

**MICHIGAN STATE  
UNIVERSITY**

*The Department of Romance  
and  
Classical Studies*

**FRENCH GRADUATE STUDENT  
HANDBOOK**

**2017 - 2018  
Edition**

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Contact Information for:</b>  |           |
| a) Administrative Staff  | 4         |
| b) French Faculty and their areas of interest  | 5         |
| <b>I. GRADUATE PROGRAM OVERVIEW</b>  | <b>6</b>  |
| <b>IIa. M.A. IN FRENCH</b>   | <b>8</b>  |
| Requirements for Admission   | 8         |
| Requirements for Completion of Master's Degree   | 10        |
| <b>IIb. PHD PROGRAM IN FRENCH LANGUAGE AND LITERATURE</b>                                    | <b>15</b> |
| Requirements for Admission   | 15        |
| Requirements for Completion of the Doctoral Degree   | 16        |
| General Requirements   | 16        |
| PhD Guidance Committee and Comprehensive Examinations  | 18        |
| The Doctoral Dissertation  | 21        |
| The Dissertation Defense and Final Oral Examination  | 22        |
| <b>IIc. ASSISTANTSHIP ELIGIBILITY RULES</b>  | <b>28</b> |
| <b>III. DEPARTMENTAL POLICIES ON ACADEMIC PERFORMANCE</b>                                    | <b>29</b> |
| <b>IV. DEPARTMENTAL POLICIES ON INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES</b> | <b>33</b> |
| <b>V. STUDENT CONDUCT AND CONFLICT RESOLUTION</b>  | <b>37</b> |
| <b>VI. SEXUAL HARASSMENT POLICY</b>  | <b>40</b> |
| <b>VII. WORK RELATED POLICIES</b>  | <b>43</b> |
| <b>VIII. FINANCIAL AID AND FINANCIAL RESOURCES</b>   | <b>57</b> |

|  |    |
|--|----|
| IX. UNIVERSITY RESOURCES FOR GRADUATE STUDENTS                                     | 61 |
| Appendix 1: MSU Code of Teaching Responsibility <a href="#">bookmark22</a>         | 71 |
| Appendix 2: Department criteria for TA Levels 1, 2, and 3                          | 74 |
| Appendix 3A: Time Sequence for Full-Time M.A. Students <a href="#">bookmark19</a>  | 75 |
| Appendix 3B: Time Sequence for Full-Time Ph.D. Students <a href="#">bookmark20</a> | 76 |
| Appendix 4: Suggested Timetable for Professional Development                       | 79 |

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The office staff is here to assist you **Monday - Friday from 8 a.m. to 5 p.m.**

Do not hesitate to ask for help when needed. Please keep in mind, however, that the department office is a busy work area and that the secretaries must concentrate on the immediate, pressing administrative needs of our department.

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## I. GRADUATE PROGRAM OVERVIEW

Sensitive to the vital role that languages and cultural awareness play in preparing students to be future leaders in their fields and socially and globally responsible citizens, the mission of the French section is to help students advance their knowledge of the French language, and the cultural heritages and the literary traditions of France and the Francophone Worlds; to pursue original research in these areas; to participate in interdisciplinary programs and Integrative Studies in the Arts and Humanities; to guide undergraduate and graduate students to appreciate and study these subjects; and to help train future teachers at all levels.

### **Program Goals**

The M.A. and Ph.D. programs in French are intended to prepare students for careers involving French language, linguistics, SLA, pedagogy, cultural studies, and literature. The faculty includes first- language speakers of French, and others who have earned degrees abroad. The career possibilities on completing the M.A. include but are not limited to teaching in K-12 public education (conditional upon obtaining state certification), private primary and secondary schools, or two-year colleges; translation, publication, program administration, library work, court interpreting, international business, the travel and hospitality industries, and related areas. Most of the successful Ph.D. candidates seek and find careers in college and university teaching, although all the other career options listed above are also open to them. The Department has granted master's and doctoral degrees since 1970. A number of the doctoral dissertations in French have eventually been published as scholarly books, and the rate of placement in tenure-stream college teaching positions is high.

### **Opportunities for Graduate Students**

The French graduate program at Michigan State University has traditionally welcomed a diverse group of students from France, different parts of Europe, Francophone Africa and the Caribbean, as well as North America, whose varied backgrounds have made and continue to make for mutually enriching interactions.

Students' professional development is enhanced by opportunities enabling them to serve on departmental, college and university committees:

- Graduate student representatives, and alternates, are elected by her or his peers to serve on departmental standing committees.

- Graduate students can volunteer to work with or serve as editor of the Romance languages student journal *Tropos*, indexed in *PMLA* and attracting scholarly and creative work from throughout North America; a faculty advisor guides but does not control this activity, which provides valuable experience in editing, copy-editing, and in the production and management of a recognized scholarly journal, as well as opportunities to publish in-house.
- Graduate students regularly organize scholarly conferences or lectures subsidized by the department.
- Students are strongly encouraged to attend “brown bags” and other departmental and inter- departmental lectures, dissertation defenses, and professional meetings. They are advised, mentored, and whenever possible, financially supported in presenting talks at scholarly meetings, submitting book reviews and articles for publication, and in preparing to publish their dissertations.

### **Graduate Student Orientations**

All entering graduate students **must** participate in a weeklong orientation session organized by the department:

- The chair, the director of the language program, and the graduate advisor will help prepare students for graduate work and for college teaching at Michigan State University, as well as advise them concerning career opportunities and preparation for future careers.
- Students entering “off-cycle” (at the beginning of the Spring or the Summer Semester) will be given the Handbook at the time of entry and will be required to participate in the next scheduled orientation.

The graduate advisor will counsel applicants and entering students on course selection and degree requirements. He/she will remain the advisor for all M.A. students until the end of their program. For Ph.D. students, he/she will advise the student until the Ph.D. guidance committee and its chair are selected, in consultation with the faculty.

## II.A. M.A. IN FRENCH

### *Admission and Degree Requirements*

By the completion of their M.A. in French, students are expected to:

- ❖ Have near-native competency in speaking, listening, reading, and writing both French and English.
- ❖ Possess a general overview of French language as well as the literatures and cultures of France and the Francophone world. This must be demonstrated through preparing original, coherent, knowledgeable essays and answers to examination questions.
- ❖ Be familiar with the most proven techniques for teaching a second language, to understand the theoretical justifications for using such techniques, and to be able to put those methods into practice in a well-organized, focused, and lively class that encourages student participation.

### *Requirements for Admission to the Master's Program*

Minimum admission requirements for the M.A. include:

1. A bachelor's degree in French from a four-year college, or the equivalent; preparation in French equivalent to or more extensive than that required for the B.A. in French at Michigan State University;
2. Superior grades in college coursework (at least a grade point average of 3.0 in undergraduate French language and literature courses on the third- and fourth-year level).
3. Letters of recommendation from three professors who are qualified to assess the applicant's ability to pursue advanced graduate study in French.
4. Non-native speakers of French are also required to submit a language proficiency evaluation form.
5. Writing samples in French and English are required
6. The results of the Graduate Record Examination (GRE) are required . *Visit the following site to enroll and take the exam: <http://www.ets.org/gre>*
7. Candidates must verify their preparation in French by having an official transcript or transcripts of all relevant coursework sent to the department, including proof that they have received a B.A. or equivalent in French.
8. **English language proficiency.** Before being awarded an assistantship, prospective graduate students who are not native speakers of English must demonstrate adequate proficiency in the language they will teach. The language director or another faculty member will interview candidates by phone. International students must take the TOEFL test and, to be considered for regular admission, must receive a minimum score of 550 on the paper-based version or 80 on the internet-based



version of the test. See the following chart for specific details.<sup>1</sup>

| Proficiency is determined by ONE of the tests below:   | Regular Admission:   | Provisional Admission:***   |
|--|--|---|
| <b>Test of English as a Foreign Language (TOEFL)*</b><br>Educational Testing Service<br>Princeton, NJ 08541 USA<br><a href="http://www.toefl.org">http://www.toefl.org</a><br>MSU Code: 1465 | You must demonstrate proficiency as follows:<br><br>Paper-based test (PBT): minimum average score of 550, no subscore below 52.**<br><br>Internet-based test (iBT): no subscore below 19 for reading, listening, and speaking; no writing subscore below 22; with a minimum average score of 80. | Students with acceptable academic credentials may be admitted to some academic programs on a provisional basis. If admitted provisionally, the deficiency must be corrected within two consecutive semesters. Provisional status is granted if:<br><br>Paper-based test (PBT): average score is at least 520.<br><br>Internet-based test (iBT): average score is at least 70. |

9. International students must also pass an oral proficiency test in English upon their arrival at Michigan State University. This is done on campus via a SPEAK Test, which is administered by the English Language Center. For further information, visit <http://elc.msu.edu/testing/speak/>.
10. New policy on the admission of international students: **I-20s**  
 In July 2016 the Department of Homeland Security Student and Exchange Visitor Program (SEVP) issued new policy guidance affecting provisional admission of students and the issuing of I-20s. The guidance limits a university's flexibility in offering provisional admission to international students. **THIS BEGINS IMMEDIATELY, AND IT AFFECTS ADMISSIONS FOR SPRING 2017** as well as subsequent semesters. Here are the implications of this guidance for your practice in admitting international students. If students are admitted on a provisional basis because of language proficiency requirements, they can be issued an I-20 for language studies only. This I-20 is limited to a maximum of 2 years. The student would need to be tested at the English Language Center upon arrival and begin studying in the English level determined by that test. Once the student meets the departmental requirements for language, the student may be issued a degree-seeking I-20. If the student has not met the stated language proficiency requirement for department/program admission at the end of two years, the student cannot continue to enroll for courses. Provisional admission can be granted **ONLY** for language deficiencies. Regulations will not allow the issuing of an I-20 for provisional admissions for academic reasons.
11. At his or her discretion, or upon the recommendation of the faculty, the Director of Language Instruction or a designated replacement will call all candidates for a Teaching Assistantship to verify their knowledge of spoken French and the clarity of their pronunciation, before a teaching assistantship can be firmly awarded.

**Transfer Credits for the M.A. Program:** A maximum of 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30 credit master's degree program from other institutions upon approval by the student's advisor and the Chair of the Department. Only courses in which at least a 3.0 grade or the equivalent was received will be considered for transfer.

**Application form for admission in the graduate program  
is available at:  
<https://grad.msu.edu/apply>  
Select "Domestic" (in the US) or "International"  
Applicant accordingly.**

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<sup>1</sup> TOEFL scores are valid for two years. For information on test centers in your area, visit: [https://www.ets.org/toefl/ibt/register/centers\\_dates/](https://www.ets.org/toefl/ibt/register/centers_dates/). Send your questions about the new test to [toeflnews@ets.org](mailto:toeflnews@ets.org).

## ***Requirements for Completion of the Master's Degree***

In fulfillment of the requirements of the M.A. degree, students may complete one of three options: (1) an M.A. Thesis, (2) an M.A. Written Examination or (3) an M.A. Project.

- The M.A. Thesis, Exam and Project contain both written and oral components.
- Oral Examinations and Defense of the M.A. Thesis, Written Examinations or Project are offered during the spring semester.
- Students must complete an option during their second year in residency. Please see below for detailed descriptions of each option.

### **In addition:**

1. Candidates for the master's degree **must be in residence** for at least three semesters.
2. Students are required to maintain a **cumulative grade point average of at least 3.25** in all courses counting toward the master's degree. Any student whose academic performance is below the expectations of the program may be terminated from the program. **The graduate advisor in French must approve all course enrollments.**
3. A candidate in French **must complete 33-34 credits as follows:**
  - a. **Six required credits in:**
    - ROM 803 ("Current Approaches to Foreign Language Instruction") or equivalent
    - A course in Critical Theory, such as FRN 850, ROM 805, AL 827, ENG 802 or equivalent
  - b. **A minimum of 2 courses (6 credits) in each of the three fields (18 credits):**
    - Medieval and Early Modern French Studies

|         |  |   |
|---------|--|---|
| FRN 805 | Evolution of the French Language                       | 3 |
| FRN 810 | Studies in Medieval French Literature                  | 3 |
| FRN 815 | Studies in 16 <sup>th</sup> -Century French Literature | 3 |
| FRN 820 | Studies in 17 <sup>th</sup> -Century French Literature | 3 |
| FRN 890 | Independent Study                                      | 3 |
| FRN 891 | Special Topics in French                               | 3 |
    - Post-Revolutionary and Modern French Studies

|         |  |   |
|---------|--|---|
| FRN 825 | Studies in 18 <sup>th</sup> -Century French Literature | 3 |
| FRN 830 | Studies in 19 <sup>th</sup> -Century French Literature | 3 |
| FRN 890 | Independent Study                                      | 3 |
| FRN 891 | Special Topics in French                               | 3 |
    - Contemporary French and Francophone Studies

|         |  |   |
|---------|--|---|
| FRN 806 | Topics in French Linguistics                           | 3 |
| FRN 835 | Studies in 20 <sup>th</sup> -Century French Literature | 3 |
| FRN 890 | Independent Study                                      | 3 |
| FRN 891 | Special Topics in French                               | 3 |

**c. Additional three or four credits of either one of the three options** listed above (explained in detail below) to be taken during the fourth semester:

|         |                         |   |
|---------|-------------------------|---|
| FRN 899 | M.A. Thesis (Plan A)    | 4 |
| FRN 897 | M.A. Exam (Plan B 1)    | 3 |
| FRN 898 | M.A. Project (Plan B 2) | 3 |

**d. Six credits of electives**

The electives (at the 400-level or above) provide the flexibility to emphasize linguistics, second language acquisition, and cultural studies; interdisciplinary studies; or French literature, depending on the student's interests and career goals. **The graduate advisor in French must approve all course enrollments.** With such approval, the student may complete a cognate field outside the department, which will include at least two graduate courses for which the student has had suitable preparation. Courses in a language other than French, if taken at the 400-level or above, may constitute a cognate area. No more than 9 credits of independent studies may be earned. Because teaching assistants can take 9 credits per semester tuition-free, they can accumulate up to 36 credits during the two years of master's candidacy, opening possibilities for a total of two or three (9 credits) electives.

**M.A. candidates in French must complete one of the following options for: (1) M.A. Thesis (Plan A)  
(2) Examinations (Plan B1) or  
(3) Project (Plan B 2)**

**4.1. REQUIREMENTS FOR PLAN A: THESIS AND ORAL EXAMINATION**

1. Complete 4 credits of FRN 899 Master's Thesis Research.
2. Pass a final oral examination that covers the student's program of study, thesis, and reading list.

❖ **Thesis**

The thesis is a formal research project undertaken by the candidate. It is generally 50 pages in length (excluding bibliography), and represents intensive engagement with a topic relating to the student's major area of study (e.g., literary analysis, linguistic analysis, empirical study).

❖ **Reading List**

The thesis bibliography constitutes the reading list for Plan A.

### ❖ **Proposal**

A 5-7 page thesis proposal and a schedule for completion are to be submitted to the French faculty during the semester prior to undertaking the project (i.e., prior to enrolling for FRN 899). Within two weeks of receipt of the proposal, the faculty members will accept, suggest revisions, or reject the proposal. The proposal should include the following components:

1. Statement of research questions and hypotheses
2. Brief overview of previous research on the topic
3. Theoretical/methodological approaches
4. Significance of the project
5. Preliminary outline
6. Working bibliography

❖ **Human Subjects:** Graduate students who carry out research involving human subjects (e.g., data collection in the language classroom) must comply with the policies and procedures of the University Institutional Review Boards (IRBs). **Prior approval of the relevant IRB is required for such research.**

Important steps include:

1. Complete IRB training.
2. Identifying a faculty PI who is registered with IRB.
3. Applying for IRB approval for the project.

Complete details of the regulations may be found at the Human Research website: <http://hrpp.msu.edu/>

- ❖ **Thesis Credits:** Students selecting the thesis option are required to enroll for 4 credits of FRN 899 (Master's Thesis Research).
- ❖ **Formatting:** The thesis must be written according to standard academic conventions in the field (current MLA or APA guidelines) and should include endnotes and bibliography.
- ❖ **Defense/Oral Exam:** After the M.A. thesis is submitted in final draft form, the defense will take place during an oral examination. The date for the examination is scheduled within two weeks of submission of the thesis. The faculty will evaluate the examination and thesis and assign a numerical grade for FRN 899.
- ❖ The Thesis Guidance Committee will consist of one faculty director and one faculty reader, who will advise the student, evaluate the thesis, and administer the oral defense.

## 4.2. REQUIREMENTS FOR PLAN B

Students who select Plan B may complete one of the following:

1. Plan B 1:
  - a. Complete 3 credits in FRN 897
  - b. Pass final written and oral examinations that cover the student's program of study and reading list.

2. Plan B 2:
  - a. Complete 3 credits of FRN 898 Master's Research Project
  - b. Pass a final oral examination that covers the student's program of study, master's research project, and reading list.

### **Plan B 1: Written and Oral Examinations**

Plan B 1 requires written and oral examinations. After completing at least 24 M.A. course credits, candidates for the degree may schedule their written and oral examinations.

- ❖ **Exam Credits:** Students selecting the exam option are required to enroll for 3 credits of FRN 897.
- ❖ **Written Examination:** The examination will be based on coursework and the individual reading list, with specific focus area(s) to be determined in consultation with the faculty. All members of the faculty read and evaluate the written examination. Students will be allowed four hours to complete the examination, including one hour for consideration of the questions and organization. At least one part must be written in English and at least one in French. Students must be registered during the semester in which they take the exam.
- ❖ **Oral Examination:** The French faculty will schedule an oral examination of no more than one hour, based on the written examination, within two weeks of the completion of the written exam. The faculty will evaluate the examination and thesis and assign a numerical grade for FRN 897.

### **Plan B 2: Master's Project and Defense**

- ❖ **Project:** The M.A. Project is a research-based product with a pedagogical or other practical application (e.g., software, innovative teaching modules, video). It must be accompanied by a written description of the product.
- ❖ **Reading List:** The project bibliography constitutes the reading list for Plan B 2.
- ❖ **Proposal:** A 5-7-page project proposal and a schedule for completion are to be submitted to the faculty during the semester prior to undertaking the project (i.e., prior to enrolling for FRN 898). Within two weeks of receipt of the proposal, the faculty will either accept, suggest revisions, or reject the proposal. The proposal should include the following components:
  1. Statement of pedagogical or other applied purpose
  2. Brief overview of existing materials and previous research on the topic
  3. Theoretical/methodological approaches
  4. Significance of the project
  5. Preliminary plan/outline
  6. Working bibliography
- ❖ **Necessary Release:** Any student wishing to include protected

materials (photo, audio, video, etc.) is responsible for obtaining the appropriate permissions (e.g., copyright permission, media release).

- ❖ **Human Subjects:** See above under Requirements for Plan A.
- ❖ **Project Credits:** Students selecting the project option are required to enroll for three credits of FRN 898 (Master's Research Project).
- ❖ **Formatting:** The descriptive part of the project must be written according to standard academic conventions in the field (current MLA or APA guidelines) and should include endnotes, a bibliography, and an appendix or attachment of the supporting materials.
- ❖ **Defense/ Oral Exam:** After the M.A. thesis is submitted in final draft form, the defense will take place during an oral examination. The date for the examination is scheduled within two weeks of submission of the thesis. The faculty will evaluate the examination and thesis and assign a numerical grade for FRN 898.
- ❖ The Project Guidance Committee will consist of one faculty director and one faculty reader, who will advise the student, evaluate the project, and administer the oral defense.

## II.B. PHD PROGRAM IN FRENCH LANGUAGE AND LITERATURE

### *Admission and Degree Requirements*

#### ***Requirements for Admission***

(For candidates who have not earned the M.A. in French at Michigan State University)

1. Applicants are required to submit a personal statement (maximum 500 words) explaining their motivation for enrolling in a doctoral program in French and their ultimate goals, as well as an academic statement describing the area they intend to focus on. Academic writing samples in French and English are required.
2. Three professors who are qualified to assess the applicant's ability to pursue advanced graduate study in French must send detailed letters of recommendation to the department.
3. Non-native speakers of French are also required to submit a language proficiency evaluation form.
4. To be admitted to the program on regular status, applicants must have a grade-point average of at least 3.0 in their undergraduate language and literature courses in French, as well as a master's degree in French or its equivalent. Candidates must verify their preparation in French by having an official transcript or transcripts of all relevant coursework sent to the department, including proof that they have received an M.A. or the equivalent in French.
5. Candidates without a Master's degree in French or its equivalent must pass the M.A./Ph.D. Qualifying Examination in French in their second semester of residency. The examination may be retaken only once in the same semester. Students who fail the exam a second time cannot continue in the program. Reading lists for the exam and sample questions are available.
6. Candidates for a teaching assistantship, and who are not first-language speakers of English, must take the TOEFL exam and receive a minimum average score of 550 or higher with the paper-based test (PBT) or 80 or higher with an internet-based test (IBT). Any award of a teaching assistantship is contingent on a candidate's achieving a passing grade on the TOEFL examination. *See TOEFL chart in section II: Requirements for Admission to the MA Program in French, item 8.*
7. Non-native English speakers are also required to pass an oral proficiency exam in English. This is done on campus via a SPEAK Test, which is administered by the English Language Center. For further information



- visit <http://elc.msu.edu/testing/speak/>.
8. At his or her discretion, or upon the recommendation of the faculty, the director of language instruction or a designated replacement will call all candidates for a teaching assistantship to verify their knowledge of spoken French and the clarity of their pronunciation, before a teaching assistantship can be firmly awarded.

**Transfer Credits for the Ph.D. Program:** A maximum of 6 semester credits may be transferred from other recognized institutions or foreign institutions upon approval by the student's advisor if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. Only graduate-level courses in which at least a 3.0 grade or the equivalent was received will be considered for transfer.

**Application form for admission in the graduate program  
is available at:  
<https://grad.msu.edu/apply>  
Select "Domestic" (in the US) or "International"  
Applicant accordingly**

## *Requirements for Completion of the Doctoral Degree*

### *General Requirements*

1. Candidates for the Ph. D. degree must be in residence for at least four semesters.
2. Students are required to maintain a cumulative grade point average of at least 3.25 in all courses counting toward the Ph.D. degree. No more than 9 credits of independent studies can be earned in the program.
3. Students who have been awarded a teaching assistantship and who have not already completed a similar course as determined by the Director of Language Instruction, must complete ROM 803, or equivalent, the first time it is offered.
4. The candidate must complete **one** of the three emphases listed below. Courses completed prior to enrollment in the doctoral program in French may be used to satisfy this requirement (within the limits allowed by transfer guideline in section 2.2.5.):
  - a. **Emphasis in French Literature.** At least two courses at the 800

level in each of the traditional six periods of French literature and culture (Medieval Literature and Old French Language; the Renaissance; Classicism; the Enlightenment; the 19<sup>th</sup> Century; the 20<sup>th</sup> and 21<sup>st</sup> Centuries, including the Francophone World).

**b. Emphasis in the Romance Languages and Literatures.**

- 1) At least two courses at the 800 level in each of four of the six fields of French literature listed above.
- 2) At least two courses in each of two of the traditional fields of literature in the Romance language selected.

**c. Emphasis in Interdisciplinary Studies.**

- 1) At least six courses at the 800 level from the six fields of French literature listed above, including at least two courses in each of two fields and at least one course in each of two of the remaining fields.
- 2) At least two courses in a cognate area related to French literature.
- 3) At least four courses from one or more of the following areas: linguistics, pedagogy, and cultural studies.

**d. The candidate must complete additional courses as required by his or her guidance committee.**

5. The candidate must demonstrate reading proficiency in two languages other than French or English that are relevant to the student's area of specialization, as determined by the student's advisor. The language proficiency requirement may be met by a grade of 3.0 or above in a fourth semester (or higher) course, as approved by the advisor, by taking a reading class in the language, or by examination. The proficiency requirement must be completed **at least one month before the first written comprehensive exam.**
6. Candidates for the Ph.D. must teach at least one college-level course in French in the department.
7. The candidate must pass a set of Comprehensive Examinations. The examination is based on the student's course work, on the reading lists worked out with members of the committee, and on the candidate's dissertation prospectus document submitted **at least three weeks before the first written comprehensive exam.**

## ***PhD Guidance Committee and Comprehensive Examinations***

- ❖ The permanent faculty and departmental chair, or a standing committee elected by the department, must approve the final decisions concerning members of the guidance committee that is formed during the first term after completing M.A. studies.
- ❖ The guidance committee consists of four faculty members; the chair and two other members of the committee must be in the department, one in the area of the student's dissertation topic and two in related areas. Doctoral candidates consult with their guidance committee to plan individualized programs and examinations that help them prepare to write a specialized doctoral dissertation in literary studies, cultural studies, linguistics, or a combination of two or more of these areas. They must complete their required coursework and language requirements (a reading knowledge of two languages other than French or English, and relevant to their research plans).
- ❖ Doctoral candidates must pass a four-part comprehensive examination that corresponds to the student's emphasis within French studies and linguistics. Preparation for this examination is designed to provide a solid and broad knowledge base for research on the doctoral dissertation. See the detailed description below, under **Requirements**. This examination must be taken at the end of the third year or—at the latest—at the end of the seventh semester of residency.
- ❖ Students who pass the Comprehensive Examination and who continue in the Ph.D. program will consult with faculty to form a three-person dissertation committee.

### ***Formation of the Doctoral Guidance Committee***

1. The doctoral guidance committee is expected to share responsibility for reviewing the graduate student's progress and guiding the student toward completion of course and program requirements. The guidance committee shall be formed by the end of the first semester of doctoral study, or within one semester beyond the master's degree or its equivalent.
2. The chair of the student's guidance committee must be a tenure-stream faculty member in the Department of Romance and Classical Studies and will consult with other faculty and with the student when selecting members of the doctoral guidance committee. One faculty member from another unit in the University may serve on the committee upon

consultation with the director, other prospective committee members, and the chair of the department. One former faculty member with whom the student has studied and who has retired or moved to another institution may serve on the committee upon consultation with the director and the chair of the department.

3. The student will prepare a petition listing the proposed committee members and chair. The petition will be submitted to the chair of the department. No more than one faculty member from another unit may be included on the committee, in addition to no more than one former member of the MSU French faculty with whom the student has already studied and who has retired or moved to another institution.
4. By the middle of the second semester in the program, the student shall file a guidance report with the graduate secretary and the dean of the College, listing all degree requirements. A copy of this guidance committee report shall also be given to the graduate student. This guidance committee report, as changed or amended in full consultation between the graduate student and the committee and approved by the appropriate department or school chairperson or director and the dean of the college, shall be regarded as the statement of program requirements. The program will not be considered binding unless signed by the student. The guidance committee report includes a statement of the student's proposed program, with a timetable and tentative dissertation topic.
5. The new electronic GradPlan program was developed by the MSU Graduate School for Ph.D. students as a tool for efficiently completing and updating the guidance committee report: to lay out their Ph.D. program of study and make notes on all the requirements as they are completed, in consultation with their doctoral guidance committee (<https://grad.msu.edu/etd/grad-plan>). See GradPlan Appendix below.
6. A petition prepared by the director can change the membership of a constituted committee. The student may also initiate a petition to change the composition of the committee by first contacting the chair of the department and obtaining the approval of all the members of the newly constituted committee. The chair of the department must approve all changes.
7. Members of the guidance committee are responsible for attending meetings

with the student called by the director; for preparing examinations questions in their area and for mentoring students in preparing to answer such questions—typical forms of help are drawing up a reading list for the student, and meeting regularly to discuss it; and for attending, evaluating, and discussing the results of the student’s oral exam.

***The Comprehensive Examinations include:***

1. A three-hour written examination in the student’s primary field, as defined by the student and the guidance committee in consultation.
  2. A three-hour written examination in the student’s secondary field, defined by the student and the guidance committee in consultation.
  3. A 25-page dissertation prospectus, plus an extensive bibliography (minimum: 100 items). A rationale for the choice of the dissertation project, a defense of its potential for making an original contribution to scholarship, a description of the problems anticipated during the course of research, and a clear justification for the choice of methodology to be employed shall be included in the prospectus.
  4. An oral examination of one hour or more, related to parts 1, 2 and 3. These parts must all be completed before the oral examination may be taken.
- o The written answers, the oral examination, and the prospectus must demonstrate a sophisticated, thorough knowledge of French language, literature, and culture, and show promise for the candidate’s being able to achieve an original, coherent dissertation of potentially publishable quality.
  - o Candidates who fail any one of these sections may retake the section once in the same semester. Candidates who fail any two sections, or who fail the one section that has been attempted a second time, cannot continue in the program. The comprehensive examination is a major landmark of a doctoral program. Evaluating a student’s performance at this stage is much more heterogeneous and inclusive than assigning a grade for a particular course or assignment. If a student decides to appeal his/her examination results, the guidelines provided by the Graduate Student Rights and Responsibilities (GSRR) document (section 2.2.4) must be followed. The GSRR is available at <https://grad.msu.edu/gsrr>
  - o All students must be registered as full-time students at the time they take their comprehensive exams A variance is permitted for taking comprehensive exams in the summer when a student is enrolled either

Spring prior and/or Fall afterwards. Doctoral students who have passed their comprehensive exams only need to register for one credit to be considered full-time students.

### ***The Doctoral Dissertation***

- ❖ A **doctoral dissertation** is “original research upon which a dissertation which makes a significant contribution to knowledge is to be prepared and published” ([reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s399](http://reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s399)). The candidate must submit a book-length doctoral dissertation and an abstract based on original research that demonstrates sound critical judgment and mastery of subject matter
- ❖ All students must be registered for at least 1 credit during the semester they defend a thesis or dissertation. Students also need to be familiar with university regulations regarding minimum credit requirements.
- ❖ All doctoral students must register for and successfully complete **a minimum of 24 credits and no more than 36 credits** of doctoral dissertation research (course number 999).

### ***Selection of the Dissertation Director and Committee Members***

1. Students who pass the Comprehensive Examination and who continue in the Ph.D. program will consult with faculty to form a three-person dissertation committee.
2. The dissertation director must be a tenure-stream faculty member in French in the department, with expertise in the student’s primary area of interest. The director will be chosen in consultation with the student and the tenure-stream faculty in French within **one month** of passing comprehensive exams, should the student choose someone other than the chair of the guidance committee.
3. The committee may have among its members a former faculty member who has retired or who has taken a position elsewhere, but this individual cannot serve as chair and the appointment will require the approval of the chair of the department in consultation with the French faculty.
4. The chair of the department will serve as an ex officio member of the committee if not already among its members.
5. An outside reader from another unit in the University may also be asked to serve on the committee if committee members, in consultation with the student, agree to this option. The appointment of an outside reader will be in addition to the committee’s regular members and made only after the committee has been formed.

### ***Preparation of Dissertation***

1. The director will meet regularly with the doctoral candidate before and during the student's presentation of the thesis prospectus, counseling the student on the suitability and publication possibilities of the proposed research, suggesting background reading and techniques for compiling a bibliography, helping the student to develop key ideas, suggesting alternative or supplemental approaches to particular problems, and carefully reading the prospectus document before the Comprehensive Examinations to ensure that its form and content match professional standards.
2. During the time when the dissertation is being drafted, the dissertation director will encourage the student's work, help him/her refine it, and prepare the student to present it compellingly at scholarly meetings and at job interviews.
3. If the dissertation director should leave MSU before the student completes the degree program, the director should confer with the student as soon as possible to discuss the choice of a suitable replacement. With the consent of the chair and the faculty, who should be notified promptly, the departing director may remain as a member of the doctoral committee. If the director or any member of the dissertation committee can no longer work with the other committee members or with the student, the chair of the department shall help the student to find an appropriate replacement.
4. Candidates must correct, revise, and expand their dissertation drafts until the dissertation is acceptable; they cannot demand to defend their dissertation before it has become acceptable to their dissertation director.
5. The student must provide all members of the dissertation committee, including any outside reader, a complete copy of the dissertation and an abstract at least one month before the scheduled date of the defense.

### ***Time limit***

The time limits for completing and defending an acceptable dissertation are ten years from the start of the master's program, or eight years from the completion of the master's work and enrollment in the Doctoral program. Candidates who fail to defend their dissertation by this time must apply for an extension if they wish to complete their degree. Application for an extension must be made in consultation with the candidate's committee.

### ***The Dissertation Defense and Final Oral Examination***

- 1 The final doctoral examination is the culmination of a student's graduate

education and training and reflects not only on the accomplishments of the graduate student but also on the quality of the graduate program. It is important to maintain expected professional standards in the preparation and oral defense of the dissertation. An approved dissertation accepted by the Graduate School becomes a single-author publication and contributes to the body of knowledge in the discipline.

- 2 Upon completion of the dissertation in a form acceptable to the chair of the dissertation committee, and not later than the date determined by the department the semester in which the graduation is anticipated, the student must submit copies of the dissertation and abstract for distribution to the dissertation committee members and the department chair. The dissertation must be in a completed form, with finished diagrams and images. It must not, however, be bound.
- 3 The latest edition of the *MLA Style Manual and Guide to Scholarly Publishing*, which is available in the main office, should serve as the guide for preparing the dissertation. See also the Graduate School's information on completing the dissertation (<https://grad.msu.edu/etd/formatting-guide>). The doctoral candidate must obtain an official bookplate from the Graduate School.
- 4 The candidate will present the results of the dissertation in a defense open to the community. Other graduate students and all faculty in the unit will be invited to the oral dissertation defense, which traditionally lasts between one and two hours.
- 5 The final oral examination in defense of the dissertation is conducted and evaluated by the dissertation director, committee members, the department chair, and, at the discretion of the dean of the College, by one appointed faculty member whose voting status is determined by the college. Other interested faculty members and members of the public may attend the presentation portion of the examination without vote. Only dissertation committee members may attend the examination portion of the defense per individual unit guidelines.
- 6 Immediately after the defense, the dissertation committee will excuse the candidate and the public in order to deliberate in private. The dissertation and the student's performance on the final oral examination must be approved by a positive vote by at least three-fourths of the voting examiners and with not more than one dissenting vote from among the Michigan State University regular faculty members of the dissertation committee. The committee may accept the dissertation without reservation (while still making suggestions to improve it for publication); alternatively, the committee may provisionally accept the dissertation subject to major



revisions. It is the responsibility of the dissertation director to verify that these revisions have been carried out, and to then grant formal approval for the degree. Finally, the committee may refuse the dissertation as unacceptable. If two or more members of the dissertation committee vote against accepting the candidate, her or his candidacy is permanently terminated, without any possibility for a second attempt. This unusual and undesirable outcome hardly ever occurs unless the candidate has insisted on presenting and defending the entire dissertation without having agreed to adequate prior consultation.

### ***Dissertation Submission and Final Steps***

1. Immediately after whatever necessary revising and reprinting may be necessary, and after final approval of the dissertation, the candidate must order at least two full-sized (8 ½ by 11 inches) bound copies of the completed dissertation. One copy goes to the dissertation director; the other copy goes to the department.
2. The University Graduate Council approved the switch to electronic submission to the Graduate School of theses and dissertations. MSU **only accepts** electronic theses and dissertations submitted via ProQuest. The instructions for electronic submissions are available from <http://grad.msu.edu/etd/>.
3. **The dissertation, an abstract of the dissertation, and an abstract title page** must be prepared in accordance to specifications in the *Formatting Guide-Master's Thesis and Doctoral Dissertations*, a handbook that is available, along with a packet of required forms relating to the dissertation from the Office of the Graduate School or from [www.grad.msu.edu](http://www.grad.msu.edu)
4. Students must electronically submit to the Office of the Graduate School a copy of the dissertation, abstract, abstract title page, binding contract, and any other forms required. The step-by-step instructions for electronic submissions of a Thesis or Doctoral Dissertation are available from:

Thesis and Dissertation ELECTRONIC Submission  
Thesis/Dissertation Office, 466 West Circle Drive, 2<sup>nd</sup> floor, Chittenden  
Hall, East Lansing, MI 48824. Phone: (517) 355-0101  
7. <http://grad.msu.edu/etd/>

8. The target date for the **final approval** of an electronic thesis or dissertation to the Graduate School for graduating the semester of that submission is FIVE working days prior to the first day of classes for the next semester (see future target dates below). **Be aware that a submission via ProQuest does not**

**mean that the document has been ACCEPTED.** The review process is interactive, and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions.

9. Candidates may want to receive the final approval from the Graduate School before making copies for the dissertation director and the department. The Graduate School copy will then be forwarded to the library.

**Electronic Submission's Approval Target Dates:**

<https://grad.msu.edu/etd/etd-deadline-dates>

The deadline dates for ***FINAL APPROVAL*** of an electronic Thesis or Dissertation to the Graduate School are as follows:

- Spring 2017 – May 10, 2017
- Summer 2017 -- August 22, 2017
- Fall 2017 -- December 20, 2017
- Spring 2018 -- May 9, 2018
- Summer 2018 -- August 21, 2018
- Fall 2018 -- December 19, 2018
- Spring 2019 -- May 8, 2019
- Summer 2019 -- August 21, 2019
- Fall 2019 -- December 18, 2019
- Spring 2020 -- May 6, 2020
- Summer 2020 -- August 19, 2020
- Fall 2020 -- December 18, 2020
- Spring 2021 -- May 12, 2021
- Summer 2021 -- August 25, 2021
- Fall 2021 -- December 20, 2021
- Spring 2022 -- May 11, 2022

**Graduation in the semester of the electronic submission is only guaranteed if the document is APPROVED on or before the target date for that semester.**

Recent dissertations accepted by the French program are available in room B-331 Wells and in the main library.

### ***Dissertations Written in Languages Other than English***

Theses and dissertation are normally written in English. They will be accepted in languages other than English when the following conditions are met:

- The major professor, committee and the department chair approve the language.
- The major professor agrees that the language is appropriate to the subject and target audience.
- The major professor in consultation with the student agrees it is in the best interest of the student's career goals.
- The committee is qualified to evaluate the thesis or dissertation in that language.
- The title page and abstract are submitted in English.

Important: A letter confirming that the conditions have been met for writing a thesis/dissertation in a language other than English and signed by the major professor, student and department chair must accompany the thesis/dissertation when submitted to the Graduate School.

An electronic message with such letter should be sent, by the dissertation director, to:

"MSU Electronic Thesis and Dissertations - Approval"

[msuetds.approval@grd.msu.edu](mailto:msuetds.approval@grd.msu.edu)

### **Administrative steps to be followed:**

#### **1. Approval for Graduation**

The student must have completed all department, college, and university requirements to receive the degree.

#### **2. Application for Graduation**

An "Application for Graduation" can be submitted through the Grad Plan website (<https://grad.msu.edu/etd/grad-plan>) by **the first week of the semester students expect to complete their degree requirements**. Students completing requirements during Summer should apply for summer graduation by the first week of Spring semester.

**NEW EXIT SURVEYS:** A new *short online exit survey* for all students

graduating with a Plan A or Plan B master's or with a doctoral degree was introduced May 9th of 2011. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and guiding decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the Graduate School with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from <http://grad.msu.edu/etd/>

#### **Instructions for students:**

- 1 Access the following website:
  - i) Doctoral Students: <https://www.egr.msu.edu/doctoral/survey/>
  - ii) Master's Students: <https://www.egr.msu.edu/masters/survey/>
- 2 Enter your MSU NetID (Login Name) and Password
- 3 Complete all the items on the survey. When finished, click **Submit**.

If you cannot open this survey, please contact the Graduate School at [exitsurvey@grd.msu.edu](mailto:exitsurvey@grd.msu.edu), and include your name, student ID #, degree level (Ph.D., M.A./M.S.) and semester of graduation. You will then be notified when you are able to complete the survey.

## II.C. ASSISTANTSHIP ELIGIBILITY RULES

### 1. Assistantship Eligibility for the M.A.

An M.A. student is eligible for four semesters of a graduate assistantship (not including summer). If s/he does not pass the M.A. Thesis, Examination, or Project during the fourth semester, s/he is not eligible again.

A student who has exhausted her/his eligibility may be given an assistantship if such are available after assistantships have been given to all normally qualified candidates who are eligible.

A student who is not making satisfactory progress to the degree is not eligible for an assistantship. *See Section V.4*

College units that assign GAships to students in French will appoint only those who are eligible according to the above rules; the appointing units will ask the student to confirm his/her eligibility status, at the time s/he applies for the position.

### 2. Assistantship Eligibility for the Ph.D.

A Ph.D. student is eligible for six semesters of a graduate assistantship (not including summer), providing that the student is making satisfactory progress toward the degree.

A student who has exhausted her/his eligibility may be given an assistantship if such are available after assistantships have been given to all normally qualified candidates who are eligible.

A student who is not making satisfactory progress to the degree is not eligible for an assistantship.

College units that assign GAships to students in French will appoint only those who are eligible according to the above rules; the appointing units will ask the student to confirm his/her eligibility status at the time of application.

### III. DEPARTMENTAL POLICIES ON ACADEMIC PERFORMANCE

#### 1. Deferred (DF) and Incomplete (I) Grades

A student may not accumulate more than 9 credits of DF or I. Deferrals are not given for credits in 999. If a deferred (DF) grade is given, **the required work must be completed and a grade reported within 6 months with the option of a single six-month extension.** If the required work is not completed within the time limit, the DF will become U (Unfinished) and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. If an incomplete (I) grade is given, the student has until mid-semester of the following semester to complete the course work and receive a grade or the incomplete will automatically change to a o.o.

#### 2. Annual Review of Student Progress

For the purposes of providing information to students on their academic progress and professional potential and to the faculty for consideration in their decisions on awarding financial support and in evaluating programs, the faculty reviews annually the progress of all graduate students. The review takes place annually as soon as practicable, but no later than March 31.

Each year, the permanent faculty in French meets to review the academic and teaching performance of each graduate student, and to discuss students' progress toward the M.A. or Ph.D. In order to carry out a fair evaluation, students are asked to fill out an annual review form (MA and Doctoral students APR forms) detailing all their academic, scholarly, professional, and administrative activities during the current academic year. This form is due during the spring of each year. Students should include professional activities that have not yet taken place but for which they have confirmation, as well as those for which they have applied.

The graduate advisor will draft the faculty evaluation of the MA students and will meet individually with the MA student to review the progress report. The report will be signed by the graduate advisor, the student, and the department chair. One copy will be placed in the student's file and another copy will be

given to the student.

As part of this effort, the guidance committee or dissertation committee of each doctoral candidate will review his or her progress in research, as well as his or her plans for work in the coming year (see GSRR 2.4.8). A report on the results of this review will be signed by the members of the guidance committee and by the graduate student. This report will be filed with the chair of the department and placed in the graduate student's academic file, together with any response that the graduate student may attach to the report of the guidance committee.

### **Annual Progress Reports**

3. Once a year, in the Spring Semester, the graduate advisor will complete the appropriate portions of an annual progress report form adopted by the Graduate School (GSRR 2.4.8). The advisor and student will meet to discuss the progress report. They will each sign the current report, which will be submitted to the chair of the department to be placed in the student's academic file. Students who wish to appeal any part of the graduate advisor's evaluation may do so in writing to the chair of the department. This appeal will be filed together with the annual progress report.

The graduate advisor should submit an annual report of the M.A. student's

- progress towards the degree completion.

Plan A: <https://grad.msu.edu/sites/default/files/content/forms/progressreportmastersplana.pdf>

Plan B: <https://grad.msu.edu/sites/default/files/content/forms/progressreportmastersplanb.pdf>

- The guidance committee chair should submit an annual report of the Ph.D. students progress toward the comprehensive examinations:

PhD: <https://grad.msu.edu/sites/default/files/content/forms/progressreportphd.pdf>

- The dissertation director should place an annual report in his/her advisee's file, which includes the progress of the student towards the writing and completion of dissertation:

<https://grad.msu.edu/sites/default/files/content/forms/progressreportphd.pdf>

4. **“Acceptable Academic Standing” and Adequate Progress Toward Degree**

The GSRR (2.3.2) enjoins departments to outline requirements for acceptable academic standing. For graduate students in the department, acceptable academic standing requires that students maintain a cumulative GPA of at least 3.25; complete any DF or I grades in the period required; make satisfactory progress toward degree by completing at least 6 course credits per semester if enrolled in the M.A. program, and at least 6 credits per semester for the first four semesters if enrolled in the Ph.D. program. The graduate advisor must

inform students in writing and in a timely manner if their progress is judged to be unsatisfactory (GSRR 2.4.8.2).

For Ph.D. candidates who have completed their comprehensive exams, progress to degree will consist of writing the dissertation at a rate that will see its completion in a timely manner following the sequence below.

In the semester after passing comprehensive exams, students must turn in:

- Bibliographies:
  - a) One of what has been read with indications of relevance to the dissertation topic
  - b) One of works to be read
- Outline of the dissertation
- A significant portion of a working chapter

In the following year, students should:

- Complete the chapter started
- Complete at least one other chapter
- Prepare a quality paper for conference presentation and/or publication

In the following year, students should:

- Complete at least 75% of their dissertation
- Keep abreast of developments within scholarly debates in field

In the following year, students should:

- Complete their dissertation
- Defend their dissertation

Should a candidate not meet the guidelines established for the first three semesters after passing exams, his/her enrollment in the program can be terminated. The student will be notified of such decision in writing in a timely manner after the decision has been made (GSRR 2.4.9)

## **5. Evaluation Standards for the M.A. Thesis, Examinations, and Project and the Ph.D. Comprehensive Examinations**

The M.A. Thesis, Examinations, and Project are graded for credit.



Comprehensive examinations are not graded, but instead, globally evaluated by a vote of “Pass,” “Abstain,” or “Fail” by each tenure-stream faculty member in French. In all votes, the majority rules. A tie vote is a “no” vote. Abstentions are not counted either for or against the student. It is not the policy of the department to consider appeals by students who fail a candidacy examination or part of such an examination.

Regarding candidacy examinations, explicit criteria used for dismissals due to academic deficiencies are explained in detail above. According to college rules, once a student’s cumulative GPA drops below 3.25, they are automatically placed on academic probation, and have only one term to raise their GPA to or above 3.25 before they lose their teaching assistantship. A student whose cumulative GPA drops below 3.25, or who has accumulated two or more outstanding deferrals on courses totaling 9 or more credits will be placed on probation and given only one term to remedy the deficiency without being dropped from the graduate program—which entails the loss of the teaching assistantship.

6. **Contents of Students’ Files** Up to three times per year and upon petition to the department chair students have the right to view their educational records (GSRR 3.2.3) while in the department office under the supervision of the office staff (students may request that a union representative be present). A student’s departmental file typically includes: 1) the original application documents 2) copies of the annual reports filed by the teaching coordinator and graduate advisor or committee chair; 3) copies of the written portions of the M.A. and Comprehensive Examinations; 4) copies of correspondence with the department; 5) records of awards, complaints by or about the individual student, and records of warnings sent or disciplinary action imposed by the department. A student may challenge the accuracy of information in an academic file by writing a letter to the director of graduate studies (DGS), which is then included in the file. An additional “employee file” is kept for students who are TAs as mandated by the GEU/MSU contract.

## IV. Departmental Policies on Integrity and Safety in Research Activities

### Scholarly Integrity

Communities survive or die on the basis of shared values. Among the most important of these in a scholarly community is respect for the intellectual enterprise of others. The behavioral reflection of this value is a readiness to acknowledge individuals for their original work, ideas, findings, and creative endeavors. Failure to provide such credit—knowingly representing the work or ideas of another as one's own—is plagiarism. Imitation may be "the sincerest form of flattery," but when it involves imitation of the work of another scholar, it is theft. Integrity in research and creative activities is based on sound disciplinary practices and on a commitment to basic values such as fairness, equity, honesty and respect. Students learn to value professional integrity and high standards of ethical behavior through interaction with members of their academic unit and their faculty advisor and by emulating exemplary behavior.

To ensure your full knowledge and understanding of these principles, please go to <http://grad.msu.edu/researchintegrity/>. In particular, under the “resources” tab on the left navigation bar, you will find additional information on the following:

- Authorship and Publication
- Collaborative Research
- Conflict of Interest
- Management of Research Data
- Mentor/Trainee Relationships
- Peer Review
- Plagiarism
- Protection of Human Subjects

Explicit criteria for dismissal for reasons other than academic deficiencies include but are not limited to plagiarism as defined by MSU's general regulations, the theft of others' research, misrepresentation of or tampering with grades or academic records and scholarship, and violations of professional standards. In addition, consult “Code of Professional Standards (GSRR 2.4.7), and “Dismissal and Withdrawals (GSRR 2.4.9).

See also the Research Integrity Office website ([www.rio.msu.edu](http://www.rio.msu.edu)) and the Graduate School's webpage on research and scholarly integrity (<https://grad.msu.edu/researchintegrity>).

### **Writing Standards**

The Department of Romance and Classical Studies requires that students refer to the *MLA Style Manual and Guide to Scholarly Publishing* (latest edition) or to another style sheet as appropriate in the field and recommended by the course instructor, when writing required papers and bibliographies. Any student who has difficulty with the process of writing a paper should contact the course instructor for assistance.

### **Safety and Ethical Behavior in Research**

MSU policy related to the use of humans and vertebrate animals for research includes the use of human subjects through interviews, recordings of conversations, polls, surveys, and so forth. Before embarking on any research that involves such methods, students must apply for IRB permission. The application form and additional information are available at <http://www.humanresearch.msu.edu/>. If a researcher waits to seek such approval until after the research project involving human subjects has begun, it may be difficult or impossible to obtain—and at best, the completion of a dissertation and the award of a degree may be delayed for a full term. Students cannot apply directly and must work with a faculty member.

### **Integrity of Scholarship and Grades**

The following statement of university policy addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records, herein after referred to as academic misconduct:

1. The principles of truth and honesty are recognized as fundamental to a community of scholars. The university expects both instructors and students to honor these principles and, in so doing, to protect the validity of university education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work.
2. If an instructor alleges a student has committed an act of academic

misconduct, the instructor is responsible for taking appropriate action. Depending on the instructor's judgment of a specific instance, the instructor may give the student a penalty grade. A penalty grade may be a reduced score or grade for the assignment or a reduced grade for the course. [For a definition of "penalty grade," see Student Rights and Responsibilities (Spartan Life SSR article 11) and Graduate Students Rights and Responsibilities (GSRR) 8.1.8.]

3. When an instructor gives an undergraduate or graduate student a penalty grade for academic misconduct, the instructor must complete an electronic Academic Dishonesty Report form. To get to this online form, follow these directions:
  - (a) Go to [www.reg.msu.edu](http://www.reg.msu.edu)
  - (b) Click on "Faculty/staff Forms" (on left).
  - (c) Click on "Instructor Systems" and log in.
  - (d) Click on "Academic Dishonesty."
  - (e) Click on "Academic Dishonesty Report."

The student's academic dean will add the form to the student's electronic folder, where it will remain, unless the student successfully contests the allegation. [See also <https://www.msu.edu/~ombud/academic-integrity/index.html> ]

4. In notifying the student's academic dean of the student's act of academic misconduct, the instructor may ask the student's academic dean to initiate an academic disciplinary hearing to impose sanctions in addition to, or other than, a penalty grade.
5. When in the judgment of the student's academic dean, a sanction in addition to, or other than, a penalty grade is warranted (e.g., suspension from a unit or program), the dean may call for an academic disciplinary hearing. In calling for an academic disciplinary hearing, the student's academic dean may act independently or in response to a request by the instructor. [GSRR 5.5.2]
6. A student accused of academic misconduct may request an academic grievance hearing to contest the allegation before the appropriate hearing board of the department, school, or college in which the alleged academic

dishonesty occurred. In cases involving academic misconduct, no student may be dismissed from a course or program of study without an academic disciplinary hearing.

7. On the first offense of academic misconduct, the student must attend an educational program on academic integrity and academic misconduct provided by the Associate Provost for Undergraduate Education for undergraduate students and the Dean of The Graduate School for graduate students.
8. In cases involving graduate students in which the student's academic dean, or designee, calls for an academic disciplinary hearing, the student's academic dean will refer the case to the dean of the Graduate School. The dean of the Graduate School will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary for the hearing. At this meeting, the student will be asked to select either an administrative disciplinary hearing conducted by the dean of the Graduate School or a disciplinary hearing conducted by the college hearing board within the student's college. In cases of ambiguous jurisdiction involving graduate students, the dean of The Graduate School will select the appropriate judiciary. [See GSRR 5.5.4.]
9. Either party may appeal a decision of an administrative disciplinary hearing or a disciplinary hearing board to the appropriate appellate board. [GSRR 5.5.2.1, and MSRR 5.8.1.]

## V. Student Conduct and Conflict Resolution

The University has established a judicial structure and process for hearing and adjudicating alleged violations of recognized graduate student rights and responsibilities (GSRR, Article 5). The first venue to resolve such conflicts informally or formally rests within the academic unit.

**Complaints filed by Graduate Students (See also “Graduate Student Academic Grievance Hearing Procedure-Romance and Classical Studies Department” in department’s ‘Graduate’ webpage)**

- 1) To resolve conflicts between a graduate student and his or her supervisor, instructor, faculty advisor or guidance committee, the student should first speak with that person or committee. (GSAGHP-RCS III)
- 2) If that effort fails, or if the student is uncomfortable during that discussion, an appointment should be made with the department chair. If the dispute is with the Assistant Director of French Language Instruction, the graduate student should first see the Director of Language Instruction.
- 3) At any time of his process, the student may consult the University Ombudsperson <https://ombud.msu.edu/>. (GSAGHP-RCS III.B)
- 4) If one or both of these officials cannot mediate or resolve the issue, the Department’s Hearing Board may review the matter, as outlined in GSAGHP-RCS.
- 5) If this committee cannot mediate or resolve the issue, the grievant can seek redress outside the department, with the help and advice of the Ombudsperson (<https://ombud.msu.edu/>).
- 6) In cases of irreconcilable conflict, the chair shall reserve the right to replace a student’s graduate advisor or committee chair with another qualified person acceptable to both the graduate faculty and to the student, as ascertained through private discussions. Such replacement shall occur within one week of the meeting at which an irreconcilable conflict has been identified.
- 7) In cases of conflicts of interest between students and faculty, or between students, the chair shall decide on a solution in consultation with the graduate faculty.
- 8) Students may be dismissed from the program if they fail to display professionally accepted behavior, by acting overtly violent, threatening, or abusive; committing felonies or destroying property; displaying proven gross incompetence and negligence in their teaching assignments; and

other serious breaches as confirmed by the University grievance officers, University lawyer, or University police.

- 9) In any event, the department must check with the Ombudsperson's office to ensure that its grievance and dismissal policies and actions conform to MSU policy.

If a graduate student feels her/his rights have been infringed upon or that s/he has been insulted and would like to lodge a formal complaint, the following is the departmentally approved procedure that must be followed for the protection of the rights of all concerned:

1. The student should first speak with the course instructor or administrator concerned.
2. If s/he is uncomfortable with this procedure, s/he should speak with the Chair. If necessary, steps 3 and 4 as described above will follow:
3. If the student believes that Step Two has not brought satisfactory results, he/she may file a formal complaint. The Chair refers the complaint to the Department Hearing Board within specified time limits. The student and the instructor are entitled to appear in person to present their cases to the judiciary. After hearing testimony, the judiciary will decide: "Not Proven" (there has been no proven infringement of the rights of the student), or "Proven" (there has been a violation of the student's rights). The student and instructor will be given the decision and reasons for it in writing. A copy of the decision will be filed with the department, the dean of the College, and the dean of the Graduate School, when appropriate.
4. If the student believes that the decision of the Hearing Board does not do justice to her/his rights, she/he has the right to appeal the decision. The Ombudsman will attempt to mediate between parties to improve communication and resolve differences. A formal grievance is a last resort. Visit: <https://ombud.msu.edu/>

The student, instructor, and department officers should review these provisions alongside the "***Graduate Student Academic Grievance Hearing Procedure-Romance and Classical Studies Department***"

### **Office of the University Ombudsperson**

- 1 Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the

internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

- 2 The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University – that is, it does not speak or hear for the University.
- 3 Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Office of the University Ombudsperson  
129 N. Kedzie Hall  
(517) 353-8830  
[ombud@msu.edu](mailto:ombud@msu.edu)  
<https://ombud.msu.edu/>



## VI. SEXUAL HARASSMENT POLICY

This all-university policy applies to university employees as well as students. Sexual harassment is reprehensible and will not be tolerated at Michigan State University. Such behavior subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.

The University prohibits sexually harassing behavior including that made unlawful by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Elliott-Larsen Civil Rights Act. University policy and the law also prohibit retaliation against persons who report sexual harassment.

### ***Confidentiality***

To the extent permitted by law, the confidentiality of each party involved in a sexual harassment investigation, complaint, or charge will be observed, provided it does not interfere with the University's ability to investigate the allegations or take corrective action.

### ***Prohibited Acts***

No member of the University community shall engage in sexual harassment. Persons who engage in sexual harassment are subject to disciplinary action, including dismissal for employees and/or suspension for students.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other behavior of a sexual nature when (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; (b) submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or status in a course, program, or activity; (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance in a course, program, or activity, or of creating an intimidating, hostile, or offensive environment in which one engages in employment, a course, a program or an activity.

### ***Examples of Sexual Harassment***

Sexual harassment encompasses any unwanted sexual attention. Examples of behavior encompassed by the above definition include, but are not limited to a) physical assault; b) threats or insinuations which cause the victim to believe that sexual submission or rejection will affect his/her reputation, education, employment, advancement, or any conditions which concern the victim's standing at the University; c) direct propositions of a sexual nature; d) subtle pressure for sexual activity, an element of which may be conduct such as unwelcome sexual leering; e) conduct (not legitimately related to the subject matter of the work, course, program, or activity in which one is involved) intending to or having the effect of discomfiting and/or humiliating a reasonable person at whom the

conduct is directed. This may include, but is not limited to, comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes, and unnecessary touching, patting, hugging or brushing against a person's body.

Depending on the circumstances, any of the above types of conduct may be considered sexual harassment and subject to disciplinary action, even if that conduct occurs only once.

### ***Seeking Assistance or Filing a Complaint***

1. Students, faculty and staff who believe they are the victims of sexual harassment may seek information and assistance from:
  - the chairperson, director, or dean of the relevant unit
  - supervisory support personnel
  - the Women's Resource Center
  - the Ombudsman
  - Student Life or Residence Life staff
  - the MSU Counseling Center
  - the Sexual Assault Crisis and Safety Education program
  - Faculty or staff academic advisors
  - the Faculty Grievance Official
  - the Anti-discrimination Judicial Board Coordinator
  - The Office of Student Employment
  
2. If a student, faculty member, or staff member wishes to file a complaint, *s/he* may take the following action (s):
  - If the alleged harasser is a faculty or staff member, the affected individual (s) may make a written complaint to that employee's unit administrator.
  - If the alleged harasser is the unit administrator, the affected individual(s) may make a written complaint to the unit administrator's superior or another unit administrator within the Department.
  - If the alleged harasser is a student, the affected individual may file a complaint with the Office of Judicial Affairs.

A student, faculty, or staff member also may elect to file a written complaint with the Anti-discrimination Judicial Board for non-disciplinary relief, or with another appropriate dispute resolution body. The filing of such a complaint does not prevent the University administration from taking independent disciplinary action.

### ***Awareness***

Members of the University community are responsible for knowing and understanding the University's policy prohibiting sexual harassment. Students who do not understand the

policy should contact the Office of the Vice President for Student Affairs. Faculty and staff who do not understand the policy should contact Human Resources or the Assistant Provost for Academic Human Resources, whichever is appropriate.

*For additional information, see*

*[http://inclusion.msu.edu/\\_files/SexualHarassmentPolicyold.pdf](http://inclusion.msu.edu/_files/SexualHarassmentPolicyold.pdf)*

## VII. WORK RELATED POLICIES

### 1. Guidelines and General Policies for Teaching Assistants

[In agreement with MSU/GEU Contract

<https://hr.msu.edu/contracts/documents/GEU2015-2019.pdf>

All teaching assistants must comply with departmental and university policies regarding students with disabilities, cases of academic dishonesty, attendance, etc. TAs also must follow *the Code of Teaching Responsibility*.

More detail can be found on the website:

<http://splife.studentlife.msu.edu/regulations/selected/code-of-teaching-responsibility>

TAs are strongly encouraged to make an appointment with the Director of Language Instruction or the department chair to discuss questions on the material in these documents.

- a) University policy requires teachers to schedule office hours for student conferences and to inform their students of these hours. The Romance and Classical Studies Department TAs are required to maintain two office hours per week. If a student cannot make it to the TA's office hours because of class conflict and does not feel comfortable seeing another TA, the TA has the responsibility to make time to see the student by appointment outside his/hers office hours. Each TA must announce these office hours to his/her students and post them on his/her office door. TAs must tell their students that a complete schedule with all TAs office hours is posted on their office door. TAs must hold office hours **in their assigned offices ONLY**.
- b) According to MSU policy, all instructors must remind students to complete the online SIRS (Student Instructional Rating System) forms at the end of the semester.
- c) All instructor contracts are from August 16 to May 15 each year. Except for official holidays, spring break, and other sanctioned events, TAs are required to be available for meetings during the contract period.
- d) TAs are required to attend all meetings scheduled by the director of language instruction and/or the assistant director. They are required to follow the decisions, deadlines and guidelines set during these

meetings.

- e) As TAs, graduate students are not free to approach the 100-200 level classroom with their own unique perspectives and methods. Instead, they are expected to follow the guidelines and approach set by the Director of Language Instruction, laid out during orientation, during ROM 803, in the course syllabus, and elsewhere. For more information, see MSU/GEU contract, article 15 on *Training and Professional Development*.
- f) TAs are expected to be prepared and organized for each class hour they teach, following guidelines laid out during orientation and elsewhere.
- g) TAs are required to meet every scheduled class period for the course to which they have been assigned. They are also required to start and finish class at the scheduled time. TAs do not have the authority to cancel a class for any reason. Should a TA be unable to meet a class because of illness, injury, pregnancy, death in the family, parental leave or jury duty, the TA must (1) find a replacement for the class period(s), (2) submit the appropriate documentation to the Assistant Director informing him/her of the absence, its duration, and the substitute's name. For other approved absences such as job interviews and presentations at conferences, the TA is responsible for finding a replacement **AFTER** receiving approval from the assistant director for the absence.
- h) TAs are required to follow deadlines and policies (including grading instructions for compositions, exams and other tests) outlined in the syllabus. This allows for equality between all the sections of the same level. In particular, TAs are required to give a test during the normally scheduled class on the scheduled day only. Make-up exams can only be given after having received authorization from the Assistant Director.
- i) TAs must meet all deadlines for turning in exams and grades.
- j) TAs must keep track of students' grades in the electronic worksheet for grade calculation as well as keep track of students' attendance. Attendance must be taken every class period and recorded in the online learning system.

k) During the first week of class, TAs are required to write attendance on a sheet and leave the names of students attending but not registered or registered but not attending (without having given notice), to the secretary in the RCS main office (B-331 Wells Hall) at the end of the first week of class.

TAs must also verify their class lists at <http://www.reg.msu.edu> and report any discrepancy to the main office (B-331 Wells Hall) no later than Friday on the first week of class. After that, lists need to be verified every other week.

l) New TAs will be observed during the first semester of their teaching by a designated supervisor in the language program. Each Spring Semester, TAs and fixed-term instructors will be required to videotape at least one class as well as conduct a self-assessment using guidelines created by the director of language instruction.

m) At the end of the semester, all TAs must meet with the assistant director. During this meeting, the TA must turn in the completed worksheet for grade calculation for every student, and the final grade form.

n) TAs will receive communications from the director or assistant director throughout the academic year. These may be delivered by e-mail, in print, or both.

o) TAs are encouraged to check their e-mail and departmental mailboxes daily.

p) TAs should encourage students to attend activities outside of class that will further their knowledge and use of the language.

## 2. General Policies for Teaching Assistants

Teaching Assistant appointments in the Department of Romance and Classical Studies are awarded to graduate students who are actively pursuing graduate degree programs, who are making satisfactory progress toward their degrees, and who are in good academic standing. The professional responsibility of a TA is to maintain a high standard of instruction for undergraduate students. All TA appointments are subject to the TA conforming to University policies, including policies stated in Spartan Life, the Campus Teaching Assistant Orientation handbook, and the MSU TA

handbook. TAs may be subject to discipline, including termination, for the violation of University policies bearing on performance and/or responsibilities.

### 3. Responsibilities Associated with the Appointment

Teaching Assistants on 1/2-time appointment in the department normally teach in the 100 and 200 level language program. The teaching load of 1/2-time TAs will consist of twelve contact hours per year or equivalent, and two office hours per week. The normal workload for 1/2 time assistantships is twenty hours (or ten hours for a 1/4-time assistantship) per week, averaged over the length of the appointment. See MSU/GEU contract, article 13, on *workload*<sup>2</sup>.

All TAs are responsible for following the MSU "Code of Teaching Responsibility".

### 4. Job Security (See also GEU contract, article 12)

The University requires that all graduate assistants (teaching assistants) must be registered each semester in which they hold assistantships. The minimum and maximum credit loads are as follows: For a **half-time** assistant minimum enrollment is 6 credits for master's degree students and 3 credits for doctoral students (*including* credits in courses numbered 899 or 999); maximum enrollment is 12 credits (*excluding* credits in courses numbered 899 or 999).

Minimum enrollment for doctoral students who have successfully completed all comprehensive exams is one (1) credit. Deviation from the minimum

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<sup>2</sup> (A) Employee appointments shall average ten (10) hours (1/4 time), twenty (20) hours (1/2 time) or thirty (30) hours (3/4 time) per week over the length of a semester appointment. The specific number of hours in any week may vary from the average according to the needs of the employing unit. However, over the course of the semester appointment, the average number of hours worked per week shall not unreasonably exceed the above

(B) Supervisors shall discuss the scope and pattern of duties with the employees at the outset of the appointment and as questions arise during the appointment. Should supervisors become aware of potential workload fluctuations of a substantial nature, they will notify affected employees as soon as practicable.

(C) If, during the course of an appointment, it is determined that an employee is expected to work more than the average specified in Paragraph I., above, the employing unit will increase the appointment or reduce the workload appropriately.

(D) Employees appointed for a special limited purpose may be appointed at a level less than ten (10) hours (1/4 time).

enrollment requirements listed above is permitted only during: (1) summer session, when a 3-credit minimum enrollment is allowed for all types of assistants (2) the semester in which the degree is granted, when all assistants must enroll for at least the number of credits required to complete the degree or meet the University minimum registration requirement.

Any deviation from the maximum enrollment requirements listed above must have the approval of the dean of the college *prior to enrollment*. In meeting the credit requirements, graduate assistants should be enrolled in courses that are recognized as being of graduate level unless the student's department or school has granted written permission for course work constituting an exception to this rule. Visitor credits may count as part of a graduate assistant's credit load, if approved in writing by the student's department chair or unit director and the dean of the Graduate School.

The University requires that all teaching assistants who are M.A. students be enrolled for at least six credits (this is considered a full-time load) per semester. TAs who are Ph.D. students must be enrolled for at least three credits (this is considered a full-time load) per semester. The department expects that all TAs will normally be enrolled in nine credits (M.A. students) and six to nine credits (Ph.D. students) per semester. The graduate advisor, in consultation with the director of graduate studies, may approve exceptions. The maximum courses load without special approval for a half-time assistant is twelve credits. If an assistant's studies and teaching are satisfactory, reappointment for a second year will be granted, but requirements for a master's program should be completed by the end of the second year. Continuation of financial support beyond that stage depends on the student's progress toward the doctorate. Unsatisfactory performance in course work or in teaching responsibilities will result in termination of an assistantship.

##### **5. Dates You Must Be In Residence**

Teaching assistants are required to be in residence from August 16 until May 15. Exceptions include official holidays, winter and spring breaks, and other sanctioned events. TAs should not make travel plans that cause them not to be in residence, unless approved by the director of language instruction.

##### **6. Departmental Meetings**

Teaching assistants are required to attend all staff meetings called by the director, the assistant director, the director of graduate studies, the graduate



advisor or the chair. When a TA cannot attend a meeting called by a faculty member, that TA **must notify the faculty member in advance of the meeting.**

#### **7. Policy on Religious Holidays**

It has always been the policy of the University to permit students and faculty to observe those holidays set aside by their chosen religious faith. The faculty and staff should be sensitive to the observance of these holidays so that students who absent themselves from classes on these days are not seriously disadvantaged. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors.

#### **8. W-4 Forms**

Graduate students can link to the ePayroll system to complete their W-4 through the following web sites:

1. Web address: [www.epayroll.msu.edu](http://www.epayroll.msu.edu)
2. MSU homepage ([www.msu.edu](http://www.msu.edu)) and typing ePayroll under the “search” feature.
3. STUINFO, under “Online StudentServices” with a heading of “Payroll Forms.”
4. Controller’s Office home page ([www.ctrlr.msu.edu](http://www.ctrlr.msu.edu))

W-4 cards may be picked up in the Payroll Office, Room 350 Administration Building between 8am and 5pm. Those who do not have a social security card or whose card is lost, stolen or destroyed must apply for a card from the Social Security Administration. Their local office is:

Social Security Office  
5015 S. Cedar  
Room 150  
Lansing, MI 48910  
Phone: (517) 377-1942 or (517) 377-1935

If you have further questions, call the Payroll Office at (517) 355-5010

#### **9. Student IDs (Identification Cards)**

Student ID's can be obtained in ICC during new student orientation week (mid-August) or at the MSU ID Office, International Center, Room 170:

<http://idoffice.msu.edu/>

**10. Mail**

Please check mailboxes and e-mail messages every day. No personal mail is allowed to be sent from or delivered to the department. Please use your home address.

**11. Change of Address**

All teaching employees must inform immediately the Graduate Secretary or the Main Office Supervisor any change of address or telephone number during the year.

**12. Administrative Policies and Procedures**

Class-related problems (complaints, grades, etc.) that cannot be resolved by a discussion between the student and the TA are to be referred to the appropriate assistant director – for French:

**Mt. Matthew Kanefsky. B480 Wells Hall, phone: 884-6319  
(kanefsky@msu.edu)**

This information is included in all 100- and 200-level syllabi.

**13. Room Changes**

All classes must meet in the assigned classroom and at the time announced in the Schedule of Courses or any of its official revised forms. Should there be a serious reason for desiring to change the room or the hour, TAs are to confer with the assistant director prior to making any change. If the room is too small for the number of students enrolled, inform the RCS office. Any change in classroom will be made by the department.

**14. Class Lists**

According to University regulations, "**No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid.**"

Please be sure that your class list of students is accurate and includes the names of all students attending your class. Any student auditing a class must have the chair approve a guest form and pay all necessary fees.

**15. Tutoring and Translation**

Some of our TAs tutor students for a fee. TAs may not charge the students enrolled in their own section(s) a fee for supplemental instruction. Refer students in need of tutoring to the advisor. If you are interested in being a tutor or doing translation work, please let the academic advisor know immediately.

## **16. Signing Documents or Forms**

Teaching assistants are not authorized to sign documents such as Foreign Language Proficiency forms, Administrative Action Forms, and so on. Refer students to the Director of Language Instruction.

## **17. Placement of Students**

Undergraduate students who have taken Spanish or French before coming to MSU and who wish to continue with the same language here must be examined by the Testing Office. At times, however, the results of the placement test may not accurately reflect a student's ability. During the first week of the semester, each TA should try to identify any students inappropriately placed by the Testing Office and should also inform the students of the possibility of advancing to subsequent courses if they feel incorrectly placed. TAs should remind students that **101 is for those who have had no previous experience with the language** and refer the students to the assistant director.

## **18. Final Exams and Grading Procedures**

All required class work must be submitted prior to the last class day of the semester. It is the TA's responsibility to state the requirement.

For an explanation of the MSU grading system, read the section "Grading Systems" in the Schedule of Courses and Academic Handbook. TAs are not allowed to assign a grade of "I" or tell students that they are entitled to a grade of "I." Such determinations can be made only by the director or assistant director. Grading criteria are provided in the syllabi for the 100 and 200 level courses. TAs may not deviate from these criteria.

## **19. Posting Grades**

Instructors are barred from posting grades, communicating grades through email, or using any other system for the discussion of a student's progress or final grade. All such communication must take place face to face.

## **20. Student Complaints (Undergraduate Students)**

If a student feels her/his rights have been infringed upon or that s/he has been insulted and would like to lodge a formal complaint, the following is the departmentally approved procedure that must be followed for the protection of the rights of all concerned:

1. The complaint should first be made to the instructor. If the complaint is unresolved or is such that the student cannot take it to the instructor, the student should be referred to the assistant director. If there is still no resolution, the student should proceed directly to Step Two. (Note that the assistant director regularly refers cases to the director or associate chair as necessary.)

2. If the issue remains unresolved, the student may make a complaint in writing to the chair of the department. The chair must have 48 hours after receipt of the written complaint in order to interview the instructor concerned, before interviewing the student.

3. If the student believes that Step Two has not brought satisfactory results, he/she may file a formal complaint to be heard by a judiciary. The chair refers the complaint to the Department or College Undergraduate Judiciary or Hearing Board within specified time limits. The student and the instructor are entitled to appear in person to present their cases to the judiciary. After hearing testimony, the judiciary will decide: "Not Proven" (there has been no proven infringement of the rights of the student), or "Proven" (there has been a violation of the student's rights). The student and instructor will be given the decision and reasons for it in writing. A copy of the decision will be filed with the department, the dean of the College, and the dean of the Graduate School, when appropriate.

4. The student has the further right to appeal the judiciary decision to the university Ombudsman. The Ombudsman, Robert Caldwell (129 N. Kedzie, Phone: 353-8830), will attempt to mediate between parties to improve communication and resolve differences. Visit: [www.msu.edu/unit/ombud/](http://www.msu.edu/unit/ombud/)

A formal grievance is a last resort.

## 21. Students Traveling Abroad

Students traveling abroad should visit the "Travel Smart" website (<http://grad.msu.edu/travel/>) before their trip. When students appointed as

TAs or RAs travel outside the U.S. to conduct required thesis or dissertation research or to collaborate with investigators conducting research abroad, the department or research grant supporting the work will be required to pay for all needed vaccinations and or medications (e.g., anti-malarials) as determined by the MSU Travel Clinic. Students may include those costs in applications for funds from the Research Enhancement or Travel Grant programs administered by the Graduate School.

## 22. Supplies and Services

**Supplies:** Supplies needed for the preparation of instructional materials are to be obtained from the main office. Supplies are not available for personal use (this restriction includes courses in which TAs are enrolled); supplies are issued only for use in the preparation of materials for the class(es) that you teach.

**Photocopies:** The language program is largely digital in nature and requires very little use of paper. However, for the occasional use of paper, 300 photocopies per class per term are allowed for each TA.

**Telephone:** Students may leave a message for you at the main office (355-8350), although we recommend that you tell your students to e-mail you with messages. Personal long distance telephone calls are NOT to be placed on departmental phones.

## 23. Employee Rights

According to the MSU/GEU contract, article 9, the following are TAs/employee's rights:

- a) Library borrowing privileges shall be provided to employees for not less than 180 days, subject to library recall policies.
- b) Appropriate technology, technological support and training that are necessary for the performance of an employee's duties, as determined by the employing unit, will be provided at no cost to the employee.
- c) Employees with University parking permits shall have access to campus parking in all Faculty/Staff lots south of the Red Cedar River.
- d) Employees shall have access, as permitted by the University parking authority, to building loading zones and, if available, handcarts for the purposes of loading and unloading materials related to the performance of employment duties.

- e) Any materials required for the performance of an employee's duties, including materials required of students in the course to which the employee is assigned, shall be provided to the employee at no cost for the semester. Employing units may give such materials permanently to the employee.
- f. Each employing unit or department, whichever is appropriate, shall make arrangements for employees' access to their assigned buildings, including office keys. Employing units or departments that provide building keys to employees on the date of this Agreement shall continue to do so for the term of this Agreement.
- g. Access to supplies, duplicating, collating and other office machinery (including but not limited to photocopiers, computers and computer printers) shall be available without charge to an employee at least to the extent required by his/her employment obligations, as determined by the employing unit.
- h. Employees will be provided access to telephones, the internet and a desk or work surface for the performance of employment duties.
- i. An employee who teaches a discussion, lab or lecture course will be consulted by the chairperson/director or designee prior to any change in any grade that the employee has assigned.
- j. Each employing unit shall make appropriate arrangements for safe storage of final exams and grading records.
- k. Employees shall have the right to take reasoned exception to information and views offered in courses in which they are employed and to make suggestions for improvement.
- l. Policies regarding employee priority in the purchase of athletic tickets and passes shall apply to employees.
- m. Each employing unit shall make available a convenient receptacle at a designated location for employees to receive University business correspondence and work-related domestic and international mail. Employing units that provide individual employee mail receptacles on the execution date of this Agreement shall continue to provide such individual receptacles.

#### **24. Termination of Appointment**

The assistantship will terminate upon degree completion. A student who wishes to terminate an assistantship prior to that time shall notify the chair and the language coordinator in a timely, professional manner. See MSU/GEU contract, article 11, on

*appointments*<sup>1</sup> and article 10, on *employment period*<sup>2</sup>.

Substandard Performance: The department may terminate a graduate assistantship for substandard performance or inability to perform expected duties. Substandard performance may be brought to the attention of the department chair by the director of language instruction. Academic difficulty will result in a review of the student's overall situation by the department.

Violations: The department may also terminate an assistantship in cases of violation of the general Student Regulations contained in the *Spartan Life* handbook, or of the provisions concerning graduate student responsibilities contained in the document "Graduate Student Rights and Responsibilities." This action may be initiated by the department chair or by the language coordinator.

Academic Difficulty: Academic difficulty will result in a review of the student's overall situation by the department. **Graduate students must maintain an overall GPA of 3.25** in order for their teaching assistant status to be renewed.

Other Violations: The department may also terminate an assistantship in cases of violation of the general Student Regulations contained in the *Spartan Life* handbook, or of the provisions concerning graduate student responsibilities contained in the document "Graduate Student Rights and Responsibilities." This action may be initiated by department chair or language coordinator.

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<sup>1</sup> A) Appointments of employees shall be for a specific period up to one year. However, nothing within the terms of this Agreement precludes the Employer from making appointments of employees for periods longer than one year. Appointments and assignments shall be at the discretion of the employing unit.

(B) All newly appointed and re-appointed employees shall receive a letter of appointment that specifies the appointment title and the appointment time fraction. Such appointment letter shall also include the effective dates, salary, teaching or work schedule and, if known, the employing unit representative to contact for information regarding the appointment and applicable benefits.

<sup>2</sup> The periods of employment will be: A. Fall Semester: August 16 to December 31/ B. Spring Semester: January 1 to May 15/ C. Summer Semester: May 16 to August 15.

## **25. Summer Teaching/Assistantships**

The following conditions and provisos govern summer teaching assignments and assistantships:

- 1 Any summer classes can be cancelled if they do not meet minimum enrollment requirements (15 students for on-campus offerings and 10 students for off-campus offerings). If the class you are assigned to teach is cancelled, no reassignment to another course can be expected.

Off-campus courses are not teaching assistant assignments and thus do not carry tuition remission. The instructor will receive a set amount of compensation and be reimbursed for mileage (at 50 cents per mile) to and from the teaching site.

- 3 The department faculty has established the following criteria for deciding assignments to summer courses or Study Abroad offerings. These criteria are not weighted in ranked order but are considered holistically:

- GPA (including any Is or DFs) and consistent progress toward degree.
- Continuation in the departmental graduate program in the academic year following the summer assignment.
- Ability to work independently in the summer (there is no formal supervision) in regular courses on or off campus or to work in coordination with the Study Abroad Program director and personnel.

## **26. Other Information: GEU and GTAs**

### **Union Dues (GEU article 8)**

Each employee, on or before the 60<sup>th</sup> day after the effective date of this Agreement or on or before the 60<sup>th</sup> day after employment, whichever is later, and monthly thereafter, shall tender to the Union either periodic and uniformly required membership dues or, in the alternative, representation fees.

### **Stipends (GEU article 19.II):**

1. By the execution date of this Agreement, all employees shall be paid a minimum monthly stipend for each particular appointment status and for the duration of that employment period as prescribed below.
2. Levels in all units are determined as follows:
  - a. Level 1: Employees with less than one year of experience as a graduate assistant or full support fellow.
  - b. Level 2: Employees with a master's degree or equivalent and/or two semesters' experience as a graduate assistant or full-support fellow in the employing unit.



Level 3: Employees shall be appointed at a level 3 when they have completed a minimum number of semesters as a graduate assistant, provided that they have also attained a master's degree or equivalent. The graduate assistant experience must be in the employing unit or in a department considered relevant by the chairperson or employing unit. The minimum number shall be four (4), five (5) or six (6) but in any case no greater than the practice stipulated in 2004. If by August 16, 2015 a department or hiring unit has not clearly stipulated the number of semesters for appointment level 3 in their graduate handbooks, the number of semesters shall be four (4). **[See Appendix 2 in this handbook for department 's stipulation of number of semesters for appointment at Level 3]**

- c. Employees will be compensated for employment at the highest level for which they are eligible. Changes in levels will be instituted for the semester of employment following attainment of the qualifications for the new level.
3. Stipend increases from Level 1 to Level 2 and from Level 2 to Level 3 shall continue according to current practice. (GEU article 19.III)
4. Annual Raise: Employing units shall increase stipends each year of the Agreement as defined below (GEU article 19.IV, A, B, C, D). Employees hired during the Agreement period shall be paid at appointment level rates consistent with continuing employees in the same employing unit.

**Personnel Records (GEU article 22):**

- 1 The Employer will maintain a personnel record for each employee. Only documents that pertain to employment and/or job performance will be included in an employee's personnel record.
- 2 An employee, upon written request, will have the right up to three (3) times annually to review her/his personnel record at a reasonable time and place as scheduled by the employing unit.
- 3 An employee shall have the right to receive a copy of part or all of her/his personnel record. The employee will be assessed the cost of duplicating the information.
- 4 An employee shall have the right to place a written response to any evaluation contained in her/his personnel record. (See also items V and VI of this article in GEU contract).

**Grievance Procedure (GEU article 26.I):**

1. A grievance is defined as, and limited to, a written complaint involving an alleged violation of a specific provision(s) of the Agreement and remedy sought. Grievances may be filed by either an employee(s) or the Union. The

primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the grievance(s).

2. Only one (1) issue shall be the subject of any one (1) grievance. If there is a disagreement on whether the grievance involves more than one (1) issue, the parties will attempt to resolve the dispute. If the dispute is not resolved, expedited arbitration will be invoked. A grievance shall contain a clear and concise statement of the grievance and indicate the issue involved, the relief sought, the date the alleged incident(s) or violation(s) which is/are the basis for the grievance took place and the specific section or sections of the Agreement involved. The grievance must be signed and dated by the employee(s) or Union representative, if any. Except as otherwise provided for in this Agreement, the grievance shall be presented at Step One to the employing unit designee. Any ambiguity in written grievances shall be clarified at the first grievance meeting.
3. An employee(s) may choose to have a Union representative represent him/her at any step of the Grievance Procedure. If an employee(s) brings a written grievance to the employing unit's attention without first having notified the Union, the employing unit to which such grievance is brought shall promptly notify the Union and no further discussion shall be had on the matter until a Union representative has been given an opportunity to be present.
4. Individual employees or groups of employees shall have the right to present grievances through Step Two of the Grievance Procedure, provided that a Union representative has been afforded the opportunity to be present at any discussions, and that any settlement reached is not inconsistent with the provisions of this Agreement.
5. If the grievance is filed with Union representation, the Employer will provide copies of written decisions to the employee and the Union. If the grievance is filed without Union representation, the employee will be given an opportunity either to release written decisions to the Union or to assert the confidentiality of the decision under the Family Educational Rights and Privacy Act ("FERPA").
6. Step One of the Grievance Procedure may be waived by mutual written agreement. In addition, where the same employing unit representative hears more than one (1) step of a grievance, those steps shall be consolidated.

7. If the Employer requests that an aggrieved employee be present in any step of the Grievance Procedure, he/she will be required to do so, except in extenuating circumstances.

For **Grievances Steps**, see GEU article 26.II.

For **Time limits on appeals**, see GEU article 26.III

## VIII. FINANCIAL AID AND FINANCIAL RESOURCES

### 1. Department

Every year the department is able to provide support for graduate students traveling to conferences to present papers. Amounts vary year-to-year depending on the budget. Graduate students must apply to the chair of the department at least a month before departure.

Receipt of externally funded fellowships by students who have written their own grant applications that are worth at least \$20,000 (direct costs) make the students eligible for in-state tuition rate. The in-state tuition rate applies only to the semesters during which students are supported by the fellowship. This policy applies only to grants funded through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify students for in-state tuition rates. For more information contact Melissa Del Rio ([mdelrio@msu.edu](mailto:mdelrio@msu.edu)) in Chittenden Hall, 466 W Circle Drive, 2<sup>nd</sup> floor.

### 2. College

Dean's Graduate Recruitment Fellowship. This fellowship carries a six-credit tuition waiver during each of the two semesters it is held, and will give fellows the opportunity to work closely with a faculty member of the College during their first year of tenure. In the second and third years of the fellow's tenure, candidates can expect a half-time teaching assistantship under the requirements outlined above including a nine-credit tuition waiver and will be doing an important part of his or her teaching in the Center for Integrative studies in the Arts and Humanities. Fellows entering an M.A. program must complete the degree within the first two years and be admitted to a Ph.D. to be eligible for third-year support. College application deadline: Mid-February.

Arts and Letters Research Fellowship Competition. This competition awards up to six fellowships. This award will permit individuals to work unhindered to conduct research for their dissertation project or recital. During the semester a student holds a Research Fellowship, the candidate must be free from all duties associated with an assistantship. College application deadline: March 1.

### 3. University

**MSU Distinguished Fellowship Program** (for doctoral and MFA students only. This is a recruiting fellowship: current students are not eligible to apply).

University Distinguished Fellowships and University Enrichments Fellowships: (for information visit <http://grad.msu.edu/ufellows.htm>).

#### **MSU Graduate School – Funding Opportunities for GS**

<https://grad.msu.edu/funding>

The deadline is announced by the Graduate School, but is usually during the Fall Semester.

### **MSU Graduate School Incentive Fellowships**

<https://grad.msu.edu/external-funding>

One Incentive Fellowship will be funded during Fall Semester and one during Spring Semester at \$9,000 each. In addition, \$100 will be awarded for each viable proposal submitted (restrictions apply, contact the graduate School for details or see website).

Dissertation Fellowship Competition The dissertation fellowships are intended to aid College of Arts and Letters graduate students who are in the final stages of writing a doctoral dissertation and who expect to defend the dissertation by the end of Summer session, as well as M.F.A. and D.M.A. students completing their final project, exhibitions and recitals. Those who receive these awards should plan to spend the entire spring working full-time on the dissertation, project, exhibition or recital. Awardees may not hold a graduate assistantship. College application deadline: November 1.

Martin Luther King, Jr.-Cesar Chavez-Rosa Parks Fellowships typically provide \$8,000 per academic year with a maximum of \$25,000 over a four-year period for ALANA doctoral students who are U.S. citizens or permanent residents. Interested students can contact the Graduate School, 116 Linton Hall.

CLACS Tinker fellowships for Graduate Students, and Foreign Language Area Studies fellowships (see CLACS website):

<http://latinamerica.isp.msu.edu/funding/tinker.htm>

MSU Funding Guide for GS, Graduate Professional and Postdoctoral Fellows

<https://grad.msu.edu/funding-resources>

For identifying funding sources, such as grants, fellowships, scholarships and awards, and lists hundreds out of thousands of funding opportunities.

MSU Guide for Career Success

Gateway to resources, programs, events, and planning tools for graduate students, postdocs, and faculty mentors: <http://careersuccess.msu.edu/>

MSU Library Electronic Resources in Grants <http://er.lib.msu.edu>

<http://staff.lib.msu.edu/harris23/grants/3gradinf.htm>

Includes RSP Funding for Graduate Students, Proposal Writing, and many other resources assembled by MSU Library's Jon Harrison ([harris23@msu.edu](mailto:harris23@msu.edu))

MSU Office of International Students and Scholars: Scholarship and Grant Information

<http://oiss.isp.msu.edu/students/financial.htm>

## MSU Vice President for Research – Resources for Finding Funding

<https://vprgs.msu.edu/>

Minority Competitive Doctoral Fellowship (MCDF) Three or four racial/ethnic minority doctoral candidates are nominated by the College of Arts and Letters and its departments and brought to campus to take part in an expense-paid visit. The award provides support for three years. The first year award includes a fellowship stipend and a six-credit tuition waiver. The assistantship provides in-state fee costs. College application deadline: Mid-January:

<http://scholarships.kachinatech.com/scholarships/scholar3.html>

Equal Opportunity Graduate Fellowships provide awards based on need. Students interested in applying should contact the Urban Affairs Office, W-114 Owen Hall.

Minority Competitive Doctoral Fellowships provide racial/ethnic minority students \$12,000 plus compensation for out-of-state tuition charges during their first year of study. In their second and third years of study, students receive a half-time graduate assistantship paying at least the same amount. Students must be recommended by their departments, which provide the assistantship in the second and third years. Department nominations must typically be received by the Assistant Dean for Student Affairs (134 Erickson), by mid-February. Providing funds are available for awards later in the year.

Affirmative Action Graduate Assistantships encourage departments to recruit and enroll students by paying the first-year assistantship from a central graduate assistantship fund. The department agrees to continue funding in accordance with unit procedures for evaluating graduate assistants. Students must be recommended by their departments to the assistant dean for Student Affairs, who coordinates recommendations to the Urban Affairs Office.

#### **4. Short-Term Loans from The Council of Graduate Students**

ASMSU administers a \$75 loan program for The Council of Graduate Students (COGS). To obtain a loan, bring a valid MSU ID and a picture ID to 307 Student Services. The loan is interest free for 30 days. Since the loan fund is a limited resource, money may not always be available. Loans are never available during the last 3 weeks of any term.

The Office of Financial Aids administers a COGS-funded \$250 loan program. Applications for the \$250 loan are available in 259 Student Services, and take 2-3 business days to process. Make sure you write "COGS LOAN" clearly at the top of the application form. This loan is interest free for up to 60 days.

#### **5. Financial Aid Resources**

The College of Arts and Letters annually awards a number of fellowships (worth between \$2,000 and \$10,000 each). Nominations for these awards are made by the departmental

Graduate Committee. The latter also provides small departmental fellowships or tuition grants. Usually these awards are given only to students well along in their graduate work. The procedures and criteria for awarding departmental fellowships are much the same as those for awarding assistantships. The College of Arts and Letters also annually provides the department with a modest sum to be used, at the discretion of the Graduate Committee for Recruitment Fellowships.

For more information on student employment and loans at MSU, consult the Graduate School website or the "Financial Aid" section of the Academic Programs Book.

The Graduate School publishes an annual guide to funding sources such as grants, fellowships, scholarships and awards, called The Funding Guide, which lists a few hundred out of thousands of funding opportunities, and gives information on how to access additional resources on-line and in CDROM databases.

## IX. UNIVERSITY RESOURCES FOR GRADUATE STUDENTS

For supplemental information, see links to the appropriate documents in the appendix below. These include:

- *Academic Programs* – current edition
- *Graduate Students Rights and Responsibilities (GSRR)*
- MSU/GEU Contract
- *Guidelines for Graduate Student Advising and Mentoring Relationships*
- *Guidelines for Integrity in Research and Creative Activities.*

### A. Directory of Frequently Contacted Offices

#### 1. Department

|                                |                         |
|--------------------------------|-------------------------|
| Department Chairperson         | 354-6338                |
| Office Supervisor:             | 355-8352                |
| Department Graduate Secretary: | 355-8351                |
| Graduate Adviser and DGS.....  | See RCS phone directory |
| Undergraduate Adviser          | 884-6318                |
| Language Director              | 884-6312                |

#### 2. College

|                                       |          |
|---------------------------------------|----------|
| Dean's office                         | 355-4597 |
| CAL Associate Dean, Graduate Affairs: | 355-5360 |

#### 3. University Administration

|   |          |
|---|----------|
| Admissions and Scholarships-250 Admin. Bldg     | 355-8332 |
| Enrollment Services-176 Admin. Bldg             | 355-3330 |
| Telephone Enrollment                            | 432-3000 |
| Billing Statements-142 Admin. Bldg              | 355-3343 |
| PAN Numbers-Office of the Registrar, 150 Admin. | 355-3300 |
| Bldg Payroll (direct deposit) - 350 Admin. Bldg | 355-5010 |
| Degree & Certification - 160 Admin. Bldg.       | 353-3880 |
| Transcripts - 50 Admin. Bldg.                   | 355-5150 |
| Graduate School - 118 Linton Hall               | 355-0300 |

#### 4. Student Services

|  |          |
|--|----------|
| Graduate Record Examination Sign-Up - 207 Student Services | 355-8385 |
| Financial Aid/Student Loan - 259 Student Services          | 353-5940 |
| ASMSU/COGS Legal Services - 329 Student Services           | 353-3716 |
| Council of Graduate Students (COGS)                        | 353-9189 |
| Office of Financial Aid-252 Student Services Bldg          | 353-5940 |



|   |                   |
|---|-------------------|
| Div. of Student Affairs & Services-101 Student Services Bldg        | 355-8303          |
| Career Services & Placement Center-113 Student Services Bldg        | 355-9510          |
| Counseling Center-207 Student Services Bldg                         | 355-8270          |
| Department of Married Student Housing-1205 S. Harrison Rd           | 355-9550          |
| Employee Assistance Program-205 Olds Hall                           | 355-4506          |
| <b>5. Computer Center</b>   |                   |
| Computing Resource Center   | 355-4500 ext. 122 |
| Store-305 Computer Center   | 355-4500 ext. 204 |
| Scoring Office  | 355-1819          |
| <b>6. International Center</b>                                      |                   |
| English Language Center - 1 International Center                    | 353-0800          |
| Director, Office for International Students - 103 International Ctr | 353-1720          |
| Office of Study Abroad - 109 International Ctr                      | 353-8920          |
| International Studies, Deans Office - 209 International Ctr         | 355-2350          |
| <b>7. Library</b>   |                   |
| Information Desk  | 353-8700          |
| Library Hours   | 355-8981          |
| <b>8. Student Health Services</b>                                   |                   |
| Olin Health Center Information Desk                                 | 355-4510          |
| Olin Health Center Appointments                                     | 353-4660          |
| Olin Pharmacy   | 353-9153          |
| Student Insurance Questions, Benefits Administration                | 353-4434          |
| 9. The Office of Environmental Health and Safety (formerly ORCBS)   |                   |
| <a href="http://www.ehs.msu.edu">http://www.ehs.msu.edu</a>         |                   |

## **B. Resources and Services for Graduate Students**

The University provides many services to help students adjust to the rigors and inevitable stresses that go with a rigorous academic life.

### **1. Student Services**

Michigan State University provides extensive student personnel services to assist students and enhance the educational experience. The Vice President for Student Affairs and Services has general administrative responsibility for all student personnel matters, through the offices of Coordinated Minority Student Programs, Counseling, Financial Aids, Intramural Sports, Recreative Services, Placement Services (including Student Employment and the Career Information Center), Student Life, and University Housing Programs.

The Student Life area includes Campus Life Orientation, Health and Alcohol Education, Judicial Affairs, Off-Campus Housing and Commuter Programs, Service Learning, Student Activities, Student and Leadership Development, and Student Withdrawals and Records.

**2. Michigan State University Library**

A self-guided tour is available at the Information Desk. Study cubicles and a few lockers are available on the 4th floor of the West Wing. Ask for a key and a place on the waiting list for a locker at the Library Administrative Services Office, Room 102 West. An escort service is provided to take students safely to their car or dormitory at night. Inquire at the State Walk office, on the west side of the rear entrance area.

You have the right and the responsibility to order books to help build up the library's collection. You may leave order requests in a suggestion box in the entrance area, or contact the Main Library to learn the name and office of the bibliographer who concentrates in your area. You may also request books, off prints of scholarly articles, and copies of doctoral dissertations for your research by applying to Interlibrary Loan (part of the Circulation Services at the center of the main floor, between the two entrances).

**3. Computer Center**

|  |          |
|--|----------|
| Computing Information Center           | 353-1800 |
| Mainframe/Host Access Support Services | 353-1800 |
| Microcomputer Support Services/Store   | 353-4599 |

User Services offers consulting help on canned statistical programs and "helps students help themselves". It refers students elsewhere if User Services cannot offer enough assistance. User Services will help students short of doing the job for them. There is no charge for the consulting service. Graduate student consultants from the Department of Statistics and Probability are available by appointment for about ten hours a week. They consult about design problems, appropriate statistical design, etc. There is no charge for this service at the beginning of the semester. A number of short courses are offered through User Services, including a basic introduction to the computer, and collection and coding of data.

**4. Programming Service, telephone, 355-4684**

This is a professional group that charges professional fees for computer work. They can offer some statistical help although they are limited in this area. They can do nearly any computer programming work. The student receives an estimate of charges which must be approved before job is performed.

- 5. Other Computer Facilities** Microcomputer facilities are available on campus, including laboratories Wells Hall-B, and in the Human Ecology and Union Buildings. Policies regarding use of equipment should be obtained from individual facilities.
- 6. Bookstore** The MSU Bookstore is located in the International Center on Shaw Lane. Off-campus bookstores are located in the East Lansing area.
- 7. Office for International Students and Scholars (OISS)**  
The Office for International Students and Scholars (OISS) serves international students and foreign faculty. OISS is a resource center for information and consultation on matters related to the international student and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. They also publish a very informative handbook called *Welcome to Our Community*. It answers questions you may have about living and going to school in our community. A copy of this handbook can be picked up in the OISS. The OISS is located in room 103 in the International Center and can be contacted by phone (353-1720) or email: [oiex@msu.edu](mailto:oiex@msu.edu). Before leaving the country for holidays or vacations, you must stop at OISS to check your immigration status.
- 8. Learning Resources Center, 209 Bessey Hall, 355-2363**  
This self-paced, individualized learning center offers free assistance to students who want to improve their study skills. Workshops on specific study skills are offered throughout the year.
- 9. Service Learning Center, 26 Student Services Bldg., 353-4400**  
This volunteer program allows students to learn more about different work environments while providing community service. Staff assists students in choosing a placement that meets their interests.
- 10. The Writing Center, 300 Bessey Hall, 432-3610**  
This center offers writing consultation to graduate as well as undergraduate students. One on one consultations are best for small papers or projects like vitas, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects such as research and conference papers, and even theses and dissertations. The center also has a library with books on preparing resumes, vitas and cover letters, and examples of all of the above. Call to make an appointment, or email [grammar@msu.edu](mailto:grammar@msu.edu) for grammatical questions. You can also see their web site at <http://writing.msu.edu/> more information.

- 11. Career Development & Placement Services, 113 Student Services, 355-9510**  
This office assists students in career advising and seeking employment upon graduation. Their office is located in 113 Student Services Building and can be contacted at 355-9510. Their staff does workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well-written resume. You may also interview for internships or full-time employment through the Career Placement office. More information can be found in 113 Student Services Building. This is also where you will initiate your Placement File.

The Career Information Center, in room 6 Student Services Bldg (353-6474), provides up-to-date information on career possibilities, self-evaluation tools, and resource material on career choice, planning and strategy.

For more information of Career and Professional Development is available at <http://grad.msu.edu/cpd.htm>.

- 12. Resource Center for Persons with Disabilities, 101 Bessey Hall, 353-9642**  
Staff specialists available to respond to mobility, visual, hearing, alternative learner, and other such populations to enable their involvement in University activities. Other resources are available to students with special needs.
- 13. Counseling Center Main Office, 207 Student Service Building, 355-8270**  
Off-Campus Students - 344 Olin Health Center, 355-2310  
Multi-Ethnic Counseling - 207 Student Services Building, 355-8270

Students should feel free to contact the Counseling Center with personal concerns and crises. Professional counseling and psychological services are offered to assist with personal as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to students carrying 7 or more credits. In addition to professional counseling, a self- management laboratory and workshops are offered.

- 14. Olin Health Center, 355-7573**  
The Student Health Service is located in Olin Health Center. In an emergency, no matter what time of day, go directly to Sparrow Hospital, St. Lawrence or MacLaren Medical Center if possible. Otherwise go to the nearest emergency center.
- 15. Women's Resource Center, 353-1635**  
Coordinates contacts relating to concerns of women and advocates women's issues by developing and implementing programs targeted for women faculty staff and

students. They sponsor many workshops on campus.

**16. Intramural Sports Facilities, 355-5250**

Intramural Sports & Recreational Services-205 1M Sports West. Students have access to equipment and facilities in the intramural facilities located in the IM-West, IM-East, and IM-Circle. Students must present a current MSU student ID and a picture ID order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in the IM-East.

**17. COGS: Council of Graduate Students**

MSU's graduate student major governing group, COGS, has an enormous responsibility serving the MSU graduate community in many different aspects. In addition to the many free and discounted services COGS provides, COGS also has the great task of appointing graduate students to nearly 100 university committees, ranging from the MSU Student Foodbank to the graduate liaison to the Board of Trustees, just to name a few. <http://www.msu.edu/-cogs/>

**MSU Student Food Bank:** COGS and ASMSU jointly established a Student Food Bank to address the problems of students and their families with financial hardship. The SFB is located at Olin Health Center: <http://foodbank.msu.edu/>. Students may visit bi-monthly. For more information, or to volunteer, stop by the office (320 Student Services) or call 353-2898.

**Copy Center:** Open to all members of the MSU community, the COGS copy center is in 316 Student Services and features the lowest rates available. All 8.5" x 11" copies are 4 cents each. Transparencies are also available for 25 cents.

**Thesis and Dissertation Copying**

Bring the final copy of your document to the COGS office. Copies are 5 cents per page and must be paid in advance. It is copied on 25% rag-bond (the requirement) and takes 2-3 business days for processing.

**C. Students/Faculty Organizations at MSU**

**1. The Council of Graduate Students (COGS)** is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the

grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in, on and off campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative.

**2. Comunidad Latinoamericana.** Graduate Student Association mainly (but not exclusively) addressed to Hispanic and Latin American Graduate and Undergraduate Students and their families or relatives who live on campus. Their meetings and most activities are held in Spartan Village Community Center. Contact: [comunida@msu.edu](mailto:comunida@msu.edu)  
Web page: <http://lacmsu.wix.com/home>

**3. Faculty-Professional Women's Association** provides a forum for and support of the various interests of the present and future professional women at Michigan State University. Graduate students are eligible to join the association as non-voting members. The dues for MSU graduate students is about 25% of the full dues. Non-voting members cannot vote in elections or on issues, nor can they hold a regular board position or office. Other than that, they have all the other rights and privileges of regular members. For information contact Etta Abrahams, at 353-3863.

#### **D. Transportation**

##### **1. Parking on Campus**

If you own a motor vehicle or a bicycle and want to use it on campus, you must register it with the Department of Police and Public Safety, 87 S. Red Cedar Road, between the hours of 7:30 a.m. and 5:00 p.m. To register a vehicle you need the vehicle registration, proof of insurance, driver's license, a copy of your signed appointment form which is given to you by the Graduate Secretary, and, if appropriate, last year's gate card.

If you do not have a graduate assistantship, you may, under special circumstances, qualify for a parking permit. For example, if your vehicle is necessary in performing the duties for a job you hold on campus, you may wish to apply for a parking permit. You will need to go to DPPS and fill out a Special Request form for a parking permit. A member of the staff of DPPS will review your request and if they feel you need a parking permit for campus they will give you the opportunity to buy one.

The Department of Police and Public Safety, Parking Division, can be contacted at 355-8440 to answer any further questions.

##### **2. Buses**

CATA buses serve all parts of the campus and connect with CATA routes serving the Lansing and East Lansing area.

3. **Bikes**

The University maintains bicycle racks throughout the campus. Bikes should be locked to these racks when parked. Bikes are not permitted in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. A 4-year MSU bike or moped registration may be purchased for \$2.00 from the Department of Public Safety. It will help protect you from theft.

E. **Publications:**

1. **Funding Guide**

The Graduate School has produced a Guide for Graduate Students, Graduate Professional Students and Postdoctoral Fellows, to assist students in identifying funding sources such as grants, fellowships, scholarships and awards. Updated annually, the Funding Guide is also available online, and can be accessed through the Graduate School's home page.

2. **Resource Guide**

The Graduate Student Resource Guide is published by the Graduate School, and contains useful information on networking, transportation, housing, and campus and community resources. It is available in 118 Linton Hall.

3. **Academic Programs (University catalogs)** are the primary sources for university regulations, policies, procedures, costs, and academic program requirements. The most recent edition is available online

4. **The COGS Graduate Student Handbook** is published annually by the Council of

Graduate Students and is available in Room 316 Student Services.

5. **Spartan Life** is produced by the Office of Student Affairs and Services and is available in Room 101 Student Services.

6. **Schedule of Courses and Academic Handbook**, published each semester, provides selected updated information on courses, university regulations, policies, procedures, costs, and the academic calendar. It is available prior to enrollment periods.

7. **The Faculty and Staff Directory** is published by the Office of the Registrar. Copies for personal use may be purchased at the MSU Union Central Store or the MSU Bookstore.

8. **The Graduate School Guide to the Preparation of Master's Theses And Doctoral Dissertations** describes the final procedures for degree completion and manuscript requirements for your thesis or dissertation. It is available from the Office of the Graduate School, 118 Linton Hall.

9. **The Graduate Post** is a newsletter published every semester by The Graduate School. It highlights activities in graduate education at MSU and elsewhere, to publish opportunities available for professional enrichment through fellowships, scholarships and study programs, to announce important deadline dates, and announce upcoming colloquia and symposia.
10. **COGS-NIZANCE**  
A general information newsletter published at least once a year by the Council of Graduate Student (COGS).
11. **MSU Today**  
Online reference made available on Fridays.
12. **The State News**  
A free daily newspaper that contains news and a listing of events of interest.
13. **Graduate Student Rights and Responsibilities**  
This document is published in Spartan Life, and can also be accessed via Michigan State University's Web page at <https://grad.msu.edu/gstrr>. It contains University policies.



## Appendix 1

### MSU Code of Teaching Responsibility

<http://splife.studentlife.msu.edu/regulations/selected/code-of-teaching-responsibility>

Satisfaction of teaching responsibilities by instructional staff members (herein referred to as instructors) is essential to the successful functioning of a university. This University conceives these responsibilities to be so important that performance by instructors in meeting the provisions of this Code shall be taken into consideration in determining salary increases, tenure, and promotion. TAs are strongly encouraged to make an appointment with the director of language instruction or the department chair to discuss questions regarding the material in these documents.

1. **Course content:** Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.
2. **Course syllabi:** Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:
  - a) Instructional objectives;
  - b) Instructor contact information and office hours;
  - c) Grading criteria and methods used to determine final course grades;
  - d) Date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
  - e) Attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades; and
  - f) Required and recommended course materials to be purchased, including textbooks and supplies.
3. **Student Assessment and Final Grades:** Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines.
4. **Testing Documents:** Instructors shall be responsible for returning student answers to quizzes, tests, and examinations with such promptness to enhance the learning

experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

**5. Term Papers and Comparable Projects:** Instructors shall be responsible for returning student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.

**6. Class Meetings:** Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes.

**7. Applicability of the Code of Teaching Responsibility to Student Assistants:** Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

**8. Instructor Accessibility to Students:** Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged.

**9. Commercialization of Course Notes and Materials:** The University prohibits students from commercializing their notes of lectures and University-provided class materials without the written consent of the instructor. Instructors may allow commercialization by including permission in the course syllabus or other written statement distributed to all students in the class.

### **Hearing Procedures**

1. Students may register complaints regarding an instructor's failure to comply with the provisions of the Code of Teaching Responsibility directly with that

instructor. For more information see:<https://msu.edu/unit/ombud/grievance-procedures/Graduate%20Student%20Hearing%20Procedures%20for%20Departments%20and%20Schools%20Revised%20Sept%2018%202015.pdf> .

2. Students may also take complaints directly to teaching units' chief administrators or their designates. If those persons are unable to resolve matters to the student's satisfaction, they are obligated to transmit written complaints to unit committees charged with hearing such complaints. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor, normally within ten working days of the receipt of the complaint.

3. Complaints coming to the University Ombudsman will be reported, in writing, to chief administrators of the teaching units involved when in the Ombudsman's opinion a hearing appears necessary. It will be the responsibility of chief administrators or their designates to inform the instructor and to refer such unresolved complaints to the unit committees charged with hearing such complaints. A written report of the action or recommendation of such groups will be forwarded to the University Ombudsman, to the student, and to the instructor, normally within ten working days of the receipt of the complaint.

4. Students wishing to appeal a teaching unit action or recommendation may do so as outlined in Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, or Medical Student Rights and Responsibilities. Such complaints must normally be initiated no later than the middle of the semester following the one wherein alleged violations occurred. Exceptions shall be made in cases where the involved instructor or student is absent from the University during the semester following the one wherein alleged violations occurred.

### **History of Approval**

*Original Document:*

*Academic Council, Nov. 4, 1969*

*Academic Senate, Nov. 19, 1969*

### **Revisions**

*Academic Council, May 19, 1976*

*Academic Council, Feb. 27, 1996*

*Academic Council, April 19, 2005*

**Appendix 2**  
**Department of Romance and Classical Studies Criteria for TA's**  
**Levels 1, 2, 3**

**Level 1:** MA student with less than one-year experience as a graduate assistant/TA.

**Level 2:** MA student with one (1) year (or more) experience as a graduate assistant/TA.

**Level 3:** PhD student with successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled, and at least **six (6) semesters** of experience as a graduate RA/TE at Michigan State University, or equivalent.

The definition of equivalent experience as an RA/TE is left to the discretion of the chairperson of the appointing unit, but it is expected that only experience in research-oriented assignments will count toward the six semesters of experience as an RA. (Consistent with current practice,  $\frac{1}{4}$  time and  $\frac{3}{4}$  time appointments count the same as  $\frac{1}{2}$  time appointments, and Summer Semesters count the same as Fall and Spring Semesters.)

## Appendix 3A

### Time Sequence for Full-Time M.A. Graduate Students

|                  | Fall Semester  | Spring Semester  |
|------------------|--|--|
| Application Year | Applications for Assistantships, Scholarships, and Fellowships must be received before January 1 <sup>st</sup> for full consideration.   | Applicants whose full dossier has reached the Department by January 1 <sup>st</sup> will be told by the end of March whether they have been admitted and whether they have been awarded an Assistantship, Scholarship, or Fellowship   |
| 1st year         | At least one week prior to the beginning of classes: orientation for new graduate students and TA's, on-campus English proficiency testing.<br><br>Classes begin in late August. TAs must take ROM 803 (Teaching Methods), and at least 3 other credits.   | Annual departmental review of graduate students (each year). Students should have completed at least 15 approved credits by May, when classes end.<br><b>Work on M.A. Reading List or M.A. Thesis or Project Proposals over summer.</b>  |
| 2nd year         | Prepare for exams: complete M.A. Reading List; review copies of earlier Exams; arrange review sessions with other students.<br>Submit M.A. Thesis or Project Proposal and begin work on the thesis or project.<br>If your M.A. will be a terminal degree, prepare for job-hunting now: draft a letter of application and a c.v. Get help from faculty. | January: take M.A. Exam.<br>March: if necessary, retake M.A. Exam.<br>By March 15: reply to departmental offer of Assistantship for next year.<br>April 1: Submit final M.A. Thesis or Project.<br>April 15: Defend M.A. Thesis or Project.<br>Complete the 33-4 credits for the M.A. Financial support for M.A. ends. |

## Appendix 3B: Time Sequence for Full-Time Ph.D. Graduate Students

|                      | Fall Semester  | Spring Semester  |
|----------------------|--|--|
| Application Year     | Applications for Assistantships, Scholarships, and Fellowships must be received before January 1 <sup>st</sup> for full consideration  | Applicants whose full dossier has reached the Department by January 1 <sup>st</sup> will be told by the end of March whether they have been admitted and whether they have been awarded an Assistantship, Scholarship, or Fellowship.  |
| 1 <sup>st</sup> Year | Form Guidance Committee for Ph.D. They will decide which courses you need to complete course requirements for the Ph.D. Decide on areas of examination. Choose your two languages for the Ph.D. requirement. | Take classes and work on your required languages. Ask faculty for reading lists and study questions.   |
| 2 <sup>nd</sup> Year | Take classes and work on your required languages.  | Arrange to obtain your reading lists your Guidance Committee and plan for taking your Comprehensive Examinations, before the end of April of the third year (after which some faculty leave the country), or no later than the end of the 7 <sup>th</sup> semester Complete your Ph.D. coursework this term or next term. Eliminate all I and DF grades, if any. |
| 3 <sup>rd</sup> Year | Complete your Ph.D. coursework this term. Eliminate all I and DF grades, if any.   | <b>COMPREHENSIVE EXAMS TAKE PLACE NO LATER THAN WEEK 11 OF THE SEMESTER. FINANCIAL SUPPORT FOR PH.D. ENDS.</b>   |
| 4 <sup>th</sup> Year | Form Dissertation Committee. Begin research for your dissertation.   | Continue work on the dissertation.   |
| 5 <sup>th</sup> Year | Continue work on the dissertation.   | University deadline for completion of Comprehensive Examinations   |

|  |  |  |
|--|--|--|
|  | Try to submit one or two parts of it for publication; submit book review; apply to give talks at scholarly meeting.  | Continue work on the dissertation.   |
| 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Year | Continue work on the dissertations.<br>Consult the MLA Job List (October to December) for openings. Prepare your candidacy letter and c.v.; research the places that interest you. Submit your job application by mid-November. Plan to go to the MLA Convention in December for interviews.<br>Continue work on the dissertation. | University limit of 8 years to complete Ph.D. After this time, you must petition to retake your Comprehensive Examinations to prove that you have remained up-to-date in your field. |

### TIMELINE FOR TAKING COMPREHENSIVE EXAMS

Written exams should be taken no later than the 11<sup>th</sup> week of the semester. The oral exam should be taken within the following two weeks.

#### **Semester prior to exam:**

- *Week 1*
  - Select areas for exams
  - Formulate a tentative dissertation topic to guide the professors in the selection of reading material
  - Contact professors for reading lists
- *Week 5*
  - Receive reading list from professors
  - Start reading
  - Start research for dissertation proposal
- *Before the end of the semester*
  - Finish language requirements (strongly recommended)
  - Schedule written and oral exams.

#### **Exam semester:**

- *Week 1*
  - Turn in an outline of the dissertation proposal to committee chair
- *Week 3*

- Meet with professors to discuss readings
- *Week 4*
  - Turn in preliminary version of dissertation proposal to committee chair
- *Week 7*
  - Deadline for completing language requirements
- *Week 8*
  - Turn in final version of dissertation proposal to all committee members
  - Meet with professors to discuss readings
- *Week 11*
  - Take written exams
- *Week 12/13*
  - Take oral exams
- *Week 14*
  - Retake any one failed section or retake the following semester without financial support.



## Appendix 4

### Suggested Timetable for Professional Development

| YEAR/ACTIVITY     | TEACHING  | RESEARCH   | SERVICE  |
|-------------------|---|--|--|
| <b>Every year</b> | Keep a diary evaluating the materials used in the courses you teach; compare them with competing materials. Suggest improvements and modifications in the courses you teach. Learn one new computer program or computer-aided teaching technique. | Check current issues of periodicals twice a year; browse to discover new books in your fields of interest. Each semester, read one work in general literature, and one in critical theory (or cultural studies or linguistics) not required. | Volunteer to help with a departmental or college activity or serve on committees   |
| <b>First</b>      | Find out about other teaching opportunities: our study abroad programs, our K-12 French outreach, CLEAR, the English Language Center, IAH, CELTA. Take notes on what works well, and how.   | Join a professional association where membership includes a subscription to a scholarly journal.   | Volunteer to work for <i>Tropos</i> (our scholarly and creative journal in Romance Studies); volunteer to help with the French extra-curricular activities; volunteer with MIWLA   |
| <b>Second</b>     | With the Coordinator's advice and consent, introduce some brief original elements to your classes (media, website, D2L, information about your own Francophone culture, if possible, visitors). Looking   | Attend a meeting of a professional association. Looking ahead to your third year, propose a talk that you would deliver there. Many meetings have sections devoted to graduate students.   | Looking ahead to your third year, seek election or appointment to a departmental, college, or graduate student committee, COGS, or your union. Otherwise, seek to address such a committee (perhaps as part of a student |

|                         |  |   |  |
|-------------------------|--|---|--|
|                         | ahead, seek to teach outside RCS.  |   | delegation) about one of your concerns. Or at least, attend a key meeting. |
| <b>Third</b>            | Ditto; participate in the mentoring program with a faculty member. Ask to teach a 300- level class         | Propose a book review.<br>Continue activities above.    |  |
| <b>Fourth and fifth</b> | Ditto; looking ahead, draft some course plans for your future job—both in 100-200, and upper-level classes | Propose a scholarly article. Continue activities above. | Ditto; volunteer to help with organize lectures and conference sections.   |

## Appendix 5

### Grad Info/ GradPlan / Grad Audit/ Degree Audit

#### GradInfo/GradPlan/Grad Audit/Degree Audit

Approver Roles:

- **Form Checker** – this is often the graduate secretary(s) in the student’s major.
- **Committee** – this is the student’s selected committee members.
- **Program Signer** – this is often the student’s major department, school or program’s chair/director based on the student’s 4-digit GradInfo program code.
- **College Signer** – this is a signer representing the major’s college dean’s office.

#### **GRADINFO**

Only accessible to staff. Graduate Secretary/GPD enter the following info:

- Committee members (for both PhD and Master’s students)
- RCR information
- Placement information once student has graduated
  - GradInfo can be used to retrieve general data on a graduate program (completion statistics, demographics, etc)
  - GradInfo is the portal through which GradAudit can be accessed

#### **GRADPLAN**

Only accessible to the student. Student enters the following info:

- Committee members
- Ph.D. degree plan courses
- Tentative dissertation subject
- Subject of comprehensive exam
- Information regarding use of human or animal subjects
- Information about using hazardous substances in research
- Additional notes regarding research (if applicable)
- Language requirement (if applicable)
- Specialization or Certification information (if applicable)
- Additional notes regarding other requirements (if applicable)
- IRB # (if applicable) (Added after plan is official)
- Dissertation title for official transcript (Added after plan is official)

#### **GRAD AUDIT**

Only accessible to staff. Graduate Secretary/GPD enter the following info:

- Completion date of comprehensive exam

- Date defense exam was successfully completed
- Request comp exam extension (if applicable)
- Request program extension (if applicable)
- Approve\Deny language requirement (if applicable)
  - Graduate School signs off if student has successfully submitted dissertation
  - If all department requirements are met graduate secretary/GPD signs off on the student's GradPlan

### **DEGREE AUDIT**

Only accessible to staff. The degree is conferred in Degree Audit (recommended to have more than 1 level of approval) –

- Program-level or Department-level individual enters a conferral decision in Degree Audit.
- College-level individual (optional level) reviews previous entries &/or makes the first entry on a student.
- College with FINAL approval-level reviews previous entries &/or makes the first entry on a student.

## Appendix 6

### Responsible Conduct of Research

*The attached model plan for RCR training was worked out between the Graduate School and the Office of the Vice President for Research and Graduate Studies, in consultation with the college associate deans for graduate education. It will provide the template for all academic units at MSU, replacing the template developed by the Graduate School and OVPRGS in 2009. As in the past, departments, programs, and/or colleges will be expected to provide their own more specific plans building from this template.*

#### **MSU Responsible Conduct of Research Plans**

Training in the Responsible Conduct of Research is essential in the preparation of future scholars and professionals. An understanding of the issues concerning the conduct of research in an increasingly complex world has become critical in successfully navigating the research landscape. To help prepare Michigan State University graduate students for their future scholarly work, a plan for providing the foundation of responsible conduct has been developed in coordination with the Graduate School, the Vice President for Research and Graduate Studies Office, and college associate deans for graduate education. The plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion. It is the belief that this plan will provide a foundation for all graduate students as well as others pursuing a career in research and will offer the basic information to meet most, if not all, federal agency granting requirements.

The plan below represents the basic university plan. Each department/program or college will develop a plan that at a minimum incorporates these university-level requirements.

The Graduate School RCR Workshop series may be used to help fulfill both the annual refresher and discussion-based training requirements.

\*Students who are supported by NSF, NIH, or USDA grants may be required to complete additional specific training; they must meet the timeline and content requirements of training for that grant.

\*Students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting IRB or IACUC approvals. These modules may be completed as part of the training requirements below, or in addition to them, depending on the department/program or college plan.

#### **All graduate professional, master's and doctoral students**

##### **1) Year 1**

All new graduate and graduate professional students will complete 4 CITI online modules within the first year of enrollment in their program: *Completion of this requirement will be tracked in SABA*

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

##### **2) Discussion-Based Training**

All graduate and graduate professional students must complete a minimum of 6 hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first 2 years (e.g., as part of a course), or as part of the ongoing training requirement (for doctoral students). Specifics about the number of hours required, the content, and the timing of this training will be defined in the individual department/program or college plan. *For master's Plan A and PhD students completion of this requirement will be recorded by the department in GradInfo as "Initial" training.*

### **Master's plan A and doctoral students**

**In addition to 1 and 2 above, master's plan A and doctoral students will complete:**

#### **3) Year 2**

Within the first 2 years of enrollment in their program, master's plan A and doctoral students will complete 3 additional MSU online training modules, to be selected from the following list. Specific requirements for course selection may be defined in the individual department/program or college plan.

*Completion of this requirement will be tracked in SABA.*

- CITI Collaborative Research
- CITI Conflicts of Interest
- CITI Data Management
- CITI Financial Responsibility
- CITI Mentoring
- CITI Peer Review
- IACUC Tutorial for Animal Care Training (in <http://Train.ORA.msu.edu>)
- Human Research Protection/ IRB Certification (in <http://Train.ORA.msu.edu>)
- Rigor and Reproducibility Course (in production)

**In addition to 1, 2 and 3 above, doctoral students will complete:**

#### **4) Annual Refresher Training**

Starting in year 3, all doctoral students must complete 3 hours of annual refresher training; this can include discussion-based training and online courses beyond the 7 required in basic training. Specifics about the number of hours required, the content, and the timing of this training will be defined in the individual department/program or college plan. *Completion of this requirement will be recorded by the department in GradInfo as "Annual" training.*

# RCR Minimum Plan requirements

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|                                     |  |
|-------------------------------------|--|
| Tracked automatically in SABA =     |  |
| Tracked by department in GradInfo = |  |

## Master's plan B and grad professional

- CITI Modules Year 1
- Introduction to the Responsible Conduct of Research
  - Authorship
  - Plagiarism
  - Research Misconduct

6 hours discussion-based training (by completion of the degree)

## Master's Plan A students

- CITI Modules Year 1
- Introduction to the Responsible Conduct of Research
  - Authorship
  - Plagiarism
  - Research Misconduct

6 hours discussion-based training (by completion of the degree)

CITI Modules Year 2  
Complete 3 additional from specific list

## Doctoral students

- CITI Modules Year 1
- Introduction to the Responsible Conduct of Research
  - Authorship
  - Plagiarism
  - Research Misconduct

6 hours discussion-based training (by completion of the degree)

CITI Modules Year 2  
Complete 3 additional from specific list

Year 3 forward  
3 hours of annual refresher training

*French Graduate Handbook*

*Romance and Classical*

*Studies Michigan State*

*Univeristy*

*2015-2016 edition*

*[Last Update: August 16, 2017]*