

Department of Foreign Languages and Literatures
 Graduate Program Handbook
 (effective October 5, 2009)

The Department of Foreign Languages and Literatures at the University of North Texas offers the Master of Arts degree, and supporting work for the doctoral degree, in French and Spanish. A minor for the M.A. is also offered in German.

A. 1. University rules

The student should be familiar with the University guidelines as described in the current Graduate Catalog.

2.

1. Application for graduate admission is done online at <http://www.unt.edu/admissions.htm#graduate>
- Prospective students must complete the application form and have official transcripts of all college work and GRE scores (if available) sent to the Graduate School. Note that there is no minimum score on the GRE, as we use a holistic approach which takes into account several factors.
2. Prospective students should e-mail (1) a one-page CV and (2) a 250-word personal statement, including a statement of purpose, in French or Spanish to the respective Graduate Advisor.

Admission to the Graduate School is required before a student enrolls in courses for the M.A. degree. Potential students who encounter difficulty when applying for graduate admission should contact the Department Chair, who will attempt to assist them.

A student must have completed at least 12 semester hours of advanced work or equivalent in the field concerned to be admitted into the graduate program. Applicants are evaluated following a holistic review which includes several factors, none of which are given greater weight than any of the others: undergraduate GPA, GRE test scores, a 250-word statement in the target languages, a one-page curriculum vitae and completion of 12 hours of advanced undergraduate course work in the target language. Undergraduate students anticipating entrance into graduate work in French or Spanish should take the GRE in the final term/semester of their senior year. In the event that the examination has not been taken before application is made, the student should take it no later than the following administration. The applicant must demonstrate a reading knowledge of a second foreign language. Completion of a course in the second language at the 2050 level or higher, with a grade of at least C, will be regarded as proof of adequate reading ability.

The applicant has the choice of the following programs:

(a) 36 semester hours, including 6 hours of thesis; at least 24 hours of course work must be completed in the major; a minor of 6 hours is permitted; 9 transfer credits are allowed;

(b) 36 hours of course work, without thesis; at least 30 hours must be earned in the major; a minor of 6 hours is permitted; 9 transfer credits are allowed.

A master's degree candidate in French or Spanish must take a written comprehensive examination in the major field.

With the approval of the Thesis Committee, the master's thesis may be written in the foreign language (French or Spanish) of the student's field of graduate study.

3. Second language

The student is expected to have a reading knowledge of one foreign language other than the one in which he/she majors. Students having an undergraduate major or minor in another foreign language automatically fulfill this requirement. International students having earned a high school diploma or a degree in their country also fulfill this requirement. The student who has not otherwise fulfilled this requirement may do so in one of three ways (prior to graduating with their M.A.):

- a. Take 4 semesters of another foreign language with at least a grade of C at the 2050 level or the equivalent.
- b. Pass the Placement Test in another foreign language above the 2050 level.
- c. Pass the University of North Texas Foreign Language Proficiency Examination.

Students may select any language taught in the Department. They must make arrangements in the foreign language department office at least one month prior to the scheduled exam, which is typically offered in October, February, June and July. The exact dates can be found on the Academic Calendar at <http://www.unt.edu/attendingclasses.htm>

Note: the second language requirement is waived for students following the Summer Institute sequence (see below).

B. 1. Program options

The student has the option of the following programs for the M.A. degree:

- a. Thirty-six (36) semester hours, including six (6) hours of thesis. At least twenty-four (24) hours of course work must be completed in the major. Upon approval by the Department, a minor of six (6) hours is permitted.

- b. Thirty-six (36) hours of course work, without thesis. At least thirty (30) hours must be earned in the major. Upon approval by the Department, a minor of six (6) hours is permitted.

Option "a" is recommended for the student who intends to continue studies toward the doctoral degree.

Option "b" is recommended for the potential language teacher.

The Graduate Advisor should be consulted as to the choice of program option.

2. Degree plan

In consultation with the Graduate Advisor, the student must file a degree plan with the Dean of the Graduate School. The degree plan should be filed after the student has completed 21 credit hours.

3. Course levels

All graduate courses in French and Spanish should be at the 5000 level.

4. Comprehensive examination

The student majoring in French or Spanish must take a comprehensive examination in his/her major field. The student will schedule the examination through consultation with the Graduate Advisor for French and the Coordinator of his/her examination for Spanish at least four months in advance.

The student should note pertinent information in the Appendix concerning the comprehensive examinations.

a. Language use

One essay on each section of the French and Spanish examination must be written in the target language. Dictionaries may not be used by degree candidates when taking the comprehensive examination.

b. Administration of the comprehensive examination

The examination will be given on a Monday, Wednesday, and Friday of the same week and will be carefully supervised.

c. Scheduling of the comprehensive examination

The examination will be given as follows:

1. During the first full week of August;
2. During the first full week of October;
3. During registration week of the spring semester;
4. During the last full week of March.

d. Evaluation

The examinations are circulated among the faculty members who wrote questions for the comprehensive examination.

The M.A. candidate may re-take those failed parts during any of the regularly scheduled examination periods.

All parts of the exam must be passed within no more than three sittings.

e. Appeals

Students who failed one or more comprehensive exams and wish to appeal should first meet with the faculty member(s) who prepared the corresponding exam(s). If they do not reach an agreement, they may then submit a formal appeal in writing, within 5 school days of the meeting with the faculty who wrote the exam(s), to the Graduate Advisor in French or the Coordinator of his/her examination for Spanish who, along with the faculty members who wrote the exam(s), will form an appeal committee. The Department Chair should be advised by the Graduate Advisor that an appeal is taking place. Students will receive the results in writing within 30 days of submitting their appeal.

In case of academic misconduct, the same appeal procedures stated above will apply.

In case of a negative appeal result, the student has 15 days to appeal to the Dean of the Graduate School, as stated in the Graduate Catalog.

5. Candidacy

To qualify for candidacy, the student must have completed the following work:

- a. fulfilled the requirement for a second foreign language;
- b. submitted GRE scores by the end of the first semester of study;
- c. passed the comprehensive examination;
- d. completed all course work in the language major with at least a B average in all work in the Department of Foreign Languages & Literatures;
- e. filed a degree plan;
- f. satisfied all university requirements.

6. Thesis topic

Twelve (12) credit hours must be completed before a student may be approved for his/her M.A. thesis topic; the student needs to be in good standing. The student

will need to find a professor who will agree to chair his/her thesis committee and two other faculty members who will be part of this committee. The student should then complete an "application for approval of thesis topic" that is available in the departmental office and on the departmental website at <http://www.forl.unt.edu/programs/graduate>. Once the thesis application form has been approved by the thesis Chair and committee members, it will be filed with the Graduate Advisor in French or Spanish. Data collection protocols must be approved by the UNT Institutional Review Board (IRB) of the Office for Research Services (ORS) when IRB approval is required.

7. Thesis course

The student must maintain continuous enrollment in 5950, up to four semesters with the major professor's approval, until the thesis has been completed and submitted to the Graduate Dean.

8. Thesis

The University of North Texas thesis manual is available on-line. The Graduate Dean can provide the student with detailed explanations of procedures for filing a thesis and for applying for graduation. The student should find this information before beginning to write the thesis. When near completion of the thesis, the student should be aware of the deadline set by the Graduate School for filing of the thesis. The major professor and the two additional readers should be given sufficient time to read the final draft of the thesis. This will permit ample time for any changes and revisions to be made by the student in order to have the thesis submitted to the Graduate School. The Dean of the Graduate School may return the thesis to the student on order that additional changes or corrections be made. The final corrected copy must be resubmitted to the Graduate School according to the guidelines in the Graduate Catalog and any applicable rules of the Graduate School.

With the approval of the Thesis Committee, an M.A. thesis may be written in the foreign language (French or Spanish) of the student's field of graduate study.

9. Financial aid

- a. The current Graduate Catalog indicates scholarships and financial aid programs that are available to the student.
- b. The Department of Foreign Languages and Literatures offers graduate assistantships to qualified graduate students.
- c. A limited number of positions as teaching assistants, research assistants, tutors, laboratory assistants and office personnel are available in the Department.

10. Graduate Assistants/Teaching Fellows

Graduate Assistants and Teaching Fellows will be required to meet regularly with the Coordinator of Beginning & Elementary French or Spanish to ensure proper implementation of program instructional goals and requirements. These meetings will include, but are not limited to, training in foreign language pedagogy, lesson planning, evaluation procedures, etc. All Graduate Assistants/Teaching Fellows will abide by the policies established by the Coordinator. It is understood that Graduate Assistants/Teaching Fellows will take the Methods course (5150) as soon as it is offered.

Appendix A

A. Comprehensive Examinations

1. A reading list is available on the departmental website so as to aid the student in preparing for the examination.
2. Three (3) hours are allotted for each section of the examination.
3. No materials or technological aids may be used during the examination.
4. The student will be informed by letter/e-mail as to whether the grade is Pass or Fail.

B. Spanish

The M.A. comprehensive examination in Spanish will consist of five (5) segments chosen from the following:

- Language and Linguistics (three areas chosen by student)
- Golden Age Literature
- 18th-19th Century Peninsular Literature
- 20th-21st Century Peninsular Literature
- Colonial Literature (before 1900)
- 20th-21st Century Latin American Literature

Course requirements:

Students must take a minimum of:

- one (1) course in Linguistics; and
- three (3) courses from three (3) different literary periods: one (1) course in Latin American literature, one (1) course in Peninsular literature, and one (1) additional course in literature.

The remaining hours may be taken from any departmental graduate offerings. Only six (6) graduate credits may be taken as special problems and/or correspondence courses. In addition, students may transfer up to six (6) graduate credits in Spanish through summer study at an approved institution in Spain or Latin America.

C. French

The M.A. comprehensive examination in French will consist of the following five (5) segments:

1. Culture/Civilization (history of French civilization, topics on contemporary France, French-speaking countries, etc.)
2. French Linguistics (applied or theoretical)
3. One (1) literary period (century), genre, (novel, poetry, short story, etc.), or special topic (detective, autobiography, women's literature, literary theory, etc.)

4. Student's choice from one of the three areas listed above in 1-3. This choice may not include any substantial overlap with another examination.

5. Student's choice from one of the three areas listed above in 1-3. This choice may not include any substantial overlap with another examination.

Course requirements:

Students must take a minimum of:

- three (3) courses from three (3) different literary periods, genres or topics (genre courses/exams must cover at least two (2) centuries);
- one (1) course in Culture/Civilization;
- one (1) course in Theoretical or Applied French Linguistics;
- the course French Structures & Stylistics; and
- the course Theory and Analysis of Literary texts.

The remaining hours toward the M.A. degree may be taken from any departmental graduate offerings. Only six (6) graduate credits may be taken as special problems and/or correspondence courses. In addition, students may transfer up to six (6) graduate credits in French through summer study at a French institution participating in the French Coop program.

Appendix B

Policies and Procedures for Termination or Removal of a Student from the Graduate Program

1. In order to continue in the program the student must make "B" or better in all courses dealing exclusively with language and/or linguistics.
2. All grades of I must be removed within one year after the grade of I is requested by the student.
3. An oral defense of the thesis is required before the student's advisory committee.

Appendix C

Graduate Assistantships and Teaching Fellowships

1. Apply on-line (<http://www.forl.unt.edu/programs/graduate>) preferably by February 15 since there may be a waiting list.
2. Application should include a 5-minute recording of the language to be taught to check for pronunciation and/or fluency. The topic should be a brief autobiography, followed by a reading passage which will be the applicant's choice. Applicants should be available for an interview (phone/on-campus) by one or more of the faculty in the language to be taught.
3. Shortly after the February 15 application deadline, faculty members in French and Spanish will review all applications and make recommendations concerning each. Then, the Chair and Language Coordinators of French and Spanish will meet to allocate the number of assistantships in each language and offer contracts to selected applicants based on faculty recommendations, the needs of each section and the departmental part-time budget.
4. Renewal of GA/TF assignments will be contingent upon teaching evaluations and classroom observations. While renewal is normally for a two-year period, under extenuating circumstances (and provided the student is taking at least nine (9) graduate hours in the department) renewal may be granted on a semester-to-semester basis, up to a third year.
5. Under all circumstances, a person awarded a fellowship or assistantship must enroll in nine (9) graduate hours every semester. With prior approval from the departmental Graduate Advisor in French or Spanish, a student may take one course outside the department toward a minor (for a total of two courses maximum in the degree program).

Appendix D

French and Spanish Summer Institutes

Students who have completed a minimum of 15 graduate hours in French or Spanish during the French or Spanish Summer Institute have the following options:

1. There is no second language requirement, although proficiency in another language is recommended.
2. The French course on Theory and Analysis of Literary Texts is not required.
3. An examination in advanced French language (grammar and phonetics) may be substituted for the third comprehensive examination in literature.