

LANGUAGES, LITERATURES AND CULTURES

GRADUATE STUDIES MANUAL

for

Graduate Students and Faculty

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Please read this manual carefully. It is designed to answer questions most frequently asked by applicants for admission and students currently enrolled.

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Address correspondence to:

Graduate Studies Coordinator
Department of Languages, Literatures and Cultures
Colorado State University
Fort Collins, CO 80523-1774

Tel: (970) 491-6141

E-mail: CLA_llcgradstudies@colostate.edu

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MISSION STATEMENT

The purpose of the Master of Arts Program in Languages, Literatures and Cultures with specializations in French, German, and Spanish is to provide students with the opportunity for advanced study of these languages and their literatures in their cultural context, with specific emphases on the development of the practical and critical skills necessary for additional graduate study, independent research, teaching or other professional career goals.

REQUIREMENTS FOR THE MASTER OF ARTS PROGRAM IN LANGUAGES, LITERATURES AND CULTURES

The Department of Languages, Literatures and Cultures offers three options leading to the M.A. degree in Languages, Literatures and Cultures (LLAC) with specializations in French, German, and Spanish. The student may choose between a selective focus on language, literature, and culture (Option I); may elect to follow an interdisciplinary course of study (Option II); or may follow a Joint option with an option I Master's and a TEFL/TESL Master's degree from the Department of English.

Although options I and II differ in scope and emphasis, a core of required courses common to both stresses the development and enhancement of linguistic, research, and critical skills. Both options are designed to meet the needs of students who wish to pursue advanced studies in French, German and Spanish language and its literary and broad cultural manifestations as one of the liberal arts. Both options are also designed to serve students who, for professional reasons, seek to continue their studies for eventual admission to a doctoral program or to meet specific career objectives in the private, governmental, or academic sectors.

OPTION I: The **DEPARTMENTAL OPTION** is designed to prepare the student for continued advanced study in language, literature, and culture. Students who select Option I may expect to broaden and deepen their command of language and literature with specific emphasis on the development of the critical skills necessary for advanced independent research. Students pursuing a Master of Arts degree in Languages, Literatures and Cultures under Option I must earn a minimum of 34 semester credits and write a master's thesis or create a portfolio, and pass both written and oral comprehensive examinations.

Minimum Course Requirements for Option I	Credits
<ul style="list-style-type: none"> • LGEN 510 Research Methods • LGEN 530 Literary and Cultural Theory • L*** 536 Varied Topics in Linguistics^a • L*** 5xx Topics in Literature • L*** 692 Seminar • Additional courses in the language, literature, or culture of specialization (<i>LGEN516 is required of GTAs and will count towards those credits</i>)^b • Plan A: Thesis LGEN699 Or Plan B: Project LGEN698 (3 credits) + 3 additional L*** 5xx credits Or Plan B: Portfolio LGEN694 (3 credits) + 3 additional L*** 5xx credits Or Plan B: Exams only 6 + additional L*** 5xx credits (in target language) 	<p>1 3 3 3 3 15 6</p>
TOTAL CREDITS	34
<ul style="list-style-type: none"> • Comprehensive exams only; or Comprehensive exams + Thesis Defense / Project Defense / Portfolio Presentation. 	

^a The topic of L*** 536 will be History of the Language every other year.

^b LGEN 516 may be waived if approved by language program director.

OPTION II: The **INTERDISCIPLINARY OPTION** combines the study of language, literature and culture including application of their critical methodologies, with the study of another field in the humanities such as Art, Education, History, Psychology, Anthropology, English (if not in Joint Program)

or a second language, etcetera.¹ It enables students to broaden the scope of their studies and to develop an interdisciplinary approach appropriate to the critical examination of the fields they have chosen. Option II should be undertaken only by students who already have a strong interest and preparation in the collateral field.

Students pursuing a Master of Arts degree in Languages, Literatures and Cultures under Option II must earn a minimum of 34 semester credits of which 9 credits are earned in approved course work in a supporting field. Students electing this option must also write a thesis or a portfolio and pass written and oral examinations which might have a focus appropriate to the interdisciplinary emphasis of the program of study. Option II may not be used to complete the undergraduate requirements for a teacher's certificate, but may be used to study certain graduate courses from the TESL program.

Minimum Course Requirements for Option II	Credits
• LGEN 510 Research Methods	1
• LGEN 530 Literary and Cultural Theory	3
• L*** 536 Varied Topics in Linguistics ^a	3
• L*** 5xx Topics in Literature	3
• L*** 692 Seminar	3
• Additional courses in the language, literature, or culture of specialization or appropriate courses outside the Department (<i>LGEN516 is required of GTAs and will count towards those credits</i>) ^β	6
• Interdisciplinary program with 9 credits in another field ^γ	9
• Plan A: Thesis LGEN699 Or Plan B: Project LGEN698 (3 credits) + 3 additional L*** 5xx credits Or Plan B: Portfolio LGEN694 (3 credits) + 3 additional L*** 5xx credits Or Plan B: Exams only + 6 additional L*** 5xx credits (in target language)	6
TOTAL CREDITS	34
• Comprehensive exams only; or Comprehensive exams + Thesis Defense / Project Defense / Portfolio Presentation.	

^a The topic of L***536 will be History of the Language every other year.

^β LGEN 516 may be waived in cases of extensive experience or training if approved by language program director(s).

^γ Some possibilities of fields are in Arts, Women studies, Ethnic studies, International Development, Political Economy, Education, Anthropology, Psychology, History.

OPTION III: The **JOINT OPTION** [M.A.s LLAC and ENGLISH (TEFL/TESL)] is a three-year program that requires concurrent study in two Master's degree programs, one in English (TEFL/TESL) and the other in Languages, Literatures and Cultures (French, German, or Spanish). The two sponsoring departments provide an interdisciplinary program to enhance both theoretical and applied competencies in the learning and teaching of English and foreign languages as expressions of their respective cultures.

Students will only pass written and oral comprehensive examinations in the language of specialization (not related to their TESL program). Students must earn 61-64 credits of graduate study to receive both M.A. degrees. Students must be admitted to both departments, and must declare their intent to do the Joint Program to both departments prior to registration for their first semester, or during it.

¹Other fields must be approved by graduate coordinator, thesis advisor or chair.

Minimum Course Requirements (Joint program) Credits

Plan A (with Master's Thesis)

- LGEN 510 Research Methods 1
- LGEN 530 Literary and Cultural Theory 3
- L*** 536 Varied Topics in Linguistics^a 3
- L*** 5xx Topics in Literature 3
- L*** 692 Seminar 3
- Additional courses in the language, literature, or culture of specialization or appropriate courses outside the Department 15
 - L***500
 - LGEN516
- Plan A: Thesis LGEN699
- Or
- Plan B: Project LGEN698 (3 credits) + 3 additional L*** 5xx credits
- Or
- Plan B: Portfolio LGEN694 (3 credits) + 3 additional L*** 5xx credits
- Or
- Plan B: Exams only + 6 additional L*** 5xx credits (in target language)6

TOTAL CREDITS IN LLAC 31-34

- Comprehensive exams only; or Comprehensive exams + Thesis Defense / Project Defense / Portfolio Presentation

TOTAL CREDITS IN ENGLISH 30-35

Contact the Department of English to view their list of coursework and requirements.

**GRAND TOTAL OF CREDITS FOR JOINT OPTION 61 credits for Plan A
64 credits for Plan B**

^a The topic of L***536 will be History of the Language every other year.

ADDITIONAL DEPARTMENTAL POLICIES AND REQUIREMENTS

- A. Of the 34 hours required for the M.A. degree, a minimum of 24 hours must be earned in residence.
- B. For French and German students, 400-level courses may be included as part of the graduate program with approval (advisor and Graduate Studies Coordinator). For Spanish students, 400-level courses *may NOT be* included, unless an appeal is made by the student and is approved by the student advisor, Graduate Studies Coordinator and Committee, and the Department Chair.
- C. For French and German, a maximum of 3 courses at the 400-level can be included in the program of study.
- D. Graduate teaching assistants (GTAs) must enroll for at least 9 hours each semester, and at least 6 credits per semester must be taken in the department (LFRE, LGER, LSPA or LGEN).
- E. Enrollment in L*** 695 V, Independent Study, must be formally requested. Signatures of advisor and Department Chair are required. Only in unusual cases will the Department allow the student to

apply for such a course, and for more than 3 hours of L*** 695 V credit to the 34 hours required for the degree.

- F. Program changes must be approved by the student's advisor.
- G. Grades of Incomplete (I) must be cleared prior to oral exams.
- H. Transfer credits: For the M.A., students must have a minimum of 34 credits, 24 of those credits must be earned at CSU and at least 21 of those credits must be earned after admission to the program. A student could propose to transfer in any additional regular coursework credits. There is no specified limit as long as the student is meeting the minimum credit requirements here at CSU.

ADMISSION TO THE GRADUATE SCHOOL AND PROGRAMS OF STUDY

Criteria

A minimum undergraduate GPA of 3.0 (4.0 scale), or better and at least three letters of recommendation are required for regular admission (Dept. requirements). Students applying for admission to graduate study must submit a biographical statement in English and a statement of purpose in the target language. Students applying for a Teaching Assistantship will be interviewed by members of the Graduate Studies Committee and the language coordinator in order to demonstrate competence in the language of specialization. All students are asked to submit for consideration a copy of a paper on any subject which, in the applicant's opinion, gives an indication of critical thinking and writing skills. Non-US citizens must also provide evidence of competency in English equivalent to a TOEFL PLT score of 550, or a TOEFL IBT score of 79.

Students may be admitted to the program if they meet the requirements of the Graduate School and if they have completed an undergraduate major in the language of specialization or have demonstrated linguistic and literary skills which will, in the opinion of the Graduate Studies Coordinator and the Graduate Studies Committee, enable them to complete successfully 500-level courses in their area of specialization. Under certain circumstances, applicants who meet the Graduate School requirements for admission may be admitted provisionally to the Department based on a lack of proficiency or insufficient knowledge. Those will not hold a teaching assistantship upon entrance but can be considered in subsequent years if students meet expectations. To qualify for regular status, the provisionally admitted student will usually take one semester of course work recommended by the advisor.

Procedures for Application

1. Completion of the application on-line to the program (by the student).
 2. Review of the application and recommendation for admission or dismissal (by the Department).
 3. Admission approval or notice of dismissal (by Graduate School).
- A. Applications for admission to graduate study (GS Form 1) are obtained on-line from the Graduate School. Application deadlines are **February 1 and October 1** for full consideration of financial support. A final decision will normally be reached by April 1 and November 1, when notification of the Departmental decision will be made. Applications are screened by the Graduate Studies Coordinator in consultation with the appropriate faculty members, and recommendations for admission are forwarded to the Department Chair for review and final action.
 - B. Upon admission, applications for Graduate Teaching Assistantships are screened by the Graduate Studies Coordinator, in consultation with graduate faculty in the area of the applicant's

specialization. Recommendations for appointment, made on the basis of promise of both academic excellence and outstanding teaching ability, are forwarded to the Department Chair for review and final action. Due to budget restrictions, assistantships are limited in number.

Financial Assistance

Graduate Teaching Assistantships and Lab Manager Assistantship are available on a competitive basis for qualified applicants. The award of an assistantship includes both a stipend and payment of tuition, but does not include summer tuition. These assistantships pay only a student fee assessed each semester for which the student is registered, and can be awarded up to a maximum of four semesters (based on satisfactory performance); however, during the second year, only in-state tuition is usually covered, and qualified students should seek Colorado residency (see *GS Bulletin* or *Student Financial Services, Tuition Classification*).

A limited number of graduate scholarships are available for outstanding students. International Students will have non-resident tuition covered for up to two years, as long as the 1st year was satisfactory in their academic, and teaching or administrative responsibilities.

SUMMARY OF PROCEDURES AND DEADLINES

Graduate students are expected to familiarize themselves with the requirements and regulations of the University as printed in the *Graduate Bulletin* of the University, and with Departmental requirements and regulations as found in this policy manual. Following is a Summary of Procedures and Deadlines for completing the Master's Degree in Languages, Literatures and Cultures. Check the document with the thesis/portfolio and exams timeline.

Step	Due Date
1. Application for admission (GS Forms 1 and 4B)	Feb 1 (for Fall) and July 1 (for Spring) for full consideration of financial support
2. Appointment of temporary advisor	Upon admission
3. Selection of grad. advisor & committee	Second semester
4. Filing of program of study (GS Form 6)	Early in the student's third semester or upon completion of 18 cr.
5. Changes in committee (GS Form 9A)	Students must inform committee members of changes and ask faculty for acceptance to be part of committee
6. Submit Thesis Prospectus / Project Prospectus / Portfolio outline	End of penultimate semester
7. Submit completed draft of thesis, or project, or portfolio to main advisor	First week of the term of the written examinations (final semester).
8. Application for Graduation (GS Form 25) and Diploma Slip (GS Form 25A)	Second week of graduation term for fall and spring semesters (watch GS deadlines each term)
9. Completed final draft of thesis, or project, or portfolio to entire committee	Two weeks prior to the oral exam/defense
10. Do the take-home examinations	Fourth, Fifth or seventh week of the penultimate or ultimate semesters (depending on option taken)
11. Final thesis defense, or project defense, or portfolio defense (or oral examination in the Joint Program)	Prior to the end of the tenth week of graduation term. Announced at least one week in advance by the Chair of the student's graduate committee. Student must bring GS Form 24 to the exam.
12. Report of final examination results (GS Form 24)	Within two working days after oral defense/oral examination (and by GS deadline)
13. Deposit signed thesis or project, ready for publication through the Library system	By the end of the eleventh week of graduation term (GS deadline)
14. Graduation	

INITIAL ADVISING

Entering graduate students shall meet with the Graduate Studies Coordinator for advising during orientation (the week *before* school begins). Students have a temporary advisor among graduate faculty in their language of specialization. In their first semester, they must meet for additional advising and program planning. At these initial meetings, the advisor shall discuss:

- A. Matters such as the purpose and nature of the graduate program as described in the *CSU Graduate and Professional Bulletin* (on the Graduate School website) and this policy manual.
- B. Courses offered by the Department and appropriate courses in other departments.
- C. The student's academic strengths and weaknesses based on their record; the recommendation of remedial work when necessary; and an evaluation of the extent to which transfer credits meet program requirements.
- D. The search for a main advisor, to lead exams, thesis or portfolio work.
- E. The different graduate programs (Options I, II, and Joint).
- F. A tentative schedule of courses for the student's program, depending on Option.
- G. The formation and function of the Graduate Committee.
- H. The organization, purpose and nature of the reading lists.
- I. The organization, purpose and nature of the comprehensive exams.

THE GRADUATE COMMITTEE

Selection

At the end of 2nd semester in residence and no later than the completion of 18 semester credits of graduate work, the student selects an advisor, and together they select a Graduate Committee. The advisor, who is selected from the language of specialization, serves as chair of the Committee, as described in the *Graduate and Professional Bulletin*.

It shall be the responsibility of the primary advisor to notify the Graduate Coordinator of the formation and composition of the Graduate Committee.

Composition

The Graduate Committee is composed of a minimum of three members, two of whom must be from within the Department and the major field of study, and at least one of whom must be from outside the Department and the major field of study. The Graduate Committee for the Joint option in English (TESL) and Languages, Literatures and Cultures will be composed of a minimum of four members: two from Languages, Literatures and Cultures, two from English. The Graduate Committee must in all cases be approved by the Department Chair. In the event that a committee member is unable to serve because of leave, absence, or illness, it is the student's responsibility to designate a temporary or a permanent replacement in consultation with the Department Chair.

Duties

The student's Graduate Committee members assume and continue the functions initiated by the graduate studies advisor [see "Initial Advising" above], and fulfill the advisory responsibilities described in the *Graduate & Professional Bulletin* and in the "Guidelines for Graduate Advising." Although the advisor and the Graduate Committee have the responsibility of overseeing and approving the student's program of study, it is the student's responsibility to call meetings of his or her Graduate Committee, whenever necessary, to plan or modify the program of study.

The student's primary advisor assists the student in preparing the Program of Study (GS-6).

The Graduate committee will guide the student in the development of the master's thesis, project or portfolio. More on the written and oral exams follow.

The Faculty

Criteria of Service on Graduate Committees

Faculty members are to be approved for service on graduate committees by the Department Chair in accordance with the minimum qualifications listed below:

- A. Ph. D. in a field appropriate to the student's program of study, its verified equivalent, or the approval of the Graduate School.
- B. Ability to communicate effectively in English and in the language of specialization.
- C. Demonstrated evidence of continuing and recent professional activities such as published research, presentation of papers, and participation in professional associations.

Responsibilities of Faculty Members on Graduate Committees

The Department of Languages, Literatures and Cultures expects members of its faculty to engage in active research and publication in appropriate areas, and to keep themselves informed of all departmental and university policies concerning the Graduate Program.

DESCRIPTION OF PROGRAM POLICIES AND REQUIREMENTS

M.A. students in LLAC are given four program assessment options:

1. Comprehensive exams (second to last semester of program) + Thesis (last semester)
2. Comprehensive exams (second to last semester of program) + Project (last semester)
3. Comprehensive exams (second to last semester of program) + Portfolio (last semester)
4. Comprehensive exams only (last semester of program). Students choosing this option will need to take the number of credits needed to fulfill M.A. requirements. See check sheet.

Reading Lists

Upon admission to the Master's program, each student will receive a Core Reading List based on their language for each of the tested areas. The Core Reading List is the same for all students within their language of choice. However, in French and Spanish, a complementary reading list will be developed by the students, based on their interests and on the exam questions they will want to propose. See the individual reading lists for details.

Comprehensive Exams

All students are required to take comprehensive exams, regardless of their program assessment option (Plan A [Thesis] or B [Project, Portfolio or Exams Only]). Students doing a Thesis, Project or Portfolio are expected to take the exams in the semester before graduation, but the exam may be postponed to the final semester, with the approval of the Advisor.

The Comprehensive Exams for students in all three options (departmental, interdisciplinary and joint) will be used to test the student's command of their respective fields with special emphasis on Programs of Study (GS-6) and on the Reading Lists.

A. Timing:

- i. The students will meet and communicate with the professor(s) in the area to be tested in order to receive feedback on the questions.
- ii. The students will need to have their reading lists and questions ready and approved by the Wednesday of the 2nd week of the 3rd semester for the option exams + thesis/project/portfolio and by the Wednesday of the 2nd week of the 4th semester with the option exams only. If the deadline is passed, the professor(s) in the area to be tested will be free to rewrite the proposed questions or write new questions as they see appropriate.
- iii. The exams will be taken during the 4th (French I/German I/Peninsular A or B), 5th (French II/German II/Latin American A or B) and 7th (Linguistics) weekend during the penultimate semester for the option exams + thesis/project/portfolio and during the last semester for the option exams only, in which the student intends to graduate.
- iv. The exams will be in the format of take-home exams.
- v. Advisors who feel students are not prepared for their exams should strongly recommend the students to postpone their exams for an additional semester.

B. Questions: The questions will be written by professor(s) in the area to be tested and by students.

- i. The professors will write two questions in their respective area of study (based on the reading list) out of which the student will be able to choose one to respond to. The professor(s) should add a general limit on the length of the answers in the form of page numbers or word minimum.
- ii. The student will provide the professors in the area with a set of three questions, one of which will appear on the exam (chosen by the professor(s) in the area). The questions should be original and should not duplicate any research paper written to fulfill course requirement. These exam questions will integrate several aspects of the reading list (works, materials, concepts, themes, etc.) and will be discussed with the advisor and the exam evaluator (professor specialized in the area) prior to the exam (see section a.ii).
- iii. The questions will initiate a discussion that includes theoretical background and original thoughts. They will reflect an analysis of a Master's level (see pool of questions for guidance).
If the student questions are approved by the professor(s) in the area by the deadline, they will not be changed. If they are not approved on time, the professor(s) can alter (in form and content) to match level and expectations. However, if students do not meet the deadline for questions and reading lists submission, the professors will be free to

significantly modify or change the questions to reflect the expected level. If the student prefers to waive his right to write questions, the professor(s) will provide the student with the three questions, and the student will have to answer two of them.

- iv. Graduate translation courses can be integrated in the third exam. The specifics of the evaluation of the translation will be provided and discussed with the professor(s) in the area. Students exercising this option will have two choices:
 - 1. If students propose three translation projects: do one of the three translation projects proposed by the student (selection of the project made by faculty) and answer one of the two questions formulated by the faculty in the area.
 - 2. If students propose one translation project and two questions on other areas of Linguistics: do either a translation project or one of the two questions written by the student (selection made by faculty); and answer one of the two questions formulated by the faculty in the area.
- v. Regarding History of the Language:
 - 1. History of the French/German Language (LFRE/LGER 536) is part of the third exam (linguistics).
 - 2. History of the Spanish Language (LSPA 536) can be integrated in the exam of Peninsular A or Latin American A. Students who want to opt in will speak with the professor(s) in the area, and the questions that the student may pose, or the questions that faculty will provide, may cover that topic.

- C. **Procedure:** On each designated weekend, on Friday at noon, students will receive an electronic version of their questions from the Graduate coordinator. On the following Monday, by noon, the students will upload an electronic version of their answers in the system used for the exam.
- D. **Evaluation:** The professors in the area will evaluate the written exams in their assigned fields as soon as possible (ideally, within the next 3 days) in order to give feedback for the next set of exams. They will share its official evaluation with the student within two weeks after the end of the last exam. Other faculty members will be allowed to review the exam answers and the evaluator's decision within those two weeks and can refute the results within that timeframe.

The following grades can be given for each answer:

High Pass: for an answer that exceeds the minimum requirements and that are outstanding for this level of studies.

Pass: for answers that meet the requirement.

Grade Pending Revisions: changes are necessary in order to receive a final grade.

Fail: the answer is unsatisfactory and a minimum of changes will not be sufficient.

The overall evaluation for the written exam will be as follows:

Each number below represents a question. A total of 6 questions will be tested over the 3 weekends, 2 per area.

# fail	Grade Pending Revisions	Result
	1	PASS
1		PASS
1	1	Grade pending until criteria set by grader(s) are met ¹
	2	Grade pending until criteria set by grader(s) are met ¹
1	2	FAIL. Retake all exam sections which are not passed. ^{2/3}
≥2		FAIL. Retake all exam sections which are not passed. ^{2/3}
	≥3	FAIL. Retake all exam sections which are not passed. ^{2/3}

NOTE: Serious language issues might be a reason for a grade pending revisions or a fail

¹ For exam answers with a grade pending until criteria set by grader(s) are met, the exam should be taken within two to three weeks of the 3rd exam.

² A new exam question should be given.

³ The timing for retaking exams will be decided by the main advisor (it could be a few weekends later or a semester later).

As per the CSU Graduate Studies and Professional Manual, failure to pass the second exam results in dismissal from the Graduate School (p. 25).

Graduation Requirements

Students need to opt for either of these options (Plan A or B):

1. **Master's Thesis (Plan A):** It will conform to Graduate School Guidelines and follow the *Thesis Manual* prepared by the Graduate School. In Option I, students will write a thesis on a literary, linguistic or cultural topic. Option II and Joint Option students will write interdisciplinary theses. Students are encouraged to work closely with all members of the Graduate Committee in the preparation of their theses. A Thesis Prospectus must be submitted to the advisor by the end of the penultimate semester. This should include an abstract, an outline, and a preliminary bibliography. A completed draft of the thesis must be submitted to the advisor by the first week of the final semester. The completed final draft of the thesis must be approved by the advisor and then submitted to all members of the student's Graduate Committee at least two weeks prior to the oral exam/defense. This oral exam shall last no more than approximately ninety minutes during the student's last semester, on a date chosen by the committee, and at a minimum of 2 weeks prior to the Graduate School deadline. This examination will be public and will include the defense of the master's thesis. The Chair of the student's Graduate Committee shall have the right to decide whether those in attendance, outside of the Committee, shall be allowed to ask questions of the candidate during the oral exam. It shall be the advisor's responsibility to announce the time and location of the oral examination at least one week in advance. Upon approval by the Committee, the thesis must be submitted to the Graduate School by its stated deadline.
2. **Project (Plan B):** This option consists of an applied research work in the fields of second language acquisition or translation, among other options. The former can focus on curricular or material development, historical linguistics or language policy application, while the translation project focuses on the completion of a lengthy translation task. Other project options regarding other areas can be explored. A Project Prospectus must be submitted to the advisor by the end of the penultimate semester. This should include an abstract, an outline, and a preliminary bibliography. A completed draft of the project must be submitted to the advisor by the first week of the final semester. The completed final draft of the project must be approved by the advisor and then submitted to all members of the student's Graduate Committee at least two weeks prior to the oral exam/defense. This oral exam shall last no more than approximately ninety minutes during the student's last semester, on a date chosen by the committee, and at a minimum of 2 weeks prior to

the Graduate School deadline. This examination will be public and will include the defense of the master's project. The Chair of the student's Graduate Committee shall have the right to decide whether those in attendance, outside of the Committee, shall be allowed to ask questions of the candidate during the oral exam. It shall be the advisor's responsibility to announce the time and location of the oral examination at least one week in advance. Upon approval by the Committee, the project must be submitted to the Graduate School by its stated deadline.

3. **Portfolio (Plan B):** (an electronic portfolio). The focus of the portfolio will reflect the chosen option (Option I, Option II, Joint Option). The timeframe will follow the thesis guidelines mentioned above: A portfolio outline must be submitted to the advisor by the end of the penultimate semester. This should include a clear outline and most of the material to be included in the portfolio. A completed draft of the portfolio must be submitted to the advisor by the first week of the final semester. The completed final draft of portfolio must be approved by the advisor and then submitted to all members of the student's Graduate Committee at least two weeks prior to the oral exam/defense. The Portfolio presentation shall last no more than approximately ninety minutes during the student's last semester, on a date chosen by the committee, and at a minimum of 2 weeks prior to the Graduate School deadline. This presentation will be public and will include the defense of the portfolio. The Chair of the student's Graduate Committee shall have the right to decide whether those in attendance, outside of the Committee, shall be allowed to ask questions of the candidate during the defense. It shall be the advisor's responsibility to announce the time and location of the presentation at least one week in advance.
4. **Exam only (Plan B):** Students not interested in pursuing any of the previous options can complete their coursework (34 credits) and take the comprehensive exams. Students exercising this option need to fulfill the credits required for graduation with additional classes in our department.

Whether developing a thesis, a project, or a portfolio, students are encouraged to submit portions of their work as they proceed in order to receive ongoing feedback from their advisor.

Scholastic Standards

- A. In order to meet the requirements for graduation and to remain in good academic standing, a student must demonstrate acceptable performance in course work after being admitted to the graduate program in Languages, Literatures and Cultures. This requires a cumulative 3.0 grade point average in all regular course work. Classes with a grade lower than C must be repeated.
- B. Good academic standing requires satisfactory progress in the overall graduate program. The student's Graduate Committee may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily course work alone. A positive judgment is required.
- C. Failure to maintain good academic standing results in being placed on academic probation. The probationary period extends for one semester beyond the one in which this status is acquired. Students on probation are subject to dismissal by the Department Chair or the Dean of the Graduate School at the end of the probationary semester unless good academic standing has been regained.
- D. A student's Graduate Committee may recommend immediate dismissal upon a finding that the student is not making satisfactory progress toward the degree, and that satisfactory progress cannot reasonably be anticipated. Similarly, immediate dismissal may be recommended for academic dishonesty. Such a recommendation must in any case be documented in writing with substantive justification for this action in lieu of probation. It must be referred to the Department Chair for

approval and the Dean of the Graduate School for final action. The student may appeal such an immediate dismissal through the existing grievance procedure.

Grievance Procedure

Graduate students who believe themselves aggrieved may avail themselves of these procedures. Records shall be kept of all proceedings and shall be signed by all parties concerned.

- A. The student shall first attempt to resolve the matter with his or her professor, advisor, and/or work supervisor, as appropriate.
- B. If the attempt to solve the grievance with the faculty member fails, the student shall submit a letter of grievance to the Department Chair and Graduate Studies Coordinator, and shall arrange a conference with the Department Chair and Graduate Studies Coordinator to discuss the matter. The Department Chair and Graduate Studies Coordinator will, after hearing the student's account of the problem, consult with the student's advisor and any faculty and/or students involved. Having consulted all parties and gathered all possible relevant information, the Department Chair and Graduate Studies Coordinator will formulate a resolution to the problem.
- C. In the case of a grievance relating to an academic decision, the Department Chair shall appoint, if necessary, an Appeals Committee composed of appropriate faculty members, and the graduate student representative to the Faculty Assembly.
- D. Each student who initiates an appeal shall be advised of the right to pursue it through channels specified in the Colorado State *Bulletin*. If no resolution has been achieved, the problem may be presented to the Dean of the Graduate School as outlined in the Handbook of the Graduate Studies website.

GRADUATE TEACHING ASSISTANTSHIPS

- A. Graduate teaching assistants are generally assigned to teach one section of a multi-section, lower division language class. Primary duties and responsibilities relate to that class.

The Department strives to prepare teaching assistants to become effective and self-directed instructors. To this end, the Department has developed a teacher training program that is general as well as language-specific in nature. Graduate Teaching Assistants enrolled in L*** 684V, Supervised College Teaching, may receive a maximum of four (4) credits; these credits may be taken in any semester, in any combination. The purpose of these credits is to provide evidence of formal teacher training.

The following are expectations for teaching assistants in the Department:

1. Register for L*** 684V (1 cr. per semester taught or 4 cr. during the last semester), and LGEN516 (3cr.) in their first Fall semester. Regardless of when L*** 684V registration will occur, GTAs **must** attend all meetings scheduled by their language coordinator throughout each semester.
2. Attendance and participation in workshops (i.e., orientation week) held prior to the beginning of each semester.
3. Attendance at all regularly scheduled, language-specific meetings during each semester.
4. Attendance at all meetings, seminars, and workshops scheduled for GTAs of all languages.

5. Regular and continued planning, teaching, and evaluating of the students in each of the classes assigned to teach.
6. Meeting the assigned class daily and on time; should a teaching assistant be ill, he/she must notify the Department office and the language coordinator, and arrange for, if possible, a substitute teacher for his/her class.
7. Following the overall proficiency objectives established by the department.
8. Following course objectives and grading policies as established by the supervisor and published in course syllabi; returning graded exams in a timely manner.
9. Contributing, as needed or required by the language coordinator, to the preparation, administration, and grading of all course-wide exams.
10. Clearing in advance all final grades or incompletes with the language coordinator.
11. Performing on average twenty (20) hours of service per week.
12. Graduate Teaching Assistants must be enrolled in at least 9 credits per semester, 6 of which have to be taken within the Department (L***).

Failure to follow the above expectations and requirements may be grounds for non-renewal of the assistantship or for termination of the assistantship during the semester.

- B. As members of the teaching staff of the Department, graduate teaching assistants are encouraged to participate in co-curricular activities such as departmental colloquia; language clubs, luncheons, and activities; departmental committees; and designated departmental faculty meetings.

THE COORDINATION OF GRADUATE STUDIES

Graduate Studies Coordinator

The Graduate Program in Languages, Literatures and Cultures is under the direction of the Graduate Studies Coordinator, assisted by members of the Graduate Faculty. The Graduate Coordinator and ad hoc working groups are appointed by the Department Chair. The Coordinator shall serve as Chair of the ad hoc working groups and shall sit on the departmental Steering Committee. The Graduate Studies Coordinator, with the assistance of appointed members of Graduate Faculty from French, German and Spanish, is responsible for recommending graduate policy to the Department and for the discharge of the following duties:

1. Recruiting and recommending admission of graduate students.
2. Recommending appointment of graduate teaching assistants.
3. Recommending graduate scholarships and honors.
4. Coordination of the graduate program.
5. Initial advising of beginning graduate students.

The GTA Supervisor and language coordinators are appointed by the Chair of Department in consultation with the Graduate Coordinator.

Responsibilities of the Supervisor of Graduate Teaching Assistants / Language Coordinators

- A. It is the responsibility of the GTA Supervisor and the language coordinators in French, German, and Spanish to provide general training and guidance in teaching methodology and to evaluate the teaching performance of all Graduate Teaching Assistants. This responsibility comprises the following: a pre-semester training workshop, LGEN516, L*** 684V (Supervised College Teaching), and class visitations/evaluation of teaching performance.

Prior to the beginning of classes each semester, the GTA Supervisor and the language coordinators in French and Spanish conduct a teacher-training workshop for all Graduate Teaching Assistants. Attendance is required. Participation in the university-wide GTA orientation is also strongly encouraged.

- B. Within the framework of L*** 684V, the GTA Supervisor and the language coordinators hold weekly meetings with Teaching Assistants to coordinate sections and discuss classroom management techniques; schedule special workshops or training sessions for GTAs; supervise the preparation and grading of hour exams, midterms, and final exams; and sign final grade sheets for classes taught by Graduate Teaching Assistants.
- C. Throughout the academic year, the GTA Supervisor and the Language Coordinators regularly observe each Graduate Teaching Assistant during instruction; discuss in a collaborative fashion with the GTA the classes visited; and evaluate the GTAs' teaching performance. The GTA Supervisor and the Language Coordinators shall provide the Graduate Studies Coordinator with a written evaluation of each GTA's teaching performance, which may be used in recommending re-appointment.
- D. Please note: Part-time instructor positions are competitive. M.A. graduates of the Department of Languages, Literatures and Cultures at CSU will be considered on the same basis as all other applications.

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