

**GUIDE FOR GRADUATE STUDENTS AND TEACHING ASSISTANTS
FRENCH AND FRANCOPHONE WORLD STUDIES
DEPARTMENT OF FRENCH AND ITALIAN**

SPRING 2023

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This guide is intended to describe rules and procedures of the Department of French and Italian of the University of Iowa as it functions within the College of Liberal Arts and Sciences and the Graduate College. We hope the information included here will prove useful to students pursuing graduate studies as well as to those holding appointments as teaching assistants in the Department. The faculty of the Department is available to discuss or elaborate on any item in this document and to emend it if deemed advisable.

I. STUDIES

A. Admission to Graduate Study

Students who apply for admission to graduate study should have an undergraduate major in French or a background of study and experience equivalent to a major, give evidence of aptitude for graduate-level work, and have a minimum grade point average of 3.0. Applicants should also show a high degree of proficiency in reading, speaking, writing, and understanding French. Through its advanced undergraduate offerings, the Department can provide the means to remedy deficiencies in these skills. The University also requires all [international Teaching Assistants](#) to pass a [competency test in English](#).

Applicants for candidacy to the Ph.D. program from outside the Department must hold a recognized M.A. in French (or equivalent) and should submit a complete application by January 15 to have the best chance of being admitted and receiving financial aid. Applicants who earned the M.A. in French from another accredited/recognized institution must demonstrate through letters of recommendation from former graduate instructors a high degree of competence and promise in advanced study. To assist the Department in reaching a decision, the applicant is also asked to provide evidence of research capability in the form of one or more research papers written in connection with previous courses. Evidence of residence and study in a Francophone area is also desirable.

Students who have successfully completed our own M.A. are also eligible to apply for admission to the Ph.D. program. Internal candidates wishing to pursue their studies the semester following the granting of the M.A. should submit a complete application by January 15, as do external candidates, to have the best chance of being admitted and receiving financial aid.

Students from universities outside the U.S. must apply through the Office of International Admissions and comply fully with the regulations of that office.

B. Courses

Course offerings of the Department are described in the [General Catalog](#) of the University. The courses to be offered in any given session are listed on MyUI (<https://myui.uiowa.edu/myui/home.page>) for that session, together with information concerning course content, instructors, times, and places. While many courses are offered each year, others are offered in alternate years or on an occasional basis according to interest or demand.

Each course has a specific number (the letters FREN preceding the number are a code for French). Courses numbered from 5000-6999 are regular graduate offerings. The title FREN:7000 Thesis is intended as a registration for post-comprehensive students who are working on their dissertation. The title FREN:7990 Independent Study provides for a program of independent readings or research. The student who proposes to register under this number must secure in advance the permission of his or her advisor and the professor with whom he or she plans to work. Generally speaking, this registration is reserved for students pursuing independent readings and research beyond the range of study offered in regular courses.

Courses numbered above 6000 are seminars. Under the title “Seminar” it is possible to offer a wide variety of subjects or topics for study in depth. We welcome suggestions for possible topics.

Courses numbered from 1000-3999 are introductory for undergraduates and not appropriate for graduate students. Courses numbered from 4000-4999 are advanced undergraduate courses and may be taken by graduate students as well.

Specific information concerning “Independent Study” (FREN:4990 and FREN:7990): At the Ph.D. level, “special work” is appropriate when a student already has experience in the area of study, and when: a) a student has completed all coursework for the degree and wishes to focus on an area not represented by standard course offerings, or b) a student has not completed all required coursework but has taken courses in all areas of French studies (see “Plan of Study” below). Assistant Professors, Adjuncts, and Visiting faculty should undertake “special work” projects only with the approval of the DEO. For every “special work” course, a detailed course syllabus must be submitted to the Department. “Special work” is not appropriate for M.A. candidates.

C. Registration

All returning students should plan to register during the early registration period for each session; new students unable to participate in early registration should meet with the Director of Graduate Studies to discuss their course selection. For all M.A. students and for Ph.D. students who do not yet have another faculty advisor, the Director of Graduate Studies serves as advisor. Each registration should fit into an overall plan of study to meet not only requirements for the degree but individual needs and interests. This overall plan should be sketched out at the beginning of graduate studies with the advisors; it may of course be altered or adjusted at any time in the light of changing

plans or conditions. All incoming students are required to take FREN:5001 Introduction to Graduate Studies in French (2s.h.).

The maximum load for a graduate student is 15 semester hours per semester. Students holding a half-time teaching or research assistantship are held to a maximum load of 12 semester hours per semester. Students must take 2 courses for full credit (3 s.h. or more) before they are allowed to request reduced credit for other courses. Final decisions about reduced credit are the prerogative of the instructor. Any student may audit a course (0 s.h.) at any time.

D. Examinations and Papers

Achievement in courses is generally measured by a combination of papers, presentations, and examinations according to the nature of the course and the policy of the instructor. For the preparation of papers and presentations students should consult with the instructor for advice, and they should ask for his or her feedback. They should be submitted on time, and if there is an unavoidable delay the student should inform the instructor promptly.

In general, the faculty considers that papers turned in for a course represent the best effort of a student and demonstrate his or her ability to undertake independent research, to use library materials, to conceptualize a problem and formulate its solution.

E. Grades

Letter grades are assigned for courses in the traditional manner except that, with the higher standards set for graduate study, a grade of C is tantamount to a delinquency. No graduate credit is given for a grade of D. The grade of I (Incomplete) is an available option in accordance with Graduate College guidelines: “when a student’s work during a session cannot be completed because of illness, accident, or other circumstances beyond the student’s control” ([Manual, VI, D](#)). Incomplete grades are granted under the condition that a contract between the student and the instructor is signed, and a copy kept on file with the DGS. The contract must specify the assignment to be completed, the length of the short extension granted, and the ineligibility of the student for support if the new deadline is not met. According to the rules of the Graduate College, “an Incomplete will automatically be converted to an ‘F’ at the end of the next full semester (summer and winter sessions excluded), even if the student does not enroll after the session the ‘I’ was posted. Courses may not be repeated to remove incompletes; removal of an I is accomplished only through the completion of the specific work for which the mark is given”. ([Manual, VI, D](#)). Grades of S (Satisfactory) and U (Unsatisfactory) may be used for registrations in thesis, special work, and also in courses taken outside the department under conditions described in the [Manual \(VI, F\)](#).

F. Extracurricular Activities

Students are strongly urged to take advantage of the many extracurricular instructional resources of the University. Many relate directly to the field of French and Francophone studies: guest lectures, museum and library exhibits, conferences, working groups, 3MT (Three Minute Thesis) competitions, virtual speaker series, movies and other activities sponsored by the Department.

Graduate students are also encouraged to participate actively in the Department’s French and Italian Forum by attending lectures by faculty and other graduate students and, in particular for those who have passed their comprehensive examinations, by giving professional presentations themselves. In the context of a dissertation abstract, for instance, in preparing to deliver a paper at a conference,

or simply wishing to share a research project, graduate students interested in making a public presentation, announced on campus, through the French and Italian Forum are invited to submit a tentative title and an approximately 250-word abstract to the Graduate Studies Committee.

Graduate students might well consider joining the American Association of Teachers of French at the student rate (a subscription to the *French Review* is included) and are encouraged to attend professional meetings on the local, regional, and national levels. Doctoral candidates might also consider joining the Modern Language Association (6 issues of *PMLA* and 1 issue of *Profession* are included in the current student rate).

II. DEGREE PROGRAMS

All graduate students must be enrolled in a degree program or be in the category “Professional Improvement.” In the interest of equity, course work by students who first enroll under Professional Improvement and subsequently become regular graduate students will count toward the degree, following the rules and procedures described in this Guide. Support given students who first enroll under P.I. and subsequently become regular graduate students will also count toward the total number of years provided for that degree (M.A. = 2 years; Ph.D. = 5 years). The graduate programs offered by the Department are:

A. Master of Arts without Thesis

For some students this may be a terminal degree, for others a degree en route to the doctorate. The plan of study preparatory to the degree should correspond to the objectives of the candidate.

General requirements include a minimum of 30 semester hours of French credit, FREN:5020 Comparative Stylistics, FREN:5001 Intro to Graduate Study, as well as a minimum of 12 semester hours in literature, culture, translation or linguistics at the 5000-level. In the last semester of the program the candidate will take a comprehensive examination which is both oral and written (see section VI. below). One or more of the required courses may be waived for good cause and students may, with special permission of the Director of Graduate Studies and Department Executive Officer, transfer up to 6 s.h. of course work taken elsewhere.

B. Master of Arts with Thesis

This program is on indefinite hiatus.

Candidates must earn a minimum of 30 semester hours of French (FREN) credit and take a written and oral examination on their areas of study. The program must include FREN:5020 Comparative Stylistics, FREN:5001 Intro to Graduate Study, and at least 12 semester hours graduate level literature or culture courses numbered 5000 and above. Candidates may earn up to six of the required 30 semester hours for thesis work. A thesis prospectus must be accepted by September 1st of the academic year in which the thesis is defended.

C. Master of Arts in French Education (MAFE)

This program is intended primarily for current and prospective secondary school and junior college teachers. General requirements include a minimum of 38 semester hours. These must include FREN:5020 Comparative Stylistics and FREN 6005: Colloquium: Teaching French. At least nine semester hours must be in graduate (5000- level) courses in French literature. Up to eight semester

hours may be taken in education or related fields. There is a comprehensive examination which is both oral and written (see section **VI.B.** below).

D. Master of Arts in Teaching (MAT)

This program is administered through the College of Education's Department of Teaching and Learning. Students take 18 semester hours in advanced French courses and complete the requirements for secondary certification.

E. Doctor of Philosophy

The degree Doctor of Philosophy is awarded on completion of an extensive program of study (72 s.h.), the passing of a comprehensive examination, and the writing and successful defense of a dissertation. Students can count up to 30 s.h. from the Master's degree towards the PhD. It certifies that the recipient has acquired a sound general knowledge of the whole of French literature, and an in-depth knowledge of specific areas with concomitant critical and research methodologies to resolve problems of literary criticism, history, and scholarship. Ideally, the doctorate should prepare a teacher-scholar capable of addressing both students and peers, and of making significant and original contributions to learning.

To help in the realization of these goals, the Department follows the general requirements of the Graduate College ([Manual, XII](#)) and specifically prescribes the following procedures and requirements:

1. Admission

It has been the practice of the Department to require that doctoral candidates first complete the requirements of and earn the M.A. in French. Successful completion of the M.A. does not necessarily qualify a student for doctoral studies. A separate decision on admission to the Ph.D. program as a "doctoral student" is made by the Graduate Admissions Subcommittee.

Early in the 3rd semester of Ph.D. coursework in the Department, students will automatically be considered for qualification as a "doctoral candidate." For this process, the departmental faculty will review a student's progress through the program to date, as well as his or her skills as a critical writer and the progress made in planning for the Comprehensive Examination. After its review, the faculty will vote to admit the student to candidacy for the degree or to deny admission to candidacy. Admission to candidacy requires a two-thirds vote of the Faculty. After admission to candidacy, the student becomes a "doctoral candidate" and begins informal preparation for the Comprehensive Examination. If admission to candidacy is denied, the student may request to be reconsidered one more time. Such a request must be made within the next two semesters. If unsuccessful a second time, the student will be dismissed from the program.

2. Advising

Before the end of the first year of graduate study, each student should, in consultation with the Director of Graduate Studies, select an advisory committee of three members of the faculty to guide his or her general plan of study and to assure its relevance to the student's long-term objectives. The members of this committee may be changed, and advice may be solicited from other persons both in and outside the Department as circumstances warrant. The chair of the

advisory committee will report progress periodically to the Director of Graduate Studies and to the DEO.

3. Plan of Study

The student will meet regularly with the advisory committee to lay out and maintain a plan of study that assures the following:

- a. a high level of proficiency in speaking, reading, and writing French, by completing the sequence of courses in language normally taken in the M.A. program (see section **II.A.** above)
- b. a general knowledge of the literature, by taking a judicious choice of courses that will cover all the traditionally recognized historical periods and the different literary genres, including at least 9 s.h. in French Studies at or above the 5000 level, taken since completion of the M.A.; knowledge of contemporary literary theory
- c. coherent areas of concentration, by taking appropriate courses and seminars with the long-range objective of preparing the comprehensive examination and determining a dissertation topic
- d. scholarly support of the areas of concentration, (1) by discussing the possibility of taking relevant courses outside the department pending the approval by the advisory committee, and (2) by the acquisition of skills necessary to productive research (the latter normally includes fifth-semester competence in another foreign language).

4. Comprehensive Exams

On completion of the plan of study, the student will take the comprehensive examination. See section **VI.B.** below.

5. Doctoral Dissertation

For information on the doctoral dissertation, see section **VII.** below.

F. Interdisciplinary program in Film/French

The program in Film/French is an interdisciplinary doctorate administered by a committee consisting of faculty from the Department of French and Italian and the Department of Cinematic Arts. As an ad hoc interdisciplinary doctoral program, the Film/French option follows the general rules for interdisciplinary doctoral degrees laid out in Section XII-D (Academic Program-Doctor's Degrees) of the [Manual of Rules and Regulations of the Graduate College](#).

Admission to the Film/French program is open to highly qualified students with strong experience and interest in both fields. Prospective students normally apply to the Film/French program after completion of an M.A. in an appropriate field or equivalent post-baccalaureate work (such as a year's study at the UC/CIEE Paris Film Center). Application may be made either to the Department of French and Italian or to the Department of Cinematic Arts, depending on the student's primary area of strength and interest. The degree is awarded in the department of registration, with specific mention of the interdisciplinary course of study followed.

Since the Film/French doctorate is an ad hoc program, individual requirements and courses of study are commonly worked out in close cooperation with the student's advisory committee. All candidates must pass a qualifying examination after an appropriate time in the program (normally in the second semester), and a comprehensive examination after completion of course requirements. Film/French candidates are normally expected to complete six hours of advanced French language courses, as well as three to six hours of advanced film or television production work. All Film/French candidates work closely with an advisory committee to establish an appropriate plan of study including courses and reading/viewing programs in French literature and civilization, French cinema, world cinema, and literary and film theory. Course programs must include at least 72 hours of applicable credit, but given the broad, interdisciplinary nature of the Film/French degree they often include substantially more.

All Film/French candidates are expected to gain one or more years of teaching experience as part of their Ph.D. program. Further information on Film/French opportunities and policies may be obtained from the standing committee which oversees the program. Information on the committee's current membership may be obtained from the departmental office.

III. APPOINTMENTS AND AWARDS

Below are described the various opportunities for support available to students while in residence:

A. Teaching Assistantship (TA)

Applicants must qualify for admission to graduate studies and show proficiency in both French and English. The appointment pays a stipend in return for which the recipient teaches one or more sections in the lower-division courses of the Department, typically first or second year. Whenever possible, the Department also invites well-qualified students, who are at an advanced stage in their own program, to teach courses at the upper levels of the undergraduate program, typically third year. In all these courses the assistant works closely with a course supervisor who, in consultation with other instructors assigned to the course (including the assistants), is responsible for selection of materials, schedule, standards, and major examinations. It is the responsibility of the Teaching Assistant to follow the program and policies outlined by the course supervisor in all matters. See the Effort Allocation Chart for TAs at the end of this document.

All entering TAs are required to attend orientation sessions the week preceding the opening of fall classes and must register each semester for FREN 6005: Colloquium: Teaching French. While policies governing the various courses in which TAs teach vary, the following must be observed. A teaching assistant will:

1. be responsible for meeting the class at the time and place. In the event of an absence, it is the responsibility of the teaching assistant to arrange coverage of classes with the approval of the teaching assistant's supervisor, if possible, and to notify the DEO.
2. prepare his or her classes carefully in accordance with methods prescribed.
3. regularly update the course ICON site, including absences, results of tests, grades, and other observations prescribed by the course supervisor.

4. make available written instructions about the nature of the course including matters of policy such as source objectives, procedures, attendance requirements, and all that is expected of students.
5. announce and hold regular walk-in or drop-in hours for conferring with students. Three hours per week are expected.
6. grade all tests and examinations as promptly as possible.
7. attend all meetings called by the supervisor, follow all the supervisor's instructions, and consult with him or her on any problem that may arise.
8. cooperate with the staff in 111 Phillips Hall with regard to deadlines and information requested.
9. avoid any action that compromises professional judgment (e.g., accepting gifts or services from a student) or that may be interpreted as sexual harassment (see [University policy](#))

B. Procedures for the Evaluation and Renewal of Teaching Assistants

1. Support Mechanisms

The Department is committed to nurturing and training teachers. A number of options exist for support with teaching. The required Teaching Assistant Orientation, held each August before the start of classes, provides an overview of teaching, multimedia options, and course responsibilities. Additionally, course supervisors hold regular meetings and workshops throughout the fall and spring semesters and are available for individual consultation. FREN:6005: Colloquium: Teaching French, a required course for all teaching assistants, provides pedagogical guidance and professional training for graduate TAs teaching in the First- and Second-year French program. Course supervisors and other faculty are available to observe classes as necessary. All faculty members in the Department are also available to meet with teaching assistants to discuss teaching strategies or to help solve problems. Beyond the Department, the Center for Teaching and Learning is a useful source that assistants should be aware of, offering individual counseling as well as group workshops on teaching.

2. Observation and Evaluation

The Department's criteria for teaching evaluation are summarized in the standard Classroom Observation Form. The Department's criteria for assistantship renewal are summarized in the Renewal Checklist. All teaching assistants will be observed by a faculty member, typically the course director. Classroom observations will normally be scheduled with the teaching assistant at least 48 hours in advance of the visit. The frequency and modalities of observation will be determined by the specific policies of the supervisor of the course to which the assistant is assigned. In order to allow for appropriate support mechanisms to come into play, however, the first observation will take place no later than four weeks before the fall meeting held to discuss the progress and professional development of all teaching assistants (see directly below). Peer evaluation may also be used. Teaching assistants may request additional observations conducted by departmental or extra-departmental observers. The faculty observer will use the Classroom Observation Form and will convey his or her observations to the teaching assistant in writing, using this form as well as any other written documentation he or she deems relevant. All these materials will be placed in the teaching assistant's personnel file.

The teaching assistant may respond to the faculty evaluator in writing. This response will also be placed in the assistant's permanent file. In addition, the faculty member will meet with the teaching assistant as soon as possible after the observation to discuss the evaluation, offer suggestions and remedies, and indicate areas in which improvement is desirable. The assistant is expected to take into account and to implement the supervisor's suggestions and concerns. The parties to any disagreement should first try to resolve the issue informally. If this proves impossible, the TA should consult in this order: first the course supervisor, then the DEO, and finally the Office of the Dean of the College of Liberal Arts and Science. (For levels of appeal and time limits regarding formal grievances, see UE/COGS Bargaining Agreement, section VIII.).

3. Renewal

The faculty as a whole will meet once in the fall semester and once in the spring semester to discuss the progress and professional development of all teaching assistants. In the fall, this meeting serves the purpose of identifying areas of strength and others in need of improvement so that the Department can identify appropriate support mechanisms as soon as possible. Where appropriate, the faculty will direct the course supervisor to convey concerns in writing to the teaching assistant, with a copy to the DEO and to the assistant's personnel file. The teaching assistant may respond to the course supervisor in writing. In the spring, the faculty will make a recommendation to the DEO for renewal or nonrenewal, based on each teaching assistant's complete teaching record and on the Department's criteria for renewal stated in this document and outlined in the Renewal Checklist. Arguments for nonrenewal not based on these materials will be out of order in the faculty deliberation. Each assistant's teaching file will be made available to the faculty, and the course supervisors will serve as the interpreters of the record during the meetings. Once a renewal decision has been made by the DEO, based on the recommendation of the faculty, the DEO informs the teaching assistant of this decision, on or before April 15, in a letter indicating support status for the following academic year. An assistantship is an annual appointment which must be formally renewed if it is to be continued.

The Department will make every effort to renew assistants who are in good standing and who meet acceptable standards in the performance of assigned duties. Other reasons for nonrenewal:

- The Department faces unforeseen budgetary constraints resulting in a reduction of appointments.
- The assistant is not in good academic standing (see section V. below).
- The assistant on his or her initiative interrupts the appointment.
- The assistant has served a total of five years towards the doctorate or a total of two years towards the M.A. The duration of support is normally the same for people pursuing joint degrees with other departments.

Teaching Assistants who fall below the Department's expectations for renewal between the beginning of the fall semester and the time of the annual renewal decision in the spring will be asked in writing, in a timely manner, to seek additional help. The form of help will be specified in the letter and may involve any of the support mechanisms listed above. After availing himself or herself of these opportunities to improve teaching skills, if the teaching assistant is still unable to reach the Department's minimum threshold for renewal, he or she will receive notice of nonrenewal no later than April 15.

Summary Timeline of Procedures relating to the Evaluation and Renewal of Teaching Assistants:

1. **Early April** -- Departmental discussion of the progress and professional development all teaching assistants, and recommendation to DEO for renewal or nonrenewal
2. **No later than April 15** -- the DEO informs the teaching assistant of support status for the coming academic year
3. **September** -- Classroom observations
4. **Late November/early December** -- Departmental discussion of the progress and professional development of teaching assistants

C. Fellowships

Fellowships provide a stipend to promising students with limited or no teaching obligation involved. Some are reserved for new or incoming graduate students; others are awarded to students in residence to expedite their course work or to facilitate the writing of a dissertation.

To further recognize academic excellence, through the generosity of donors, the Paul Benhamou and Iosue Fellowships have been established. The primary purpose of the Paul Benhamou Fellowship is to recruit prospective graduate students. In the event that no incoming graduate student accepts the award, it may be awarded to students already accepted into the graduate program. In the former case the Graduate Admissions Subcommittee makes a recommendation to the DEO; in the latter the DGS will invite faculty members to nominate students in early fall. All faculty on the Graduate Studies Committee will vote on the nominees and the DGS will report the result of the vote to the DEO. In both cases, it is the DEO who makes the final decision.

In the matter of awards, fellowships, scholarships, and exchange assistantships, the amount of support varies from year to year. Recommendations for the attribution of Departmental fellowships and scholarships are made to the DEO by the Graduate Admissions Subcommittee. For specific information on these awards, the student is invited to consult with the DEO or DGS.

The Department makes every effort to support students in good standing for up to two years of degree work leading to the M.A. The Department makes every effort to support students in good standing for up to five years of doctoral degree work.

M.A.	Ph.D.	M.A. + Ph.D.
2 years support	5 years support	7 years support

One year of exchange assistantship support in either Pau or Poitiers will NOT count towards the total of seven years of support. Students are informed of their academic standing each spring following the meeting of the faculty in which progress toward the degree is discussed.

IV. SPECIAL TEACHING, STUDY, AND RESEARCH OPPORTUNITIES

A. Exchange Programs with French Universities

Poitiers: Since 1970 our department has maintained a bilateral exchange with the English department of the University of Poitiers. Each year one graduate student from each institution studies and teaches in the other. The candidate from Iowa must be of the caliber to represent us well at the university level in France. The assistant receives the appointment of *lecteur* or *lectrice*

d'anglais and is free to pursue courses either at the Université de Poitiers or in the Centre des Études Supérieures de Civilisation Médiévale at Poitiers.

Pau: the exchange with the Université de Pau was established in 2004 through the University Studies Abroad Consortium (USAC). The candidate from the University of Iowa will be expected to teach in the English Department to supplement their curriculum as appropriate.

B. Newberry Library Center for Renaissance Studies

The department participates in this consortium through the College of Liberal Arts and Sciences of the University. The Newberry offers special resources in the area of Renaissance and eighteenth-century studies. Graduate students in the Renaissance who need to consult its collections or who want to participate actively in one of the conferences and institutes that it sponsors can apply to have their expenses partially funded. Further information can be obtained from faculty members working in Renaissance, Seventeenth-century and Eighteenth-century studies.

C. Traveling Scholar Program

This program, under the auspices of the Committee on Institutional Cooperation (the universities of the BTAA and the University of Chicago), enables a doctoral student to take advantage of special resources available on another campus but not available on his or her own campus: special course offerings, research opportunities, and library collections. Details can be found in the Graduate College Manual, Section III.

V. **POLICIES GOVERNING PROBATION AND DISMISSAL**

A. Student Status

If a student pursuing an advanced degree program in French is deemed to be making satisfactory progress in his or her studies, student status will continue until the approved degree objective is attained.

A student's progress will not be considered satisfactory in any of the following cases: poor record of study or noncompliance with department requirements. In case of plagiarism and violation of ethical standards of scholarship, rules outlined in [Section IV-F of the Manual of Rules of Regulations](#) will apply. The student will be so notified in writing and given advice, conditions, and a time limit for return to good standing. Failure to meet such conditions will be cause for academic dismissal.

If a student considers the cause of dismissal unfair or the conditions to avoid dismissal unduly harsh, he or she may request a review of the action according to the following procedures which the Department has established:

1. The student should first discuss his or her grievances with the Director of Graduate Studies to try to resolve such grievances informally.
2. If the student continues to feel that the dismissal is improper or that the problems cannot be resolved through the discussion provided for in 1. above, the student shall forward a written request for review of his or her dismissal to the DEO. The letter should outline the grievances

in reasonable detail. The student should also select two members of the graduate faculty from among those chosen to serve on dismissal review committees.

3. The DEO will designate a chair of the review committee from among those persons identified by the student.
4. The review committee chair shall convene the committee as soon as possible. Normally it is expected that the review process will be completed within two weeks of its formal initiation by the student.
5. The student requesting the review shall have the opportunity to discuss his or her grievances directly with the committee and to provide all supporting material relevant to the review.
6. Upon examination of all relevant information the review committee shall communicate its findings and recommendation in writing to the student and to the department chair. The committee's report should include major considerations in its decision or recommendation.

The department will elect four graduate faculty members at the beginning of each academic year to serve, if called upon, as members of an academic dismissal review committee.

B. Assistant Status

A TA in the Department of French and Italian shall not be dismissed during his or her contractual tenure except as provided for in the Graduate College's statement, [Graduate Assistant Dismissal Policy](#) (approved by the Board of Regents, November 14, 1969, and available in the office of the Graduate College). In brief, grounds for dismissal are: (1) loss of student status; (2) any reason that would be sufficient to dismiss a TA in the course of his or her appointment. In case of failure to carry out instructions of his or her supervisor which relate to legitimately assigned duties, a professional improvement plan is first instituted per what is implied by the Operations Manual.

The above policy does not refer to the nonrenewal of a teaching assistant's appointment (see section **III.** above).

VI. MASTER'S AND DOCTORAL EXAMINATIONS

The comprehensive examinations for advanced degree, required by the Graduate College (Manual, X, H, J, and XII, J) will be administered as follows:

A. Examination Guidelines for the Master of Arts Degree in French without Thesis

At the beginning of the term in which the candidate is expected to complete the minimum 30 semester hours of course work, he or she files a request for the M.A. examination using the form attached to the M.A. list. This examination will be scheduled for the middle of the spring semester. It includes a written and an oral part and is conducted by an examination committee composed of three faculty members of the department. Students will take their written comprehensive exams via an ICON site managed by the DWLLC Graduate Program Coordinator. This will allow them to take their written exams at the time and location of their choice during a specified period of time. The examination committee will consult with other members of the faculty in formulating questions. M.A. students should not expect to have taken courses in each of the areas of the examination. While courses do help in preparing for the M.A. examination, they also provide

students with the skills and tools necessary to read works of literature and criticism independently. The M.A. examination focuses on the student's ability to read, understand, and draw conclusions from texts using the tools of literary history and criticism. The entire examination is written and conducted in French.

The format of the written and oral examinations will be:

Written examination:	9 hours
Translation:	1 hour
16 th -17 th -18 th :	4 hours
• <i>Students answer two questions from a set of three questions.</i>	
19 th -20 th -21 st -Francophone-Quebec:	4 hours
• <i>Students answer two questions from a set of three questions.</i>	
Oral examination:	2 hours
• <i>Students answer questions on areas not chosen during the written exam and on the M.A. reading list. Students also answer questions on the Special Topic List (eight to ten texts minimum).</i>	

M.A. candidates are responsible for reading all of the works on the required M.A. reading list in preparation for the exams. Students will be asked to discuss these works in depth and to situate them in relation to their respective literary, social, and historical contexts.

All M.A. candidates will also choose a Special Topic. The samples provided at the end of the M.A. list are intended as suggestions only. Candidates are free to select other topics, or to add to an area already represented on the list in lieu of choosing a Special Topic. The Special topic will consist of a list of eight to ten texts minimum and must be approved by the Director of Graduate Studies together with a faculty member who has agreed to serve as an advisor for this area. The Special Topic area must be approved no later than December 15th of the academic year during which the student is taking the exam.

B. Ph.D. Comprehensive Examination in French/Francophone

(The following description applies to candidates in French/Francophone only. Candidates in Film/French should consult their advisory committee concerning the format and timing of the Comprehensive Examination.) Upon completion of the plan of study (normally within 4 semesters after the MA) the doctoral candidate will take a written and oral comprehensive examination. This examination is not a deferred qualifying test but rather provides the opportunity for the student to demonstrate the knowledge and critical skills that he or she will apply to the dissertation and to his or her career. The comprehensive examination committee will consist of four members of the faculty. The student chooses the chair of the examination committee and selects other members in consultation with the committee chair. The chair of the comprehensive examination committee will inform the DGS of the composition of the committee. In accordance with Graduate College rules, if the examining faculty asks the student to retake a part of the exam *before* submitting the exam result to the Graduate College the committee must remain unchanged. If the examining faculty submits the exam result to the Graduate College as being unsatisfactory, the student is free to change the composition of the committee.

The written examination will cover three areas, which may overlap somewhat but should not coincide.

1. A historical period in depth: this could be a century or a chronologically defined period of a certain length and internal unity;
2. A genre: this need not be the genre in its total history, but should embrace a time span sufficient to show its evolution (normally several centuries);
3. A topic: this may be a major writer or group of writers, artists, and filmmakers; or a broadly conceived topic in literature, culture, film, visual arts, performing arts, etc.

The choice of these areas should be determined by the candidate and the comprehensive examination committee well in advance, as soon after entrance to the Ph.D program as possible, and should in general conform to the main directions of the plan of study. While there may be some overlap in the areas from one Ph.D. candidate to another (for example, a number of candidates may choose “theater” or “the postcolonial period”; and the novel, *Texaco*, for example, may figure on several Ph.D. examination lists), the choice of areas and the lists of works should be original and not duplicate the three areas and lists chosen by other candidates.

Doctoral students should have their special topic defined and the reading list and two-page justification covering this area approved by their committee by the end of their 3rd semester in residence. Ph.D. students are expected to complete the Ph.D. Comprehensive Examination requirement, which allows them to advance to candidacy, no later than the close of the registration period of their 5th semester in residence.

Once the candidate has defined the three areas above, in collaboration with his or her advisor, the candidate submits to the advisory committee the following lists: (1) approximately 35 works falling within the historical period to be covered during the examination; (2) approximately 35 works that conform to the genre chosen for the examination; and (3) approximately 35 works that are most significant for the topic chosen by the candidate. Critical/theoretic secondary texts relevant to the subject may be added to the 35 works included in the topic list. In addition to the list, for the topic the candidate will write a justification of up to two, single-spaced pages on the subject matter. As an alternative for the justification, the candidate may choose to submit an essay he or she has written for a class that a) is related to the chosen topic, b) has been substantially rewritten for the purposes of representing the topic for the exam, and c) has promise as a future publication. Neither the essay nor the topic list constitutes the dissertation prospectus, but the essay is designed to help prepare candidates for that step. For each of these three lists, single brief poems do not count as “works”; rather, a group of such texts by a single author may constitute an item on the list. Works from one list should not be duplicated on another list.

1. **A historical period in French and Francophone literature.** In consultation with the advisor, the candidate selects a coherent historical period. The candidate’s knowledge of his or her historical period should include a knowledge of the general cultural history of the period, including but not limited to knowledge of all literary genres in the period. The length of the historical period does not need to be a century, but should manifest coherence from a historico-literary perspective.
2. **A genre.** The genre chosen must be considered in its development throughout the periods of French and Francophone literary history. Examples might include the novel, poetry, or theater.

3. **A topic.** The topic is the most flexible aspect of the examination and should be defined in consultation with the candidate's advisor.

The relationship between the historical period, genre, and topic does not need to be entirely coterminous or overdetermined, but should not be arbitrary.

The Ph.D Comprehensive Examination Reading List, which served as the examination list prior to fall 2022 will continue to serve as a resource to aid students in crafting their three lists. Note that there is no obligation that individual works from the historical periods and genres on this list appear on candidate-generated lists approved fall 2022 and beyond; and works *not* appearing on the comprehensive list may be included in the period/genre/topic lists outlined above.

Students will take their comprehensive exams on three alternate days for four hours via an ICON site managed by the DWLLC Graduate Program Coordinator. This allows students to take their written exams at the time and location of their choice during a specified period of time. For each area, students will be asked to respond to one or two questions from a set of three questions during four hours. The student will be provided with a copy of his or her reading lists at the time of the examination. If a student fails two of the three areas of the written portion of the Comprehensive Examination for the Ph.D., the student must retake the examination (all three sections) in its entirety. The oral examination will occur subsequently to the written portions, usually after an interval of seven days, and lasts two hours. Candidates will be asked questions on all three lists and the justification or topical essay during the oral examination.

VII. DOCTORAL DISSERTATION

A. Topic

The general area of the dissertation topic should be chosen prior to the comprehensive examination and should ideally be related to the major directions of the plan of study. The Special Topic of the comprehensive exams is normally a means of preparing to write the prospectus.

B. Prospectus

After passing the comprehensive examination the candidate will within six months, not including the summer months, present to his or her prospectus committee and other interested parties a detailed prospectus describing the planned dissertation. Students who do not submit their prospectus within this time period will no longer be considered in good standing (see section V. A. above). The student's committee will provide guidance for writing the prospectus. A working bibliography of primary and secondary sources should accompany the prospectus. If the submitted prospectus and bibliography do not earn the approval of the committee, the student shall make the modifications necessary for approval.

C. Direction

The dissertation, which may be in either English or French, will be written under the supervision of one faculty director, or by co-directors when advisable, assisted by other members of the dissertation committee, who will report to the director(s) their comments and suggestions.

D. Schedule and Procedure

Thesis writers should become thoroughly familiar with the time schedule and procedures governing the final examination (defense) and the first and final deposit of the thesis, as described [here](#).

E. Submission of the Dissertation

The final draft of the dissertation will be submitted to the director and other members of the dissertation committee one month before the defense date.

F. Form

The final copy of the dissertation must comply in form and style to the standards prescribed by the [Graduate College](#).

G. Defense

Upon completion of the dissertation, and in compliance with the policies of the Graduate College ([Manual](#), XII, O), there will be a public defense before a faculty jury composed of the director and other members of the dissertation committee.

H. Registration and Time Limitation

The period from comprehensive examination to final defense may not exceed 15 sessions after satisfactorily completing the comprehensive examination ([See Graduate College Manual. XII, O](#)). During this time the student must maintain continuous registration, normally by registering for FREN:7000 (Thesis). The category of Post-Comprehensive registration is not appropriate during terms when a faculty advisor is actively engaged in direction of the dissertation.

VIII. EFFORT ALLOCATION CHART FOR TEACHING ASSISTANTS

Half-Time AY (All Language)	Fall 2022	Spring 2023
Teaching Contact Hours	5 (1 lang class)	10 (2 lang classes)
Class Preparation and Grading	2	2
Office Hours	3	3
TA Training	3	3
Other	7	2
Total	20 hours	20 hours

Half-Time AY (All Global Sports)	Fall 2022	Spring 2023
Teaching Contact Hours (2 Global Sports Classes per)	6	6
Class Preparation and Grading	8	8
Office Hours	3	3
TA Training	3	3
Total	20 hours	20 hours

Half-Time AY (2 Global Sports, 1 Language)	Fall 2022	Spring 2023
Teaching Contact Hours	6 (2 Global Sports classes)	5 (1 lang class)
Class Preparation and Grading	7	2
Office Hours	3	3
TA Training	3	3
Other	1	7
Total	20 hours	20 hours

Quarter-Time AY (Either 1 Language or 1 Global Sports per Semester)	Fall 2022	Spring 2023
Teaching Contact Hours (2 sections per)	5 (1 lang class)	3 (1 Global Sports class)
Class Preparation and Grading	2	4
Office Hours	3	3
Total	10 hours	10 hours