FLL UNM

DEPARTMENT OF
FOREIGN LANGUAGES AND LITERATURES

2015 GRADUATE STUDENT MANUAL

Ortega Hall 229
MSC03 2080
1 University of New Mexico
Albuquerque, NM 87131

phone: 505-277-4771
fax: 505-277-3599

email: fll@unm.edu

Updated September 2015

TABLE OF CONTENTS

THE FLL GRADUATE PROGRAMS – GENERAL INFORMATION 3 - 5

APPLICATION DEADLINES..... 3

PAPERWORK AND FORMS..... 3

DESCRIPTION OF THE M.A. PROGRAM..... 4

ADVISING..... 5

PETITION PROCESS..... 5

COMMITTEE ON STUDIES..... 5

PLAN I: THESIS OPTION 6 - 8

COURSE WORK..... 6

COMPREHENSIVE ORAL EXAM..... 6 - 7

THESIS PROPOSAL 7

THESIS..... 7 - 8

PLAN II: EXAM OPTION 8 - 10

COURSE WORK..... 8

COMPREHENSIVE ORAL EXAM..... 9

WRITTEN EXAM..... 9 - 10

RESEARCH PAPER..... 10

GRADUATION TIMELINE AND CHECKLIST 11 - 13

PLAN 1 (THESIS OPTION)..... 11 - 12

PLAN 2 (EXAM OPTION)..... 12 - 13

TEACHING ASSISTANTSHIPS 14

PH.D. PROGRAM IN FRENCH STUDIES 15 - 18

COMMITTEE ON STUDIES..... 15

COMPREHENSIVE ORAL EXAMINATIONS..... 16

DISSERTATION AND DEFENSE..... 16 - 17

SUGGESTED TIMELINE FOR Ph.D. STUDENTS..... 17 - 18

POLICIES IN THE FLL GRADUATE MANUAL & ACADEMIC DISHONESTY 19

The following manual outlines the procedures for successful completion of graduate degrees in the Department of Foreign Languages and Literatures.

THE FLL GRADUATE PROGRAMS – General Information

The Department of Foreign Languages & Literatures offers the following graduate programs and degrees:

M.A. in Comparative Literature & Cultural Studies with the following concentrations:
- Classical Studies
- Comparative Literature
- Cultural Studies

M.A. in French
M.A. in German Studies
Ph.D. in French Studies

All graduate programs are administered by the FLL Graduate Committee, which is composed of three members of the FLL graduate faculty, the Director of Graduate Studies, and the Chairperson of FLL (*ex officio*). The Graduate Committee meets on a regular basis and is charged with decisions concerning admissions, Teaching Assistantships, programmatic and policy changes, and oversight of all graduate students, including responding to petitions.

All graduate students should obtain a copy of the University of New Mexico Catalog and carefully observe all requirements and regulations stipulated by the Office of Graduate Studies. Students must follow the terms listed in the catalog that is in effect at the outset of their graduate studies, as well as the internal FLL regulations and requirements outlined in this manual.
The catalog may be purchased at the UNM Bookstore or found online at http://www.unm.edu/~unmreg/catalog.htm.

APPLICATION DEADLINES

Applications to FLL graduate programs are accepted for Fall or Spring admission. We begin our review of applications in February and continue until all available spaces are filled. Applications for Teaching Assistantships should be made by October 1 for the Spring semester and by February 1 for the Fall semester. All applications are reviewed by the Graduate Committee on a rolling basis but should be submitted no later than March 15 for Fall admission and October 15 for Spring admission.

International students who wish to pursue a graduate degree in an FLL program need to submit a full online application (http://fll.unm.edu/graduate/apply.php) and an application for international students available on the Global Education Office (GEO) website: (http://geo.unm.edu/admission_grad_requirements.html). International students should be in regular consultation with the Global Education Office (GEO) about application requirements. These include official transcripts, official translations of transcripts, and an accredited demonstration of English proficiency, such as acceptable TOEFL scores. International students should consult the information about international application on the GEO website and should remain in close contact with a GEO advisor throughout the application process.

PAPERWORK AND FORMS

Office of Graduate Studies forms are available online at http://grad.unm.edu/resources/gs-forms/index.html. Internal FLL forms are available online at http://fll.unm.edu/resources/index.php. All forms are available in hard copy in the FLL office.

See pages 10-12 for a complete list of necessary forms. It is the student's responsibility to make sure that all forms are completed correctly and in a timely manner. Students may wish to consult with office staff and faculty advisors.

All paperwork, including graduation forms, must be submitted to the Department Administrator in the FLL office. We strongly recommend that you keep copies of all administrative documents. We maintain a complete file for each graduate student in the FLL office. Under no circumstances should graduate students hand in forms directly to the Office of Graduate Studies.

Readmitted students must designate in writing whether they will follow the terms of the UNM Catalog in effect at the original time of their enrolment or the catalog in effect at the time of readmission.

DESCRIPTION OF THE M.A. PROGRAM

The Master of Arts degrees in Comparative Literature and Cultural Studies, French, and German Studies are offered under both Plan I (*thesis option*) and Plan II (*exam option*).
For detailed descriptions of Plan I, see pages 5–7 for Plan II, see pages 8–9.

	PLAN I (thesis option):	24 credit hours of graduate course work and 6 credit hours of thesis
or		
	PLAN II (exam option):	32 credit hours of graduate course work

Note the following restrictions:
Plan I: Only *3 credit hours of independent study* (i.e. "Problems" courses) may be applied toward the degree.
Plan II: Only *6 credit hours of independent study* (i.e. "Problems" courses) may be applied toward the degree.

<u>The following information is applicable to both Plan I and Plan II</u>.

The following courses are required for graduate degrees in FLL. All course selections should be made carefully in consultation with the Chair of the Committee on Studies.

The only requirements are:

1. All graduate students are expected to enroll in one (1) 3-credit hour course in critical theory: COMP 500 (offered only in Fall).

2. All graduate students are expected to enroll in MLNG 501 (Professional Development Colloquium) for 1-credit hour (offered only in Fall).

3. All graduate students are expected to enroll in a 1-credit hour pedagogical training course. See page 5 or 8 for details (offered only in Fall).

4. **All graduate students are required to be enrolled in one course within the department of FLL per each term of enrollment in the program.**

5. **All graduate students must choose as their Chair of the Committee on Studies a faculty member from within the department of FLL.**

6. Students will graduate after completing departmental comprehensive exams successfully. [see pages 5-6, Comprehensive Exams].

7. Foreign language requirement: All graduate students in FLL must complete 12-credit hours or its equivalent of university-level study of a foreign language other than the one in which they are majoring. These hours do not count toward graduate course work. Passing a translation test proposed or approved by the Chair of your Committee on Studies will count as an equivalent. Ph.D. students must complete 12 credit hours in two foreign languages.

8. The following course-numbering scheme applies to FLL graduate students:

500-level courses count for graduate credit.
400-level courses may or may not; please check with the Director of Graduate Studies.
300-level courses do not count toward graduate credit*
*300-level Greek and Latin language and culture courses count for graduate credit only for CLCS Classics concentration.

Students may take up to 6 credit hours of appropriate graduate course work outside their graduate units. To apply additional credit hours of course work taken outside the graduate unit toward the degree, students may request special permission from the Graduate Committee through an internal petition process.

ADVISING

New students should discuss their program of studies with the graduate advisor of their program as early as possible during their first semester in the department. They should also meet with the Director of Graduate Studies during preparation week of their first semester for specific advisement about graduate procedures.

PETITION PROCESS

Students wishing to deviate from the procedures described in this manual must submit a written petition to the Director of Graduate Studies who will present the petition to the Graduate Committee. The petition will most often consist of a letter, any supporting documentation (transcript, syllabus, etc.), as well as a letter of support from a faculty member, as appropriate. Students should consult the Director of Graduate Studies about dates of upcoming Graduate Committee meetings in order to submit a petition in a timely fashion. Students will be notified in writing within two weeks of the Committee's decision.

COMMITTEE ON STUDIES

The Committee on Studies is charged with supervision of a student's academic progress toward finishing his/her degree. This important committee will advise students on course work, administer and evaluate exams as well as monitor progress on the thesis (for Plan I students).

By the end of their second semester, students will have constituted a Committee on Studies made up of three faculty members. The Committee Chair must be a regular tenured/tenure-track faculty member in the Department of FLL. This committee will have a Chair who will be the primary advisor for the student and will direct his/her thesis in the case of Plan I. The student should approach each faculty member about serving on this committee and should ascertain that the faculty member will not be on leave, especially during critical semesters when exams and thesis revisions come due. The student should also ascertain whether the faculty member is eligible to serve on a Committee of Studies. A Committee of Studies must be chaired by a tenured/tenure-track faculty member and include at least one other tenured/tenure-track faculty member. Please contact the Department Administrator to find out whether a faculty member is eligible to serve on the Committee. The student should then submit to the FLL office a "Committee on Studies" form indicating that a committee has been set (see htttp://www.unm.edu/~fll (FLL Forms) or ask the FLL office for a hard copy).

It is expected that the student will choose committee members whose expertise coincides with the student's intellectual interests. Among other things, the chair of the committee will assist the student in planning a course of studies that will most effectively lead her or him to completing the M.A. program within the suggested time frame. The Chair should be a professor knowledgeable in the student's primary area of study and should also be someone with whom the student works well. This means not only that the student and Chair communicate effectively and positively, but that the student can expect and profit from appropriate criticism and advice. The additional committee members should provide specific areas of complementary knowledge important to the student's field of study.

PLAN I: THESIS OPTION

Candidates under Plan I must:

1. Complete 24 credit hours of graduate-level course work and 6 thesis hours
2. Pass a comprehensive oral exam
3. Work with advisor to develop a thesis topic and defend the thesis proposal by the beginning of the third semester of studies
4. Submit a revised thesis to the department and Office of Gradate Studies by the date mandated by the Office of Graduate Studies

Note: In order to proceed under Plan I, the student must have an overall graduate GPA of 3.6 or higher by completion of the second semester of graduate studies.

Course Work

In order to complete course requirements in a timely fashion, it is recommended that students under Plan I follow these guidelines:

<u>First Semester</u>

- 6 credit hours of graduate course work (including COMP 500 "Introduction to Graduate Study in Comparative Literature" for 3 credit hours)
- Pedagogical Training required of all TAs for 1 credit hour. Students who are not Teaching Assistants may choose between MLNG 500: "Teaching Practicum" (foreign language teaching methodology) and the T.A.R.C. (Teaching Assistant Resource Center) class CJ 583: "Teaching the Basic Course" (general pedagogical strategies) offered through the Department of Communication and Journalism.
- MLNG 501: "Professional Development Colloquium" for 1 credit hour

Second Semester
- 9 credit hours of graduate course work

Third Semester
- 6 credit hours of graduate course work
- 3 thesis hours (COMP 599, FREN 599, GRMN 599)

Fourth Semester
- 3 credit hours of graduate course work
- 3 thesis hours (COMP 599, FREN 599, GRMN 599)

Note: All TAs are required to be enrolled in at least one regular FLL course per semester. This does not include problems courses or thesis hours. See page 13 "Teaching Assistantships" for details.

Comprehensive Oral Exam

The comprehensive oral exam serves as a measure of the student's abilities to answer questions relevant to the respective fields of graduate studies by synthesizing a significant body of knowledge in a coherent fashion.

M.A. candidates will take their comprehensive exam at the end of the third or beginning of the fourth semester of study. Exams will be conducted in the language of graduate studies and/or in English, as determined by the student's Committee on Studies.

The comprehensive oral exam consists of a one-hour exam conducted by the student's Committee on Studies. The exam will assess the candidate's knowledge of the field based on a reading list composed of at least fifty items that represent a broad approach to the student's chosen field. The reading list should be drafted in consultation with the Committee on Studies and under the guidance of the Committee Chair. The reading list is not limited to literary texts, but may include films, theoretical texts, references to public debates, and other forms of cultural expression. A draft of the reading list should be submitted by the end of the second semester of study. While the reading list may include items from courses taken by the student, its emphasis is on breadth and depth of the student's field rather than any specific topic(s). The reading list for the comprehensive oral exam is not to be confused with bibliography for the student's thesis, which should represent a more focused approach to a specific topic.

Exams are evaluated by all members of the Committee on Studies. A student will be awarded a *pass with distinction*, *pass*, *conditional pass*, or *fail* based on his or her performance during the comprehensive oral exam. Candidates who fail specific portions of the exam may be re-examined on those portions. In the case of a conditional pass, the student must fulfill the conditions

stipulated by the Committee on Studies before a *pass* will be officially reported. Failure to meet these conditions will result in a grade of *fail* for the exam.

Guidelines and Suggestions for the Comprehensive Oral Exam:

Discuss your reading list with all committee members. Your list should reflect the most important periods and issues of your particular course of graduate studies, as agreed on by you and your committee.

Discuss the exam procedure with your advisor in order get a clear idea of what is expected of you. You should also request an exam consultation with all members of your committee to gain a sense of what range of knowledge is relevant to pass the exam and what kind of questions may be asked.

The Thesis Proposal

The proposal consists of an abstract of 8–10 pages outlining the proposed thesis and select bibliography. The abstract will present the problem to be addressed and the specific argument to be supported in the thesis in light of the dominant critical, theoretical, and methodological approaches of the chosen field. The proposal should demonstrate the student's knowledge of important scholarship on the proposed topic.

The thesis proposal will be evaluated during a 45-minute long conversation between the student and his or her Committee on Studies. The purpose of this evaluation is to ensure that the student's proposal is feasible, appropriate, and valuable to his or her course of study, and secondly, to determine a timeline for the student to research, write, and edit the thesis.

After the evaluation, members of the student's Committee on Studies will determine whether or not to accept the proposed thesis and allow the student to continue under Plan I. If the thesis proposal is approved, the Chair of the Committee will obtain the signatures of all the members of the Committee and submit them to the FLL office to be retained in the student's file. Copies of the form may be found at http://www.unm.edu/~fll (FLL Forms) or in the FLL office.

The Thesis

The thesis is generally written over the course of two semesters on a specific topic under close supervision by the student's Committee on Studies. All M.A. students under Plan I must take six thesis hours as part of their degree requirements. A thesis typically runs between 60 and 100 pages and may be written in English, French, or German.

Note: Theses written in languages other than English require the approval of the Dean of Graduate Studies. To obtain approval, the student must submit a written request to the Dean of Graduate Studies along with a letter of support from the current Chair of the Department of Foreign Languages and Literatures. Students may find a copy of the petition form at http://www.unm.edu/~fll (FLL Forms). The student must submit both the request and the Chair's letter of support to FLL office staff, who will deliver the forms to the Office of Graduate Studies. The student will receive written approval/disapproval of the petition within a month.

The Student must submit a complete draft of the thesis to his or her Committee on Studies for

comments and corrections *at least six weeks* before the deadline for completing all graduation paperwork with the Office of Graduate Studies. For Fall graduation, the draft should be distributed by October 1, for Spring graduation, by March 1. Within two weeks of completion of a full draft of the thesis, the student and his or her Committee on Studies will schedule a defense of the thesis. The purpose of the defense is for the Committee on Studies to provide the student with feedback and corrections for the final draft of the thesis.

See the Office of Graduate Studies website (http://www.unm.edu/~grad/forms/forms.html) for important administrative details about the thesis. Students are responsible for formatting and presenting the thesis to the Office of Graduate Studies according to required specifications, including a signature page signed by each of the members of the student's Committee of Studies. Be sure to allow ample time before the deadline to format the thesis and obtain necessary signatures.

Students who miss these deadlines may not graduate on time and will be required by the Office of Graduate Studies to enroll in at least one credit hour in the following semester in order to maintain their student status. The Department of FLL does not allow summer graduation without a petition process.

PLAN II: EXAM OPTION

Candidates under Plan II must:

1. Complete 32 credit hours of graduate course work
2. Pass a comprehensive oral exam
3. Pass a 4-hour written exam
4. Submit a research paper of at least 20–25 pages

Course Work

In order to complete course requirements in a timely fashion, it is recommended that students under Plan II follow these guidelines:

<u>First Semester</u>

- 6 credit hours of graduate course work (including COMP 500 "Introduction to Graduate Study in Comparative Literature" for 3 credit hours)
- Pedagogical Training required of all TAs for 1 credit hour. Students who are not Teaching Assistants may choose between MLNG 500: "Teaching Practicum" (foreign language teaching methodology) and the T.A.R.C. (Teaching Assistant Resource Center) class CJ 583: "Teaching the Basic Course" (general pedagogical strategies) offered through the Department of Communication and Journalism.
- MLNG 501: "Professional Development Colloquium" for 1 credit hour

<u>Second Semester</u>

- 9 credit hours of graduate course work

<u>Third Semester</u>

- 9 credit hours of graduate course work

Fourth Semester

- 6 credit hours of graduate course work

Note: All TAs are required to be enrolled in at least one regular FLL course per semester. This does not include problems courses or thesis/dissertation hours. See page 13 "Teaching Assistantships" for details.

Comprehensive Oral Exam

The comprehensive oral exam serves as a measure of the student's abilities to answer questions relevant to the respective fields of graduate studies by synthesizing a significant body of knowledge in a coherent fashion.

M.A. candidates will take their comprehensive exam at the end of the third or beginning of the fourth semester of study. Exams will be conducted in the language of graduate studies and/or in English, as determined by the student's Committee on Studies.

The comprehensive oral exam consists of a one-hour exam conducted by the student's Committee on Studies. The exam will assess the candidate's knowledge of the field based on a reading list composed of at least fifty items that represent a broad approach to the student's chosen field. The reading list is not limited to literary texts, but may include films, theoretical texts, references to public debates, and other forms of cultural expression. A draft of the reading list should be submitted by the end of the second semester of study. While the reading list may include items from courses taken by the student, its emphasis is on breadth and depth of the student's field rather than any specific topic(s).

Exams are evaluated by all members of the Committee on Studies. A student will be awarded a *pass with distinction*, *pass*, *conditional pass*, or *fail* based on his or her performance during the comprehensive exam. Candidates who fail specific portions of the exam will be re-examined on those portions. In the case of a conditional pass, the student must fulfill the conditions stipulated by the Committee on Studies before a *pass* will be officially reported. Failure to meet these conditions will result in a grade of *fail* for the exam.

Guidelines and Suggestions for the Comprehensive Oral Exam:

Discuss your reading list with all committee members. Your list should reflect the most important periods and issues of your particular course of graduate studies, as agreed on by you and your committee.

Discuss the exam procedure with your advisor in order get a clear idea of what is expected of you. You should also request an exam consultation with all members of your committee to gain a sense of what range of knowledge is relevant to pass the exam and what kind of questions may be asked.

Written Exam

The four-hour written exam is based upon a set of texts and/or issues determined by the student and his/her Committee on Studies. The written exam allows the candidate to demonstrate

adequate knowledge of his or her field of research and the ability to argue cogently about pertinent issues regarding the material in question.

The exam is evaluated by all members of the Committee on Studies. A student will be awarded a *pass with distinction*, *pass*, *conditional pass*, or *fail* based on his or her performance. In the case of a conditional pass, the student must satisfy additional requests determined by the Committee on Studies before a passing grade will be officially reported. Failure to meet these conditions will result in a grade of fail for the exam.

Research Paper

The research paper should reflect the ability to conduct academic research by utilizing critical tools and methodologies the student has become familiar with during his or her course of graduate studies. This paper can be a revised and expanded version of a paper already submitted in a graduate seminar. The Chair of Committee on Studies will work with the student to choose an appropriate paper for revision. The paper should be about 20-25 pages long and be submitted to the entire committee at least one month before the OGS deadline for the completion of all graduation paperwork: i.e. by October 15 for Fall graduation, and by March 15 for Spring graduation.

GRADUATION TIMELINE AND CHECKLIST

Plan I (Thesis Option)

First Semester

- **6 credit hours of graduate course work** (including COMP 500 "Introduction to Graduate Study in Comparative Literature" for 3 credit hours)
- **Pedagogical Training** required of all TAs for 1 credit hour. Students who are not Teaching Assistants may choose between **MLNG 500: Teaching Practicum** (foreign language teaching methodology) and the T.A.R.C. (Teaching Assistant Resource Center) class **CJ 582: Teaching the Basic Course** (general pedagogical strategies) offered through the Department of Communication and Journalism.
- **MLNG 501: Professional Development Colloquium** for 1 credit hour
- **No forms needed**.

Second Semester

- **9 credit hours of graduate course work**
- **Create Committee on Studies**
    - Pick up "Committee on Studies" form at FLL office or download at: http://www.unm.edu/~fll/Gradcommitteestudies.pdf
    - Ascertain that Committee members are eligible to serve.
    - Obtain signatures from all members of your Committee.
    - Return form to FLL office for your file
- **Submit draft of reading list for Comprehensive Oral Exam**

Third Semester

- **6 credit hours of graduate course work**
- **3 credit hours of thesis work** (you need a minimum of six thesis hours in order to graduate. Note: Once you start signing up for thesis work you need to remain continuously enrolled in thesis hours until you graduate)
- **Thesis Proposal Approval**
    - Schedule time to meet with Committee, notify FLL office staff of the date, reserve a meeting room
    - Committee Chair obtains "Thesis Approval" form, fills it out, and returns it to office staff
    - Form is retained in your file
- **Request to have thesis in language other than English (if applicable)**
    - Write memo to Dean of OGS. Petition form available at http://www.unm.edu/~fll/Gradthesispetition.pdf
    - Obtain supporting memo from FLL Department Chair
    - Give memo to FLL office staff to submit to OGS
    - Request is not approved until you receive a letter from the Dean of OGS http://www.unm.edu/~fll/Gradthesisdeanacceptance.pdf
- **Program of Studies Form**
    - Pick up "Program of Studies" form at FLL Office or at http://www.unm.edu/~grad/eforms/AC_masters.pdf
      Form must be approved by OGS before you may take Comprehensive Oral

Exam and turn in your thesis

- **Comprehensive Oral Exam**
  - No additional forms needed
  - Schedule with Committee Chair
  - Notify FLL office of exam date, reserve a meeting room

- **Intent to Graduate**
  - Inform the FLL office staff by the last day of the semester before you intend to graduate so that you are included on the OGS graduation list.
  - You must be on the OGS list in order to graduate.

Fourth Semester

It is important to stay in close contact with FLL staff during the semester you intend to graduate. If the forms described below are not filled out correctly or submitted to OGS in a timely manner, you will not graduate.

- **3 credit hours of graduate course work**

- **3 credit hours of thesis work**

- **Turn in final draft of thesis to Committee no later than October 1 (Fall) or March 1 (Spring)**
  - Notify FLL office when you submit the final draft of your thesis to your Committee on Studies
  - FLL Office staff completes "Announcement of Examination" form and returns it to OGS

- **Thesis Defense**
  - After receiving approval by your Committee Chair, schedule time of thesis defense with your Committee and contact FLL office staff to reserve a meeting room
  - Thesis defense must be completed before November 9 (Fall) and April 9 (Spring) to ensure that you have adequate time to format your manuscript before the OGS deadline.

- **Report of Exam Form**
  - FLL office staff provides "Report of Exam" form to your committee at your thesis defense to complete and sign
  - FLL office staff submits form to OGS

- **Thesis Manuscript Submission**
  - See http://www.unm.edu/~grad/forms/forms.html (Manuscripts) for formatting instructions and downloading forms for the thesis
  - OGS Deadline: November 15 (Fall), April 15 (Spring)
  - Provide a copy of your thesis to all committee members
  - Give yourself at least a week after your thesis defense to take care of formatting and obtaining signatures

Plan II (Exam Option)

First Semester

- **6 credit hours of graduate course work** (including COMP 500 "Introduction to Graduate Study in Comparative Literature" for 3 credit hours)
- **Pedagogical Training** required of all TAs for 1 credit hour. Students who are not Teaching Assistants may choose between **MLNG 500: Teaching Practicum** (foreign language teaching methodology) and the T.A.R.C. (Teaching Assistant Resource Center) class **CJ 583: Teaching the Basic Course** (general pedagogical strategies) offered through the Department of Communication and Journalism.
- **MLNG 501: Professional Development Colloquium** for 1 credit hour
- **No forms needed**.

Second Semester

- **9 credit hours of graduate course work**
- **Create Committee on Studies**
- **Committee on Studies Form**
    - Pick up "Committee on Studies" form at FLL office or download at http://www.unm.edu/~fll/Gradcommitteestudies.pdf
    - Ascertain that committee members are eligible to serve.
    - Obtain signatures from all members of your Committee on Studies
    - Return form to FLL office for your file
- **Submit a draft of the reading list for Comprehensive Exam to Committee on Studies**

Third Semester

- **9 credit hours of graduate course work**
- **Comprehensive Oral Exam**
    - No forms needed
    - Schedule with Committee Chair
    - Notify FLL office of exam date, reserve a meeting room
- **Program of Studies Form**
    - Pick up "Program of Studies" form at FLL Office or at http://www.unm.edu/~grad/eforms/AC_masters.pdf
    - Form must be approved by OGS before you may take comprehensive exams and turn in your thesis
- **Intent to Graduate**
    - Inform the FLL office staff by the last day of the semester before you intend to graduate so that you are included on the OGS graduation list.
    - You must be on the OGS list in order to graduate

Fourth Semester

It is important to stay in close contact with FLL staff during the semester you intend to graduate. If the forms described below are not filled out correctly or submitted to OGS in a timely manner, you will not graduate.

- **6 credit hours of graduate course work**
- **Research Paper must be submitted to Committee before written exam can be scheduled**

- **Schedule Written Exam**
    - Notify FLL office staff two weeks prior to the date of the exam to schedule a meeting room and reserve a laptop computer, if necessary
    - FLL office staff will submit "Announcement of Exam" form to OGS
    - FLL office staff will give "Report of Exam" form to Committee on Studies to complete, and staff will submit "Report of Exam" form to OGS.

TEACHING ASSISTANTSHIPS

All full-time FLL TAs teach six credit hours per semester and must be enrolled each semester in a minimum of six credit hours of regular graduate course work (audits and CR/NC do not count for this purpose) offered in the department (three credit hours for half-time TAs) except as follows:

• All FLL TAs on the M.A. and Ph.D. level must petition the Graduate Committee before taking any course work outside the department. Download the "Outside Course Work Petition" form (http://www.unm.edu/~fll). The completed form including the signature of the Chair of the Committee on Studies must be submitted to the Director of Graduate Studies and approved by the Graduate Committee two weeks before the beginning of the semester in which the course is taken.
• TAs on the M.A. level having completed their required course work, may count thesis hours as part of their normal six-credit hour course load but they must be enrolled in at least one graduate course in FLL. Audits and CR/NC do not count for this purpose.

The Department offers a limited number of assistantships. The decision to award and to renew or terminate an assistantship lies with the Graduate Committee of FLL in accordance with university regulations and departmental guidelines, and is also contingent upon budgetary and programmatic considerations. The UNM Catalog states: "The primary goal of an assistantship is to assist students in strengthening and successfully completing their academic program." In order to allow students as well as the department to make optimal use of their time and resources, assistantships will be limited to four semesters on the M.A. level, contingent on satisfactory performance and progress toward the degree. At the Ph.D. level, assistantships are normally awarded for an initial period of six semesters, and then renewed for a period of four semesters upon successful completion of the Ph.D. Comprehensive Exams. This means that doctoral candidates are normally supported for a total period of ten semesters, on condition that their academic performance on coursework and exams required for the degree is deemed satisfactory. Any extensions beyond these limits will be at the sole discretion of the Graduate Committee and will be determined according to the resources and needs of the program.

All TAs must maintain a G.P.A. of 3.0 for every semester in which they hold an assistantship. TAs who fall below that average will risk losing their assistantships. TAs whose G.P.A. falls below 3.0 due to incompletes will be placed on probation until all grades of "I" are removed.

Summer teaching, whether at the German Summer School in Taos or on UNM's main campus, will be determined by the department based on funding and enrollments.

The Lower-division Language Coordinator will distribute a list of TA responsibilities at the orientation prior to the TA's first semester, as well as ongoing policy lists every semester outlining more specific TA responsibilities. Neglecting any of these policies can be

considered a breach of contract and may result in the termination of the Teaching Assistantship.

Note that attendance at all orientations, workshops and meetings is mandatory. TAs are contractually obligated to be on campus no later than one week prior to the start of each semester, andtoremainoncampusuntiltheendoffinalexamsanduntiltheyhavesubmittedall final grades for the courses for which they are teaching assistants. This requirement also pertains to TAs at the Université de Savoie, Chambéry and at the Université de Rennes.

PH.D. PROGRAM IN FRENCH STUDIES

Students are admitted to the Ph.D. program in French Studies on the basis of their past records and future promise for scholarship. Applicants are expected to have completed a Master's Degree in French or its equivalent.

Graduates from the M.A. Program in French at UNM must formally request a reevaluation of their dossier in order to be considered for the program. They must provide a letter of intent, an unofficial copy of their UNM transcript, and a 20 to 25-page writing sample (from the M.A. thesis or research paper) to the Chair of their Committee on Studies and the Director of Graduate Studies. These documents must be submitted **no later than February 15th** to be considered for Fall admission and to be a candidate for a Fall Teaching Assistantship. French faculty and the Graduate Committee will review the file. Upon notification of admission to the Ph.D. program from the Director of Graduate Studies, students must submit a “Change of Degree” form. Ph.D. students must complete a minimum total of 54 credit hours, including transfer credit but exclusive of dissertation hours. Students entering the Ph.D. program with an M.A. degree from another university may transfer up to 30 hours of graduate credit upon approval of the French faculty advisor. A minimum of 24 hours must be taken in residency at UNM.

Students may declare a minor after approval from their Committee on Studies. Students with a declared minor must complete 48 hours of course work in the major field of study and 12 hours in the minor field.

Ph.D. students must demonstrate a reading knowledge of two other languages besides French and English. This requirement may be met for each language by passing a translation exam, through successful completion of a two-semester sequence of a foreign language translation course, or through successful completion of four semesters of a foreign language.

Committee on Studies

Each doctoral student must assemble an initial Committee on Studies composed of three UNM faculty members and notify the Director of Graduate Studies of the committee members before the end of the second semester. The committee consults with the student to plan an appropriate course of study and offers guidance on fulfillment of examination requirements as well as on choice of comprehensive examination/dissertation committee members. Prior to the Comprehensive Examinations, the candidate must add an additional member, from a department other than FLL, to the Committee on Studies, for a total of four members. Candidates must notify the Director of Graduate Studies of the members of this committee in the semester prior to the comprehensive exams. Complete the “Appointment of Dissertation Committee” form, available online at http://www.unm.edu/~grad/eforms/committee.pdf or in hard copy at the FLL office. Submit the completed form to the FLL office. It will be turned in to OGS for approval. All Ph.D. candidates in French Studies are advised to gain teaching experience as well as experience in a French-speaking environment as part of their professional training.

Comprehensive Examinations

The Comprehensive Examinations for the Ph.D. program in French Studies are composed of three parts, described below, and are followed by completion of the dissertation and a dissertation defense. The reading list for Part I and the dissertation bibliography for Part II of the examination should be completed in consultation with the committee by the end of the fourth semester of study. Ph.D. candidates will normally take Parts I and II of the Ph.D. Comprehensive Examination by the end of their third year, and Part III during the semester following completion of Parts I and II. However, students should consult with their Committee on Studies about when they should take the exam; timing of the exam may vary depending on the level of the student's preparation prior to beginning the Ph.D. program.

Part I. A four-hour written exam. The choice of three questions is based on an exam reading list covering genre, theory, or area. The list normally consists of twenty-five items submitted by the candidate and twenty-five items added by the committee.

Part II. A twenty-minute verbal presentation in the style of a conference paper delivered to the exam committee on a question based on the exam reading list and related but not limited to the cultural or theoretical context of the student’s dissertation interests. The candidate receives the question ahead of time and has five hours to prepare. For example, the student could receive the question at 9:00 a.m. and present at 2:00 p.m.

Part III. A dissertation proposal defense with the exam committee reviewing the dissertation proposal, to take place in the semester following completion of Parts I and II. Students should prepare a dissertation prospectus between 18–25 pages in length, including a working bibliography, which will be submitted no later than two weeks prior to the colloquium. During the colloquium, the student will give a 10- to 15-minute presentation on the prospectus, respond to questions from the committee and discuss the design of the dissertation project. The Committee on Studies will review and approve the proposal at the end of the colloquium.

Schedule the written and oral exams with your Committee, and contact FLL staff to reserve a meeting room. Notify FLL office staff two weeks before taking the last of the two exams. FLL office staff will submit the “Announcement of Exam” form to OGS and provide the “Report of Exam” form to your Committee on Studies. FLL office staff will submit the completed form to OGS.

Upon successful completion of all three parts of the Comprehensive Exams, fill out an “Application for Candidacy” form available online at http://www.unm.edu/~grad/eforms/AC_doctoral.pdf or in hard copy at the FLL office. Return the form to FLL office staff to submit to OGS for approval. Once approved, the candidate is officially ABD and may register for dissertation hours.

Dissertation and Defense

Ph.D. students have five calendar years from the semester in which they pass their doctoral comprehensive examination to complete all degree requirements.

Candidates must submit their completed dissertation to their committee and receive approval

from the dissertation committee chair in order to proceed to the defense. The dissertation may be written in French, subject to the approval of the Dean of Graduate Studies. To obtain approval, write a memo to the OGS Dean and ask the Department Chair to write a memo supporting your petition. Give both documents to FLL office staff to deliver to OGS. The student will receive written approval/disapproval of the petition within a month. See http://www.unm.edu/~fll (FLL Forms) for a sample petition.

A near-complete draft of the dissertation must be submitted to committee members for their comments and corrections *at least six weeks* before the deadline for completing all graduation paperwork with OGS. For Fall graduation, the draft should be distributed by October 1, for Spring graduation, by March 1. Readers will normally return the draft with comments and revisions within two weeks, thus leaving the candidate a month to complete revisions and resubmit the thesis for approval to the committee.

Students who miss these deadlines may not graduate on time and will be required by OGS to enroll in at least one credit hour in the following semester in order to maintain their student status. We do not allow summer graduation.

The defense consists of a twenty-minute presentation highlighting the central argument of the dissertation. The candidate will then answer committee questions about the dissertation in a subsequent 40- to 50-minute period. With the exception of the final deliberations of the committee, the defense is open to the public.

Graduation Timeline for Ph.D. Students on TAships with FLL

(Based on a projected 5-year time to completion after the Masters degree)

Students are strongly advised to consult regularly and often with the Director of Graduate Studies and with the Chair of their Committee on Studies should a modification of the timeline be necessary for their particular case.

First year of Ph.D. (Fall & Spring):

- 6 credit hours of course work per semester (including COMP 500 [where applicable]; MLNG 501 “Professional Development Colloquium” (one credit hour); and MLNG 500 “Teaching Practicum” (one credit hour which does not count toward degree)

Second year of Ph.D. (Fall & Spring):

- 6 credit hours of course work per semester
- address language requirement
- Assemble Committee on Studies for Comprehensive Exam

Third year of Ph.D. Fall Semester:

- Preparation for Ph.D. Comprehensive Exams Parts I, II, and III
- address language requirement

- One course (3 credit hours) for a letter grade and one course (3 credit hours) CR/NC

Third year of Ph.D. Spring Semester:

- One course (3 credit hours) CR/NC and either one problems course (3 credit hours) or regular course in FLL (3 credit hours) CR/NC

- Take parts I and II of comprehensive exams

Fourth Year of Ph.D. Fall Semester:

- One course (3 credit hours) CR/NC and either one problems course, or one regular course (3 credit hours) CR/NC

- Submit "Committee on Studies" Form: http://www.unm.edu/~grad/eforms/committee.pdf

- Submit "Application for Candidacy" Form: http://www.unm.edu/~grad/eforms/AC_doctoral.pdf

- Take part III of the Comprehensive Exams (presentation of the dissertation proposal of 20 to 25-pages to Committee on Studies and dissertation proposal defense)

Fourth Year of Ph.D. Spring Semester:

Students who have passed their Ph.D. exams will enroll in FREN 699 (6 credit hours)

Students who need to retake their Ph.D. exams will do so no later than the Fall semester of their fourth year of the Ph.D., and present their dissertation proposal no later than the Spring semester of their fourth year. Their enrollment schedule for the fourth year will be as follows:

- One course (3 credit hours) CR/NC and FREN 699 (dissertation, 3 credit hours)

Proposed fourth year schedule for students who fail Parts I and II during third year:

- Fall semester: One course (3 credit hours) CR/NC and either one problems course, or one regular course (3 credit hours) CR/NC

- Spring semester: One course (3 credit hours) CR/NC in FLL and 3 dissertation credits (French 699)

Fifth Year of Ph.D. Fall and Spring Semesters:

FREN 699 (dissertation, 6 credit hours each semester)

After the fifth year, departments may extend financial support to Ph.D. candidates on a yearly basis for a maximum of three years, depending on availability of resources. Students will have to successfully petition their Committee on Studies and the Graduate Committee in order to receive such additional support. Furthermore, during each year of extended support, students will revert to the following enrollment requirements: One course (3 credit hours) CR/NC and FREN 699 (3 credit hours) per semester. These requirements may be waived on a yearly basis at the discretion

of the Graduate Committee if the student presents a convincing case in a petition for such an exception.

ACADEMIC CONDUCT

1. The UNM policy on "Dishonesty in Academic Matters" states that:

> Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty on quizzes, testsor assignments;claimingcreditforworknotdoneordonebyothers;hinderingthe academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

A student found to have engaged in academic dishonesty will have a letter placed in his or her graduate file. A second violation constitutes grounds for losing a Teaching Assistantship and expulsion from the M.A. or Ph.D. program.
Your initials here and dated signature, below, constitute acknowledgment that you have read the "Dishonesty in Academic Matters" policy and will abide by it. _____ (initials)

2. Collegiality includes respect for the ideas of others and polite and respectful behavior toward faculty, fellow students and staff in classrooms, in UNM office spaces and on campus. All FLL graduate students are expected to follow the Student Code of Conduct in the UNM *Pathfinder* **http://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html**. Infractions of the Student Code of Conduct may result in delay in progress to degree, suspension of a teaching assistantship or other disciplinary action. Policy 2220: Freedom of Expression and Dissent **http://policy.unm.edu/university-policies/2000/2220.html** in *The Pathfinder* states, in part:

> As an institution that exists for the express purposes of education, research, and public service, the University is dependent upon the unfettered flow of ideas, not only in the classroom and the laboratory, but also in all University activities. As such, protecting freedom of expression is of central importance to the University. The exchange of diverse viewpoints may expose people to ideas some find offensive, even abhorrent. The way that ideas are expressed may cause discomfort to those who disagree with them. The appropriate response to such speech is speech expressing opposing ideas and continued dialogue, not curtailment of speech.
> The University also recognizes that the exercise of free expression must be balanced with the rights of others to learn, work, and conduct business. Speech activity that unduly interferes with the rights of others or the ability of the University to carry out its mission is not protected by the First Amendment and violates this policy.

Your initials here and dated signature below constitute acknowledgment that you have read Policy 2220 and will abide by it. _____ (initials)

3. **Your initials here and signature below constitute acknowledgment that you have read the FLL Graduate Manual. _____** (initials)

_____ _____

Name (printed) Date

_____

Signature