French Linguistics
Graduate Student Guide
Department of French and Italian
Indiana University

Construction of the Tower of Babel by Abel Grimmer, 1604
Table of Contents

Introduction to Areas of Study ...................................................................................................................... 2

I. Degrees and Requirements ........................................................................................................................ 2
   M.A. in French Linguistics .......................................................................................................................... 2
   Ph.D. in French Linguistics ....................................................................................................................... 7

II. Timeline for Typical PhD Program ....................................................................................................... 11

III. Associate Instructor Positions ............................................................................................................. 12

IV. Exchange Positions Abroad ................................................................................................................ 14

V. Policies & Procedures .............................................................................................................................. 15

VI. Graduation ........................................................................................................................................... 16

Appendix: Useful Names and Phone Numbers ......................................................................................... 17
Introduction to Areas of Study

The Graduate Program in French Linguistics at Indiana University, the oldest such program in the United States, offers a wide variety of courses in French Linguistics and provides access to countless related courses in departments such as Linguistics, Second Language Studies, Speech and Hearing Sciences, Psychology, and others. For the French graduate students who have financial support from our department, please note that the fee remission only covers courses that are directly related to your graduate degree.

Below are some of the areas in which our faculty conduct research and offer courses:

1. *Structure of the Language* (descriptive and theoretical approaches): phonology, morphology, syntax, semantics, lexicology
2. *Sociolinguistics and Dialectology*: language variation and change, varieties of French outside France, bilingualism, endangered languages, minority languages of France, norms, standardization, pidgin and Creole studies, language contact
3. *Second Language Acquisition*:
   a. theoretical approaches to SLA
   b. pedagogical applications: foreign language methodologies, materials development (including computer-assisted instruction)
5. *History of the Language*: origins and development of the French language, structure of Old and Middle French, theoretical approaches to language change
6. *French-based Creoles*

I. Degrees and Requirements

For full information on Graduate School policies, please consult the Indiana University Graduate School Bulletin online at the following URL:

M.A. in French Linguistics

*The Degree:*  
The M.A. degree in French linguistics can serve as a stepping stone to the PhD and can also prepare students to teach in private high schools and junior colleges or to work in software development, translation, publishing, or business. A candidate can obtain the M.A. in two years. Up to eight hours of transfer credit may be counted toward the degree with the approval of the graduate advisor and the Graduate School. Courses used to fulfill requirements for an MA degree completed elsewhere cannot be transferred while the student is in the MA program but may be counted later toward the PhD (see below).
MA Degree Requirements:

- 30 credit hours of graduate work with at least 20 hours in French
- Required courses as outlined below
- Reading proficiency in a language selected from the following list: a modern Romance language other than French (Haitian Creole may count), a regional/minority language of France, German, Russian, Latin, or Classical Greek. For further details, see Language Requirements, p. 8.
- Written examinations in three areas of French Linguistics
- No thesis.

Coursework:
The first two years of the MA/PhD program are critical for acquiring basic analytical skills. The following courses are required for the MA.

Note: If you plan on continuing to the Ph.D. after the MA, we advise you to begin enrolling in F875 starting with the first MA semester.

Required Courses:

a) F572 Practicum in College French Teaching (1cr.) (required for all AIs)
b) F573 Methods in College French Teaching (3cr.) (required for all AIs)
c) F574 Thème et Version (3 cr.) or F578 Contrastive Study of French and English (3 cr.)
d) F580 Applied French Linguistics (3 cr.)
e) F576 Introduction to French Phonology (3cr.)
f) F577 Introduction to French Syntax (3cr.)
g) F579 Introduction to French Morphology (3cr.)
h) F582 French Semantics (3cr.)
i) F603 History of French I (3cr.)

Electives may be chosen from advanced courses in French Linguistics or from appropriate courses in other programs and departments.

Note: An AI who fulfills all of the course requirements in the normal way will have 25 hours in French rather than the minimum 20. If, however, a student is able to exempt one or more of the French courses due to comparable coursework at another institution, only the 20-hour minimum is required. Such exemptions might, for example, allow the student to take additional relevant courses in the Linguistics or Second Language Studies Departments.

Advanced Courses in French Linguistics

F581 Structure of a Regional Language of France*
F604 History of French II
F670 Advanced French Phonology
F671 Advanced French Syntax
F672 French Sociolinguistics & Dialectology
F673 Topics in the Learning and Teaching of French
F675 Studies in French Linguistics (topics vary)
F676 Structure & Sociolinguistic Aspects of Haitian Creole
F677  Lexicology & Lexicography  
F678  Advanced French Morphology  
F679  French-Based Pidgins and Creoles  
F680  Bilingualism and Language Contact in Francophonie  
G611  Romance Linguistics (as available)

* F581 will not count toward the five 600-level course requirement in the PhD program, but can fulfill the Romance language or regional/minority language of France requirement.

**Suggested Courses in General Linguistics**

a)  Theoretical Linguistics:

   L541 Introductory Phonetics  
   L542 Phonological Analysis  
   L543 Syntactic Analysis  
   L614 Alternative Syntactic Theories  
   L641 Advanced Phonetics  
   L642 Advanced Phonological Description  
   L643 Advanced Syntax

b)  Sociolinguistics & Historical Linguistics:

   L520 Sociolinguistics  
   L530 Introduction to Historical Linguistics  
   L620 Advanced Sociolinguistics  
   L625 Bilingualism & Language Contact  
   L636 Pidgin and Creole Linguistics

c)  Courses in Computational Linguistics (L545, L645)

d)  700-level seminars in various areas

**Suggested Courses in Second Language Studies**

S511 Second Language Syntax  
S512 Second Language Phonology  
S532 Models of Second Language Acquisition  
S533 Second Language Research Design  
S536 Research in Second Language Pedagogy  
T539 Pragmatics and Second Language Learning  
S605 Second Language Processing  
S632 Current Issues in SLA  
S640 Discourse Analysis  
S660 Contrastive Discourse  
S670 Language Typology  
700-level seminars

*Grading Policy:*
Graduate courses at Indiana University use the same grading scale as undergraduate courses, from A to F. Yet, students should be aware that a grade of B- or higher is required in order to earn graduate credit. Furthermore, grades obtained in graduate school are to be interpreted as follows:

1. Grades A+, A, A- are given when the student’s performance in the course is of a quality expected of a Ph.D. student.
2. Grades B+, B, B- are given when the work done is appropriate for an M.A. student, but is not of the quality expected of Ph.D. students.
3. Grades below B- are given when the work is not of the quality expected of graduate students in the department.

The Exams:

I. M.A. Exams

Candidates for the M.A. degree must sit for two written exams. Students must select one area from Group A below and one area from Group B:

Group B: Phonology, Syntax

To be admitted to the Ph.D. program, the student must select from the first two areas in Group A, that is, excluding Pedagogy/Second Language Acquisition.

To qualify for the Master’s exams, students must have completed all courses previously taken. Specifically, students with incompletes will not be allowed to sit for the exams. The departmental office maintains and makes accessible a file of the exams given at the three most recent sittings. One essay of one exam must be written in French. For native speakers of languages other than English one essay of one exam must be written in English. The exams are given twice yearly, upon request, in September and in January.

All students must take their exams no later than the spring semester of their second full academic year on campus, although rare exceptions may be made on a case-by-case basis. AIships cannot be renewed for the following year unless the student has been admitted to the Ph.D. program (see below). **Students must signal their intent to sit for the exam and the fields in which they wish to be examined with the graduate secretary in the departmental office no later than 60 days prior to the exam.** When indicating their choice of fields, MA candidates should also indicate in which field they will write their French essay. The exam is given in two parts, each 2.5 hours in length, on the first or second Saturday after the first day of classes of the semester. In order to pass the exam, the candidate must attain a grade no lower than B- in any field. Should a candidate fail any part of the exam and wish second consideration for the degree, s/he must retake that (those) part(s) during the following academic year at a regularly scheduled exam time; the exam may not be retaken more than once. No MA degree can be awarded unless a passing grade is achieved on the exam. After the results are announced, the candidates are entitled to a personal copy of their exam answers.

**Note:** Once you pass the M.A. exam and fulfill all requirements presented above, please contact the Graduate Secretary to apply for the M.A. degree. It is not automatically awarded to you.
II. Admission to the Ph.D. program

Admission to the PhD program is based on the student’s performance in three areas: (1) the first three semesters of MA coursework, (2) an appropriate level of performance on the written MA exams demonstrated by an average of at least B and no grade lower than B-, and (3) faculty’s assessment of the student’s research preparedness based on the research statement and the PhD admission interview.

Thus, any student who seeks admission into the PhD program in French Linguistics must submit a two-page research statement. This document is due at the beginning of the M.A. written exams. The document submitted will include the following elements:

- a description of an interesting research question (e.g., linguistic data that challenge well-established generalizations, new data that raise questions about previous analyses, interesting data that have never been analyzed, etc.), including a clear statement about what makes the issue in question interesting
- a brief review of the literature on the question
- ideas about how the student may proceed to investigate the question and develop an analysis
- an optional third page for bibliographic references

Note: This research statement does NOT constitute a draft of a dissertation proposal and does NOT bind a student to the specific research topic described.

The research statement will be evaluated by the French Linguistics Faculty. The student’s preparedness for conducting the type of research that is expected of doctoral students in French linguistics will be determined. If the Faculty determines that sufficient promise for doctoral studies has been demonstrated, the student will be invited to discuss the research document and his/her research interests at an oral interview that will take place within a month following the M.A. exams. The interview will last approximately 45 minutes. After the interview, the faculty will confer to determine whether the student will be invited to continue to the Ph.D. Please note that there is no possibility of resubmitting a research statement in case the faculty decides not to invite a student to the oral interview and that the admission decision made by the faculty at the outcome of the oral interview is final.

After the invitation to continue to the Ph.D. is extended, all students are strongly encouraged to meet with the individual faculty members to discuss their performance on the written and oral exams and to plan future work.

Time Limit:
The requirements for the MA degree must be completed within five consecutive years. All transfer credits must also be completed within five years. Revalidation of coursework completed before this five-year period is possible in exceptional cases (see the Graduate School bulletin). For example, if a student first enrolls in the program in Fall 2013, then he/she must finish all requirements for the degree (including course work, language requirement and exams) by December 2018.

Mentors:
During their first semester on campus, students will be assigned a faculty mentor to help guide them through the French linguistics program. This mentor may or may not turn out to be the student’s PhD dissertation advisor. The mentor’s role is to serve as informal academic advisor, providing additional support from faculty beyond that offered by the graduate advisor in French linguistics.

**Ph.D. in French Linguistics**

*The Degree:*
The Ph.D. program is intended to train scholar-teachers to do advanced research of professional quality in their special field, to teach courses in this field at all graduate and undergraduate levels, and to teach undergraduate courses in French linguistics and language. Students are encouraged to take many different courses in order to discover areas of special interest, acquire the background necessary for the exams, and prepare for a dissertation as well as a career. Up to 30 hours of transfer credit may be counted toward the Ph.D. degree with approval of the graduate advisor and the Graduate School. (For information on admission to the Ph.D., see p. 6.)

**PhD Degree Requirements** (for students beginning the Ph.D. program in 2004 or later):

- 35 credit hours of graduate course work beyond the M.A. for a total of 65 credit hours of course work. You are required to take five courses in French linguistics at the 600-level (excluding F603).
- 12 credit hours in the minor, either Linguistics (excluding L503) or Second Language Studies (see appropriate department for minor requirements). Other minors are possible with permission of the Director of Graduate Studies.
- 25 thesis hours (F875).
- Als must complete F572 and F573 if they haven’t done so already.
- Reading proficiency in two languages as follows:
  1) German or Latin
  2) A Romance language, a regional/minority language of France, or Haitian Creole
- PhD examinations (see below)
- Dissertation

**Language Requirements:**
Reading proficiency is normally demonstrated either by exam (consult the appropriate department for details) or by completing the second half of the appropriate graduate course series (FRIT-M 492, HISP-S 492, GER-G 492, CLAS-L 400, LING-C 502, etc.) with a grade of B or better. The language selected for the MA may count toward the PhD requirement. For Gallo-Romance languages like Occitan and Picard and regional languages like Breton, reading proficiency is normally demonstrated by successfully completing F581. For specialists in the history of French, we highly recommend the study of both German and Latin (in addition to the Romance language). Please note that the credits for F581, CLAS-L300 and L400 and for LING-C501 and C502 count toward the 30 hours of M.A. or the 65 of PhD coursework. The 491-492 sequence, regardless of language, does not carry graduate credit.

**The Exam:**
The PhD qualifying examination is normally taken after fulfilling all course requirements and prior to beginning work on the dissertation. To qualify for the Ph.D. exams, students must have completed all courses previously taken. Specifically, students with incompletes will not be allowed to sit for the exams.

It is made up of two (2) cloistered General Exams, three hours each in length, and one (1) Research Exam, to be completed over a period of one week with access to research materials. Selection of the examination areas will be made in consultation with the student’s advisory committee. The exams will normally be taken no later than the second semester of the fourth year of study. The General Exams (cloistered) may be taken in January or September; the Research Exam requirement must be satisfied during the same semester as the General Exams.

I. General exams: Students select one area from Group A below and one area from Group B.

   Group A: Lexicology/Lexicography, Language Contact, History of French, Sociolinguistics & Dialectology
   Group B: Phonology, Morphology, Syntax, Second language acquisition

NB: Students interested in taking an exam in Applied Linguistics/Methodology in Group A should consult with the Director of Graduate Studies about relevant coursework.

The general exams shall be written in English; a student may make a special request to the faculty to write in French.

II. Research exam: This exam is designed to demonstrate that students have developed sufficient depth in a particular constellation of research questions and that they are ready to begin work on their dissertations. The area of this exam corresponds to the area of the student’s projected dissertation topic and will be distinct from those of the two general exams. The particular question to be addressed, which will reflect the student’s research interests, will be assigned at the beginning of the one-week period during which students write the exam. The Research exam must be written in English.

In preparation for the general exams, students are advised to review coursework and course bibliographies (including background and enrichment material) and to consult faculty members in each of the chosen fields. Preparation for the research exam will naturally be carried out in even closer cooperation with a faculty member, who will usually later serve as the student’s dissertation advisor. The departmental office maintains and makes available to students a file of the general and research exams given at the three most recent sittings. The general exams are given twice yearly, upon request, in September and January. Students must signal their intent to sit for the general exams and the fields in which they wish to be examined with the graduate secretary in the departmental office no later than 60 days prior to the exam. At this time, they will also make arrangements with the advisory committee members for the timing of the research exam, which will take place later in the same semester.

Evaluation of exam results:
In order to pass the cloistered PhD qualifying exam, the candidate must attain an average grade of B+ with no grade lower than a B. Should a candidate not meet all of these conditions, s/he has failed the exam. In this case, the candidate wishing reconsideration for the PhD degree must retake all parts of the cloistered exam graded B or below within 12 months at a regularly scheduled exam session; the exam may not be retaken more than once. A research exam that has not received a passing grade can be retaken once, either during the same semester or during the following semester. A student who fails the PhD exam will have his/her funding continued (up to the limit of his/her funding commitment) if he/she retakes the exam within the prescribed time frame.

After the results are announced, the candidates are entitled to a personal copy of their exam answers.

Steps Toward Degree Completion:

1. Advisory Committee:

Upon admission to the PhD program, doctoral students should select an advisory committee from among the faculty in their field of interest (two members from the major field and one from another, potentially the minor field) and fill out the appropriate form. This committee will guide the student until s/he has passed the qualifying exam. Students usually take their qualifying examination during their third or fourth semester in the PhD program (see above for details). After a student passes the written PhD exams, s/he should apply for PhD candidacy.

2. Nomination to Candidacy for the Ph.D. Degree

Students apply for PhD candidacy by filling out the Nomination to Candidacy Form that they obtain from the graduate secretary. To file for PhD candidacy, the student must have completed all course work (65 credit hours) and departmental language requirements, and passed the PhD exams. The student should ask the departments through which he/she fulfills the language and minor requirements to send memos to the FRIT graduate secretary as documentation. For the minor, the memo should list the courses that count towards it, the grades obtained, and the credit hours.

The 25 required thesis hours (F875) need not be completed before candidacy can be granted. That is, F875 thesis hours may be accumulated after candidacy is approved. However, to enroll in G901 thesis hours, for which there is a $150 flat fee, the 25 credit hours of F875 must first be completed. AIs should plan to accumulate their 25 thesis hours of F875 while they still have financial support; otherwise they will have to pay the regular non-resident/resident tuition fees from their own pocket.

After gathering the signatures of the advisory committee and the Chair, students need to submit the form to the graduate secretary who mails it to the University Graduate School. Once the dean approves the form, the student will be admitted to candidacy and awarded a Certificate of Ph.D. Candidacy. PhD candidates are sometimes referred to as ABD students (meaning that they have finished All requirements But the Dissertation).

Once they have passed the Ph.D. qualifying examination, students must be continually enrolled in thesis credit hours until the completed dissertation is submitted to the Graduate School. See “Continuing Enrollment” and “Thesis Credits” under Registration Policies and Procedures.

3. Nomination of Research Committee
After passing the PhD qualifying exam, the candidate will approach a member of the faculty appropriate to the field in which the student wishes to do his/her dissertation to request that the faculty member act as dissertation director. This person will normally be a member of the student’s existing Advisory Committee and will already have worked very closely with the student in preparing for the research exam. The dissertation director must be a member of the graduate faculty with endorsement to chair research committees. The candidate will then prepare a dissertation proposal in consultation with the dissertation director.

The dissertation proposal should develop naturally from the student’s research exam and include a review of the relevant literature, a discussion and partial development of the research questions to be addressed, and the proposed organization of the dissertation. In the case of experimental dissertations, a pilot study is conducted and reported on in the proposal. A proposal is ready when the dissertation director has determined that, in his or her opinion, the proposed project is viable and will make an original contribution to knowledge, and that the student has the adequate background to carry out the project. A typical dissertation proposal in French Linguistics is about 40 pages long.

While the candidate is preparing the dissertation proposal, he or she will approach at least three other members of the faculty, two from the major department and one representing each minor, to invite them to serve as the research committee. Once all members of the research committee have been identified, the Nomination to Research Committee form is completed and submitted online in Onestart along with a one to two-page summary of the proposed research (NOT the whole dissertation proposal). The Nomination of Research Committee form must be approved by the Graduate School at least six months prior to the defense of the dissertation. When the dissertation advisor has determined that the proposal is ready, copies are circulated to each member of the proposed research committee. (The research committee may or may not be the same as the student’s existing Ph.D. advisory committee.) The dissertation proposal defense, which lasts about 1 ½ to 2 hours and is intended to provide the student with constructive ideas for pursuing the dissertation research, is generally held about four weeks after the proposed research committee members have received the dissertation proposal.

All members of the research committee must be members of the graduate faculty; at least half must be members of the graduate faculty with endorsement to chair doctoral committees. After the dissertation proposal has been successfully defended, the Dissertation Proposal Committee and Proposal Approval form is signed by all committee members and submitted to the Secretary of Graduate Studies for recording in the student's file.

4. Writing the Dissertation

The student then proceeds to research and write the dissertation. When finishing and formatting the dissertation, students should consult the Guide to the Preparation of Theses and Dissertations published by the Graduate School. Copies are available in the Department, and it is also published on the Web at: http://www.indiana.edu/~grdschl/preparing-theses-and-dissertations.php.

5. Completion and Defense of the Dissertation

Once the dissertation is completed, an oral defense is scheduled. Each member of the research committee must receive a copy of the completed dissertation four weeks before the defense. In addition, an official announcement of the defense must be submitted to the Graduate School, with a copy to the departmental graduate secretary, 30 days before the defense date. The oral defense of the
dissertation is the final requirement for the degree, although minor revisions may be required before the dissertation can be submitted to the Graduate School.

**Time Limits:**
All course work and language requirements necessary for the PhD degree must be completed within seven years prior to the PhD qualifying exam. This time limit is applicable to any transfer credit as well. Revalidation of course work completed earlier than seven years before the examination is possible in exceptional cases (see the Graduate School bulletin).

The dissertation must be completed, successfully defended, and submitted to the Graduate School within seven years after passing the PhD qualifying exam. Failure to meet this requirement will result in termination of PhD candidacy. Reinstatement to candidacy is a laborious process requiring a re-take of all or part of the PhD qualifying examination. It is to be avoided at all costs.

### II. Timeline for Typical PhD Program

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Exams</th>
<th>Other Actions/Notes</th>
</tr>
</thead>
</table>
| 1        | • F572 (mandatory for AIs)  
           • Required MA courses  
           • F875 | | Establish faculty mentor relationship |
| 2        | • F573 (mandatory for AIs)  
           • Required MA courses, elective  
           • F875 | | |
| 3        | • Required MA courses  
           • Electives  
           • F875 | | Discuss any transfer credits for the MA with the graduate advisor. |
| 4        | • Complete MA requirements  
           • F875 | MA Exams | Apply for MA degree. Upon admission to the PhD program, establish PhD Advisory Committee. |
| 5        | • PhD course & electives  
           • F875 | | Select broad area of research interest and begin extra reading in that area. Discuss any transfer credit for the PhD with the graduate advisor. |
| 6        | • PhD course & electives  
           • F875 | | Select areas for PhD exams and begin preparing. |
| 7        | • Finish PhD coursework  
           • F875 | | Continue exam preparation; begin shaping ideas for dissertation, with help of advisory committee. |
| 8        | F875 | PhD Exams in January | Upon passing PhD exams and completing all coursework, apply for PhD Candidacy. Choose research committee, prepare dissertation proposal. Defend proposal by end of summer. |
### III. Associate Instructor Positions

Associate Instructors (AIs) are part-time teachers of French in the Department and are responsible for teaching their own sections of French (normally one section in one semester and two in the other) under the guidance of the course director. All AIs are required to hold two office hours each week during the period they are teaching. Each academic year, an AI is observed at least once by his/her course director, who then writes up an observational report on the AI’s teaching. The AI then receives a copy of this report, which may be discussed with the course director, while a second copy is placed in the AI’s teaching file.

**Conditions of Reappointment:**
Conditions of renewal of Associate Instructorships include the following:

- Good academic standing: a GPA of at least 3.2
- Good teaching evaluations: both course director observation reports and (undergraduate) student feedback are considered important factors in determining AIship renewal
- Good progress toward the degree:
  1. Incompletes may be taken only in accordance with the policy below.
  2. The AI should be working to fulfill degree requirements at a reasonable rate.
- Term limitations:
  1. No more than two years of funding will be offered to MA students who will not continue on to the PhD.
  2. Students who earn an MA degree in the Department and continue on to the PhD may receive a maximum of 5 years (10 semesters) of funding.
  3. Students who have already received an MA degree in French (linguistics-oriented) or Linguistics at another institution and are pursuing the PhD in the Department may receive a maximum of 4 years (eight semesters) of funding.
  4. AIs who switch from the French linguistics to the French literature program (or vice versa) may receive an additional semester or two of funding at the discretion of the Department.

Students may also have the opportunity to serve as Research Assistants; remuneration is similar to that of an AI. Ph.D. candidates working on their dissertation may apply for departmental and university fellowship support.

**Note:** All forms of support by the department and the university count toward the maximum 5 years (10 semesters) of support for a PhD student who enters the program without a Master’s degree. This includes fellowships, exchange years in France, and any Student Academic Appointment.

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1 G901 is worth 6 credit hours per semester and costs a flat fee of $150. Students are limited to 6 semesters of G901. Due to this limit, many students prefer to enroll in F875 instead of G901 while they still receive departmental funding.
Considering the five-year limit on departmental financial support for PhD students, we urge students to complete all course work in three to four years and then directly begin work on the dissertation.

On occasion, graduate students take teaching positions elsewhere or leave IU yet still have semesters of support remaining. The department must agree in advance whether the student can utilize any remaining funding if he/she returns to the FRIT department. Once the student decides to stay away from IU for a second year, the department no longer has any obligation to hold further funding. Exceptions may be made for a student who receives a prestigious external fellowship.

**Enrollment Requirements:**

New Associate Instructors are required to enroll in F572: *Practicum in College French Teaching* in the Fall semester and F573, *Methods of College French Teaching* in the Spring semester. All Associate Instructors in the French linguistics program are required to enroll in two French courses each semester in order to maintain their AIships. Exceptions can be made at advanced levels with permission of the graduate advisor. Students holding appointments as associate instructors, graduate assistants, or research assistants must be registered for 6 graduate credit hours during each semester of their appointment. At the dissertation level, six credit hours of F875 are recommended. We advise that the less expensive G901 thesis credits be saved for when the student has run out of departmental funding.

**The AI’s Role in Reappointment:**

By February 1st, AIs must inform the graduate secretary as to whether or not they would like to renew their AIship for the following academic year. The AI’s response is considered a commitment to teach the following year. Such a commitment is necessary so that the Department can recruit a sufficient number of new AIs from its applicant pool. If there is an unforeseen change of plans after February 1st, the AI must present valid reason for deciding NOT to teach the next year and for not having informed the Department earlier. NO CHANGES IN CONTINUING AI PLANS SHOULD BE MADE LATER THAN APRIL 15. This is the deadline for new AI applicants to accept or reject our funding offers. Therefore, if the Department learns later that a current AI will not continue the following year, an AI position may be left empty and a recruitment opportunity wasted.

**Summer AIships:**

All AIs may apply to teach during the summer sessions in Bloomington. The selection will be based on the pedagogical and academic performance of the candidate. Wherever possible all students shall be granted at least one summer of support during their tenure and shall be granted assistantships thereafter as far as they are available, within the four or five years of funding they have been allotted. Students may apply for a second (or third) summer of support, but students with fewer summers of support will be given priority, provided that pedagogical and academic criteria are met.

Stipulations:

a) Students who are not returning in the next academic year should be granted a summer appointment only if the number of appointments available exceeds the number of eligible applicants for a given summer.

b) Students who accept another academic appointment (i.e. in the IEP or in the Honors College) must forfeit funding in the FRIT Department during the same summer.
c) A student who applies for teaching in the summer before a leave of absence will be subject to having the lowest priority for teaching that summer.

**Leave of Absence:**
Students may take a leave of absence from our program as per the guidelines of the College of Arts and Sciences. Leave may either fall under Family and Medical Leave Act guidelines or may be granted for other reasons. The College will grant no more than 24 total months of leave. However, the department will not normally grant leave for a period of longer than one year. A request for a longer leave must be re-petitioned to the department. If a student is on leave and plans to resume his/her duties in the fall semester, s/he must inform the department in writing by February 1 of the preceding spring term.

### IV. Exchange Positions Abroad

The Department offers teaching exchange programs with the universities of Pau, Lille, and Strasbourg. Exchange instructors teach English in France for one academic year, which counts as departmental funding (A1ship). Stipends and teaching assignments of the positions vary. The graduate secretary has more detailed information about these exchange positions.

**Selection Criteria:**
Exchange positions are awarded to interested graduate students who wish to further their professional development (French language improvement should NOT be a primary goal). When there are more interested applicants than positions available, seniority, as well as the following guidelines, will be used in selection.

- Students should express a sincere commitment to finishing their PhD in the Department.
- Students who have already experienced a similar exchange year through IU or another institution shall not be considered for an exchange position unless the number of applicants is equal to or fewer than the number of positions available.
- All other considerations being equal, academic records and teaching performance may be used as selection criteria.
- Students may submit to the chair a written request to be given priority for a given year due to unique or unforeseen circumstances.

**Application:**
Students who are interested in participating in one of the Department’s exchange programs should contact both the chair and the graduate advisor in November of the year prior to the planned exchange year. (The graduate secretary will send out a reminder.) There is no formal application process, but students will be asked to write a brief letter explaining how the exchange experience would fit in with their professional preparation and (possibly) dissertation research.
V. Policies & Procedures

Registration:
Continuing student registration takes place online (via OneStart) in October for the spring semester and in April for the fall semester. Students are required to consult the graduate advisor prior to registering for the fall or spring semesters. For summer registration (in March), students are not required to speak with an advisor, but this step is still highly recommended.

Incompletes:
As per the regulations of the University Graduate School, the grade of Incomplete may be given only when the completed portion of a student’s work is of passing quality. This regulation does not give students a right to take an incomplete in any graduate French linguistics course. Rather, the regulation gives them the right to request an Incomplete from the course instructor if circumstances beyond their control (such as serious illness, serious illness of a close family member, or death in the family) result in such hardship that requiring completion of the course requirements before the end of the semester would be unjust to them. A student’s desire to avoid a low grade is not a legitimate reason to award an incomplete. Prior to awarding a grade of “I”, the instructor should talk with the student so that both parties have a clear understanding of what the student must do to complete the course and have the Incomplete removed. The details of this understanding should be spelled out on the form entitled Awarding a Grade of Incomplete (I). This form is available from the graduate secretary.

As per the regulations of the University Graduate School, a grade of Incomplete must be removed within one year. However, this time may be shortened by the instructor and usually should be. It is reasonable to expect that incomplete work will be made up within the same amount of time (following alleviation of the hardship) as remained in the semester when the hardship occurred. The burden of satisfying the Incomplete is on the student. Students should plan their make-up work well in advance to lift Incompletes before deadlines.

This regulation governs all students in graduate level French linguistics courses, including undergraduates and graduate students from other departments that take these courses. Faculty members are to turn in the change of grade for an incomplete within one month of the date the student has completed the work for the incomplete.

Continuing Enrollment:
Graduate students who are ABD (“All But Dissertation”) are still required to be continually enrolled in thesis credit hours until they have submitted their successfully defended and revised dissertation to the Graduate School. This continual enrollment is generally just for the academic year and not the summer. However, if the PhD candidate plans to graduate during the summer, he/she must be enrolled in the summer session during which the degree will be awarded. According to the Graduate Bulletin, “A candidate who will be graduated in June, July, or August of any year must enroll in a minimum of 1 hour of credit… in either the current or the immediately preceding summer session.”

ABD students who fail to comply with the policy of continuing enrollment will be compelled to enroll retroactively, and the fees for retroactive registration are substantial.
**Thesis Credits:**
All students who intend to pursue the PhD may begin accumulating F875 thesis credits from their first year in the MA program. A student must obtain 25 of these credits to complete the degree. F875 credits correlate with preparation for the PhD dissertation, but they may not reflect actual time spent on research and other preparation during a given semester. They should be considered as a whole as time spent reading supplementary texts, consulting with faculty, and doing preliminary research and planning over the course of a student’s first two or three years in the graduate program. Thereafter, these credits should have a more direct correlation with the amount of time spent preparing the dissertation.

Once students have accumulated a total of 90 credit hours toward the PhD degree (65 course work + 25 thesis hours F875), they may enroll in six semesters of G901, which is six credit hours but only costs a flat fee of $150 per semester. If they are still working on the dissertation thereafter, they must enroll in a minimum of one credit hour of F875 each semester. ABD students who still have one or more semesters of financial support remaining may choose to “save” their G901 semesters for later and enroll in F875 while they still receive a fee remission.

**Fee Remission:**
The College provides fee remissions to support the College degree objective of graduate students, but does not cover courses taken in other Schools, if they are not related to the MA or Ph.D. degree. Therefore, students may use College fee remissions to take courses in the College and other schools that are reasonably related to their College degree objective and approved by the graduate advisor. Students may not use College fee remissions to pursue degree objectives in other schools, excepting formal joint-degree programs between the College and other schools. The College will not provide tuition support for second doctoral minors if they involve course work outside the College.

**Address changes:**
It is vitally important for you to keep both the departmental graduate secretary and the Office of the Registrar informed of any change of permanent, local, or e-mail address. The Department needs an accurate address for important communications relating to registration, requirements, funding, and other issues. The Office of the Registrar is the main record-keeping body of the University, where address changes must be made. Your address with the Registrar must be current for the obvious reasons of registration and billing, as well as any correspondence from the Graduate School or College Graduate Division.

**VI. Graduation**
MA students must apply for their master’s degree on OneStart, by filling out the Application for Advanced Degree form. This form should be completed at least six weeks before the desired date of graduation. Degrees are granted monthly on the last day of each month, except in May, when the degree date is the same as the date of commencement. Students should apply for the MA during the semester in which they are finishing the degree requirements. That way there is no delay between completion of requirements and conferral of the degree, and the student may participate in commencement if desired.
PhD Degrees are granted monthly. All required documents must be submitted to the University Graduate School by the 27th of the month to be granted that month (except May and December), otherwise it will be granted the following month. **If the 27th falls on a weekend, the deadline will be the Friday prior.** Should the Ph.D. Recorder discover any problems, degree conferral may be postponed.

IU holds two commencement ceremonies each year, in May and December. Students who complete their degree requirements in January - August may participate in the May ceremony, while students who complete their degrees in September - December may participate in the December ceremony.

Both MA and PhD students who wish to participate in commencement ceremonies must apply several months prior to the ceremony. This is a separate application from the application for the MA degree! Commencement registration is done with the appropriate recorder at the Graduate School and is NOT automatically assumed when the application for the MA degree is processed or when the PhD dissertation is received.

**Appendix: Useful Names and Phone Numbers**

*Also consult University online resources to find information provided by campus offices.*

**French and Italian Department Office:**
- Prof. Andrea Ciccarelli, Chair ................................................................. 855-5458
- Isabel Piedmont-Smith, Administrative Assistant ................................ 855-5458
- Nicholas Miller, Graduate Secretary ..................................................... 855-1088
- Orion Day, Undergraduate Secretary .................................................. 855-1952
- Roxana Cazan, Faculty Secretary .......................................................... 855-0785

**French and Italian Department Graduate Advisors:**
- Prof. Marco Arnaudo, Italian, Ballantine Hall 622 ............................ 855-7812
- Prof. Julie Auger, French Ling. and MAFI, Ballantine Hall 635 ........... 855-7958
- Prof. Oana Panaité, French Lit., Ballantine Hall 618 ......................... 855-6596

**Other:**
- Bloomington Evaluative Studies and Testing, Franklin Hall 014 .......... 855-1595
- Mitchell Byler, College-Graduate Division, Kirkwood Hall 201 ......... 856-3687
- Graduate School, Kirkwood Hall 111 ................................................. 855-8853
- Dana Ruddick, Recorder .................................................................... 855-1117
- Matt Boots, MA Recorder ................................................................. 855-9345
- Graduate Student Organization ........................................................... 855-8747
- Health Center, at 10th Street and Jordan Avenue ............................ 855-4011
- Instructional Support Services, Franklin Hall 004
  - Media Resources .............................................................................. 855-8765
  - Graphic Services ............................................................................. 855-4047
Library (Information) ......................................................................................................... 855-0100
Office of the Bursar, Franklin Hall 011 ............................................................................. 855-2636
Office of the Registrar, Franklin Hall 100 ......................................................................... 855-0121
Recreational Sports Info Line ............................................................................................ 855-8788
Teaching & Learning Technologies Center, BH307 .......................................................... 855-7829
University Information Technology Services ..................................................................... 855-6789