Department of World Languages & Cultures

Graduate Handbook

2017 - 2018
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About this Handbook
The Department of World Languages & Cultures provides this Graduate Handbook as a supplement to Georgia State University’s graduate catalog. Students are responsible for reading the Graduate Catalog, with special interest paid to the College of Arts and Sciences section. This handbook is provided to answer questions regarding departmental programs and policies. The information is current as of fall semester 2017, and applies to all students beginning their graduate work in fall 2017. Students already in the graduate programs by that time may choose to abide by the requirements as set forth in this document, provided they satisfy all the requirements of the current version of their program. If you have any specific questions not answered by the handbook please contact the Director of Graduate Studies, Dr. Gladys M. Francis (gfrancis5@gsu.edu).

Program Offerings
The Department of World Languages & Cultures offers MA degrees in French and Spanish. In French, the department offers concentrations in Applied Linguistics and Second Language Pedagogy, as well as French Studies. The MA in Spanish is a non-concentration degree.

Language Proficiency Requirement
In addition to the course requirements, MA students in the Department of World Languages & Cultures are required to complete a proficiency reading requirement in a foreign language other than that of their specialization. Students may satisfy this requirement by either:
1. passing the Graduate Foreign Language Reading Exam
2. receiving a grade of B or higher in French/German/Spanish 7151 course or
3. taking the CLEP in French, German, or Spanish and score at the 2002 level
The French/German/Spanish 7151 course will not count toward graduate hours.

For questions about other languages, please contact the Director of Graduate Studies.

The reading exam is offered during the following days and times in room 1909 of 25 Park Place:
- First Friday of September and February from 2pm to 4pm
- Second Friday of June from 12pm to 2pm
For sample exams and to register for the exam please go to http://wlc.gsu.edu/home/graduate/graduate-foreign-language-requirement/gflre/

Courses that Require Prior Approval
Courses that deviate from the program require prior approval from the Director of Graduate Studies. If you do not receive prior approval, these courses may not count toward your graduate degree.

The 8999 Thesis Research Hours is open to students in the Spanish MA program or French MA (all concentrations), who are working on an approved Thesis research project. Students are expected to take a total of six (6) semester hours of course 8999 toward their graduate degree program. To register for 8999 Thesis Research, students must contact the faculty member with whom they are working. The faculty member must contact Deb Loden who will open a section for 8999 under the faculty member.

Financial Aid
Financial aid may be available through Student Financial Services. For more information go to http://sfs.gsu.edu/the-financial-aid-process/applying-for-aid/graduate-and-law-students/. Also, there are a limited number of graduate assistantships (GTAA & GTAB) offered to full-time graduate students through the department each semester.
Graduate Assistantship Policies

- ALL new students receiving a Graduate Assistantship (GTA) for our department are required to take the FORL 6128 Teaching Foreign Languages at the College Level. It is only offered during the fall semester.
- Students with assistantships are required by the College of Arts and Sciences to register for eighteen (18) hours in spring and fall, and fifteen (15) hours in summer, including research hours (French or Spanish 8895).
- GTAs will receive annual appointment letters that will serve as contracts and that will state the expectations GTAs will need to meet in order to retain their assistantship.
- A GTAA will not be allowed to teach classes until they have 18 credit hours toward graduation.

Stipends
- GTAA: $6,000 annual stipend
- GTAB: $9,000 annual stipend

To maintain an assistantship, GTAA will be expected to do the following. Failure to fulfill these expectations may result in the forfeiture of the assistantship:

- Attend the 2-day fall GTA orientation and meetings.
- Enroll in the Fall semester Methodology class (FORL 6128 Teaching Foreign Languages at the College Level).
- Tutor in the language lab a minimum of 12 hours. (GTAA will need to attend the tutoring workshop offered in fall semester through the Writing Studio).
- Conduct at least 1 peer observation per semester of a GTAB.
- Write pre- and post-observation reflections to be submitted to the language coordinator.
- Attend a minimum of 4 pedagogical workshops per semester (offered in WLC as well as in other departments and the CETL) and write reflections on the pedagogical themes of the workshops.
- Submit an Annual Portfolio to the language coordinator.
- Participate in an annual evaluation meeting with the Language Coordinator.
- Additional duties may include assisting faculty with research.

To maintain an assistantship, GTAB will be expected to do the following. Failure to fulfill these expectations may result in the forfeiture of the assistantship:

- Attend the 2-day fall GTA orientation and meetings.
- Teach 3 courses over the 2 semesters.
- Conduct a Mid-semester Assessment of Progress Survey (MAPS) for each course taught during the semester.
- Be observed throughout the academic year. (at least 1 observation per year conducted by language coordinator/faculty member)
- Be peer-observed by GTAA.
- Conduct peer observation if deemed necessary by language coordinator and write a post-observation reflections to be submitted to the language coordinator.
- Submit an Annual Portfolio to the language coordinator. (GTABs are encouraged to apply for
Certificate in Teaching Excellence through the CETL

- Participate in a performance evaluation meeting with the Language Coordinator if deemed necessary.
- Additional duties may include tutoring and/or assistance with faculty research.

**Teaching Assistants’ Mentoring and Evaluation**
The department of World Languages & Cultures places great importance on its teaching mission. In order to ensure the quality of instruction in its Language Programs in French and Spanish, the department has developed a system to mentor and evaluate GTAs. In addition, this system is designed to guide and help MA students’ professional development of their teaching skills. Such a system may include the following:

1. **Classroom Observations:**
   a. Conducted by a supervisor, with a follow-up interview and discussion of the observation. During the interview, the GTAs will be able to reflect on their instruction and the effectiveness of their teaching materials and classroom management strategies in order to create a student-centered learning environment.
   b. Peer to peer: GTA observes a more experienced peer/colleague; after the observation, GTA writes an analytical report of teaching strategies utilized in classroom for discussion with his or her supervisor.

2. **Attendance of workshops and other activities that support instruction that are offered by the university (CETL GTA Pedagogy Conference, Topics in College Teaching Series, etc.) and the department, in addition to the mandatory pre-service training workshop in the orientation meetings prior to the beginning of the semester.**

3. **Participation in the Certificate of Excellence in College Teaching offered by the Center for Instructional Innovation (CETL) which includes the submission of a Teaching Portfolio is encouraged.**

4. **Mid-semester survey of students (in class or online) modeled on the G.I.F.T. (Group Instructional Feedback Technique) offered by the CETL.**

Additionally, at the end of each semester there will be a review of student evaluations in order to identify stellar teaching candidates and to detect difficulties and identify measures to improve GTA performance in the classroom.

At the end of the academic year, each graduate assistant will participate in an individual evaluation with the chair, associate chair, and the appropriate language coordinator. In this evaluation students will receive feedback on their work as a teaching assistant. The annual evaluation will be based on a number of criteria which may include the student evaluations and other indicators of teaching effectiveness such as DFW rates as well as the GTA’s degree of participation in the mentoring activities listed above. If needed, the GTA, chair, associate chair, and a language coordinator will discuss ways of improving performance in the future.

Generally, a graduate teaching assistant should strive to consistently achieve a student response score of 4.0-5.0 on question 17 of their teaching evaluations. At any time, a student’s assistantship may be placed on probation or be terminated altogether based on a failure to perform assigned duties. Your professional development as a foreign language instructor is an important outcome of your MA training, and these measures are intended to encourage and support your success.
Transfer Credit
No more than six (6) semester hours of graduate course work can be transferred from another college or university. Transfer of graduate credit is not automatic. Transfer credit must be approved no later than the end of the second semester - Please go to the following link, fill out the form and return to the Graduate Director http://cas.gsu.edu/files/2014/08/transfer_of_credit_form.pdf

Continuous Enrollment
Continuous enrollment is defined as registration for a total of six or more semester hours during all consecutive 12-month periods until completion of degree requirements. Completing degree requirements includes requirements such as thesis/dissertation. The semester of completion is defined as extending until the first day of the next semester on the academic calendar.

All students in graduate degree programs are required to maintain continuous enrollment. This policy is designed to eliminate the need for readmission to the university, provide the opportunity for continuous use of facilities such as the library, and maximize the probability of completing the degree program within the time limitations set by college regulations.

For students who have completed all course work, but have not yet completed all degree requirements, this enrollment can be accomplished by registering for research hours. Unless granted an approved leave of absence, a graduate student who fails to meet the continuous enrollment requirement will be placed on inactive status. To resume studies, it will be necessary to formally apply for re-entry into the university and to the degree program. As a consequence, completion of the degree will require meeting any changed or additional requirements approved in the interim. Students must contact the Office of Graduate Services for information about applying for re-entry.

A student who finds it necessary to be excused from continuous enrollment in a graduate degree program must formally request a leave of absence from the college. The application for leave must be approved by the department and the academic associate dean. Leaves will be granted only under exceptional circumstances, such as military obligation or major illness, or for program-related activities, such as fellowships abroad, that prohibit the student from enrolling in courses. When there is no mutual agreement the decision will be made by the academic dean. Pending development of a university leave policy, all leave requests must also be approved by the Associate Provost for Academic Programs

Minimum Grade Requirement
Students are required to maintain a cumulative GPA of at least 3.0. Courses in which a student earns a grade of “B-“ or lower cannot count toward graduation. If students receive a grade of “B-“ or lower in a required course, they will have to re-take an equivalent course for credit and obtain a grade of “B“ or better in that course.

MA Portfolio Review and Oral Exit Interview
As part of the requirements to earn the Master’s degree in Spanish or French (all concentrations), all graduate students must prepare a final Portfolio and participate in an Oral exit interview. Graduate students must successfully pass both as part of the requirements to earn the Master’s degree.

Review of final MA portfolios and oral exit interviews to graduate with the Master’s degree in Spanish or French are conducted in the fall and spring semesters only. Students must notify the Director of Graduate Studies no later than the second week of classes in the semester they wish to present their MA Portfolio and participate in the oral exit interview. Students may not present their MA Portfolio or
participate in the oral exit interview until they have completed all other degree requirements. If a student has not finished his/her coursework, then they must be in the last semester of coursework when they go up for review.

After completing all course work for the degree, MA candidates are required to pass a review of their MA Portfolio and an oral exit interview.

Specific information and guidelines for the preparation of the MA Portfolio and oral exit interview are found on the department website under Graduate Resources.

Students must submit written notice to the Director of Graduate Studies no later than the second week of classes in the semester they wish to go up for review.

For the oral exit interview candidates will respond to questions presented by members of the review committee regarding their MA portfolio. The review committee may also ask students to respond to questions about their non-thesis or thesis project.

The oral exit interview is conducted in Spanish or French by the MA review committee and is scheduled 14 to 21 days following submission of the MA portfolio. If students do not successfully pass the review of the MA portfolio or the oral exit interview, they may retake the oral interview or resubmit the MA portfolio one (1) additional time in a subsequent semester (except summer).

Students who plan to go up for review but decide to postpone until a later date must notify the Director of Graduate Studies of this decision no later than 2 weeks prior to the due date to submit the MA portfolio. If the student does not notify the Director of Graduate Studies within this timeframe, he or she will receive a grade of fail for the MA Portfolio

**Graduation Application**
Students are required to apply for graduation two (2) semesters in advance of their graduation date. Applications for graduation can be obtained from the Graduation Office 231 Sparks Hall. Students must pay a graduation fee. Please refer to the Graduation Office’s website for more information.

**Thesis and Dissertation Guidelines**

**Course Descriptions**
For an updated course catalog and course descriptions, please consult the on-line Go Solar system: [https://www.gosolar.gsu.edu/webforstudent.htm](https://www.gosolar.gsu.edu/webforstudent.htm)

**Forms**
All forms and the handbook for the Department of World Languages & Cultures Master of Arts programs can be found on the WLC website under Graduate Programs: [http://wlc.gsu.edu/home/graduate/current-students/ma-handbook-forms-current-students/](http://wlc.gsu.edu/home/graduate/current-students/ma-handbook-forms-current-students/)
Master of Arts in Spanish

Within the MA in Spanish, students may choose to emphasize a particular field of study – literature/culture or linguistics/pedagogy by

a) Selecting a faculty advisor in that field
b) Taking a minimum of two (2) courses in that field
c) Writing a thesis or a non-thesis paper in that field

Students are required to take thirty (30) hours among courses pertinent to the degree, as listed below. If writing a Thesis, students need only take twenty-four (24) hours from courses pertinent to the degree, plus six (6) credit hours of Thesis research 8999. Courses pertinent to the degree may only be repeated if failed or special topics vary.

Abbreviated list of courses pertinent to the degree

**Emphasis in Linguistics/Pedagogy:**
- ForL 8250       Topics in Foreign Language Pedagogy
- ForL 8800       Research in Foreign / Second Language Education
- ForL 8125       Early Language Learning, P-8
- ForL 6126       Approaches to Language Teaching, 9-12
- Span 8103       Problems in Teaching Spanish Grammar
- Span 8105       Teaching Reading and Literature in the Spanish Classroom
- Span 8110       Teaching Listening in the Spanish Foreign Language Classroom
- Span 8600       Advanced Grammar and Syntax
- Span 8601       Spanish Linguistics
- Span 8710       Special Topics in Spanish Applied Linguistics
- Span 8800       History of the Spanish Language

**Emphasis in Culture and/or Literature:**
- Span 8603       Cultural Studies. May be repeated for credit if topics vary.
- Span 8805       Medieval Spanish Literature
- Span 8810       Topics in Golden Age Literature
- Span 8815       Seminar on Cervantes. May be repeated for credit if topics vary.
- Span 8820       Eighteenth Century Spanish Literature
- Span 8825       Nineteenth Century Spanish Literature
- Span 8835       Contemporary Spanish Literature
- Span 8840       Trauma, Memory, and Artistic Representation: State Terror in Argentina (1976-83)
- Span 8850       The Traditional Latin American Novel
- Span 8855       The Latin American “Boom” Novel
- Span 8860       The Contemporary Latin American Novel
- Span 8865       Latin American Short Story
- Span 8875       Women Writers
- Span 8880       Special Topics in Spanish Literature. May be repeated for credit if topics vary.
- Span 8885       Special Topics in Latin American Literature/Culture. May be repeated for credit if topics vary.

**Other courses pertinent to the degree:**
- Span 6140: General Translation (with permission of the Director of Graduate Studies)
- Span 6135: Introduction to the Theory and Practice of Translation (with permission of the Director of Graduate Studies)
Note: Other courses outside the program may be taken with prior approval of the Director of Graduate Studies. No more than two courses outside the program are allowed. Only one course from the Translation and Interpretation program may count towards the MA in Spanish.

Additional Degree Requirements
Students who choose the non-Thesis option are required to submit an MA Research Paper at the end of their coursework. The paper should be between 15 and 20 pages in length. It is normally an expanded, revised version of a paper previously submitted for a graduate course and presented in the format of an article prepared for scholarly publication. The final version must be approved by the faculty director of the project and a second reader, and submitted at the time of the written examination. Students must complete the Form for MA non-Thesis/Thesis research project, have all readers and the Director of Graduate Studies sign the form, attach it to their completed paper, and turn in the signature form to the main office of the Department of World Languages and Cultures, 19th floor of 25 Park Place.

Master of Arts in French
Concentration in Applied Linguistics & Second Language Pedagogy
The concentration in Applied Linguistics requires thirty (30) hours of coursework. Coursework is broken into eighteen (18) hours in language, culture, and literature; and twelve (12) hours in Applied Linguistics and Pedagogy.

French Language, Culture, and Literature Courses (18 hours)
Required course (3 hours):
Fren 8000: Explication de texte

Two of the following courses (6 hours):
Fren 8220 Topics in the French Novel (may be repeated if topic varies)
Fren 8230 Topics in French Drama (may be repeated if topic varies)
Fren 8240 Topics in French Poetry (may be repeated if topic varies)
Fren 8250 Topics in the History of Ideas (may be repeated if topic varies)
Fren 8265 Seminar in French Literature (may be repeated if topic varies)

One of the following courses (3 hours):
ForL 8800 Research in Second / Foreign Language Education
Fren 6103 Advanced French Syntax
Fren 6140 General Translation (prerequisite: Fren 6135)

One of the following courses (3 hours):
Fren 6033 Topics in French Civilization
Fren 6043 French Civilization I
Fren 6053 French Civilization II
Fren 6063 Contemporary France

One elective chosen from the above courses (3 hours):
French Applied Linguistics and Pedagogy (12 hours)

Two of the following courses (6 hours):
- AL 8240 General Linguistics
- AL 8250 Second Language Acquisition
- AL 8450 Approaches to Foreign and Second Language Pedagogy

Two of the following courses (6 hours):
- ForL 8250 Topics in Pedagogy
- ForL 8125 Early Language Learning, P-8
- ForL 6126 Approaches to Language Teaching, 9-12
- other ForL or AL course approved by the Director of Graduate Studies

Note: Other courses outside the program may be taken with prior approval of the Director of Graduate Studies.

Additional Degree Requirements

Master of Arts Thesis / non-Thesis research project
The aim of this project is for the candidate to apply theoretical concepts to her or his present or future professional practice. Candidates will present the results of their non-thesis research paper (15-20 pages). Candidates are strongly encouraged to write in the target language, under the direction of their advisor. Students must complete the Form for MA Thesis / non-Thesis research project, have all readers and the Director of Graduate Studies sign the form, attach it to their completed Thesis / non-Thesis, and turn in this documents to the main office of the Department of World Languages and Cultures, 19th floor of 25 Park Place. Students are expected to use the format (MLA, APA, Chicago) agreed upon with the advisor in writing their Master's Project.

A Master's Thesis or non-Thesis project may be submitted for final approval only during fall and spring semesters not in the summer term. If you plan to graduate during a summer semester, be sure to have completed and to have secured final approval of your Master's project from both of your faculty readers during the preceding spring semester at the latest. Otherwise, you may find yourself in the position of having to wait until the next fall semester to finalize this graduation requirement.

Concentration in French Studies
This concentration requires thirty (30) hours of coursework. Coursework is broken into twenty-four to thirty (24-30) hours in language, culture, and literature, of which six (6) hours may be chosen in related fields as indicated.

Civilization: (6-15 hours)
- Fren 6033 Topics in French Civilization (may be repeated if topic is different)
- Fren 6043 French Civilization I
- Fren 6053 French Civilization II
- Fren 6063 Contemporary France

Applied French: (3-6 hours)
- Fren 6103 Advanced French Syntax
- Other course approved by the Director of Graduate Studies
Literature: (6-15 hours)
Any French literature courses, including 8000

Related Courses: (0-6 hours)
Any graduate course related to the Francophone world
  Ah 6310  Art of Northern Europe in the Renaissance Era
  Ah 6500  Nineteenth-Century European Art
  Engl  Please consult with a member of the French faculty.
  Hist 7020  Issues and Interpretation in European History
  Hist 8210  Seminar in European Medieval History
  Hist 8220  Seminar in Early Modern European History
  Hist 8230  Seminar in Modern European History
  Hist 8280  Seminar in European Cultural and Intellectual History
  Mus 6150  Review of Music History (in Western Civilization)
  Phil 6090  Special Topics: Continental Philosophy
  Phil 6830  Philosophy of Art
  Phil 8090  Seminar: Continental Philosophy
  Pols 8240  European Politics
  Wst 8001  History and Theory of European and U.S. Feminism
Other courses with the approval of the Director of Graduate Studies

Thesis option: (3-6 hours)
Electives in French to total (30 hours)

Note: Other courses outside the program may be taken with prior approval of the Director of Graduate Studies.

Additional Degree Requirements
Students who choose the non-thesis option are required to submit an MA non-thesis research paper at the end of their coursework. The paper should be between 15 and 20 pages in length. It is normally an expanded, polished version of a paper previously submitted for a graduate course and presented in the format of an article prepared for scholarly publication. The final version must be approved by the faculty director of the project and a second reader, and submitted at the time of the written examination. Students must complete the Form for MA non-Thesis/Thesis research project, have all readers and the Director of Graduate Studies sign the form, attach it to their completed paper, and turn in the signature form to the main office of the Department of World Languages and Cultures, 19th floor of 25 Park Place.
WLC MA Program Checklist

I. COURSEWORK

Completed 30 hours of all major and/or concentration course work with a minimum grade of “B” in each course. Students doing a Thesis are required to take 24 hours of course work plus 6 hours of Thesis Research (8999).

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II. SECOND FOREIGN LANGUAGE REQUIREMENT

Meet the Second Foreign Language Requirement through taking and passing one of the following:

- Graduate Foreign Language Exam (Language: ______________________)
- CLEP in French, German, or Spanish at the 2002 level (Language: _______ Score: _____)
- FREN 7151 French for Reading class, GRMN 7151 German for Reading class, or SPAN 7151 Spanish for Reading class with a minimum grade of “B”. (Course: _______ Grade :______)
III. MA Portfolio Review and Oral Exit Interview
   o Review of MA Portfolio passed on _____________
   o Oral Exit Interview passed on ______________
   o Passing results signature form sent to the College of Arts & Sciences Graduate Studies Office on ____________

IV. THESIS / NON-THESIS

   THESIS
   o Thesis Initial Format Review submitted to the College of Arts & Sciences Graduate Studies Office by the semester deadline. ______________
   o Thesis Final Submission submitted to the College of Arts & Sciences Graduate Studies Office by the semester deadline. ______________

   NON-THESIS
   o Non-Thesis must be approved by the Graduate Director and a second reader.
   o Non-Thesis and signature form submitted to the College of Arts & Sciences Graduate Studies Office on __________

V. GRADUATION
   o Apply for graduation at least 2 semesters in advance

*For more information about all requirements go to the World Languages & Cultures’ website at http://wlc.gsu.edu/home/graduate/ or the College of Arts & Sciences Graduate Studies Office’s website at http://cas.gsu.edu/graduate-studies/. All forms can be found at http://wlc.gsu.edu/home/graduate/current-students/ma-handbook-forms-current-students/.