

Graduate Student Handbook

Department of Languages, Literatures, & Cultures

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LLC Graduate Student Handbook

Overview

The department of Languages, Literatures and Cultures offers a Master of Arts in French and a Master of Arts in Spanish. The Department of Languages, Literatures and Cultures also offers a Double Masters in French in partnership with the Université de Poitiers, France: students who successfully complete this program receive a Master in French from the University of Poitiers, France AND a Master in French from Saint Louis University.

These graduate degrees are intended to prepare graduates to enter doctoral programs, to teach French or Spanish, or to pursue professional positions in such fields as international relations, business, or publishing. The curriculum offers a broad range of courses in French, Francophone, Peninsular, Latin American, and Latino literatures and cultures, as well as courses in Second Language Acquisition and Linguistics.

Academic Policies and Procedures

- **Academic Good Standing**

According to Graduate Education policy, if the student's cumulative grade point average falls below 3.0, that student is automatically placed on academic probation. To continue degree pursuit, the student must progress toward a 3.0 cumulative average and is expected to emerge from academic probation within nine credit hours or two successive academic terms, whichever is sooner. A student will not be advanced to M.A. candidate status while on academic probation.

To be eligible for a Teaching Assistantship or a Research Assistantship, a student must maintain a GPA of 3.0 minimum.

If a student does not plan to enroll for a Fall/Spring semester during his/her graduate work, he/she must enroll for 0 credits in FREN5CR-90 or SPAN5CR-90 ("continuous enrollment") to avoid any penalties from Graduate Education and to continue to have access to university facilities such as the library. There is a penalty for failing to enroll when not taking classes. Students may only enroll in FREN/SPAN5CR-90 twice.

- **Advising**

Graduate Program Director:

The Graduate Program Director is responsible for overseeing and coordinating the Graduate Program, from the initial point of contact – fielding questions from

prospective students – to the point when the student completes the MA in French or Spanish.

The Graduate Program Director meets with the student at least once per semester to advise on course selection, review the program of study, and discuss progress towards completing the degree. Guided by the Graduate Program Director, students select their examination committee and establish a timeline for completing the degree. Spanish MA students submit a **Semester Report to the** Graduate Program Director **every semester**. French MA students submit **Progress Review to the** Graduate Program Director **annually**. Finally, the Graduate Program Director acts as the student's advocate within the Department of Languages, Literatures and Cultures and the University.

Graduate Faculty Mentor:

In the Spanish MA Program, students also work with a Graduate Faculty Mentor. The Graduate Program Director assigns a Graduate Faculty Mentor to each student early in the first semester of study. The Graduate Faculty Mentor assists the student with professional development, such as encouraging the student to present at scholarly conferences and helping the student prepare for MA exams.

- **Evaluation**

Graduate students will be evaluated on an annual basis by the Program Faculty and Graduate Program Director. Students will receive a paper copy of the report with faculty signatures. The report will include future coursework and any remedial work needed to avoid probation.

- **Graduation**

Students who have completed coursework and are preparing for their exams must register for the 0-credit course FREN595 or SPAN595 ("Special Study for Exams"), in order to remain in good standing with Graduate Education. Students may enroll in this course only twice.

Students must notify the Graduate Program Director and Graduate Education of their intent to graduate. At the beginning of their *last semester*, students must fill out an "Application for Degree" through the form available on the Graduate Education website. Please contact the Master's Candidacy Advisor, Ms. Cherell Johnson (ph: 314.977.2245, cjohns82@slu.edu).

- **Incompletes**

Students must complete coursework on time. Incompletes at the graduate level will be permitted only under extenuating circumstances (e.g. serious illness or accident). The incomplete must be cleared within twelve months; a shorter time period may be designated at the instructor's discretion. Should the incomplete fail to be cleared within the one-year period, the grade will be automatically converted to an "F." Students must submit the appropriate form requesting the incomplete to the Graduate Program Director.

Teaching and Research assistants may not carry more than one incomplete on their records if they wish to have their assistantships renewed.

- **Integrity and Academic Honesty**

The Graduate Education Catalog reads as follows: "The University is a community of learning, and its effectiveness requires an environment of mutual trust and integrity. As members of this community, students share with faculty and administrators the responsibility to maintain this environment. Academic integrity is violated by any dishonesty in submitting an assignment, test, essay, or any other documentation required to validate the student's learning. In a case of clear indication of such dishonesty, the faculty member or administrator has the responsibility to apply sanctions to protect the environment of integrity."

Although not all forms of academic dishonesty are given here, the instances listed below should be seen as actions that violate academic integrity:

- soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted;
- submitting materials authored by or editorially revised by another person but represented as the student's own work;
- copying a passage or text directly from a published source without appropriately citing/recognizing that source;

Any clear violation of academic integrity will be met with sanctions. In a case of dishonesty within a course, the instructor may assign an appropriate grade and/or recommend further sanctions to the Dean or Associate Dean, who is then responsible for the final decision and notification of all associated parties. The final decision of the Dean or Associate Dean may be appealed as described in "Procedures for Academic Appeals."

- **Leaves of Absence**

An approved leave of absence will extend the time to degree and maintain access to university resources (e.g. mail, library privileges). If a student wishes to extend the leave, a new request must be submitted to the Graduate Program Director using the form on the Graduate Education website. Leaves of absence should be requested for compelling reasons only.

For *Parental Leave Policy and Petition* information, please consult the Graduate Education website: <http://www.slu.edu/x33556.xml>.

- **Procedures for Academic Appeals**

The Graduate Education Catalog states: "As a general policy, if a student desires to appeal any academic decision that appeal should first be made to the faculty member or faculty committee involved and, if necessary thereafter, to the department or program chairperson, the Associate Dean or Center Director of the particular school/college/center, and the Dean, in that order. Should the student wish to pursue an additional level of appeal, the case is taken to the Associate Vice President for Graduate Education who reviews the file to determine if the process was followed. The Associate Vice President does not overturn a decision, but may send the case back to the school/college/center if process was not followed."

- **Registration**

Students should register prior to the first day of classes. To avoid late registration fees, students must be registered for all their classes no later than the second Friday of the Fall/Spring semester.

- **Time Limits**

Typically, the MA in French or Spanish is completed in 2-2.5 years. If the student does not complete program requirements within five years from the time he/she began course work, the student must apply for an extension from the college. This requires a signed form of support from the Graduate Program Director as well as a letter of explanation from the student. Financial assistance is not guaranteed.

- **Withdrawal**

If a student wishes to withdraw from the program for the duration of the current semester, he or she must inform the Graduate Program Director in writing and complete the Petition for Complete Semester Withdrawal Form (available in the Office of the University Registrar) and return it to the Registrar's office.

If a student decides to withdraw from the program prior to completion, he or she must inform the Graduate Program Director in writing and complete the Petition for Complete Withdrawal Form (available in the Office of the University Registrar) and return it to the Registrar's office.

MA Requirements

MA-in-French:

Students preparing for the MA-in-French are required to take at least 30 graduate credit hours, which include:

- A) FREN-A510
- B) nine credit hours of course work in the period prior to the year 1900
- C) nine credit hours of course work after the year 1900.

A maximum of six credits of course work may be approved for transfer toward fulfillment of degree requirements. (See Office of Graduate Education for regulations regarding transfer of credit.)

In addition, **a final scholarly essay or written examination, and a final oral examination.**

Students may also pursue a **Double Masters in French** in partnership with the Université de Poitiers, France. For a description of the program and its requirements, see <http://www.slu.edu/departement-of-languages-literatures-and-cultures/programs-of-study/french/graduate-studies/dual-ma-degree>

Students may take a general written examination or write a Final Project.

- **Written Examinations for the MA-in-French:**
General Written Examinations:

These examinations cover the material listed on the *French MA reading list*. Students will choose three areas from the list.

When starting the written examinations, the student will receive a sealed envelope, labeled with the name of each area, and containing a choice of essay questions. The student must write one essay per area and has 90 minutes per area to do so. Testing on each area is followed by a 15 minute break. It is not allowed to go back or review the essay after turning it in. Students have one hour for lunch. This is not an open-book exam. Books, dictionaries, and online materials are not allowed.

Grading: Students are evaluated on the knowledge of the area they demonstrate; their ability to write a clear and organized essay with literary, cultural and/or theoretical examples to support an argument; the level of analysis, mastery of the language, accuracy, and style.

After the student has completed the written exam, the exam committee members will read the student's work and complete an evaluation form. In addition to commenting on his or her view of the examination, each committee member will assign one of three grades: Excellent, Pass, or Fail. The student

must have two passing votes in order to be eligible to take the MA Orals and receive the M.A. degree.

- **Research Paper (or final project)**

Student may pursue the option of a research paper instead of a written examination.

A Final Project (FP) is a research paper that showcases the student's ability to think both critically and creatively, and to conduct research independently. The FP usually originates from a research paper written for a graduate class during the student's career in the MA Program. The FP could represent a significant revision and extension of a paper that was written for a class, or it could be related to a course area, or to the area of concentration of a professor.

The FP should represent a crowning achievement of the student's career in the MA-in-French Program at SLU. Students might be able to present their FP for publication, or at a professional venue, such as at a research colloquium.

The completed research paper must

- be at least 30-40 pages in length.
- follow the latest MLA guidelines.
- be typed, double-spaced and in size 12 font
- be written in French

Procedure & timeline:

The FP usually moves through three stages: defining a subject; writing the paper; presenting a final draft.

stage 1:

In consultation with the Faculty Mentor who is to direct the project, the student will define the topic of the Final Project. For full-time students, this is usually done at the end of the first year of study or shortly after the beginning of the last year of study ; for non-full-time students, this is best done before the final semester of study, but no later than four (4) weeks into the last semester.

- The student notifies the Director of the MA Program of his/her intent to write a FP, and indicates the composition of the FP committee.
- The student will notify in writing the Faculty Mentor and French Faculty of his/her plan to write a Final Project. Along with the letter, the student will include a thesis statement with a short description of methodology (1-2 pages) and a working bibliography.
- It is the responsibility of the student to schedule a meeting, with all the members of the committee, during which he or she will present orally the initial steps of his/her work in progress. The topic must then be approved by **all members of the FP Committee**.

This stage is best finished before the start of the semester during which the FP is to be completed.

stage 2:

- After the FP proposal is approved, research and writing will continue during the following semester.
- The student meets with his/her Faculty Mentor, to discuss a timeline of events. The student and the Mentor should work out together when written work is to be submitted, and how frequently they will meet to discuss the student's research.
- For students petitioning to graduate in Fall, a first draft should be submitted October 15 to the Faculty Mentor for review.
- For students petitioning to graduate in Spring, a first draft should be submitted March 15 to the Faculty Mentor for review.

stage 3:

- After the student submits the first draft, the Faculty Mentor arranges a meeting with the student to discuss the student's progress and any further revisions to the FP.
- In consultation with the Mentor, the student completes the final version of the FP.
- Students wishing to graduate in December submit their final version to all members of his/her committee by November 20.
- Students wishing to graduate in May submit their final version to all members of his/her committee by April 20.
- The student needs to determine a date for the defense with the Mentor and the members of the FP committee.

- **Oral Examination**

MA candidates choose their jury. The Jury or exam committee is made up of 3-5 professors, who reflect the areas chosen for the written exam, and who must also reflect 7 out of the 10 courses taken during the student's career.

All students must pass the oral examination in order to receive the Master's degree. The oral exam usually lasts 60-75 minutes.

During the first part, professors ask questions regarding the written exams; 10-15 minutes are allotted per area. If a final project has been written, the first part will last a maximum of 45 minutes and will start the following way: the Faculty Mentor starts the meeting by introducing the candidate. The student defends the project beginning with a brief overview (ten minutes), which will be followed by questions from the Faculty. The Faculty Mentor will moderate, and see that the discussion runs smoothly and according to schedule.

During the second part, professors examine the candidate on the classes they have had together.

After the student has completed the oral exam, the committee members evaluate the student's performance immediately. The student must receive a majority of passing votes in the oral examination in order to receive the MA degree.

MA-in-Spanish:

Students preparing for the MA-in-Spanish are required to take at least 30 graduate credit hours, as follows:

Students beginning the MA program in Fall 2011 or later are required to take at least

- A) Two courses in Peninsular Spanish Studies,
- B) Two courses in Latin American Studies and
- C) Two courses in Teaching or Linguistics/Applied Linguistics.

Students who started the MA program before Fall 2011 may choose instead to fulfill course requirements by taking **two of the following four options:**

- 1) SPAN 504 Methods and Technology for the Teaching of Spanish
 - or SPAN 593 Spanish Phonology and Its Place in the Spanish Classroom
 - or SPAN 593/508 Learning Texts: Tradition, Authenticity and Virtuality
- 2) SPAN 518 Contemporary Spanish Culture and Civilization
- 3) SPAN 519 Contemporary Latin-American Culture and Civilization
 - or SPAN 538 Cultural Stereotypes: Latin America
 - or SPAN 593 Las Tres Hispanidades
- 4) SPAN 520 Introduction to Literary Criticism

Students may also take courses at our campus in Madrid.

A maximum of six credits of course work may be approved for transfer toward fulfillment of degree requirements. (See Office of Graduate Education for regulations regarding transfer of credit.)

Other requirements:

In addition to coursework, students present at the Annual LLC Student Symposium and pass the written exams and pass the final oral exam.

- **Written Examinations**

General Written Examination: These examinations cover the material on the [general MA reading list](#). This is a four-hour exam in which the student must answer 1) one of three questions posed about Peninsular Spanish Studies, 2) one of three questions about Latin American Studies, and 3) one of three questions about teaching or linguistics/applied linguistics (The rules are slightly different for students admitted before Spring 2010. Please consult with your mentor and the Graduate Program Director about these policies.)

Written Examination on Area of Specialty: Typically on the day following the general written exam, a three-hour block of time is scheduled for the student to answer two of the four questions posed to him or her by the examination committee. These questions are based on the [reading list](#) for the chosen area of specialty.

Grading: The questions are decided upon and evaluated by the three faculty members appointed by the Graduate Program Director in consultation with the student.

After the student has completed the written exam, the committee members will read the student's work, and complete an evaluation form. In addition to commenting on his or her view of the examination, each committee member will assign one of three grades: Excellent, Pass, or Fail. The student must have two passing votes in order to be eligible to take the MA Orals and receive the M.A. degree.

Please refer to the [MA retake policy document](#) for all questions on regulations about retaking the MA Written and Oral exams.

Starting in Fall 2011, students are not allowed to bring any books with them to the exams.

- **Research Paper**

Most students fulfill the written examination requirement by taking the written exams described above. However, under special circumstances, a student may pursue the option of a research paper instead. This requires the permission of the Graduate Program Director and the support of a committee. The committee consists of three graduate faculty members (a chair and two readers) chosen by the student in consultation with the Graduate Program Director. The subject matter is chosen by the student and must be approved by all of the committee members. The research paper should be between 30 and 40 pages in length. Two out of three votes are necessary for approval of the research paper.

- **Oral Examination**

All students must pass the oral examination in order to receive the Master's degree. The subject matter of the oral examination is the courses that the student has taken. An evaluation committee is composed of three members of the faculty, appointed by the Graduate Program Director in consultation with the student. These members may or may not be those chosen for the written examinations.

The oral exam will last a minimum of one hour long or may last as long as necessary in order for the committee members to fully evaluate the student to his or her satisfaction. After the student has completed the oral exam, the committee members will evaluate the student's performance immediately. The student must receive two passing votes in the oral examination in order to receive the MA degree.

The oral examination will not be scheduled until the student presents an acceptable written examination or research paper.

Please refer to the [MA retake policy document](#) for all questions on regulations about retaking the MA written and oral exams.

Funding opportunities:

Teaching Assistantships: Teaching Assistants usually teach one class in Elementary or Intermediate level language as well as one laboratory per semester. Teaching Assistants are trained and supervised by our Faculty. They receive a stipend and tuition remission for four courses per year.

Research Assistantships: Research Assistants work to support and assist one or two Faculty members with their research. Research Assistants receive a stipend, tuition remission for six courses per year, and health insurance.

Graduate Lab Assistantships: Graduate Lab Assistants work in collaboration with our Language Resource Center Director; they help provide cultural, linguistic and technical support for our classes; they also provide some tutoring to our students. Graduate Lab Assistants receive a stipend on an hourly basis.

Tuition Scholarships: Tuition scholarships are also available each year.

1818 Program Tuition Scholarships: Teachers who participate in the 1818 Advanced College Credit Program are eligible for tuition remission for two courses per year. Please verify details with the Office of the 1818 Program.

Professional Development Opportunities

Students are expected to take advantage of professional development opportunities such as:

- **Symposium (see LLC website) <http://www.slu.edu/department-of-languages-literatures-and-cultures/news-and-events/symposium> :** our department organizes an Annual Student Symposium, where Undergraduate and Graduate

- Students have the opportunity to present their work. Graduate Students are expected to participate actively in the organization of the event.
- **Confluence (the LLC online journal)**
<http://www.slu.edu/colleges/AS/languages/confluence/> : Students who have presented at the Annual Student Symposium have the opportunity to submit their work for publication in our online journal. *Confluence* is a peer-reviewed journal.
 - **Resources**
Graduate Student Association: <http://gsa.slu.edu/>
Center for Transformative Teaching and Learning: <http://www.slu.edu/ctl>
Teaching assistantship program in France:
<http://highereducation.frenchculture.org/teach-in-france>

Appendix A: Student Progress Report in French MA**Student Progress Report in the MA-in-French Program**

Department of Languages, Literatures and Cultures, French Division

A copy of this form will be forwarded to the student being evaluated, and conclusions of this report will be sent to the Dean of Graduate Education.

Student:

Entered program (date):

Courses completed:

Past Financial support:

Tuition scholarship []; Teaching assistantship []; Research assistantship [];
Graduate Lab. Assistantship []; Other: -----

	Satisfactory	Unsatisfactory	N/A
Oral Communication in French			
Written Communication in French			
Research skills			
Professional skills			

Comments or recommendations. If some areas are unsatisfactory, the student should follow the following recommendations:

This progress report has been prepared by the Graduate Faculty in French (please sign and date):

Dr. Cravens:

Dr. Hamrick:

Dr. Llewellyn:

Dr. Pautrot:

Dr. Perraudin:

Dr. Smart:

Appendix B: MA In French Progress Review

MASTERS IN FRENCH AT SAINT LOUIS UNIVERSITY

Progress Review

Student name: _____
 SLU email: _____
 Banner ID: _____
 Semester/Year you entered the program: _____
 Academic year for this report: _____

1. Where, when, and in what field did you complete your Bachelor’s degree?

Degree-granting institution: _____ Date: _____
 Major: _____ Minor: _____

2. Are you considering applying for the Double MA-in-French in partnership with the Université de Poitiers, France?

3. Please list the graduate courses that will count towards the MA program requirements that you have completed, are currently taking, and those you expect to take next semester. Indicate both the course name and the semester. Check the appropriate box for each course to indicate if the course covers the period prior 1900 or if it covers the period after 1900. Indicate whether you have taken FREN510, a required course.

COURSE TITLE AND NUMBER	GRADE	SEMESTER	Period: pre 1900	Period: after 1900	Required
FREN 510 :			N/A	N/A	X

COURSE TITLE AND NUMBER	GRADE	SEMESTER	Period: pre 1900	Period: after 1900	Required

4. Assessment of your performance. In your opinion, how well are you doing in the program? Check the appropriate boxes.

	Poorly / unsatisfied	Doing ok, but need to improve	Doing well	Doing very well, pushing myself
Oral expression				
Written expression				
Research skills				
Professional skills (professional communication, teaching, tutoring, presenting in conferences/symposium, involvement in professional committees)				

Use this space to explain your answers more in detail:

5. When do you plan on taking your exams?

Semester and year:

6. Do you have any questions about the examination process?

7. When taking your MA exams,

a. are you planning on writing a *final project* ?

i. If yes, what period do you want to write on?

ii. If yes, have you talked to the professor who might direct your project?

b. **or**, are you planning on taking the *written comprehensive examinations*?

8. Are there particular professors whom you hope to have on your exam committee? If so, please list them.

9. If you are planning on taking the written comprehensive examinations, which three periods do you anticipate choosing for your written exams? (one of them must be a period with which you are less familiar).

15. If you plan on teaching at SLU next semester/year, what are your preferences? Indicate the course level and the number of sections.

16. **Finally, for full-time students who work in our department :**

If you held a TA (teaching assistant) or RA (research assistant) position this past semester, please give us information about it. You may also put here or below your evaluation of that experience. We are particularly interested in how it has (or has not) contributed to your professional development.

Appendix C: MA In Spanish Semester Report

MASTERS IN SPANISH AT SAINT LOUIS UNIVERSITY

SEMESTER REPORT

Please fill this form out *electronically* and send it to Dr. Olga Arbeláez (spangrad@slu.edu) by the end of the semester **(include date here)**.

1. **Your name:**
2. **Name of your faculty mentor:**
3. **Where, when, and in what field did you complete your Bachelor's degree?**

Degree-granting institution:

Date:

Major:

Minor:

4. **Please list the graduate courses that will count towards the MA program requirements that you have completed, are currently taking, and those you expect to take in Spring 2014. Indicate both the course name and the semester (for ex., "Fall 2013").**

Course planning worksheet for students admitted before Summer 2011

Core Courses (2 or more)	Latin American Literature	Peninsular Literature	Linguistics & Pedagogy

If you are not sure which classes count as core courses, you can consult this web page

<http://www.slu.edu/departments-of-modern-and-classical-languages/programs-of-study/spanish/graduate-studies/ma-requirements> or Dr. Secrist.

Course planning worksheet for students admitted Summer 2011 or later

Latin American Studies (2 or more)	Spanish Peninsular Studies (2 or more)	Linguistics & Pedagogy (2 or more)

5. When do you plan on taking your exams?

Semester and year:

6. Do you have any questions about the examination process?**7. When did you or when do you expect to present at the Symposium?****8. Are there any particular professors that you hope to have on your exam committee? If so, please list them (these are appointed by the Graduate Program Coordinator, but in consultation with you).****9. List any papers you have presented at local, regional, national, and international meetings, or any work you have published or submitted for publication since entering this program.****10. List any departmental or SLU committees that you served on this year, as well as any other professional service (at SLU or elsewhere) that you have done in the last year.****11. Please tell us about any notable events that you have experienced this year in the program that have affected your progress towards your degree (either positively or negatively). We welcome your feedback.**

Finally, for full-time students who work in our department:

12. If you held a TA (Teaching Assistant), TA-to-be or RA (research assistant) position this past semester, please provide us with information about your duties. You may also include an evaluation of that experience with respect to your professional development.

Appendix D: MA In Spanish Annual Evaluation Report

**MASTERS IN SPANISH AT SAINT LOUIS UNIVERSITY
ANNUAL EVALUATION REPORT**

1. **Student's name:**
2. **Name of faculty mentor:**
3. **Today's Date:**
4. **This is a review for the _____ academic year:**
5. **Courses taken this academic year:**

Fall semester	Latin American Literature	Peninsular Literature	Linguistics & Pedagogy	Grades
Spring Semester	Latin American Literature	Peninsular Literature	Linguistics & Pedagogy	Grades

6. **Current GPA _____**

7. **Evaluation:**

Category	Satisfactory	Unsatisfactory	N/A
Performance in class			
Mastery of class materials			
Analytical skills			
Verbal skills			
Written skills			
Reading skills			
Research skills			

8. Recommendations:

9. Faculty's signatures:

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