



The University of Mississippi

Department of Modern Languages

Graduate Student Handbook

Academic year fall 2023 - spring 2024

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INTRODUCTION

WELCOME FROM THE CHAIR

On behalf of the Department of Modern Languages, it is a pleasure and privilege to welcome you among our faculty and students. Graduate study represents a significant step forward in your career and life plans, and it is a serious commitment as well. Please know that I am always willing, as are all of my colleagues in Modern Languages, to help our graduate students in whichever way that I can. I hope you will find your course of study challenging, but rewarding.

Daniel E. O'Sullivan, Ph.D.
Chair and Professor of Modern Languages

THIS HANDBOOK AND OTHER DOCUMENTS

This Handbook is intended to acquaint you with applicable policies and requirements relating to study for the Master's and Doctorate degrees in the Department of Modern Languages and to inform you of the procedures that must be followed in accordance with Graduate School and Departmental regulations.

It is in your best interest to acquaint yourself with the location of the Graduate School, and develop and maintain a friendly and professional relationship with the staff therein. It is your responsibility to keep up-to-date on changes in Graduate School requirements and policies and procedures relating to the degree you are pursuing. Please see <http://gradschool.olemiss.edu/> for resources and information.

This Handbook is to be used as a supplement to the Bulletin of the Graduate School and other applicable information, which may be obtained from the Graduate School office. This handbook may not answer all questions about our graduate programs. The Graduate Catalog, University Policy Directory, or other publications may be referenced here and should be consulted as well when questions arise. The Graduate Catalog establishes minimums, and it is within the right of a Department to establish policies that require more than the minimums. If there is a real or apparent conflict between this handbook and the Graduate Catalog, you should follow this handbook.

PROFESSIONALISM AND ETHICS

The graduate programs in the Department of Modern Languages embrace a standard of professionalism in comportment and communication commensurate with sound principles of ethical, just, and effective professional practice. The "Academic Discipline Policy" in the *M Book* is available at:
https://olemiss.edu/info/MBook_2021-2022.pdf

As an emerging professional in the field of higher education/student personnel, each graduate student will:

- display professionalism through punctuality, appearance, attendance, and dependability;
- make a primary commitment to graduate training, dedicating 10 or more hours/week outside of class time for each course taken; this will limit a student's free time and time for outside employment;
- exhibit poise, maturity, and sound judgment;
- participate in activities related to professional organizations including, but not limited to, Mississippi Foreign Language Association, Linguistic Society of America, regional Modern Language Association conferences, etc.; attend at least one regional or national conference; and present a paper, poster, or other item at a state, regional, or national conference related to the field;
- honor all duties and obligations related to employment, assistantship, practicum, or other work-type situation related to the field;
- respect and acknowledge all lawful and university-related authority by refraining from activities that are unlawful, dishonest, fraudulent, deceitful, or not in line with program, Department, or University policies;
- represent the profession by executing responsibilities with fairness and impartiality, and show equal consideration of all individuals regardless of status or position, respecting individuality and promoting an appreciation of human diversity in higher education;
- ensure that all information conveyed to others is accurate and in appropriate context, and take responsibility for all pertinent ethical principles and institutional requirements when planning any research activity dealing with human subjects;
- foster a climate of collegiality and mutual respect and promote a sense of community among all areas of the campus by working cooperatively with students, faculty, and staff, and other constituencies inside and outside of the institution to address common goals of student learning and development;
- maintain confidentiality, where appropriate, and high ethical standards.

DEPARTMENTAL ADMINISTRATION AND STAFF

Department Chair:

Prof. Dan O'Sullivan
 Bondurant Hall C-115
 (662) 915-7298 | dosulliv@olemiss.edu

Administrative Assistant:

Ms. Maria Filippi
 Bondurant Hall C-115
 (662) 915-7663 | mfilippi@olemiss.edu

Secretary: Ms. Sasha Williams
Bondurant Hall C-115
(662) 915-7298 | sawill10@olemiss.edu

GPCs for MA in FR/GERM/SPAN: Prof. Diane Marting
Bondurant Hall E-104
(662) 915-7104 | dmarting@olemiss.edu

(Beginning spring 2024)
Prof. Sara Wellman
Bondurant Hall E 203
(662) 915-7712 / slwellma@olemiss.edu

GPC for MA in LIN/TESOL: Prof. Maria Fionda
Bondurant Hall E-211B
(662) 915-7664 | mifionda@olemiss.edu

GPCs for PhD in SLS: Prof. Felice Coles
Bondurant East 210A
(662) 915-7702 | fcoles@olemiss.edu

Prof. Michael Raines
Intensive English Building 114
(662) 915-1492 / mcraines@olemiss.edu

If you need advising or have any complaints, you should see the GPCs first before going to the Department chair. Talking to the Dean of the Graduate School or other offices before informing the GPC or Chair will lead to your being directed back to the department before seeing the Deans.

DEPARTMENTAL MEMBERS OF THE GRADUATE FACULTY

Professors and Associate Professors can chair Ph. D. committees. Assistant Professors may chair M.A. committees. All levels of professors can participate in committees. In case of doubt, check with your GPC.

Departmental faculty who can chair Ph.D. and M.A. thesis committees:

Allen, Heather	Assoc. Prof. of Spanish
Cappozzo, Valerio	Assoc. Prof. of Italian
Chen, Cheng-Fu	Assoc. Prof. of Chinese
Clark, Allen	Assoc. Prof. of Arabic
Coles, Felice	Prof. of Spanish and Linguistics
Dyer, Donald	Prof. of Russian and Linguistics
Fafulas, Stephen	Assoc. Prof. of Spanish and Linguistics
Fionda, Maria	Assoc. Prof. of Spanish and Linguistics

Iepuri, Valentina	Assoc. Prof. of Russian
Klodt, Jason	Assoc. Prof. of Spanish
Marting, Diane	Prof. of Spanish
O'Sullivan, Daniel E.	Prof. of French
Petrescu, Corina L.	Prof. of German
Quinney, Anne	Prof. of French
Schaefer, Vance sabbatical Spring 2024)	Assoc. Prof of Applied Linguistics and TESOL (on
Warhol, Tamara	Assoc. Prof. of Applied Linguistics and TESOL
Wellman, Sara	Assoc. Prof. of French
Yang, Henrietta	Assoc. Prof. of Chinese
Zeng, Zhini	Assoc. Prof. of Chinese

Departmental faculty who can chair M.A. thesis committees:

Christodoulou, Christiana	Visiting Research Prof. of Linguistics
García Otero, Maria	Croft Instr. Assoc. Prof. of Spanish
Hutchinson, Christopher	Asst. Prof. of German
Joukhadar, Charles	Asst. Prof. of Arabic
Kahng, Jimin	Asst. Prof. of Linguistics
Menaldi, Veronica	Asst. Prof. of Spanish (on leave fall 23 and spring 24)
Ochiai, Kaoru	Instr. Assoc. Prof. of Japanese
Raines, Michael	Instr. Assoc. Prof. of TESOL & IE
Shehata, Asmaa	Asst. Prof. of Arabic
Valle, Daniel	Asst. Prof. of Spanish and Linguistics
Wright, Robyn	Asst. Prof. of Spanish and Linguistics

Teaching members of the graduate faculty (can serve on committees):

Bussade, Julia	Lecturer in Spanish & Portuguese
Gowan, Ian	Croft Instr. Asst. Prof. of Spanish
Sanchis-Sinisterra, Carmen	Instr. Asst. Prof. of Spanish
Sarver, Whitney	Instr. Asst. Prof of TESOL
Simonchyk, Ala	Instr. Asst. Prof. of Linguistics and Russian
Tantet, Elodie	Instr. Asst. Professor of French

EMERGENCY TELEPHONE NUMBERS

Fire and Ambulance: 9-911 (from a campus phone) or 911 (cell phone)

University Police: 7234 (from a campus phone) or 662-915-7234

Classroom technology rapid response: 7222 (from a campus phone) or 662-915-7222

GENERAL DEPARTMENTAL POLICIES FOR GRADUATE STUDENTS

DEGREE PLANNING AND REGISTERING FOR CLASSES

Your academic advisor is the Graduate Program Coordinator (GPC) for your program. In addition, thesis and dissertation writers will have a research advisor; however, the GPC continues to be your advisor for processing graduation forms, etc.

You should meet with your advisor/GPC at least once each semester. This usually takes place during the pre-registration period as noted in the University calendar. Under no conditions should you register for classes without advisor approval. Meetings with an advisor can be a time to discuss progress and make plans that help ensure success within the program of study. You can find the degree requirement checklist for your program in the Appendices of this Handbook.

Registration for classes is accomplished completely through the University's web-based interface (myOleMiss). Each student is given a window of time to register online. If you face problems with registering, please contact Information Technology for technical problems (662) 915-5222 or helpdesk@olemiss.edu. If your problem relates to a class that is full or a pre-requisite that you lack, please contact the instructor to request to be added to the course. When communicating with the GPC, an instructor, or a staff member regarding course registration, always include your University ID number.

You are also responsible for noting prerequisites for courses and planning your programs to account for proper sequencing of all course work. Refer to program checklists and the Graduate Catalog for pertinent information.

ACADEMIC AND RESEARCH PERFORMANCE

You should make every reasonable effort to attend lectures that the Department sponsors and in other ways take advantage of opportunities for professional development, such as conferences and workshops outside the university.

To make good progress towards the degree, you must maintain a grade point average (GPA) of at least 3.0 in graduate-level courses. The Graduate School will place a student whose GPA falls below 3.0 in any given semester on academic probation. A student on probation who earns less than a 3.0 GPA the following semester will be dismissed from the program. Upon arrival, you should immediately familiarize yourself with the procedures and reading lists for comprehensive exams, thesis, and/or portfolio, so that you can make progress toward these components during the first year. This document contains a great deal of the necessary information and more is available on the web and from your GPC.

You have the initial responsibility to recognize when you are having academic difficulties and are expected to initiate steps to resolve the problem. A student can be dismissed from the program not only for failure to maintain an adequate grade point average, but also for such reasons as unsatisfactory progress toward a degree, inability to pass a comprehensive examination, failure to prepare or to defend a thesis or dissertation in a satisfactory manner, or failure to complete thesis or dissertation work in an acceptable amount of time. Termination due to inadequate academic progress is a decision made by the Department.

ASSISTANTSHIPS

The Department offers several graduate assistantships every year; each pays a stipend and normally includes a tuition waiver and a partial subsidy for health insurance. The assistantships are competitive and based on merit, and all applicants to our program are automatically considered for these assistantships. Support towards the completion of the MA program runs for a maximum two years; support towards the completion of the PhD program runs for a maximum of five years. Support beyond these maximums is rare and is decided on a case-by-case basis. The Graduate School has Recruitment Fellowships that pay \$2,000-3,000 each year and include a partial tuition scholarship. A graduate student may be awarded both a Departmental assistantship and a Recruitment Fellowship.

According to Graduate School policy, graduate assistants who have a one-half time or greater appointment (see "Duties" section below) are expected to devote full time to their combined assistantship duties and degree program and not be employed outside of the University. A "half-time" appointment does not refer to less-than-full time class enrollment or work requirements. Graduate Assistant (GA) and Graduate Instructor (GI) appointments are made as either one-quarter or one-half time positions. A half-time position implies a 10-20-hour work effort per week.

First-year graduate assistants are required to attend several pre-semester orientations (by the Graduate School and the Department). First-time teaching assistants are required to attend additional orientations, even if they attended the new graduate student orientations in a previous year. Essentially, you should be on campus a full work week before the beginning of each Fall semester and 2-3 business days before the beginning of each Spring semester.

Students who do not receive an assistantship through the Department are urged to check with the Graduate School, other academic units (including the library), and the Office of Financial Aid for information and applications for scholarships and fellowships.

The Graduate School also provides, on a competitive basis, Dissertation Fellowships

and Summer Graduate Research Fellowships to a limited number of students nearing the completion of their doctoral studies (more information on graduate fellowships and aid may be found below and on the Graduate School website).

GUIDELINES FOR GRADUATE ASSISTANTS AND GRADUATE INSTRUCTORS

The following guidelines were passed by the Department in Fall 2007, except that the category of Provisional Admission was previously called "Conditional."

Types of Graduate Assistantships in Modern Languages:

- (1) Graduate Assistant (GA): assists a professor or professors in performing various types of research or administrative activities.
- (2) Graduate Instructor (GI): serves as the primary instructor of an undergraduate course. Such courses will be supervised by the Director of Basic Language or another faculty member. A graduate student employed at this level must meet specific qualifications, as determined by the department.

Academic Qualifications

To be eligible to receive any of the above graduate assistantships, a student must be admitted as a Full-Standing or Provisional student in either the M.A. in Modern Languages, the M.A. in Linguistics or Applied Linguistics/TESOL, or the Ph.D. in Second Language Studies. The student must be enrolled in University of Mississippi courses during the semesters in which the appointment is in effect.

Appointments

- Students holding assistantships and/or fellowships amounting to at least \$600 per semester who are not residents of Mississippi, along with their spouses, are not required to pay the nonresident registration fee.
- Students holding assistantships amounting to at least \$2,500 per semester and enrolled as full-time students are eligible to receive a 75% tuition scholarship; students holding assistantships of \$5,000 or more per semester are eligible for a 100% tuition scholarship.
- In order to be eligible to receive a tuition scholarship, graduate assistants must enroll for at least 9 hours of graduate credit (but no more than 12 hours of credit).
- Appointments are made for a one-semester period. Graduate assistants will be evaluated by their supervising professors and Director each semester. Students who are making good progress toward their graduate degree and who receive good evaluations will usually be considered for

reappointment; however, reappointment to a position is not made automatically from one period to the next and depends upon the needs of the department and the availability of funds. A student with unsatisfactory evaluations will be denied reappointment.

- Because graduate assistants are temporary employees, they are not eligible to accrue any vacation, sick leave, or retirement credit, or to participate in employee insurance programs. Graduate students may enroll in the graduate student health insurance program sponsored by the Graduate School.

Duties

- Assistantships begin on the first day of class and end on the last regular day of class of the semester. GAs are not expected to work during finals week, but GIs will fulfill their duties as instructors of their classes. Students will not work during designated University holidays.
- Ordinarily, GA and GI appointments are made as either one-quarter or one-half time positions. A half-time position implies a 10-20-hour work effort per week. Work hours for GAs are flexible, according to the needs of the supervising professors. Work hours for GIs must follow class schedules, office hours, and meeting times with the Director of Basic Language Instruction.
--Students will perform their duties on campus. If appropriate, GAs may perform some of their duties from their own homes.
- The work should never interfere with the graduate student's own class schedule. In the event of a scheduling conflict between GA work or a GI appointment and a graduate course that the graduate student needs to take, the student's coursework takes priority.
- Professors who do not have a full allotment of work for a GA in any given week cannot "bank" unused hours for future use.
- Students with questions or concerns about their GA duties should discuss them (in this order) with their supervising professors, the Director of Graduate Studies in the department, the Chair of Modern Languages, the Graduate School.
- Students with questions or concerns about their GI duties should discuss them (in this order) with their Director of Basic Language, the Chair of Modern Languages, the Graduate School.
- Students who cannot perform their GA duties in a given week must immediately inform their supervising professors of their inability to work

that week. Advance notice is best. GIs who cannot perform their teaching duties on a given day must immediately inform the Director of Basic Language to find a substitute teacher. Advance notice is best. Canceling class is never an option.

- Excessive absences, neglect of duty, or other job-related failures will be discussed with the student, the department chair, and the Graduate School as conditions for termination.
- M.A. students may progress from GA to GI after they have completed successfully 18 hours of graduate course work, including SPAN/FR/GER/TESL/LIN 651 "Instructed Second Language Acquisition." Normally, M.A. students spend two semesters as GAs and two as GIs with appropriate recompense. For obvious reasons, graduate students studying abroad may not be GIs. M.A. students will not receive more than four semesters of assistantship funding, and Ph.D. students will not receive assistantship funding for more than five academic years. Exceptions to these maximums are rare and considered on a case-by-case basis, usually based on department need for instruction.

Graduate Assistants who have tutoring as part of their duties may not charge a student enrolled in a basic (100- or 200-level) language course for tutoring. No graduate student in the Department may use any insider information (such as knowledge of testing content) to assist anyone enrolled in a basic language course. Graduate Instructors must also abide by the Departmental tutoring policy, passed in November 2009:

No Instructor or Graduate Instructor who is teaching in the Department may tutor (for pay) a student enrolled in a course in the Department. However, they may tutor anyone not currently enrolled in a Departmental course. Graduate students in the Department who are not currently teaching may tutor students enrolled in basic language courses for pay, but they must abide by policies established by their Director of Basic Language and in the Graduate Handbook.

For further guidance, see the Instructor Handbook and/or Director of Basic Language for your language section.

TRAVEL FUNDS

Graduate students are encouraged to attend local, regional, and national academic conferences. More advanced students are encouraged to submit abstracts for poster

and oral presentations. Travel funding is limited and requires permission from the chair and the Dean of the Graduate School. Funds for conferences are available only to a student who is the first author on a presentation. Funds for students who are working with Modern Languages professors but who are not first authors may also be considered. A student may receive only one grant per year.

The possible maximum funds have been restored to \$300 from the Graduate School, with matching funds from the Department). To apply for the Graduate Student Travel Award, submit the following materials to the Associate Chair, Dr. Jason Klodt (jklodt@olemiss.edu) at least 30 days prior to the date of the trip:

1. Travel Authorization Form (on the Office of Procurement website)
2. Graduate Student Travel Form (on the Graduate School website)
3. Conference announcement
4. Acceptance letter from the conference
5. Abstract

Upon return from the conference, the student must submit a Travel Reimbursement Form to Maria Filippi within 30 days of the conference. Only the amounts authorized will be reimbursed. All required receipts from your travel must be attached to your Travel Reimbursement Form (gas, hotel, registration, flights, etc.)

PLAGIARISM

Plagiarism is the stealing of another person's intellectual property and will not be tolerated. Any unattributed and unquoted use of another person's text, or the close paraphrasing of another person's text, whether published or unpublished, will be considered plagiarism. A student who is found guilty of plagiarism will be subject to severe sanction, to be determined by the GPCs in conjunction with the Chair of the Department. The sanction may include immediate expulsion from the program. Please consult the University's plagiarism and academic honesty tutorial to ensure that you understand what is expected of you. The tutorials are available on the following website: <https://guides.lib.olemiss.edu/tutorials/plagiarism>.

OFFICES

Graduate students share office space, furniture, and desktop equipment. The administrative assistant will request office, copy room and building keys for you. Copying university keys is not permitted. Losing your keys results in a \$300 fine per key from the Facilities Management Office. Please do not bring space heaters or cooking equipment to the office, as these machines overload the electrical systems and blow fuses in the buildings. Smoking or vaping is not allowed in any office, building, or space at the university. If there is something wrong with the

office, please inform Ms. Maria Filippi of the problem for Facilities Management to handle. Call 911 for emergencies.

If you are holding office hours for your classes, please coordinate with your colleagues to allow time and space for all the instructors in your office to meet with their students with enough chairs for everyone.

COMPUTER USAGE

The Department maintains many computers in its offices and laboratories, which should be treated with care and respect. These are not personal computers and should not be cluttered with personal data, music, photos or programs unrelated to research and teaching activities. It is highly suggested that all students review the University's appropriate use policy. Although not required, it is suggested that students purchase a personal computer, preferably a laptop, for their class work and personal use. The Department does not take responsibility for damage or theft of personal computers.

COPYING AND OFFICE SUPPLIES

The use of the photocopier machine for official Departmental activities is open to graduate students of the Department who are Graduate Assistants or Graduate Instructors. This is for teaching/research only; students must not use the Departmental photocopier for personal copying. Please see the administrative assistant or the secretary to get a personal identification number (PIN) for the copy machines.

Selected office supplies are available from the Departmental Office.

MAIL

The University prohibits sending or receiving personal mail through the campus mail system. The new post office service for all students is called Pak Mail and is located at Crosby Hall, <http://www.pakmailolemiss.com/>

DEPARTMENTAL PARENTAL LEAVE POLICY (SUMMARY)

Please see appendix 11 for a full description. The Department of Modern Languages Graduate Student Parental Leave Policy is designed to assist a full-time graduate student who is the primary child-care provider, immediately following the birth or adoption of a child. It is designed to make it possible to maintain full-time status as a registered student, and to facilitate return to full participation in class work, and, where applicable, research and teaching in a seamless manner. This policy is separate from major family leave for any other family-related needs.

Medical complications are not covered by this policy. This is a condensed version of the Graduate School policy, tailored to the specifics of our department.

The Parental Leave Policy has three components and applies to all full-time, matriculated graduate students anticipating a birth or adoption:

- Under the Parental Leave Policy, a full-time graduate student with a quarter- or half-time graduate assistantship is eligible for six weeks of leave from their graduate program. In the event that both parents are eligible graduate students at the University of Mississippi, only one of the two parents may take Parental Leave.
- During this period of leave, the graduate student will continue to be enrolled with appropriate tuition waivers and insurance subsidy and will receive their full stipend. In addition to the six weeks of parental leave, the student will receive a four-month extension of any graduate school and programmatic time limits related to taking their comprehensive examinations, final submission of their dissertation or thesis/dissertation proposal. This policy only provides for an additional six weeks of support for funded students who take parental leave.
- Full-time graduate students without assistantships may still request a six-week parental leave and four-month extension of any graduate work as detailed above, without tuition or stipend support.

FREQUENTLY ASKED QUESTIONS

If I am not offered an assistantship immediately upon admission, is it possible to receive support later?

Yes. We evaluate all our students each semester and when funds become available, decide whether to grant or increase support on the basis of merit and successful progress.

When will I know my Graduate Assistantship (GA) or Graduate Instructor (GI) assignment?

GA/GI assignments are finalized only immediately before the beginning of the Fall and Spring semesters.

What do I do after I am admitted to the program?

Please let the GPC know as soon as you decide whether to accept our offer or not. You may see the schedule of classes on my.olemiss.edu, but you should wait to register for courses until your arrival in Oxford. Plan to be on campus one full week before the first day of classes to attend the various orientations.

Do I need to have health insurance?

Yes. You can find the details at this website:

<https://gradschool.olemiss.edu/current-students/student-health-insurance/>

Is it difficult to find housing in Oxford?

There are a lot of apartment complexes in Oxford, most of which have been built in the last decade in response to growing student demand. You can visit the following website concerning housing:

<http://offcampus.housing.olemiss.edu/>

What about COVID19 protocols?

The University of Mississippi is committed to keeping students updated, informed and healthy. Please visit <https://coronavirus.olemiss.edu/> for information.

REQUIREMENTS AND PROCEDURES FOR THE M.A. IN MODERN LANGUAGES, GRADUATE MINORS IN FRENCH, GERMAN OR SPANISH, AND THE TESOL CERTIFICATE

TRANSFER OF CREDITS

Transfer of credits from another university toward the M.A. in Modern Languages is not permitted by the Department. Courses taken during a semester abroad as an M.A. student in Modern Languages will only count toward the degree with advance approval from the GPC.

THE M.A. DEGREE IN FRENCH, GERMAN, AND SPANISH

The degree requirements are slightly different for each of the emphases in French, German, and Spanish. The following guidelines apply to all three languages, but visit catalog.olemiss.edu for the details of your emphasis.

M.A. students in their first fall semester will take Fr/Germ/Span 601 (Professional Issues in Graduate Studies), Fr/Germ/Span/LIN 651 ("Instructed Second Language Acquisition), and one course taught in the language of study (Fall), three courses if they begin in the spring semester.

Students take an Oral Proficiency Interview (OPIc) in the first semester of the program. In order to qualify as a Graduate Instructor, the student must score Advanced-Low. A student who scores below Advanced-Low should spend the second semester of the M.A. on a Departmentally-approved study abroad program and must re-take the OPIc while abroad or upon return in order to be considered for a Graduate Instructorship. Students who are funded as Graduate Assistants and are not native speakers of the language of study may use the assistantship to fund the semester abroad. A student who fails to score Advanced-Low on the second OPIc will only be allowed to teach at the discretion of the Director of Basic Language.

Depending on the emphasis, students have two options for completing the degree, both of which must total 36 hours. One option requires 36 hours of graduate-level course work, of which at least 24 credits must be in the emphasis, with an optional subfield. The other option requires at least 24 hours of graduate-level work in the emphasis and up to 12 hours of thesis credits.

Students must maintain a minimum B average in their course work or be subjected to probation and/or expulsion from the program.

Students must either pass a written comprehensive exam based on the M.A. reading list or submit and defend a thesis. Both the written exam and the thesis contain an oral component. In the oral component of the comprehensive exam, the

student clarifies or amplifies answers on the written component. The oral component of the thesis involves a defense of the thesis and questions from the M.A. reading list; thesis writers must consult with members of the committee to discuss which items from the reading list will be discussed at the defense.

See your GPC or advisor for details on the comprehensive M.A. exam and the M.A. thesis.

THE GRADUATE MINORS IN FRENCH, GERMAN, AND SPANISH

The new graduate minors are not available to M.A. students in their language of study. In other words, the MA student in French may not also receive a graduate minor in French. These minors are intended for those in other programs.

If you know two languages (like Spanish and French), you may study a subfield in the second language.

If you are in another program, such as linguistics or English, and your professional plans would benefit from a graduate minor in one of these three languages, speak to the GPC for Modern Languages-Languages early in your degree to determine if you may be able to complete one of these minors before graduation. You will need to take 12 graduate hours in courses taught in the language of the minor. If you do not have time to complete 4 three-credit courses, but have the prerequisites and language skills to take a graduate course, you are still welcome in our classes. This coursework will show on your transcript.

THE M.A. DEGREE IN LINGUISTICS

Three options for completing the degree are available. All options require 36 credit hours, including LIN 614; 6 credit hours of theoretical Linguistics courses, which are LIN 615, 616, 618, and 619; and 6 credit hours of language diversity courses, which are LIN 502, 511, 535, 547, 549, and 550. The three options are as follows:

1. Non-thesis option: 36 hours of graduate-level course work in LIN.
2. Non-thesis subfield option: a minimum of 24 hours of graduate-level course work in LIN plus 6 to 12 hours of course work in a departmentally approved subfield.
3. Thesis option: a minimum of 24 hours of graduate-level course work in LIN and 6-12 hours of thesis work. Students who wish to choose the thesis option are additionally required to take LIN 690 or 691.

Students must maintain a B average in their course work or be subjected to probation and/or expulsion from the program.

Students must either pass a written comprehensive exam based on the M.A. reading list or submit a thesis. Both the written exam and the thesis contain an oral component. In the oral component of the comprehensive exam, the student clarifies or amplifies answers on the written component. The oral component of the thesis involves a defense of the thesis.

See Appendices and your GPC for details on the comprehensive M.A. exam or the thesis.

THE M.A. DEGREE IN TESOL/APPLIED LINGUISTICS

Four options for completing the degree are available. All options require 36 credit hours and must include the following courses: LIN 561, 600, 603, 651, 687; and one of LIN 511, 552, 571 or 572. The four options are as follows:

1. Non-thesis option: 36 hours of graduate-level coursework in LIN.
2. Non-thesis subfield option: a minimum of 24 hours of graduate-level coursework in LIN and 6 to 12 hours of coursework in a departmentally approved subfield.
3. Thesis option: a minimum of 24 hours of graduate-level coursework in LIN and 6-12 hours of thesis work.
4. Internship option: 18 hours of graduate-level coursework in LIN and 18 hours of a supervised internship (LIN 688 and 689).

Students must maintain a minimum B average in their coursework or be subjected to probation and/or expulsion from the program.

Students who elect to pursue the thesis option must first pass LIN 690 or LIN 691 with at least a B. All non-thesis students must submit a teaching portfolio with a reflection in their final semester.

Students will complete the required course work for the ESL endorsement to a State of Mississippi public school teaching license while they pursue their M.A. in Modern Languages with emphasis in Applied Linguistics/TESOL. Please note, however, that this is not a teaching license, only an endorsement to be added to a license earned elsewhere. Once students have completed the required course work, they must contact Dr. Whitney Webb at whitdt@olemiss.edu to apply for the ESL endorsement.

See Appendices and your GPC for details on the TESOL portfolio and the M.A. thesis.

THE GRADUATE CERTIFICATE IN TESOL

The graduate certificate in TESOL requires 18 hours of graduate coursework including LIN 600, LIN 651, LIN 687; and 9 hours of LIN electives.

<http://catalog.olemiss.edu/liberal-arts/modern-languages/c-tesol>

A minimum GPA of 3.0 is required for courses counted toward the certificate. The time limit for completing the certificate program is four years.

Students will complete the required course work for the ESL endorsement to a State of Mississippi public school teaching license while they pursue the graduate Certificate in TESOL. Please note, however, that this is not a teaching license, only an endorsement to be added to a license earned elsewhere. Once students have completed the required course work, they must contact Dr. Whitney Webb at whitdt@olemiss.edu to apply for the ESL endorsement.

COMPREHENSIVE M.A. EXAMINATIONS (FRENCH, GERMAN, SPANISH AND LINGUISTICS)

All M.A. students in French, German, and Spanish should obtain the M.A. comprehensive exam reading list during the first few weeks of the program. Begin reading works from this list right away. A good strategy is to take the 577-693 courses, which often cover some works from the list. M.A. students in Linguistics will work with their comprehensive examinations committee to customize a list in their specializations.

Students who opt to take written comprehensive exams must select an examination committee of three professors in the area of emphasis; students pursuing the subfield option should have two professors in the area of emphasis and one professor representing the subfield. One professor from the area of emphasis will serve as the committee chair. This committee should be in place by the end of the student's third semester. In the third and fourth semesters, the student should meet with each committee member in order to clarify the sections of the reading list from which the committee member will pose questions.

Students will take the written exam on a Saturday in early March (or soon thereafter) of the fourth semester. The exam is taken on a Departmental computer with no internet access and lasts 6 hours (with a one-hour break for lunch). Each committee member submits 2 hours' worth of questions. There will be an exam proctor who will collect the answers at the end of the exam period.

The committee will notify the student of the result of the examination. The committee can:

- accept the written examination, with no requirement of an oral examination, thus recommending that your M.A. degree be granted;
- require an oral examination (this is the most common result);
- ask the student to re-take portions of the written examination by a certain date;
- fail the student, in which case the student must wait until the following semester to re-take the exam.

In most cases, there will be an oral examination, to last approximately one hour. When that is the case, the student is responsible for finding a time period when all committee members are available. The student is also responsible for working with the Departmental secretary to reserve a room. This should be a two-hour time period, to allow time for the committee to deliberate and communicate the result of the oral exam to the student. This may take place at any time before the last day of classes (not during finals week), although it is inadvisable to schedule the exam in the last week of the semester. If the student does not pass the oral component, the committee may recommend that the student re-take the oral component or re-take

the entire exam. A student who fails the exam twice will be dismissed from the program without conferral of the degree.

THE M.A. THESIS (ALL EMPHASES)

The M.A. thesis is a major project and should not be undertaken lightly. Each year, only a small number of M.A. students will write a thesis. A student should not seek to write a thesis without a focused research question, a clear and feasible methodology, and the dedication to complete the work at the highest standard.

A student who decides to write a thesis should follow this sequence:

1. Student will choose a research director from among the professorial faculty of the Department and will work with the director to develop the research question, methodology, and a timeline for completing the work. The GPC should also be consulted regarding forms and procedures at every stage.
2. Students in Linguistics or TESOL/Applied Linguistics must first pass LIN 690 or LIN 691 with a B before being allowed to proceed to the prospectus stage. The student should ideally have a thesis director by the middle of their second semester (usually Spring), then use the summer to work on their proposal, etc.
3. The student will work with the research director to develop the prospectus, form the thesis committee, etc. The committee should consist of the research director and two other professorial faculty from the Department; at least two committee members should be from the student's emphasis in either French, German, Spanish, or Linguistics.
4. When the director feels that the prospectus is ready to defend, a defense date will be set sometime between the end of the second semester and October of the third semester.
5. Student will deliver a copy of the prospectus to each committee member 14 days before the defense.
6. Student defends the prospectus; the committee decides whether the student can continue.

The prospectus for a thesis will normally consist of statements:

1. A research question;
2. A literature review;
3. A methodology or approach, or both;
4. A proposed outline and timeline for completion;
5. A bibliography.

Once a prospectus defense is scheduled, the thesis director will notify the GPC of the date, time, and place, and afterward, of the result. Following a successful prospectus defense, the prospectus will be placed in the student's file by the thesis

director. The thesis prospectus committee normally will be the student's thesis defense committee. Adjustments to the committee may be made as necessary, up to two months before the end of the exam process, the date by which the graduate school must be notified by the graduate program coordinator of the members of the comprehensive exam committee or thesis defense committee.

Students are encouraged to download the Graduate School's style instructions for a thesis from the very beginning of the process. Students whose native language is not English are strongly encouraged to take a course on thesis writing in the Intensive English Program, and to make use of the services available in the Writing Center (offered by the Department of Writing and Rhetoric):

<https://writingcenter.olemiss.edu/>.

Once the student has drafted a chapter, the student first submits the draft to the director. Once a chapter has been revised, the student may ask other committee members to read it. The student should continue writing and revising in this manner until there is a complete, revised draft of the thesis. The student should submit this revised draft of the entire thesis to the committee by midterm of the final semester, allowing committee members 14 days to read the draft and suggest corrections. Once the student has made these corrections, the student and the thesis director will decide when the student will be ready for the defense.

The student is responsible for finding a time period for the thesis defense when all committee members are available, and will work with the Departmental secretary to reserve a room. The room should be reserved for a two-hour time period, to allow time for the committee to deliberate and communicate the result of the oral defense/exam to the student. The defense may take place at any time before the last day of classes (not during finals week), although it is inadvisable to schedule the defense/exam in the last week of the semester. Once the time and date are set, the student must complete [Form GS7](#). Because this form must be received by the Graduate School 14 days prior to the scheduled defense date, the completed form must be submitted to the GPC for review and signature approximately three weeks prior to the defense date. The GPC will forward the form to the Graduate School.

The thesis defense will consist of a short presentation by the student summarizing the contents of the thesis, followed by questions from the committee about the thesis. Students in French, German, and Spanish will furthermore be asked questions about literature, film, or linguistics content on the M.A. reading list. (These students should consult with members of the committee to discuss which sections of the reading list will be discussed at the oral thesis defense.)

After deliberation, the committee will immediately notify the student of the result of the defense. The committee can:

- accept the thesis and oral exam with no revisions required, thus

recommending that your M.A. degree be granted.

- accept the thesis and oral exam with revisions to the thesis required.
- accept the thesis but require the student to re-take the oral exam.
- reject the thesis and oral exam.

If the committee members require changes to the thesis or require the oral exam to be re-taken, they may delay signing the thesis defense form until the student revises and resubmits the thesis. If the thesis is rejected, the student may be required to re-write the thesis in the current or following semester or pursue a non-thesis option for completion of the degree. A student whose thesis is rejected twice will be dismissed from the program without conferral of the degree. If a thesis is rejected and the student pursues a non-thesis option, the previous thesis credits will no longer count toward graduation.

THE M.A. PORTFOLIO (TESOL/APPLIED LINGUISTICS)

Portfolios are not intended to be a random compilation of every paper or project the student completed during his or her tenure in the program. Rather, a portfolio should consist of a meaningful reflection of the program with appropriate, but limited, support through examples. Therefore, the purpose of the portfolio is to enable students to conduct a critical self-study of their learning while enrolled in the M.A. emphasis in TESOL.

All M.A. students in TESOL/Applied Linguistics will compile and submit a portfolio as part of the Practicum course, LIN 687. The course will offer details on the individual components of the portfolio and deadlines for submitting each part.

M.A. students in TESOL/Applied Linguistics who choose one of the **non-thesis options** must submit the portfolio and a reflection in the final semester of the program. The portfolio reflection is about your experience in the TESOL program, the process of creating the portfolio, and/or a synthesis of the materials in the portfolio (e.g., how your research paper informs your teaching philosophy, how your teaching philosophy and/or research paper results are reflected in your sample syllabus and materials, etc.). It should not be a description of the process like "I typed my CV", etc., nor should it be a mere extension of your teaching philosophy, although there may be some overlaps.

The portfolio and reflection will be read as your comprehensive exit exam by a committee of three faculty members, who you will choose during the semester. You should submit the portfolio and reflection to the committee no later than three weeks before the last day of classes. After reading the portfolio and reflection, the committee can:

- accept the portfolio and reflection, thus recommending that your M.A. degree be granted.

- require an oral examination before accepting the portfolio and reflection.
- ask the student to re-write all or parts of the portfolio or reflection.

An oral examination or re-write will only be required in case of serious deficiencies in the portfolio and/or reflection. A student whose portfolio/reflection is rejected twice will be dismissed from the program without conferral of the degree.

GRADUATION

During your last semester of coursework, you must complete an application for graduation ([Form GS8](#)) indicating the semester in which you will graduate or complete your degree. This form is available from the Graduate School website. After completing the form, including listing courses applied to the degree (courses taken) and courses in which you are currently enrolled, please attach a current copy of your unofficial transcript and submit the form to the GPC for review and signature. Students should submit the completed form to the GPC at least one week prior to the deadline noted by the Graduate School to ensure that the GPC has sufficient time to review, sign, and forward the form to the Graduate School. As this deadline occurs within the second month of each semester (late September/early March), it is imperative that students complete the form early.

Note that a student who completes a degree in the summer or December has a right to participate in the May ceremony of the next calendar year by meeting the summer and fall deadlines for the necessary forms.

Students are encouraged to participate in the general morning commencement ceremony (held in the Grove) and the Graduate School ceremony (location announced in the spring). This is an important milestone in your career, and it should be celebrated. During the Spring semester, watch for emails containing information concerning commencement, including the ordering of graduation regalia for the May ceremony. Orders for regalia rental are handled through the bookstore.

It is important to note that regardless of which semester a student graduates, completing the [GS8 form](#) does not initiate the process for receiving a diploma and/or having one's name listed in the commencement booklet. To initiate that process, after completing the GS8 form, a student must complete an Online Diploma Application available through the myOleMiss system.

TIME LIMITS FOR COMPLETION OF THE DEGREE

The Graduate Catalog (available on the Graduate School website) contains information regarding time limits for degree completion. Currently, all work applying to an MA degree must be completed within six years.

REQUIREMENTS AND PROCEDURES FOR THE PH.D.

THE PH.D. DEGREE IN SECOND LANGUAGE STUDIES

To fulfill the degree credit requirement, the student must have completed 54 hours of study beyond the M.A. degree. Of these, at least 30 hours must consist of non-dissertation coursework, and at least 18 hours must consist of dissertation credits. A maximum of 9 hours of coursework from the student's M.A. degree may count toward the Ph.D. requirement. Students must have completed a minimum of 18 hours of graduate work in continuous residence. Separate descriptions of course requirements for Applied Linguistics and Spanish follow.

REQUIRED COURSES AND "TRANSFER" OF CREDITS

Students must complete the required courses for their program. If an equivalent course was already taken at the M.A. level, the student may request that up to nine credit hours from the M.A. be counted toward the number of credit-hours required for the Ph.D., subject to approval by the GPC and the Ph.D. committee. All Graduate School requirements must be met for the coursework to count:

"-No work will be accepted for transfer to a doctoral program, but departmental doctoral program requirements may be waived or reduced as a result of graduate work completed at other institutions; however, Graduate School minimum degree requirements must be met.

-All credit is subject to the following conditions: (1) The residence or degree credit requirement is not reduced. (2) The other graduate school must offer a graduate degree in the field in which the work has been completed. (3) The student must have completed at least 12 semester hours of acceptable graduate course work at the university before transfer will be considered. (4) The credit must be recommended by the student's department in the university as specifically applicable to the student's degree program."

LANGUAGE REQUIREMENT

Doctoral students must demonstrate reading proficiency (or higher proficiency) in two languages other than English. This requirement may be met through advanced coursework or an agreed-upon assessment, subject to approval by the GPC.

THE PH.D. EMPHASIS IN APPLIED LINGUISTICS

The following courses are required for the Ph.D. emphasis in Applied Linguistics (a course may be replaced by another course with permission of the Director of Graduate Studies, if the equivalent was taken at the MA level):

- the Ph.D. pro-seminar (LIN 701)
- an introduction to applied Linguistics (LIN 600)
- two courses on second language acquisition (LIN 672 and LIN 695)
- two core theoretical courses: Phonology (LIN 614), Morphology (LIN 615), Syntax (LIN 616), or Pragmatics (LIN 618)
- one additional applied Linguistics course: Sociolinguistics (LIN 620), Linguistic Anthropology (LIN 653), Advanced Methods (LIN 673), Critical Issues (LIN 680), or Second-Language Writing (LIN 689)
- two semesters of Research Methods (LIN 693 and LIN 694)
- the Ph.D. capstone seminar (LIN 721)
- An optional subfield (6-12 hours), subject to departmental approval.

Fill out your degree requirement checklist in the Appendix.

THE PH.D. EMPHASIS IN SPANISH

The following courses are required for the Ph.D. emphasis in Spanish (a course may be replaced by another course with permission of the Director of Graduate Studies, if the equivalent was taken at MA level):

- the Ph.D. pro-seminar (SPAN 701);
- Classroom Research and Practice (SPAN 672);
- two Core courses: one literature and one Linguistics (sections designated for graduate students only, at the 600 or 700 level);
- Research Methods (SPAN 671);
- the Ph.D. capstone seminar (SPAN 721);
- An optional subfield (6-12 hours), subject to departmental approval.

Fill out your degree requirement checklist in the Appendix.

CHOOSING A COMPREHENSIVE EXAM ADVISOR AND COMMITTEE (BOTH APPLIED AND SPANISH PH.D. PROGRAMS)

By the end of the third year of Ph.D. coursework, the student chooses a member of the Department of Modern Languages graduate faculty to serve as her/his comprehensive exam committee chair. This faculty member must be at the rank of Associate Professor or Professor, must be in the student's degree emphasis (Applied Linguistics or Spanish), and should have expertise in the sub-disciplines in which the student intends to write the examinations. See the Modern Languages website or this handbook for a list of qualified faculty members. If the student prefers, the Graduate Program Coordinator may serve as the administrator of the Part 1 comprehensive exam for three other committee members. The Graduate Program Coordinator may also serve as the proxy for a committee member who has agreed to serve but who has taken a sabbatical or other short-term leave of absence.

The comprehensive exam advisor and the student will collaborate to compose a three-person Ph.D. committee, consisting of the advisor and two additional members of the Department of Modern Languages graduate faculty. A student with a subfield may have at least one committee member from that subfield. The Ph.D. committee will administer and evaluate the Part 1 comprehensive exam, and may also supervise and approve Part 2 dissertation proposal work, the proposal oral defense, and then supervise and evaluate the dissertation, the oral defense, and recommend the conferral of the degree.

THE COMPREHENSIVE PH.D. EXAMINATION

Students should have completed most course work and LIN 721 "Capstone" before embarking upon the two-part examination. LIN 721 is designed to guide the student toward the three areas of interest and expertise for Part 1 examination, to locate and secure three faculty committee members for examination, and to compile and organize the reading lists for the Part 1 comprehensive examination, which should also be useful for the Part 2 exam. The comprehensive exam is integrative in nature, thus requiring the student to analyze and synthesize information while demonstrating knowledge of the research and subject literature. Successful completion of the comprehensive examination is an indicator that the student is prepared to begin writing a dissertation. Successful completion of the comprehensive examination officially admits the doctoral student to doctoral candidacy.

Three members within the Department or the student's major field will be responsible for assisting in the reading list for the topic area which has been assigned to them and evaluating the exam. (The GPC may administer the exam and complete the paperwork should the three members be non-tenured professors, or should one member be on sabbatical or on another leave. Full and Associate Professors may chair the committee; Assistant Professors and Instructional Associate/Assistant Professors may be on the committee but may not be chair. Visiting Professors may be on the committee if they will be in residence long enough to see the completion of the comprehensive exams.) By the end of the second academic year in the program, students should meet individually with these three members of their committee to formulate a comprehensive exam reading list. Each of these members will be responsible for testing the student in an agreed-upon sub-discipline of the field (ask your GPC for a current list of faculty members and their associated sub-disciplines). The student will begin creating a list of 40 works (books or scholarly articles) in each of the three sub-disciplines. (These 40 works should be divided into three sections: foundational/classic research, recent research, and research in the candidate's narrow field of interest.) After the list for each sub-discipline has been approved by the responsible committee member, the student will submit the entire list to the comprehensive exam advisor for approval. The resulting list will consist of roughly 120 works. It is advantageous to the

student if many of these works are related to the student's dissertation area.

Students will take the Part 1 comprehensive examination after they have completed all core course requirements, submitted a term paper from a graduate class, and met the language proficiency requirement. It is advantageous to the student to have taken LIN 795 "Doctoral Readings" before embarking upon the Part 1 exam. LIN 795 is designed for students to gather the materials for reading lists, and to read and annotate the works in preparation for the Part 1 exam. Students are not allowed to take comprehensive exams during the summer except in unusual circumstances. Students must successfully complete comprehensive examinations before they are allowed to begin earning dissertation credits.

To be eligible to take the comprehensive examination, the student must complete and submit a [Form GS5](#) (Application to Sit for Comprehensive Examination). The GPC will review, sign, and forward the form to the Graduate School if the student's committee determines that a student is authorized to sit for the comprehensive exam. Because this form is due to the Graduate School at least 10 days before the beginning of an exam, a student should complete and submit the GS5 form to the Department at least three weeks prior to the expected date of either Part 1 or Part 2 comprehensive exams. (The "Proposed Date of Examination" should be the range of dates in which the student expects to complete the entire two-part exam. The Graduate School wants one form authorizing the entire exam and one completed form indicating the results of the entire exam. Please discuss with the GPC and the comprehensive exam advisor the expected dates of beginning and end.)

The written exam consists of two parts up to a year apart. Part 1 is a three-day exam (cloistered or online, depending on the health and safety of the student and the examiners), answering questions based on the Ph.D. reading list. Part 2 is the successful completion of LIN 796, with an approved prospectus document and a successful oral defense.

Part 1: Part 1 is a 9-hour exam based on the Ph.D. reading lists. The timing of the examination is determined by the comprehensive exam advisor, working in conjunction with the GPC, or by the GPC in conjunction with the committee members. The exam will consist of three, 3-hour sessions spread over two or three days within the same work week. (Exceptions may be made for students whose work week is intensive.) Each session will consist of questions from one member of the student's committee. The content of the examination, the number and length of the questions, and the extent to which the student may have a choice of questions to answer will be determined entirely at the discretion of the examination committee.

Students will write the exam on a computer approved by the research advisor and/or GPC. It is understood that students taking examinations will not consult any

notes, books, or other resources (such as the Internet) during their examinations. However, the student may have a copy of the relevant reading list (with no notes), a dictionary and a spell-checker.

The committee will evaluate the written examination and notify the student of the result. The committee can:

- pass the student, with no requirement of an oral examination.
- pass the student and require a one-hour oral examination.
- ask the student to re-take portions of the examination.
- fail the student, in which case the student must re-take Part 1. Failing Part 1 twice results in dismissal from the program.

Upon successful completion of the written (and if necessary, oral) component of Part 1, the student will be allowed to enroll in LIN 796 as the Part 2 comprehensive exam. Although the expectation is that the part 1 committee will continue to the Part 2 committee and to the dissertation committee, modifications may be made at this time, in consultation with the GPC and the faculty members of the committee.

CHOOSING A RESEARCH ADVISOR AND PART 2 (DISSERTATION) COMMITTEE

By the end of the third year of Ph.D. coursework, the student will choose a member of the Department of Modern Languages graduate faculty to serve as her/his research advisor. This faculty member must be at the rank of Associate Professor or Professor, must be in the student's degree emphasis (Applied Linguistics or Spanish), and should have some expertise in the discipline in which the student intends to write the dissertation. See the Modern Languages web site for a list of qualified faculty members.

The research advisor and the student will collaborate to compose a four-person Ph.D. committee, consisting of the research advisor, two additional members of the Department of Modern Languages graduate faculty, and one University of Mississippi faculty member external to the student's major field or to the Department. A student with a subfield should have at least one committee member from that subfield. It is advantageous to the student to have at least one member from the Part 1 comprehensive exam committee to serve on the Part 2 committee (which is the dissertation committee).

LIN 796 is the prospectus mechanism. The student, with the designated chair of the committee/dissertation director as the instructor of record, will take LIN 796 during the semester after LIN 795/Part 1 comps to create a prospectus. LIN 796 is designed for the student and the research advisor to discuss appropriate ideas for the dissertation, include committee members in the crafting of the prospectus, locate additional reading materials, discuss the feasibility of conducting and

completing research, methodologies, and propose a timeline for conducting research for a dissertation. If necessary, adjustments in adding or removing committee members may be conducted at this time.

At the end of the semester, the committee will evaluate this prospectus document, and the chair will notify the student of the result. The committee can:

- pass the student and guide the student to proceeding to an oral prospectus defense as the final exam of LIN 796.
- ask the student to rewrite portions of the document before proceeding to an oral prospectus defense.
- fail the student, in which case the student must re-take LIN 796.

At the oral prospectus defense, as the final exam portion of LIN 796, the student will give a brief presentation of the dissertation research question, explain how it is situated in the field, describe the procedures and methodologies for carrying out the research, and submit a tentative chapter outline and schedule for completing the dissertation. The committee will evaluate the oral defense and materials, and notify the student of the result. The committee can:

- pass the student and recommend that the student be admitted to candidacy.
- fail the student, in which case the student must re-take LIN 796.

The revised document from Part 2, together with the outline, will be submitted to the GPC as the student's dissertation prospectus. Upon submission of the prospectus and form GS 5.1 to the graduate school, the student is admitted to candidacy and may begin earning dissertation credits.

CONTINUOUS ENROLLMENT

Upon admission to candidacy, a doctoral student is expected to maintain continuous enrollment. Minimum enrollment to fulfill this requirement is 3 hours of graduate-level course work for Fall, Spring, or summer terms, with enrollment for at least two of these three periods being required for any 12-month period. (Note that the minimum enrollment during the summer would be 1 hour if the enrollment is not to satisfy the continuous enrollment policy.) The penalty for failure to maintain continuous enrollment, following admission to candidacy, is a fee equal to the tuition charge that would be necessary to have maintained continuous enrollment for the most recent 12-month period.

Students on fellowship need to be enrolled full-time (9 hours per semester).

DISSERTATION FELLOWSHIPS

This non-service award is designed to assist doctoral students who are in the final stages of the dissertation process. The award is competitive and the Graduate School has a limited number of Dissertation Fellowships available in any given term. Thus, receipt of this award is not guaranteed.

The intent of the Dissertation Fellowship Program is to provide financial assistance to relieve candidates of current service-type responsibilities (teaching, research and/or other related obligations to the university), thereby enabling them to focus on their research analysis and writing. The amount of the award is \$6,000 plus a tuition reduction. The time period is one semester and cannot be renewed. Full-time enrollment is required. Any student nominated must be in candidacy and must have a copy of his or her prospectus on file at the Graduate School. Students should be within one year of the completion of their Dissertation. Students are nominated by their department chair who submits a letter of support. *Online programs are NOT eligible at this time.*

SUMMER GRADUATE RESEARCH FELLOWSHIPS

The Summer Graduate Research Assistantship Program provides \$3,000 for doctoral students. The Summer Graduate Research Assistantship Program is competitive and awarding of the funding is not guaranteed. The funding is offered during the summer (minimum of 10 weeks of research). The goal is to provide funds to enable promising graduate students to remain on task and on campus in their pursuit of a degree. Students cannot obtain additional university employment during this period. Funds are not renewable.

To be eligible, the student must be a full-time, full-standing student at any stage and in any discipline. Preference will be given to doctoral students who have completed their prospectus. A limited number of assistantships will also be reserved for master's (thesis option) track students. *Online programs are NOT eligible at this time.*

WRITING THE DISSERTATION

The candidate is required to complete a dissertation: a book-length research project that makes an original and significant contribution to the field. Candidates must successfully defend their dissertation before the Ph.D. committee.

All doctoral candidates must adhere to the program and Graduate School requirements for conducting independent research that results in the writing of the doctoral dissertation. Important information regarding this procedure is detailed in the Graduate Catalog. The Graduate School will also provide the candidates with *A Manual for Theses and Dissertations* located under

<<https://gradschool.olemiss.edu/current-students/forms-and-manuals-library/>>.
Students conducting any type of research involving human subjects must have their research approved through the Institutional Review Board (IRB)
<<http://www.research.olemiss.edu/irb-forms>>.

Registration for a minimum of 18 credit hours of dissertation credit (LIN/SPAN 797) is required, and the candidate must be registered for a minimum of three hours during the semester of the defense. Students enrolled in LIN/SPAN 797 must demonstrate progress toward completion of the dissertation each semester. Failure to provide such evidence to the student's dissertation chair will result in an F grade for the semester. Two successive semesters of an F grade for dissertation will result in dismissal from the program.

Consult the Graduate School website under "Thesis and Dissertation Preparation" for important information regarding completing the dissertation process. Students whose native language is not English are strongly encouraged to take a course on dissertation writing in the IEP.

Once the student has drafted a chapter, the student first submits the draft to the research advisor. Once a chapter has been revised and approved by the advisor, the student may ask other committee members to read it. The student should continue writing and revising in this manner until there is a revised draft of the complete dissertation. The final draft of the thesis/dissertation should contain all empirical data, be free of spelling, grammatical, and other errors, and meet all formatting requirements as set forth by the Graduate School. This draft must be provided to the advisory committee members two full weeks in advance of the final oral examination (defense).

THE DISSERTATION DEFENSE

Every candidate for the Ph.D. degree must successfully pass a final oral examination (defense of dissertation) administered by the student's dissertation committee and scheduled by the Graduate School. There must be at least one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.

When the dissertation is completed and the student and his or her research advisor determine that the student is ready to defend the dissertation, the student may proceed to the dissertation defense. The oral examination may be given only after the dissertation is in near-final form (that is, ready for submission to the Graduate School except for corrections required by the examining committee at the oral examination). The Dean of the Graduate School will not schedule oral examinations during the regular university examination periods at the end of enrollment periods or when the university is officially closed. The student is responsible for finding a

time period when all committee members are available and will work with the Departmental secretary to reserve a room. This should be a two-hour time period, to allow time for the committee to deliberate and communicate the result of the defense to the student. Once the time and date are set, the student must complete [Form GS7](#). Because this form must be received by the Graduate School 14 days prior to the scheduled defense date, the completed form must be submitted to the GPC for review and signature approximately three weeks prior to the defense date. The GPC will forward the form to the Graduate School.

Dissertation defenses are open to the public. Typically, the dissertation defense involves a presentation of the student's research followed by a question period.

At the time of the defense, members of the advisory committee will also provide the candidate with corrections to be made to the defense draft of the dissertation. All corrections must be acceptable to the committee members before they will sign a final copy of the dissertation. The student bears the expense of reproduction of the dissertation or thesis.

TIME LIMITS FOR COMPLETION OF PH.D.

The Graduate Catalog contains information regarding time limits for degree completion. All required formal course work and the comprehensive exam should be completed within four calendar years of initial enrollment into the Ph.D. program. After passing the comprehensive exam, a student becomes a candidate for the doctoral degree and must complete all remaining requirements, including the written dissertation and its defense, within five calendar years. If a candidate does not complete all requirements within this time, then the Graduate School will change the student's status to non-degree seeking.

Although the Graduate School allows up to nine years to complete the degree, whether part time or full time, Ph.D. assistantships in the Department last a maximum of five years.

GRADUATION

During your last semester of work on the dissertation, you must complete an application for graduation ([Form GS8](#)) indicating the semester in which you will graduate or complete your degree. This form is available from the Graduate School website and an example is available in the Appendices. After completing the form and attaching a current copy of your unofficial transcript, please submit the form to the GPC for review and signature. The GPC will forward the materials to the Graduate School. Students should submit the completed form to the GPC at least one week prior to the deadline noted by the Graduate School to ensure that the coordinator has sufficient time to review, sign, and forward the form prior to the

Graduate School deadline. As this deadline occurs within the second month of each semester (late September/early March), it is imperative that students complete the form early.

If a student intends to complete the degree in the summer, but wishes to participate in the previous May commencement ceremonies (including hooding), the GS8 form must be completed by the **Spring semester** deadline, with August marked as the "Graduation Date." Completing and submitting the form by the Spring semester deadline indicates to the Graduate School that a student wants to participate in the May commencement ceremony, even though the degree will not be completed at that time. Note that a student who completes a degree in the summer or December has a right to participate in the next May's ceremony by meeting the summer and fall deadlines for the necessary forms.

Students are encouraged to participate in the general morning commencement ceremony (held in the Grove) as well as the hooding ceremony (held the night before). At the hooding ceremony, doctoral students are honored individually. During the Spring semester, watch for emails containing information concerning commencement, including the ordering of graduation regalia for the May ceremony. Orders for regalia rental are handled through the bookstore. Please note that the hood for Ph.D. is dark blue.

It is important to note that regardless of which semester a student graduates, completing the GS8 form does not initiate the process for receiving a diploma (which you will receive in the mail after commencement ceremonies) and/or having one's name listed in the commencement booklet. To initiate that process, after completing the GS8 form, a student must complete an Online Diploma Application available through the myOleMiss system.

First Year

Emphasis on coursework, including LIN 701 "Proseminar," LIN 600 "Introduction to Educational Linguistics" and LIN 651 "Instructed SLA."

Plan for completion of language requirements

Second Year

Continue coursework: should be completed or near completion by the end of year 2, including a core theoretical course, a core applied linguistics course and a research methods course. Four electives will enhance a subfield or a proposed research direction

Completion of LIN/SPAN 721 "Capstone," with the GPC or other graduate faculty member

Have comprehensive exam committee selected; choose chair of comprehensive exam committee

Complete language requirements

Third Year

Choose research advisor and dissertation committee from comprehensive exam committee (4 members)

first semester: take LIN 795 "Doctoral Readings"; take Part 1 of Comprehensive Exam

second semester: take LIN 796 "Dissertation Proposal" as Part 2 of Comprehensive Exam

Fourth Year

Admission to candidacy

Dissertation research

Fifth Year

Complete dissertation writing and dissertation defense

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Note: Graduate School forms can be found under "Resources: Forms and Manuals Library" on the Graduate School web site:

<https://gradschool.olemiss.edu/current-students/forms-and-manuals-library/>

APPENDIX 1: Advising Sheet for the M.A. in French, German or Spanish

36 credit hours total. Students must maintain a B average in their course work or be subjected to probation and/or expulsion from the program.

Required courses within the 36 hours for all three specializations:

_____ 601 ("Introduction to the Profession") with the appropriate prefix (Fr/Germ/Span; LIN is for those taking it as an elective from outside FGS)

_____ LIN 651 ("Instructed SLA") (We are applying for the prefixes: Fr/Germ/Span)

French. Three options.

Option 1. 36 hours of French courses.

List courses here:

Both options 2 & 3 require: 24 hours of French courses.

List courses here:

Option 2: Subfield. 6 to 12 hours in an approved subfield (all courses at the graduate level). List courses here:

Option 3: Thesis. 6 to 12 hours of thesis credit.

List semester and hours of FR 697 here:

German. Two options.

Both options require: 24 hours or more of coursework in German. List courses here:

Option 1. Subfield. Between 6 and 12 hours of an approved subfield (all courses at the graduate level).

List courses here:

Option 2. Thesis. Between 6 and 12 hours of thesis credit (697).
List semester and number of credits here:

Spanish. 3 options.

All options require: two of the following three credit courses (6 hours):

_____ 577 or 677

_____ 579 or 679

_____ 578 or 678

_____ 580 or 680.

Do not take both 500- and 600-levels of courses with the same final two numbers without permission.

Option 1. 33 hours of coursework, including all four literature surveys:

_____ 577 or 677 _____ 579 or 679 _____ 578 or 678 _____ 580 or

680 plus one elective.

List electives here

Do not take both 500- and 600- levels of courses with the same final two numbers without permission.

Options 2 & 3 both require: 24 hours or more of coursework in Spanish.

List courses in Spanish here:

Option 2. Subfield. Between 6 and 12 hours of an approved subfield (all courses at the graduate level).

List subfield courses here:

Option 3. Thesis. Between 6 and 12 hours of thesis credit (697).

List semester and number of credits here:

APPENDIX 2: Advising Sheet for the M.A. in (Theoretical) Linguistics

36 credit hours total. Students must maintain a minimum B average in their course work or be subjected to probation and/or expulsion from the program.

Non-thesis option: 36 hours of graduate-level course work in Lin, including 6 credit hours from among the core courses, which are Ling 612, 614, 616, and 620. Must pass comprehensive exams.

i. Lin 603 - 3 hours

Lin 603

ii. Theoretical linguistics - 6 hours

Lin 604

Lin 610

Lin 605

Lin 620

iii. Language diversity - 6 hours

Lin 510 (cross-listed with Eng 510)

Lin 552

Lin 571

Lin 520

Lin 561

iv. Remaining - 21 hours

Click box and type in corresponding course number

Click box and type in corresponding course number

v. Comprehensive exams: form a committee based on the three areas; work with the faculty member to create a reading list; cloistered comps on one Saturday towards the end of the semester.

Non-thesis subfield option: A minimum of 24 hours of graduate-level course work in Lin plus 6-12 hours of coursework in a departmentally approved subfield. Must pass comprehensive exams.

i. Lin 603 - 3 hours

Lin 603

ii. Theoretical linguistics - 6 hours

Lin 604

Lin 610

Lin 605

Lin 620

iii. Language diversity - 6 hours

Lin 510 (cross-listed with Eng 510)

Lin 552

Lin 571

Lin 520

Lin 561

iv. Lin graduate courses - minimum 9 hours

Click box and type in corresponding course number

Click box and type in corresponding course number

v. Approved subfield - 6-12 hours

Click box and type in corresponding course number

Click box and type in corresponding course number

vi. Comprehensive exams: form a committee based on the three areas; work with the faculty member to create a reading list; cloistered comps on one Saturday towards the end of the semester

Thesis option: A minimum of 24 hours of graduate-level coursework in Lin and 6-12 hours of thesis work. Students who wish to choose the thesis option are additionally required to take either Lin 690 or 691.

i. Lin 603 - 3 hours

Lin 603

ii. Theoretical linguistics - 6 hours

Lin 604
 Lin 610

Lin 605
 Lin 620

iii. Language diversity - 6 hours

Lin 510 (cross-listed with Eng 510)
 Lin 552
 Lin 571

Lin 520
 Lin 561

iv. Lin graduate courses - minimum 9 hours

Click box and type in corresponding course number

Click box and type in corresponding course number

iv. 3 hours

Lin 690 or

Lin 691

v. Thesis work - 6-12 hours

Click box and type in corresponding course number

Click box and type in corresponding course number

vi. Thesis defense

*Other cross-listed courses:

Lin 551

Lin 542

Lin 572

APPENDIX 3: Advising Sheet for the M.A. in Applied Linguistics/TESOL

36 credit hours total. Students must maintain a B average in their course work or be subjected to probation and/or expulsion from the program.

No-thesis option: 36 hours of graduate-level coursework in Lin. Must submit a teaching portfolio with a reflection in final semester.

i. Required courses - 15 hours

Lin 561
 Lin 600

Lin 603
 Lin 651

Lin 687 (Spring of graduating semester)

ii. One course - 3 hours

Lin 510 (cross-listed with Eng 510)
 Lin 552

Lin 571
 Lin 572

iii. Remaining 18 hours

Click box and type in corresponding course

Click box and type in corresponding course

iv. Teaching portfolio (completed in Lin 687)

Non-thesis subfield option: A minimum of 24 hours of graduate-level coursework in Lin and 6-12 hours of coursework in a departmentally approved subfield. Must submit a teaching portfolio with a reflection in final semester.

i. Required courses - 15 hours

- Lin 561
- Lin 600

- Lin 603
- Lin 651

- Lin 687 (Spring of graduating semester)

ii. One course - 3 hours

- Lin 510 (cross-listed with Eng 510)
- Lin 552

- Lin 571
- Lin 572

iii. Lin graduate courses - minimum 6 hours

Click box and type in corresponding course

Click box and type in corresponding course

iv. Approved subfield - 6-12 hours

Click box and type in corresponding course

Click box and type in corresponding course

v. Teaching portfolio (completed in Lin 687)

Thesis option: A minimum of 24 hours of graduate-level coursework in Lin and 6-12 hours of thesis work. Must pass Lin 690 or 691 with at least a B before thesis.

i. Required courses - 15 hours

- Lin 561
- Lin 600

- Lin 603
- Lin 651

- Lin 687 (Spring of graduating semester)

ii. One course - 3 hours

- Lin 510 (cross-listed with Eng 510)
- Lin 552

- Lin 571
- Lin 572

iii. Lin graduate courses - minimum 6 hours

Click box and type in corresponding course

Click box and type in corresponding course

iv. Thesis - 6-12 hours

Click box and type in corresponding course

Click box and type in corresponding course

v. Thesis defense

Internship option:** 18 hours of graduate-level coursework in Lin and 18 hours of a supervised internship (Lin 699 and 689). Must submit a teaching portfolio with a reflection in final semester.

i. Required courses - 15 hours

Lin 561
 Lin 600

Lin 603
 Lin 651

Lin 687 (Spring of graduating semester)

ii. One course - 3 hours

Lin 510 (cross-listed with Eng 510)
 Lin 552

Lin 571
 Lin 572 (

iv. Supervised internship - 18 hours

Lin 688

Lin 689

*Other cross-listed courses:

Lin 551

Lin 542

****Please note: The internship option exists for teachers who are interested in furthering their education, so that they may apply some of their hands-on teaching as credits towards the M.A. program. We do not have any pre-existing partnerships with educational institutions for internships. If you are interested in the internship option, you must find an institution willing to take you and provide you with a supervisor to oversee your work.**

APPENDIX 4: Advising Sheet for the Certificate in TESOL

18 credit hours total. Students must maintain a minimum B average in their course work or be subjected to probation and/or expulsion from the program. A minimum GPA of 3.0 is required for courses counted toward the certificate. The time limit for completing the certificate program is four years.

i. Obligatory courses – 9 hours

Lin 600

Lin 651

Lin 687 (Spring of graduating semester)

ii. Electives – 9 hours*

Click box and type in corresponding course number

Click box and type in corresponding course number

* Cross-listed courses

Lin 561

Lin 510/Eng 510

Lin 572

Lin 551

Lin 350

APPENDIX 5a: Advising Sheet Ph.D. *Applied Linguistics* (Catalog years 2017-2019)

STUDENT NAME: _____ **STUDENT ID:** _____

CATALOG YEAR: _____

	<u>course(s)</u>	<u># of credits</u>
Proficiency in language(s) other than English:	_____	_____
Introduction to Linguistics (LIN 600 or 615):	_____	_____
Classroom research and practice (TESL 672):	_____	_____
Core theoretical course (LIN 612, 614, or 616):	_____	_____
Core applied (LIN 501, 620, TESL 649, 672, or 695):	_____	_____
Two proseminars (LIN 701 and 702):	_____	_____
Research methods (TESL 694):	_____	_____
One research seminar (LIN 721 or 722):	_____	_____
Electives:	_____	_____
	_____	_____
Optional subfield (6-12 credits):	_____	_____
	_____	_____
Transfer from M.A. (max 9 credits):	_____	_____
	_____	_____

TOTAL CREDITS FROM COURSEWORK (min. 30): _____

Comprehensive Exam, part 1, dates: oral [_____] written [_____]

Comprehensive Exam, part 2/prospectus, dates: oral [_____] written [_____]

Advanced to candidacy, date: [_____]

Successful defense of dissertation, date: [_____]

Dissertation credits (LING 797, min. 18): _____

TOTAL CREDITS FROM COURSEWORK & DISSERTATION (min. 54): _____

Of which, credits in continuous residence (min. 18) _____

**APPENDIX 5b: Advising Sheet Ph.D. *Applied Linguistics*
Catalog years 2019-2023)**

STUDENT NAME: _____ STUDENT ID _____

CATALOG YEAR: _____ ADVISOR: _____

Proficiency in language(s) other than English: _____

Courses (semester taken, # credits)

Proseminar (LIN 701): _____

Introduction to Linguistics (LIN 600): _____

Instructed SLA (LIN 651): _____

Core theoretical course (LIN 603, 604, or 605): _____

Core applied (LIN 606, 610, 611, 620, 621, 641, 670, 672): _____

Research methods (LIN 690 or 691): _____

Capstone (LIN 721): _____

Electives: _____

Optional subfield (6-12 credits): _____

Transfer from M.A. (max 9 credits): _____

TOTAL CREDITS FROM COURSEWORK (min 30 credits): _____

Comprehensive Exam, part 1: _____

Comprehensive Exam, part 2/prospectus: _____

Advanced to candidacy: _____

Successful defense of dissertation: _____

Dissertation credits (LING 797, min. 18): _____

TOTAL CREDITS FROM COURSEWORK & DISSERTATION (min. 54): _____

Of which, credits in continuous residence (min. 18) _____

**APPENDIX 5c: Advising Sheet Ph.D. *Applied Linguistics*
Catalog years 2022-2024**

STUDENT NAME: _____ STUDENT ID _____

CATALOG YEAR: _____ ADVISOR: _____

Proficiency in language(s) other than English: _____

Courses (semester taken, # credits)

Proseminar (LIN 701): _____

Introduction to Linguistics (LIN 600): _____

Instructed SLA (LIN 651): _____

Core theoretical course (LIN 603, 604, or 605): _____

Core applied (LIN 606, 610, 611, 620, 621, 641, 670, 672): _____

Research methods (LIN 690 or 691): _____

Capstone (LIN 721): _____

Electives: _____

Optional subfield (6-12 credits): _____

Transfer from M.A. (max 9 credits): _____

TOTAL CREDITS FROM COURSEWORK (min 30 credits): _____

Comprehensive Exam, part 1:

Comprehensive Exam, part 2/prospectus:

Advanced to candidacy:

Successful defense of dissertation:

Dissertation credits (LING 797, min. 18): _____

TOTAL CREDITS FROM COURSEWORK & DISSERTATION (min. 54): _____

Of which, credits in continuous residence (min. 18) _____

**APPENDIX 6a: Advising Sheet Ph.D. *Spanish* Checklist
(Catalog years 2017-2019)**

STUDENT NAME: _____ **STUDENT ID:** _____

CATALOG YEAR: _____

Proficiency in language other than English & Spanish:

	<u>course(s)</u>	<u># of credits</u>
Classroom research and practice (LIN 651):	_____	_____
Core Linguistics (SPAN 6xx):	_____	_____
Core literature (SPAN 6xx):	_____	_____
One proseminar (LIN 701):	_____	_____
Research methods (SPAN 671):	_____	_____
One research seminar (SPAN 721 or 722):	_____	_____

Electives: _____

Optional subfield (6-12 credits): _____

Transfer from M.A. (max 9 credits): _____

TOTAL CREDITS FROM COURSEWORK (min. 30): _____

Committee Members: (3 faculty):

Comprehensive Exam, part 1: written [_____] oral (if needed) [_____]

Committee Members: (4 faculty):

Comprehensive Exam, part 2/prospectus: written [_____] oral (if needed) [_____]

Advanced to candidacy: [_____]

Successful defense of dissertation: [_____]

Dissertation credits (LIN 797, min. 18): _____

TOTAL CREDITS FROM COURSEWORK & DISSERTATION (min. 54): _____

Of which, credits in continuous residence (min. 18): _____

APPENDIX 6b: Advising Sheet Ph.D. *Spanish* Checklist (Catalog years 2019-2021)

STUDENT NAME: _____ **STUDENT ID:**

CATALOG YEAR: _____

Proficiency in language other than English & Spanish:

	_____	_____
	<u>course(s)</u>	<u># of credits</u>
Proseminar (SPAN 701)	_____	_____
Instructed SLA (LIN 651)	_____	_____
Core Linguistics (SPAN 600, 572 or 616)	_____	_____
Core Literature (SPAN 677, 678, 679, 680, or 687)	_____	_____
Research methods (LIN 690 or 691)	_____	_____
Capstone (SPAN 721)	_____	_____

Electives: _____

Optional subfield (6-12 credits): _____

Transfer from M.A. (max 9 credits): _____

TOTAL CREDITS FROM COURSEWORK (min. 30): _____

Comprehensive Exam, part 1: (when?)

Comprehensive Exam, part 2/prospectus: (when?)

Advanced to candidacy: (when?)

Successful defense of dissertation: (when?)

Dissertation credits (SPAN 797, min. 18): _____

TOTAL CREDITS FROM COURSEWORK & DISSERTATION (min. 54):

Of which, credits in continuous residence (min. 18) _____

APPENDIX 7: Comprehensive Exam Evaluation Form

This evaluation form is for faculty serving on a student's ORP committee in the Department of Modern Languages. It is for grade reporting and to assess the student's written proposal and oral presentation.

Category	Score	Comments (write neatly! Please continue below or
Significance		
Approach – Experimental Design		
Innovation – Creativity		
Written Proposal		
ORP presentation		
Ability to Defend Proposal		
Final Score		
1	Exceptional	Exceptionally strong with essentially no weaknesses
2	Outstanding	Extremely strong with negligible weaknesses
3	Excellent	Very strong with only some minor weaknesses
4	Very Good	Strong but with numerous minor weaknesses
5	Good	Strong but with at least one moderate weakness
6	Satisfactory	Some strengths but also some moderate weaknesses
7	Fair	Some strengths but with at least one major weakness
8	Marginal	A few strengths and a few major weaknesses
9	Poor	Very few strengths and numerous major weaknesses

Minor Weakness: An easily addressable weakness that does not substantially lessen impact

Moderate Weakness: A weakness that lessens impact

Major Weakness: A weakness that severely limits impact

Student Candidate: _____ **Date:** _____

Proposal Title: _____

The numerical scores for each category evaluated range from 1-9, in analogy to the NIH review process, 1 is exceptional, 9 is poor. Faculty will score each of the six categories, using whole numbers. The Final Score represents an average of the six categories, to one decimal place. All of the faculty evaluations (final scores) will then be averaged, the number multiplied by 10 and assigned a letter grade based on the scale:

A (10-19); A- (20-29); B+ (30-39); B (40-49); B- (50-59); C (60-69); F (70-90)

APPENDIX 8a: Comprehensive Exams TESL Portfolio

REQUIRED CONTENTS

1) PROFESSIONAL INFORMATION

- a) Curriculum Vitae (or Resume) including professional references
- b) Unofficial Copy of Transcript and Current Class Schedule
- c) Teaching Philosophy
- d) Follow instructor directions for submission

2) TEACHING DOCUMENTATION

- a) Sample Original Syllabus
 - i) Syllabus should be created by yourself without assistance from peers or based on publisher's supplemental materials
- b) Sample Original Lesson Plan
 - i) Lesson Plan should cover an entire unit of material not just one day of class
 - ii) Lesson Plan should be created by yourself without assistance from peers or based on publisher's supplemental materials
- c) Sample Original Activity/Assessment
 - i) Activity/Assessment should demonstrate an innovative way of teaching a specific skill/topic and/or evaluating student learning
 - ii) Activity/Assessment should be created by yourself without assistance from peers or based on publisher's supplemental materials
- d) Follow instructor directions for submission

3) RESEARCH DOCUMENTATION

- a) 8–10-page Research Paper
 - i) Topic must address an issue in applied linguistics, SLA, and/or TESOL and be approved by professor
 - ii) Research may either be library-based or classroom-based action research
- b) –OR– TWO 4–5-page Papers (for students pursuing a subfield)
 - i) Paper ONE: Research paper that addresses an issue in applied linguistics, SLA, and/or TESOL approved by professor
 - ii) Paper TWO: [Research] paper addressing an issue in your subfield approved by the program coordinator for your subfield
 - (1) Students in a language subfield must write in that language (e.g., French, German, Spanish, etc.)
- c) –OR– Thesis Introduction & Sample Chapter(s) (Results and/or Discussion)
- d) Annotated Bibliography of 5 resources that can be referenced for additional research on this topic
 - i) Resource CANNOT be a database such as ERIC, LLBA, etc.
 - ii) Resource CANNOT be an assigned text from one of your courses
- e) Follow instructor directions for submission

APPENDIX 8b: TESL PORTFOLIO REFLECTION

Students will write an 8–10-page reflective paper, describing how they used theory and research from coursework in the TESL program to inform their teaching practices and research, as presented in their e-Portfolio.

The reflective paper should be formatted as follows:

- INTRODUCTION, briefly describing the contents of the e-Portfolio, the approach(es) to assembling it, and recurring themes. The introduction should be no more than one paragraph.

Students may want to use the following statement to help them draft their introduction:

In this reflection, I discuss how an understanding of [THREE or more THEMES: various instructional strategies, descriptive grammar, and students' individual identity] contributed to my teaching philosophy, teaching documentation, and individual research. Specifically, I discuss how I use [name strategies/methods] in the classroom in my teaching philosophy; focus on [the description rather than prescription of grammatical rules for pronoun usage] in my teaching documentation; and, research the role of [gender in students' classroom participation.]

- The BODY of the paper should consist of three sections, addressing how the portfolio reflects the students':
 1. BEST PRACTICES (Theory/research from core courses: TBD; relevant subfield courses)

What methods and/or approaches did you adopt when writing your teaching philosophy and constructing your syllabi, lesson plans, tasks? Describe each method/approach in detail, using references, and specifically demonstrate how your philosophy and proposed teaching embodies that method/approach. What are the explicit or implicit practical (classroom/teaching/etc.) implications of your own research?

2. LANGUAGE AWARENESS: (Theory/research from core courses: TBD; relevant subfield courses)

What research and theories from applied linguistics and second language acquisition (citations?) informed your preparation/selections of method, materials, and/or research? How did they influence your preparation/selections? Explain each theory and/or research result in detail and explicitly state how it informed your work. Did you focus on a particular linguistic/grammatical element? How? Why?

3. CULTURAL AWARENESS (Theory/research from core courses: TBD; relevant subfield courses)

What research and theories from sociolinguistics and/or sociocultural linguistics informed your preparation/selections of method, materials, and/or research? How did they influence your preparation/selections? Explain each theory and/or research result in detail and explicitly state

how it informed your work. Did you focus on particular sociolinguistic issues (e.g., language policies, student identity, intercultural pragmatics, etc.)? How? Why?

Questions in ITALICS serve to guide your writing. You should not just answer them in turn, but rather make sure to address them in one cohesive and coherent essay.

- CONCLUSION

The reflective paper should be emailed to the students' committee members, with a link to their e-Portfolios.

APPENDIX 9: M.A. Linguistics Thesis Prospectus Outline

INTRODUCTION (1 page)

- Are you writing two submission-ready journal articles or are you undertaking a single, larger project?
- What is/are the general topic area(s)?
- How is/are your topic(s) relevant/important to linguistics?
- What is the specific scope of your research interest(s)?

LITERATURE REVIEW (7-8 pages)

- The literature review should be a well-organized overview of the research most closely related to your work.
- This might likely include the dominant debates, theoretical approaches, methodological research designs that have been used to understand your topic
- You are trying to demonstrate two things:
 - i. That you are familiar with the research that has been done in this area and can explain to fellow linguists who might not be familiar with this specific literature, what is out there, and
 - ii. That you have found a gap or “lacunae” in the literature...something that has not been well researched (or not been researched utilizing a certain theoretical perspective or methodological design)
- If you are going the journal article route, you will need to address how your lit reviews for each article will overlap/differ, what areas surveyed will be relevant to each, and what original material will be in each

RESEARCH QUESTION (1/2-1 page)

A concise formulation of your specific research question(s) or research hypothesis(es).

METHODOLOGICAL DESIGN (1-2 pages)

- What is your methodological approach?
- How will you collect your data? How long will data collection take?
- Will you need IRB approval?
- What is process for coding/tagging the data? How long will this take?
- What kind(s) of analysis will you do?
- Will your analysis be qualitative, quantitative or both?

CHAPTER OUTLINE (1 page)

- This outline explains how you plan to organize and present your materials.
- For students undertaking a collection of journal articles, this will be an opportunity to start thinking about how your projects are related (i.e. what you will talk about in your Introduction and Conclusion)

TIMELINE (1 page)

How long will each stage of your project(s) take? What goals have you set for yourself in terms of completing each stage? (Be specific; use dates)

REFERENCES

List only those authors included in your 7–8-page literature review.

APPENDIX 10: Student Travel Application

Graduate Student Travel Funding Department of Modern Languages

Goals

The Department of Modern Languages pays travel expenses in order to...

- Introduce our graduate students to professional academic organizations
- Promote our graduate students' intellectual and professional development
- Help our graduate students contribute to scholarly discourses by presenting their original research at academic conferences

Funding for Fall Semester
Total of \$5000 for all requests
Application Due: August 25

Funding for Spring Semester
Total of \$5000 for all requests
Application Due: January 25

Modern Languages graduate students may request...

1. A once-per-year grant from the Graduate School for up to \$200 to present original research at a conference; or...
2. A once-per-year grant from Modern Languages for up to \$500, which qualifies students for a once-per-year grant from the Graduate School for up to \$300 to present original research at a conference

Evaluation

After the application due date the Graduate Program Coordinators, the Chair, and the Associate Chair will rank applications and allocate funds according to these priorities:

- Students must present original research at an academic conference
- The scope of the conference: International, national, regional, state, or local
- The scholarly quality of the research to be presented at the conference
- The amount of travel funding previously received from Modern Languages and/or the Graduate School
- The student's satisfactory progress in her/his graduate program
- The economic feasibility of attending the conference (i.e., is a reasonable budget possible)
- PhD students are prioritized higher than MA students
- Students that also apply for funding from the conference organizers (i.e., some conferences offer special grants for graduate student travel or for first time presenters), if available, receive higher priority
- Full-time UM employees that are also graduate students must first exhaust their faculty travel funds before seeking funding as graduate students
- Students may apply for a second grant per academic year and may apply for grants but the second request is prioritized lower than other requests
- Students may apply for a grant after graduation, provided that 1) the conference takes place within three months of graduation, and 2) the research is conducted during their enrollment. These requests are prioritized lower than other requests

Applications submitted after the due date may receive funding only if available.

Watch our [video tutorial](#) on how to apply for travel funding to present research at academic conferences (including instructions for completing this form as well as other forms and requirements): umml.link/travelvideo

APPENDIX 11. DEPARTMENT OF MODERN LANGUAGES PARENTAL LEAVE POLICY FOR GRADUATE STUDENTS

At the Department of Modern Languages at the University of Mississippi, we welcome a diverse graduate student body, which includes graduate students with children. Below, we outline the parental policy of our department, including the provisions but also the responsibilities of graduate students, especially those receiving funding, who are about to become parents. It is important to be in frequent contact with the graduate advisors before and during parental leave.

MA or PhD graduate students, who are parents or anticipate becoming parents, need to work closely with their advisors, graduate program coordinators and departmental chairs in planning for their progress in graduate studies. Students should communicate early, frequently, and clearly with their advisors about their progress and engagement in courses and research.

Through this policy and in its spaces on campus, the Department of Modern Languages seeks to exemplify a welcoming place for babies and their parents as much as its resources will allow.

Summary of Provisions

The Department of Modern Languages Graduate Student Parental Leave Policy is designed to assist a full-time graduate student who is the primary child-care provider, immediately following the birth or adoption of a child. It is designed to make it possible to maintain full-time status as a registered student, and to facilitate return to full participation in class work, and, where applicable, research and teaching in a seamless manner. This policy is separate from major family leave for any other family-related needs. Medical complications are not covered by this policy. This is a condensed version of the Graduate School policy, tailored to the specifics of our department.

The Parental Leave Policy has three components and applies to all full-time, matriculated graduate students anticipating a birth or adoption:

- Under the Parental Leave Policy, a **full-time graduate student** with a quarter- or half-time graduate assistantship is eligible for **six weeks** of leave from their graduate program. In the event that both parents are eligible graduate students at the University of Mississippi, only one of the two parents may take Parental Leave.
- During this period of leave, the graduate student will continue to be enrolled

with appropriate tuition waivers and insurance subsidy and will receive their full stipend. In addition to the six weeks of parental leave, the student will receive a four-month extension of any graduate school and programmatic time limits related to taking their comprehensive examinations, final submission of their dissertation or thesis/dissertation proposal. This policy only provides for an additional six weeks of support for funded students who take parental leave.

- Full-time graduate students **without** assistantships may still request a six-week parental leave and four-month extension of any graduate work as detailed above, **without** tuition or stipend support.

Eligibility

The Parental Leave Policy applies to matriculated, full-time MA or PhD students anticipating the birth or adoption of a child. Eligible graduate students are those with a current quarter or half-assistantship who have been **full-time graduate students for at least two academic semesters** at the time parental leave is taken. The leave will commence immediately after the birth or adoption of a child. Full-time students without assistantships, who meet all other requirements, may apply for all benefits of this policy except for funding, that is, primarily deadline extensions.

Planning and Approval

It is the student's responsibility to initiate discussions with their advisor(s) and departmental or college/school administrators **at least eight weeks** prior to the anticipated birth or adoption. The student is also responsible for initiating the process (e.g., filling out the paperwork) for parental leave. This notice will provide the lead time necessary to rearrange administrative, research and teaching duties for those students supported by Graduate Assistantships (GAs), research assistantships (RAs) and teaching assistantships (TAs). This planning period should also be used to agree on a timeline for academic issues, and to adjust dates for (already scheduled) comprehensive examinations, or final dissertation and proposal submission and other academic milestones that will be affected by the birth or adoption of a child. The graduate student should also ensure that they contact any potential external funding/scholarship agencies that may be financially supporting them, during this period. It is essential that the student consult with their research advisor well in advance of the birth or adoption, if the nature of their funding or the research grant conditions require that specific tasks be completed by specified dates and the research advisor may need to hire additional help to complete those activities.

Most graduate students who receive a teaching assistantship as part of their support package should be able to arrange the timing of teaching assignments

to accommodate childbirth or adoption. During the six-week leave period, students supported by teaching assistantships may choose to continue in some limited capacity (e.g., grading, preparing course materials, or other non-intensive duties), but will not be required to do so. With advance planning, most graduate students who receive GAs as part of the support package can adjust research or other activities related to their assistantship, after consulting with the faculty member they are working with, to accommodate childbirth or adoption.

It is the **student's responsibility** to make arrangements with faculty and departmental administrators for course completion and continuation of teaching and research activities before and after the leave period. Students must have approval from the instructor of record to continue in a course during the period of parental leave and should expect that in most cases they will have to register in courses with flexible requirements such as thesis, dissertation or independent study. Students who will be temporarily leaving TA assignments should notify the department chair as soon as practically possible, but **no later than eight weeks** prior to the anticipated start date of the leave to allow sufficient time to find an appropriate replacement. It is the department's responsibility to arrange for a substitute TA for the period of the leave. The student on parental leave will be expected to return to their teaching assignment at the conclusion of the leave, barring unforeseen circumstances. It is the student's responsibility to contact their graduate advisor as soon as possible with an explanation or summary of any complications as well as an estimated return time, if that is known at the time the contact is initiated. If the student is not able to return, they must pursue a Leave of Absence or Medical Leave.

For **international students**, this policy is intended to allow them to maintain full-time student status and not otherwise affect their current visa status. However, international students should discuss the intended leave period with the Office of **International Programs** at the beginning of the planning period (i.e., eight weeks prior to the start date of their leave) in order to proactively identify and address any individual or unique visa issues and/or to consider the latest applicable regulations.

The Dean of the Graduate School grants approval of parental leave after appropriate consultation with the student's department. The leave will be granted to eligible graduate students who have submitted a complete, approved [leave application](#). The student's request for leave under this policy must be submitted **no later than eight weeks** prior to the anticipated beginning of parental leave.

Notification

Upon approval of Parental Leave, the Graduate School will notify the Department of Modern Languages and central administrative offices that a Parental Leave has been approved and the dates for which the leave has been granted. It is the student's responsibility to communicate with the department while on leave and to work with the faculty and the department administrators towards arrangements for course completion and for continuation of research and teaching activities before and following the period of the leave, as indicated above.

Funding

In addition to being eligible for academic accommodation, those graduate students supported by fellowships, TAs, or GAs will be excused from their regular TA or GA duties for a period of six weeks during which they will continue to receive financial support. One third of the funding for the leave will come from the office of the Provost, one third will come from the Graduate School, and the remaining third will come from the College of Liberal Arts.

Addendum

The Parental Leave Policy establishes *minimum* standards for accommodation for a leave associated with childbirth or adoption. Advisors and departmental administrators will work with sensitivity to provide more than this minimum, whenever possible, according to the particular circumstances of the student. Accommodations are expected to be made, for example, if the student needs to travel for data collection or conference participation. New parents, for their part, need to keep the lines of communication with their program advisors and department chair open, and demonstrate to their advisors that they are academically engaged and making progress on coursework and research. In other words, the Parental Leave Policy is intended to support - not replace - the open communication and good will that should characterize the relationship between student and advisors and administrators at the Department of Modern Languages.