



**DEPARTMENT OF FRENCH  
HANDBOOK  
FOR  
GRADUATE STUDENTS**

August 2008



**I L L I N O I S**  

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**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

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University of Illinois at Urbana-Champaign

Department of French

## INTRODUCTION

This document is intended to describe the Graduate Program in French and to summarize some of the policies of the Graduate College that pertain to graduate students. It is not intended to be a complete description of the policies and procedures of the Graduate College or the University. Students are advised to consult the *Graduate College Handbook for Students, Faculty and Staff* for a complete description of the following topics:

- Credit Loads
- Credit/No Credit
- Time Limit
- Travel for conferences
- Travel for Dissertation Research
- Stipend Payments
- Payroll Forms
- Tax Status
- Health Insurance, Vacation, Sick Leave
- University Resources (for TAs)
- Mediation of Conflicts between Faculty Supervisors and TA/RA
- Resources and Procedures outside of Department (Grievance)
- Ethics: Academic Integrity
  - Professional Codes of Conduct
  - Academic Misconduct Policies (e.g. plagiarism, discrimination, sexual harassment)

The Graduate College *Handbook* explains your privileges and responsibilities as a graduate student, describes many of the services provided to you by the University, and summarizes the Graduate College regulations that apply to all graduate students. Much of the handbook deals with rules and regulations, but it also suggests ways to request exceptions for good reasons. The information can be obtained at <http://www.grad.uiuc.edu/gradhandbook/>. All policies in that handbook are followed by the Department of French.

In the event any major changes in the departmental requirements described herein occur, a continuing student may choose to fulfill the requirements in effect when the student began graduate study or to adopt the changes in the revised document. In all such matters, students should consult their advisors.

We want to provide each student in the department with the best opportunity for success in graduate school and after graduating. We are sincerely interested in listening to any suggestions that may improve the graduate program.

## GEO

See information about the Graduate Employee Organization at <http://www.shout.net/~geo/>.

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## **GENERAL INFORMATION**

### **MAILBOXES**

Graduate student mailboxes are located in the main office, 2090 Foreign Languages Building (FLB). These boxes provide a convenient means of getting in touch with you. Important messages will sometimes be left in your mailbox, so please be sure to check its contents regularly.

### **E-MAIL AND INTERNET**

Many departmental notices and the weekly bulletin are sent out by electronic mail. Please read and delete your e-mail regularly. If you are not receiving departmental e-mail notices, please notify Kate Freeman in 2090 FLB, phone 333-7057, [katefree@illinois.edu](mailto:katefree@illinois.edu). The Department web page is at <http://www.french.uiuc.edu>.

### **COMPUTER FACILITIES**

2124 FLB is the shared computer lab for the French TAs. Any printing in that location will be charged to the student's i-card. You may request a key by asking for authorization from Kate Freeman, 2090G FLB.

For other computer sites and for CITES' Netfiles online storage service and University's policies and procedures regarding both on- and off-campus computing, see <http://www.cites.uiuc.edu/>.

### **KEYS**

If you are carrying out research or are a teaching assistant, in addition to the key to your office you will be given a key to the outside doors of the building to enter after hours.

### **DESKS**

The French Department staff assigns desks in the graduate student offices to all graduate students. Smoking is not allowed in these offices or anywhere in the building.

### **OFFICE SUPPLIES AND SERVICES**

Graduate teaching assistants may obtain supplies for the course they are teaching in room 2090 FLB. Research assistants should check with their supervisors before obtaining supplies for their work or operating the copying machine.

### **VENDING MACHINES**

Vending machines stocked with cold and hot drinks and snacks are located on the ground floor behind and to the left of the elevators.

### **SECURITY**

The emergency phone number is 9-911.

Please be security conscious. Do not leave personal valuables in your office or desk. Do not share your keys or invite others to the graduate student offices or other department facilities. So that no rooms are left unattended, the last person leaving an office should close and lock the door.

## YOUR ACADEMIC PROGRAM

### A. IMPORTANT DEPARTMENTAL RULES

*It is absolutely required to consult your academic advisor before registering.*

- a. Students who hold a teaching assistantship are required (by virtue of their contract letter) to take a minimum of 8 hours of course work per semester.
- b. Students may take 4 to 8 thesis hours (FR 599) in the semester during which they will take prelims
- c. Students may not register for more than 4 hours of FR 591 per semester. Any exception to this rule must be approved by the Director of Graduate Studies.
- d. Students may ask to transfer a maximum of 8 credit hours per degree.
- e. First-year teaching assistants must take a course in teaching methodology, French 505, as part of their contractual obligations; this includes exchange TAs.

### B. GRADUATE COLLEGE RULES REGARDING COURSE LOAD

The Graduate College specifies a minimum amount of credit for which a Teaching/Research Assistant must enroll in accordance with the following table:

Appointment Percentage	Minimum Load in Hours
11-24 percent	12 hours
25-67 percent	8 hours

Students with fellowships should take 12 or more hours per semester. Students working on dissertations should register for the maximum number of hours permissible (either 599 exclusively, or a combination of a course plus 599). Teaching Assistants are strongly advised to take three courses during the semesters when they are teaching only one course.

### C. ROLE OF FACULTY ADVISORS

Beginning graduate students should be advised by the designated advisor for the program they have chosen:

French Studies:	Professor Karen Fresco
Language Learning and SLATE:	Professor Peter Golato
Linguistics:	Professor Zsuzsanna Fagyal

After the first semester of course work, students are free to choose their academic advisor from among the faculty in the relevant programs. Please inform your program advisor and the director of graduate studies if you make a change.

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Students meet with their advisor at least once per semester, prior to registering, in order to discuss their choice of courses for the following semester and to ensure that they are fulfilling the degree requirements. Faculty advisors record students' progress in their files (kept in the Graduate Student Services office, third floor). **It is absolutely required to meet with the advisor before registering for courses.**

At the doctoral level, a student selects an advisor whose expertise will permit him or her to direct the student's program of course work and research leading to the preliminary examination and dissertation defense. It is the student's responsibility to identify a faculty member who will agree to direct his or her dissertation project.

The advisor shall have the following responsibilities at the doctoral level:

- To help the student constitute the prelim and dissertation defense committees from faculty within and outside the Department of French.
- To arrange regular meetings with the student in order to assess his or her progress.
- To record the student's course program in the student's file.
- To guide the student's thesis research.
- To make certain that theses prepared under his or her direction are presented in final draft form to members of the examining committee not less than 3 weeks before the final examination of the candidate.

#### D. USEFUL INFORMATION FOR THE M.A. AND Ph.D. PROGRAMS

For a current description of the programs and degree requirements, see [www.french.uiuc.edu/grad/](http://www.french.uiuc.edu/grad/).

#### **THE MA PROGRAM**

##### **Coursework**

32 hours. See [www.french.uiuc.edu/grad/](http://www.french.uiuc.edu/grad/) for rules about courses in the three programs.

##### **Guidelines for the MA Examination**

Information on department procedures for M.A. and Ph.D. examinations is also found in the respective program descriptions posted on the departmental web page.

Students may not normally take the examination before the semester in which they finish course work for the M.A. If circumstances prevent students from taking the examination during the last semester of course work, they may arrange to return to the campus for that purpose.

Before scheduling the M.A. examinations, the chair of the examination committee should ask the

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Director of Graduate Studies to check the student's dossier to make sure that the required 32 hours of coursework have been taken in the distribution specified by the particular program of study that the student has elected (French Studies, French Linguistics, Language Learning). When a date is agreed upon, the committee should let Graduate Student Services know.

The M.A. Examination Committee will evaluate examinations as either pass or fail, with no partial pass. A student who fails the examination may retake it once, no sooner than the following semester. The examination may not be taken more than twice.

The exam committee fills out the "M.A. Comprehensive Examination Report Form" (there is a different form for each program) and files it in the student's file in 3080 FLB. The chair of the exam committee should notify the Director of Graduate Studies, who will notify Graduate Student Services that the student's name should be put on the graduation degree list if all coursework is completed.

The committee will provide each student and the Director of Graduate Studies a written evaluation of the student's performance. The Committee will further provide an evaluation of each pre-doctoral student's qualification for Ph.D. study and will forward to the Admissions Committee, along with examination copies, one of the following recommendations:

1. Acceptable for Ph.D. study
2. Acceptable for Ph.D. study with reservations
3. Not acceptable for Ph.D. study

*If the student wishes to enter the doctoral program, he or she must apply to the Department's Committee on Admission and Financial Aid. The Committee considers (1) the recommendations of the M.A. Exam Committee, (2) two papers submitted by the student, (3) the student's academic record, and (4) the student's statement of purpose.*

Students wishing to apply to the doctoral program should take the MA examination before the end of February during their second year. The M.A. examination may not be taken a second time as a test of Ph.D. qualification.

Appeals may be considered only on grounds of alleged unfair treatment and would be directed to the Graduate Policy Committee.

A French/French dictionary may be used for the written portion of the M.A. exam.

### **The M.A. Examination in French Studies**

The members of the M.A. Examination Committee in French Studies are named by the head of the department.

The examination is in French. It has two parts, written and oral, and is based on a reading list, periodically revised, covering the fields of French literature and culture.

See <http://www.french.uiuc.edu/grad/read.html>.

Pre-doctoral students read the medieval texts on this list in Old French, and a faculty member specializing in medieval literature will participate in the examination of these students. Those seeking only the M.A. may read the medieval texts in translation.

The written part of the M.A. examination in French Studies will have three parts with choices offered within each part:

- |   |           |
|---|-----------|
| 1. <i>Explication de texte</i>  | 1.5 hours |
| 2. Broad, cross-period/cross-cultural question                          | 1.5 hours |
| 3. Shorter, more focused questions                                      | 1.5 hours |
| In addition, pre-doctoral students will translate an Old French passage | .5 hours  |

The *explication de texte* part will offer a choice between poetry and prose. The examination committee will select these texts from those that appear on the reading list. The section of shorter questions may focus on a particular text, period, genre, theme, or approach. Sample questions can be consulted in the department, in the file cabinet by Kate Freeman's office.

The oral part of the examination will be about 1½ to 2 hours and will be scheduled within a few days following the written, if the student has passed the written. The oral exam will include a discussion of the student's written answers as well as questions on other items on the reading list.

The examination is designed to test students' knowledge of the required texts, their ability to discuss them critically, and the quality of written and spoken French.

### **The M.A. Examination in French Linguistics**

The M.A. examination is comprised of a written and an oral part and includes a section of French Literature and/or culture. The written examination typically lasts 4 hours; the oral examination, 1 hour. The oral is administered a week after the written, if the student has passed the written.

The Linguistics part, both written and oral, is based on an extended reading list of books, book chapters and articles covering the following areas of French Linguistics:

- (1) French Phonetics and Phonology
- (2) Syntax of French
- (3) Sociolinguistics and Language Policy
- (4) History of French

An updated reading list is available on the Department's Web page:

<http://www.french.uiuc.edu/grad/read.html>.

The written examination consists of two essays covering at least two areas of French Linguistics mentioned above. One part is in English, the other one in French. The oral examination is a discussion of the written examination and short questions about topics defined in the reading list. It is typically conducted in French.

The Literature/Culture part is based on a subset of books that each student selects in consultation with the French Studies faculty designated to give the M.A. examination. This list includes about a third of the titles on the reading list for the M.A. in French Studies. Students are advised to cover a broad range of periods and genres.

### **The M.A. Examination in French Language Learning**

No later than the mid-point of the semester preceding the final semester of course work, the candidate should consult with his or her advisor for purposes of establishing an Examination Committee. This Committee shall consist of three members of the regular faculty: two members shall represent the area of second language learning, the other member shall represent the candidate's interest or interests within French studies. The candidate's advisor should chair the committee.

It shall be the responsibility of the Committee to prepare a comprehensive written and oral examination based on a list of readings from the candidate's areas of study, selected by Committee members in consultation with the candidate. The examination will be approximately four hours in length and will include:

- 1) a written discussion in French of the stylistic expression and/or cultural context of a selected French passage (1 hour)
- 2) a written discussion of some aspect of second language acquisition theory (1 hour)
- 3) an essay bearing on one or more aspects of teaching French culture, language and/or literature (1 hour).
- 4) an oral interview based on all of the above (1 hour)

Parts of both the written and oral portions of the examination will be conducted in French as a means of evaluating the candidate's communicative competence in written and spoken French. The examination cannot normally be administered during a Summer Session.

### **THE Ph.D. PROGRAM**

Please refer to the website <http://www.grad.uiuc.edu/gradhandbook> for Graduate College information on requirements for the doctorate:

- coursework
- examinations (prelims and defense)
- thesis

**Coursework** 32 hours beyond the M.A.

No 599s (thesis credits) before semester during which prelims are to be taken.

### **Ph.D. Language Requirements**

1. The Latin Requirement.

Doctoral students in the French Studies program who are specializing in medieval or renaissance studies must demonstrate a reading knowledge of Latin.

The doctoral program in French Linguistics requires one year of college Latin or its equivalent, *typically Latin 500, one semester*. (Latin 101 and 102 may be used, but they take two semesters rather than one.) *Those intending to specialize in History of the French Language are strongly encouraged to take Latin 501 in addition.*

## 2. The Modern Foreign Language Requirement.

\*The following sequences satisfy the language requirement for the Ph.D. in French Studies:

GERMAN: German 501. Alternatively, a student may arrange for a proficiency exam given by the faculty of German. Please see the Director of Graduate Studies.

ITALIAN: Italian 104 or 390 (whichever is offered in a given semester.) (There is no reading course for graduate students in this language.)

SPANISH: Spanish 501. Alternatively, a student may arrange for a proficiency exam given by the faculty of Spanish. Please see the Director of Graduate Studies.

PORTUGUESE: Portuguese 104 or 220 (whichever is given in a given semester). (There is no reading course for graduate students in this language.)

RUSSIAN: Russian 502. Alternatively, a student may arrange for a proficiency exam given by the faculty of Slavic. Please see the Director of Graduate Studies.

Students for whom an African language is appropriate should discuss the matter with the Director of Graduate Studies.

\*Ph.D. students in French Linguistics should take a Romance language for their modern foreign language requirement, as defined in the Programs Catalogue. Students may fulfill this requirement by passing a fourth semester course with the grade of B or better, or by demonstrating equivalent ability by examination. (NB. The foreign language requirement can be fulfilled after passing the Ph.D. preliminary examination.)

### **Preliminary Examination**

The Preliminary Examination will be based on a reading list approved by the doctoral committee and on the thesis proposal. It will include a written and an oral part. Results (Pass, Failure, Adjournment) will be reported to the Graduate College within 30 days of the scheduled date. If some part of the examination is found to be unsatisfactory, the student may be reexamined on that part. If the examination is failed, it may be retaken once. Failure a second time eliminates the student from the program. Appeals may be considered only on grounds of alleged unfair treatment and would be directed to the Graduate Policy Committee.

A French/French dictionary may be used for the written portion of the preliminary exam.

Prelims should be scheduled normally about 2 years after beginning doctoral coursework. Before scheduling, the advisor should check the student's record to make sure 32 hours have been taken. *No outstanding Incompletes permitted.*

*At least four weeks before the student's examination* and as soon as possible, the chair of the examination committee asks Grad Services for a "PhD exam schedule form." On this form, the chair is

asked to provide a date, time, and room preference for both the written and oral parts of the preliminary exams.

The committee chair will also list on that form all the committee members.

After receiving the completed form, Grad Services will fill out and submit the “Request for Appointment of Doctoral Examination Committee” form. This is sent to the Graduate College, which must approve the constitution of the committee.

Examination policies and procedures are included at this web site:

<http://www.grad.uiuc.edu/gradhandbook/>.

*Important:* the committee should include 4 voting members. At least 3 must be Graduate faculty; at least 2 tenured. At least 2 members of the committee must be in the Department of French.

N.B. All committee members need no longer be present for the exam. If not present, however, they must participate in the examination via “appropriate electronic communication technology”—in the case of the Department of French, via conference call.

The committee must render a unanimous decision, reported on a “Certificate of Result” form (yellow for prelims) which the Graduate College, through Grad Services, will send the chair of the approved exam committee. The form is returned to Grad Services.

The Director of Graduate Studies should be advised of the projected date of the prelims.

#### **Guidelines regarding dissertation direction**

Any changes in the doctoral committee should be made by the director of research and communicated by the director of research to the rest of the committee, to the Director of Graduate Studies, and to Grad Services in a timely way, in no case less than 90 days before the scheduled defense date.

The final draft of the dissertation should be distributed to the doctoral committee *a minimum of 3 weeks before the scheduled defense*.

Each member of the doctoral committee should submit in written form to the candidate and director of research the changes they require to be made before the thesis may be deposited.

#### **Thesis defense** (called “final examination” in the Graduate College handbook)

The student’s director requests the defense committee just as for prelims (see above). According to Graduate College recommendations, this committee should be appointed “as early as possible” after the prelims. There is no time limit on the committee’s approved service other than the length of time the student is permitted to complete the degree.

N.B. *At least 2 members of the thesis defense committee must be faculty in the Department of French.* The Director of Dissertation Research does not have to be a member of the Graduate Faculty but the Chair does. The constitution of the defense committee does not have to be exactly the same as the prelims committee.

In exceptional cases, some committee members may not be present for the defense. As in the case of the prelims committee, if members are not present, they must participate in the defense via “appropriate electronic communication technology.” The decision of the committee must be unanimous. The results of the defense are reported on the “Certificate of Result Form” (white copy for defense) and sent to the Graduate College. The chair of the defense committee will also have received from the Graduate College a Supplemental Grade Report for the student. This changes all the 599s from DF (Deferred Grade) to either S (Satisfactory) or U (Unsatisfactory) depending on the decision of the committee. The Director of Research or the Chair of the defense committee must sign this form after the defense and give it to Graduate Student Services. At the conclusion of the defense the committee shall also sign four copies of the Certificate of Committee Approval (formerly called the “Red-bordered Form”) and give them to Graduate Student Services. These are kept in the student’s file until the student is ready to deposit the thesis, at which time the Head signs them.

-Do not forget to advertise the defense by contacting Graduate Students Services: check with them to make sure that a flyer is prepared and put up about a week before the defense.

-Do not forget to notify Graduate Student Services after the defense has been successfully completed.

### **Thesis Deposit**

Students and directors should consult the most recent issue of the “Thesis Handbook” available from the Graduate College website: <http://www.grad.uiuc.edu/thesis/thesishandbook/>

The Director of Graduate Studies must approve the format of the final version of the thesis before the student takes it to be checked at the Graduate College Thesis Office. See Thesis Format Rules below.

Students must file the “Application for Degree” form available at <http://www.grad.uiuc.edu/thesis/forms.htm>. The form is returned to Grad Services (third floor).

A checklist for graduating doctoral students is available at <http://www.grad.uiuc.edu/thesis/thesishandbook/appendixA.asp#section021>.

The Graduate Student Services office must be notified when the thesis has been deposited so that they can verify that the student’s name is on the appropriate degree list.

### **Thesis Format Rules**

The Director of Graduate Studies is required to approve the format of a Ph.D. thesis before it can be deposited. This format check takes place after the thesis has been defended and all final changes made to the contents. An approval form must accompany the thesis just like the Certificate of Committee Approval form. Once deposited, dissertations are bound and stored in the library, available to the public. As such, they should look like professional work—hence the university’s requirement for the format check.

The format check concerns matters of typography, spacing, reference style, title page format, table of contents style, and so on. There are very specific guidelines for some of these items in the thesis office, but in addition every discipline has discipline-specific formatting that must be adhered to. In our case, this usually means either the *Chicago Manual of Style*, 15th edition, the Publication Manual of the American Psychological Association, Fifth Edition, or the *MLA Handbook*, with a preference for the

first, which is used almost universally by book publishers. Students may consult the *Chicago Manual of Style* (14<sup>th</sup> edition) in the Department of French library (2142 FLB) or online at <http://www.chicagomanualofstyle.org.proxy2.library.uiuc.edu/contents.html> (login required; VPN required for off-campus access). Thesis advisors should inform students about an accepted style sheet for dissertations in each of our areas of study (for instance, linguistics usually follows a different format than literary critical studies).

All thesis-writing students should acquaint themselves with such guidelines from the moment they start to write. Rather than having to make changes later, which can turn into a monumental task just at the point when there is immense time pressure, students should make it a practice to use correct format from the beginning. Any style manual used in our fields is acceptable, as long as it is approved by the thesis director and followed **consistently**. The Graduate College's formatting guidelines are available at <http://www.grad.uiuc.edu/thesis/thesisandbook/chapterIII.asp>. The Graduate College holds workshops on depositing the thesis typically in early September and during March. See the PowerPoint presentation available online at [http://www.grad.uiuc.edu/thesis/workshop/ThesisDepositWorkshop\\_Aug2008\\_files/800x600/index.html](http://www.grad.uiuc.edu/thesis/workshop/ThesisDepositWorkshop_Aug2008_files/800x600/index.html).

Typography, spacing, and so on are very important, but in addition it is absolutely essential for the student to proofread the thesis very carefully. Typographical errors, spelling mistakes, errors in proper names, grammatical mistakes, and glaring inconsistencies are simply not acceptable after final revisions. *The format check is not a proofreading or an editing; the student is responsible for both.*

It is a good idea to bring sample pages to the Director of Graduate Studies for a preliminary format check.

### **Doctoral Exam Committee Checklist**

- \_\_\_\_\_ One month prior to preliminary or final examination, submit a request for Appointment of Doctoral Examination Committee to Graduate Student Services.
- \_\_\_\_\_ One month prior to the preliminary or final examination, reserve a room for the examination through Graduate Student Services.
- \_\_\_\_\_ Two weeks prior to preliminary or final examination, reserve any AV equipment.
- \_\_\_\_\_ Ten days prior to final examination give Graduate Student Services information for a flyer announcing the thesis defense to the public.
- \_\_\_\_\_ After the examination give signed paperwork to Graduate Student Services.
- \_\_\_\_\_ Notify the Director of Graduate Studies of the examination results.

### **ATTENDANCE AT DEPARTMENTAL EVENTS**

Attendance at departmental events is expected from all graduate students in French. You are expected to come to all dissertation defenses, unless it interferes with a class. You should also make every possible effort to attend talks given by invited scholars or by your peers, as well as any professional gathering organized by the department for your benefit. These are important occasions for intellectual exchange, to interact with the faculty and with scholars from other institutions, and to familiarize yourself with some aspects of academic life.

### **GRADUATE COLLEGE RESOURCES**

The Graduate College Career Services Office (GCCSO) offers a number of resources that you will find useful at different stages of your career as graduate student. This is the relevant site:

<http://www.grad.uiuc.edu/careerservices/>.

The Graduate College also organizes workshops to help your professional development. See

<http://www.grad.uiuc.edu/careerservices/workshops/>.

Check the Graduate College Calendar of Events for Graduate Student Professional Development for details about workshop offerings each semester.

Core workshops that are offered at least once during the academic year, usually each semester, include:

- \* Getting What You Came For: Thriving in Grad School
- \* CVs and Cover Letters
- \* Academic Job Search
- \* Nonacademic Job Search
- \* Translating the Advanced Degree: Transferable Skills
- \* Resumes and Cover Letters
- \* Interviewing Skills
- \* Negotiation Skills and Offer Evaluation
- \* Building Relationships for the Future: Networking Skills
- \* Crafting a Fellowship/Grant Proposal (for the Humanities)
- \* NSF Fellowships
- \* Fulbright Fellowships
- \* Dissertation Writing Workshop (advance registration required)
- \* Thesis Deposit Workshop

Other Graduate College events are offered on an ad-hoc basis and are listed on the online Calendar of Events as they are scheduled.

Under <http://www.grad.uiuc.edu/CareerServices/Resources/>, you will find resources for graduate students by topic:

- Campus
- Self Assessment/Career Exploration
- Nonacademic Careers

Academic Careers  
Salaries and Relocation  
Graduate Education  
Completing Graduate School and Dissertations  
LGBT  
Underrepresented Students  
Women  
Entrepreneurship on Campus

## GRANTS AND FELLOWSHIPS

Please discuss with your advisor and regularly consult the Graduate College fellowship site:  
<http://www.grad.uiuc.edu/fellowship/>.

These are the most common Graduate College applications handled by the department:

Dissertation Travel Grants  
Dissertation Completion Fellowships  
Conference Travel grants (see detail below)

The Director of Graduate Studies is responsible for forwarding your application to the Graduate College. All applications for the Dissertation Travel Grants and for the Dissertation Completion Fellowships must be completed by the student, checked by the dissertation advisor and fully ready for the DGS to review *at least three weeks prior the Graduate College deadline*.

In consultation with their advisors, students should also consider applying to the Chateaubriand fellowship, which allows them to conduct research for their dissertation in France for a year. This is a very competitive, prestigious fellowship. There have been Illinois recipients in the past. One condition: you may not be a French citizen. All other nationalities are welcome. Information at <http://www.frenchculture.org/spip.php?rubrique427&tout=ok>.

You may also consider the FLAS (Foreign Language and Area Studies) Fellowships. They provide \$15,000 for the academic year for students concentrating (mainly) in non-Western languages or area studies. Eligible are U.S. citizens or permanent resident aliens. Summer fellowships are available for intensive foreign language study. The U.S. Department of Education provides grants to area studies centers, which in turn award the fellowships. For more information, please see <https://www.grad.uiuc.edu/fellowship/listing/2843>, which lists contacts.

The School of Literatures, Cultures, and Linguistics offers competitive Dissertation Completion Fellowships and Summer Fellowships to graduate students in the School. Application forms can be found on the Graduate Student Services site, <http://services.lang.uiuc.edu/forms/FLB/FLB-Forms/GradForms.htm>. [More information to be added when available.]

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University of Illinois at Urbana-Champaign

Department of French

## GUIDELINES FOR APPLYING FOR FINANCIAL SUPPORT TO READ PAPERS AT CONFERENCES

*It is very important to first consult with faculty members in French to identify appropriate conferences, select papers to submit, and to seek advice on revising them.*

### **Graduate College Support**

Students should apply for Conference Travel Grants from the Graduate College, which has a competition once a semester in September and February (\$300 limit). The department may submit up to three applications per semester. Students may apply for one Conference Travel Grant per year and may apply retroactively to cover a conference attended during the previous semester or summer.

Please provide the Director of Graduate Studies with the following material, *at least two weeks before the Graduate College deadline*:

1. a brief letter or email from the faculty member who recommended participation in the conference and approved your paper, explaining why the conference is significant and the nature and importance of your contribution.
2. an abstract of your paper.
3. a photocopy of the conference program indicating its name, location and date, and a photocopy of the program page with your own session. If the program is not yet available, please provide a copy of the acceptance letter or email, and supply the equivalent information.
4. a brief budget listing your expenses as closely as you can estimate them (conference registration, lodging, meals, travel).
5. the completed application form from the Graduate College, which can be downloaded from this site: <http://www.grad.uiuc.edu/policies/travelgrant/index.htm>.
6. the completed SLCL Graduate Travel Guidelines form at <http://services.lang.uiuc.edu/forms/FLB/FLB-Forms/GradForms.htm>.

International students. In order to obtain the Graduate College Travel Grant, international students must *also* provide the following documentation:

1. Completed Foreign National Tax Information form found at: <http://www.obfs.uillinois.edu/forms/FNTaxInfo.pdf>
2. Copy of passport pages including: a) Photo identification and passport number, and b) Entry visa.
3. I-94 card (copy both sides)
4. Copy of SSN card, ITIN or Certification of Application (Foreign nationals are required to have or have applied for an ITIN before they can receive a University payment.)
5. Form I-20 (for F1 visa holders)
6. Form DS-2019 (for J1 visa holders)

*Specific circumstances require additional documents:*

1. Non-primary status holders (B2, F2, J2, H4, etc.) require an EAD (Employment Authorization Document issued by the USCIS) as well as the same documentation as the primary status holder.
2. F1 status holders who are not sponsored by the University will not be issued payment of any type of remuneration unless an EAD is submitted along with an I-20 form.

3. H1 status holders who are not sponsored by the University may receive travel expense reimbursements only. A letter of authorization from the sponsoring institution is not needed.
4. J1 status holders who are not sponsored by the University must submit a letter from a responsible officer of their sponsoring institution authorizing them to receive reimbursement for expenses or service payment from the University specifically.
5. B1 and WB status holders must submit a Foreign National Compliance Statement <http://www.obfs.uillinois.edu/forms/FNComplianceState.pdf>

### Support from the Department of French

After the trip,

1. On a sheet of paper make a clear and detailed list of all your expenses. *That list should correspond exactly to your receipts.*

Example:

Flight:	\$235
Hotel	\$150 (\$75 a night x 2)
Food	\$35 (conference banquet)
Registration	\$45
Total	\$465

2. If you have received a Graduate College Conference Travel Grant, then subtract the amount of the award from your total. Attach a copy of the award letter to the expense sheet.
3. Attach all your receipts to the expense sheet (Please check with the DGS before you leave to make sure that you bring back the proper sorts of receipts.)
4. Give that material to the Director of Graduate Studies as soon as possible, but no later than a week after you receive the Graduate College grant, or, if you could not apply to that grant that semester, no later than a week after your return.

It is strongly recommended to give your conference paper a dry run for French Forum. Contact the Director of Graduate studies.

### **DEPARTMENTAL PRIZES**

The French department awards two prizes: the Alumni Essay Prize and the Teaching Assistant Excellence Award for outstanding teaching assistants. Prize recipients must be graduate students in the department.

The Alumni Essay Prize competition is normally held about every two years. The Head of the department chooses three to four faculty members (from all programs) to form the committee which will select the best essay. The Essay Prize committee then asks all faculty members to submit the most prize-worthy graduate paper they received in any of their graduate courses in the last three or four semesters. It is up to each faculty to submit an essay or not. When all essays have been submitted, each member of the committee reads and evaluates all of them. At a meeting, the best papers are discussed and compared, and a decision is reached. Papers are to be submitted in the language in which they were originally written: French or English. The prize carries a \$150 stipend.

The Teaching Assistant Excellence Award is organized every year. The Head of the department chooses

three to four faculty members to form the committee which will select the two best teaching assistants. There are two categories, junior (second-year TAs) and senior (third year and beyond). Faculty members in a supervisory position in the upper-level courses taught by graduate students are asked to nominate a candidate. The committee examines letters of nomination from course coordinators and supervisors, class visit reports and students' evaluations. Each award carries a stipend of \$150.

### **TEACHING OPPORTUNITIES IN FRANCOPHONE COUNTRIES**

The Department of French oversees a number of exchange positions in Francophone countries. Two positions are available to students at any time during their graduate studies; four others are reserved for doctoral students. Not all these positions are filled every year.

Open to master's level students:

Lecteur position at the Université Laval in Québec

Lecteur position at the Université de Bourgogne, Dijon

Open to doctoral students:

Lecteur position at the Université de Metz

Lecteur position at the Université de Liège

Lecteur position at the Université de Poitiers

Lecteur position at the École Normale Supérieure—lettres et sciences humaines de Lyon

## **DEPARTMENT POLICY REGARDING GRADUATE TEACHING ASSISTANT APPOINTMENTS**

The following guidelines have been developed to ensure appropriate coordination between teaching/research assistants and graduate study functions within the department. As such they apply to the appointment of all teaching assistants in French, with the exception of non-degree exchange TAs and Illinois students while participating in exchange programs. The Department adheres to the Graduate College policies on assistantships at [http://www.grad.uiuc.edu/policies/ga\\_guidelines.htm](http://www.grad.uiuc.edu/policies/ga_guidelines.htm).

1. Financial aid shall be limited to 12 semesters for the M.A. and Ph.D. degrees combined, with a limit of 4 semesters for the M.A. degree. Students entering the Ph.D. program with an M.A. degree or the equivalent from other institutions shall be limited to 8 semesters of financial aid, excluding summer teaching appointments and participation in exchange programs.
2. The level of support for first-year students shall be determined by the Committee on Admissions and Financial Aid in consultation with the Head in accordance with available funds. Appointments to teaching assistantships thereafter will normally be limited to one-half time (50% FTE), budgetary conditions permitting.
3. Degree students with assistantships will be required to register for at least 8 hours of course work in French per semester, until completion of doctoral preliminary examinations.
4. In order that the Department may make its TA appointments in an orderly fashion for the subsequent academic year, master's students wishing to be admitted to a doctoral program in the Department should take the M.A. examination by the end of February of their fourth semester.

### Criteria for Reappointment

Criteria for reappointment shall be based on both academic and teaching performance.

The academic standards satisfactory for reappointment of a teaching assistant shall be defined in terms of a minimum grade point average of 3.25 and not more than one Incomplete grade per semester. First semester students who have fallen below the specified grade point average by the end of the semester may be given a contract for the following year contingent upon achieving the specified average by the end of the academic year.

As to satisfactory teaching performance, it is expected that teaching assistants considered for reappointment will have adhered to the provisions defined below.

### **RESPONSIBILITIES OF GRADUATE TEACHING ASSISTANTS**

In conducting their classes, Graduate Teaching Assistants are to follow the syllabus and the guidelines set forth by the Director of Basic Language and Course Coordinators. In addition to the requirements mentioned below, TAs must follow the requirements of the *Responsibilities and Duties of TAs and Course Coordinators*, distributed at the start of the academic year.

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University of Illinois at Urbana-Champaign

Department of French

### Attendance

- In accordance with the terms of their contract letter, Graduate Teaching Assistants must report for all orientations which precede the regular Fall and Spring Semester(s) and attend such sessions as may be required in preparation for teaching assignments.
- As per the terms of their contract letter, Teaching Assistants must be present and available on campus at the start of the contract date and within a reasonable time (at least 2 days) prior to the start of the spring semester to allow for planning and course administration and to attend any required departmental meetings or orientations.
- All beginning Teaching Assistants including Exchange TAs must also enroll in French 505 in the Fall Semester. Credit for French 505 may apply to a degree in the curriculum in teaching (and in others only with consent of the advisor). All Teaching Assistants must attend any special meeting which may be called by their course coordinators or the director of basic language during the academic year.
- It is the Teaching Assistants' responsibility to meet the classes they are assigned to teach at the given time and place, unless permission to do otherwise is obtained from the Director of Basic Language and/or their Course Coordinator. In the case of unavoidable absence, Teaching Assistants must notify their Coordinator and/or Director of Basic Language. The TA is responsible for finding a replacement for that particular class period (preferably someone who is teaching another section of that course). It is the responsibility of the TA to administer all final exams on the dates scheduled, grade those finals, calculate final grades, and submit the final grade roster to the office staff before leaving the campus each semester. This responsibility cannot be delegated to anyone else. All final exams, grade books, and course materials must be submitted at end of each semester before leaving for break.

### Office Hours

At the beginning of each semester, all Teaching Assistants will schedule two separate office hours per week. During these periods they will be available not only to their own students, but also to any other students who are seeking aid. Like all members of the instructional staff, TAs are expected to be in their offices during these regularly scheduled hours even though no student may appear. TAs who are unable to keep their regular office hours on a given day should leave a note to that effect on their office door and notify the office staff.

### Syllabus and Scheduling of Assignments

Because most elementary and intermediate French courses are multi-sectional and have specific dates for the administration of exams and other major graded assignments, it is essential that TAs follow the presentation of material as detailed in the course syllabus. TAs are not permitted to change the date of any major graded assignments without first consulting and receiving approval from the Director of Basic Language or their course coordinator.

### Examination Creation and Evaluation

Multi-section quizzes, hour exams, and combined final exams are given in basic language courses.

This requires the cooperation of Teaching Assistants in the preparation, administering, and the grading of the examinations. Teaching Assistants may be asked to create exams for the courses which they teach, either alone or in cooperation with other individuals. It is essential that the Teaching Assistants writing exams follow the exam-writing schedule provided by their supervisor, in order to allow adequate time for revisions, colleagues' comments, and printing.

Teaching Assistants not involved in the writing of a given exam or other graded assignment for a course that they teach are required to participate in the test-creation process, by examining and critiquing exams created by their colleagues, and by sharing their comments.

### Lesson Plans

In addition to creating examinations, Teaching Assistants may be asked to write lesson plans and share them with their colleagues. As is the case for exam writing, Teaching Assistants involved in lesson plan creation must observe the deadlines set forth by their supervisors. Teaching Assistants may be required to comment on lesson plan drafts and/or may be required to use provided lesson plans exclusively, according on the directives of their supervisors.

All Teaching Assistants are expected to devote a sufficient amount of time to preparing a coherent, communicative lesson plan. This may involve the preparation of additional materials, activities, etc. Teaching Assistants should allow ample time before their course meeting time for planning, reviewing the material to be presented, etc.

### Course Files

In courses that are not coordinated centrally by departmental staff, Teaching Assistants are expected to regularly submit copies of all individually prepared syllabi, quizzes, and examinations to the faculty member in charge. A file of these materials and those of previous years is kept in the main office and is available to all Teaching Assistants to help them in preparation of their own materials. In addition, files are maintained for all multi-section courses.

### Class Rosters

Class rosters are available on the Self-service site: <http://apps.uillinois.edu/selfservice/>. Grades are also entered on this site.

### Grade Reports

At the end of each semester, Teaching Assistants must submit the grades of all students enrolled in their classes before the deadline. Grade books must be left with the department at the end of each semester, unless a Teaching Assistant is teaching during the summer session(s). Teaching staff should also retain students' final exams for at least one year. Multi-section final examinations are retained in the department office.

## **EVALUATION OF GRADUATE TEACHING ASSISTANTS**

### Evaluation by Students

Teaching Assistants are to administer the ICES student evaluation form each semester and to release the report to the department head.

### Observations of Teaching

The Director of Basic Language and Course Coordinators will visit the classes of the Teaching Assistants during the regular academic year. These visits will be made as often as seems appropriate. The visits and subsequent reports by Director of Basic Language and Coordinators and the student evaluation forms will serve as a primary basis for the evaluation of the Teaching Assistants as teachers. This information will be considered in the process of determining reappointment, as well as academic performance and progress, as evaluated by the departmental faculty. The purpose of evaluation is to keep Teaching Assistants aware of the obligation we have in the teaching profession to strive for excellence in the classroom. Observation is intended as a genuine attempt to give perspective and insight one may otherwise fail to gain. A class is observed by the Director of Basic Language or Coordinator or designated Faculty representative and the observations are discussed with the Teaching Assistant. A report of the evaluation is filed in the office. In addition to these required observations, Teaching Assistants are free to invite peers and other faculty members to observe their classes. The Department sincerely hopes to aid the Teaching Assistant in the development of a sound methodology, and therefore, while requiring a certain conformity and uniformity in multi-section courses, the Department applauds and encourages the development, sharing, and implementation of innovative approaches in method and technique.

The observation process should be taken seriously by the Teaching Assistant, as the reports created and filed in the department represent the best “proof of teaching effectiveness” required in the application dossier for many teaching positions. Teaching Assistants should therefore welcome the opportunity for numerous observations and written reports of their teaching development.

### Professionalism

Teaching Assistants are expected to conduct themselves in a professional, respectful and courteous manner toward their supervisors, colleagues and their students. This includes language, correspondence, interaction, and behavior. In particular, it is important to avoid excess noise in the corridors at all times.

Teaching Assistants are similarly expected to respond to all written or oral inquiries, directives, etc., from their Course Coordinator and Director of Basic Language in a timely manner.

Teaching Assistants are expected to document all student issues as they arise and to communicate all instances of cheating, discipline, etc., with their supervisors in a timely manner. In all cases, the *Student Code* should be followed.

### Desk Copies

Copies of textbooks used in the classes taught by Graduate Assistants will be distributed by the Department and remain the property of the Department after being used.

### Grade Books

Grade books are available from the Department and must be returned to the departmental office at the termination of each semester.

## ETHICAL CONDUCT

The Department subscribes to the standards of academic integrity outlined in the *Student Code*. See <http://www.admin.uiuc.edu/policy/code/> for definitions, descriptions and, as regards plagiarism, a series of clear examples. These pages also outline the procedures to be followed to adjudicate infractions of these standards. In addition, a mandatory ethics seminar is given every fall to all incoming graduate students by the Director of Graduate Studies.

## GRIEVANCES

For complaints or queries concerning their status, their condition of employment or any other matter which directly affects their personal welfare, students may refer to the Department's Graduate Student Grievance Committee, which consists of three faculty members appointed each year by the Head and two graduate students selected by graduate students in French. The policy is accessible on-line at [www.grad.uiuc.edu/Grievance/French.pdf](http://www.grad.uiuc.edu/Grievance/French.pdf).

For cases involving discrimination, sexual harassment; matters of religious beliefs, observances, or practices, or capricious grading, procedures are described in the *Student Code* at the website given above.

For grievance procedures in other cases, see Grievances and Complaints in the *Student Code*.

## SEXUAL HARASSMENT

The Department subscribes to the policy outlined in the *Student Code*, which states:

(a) Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (a) submission is either explicitly or implicitly a condition affecting academic or employment decisions; or (b) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile, or repugnant environment; or (c) the behavior persists despite objection by the person to whom the conduct is directed. The University considers such behavior, whether physical or verbal, to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited.

(b) The University will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study.

(1) In order to ensure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner.

(2) The University will respond to every case of sexual harassment reported. Reporting and grievance procedures are published on the Web sites of the Office of Equal Opportunity and Access at [www.eoa.uiuc.edu](http://www.eoa.uiuc.edu) and the Office of the Dean of Students at [www.odos.uiuc.edu](http://www.odos.uiuc.edu).

(3) Incidents of alleged sexual abuse or sexual assault are included under § 1-302(b).

(c) Statement on Consenting Sexual Relationships

University guidelines on responsible professional conduct (in the Academic Staff Handbook) state that individuals assessing the work of others should base their assessments on appropriate professional criteria. Due to the inherent conflicts of interest, no individual should initiate or participate in institutional or educational decisions involving a direct benefit or penalty to a person with whom that individual has or has had a sexual relationship. Where supervisory or student-teacher relationships exist between husband and wife, or members of a couple, whether married or not, it is the responsibility of the teacher or supervisor to alert his/her supervisor so that appropriate arrangements can be made.

## GRADUATE STUDENTS OF FRENCH (GSF)

The Graduate Students of French (GSF) is an organization by which all graduate students affiliated with the French Department are represented in the department administration. The GSF also organizes social activities throughout the year in which graduate students and others can participate.

The only qualifications for membership are graduate student status and TA (or RA) appointment in the French Department, whether or not you are enrolled in the graduate program in French. Dues are not required in order to participate in the GSF. However, a completely optional membership fee has been in place to help support GSF activities. Those who pay the fee can receive discounts on GSF-sponsored events.

Through this organization you are able to voice your opinions, and be assured that GSF collective decisions are given consideration in the various departmental committees in formulating policies which affect us.

The following is a partial list of the elected GSF Officers and Representatives:

**President:** calls and conducts meeting, represents GSF before the head of the department, appoints members to internal committees of GSF.

**Vice-president:** assists President in above duties, assumes functions of President when he/she is unable to perform duties.

**Secretary/Treasurer:** takes minutes of meetings, prepares and distributes minutes to all GSF members, and is responsible for GSF correspondence, is responsible for GSF bookkeeping/finances.

**GSF representatives (2) on Graduate Policy Committee:** This committee is responsible for all aspects of the graduate program, including admissions.

**GSF representative on Study Abroad Committee:** The student member must have returned from a Year Abroad program; this committee is responsible for planning and conducting programs and selection of undergraduate Year Abroad students.

**GSF representatives (2) on Graduate Student Grievance Committee:** This committee reviews specific appeals, complaints or queries from members of the graduate student body regarding their status, condition of employment, or any other matter with direct effects on their professional welfare.

**GSF representative on the Capricious Grading Committee:** The student representative must have had teaching experience. This committee receives complaints of students on alleged capricious grading by instructors.

## **WOMEN'S STUDIES MINOR**

Information about this minor in the Gender and Women's Studies Program is available at <http://www.gws.uiuc.edu/graduate/minor/>.

The graduate minor in gender and women's studies offers sophisticated training in feminist theory and methodology to graduate students who want to incorporate gender and women's studies into their degree work. Because gender has become a central category of analysis in many disciplines and fields, the graduate minor strengthens students' formal credentials and offers a versatile area of specialization.

The course requirements for the Graduate Minor in Gender and Women's Studies are as follows:

GWS 550, "Feminist Scholarship in the Humanities: Theory and Method"

or

GWS 570, "Feminist Scholarship in the Social Sciences: Theory and Research."

Two additional 400 or 500-level Gender and Women's Studies courses, at least one of which must originate outside the student's home department. GWS 550 or 570, whichever is not counted as the core course above, may serve as one of the additional courses.

Applications for the Graduate Minor in Gender and Women's Studies require prior approval by the appropriate administration officer from the student's home department. For more information on educational programs, contact the GWS office (333-2990).

## **CINEMA STUDIES MINOR**

Information about the graduate Cinema Studies minor is available at <http://www.cinema.uiuc.edu/gradminor.html>.

The Graduate Minor in Cinema Studies promotes the graduate-level study of cinema and related screen media and their cultural and institutional contexts and offers formal recognition of such work, undertaken alongside and in conjunction with UIUC graduate students' primary fields of study. The Unit for Cinema Studies administers the Minor.

### **Requirements for Admission**

Applicants to the Graduate Minor program must be in residence and in good standing in a qualifying master's or doctoral program at UIUC and must designate Cinema Studies as a field/area of concentration for the master's or the doctoral degree and have that designation formally accepted by the student's home department.

Applications to the Unit's Director are accepted by April 15 each Spring semester for admission in the following Fall semester. The Unit's Associate Director will monitor students' advancement toward completion of the Minor.

### **Requirements for Completion of the Minor**

A student pursuing the Graduate Minor in Cinema Studies must fulfill the following requirements before the completion of her/his degree.

1) The student must successfully complete a minimum of four graduate level courses in Cinema Studies (with a minimum of three to be taken at Illinois), consisting of two core courses and two electives, as follows:

#### **Core Courses**

CINE 503 Historiography of Cinema (4 hours)

CINE 504 Theories of Cinema (4hours)

#### **Electives**

Two 400 or 500-level courses in cinema or related media, chosen with the prior approval of the Minor Advisor. (6-8 hours)

(One of the two electives may be satisfied by an independent study course or by an approved graduate-level course taken at another institution.)

2) The student's master's examination (if applicable) or preliminary /qualifying examination must include a Cinema Studies topic.

3) If the student's master's thesis or doctoral dissertation deals in whole or in part with a Cinema Studies or related screen media topic, a member of the Unit for Cinema Studies must be a formal member of the student's committee.

Upon completion of these requirements and those of the master's or the doctoral degree, the student will receive formal documentation from the Unit for Cinema Studies indicating that the student has satisfactorily completed the Graduate Minor in Cinema Studies.

Note: Cinema Studies will be moving to the College of Media sometime this year.

## UNIT FOR CRITICISM CERTIFICATION

See <http://criticism.english.uiuc.edu/> for general information.

The Unit for Criticism and Interpretive Theory offers a certificate in Criticism and Interpretive Theory to graduate students enrolled in participating departments or programs. Students affiliated with the Unit are encouraged to participate actively in the Unit by regularly attending colloquia and seminars, taking courses with a significant theoretical component, working with Unit faculty, and integrating theory into their written work and dissertations.

The intent of the following requirements is to guide Unit students in planning and pursuing their programs of study so that, in addition to satisfying the degree requirements of their home departments, they will gain a broader competence in criticism and interpretive theory. To accomplish that purpose, students should consult regularly with the Unit director and other Unit faculty about choosing courses that will help them fulfill the requirements for certification.

### Requirements:

1. Registration in a graduate degree program in a participating [department or program](#).
2. Attendance at a minimum of sixteen sessions of the Unit for Criticism's Colloquium Series and/or Criticism Seminar. With consent of the Unit director, attendance at Unit conferences and other events may also qualify. Please use the Unit Certification Checklist to keep track of your attendance.
3. Completion of at least four Unit-approved theory courses. At least two of these courses must be outside the student's home department. Introductory or required methodology courses will usually not satisfy this requirement. Independent study classes taken with Unit faculty members, however, often do.
4. Submission of a 4-5 page research prospectus that clarifies the role of critical theory in the student's research project along with submission of a substantial sample of the student's writing (e.g. a seminar paper or dissertation chapter) that exemplifies the student's research. The prospectus and writing sample should normally be submitted around the time the student begins a dissertation or other final project. The student will discuss the prospectus and writing sample with the Unit director and other appropriate Unit faculty members as the final stage of certification.

Because Unit students' interdisciplinary interests take a wide variety of shapes, these requirements are necessarily flexible; candidates for certification should consult with the Unit director about modifying them to fit their specific needs.

## GRADUATE CERTIFICATE IN MEDIEVAL STUDIES

<http://www.medieval.uiuc.edu/>

Students who are admitted to graduate programs in departments with medieval studies faculty are eligible to enroll in the graduate concentration in Medieval Studies after meeting to express interest and to discuss the concentration with the Director of the Program in Medieval Studies. The program offers a Certificate in Medieval Studies. Advanced training is offered both in the various disciplines of medieval studies and in the technical skills appropriate to the field. The Program is also affiliated with the Medieval Academy.

Financial aid is available on a competitive basis to graduate students working for the Certificate in Medieval Studies. Through its financial resources the Program can lend support to individual research projects of students and faculty through grants-in-aid.

In addition to fulfilling the course requirements in their home departments, students pursuing a graduate concentration in Medieval Studies will fulfill the following requirements, enrolling in a minimum of 24 hours of graduate-level course work:

Completion of Latin 460 (Medieval Latin) or (for students planning research in medieval Islamic or Byzantine fields) Arab 306 (Advanced Standard Arabic) or GRK 202 (Classical & Koine Greek II) with a minimum grade of B, or an equivalent approved by the Medieval Studies Advisory Committee. (3-4 hours) (Note: Students who fulfill this requirement by taking courses at the 200- or 300-level may be required to take additional coursework at the 400- and 500-level to meet the requirement of 24 hours of graduate-level coursework.)

Reading knowledge of another medieval language with a minimum grade of B, or completion of a one-semester introductory course in a medieval language (such as FR 531 or ENGL 507) with a minimum grade of B, or an equivalent approved by the Medieval Studies Advisory Committee. (4 hours)

Spring Medieval Studies Seminar (MDVL 500) (4 hours)

Two further graduate courses at the 400- or 500-level in Medieval Studies selected by the student and approved by the Advisory Board of Medieval Studies (6-8 hours)

Thesis units (6-8 hours)

A dissertation or thesis in the area of Medieval Studies. A member of one of the cooperating departments external to the student's home department will be a member of the student's dissertation or thesis committee.