

**Department of French and Italian  
Indiana University**

# **French Instruction Graduate Student Guide**



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**August 2013**

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## **Introduction to Areas of Study**

The Graduate Program in French Instruction at Indiana University draws on the Department of French & Italian's strengths in French Literature, Culture and Linguistics, as well as on the offerings of related departments such as Second Language Studies and the School of Education's graduate program in Foreign Language Education. The MAFI is a terminal MA degree; students wishing to continue to the Ph.D. in French Linguistics or French Literature should consult with the Graduate Advisor.

### **I. Degrees and Requirements**

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

<http://www.indiana.edu/~bulletin/iu/grad/2009-2010/>

#### ***The Degree:***

The MA in French Instruction is designed for graduate students who anticipate a career in French teaching in a private primary or secondary school, or in a small college. The program includes study in French language, literature, civilization, pedagogy, and applied linguistics. A total of 30 credit hours are required, of which at least 20 hours must be taken in the Department of French and Italian. In the first year of graduate work, students must enroll in four courses within the Department. No more than six hours at the 400 level may count toward the degree, unless expressly approved by the Graduate Advisor. State teacher certification is not included in the program, but it may be obtained by completing additional credit hours, including student teaching, through the Indiana University School of Education. Please contact Dorothy Slota by email: [dslota@indiana.edu](mailto:dslota@indiana.edu) or phone (812) 856-8528 for more details on teacher certification.

#### ***MA Degree Requirements:***

- 30 credit hours of graduate work with at least 20 hours in French.
- F572, F573, F574 or F578, F580. Additional work must include at least one course from each of the following 4 areas: French language, Francophone civilization, Francophone literature, and foreign language methodology/applied linguistics/ second-language acquisition.
- Oral proficiency in French as demonstrated by interview at the end of first year.
- Written exams in the following 2 areas (one essay in French): applied French linguistics and foreign language methodology/ second language acquisition.
- Oral exam in Francophone civilization or literature.
- No thesis.



*Coursework:*

I. Required course work

All students must complete the following courses, for a total of ten credits. See the department webpage (<http://www.indiana.edu/~frithome/grads/f-courses.shtml>) for descriptions of courses.

1. F572 Practicum in College French Teaching (1 cr)
2. F573 Methods of College French Teaching (3 cr)
3. F574 Thème et version  
OR F578 Contrastive Study of French and English (3 cr)
4. F580 Applied French Linguistics (3 cr)

II. Individualized Coursework

Students must choose at least one course from each of the four areas listed below, for a total of eleven (or twelve) credits. Choice of courses should be made in consultation with the Graduate Advisor. Other courses not specifically listed may be approved by the Advisor.

1. French Language

- F473 Writing of Expository French Prose (2 cr) – when offered
- F475 Advanced Oral Practice (2 cr) – when offered
- F520 Advanced French Phonetics (3 cr) – when offered
- F574 or F578, in addition to the requirement in section II

French native speakers may substitute another course for this requirement with approval of Graduate Advisor.

2. French Civilization

- F461 La France contemporaine (3 cr)
- F463 Civilisation française I (3 cr)
- F464 Civilisation française II (3 cr)
- F561 Studies in French Civilization (3 cr)

Other appropriate classes in other departments may fulfill this requirement with approval of Graduate Advisor.

3. French Literature Courses at the 500 level or above (3 cr each)

4. Foreign Language Methodology, Applied Linguistics and Language Acquisition

- F673 Topics in Learning and Teaching of French (3 cr)
- Courses in the **School of Education:**
  - L520 Advanced Study in Foreign Language Teaching (3 cr)
  - L530 Topical Workshop in Language Education (3 cr)

Courses in the **Department of Second Language Studies:**

T522 Survey of Applied Linguistics (3 cr)

S532 Second Language Acquisition (3 cr)

Courses in the **Psychology Department:**

P438 Language and Cognition (3 cr)

III. Additional Coursework

Courses may be chosen from the list above or approved by the Advisor, for a total of 30 credit hours. If a student is interested in obtaining a minor to be accredited to teach another subject in addition to French, s/he should consult the School of Education to find out how many credit hours of course work in the minor field are required.

*Language Proficiency*

There is no language requirement other than proficiency in French. At the end of the first year of graduate study, students will be interviewed using a system based on the oral interview procedures developed by ACTFL and ETS1. A score equivalent to “Advanced High” on the ACTFL/ETS scale (2+ on the ILR scale) is required. The oral interview is administered twice yearly, upon request, in May and September. The interview must be scheduled no later than May 1 or September 1. Should a student fail to attain a score of Advanced high, specific remedial coursework may be required. The interview may be repeated.

**Note:** If a qualified ACTFL examiner is not available, the oral evaluation will be made informally.

*The Exams:*

All graduate students in French Instruction are required to pass a series of examinations in order to fulfill degree requirements. The exams allow students to demonstrate their proficiency in French, their knowledge in several fields and their ability to synthesize, organize, and present material in written and oral form. 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.

1. Examination schedule

The written exams are administered twice yearly, upon request, in September and January. The oral exam is scheduled in consultation with the two faculty members who will conduct the exam (see below). Students should take the exams no later than the fourth semester of their program. Students must sign up for the exams with the departmental graduate secretary no later than 60 days prior to the exams.

## 2. Written exams

Candidates will write two exams in the following fields: Applied Linguistics and Foreign Language Methodology/Second Language Acquisition. One essay of one exam must be written in French. The two exams, each 2.5 hours in length, are administered on the first or second Saturday following the first day of classes of the semester.

## 3. Oral exam

In addition to the written exams, each candidate must pass an oral exam in either Civilization or Literature. This exam will consist of a 45-minute question and answer session; questions will reflect the coursework completed by the candidate. The examiners (two faculty members from the Department of French and Italian) are selected by the student in consultation with the graduate advisor.



## 4. Passing and retakes

The candidate must attain a grade no lower than B- on each of the exams in order to pass. Should a candidate fail any of the exams and wish second consideration for the degree, s/he has one opportunity to retake the failed exam(s) within the subsequent twelve-month period at a regularly scheduled exam time. No MA degree will be awarded unless a passing grade is achieved on each of the exams. After results are announced, the candidates are entitled to make a copy of their exam answers.

**Note:** Once you pass the M.A. exam and fulfill all requirements presented above, please contact the Graduate Secretary of your department to apply for the M.A. degree. It is not automatically awarded to you.

### ***Time Limit:***

The MA degree must be completed within five years of the last month of the first semester of enrollment. 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.)

### ***Mentors:***

During their first semester on campus, students will be assigned a faculty mentor to help guide them through the French Instruction program. 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 instruction.

## II. Associate Instructor Positions

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:
  - incompletes should be taken only as a last resort and be quickly converted to grades
  - the AI should be working to fulfill degree requirements at a reasonable rate
- Term limitations
  - no more than two years of funding will be offered to MA students who will not continue on to the PhD

Students may also have the opportunity to serve as Research Assistants; remuneration is similar to that of an AI.

On occasion, graduate students take teaching positions elsewhere or leave IU while they still have semesters of support remaining. The department must determine 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*

All Associate Instructors are required to enroll in two courses offered by the Department of French & Italian (depending on program of study) 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 credit hours of graduate coursework during each semester of their appointment.

### *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 a 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.**

### *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.

### *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 students shall be granted at least one summer of support during their tenure.

#### 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.

## **III. Registration 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.

### *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 that are not related to the MA degree. Therefore, students may use College fee remissions to take courses in the College and other schools that are in any way 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.

*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.

## IV. Graduation



MA students must apply for their Masters degree at the Graduate School, Kirkwood Hall 111, 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.

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.

MA 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 the World Wide Web resources of the University 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
Nick Miller, Graduate Secretary .....	855-1088
Orion Day, Undergraduate Secretary/Webmaster .....	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 Panăit, French Lit., Ballantine Hall 627 .....	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 10 <sup>th</sup> 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