

Department of French and Francophone Studies

Handbook for Graduate Students

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## PREFACE

This Handbook is designed to assist the graduate students and faculty in the Department of French and Francophone Studies at The Pennsylvania State University. Its purpose is to clarify the policies and procedures regulating progression through the various degree programs in the Department; to provide information about departmental programs, courses, and faculty; and to establish the parameters of student responsibility.

It is important that all graduate students read this Handbook carefully. However, the reader must understand that the policies and procedures of the Graduate School supersede any of those outlined by the Department of French and Francophone Studies. For a complete explanation of the various Graduate School regulations, the reader is referred to the most current edition of The Pennsylvania State University Bulletin: Graduate Degree Programs. Although the information contained in the French and Francophone Studies Department Handbook has been formulated as far as possible according to the policies of the University, it does not serve as a substitute for requirements established by the Graduate School.

## GENERAL INFORMATION

### THE DEPARTMENT OF FRENCH AND FRANCOPHONE STUDIES AT PENN STATE

Innovation, program diversity, and integration of disciplines are the distinguishing features of the Department of French and Francophone Studies. Defined most broadly, the study of French is considered to include literature, linguistics, culture, and foreign language acquisition; it comprises the study of France and the Francophone world; it crosses national boundaries, genres, and disciplines.

Our programs generate and analyze culture and society and literature. For example, programs of study can concentrate on such topics as genres, themes, periods, cultural anthropology, philosophy, socio-cultural and literary history, stylistics, urbanism, visual studies, and women's and gender studies. Through varied sites of analysis (city, library, archive, classroom, stage, environment, among others), the program explores past and current issues and theoretical debates. Our interdisciplinary approach to French and Francophone Studies currently gravitates around three major poles: race and gender; cultures and literatures in contact; and aesthetics/poetics.

The M.A. is a general humanistic degree that helps prepare students for a variety of situations, including teaching in private high schools or community colleges, or further graduate work. The Ph.D. is a more specialized degree. The Ph.D. in French and Francophone Studies can be combined with a minor in a field such as [Social Thought](#). Other potential combinations include our dual-title Ph.D. programs in French and Francophone Studies and Women's, Gender and Sexuality Studies, French and Francophone Studies and African Studies, or French and Francophone Studies and Visual Studies.

The French and Francophone Studies Department faculty and students share the French language as the form of expression that shapes our pursuit of scholarly activities. As a community of scholars, we are committed to the promotion of internationalism and diversity in the University community and beyond. This assumes that people from different cultures, times, and places can communicate with each other, understand each other's traditions, and benefit from such contacts. Through our intellectual curiosity, we are participating in the fundamental humanistic endeavor of bringing together people and ideas in order to further cross-cultural understanding and creative accomplishments.

### ABOUT THE PENNSYLVANIA STATE UNIVERSITY

The Pennsylvania State University is composed of the main campus (University Park) and campuses at 18 other locations, as well as the Hershey Medical School and the Dickinson School of Law.

The University Park Campus of Penn State is located in the center of the Commonwealth of Pennsylvania in a scenic area of ridges and forested mountains. The University is within three to five hours of Baltimore, New York City, Philadelphia, Pittsburgh, and Washington, D.C. The surrounding town, the Borough of State College (population about 40,000), offers a variety of apartment dwellings, shopping areas, and specialty stores within walking distance of the campus. With the efficient bus system, many students do not need a car at the University.

There are approximately 43,000 students at the University Park campus, 6,000 of them graduate students. In addition, approximately 36,000 students pursue their studies at the Commonwealth Campuses. Penn State is a public land-grant institution offering undergraduate and graduate degree programs across the entire spectrum of the humanities, the social sciences, and the sciences. The University is large and well

equipped, yet compact enough so that you can walk from one end of the campus to the other in half an hour. The Penn State graduate community is served by the Graduate School and the Graduate Student Association, both located in Kern Graduate Building, and by the Office of International Programs in Boucke Building. The Graduate School's functions include admissions, financial aid, and general supervision of the graduate programs in all fields. The Graduate Student Association, which is composed of all graduate students, is an academic and service-oriented organization. The Office of International Programs provides help with visa and job information, guidance in finding housing, and international cultural events for the international graduate students who attend Penn State.

## INTERNATIONAL STUDENTS AT PENN STATE

The University Office of Global Programs and the Global Programs Lounge are located in 410 Boucke Building. There are approximately 4,500 international students from more than 100 countries studying at the various University campuses. Approximately 80 percent of these students are enrolled in graduate programs.

Services of the Directorate of International Student Advising, a division of the University Office of Global Programs, include assistance with immigration regulations and tax information; academic, financial, and personal counseling; emergency loans; billing for sponsored students; assistance in dealing with embassies, consulates, and sponsoring agencies; special orientation programs; mail service; housing information; job and travel information; home country employment information; an international student newsletter; advising international student organizations; and sponsoring intercultural activities.

The presence of international students greatly enhances the diverse climate that benefits everyone in the University community. To get involved with international activities, students should contact the University Office of Global Programs.

## LIBRARY RESOURCES

The general collections in the Libraries at University Park include over 4,000,000 bound volumes and 38,500 serials, as well as large holdings of maps, documents, photographs, manuscripts, and archives. A computerized Library Information Access System (LIAS) and web-based databases permit rapid access to the collections.

Penn State is a member of the Research Libraries Group, a nationwide consortium of research institutions and their libraries. We have access to the rich database of the Research Libraries Information Network (RLIN) and access to the collections of other member libraries.

Penn State is also a member of the Folger Institute, a center for advanced study in the humanities located in Washington, D.C. and affiliated with the Folger Library. Penn State faculty and graduate students may enroll in Folger Institute programs and may be eligible for travel funds and other research-related support.

## THE FRENCH GRADUATE STUDENT POPULATION

Students in the Department of French and Francophone Studies come from all over the United States and from a variety of foreign countries. They represent a broad spectrum of interests and career goals. Some pursue their graduate studies having just recently finished their baccalaureate degrees; others are returning students seeking a Master's or Doctoral degree. In addition to degree students, the Department hosts at least two non-degree exchange students from France (Lyon and Strasbourg) every year.



## ADMISSION TO ALL FRENCH GRADUATE PROGRAMS

Admission requirements listed here are in addition to requirements stated in the [GENERAL INFORMATION](#) section of the *Graduate Bulletin*. Applicants apply for admission via the Graduate School application for admission.

Scores from the Graduate Record Examinations (GRE) are generally required of all students educated (high school and college) in the continental United States. The language of instruction at Penn State is English (however, courses in French and Francophone Studies are typically taught in French). English proficiency test scores (TOEFL/IELTS) may be required for international applicants. Consult the English Proficiency section of the [Graduate Bulletin Application and Admission Procedures page](#) for more information.

Minimum qualifications for admission to the program typically include a B.A. in French or the equivalent, a minimum of 3.20 grade-point average (on a 4.0 scale), and the ability to speak and write in both French and English. A three-to five-minute speech sample demonstrating the applicant's ability to speak extemporaneously and coherently about his/her study and career goals in French for Anglophones, in English for Francophones, and in French and English for speakers of other foreign languages is required. In addition, two written texts must be submitted: a statement of purpose and a writing sample. Part One of the statement of purpose should focus on your background in French studies as well as your academic or research interests. Part Two of the statement should list the courses that have shaped your interests in graduate studies in French, including work in related fields. The writing sample on a literary or cultural topic also must be submitted in French for Anglophones and speakers of other foreign languages, and in English for Francophones. The best-qualified applicants will be accepted up to the number of spaces that are available for new students.

In considering applications for admission, the departmental Graduate Committee looks for strong credentials. It will count in your favor if your grades are high. It will also help if you have taken an ambitious undergraduate program rather than seeking out less challenging courses, if you have done something unusual, such as undertaking a double major, foreign study, or interesting work experience, if your letters of recommendation are very positive, if your preparation in language is good, or if you have high scores on competitive exams or have won competitive awards.

We know that grades do not necessarily tell the whole story and that the expectations vary at different graduate and undergraduate schools. We value and attempt to accredit teaching experience, publications, and workshop experience of returning students. We grant admission when we expect that you will be successful in our graduate program and when it seems that your interests and what we offer are suited to each other. Therefore, exceptions to the minimum 3.20 GPA may be made for students with special backgrounds, abilities, and interests, at the discretion of the program.

For information on admissions procedures, you can contact the Director of the Graduate Program. Information is also available on the Department's website at <http://www.french.psu.edu>. If you are planning to apply for a teaching assistantship or a fellowship, we strongly recommend that you forward a complete dossier to us by early-January to be considered for the following fall semester.

## FINANCIAL AID

Various forms of financial aid are available to graduate students in the French and Francophone Studies Department. There are several kinds of funds: fellowships provided by Penn State's Graduate School and also by the College of the Liberal Arts, and teaching assistantships provided through the French and Francophone Studies Department. Forms of financial aid are processed through the Department when any Penn State budget is the source of the funds. Students interested in most kinds of financial support should

begin their application by getting in touch with the director of Graduate Studies. Deadlines vary somewhat, but in general all material should be submitted by mid-January for support for the following academic year; after this time, some options may be closed.

### *Assistantships*

Teaching Assistants are appointed beginning in the fall semester. Teaching Assistants are assigned to teach beginning and intermediate French courses (French 1, 2, 3), some courses in conversation and composition (French 201, 202, 401) and, when possible, introductory literature and culture courses, depending on the TA's previous experience and training. In addition to stipends, Teaching Assistants receive grants-in-aid that pay for their tuition and 80% of the Penn State insurance coverage.

### Number of years of TA support

Assuming that undergraduate course enrollments remain steady or increase, Teaching Assistants who make satisfactory progress toward their degree and who have satisfactory teaching evaluations are normally given the following number of years of support:

- 2 years (4 semesters) to completion of the M.A. degree
- 3 years (6 semesters) to completion of the Ph.D. Comprehensive Exams and  
Submission of the dissertation proposal
- 1 year (2 semesters) for dissertation support

In cases where a student is granted one or more semesters of credit for graduate-level work done at Penn State or at another institution, the support period will be reduced by the same number of semesters.

During the first semester in residence, all Teaching Assistants are required to participate in an orientation before the Fall semester begins and be registered for French 581 (Theory and Techniques of Teaching French) for 3 credits.

Teaching Assistants may not hold other jobs during the academic year.

Note that students who take a leave-of-absence from the University must reapply for a Teaching Assistantship prior to their return. Teaching Assistantship positions cannot be reserved unless the student is on a departmental international exchange program (see below).

**Teaching Assistantships are based on successful teaching performance and satisfactory progress toward the degree. The Department reserves the right to terminate a teaching assistantship if performance in either of these categories is deemed unsatisfactory.**

### Graduate Student Evaluation

Graduate students are evaluated in December and May of each year by the Graduate Faculty of the Department. Evaluation is based on two major criteria: (1) Satisfactory scholarship and (2) satisfactory teaching performance (based on student evaluations and written reports submitted by course coordinators). If performance is unsatisfactory in both of these areas, a student will lose both the Teaching Assistantship and degree status in the Department. If performance is unsatisfactory in the teaching area, the result is the loss of the Teaching Assistantship. In cases of marginal performance, students may be put on probationary appointments resulting in termination if the performance does not improve as stipulated by the Graduate Faculty and the Department Head.

**Unsatisfactory Scholarship.** A graduate student who fails to maintain satisfactory scholarship or to make acceptable progress in a degree program may be dropped from the University. One or more failing grades or a cumulative grade-point average below 3.00 for any semester or session or combination of semesters and/or sessions may be considered as evidence of failure to maintain satisfactory scholarship. Action may be initiated by the department or committee in charge of the graduate major or by the chair of the student's doctoral committee. [From The Graduate Degree Programs Bulletin]

Following the May evaluation meeting, the director of Graduate Studies and/or the department head will inform students, in writing, of the assessment of their performance. For additional policies governing Teaching Assistants, see the [Department of French and Francophone Studies Handbook for Teaching Assistants](#).

### **Liberal Arts College Policy on Instructor Absences from Class**

Teaching your scheduled classes, whether at the beginning of the semester, the end of the semester, before holidays, or during the rest of the semester, is a minimum requirement for all instructors, no matter what your rank or status. If you know in advance that you must be absent from a class for reasons such as attending a conference, you are expected to notify the Basic Language Coordinator of time and, within the options approved by each department head, inform the head how the class will be handled in your absence. It is the Basic Language Coordinator's role to approve or not approve the absence. It is not acceptable to reschedule classes, with the exception of independent studies or small graduate courses if this is done in a way that does not shorten the semester or lengthen vacations.

If you are teaching online, or partly online ("blended learning"), it is your responsibility to keep up to date with the course schedule and to promptly respond to student messages and grade their assignments. If you will not be able to do so, you must inform your department head how the class will be handled in your absence; as with residence-education courses, it is the head's role to approve or not approve the absence.

Of course, unanticipated absences for reasons such as sudden illness or injury or serious family emergency are exceptions to this requirement. Obviously, it is not possible in those situations to make arrangements in advance, but you should provide notification to the head as soon as possible.

### *Fellowships*

Penn State's Graduate School offers a number of fellowships for which graduate students in French may compete. Nominations are made by the department Graduate Committee. Detailed information is included in the [Graduate School's Bulletin](#).

Penn State is a member of the Folger Institute of Renaissance and Eighteenth-Century Studies in Washington, D.C. Ask the Department about applying for Folger funds if you plan to work in this period.

Students are encouraged to apply for any national or international fellowships for which they might be eligible. For example, Penn State graduate students have gone to foreign countries on [Fulbright Fellowships](#) (applications from continuing students should be submitted through the French and Francophone Studies Department in early September for subsequent-year fellowships). [Mellon Fellowships](#) are available to support graduate study in several humanistic disciplines: this is a national fellowship program administered by the Woodrow Wilson National Fellowship Foundation, Box 642, Princeton, NJ 08540. An annual directory of fellowship opportunities is included in the September issue of the journal [PMLA](#), which is available in the Department office, in most libraries, and from the Modern Language Association. Additional information can be found on page 8 of this handbook and on our web site.

Note: Some funding competitions carry citizenship restrictions (for example, although Fulbright grants are available in many countries, you must apply through your home country; certain other opportunities are available only to U.S. citizens). Some fellowship applications must be made as nominations by the University. If you have any questions about grants and fellowships, contact the co-directors of graduate studies and the Liberal Arts Coordinator of Grants and Contracts, 116 Sparks Building, 865-9555.

### *Summer Teaching Positions*

Several instructorships are available in the Summer Intensive Language Institute (a Continuing Education Program). The instructors are chosen by the Director of the Institute based on exceptional teaching demonstrated during the year. The Institute operates independently from the French and Francophone Studies Department and students wishing to be considered for teaching positions must apply directly to the Institute Director.

Note: Summer teaching opportunities are offered to graduate students based on merit in their teaching and academic performance. Students should not assume that summer teaching appointments are guaranteed or made automatically. It is therefore in the interest of every student to seek other means of summer support. Summer Session appointments are generally made in April.

Students may hold other jobs while teaching during the Summer Session.

Because of visa restrictions, international students cannot hold employment in the summer without being enrolled for a minimum of 5 credits. For more information, students are referred to the Office of International Students in 222 Boucke Building.

*Summer Tuition Assistant Program.* Tuition grants-in-aid to take courses in the summer are available to Teaching Assistants under the following conditions:

- a) Teaching Assistants who have taught both in the fall and spring semesters are entitled to register for up to 9 (nine) credits during the summer session following the year of teaching.
- b) Teaching Assistants who taught during the fall or the spring semester plus summer session are entitled to register for up to 5 (five) credits during the summer session.
- c) Teaching Assistants on a Fixed Term II appointment during the fall and spring semesters are entitled to register for up to 5 (five) credits during the summer session.
- d) Teaching Assistants who complete their degree (the Ph.D. or the M.A. without continuation to Ph.D.) are not eligible for the summer tuition assistant program.

Note: To receive the summer grant-in-aid, teaching assistants must complete the application available in the department office. All grants-in-aid are subject to the approval of the Graduate School.

### *Tuition Grants-in-Aid*

The Graduate School offers a number of grants that pay tuition. Information and application forms are available from the Graduate School (307 Kern Building). These grants-in-aid application forms are to be forwarded to the French and Francophone Studies Department, which must endorse each application. Tuition grants are not usually available to first-year students.

### *Loans and Other Financial Aid*

The Office of Student Aid, 335 Boucke Building, offers limited financial assistance in the form of National Direct Student Loans. Apply through the Office of Student Aid well before April 1 for support for the subsequent academic year. Graduate students may also be eligible for Work-Study grants: apply early in the spring through the Office of Student Aid.

The Office of Residential Life Programs offers a limited number of positions for graduate students to serve as Resident Assistants in undergraduate residence halls. Applications for the upcoming academic year are accepted in the preceding fall or early winter. Resident Assistants receive partial tuition grants, plus room and board. Contact the Residential Life Office in 135 Boucke Building for details.

### RESEARCH/DISSERTATION GRANTS

Both internal and external granting agencies sponsor competitions for funds to assist you in your research, particularly when you are close to the dissertation stage of your studies. You should explore the possibility of obtaining a grant to fund your research at the later stage of your studies. Many grants are available that “buy” your time, giving you some much-needed time to research and write without any teaching responsibilities. Preparing a grant proposal can often actually help you in your dissertation writing because it forces you to formalize your thoughts about your research and to discuss your research in a way that is accessible to a broad audience. We recommend that you seek a dissertation grant.

#### *Internal Resources*

College of the Liberal Arts Research and Graduate Studies Office: <http://www.la.psu.edu/graduates/funding.htm>  
Dissertation support grants can buy out your time from teaching or provide you with funds for travel and research. The guidelines and requirements are detailed in the RGSO website above as well as information about external funding opportunities.

The [Humanities Institute](#) and the [Center for Humanities and Information](#) offer semester and/or summer competitive residency fellowships, which include release from teaching and/or stipends.

#### *External Resources*

Research and dissertation grants for graduate students are available from a variety of governmental and private organizations, including those listed below. If your research involves a particular language or area of the world (Asia, the Hispanic diaspora, Africa, Germany, etc.), there are other fellowships available that target certain countries or certain regions (e.g., von Humboldt fellowships (Germany), Chateaubriand dissertation grants (France), SSRC dissertation grant. The Linguistic Association of American (LSA) posts a grants calendar on its website which provides deadlines and information about language/linguistic related grants and fellowships: <http://www.lsadc.org/>

**The National Science Foundation:** <http://www.nsf.org/>

NSF sponsors dissertation grants and grants for young scholars. The field of linguistics is administered by the Language, Cognition and Social Behavior Program branch of the NSF.

**National Endowment for the Humanities:** <http://www.neh.fed.us/>

NEH dissertation grants support work in the humanities.

**Fulbright Student Program** (Department of State): <http://www.iie.org/fulbright/>

For U.S. citizens, this program sponsors research and teaching abroad for graduate students to over 140 countries.

**IREX:** <http://www.irex.org/>

IREX sponsors grants to US scholars working on issues (and languages) of Central and Eastern Europe and Eurasia. Various pre-doctoral programs are available, both for US scholars and for scholars from Eastern Europe and Eurasia.

**Rotary International/The Rotary Foundation:** <http://www.rotary.org/foundation/>

Rotary's Ambassadorial Scholarships fund research and study projects abroad for graduate students. You must be a non-Rotarian to apply and you need to be sponsored by a regional Rotary organization.

**The Harry Frank Guggenheim Foundation:** <http://www.hfg.org/>

"The Harry Frank Guggenheim Foundation sponsors scholarly research on problems of violence, aggression, and dominance. The foundation provides both research grants to established scholars and dissertation fellowships to graduate students during the dissertation-writing year." [quoted from their website]

**Social Science Research Council:** <http://www.ssrc.org/fellowships/>

This organization offers many pre-dissertation grants on a wide variety of research topics in the social sciences, including the *International Dissertation Field Research Fellowship* funded by the Andrew Mellon foundation and *International Predissertation Fellowships*.

**The Spencer Foundation:** <http://www.spencer.org/>

The Spencer Foundation awards dissertation fellowships for research on the improvement of education, including issues in language and linguistics.

**American Educational Research Association:** <http://www.aera.net/grantsprogram/>

AERA funds research in education. You must be a member of AERA to apply.

**Woodrow Wilson National Fellowship Foundation:** <http://www.woodrow.org/>

Sponsors the **Charlotte Newcombe** Dissertation Fellowship (on ethics and values), the **Mellon Minority University Fellows** Dissertation Travel and Research Grant, and Dissertation Grants in **Women's, Gender and Sexuality Studies**.

## TEACHING ASSISTANTSHIPS IN FRANCE

The French and Francophone Studies Department sponsors two assistantships in France: Strasbourg and Lyon II. Both M.A. and Ph.D. students are eligible to apply once they have been in residence at Penn State for at least one year. To be considered, students should send a letter of application (including the destination of preference) to the Chair of the Graduate Committee in the Department. Letters of application should be received no later than January 15 for an exchange for the following year.

Criteria for selection are as follows: (a) native speaker of English, (b) satisfactory standing in degree program, (c) satisfactory teaching performance. Some preference will be given to students who have never had an extended stay in France or a Francophone country, to those who have a particular need to refine their French language skills, and to those whose graduate program requires experience in France.

Important: going abroad for a teaching assistantship in France is generally not counted against the years of guaranteed funding you were awarded upon admission to Penn State. Occasionally, students have the opportunity to spend a second year as teaching assistants in France, and this may result in a second

extension to your guaranteed funding, if the DGS and Head of the program concur. Please note that the Department will not extend your guaranteed teaching assistantship at Penn State by more than two years, since this inhibits our ability to recruit new graduate students.

## JOBS FOR FRENCH M.A. AND Ph.D. GRADUATES

In order to be successful in the job market (particularly for large research universities), graduate students must have an outstanding record, including some publications and conference paper presentations. Along with taking a required course known as the Pro-Seminar, close consultation with faculty advisors and the Director of Graduate Studies is recommended for counseling and assistance with the job search.

Penn State's Career Development and Placement Services, the French and Francophone Studies Department, the [MLA Job Information List](#), [The Chronicle of Higher Education](#), H-Net and various other sources and agencies can help students identify available academic and non-academic jobs in the U.S. and to a lesser extent in other countries.

## DEPARTMENTAL ACTIVITIES

Graduate students should participate in the activities sponsored by the Department of French and Francophone Studies, which form part of their professional training.

Table Ronde: Held several times each semester, this forum provides faculty and graduate students with the opportunity to hear about new developments in research from visitors as well as faculty and graduate students at Penn State. At the beginning of each semester, the faculty Coordinator of the Table Ronde solicits suggestions from faculty and students to be presented at the various meetings. Since these meetings are designed to contribute to the professional development of graduate students, they are expected to attend all sessions.

Film Series: The French and Francophone Studies Department, along with other departments at Penn State, sponsors an annual free-admission film series. Instructors are encouraged to include attendance by students at one or more films as part of course requirements.

## THE FRENCH AND FRANCOPHONE STUDIES GRADUATE STUDENT ORGANIZATION (FFGO)

The French Graduate Student Organization was formed to facilitate communication among the graduate students and between the graduate students and the faculty. It is the responsibility of the elected officers of the FFGO to convene regular graduate student meetings and to be in direct contact with the Director of Graduate Studies to voice student issues and concerns.

One faculty member is designated as the liaison person to the FFGO. He or she is invited to attend the FFGO meetings with the exception of any meetings that have been declared closed by the FFGO officers.

The FFGO elects two representatives who are invited to attend open faculty meetings and whose responsibility it is to communicate faculty and student concerns to the respective groups. They may not attend faculty meetings that have been declared closed by the Department Head due to agenda items that are deemed to be of a confidential nature. The representatives have one vote in votes taken at open meetings.

Students may not serve on Examination Committees, the Tenure and Promotion Committee, or any other committee that deals with personnel or individual student issues. Students normally serve on standing or ad

hoc committees dealing with curricular changes, departmental lecture activities, and policies or procedures of direct concern to them.

Students are invited to participate in discussions about hiring new faculty members. They are asked to absent themselves when a formal vote is taken, and they do not vote on faculty appointments.

The Department Head and faculty members informally solicit suggestions and advice from the graduate students on a variety of issues. These comments are greatly valued and help to promote the collegial atmosphere of the Department. Issues and concerns raised at FFGO meetings should be communicated to the Director of Graduate Studies, who has the final decision on how a matter might best be handled. The FFGO may request that a particular issue be put on a faculty meeting or committee meeting agenda for discussion.

## COMPUTER EQUIPMENT AND FACILITIES

Each graduate student is assigned an office space housed in the Burrowes Building. Each desk in the office space is equipped with a computer. Students share the printer that is available in each room. Students may use the computers any time, day or night. Should you have a problem with your computer equipment, please contact the College's computer support staff.

In addition, graduate students have access to personal computers elsewhere on campus, such as in the MAC-Lab in the main library, as well as to the University's mainframe computers, which provide very sophisticated programming capabilities.



## ACADEMIC INTEGRITY STATEMENT

Penn State defines academic integrity as the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts (Faculty Senate Policy 49-20).

Dishonesty of any kind will not be tolerated. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions and will be reported to the University's Judicial Affairs office for possible further disciplinary sanction.

Please refer to the Penn State Academic Integrity Policies website found at <http://www.psu.edu/ufs/policies/>

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The information above and on the preceding pages is intended to give you general information about the Department of French and Francophone Studies at Penn State. Nothing here or elsewhere in this Handbook is intended to contradict the Graduate School's Bulletin (The Pennsylvania State University Bulletin: Graduate Degree Programs: <http://bulletins.psu.edu/bulletins/whitebook/index.cfm>). Students are advised to consult the current issue of the Bulletin. Details about the M.A. and Ph.D. degree programs follow, as do faculty listings and other particulars. If you do not find the exact information that you need, get in touch with the Department and someone will answer your inquiry. All matters not covered by the Graduate School's regulations are subject to periodic revision by the Department of French and Francophone Studies. It is the responsibility of students to keep in touch with their advisor, the Director of Graduate Studies, and the departmental staff assistants, so that they will be aware of any changes.

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## M.A. DEGREE PROGRAM IN FRENCH AND FRANCOPHONE STUDIES

### PROGRAM DESCRIPTION

The purpose of the M.A. program in French and Francophone is to improve students' understanding of French language, literature, and culture beyond the levels of competency expected of undergraduate majors. To realize these goals, further study of French and Francophone language, literature, and culture is necessary.

### STATEMENT OF GOALS

The M.A. degree program in French and Francophone Studies is designed to provide an introduction to advanced study in the French and Francophone language, literature and culture. The core of the program in French and Francophone literature and culture may serve as the foundation for continued study at the Ph.D. level.

The goals of the M.A. program in French and Francophone Studies are:

1. To teach students to read literary and cultural texts with critical appreciation and to articulate their understanding of the texts.
2. To introduce students to the theoretical issues in the study of literature and culture, as well as in additional fields in French and Francophone studies, such as linguistics.
3. To develop students' analytical, critical, and methodological skills.
4. To enhance students' oral and written communication skills in the French.

### ADVISING

Once admitted to a degree program, a student is assigned a faculty member for advising. The advisor's role is to assist the student in further clarifying interests and in developing a program of study. It is the responsibility of the advisor to help the student develop an academic plan and to serve as a guide in the successful completion of all requirements. It is the student's responsibility to verify Graduate School policies and procedures pertaining to his or her particular degree program. The MA advisor assigned to a student may or may not end up becoming the chair of the student's MA examination committee and/or the student's Ph.D. advisor if they continue their course of study at Penn State.

Students are urged to consult with their advisors at least two times per semester and more often as needed.

### REQUIREMENTS FOR THE MASTER'S DEGREE IN FRENCH AND FRANCOPHONE STUDIES

Requirements listed here are in addition to requirements stated in the [DEGREE REQUIREMENTS](#) section of the *Graduate Bulletin*.

#### *Courses*

Candidates for the master's degree in French and Francophone Studies must complete a minimum of 33 credits at the 400, 500, 600, or 800 level, either 33 credits plus a master's paper or 27 credits plus 6 credits for a thesis. A reading knowledge of a second foreign language plus oral and written examinations are also required. Most students select the first option.

All candidates take FR 571 French Literacy Theory and Criticism (3), FR 502 Introduction to French Linguistics (3), FR 580 Approaches to French Civilization (3), FR 581 Theory and Techniques of Teaching French (1-6), FR 501A Pro-Seminar in French Studies I (1.5), and FR 501B Pro-Seminar in French Studies II (1.5). In addition to the six required courses designated here, all candidates take 6 3-credit courses in French and Francophone Studies. The M.A. degree (or equivalent) is normally a prerequisite to doctoral candidacy.

All students are required to take the Pro-Seminars in French Studies, FR 501A and FR 501B, within the first two years of entering the program whether at the M.A. or the Ph.D. level. Doctoral students who are preparing for the job market are required to take the Pro-Seminar a second time.

### *Reading Proficiency in a Second Foreign Language*

M.A. students must complete the foreign language requirement before or sometime during the same semester in which they receive the degree. Reading proficiency in a second foreign language (besides English and French), either classical or modern, is required. Proficiency may be demonstrated by undergraduate courses equivalent to an intermediate or twelfth-credit level course with grades of B or better (e.g., Spanish 1, 2, 3), by passing a reading course or passing a reading exam administered by the department offering the language, or by passing an ETS Reading Exam.

Note: If a student wishes to count a language that is not offered at Penn State, it is the responsibility of the student to find a faculty member at another institution to certify proficiency. Students should consult their advisors or the department head to identify specific institutions or faculty.

### *Master's Examination*

M.A. examinations are usually administered during the last two weeks of January of every year. The language of the M.A. examination, both for the written and oral segments, is French.

The examination for the M.A. in French and Francophone Studies consists of the following parts:

#### 1. Written Examination

Knowledge of the works on the Department of French and Francophone Studies MA Reading List is presupposed. The following items may be used during the exam: a) word processor, b) one dictionary (English/French or French/French), c) the M.A. Reading List.

The written examination consists of two parts taken within the same week:

- A. Analysis. Candidates write in French on one of three texts or objects taken from works on the M.A. Reading List (up to 4 hours).
- B. Interpretation. Candidates write in French on one of three questions, illustrating their answers with examples from works on the M.A. Reading List and from course-related or independent readings in metropolitan and non-metropolitan literature and culture (up to 4 hours).

#### 2. Oral Examination

The one-hour oral examination is given 1-2 weeks following the written exam. A three-member faculty committee is selected by the candidate in consultation with the academic advisor. The oral examination

is a follow-up to the written examination and may touch on any topic areas covered by the written exams (M.A. reading list).

### 3. Evaluation of the Examination

#### A. Written Exam

All of the graduate faculty available at the time of the examination evaluate the written exam (each candidate is assigned a letter code for evaluation purposes). Each reader forwards an evaluation report to the Department.

#### B. Oral Exam

A committee of three graduate faculty members (selected by the student, in consultation with his or her advisor) conducts the oral examination in French and provides evaluations to the committee of the whole.

#### C. Results of the Written and Oral Exam

The evaluation of the results of the written and oral exams takes place at a meeting of the graduate faculty, with three possible results: (1) Pass, with recommendation to continue on to the Ph.D.; (2) Pass, terminal M.A.; (3) Fail.

In the event of a failing evaluation, the graduate faculty may recommend that the student retake the segments of the exam that were deemed to be unsatisfactory. The Examination Committee will specify the conditions (e.g., further course work, improvement in written/analytical skills, minimum time that must elapse, etc.) under which reexamination is to take place. Exams may be retaken only once; if at all possible, the student's exam committee will remain the same. For students planning to continue their studies, the Committee recommends affirmatively or negatively to let the student continue in the Ph.D. program.

The Advisor communicates orally and in writing the results of the examination to the candidate.

### *Thesis or Master's Paper*

The vast majority of MA students elect to write a Master's Paper. Students who complete a thesis must take at least 6 credits in thesis research (600 or 610). The thesis must be accepted by the advisers and/or committee members, the head of the graduate program, and the Graduate School, and the student must pass a thesis defense.

Normally, the Master's Paper is a final seminar paper with all revisions completed. It should be approximately 20 pages in length. The final Master's Paper, along with the Report of Completed Master's Paper form (available in the department office) signed by the student's adviser, must be submitted to the graduate staff assistant of the Department of French and Francophone at least two weeks before the end of classes in the semester in which the student plans to graduate.

## M.A. DEGREE PROGRAM IN FRENCH AND FRANCOPHONE STUDIES AND WOMEN'S, GENDER AND SEXUALITY STUDIES

### ADMISSION REQUIREMENTS

Students must apply and be admitted to the graduate program in French and Francophone Studies and The Graduate School before they can apply for admission to the dual-title degree program. After admission to their primary program, students must apply for admission to and meet the admissions requirements of the Women's, Gender and Sexuality Studies dual-title program. Refer to the Admission Requirements of the [Women's, Gender and Sexuality Studies Bulletin page](#).

To be enrolled in the Dual-Title Master's Degree Program in Women's, Gender and Sexuality Studies, a student must have the approval of the French and Francophone Studies Department and then submit a letter of application and transcript, which will be reviewed by the Women's, Gender and Sexuality Studies Admissions committee. An applicant must have a minimum grade-point average of 3.2 (on a 4.0 scale) to be considered for enrollment in the dual-title degree program.

### DEGREE REQUIREMENTS

To qualify for this dual-title degree, students must satisfy the requirements of the French and Francophone Studies Master of Arts degree program, listed above under Master's Degree Requirements. In addition, they must satisfy the Women's, Gender and Sexuality Studies program requirements for the dual-title master's degree. Refer to the Master's Degree Requirements section of the [Women's, Gender and Sexuality Studies Bulletin page](#). Some courses may satisfy both the graduate primary program requirements and those of the Women's, Gender and Sexuality Studies program. Final course selection is determined by the student after consulting, in advance, with their French and Francophone Studies and Women's, Gender and Sexuality Studies advisers.

For students who elect to write the thesis for the dual-title M.A. degree in French and Francophone Studies and Women's, Gender and Sexuality Studies, the thesis must reflect the student's education and interest in both French and Francophone Studies and Women's, Gender and Sexuality Studies. All members of the student's thesis committee must be members of the Graduate Faculty. The master's thesis committee must include at least one Graduate Faculty member from Women's, Gender and Sexuality Studies. Faculty members who hold appointments in both programs' Graduate Faculty may serve in a combined role. Students who elect to submit a Master's Paper should also make sure it reflects the student's education and interest in both French and Francophone Studies and Women's, Gender and Sexuality Studies.

### REQUIRED COURSES

33 credits plus a Master's Paper or 27 credits plus a 6-credit Thesis

- French 502: Introduction to French Linguistics (3)
- French 580: Approaches to French Civilization (3)
- French 581: Theory and Techniques of Teaching French (1-6)
- French 571: Literary Theory and Criticism (3)

- French 501A and French 501B, Pro-Seminars in French Studies (3)
- Women's Studies 501: Feminist Perspectives in Research and Teaching (3)
- Women's Studies 502: Global Feminism (3) or a 597 Special Topics course taught by a core Women's, Gender and Sexuality Studies faculty member (3)
- Women's Studies 507: Feminist Theory (3)
- 9 credit hours in French and Francophone Studies (6 of those credit hours in Women's, Gender and Sexuality Studies approved courses)
- Reading proficiency in a second language
- Master's Examination
- Master's Paper (or Master's thesis)

## THE PH.D. PROGRAM IN FRENCH and FRANCOPHONE STUDIES

### PROGRAM DESCRIPTION

The Department of French and Francophone Studies offers a Ph.D. degree with specializations in culture & society and literature as well as dual degrees in French and Francophone Studies and Women's, Gender and Sexuality Studies, in French and Francophone Studies and African Studies and in French and Francophone Studies and Visual Studies. Graduate students accepted into the Department's Ph.D. program are expected to acquire a broad factual and theoretical background in French Studies, advanced proficiency in oral and writing skills, and a thorough grasp of research and teaching methodologies. Students select one specialization and may add other subspecialties. Many of our graduate students also pursue Minors, such as the [Social Thought](#) minor.

### ADMISSION REQUIREMENTS

Students interested in the Ph.D. program in French may apply for admission directly into one of the two specializations (Culture & Society or Literature) or under general status with the specialization to be determined after arrival at Penn State. No admissions preference is given to either category of students; all prospective students are judged according to the admissions criteria outlined in the handbook the student receives when he or she begins graduate studies in French at Penn State.

### ADVISING

Students admitted with a declared field of interest are assigned to a graduate advisor in that specialization. Students who enter under general status are assigned to the faculty member who aligns the closest to their potential academic interests. After meeting other faculty members in the department over the course of the first few semesters of coursework, students often elect to ask a different faculty to become their Ph.D. advisor. In return, that faculty member also has to elect to work with the student.

It is the responsibility of students to make contact with their advisor as soon as possible after arrival at Penn State, if not before. The purpose of this first meeting is for the student and advisor to become acquainted and to discuss the student's general academic goals.

In a subsequent meeting, the advisor and the student determine a long-range academic plan (see Appendix B for advising forms) that includes credits transferred from other institutions, course work to be completed at Penn State, the option of a Teaching Assistantship in France, plans for the fulfillment of the foreign language requirements, projected examination dates, projected research travel dates and applications for grants and fellowships, and a projected date for dissertation completion.

Each student should meet with his or her advisor at least once every semester. In general, students and their advisors establish academic plans that permit progress toward the degree in a timely and intellectually appropriate fashion.

It is the student's responsibility to check all policies, procedures, and deadlines established by the Graduate School. It is assumed that students take on the responsibility for their educational progress, both academic and administrative.

## REQUIREMENTS FOR ALL SPECIALIZATIONS

Requirements listed here are in addition to requirements stated in the [DEGREE REQUIREMENTS](#) section of the *Graduate Bulletin*.

### *Courses*

Students must earn a minimum of 33 to 36 credits (or equivalent) beyond the Master's degree in French.

The Ph.D. degree prepares candidates for careers in teaching and research at the college or university level. Between 33 and 36 credits beyond the M.A. in French (or equivalent) is required in course work at the 400, 500, 600, or 800 level. Candidates who have not taken these courses while completing their M.A. at Penn State must take FR 571 French Literacy Theory and Criticism (3), FR 580 Approaches to French Civilization (3), FR 581 Theory and Techniques of Teaching French (1-6), FR 501A Pro-Seminar in French Studies I (1.5), and FR 501B Pro-Seminar in French Studies II (1.5). Credits must be distributed in one of two areas of specialization: culture & society or literature.

A maximum of 12 credits may be earned in teaching methodology (French 581) and in supervised teaching (French 602). Such credits are supplementary to the 33 to 36 credits required for a doctoral specialization, except in applied linguistics where FR 581 is required for the specialization.

Occasionally, the acceleration of course work is possible where a student has a significant academic background in a designated area. Acceleration should be requested by the student's advisor in consultation with the student's graduate committee. Acceleration requires the approval of the director of graduate studies and the department head. Candidates whose prior training does not include courses prerequisite to one of the doctoral specializations are required to complete such courses.

The Chair of the Committee responsible for the specialization, in consultation with other members of the Graduate Faculty and the Department Head, evaluates the graduate training and teaching experience completed at other institutions. A record of any credit to be transferred or of course equivalencies is placed in the candidate's file, with a copy to the candidate. Waiver of any coursework can only be granted with the approval of the advisor, the instructor of the course being waived, and the Department Head.

All students are required to take the Pro-Seminars in French Studies, FR 501A and FR 501B, within the first two years of entering the program whether at the M.A. or the Ph.D. level. (The Pro-Seminar is offered every other year.) Doctoral students who are preparing for the job market are required to take the Pro-Seminar a second time.

### *Ph.D. Foreign Language Requirement*

The foreign language requirement at the doctoral level is designed to provide students with a skill that will aid them in research and in securing employment. When choosing a language or languages to study, it is recommended that students consult with their advisors about their potential field of doctoral research. The department feels that the majority of students would profit most from four-skill proficiency in another language. However, some students would benefit most from a reading knowledge of two languages (for example, students planning to specialize in Medieval literature might choose Latin and German).

Students must choose one of the following two options:



- (1) Satisfy the 4-skills language requirement for the Ph.D. by passing with a grade of B or better in one of the following courses: Spanish 100, Spanish 110, German 301, or Italian 302 (all 5th semester courses); Russian 204 or 214, or Latin 100 (4th semester courses); or Arabic 3, Swahili 3, Chinese 3, or Japanese 3 (3rd semester courses). Students with advanced knowledge of an ancient language that is pertinent to their area of research may be examined through other means.
- (2) Achieve a reading proficiency in two foreign languages, ancient or modern, equivalent to the 12<sup>th</sup>-credit level (e.g. German 1, 2, and 3). Reading proficiency may be validated by a transcript of college courses completed with a grade of A or B at the intermediate level, a statement from a Penn State foreign language department validating the proficiency, or a satisfactory score on a standardized test (e.g., a score of 500 or better on the ETS Graduate Reading Exam). Reading knowledge in one language counted for the M.A. degree may count as one of the languages for the Ph.D.

A native language (other than English or French) may be used as one of the languages to fulfill the language requirement for the Ph.D. when it is pertinent to the area of doctoral research. The bearing of the native language on the research interests will be determined by the advisor in consultation with a director of graduate studies and/or another member of the faculty.

**Note:** The foreign language requirement must be completed prior to the scheduling of the Comprehensive Examination.

#### *Ph.D. English Competency Requirement*

The Graduate School requires that all students (international and domestic) demonstrate proficiency in English. English language proficiency may be demonstrated by presenting a conference paper, or by successful completion of French 581 or another graduate course taught in English. Proof of English language proficiency must be provided before the scheduling of the Comprehensive Examination. Please check with our Department's Graduate Staff Assistant to verify completion of this requirement.

#### *Ph.D. Committee and Examinations*

All doctoral students must pass a **Candidacy** examination and a **Comprehensive** examination.

Examinations will be written and defended in French. Exceptions are occasionally made for dual-title Ph.D.s, if serious efforts to find outside members who can read and comprehend French fail, and the DGS, Head and advisor are convinced the student does not need to prove their ability to write or speak French. If outside members know only some French, the exam will be written in French but the oral exam will be bilingual. Every effort should be made to locate outside and special members with some knowledge of French.

#### *Candidacy Examination*

##### *Purpose*

The purpose of the candidacy exam is to make sure the student has started to hone in upon a dissertation topic, to test the student's understanding of the nature of a Ph.D. dissertation project and to advise the student regarding how best (and whether) to advance in the Ph.D. program. Students will be asked to

outline their intellectual trajectory towards a Ph.D. and to deal with theoretical concepts that have relevance or application to the student's object(s) or field(s) of study (i.e. future dissertation topic).

### Timeline

The Candidacy Examination takes place during the second semester after admission to the Ph.D. program and must be completed at least four weeks before classes end. Although rare and not recommended, students occasionally foresee a need to delay their candidacy beyond the second semester. If so, they must discuss the reasons for the exception with their advisor, committee and the DGS, all of whom must formally grant permission. At the very latest, they must take it early in their third semester. If the Candidacy Examination is delayed beyond the second semester, a provisional one-semester teaching contract will be issued during the second year of study and the contract will not be renewed until the examination has been passed. Candidates pursuing a dual-title Ph.D. should see the relevant section of their handbook regarding the scheduling of the exam. The timing of the candidacy is important because students generally take their Comprehensive Exams in their fourth semester. A delayed Candidacy Examination leaves students with less time to prepare their Comprehensive Examinations.

### Committee

At the latest by the start of the semester during which the exam will take place, the candidate chooses a French and Francophone Studies faculty member (usually but not necessarily their Advisor) to serve as the Chair of the Ph.D. Candidacy Exam. Dual-title Ph.D. candidates should see the relevant section in the Handbook, but will need a Chair who is formally tied to both programs, or co-Chairs who each represent one of their programs. (Note that exceptions to the Chair and Advisor being the same person scenario are generally students whose Advisor has recently left Penn State, has retired for more than a certain number of years, or for students preparing dual-title Ph.D.s. In such cases, the Chair usually defers to the Advisor and will in any case inform the student whom to consider their principle advisor). With the help of the Advisor, two additional members who are knowledgeable about the student's field of specialization are selected and asked to serve on the committee. When appropriate, a fourth committee member from another department may serve in a consultative capacity. This committee is not necessarily the same as the doctoral committee, but the two usually share members.

### Results

In the event that a student fails the Candidacy Examination, the committee may approve the student to retake the examination. The committee may also fail the student without allowing them to retake the examination. Whenever possible, students taking the Candidacy Exam for the second time will have the same examination committee as they had for their first exam. Failure to pass the exam the first and/or the second time(s) results in the termination of the student's French and Francophone graduate studies at Penn State. A window of time during which the student must retake the exam will be determined by the student's committee but should be as soon as possible after the first exam and in every case must still take place by the end of the third semester, even if the first exam was itself taken early in the third semester.

### Procedure and Scheduling

It is the student's role to schedule their own Candidacy Exam, using Doodle, email or any other means. The exam will be an oral examination lasting 1.5 hours (including potential deliberation of the committee). As soon as a time has been selected, the student should contact the graduate staff assistant to let them know that they are taking their candidacy exam and to reserve a room. The graduate staff assistant is responsible for preparing relevant paperwork.

## Description of the Candidacy Exam for both the Culture & Society and Literature Tracks

The examination is identical for both the Culture & Society and the Literature Tracks. The exam consists of two components: 1) a document composed of three parts prepared by the student to be submitted to the committee and 2) an oral examination conducted by the committee. It is understood that the student should have conversations with their advisor regarding how to prepare each of the three parts of the document, and regarding potential dissertation topics. However, neither the advisor, nor any faculty member, shall have read any portion of the candidacy document prior to the student submitting it to the entire committee.

No later than two weeks prior to their exam date, students will submit to the candidacy committee with a cc to the graduate staff assistant the document made up of three parts and one appendix (for a total document of 15 pages approximately, excluding the appendix). The candidacy document is to be written in French unless a dual degree representative present at the exam cannot read any French. Students are always strongly encouraged to select committee members who can read French. During the exam itself, the student will be expected to present and discuss responses orally and should be prepared to do so in French, even when one committee member present does not understand French.

### Candidacy Document

The student will be evaluated both on the quality of the candidacy document, and their oral defense of the document. The committee should also use the examination setting to advise the student, especially with respect to the proposed dissertation topic. The candidacy document will be divided into the following three parts:

1. The candidate's record and preparation for the Ph.D. (including for a dual degree and/or minor), past, present and future. This segment of the document can be mainly presented using bullet points, with narrative language added when useful or appropriate.

Items addressed should include (four pages maximum):

- a. courses taken at Penn State or elsewhere;
  - b. plans for additional courses, including independent study;
  - c. requirements fulfilled or still to be satisfied (including mandatory courses and language requirements), when and by what means, including all requirements for a dual-title Ph.D. (in which field);
  - d. plans for teaching exchanges with Strasbourg or Lyon;
  - e. when relevant, plans to conduct research in archives and/or libraries, to observe objects on site, or to conduct interviews (including plans to apply for IRB approval);
  - f. plans for applying for internal and external funding;
  - g. plans for a minor, in which field (see below regarding the declaration of a minor)\*;
  - h. the titles and abstracts (one paragraph maximum) of the three most intellectually formative papers students have written prior to taking the exam (either at Penn State or elsewhere). Committee members may ask for a copy of any of the papers if they so choose.
2. "*Ceci n'est pas un*" dissertation proposal: Rather, this segment of the exam is the student's substantive and detailed narrative responses to questions (see below) regarding the candidate's trajectory towards their dissertation topic. (Five to six pages maximum)

Respond to these questions in the order you find most logical. Please note that after discussing your potential topic with you, your advisor and committee members may realize that it would be useful for you to answer additional questions specific to your proposed *parcours* or topic. Your committee members will agree among themselves before asking you to answer any such additional questions and they must be provided to the student no later than six weeks before the final candidacy document is due.

- a. What is your ideal dissertation topic?
  - b. Why do you want to engage with this topic?
  - c. What is your proposed corpus of literature, archives, media and/or objects?
  - d. Which questions would you like to ask of your corpus?
  - e. What makes this an original dissertation topic, one worth studying, either in terms of concept, theory, sources, approach, or anything else?
  - f. What are the fields/theories with which you will have to engage in order to write your dissertation?
  - g. How and when do you plan on collecting, reading, interpreting, treating, viewing, observing your corpus of sources?
  - h. What other kind of work do you still need to do in order to make your dissertation topic viable, in terms of readings, research, learning another language and so forth?
  - i. Do you already have a chapter outline in mind or a mode of chapter organization in mind (for example chronological, thematic, source-based)? If not, what are your concerns regarding how to organize a dissertation? If so, please briefly describe your proposed outline.
  - j. Optional question (and food for thought as you advance towards the dissertation): If you have already moved far enough along, how will the style, structure, and voice used in your dissertation assist its intellectual goals? You could refer to the writing of scholars you admire to think about this question.
3. A critical literature review (Five to six pages maximum): This segment of the document will focus upon theoretical and/or methodological frameworks. The committee will be evaluating the student's capacity to engage with theory. With the help of their advisor and/or other committee members, students will select one field of study that they consider significant in their preparation as a scholar to write the dissertation. Students will select six texts that represent the state of that field past and/or present and/or where it might be heading. These texts should be primarily theoretical. Students will then write a brief literature review of those six texts, explaining the methods, arguments and import of each text in that field, how the field has evolved from its foundational to its more recent theoretical underpinnings, and explaining how engaging with these readings can help the student to complete their ideal dissertation.

The list of texts to be used in this literature review must be approved by the candidacy exam committee chair(s) and members no later than six weeks prior to the exam (and most students will probably want them approved several months before the scheduled exam).

Note: the student may list book-length studies, but for the purposes of the field for which they will be writing the critical literature review, they should use short excerpts of chapters or articles. The student should be ready to supply committee members with copies of these articles.

4. Appendix: as preparation for the dissertation proposal and for comprehensive exams more generally, a bibliography of sources relevant to the proposed dissertation topic. The student may choose to divide this list into primary, secondary and/or theoretical texts/objects/films/literature but

is under no obligation to do so. This bibliography can and in fact should include sources that the student has yet to read/view/listen to, etc. (Minimum five pages. No maximum.)

\* *Graduate Minor*: Students have the option, with the approval of their adviser and the Director of Graduate Studies, of completing a 15-credit doctoral Minor as part of their plan of study. Students should send their request, with the advisor's supporting memo (a few sentences confirming that they support the idea of a Minor), to the Director of Graduate Studies. This can be done via email. If approved, the DGS will confirm via email, and the student should then speak with the faculty member in charge of the Minor. Note that all coursework and graduate school paperwork will have to be approved before comprehensive exams start, and that the student needs a representative of the Minor field on their dissertation committee. Many students in FFS have taken the [Social Thought](#) minor, but there are many others available.

### *Comprehensive Examination*

The Comprehensive Examination consists of a series of content intensive examinations and the Doctoral Thesis Proposal.

After a student's coursework has been completed and the foreign language and English proficiency requirements have been met, the series of content-intensive examinations is scheduled (normally after two years of post-Master's study). Candidates may request to see sample questions of examinations on file in the department office. This part of the examination consists of two parts: 1) a written examination in three parts and 2) an oral examination in two parts. You can find the examination procedures described in the [Handbook](#) under the specialization of your studies. The time frame of the exams may be extended if the candidate has chosen to take the written examination immediately prior to a holiday or vacation period. The student must pass the written examination before proceeding to the oral examination. In case of failure of the written exams, the oral exam is cancelled. Written and oral examinations in one specialization may be repeated only once. Failure to pass either of the exams a second time results in the termination of the student from the program.

No later than the first day of the written examination the student will submit his or her Doctoral Thesis Proposal, which will be defended no later than two weeks after the Comprehensive Oral Examination. If the student fails the written or oral portion of the Comprehensive Exam the Doctoral Thesis Proposal defense will be cancelled.

The candidate selects a Committee Chair (who may or may not be the same chair as for the Candidacy Exam Committee) among available faculty with primary teaching responsibilities in the specialization. A four or five-member Doctoral Committee will then be constituted, including one external member (a Penn State Graduate Faculty member from another department). A Doctoral Committee Signature Page will need to be completed and approved by the Graduate School. The student will need to complete and sign the form, ask each of his or her committee members to sign the form, submit the form to the graduate staff assistant for signature by the department head and submission to the Graduate School for approval.

### *Procedure, Scheduling and Responsibilities*

It is the student's role to schedule their own Comprehensive Examination, using Doodle, email or any other means. See the relevant Culture & Society or Literature section in the handbook to determine the amount of time to schedule for each segment of the exam, but note in advance that you will be scheduling three written and two oral exams. As soon as times have been selected, the student should contact the graduate staff assistant to let them know that they are taking their comprehensive exam and to reserve rooms. The graduate staff assistant is responsible for preparing relevant paperwork.

### **Responsibilities of the student**

- Prepare reading list drafts several months in advance of the examination.
- Work through multiple drafts of the dissertation proposal.
- Meet with the committee chair to discuss the list, come to agreement on what is appropriate for the student's interests, the expectations of the concentration, and the doctoral degree program.
- Schedule the examination after consultation with the committee chair.
- Arrange with the graduate staff assistant to check the computer equipment two days prior to the exam.
- Arrive on time for each exam.
- Alert the graduate staff assistant immediately if there are any problems with the computer or the room.

### **Responsibilities of the committee chair**

- Circulate the reading list to other members of the committee and solicit suggestions, either directly or via the graduate staff assistant.
- In consultation with the student, make the final decision on the reading list.
- Solicit questions from committee members, either directly or via the graduate staff assistant.
- Prepare the examination and submit the final version for all the exams to the graduate staff assistant two days before the first examination is scheduled to take place. Indicate the order in which the examinations are to be taken, the title of the exam, and the student's primary area (when appropriate).
- Arrange with the graduate staff assistant to be on call during the exam or designate a substitute to be on call to advise on how to solve any problems that may arise.
- Read and evaluate the answers to the questions as well as the evaluations of the members of the committee.
- Supervise the oral examination.
- Report to the student the results of both the written and the oral examinations.

### **Responsibilities of the committee**

- Prepare questions no less than two weeks prior to the first examination date.
- Read the answers to the questions no less than two weeks after the last examination date and give evaluations of the written exam to the chair at least three days before the oral examination.
- Participate in the oral examination.
- Advise the committee chair on whether or not the student has passed the examination, or should take additional courses, or re-take part or all of the examination.

### **Responsibilities of the graduate staff assistant**

- Notify the Graduate School of the date for the oral exam.
- Prepare all formal forms both internal to the department and specific to the Graduate School.
- Prepare copies of the examination questions in accordance with what the advisor has submitted.
- Reserve a room for the examination.
- Install or have installed a computer in the room at least two days in advance of the examination.
- Check to see if the computer is working properly.
- Arrange for the student to check the computer two days before the first examination.
- Ask the committee chair to approve the final version of the exam.
- Give the exam questions to the student on the day that each exam is scheduled.
- Call the committee chair or a previously designated substitute (graduate director or head of the department) for advice if problems occur during the administration of the examination.
- Collect and distribute copies of the answers to the committee and the student.

Responsibilities of the graduate director and/or department head

- Check with the graduate staff assistant each day that an examination is being administered to see if there are any problems.
- Resolve any problems that may occur during the preparation, administration, or evaluation of the examination.

### *Doctoral Thesis Proposal*

Following the successful completion of the Written Examinations and the first part of the Oral Examination candidates will defend the thesis proposal which was submitted to the committee by the first day of the Written Examination. Parts I and II of the Oral Examination must both take place within two weeks of the completion of the Written Examination.

### Guidelines for Thesis Proposal

The thesis proposal should be written in the language in which the student plans to write their dissertation, i.e. either in English or in French. Lengths indicated for each section of the dissertation proposal are suggested, not required, and generally do not include the bibliography. Proposals should average 10-15 pages.

1. **Question or Problem (*problématique*).** State in a paragraph the question you propose to answer or the problem you will solve with your dissertation.
2. **Project.** This paragraph explains how you plan to address the question or problem. It quite literally summarizes the dissertation: its sources, the time period, the scope and so forth.
3. **Why does it matter? (*Raison d'être*):** What is the significance of this topic? What has been done so far by others and how is your project going to improve, extend, or controvert past research? (1-2 pages)
4. **Background.** What is the broader context for the research question (theoretical, historical, and so forth)? (1-2 pages).
5. **Approach and methodology.** How will you go about the research? What are the methods and materials that will be central to your project? What are your sources and what kind of archival, library, field, or classroom research will you need to do? What kinds of research authorizations or clearances will you need to obtain? What problems do you anticipate? Be very specific in this section, letting your committee know where your sources are located, how and why you selected these sources, and how you will treat them and/or control them, if there are large numbers of them. Finally, how do these sources allow you to address the stated question/problem? (2-3 pages).
6. **Chapter Descriptions.** Here you should be concrete, showing the committee your preliminary thoughts regarding how your dissertation will be organized. Thematically? Chronologically? By source group? By question? Even if the organization changes once you engage more extensively in research, often the chapter descriptions help students think through every other aspect of the proposal, including the initial question/problem.
7. **Bibliography.** List the relevant books and articles (minimum of two pages). Please note that this can and usually does include secondary literature that you have yet to read but realize must be addressed in the course of your dissertation research.

Note: The student is not considered “ABD” until all components of the comprehensive exam, including the thesis proposal defense, have been passed. With respect to the dissertation proposal, the committee often

finds itself deciding whether a) to accept the proposal because the student has demonstrated their ability to research and write a dissertation; b) to require an informal rewrite or clarification of one or several components of the proposal or c) to request a formal rewrite and new defense of the proposal (in which case the student is not ABD until he or she has passed the second defense). The committee has full latitude to choose the option it thinks will best serve the student in the timely completion of a strong dissertation.

The Graduate School recommends that the student and his or her committee meet each year while the thesis is being written.

### *Continuous Registration Requirement after Comprehensive Exam is completed*

The semester after students pass the comprehensive examination, they must register continuously for each fall and spring semester until the Ph.D. thesis is accepted and approved by the doctoral committee. Students can maintain registration by registering for credits the usual way or by registering for the non-credit FR 601. Students must file their bill to complete their registration.

Students may take FR 601 plus up to 3 additional credits of audit by paying only the thesis fee. Students wishing to take more than 3 additional credits of course work must register for FR 600 or 611. We recommend that students register for 601 and work full-time on thesis preparation. This is the least expensive option and, for international students, this insures full-time status. Students must file their bill to complete their registration.

### *The Thesis Committee*

The Doctoral Committee approved by the Graduate School at the time of the student's comprehensive exam will serve as members of the thesis committee. In the event that the student, in consultation with the advisor, wishes to change the Doctoral Committee, a new Committee Signature Page will need to be submitted to the Graduate School (all members would be listed, but only new committee members would need to sign).

Students and their advisors should keep in mind the possibility of including a distinguished faculty member from another institution to serve as a special member of the Doctoral Committee. After approval by the Graduate School, the special member must participate in the defense (Final Oral Examination) either physically or by video or telephone. The special member may be invited to Penn State during the fall or spring semester to participate in the defense as long as funds are available for her or him to give a public lecture and/or to give talks in graduate seminars. Special members often also elect to participate in the last segment of the Comprehensive Exams, i.e. the student's defense of their dissertation proposal.

### *Chair and the Thesis Advisor*

The thesis advisor is normally the chair of the doctoral committee. The thesis chair is an officially appointed position recognized by the Graduate School on all official paper work. The chair must be a graduate faculty member with an appointment (not a courtesy appointment) in French.

In some circumstances, a student may wish to recognize a different individual as the thesis advisor, bearing in mind that this person has no official designation other than "committee member" of the thesis. This might be the case, for instance, if a faculty member with whom the student had worked closely leaves the university. The student may wish to informally recognize this faculty member as his/her "advisor" but the



committee chair must still be from within the department. In the case where a student has a separate thesis chair and a thesis advisor, it is generally the advisor whom the student invites as a faculty escort to graduation. In sum, the thesis chair is the officially recognized person in charge of a student's thesis. An advisor is often an academic mentor who, under certain circumstances, is unable to serve as a committee chair. Again, in most cases, the thesis advisor is also the chair of the doctoral committee.

It is possible for a student to arrange a committee with co-chairs (especially for dual-title Ph.Ds). In this case, one person is designated as chair and the other as co-chair, at the student's discretion.

### The Ph.D. Thesis

The thesis (also called "Ph.D. or Doctoral Dissertation") is a formal demonstration of a student's ability to conduct high-quality research that poses significant questions and proposes new approaches, implications, and insights. It should represent the culmination of work as a student and, at the same time, demonstrate a student's expertise to colleagues and peers.

Chapters of the thesis should be submitted to the advisor as they are written. Committee members may prefer to read the thesis chapter by chapter or they may wish to review only the full draft version. This should be decided in consultation between the student and the committee members, preferably at a meeting with the full committee. Both the thesis advisor and the student are responsible for ensuring the completion of a draft of the thesis and for adequate consultation with all committee members well in advance of the oral examination.

Each member of the committee will make any suggestions he or she may have within two weeks of receiving the completed draft. If, at the end of these two weeks, no committee members request major revisions to the thesis (editing suggestions do not qualify), the final oral examination date may be set. The request for examination must be submitted to the dean of the Graduate School for approval **at least three weeks prior to the date of the exam.**

### *The Thesis Guide*

Students should consult the Graduate School *Thesis Guide* for the thesis format. This guide, available online, through the Thesis Office or in Pattee Library, contains complete and updated information regarding the thesis format, preparation, appendices, etc. The Graduate School also provides special thesis formatting templates for use on word-processing systems: <http://cac.psu.edu/psuthesi/>.

Normally, the thesis defense may not be scheduled until at least three months have elapsed after the completion of the Comprehensive Examination, although the dean of the Graduate School may grant a waiver in some cases.

The final oral exam must take place ten weeks before the end of the Semester. Please check the calendar of deadlines posted every semester by the Graduate School.

### *The Final Oral Examination ("Thesis Defense")*

Major revisions of the thesis should be completed before the final oral examination is scheduled. The dissertation should be in its final draft, with notes, bibliography, tables, figures, appendices, etc. at the time of the oral examination; both the content and style should be correct by the time this final draft is in the hands of the doctoral committee. The thesis defense is scheduled after the thesis director's(s) approval. Other members of the doctoral committee are expected to have at least two weeks in which to read the final draft of the manuscript. Although additional editorial modifications may be needed after the completion of

the defense, the manuscript submitted to all readers must be seen as a "final" copy ready for submission to the Graduate School. Candidates must observe manuscript conventions prescribed by the Graduate School (see "Thesis Information Bulletin"). The Department of French and Francophone Studies accepts editing procedures recommended by the Modern Language Association.

Note that the thesis defense is open to the public. However, the audience may not participate in the examination of the student.

The final oral examination (thesis defense) is administered and evaluated by the entire doctoral committee. It consists of an oral presentation of the thesis and a period of questions and responses. These will relate mostly to the thesis, but may cover the whole program of study, since one of the purposes of the final oral examination is to assess a student's scholarly attainments. The portion of the examination in which the thesis is presented is open to the public.

At least three members of the doctoral committee (including the advisor or chair) must be physically present at the final oral examination. The graduate student must be physically present. No more than one member may participate via telephone; a second member could participate via video. A request for exceptions must be submitted to the Graduate School for approval at least three weeks prior to the date of the exam.

A favorable vote of at least two-thirds of the members of the committee is required for passing. The results are communicated to the Office of Graduate Enrollment Services by the program director.

If a candidate fails, it is the responsibility of the doctoral committee to determine whether another examination may be taken.

When a period of more than six years has elapsed between the passing of the comprehensive exam and the completion of the program, the student is required to pass a second comprehensive examination before the final oral examination will be scheduled.

### *Submission of Bound Copy of Thesis*

Students are required to submit a bound copy of the thesis to the Department of French and Francophone Studies. This should be done within three weeks after their final submission to the Thesis Office.

# THE PH.D. IN FRENCH AND FRANCOPHONE STUDIES

## SPECIALIZATION IN CULTURE & SOCIETY

### GENERAL DESCRIPTION

The Specialization in Culture & Society is designed for students who seek an academic or non-academic career in which they combine advanced training in culture, language, and literature with interdisciplinary study in a related field, such as anthropology, art, architecture, history, economics, philosophy, political science, or sociology.

### STATEMENT OF GOALS

French Culture & Society is an interdisciplinary area of study whose object is France and the Francophone world. It is situated at the confluence of several disciplines, among them history (cultural, intellectual, political, and social), cultural studies (including folklore and popular culture), and interarts and visual studies (including art, architecture, film, *bandes dessinées* and literature). The Specialization in Culture & Society is designed to develop the skills needed for the analysis and interpretation of a wide range of cultural artifacts in an historical and contextual perspective. Students will acquire a broad base of factual knowledge as well as the capacity to understand and apply a variety of theoretical and methodological approaches.

The goals of the Specialization in Culture & Society are:

1. To provide students with an essential historical base, consisting of general knowledge of French history, culture, and politics from the Middle Ages to the Revolution, pursued in greater depth from the Revolution to the present.
2. To introduce students to the most important methods of cultural analysis, including the semiotics and sociology of culture, cultural and social history, critical theory, and interarts discourse.
3. To expose students to the diversity of objects encompassed by the term "French culture & society." These objects are verbal and visual, material and symbolic, elite and popular.
4. To offer students the opportunity to establish a link with a related area through courses taken within and/or outside the department.
5. To train students to conduct research in French culture & society, and to help them develop the skills needed to communicate the results of their research within the profession as future scholars and teachers. Students who are completing the Ph.D. with this specialization will generally be competitive candidates for positions whose primary or secondary area of specialization is French Culture & Society.

### COURSEWORK

Students are required to take 33-36 credits of coursework. FR 571, Literary Theory and Criticism, FR 580, Approaches to French and Francophone Civilization and FR 501A and FR 501 B, Pro-Seminars in French Studies, are required. Other courses will be selected in consultation with the advisor.

Candidates who have never spent an extended period of time in a Francophone country are strongly encouraged to spend at least one semester in France or a Francophone country/region.

## EXAMINATION PROCEDURES

### *Candidacy Examination*

See the description of the candidacy exam under “Requirements for All Specializations,” above.

### *Comprehensive Examination*

Important: Also see the detailed description of the comprehensive exam under “Requirements for All Specializations,” above.

The Comprehensive Examinations in French Culture & Society reflect both readings from coursework and from the preparation of the dissertation proposal, which comprises the fourth area of the examination. The examination is taken upon completion of all course work and the fulfillment of all degree requirements (usually during the fifth semester of the Ph.D.). The candidate, in consultation with his or her advisor, will assemble a four- or five-member Ph.D. committee by submitting a committee signature page to the Graduate School (see graduate staff assistant for form). The committee reads the written examination as well as the dissertation proposal before proceeding to the oral examination. In case of failure of the written examination, the oral exam is cancelled.

### *Areas of Examination and Schedule of Written Components*

No later than Day One (first segment) of the examination, the candidate will submit a copy of his or her completed dissertation proposal to the graduate staff assistant for distribution.

\*Socio-Political History and Social Thought (historical and contemporary) (four-hour exam, student selects two out of four questions).

\*Intellectual and Cultural History (historical and contemporary) (four-hour exam, student selects two out of four questions).

\*Approaches to French and Francophone Culture & Society (two-hour exam, students select one out of two questions).

The examinations include the option of a take-home in only one of the three components.

### *Oral Component*

Upon completion of the Written Comprehensive Examinations, two Comprehensive Oral Examinations will take place, lasting approximately two and 1.5 hours respectively. The purpose of the Oral Examinations is both in Part I to probe further the comprehension of the candidate’s preparation in each of the three areas and in Part II to examine the dissertation proposal. The comprehensive exam is complete after all three written and both oral examinations have been passed.

## THE PH.D. IN FRENCH AND FRANCOPHONE STUDIES

### SPECIALIZATION IN LITERATURE

#### GENERAL DESCRIPTION

The Specialization in Literature offers numerous courses in the different periods and genres of metropolitan and non-metropolitan literature. Candidates also choose electives in French and related subjects to ensure breadth of training as well as depth.

#### STATEMENT OF GOALS

The study of literature is the humanistic discipline that seeks to understand certain aesthetic achievements through the interpretation and analysis of works of oral, written, and dramatic art. It requires a sound knowledge of literary languages, styles, genres, and themes; a familiarity with the history of literary movements and ideas; and an awareness of the range of critical and theoretical approaches to literary works. Moreover, students of literature must acquire and develop the critical skills necessary to analyze and interpret literary texts.

The goals of the Specialization in French Literature are:

1. To provide students with a broad knowledge of French and Francophone literatures and of their general relationship to other literatures, together with a specialized knowledge of a particular literary period, genre, or movement.
2. To provide students with a sound historical basis for the study of literature and introduce them to the insights that other disciplines can bring to an understanding of the relationships between literature and the society for which it was written.
3. To introduce students to a variety of theoretical approaches to literature, such as semiotic, thematic, feminist, narratological, philological, sociological, and phenomenological approaches.
4. To develop in students the linguistic and analytical skills that will enable them to read literary texts with full understanding and to develop the critical skills that will enable them to interpret works of literature with insight and perception.
5. To teach students the techniques of literary research and to develop the skills required to communicate the results of their research to others in the classroom, at professional meetings, and in publications.

#### COURSEWORK

Students are required to take 33-36 credits of coursework. FR 571, Literary Theory and Criticism, FR 580, Approaches to French and Francophone Civilization and FR 501A and FR 501 B, Pro-Seminars in French Studies, are required. Other courses will be selected in consultation with the advisor.

To increase the candidate's employment opportunities, it is recommended that a minor be developed. A minor gives special visibility to a substantial secondary interest of the candidate within French Studies. The minor can be another literary specialty, another field, or an interdisciplinary topic with courses taken outside the Department. The minor is defined as a minimum of three courses in the specified area. Note that a minor taken entirely outside the department will increase the number of credits hours for the degree.

## EXAMINATION PROCEDURES

### *Candidacy Examination*

See the description of the candidacy exam under “Requirements for All Specializations,” above.

### *Comprehensive Examination*

Important: Also see the detailed description of the comprehensive exam under “Requirements for All Specializations,” above.

The candidate, in consultation with the advisor, will draw up a reading list in each of the following three areas: one literary period (chosen from medieval through 20<sup>th</sup>/21<sup>st</sup> century, including non-metropolitan); one genre (poetry, narrative, theater); and theory and criticism. The fourth area will be identified as the primary area of specialization and will be the final form of the doctoral dissertation proposal. The proposal will include, but not be limited to: 1) a clearly defined problematic, 2) a description of the project, 3) a background, 4) a description of the approach and the methodology, 5) an anticipated outcome, and 6) a bibliography. The Comprehensive Examination is based on the reading lists inherent to the above-mentioned three areas and the approval of the dissertation proposal.

### Written Component

The candidate will take a written examination on each of the three areas for which adequate reading lists have been developed. A typical reading list is expected to feature about twenty-five items. The examinations include the option of a take-home in only one of the three components. Exams taken in-house are four hours in length and must be scheduled within a period of two weeks. The candidate will be given a choice of three questions and will respond to one. The dissertation proposal will be developed in consultation with the chair of the doctoral committee and distributed to all members of the committee two weeks before the beginning of the comprehensive examination.

### Oral Component

Upon completion of the Written Comprehensive Examinations, two Comprehensive Oral Examinations will take place, lasting approximately two and 1.5 hours respectively. The purpose of the Oral Examinations is both in Part I to probe further the comprehension of the candidate's preparation in each of the three areas and in Part II to examine the dissertation proposal. The comprehensive exam is complete after all three written and both oral examinations have been passed.

## DUAL-TITLE Ph.D. IN FRENCH AND FRANCOPHONE STUDIES AND AFRICAN STUDIES

### GENERAL DESCRIPTION

French and Francophone Studies doctoral students who have research and educational interests in African studies may apply to the Dual-Title Doctoral Degree Program in African Studies. The goal of the program is to enable doctoral students from French and Francophone Studies to complement their knowledge and skills in their primary discipline with in-depth knowledge of prevailing theories on and problem-solving approaches to thematic, regional, or national issues pertaining to African development and change.

The Dual-Title Doctoral Degree Program will provide interested French and Francophone Studies doctoral students with a multidisciplinary approach that will enhance their analytical capabilities for addressing key issues in African Studies.

### ADMISSION REQUIREMENTS

Students must apply and be admitted to the graduate program in French and Francophone Studies and The Graduate School before they can apply for admission to the dual-title degree program. After admission to their primary program, students must apply for admission to and meet the admissions requirements of the African Studies dual-title program. Refer to the Admission Requirements of the [African Studies Bulletin page](#). Applicants interested in the dual-title degree program may make their interest in the program known clearly on their applications to French and Francophone Studies and include remarks in their statement of purpose that address the ways in which their research and professional goals in the primary department reflect an interest in African Studies-related research.

To be enrolled in the Dual-Title Doctoral Degree Program in African Studies, a student must have the approval of the French and Francophone Studies Department and then submit a letter of application and transcript, which will be reviewed by an African Studies Admissions committee. An applicant must have a minimum grade-point average of 3.0 (on a 4.0 scale) to be considered for enrollment in the dual-title degree program. Students must be admitted into the dual-title degree program in African Studies prior to obtaining candidacy in French and Francophone Studies.

### DEGREE REQUIREMENTS

- A minimum of 66 post-baccalaureate credits. Course work accepted for the M.A. in French and Francophone Studies will count toward the credit requirement. At least 48 credits, exclusive of dissertation research credits, must be in French and Francophone Studies.
- 18 credits of Africa-related course work at the 400- or 500-level of which the following 9 credits are required: AFR 501 (3) and a minimum of 6 credits from a list of courses maintained by the African Studies program chair.
- Up to 6 of the 18 credits may come from French and Francophone Studies, as approved by the student's French and Francophone Studies and African Studies Program academic advisers.
- The remaining credits can be taken in African Studies or in any department other than French and Francophone Studies.
- Of the 18 credits, no more than 6 credits may be taken at the 400-level and no more than 3 combined credits may come from 596 and 599 listings.

The choice of courses in African Studies is to be proposed by the student, subject to approval in advance by the French and Francophone Studies and African Studies academic advisers. The suite of selected courses should have an integrated, intellectual thrust that probes thematic, national, or regional issues and be complementary to the student's specialty in French and Francophone Studies.

## EXAMINATION PROCEDURES

### *Candidacy Examination*

The dual-title degree will be guided by the Candidacy examination procedure of the French and Francophone Studies graduate program. See the description of the candidacy exam under "Requirements for All Specializations," above.

The dual-title degree will be guided by the Candidacy examination procedure of the French and Francophone Studies graduate program. Dual-title graduate degree students may require an additional semester to fulfill requirements for both areas of study and, therefore, the candidacy examination may be delayed one semester beyond the [normal period allowable](#). There will be a single candidacy examination, containing elements of both French and Francophone Studies and African Studies.

The Candidacy Examination committee for the dual-title degree will be composed of graduate faculty from French and Francophone Studies and must include at least one graduate faculty member from the African Studies Program. The designated dual-title faculty member may be appointed from French and Francophone Studies if that person holds a formal affiliation with the African Studies program.

### *Doctoral Committee Composition*

In addition to the [general Graduate Council requirements for doctoral committees](#), the doctoral committee of a French and Francophone Studies and African Studies dual-title Ph.D. student must include at least one member of the African Studies Graduate Faculty. Faculty members who hold appointments in both programs' Graduate Faculty may serve in a combined role. If the chair of the committee representing French and Francophone Studies is not also a member of the Graduate Faculty in African Studies, the member of the committee representing African Studies must be appointed as co-chair. Note that this committee composition must be in effect while the student sits for the Comprehensive Examination.

### *Comprehensive Examination*

The Comprehensive Examination consists of a series of content-intensive examinations and the Doctoral Dissertation Proposal, following either the Comprehensive Examination procedures for either the Culture & Society or the Literature tracks in French and Francophone Studies (for descriptions, see above, both under "Requirements for All Specializations" and under your track).

In every case, in preparation for the examination, in consultation with the committee chair, the student will prepare an extensive reading list. This reading list must incorporate the student's focus on African Studies. The African Studies representative on the student's doctoral committee will develop questions for and participate in the evaluation of the comprehensive examination.



### *Dissertation and Final Oral Examination*

Upon completion of the doctoral dissertation, the candidate must pass a final oral examination (the dissertation defense) to earn the Ph.D. degree. Students enrolled in the dual-title program are required to write and orally defend a dissertation on a topic that reflects their original research and expertise in French and Francophone Studies and African Studies. To earn the Ph.D. degree, doctoral students must also write a dissertation that is accepted by the doctoral committee, the head of the graduate program, and the Graduate School.

### *Language requirements*

Second Foreign Language: Reading proficiency in two foreign languages or advanced level in one foreign language (see above).

### **ENGLISH LANGUAGE PROFICIENCY**

The Graduate School requires that all students (international and domestic) demonstrate proficiency in English. English language proficiency may be demonstrated by presenting a conference paper, or by successful completion of French 581 or another graduate course taught in English. Proof of English language proficiency must be provided before the scheduling of the Comprehensive Examination. Please check with our Department's Graduate Staff Assistant to verify completion of this requirement.

## DUAL-TITLE Ph.D. IN FRENCH AND FRANCOPHONE STUDIES AND WOMEN'S, GENDER AND SEXUALITY STUDIES

### ADMISSION REQUIREMENTS

Students must apply and be admitted to the graduate program in French and Francophone Studies and The Graduate School before they can apply for admission to the dual-title degree program. After admission to their primary program, students must apply for admission to and meet the admission requirements of the Women's Studies dual-title program. Refer to the Admission Requirements section of the [Women's Studies Bulletin page](#). Applicants interested in the dual-title degree program may make their interest in the program known clearly on their applications to French and Francophone Studies and include remarks in their statement of purpose that address the ways in which their research and professional goals in the primary department reflect an interest in Women's Studies-related research.

To be enrolled in the Dual-Title Doctoral Degree Program in Women's Studies, a student must have the approval of the French and Francophone Studies Department and then submit a letter of application and transcript, which will be reviewed by the Women's Studies Admissions committee. An applicant must have a minimum grade-point average of 3.2 (on a 4.0 scale) to be considered for enrollment in the dual-title degree program. Students must be admitted into the dual-title degree program in Women's Studies prior to obtaining candidacy in French and Francophone Studies.

### DEGREE REQUIREMENTS

The dual-title Ph.D. in French and Francophone Studies and Women's Studies requires between 30 and 42 credits beyond the master's degree.

Course Requirements:

- FR 571: French Literary Theory and Criticism (3)
- FR 580: Approaches to French Civilization (3)
- WMNST 501: Feminist Perspectives on Research and Teaching Across the Disciplines (3)
- WMNST 502: Global Perspectives on Feminism (3) or a 597 Special Topics course taught by a core Women's Studies faculty member (3)
- WMNST 507: Feminist Theory (3)
- A further twenty-one credits selected in consultation with the adviser, of which nine credits must be Women's Studies approved
- Six credits of elective study

### EXAMINATION PROCEDURES

#### *Candidacy Examination*

The dual-title degree will be guided by the Candidacy examination procedure of the French and Francophone Studies graduate program. See the "Requirements for All Degrees" section of the handbook, above. Dual-title graduate degree students may require an additional semester to fulfill requirements for both areas of study and, therefore, the candidacy examination may be delayed one semester beyond the [normal period allowable](#). There will be a single candidacy examination, containing elements of both French and Francophone Studies and Women's Studies.

The Candidacy Examination committee for the dual-title degree will be composed of graduate faculty from French and Francophone Studies and must include at least one graduate faculty member from the Women's Studies Program. The designated dual-title faculty member may be appointed from French and Francophone Studies if that person holds a formal affiliation with the Women's Studies program.

### *Doctoral Committee Composition*

In addition to the [general Graduate Council requirements for doctoral committees](#), the doctoral committee of a French and Francophone Studies and Women's Studies dual-title Ph.D. student must include at least two members of the Women's Studies Graduate Faculty. Faculty members who hold appointments in both programs' Graduate Faculty may serve in a combined role.

If the chair of the committee representing French and Francophone Studies is not also a member of the Graduate Faculty in Women's Studies, a member of the committee representing Women's Studies must be appointed as co-chair.

### *Comprehensive Examination*

The Comprehensive Examination consists of a series of content-intensive examinations and the Doctoral Dissertation Proposal. See the "Requirements for All Degrees, above" as well as the appropriate area of specialization in the handbook. All the area reading lists will incorporate the student's focus on Women's, Gender and Sexuality Studies. The Women's Studies representative on the student's doctoral committee will develop questions for and participate in the evaluation of the comprehensive examination.

### *Language requirements*

Second Foreign Language: Reading proficiency in two foreign languages or advanced level in one foreign language.

### *English Language Proficiency*

The Graduate School requires that all students (international and domestic) demonstrate proficiency in English. English language proficiency may be demonstrated by presenting a conference paper, or by successful completion of French 581 or another graduate course taught in English. Proof of English language proficiency must be provided before the scheduling of the Comprehensive Examination. Please check with our Department's Graduate Staff Assistant to verify completion of this requirement.

## DUAL-TITLE Ph.D. IN FRENCH AND FRANCOPHONE STUDIES AND VISUAL STUDIES

### GENERAL DESCRIPTION

French and Francophone Studies graduate students who have research and educational interests in global visual culture may apply to the Dual-Title Doctoral Program in Visual Studies. The program aims to (a) provide students with the conceptual and methodological tools they will use to interpret literature, culture and society in French, Francophone and global contexts; (b) generate and analyze ground-breaking research at the intersection of such disciplines as cultural anthropology, philosophy, socio-cultural and literary history, stylistics, urbanism, visual studies, and women's and gender studies; and (c) guide students in using their specialized knowledge and skills to produce research of publishable quality on varied sites of analysis (city, library, archive, classroom, stage, environment, among others). The program prepares graduates for college and university teaching, and careers in other related fields.

The dual-title Ph.D. in Visual Studies comprises two core components: 1) historical and theoretical analysis of various forms of visual culture, their diverse sources, and their current manifestations; 2) historical and theoretical analysis of visual media in the information age, including the visual aspects of the digital humanities and the presentation of scholarship and teaching in visual media. A program-specific required course in each of these areas will ensure breadth of training for participating students. Together these components will offer students a sophisticated understanding of and ability to intervene in debates about visual culture and visuality in the world today.

### ADMISSION REQUIREMENTS

Students must apply and be admitted to the doctoral program in French and Francophone Studies and The Graduate School before they can apply for admission to the dual-title degree program. Applicants interested in the dual-title degree program may make their interest in the program known clearly in their applications to French and Francophone Studies and include remarks in their statement of purpose that address the ways in which their research and professional goals in the primary department reflect an interest in Visual Studies-related research. After admission to the doctoral program, students must apply for admission to and meet the admissions requirements of the Visual Studies dual-title program, as described in the Admission Requirements section of the [Visual Studies Bulletin](#). Doctoral students must be admitted into the dual-title degree program in Visual Studies prior to obtaining candidacy in the French and Francophone Studies program.

### DEGREE REQUIREMENTS

To qualify for the dual-title degree, students must satisfy the degree requirements for the Ph.D. in French and Francophone Studies, listed above. In addition, students must complete the degree requirements for the dual-title in Visual Studies, listed on the [Visual Studies Bulletin](#) page.

The Visual Studies segment of the program will consist of a total of fifteen credits, including two required courses – “Visual Culture Theory and History” and “Visual Studies in Digitality” – and three elective courses dealing with questions of visuality, chosen in consultation with the Director of Graduate Studies for French and Francophone Studies. Up to six credits may be double-counted by both the primary graduate program (FFS) and the dual-title. All in all, students must complete a minimum of 66 post-baccalaureate credits for the Ph.D. in French and Francophone Studies and Visual Studies. Course work accepted for the

M.A. in French and Francophone Studies will count towards the credit requirement.

The choice of courses in Visual Studies is to be proposed by the student, subject to approval in advance by the French and Francophone Studies and Visual Studies academic advisers. The suite of selected courses should have an integrated, intellectual thrust that probes thematic, national, or regional issues and be complementary to the student's specialty in French and Francophone Studies.

### *Candidacy Examination*

The dual-title degree will be guided by the Candidacy examination procedure of the French and Francophone Studies graduate program. See the "Requirements for All Degrees" section of the handbook, above. Dual-title graduate degree students may require an additional semester to fulfill requirements for both areas of study and, therefore, the candidacy examination may be delayed one semester beyond the [normal period allowable](#). There will be a single candidacy examination, containing elements of both French and Francophone Studies and Visual Studies.

The Candidacy Examination committee for the dual-title degree will be composed of graduate faculty from French and Francophone Studies and must include at least one graduate faculty member from the Visual Studies Program. The designated dual-title faculty member may be appointed from French and Francophone Studies if that person holds a formal affiliation with the Visual Studies program.

### *Doctoral Committee Composition*

In addition to the [general Graduate Council requirements for doctoral committees](#), the doctoral committee of a French and Francophone Studies and a Visual Studies dual-title Ph.D. student must include at least one member of the Visual Studies graduate faculty. Faculty members who hold appointments in both programs' Graduate Faculty may serve in a combined role.

If the chair of the committee representing French and Francophone Studies is not also a member of the Graduate Faculty in Visual Studies, the member of the committee representing Visual Studies must be appointed as co-chair.

### *Comprehensive Examination*

The Comprehensive Examination consists of a series of content-intensive examinations and the Doctoral Dissertation Proposal. See the "Requirements for All Degrees, above" as well as the appropriate area of specialization in the handbook. The Visual Studies representative on the student's doctoral committee will develop questions for and participate in the evaluation of the comprehensive examination.

### *Dissertation and Final Oral Examination*

Upon completion of the doctoral dissertation, the candidate must pass a final oral examination (the dissertation defense) to earn the Ph.D. degree. Students enrolled in the dual-title program are required to write and orally defend a dissertation on a topic that reflects their original research and expertise in French and Francophone Studies and Visual Studies. The dissertation must be accepted by the doctoral committee, the head of the graduate program, and the Graduate School.

### *Language requirements*

**Second Foreign Language:** Reading proficiency in two foreign languages or advanced level in one foreign language.

### English Language Proficiency

The Graduate School requires that all students (international and domestic) demonstrate proficiency in English. English language proficiency may be demonstrated by presenting a conference paper, or by successful completion of French 581 or another graduate course taught in English. Proof of English language proficiency must be provided before the scheduling of the Comprehensive Examination. Please check with our Department's Graduate Staff Assistant to verify completion of this requirement.

## THE GRADUATE CURRICULUM IN FRENCH

### Established Course Offerings

FR 500 HISTORY OF THE FRENCH LANGUAGE (3) Evolution of French from its origins to the present-day, with emphasis on Old French philology.

FR 501A FRENCH PRO-SEMINAR I (1.5) Professional and scholarly development in interdisciplinary French Studies

FR 501B FRENCH PRO-SEMINAR II (1.5) Professional and scholarly development in interdisciplinary French Studies

FR 502 INTRODUCTION TO FRENCH LINGUISTICS (3) An overview of the major subfields of linguistics as they apply to the French language.

FR 503 FRENCH PHONOLOGY (3) Effective Date: SP2007 A theoretical approach to the sound structure of French.

FR 504 FRENCH SYNTAX (3) An in-depth study of sentence structure in the French language.

FR 505 SEMANTICS OF FRENCH (3) Effective Date: SP2007 An in-depth study of how meaning is computed based on French data.

FR 508 FRENCH BUSINESS COMMUNICATIONS (3 per semester, maximum of 6) Written and oral elements of French commerce and industry. Prerequisite: FR 510

FR 510 STYLISTIQUE AVANCEE (3) An introduction to literary creativity through practice of textual analysis, interpretation, and to basic concepts of contemporary poetics.

FR 511 READINGS IN OLD FRENCH (3 per semester, maximum of 6) A survey of French literature to 1300, focusing in alternate semesters on either the twelfth or the thirteenth century.

FR 518 MEDIEVAL FRENCH DRAMA (3) The development of French drama from its liturgical origins to the flourishing comic theatre of the late Middle Ages.

FR 526 AGE OF RABELAIS (3) Notions of literary creativity in the context of early sixteenth-century French Humanism; readings from Rabelais, Marguerite de Navarre, Sceve.

FR 528 AGE OF MONTAIGNE (3) Literary culture of Renaissance France in the context of social and political crisis; readings from Montaigne, DuBellay, Ronsard, and Sponde.

FR 529 SEMINAR IN RENAISSANCE LITERATURE (3 per semester, maximum of 6) Intensive study of various French Renaissance writers in relation to selected artistic issues of the period.

FR 530 LA FRANCE CONTEMPORAINE (3) A comprehensive cross-sectional view of French society and its institutions since World War II.

FR 531 FRANCOPHONE CULTURE (3 per semester, maximum of 6) Concept of Francophone; French

minorities in Europe and North America; role of French language in Africa, Middle East, Far East.

FR 532 FRENCH REGIONS AND REGIONALISMS (3) Interdisciplinary perspectives on the culture, history, and geography of the French regions and their regionalist identity movements.

FR 533 BAROQUE AESTHETICS IN SEVENTEENTH-CENTURY FRENCH LITERATURE AND INTELLECTUAL HISTORY (3) Based on the Foucauldian notion of episteme, the course analyzes major literary texts and intellectual trends.

FR 534 SEVENTEENTH-CENTURY FRENCH DRAMA (3) Theories and practice of theater through analysis of dramatic texts by Rotrou, Corneille, Moliere, Racine et les autres.

FR 535 TEXTS AND PERFORMANCES (3) Based upon current theories of theater, the course focuses on problematics of French drama from the Seventeenth-Century to the present.

FR 540 EIGHTEENTH-CENTURY FRENCH NOVEL (3) Examination of the rise of the genre including formal considerations of narrative technique as well as historical context.

FR 541 THE ENCYCLOPEDIA AND KNOWLEDGE IN 18TH-CENTURY FRANCE (3) Exploration of intellectual currents in epistemology, metaphysics, social and political thought, ethics, and aesthetics in eighteenth-century France.

FR 543 SEMINAR: STUDIES IN THE ENLIGHTENMENT (3 per semester, maximum of 6) Discourse and thematic analysis of selected works of French Enlightenment genres: essay, drama, fiction, poetry.

FR 545 ANALYSIS OF FRENCH CIVILIZATION (3 per semester, maximum of 6) French cultural aspects, other than language and literature, conducted in French with the collaboration of specialists outside the French department.

FR 547 MODERNISM AND POSTMODERNISM (3 - 6) Interdisciplinary approaches to these concepts, with a focus on artistic and literary objects in the French context. Prerequisite: FR 545 OR FR 571 OR FR 580

FR 558 AFRICAN NOVEL IN FRENCH (3) Development of novel in French from colonial era to independence; Africanization of genre with African verbal artforms.

FR 559 ISSUES IN FRANCOPHONE LITERATURES (3) Diversity issues in Francophone literatures explored through various literary genres: variable focus may combine genre and topic.

FR 562 FRENCH ROMANTICISM AND REALISM (3) Romanticism, realism, and their variations in the context of social and political revolution.

FR 564 FIGURES OF ALTERITY IN NINETEENTH-CENTURY FRENCH LITERATURE (3) Representations of otherness in nineteenth-century French literature examined through race, gender, religion, and class paradigms.

FR 565 SEMINAR: NINETEENTH-CENTURY STUDIES (1 - 6 per semester) Various nineteenth-century French writers considered in relation to selected esthetic and cultural problems raised during the period.

FR 566 WOMEN WRITERS IN NINETEENTH-CENTURY FRANCE (3) Women's literary



production in nineteenth-century France, including novels, poetry, travel narratives, children's literature, and essays.

**FR 569 MAJOR TEXTS OF TWENTIETH-CENTURY FRENCH LITERATURE** (3 - 6) Established contemporary literary texts, figures, and aesthetic movements in various genres from Proust to Sartre and from Genet to Conde.

**FR 570 MODERN FRENCH POETRY** (3 per semester, maximum of 6) Exploration of the poetic genre and its diversification through poetic prose, free verse, and metaphorical narrative, from Baudelaire to Cixous.

**FR 571 LITERARY THEORY AND CRITICISM** (3) Major trends in contemporary theory and criticism from genre debates to socio-political approaches to literature, post-structuralism, deconstruction, and reception theories.

**FR 572 SEMINAR: TWENTIETH-CENTURY FRENCH LITERATURE** (3 per semester, maximum of 6) Specialized consideration of contemporary writers; for advanced students.

**FR 574 FRENCH FOLKLORE AND POPULAR CULTURE** (3) Historical survey of French folklore and popular culture, with an emphasis on the modern period.

**FR 580 APPROACHES TO FRENCH CIVILIZATION** (3) French interdisciplinary methods of cultural analysis and cultural history, with applications to French cultural artifacts.

**FR 581 THEORY AND TECHNIQUES OF TEACHING FRENCH** (1 - 6)

**FR 583 READING AND FOREIGN LANGUAGE ACQUISITION: RESEARCH AND PRACTICE** (3) Approaches to the study and teaching of reading in University departments of French; materials development practicum.

**FR 584 TESTING FRENCH AS A FOREIGN LANGUAGE: RESEARCH AND PRACTICE** (3) Theoretical and practical approaches to problems in the testing of undergraduate French as a foreign language.

**FR 585 THE CURRICULUM IN THE PEDAGOGY AND ACQUISITION OF FRENCH AS A FOREIGN LANGUAGE** (3) Approaches to the study and development of the undergraduate curriculum of French as a foreign language.

**FR 586 RESEARCH METHODS AND BIBLIOGRAPHY IN FRENCH CIVILIZATION** (1) Introduction to research resources and skills in interdisciplinary French cultural studies and specific subfields of French and Francophone culture & society.

**FR 587 RESEARCH TECHNIQUES AND BIBLIOGRAPHY IN FRENCH LANGUAGE AND LITERATURE** (1 - 3 per semester)

**FR 589 (CMLIT;GER;SPAN) TECHNOLOGY IN FOREIGN LANGUAGE EDUCATION: AN OVERVIEW** (3) Approaches to the uses and research applications of multimedia and other educational technologies applied to the teaching of foreign languages. (also cross listed with APLNG 589)

**INDIVIDUAL STUDIES, INTERNSHIP, AND SPECIAL TOPICS COURSES**

## *Independent Studies Courses*

**FR 596 INDIVIDUAL STUDIES (1 - 9)** Creative projects, including nonthesis research, which are supervised on an individual basis and which fall outside the scope of formal courses.

With the concurrence of a graduate faculty member, a student may take an Independent Studies Course. Students interested in Independent Study should think of a special title and complete the appropriate forms available in the office.

Independent Studies courses are not to be seen as a substitute for required courses in any French graduate degree program, unless expressly approved as such by 1) the student's advisor, 2) the faculty member normally assigned to teach the established course, and 3) the Department Head. In case of disagreement, the Department Head makes the final decision in consultation with all parties concerned.

## *Internship*

### **Becoming a Graduate Intern**

A student consults with his/her advisor to determine whether an internship makes sense for his/her course of study. Internships are not encouraged during the first year of study.

Once each semester an announcement will be posted to the UP Graduate/Faculty listserv (l-upfrog@lists.psu.edu). The announcement will remind students that they can contact any faculty with whom they might like to intern, and will also list courses for which faculty are specifically seeking an intern. Approximately two weeks prior, the Head will have sent an email to faculty asking them whether they would like to list a course for which an intern makes particular sense. Students can contact faculty who did not choose to list a course.

Note: This system does not preclude informal conversations about opportunities for interning.

Reminder: faculty are under no obligation to accept as interns students who approach them; students are under no obligation to work with faculty who approach them.

### **Rights and Responsibilities of Student**

**Credits:** A graduate intern will be awarded 1 to 3 credits of FR596 to be specified as a teaching/research internship. **Note that FR596 cannot substitute for any course or credit requirement in a student's course of study.**

**Undergraduate Teaching:** Possible duties of an intern may include: (a) doing library/data-base searches for relevant information and readings, (b) assisting in the design of lessons and activities around a particular topic, (c) assisting in the development of multimedia, course web-sites or course delivery systems (ANGEL), (d) assisting in the design of assessment measures in undergraduate courses only (assignments, exams, portfolios, etc.).

**Course attendance: Interns cannot be required to attend the full course.**

**Working hours:** All hours given on the following page are per semester. The actual working schedule should be worked out between the faculty member and the intern.

1 credit internship

15 hours total/semester course attendance, including hours teaching/semester

\* This total includes 1-2 hours teaching/semester  
30 hours total/semester of course design  
Total hours: 45 hours/semester (3 hours/week)

2 credit internship

15 hours total/semester course attendance, including hours teaching/semester

\*This total includes 2-4 hours teaching/semester

60 hours total/semester of course design

Total hours: 75 hours/semester (5 hours/week)

Under **exceptional** circumstances, to be approved by the Head, DGS and Advisor, advanced students may partake in a 3 credit internship.

3 credit internship

15 hours total/semester course attendance, including hours teaching/semester

\*This total includes 5-6 hours teaching/semester

120 hours total/semester of course design

Total hours: 135 hours/semester (9 hours/week)

### Rights and Responsibilities of Faculty Members

The faculty and intern are required to agree upon a work plan based on the number of working hours per credit. If both are in agreement, these hours may include preparation for the course during the preceding semester or summer. Preparatory hours count towards the total working hours per credit. Together the intern and faculty member will fill out a “Graduate Teaching Intern Contract - FR596” form summing up hours and duties.

The faculty must assess the intern’s performance and assign a grade to the student at the end of the semester. At the conclusion of the semester, upon request, the faculty member can provide the student with a written evaluation of his or her performance in the form of a letter. Such a letter might be requested if the faculty member is not on the student’s doctoral committee.

Unless they are traveling for professional reasons, faculty members must be in attendance when the graduate intern is teaching or presenting. The faculty member should witness the student teach during the course of the semester.

**Only one intern per course per semester is permitted.**

### *Special Topics courses*

#### FR 597 SPECIAL TOPICS (1 - 9)

On occasion, Special Topics Courses are offered by faculty under the experimental numbers French 497 or French 597. Such a course may be either a one-time offering without subsequent change to an established course, or it may be offered several times under the experimental number before being entered permanently (with its own number) into the French curriculum.

Special Topics courses are not listed in the Graduate School Bulletin. Each semester, the Department publishes a full list of courses to be offered during the subsequent semester. Students should consult the list before seeing their advisor during the University's advance registration period.

### *Course Offerings in Related Areas*

Although the French and Francophone Studies Department requires that all students take a prescribed number of French courses each semester, interdisciplinarity is encouraged whenever appropriate. However, students must demonstrate to their advisors that courses outside the Department will make a substantial contribution to their area of specialization. In some specializations, some of the related areas are specified in the program description.

## NUMBER OF CREDITS AND COURSE REGISTRATION

### *Credits for Graduate Students with Teaching Assistantships*

To maintain full student status, Teaching Assistants must register for a minimum of 9 credits per semester and may take as many as 12 credits. Credits taken for audit are not counted into the minimum, but are counted into the maximum number of credits allowed per semester. Students who wish to take more than 12 credits must be granted an exception on an individual basis by the advisor (with the concurrence of the Director of Graduate Studies) and the Graduate School.

During each semester in which students hold a Teaching Assistantship the department usually enrolls them in French 602 for variable credit depending on the number of sections they are teaching during the given semester. Registration in this course involves weekly meetings with the course coordinator for further teacher development and exam preparation. A grade is given to each student for this course. French 602 credits are not counted in the number of credits required for a graduate degree.

### *Credits for Graduate Students without Teaching Assistantships*

To maintain full student status, graduate students must register for a minimum of 9 credits per semester and may register for as many as 15 credits. Students who wish to take more than 15 credits must be granted an exception on an individual basis through the Office of Graduate Student Programs in Kern Building.

### *Course Registration*

Except for students new to the Department, it is advisable that students register in advance for courses during the "Advance Registration Period" of the preceding semester. Failure to do so may result in one of the following consequences: (1) the course may be closed and the student may not be able to take it; (2) the course may be cancelled due to insufficient enrollment.

In general, students should select French graduate courses numbered 500 and 600. However, the Department permits the use of 6 credits of courses numbered 400 to 499. The decision to take a 400-level course should be made in consultation with the adviser. A 400-level course cannot substitute for a 500-level course on the same topic.

Students who have held a Teaching Assistantship during the two previous, consecutive semesters are given a tuition waiver for 9 credits during the Summer Session. Students are expected to pay tuition for any credits beyond the 9 covered by the tuition waiver.

### *Course Waivers*

A skills course (e.g., FR 581) may be waived for students who have successfully passed an equivalent course at another university. A waiver of this kind requires the consent of (1) the person teaching the course, (2)

the student's advisor, and (3) the Department Head. In such a case only the course requirement is waived; the credits must be made up by substituting another course.

In cases where a student can demonstrate successful completion elsewhere of a course with essentially the same content as one required for a graduate degree program in the French and Francophone Studies Department, the credits may be waived provided the following conditions apply. For M.A. candidates, the course must represent credits earned beyond the baccalaureate degree. For Ph.D. candidates, the course must represent credits earned beyond the M.A. degree. All such waivers require the consent of the student's advisor, Director of Graduate Studies, and the Department Head.

## GRADING SYSTEM

The Graduate School Bulletin mandates the following policies:

A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment.

The following grading system is in effect: any one of nine quality grades (A, A-, B+, B, B-, C+, C, D, F) may be given a graduate student for course work. Cumulative grade point averages are calculated on a 4.0 scale.

At the 400, 500, and 600 levels, grades of A, A-, B+, B, B-, C+, and C denote graduate credit, whereas D and F are failing grades for graduate students, D being the normal failing grade. A grade of C indicates doubt, in the judgment of the instructor, of the student's potential for further graduate study.

A minimum grade-point average of 3.4 for work done at the University is required for all graduate degrees.

### *Unsatisfactory Scholarship*

A graduate student who fails to maintain satisfactory scholarship (3.4 GPA) or to make acceptable progress toward degree completion may be terminated from the graduate program. Receiving a C grade for a final research paper (regardless of the course grade) is considered a serious academic warning and should be addressed immediately with the student's advisor and the director of graduate studies.

### *Deferred Grades*

If work is incomplete at the end of a semester because of circumstances beyond the student's control, or if very little work remains to be done, the instructor may report DF (deferred) in place of a grade. It is not appropriate to use the DF either casually or routinely to extend a course beyond the end of the semester or to extend a course for a student who is failing so that the individual can do extra work to improve the grade. The DF must be removed (i.e., the course must be completed) within nine weeks of the beginning of the subsequent semester (not counting summer), with three possible exceptions: (a) a completion deadline longer than nine weeks may have been previously agreed upon by the instructor and student, with a memo on the agreement having been sent to the Office of Graduate Programs (114 Kern Graduate Building) for inclusion in the student's file; (b) as the 9-week deadline nears, it may become evident that an extension is warranted; or (c) if the student is enrolled in the Summer Session, the deadline for removal of deferred grades from the spring semester is six weeks after the beginning of the Summer Session. The instructor then sends a request for extension (to a specified date) to the Dean in the Office of Graduate Programs, with a justifying statement. If the course is not completed or the instructor does not submit a quality grade for completed work, the graduate recorder automatically records a failing grade.

No deferred or missing grade may remain on the record at those times when a student reaches an academic benchmark. Benchmarks include completion of a Master's program, the doctoral candidacy and comprehensive exams, and the final oral defense. Graduate programs may add additional benchmarks.

There are only three circumstances under which a course grade, once assigned, can be changed: (1) if there was a calculating or recording error on the instructor's part in the original grade assignment (Senate Policy 48-30); (2) if it is a course for which an R grade has been approved and in which an initial R can be assigned and changed later to a quality grade; (3) if, as discussed above, a DF was assigned and the deadline for course completion has not yet passed.

### *"R" Designation*

In the case of thesis work, either in progress or completed, and in certain courses (e.g., 590, 594, 595, 596, 597, 600, 601, and a few others) approved by the Graduate Council, the instructor may report the symbol R in place of a grade. An R does not influence the grade-point average. It indicates that the student has devoted adequate effort to the work scheduled but gives no indication of its quality. The symbol may be used, for instance, in courses that are officially designed to extend over more than one semester or in courses for which a quality grade is inappropriate. An R in an approved course need not be changed later to a quality grade, but may be changed if the instructor deems it appropriate when the course work has been completed. Normally, a quality grade must be reported no later than the end of the following semester.

## GRADUATE STUDENT RESPONSIBILITIES AND PRIVILEGES

### *RESPONSIBILITIES*

1. It is the responsibility of graduate students to remain informed about departmental and Graduate School policies and procedures. All such policies have been clearly formulated in this Handbook and more extensively in the Graduate School Bulletin. Failure to read pertinent information or to obtain it from appropriate sources may result in serious delays in progress toward the degree.
2. It is the responsibility of students to strike a reasonable and manageable balance between teaching responsibilities and academic work. It is best to determine early in one's graduate career how much time should be devoted to both sets of responsibilities in order to accomplish them both successfully.
3. It is the responsibility of students to seek out their advisors, understanding that faculty members are not necessarily always available when students find it convenient. Faculty members are engaged in teaching, research, committee work (departmental, College, University), advising, departmental administrative duties, and a variety of consulting activities. They must often juggle complex schedules that allow for little flexibility. However, every faculty member has posted office hours. Students should take advantage of these hours to have frequent discussions with their advisors.
4. It is the responsibility of Teaching Assistants to fulfill all of the terms of their employment contracts in a professional manner. For specific information on teaching responsibilities, please see the Handbook for Teaching Assistants.
5. Most important, it is the responsibility of students to engage in their academic work in a manner consistent with the scholarly goals set forth by the Department and with the more tangible goal of completing the degree requirements in a timely fashion through work of high quality. Students should not define academic work as merely the material assigned in courses but should also supplement their learning through independent research in the library and by attending lectures given by faculty and visitors. And

finally, engaging in informal conversations with colleagues and faculty as well as with students in small groups goes a long way in furthering the learning process.

### *RIGHTS AND PRIVILEGES*

1. Students can expect that, although any programmatic modifications cannot be applied retroactively, they always have the choice of entering the modified program. Policies and procedures in place at the time of admission to the program will continue to apply to them through the end of their program. However, interrupted study is likely to result in the application of the new policies at the point of re-entry (with the exception of participation in Penn State international exchange programs).
2. Students can expect faculty to react substantively and in depth to written and oral work presented in courses. They should feel free to discuss their work in separate meetings with instructors in order to get corrective feedback and constructive criticism.
3. Students have the right to evaluate each faculty member at the end of each course, using both the standardized University evaluation form and the departmental qualitative form.
4. Students, either individually or through the FFGO, should feel free to raise issues and make suggestions to the Director of Graduate Studies and to individual faculty members.

## THE FRENCH AND FRANCOPHONE STUDIES GRADUATE FACULTY

The list below includes graduate faculty members at University Park. It is in the interest of graduate students to make contact with all faculty members whose field coincides with their own area of study. For more detailed information on each faculty member, consult the Department web site.

**J.-Marc Authier, Professor of French and Applied Linguistics** (Southern California): Grammatical theory and French linguistics.

**Jennifer Anne Boittin, Associate Professor of French, Francophone Studies, and History** (Yale): French and Francophone culture and society; Colonial, French and European history; Caribbean, African and South-East Asian migrations; Race and diaspora; Women, gender, sexuality and masculinity.

**Abigail Celis, Assistant Professor of French, Francophone and African Studies** (Michigan): French and Francophone culture; Race and diaspora theory; visual studies; postcolonial African creative expression; museum studies and practice; gender and sexuality; narrative theory; new materialisms.

**Fabienne Kanor, Assistant Professor of French and Francophone Studies** (Louisiana State): French and Francophone Literature and Culture, Transatlantic Slave Trade, Caribbean Culture, African Migrations, Women, Gender and sexuality, Cinema in West Africa and French Caribbean, Film and Documentary Studies, Creative Writing.

**Vincent G  linas-Lemaire, Assistant Professor of French and Francophone Studies** (Harvard): Modern and Contemporary French literature; Qu  bec literature and culture.

**Emmanuel Bruno Jean-Francois, Assistant Professor of French and Francophone Studies** (Mauritius): 20th and 21st century Francophone and postcolonial literatures; Indian Ocean studies; cultural and ethnic studies.

**Heather McCoy, Teaching Professor of French and Francophone Studies** (Brown): Second Language Acquisition and Cinema; 20<sup>th</sup> century French culture.

**B  n  dicte Monicat, Professor of French and Women's, Gender and Sexuality Studies** (Maryland): 19th-century French literature; travel literature; Women's, Gender and Sexuality Studies.

**Lisa A. Reed, Professor of French and Linguistics** (Ottawa): Syntax; semantics; Canadian French.

**Tracy Rutler, Assistant Professor of French and Francophone Studies and Women's, Gender and Sexuality Studies** (Minnesota): Early Modern French literature; the 18th-century novel; women, gender, and sexuality studies; memory studies; political theory.

**Willa Z. Silverman, Professor of French and Jewish Studies** (NYU): 19<sup>th</sup>- and 20<sup>th</sup>-century French culture, society, and politics; history and literature; French women writers 1870-1914.

**Jean-Claude Vuillemin, Professor of French** (Michigan State): 17th-Century French Literature and Philosophy; Post-structuralism and Reception theories; Baroque Aesthetics; Semiotics of Drama and Theater Theory; Intellectual History.



## USEFUL ADDRESSES AND TELEPHONE NUMBERS

### AU SECOURS!

The administrative assistant and staff assistants in the French and Francophone Studies Department Office are extremely knowledgeable and resourceful people who have a great deal of information at their disposal. Students who need information of various kinds should feel free to consult them.

Central Penn State Information (for campus addresses and telephone numbers)  
814-865-4700

Department of French and Francophone Studies  
237 Burrowes Building  
The Pennsylvania State University  
University Park, PA 16802  
814-865-1492

Media and Technical Support (to reserve AV equipment for classroom use)  
26 Willard Building  
The Pennsylvania State University  
University Park, PA 16802  
814-865-5400

Computer Support (to report problems with computer or printer)  
<http://techsupport.ls.psu.edu>  
814-865-3412

The Graduate School Admissions Office  
114 Kern Graduate Building  
The Pennsylvania State University  
University Park, PA 16802  
814-865-1795

The Graduate School Thesis Office  
115 Kern Graduate Building  
The Pennsylvania State University  
University Park, PA 16802  
814-865-5448

Graduate Student Association  
111B Kern Graduate Building  
The Pennsylvania State University  
University Park, PA 16802  
814-865-4211

Housing Assignment Office (for information about on-campus housing)  
101 Shields Building  
The Pennsylvania State University  
University Park, PA 16802  
814-865-7501

University Office of Global Programs  
Directorate of International Student Advising  
410 Boucke Building  
The Pennsylvania State University  
University Park, PA 16802  
814-865-7681 or 814-865-7681  
Email: [issadvisor@ip.psu.edu](mailto:issadvisor@ip.psu.edu)

Student Insurance Office  
University Health Services  
Student Affairs  
208 Boucke Building  
University Park, PA 16802  
814-865-7467  
[www.sa.psu.edu/uhs/basics/insurance.cfm](http://www.sa.psu.edu/uhs/basics/insurance.cfm)

Office of Student Aid (for loans, part-time jobs, work-study funds)  
314 Shields Building  
The Pennsylvania State University  
University Park, PA 16802  
814-865-6301

American Association of Teachers of French (AATF)  
Mailcode 4510  
Southern Illinois University  
Carbondale, IL 62901-4510  
618-453-5731  
Fax: 618-453-5733  
E-mail: [abrate@siu.edu](mailto:abrate@siu.edu)

The Modern Language Association of America (MLA)  
10 Astor Place  
New York, NY 10003-6981  
212-614-6382  
Fax: 212-477-9863

American Council on the Teaching of Foreign Languages (ACTFL)  
6 Executive Plaza  
Yonkers, NY 10701-6801  
914-963-8830  
Fax: 914-963-1275  
[headquarters@actfl.org](mailto:headquarters@actfl.org)

Career Services  
111 Bank of America Career Services Bldg.  
814-865 2377

## APPENDIX A

### Forms: M.A. Degree Program

1. M.A. Reading List - Requirement for Culture & Society and Literature
2. M.A. Foreign Language Requirement
3. Report of Completed Master's Paper

## M.A. READING LIST

### REQUIREMENT FOR CULTURE & SOCIETY AND LITERATURE

#### Moyen Age

*La Chanson de Roland* (c. 1100) : laisses sur la mort de Roland

*Le Roman de la Rose* : Guillaume de Lorris (c. 1237) : les scènes du jardin

François Villon, *Ballade des dames du temps jadis* (1533)

Christine de Pisan, *La Cité des Dames* (Livre I, part 1)

Marie de France, *Lanval* (c. 1170-1215)

#### XVI<sup>e</sup> siècle

François Rabelais, *Gargantua* (1534) : « Prologue » + « Abbaye de Thélème »

Joachim du Bellay, *Défense et illustration de la langue française* (1549)

Marguerite de Navarre, *L'Heptaméron*, 1<sup>er</sup> prologue + 1<sup>er</sup> Journée, 4, 6, 7, 8 + 8<sup>e</sup> Journée, 72 (1558)

Louise Labé, « Si jamais il y eut plus clairvoyant qu'Ulysse » ; « Depuis qu'Amour cruel empoisonna » ; « Je vis, je meurs : je me brûle et me noie » ; « Ô doux regards, ô yeux pleins de beauté » ; « Baise m'encor, rebaise-moi et baise »

Pierre de Ronsard, « Comme on voit sur la branche, au mois de mai la rose » ; « Quand vous serez bien vieille » ; « Mignonne, allons voir si la rose »

Michel de Montaigne : *Essais* (1588-1595) (sélection) : « Aux Lecteurs » ; « De la force de l'imagination » (I, 21) ; « Des cannibales » (I, 31) ; « Des livres » (II, 10) ; « Du repentir », (III, 2) ; « Des boiteux » (III, 11) ; « De l'expérience » (III, 13), in P. Villey et V.-L. Saulnier, éd., *Michel de Montaigne, Les Essais*, Paris, PUF., coll. « Quadrige », 2004.

Agrippa d'Aubigné, *Les Tragiques* (1616): "Misères," v. 55-110; "Les Fers", v. 765-954.

#### XVII<sup>e</sup> siècle

Pierre Corneille, *L'Illusion comique* (texte de 1635)

René Descartes, *Le Discours de la méthode* (1637)

Bossuet, Jacques-Bénigne. *Sermon sur la Mort* (1662)

Blaise Pascal, *Pensées* (1670). Fragments : 33 « Misère » ; 50, 55, 56, 70, 74, 78 (*Imagination*), 85 « Vanité » ; 94, 100 « Misère » ; 146 « Grandeur » ; 153, 163 « Contrariétés » ; 168, 169, 170, 171, 515 « Divertissement » ; 230, 231, 232, 233 (disproportion de l'homme) ; 680 (pari), in G. Ferreyrolles et Ph. Sellier, éd., Paris, Librairie Générale Française, 2004.

Jean Racine, *Phèdre* (1677), in G. Forestier, éd., Paris, Gallimard, coll. « Pléiade », 1999.

Mme de La Fayette, *La Princesse de Clèves* (1678)

Mme de Scudéry, « La tyrannie de l'usage », in *Conversations morales* (1676)

#### XVIII<sup>e</sup> siècle

Montesquieu, *Lettres Persanes* (1721) (Lettres 2, 7, 19, 24, 26, 29, 36, 62, 161)

Marivaux, *Le jeu de l'amour et du hasard* (1730)

Graffigny, *Lettres d'une Péruvienne* (1752)

Jean-Jacques Rousseau, *Du Contrat social* (1762)

Voltaire, *Dictionnaire philosophique* (« Intolérance ») (1763)

Diderot, *Le Rêve de d'Alembert* (1769)

Diderot and d'Alembert, *Encyclopédie*, « Discours préliminaire » (1751)

Évariste de Parny, *Les Chansons madécasses* (1787) (Chansons III « Quel imprudent ose appeler », V « Méfiez-vous des blancs », IX « Une mère traînait sur le rivage »)

Olympe de Gouges, *Déclaration des droits de la femme et de la citoyenne* (1791)

Un Enfant d'Haïti, « La Nature infiniment sage » (1804)  
Juste Chanlatte, « Quels apprêts ? Quels moments ? » (1805)

### XIX<sup>e</sup> siècle

Chateaubriand, *René* (1802)  
Claire de Duras, *Ourika* (1824)  
Victor Hugo, « Préface de *Cromwell* » (1827) ; « Demain, dès l'aube » (1856)  
Eugène Delacroix, « La mort de Sardanapale » (1827)  
George Sand, *Indiana* (1832)  
Gustave Flaubert, *Madame Bovary* (1857)  
Charles Baudelaire, « Correspondances » ; « L'invitation au voyage » ; « Chant d'automne » ; « Spleen : Quand le ciel bas et lourd... », in *Les Fleurs du mal* (1857) ; *Le Peintre de la vie moderne* (1863).  
Arthur Rimbaud, « Le bateau ivre » (1871)  
Joris-Karl Huysmans, *A Rebours* (1884)  
Émile Zola, *L'œuvre* (1886)

### XX<sup>e</sup> siècle

André Gide, *L'Immoraliste* (1902)  
Eugène Atget, « La Zone : Intérieur d'un chiffonnier. Boulevard Masséna (13<sup>e</sup> arrondissement) (1912) : <http://expositions.bnf.fr/atget/grand/344.htm>  
Marcel Proust, *Du côté de chez Swann*, « Combray » (1913)  
Guillaume Apollinaire, *Les Mamelles de Tirésias* (1917)  
« Ne visitez pas l'exposition Coloniale » par le Collectif des douze surréalistes (1931) Simone de Beauvoir, *Le Deuxième sexe* (1949)  
Claude Lévi-Strauss, *Tristes Tropiques* (1955)  
Frantz Fanon, « Sur la culture nationale » (1961)  
Ahmadou Kourouma, *Les Soleils des indépendances* (1968)  
Aimé Césaire, *Une tempête* (1969), « Discours sur le colonialisme » (1950)  
Ousmane Sembène, *Xala* (1975)  
Georges Perec, *W ou le souvenir d'enfance* (1975)  
Assia Djebar, *Femmes d'Alger dans leur appartement* (1980)  
Pierre Michon, « Vie des frères Bakroot » et « Vie du père Foucault », in *Vies minuscules* (1984)  
Claire Denis, *Chocolat* (1988)  
Mathieu Kassovitz, *La Haine* (1995)  
Édouard Glissant, *Introduction à une poétique du divers* (1996)  
Yasmina Reza, *Art* (1997)  
Laurent Valère, « Cap 110 : Mémorial de l'Anse Cafard, Martinique » (1998) :  
[https://www.rendeznousvisite.com/visites\\_virtuelles/martinique/diamant/2015/cap110/](https://www.rendeznousvisite.com/visites_virtuelles/martinique/diamant/2015/cap110/)

### XXI<sup>e</sup> siècle

Joël Pommerat, *Je tremble (I)* (2007)  
Ananda Devi, *Ève de ses décombres* (2006)  
Alain Mabanckou, *Black Bazar* (2009)  
Marie N'Diaye, *Trois femmes puissantes* (2009)  
Virginie Despentes, *Apocalypse bébé* (2010)  
Pascal Quignard, *Les Désarçonnés* (2012)  
Patrick Modiano, *Pour que tu ne te perdes pas dans le quartier* (2014)  
Laurent Bidet, *La septième fonction du langage* (2015)

(2017)

DEPARTMENT OF FRENCH AND FRANCOPHONE STUDIES

**M.A. Foreign Language Requirement**

Date:

To: Graduate Staff Assistant

This is to confirm that \_\_\_\_\_,

ID# \_\_\_\_\_ a candidate for the Master's Degree in French, has fulfilled the French Department's language requirement.

The second foreign language is \_\_\_\_\_. The requirement was fulfilled through:

Courses: \_\_\_\_\_

Exam(s): \_\_\_\_\_

Native Language (Other than English or French): \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_



## APPENDIX B

### Forms: Ph.D. Program

1. Ph.D. Foreign Language Requirements
2. Graduate School's Ph.D. English Competency Requirement
3. Ph.D. Thesis Proposal Submission Form
4. Ph.D. Thesis Proposal Approval Form
5. Proposal for Graduate-level Independent Study Courses (FR 596)
6. Graduate Teaching Intern Contract



DEPARTMENT OF FRENCH AND FRANCOPHONE STUDIES

Ph.D. Foreign Language Requirements

This is to confirm that \_\_\_\_\_, ID#, \_\_\_\_\_  
a candidate for the Ph.D. Degree in French, has fulfilled the French Department's language  
and communication requirements.

Foreign Languages:

1. \_\_\_\_\_ 2. \_\_\_\_\_

The requirement was fulfilled by means of:

Courses: \_\_\_\_\_  
\_\_\_\_\_

Exam:  
\_\_\_\_\_

Native Language (Other than English or French): \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

THE PENNSYLVANIA STATE UNIVERSITY  
Department of French and Francophone Studies  
211 Burrowes Building  
865-1492

This is to confirm that \_\_\_\_\_, ID# \_\_\_\_\_,  
a candidate for the Ph.D. degree in French, has fulfilled the Graduate School's  
English competency requirement.

**METHOD OF ASSESSMENT:**

\_\_\_\_\_ **Candidacy exam**      Date: \_\_\_\_\_

\_\_\_\_\_ **Presentation of a paper**

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Successful completion of FR 581 or \_\_\_\_\_ (another graduate course  
in Foreign Language Acquisition taught in English)**

Date: \_\_\_\_\_

\_\_\_\_\_ **Other**

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Department of French and Francophone Studies

Ph.D. Thesis Proposal Submission Form

Name of Student \_\_\_\_\_

Dissertation Topic \_\_\_\_\_

Committee members are asked to focus on the content rather than the style of the proposal. It is understood that the dissertation itself will undergo extensive stylistic editing.

\_\_\_\_\_ I approve the dissertation proposal in its present form.

\_\_\_\_\_ I would prefer to see the following modifications in the proposal.  
(see general comments below and/or specific comments in margins of proposal)

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\_\_\_\_\_  
Signature of Committee Member

Please send this form back to the chair of this student's committee. Thanks.

Department of French and Francophone Studies

Ph.D. Thesis Proposal Approval Form

Date:

To: Graduate Staff Assistant

The following student's Ph.D. thesis proposal has been approved.

Name of student \_\_\_\_\_ Student Number \_\_\_\_\_

Dissertation Topic

\_\_\_\_\_

Comprehensive Exam Committee Members:

Committee Chair (s) \_\_\_\_\_

Thesis Advisor (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outside Member \_\_\_\_\_, Dept. \_\_\_\_\_

Special Member \_\_\_\_\_

\_\_\_\_\_

**Note:** If a special member is serving on this committee, please attach a copy of their CV, along with a letter indicating reason for serving on the committee (unless previously submitted).

\_\_\_\_\_

Signature of Committee Chair

Proposal for Graduate-level Independent Study Courses (FR 596)

Name of Student \_\_\_\_\_

Name of Advisor \_\_\_\_\_

Name of Instructor Offering Course \_\_\_\_\_

Semester/Year \_\_\_\_\_ No. of Credits \_\_\_\_\_

Topic of Course: \_\_\_\_\_

In order for the topic to appear on a student's transcript, the faculty member must formally list the name of the course with the department staff assistant, who will then process the appropriate forms with the Associate Dean's Office.

Justification for Taking an Independent Study Course:

Brief Description of Course:

Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Head: \_\_\_\_\_ Date: \_\_\_\_\_

Copy: Student File

Department of French and Francophone Studies  
Graduate Teaching Intern Contract - FR596

Date: \_\_\_\_\_

Graduate Student: \_\_\_\_\_

Registering for Special Title Course: FR596 Semester: \_\_\_ Credits: \_\_\_

Title (not to exceed 18 characters including spaces):  
\_\_\_\_\_  
\_\_\_\_\_

Course to Assist: FR \_\_\_\_\_

Professor: \_\_\_\_\_

We agree that the intern will be responsible for the following duties. Please check all the appropriate tasks and specify the number of hours per **semester** that each task entails. Please note: the total hours listed below does **not include** presence in class and teaching hours. Thus for 1 credit, the total listed below should come to 30 hours/semester; for 2 credits, the total listed below should come to 60 hours/semester; for 3 credits, the total listed below should come to 120 hours/semester.

- Library or database searching \_\_\_\_\_ hours
- Lesson and/or activity design \_\_\_\_\_ hours
- Technology enhancements \_\_\_\_\_ hours
- Assessment design (undergrad course only) \_\_\_\_\_ hours
- Other \_\_\_\_\_ hours

Specify these duties:

Attending and contributing to class

Total hours **per semester** \_\_\_\_\_ hours

---

We agree that the intern will teach the course for \_\_\_\_ credit hours this semester. One credit hour = 50 minutes.

	Not less than:	No more than:
1 credit internship	1 hour	2 hours
2 credit internship	2 hours	4 hours
3 credit internship	5 hours	6 hours

---

Based on the above work and teaching requirements, we agree that the intern will register for:

- 1 credit (1-2 credit hours teaching,  $\approx$  30 hours of tasks)
- 2 credits (2-4 credit hours teaching,  $\approx$  60 hours of tasks)
- 3 credits (5-6 credit hours teaching,  $\approx$  120 hours of tasks)

In accord with departmental guidelines for graduate teaching internships, we agree that the intern will not be required to attend more than one credit hour of class, on average, per week, that the intern will not be required to perform clerical duties such as typing or photocopying, and that the intern will not be asked to grade. We agree that whenever possible the professor will be in attendance when the intern is teaching the course, that the professor will assess the student's performance as an intern and teacher at the conclusion of the semester, and that upon request the professor will provide the student with a written performance evaluation.

Signatures:

Professor: \_\_\_\_\_

Student: \_\_\_\_\_

Advisor: \_\_\_\_\_

Department Head: \_\_\_\_\_