

---

# Italian Studies

---

Program Guide  
FRIT Graduate Handbook

---

2017-2018 Academic Year

---

## Table of Contents

Table of Contents.....	2
<b>Section 1: Italian Studies Program Guide.....</b>	<b>4</b>
Introduction to Areas of Study.....	4
Degrees and Requirements .....	4
The M.A. ....	4
The Degree.....	4
Degree Requirements.....	4
The Exam.....	5
Time Limit: .....	5
The Ph.D. ....	6
The Degree.....	6
Degree Requirements.....	6
Language Requirements .....	6
Qualifying Examination .....	6
Incompletes.....	8
Independent Studies .....	8
<b>Section 2: Department of French and Italian Graduate Handbook.....</b>	<b>9</b>
<b>Introduction.....</b>	<b>9</b>
<b>General Office Procedures &amp; Graduate Student Resources .....</b>	<b>10</b>
<b>Academic Policies &amp; Procedures.....</b>	<b>12</b>
Registration.....	12
Fee Remission .....	12
Student Disabilities.....	12
Incompletes.....	13
Continuing Enrollment.....	13
Thesis Credits.....	14
Time Limits .....	14
Academic Probation .....	15
Graduation.....	15
Commencement .....	15
<b>Steps Toward PhD Completion.....</b>	<b>16</b>
1. Advisory Committee .....	16
2. Nomination to Candidacy for the Ph.D. Degree.....	16
3. Nomination of Research Committee .....	17

4. Writing the Dissertation ..... 18

5. Completion and Defense of the Dissertation ..... 18

**Associate Instructor Positions**..... 19

    Conditions of Reappointment..... 19

    Instructor Observation..... 20

    The AI’s Role in Reappointment..... 20

    Term limitations ..... 20

    Enrollment Requirements ..... 21

**Summer Appointments**..... 21

**Departmental Policies & Resources for Associate Instructors** ..... 22

    Emergency Procedures ..... 27

**Opportunities for Further Involvement**..... 28

**Important Resources and Contact Information**..... 29

    Departmental Contacts..... 29

    Teaching Resources ..... 29

    University Resources ..... 29

## Section 1: Italian Studies Program Guide

### Introduction to Areas of Study

Courses covering all periods of Italian literature and culture are offered on a regular basis, and faculty expertise covers all periods from the Middle Ages to the present time, with a particular inclination for interdisciplinary approaches (comparative literature and Italian, literature and the other arts, cinema, manuscript studies, translation, language instruction). Strong allied programs in European Studies, Comparative Literature, Art History, Medieval Studies, Renaissance Studies, Literary Theory, Film Studies, and Gender Studies, as well as a distinguished School of Music, provide unequalled opportunities for the inquisitive graduate student. For the Italian graduate students who have financial support from our department, please note that the fee remission only covers courses that are directly related to your graduate degree.

### 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](http://graduate.indiana.edu/academics-research/bulletin.shtml)

### The M.A.

#### *The Degree*

The M.A. degree in Italian 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 various fields such as software development, translation, publishing, or business. A candidate can obtain the M.A. in two years. Up to eight hours of transfer credit may be counted toward the degree with the approval of the Director of Graduate Studies (DGS) and the Graduate School. Courses used to fulfill requirements for an MA degree elsewhere cannot be transferred while the student is in the MA program but may be counted later toward the PhD (see below).

#### *Degree Requirements*

- 30 credit hours of graduate work with at least 20 hours in Italian
- Written examinations on major authors and works from medieval to contemporary times.
- No thesis.

***The Exam***

There is a master's exam session held on the first Saturday of each semester (Fall and Spring). It consists of a six-hour written examination based on reading lists covering all periods of Italian literature. Candidates who wish to pursue a Ph.D. degree must take their master's exam within their fourth semester of classes. Master's candidates who do not intend to earn a Ph.D. may choose to take their exam after their fourth semester of classes. Students who choose this option will not be considered for any further financial support. Students must signal their intent to sit for the exam to the Director of Graduate Studies (with a copy to the graduate student services coordinator) at least 60 days prior to the scheduled exam date. In particular cases (i.e., a terminal master's degree with focus on language instruction, for instance), the faculty may accept a special (pedagogical) project in lieu of the written examination.

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. Missing coursework to remove Incomplete grades must be submitted no later than 2 weeks prior to the date of the exam, to ensure enough time for a grade to be assigned and processed. In case of late submission, we cannot guarantee that the Incomplete will be removed in time for the student to take the exam.

Each section of the exam will contain a question requesting the student to analyze a specific literary passage or film sequence. The student will have to choose at least one question of this type. The students can choose whether to handwrite the exam or to type it on an IU computer. Students can write the answers for the MA exam in either English or Italian.

All exams are anonymous. Only the graduate student services coordinator and the DGS are required to know which students are taking an exam in a session. The students will not write their name on their exam. They will mark the exam with a five-digit numerical code, and will write the same code in a note to be placed in a sealed envelope. No professor (not even the DGS) will have access to these codes until after all grades have been assigned.

The master's exam will be judged by the entire faculty according to the following scale:

- HIGH PASS = exceptional knowledge of the subject matter and outstanding critical ability
- PASS = good knowledge and good critical understanding of the subject
- LOW PASS = satisfactory knowledge of the material but lacking full critical comprehension.  
(The faculty may decide that an extra oral exam on the subject is necessary.)
- FAIL = insufficient knowledge and/or critical comprehension

In some cases, the faculty may decide that an extra oral exam is required. Students who receive a FAIL or a LOW PASS will not be admitted to the Ph.D. program. Students who pass the exam and complete their course work need to file for their master's degree with the Graduate School to have it appear on their transcript.

If the Italian faculty decides to change the exam system for the master's degree, all students in their first year of classes will have to comply with the new rules.

***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. The five year time limit is effective at the start of the earliest coursework counting towards the degree. For example, a student who first enrolled in

the program in Fall 2016 would need to complete all degree requirements (including course work and exams) by December 2021. However, if that student transferred credit that was completed Fall 2015, then all degree requirements would need to be completed by December 2020. Revalidation of coursework completed before this five-year period is possible in exceptional cases (see the Graduate School bulletin.)

## **The Ph.D.**

### ***The Degree***

The Ph.D. program is intended to train scholar-teachers to do advanced research of professional quality in their specialized field, to teach courses in this field at all graduate and undergraduate levels, and to teach undergraduate courses in Italian literature, language and culture. 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. See “Steps Toward PhD Completion” in Section 2: The Graduate Handbook for more information.

### ***Degree Requirements***

- 35 credit hours of graduate course work beyond the M.A. for a total of 65 credit hours of course work, among which generally 12 credit hours must be in an approved outside minor area. Credit hours required for the minor are determined by the respective minor department. Check with the department offering your chosen minor for complete details.
- 25 thesis hours (M875)
- Reading proficiency in one of the following foreign languages: French, German, Spanish, Portuguese, Classical Greek or Latin.
- PhD examinations (see below)
- Dissertation

### ***Language Requirements***

Reading proficiency is normally demonstrated either by exam (consult the appropriate department for details) or by completing the second half of the appropriate graduate course series (FRIT-F 492, HISP-S 492, GER-G 492, CLAS-L 400, LING-C 502, etc.) with a grade of B or better. Please note that the credits for CLAS-L300 and L400 and for LING-C501 and C502 count toward the 30 hours of M.A. or the 65 of Ph.D. coursework. The 491-492 sequence, regardless of language, does not carry graduate credit. Students may request to replace one of the languages above with a language that is not present in the list but that addresses their dissertation topic directly. The special request for the substitution can be made only after the candidate has passed at least the first part of the PhD exam. The request must be submitted in written form to the Director of Graduate Studies and the director (or proposed director) of the dissertation.

### ***Qualifying Examination***

*The Ph.D. exam is divided in two parts:*

1. An in-depth written examination covering all periods of Italian literature and culture, including film.
2. The submission of a dissertation project.

*Part 1*

Students must take the first part of their PhD exam no later than their 4th semester in the PhD program. To qualify for the first part of the Ph.D. exam, students must have no Incompletes on their academic record. Missing coursework to remove Incomplete grades must be submitted no later than 2 weeks prior to the date of the exam, to ensure enough time for a grade to be assigned and processed. In case of late submission, we cannot guarantee that the Incomplete will be removed in time for the student to take the exam.

Part 1 of the Ph.D. exam will be held in two sessions: one on the first Friday of the semester (9am–2pm), and the second session the next day, Saturday (9am–2pm). At each session, candidates will be asked to answer three questions from a list of topics. In the first session, the questions will cover the Middle Ages, the Renaissance, and the Baroque; the second session will cover the eighteenth century to the present, including cinema.

Students must indicate their intention to sit for the exam to the Director of Graduate Studies (with a copy to the graduate student services coordinator) at least 60 days prior to the scheduled exam date. Students are urged to discuss the reading list with the Director of Graduate Studies at least two months before the exam. Please consult the current reading list on the departmental website to prepare for the exam. Previous sample exams are available for consultation from the graduate student services coordinator.

Each section of the exam will contain a question requesting the student to analyze a specific literary passage. The student will have to choose at least one question of this type. Students must write at least one answer in English and one in Italian in each of the two sessions. The students can choose whether to handwrite the exam or to type it on an IU computer.

Those who take the exam will remain anonymous to the evaluators until the final results have been calculated.

*Part 2*

The second part of the Ph.D. exam consists of the submission of a preliminary description of a dissertation project of approximately 20 to 25 pages of length (including a select bibliography). This description should be considered as a preliminary, less specific, draft of the dissertation proposal.

Students must submit their dissertation project as soon as possible after having passed the first part of their PhD exam, and no later than the following regularly scheduled exam.

The project must include a presentation of: 1) the topic the student intends to work on for the Ph.D. dissertation; 2) the main thesis of the work; 3) the role and relevance of the thesis to the existing scholarship on the topic; 4) a plan of the organization of the dissertation, divided by chapters; 5) a bibliography. The project can be in English or in Italian.

Students are urged to discuss the preparation of their project with the professor or professors selected as potential dissertation advisor(s), as well as with the other professors whose area of specialization most closely relates to the chosen topic.

Once completed, the dissertation project is to be submitted to all tenured and tenure-track faculty of the Italian program, both via email as an attachment and in hardcopy in the faculty members' mailboxes. After the dissertation project has been approved, the student should start developing it into the official dissertation proposal.

#### *Rules applying to both parts of the exam*

The two parts of the Ph.D. exam will be evaluated by all Italian faculty. The first part of the exam will be graded on the same grade scale used for the Master's examination. If a student receives a "Low Pass", the faculty may decide that an extra oral exam is required. Students who receive a "Low Pass" must discuss their exam and their plans to improve their academic performance with the Director of Graduate Studies. The second part of the exam will be graded on a pass / fail basis, and students will receive feedback and suggestions about their project. Students who fail an exam may be allowed, at the discretion of the faculty, to retake the exam during the subsequent examination session, or to submit a new version of their dissertation project.

Students who fail one of both parts of the exam may be put on academic probation. Failing a part of the exam can result in the loss of teaching support and other forms of University financial aid in the subsequent academic year. Students who are not allowed to retake the exam or to resubmit their dissertation project, or who fail two exams, will not be permitted to continue in the program.

If the Italian faculty decides to revise or modify the Ph.D. examinations or the reading lists, students who have not yet been admitted to the doctoral program or who have not yet completed at least one examination under the previous system or reading list will be required to follow the new or revised system. Changes will only be made with ample preparation time remaining for students before the next exam session.

### **Incompletes**

- 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 employment.
- The AI should be working to fulfill degree requirements at a reasonable rate (please refer to MA and PhD exams sections for the required timing).

To qualify for the MA exam, or for either part of the Ph.D. exam, students must have no Incompletes on their academic record. Missing coursework to remove Incomplete grades must be submitted no later than 2 weeks prior to the date of the exam, to ensure enough time for a grade to be assigned and processed. In case of late submission, we cannot guarantee that the Incomplete will be removed in time for the student to take the exam.

### **Independent Studies**

Independent studies (FRIT-M 815) are meant to give graduate students an opportunity to pursue personal research projects and broaden their understanding of Italian culture. These courses are not appropriate for preparation for the MA exam and the first part of the PhD exam. Independent studies should not replace in-class courses; therefore, they should cover topics that are not

routinely taught in other courses, and they should be taken during the Summer or in semesters in which the student is already taking all courses offered in the Italian program.

There is a limit of one independent study per student.

Students intending to take an independent study must write a short description of approximately 2 pages explaining the reasons, content and general structure of the project. This document must be approved and signed in advance by both the Director of Graduate Studies and the professor who will direct the work. To obtain online permission to enroll in FRIT-M 815, consult the semester's course list on the departmental website.

## Section 2: Department of French and Italian Graduate Handbook

### 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***, Lauren Anderson, addresses graduate student concerns such as academic status, language proficiency, financial support, registration procedures, fellowship applications, and graduate admissions. She also helps compile the departmental statistics, administers the Career Placement Service, and serves as departmental payroll clerk.

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.

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.

## General Office Procedures & Graduate Student Resources

**Graduate student workstations:** Five tables have been designated for graduate student use in the FRIT wing of GISB. Ten workstations are 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 graduate student 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](http://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 and Directors of Graduate Studies 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. Students interested in applying for travel grants should also check the College Arts and Humanities Institute and the Graduate and Professional Student Organization websites 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 that should be avoided. Students are advised to make note of the official [academic calendar](#) 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 to the graduate student services coordinator, and the address should also be 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. Courses outside the College that are related to the student's degree in FRIT 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. Students in classes taught by AIs or Visiting Lecturers that fill out the DSS form and submit the required

documentation should then set up a meeting with both the AI and the Director of Language Instruction. AIs should not decide on accommodations on their own.

## Incompletes

Per the regulations of the University Graduate School and the College of Arts & Sciences, 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.

Graduate students should not assume they can obtain an Incomplete from a professor just because they did not complete their work on time. Similarly, graduate students should not give one of their own students an Incomplete without a documented reason.

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. 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, and put into writing in the student's file.

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. Watch for the deadline via email, or check with the GSSC for more details on applying for commencement. 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). For more information on submitting the nomination of advisory committee form, contact the graduate student services coordinator. 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.

#### Two different committees to advise graduate students:

- 1) PhD advisory committee: Must be formed within a year of acceptance to the PhD program. Guides the student's studies until Nomination to Candidacy.
- 2) Research committee: Reads and approves dissertation proposal and the completed dissertation itself. Judges the dissertation defense. Must be appointed at least six months prior to the defense date.

### 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](http://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. Normally, an announcement of the defense is posted in hard copy and via email in the Department, but the student and dissertation advisor can jointly request that this additional publicity not be sent.

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 semesters 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.

Terminations based on the guidelines 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. 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 abroad, 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 (at least 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 semester (usually offered in the Spring). 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 or G901 is required.

## 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, unless FRIT has too few applicants to fill our teaching positions.
- 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 2017-18 is as follows:

<b><u>Fall 2017</u></b>	<b><u>Spring 2018</u></b> (dates are tentative)
September 5	January 31
September 29	February 28
October 31	March 30
November 30	April 30
December 15	May 7

### 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. Parking Permits can be purchased through the Parking Permit task found in one.iu.edu.

## 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. If the need for additional privacy is anticipated, please contact a staff member as soon as possible to reserve a private room in the building. Usually, staff can reserve GA 3143 or another small meeting room on our floor.

## 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](http://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 to the instructor 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.

We encourage instructors to explore the many features of Canvas at [canvas.iu.edu](http://canvas.iu.edu). Training classes are available through the Center for Innovative Teaching and Learning. For questions regarding this system, please do not hesitate to contact your course supervisor or Director 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 Technology Services](#).

### **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. The waitlist runs for the last time on Thursday morning of the first week of classes.

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 [Student Central](#) office. After that date, 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 IU username to receive the scan (the full email address is not required). 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. The machine remembers the last 10 email addresses to which a scanned document was sent, so if you scan frequently, you may not have to hit “manual entry,” but instead find your email address in the “recent” list.

The Ricoh can also act as a printer, and it should come up as an option on all the graduate student work station computers in the FRIT wing. You have to actually go to the Ricoh machine and swipe your ID card to “release” the print job. Print jobs can be released at any Ricoh machine in the building.

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](http://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](http://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 in the upper right to upload your file
4. Put your cursor on the line with the file name. On the right end of this line, a box called "Share" will appear – click on this.
5. Enter two email addresses under "email shared link": [fritdept@indiana.edu](mailto:fritdept@indiana.edu) and [fritgs@indiana.edu](mailto: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). Be sure to remind and encourage your students to complete the OCQ forms.

It's very important that a high percentage of students complete the forms for the results to be meaningful. 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) with the staff 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 Government](#): GPSG 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 2019. 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 position for French Club for the following academic year. The French Club coordinator teaches 2 courses instead of 3 during the academic year. The Circolo Italiano coordinator is selected by the Director of Language Instruction in Italian (not via application), because she/he also serves as assistant to the DLI. The Circolo coordinator does not teach classes. 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 mscalabr@indiana.edu	855-8044
Isabel Piedmont-Smith, Departmental Administrator ipiedmon@indiana.edu	855-5458
Lauren Anderson, Graduate Student Services Coordinator fritgs@indiana.edu	855-1088
Lisa Huffman, Faculty/Undergrad Services Coordinator fritdept@indiana.edu	855-1952
FRIT FAX	855-8877
FRIT website	<a href="http://frit.indiana.edu">frit.indiana.edu</a>

#### ***FRIT Directors of Graduate Studies:***

Prof. Colleen Ryan, Italian (fall)	855-1249
Prof. Marco Arnaudo, Italian (spring)	855-1088
Prof. Julie Auger, French Ling. and MAFI	855-7958
Prof. Oana Panaïté, French/Francophone Studies	855-1134

### Teaching Resources

Classroom Technology Services (via UITS)	855-8765
Center for Innovative Teaching and Learning (CITL)	855-9023 <a href="http://citl.indiana.edu">citl.indiana.edu</a>
The Center for Language Technology (CeLT)	<a href="http://celt.indiana.edu">celt.indiana.edu</a>

### University Resources

BEST (Graduate Language Proficiency Exams)	855-1595
College of Arts & Sciences, Graduate Office <a href="http://college.indiana.edu/student-portal/graduate-students/index.html">college.indiana.edu/student-portal/graduate-students/index.html</a>	855-3687
Disability Services <a href="mailto:iubdss@indiana.edu">iubdss@indiana.edu</a>	855-7578
Graduate School <a href="http://graduate.indiana.edu">graduate.indiana.edu</a>	855-8853
MA Recorder	855-1117
PhD Recorder	855-9345
Graduate Bulletin:	

<a href="http://graduate.indiana.edu/academics-research/bulletin.shtml">graduate.indiana.edu/academics-research/bulletin.shtml</a>	
Graduate and Professional Student Government	855-8747
<a href="http://www.indiana.edu/~gpso/">www.indiana.edu/~gpso/</a>	
Grad Grants Center	855-5281
<a href="http://www.indiana.edu/~gradgrnt/">www.indiana.edu/~gradgrnt/</a>	
Health Center	855-4011
Human Resources	855-2172
<a href="http://hr.iu.edu">hr.iu.edu</a>	
Student Health Insurance	856-4650
<a href="mailto:studenthc@indiana.edu">studenthc@indiana.edu</a>	
Office of International Services	856-9086
<a href="http://ois.iu.edu">ois.iu.edu</a>	
Wells Library (Information)	855-0100
Student Central on Union - <a href="https://studentcentral.indiana.edu">https://studentcentral.indiana.edu</a>	855-6500
Office of the Bursar	855-6500
Office of the Registrar	855-6500
▪ grade entry: <a href="http://registrar.indiana.edu/grades/final-grades.shtml">http://registrar.indiana.edu/grades/final-grades.shtml</a>	
Financial Aid	855-6500
University Information Technology Services (UITs)	855-6789
UITs classroom support	855-8765
<a href="http://indiana.edu/~cts/">http://indiana.edu/~cts/</a>	