



2020 GRADUATE STUDENT MANUAL

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

THE FLL GRADUATE PROGRAMS – General Information

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

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

- Classical Studies
- Comparative Literature
- Cultural Studies

M.A. in French

M.A. in German Studies

Ph.D. in French Studies

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

All graduate students should consult the University of New Mexico Catalog (<http://catalog.unm.edu/>) and carefully observe all requirements and regulations stipulated by the Office of Graduate Studies. Students must follow the terms listed in the catalog that is in effect at the outset of their graduate studies, as well as the internal FLL regulations and requirements outlined in this manual.

APPLICATION DEADLINES

Applications to FLL graduate programs are accepted for fall or spring admission. We begin our review of applications in February and continue until all available spaces are filled. For best consideration for a Teaching or Grading Assistantship, applications should be submitted in full by February 1st for the Fall semester and October 1st for the Spring semester. All applications are reviewed by the Graduate Committee on a rolling basis depending on the department's and individual programs' ability to support students.

International students who wish to pursue a graduate degree in an FLL program need to submit a full online application (<http://fll.unm.edu/students/graduate.html>). International applicants should consult the website of the Global Education Office (GEO) about application requirements (<https://geo.unm.edu/students/>) and stay in close contact with a GEO advisor throughout the application process. Requirements for international applicants include official transcripts, official translations of transcripts, and an accredited demonstration of English proficiency, such as acceptable TOEFL scores

PAPERWORK AND FORMS

Office of Graduate Studies forms are available online at <http://grad.unm.edu/resources/gs-forms/index.html>. Internal FLL forms are available online at <https://fll.unm.edu/students/manual.html>. See pages 13-16 of the Graduate Manual for a complete list of necessary forms for M.A. students and pages 20-21 for a list of necessary forms for Ph.D. students. It is the student's responsibility to make sure that all forms are completed correctly and in a timely manner. Students should consult with office staff and faculty advisors.

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

Readmitted students must adhere to policies in the Catalog in effect at the time of readmission to graduate status.

DESCRIPTION OF THE M.A. PROGRAM

The Master of Arts degrees in Comparative Literature and Cultural Studies, French, and German Studies are offered under both Plan I (*thesis option*) and Plan II (*exam option*).

PLAN I (thesis option): 8 full graduate seminars of in the field of study
+ 1 credit hour Professional Development Colloquium + 1 credit hour Pedagogy Class
and 6 credit hours of thesis work

or

PLAN II (exam option): 10 full graduate seminars in the field of study*
+ 1 credit hour Professional Development Colloquium + 1 credit hour Pedagogy Class

Note the following restrictions:

- *No more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned may be credited toward a graduate degree.*
- *Only 3 credit hours of independent study (i.e. "Problems" courses) may be applied toward the degree.*

The following information is applicable to both Plan I and Plan II.

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

1. All graduate students are expected to enroll in COMP 500 (Introduction to Graduate Study in Comparative Literature) for 3-credit hours during their first or second semester of studies .
2. All graduate students are expected to enroll in MLNG 501 (Professional Development Colloquium) for 1-credit hour (offered only in the fall).
3. All graduate students are expected to enroll in a 1-credit hour pedagogical training course: MLNG 500 - Teaching Practicum (offered only in the fall).
4. **All graduate students are required to be enrolled in at least one 3-credit hour seminar within the department of FLL per each term of enrollment in the program.**
All graduate students who hold a TA/GAship are required to be enrolled in at least two 3-credit hour seminars within the department of FLL.
5. **All graduate students must choose as their Chair of the Committee on Studies an eligible faculty member from the department of FLL.**
6. Students will graduate after completing departmental comprehensive exams and other degree requirements successfully. [see pages 7-9 of the manual for graduation requirements for Plan I, and pages 9-11 for requirements for Plan II].
7. **Foreign language requirement: All graduate students in FLL must complete 12-credit hours or**

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

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

—500-level courses count for graduate credit.

—400-level courses may or may not count for graduate credit; students check with the Graduate Advisor of their program as well as instructor.

—300-level courses do not count toward graduate credit with the exception of 300-level Classical Studies culture courses which may count for graduate credit (though only for M.A. students in the CLCS-Classics concentration).

Students may take up to 6 credit hours of appropriate graduate course work outside their graduate units. To apply additional credit hours of course work taken outside the graduate unit toward the degree, students must first petition the Graduate Committee for an exception before taking the course.

9. To remain in good academic standing students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission.

ADVISING

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

PETITION PROCESS

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

COMMITTEE ON STUDIES

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

By the end of their second semester, students should have constituted a Committee on Studies made up of at least three faculty members. This committee will have a Chair who will be the primary advisor for the student and will direct his/her thesis in the case of Plan I. The Committee Chair must be a regular tenured/tenure-track faculty member in the Department of FLL. The student should approach each faculty member about serving on this committee and should ascertain that the faculty member will not be on leave, especially during critical semesters when exams and thesis revisions come due. Please contact the Graduate Coordinator to find out whether a faculty member is eligible to serve on the Committee. The

student should then submit to the FLL office a “Committee on Studies” form indicating that a committee has been set up (<https://fll.unm.edu/students/manual.html> or ask the FLL office for a hard copy).

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

PLAN I: THESIS OPTION

Candidates under Plan I must:

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

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

Course Work

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

First Semester

- 6 credit hours of graduate course work (including COMP 500 “Introduction to Graduate Study in Comparative Literature”) for 3 credit hours
- MLNG 500 “Teaching Practicum” (foreign language teaching methodology) required for 1 credit hour.
- MLNG 501: “Professional Development Colloquium” for 1 credit hour

Second Semester

- 9 credit hours of graduate course work

Third Semester

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

Fourth Semester

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

Note: Plan I M.A. level graduate students having completed their required course work and successfully passed their thesis proposal defense and comprehensive exam, may count thesis hours as part of their normal six-credit hour course load but they must be enrolled in at least one graduate seminar in FLL. Problems courses and Audits do not count for this purpose.

Comprehensive Oral Exam

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

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

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

Exams are evaluated by all members of the Committee on Studies. A student will be awarded a *pass*, *conditional pass*, or *fail* based on his or her performance during the comprehensive oral exam. Students who have failed their comprehensive oral exam may, at the discretion of their examination committee, be granted the opportunity to retake their exams. Those granted permission to retake their M.A. exams will retake them no later than the following semester. In the case of a conditional pass, the student must fulfill the conditions stipulated by the Committee on Studies before a *pass* will be awarded. Failure to meet these conditions will result in a grade of *fail* for the exam.

Guidelines and Suggestions for the Comprehensive Oral Exam:

Student should discuss the reading list with all committee members. The list should reflect the most important periods and issues of the student's particular course of graduate studies, as agreed on by that student and their committee.

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

The Thesis Proposal

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

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

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

The Thesis

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

Note: Theses written in languages other than English require the approval of the Dean of Graduate Studies. To obtain approval, the student must submit a written request to the Dean of Graduate Studies along with a letter of support from the current Chair of the Department of Foreign Languages and Literatures. Students may find a copy of the petition form at <http://grad.unm.edu/resources/gs-forms/index.html> (Petitions to the Dean of Graduate Students).

The student must submit both the request and the Chair's letter of support to FLL office staff, who will deliver the forms to the Office of Graduate Studies. The student will receive written approval/disapproval of the petition within a month.

The Student must submit a complete draft of the thesis to his or her Committee on Studies for comments and corrections *at least six weeks* before the deadline for completing all graduation paperwork with the Office of Graduate Studies. For Fall graduation, the draft should be distributed by October 1, for Spring graduation, by March 1. Within two weeks of completion of a full draft of the thesis, the student and his or her Committee on Studies will schedule a defense. Students must submit an online Announcement of Examination form to Graduate Studies two weeks before the scheduled exam:

<https://grad.unm.edu/resources/gs-forms/announcement-examination.html>. The purpose of the defense is for the Committee on Studies to provide the student with feedback and corrections for the final draft of the thesis.

See the Office of Graduate Studies website (<http://grad.unm.edu/resources/workshops.html>) for important administrative details about the thesis. Students are responsible for formatting and presenting the thesis to the Office of Graduate Studies according to required specifications. Be sure to allow ample time before the deadline to format the thesis and obtain necessary signatures.

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

PLAN II: EXAM OPTION

Candidates under Plan II must:

1. Complete 10 full graduate seminars + Teaching Practicum + Professional Development Coll.
2. Pass a comprehensive oral exam
3. Pass a 4-hour written exam
4. Submit a research paper of at least 20–25 pages

Course Work

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

First Semester

- 6 credit hours of graduate course work (including COMP 500 “Introduction to Graduate Study in Comparative Literature” for 3 credit hours)
- MLNG 500: “Teaching Practicum” (foreign language teaching methodology) required of all TAs for 1 credit hour. Students who are not Teaching Assistants may choose between MLNG 500 and a pedagogy class offered through another department at UNM. Students choosing a pedagogy class other than MLNG 500 need to obtain approval from the Director of Graduate Studies.
- MLNG 501: “Professional Development Colloquium” for 1 credit hour

Second Semester

- 9 credit hours of graduate course work

Third Semester

- 9 credit hours of graduate course work

Fourth Semester

- 6 credit hours of graduate course work

Comprehensive Oral Exam

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

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

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

Exams are evaluated by all members of the Committee on Studies. A student will be awarded a *pass with distinction*, *pass*, *conditional pass*, or *fail* based on their performance during the comprehensive exam. Students who have failed their comprehensive oral exam may, at the discretion of their examination

committee, be granted the opportunity to retake their exams. Those granted permission to retake their M.A. exams will retake them no later than the following semester. In the case of a conditional pass, the student must fulfill the conditions stipulated by the Committee on Studies before a *pass* will be officially reported. Failure to meet these conditions will result in a grade of *fail* for the exam.

Guidelines and Suggestions for the Comprehensive Oral Exam:

Student will discuss reading list with all committee members. This list should reflect the most important periods and issues of student's particular course of graduate studies, as agreed on by student and their committee.

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

Written Exam

The four-hour written exam is based upon a set of texts and/or issues determined by the student and his/her Committee on Studies. The written exam allows the candidate to demonstrate adequate knowledge of his or her field of research and the ability to argue cogently about pertinent issues regarding the material in question.

The exam is to be scheduled by the student and his or her Committee on Studies. Students must submit an online Announcement of Examination form to Graduate Studies two weeks before the last scheduled exam (oral or written or defense): <https://grad.unm.edu/resources/gs-forms/announcement-examination.html>.

The exam is evaluated by all members of the Committee on Studies. A student will be awarded a *pass*, *conditional pass* or *fail* based on his or her performance. Students who have failed their comprehensive written exam may, at the discretion of their examination committee, be granted the opportunity to retake their exams. Those granted permission to retake their M.A. exams will retake them no later than the following semester. In the case of a conditional pass, the student must satisfy additional requests determined by the Committee on Studies before a *pass* will be awarded. Failure to meet these conditions will result in a grade of fail for the exam.

Research Paper

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

GRADUATION TIMELINE AND CHECKLIST FOR M.A. PROGRAMS**Plan I (Thesis Option)****First Semester**

- **6 credit hours of graduate course work** (including COMP 500 “Introduction to Graduate Study in Comparative Literature” for 3 credit hours)
- **MLNG 500: Teaching Practicum** (foreign language teaching methodology) required of all TAs for 1 credit hour. Students who are not Teaching Assistants may choose between MLNG 500 and a pedagogy class offered through another department at UNM. Students choosing a pedagogy class other than MLNG 500 need to obtain approval from the Director of Graduate Studies.
- **MLNG 501: Professional Development Colloquium** for 1 credit hour
- **No forms needed.**

Second Semester

- **9 credit hours of graduate course work**
- **Create Committee on Studies**
 - Student will pick up “Committee on Studies” form at FLL office or download at: <https://fll.unm.edu/students/manual.html>
 - Ascertain that Committee members are eligible to serve.
 - Student will obtain signatures from all members of their Committee.
 - Student will return form to FLL office for their file
- **Submit draft of reading list for Comprehensive Oral Exam; begin work on Thesis Proposal**

Third Semester

- **6 credit hours of graduate course work**
- **3 credit hours of thesis work** (student will need a minimum of six thesis hours in order to graduate. Note: Once student signs up for thesis work they will need to enroll in thesis hours each semester until they graduate)
- **Thesis Proposal Approval**
 - Schedule time to meet with Committee, notify FLL office staff of the date, reserve a meeting room
- **Request to write thesis in a language other than English (if applicable)**
 - Student will write memo to Dean of OGS. Petition form available at <http://grad.unm.edu/resources/gs-forms/index.html>
 - Student will obtain supporting memo from their thesis advisor.
 - Student will give memo to FLL office staff to submit to OGS
 - Student’s request is not approved until they receive a letter from the Dean of OGS
- **Program of Studies (M.A.)/Application for Candidacy (Ph.D.) Form**
 - The Program of Studies is an online form which can be found here:
 - <http://grad.unm.edu/resources/gs-forms/index.html> - “Academics”
 - M.A. students: Student’s POS form must be approved by OGS before they may take Comprehensive Oral Exam and turn in their thesis
 - Ph.D. students: Student’s AC form must be completed the same semester they pass their comprehensive examination and have completed their language/research skill requirements.
- **Comprehensive Oral Exam**
 - No additional forms needed
 - Student will schedule with Committee Chair
 - Student will notify FLL office of exam date and reserve a meeting room

- **Intent to Graduate**

- Student will inform the FLL Graduate Coordinator by the last day of the semester before student intends to graduate so that they are included on the OGS graduation list.
- Student must be on the OGS list in order to graduate.

Fourth Semester

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

- **3 credit hours of graduate course work**
- **3 credit hours of thesis work**
- **Turn in final draft of thesis to Committee no later than October 1 (Fall) or March 1 (Spring)**
 - Student needs to submit the online “Announcement of Examination” form at least two weeks prior to the examination.
- **Thesis Defense**
 - After student receives approval by their Committee Chair, they will schedule time of thesis defense with their Committee and contact FLL office staff to reserve a meeting room
 - Students must submit an online Announcement of Examination form to Graduate Studies two weeks before the scheduled exam: <http://grad.unm.edu/resources/gs-forms/index.html> - “Examination/Grades”.
 - Thesis defense must be completed before November 9 (Fall) and April 9 (Spring) to ensure that student has adequate time to format their manuscript before the OGS deadline.
- **Report of Exam Form**
 - “Report of Exam” forms will be made available online for members of the Committee on Studies to complete
 - The form is submitted online to Graduate Studies
- **Thesis Manuscript Submission**
 - The detailed instructions for formatting and submitting a thesis online are available at <http://grad.unm.edu/resources/workshops.html>
 - The OGS Deadline is November 15 (Fall), April 15 (Spring)
 - Student will provide a copy of their thesis to all committee members
 - Student will make whatever changes their committee recommends and file their thesis online

Plan II (Exam Option)

First Semester

- **6 credit hours of graduate course work** (including COMP 500 “Introduction to Graduate Study in Comparative Literature” for 3 credit hours)
- **MLNG 500: Teaching Practicum** (foreign language teaching methodology) required of all TAs for 1 credit hour. Students who are not Teaching Assistants may choose between MLNG 500 and a pedagogy class offered through another department at UNM. Students choosing a pedagogy class other than MLNG 500 need to obtain approval from the Graduate Director.
- **MLNG 501: Professional Development Colloquium** for 1 credit hour
- **No forms needed.**

Second Semester

- **9 credit hours of graduate course work**
- **Create Committee on Studies**
- **Committee on Studies Form**
 - Pick up “Committee on Studies” form at FLL office or download at <https://fll.unm.edu/students/manual.html>
 - Ascertain that committee members are eligible to serve.
 - Student will obtain signatures from all members of their Committee on Studies
 - Student will return form to FLL office for their file
- **Submit a draft of the reading list for Comprehensive Exam to Committee on Studies**

Third Semester

- **9 credit hours of graduate course work**
- **Comprehensive Oral Exam**
 - No forms needed
 - Schedule with Committee Chair
 - Notify FLL office of exam date, reserve a meeting room
- **Program of Studies Form**
 - <http://grad.unm.edu/resources/gs-forms/index.html> - “Academics”
 - Student’s form must be approved by OGS before they may take comprehensive exams and turn in their thesis
- **Intent to Graduate**
 - Student will inform the FLL office staff by the last day of the semester before they intend to graduate so that they are included on the OGS graduation list.
 - Student must be on the OGS list in order to graduate.

Fourth Semester

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

- **6 credit hours of graduate course work**
- **Research Paper must be submitted to Committee before written exam can be scheduled**
- **Schedule Written Exam**
 - Notify FLL office staff two weeks prior to the date of the exam to schedule a meeting room and reserve a laptop computer, if necessary
 - Students must submit an online Announcement of Examination form to Graduate Studies two weeks before the scheduled exam: <http://grad.unm.edu/resources/gs-forms/index.html> - “Examination/Grades”.
 - “Report of Exam” forms will be made available online for members of the Committee on Studies to complete
 - The form is submitted online to Graduate Studies.

TEACHING ASSISTANTSHIPS

All full-time (.50 FTE teaching assignment) FLL TAs/GAs teach six credit hours per semester and must be enrolled each semester in a minimum of six credit hours of regular graduate coursework offered by the Department of Foreign Languages and Literatures that counts toward a student's degree program (audits and CR/NC do not count for this purpose); all half-time (.25 FTE teaching assignment) FLL TAs/GAs must take at least three credit hours of graduate level coursework offered by the department (audits and CR/NC do not count for this purpose) that counts toward a student's degree program, except as follows:

- All FLL TAs on the M.A. and Ph.D. level must petition the Graduate Committee before taking any course work outside the department. Download the "Outside Course Work Petition" form (<https://fll.unm.edu/students/manual.html>). The completed form including the signature of the Chair of the Committee on Studies must be submitted to the Director of Graduate Studies and approved by the Graduate Committee two weeks before the beginning of the semester in which the course is taken.
- Plan I M.A. students having completed their required course work and successfully passed their thesis proposal defense and comprehensive exam, may count thesis hours as part of their normal six-credit hour course load but they must be enrolled in at least one graduate seminar in FLL. Problems courses and Audits do not count for this purpose.

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

All TAs must maintain a G.P.A. of 3.0 for every semester in which they hold an assistantship. TAs who fall below that average will risk losing their assistantships. TAs whose G.P.A. falls below 3.0, and TAs who receive 6 or more credit hours of "Incomplete" grades will be placed on academic probation.

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

The Lower-division Language Coordinator will distribute a list of TA responsibilities at the orientation prior to the TA's first semester, as well as ongoing policy lists every semester outlining more specific TA responsibilities. Neglecting any of these policies may be considered a breach of contract and may result in the termination of the Teaching Assistantship.

Note that attendance at all orientations, workshops, lectures, and meetings is mandatory. TAs are contractually obligated to be on campus no later than one week prior to the start of each semester, and to remain on campus until the end of final exams and until they have submitted all final grades and assessment data for the courses for which they are teaching assistants. This requirement also pertains to TAs at the Université de Rennes.

PH.D. PROGRAM IN FRENCH STUDIES

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

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

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

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

Committee on Studies

Each doctoral student must assemble an initial Committee on Studies composed of three UNM faculty members and notify the Director of Graduate Studies of the committee members before the end of the second semester. The committee consults with the student to plan an appropriate course of study and offers guidance on fulfillment of examination requirements as well as on choice of comprehensive examination/dissertation committee members. Prior to the Comprehensive Examinations, the candidate must add an additional member, from a department other than FLL, to the Committee on Studies, for a total of four members.

All Ph.D. candidates in French Studies are advised to gain teaching experience as well as experience in a French-speaking environment as part of their professional training.

Comprehensive Examinations

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

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

twenty-five items added by the committee.

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

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

Student will schedule the written and oral exams with their Committee, and contact FLL staff to reserve a meeting room. Notify FLL office staff two weeks before taking the last of the two exams. Students must submit an online Announcement of Examination form to Graduate Studies two weeks before the scheduled exam: <https://grad.unm.edu/resources/gs-forms/announcement-examination.html>. Student will send a "Report of Exam" form electronically to their Committee on Studies. Committee members will submit the form online to Graduate Studies.

Upon successful completion of all three parts of the Comprehensive Exams, student will fill out an "Application for Candidacy" form available online at <http://grad.unm.edu/resources/gs-forms/application-candidacy.html>. The form should be returned to FLL office staff to submit to OGS for approval. Once approved, the candidate is officially ABD and may register for dissertation hours.

Dissertation and Defense

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

Candidates must submit their completed dissertation to their committee and receive approval from the dissertation committee chair in order to proceed to the defense. The dissertation may be written in French, subject to the approval of the Dean of Graduate Studies. To obtain approval, the student should submit a petition to the OGS Dean and ask the Department Chair to write a memo supporting that petition. The student should give both documents to FLL office staff to deliver to OGS. The student will receive written approval/disapproval of the petition within a month. The petition form can be found at <http://grad.unm.edu/resources/gs-forms/index.html> (Petitions to the Director of Graduate Studies).

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

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

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

Graduation Timeline for Ph.D. Students on TAs with FLL
(Based on a projected 5-year time to completion after the M.A. degree)

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

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

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

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

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

Third year of Ph.D. Fall Semester:

- Preparation for Ph.D. Comprehensive Exams Parts I, II, and III
- address language requirement
- One course (3 credit hours) for a letter grade and one course (3 credit hours) CR/NC

Third year of Ph.D. Spring Semester:

- One course (3 credit hours) CR/NC and either one problems course (3 credit hours) or regular course in FLL (3 credit hours) CR/NC
- Take parts I and II of comprehensive exams

Fourth Year of Ph.D. Fall Semester:

- One course (3 credit hours) CR/NC and either one problems course, or one regular course (3 credit hours) CR/NC
- Submit "Committee on Studies" Form: <https://fll.unm.edu/students/manual.html>
- Submit "Application for Candidacy" Form: <http://grad.unm.edu/resources/gs-forms/application-candidacy.html>
- Take part III of the Comprehensive Exams (presentation of the dissertation proposal of 20 to 25-pages to Committee on Studies and dissertation proposal defense)

Fourth Year of Ph.D. Spring Semester:

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

Students who have failed their Ph.D. exams may, at the discretion of their examination committee, be granted the opportunity to retake their exams. Those granted permission to retake their Ph.D. exams will retake them no later than the first semester of their fourth year in the Ph.D. program. In addition, doctoral dissertation proposals must be presented no later the second semester of the fourth year.

Their enrollment schedule for the fourth year will be as follows:

- One course (3 credit hours) CR/NC and FREN 699 (dissertation, 3 credit hours)
- Proposed fourth year schedule for students who fail Parts I and II during third year:*
- Fall semester: One course (3 credit hours) CR/NC and either one problems course, or one regular course (3 credit hours) CR/NC
 - Spring semester: One course (3 credit hours) CR/NC in FLL and 3 dissertation credits (French 699)

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

FREN 699 (dissertation, 6 credit hours each semester)

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

ACADEMIC CONDUCT

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

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

A student found to have violated the academic dishonesty policy will be sanctioned with penalties ranging from a letter placed in his or her graduate file to the loss of Teaching Assistantship and/or suspension or expulsion from the Graduate Program. Any additional violation(s) will result in a loss of Teaching Assistantship and expulsion from the Graduate Program.

The student’s initials here and dated signature, below, constitute acknowledgment that the student has read the “Dishonesty in Academic Matters” policy and will abide by it. _____ (initials)

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

As an institution that exists for the express purposes of education, research, and public service, the University is dependent upon the unfettered flow of ideas, not only in the classroom and the laboratory, but also in all University activities. As such, protecting freedom of expression is of central importance to the University. The exchange of diverse viewpoints may expose people to ideas some find offensive, even abhorrent. The way that ideas are expressed may cause discomfort to those who disagree with them. The appropriate response to such speech is speech expressing opposing ideas and continued dialogue, not curtailment of speech.

The University also recognizes that the exercise of free expression must be balanced with the rights of others to learn, work, and conduct business. Speech activity that unduly interferes with the rights of others or the ability of the University to carry out its mission is not protected by the First Amendment and violates this policy.

Student’s initials here and dated signature below constitute acknowledgment that the student has read Policy 2220 and will abide by it. _____ (initials)

3. Student’s initials here and signature below constitute acknowledgment that the student has read the FLL Graduate Manual. _____ (initials)

Name (printed)

Date

Signature