
French Instruction

Program Guide
FRIT Graduate Handbook

2018-2019 Academic Year

Table of Contents

Section 2: French Instruction Program Guide	4
Introduction	4
Degree Requirements	4
Coursework	5
Language Proficiency.....	6
The Exams.....	6
Time Limit:.....	7
Mentors:	7
Section 2: Department of French and Italian Graduate Handbook.....	8
Introduction	8
General Office Procedures & Graduate Student Resources	8
Academic Policies & Procedures	10
Registration.....	10
Fee Remission	10
Student Disabilities	11
Incompletes.....	11
MA/PhD reference exams	11
Leave of Absence:.....	12
Time Limits.....	12
Academic Probation.....	12
Graduation	12
Commencement.....	13
Associate Instructor Positions	13
Conditions of Reappointment.....	13
Instructor Observation	14
The AI’s Role in Reappointment.....	14
Term limitations.....	14
Enrollment Requirements.....	15
Summer Appointments	15
Selection of Summer AIs	15
Summer Enrollment	16
Summer Health Insurance.....	16
Departmental Policies & Resources for Associate Instructors.....	16
Payroll.....	16
Parking	16
Desk copies.....	16
Office hours	17
FERPA	17
Canvas & Tech Assistance	17
Prerequisites for language courses	17
Auditing.....	17
Pass/fail option.....	18
Class Rosters.....	18
Dropping and adding classes	18
Self-Service Copies & Scanning	19
Duplicating by Staff.....	19
Exam Copies & Final Exams.....	20
Course Evaluations.....	20
Incompletes.....	20

Grade Changes..... 21
Grade books..... 21
Emergency Procedures 21
Opportunities for Further Involvement..... 21
Important Resources and Contact Information 23
 Departmental Contacts..... 23
 Teaching Resources 23
 University Resources..... 23

Section 2: French Instruction Program Guide

Introduction

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

The MA in French Instruction is designed for graduate students who anticipate a career in French teaching in a private primary or secondary school, or in a small college. The program includes study in French language, literature, civilization, pedagogy, and applied linguistics. A total of 30 credit hours are required, of which at least 20 hours must be taken in the Department of French and Italian. In the first year of graduate work, students must enroll in four courses within the Department. No more than six hours at the 400 level may count toward the degree, unless expressly approved by the Director of Graduate Studies. State teacher certification is not included in the program, but it may be obtained by completing additional credit hours, including student teaching, through the Indiana University School of Education. For more details on licensure, please contact license@indiana.edu or (812) 856-8500.

Degree Requirements

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

- 30 credit hours of graduate work with at least 20 hours in French.
- Completion of required courses: F572, F573, and F580. Additional work must include at least one course in French Linguistics and one course in pedagogy/acquisition, as well as two courses in French/Francophone Studies.
- Oral proficiency in French as demonstrated by interview at the end of first year. See more information under *Language Proficiency* below.
- Written exams in the following 2 areas (one essay in French):
 - applied French linguistics
 - foreign language methodology/second language acquisition.
- Oral exam in Francophone civilization or literature.
- No thesis.

Coursework

I. Required course work

All students must complete the following courses, for a total of seven credits. See the Graduate School Bulletin for descriptions of courses.

1. F572 Practicum in College French Teaching (1 cr)
2. F573 Methods of College French Teaching (3 cr)
3. F580 Applied French Linguistics (3 cr)

II. Individualized Coursework

Students must choose courses from the categories below, for a total of twelve credits. Choice of courses should be made in consultation with the Director of Graduate Studies. Other courses not specifically listed may be approved by the DGS.

1. Two courses in French/Francophone Studies (500 level or above, 3 cr each)
2. One French Linguistics course (in addition to F580) at the 500 level or above
3. One course in Foreign Language Methodology, Applied Linguistics and Language Acquisition

Possible courses to fulfill this requirement:

Course in the **Department of French and Italian:**

F673 Topics in Learning and Teaching of French (3 cr)

Courses in the **School of Education:**

L520 Advanced Study in Foreign Language Teaching (3 cr)

L530 Topical Workshop in Language Education (3 cr)

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

T522 Survey of Applied Linguistics (3 cr)

S532 Second Language Acquisition (3 cr)

Courses in the **Psychology Department:**

P438 Language and Cognition (3 cr)

III. Additional Coursework

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

Language Proficiency

There is no language requirement other than proficiency in French. At the end of the first year of graduate study, students must arrange for an ACTFL OPI and send results to FRIT. A score equivalent to “Advanced High” on the ACTFL/ETS scale (2+ on the ILR scale) is required. Should a student fail to attain a score of Advanced high, specific remedial coursework may be required.

The Exams

All graduate students in French Instruction are required to pass a series of examinations in order to fulfill degree requirements. The exams allow students to demonstrate their proficiency in French, their knowledge in several fields, and their ability to synthesize, organize, and present material in written and oral form. To qualify for the Master’s exams, students must have completed all courses previously taken. Specifically, students with Incompletes will not be allowed to sit for the exams.

I. Examination schedule

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

II. Written exams

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

III. Oral exam

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

IV. Passing and retakes

The candidate must attain a grade no lower than B- on each of the exams in order to pass. Should a candidate fail any of the exams and wish second consideration for the degree, they have one opportunity to retake the failed exam(s) during the following semester at the regularly scheduled examination time. No MA degree will be awarded unless a passing grade is achieved on each of the exams.

Note: Once you pass the MA exam and fulfill all requirements presented above, please follow the guidelines in Section 2: Graduate Student Handbook to apply for the MA degree. It is not automatically awarded to you.

Time Limit:

The requirements for the MA degree must be completed within five consecutive years. All transfer credits must also be completed within five years. Revalidation of coursework completed before this five-year period is possible in exceptional cases (see the Graduate School bulletin.)

Mentors:

During their first semester on campus, students will be assigned a faculty mentor to help guide them through the French Instruction program. The mentor's role is to serve as informal academic advisor, providing additional support from faculty beyond that offered by the Director of Graduate Studies.

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, arranges guest speaker visits, and coordinates departmental awards and fellowships.

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. Six 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 in the refrigerator 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 from the staff. 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 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

ITALFACULTY-L = All Italian faculty, including visitors

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. A brand new departmental website is currently under development and should be launched by the end of 2018.

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 such courses are eligible to be covered by 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

This section pertains to grades of Incomplete for FRIT graduate students. Associate Instructors should see the section on Departmental Policies & Resources for Associate Instructors for guidance on assigning Incompletes to their students.

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 the 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.

Usually a student must meet with their professor to discuss the reason(s) the student is seeking an Incomplete, show appropriate documentation, and agree on what must be done to remove the Incomplete and in what time frame.

According to university policy, 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.

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.

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 three 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.

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 MA degree must be completed within five years prior to the awarding of the MA degree. This time limit is applicable to any transfer credit as well. Revalidation of course work completed outside of the five year time limit is possible in exceptional cases (see the Graduate School bulletin).

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. If the student wishes to participate in the commencement ceremony, the MA application must be submitted by the second month of the semester (September or February).

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 awarding 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 Graduate student services coordinator 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.

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 a deadline set via email for late January or early February, 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 this date, 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.

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 poor grade on their MA 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 (enrolled in 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 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, an 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:

Fall 2018

September 4
September 28
October 31
November 30
December 14

Spring 2019 (dates are tentative)

January 31
February 28
March 29
April 30
May 6

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

Als 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 sign up on the door of one of the two rooms specifically reserved for FRIT AIs for that purpose. Staff will notify AIs at the beginning of the semester which rooms those are.

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 to the instructor is also sufficient. Instructors should keep such an email in their records for at least 1 year.

Canvas & Tech Assistance

Canvas is the course management system which assists faculty and students by providing course information and discussion opportunities on the Web. The system basically enables 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. Training classes are available through the [Center for Innovative Teaching and Learning](#) (CITL). 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, CITL assists AIs in using Internet resources and other technology in their teaching.

Almost all IUB classrooms are equipped with the technology needed for teaching. If you need training in the use of this technology, or if you need technology not installed in your classroom, 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

AsIs 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 online.

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 later 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

Als 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. For IU email addresses, you only have to enter the first part, the username (not @iu.edu). 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.

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 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 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). 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. A few weeks 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

This section discusses awarding of Incompletes by AIs for students in their undergraduate language classes. For discussion of Incompletes that may be awarded by professors to graduate students, please see the appropriate section under Academic Policies & Procedures, above.

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, and what the deadline is for completion. 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.

Incompletes automatically turn into F's one year after they are awarded. As noted above, more stringent deadlines may be set by the instructor in consultation with the course supervisor or DLI.

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 their class, the AI is to assist that student as best they can, or ask a reliable fellow student to assist them. 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 them.

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	frit.indiana.edu

FRIT Directors of Graduate Studies:

Prof. Marco Arnaudo, Italian	855-1088
Prof. Julie Auger, French Ling. and MAFI (fall)	855-7958
Prof. Kevin Rottet, French Ling. and MAFI (spring)	855-6164
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 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 college.indiana.edu/student-portal/graduate-students/index.html	855-3687
Disability Services iubdss@indiana.edu	855-7578
Graduate School graduate.indiana.edu	855-8853
MA Recorder	855-1117
PhD Recorder	855-9345
Graduate Bulletin: graduate.indiana.edu/academics-research/bulletin.shtml	
Graduate and Professional Student Government www.indiana.edu/~gpso/	855-8747
Grad Grants Center www.indiana.edu/~gradgrnt/	855-5281
Health Center	855-4011
Human Resources hr.iu.edu	855-2172
Student Health Insurance studenhc@indiana.edu	856-4650
Office of International Services ois.iu.edu	856-9086

Wells Library (Information)	855-0100
Student Central on Union - https://studentcentral.indiana.edu/	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 Services (UITS)	855-6789
UITS classroom support	855-8765
http://indiana.edu/~cts/	