate students in the Dept. of MFL or – if the changes only apply to certain language areas -- those in the affected language programs are informed of them in writing and the changes will be incorporated into the manual for the next academic year.

We urge you to study carefully this manual and the other sources of information mentioned, for ultimately you, not your advisor or the Department, are responsible for your graduate program and for fulfilling all requirements and meeting all deadlines.

We have attempted to include in the manual everything you need or might wish to know about our Department and our programs, but we are aware that some matter or item of interest to you may not be covered. If this is the case, do not hesitate to bring the matter to the attention of the Graduate Coordinator for German, Dr. Maria Stehle, and/or the Director of Graduate

Studies for the Department of Modern Foreign Languages and Literatures, Dr. Rudyard Alcocer. It is our sincere hope that this manual will not only give you a clear overview of our programs and policies but will also make your work and study in our Department easier and more fruitful.

❖ *Graduate Degree Programs*

The Department offers an M.A. in German in both a thesis and a non-thesis option. The thesis option requires at least 24 hours of course work, 6 hours of thesis credits, a master's thesis, a thesis defense, and – in conjunction with the thesis defense -- an oral exam on a personalized reading list that, with regard to overall breadth and coverage, needs to comply with the general criteria outlined in the German Section Graduate Reading List (Appendix I). The non-thesis option requires at least 30 hours of course work, including at least one 600-level course, for which a seminar paper is required. Students in the non-thesis M.A. Program need to submit a dossier consisting of the seminar paper and one other paper that was written for a graduate course in German. They also need take a common written exam on the designated reading list.

At the doctoral level, the Department offers a Ph.D. in Modern Foreign Languages. Students with German as the first concentration take a second concentration in French, Italian, Spanish, Russian, Portuguese, Applied Linguistics, or Latin American Studies. A total of at least 39 hours is required in the first concentration, 18 hours in the second, and 6 hours in a cognate field. With the consent of the student's graduate committee, the 6 hours in the cognate field may be substituted by 6 hours in either the first or second concentration. The degree is conceived of as a research degree culminating in a doctoral dissertation. Students therefore need to fulfill the residence requirement set by the Graduate School and they need to register for a minimum of 24 hours of dissertation credits (Course 600). The 18 credit hours in the second concentration need to be taken at the graduate level. Selecting another language as second concentration should be of particular interest to students who already have a good grounding in that language--an undergraduate minor for instance.

Candidates for the Ph.D. in Modern Foreign Languages with German as the first concentration may elect to specialize in either German literature or German linguistics and second-language acquisition.

All German M.A. students and all PhD students with a German concentration are expected to enroll in the Graduate Colloquium for one hour in every semester the colloquium is offered. A maximum of three hours of colloquium can be counted towards the degree.

❖ *The Application Process*

Students must apply for admission to the Graduate School in either the M.A. or the MFL Ph.D. program. The documents pertaining to this application--the application itself and transcripts of all previous work need to be submitted with the application fee directly to the Graduate School. International applicants must submit TOEFL or IELTS scores and often other documents.

For detailed information on requirements for admission to the Graduate School, see the current edition of the Graduate Catalog and also read the information posted on the website of

the Office of Graduate Admissions at <http://admissions.utk.edu/graduate/> . The application form is available online at that same internet address.

Applicants whose native language is not English are required to take and pass the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Passing marks are 550, 213, 80, and 6.5 for paper-based, computer-based, internet-based (iBT) TOEFL, and IELTS respectively. Official scores must be received directly from the appropriate testing service. The University of Tennessee's score reporting code for TOEFL is 1843. The score must not be older than two years. Applicants who have received a degree from an accredited US institution in the past two years are exempt from the TOEFL or IELTS requirement.

As you complete your application with the Office of Graduate Admissions you will also be asked to submit the following documents:

- A Statement of Purpose (in English and in German; text length: about 300 words each);
- Three letters of recommendation;
- 2 writing sample (preferably one in German and one in English);
- All university transcripts;
- Teaching Assistantship application (if desired); for details please see below.

Please note that the Graduate Record Examinations (GRE) are not required for either the Graduate School or the Graduate Program in German.

All students whose native language is not English must take the English Placement Examination after their arrival at the University of Tennessee. This placement exam is a proficiency test that focuses on writing skills, and it is administered by the UT Department of English. Additional information on the English Placement Examination can be found here:

<http://international.utk.edu/iss/check-in-and-orientation/students/>

<http://web.utk.edu/~globe/students/epe.shtml> (and then click on "English Placement Exam") .

Those students whose native language is not English who were offered a GTA position also need to take the International Teaching Assistant [ITA] Testing Program (formerly the SPEAK[®] Testing Program), a proficiency examination that evaluates spoken English. A rating of AH (Advanced High of higher) on the ITA Test is required for a student to teach unconditionally as a GTA. For more information on the ITA Testing Program check online at <http://gradstudies.utk.edu/speaktest.shtml> .

❖ *Applying for an Assistantship*

Most students also wish to apply for an assistantship. The application form for graduate assistantships is posted online at <http://french.utk.edu/docs/gta.pdf> (this form is standard for all three language areas), and it can also be obtained directly from the Department.

Applications for a Graduate Teaching Assistantship should be along with your graduate application that you submit to the UT Office of Graduate Admissions (see above).

- **Deadlines and Notification**

As soon as the application to the Graduate School is complete, the documents are forwarded to the Department. Notification concerning the decision on admission to the program can generally be made within four to six weeks. These are "rolling admissions" and can be processed at any time. Applicants for assistantships for the following fall are urged to submit their applications to the Department by January 15. The German Program reviews all applications for assistantships in mid-February. Applications received later will still be considered as long as assistantships are available. Notice will be sent in mid-March (at the latest by the first week in April), and candidates have until April 15 to accept or reject the offer.

Since occasional vacancies do arise, students who have missed the application deadline for an assistantship are encouraged to submit the materials nonetheless. In case that openings occur, the student can then be considered, and if none are available, the application will be put on file for consideration the following February.

- ❖ ***Student Classification and Class Load***

Course loads and classification as a full-time or part-time student will vary according to whether the student has an assistantship and how many hours the student teaches.

Students without assistantships who take nine credit hours or more per semester are considered full-time students. Those who take fewer are classified as part-time students. The normal load for a student without an assistantship is three or four three-credit-hour courses, and the maximum load is fifteen credit hours.

A Graduate Teaching Assistant assists with classes, while a Graduate Teaching Associate has the primary teaching responsibility for a class or classes. The maximum course load for GTAs with a 25% assistantship is thirteen graduate credit hours, and for those with a 50% assistantship the maximum course load is eleven graduate credit hours.

The Department of Modern Foreign Languages and Literatures requires all Graduate Teaching Assistants and Associates to enroll in and complete nine hours of graduate-level courses each fall and spring semester; this number may include thesis and dissertation hours. Students in the MFL Ph.D. program who are taking their first concentration in German and are teaching two classes per semester may count as part of their nine-hour course load undergraduate language courses when these are necessary to fulfill a requirement of the degree.

- ❖ ***Graduate Courses***

- **Course Offerings**

Every spring the German Graduate Studies Committee makes out a tentative schedule of course offerings for the next academic year, so that both new and continuing graduate students may know when certain courses will be available.

These tentative schedules can be changed, and students are urged to let the Graduate Coordinator for German, Dr. Maria Stehle, know if they desire a particular course which is not on the schedule but is necessary for their individual programs.

SEMINARS

Usually, at least one seminar in German literature/culture or German linguistics is offered each year. The professor in charge of the seminar will stipulate at the beginning of the term what manner of seminar paper or project must be completed and by what date. The professor may elect to begin with discussions of the material or to allow a reading period of several weeks before regular seminar meetings begin. In some instances the seminar may not meet for a two- or three-week period before the presentation of papers. If the professor chooses, the papers may be read or the reading dispensed with and copies of the paper provided for all members of the seminar. For each seminar paper (presentation), usually one member of the seminar is chosen to give a detailed critique of the paper, and other members are then invited to make their comments. There are normally no written examinations in seminars.

OFF-CAMPUS STUDY

Part-time students who are pursuing a degree while working full-time (usually as high-school or junior-college teachers of German) and who live more than 50 miles from Knoxville may take a limited number of courses (no more than four) in absentia, provided they make appropriate arrangements with the instructors of the courses and receive the approval of faculty of the German Studies Program.

INDEPENDENT STUDY

German 593 offers advanced students with particular interests the opportunity to study intensively a particular period, area, or subject. The course is not intended as a substitute for normal course work and should not include any material covered in other courses given by the Department. This course is now only offered very rarely, when a pressing need for it exists.

GRADUATE EXCHANGE PROGRAMS

The UT German Program has Graduate Exchange Programs (with funding) with the following German Universities: the University of Karlsruhe, the University of Mannheim, the University of Stuttgart, and the University of Tübingen. Graduate students of German who would like to be considered for any of these exchange opportunities need to send their letter of application to Dr. Maria Stehle (mstehle@utk.edu), as early as possible and no later than February 1.

❖ Graduate Reading Lists

The reading list serves as a guideline for all M.A. students and for Ph.D. (German - Appendix I). Students are not required to have read every work on the reading list, although many will be covered in normal course work. As indicated in Appendix I, substitutions are permitted upon prior consultation with the faculty of the German Studies Program. M.A. students in the thesis track will be asked to develop their own reading lists for the oral M.A. exam. These personalized reading list need to demonstrate the breadth stipulated in Appendix I (Enlightenment Era to Present

❖ *Language Proficiency Examinations*

The Department is committed to further training in language as well as literature and to the application of proficiency standards in foreign language education and in its own program. The proficiency standards employed are those of the United States Foreign Service Institute and the American Council on the Teaching of Foreign Language (see below: “German - Appendix II). The desire to evaluate all skills is tempered by the lack of standardized proficiency tests. As a result, oral skills are those most regularly evaluated, and the reading and writing skills are evaluated in the course of normal academic work. The standards stated are minimum levels, and many students will achieve higher levels of competence.

- **For M.A. Candidates**

The minimum standards expected of M.A. candidates upon conclusion of their program of study are 2+ (Advanced Plus) in reading and listening skills and a 2 (Advanced) in writing and speaking skills. Students are encouraged to take the standardized test “Zertifikat Deutsch – B2” offered by the Goethe Institut and administered in the Department in spring if they have not done so previously.

- **For Ph.D. Candidates**

The minimum standards expected of Ph.D. candidates whose first concentration is German are 3 (Superior) in reading and listening skills in German and a 2+ in writing and speaking skills in German. In the language of the second concentration a 2+ in reading and listening skills and a 2 in writing and speaking skills is expected. First concentration candidates will do an interview with a person trained in oral testing. It is recommended that candidates take the examination in German no later than the beginning of the third year of graduate studies (counting the M.A. years) or after 30 semester hours of study, and the examination in the area of second concentration after the 40th semester hour. The examinations may be repeated.

- **For students with Applied Linguistics as a second concentration**

Candidates who choose the second concentration in applied linguistics must demonstrate reading knowledge of a second foreign language.

❖ *Subject Area Examinations*

- **Examinations for the M.A.**

There is no comprehensive written examination for the M.A. for students choosing the thesis option. The M.A. oral examination consists of two parts of equal weight: 1) a defense of the thesis, and 2) a broad and general examination on the candidate's courses and pre-approved M.A. reading list to determine the breadth and depth of his/her knowledge of German literature and culture as well as in German linguistics and second-language acquisition.

Students in the non-thesis M.A. option take a common written examination on the designated M.A. reading list. All students planning to graduate in a given semester take the same examination on the specific date set by the German Program. Students need to inform the

Graduate Coordinator for German no later than Sept. 15 (fall semester) or February 1 (spring semester) if they intend to take the non-thesis M.A. exam during that semester, and the actual exam dates need be in compliance with the deadline dates set by the Graduate School for a respective semester (see: <http://gradschool.utk.edu/ddategraduation.shtml>). The exam date for students planning to graduate in fall is in early November, the exam date for students planning to graduate in spring is in late March/early April, and the exam date for students planning to graduate in summer is in mid-May. The exact exam date will be communicated to all students signed-up for the exam no later than 4 weeks prior to the exam.

❖ ***Comprehensive Examination for the Ph.D. with German as a First Concentration***

Students demonstrate their ability to conduct research in the field of German Studies by passing the two components of the “comprehensive examination requirement” that are in the following referred to as “Exam Phase 1” and “Exam Phase 2.” In each of these exam phases, candidates must complete and successfully defend an extensive exam-essay on a research project in order to complete the “comprehensive examination requirement” of the PhD in Modern Foreign Languages with a first concentration in German. The topics and projects treated in “Phase 1” and “Phase 2” should be selected in such a way there is no or only little overlap. If a student does not pass a component of the “comprehensive examination requirement,” he/she may retake this component once. A second retake can be allowed with the specific consent of the faculty of the German Studies Program.

Exam Phase 1: Exam-Essay on a Research Project Identified by the Student

This exam-essay phase of the Ph.D. program is designed to help candidates expand their knowledge of a broader topic and, at the same time, refine their interests in a more specific subject matter within that broader topic.

The task, specifically, is

- 1) to examine a broad topic in the field(s) of German literature, culture, and/or linguistics diachronically (i.e. attending to its broader historical and intellectual context),
and
- 2) to examine a more narrowly defined topic related to or emerging from this broader context.

Expectations and Evaluation: The candidate’s work will be evaluated on the basis of 1) clarity and organization of argument, 2) validity of argument and scholarly originality, 3) appropriateness for a broad academic readership, 4) thoroughness of research and demonstration of familiarity with a wide range of resources, and 5) overall organization and style.

Format: The exam-essay needs to be prepared in an accepted citation style (typically MLA or Chicago/Turabian) and will ideally range between 25-30 pages, including an appropriately extensive bibliography that references relevant primary and secondary materials.

Procedure and Timing: During their first year in the Ph.D. Program, students need to discuss with the Graduate Coordinator for German an appropriate time-frame for taking the Phase 1 exam-essay. Ideally, the summer months following the first year of PhD studies should be devoted to completing it. In order to verify that a topic is suitable for this task, and in order to ensure that students can work on this task rather independently, students need to first of all submit a one page proposal (250-300 words, excluding bibliography) in which they suggest a topic for their Phase 1 exam-essay. This proposal should equally address part 1 and part 2 of the task defined above and should include a brief bibliography of 5 – 10 secondary sources considered most helpful when defining the specific topic of this essay and drafting the proposal. Students submit this proposal electronically to the Graduate Coordinator for German who will then distribute it to all faculty members in the German Studies Program for review. Normally, during fall and spring, students can expect to receive feedback within 2 weeks. They will be informed whether their proposal has been approved or whether revisions are needed. If revisions will be necessary, students will be provided with feedback that will give them guidance for these revisions.

Important additional note: Students who are planning to write the Phase 1 exam-essay during the summer months need to submit their 1-page proposal no later than April 15 in order receive feedback before the summer in question.

Submission guidelines: Once a topic is approved as suitable for the Phase 1 exam-essay, students will be given 3 months to complete their work. A specific submission deadline for the finished exam essay will be communicated along with the approval of the topic. Students are asked to submit their paper in electronic format to the Graduate Coordinator for German who will then distribute it to the faculty of the German Studies Program for review.

Phase 1 Exam-Essay Defense / Oral Exam: An oral exam (defense) of the Phase 1 exam-essay will take place within 6 weeks of submission, except for cases when the submission is made during the summer months when there can be delays because of faculty members' unavailability during that time of year. This oral exam (defense) will be based on the research presented in the Phase 1 exam-essay and the associated bibliography.

Moving on to Exam Phase 2: Students who receive a passing grade on the Phase 1 exam-essay itself and on the subsequent oral exam will be asked to start working on the dissertation proposal (or prospectus) which constitutes "Phase 2" of the Written Examinations for the Ph.D. with German as a first Concentration.

Exam Phase 2: Dissertation Proposal (or Prospectus)

Once students have completed the Ph.D. Exam Phase 1 with a passing grade on both, the exam-essay and the oral defense of the research presented in this essay, they are expected to start preparing an article-length prospectus for the dissertation. This document needs to identify and propose a significant research project, locate it firmly within the existing corpus of research literature, and specify the original contribution to knowledge that is anticipated as an outcome of the dissertation research. The dissertation proposal also needs to include an overview of organization and chapter content as well as an appropriately extensive research bibliography that references relevant primary and secondary materials.

Format: The dissertation proposal (prospectus) needs to be prepared in an accepted citation style (typically MLA or Chicago/Turabian) and will ideally range between 25-30 pages, including an appropriately extensive bibliography that references relevant primary and secondary materials.

Identification of Suitable Dissertation Topic: Students are strongly encouraged and expected to consult with various faculty members and seek their input as they select a dissertation topic and prepare the dissertation proposal. Ideally the dissertation proposal should be completed no later than 2 years after entering the Ph.D. program so that dissertation prospectus defense can be scheduled early in a student's 3rd year of studies.

Data Collection: If the dissertation project requires data collection, the dissertation proposal also needs to specify a detailed plan for data collection as well as the proposed research design. If human subjects are to be used, approval must be obtained from the UT Office of Research and Engagement's Institutional Review Board (IRB) prior to conducting the proposed research. All important details on this approval process can be found on the website maintained by the UT Office of Research and Engagement's Institutional Review Board (<http://irb.utk.edu/>), and students are advised to carefully review the section on "Frequently Asked Questions (FAQ)" in order to determine whether the proposed research project will require IRB approval (<http://irb.utk.edu/faq/>

Submission guidelines: Students are asked to submit their dissertation proposal (prospectus) in electronic format to the Graduate Coordinator for German who will then distribute it to the faculty of the German Studies Program for review.

Dissertation Proposal Defense / Oral Exam: An oral dissertation proposal defense will take place within 6 weeks of submission, except for cases when the submission is made during the summer months when there can be delays because of faculty members' unavailability during that time of year. During the dissertation proposal defense students should be prepared to discuss their proposed dissertation project and make informed responses to any relevant critiques.

Students who receive a passing grade on the dissertation proposal (prospectus) itself and on the dissertation proposal defense (oral exam) will have successfully completed all Exam Phase 2 requirements, and thus (in combination with a successful completion of all Exam Phase 1 requirements), they will have successfully completed (passed) all requirements of the Comprehensive Examination for the Ph.D. with German as a First Concentration. On the Admission to Candidacy Application, students need to enter the date when the last comprehensive examination component (usually the dissertation proposal defense) was successfully completed (passed) in the section labeled "Examination and Other Requirements."

❖ *Oral Defense of the Dissertation*

At a mutually agreed-upon time at least four weeks after submission of the complete final draft of the dissertation to the members of the candidate's Doctoral Committee, the candidate must present an oral defense of the dissertation and the research methods employed and the results

obtained. Please note that the defense needs to be scheduled through the UT Graduate School; details and deadlines can be found at <http://gradstudies.utk.edu/ddategraduation.shtml> .

❖ *Research*

• **The M.A. Thesis Option**

Students in the thesis option demonstrate their research capability by submitting a thesis (usually 40 to 75 pages long) and passing an oral examination on it and on related matters. During their second semester of graduate study, students should choose one of the members of the German faculty who is willing to guide and direct them in their research (the major professor) and, with his/her help, decide on a thesis topic. A student's major professor will then help him/her select two other faculty members who are willing to serve as members of his/her Graduate Committee. If the major professor deems it appropriate to empanel a faculty member who is not a member of the German Graduate Studies Committee, the student may petition the German faculty for an exception on an ad hoc basis and must abide by the faculty's decision.

Before research begins the student is required to prepare in writing a thesis proposal which defines the thesis topic succinctly and specifically, gives some indication of how the thesis will be organized, and comments on the availability of necessary research materials (primary and secondary literature, for example).

If the thesis project requires data collection, the thesis proposal also needs to specify a plan for data collection as well as the proposed research design. If human subjects are to be used, approval must be obtained from the UT Office of Research and Engagement's Institutional Review Board (IRB) prior to conducting the proposed research. All important details on this approval process can be found on the website maintained by the UT Office of Research and Engagement's Institutional Review Board (<http://irb.utk.edu/>), and students are advised to carefully review the section on "Frequently Asked Questions (FAQ)" in order to determine whether the proposed research project will require IRB approval (<http://irb.utk.edu/faq/>

After a student's Graduate Committee has examined and approved this proposal, it should be provided promptly to all members of the German faculty for their comments and advice.

Copies of the completed thesis must be made available to the members of the candidate's Graduate Committee at least two weeks prior to the defense of thesis. For some helpful hints about writing theses, see below "German – Appendix III".

In order to ensure that all full-time M.A. students make sufficient progress to complete all program requirements in 2 years, their progress towards degree is closely monitored. Full-time students selecting the Thesis Option are strongly encouraged to plan their thesis related work according to the following timeline:

If the Fall semester is a student's 3rd semester (not counting summer):

- No later than Sept. 30: discuss first draft of the thesis proposal with the thesis advisor

- No later than Oct. 31: submit final version of the thesis proposal to all members of a student's Graduate Committee and all other faculty members of the German Studies Program for their feed-back, and feedback will normally be provided within 2 weeks of submission
- No later than Jan. 15: complete the introduction and one chapter of the thesis
- No later than March 31: complete a full draft of the thesis (if spring graduation is desired)
- No later than April 30: complete a full draft of the thesis (if spring 2nd deadline graduation or summer graduation is desired)

If the Spring semester is a student's 3rd semester (not counting summer):

- No later than Jan. 31: discuss first draft of the thesis proposal with the thesis advisor
- No later than Feb. 28: submit final version of the thesis proposal to all members of a student's Graduate Committee for their feed-back (the committee will have 2 weeks to provide feed-back)
- No later than May 10: complete the introduction and one chapter of the thesis
- No later than October 1: complete a full draft of the thesis (if fall graduation is desired)
- No later than November 1: complete a full draft of the thesis (if fall 2nd deadline graduation is desired)

Full-time students who do not meet these thesis- related deadlines might be asked to consider switching to the Non-Thesis Option of the M.A. Program. They may still select to continue in the Thesis-Track of the M.A. program in German but need to be aware that they cannot be guaranteed funding beyond the 2nd year of the M.A. Program.

- **The M.A. Non-Thesis Option**

In this option students demonstrate their research capability by submitting to their three-person graduate committee a dossier consisting of two research papers, the first a seminar paper written in a 600-level German course and the second a paper previously written for another graduate course in German. The committee must consist of three members of the German faculty (tenured and tenure-track German faculty). The student and his/her advisor should choose these three early in a student's third semester of M.A. study. The text of the seminar paper should be at least 3,750 words long, and that of the other paper at least 2,500 words. In addition, the papers must contain the necessary notes and/or bibliographical documentation prepared according to the MLA Handbook for Writers of Research Papers, the Chicago Manual of Style, or the style guidelines of the Linguistics Society of America or the American Psychological Association (as determined by the professor of the course in which each paper is written). The dossier must be submitted no later than October 25 for fall graduation, no later than March 15 for spring graduation, and no later than May 15 for summer graduation. The committee members will evaluate the dossier, and the student will pass the research portion of his/her M.A. requirements if his/her graduate committee determines that the papers demonstrate a B level or better performance in research and writing.

- **The Ph.D. Dissertation**

The procedure is much the same as for the M.A. thesis, with the following exceptions: 1) the major professor must have received permission from the UT Graduate Council to direct dissertations. Check with the person you would like to direct your work to be sure that s/he is cleared as a dissertation advisor; 2) the Doctoral Dissertation Committee has four members and must include one professor from outside the Department. If after a good faith effort an appropriate outside reader cannot be found, the student's major professor may petition the Graduate School for an exception that would permit a professor from one of the languages in the former Department of Romance Languages to serve as the professor from outside the Department. Three of the four members must be authorized to direct dissertations. The outside member is usually selected by the candidate in consultation with his/her dissertation advisor.

- **Giving Papers at Professional Meetings**

Students are strongly encouraged to submit papers to be delivered at conferences and professional meetings. The Department's travel budget varies from year to year, but the Department will make every effort to help support travel expenses. To qualify for assistance, students must discuss the paper and the funds needed with his/her advisor and the Graduate Coordinator of the German Program, and the Department Head must approve the travel request. The abstract and/or letter of acceptance should be included with the request for funding, and the final paper must then be submitted to the Head before any funds are released. Students may apply for further assistance through the Graduate Student Association at this web site: <http://web.utk.edu/~gss/travelfund/index.html> .

❖ ***Evaluation of Progress***

To assess the progress of students toward the M.A. and Ph.D. each year, the faculty of the German Studies Program uses a composite of the evaluations of a student by professors who taught and/or directed him/her that year. Continued support is dependent on satisfactory results in this evaluation, as well as on satisfactory performance in both academic work and teaching responsibilities. Each continuing student is informed about the German faculty's assessment of his/her progress in the graduate degree program in an interview with his/her advisor.

Students who complete an M.A. in German are evaluated by the faculty of the German Studies Program, and the results of the evaluation will determine whether or not they may enter the Ph.D. program. The decision also depends on the student's position in the prioritized ranking of the pool of applicants for the given year and on the availability of funds.

❖ ***German Program Expectations***

The German Studies Program expects all its graduate students, be they GTAs or not, to make their graduate studies their top priority. It recognizes its responsibility to prepare its GTAs to be good teachers and wants them to pursue this goal in their teaching, but it also expects them to achieve a proper balance between their studies and their teaching, with their own studies

having the higher priority. To this end, the German Studies Program has articulated the following guidelines for GTAs: those holding a 25%-GTA-appointment should spend no more than 10 hours per week on teaching, preparation, grading, etc.; those holding a 50%-GTA-appointment should spend no more than 20 hours per week on these activities. If GTAs are having difficulty achieving the desired balance and find that their teaching responsibilities exceed the hour limitation set forth by these guidelines, they should consult with the Program Director for Lower-Division German and/or the Graduate Coordinator for German for advice.

The German Studies Program normally sponsors or co-sponsors a number of academic events (lectures by visiting professors, research presentations by graduate students, etc.), as well as some social activities, in the course of each academic year. The former provide academic enrichment for its graduate students, and the latter enable them to participate in the informal side of collegial life in the academic world. The German Studies Program regards both the academic events and the social activities as important and expects its graduate students to attend them regularly.

❖ *Advising*

M.A. and Ph.D. candidates should make out their programs of study and register for classes only after consultation with the Graduate Coordinator for German. When students begin their thesis or dissertation research (normally around the beginning of their third semester of M.A. work, and toward the end of the 2nd year of Ph.D. work), the member of the German Studies Program who is responsible for directing their research takes over all advising duties until such time as the degree has been awarded. M.A. students in the non-thesis option should choose their committee at the beginning of their third semester, and the chairperson of that committee then becomes their advisor. All graduate students are required to confer with their advisors about course selection during the pre-registration period or, in the fall semester, during the registration period, and a written report of decisions made at the conference must be filed by their advisor with the Graduate Coordinator for German.

❖ *Grades and Academic Standards while in the Program*

• **Part A: UT GRADUATE POLICY**

ACADEMIC STANDARDS

Graduate education requires continuous evaluation of the student. This includes not only periodic objective evaluation, such as the cumulative grade point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit. The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade point average (GPA) of at least 3.00 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation. Departments and programs may have requirements for continuation or graduation in addition to the minimum

requirements set forth in Graduate Catalog. It is the student's responsibility to be familiar with the special requirements of the department or program.

ACADEMIC PROBATION

Upon completion of 9 hours of graduate coursework, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.00. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade point average is 3.00 or greater. Upon achieving a cumulative GPA of 3.00, the student will be removed from probationary status.

DISMISSAL

If a student is on academic probation, the degree or non-degree status will be terminated by the Dean of the Graduate School if the student's semester GPA falls below 3.00 in a subsequent semester.

When the particular circumstances are deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of the Dean of the Graduate School, a student on probation whose semester GPA is below 3.00 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. In those cases where the department's requirements for continuation are more stringent than university requirements for graduate programs, the Dean of the Graduate School will evaluate the student's record to determine whether the student is eligible to apply for a change of status and register in another area of study. Registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

• Part B: ADDITIONAL DEPARTMENTAL REQUIREMENTS

After entering the graduate program, students in any of the M.A. Programs offered by the Department of Modern Foreign Languages and Literatures are expected to maintain a GPA of at least 3.00 in order to remain in good standing, and students in the Ph.D. Program in Modern Foreign Languages are expected to maintain a GPA of at least 3.50 in order to remain in good standing.

The Department of Modern Foreign Languages and Literatures specifies that a student will not be allowed to continue in any of its graduate program if any of the following occurs:

1. The student cheats or engages in any other act of dishonesty with respect to the university community. Such acts include but are not limited to getting or giving help that is considered inappropriate in an academic setting as well as any form of plagiarism. (for details on Academic Honesty, please see the respective passages in Hill Topics and in the Graduate Catalog).
2. The student earns two or more grades of C or below in courses taken for graduate credit.
3. The student receives a grade of D or F in a graduate course that is identified as a core or mandatory course this student's graduate program.

4. The student's cumulative graduate GPA falls below 3.00 for two consecutive semesters, excluding the summer semester if no courses are taken. (UT Graduate Policy).

❖ *Incompletes*

The Department strictly adheres to the policy stated in the Graduate Catalog: All incompletes must be removed within one year. According to University policy, the instructor may only grant an Incomplete when a student has performed satisfactorily in the course but, due to unforeseen emergency circumstances, has been unable to finish all the requirements. An Incomplete is NOT given to enable a student to do additional work to raise a deficient grade (see Graduate Catalog section on grades). If a faculty member considers it justified to give an Incomplete according to the policy stated in the Graduate Catalog, s/he needs to file a report stating exactly what the student needs to do in order to remove the Incomplete along with specific deadlines for these assignments. This report needs to be completed on an "Incomplete Grade Report" form that is available in the main office (701 McClung Tower), it needs to be signed by the faculty member and the student who receives the Incomplete, and it needs to be filed in the departmental main office along with the grade sheet for the class in which the student received the Incomplete.

Please note: According to UT Graduate Policy, the course for which an Incomplete was given, will not be counted in the cumulative grade point average until a final grade is assigned. If an Incomplete is not removed within one calendar year, the grade will automatically be changed to an F. No student may graduate with an Incomplete on his/her academic record.

❖ *Financial Support*

GTA Support. The Department has each year a limited number of Graduate Teaching Assistantships and Graduate Teaching Associateships that can be granted to suitable applicants.

Fellowships Offered by the UT Graduate School. The University has several types of fellowships: The Graduate Diversity Enhancement Fellowships, the J. Wallace & Katie Dean Graduate Fellowship, the Herman E. Spivey Graduate Fellowships, the Lori Mayer Re-Entry Women's Graduate Fellowships, the Graduate School Fellowships, and the Yates Dissertation Fellowships. For more details on these fellowships go to <http://web.utk.edu/~gsinfo> , and then click on "Fellowships, Assistantships, and Other Funding Sources."

Travel Awards. The University of Tennessee also offers Graduate Student Travel Awards for students who make scholarly presentations at professional meetings. Further information on eligibility and a copy of the application form can be found online on the website of the UT Graduate Student Senate at: <http://web.utk.edu/~gss/travelawards/information.php> . Applications need to be submitted via the Department of Modern Foreign Languages and Literatures and whenever possible the department tries to cosponsor eligible student travel.

German Studies Program Awards. Graduate students who have completed at least one semester of study in the German graduate program at UT are eligible to apply for the Gerti Wunderlich Award, the John Osborne Award, the Nordsieck Award, and/or the Maria Harris Award. These awards are administered by the German Studies Program and the Department of

MFLL. Applications and nominations for these awards are usually solicited during the first part of the spring semester, and award recipients will be announced in April in connection at the German Awards Ceremony.

Other Scholarship Opportunities at UT. Various other units within the University also have scholarship and fellowship competitions, and graduate students are strongly encouraged to look into these funding opportunities. The two following fellowship opportunities might be of particular interest:

1) The W. K. McClure Scholarship Program is administered by the UT Center for International Education offers UTK students financial awards up to \$5000 to support study/research/creative projects abroad aimed at enhancing and promoting education for world responsibility (https://studyabroad.utk.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10228), and

2) The UT Humanities Center will grant support for an entire academic year to two graduate students who have completed all the requirements for the PhD, save writing the dissertation, and have applied successfully to the center's fellowship program. More information on this fellowship program is posted here: <http://uthumanitiesctr.utk.edu/graduateapp.html> .

External Funding. Graduate students are also strongly encouraged to seek external funding in form of grants, scholarships, and fellowships. Since it is impossible to list all of them here, all graduate students are strongly encouraged to actively engage in identifying appropriate external funding sources for their particular research projects. Good starting points for identifying external funding sources are the UT Graduate School website on “Other Funding Sources” (<http://gradschool.utk.edu/otherfunds.shtml>), the various listings and databases on funding posted on the website of the UT Office of Research and Engagement (<http://research.utk.edu/funding/>), and the listing of “Scholarships & Fellowships” on the website of the UT Office of National Scholarships and Fellowships (<http://onsf.utk.edu/scholarships/scholarshipslist.html>). Graduate students in the German Studies Program are strongly encouraged to look into funding opportunities for graduate students offered by the DAAD (<https://www.daad.org/46131>) and by the Fulbright U.S. Student Program (<http://us.fulbrightonline.org/>). More information and guidance on applying as a current UTK graduate student for funding through the Fulbright U.S. Student Program can be obtained by contacting the Assistant Director of the Office of National Scholarships and Fellowships, Nichole Fazio-Veigel, at nfaziove@utk.edu .

❖ ***Application / Nomination Procedure***

Applications and nominations for UT major fellowships, such as the Graduate Diversity Enhancement Fellowships, the J. Wallace & Katie Dean Graduate Fellowship, the Herman E. Spivey Graduate Fellowships, the Lori Mayer Re-Entry Women's Graduate Fellowships, the Graduate School Fellowships, and the Yates Dissertation Fellowships must be sent to the UT Office of Graduate Student Services. For more details go online to <http://gradstudies.utk.edu/gradfund.shtml> , and then click on “Graduate Fellowships.”

Application for GTA-ships should be made to the Department of Modern Foreign Languages and Literatures, preferably by early January. The GTA-application form is posted at <http://web.utk.edu/~mfll/german/doc/gta.pdf> .

❖ *GTA-Positions in German*

• **Qualifications Expected from GTAs**

To be considered for a Graduate Teaching Assistantship in the German Program, the applicant should have or be about to complete either 1) a B.A. with a major in German, with at least a 3.5 grade point average in German and a 3.0 in all subjects, or 2) an M.A. in German. An applicant with a B.A. with a minor in German may be considered if the applicant has had considerable experience teaching the language (at the high-school or junior-college level) or if s/he has spent a year or more in a German-speaking country and can demonstrate sufficient language skills. As outlined above, all applicants who seek admission to the M.A. Program in German or the Ph.D. Program in Modern Foreign Languages with a first concentration in German are required to submit a statement of purpose in both English and German, three letters of recommendation, and two writing sample (preferably one in German and one in English) as part of their application dossier. Those applicants who also apply for a GTA position should make sure that those who write letters of recommendation on their behalf comment on both, their potential as a degree candidate and their potential as a GTA.

Please note that all students whose native language is not English must take the English Placement Examination after their arrival at the University of Tennessee. This placement exam is a proficiency test that focuses on writing skills, and it is administered by the UT Department of English. Those students whose native language is not English who were offered a GTA position also need to take the OPIc, a proficiency examination that evaluates spoken English. A score of AH (Advanced High) on the OPIc is required for a student to teach unconditionally as a GTA. For more information on the OPIc (formerly the SPEAK® Testing Program) check online at <http://gradstudies.utk.edu/speaktest.shtml> .

• **Teaching Duties**

Graduate Teaching Associates must have met the Southern Association of Colleges and Schools (SACS) faculty credential guidelines as follows: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. (Principles of Accreditation, SACS, 2001, p.25)

Therefore, GTAs in the German Studies Program who have no previous graduate or teaching experience in German are required to assist in teaching a basic language course, normally elementary or intermediate German, until they have met the SACS faculty credential guidelines outlined above. Normally, graduate students in German without prior graduate experience in the teaching discipline will have completed 18 hours of graduate work in German by the end of their second semester.

GTAs in the M.A. Program who have completed 18 hours of graduate work in German may normally teach one class of elementary German per semester. GTAs in the Ph.D. program may usually teach up to two classes of elementary or intermediate German (six hours per week) each semester.

The “Graduate Assistant Handbook” (<http://gradstudies.utk.edu/GradAsstHandbook.pdf>) covers many important aspects related to GTA assignments that cannot possibly be covered in such detail in this manual. Therefore, all GTAs in the Department of Modern Foreign Languages and Literatures are expected to familiarize themselves with the “UT Graduate Assistant Handbook” in order to be fully informed about their rights and duties as GTAs at the University of Tennessee.

- **Supervision and Evaluation**

GTAs are expected to participate in the pre-semester orientation programs offered for them by the University and the Department. The dates for these programs are available through the Department.

GTAs assisting in teaching a class are under the direct supervision of the professor in charge of the class. Those who teach German classes at the elementary and intermediate level are under the direct supervision of the Program Director of Lower-Division German. The Program Director of Lower-Division German makes out the syllabi for the courses, informs GTAs of rules governing their teaching obligations, holds training sessions for the GTAs, visits classes to observe GTAs while they teach, critiques the GTAs' performance, and offers suggestions for improvement.

At the end of each academic year, the Program Director of Lower-Division German prepares a written evaluation of each GTA and goes through it with the GTA in a private conference before turning in a copy of it to the Department office for inclusion in the GTA's file. These assessments are used not only to determine retention but also can be of considerable importance for the GTA's future career in the profession, for professors can refer to them in writing letters of recommendation. Finally, the University has students in each section of elementary and intermediate German fill out at the end of each semester a Course Evaluation Questionnaire which provides, among other things, information on the performance of the instructors. The questionnaires are analyzed statistically for the Department, and after the Head and the Program Director of Lower-Division German have studied them, they are passed on to the appropriate instructor, together with any specific comments the students chose to make. In the past the German Program's GTAs have generally been assessed as superior or even excellent teachers, and we expect all GTAs to strive to maintain and improve upon these ratings.

- **Teaching Probation**

This type of probation is imposed by the German Program when a GTA fails to carry out adequately professional duties and responsibilities related to teaching assignments or to perform satisfactorily in his/her classroom teaching. The Director of Lower Division German will inform any GTA placed on teaching probation of the reason(s) for this action and what he/she must do to correct and improve his/her performance. Depending on the gravity of the problem, the assistantship may be revoked, but normally, as in the case of academic probation, the student placed on teaching probation will be given one semester in which to achieve satisfactory performance. If the problem has not been rectified by the end of that time, the student's assistantship may not be renewed.

- **GTA Stipends**

GTAs receive a stipend that can vary, according to teaching duties, from \$5,800 to \$12,000 per academic year. In addition to the stipend, the GTA receives free health insurance coverage and is entitled to a waiver of fees for the period of appointment in accordance with university policy. Please note: University fees include a maintenance fee (required of all students), tuition (additional for out-of-state students), a technology fee, a program and services fee and a facilities fee. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the technology, program and services, or facilities fees. The dollar amount of these fees depends on the number of hours for which the student is registered. Please note: The Schedule of Maintenance, Tuition and Fees effective Fall 2013 Semester can be found online at the following address: <https://onestop.utk.edu/tuition-detail/>

- **Continuation of Support and Time Limitations**

M.A. candidates making good progress toward their degree and fulfilling their teaching obligations can expect support for two years. Support beyond that will be extended only in unusual circumstances on a semester-by-semester basis upon agreement of the German faculty and based on departmental need. GTAs who are Ph.D. candidates and who entered the program with an M.A. can expect support for four years. Support beyond that will be extended only in unusual circumstances on a semester-by-semester basis upon agreement of the German faculty based on departmental need.

❖ ***Travel***

Some departmental funds may be available to help graduate students deliver papers at professional meetings and conferences. See the subsection Giving Papers at Professional Meetings in the section above entitled "Research" for the conditions under which the assistance can be given.

❖ ***Summer Teaching***

Any teaching in the summer brings extra pay. Students should indicate their interest in summer teaching when the summer teaching schedules are being prepared. Various factors play a role in the assignment of the limited number of summer sections, including seniority, the date on which the student indicated interest in teaching for the summer, and the progress a student is making toward a degree.

To teach in the summer following their second year, M.A. candidates must have an outline of their thesis done by the beginning of the spring semester of that year and a complete draft of the thesis by the end of the spring semester prior to the summer session in question.

❖ ***Academic Honesty***

Graduate students are expected to be scrupulously honest and to avoid even the appearance of impropriety. Proven plagiarism or dishonesty of any sort will lead to instant dismissal from the

program. All Graduate Students in the Department of Modern Foreign Languages and Literatures are expected to familiarize themselves thoroughly with all policies and procedures related to academic honesty that are covered in detail in the "Hilltopics Student Handbook" The "Hilltopics Student Handbook for the current year is posted at the following website: <http://dos.utk.edu/hilltopics/> .

❖ *Student Appeals of Decisions and / or Actions*

The UT Graduate Catalog states that all grievances should normally be handled first at the department level through the student's academic advisor, the graduate liaison, or the department or program head. In cases where grievances cannot be settled at that level, further appeal may be made to the dean of the respective college, the Graduate Council through the Associate Dean of the Graduate School, and ultimately to the Dean of the Graduate School. More details on the appeals procedure can be found in the UT Graduate Catalog and on the webpage of the UT Graduate School at the following address:

<http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf>

Three basic principles govern the Department's handling of student grievances. First, it is the responsibility of the student to try to settle the matter from which the grievance derives within the Department before carrying it to a higher authority. Second, it is the responsibility of the Department to make an honest and, if necessary, formal effort to resolve the problem. Third, due process must be observed, i.e., before a formal complaint is passed on to a higher authority, the faculty or staff member affected must be informed of the specific nature of the complaint and who has made the complaint, and he/she must have had the chance to respond.

As with all grievances, it is best if the student first tries to approach the person who is the cause of the complaint and tries to resolve the problem with that person. Since students sometimes feel intimidated by faculty authority and may have difficulty in confronting a faculty member directly (especially if the grievance involves faculty inaccessibility or perceived hostility toward the student), they can also refer their complaint directly to the Director of Graduate Studies, the Chair of the German Program and/or the Head of the Department.

If informal discussions do not solve the problem or if the nature of the grievance is serious, a short written statement should be made to the Head stating the nature of the complaint. The Head must deal with the complaint within a reasonable length of time, generally not to exceed one calendar month, and if he/she chooses, the Head may involve the departmental Graduate Studies Committee in this process. If the student desires, the Head can supply a short written explanation of actions taken. If the student is dissatisfied with departmental handling of the grievance, s/he may initiate the formal Graduate Council appeals procedure as outlined in the UT Graduate Catalog and on the webpage of the UT Graduate School at the following address: <http://gradschool.utk.edu/studappresrce.shtml> .

❖ *Administration of the Program*

- **Graduate Studies Committee for German.**

The German faculty is responsible for the scheduling and teaching of all graduate courses and for the administration of the German graduate program. For 2018/19 Dr. Maria Stehle is serving as Graduate Coordinator for German (see "Advising" above).

- **Departmental Graduate Studies Committee**

Questions concerning common problems and policies of the M.A. and MFL Ph.D. programs are discussed and decided on by this committee. Matters can be brought to the attention of the committee through the faculty members on the committee, through the student representatives, through the Graduate Coordinator for German, Dr. Maria Stehle, or through the Director of Graduate Studies, Dr. Rudyard Alcocer.

- **Student Participation in Departmental Decisions**

The Graduate Coordinator for the German Program meets at least once per term with all the graduate students in German. In the fall graduate students also elect a representative and an alternate with full voting rights to represent student concerns at the departmental Graduate Studies Committee meetings.

❖ ***GERMAN -- APPENDIX # I: German Program Reading List***

Candidates for the M.A. Degree are expected to demonstrate knowledge of German literary and cultural history from the Enlightenment to the present. In addition, your list may also include **works from earlier periods, works from linguistics, or films and other media**. Students prepare **personalized reading lists** in consultation with their faculty advisor. M.A. candidates should begin to prepare for this exam no later than the end of their second semester in the program.

The following list contains **examples** of readings and demonstrates the breadth of the titles that can be included:

Middle High German Literature

Minnelieder (Echtermeyer/ von Wiese)

Nibelungenlied

Wolfram von Eschenbach: Parzival

Gottfried von Straßburg: Tristan und Isolt

Baroque

Martin Opitz: Buch von der deutschen Poeterey (selections)

Andreas Gryphius: Peter Squenz or Cardenio und Celinde

Selected Baroque Lyric: e.g. Paul Fleming – “An sich,” Andreas Gryphius, “Es ist alles eitel”

Grimmelshausen: Simplicissimus teutsch

One Baroque Drama by Andreas Gryphius or Daniel Casper von Lohenstein

Enlightenment/Empfindsamkeit

Gellert: Leben der schwedischen Gräfin von G***

Lessing: Nathan der Weise

17. Literaturbrief or Laokoon

Minna von Barnhelm, Miß Sara Sampson, or Emilia Galotti

Klopstock: selected odes (e.g. “Der Zürchersee,” “Frühlingsfeier”)

La Roche: Geschichte des Fräuleins von Sternheim

Sturm und Drang, Weimar Classicism, Romanticism

Goethe: Lyric poetry (e.g. “Maifest,” “Mir schlug das Herz,” “Erlkönig,” “Der Fischer,” “Wanderers Nachtlied,” “Prometheus,”)

Götz von Berlichingen
Die Leiden des jungen Werthers
Faust I and II
Iphigenie auf Tauris or Torquato Tasso
Wilhelm Meisters Lehrjahre
Schiller: Die Räuber or Kabale und Liebe
Maria Stuart or Don Carlos
Wallenstein or Wilhelm Tell or Die Jungfrau von Orleans
Lenz: Der Hofmeister or Die Soldaten
Hölderlin: Andenken, Hälfte des Lebens, Patmos
Tieck: Der blonde Eckbert or Der Runenberg
F. Schlegel: The Universalpoesie Fragment, *Gespräch über die Poesie*
Romantic lyric: Eichendorf – “Mondnacht” und “Wünschelrute,” Brentano – “Zu Bacharach am Rheine,”
Tieck – “Melancholie”
Novalis: Heinrich von Ofterdingen, Hymnen an die Nacht
Brentano: Die Geschichte vom braven Kasperl und dem schönen Annerl
Kleist: Das Erdbeben in Chile or Die Marquise von O. or Michael Kohlhaas
Der zerbrochene Krug or Das Käthchen von Heilbronn
Prinz Friedrich von Homburg
E.T.A. Hoffmann: Der goldene Topf
Der Sandmann or Rat Krespel or Das Majorat
Eichendorff: Aus dem Leben eines Taugenichts or Das Marmorbild
Heinrich Heine, “Im wunderschönen Monat Mai,” “Die Rose die Lilie die Taube die Sonne,” “Ich grolle
nicht,” “Das Hohelied”
Realism and Naturalism
Büchner: Woyzeck or Dantons Tod
Annette von Droste-Hulshoff, “Die Judenbuche”
Stifter: Brigitta or another novella (Bergkristall)
Grillparzer: König Ottokar or another drama

Hebbel: Maria Magdalena or another drama

Gotthelf: Die schwarze Spinne

Meyer: Der Heilige or Die Hochzeit des Mönchs

Mörrike: Mozart auf der Reise nach Prag, "Um Mitternacht," "Septembermorgen"

Keller: Romeo und Julia auf dem Dorfe or Kleider machen Leute

Storm: Aquis Submersus or another novella (such as Immensee or
Der Schimmelreiter)

Fontane: Irrungen, Wirrungen or Effi Briest

Schnitzler: Anatol or Liebelei or Der Reigen or Leutnant Gustl

Hauptmann: Der Biberpelz

Modern: Pre-1945

Wedekind: Frühlingserwachen

Hofmannsthal: Elektra or Jedermann or Erzählungen, "Ein Brief" ("Chandos-Brief")

Stefan George: "Komm in den totgesagten Park und schau," "Das Wort," "Die Spange," "Vogelschau"

Rilke: Cornet or Malte, *Duisner Elegien* or *Sonnette an Orpheus*

Freud: one major essay ("Das Unheimliche," "Der Dichter und das Phantasieren") or excerpts from one major work (*Die Traumdeutung*, *Das Unbehagen in der Kultur*)

Mann: Der Tod in Venedig or Tonio Kröger

Brecht: Der kaukasische Kreidekreis or Mutter Courage or Die Dreigroschenoper

Kaiser: Von morgens bis mitternachts

Kafka: Der Prozeß or Das Schloß

Doblin: Berlin Alexanderplatz

Post-1945

Celan: Todesfuge

Dürrenmatt: Die Ehe des Herrn Mississippi or Die Physiker or Romulus

Böll: Billard um halb zehn or Ansichten eines Clowns

Frisch: Andorra or Biedermann und die Brandstifter

Grass: Katz und Maus

Weiss: Marat/Sade

Bachmann: Malina or Das dreißigste Jahr

Celan: “Todesfüge,” “Psalm,” “Wohin mir das Wort”

Wolf: Nachdenken über Christa T.

Handke: Publikumsbeschimpfungen

Plenzdorf: Die neuen Leiden des jungen W.

Jelinek: Die Klavierspielerin

Grunbein selected lyric – e.g. Porträt des Künstlers als junger Grenzhund, “Ode an das Diencephalon”

Özdamar: Die Brücke vom Goldenen Horn

Kracht: Faserland

Hermann: Sommerhaus, später or Gespenster

Zeh: Corpus Delikti

Tawada: Wo Europa anfängt or Abenteuer der deutschen Grammtik or Etüden im Schnee

❖ **GERMAN -- APPENDIX # II: Definitions of FSI Standards**

Definitions of FSI Standards

Reading: 3 (Superior). Able to read with almost complete comprehension at normal speed expository prose on unfamiliar subjects and a variety of literary texts. Reading ability is not dependent on subject matter knowledge, although the reader is not expected to comprehend thoroughly texts which are highly dependent on knowledge of target culture. Reads easily for pleasure. Superior-level texts feature hypotheses, argumentation and supported opinions and include grammatical patterns and vocabulary ordinarily encountered in academic/professional reading. At this level, due to the control of general vocabulary and structure, the reader is almost always able to match the meanings derived from extralinguistic knowledge with meanings derived from knowledge of the language, allowing for smooth and efficient reading of diverse texts. Occasional misunderstandings may still occur; for example, the reader may experience some difficulty with unusually complex structures and low-frequency idioms. At the Superior level the reader can match strategies, top-down or bottom-up, which are most appropriate to the text. (Top-down strategies rely on real-world knowledge and prediction based on genre and organizational scheme of the text. Bottom-up strategies rely on actual linguistic knowledge.) Material at this level will include a variety of literary texts, editorials, correspondence, general reports and technical material in professional fields. Rereading is rarely necessary, and misreading is rare.

Listening: 3 (Superior). Able to understand the main ideas of all speech in a standard dialect, including technical discussion in a field of specialization. Can follow the essentials of extended discourse which is propositionally and linguistically complex, as in academic/professional settings, in lectures, speeches, and reports. Listener shows some appreciation of aesthetic norms of target language, of idioms, colloquialisms, and register shifting. Able to make inferences within the cultural framework of the target language. Understanding is aided by an awareness of the underlying organizational structure of the oral text and includes sensitivity for its social and cultural references and its affective overtones. Rarely misunderstands but may not understand excessively rapid, highly colloquial speech or speech that has strong cultural references.

Writing: 2+ (Advanced-Plus). Able to write about a variety of topics with significant precision and in detail. Can write most social and informal business correspondence. Can describe and narrate personal experiences fully but has difficulty supporting points of view in written discourse. Can write about the concrete aspects of topics relating to particular interests and special fields of competence. Often shows remarkable fluency and ease of expression, but under time constraints and pressure writing may be inaccurate. Generally strong in either grammar or vocabulary, but not in both. Weakness and unevenness in one of the foregoing or in spelling or character writing formation may result in occasional miscommunication. Some misuse of vocabulary may still be evident. Style may still be obviously foreign.

Speaking: 2+ (Advanced-Plus). Able to satisfy the requirements of a broad variety of everyday, school, and work situations. Can discuss concrete topics relating to particular interests and special fields of competence. There is emerging evidence of ability to support opinions, explain in detail, and hypothesize. The Advanced-Plus speaker often shows a well-developed ability to compensate for an imperfect grasp of some forms with confident use of communicative strategies, such as paraphrasing and circumlocution. Differentiated vocabulary and intonation are effectively used to communicate fine shades of meaning. The Advanced-Plus speaker often shows remarkable fluency and ease of speech but under the demands of Superior-level, complex tasks, language may break down or prove inadequate.

Reading: 2+ (Advanced-Plus). Able to follow essential points of written discourse at the Superior level in areas of special interest or knowledge. Able to understand parts of texts which are conceptually abstract and linguistically complex, and/or texts which treat unfamiliar topics and situations, as well as some texts which involve aspects of target-language culture. Able to comprehend the facts to make appropriate inferences. An emerging awareness of the aesthetic properties of language and of its literary styles permits comprehension of a wider variety of texts, including literary. Misunderstandings may occur.

Listening: 2+ (Advanced-Plus). Able to understand the main ideas of most speech in a standard dialect; however, the listener may not be able to sustain comprehension in extended discourse which is propositionally and linguistically complex. Listener shows an emerging awareness of culturally implied meanings beyond the surface meanings of the text but may fail to grasp sociocultural nuances of the message.

Writing: 2 (Advanced). Able to write routine social correspondence and join sentences in simple discourse of at least several paragraphs in length on familiar topics. Can write simple social correspondence, take notes, write cohesive summaries and resumes, as well as narratives and descriptions of a factual nature. Has sufficient writing vocabulary to express self simply with some circumlocution. May still make errors in punctuation, spelling, or the formation of nonalphabetic symbols. Good control of the morphology and the most frequently used syntactic structures, e.g., common word order patterns, coordination, subordination, but makes frequent errors in producing complex sentences. Uses a limited number of cohesive devices, such as pronouns, accurately. Writing may resemble literal translations from the native language, but a sense of organization (rhetorical structure) is emerging. Writing is understandable to natives not used to the writing of non-natives.

Speaking: 2 (Advanced). Able to satisfy the requirements of everyday situations and routine school and work requirements. Can handle with confidence but not with facility complicated tasks and social situations, such as elaborating, complaining, and apologizing. Can narrate and describe with some details, linking sentences together smoothly. Can communicate facts and talk casually about topics of current public and personal interest, using general vocabulary. Shortcomings can often be smoothed over by communicative strategies, such as pause fillers, stalling devices, and different rates of speech. Circumlocution which arises from vocabulary or syntactic limitations very often is quite successful, though some groping for words may still be evident. The Advanced-level speaker can be understood without difficulty by native interlocutors.

❖ ***GERMAN -- APPENDIX # III:***

Description of the Two Different M.A. Options in German

• **A. Guidelines for the Master's Thesis (Thesis Option)**

TIME LIMIT; SCOPE OF THESIS

The M.A. thesis should be complete within two calendar years after you begin your program. The thesis should represent an original contribution to scholarly research, although it may be a modest one.

CHOOSING AN ADVISOR, A COMMITTEE; ADMISSION TO CANDIDACY FORM

By the middle of the second semester you should pick a general area in which you would like to work and a major professor who has a specialty in the field. For the M.A., the concept of specialty can be interpreted broadly. As soon as you determine your topic and your major professor approves it, you and the major professor should choose two other German professors to serve on your M.A. committee and to help the major professor guide your program. This is a good time to fill out and turn in the Admission to Candidacy form to the Graduate School's Office of Admission and Records.

The form is available in interactive mode at <http://gradschool.utk.edu/gradforms.shtml>. You should prepare your thesis proposal as soon after you have chosen your committee as possible. After your committee has approved your proposal, it should be provided promptly to all members of the German Graduate Studies Committee for their comments and advice.

SELECTING A TOPIC

There are many ways to arrive at a thesis topic. You may be interested in some author or work that you have read in a class, or you may have a personal interest that is not being treated in your classes and that you would like to explore in greater depth. One effective way to approach the thesis is to expand a seminar paper. You will already have extensive knowledge of the subject and you will have a basic bibliography. If you cannot decide, consult with faculty members in the German Program, particularly your major professor and your committee.

LENGTH OF THESIS; EXAMPLES

The major thing to remember is to limit the project and keep it manageable. While theses range in length, we recommend aiming at a document length of 40-75 pages. Copies of all the theses written at UT can be found in Hodges Library. All theses that were written in recent years are available in electronic format and can be accessed via the Hodges Library online catalog.

SECONDARY LITERATURE

You should search through the standard bibliographical sources for literature on your topic and consult the major secondary sources on hand in the library and online. Many materials that are not available in Hodges Library may be obtained through interlibrary loan. The discussion of the secondary sources should be integrated into the text of your work just as it usually is in scholarly journal articles. The treatment of the secondary sources should be systematic, but you also must take care not to be overwhelmed by too much secondary material. Consult with your major professor and your committee if you feel you need help.

WHICH LANGUAGE TO PICK

You should normally write in your native language if it is English or German. If you wish to write in German, you must ask permission to do so from your committee, and the request must be passed on to the Dean of the Graduate School for approval. This permission should be sought early and no later than during the semester prior to graduation.

FORM OF CITATIONS, PAGE LAYOUT, ETC.

In matters of form, there are two sets of standards you must observe. The University, through the Graduate School, defines the mechanical aspects of the thesis, such as margins, placement of page numbers, spacing of titles, etc. The Office of Graduate Student Services sponsors thesis workshops each term, and it also maintains a website (<http://web.utk.edu/~thesis/>) where all of these standards as well as current submission guidelines are outlined in detail. We strongly encourage all students who write a thesis to familiarize themselves as early as possible with these standards and submission guidelines

The *MLA Handbook for Writers of Research Papers* sets forth the technical and stylistic guidelines for English and foreign languages scholarship in the U.S. It is available in the bookstore. Use it for footnote and citation style and other technical matters whether you write in English or German. Start using it early in the writing process so that you do not have to waste time at the end. Other systems used in the U.S. are permissible if there is good reason for choosing them (e.g., the LSA system for students in Linguistics), but the decision to choose a system other than MLA should be discussed early and approved by the entire committee. This is much easier than it might first appear, and none of these matters are difficult to master. They just take a few hours of time early in the process.

THESIS CREDITS; DEADLINES

You must register for at least six semester hours of thesis credit. This includes three hours of thesis credit in the term when the thesis is accepted. Consult the Graduate School web site for the deadlines for scheduling the defense of the thesis and submitting the final copy by going to <http://web.utk.edu/~gsinfo/> and clicking on "Graduate Student Deadline Dates for Graduation." Note that these deadlines fall several weeks before the end of the term and not at the very end. Allow your committee at least two weeks to read the completed thesis copy you are submitting for your defense.

TYPING DRAFTS OF YOUR TEXT; PREPARING THE FINAL COPY

You can save time and money if you can produce the final copy yourself. Again, seek advice early on the proper way to type in your text, produce German characters, etc. A few easy basic steps will save you time later. You will have to reimburse the department for computer supplies and for copies of the preliminary drafts produced on the department copier.

ORAL EXAMINATION

There will be an oral examination in the semester you present the thesis. On average, it lasts about two hours. About half of the time will be spent discussing the thesis. The other half will be spent discussing works you have read in your courses, plus any from your pre-approved M.A. reading list.

SUMMER TEACHING IN THE SECOND YEAR

Summer teaching assignments will normally not be given in your second year if you have not completed an outline of the thesis by the beginning of spring semester and a complete first draft of the thesis by the end of the spring semester.

- **B. Guidelines for the M.A. Non-Thesis Option**

The M.A. non-thesis option consists of a research dossier and a common written exam on the M.A. reading list. The German graduate faculty evaluates both parts, and the student must pass each part with a B or better in order to qualify for the degree.

DOSSIER

a) The dossier must contain two papers:

- 1) A paper of at least 3,750 words written for a German Program seminar.
- 2) A paper of at least 2,500 words written for a German Program graduate course.

b) Both papers must meet the bibliographical and formal standards of the *MLA Handbook for Writers of Research Papers*, the *Chicago Manual of Style*, or the style guidelines of the Linguistics Society of America or the American Psychological Association, as determined by the professor of the course in which each paper was written. Both papers must also demonstrate an intellectual argument. The papers may and, in most cases, should be revised prior to submitting the dossier, but no revisions are possible after submission.

c) The student's three-member committee will read and evaluate the dossier.

WRITTEN EXAM

a) The three-hour exam contains four components, each weighted equally, i.e., 25%. The four parts are:

- 1) Identifications: the student must answer 10 out of 15.
- 2) and 3) Short essays: the student must answer two out of the three essay questions given. All three questions relate to literature from the M.A. reading list.
- 4) One-hour section examining linguistics and/or literature prior to 1750: this component may include identifications or essay questions.

b) The non-thesis M.A. exam is a common exam taken on the same day by all students planning to graduate in a given semester in a semester. It is not tailored to the courses taken by the individual student

c) If the student does not pass the exam, he/she has the right to take the non-thesis M.A. exam given in the following semester. In borderline cases, the faculty may invite the student to take a follow-up oral exam in which at least four members of the German graduate faculty will participate. A student may inspect his/her written exam prior to the oral exam.

IMPORTANT PROGRAM SPECIFIC DEADLINES

- **Students need to inform the Graduate Coordinator for German of their intent to take the non-thesis M.A. not later than Sept. 15 (→ for taking the exam in fall), no later than February 1 (→ for taking the exam in spring), and no later than March 15 (→ for taking the exam in summer).**
- **The M.A. dossier must be submitted no later than October 25 for fall graduation, no later than March 15 for spring graduation, and no later than May 15 for summer graduation.**
- **The non-thesis M.A. exam dates are set according to the following principles: They need be in compliance with the deadline dates set by the Graduate School for a respective semester (see: <http://gradschool.utk.edu/datedegraduation.shtml>). The exam date for students planning to graduate in fall is in early November, the exam date for students planning to graduate in spring is in late March/early April, and the exam date for students planning to graduate in summer is in mid-May. The exact exam dates will be communicated to all students signed-up for the exam no later than 4 weeks prior to the exam.**

XII. GRADUATE STUDIES IN SPANISH

SPECIFIC DEGREE REQUIREMENTS FOR THE M.A. IN SPANISH AND THE PH.D. IN MODERN FOREIGN LANGUAGES WITH A 1ST CONCENTRATION IN SPANISH

The following information SUPPLEMENTS material found in the **Graduate Catalog** (<http://catalog.utk.edu/index.php>) and in **Chapter II–IX of this Graduate Student Handbook**.

❖ Introduction

The purpose of this handbook is to provide information on the policies and requirements of the graduate program in Spanish in the Department of Modern Foreign Languages and Literatures at the University of Tennessee, Knoxville. While most of the policies detailed in this handbook are established at the departmental level, others are policies set by the Graduate School and the University. For further details on Graduate School and University-level policies, please consult the Graduate School webpage at the following URL: <http://gradschool.utk.edu/default.shtml>.

We urge you to study carefully this manual and the other sources of information mentioned, for ultimately you, not your advisor or the Department, are responsible for your graduate program and for fulfilling all requirements and meeting all deadlines.

- **Admission**

For admission requirements and procedures, please refer to SECTION V of this Handbook.

- **Advising**

Entering students are advised by the Spanish Graduate Coordinator. Since you may not register for courses without advisor approval, you need to consult with the program Graduate Advisor as soon as possible to determine course selection for the first semester in residence.

In subsequent meetings, you and your advisor will determine a long-range academic plan that will include credits transferred from other institutions, course work to be completed at UTK, plans for the fulfillment of all academic program requirements, projected examination dates, and a projected date for thesis/dissertation completion. Make it a routine to meet with your advisor at least once every semester in order to report on your progress and discuss any changes to your academic plan.

When students begin their thesis or dissertation research, the faculty who is responsible for directing their project takes over all advising duties until the degree has been awarded.

Your advisor can only advise you, (s)he cannot oblige you to do anything you don't want to do. Any academic consequences resulting from your course selection decisions will be entirely your responsibility.

Furthermore, you are responsible for complying with all policies, procedures, and deadlines established by the Graduate School. Although your advisor is knowledgeable of the Department's

programs, you should not expect that (s)he will have memorized all the Graduate School regulations.

❖ ***The M.A. degree in Spanish***

The **M.A. degree** in Spanish is a two-year program which focuses on the literatures and cultures of Spain, Latin America and the Caribbean. Students receive training in cultural studies, literary analysis and basic techniques of criticism, and are exposed to a wide variety of works and authors from different cultural areas, periods and genres. The M.A. degree is designed to prepare the student for advanced graduate studies in the field of Spanish or Latin American and the Caribbean literatures and cultures. Those students who have an interest in pedagogy or second-language acquisition may use the M.A. degree in Spanish as a point of departure for further graduate work in their preferred field. Besides a potential career in academia, students may choose to pursue careers in such areas as business, government, translation and communications. MA students may select the thesis or non-thesis option. The thesis option provides more focus on in-depth research while the non-thesis option requires more coursework.

- ***Thesis Option Requirements***

1. Completion of a minimum of 24 hours in course work plus at least 6 hours in course SPAN 500 Thesis. A maximum of 6 hours may be taken at the 400 level; the rest at the 500 level. Under certain conditions, the student may take 600-level seminars. If the student chooses to have a minor, at least 24 hours must be taken in the major, and 6 hours in the minor.
2. A thesis with a minimum of 6 hours in course SPAN 500.
3. A written examination covering the course work and the M.A. reading list (Refer to the Spanish program website for the most up to date information).
4. A final oral examination covering the thesis.

- ***Forming Your M.A. Thesis Committee***

The M.A. committee is composed of three professors in the Spanish Program, one of whom serves as the chair and as the student's faculty adviser. Forming your committee is your responsibility. Your advisor may help you decide which faculty members to include, based on the expertise which your topic calls for.

- ***Thesis Proposal***

Before research begins, with the help of the thesis advisor, the student is required to prepare in writing a thesis proposal which defines the thesis topic succinctly and specifically, gives some indication of how the thesis will be organized, and comments on the availability of necessary research materials (primary and secondary literature, for example). The student's Graduate Committee will examine the text, and either accept the proposal or return it for revision.

- ***Non-Thesis Option Requirements***

1. Completion of at least 30 hours with a maximum of 6 at the 400 level and the rest at the 500 level. Under certain conditions, the student may take 600-level seminars. If the student chooses to have a minor, at least 24 hours must be taken in the major, and 6 hours in the minor.
2. Three term papers that have been accepted by the student's advisory committee.

3. A written examination covering the course work and the M.A. reading list (Refer to the Spanish program website for the most up to date information).

It is advisable that you decide early whether you want to follow plan A (Thesis Option) or plan B (Non-Thesis Option), and let your advisor know. If you choose plan A, it is recommended that you have a thesis committee and research project selected by the end of your first academic year.

- ***Course distribution and load***

Full time MA students are expected to enroll in three 3-credit courses each semester (excluding summer semesters), at the 500 level. M.A. students are allowed to take a total of 6 credit hours at the 400 level during the course of the program; consultation with the Spanish Graduate Coordinator is strongly recommended prior to registration in a 400 level course. Spanish 512 is required of all graduate teaching assistants.

❖ ***Examination Procedures for M.A. Students***

All M.A. students must take a written examination based on the general reading list. Students who opt for the Thesis option must also take an oral examination administered by their Thesis Committee.

- ***The Written Examination***

The M.A. exam is a comprehensive written exam composed of **seven** questions. Students taking the exam will receive one question in Applied Linguistics, and choose three testing areas from the four under “Spain” (see table below) and three areas from the four under “Latin America and the Caribbean.” (Refer to the Spanish program website for the most up to date information). Students are held responsible for all works on the M.A. reading list, regardless of whether they have had classes in these areas or not. Students are strongly recommended to start the preparation for the M.A. exam as soon as possible (the first summer of the two-year program is most convenient for doing so).

Spain	Latin America and the Caribbean
Medieval	Colonization and Emancipation (pre-Columbian to 1825)
Golden Age	Struggles for Nation-building (1825-1910)
18th-19th Centuries Peninsular	Cosmopolitanism 1911-1940
20th Century Peninsular	Decolonization (1940 to the present).

Exam questions will reflect the variety and scope of the materials in the areas tested as represented in the reading list and may also cover any additional works that students have read in classes during the course of their graduate studies. Questions will be general in nature, covering the genres and principal works of each period, yet will also entail reference to details in individual works. Students should be aware that they are expected to have read all of the works on the M.A. reading list, regardless of whether or not they have been covered in classes.

Exams will be given on two alternate days, and the exam itself will occupy 6 hours each day. 1 1/2 hours are provided for answering each question: the first 1/2 hour is recommended for reflecting and planning, and the remaining 1 hour for writing the answer. A 1/4 hour rest is allowed between each question and a 1-hour break is allowed between the second and third questions.

Normally, the M.A. exam is given twice a year (around October and March). Students are expected to take the exam during the semester in which they are completing the minimum of 30 or the maximum of 36 hours of course work. They should notify the Spanish Graduate Coordinator of their intention to do so at least three months prior to the exam date.

Questions will be written by various members of the graduate teaching faculty, and will be graded according to the following scale: high pass/ pass/ low pass/ fail. Students who receive an overall grade of "high pass" are normally encouraged to go on for a Ph.D. degree at UTK or elsewhere. Those who receive an overall grade of "pass" will be given careful consideration for the Ph.D. program. Those who receive an overall score of "low pass" are not normally considered for the Ph.D. program. [Should they wish to be admitted to the Ph.D. program in our department, they will be required to take and pass a "pre-qualifying" diagnostic exam/interview before they will be considered]. Students who fail one to two questions can retake them or do remedial work within one month after the notification of the grades, as to be determined by the Spanish faculty. Students who fail one or both of these areas at the second try will repeat the questions in the failed area(s) at the next scheduled exam period. Students who fail any of these areas will not be awarded the MA degree. Students who fail three questions or more at the first try will repeat the questions in the failed area(s) at the next scheduled exam period. Students who fail one or more of these areas at this second try will not be awarded the MA degree. Registration in the university is required during the semester(s) in which the written exams are taken.

M.A. students who qualify for a stipend can normally expect to have the stipend for two years, providing they are making progress in the program and maintain a GPA of 3.0 or better. Students are strongly discouraged from taking "incompletes." Students who have one or more incompletes on their record at the end of a semester may risk losing the stipend. Students who fail the M.A. exam should not expect their stipends to be renewed during the period in which they are preparing to re-take the exam.

- ***The Oral Examination (Thesis Option)***

The Master's oral examination is administered only upon the successful completion of the written exam. Ideally, it will be given within the two weeks following the second session of the written examination. The M.A. oral exam consists of a defense of the M.A. thesis. Copies of the thesis, should reach your advisor at least three weeks before the scheduled date for the oral exam. Your

advisor makes these documents, available to the Thesis Committee so that they may have enough time to read them in preparation for the exam. If your thesis is not submitted early, your oral exam could be postponed in order to give the faculty more time to read it. In that case, it is your responsibility to be aware of and work around any approaching Graduate School deadlines in order to avoid a last minute rush.

The oral exam will last approximately one hour. Once it is completed successfully, you will meet with your thesis director in order to receive and incorporate any corrections/modifications which the committee may like to see made. The decision to award, deny or defer the M.A. degree will be made and announced to you immediately following the oral examination. If the thesis has been approved, committee members will then sign the official Graduate School form, which your advisor will circulate for signature.

- ***The "Minor" for M.A. Students in Spanish***

Graduate students can obtain an MA degree in Spanish with a minor concentration in Applied Linguistics or another language (French, German, Italian, Portuguese, or Russian). Students interested in pursuing a minor at the M.A. level should wait until the second year to begin work on the minor. The first year of the M.A. program should be devoted exclusively to Spanish classes, so that students become familiar with the program and the faculty, and so that they build a solid background in Spanish, Latin American and the Caribbean literatures and cultures before branching out into another field. Students who plan to get a minor should make their intentions known to their advisor and the section Graduate Coordinator at the end of their first year of studies. A plan should be mapped out, so that students are fully aware of the areas on the M.A. reading list that they will need to study on their own. Since the student working on a minor will take six hours in a field other than Spanish, they will need to assume more responsibility for covering the M.A. reading list on their own. Students who have a GPA of less than 3.5 at the end of the first year are discouraged from taking a minor, and should plan to take instead the maximum number of hours in Spanish in order to prepare for the M.A. exam. The minor area is not tested on the M.A. exam.

Students who have not officially declared a minor should take only Spanish classes.

- ***Independent Studies***

M.A. students are discouraged from taking Independent Studies under normal circumstances. If students have already taken and received credit for all 500 level classes being offered in any given semester, an Independent Study may be one option, although students should explore other alternatives with their advisors and the Spanish Graduate Coordinator. Any student wishing to take an Independent Study must get permission from the Spanish Graduate Coordinator, and from the professor who will oversee the student's work in the Independent Study.

- ❖ ***Teaching Responsibilities***

M.A. students who receive a stipend from the department generally do not teach during the first semester of their program. Instead, they will be given approximately 10 hours of supervised work per week. This work is often related to the first and second year language programs, but may occasionally be of a research-oriented nature, such as working with a professor as a research assistant. The exact nature of the work will be determined by the Coordinator of the section, and

the Teaching Assistant's Supervisor at the beginning of the student's program. During the second year, M.A. students will teach a maximum of one class per semester. We strongly recommend that graduate students not accept teaching assignments in the summer or during mini-term so that they have enough time to successfully prepare for the M.A. exams. If, despite this recommendation, there are graduate students interested in teaching when classes are available between the Spring and Fall semesters, the following policy will be applied:

1. First-year M.A. students may teach a maximum of one class between Spring and Fall semesters
2. Because second-year M.A. students take their comprehensive exams in the second (2nd) week of April, they may teach up to two classes during the summer.

- ***The Ph.D. degree in Modern Foreign Languages with a First Concentration in Spanish***

The **Ph.D. degree** prepares the student to carry out research in the language, literatures and cultures of Spain, Latin American and the Caribbean, and to teach at the college level. Although the student's course work continues to be broad at the Ph.D. level, work on the dissertation allows the student to develop expertise in a more specialized field. Students are encouraged to choose the area in which they plan to specialize in the course of their second year in the Ph.D. program.

- ***Program Structure***

The Spanish Ph.D. in MFL has two tracks. Students must complete at least 63 hours of course work beyond the bachelor's degree. The distribution of courses is represented in the following table, and explained in the next section of this handbook.

Track I				Track II			
Min. Req.	First	Second	Cog.	Min. Req.	First	Second	Cog.
	39 hrs	18 hrs	6 hrs		45 hrs	12 hrs	6 hrs

N.B. The cognate includes six hours in graduate courses numbered 400 and above in a field outside the department or language family of the first concentration but related to the student's principal area of research. Students choosing applied linguistics as a second concentration are strongly urged to take their cognate work in a second language, and students choosing Latin American Studies as a second concentration are required to take 6 graduate credit hours outside their primary concentration in either French or Portuguese. With the consent of the student's graduate committee, the 6 hours in the cognate field may be substituted by 6 hours in either the first or second concentration.

- ***Requirements for the First Concentration***

Students in Track I complete 39 semester hours beyond the bachelor's degree in their first concentration, and distributed as follows:

- a maximum of 6 hours of 400-level classes may be counted;

- a minimum of 21 hours of 500-level classes;
- a minimum of 12 hours of 600-level seminars.

Students in Track II complete 45 semester hours beyond the bachelor's degree in their first concentration, and distributed as follows:

- a maximum of 6 hours of 400-level classes may be counted ;
- a minimum of 27 hours of 500-level classes;
- a minimum of 12 hours of 600-level seminars.

These hours do not include those for the dissertation (Spanish 600), for which you can register only after successfully completing the Comprehensive Examination. While you may register for as many dissertation credit hours as you need, only 24 of those hours may count towards the degree. Again, eligibility to register for dissertation hour credit is open only to students who have successfully completed their Comprehensive Examination.

- ***Requirements for the Second Concentration***

As a doctoral student in MFLL, you need to take a second concentration in Applied Linguistics, Latin American Studies, or another foreign language. Track I students are required to take a minimum of 18 hours beyond the bachelor's degree in the second concentration, while Track II students take a minimum of 12 hours. The option to take 12 hours (or Track II) in the second concentration is available to students who would like to place stronger emphasis on the first language.

When taking 400-level classes, make sure you register for graduate credit. Some 400-level classes are not available for graduate credit and therefore they cannot be counted toward your graduate degree.

When choosing a 12 or 18-hour second concentration, keep in mind that certain institutions of higher learning, including UTK, will not allow a person to teach a subject unless at least 18 hours of graduate work have been taken in that subject.

Spanish students choosing **Applied Linguistics** must take SPAN 421, SPAN 425; MFLL 512; and 9 (Track I) or 3 (Track II) hours of appropriate electives in English or Spanish. The student's graduate advisor must approve the electives chosen. For students choosing applied linguistics as an area of second concentration, reading competence in a second language is required.

The second concentration in **Latin American & Caribbean Studies (LACS)** combines the current second concentration of Track II (12 hours) and the cognate area (6 hours). Students choosing Latin American Studies as their second concentration will take 6 graduate hours in an appropriate language area that is outside their primary concentration, and in addition 12 graduate hours in Latin American Studies classes outside of the primary concentration. This combination reinforces a student's first concentration that requires 45 credit hours beyond the BA degree in the primary language and literature area.

The 18-hour concentration in Latin American Studies consists of the following requirements:

*Two courses (6 credit hours) at the 400 or 500 level in French or Portuguese. Both classes must be taken in the same language area and need to be conducted in the target language.

*A graduate course (3 credit hours) with Latin American content offered by a unit outside of MFLC (preferably History). This course must be approved by the student's graduate advisor.

*Three additional graduate courses in at least 2 disciplines outside of the student's primary concentration (e.g. Anthropology, Cinema Studies, French, History, Political Science, Portuguese, Sociology). These courses must be approved by the student's graduate advisor, and at least one of these three courses (a minimum of three graduate credit hours) must be taken at the 500 level. Consult with the Chair of Latin American Studies for course selection.

- ***Course Distribution and Load***

You should consult with your advisor at least once per semester in order to review course selection for the following semester, thereby ensuring adequate preparation for exams through a balanced choice of classes and outside reading. If your prior training does not include courses that are required by your doctoral concentration, you will be expected to complete such courses. The determination will be made by the Spanish faculty at the time of admission or following the qualifying examination (if required), whichever is more revealing of your prior preparation. The Spanish Graduate Coordinator, in consultation with other members of the Spanish faculty, evaluates the graduate training and teaching experience which you may have completed at other institutions. A record of any credit to be transferred or of course equivalencies is placed in your file, with a copy to you.

Full time Ph.D. students are expected to take 9 credit hours per semester (excluding summer semesters), at the 500 and 600 levels. They are also required to complete a minimum of 12 hours at the 600 level (excluding dissertation hours). Spanish 512 is required of all graduate teaching assistants.

Ph.D. students will write papers of 12-15 pages in each of their Spanish classes. Papers written for the doctoral seminars are expected to be at a level appropriate for inclusion in a professional conference. In addition, all doctoral students will present their seminar papers in a public reading hosted by the Spanish program's faculty and graduate students.

- ***Qualifying Exam***

If the Spanish faculty has difficulty determining how strong a background you are bringing into the Ph.D. program from your graduate work taken in another institution or in a foreign country, they reserve the right to request a qualifying examination. The qualifying exam is a diagnostic tool, although an extremely poor performance in it could result in your being advised to pursue a career elsewhere.

- ***Teaching Responsibilities***

Ph.D. students who receive a stipend normally begin teaching as soon as they enter the program, and they teach a maximum of two classes per semester. Students holding a GTAship are required to take MFLC 512 (Teaching a Foreign Language) unless it is determined by the graduate coordinator of the student's language section that a graduate course taken elsewhere covered the

same material that is being covered in MFL 512. GTAs are also expected to work closely with a faculty supervisor and to observe departmental and program guidelines as well as their supervisor's requirements for GTAs. We strongly recommend that graduate students not accept teaching assignments in the summer or during mini-term so that they can dedicate enough time to successfully prepare for Ph.D. exams. If, despite this recommendation, there are graduate students interested in teaching when classes are available between the Spring and Fall semesters, the following policy will be applied: Ph.D. students may teach a maximum of two classes during the summer.

❖ Examination Procedure for Ph.D. Students in Modern Foreign Languages with a First Concentration in Spanish

Upon completion of the four required doctoral seminars, students should make known to the Spanish Graduate Coordinator their intention to take the Ph.D. written and oral exams. The Coordinator will then make arrangements for the exams to be given approximately three months after the student has declared her/his intentions to take the exams. If students wish an extension of time for any reason, a written request must be submitted to the Spanish Graduate Coordinator no later than one month prior to the exam date. Ph.D. exams are normally taken no later than 1 year after completing course work in Spanish for the Ph.D. There will be no Ph.D. exams or dissertation defenses given during the summer. Normally, the Ph.D. exams are given twice a year. Dates vary, but they are usually given around October and March).

The students must configure the doctoral exam advisory committee as soon as possible, and inform the Spanish Graduate Coordinator of their decision. This committee will consist of the dissertation advisor, two professors in fields associated with the specialization area, and any other professors who will write questions for the exam.

The areas of the written exam are:

Spain	Latin America & Caribbean
Middle Ages (up to 1500)	-----
Early Modern Age (1500-1700)	Colonial-1770
1700-1920	1770-1920

1880-to present	1880-to present
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Each of the seven examination areas corresponds to a section or sections of both the M.A. and Ph.D. reading lists. Exam questions will reflect the variety and scope of the materials in the areas tested as represented in the reading lists and may also cover any additional works that students have read in classes during the course of their graduate studies.

The exams will be in three areas; two areas must both be in either Spanish Peninsular literature or Latin American and the Caribbean literatures, while the third area is in the other. Areas chosen should be logically related to the student's interest in his/her area of specialization as determined in consultation with a faculty advisor in the area of specialization, and the Spanish Graduate Coordinator.

The written exam consists of two parts. The first is a two-day written exam covering the two secondary areas of specialization chosen by the student in consultation with the doctoral exam advisory committee. On those two days, the student will answer at school two questions on each of the other two areas based on a selection of readings prepared by designated faculty. Students will have 2 hours to answer each one of these questions. The Spanish graduate coordinator will send the questions to the student via email 24 hours before the exam day. The second part consists of a 10 to 12-page take-home exam in the area of specialization and based on a specialized reading list developed in consultation with the student's doctoral exam advisory committee. The committee will assign one question and the student will complete his/her response at home in a maximum time of seven days.

In the three areas in which the student is not tested, he/she must have taken at least one 500/600-level course in either the M.A. or the Ph.D. program.

If the written exams are judged satisfactory, the oral component of the examination will take place 10 days after notification of satisfactory completion of the written exam. The oral exam will last up to two hours. It will address areas covered by the written exams. Students have the option of writing (in consultation with a faculty member in the area of specialization) and distributing to the members of the doctoral exam advisory committee several days before the oral exam a question that concerns the student's dissertation project and that will be asked in the oral exam. Students may re-read their written exams prior to the oral exam.

Questions for the written exams will be prepared by various members of the graduate teaching faculty. Students are strongly encouraged to make an appointment and talk with each professor who will be involved in the exam process immediately upon declaring their intention to take the exam. Professors may wish to make changes or adjustments to the reading list, or to recommend additional critical works for study. Exams will be graded according to the following scale: high pass/ pass/ low pass/ fail. Students who receive the grade of "high pass" or "pass" are encouraged to begin work immediately on their dissertation prospectus. Those who receive an overall score of "low pass" may be required to do some remedial work before they can go on to the dissertation. Students who fail any written question will generally be expected to re-take that/those question/s within one month of the first exam. Students may re-take a question only

one time, and must receive a grade of "low pass" or higher. Students who fail a question cannot receive a grade higher than "pass" upon repeating that question or answering another in its place. Students who fail any question on the second attempt will not be permitted to continue in the program.

Ph.D. students who qualify for a stipend can normally expect to have the stipend for four years, providing they are making progress in the program and maintain a GPA of 3.0 or better. Students are strongly discouraged from taking "incompletes." Students who have one or more incompletes on their record at the end of a semester may risk losing the stipend. Students who fail the Ph.D. exam should not expect their stipends to be renewed during the period in which they are preparing to re-take the exam.

- ***Ph.D. Reading List for Spanish as First Concentration***

Students are encouraged to meet with the professors involved in the graduate program for recommendations about critical works, histories of literature, and other material that will help them prepare for the exam. See the Spanish program's web site for up to date information on the lists.

- ***Doctoral Dissertation***

Ph.D. students are strongly encouraged to choose a faculty advisor by the end of their first year of study. The dissertation director (to be selected by the end of the second year) must be a member of the graduate teaching faculty approved by the Graduate School to direct this kind of work, and should be a person whose field of expertise is closely related to the dissertation topic. In addition, students must choose three other committee members. At least three of the members must be approved by the Graduate School to direct dissertations. The committee members should be in fields closely related to the student's area of research. One member of the committee should be from outside the department. Students will work closely with the director of the dissertation and the committee members, and follow guidelines set forth by the graduate school for Ph.D. dissertations.

Generally, students are expected to write a dissertation prospectus within three months of successfully completing their Ph.D. comprehensive exam. This 20 to 30-page document (including bibliography) should propose a subject-area of study, a thesis, and an overview of organization and chapter content that provides a comprehensive rationale for the dissertation, as well as a preliminary bibliography of primary and secondary sources. First, the candidate should submit a draft of the prospectus to her/his dissertation director. Once the director has approved the prospectus, the candidate will submit it to the other members of the committee. Finally, the entire committee will meet with the candidate two to three weeks after the submission of the prospectus to the committee members. This meeting is intended as an opportunity for the candidate and the committee to engage in a conversation about the project and to identify ways of strengthening it.

Doctoral students should follow the following schedule in their course to graduation:

1st year: choose advisor

2nd year: choose dissertation director, topic and dissertation committee

3rd year: take exams and start writing the dissertation

4th year: complete dissertation

- ***Defense of Dissertation***

Once the complete draft of the dissertation has been approved by the dissertation director, the oral defense can be scheduled. The dissertation, in the form approved by the major professor, must be distributed to the committee at least eight weeks before the examination. The oral defense must be scheduled through the Graduate School at least one week prior to the examination.

The defense consists of the following parts: 1) a brief (10-15 minutes) presentation by the candidate; 2) questions from the committee; and 3) questions from other Faculty in attendance. The exercise lasts up to two hours. The examination is open to all members of the University community, and graduate students are welcome to attend.

In order to be able to meet the deadlines for graduation, the defense must be passed at least two weeks before the date of submission and acceptance of the dissertation by the Graduate School. See webpage for guidelines and deadlines at <http://gradschool.utk.edu/graduation.shtml>

SPANISH GRADUATE STUDENT AWARDS

Outstanding Spanish Graduate Student Award

The Outstanding Spanish Graduate Student Awards for Doctoral Students may be granted each fall semester to graduate students in the Spanish graduate program who have demonstrated academic excellence through their classroom performance, GPA, and research-related activity (including but not limited to paper writing, grant writing, conference presentations and publication of articles).

The nomination package will consist of:

- a) a nomination statement by a tenured or tenure-track Spanish faculty who has worked closely with the student.
- b) the nominee's CV.
- c) a sample paper written by the nominee for a graduate course in Spanish taken at UT.

The nominating faculty must submit all the materials to the Spanish Graduate Coordinator by September 30 of each year. All the materials must be in pdf format.

The Spanish faculty members will determine the recipient(s) of the award(s) at the next Spanish section meeting after the submission of the nomination packages.

Each award will consist of a diploma with the student's name.

Hispanic Studies Ambassador Award

The Hispanic Studies Ambassador Awards may be granted each fall semester to Spanish GTAs who have actively promoted and improved the Hispanic Studies program at the undergraduate

and/or the graduate levels, including but not limited to participation in the *Tertulia*, the immersion day, the film series, and MFLL-sponsored activities.

The nomination package will consist of:

- a) a nomination statement by one of the following members of the Hispanic Studies program: a tenured or tenure-track faculty, a lecturer, or a student (including self-nomination).
- b) the nominee's CV.

The nominating person must submit all the materials to the Spanish Graduate Coordinator by September 30 of each year. All the materials must be in pdf format.

The Spanish faculty members will determine the recipient(s) of the award(s) at the next Spanish section meeting after the submission of the nomination packages.

Each award will consist of a diploma with the student's name.

Fourth-year Graduate Teaching Associate Award

Fourth-year Graduate Teaching Associate Awards may be granted each fall semester to 4th-year GTAs who have demonstrated excellence in teaching over the previous three years.

The nomination package will consist of:

- a) a nomination statement by one of the following members of the Hispanic Studies program: an LPD, a lecturer, or a student (including self-nomination).
- b) a list of courses taught by the nominee at UT.
- c) the nominee's teaching portfolio with her/his most distinctive teaching practices.
- d) the nominee's student evaluations from the previous three years ("SAIS").
- e) all reports on class observations by faculty (TT and/or NTT).

The nominating person must submit all the materials to the Spanish Graduate Coordinator by September 30 of each year. All the materials must be in pdf format.

The Spanish faculty members will determine the recipient(s) of the award(s) at the next Spanish section meeting after the submission of the nomination packages.

Each award will consist of a diploma with the student's name.

Spanish mentorship program for incoming MA/PhD students

The mentorship program for incoming graduate students in Spanish will pair up returning PhD students with incoming MA/PhD students in order to mentor them as new graduate students at UT during at least their first semester. Through the mentorship program, incoming students will receive advice regarding a variety of issues, such as their responsibilities as GTAs and graduate students, bureaucratic paperwork, campus concerns, and any other guidance needed during this transition process.

The mentorship program will be based on volunteers who offer to commit their time to the project and the incoming students. From this pool of volunteers, the Spanish Graduate Coordinator will elect potential mentors to pair up with incoming students. In early August of each year, the Spanish Graduate Coordinator will send an email to the returning graduate students to request volunteers for the mentorship program. During the annual meeting for new and returning graduate students (which takes place on the Monday before classes start), the Spanish Graduate Coordinator will assign mentors to the new students.

Mentors will be selected based on seniority, academic progress, familiarization with international processes and documentation (when applicable), and shared research interests with the incoming students.

XI APPENDIX A:

LIST OF PERTINENT GRADUATE STUDENT WEB PAGES

- **Graduate School**
<http://gradschool.utk.edu>
- **Graduate Catalog**
<http://catalog.utk.edu/index.php>
- **Department of Modern Foreign Languages and Literatures**
<http://mfill.utk.edu/index.php>
- **College of Arts and Sciences**
<http://www.artsci.utk.edu/>
- **Funding, Fellowships, Assistantships for Graduate Students**
<http://gradschool.utk.edu/gradfund.shtml>
- **Best Practices in Teaching**
<http://gradschool.utk.edu/orientation/teaching.shtml>
- **Graduate Student Appeals Procedure**
<http://gradschool.utk.edu/GradAppealHbook.pdf>
- **Graduate and International Admissions**
<http://admissions.utk.edu/graduate/>
- **Thesis/Dissertation Website**
<http://web.utk.edu/~thesis/>
- **Graduate Hooding**
<http://gradschool.utk.edu/hooding/hoodinginfo.shtml>
- **SPEAK Testing Program**
<http://gradschool.utk.edu/speaktest.shtml>
- **English Placement Test**
<http://international.utk.edu/students/epe.shtml>
- **Doctoral Language Exam**
<http://gradschool.utk.edu/files/DocLangExam.pdf>
- **Hilltopics: A Student Handbook**
<http://dos.utk.edu/hilltopics/>
- **Graduate Student Senate**
<http://web.utk.edu/~gss>

- **Center for International Education**
<http://web.utk.edu/~globe/index.php>
- **International House**
<http://web.utk.edu/~ihouse>
- **Counseling Center**
<http://counselingcenter.utk.edu>
- **Library Website for Graduate Students**
<http://www.lib.utk.edu/info/grad/>
- **Bursar's Office**
<http://web.utk.edu/~bursar/>
- **Career Services**
<http://career.utk.edu>
- **Judicial Affairs**
<http://judicialaffairs.utk.edu>
- **Office of Disability Services**
<http://ods.utk.edu/>
- **Office of Equity and Diversity**
<http://oed.utk.edu>
- **Office of Minority Student Affairs/Black Cultural Center**
<http://omsa.utk.edu>
- **Research Compliance/Research with Human Subjects**
<http://research.utk.edu/compliance/>
- **VolAware**
<http://volaware.utk.edu>
- **Parking Services**
<http://web.utk.edu/~pso/>
- **OIT**
<http://oit.utk.edu/>
- **Housing**
<http://uthousing.utk.edu/tnliving/future/graduate.shtml>
- **Campus Safety Guide**
<http://safety.utk.edu/>

XII APPENDIX B: IMPORTANT FORMS AND ADDITIONAL RESOURCES FOR GRADUATE STUDENTS

- **Graduate Student Deadline Dates**
<http://gradschool.utk.edu/ddategraduation.shtml>
- **Graduate Student Forms (Main Page -- All Relevant Forms Can be Found Here)**
<http://gradschool.utk.edu/gradforms.shtml>
- **Graduate Student Travel Award Application Form**
http://web.utk.edu/~gss/files/GSSTravelAwardApplication_2013-2014.pdf
Please note: The departmental deadline is 2 weeks prior to the GSS Deadline!
- **Graduate Student Travel Award Application Review Guidelines**
<http://web.utk.edu/~gss/files/Travel%20Review%20Process.pdf>
Please note: The departmental deadline is 2 weeks prior to the GSS Deadline!