French Linguistics

Program Guide
FRIT Graduate Handbook

2016-2017 Academic Year

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Section 1: French Linguistics Program Guide

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 graduate degrees within the College of Arts & Sciences.

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)
4. *Applied Linguistics*: language attrition, language policy, lexicography
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

This document has been compiled as a reference guide and resource for graduate students in the Department of French and Italian. However, for the purposes of degree conferral, the University Graduate School recognizes ONLY the University Graduate School Bulletin. Students are automatically evaluated using the bulletin in effect at the time of matriculation but may request to use a later bulletin. Degrees are evaluated on the approved version of the Graduate Bulletin in its entirety; degree requirements cannot be mixed and matched across different versions of the bulletin.

For full information on Graduate School policies, please consult the Indiana University Graduate School Bulletin online at the following URL:
graduate.indiana.edu/academics-research/bulletin.shtml

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 an M.A. student who shows potential for doctoral studies or 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 an M.A. student who shows potential for doctoral studies or a Ph.D. student.
3. Grades below B- are given when the work is not of the quality expected of graduate students in the department.

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 other fields such as software development, translation, publishing, government, 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 Director of Graduate Studies 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 FRIT-F linguistics courses.
➢ 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.
➢ Written examinations in two areas of French Linguistics
➢ No thesis.

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. Upon attaining proficiency through any means other than coursework, please have the relevant department verify completion by sending a memo to the graduate student services coordinator.

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 planning on continuing to the Ph.D. after the MA, we advise students 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.).- Students cannot count both courses toward the MA.
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 Introduction to French Semantics (3cr.)
i) F603 History of the French Language 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 the French Language II
F670	Advanced French Phonology
F671	Advanced French Syntax
F672	French Dialectology
F673	Topics in the Learning and Teaching of French
F675	Studies in French Linguistics (topics vary)
F676	Structure & Sociolinguistic Aspects of Haitian Creole and Haitian French
F677	French 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 (e.g., L545, L615, L645)
d) 700-level seminars in various areas

Suggested Courses in Second Language Studies

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

The MA Examination

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 A: Applied Linguistics, History of the Language, Pedagogy/Second Language Acquisition
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 MA 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 examination and the fields in which they wish to be examined with the graduate student services coordinator no later than 60 days prior to the exams. When indicating their choice of fields, MA candidates should also indicate in which field they will write their French essay. The examination 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 examination, the candidate must attain a grade no lower than B- in any field. Should a candidate fail any part of the examination and wish second consideration for the degree, they must retake that (those) part(s) during the following semester at the regularly scheduled examination time; the exams may not be retaken more than once. No MA degree can be awarded unless a passing grade is achieved on all parts of the exams.

A student who fails the MA exams will no longer be guaranteed funding. If the student retakes and passes the MA exams in a later session, he or she may be reconsidered for funding in a future semester. The student's candidacy for funding will be evaluated along with those of new students being admitted to the program for the first time.

> **Note**: After passing the M.A. exams and fulfilling all requirements presented above, please see the Graduate Handbook for information on applying for the M.A. degree. It is not automatically awarded.

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 (see description below).

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 research at a level 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 the decision about admission into the doctoral program made by the faculty is final; specifically, there is no possibility of resubmitting a research statement in case the faculty decides not to invite a student to the oral interview, and there is no possibility of a second interview if the faculty decide not to admit a student into the doctoral program.

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. For example, if a student first enrolls in the program in Fall 2016, then he/she must finish all requirements for the degree (including course work, language requirement and exams) by December 2021. 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 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 DGS 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 specific 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 DGS and the Graduate School. (For information on admission to the Ph.D., see above.)

PhD Degree Requirements

- ➢ 35 credit hours of graduate course work beyond the M.A. for a total of 65 credit hours of course work.
- ➢ 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).
- ➢ AIs must complete F572 and F573 if they haven't done so already.

➢ Reading proficiency in two languages as follows. For further details, see Language Requirements under MA Degree Requirements.
- German or Latin
- A Romance language, a regional/minority language of France, or Haitian Creole

➢ PhD examinations (see below)

➢ Dissertation

*NOTE: 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.

For a list of our advanced courses, see the MA Coursework section above.

The PhD Examination

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.

The doctoral examination process 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 must be completed 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. These exams are designed to demonstrate that students have acquired broad knowledge in the field of French Linguistics. Exam answers should contain exposition and argumentation demonstrating that the candidate is well qualified to teach graduate and undergraduate courses beyond their narrow specialization. General preparation includes coursework beyond the MA level (usually 600-level courses in FRIT or related departments), reading beyond coursework, and review of previous exams. As exam questions will in part be tailored to the student's particular background, candidates should consult early on (i.e., as soon as they have selected their areas) with faculty members specializing in the exam areas.

Group A: Lexicology/Lexicography, Language Contact, History of French, Sociolinguistics & Dialectology, Applied Linguistics/Methodology

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. The Research Exam will normally culminate in an essay which: (1) provides the intellectual background and justification for scholarly attention to the topic, including what is known about the problem from previous work (i.e., a critical review of the literature on the topic) and identifying unresolved questions or new questions that emerge from this work; (2) in a preliminary but sophisticated way, lays out the basic outlines for a study researching these questions, saying enough about a methodology to reveal that the student has given serious thought to the topic and has identified appropriate strategies for data collection and analysis. As a general rule, the target length is a 30-40 page (double-spaced) essay, with a brief introduction and a conclusion in which the essential aspects of the proposal are highlighted. In this essay, the emphasis should be placed on defining the issues and reviewing existing literature. One fifth of your essay should focus on your own dissertation proposal.

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 department maintains and makes available to students a file of the General Exam questions given at the three most recent sittings, as well as a file of Research Exam questions 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 student services coordinator no later than 60 days prior to the examination. 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.

III. *Evaluation of exam results:*
1. Each of the two (2) cloistered General Exams is assigned a grade of Pass or Fail. A student must pass both cloistered exams, as well as the Research Exam, in order to be admitted to candidacy. If a student fails a cloistered exam, they may retake it (in its entirety) during the next semester's scheduled exam session; the exam may not be retaken more than once.
2. The Research Exam is graded Pass/Fail by the Committee of the Whole French Linguistics Faculty. A Research Exam that has not received a passing grade can be retaken once, either during the same semester or during the following semester.
3. Students who fail the PhD exam may be placed on academic probation. They will have their funding continued (up to the limit of their funding commitment) if they retake the exam within the prescribed time frame.

II. Steps to PhD Completion

Please see "Steps Toward Degree Completion" in Section 2 of this document.

III.   Timeline for Typical PhD Program

Semester	Courses	Exams	Other Actions/Notes
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 DGS
4	• Complete MA requirements • F875	MA Exams	Apply for MA degree. Upon admission to the PhD program, establish PhD Advisory Committee.
5	• PhD courses & electives • F875		Select broad area of research interest and begin extra reading in that area. Discuss any transfer credit for the PhD with the DGS
6	• PhD courses & 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	Upon passing PhD exams and completing all coursework, apply for PhD Candidacy. Choose research committee, prepare dissertation proposal. Defend proposal by end of summer.
9	G901 (for PhD candidates) or F875		Work on dissertation.
10	G901 or F875		Work on dissertation. Last semester of normal AI funding package.

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 (AIship). Stipends and teaching assignments of the positions vary. The graduate student services coordinator 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 DGS in November of the year prior to the planned exchange year. (The graduate student services coordinator 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.

Section 2: Department of French and Italian Graduate Handbook

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Introduction

This portion of the graduate student guidelines for the Department refer to administrative matters common to all of our graduate programs. The specific program guidelines (above), the Graduate School website and bulletin, and the College of Arts and Sciences website are essential resources for you as a graduate student. However, the French & Italian staff are ready to help you to navigate your student career successfully. Below you will find a description of each office staff position to better guide you throughout the year.

The ***department administrator***, Isabel Piedmont-Smith, serves as departmental fiscal officer (all financial accounting), handles the course scheduling, supervises the other office staff, and serves as personal secretary to the chair. Other duties include assistance with faculty hiring, tenure, and promotion, and overseeing all human resource functions of the department. The department administrator also maintains the departmental email distribution lists, edits the annual alumni newsletter, and arranges guest speaker visits.

The ***graduate student services coordinator*** addresses graduate student concerns such as academic status, language proficiency, financial support, registration procedures, fellowship applications, and graduate admissions. He/she also helps compile the departmental statistics and administers the Career Placement Service.

The ***faculty and undergraduate services coordinator***, Lisa Huffman, is the webmaster, serves as a resource for undergraduate students with regards to departmental and university procedures and policies, assists with faculty travel and financial transactions. She is also responsible for updating the departmental Facebook page, submitting on-line course descriptions, as well as ordering textbooks and office supplies. She serves as the department's payroll clerk.

Departmental office hours are 8:00 am to 5:00 pm Monday through Friday. If it is necessary for staff to be absent during regular hours, we will try to give department members as much advance notice as possible through email and posted signs.

General Office Procedures & Graduate Student Resources

Graduate student workstations: Five tables have been designated for graduate student use in the FRIT wing of GISB. Some workstations are designated for AI use and equipped with computers and access to printers. The lockers near the graduate student workstations will be assigned to AIs for storage, and an access code will be provided.

Note: The computers at the AI workstations function just like any public computing site. Please do not save any documents to the hard drives and be sure to log off when done. Additionally, do not leave computers unattended without locking them, as this could compromise student data.

Kitchenette: A kitchenette containing a refrigerator and microwave is available near the entrance of the FRIT wing of GISB. All contents should be labeled with the name of the owner; if an item is to be shared, label it with "FRIT". Please be sure to throw out old and unwanted items, including those brought in to be shared.

Departmental envelopes and stationery: Sheets of departmental letterhead stationery and corresponding envelopes (or other stationery supplies) for letters of recommendation or job applications are available in the file cabinet located beside the graduate student services coordinator workstation. It is normally locked, but one of the staff can unlock it for you.

Mail: Mail is picked up and dropped off in our mail room, GA 3151, once a day. Campus mail envelopes are available in the mailroom and at the staff workstations. Mailboxes should be checked regularly for mail and departmental communications. The Department of French and Italian strongly urges all graduate students who will be away from campus for an extended period of time to fill out a "change of address" form at the local post office to notify all organizations and individuals who correspond with them of their address change.

Address changes: It is vitally important to keep *both* the departmental graduate student services coordinator 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 primary record-keeping body of the University, where address changes must be made. Addresses must be current with the Registrar for the obvious reasons of registration and billing, as well as any correspondence from the Graduate School or College Graduate Division.

See studentcentral.indiana.edu/personal-information/update-information/address.shtml for more information.

Faxes: FRIT now uses IU Fax Service, which routes faxes through email rather than a traditional phone fax system. Students may receive a fax at any time: our fax number is 812-855-8877, and the document should clearly have your name on it. Staff will forward the document to you via email (so if it's confidential, you may want to reconsider). Sending a fax from the office is only possible under circumstances related to graduate studies; please check with the departmental administrator. To send or receive a fax, please see staff for assistance.

Email distribution lists: In order to facilitate departmental communication, the FRIT department maintains email distribution lists. For each of these lists, type "@indiana.edu" after the list name (e.g. fritgrad@indiana.edu). In this list, "permanent" means those faculty who are tenured or tenure-track, or who have a long-term appointment.

FRITFACULTY= Permanent, Visiting, and some retired French and Italian faculty
FRITFAC = Permanent French and Italian faculty
FRENCHFAC = Permanent French faculty
FRENCHFACULTY-L = All French faculty, including visitors
ITALFAC-L = Tenured and tenure-track Italian faculty
FRITGRAD = All French and Italian graduate students
FRENCHAIF = All Associate Instructors and faculty teaching French language, plus the Director of French Language Instruction
ITALIANAI = All Associate Instructors and faculty teaching Italian language, all on-campus Italian graduate students, plus the Director of Italian Language Instruction

FRENCHLIT = French/Francophone Studies graduate students and DGS
FRENCHLING = French Linguistics and MAFI graduate students and all French linguistics faculty
ITAL = Italian graduate students and DGS

Office staff is included on relevant email lists. The distribution lists are most often used by the office staff, but they may be used by any faculty or graduate student who has an announcement relevant to the Department. **It is essential that graduate students check their IU email on a regular basis,** as important departmental announcements and messages from staff are communicated in this way.

When posting a message, keep in mind that all email lists require the sender to respond to an automatically generated confirmation message. This is to avoid email spam.

Note: Please do not give out the names of FRIT email distribution lists to anyone outside of the Department. If an outside person has a relevant announcement to make, please ask her/him to send it to our departmental email address: fritdept@indiana.edu. Staff will then forward the message at our discretion.

Departmental Website: For a wealth of other information, consult the FRIT website. These pages provide crucial information such as program guides, award deadlines, faculty office hours, course descriptions, and links to the Graduate School Bulletin and other web sites of interest. Suggestions for the website are welcome and should be addressed to Lisa.

Grants and fellowships: Information about Indiana University Graduate School and College of Arts and Sciences fellowship and award competitions can be found on the graduate section of the departmental website. Please also keep an eye out for emails from the graduate student services coordinator regarding departmental deadlines for many of these awards. For outside awards, graduate students should consult the GradGrants Center.

Travel Grants: The College of Arts and Sciences has a graduate student travel grant competition twice per year, and graduate students who will be presenting papers at professional conferences are encouraged to apply. After the College's awards are announced, the Department will consider those applications that did not receive College funding for departmental funds. Please see the FRIT website for further details. Students interested in applying for travel grants should also check the College Arts and Humanities Institute website for additional competitions.

Career Placement Service: This service is provided to graduate students seeking professional employment, generally in the realm of academia. Through this service the graduate student services coordinator will compile requested letters of recommendation into one confidential, official placement file, and send this dossier to potential employers upon request. This is a free service but a waiver and release form must be on file to opt into this service. Please see the FRIT website for procedural questions, and check with the graduate student services coordinator for further information. Career placement files are typically kept for 5 years after graduation or last enrollment and then discarded.

Academic Policies & Procedures

Registration

Continuing student registration begins online (via One.IU) in October for the spring semester and in April for the fall semester. Students are required to consult the appropriate DGS 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.

Late registration is an expensive and time consuming process. Students are advised to make note of the official academic calendar (registrar.indiana.edu/official-calendar/official-calendar-spring.shtml) and enroll during normal open registration periods. Permissions for advanced thesis credits (FRIT-G 901) and special course offerings, such as individual readings (FRIT-F/M 815), should be obtained well in advance to ensure on time registration. To obtain permissions for off-campus sections, the student's current address should be included with the request as well as updated through One.IU.

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. 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 DGS. However, courses outside the College must be approved in advance by both the DGS and the College Graduate Office, and the number of allowable credits may be restricted. Students may not use College fee remissions to pursue degree objectives in other schools. The College will not provide tuition support for second doctoral minors if they involve course work outside the College.

If seeking a minor or taking related courses outside the College, please confirm the most up to date policies with the graduate student services coordinator in order to ensure they are eligible for the fee remission.

Student Disabilities

The Department of French & Italian works closely with the office of Disability Services for Students (DSS) to provide accommodations to students with learning and/or physical disabilities. If seeking accommodations, a student must register for services with DSS, provide appropriate documentation to verify his/her disability, and then meet with a DSS staff member. DSS then prepares an Academic Accommodation Memo, which the student should take to a face-to-face meeting with each professor. In order for professors to make appropriate and adequate accommodations, they must receive such requests by the end of the first week of classes. AIs should tell inquiring students to meet with the appropriate Director of Language Instruction when requesting accommodations.

Incompletes

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 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 communicated to the FRIT staff at the end of the semester or summer term so that there is a departmental record of what the student must do to remove the "I."

A grade of Incomplete must be removed within one year to prevent it from automatically turning to an F. 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 all levels of FRIT courses, graduate and undergraduate. Faculty members (or AIs) are to submit the change of grade eDoc for an incomplete within one month of the date the student has completed the work for the incomplete.

Note: Associate Instructors should also see Departmental Policies & Resources for Associate Instructors for guidance on assigning Incompletes to their students.

MA/PhD reference exams

Previous degree exam questions are available from the graduate student services coordinator for students preparing for MA or PhD exams. Typically, questions from the two previous exam sessions can be provided. Sample questions should be used to prepare for the types of questions that will be asked, not as a topical study guide.

Continuing Enrollment

Graduate students who are ABD (see "Nomination to Candidacy") are still required to be continually enrolled in thesis credit hours until their successfully defended and revised dissertation has been accepted by 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, they 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."

Please note, this enrollment requirement is for the term in which the student graduates, **_not_** for the term in which the defense takes place. If the student only defends in the summer, and submits the dissertation in the Fall, they do not need to be enrolled during the respective summer session. However, the student **_must be enrolled at the time of submission_**.

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 F/M875 thesis credits from their first semester in the MA program in order to utilize the full extent of the fee remission each

semester. A student must obtain 25 of these credits to complete the PhD degree. F/M875 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 F/M875), they may enroll in G901, which is six credit hours but only costs a flat fee of $150 per semester. Students are limited to 6 semesters of G901. Due to this limit, 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 F/M875 while they still receive a fee remission. If they are still working on the dissertation thereafter, they must enroll in a minimum of one credit hour of F/M875 each semester.

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. Decisions regarding funding, exam timelines, and completion of Incompletes should be agreed upon prior to taking leave.

If a student is on leave and plans to resume teaching duties in the fall semester, they must inform the department in writing by February 1 of the preceding spring term.

Time Limits

All course work and language requirements necessary for the PhD degree must be completed within seven years prior to successfully completing the PhD qualifying examination. 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 examination. 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.

Academic Probation

Failure to make adequate academic progress can lead to a student being placed on academic probation. Having a GPA below 3.0 and/or three or more grades of Incomplete is likely to lead to a student being placed on probation, as is failing a MA or PhD exam. The College of Arts and Sciences Dean's Office recommends probation, but the Department (DGS and chair) makes the final determination, as well as determining what the student must do to be removed from probation and return to good academic standing. The funding (AI or other academic position) may be discontinued for students on academic probation.

At the PhD dissertation level, academic probation may be recommended by the dissertation chair if there has not been adequate progress on the dissertation, or at minimum ongoing communication about plans for completion.

Graduation

MA students must apply for their Master's degree through the Application for Advanced Degree – Master's eDoc on One.IU. This form should be completed at least six weeks before the desired date of graduation. MA 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. Initial submission of the completed dissertation, as approved by the Research Committee, must be done electronically, to the University Graduate School by the 15th of the month (except in May and December, which have an earlier deadline). The UGS may require additional formatting changes, all of which must be submitted to the UGS by the 27th of the month in which the degree is to be awarded. In addition, all grade changes for the student (e.g. changing "R" grades to "A") must be submitted by the 27th of the month. Failure to satisfy all these requirements will delay award of the PhD degree to the following month. If the 27th falls on a weekend, the deadline will be the Friday prior. Should the Ph.D. Recorder in UGS discover any problems, degree conferral may be postponed.

Commencement

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. For the MA, the application is the same eDoc as for the MA degree but the graduate student services coordinator must be notified and a note ***must*** be added to indicate participation in the commencement ceremony. 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. The graduate student services coordinator has the most up to date Commencement registration procedures.

Steps Toward PhD Completion

1. Advisory Committee

Within three months of 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 online form, found here: https://college.indiana.edu/student-portal/graduate-students/forms/index.html. Although the composition of a student's advisory committee is often similar to that of their later research committee, the purpose of the two committees is very different; therefore they are NOT the same. That is, the composition of an advisory committee does not commit a student or faculty to a research committee.

The advisory committee should be approved within one year of admission to the PhD program and is intended to guide the student until they have passed the qualifying exam. Students usually take their qualifying examination during their third or fourth semester in the PhD program (see Program Guide for details). After a student passes the PhD qualifying exams in their entirety, they may 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 for PhD" eDoc in One.IU. To file for Ph.D. candidacy, the student must have completed all course work, 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 student services coordinator 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 (F/M875) need not be completed before candidacy can be granted. That is, F/M875 thesis hours may be accumulated after candidacy is approved. However, to enroll in G901 thesis hours, for which there is only a $150 flat fee, the 25 credit hours of F/M875 must first be completed. AIs should plan to accumulate their 25 thesis hours of F/M875 while they still have financial support; otherwise they will have to pay the regular non-resident/ resident tuition fees from their own pocket.

The eDoc will route to the graduate student services coordinator, Director of Graduate Studies, minor department representative, the chair of the advisory committee, and the University Graduate School. Once the dean of UGS approves the eDoc, 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).

After successfully completing the Ph.D. qualifying examination, students must be continually enrolled in thesis credit hours until the completed dissertation is accepted by the Graduate School. See "Continuing Enrollment" and "Thesis Credits" under Academic Policies and Procedures.

3. Nomination of Research Committee

As early as possible in the Ph.D. program, the student should begin to work more closely with faculty members who will eventually form the research committee which will read and evaluate the dissertation. The research committee may or may not be the same as the PhD advisory committee chosen earlier.

After passing the PhD qualifying examination, the candidate will approach a member of the faculty appropriate to the field in which the student wishes to do their 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 PhD qualifying examination. The dissertation director must be a member of the graduate faculty with endorsement to chair research committees and will be the primary advisor for the student as dissertation work progresses.

Next, in consultation with the dissertation director, the candidate 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 on the research committee and to present them with a copy of the dissertation proposal. Generally, a research committee is comprised of four or five members. 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. External members from institutions other than IU may be approved but must be in addition to at least four internal members, and a CV and rationale for their inclusion must be submitted. If an external member is being considered, please see the graduate student services coordinator to check on current policies and procedures.

During this process, the candidate will begin preparing a dissertation proposal in consultation with the dissertation director. The proposal should outline in some detail the project in view, review of the relevant literature, a discussion and partial development of the research questions to be addressed, the proposed organization of the dissertation, and a timetable for completion. In the case of experimental dissertations and dissertations based on fieldwork to be conducted by the student, a pilot study is conducted and reported on in the proposal.

A proposal is ready when the dissertation director has determined that, in their 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. When the dissertation advisor has determined that the proposal is ready, copies are circulated to each member of the proposed research committee.

French linguistics: 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. 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 graduate student services coordinator for recording in the student's file. This is a form unique to the French linguistics graduate program which the DGS or grad student services coordinator will provide.

Italian studies: After the research committee has read the proposal, the candidate will meet with the members to explain and defend the proposal and to receive suggestions as to how to proceed with the dissertation.

French/francophone studies: Students must present their dissertation proposal within a year after successful completion of their exams. The proposal will develop the individualized reading list presented for the PhD exams and will consist of approximately 30 pages explaining the topic, the choice of primary sources and the research methodology for the PhD dissertation. The proposal will be submitted to the members of the student's intended Research Committee who will approve or suggest changes and corrections to it.

Once all members of the research committee have been identified and the proposal has been approved according to the procedures of the student's program, the Nomination to Research Committee form is completed and submitted online in One.IU, along with a one to two-page summary of the proposed research (NOT the whole dissertation proposal). **DEADLINE:** The Nomination of Research Committee form must be approved by the Graduate School at least six months prior to the defense of the dissertation.

4. Writing the Dissertation

The student then proceeds to research and write the dissertation. When finishing and formatting the dissertation, students should consult the Graduate School website (graduate.indiana.edu/theses-dissertations/index.shtml) for requirements and deadlines.

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 accepted by the Graduate School 30 days before the defense date. Announcements are initiated as eDocs through One.IU, and are posted publicly through the UGS website. The oral defense of the dissertation is the final requirement for the degree, although revisions may be required before the dissertation can be submitted to the Graduate School. The graduate student services coordinator can assist with scheduling, room reservations, and technological needs.

The department maintains an archive of completed dissertations. Students are required to submit their volume to this library by sending a finalized .pdf version to the graduate student services coordinator.

Please note: If the defense takes place in summer but the dissertation will not be submitted until the academic year, summer enrollment is not required. However, enrollment is required at the time of the submission of the dissertation, regardless of when the defense takes place. Advanced thesis credits, G901, are not regularly offered in the summer. If a student has semester of G901 remaining to them, and plans to defend and submit the dissertation during the summer, s/he can request that G901 be added to the FRIT summer schedule. The Dean of UGS must approve this arrangement.

Associate Instructor Positions

Associate Instructors (AIs) are part-time teachers of French/Italian in the Department and are responsible for teaching their own sections (normally one section in one semester and two in the other) under the guidance of the course supervisor. In French, there are distinct course supervisors for F100, F150, F200 and F250, while all other French language classes are supervised by the Director of Language Instruction. In Italian, all language courses are supervised by the Director of Language Instruction.

Conditions of Reappointment

Conditions of renewal of Associate Instructorships include the following:
- ❖ Good academic standing: a GPA of at least 3.2.
- ❖ Good teaching standards. This includes but is not limited to:
    - ▪ Meeting pedagogical effectiveness, as explained throughout the Orientation Week, and as requested by the Director of Language Instruction
    - ▪ Respecting the syllabus of the classes you are teaching
    - ▪ Communicating all necessary information and delivering course materials to the students
    - ▪ Preparing original and coherent lesson plans
    - ▪ Following suggestions for teaching improvement given by the course supervisor
    - ▪ Grading homework and assessments in a timely fashion

- Giving effective and professional feedback to the students
- Maintaining good midterm and/or end-of-semester evaluations
- Maintaining professional behavior in regards to students, peers, and supervisor
❖ Good progress toward the degree:
    - Incompletes should be taken only as a last resort and be quickly converted into grades before the beginning of the next term (in the case of Incompletes taken in the spring semester, students are required to remove them within three weeks).
    - Students with one or more Incompletes on their record at the beginning of a semester may lose their SAA status.
❖ The AI should be working to fulfill degree requirements at a reasonable rate (please refer to MA and PhD exams section for the required timing).
❖ Good professional standards and ethical conduct. The Department will not renew the SAA status of students who do not maintain professional standards and/ or ethical conduct.
❖ Associate instructors who do not meet pedagogical standards and the required GPA within the same semester will lose their SAA status.

The terminations above may occur immediately or be in effect from the following term or academic year, according to the situation.

Instructor Observation

Each academic year, an AI is observed at least once by their course supervisor for the purpose of evaluating the instructor's teaching. Observations may or may not be scheduled and are not limited. The course supervisor will then follow up with the instructor verbally or through a written observational report on the AI's teaching. If the report is written, the AI receives a copy of the report and a second copy is placed in the AI's departmental file.

The AI's Role in Reappointment

By February 1st, AIs must inform the graduate student services coordinator as to whether or not they would like to renew their AIship for the following academic year. The AI's response is 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.

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 at another institution and are pursuing the PhD in the Department may receive a maximum of 4 years (8 semesters) of funding, depending on how many credits can be transferred from the previous MA.

4. Students who switch from the French Linguistics to the French/Francophone Studies program (or vice versa) may be eligible to receive an additional semester or two of funding at the discretion of the Department.

Students may also have the opportunity to serve as Research or Graduate 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 semesters of support a student may receive. This includes internal and external fellowships, years spent as an exchange student, and any Student Academic Appointment.

Funding may be suspended or revoked for students who receive a grade of "fail" or "low pass" in their MA or Ph.D. exams.

Students with previous graduate work at another institution or who have earned graduate credits at Indiana University before being appointed as Associate Instructors (AIs) in FRIT may receive fewer semesters of support from the Department. Only full time graduate students (6 credits per semester) will be considered for an instructorship.

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. Those entering with an MA degree should complete all course work within 2 years after admission to the PhD program.

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 the student 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 new Associate Instructors are required to enroll in F/M572: Practicum in College French/Italian Teaching in the Fall semester and F/M573, Methods of College French/Italian Teaching in the first available Spring semester. Exceptions can be made only if an equivalent course was taken elsewhere, in which case the student should confer with the DGS. All Student Academic Appointees must be registered in a minimum of 6 credit hours of graduate coursework in FRIT during each semester of their appointment in order to maintain funding.

Ideally, Associate Instructors should not engage in more than 20 hours per week of activities related to teaching responsibilities, including class preparation, classroom teaching, office hours, curricular meetings, and co-curricular activities (film nights, Circolo, etc.) Any questions regarding teaching responsibilities should be referred to the Director of Language Instruction and the Director of Graduate Studies.

At the dissertation level, enrollment in six credit hours of F/M875 is recommended. We advise that the less expensive G901 thesis credits be saved for when the student has run out of departmental funding.

Summer Appointments

Selection of Summer AIs

All AIs may apply to teach during the summer sessions in Bloomington. Generally FRIT offers language courses during the First 6-Week Session and the Second 6-Week Session. The selection of AIs will be based on the pedagogical and academic performance of the candidate. Whenever possible all students shall be granted at least one summer of support during their tenure and shall be granted summer 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. A call for applications for summer teaching is sent out in late February.

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 High School Honors Program) 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.

Summer Enrollment

Summer AIs are not required to be enrolled in the summer. However, in order to be exempt from FICA (social security) taxes, summer AIs must be enrolled in 2 credit hours, or 1 credit hour if they are ABD. All summer sessions are counted together for this purpose.

Students enrolled in fewer than 6 hours will be charged at a higher rate if they use the services of the IU Health Center. To have access to the SRSC or WIC fitness centers without registering for any credits, a membership must be purchased separately.

Summer Health Insurance

AIs who did not have a Student Academic Appointment at 37.5% FTE or more during the preceding spring semester are not covered by the Academic Appointees health insurance plan during the summer. However, such AIs are eligible for health insurance coverage during the period of their summer appointment based on that summer employment. So, while an AI appointed for the previous academic year would have health insurance coverage through the end of July based on that appointment, and AI who is teaching during the Second 6-Week Session will have health insurance coverage for that 6-weeks of the summer only.

Departmental Policies & Resources for Associate Instructors

In addition to course guidelines received from the Directors of Language Instruction and course supervisors, there are certain departmental policies which all AIs should follow:

Payroll
Direct deposit to a U.S. bank account is required for all AIs. Pay deposits can be viewed in One.IU. Search for "Employee Center,"and then click the Payroll & Tax link.

The pay schedule for 2016-17 is as follows:

Fall 2016	**Spring 2017** (dates are tentative)
September 6	January 31
September 30	February 28
October 31	March 31
November 30	April 28
December 16	May 8

Parking
Parking permits for EM-P and EM-S parking zones may be purchased on semester-by-semester or summer session basis during the terms in which the AI is appointed. The student academic appointee contract can be used as proof of employment when applying for a permit at the Parking Operations office (Henderson Parking Garage).

Desk copies
The Department's goal is to be able to provide each AI with a desk copy of each book needed for the course(s) they are teaching. However, since we have so many AIs, and since AIs and teaching assignments change each year, the book publishers may not always agree to send new desk copies. In this case, the faculty/undergraduate services coordinator will loan each AI departmental copies of the texts and materials needed for the course they are teaching. Departmental copies have a departmental tag and number in them so that the staff can keep track of our materials. Such materials are loaned to AIs for one semester (or summer session) and must be returned to the Department at the end of that period. AIs are responsible for returning departmental copies in good condition. Desk copies do NOT need to be returned to the Department.

Office hours
AIs are required to schedule at least two hours per week in which to meet with students who seek extra help. These office hours should be the same time and location each week and should not be "by appointment only." Office hours should be held at the AI work stations provided within the Department, however, if the need for additional privacy is anticipated, please contact a staff member immediately to check for more appropriate accommodations.

There are several team meeting rooms on the third floor of the west wing of GISB, which may be reserved for meetings relating to the Department. AIs may reserve these rooms for short, private meetings with students to discuss confidential matters that are not comfortably discussed at the open graduate student workstations. See staff for assistance reserving a room.

FERPA
FERPA (Family Educational Rights and Privacy Act of 1974) is the federal law protecting the privacy of education records. All AIs must complete the on-line FERPA tutorial before their first semester of teaching at IU. The tutorial is located at ferpa.iu.edu.

Due to FERPA regulations, do not leave graded work in mailboxes or other accessible areas for students to pick up. Please distribute the work in class or, if this is not possible, leave it with a staff member in FRIT who can distribute it when students present their IDs. Also, please take care not to leave materials with sensitive information, such as class rosters or gradebooks, unattended at the AI workstations or other public places.

If a student requests a letter of recommendation, grades and other academic records cannot be discussed unless the student gives specific written permission to do so. The student must indicate what may be disclosed and to whom. The departmental administrator has a form the student can fill out and sign, or an email message from the student's IU email account is also sufficient.

Canvas & Tech Assistance

Canvas is the course management system which assists faculty and students by providing course information and discussion opportunities on the Web. These systems basically enable instructors to develop a website for each course being taught, within a set format. Indiana University is currently transitioning to Canvas from Oncourse, and Oncourse will be retired on August 31, 2016.

We encourage instructors to explore the many features of Canvas at canvas.iu.edu. Training classes are available through the Center for Innovative Teaching and Learning. For questions regarding these systems or the transition, please do not hesitate to contact the graduate student services coordinator or Directors of Language Instruction.

Teaching and Instructional Resources: The Center for Language Technology (CeLT) is available for interactive language lab lessons and to allow students to check out and view DVDs for class. In addition, the Center for Innovative Teaching and Learning (CITL) assists AIs in using Internet resources and other technology in their teaching.

If a classroom is not equipped with the technology needed for teaching, a request that equipment be delivered can be made by contacting UITS classroom support.

Prerequisites for language courses

In order for a student to take a language course, they must have received a passing grade in the previous level of the language or must have tested into the course through the placement exam. In addition, the Department highly recommends that those students who received less than a C- in a language course not proceed to the next level in the language sequence.

Auditing

To audit a course means to pay only a small fee to attend the course meetings but not receive any formal evaluation of the course work. Auditing is not allowed in language courses unless special permission is obtained from the Chair. In upper-level literature, linguistics, or culture courses, auditing is allowed only with written permission of the instructor. Auditing requires enrollment and payment of the audit fee.

Pass/fail option

Normally, language courses may not be taken P/F. Exception: students may take a language course P/F if they have completed their language requirement already in another language. (Required courses may not be taken P/F.) Graduate students who wish to take a course pass/fail should check

with their DGS. Students must obtain permission from the appropriate Dean in their school (College of Arts & Sciences, Kelley School of Business, Jacobs School of Music, etc.) or from the University Division records office (for students who have not declared a major).

Class Rosters
AIs may electronically access the class roster for the class(es) they are teaching during the course of a semester or summer session, either through One.IU or Canvas on the web.

Option 1: In One.IU, search for "Faculty Center" at the top of the page. In the Faculty Center, the classes you are teaching are automatically displayed; simply click on the class to see the desired roster.

Option 2: Go to canvas.iu.edu and log in. The classes you are teaching should appear at the top of the screen. Select the class you want, and when it comes up, select "People" in the left column menu.

About a month into the semester, it will be time for Early Evaluation Grade Rosters and Student Performance Rosters. The Early Evaluation Rosters are required to be completed for University Division students and high school students only, whereas the Student Performance Rosters must be completed for all students. The former provides lower-level students with feedback prior to midterm, as instructors have to assign a tentative grade. The latter ("Performance Rosters") is a way to confirm who is really attending classes. Instructions will be sent by the Registrar's Office about completing these rosters on-line.

Finally, at the end of the semester, instructions will be sent on how to enter final grades either via One.IU or Canvas on the web. For additional information about final grade entry, visit the Office of the Registrar website.

Dropping and adding classes
Undergraduate students who are not enrolled may ask to be allowed to add the class. During the first week of the semester, these students can add open classes using the web-based registration system. If the class is full, the student should place him or herself on the electronic waitlist.

After the first week of classes, students who want to add or drop a class should initiate an electronic document (edoc) in One.IU by searching for the "Late Drop/Add" function. The eDrop document is routed to the department and to the dean's office of the student's school for approval, and then it goes to the Registrar's Office, where the schedule change is made. The eAdd document is routed first to the instructor for approval, and then it follows the routing chain above. Therefore, no student will be added to a class after the first week without instructor approval.

Any questions about class enrollment levels or the student schedule adjustment process should go to Isabel as Scheduling Officer.

Students may drop courses until the middle of the semester and receive an automatic W grade on their transcripts. Please confirm each semester's final drop date with the calendar of the Office of the Registrar. After that date, however, students must have special permission from their instructor and from the Dean of their school in order to drop the course with a grade of "W." If a student wishes to drop a course at a late date, a grade of "W" should only be granted in documented cases of prolonged illness or death in the family. You should discuss such cases with your course supervisor.

Self-Service Copies & Scanning

AIs have access to a multipurpose Ricoh machine, located on the third floor of GISB, which may be used to make copies or to scan documents to PDF. The machine should be used only for copies and scanning related to your studies as a graduate student and/or your work as an AI or research assistant. The machine is accessed by running your IU identification card through the attached card reader.

To scan, press the "scanner" button on the left, and then select "manual entry" to enter your email address where you will receive the scan. After scanning the document, it will be sent via email as a PDF. Please note, scanning more than 15 or so pages will result in a document size too large to be sent and the scan will be lost. You should break up larger documents into several parts to scan separately.

University ID cards may be used to make copies at other locations on campus if funds are added through a cash-to-card machine or from a faculty research account. Cash-to-card machines for adding funds to one's ID card are available in various locations, including the IMU and the Wells Library. For a full list of copier locations, see document.indiana.edu/copy/cm_selfservice.asp.

Duplicating by Staff

Staff duplicating for Associate Instructors is limited to the duplication of course exams and course quizzes. Duplication of extra quizzes, handouts, or assignments for individual classes is the responsibility of the AI. For single-class language courses, exceptions may be made, and supplemental materials may be duplicated by the staff. Any material to be duplicated by the office staff must be submitted at least 3 business days prior to the date the material is needed.

Documents for staff to duplicate for your students should be uploaded to IU Box. Course supervisors and instructors teaching single-section courses will be automatically given access to a folder in their name in IU Box. Instructions:
1. Go to box.iu.edu and log in with your IU username and passphrase
2. Click on "Your Name-FRIT Workbox"
3. Click on the red upload button to upload your file
4. To the right of the file name, click the red hyperlink "Share" (it will be gray until you mouse over it)
5. Enter two email addresses under "email shared link": fritdept@indiana.edu and fritgs@indiana.edu (Please use BOTH)
6. Type in your instructions in the "message" section:
   - Course
   - Number of copies (for large courses, you can just say "one per student")
   - Whether it should be back to back or single-sided
   - Whether you need it in color
   - Date and time due
   - Any other special instructions
7. Click Send
8. You'll get a pop-up message confirming that you sent the email.

Exam Copies & Final Exams

Duplicated exams for AIs are filed according to instructor, course, and class number in a locker designated at the beginning of the academic year. The code to this locker will be emailed to all AIs at the beginning of the year. Care should be taken to enter this code correctly so as not to accidentally lock colleagues out. AIs are to pick up their exam copies from this locker shortly before the class time(s) when they are to administer the exam.

Do not share this locker combination with anyone who is not a FRIT instructor.

Additionally, the most recent set of graded final exams for AI-taught courses, which are filed by AIs at the end of each semester (or summer session) are located in a filing cabinet behind the staff workstations. We keep these on file for one year in case students want to contest a grade. Students can view their exams by presenting a photo ID to a FRIT staff member, but they cannot take the exams out of the FRIT staff area.

Course Evaluations

Course evaluations take place at the end of each semester, during the last week of classes. A notice will be sent via email to all students to fill out the evaluations via the OCQ system online (Online Course Questionnaire). After grades are submitted, a link to the evaluation results will be emailed to the instructor. Course evaluations are kept on file electronically. After an AI graduates from IU and loses access to IU computing accounts, pdf files of the evaluations can be obtained by emailing the departmental administrator.

Incompletes

Grades of "Incomplete" are only given in language courses for documented cases of severe illness or death in the family that prevent the student from completing the course. In addition, the student must have a substantial portion of the course work completed and the work to date must be of passing quality. If a student's situation may merit an incomplete, the situation must be discussed with the course supervisor.

If it is decided that the student will be granted an Incomplete, please report the details to the FRIT staff in order to register the Incomplete in the department database. This serves as a reference for the department and specifies what work must be done to fulfill the Incomplete. After reporting the Incomplete to staff, simply enter an "I" on the grade roster.

To remove an Incomplete grade after a student has finished the work and to replace it with a letter grade, instructors should submit the change electronically. The electronic submission is the same as the eGrade Change system described below. Sometimes a student must sit in on part or all of the course again in order to fulfill the incomplete. In that case, the student's second instructor for the course grades the student's work and then tells the original instructor what the final grade should be. The original instructor then submits the change of grade. Such arrangements should be made only after consulting the Director of Language Instruction.

Grade Changes

If a student's grade needs to be changed after the final grade roster has been posted, this can be done electronically via the eGrade Change application. Log into One.IU and search for the "Faculty eGrade Change" function. Be sure to explain why the grade change was justified, and the Chair or his/her delegate reviews the form before approving it.

Grade books

AIs must keep track of grades and attendance electronically and/or in a paper grade book. AIs must file their grade books (booklet or computer printout) at the end of each semester but may retrieve the booklets to use again at the beginning of the next semester if there is room remaining in the paper booklet. It is important that faculty supervisors and the Chair have access to grade books while instructors are out of town, so please DO NOT take grade books out of FRIT after the grading semester unless using it to mark down grades on this campus. Paper grade books are available for free from the department.

Emergency Procedures

Associate Instructors are responsible for the following actions in case an emergency occurs during the class they are teaching.

- In case of fire, the fire alarm will sound. Lead students out the nearest exit and away from the building. Do not use elevators. If you are in GISB, you (and your students, if you are teaching) should gather on the main steps of the Wells Library. This is the gathering space for FRIT where we can confer together on next steps.
- In case of tornado, the local tornado siren will sound. Lead students into an enclosed area, away from windows and doors. Again, do not use elevators. Safe spaces on our floor of GISB are the restrooms, the mail room (3151), and the labs (3124 and 3129).

All graduate students should, of course, follow the same procedures themselves when not in class.

In case an instructor has a disabled student in his/her class, the AI is to assist that student as best he/she can, or ask a reliable fellow student to assist him/her. In case of fire on a floor without an accessible exit, a physically disabled student may only be left in a stairwell or hallway if helping the person all the way outside is impossible. Then emergency personnel should be informed of the person's location as soon as possible in order to fully evacuate him/her.

Opportunities for Further Involvement

Graduate and Professional Student Organization: GPSO is a campus-wide body which speaks for graduate student interests on various university committees, provides graduate student grants, and sponsors social gatherings at various times during the academic year.

Within the Department there is also an active Graduate Student Organization, which lobbies for graduate students' interests within FRIT. The departmental GSO organizes a colloquium every other year which gives graduate students the opportunity to share their research and learn from guest speakers. The next colloquium will be in Spring 2017. Students can get involved in the GSO by becoming a GSO representative and/or attending GSO meetings. One GSO representative each from the French linguistics, French/Francophone Studies, and Italian graduate programs serve as liaisons to the faculty and attend the non-reserved portion of faculty meetings. Watch for more information via email.

French Club & Circolo Italiano: Each year, a graduate student coordinator organizes each of these clubs, and grads, undergrads, faculty, and interested Bloomington residents are invited to attend. In

each club, students interested in the language and culture get together regularly during the academic year for conversation, music, games, and refreshments. Additionally, each club hosts film nights and parties for special events, such as Mardi Gras.

At the end of the Spring Semester, the Department invites applications for the coordinator positions for French Club and Circolo Italiano for the following academic year. The French Club coordinator teaches 2 courses instead of 3 during the academic year. The Circolo Italiano coordinator also serves as assistant to the Director of Language Instruction in Italian and does not teach. For more information about French Club and Circolo Italiano, see the Undergraduate Programs section of the FRIT website.

Social Media: The Department of French and Italian, the Italian language program, and the French Club all have a social media presence.

Facebook:
IU Department of French and Italian
French Conversation Club, Indiana University
Italian Program at Indiana University

Twitter:
The French Program @IUFrench
The Italian Program @IU_Italian

If you want to help tweet or update posts to the French or Italian program Facebook pages, please contact the relevant Director of Language Instruction.

Important Resources and Contact Information

Departmental Contacts

FRIT Office:

Massimo Scalabrini, Chair	855-8044
mscalabr@indiana.edu	
Isabel Piedmont-Smith, Departmental Administrator	855-5458
ipiedmon@indiana.edu	
Graduate Student Services Coordinator	855-1088
fritgs@indiana.edu	
Lisa Huffman, Faculty/Undergrad Services Coordinator	855-1952
fritdept@indiana.edu	
FRIT FAX	855-8877
FRIT website	frit.indiana.edu

FRIT Directors of Graduate Studies:

Prof. Marco Arnaudo, Italian	855-7812
Prof. Julie Auger, French Ling. and MAFI	855-6164
Prof. Oana Panaïté, French/Francophone Studies	855-6596

Teaching Resources

Classroom Technology Services (via UITS)	855-8765
Center for Innovative Teaching and Learning (CITL)	855-9023
citl.indiana.edu	
The Center for Language Technology (CeLT)	celt.indiana.edu

University Resources

BEST (Graduate Language Proficiency Exams)	855-1595
College of Arts & Sciences, Graduate Office	855-3687
college.indiana.edu/graduate/	
Disability Services	855-7578
iubdss@indiana.edu	
Graduate School	855-8853
graduate.indiana.edu	
MA Recorder	855-1117
PhD Recorder	855-9345
Graduate Bulletin:	
graduate.indiana.edu/academics-research/bulletin.shtml	
GPSO	855-8747
www.indiana.edu/~gpso/	
Grad Grants Center	855-5281
www.indiana.edu/~gradgrnt/	
Health Center	855-4011
Human Resources	855-2172
hr.iu.edu	
Student Health Insurance	856-4650
studenhc@indiana.edu	
International Services	856-3687

ois.iu.edu
Library (Information)   855-0100
Student Central on Union   855-6500
     Office of the Bursar   855-6500
     Office of the Registrar   855-6500
        ▪ grade entry: http://registrar.indiana.edu/grades/final-grades.shtml
     Financial Aid   855-6500
University Information Technology (UITS)   855-6789
     UITS classroom support   855-8765
www.indiana.edu/~cts/services/portable.php
University Information Technology Services   855-6789