

**DEPARTMENT OF MODERN FOREIGN
LANGUAGES AND LITERATURES**

THE 2002-2003 FRENCH GRADUATE HANDBOOK
(Section II: General Information for M.A. and Ph.D.
Students)

**COLLEGE OF ARTS AND SCIENCES
THE UNIVERSITY OF TENNESSEE, KNOXVILLE**

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Introduction

As a member of the French program, your success is important to us. This handbook contains important information on policies, requirements, and issues of concern to graduate students and your degree program, which should assist you to succeed. You will find in Part 1 general information and, under the relevant subheading of Part 2, more detailed information pertaining to the degree level to which you have been admitted.

We also recommend that you read each latest issue of the Graduate School's newsletter, *Graduate School News*, which contains the latest in news and policy updates affecting graduate students. *Graduate School News* will normally be mailed to you directly from the Graduate School at the beginning of each semester, but if for any reason you do not receive a copy, you can consult the copy retained in the main office, 701 McClung Tower.

Another publication which you should retain for consultation is *Hilltopics : A Student Handbook*. It contains, among other things, information on your rights and responsibilities as a student here. Finally, the *Graduate Catalog* is an indispensable guide for all students.

We believe that these documents contain sufficient information to help you stay focused, and we hope that your experience in the French section will be a rewarding one and lead to the intellectual and personal growth which you seek. As revisions are made to this handbook to reflect changes in policy or procedure, the appropriate pages will be updated and copied to you. You may direct questions about any material in this Handbook to the French Graduate Coordinator :

Professor John B. Romeiser
The University of Tennessee
701 McClung Tower
Knoxville, TN 37996-0470
e-mail : jromeise@utk.edu
(865) 974-7602
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PART 1

1. GENERAL INFORMATION FOR M.A./ PH.D. STUDENTS

Graduate Students in French at The University of Tennessee enjoy :

- Highly individualized contact with the French graduate professors ;
- Opportunities to assist in UTK's summer program in Caen, France ;
- Financial support to participate in professional meetings ;
- Interactions with students from the U.S. and the rest of the world ;
- An opportunity to compete for a Teaching Assistant Exchange with France.

1.1. The French Faculty**Professors :**

Paul E. Barrette, Professor of French. Ph.D., University of California-Berkeley, 1963. Major field : medieval French language and literature.

His research interests focus on three areas. In the medieval verse period, he has been interested for at least the last ten years in hagiography in French, most specifically for the end of the middle ages, but recently, these interests have also taken him to the Italian and Spanish traditions. Concerning French North America, he has focused more specifically on the Quebec novel, but as a focus for culture, all of Francophone North American literature has been a matter of interest. His interest in French stylistics has been long-standing. Books and articles in all these areas have appeared in recent years, and he has contributed to the first two areas recently through numerous presentations.

Patrick S. Brady, Professor of French and Shumway Chair of Excellence. D.U.P., Sorbonne, 1960. Major field : the novel.

He has taught at Rice and Harvard and presently occupies the Shumway Chair of Excellence. He has published a dozen books and over a hundred articles applying critical perspectives drawing on period style, structuralism, archetypal theory, psychoanalysis, transactional analysis, group behaviour theory, feminism, multiculturalism, catastrophe theory, chaos and complexity theory, control theory. Topics: the rococo, Zola, Proust.

He founded and serves as editor of an interdisciplinary journal, *Synthesis*, which has published issues on chaos theory, feminism, orientalism, the relationship between mind, body and literature and that between myth, magic, and metamorphosis. The next issue will be devoted to "Colour, Race and Prejudice".

Edmund J. Campion, Professor of French. Ph.D., Yale University, 1976. Major field : 16th- & 17th-century French literature.

His research deals largely with the influence of the classical and neo-Latin traditions on French writers of the sixteenth and seventeenth centuries. A book, *Montaigne, Rabelais, and Marot as Readers of Erasmus*, was published in 1995. Other recent publications have dealt with Erasmus, the problems involved in preparing critical editions of the French literary works from the early modern period, Mme de Lafayette's novel *La Princesse de Clèves*, Quinault, and Montaigne.

Karen D. Levy, Professor of French. Ph.D., University of Kentucky, 1971. Major field: 20th-century French literature.

Primary area of research is twentieth-century French fiction, poetry, and literary criticism. Over the last several years, she has published a series of articles on the prose works of Michel Tournier, the latest of which appeared in the summer 1995 issue of *Studies in Twentieth Century Literature*. She has likewise published articles on the criticism of Jean Paulhan and Jacques Rivière, on whom she wrote a book in the 1980's. She has also published articles on the later writings of André Malraux. Along with John Romeiser, she edits the international *Revue André Malraux Review*. Most recently she has been working on a series of articles on J.M. G. Le Clézio and has been studying the philosophy of Emmanuel Levinas. Newest works incorporating Levinas's ideas are "Elsewhere and Otherwise: Levinasian Eros and Ethics in Le Clézio's *La quarantaine*," which is appearing in *Orbis Litterarum* and "Unforeseeable Epiphanies: Re-Encountering Malraux in Proximity with Lévinas," which appeared in the critical anthology *André Malraux: Across Boundaries*, published by Rodopi.

John B. Romeiser, Professor of French. Ph.D., Vanderbilt University, 1975. Major field: 20th-century French literature.

Research interests include twentieth-century French literature, especially Civil War, and instructional technology issues. He has worked closely with the Normandy Scholars Program since its inception in 1992. Along with Karen Levy, he serves as co-editor of the *Revue André Malraux Review*. He continues to advise students and work with the Language and World Business program. His latest article, "His Master's Voice: Leadership Lessons in *L'Espoir*," appeared in the critical anthology, *André Malraux: Across Boundaries*, published by Rodopi. He also serves as graduate director and "webmaster" for the French program site.

Associate Professors :

Margaret H. Beauvois, Associate Professor of French. Ph.D., University of Texas-Austin, 1992. Major field : foreign language education.

Primary areas of research are second language acquisition, computer-mediated communication, and writing via a local area network (LAN). The latter research focus, largely grant supported, deals with student affective response and academic achievement in courses taught using synchronous real-time computer conferencing. (Articles have been published in *Foreign Language Annals*, *Computers and the Humanities*, *The Rams' Horn*, *CALL: An International Journal*, *The CALICO Journal*, *The ACTFL Volume on Technology*, and in *Affect in FL-SL-Learning: A Practical Guide to Creating a Low Anxiety Atmosphere*, a volume edited by her colleague, Dolly Young.) A co-authored textbook on strategies for reading French, *Schémas*, was published in February 1996. A secondary research area is the study of Self-Access Language Learning in France and in Mexico. This study has been funded by a Fulbright Senior Scholar's grant. Another interest is ethnographic research through the use of the phenomenological interview. Dr. Beauvois is currently doing research on the graduate student experience in the Department of Modern Foreign Languages in conjunction with the Phenomenology Group under the direction of Dr. Howard Pollio, Department of Psychology.

Les Essif, Associate Professor of French. Ph.D., Brown University, 1991. Major Field : 20th-century French narrative and theater.

Main areas of research and publication are dramatic and performance theories concerning contemporary French theater; the semiotics and

phenomenology of theatrical space in post-1950 theater, especially the use of empty space by contemporary dramatists to convey meaning ; foreign language performance pedagogy; and 20th century critical theory . His recent book, *Empty Figure on an Empty Stage : The Theater of Samuel Beckett and his Generation* has been published by the University of Indiana Press. He is currently section coordinator for French.

Christine Holmlund, Associate Professor of French. Ph.D., University of Wisconsin-Madison, 1984. Major fields : cinema studies, women's studies.

Principal research interests are film, film theory, feminist, post-colonial, and queer theory, cultural studies. Recent publications include *Impossible Bodies: Femininity and Masculinity at the Movies*, Routledge, London and New York, 2001; *Between the Sheets, In the Streets*, ed. Chris Holmlund and Cynthia Fuchs, University of Minnesota Press, Minneapolis, 1997; articles and book chapters on experimental, documentary, and mainstream genre films from Canada, Europe, the U.S., and Latin America, as well as on feminist, post-colonial, and queer theory. Work in progress includes: *Contemporary American Independent Cinema*, forthcoming Routledge 2002.

Mary McAlpin, Associate Professor of French. Ph.D., Columbia University, 1994. Major field : 18th-century French literature and culture.

Principal research interests : gender theory; the Enlightenment; the French Revolution; genre studies. She has published articles on Rousseau's correspondence; feminist theory and the *Lettres portugaises*; the use of history in the *Mémoires* of Mme Roland; and the complex sexual politics of Montesquieu's *Lettres persanes*. Articles-in-progress examine (a) the relationship between sex and religion in Diderot's *La Religieuse* and (b) the reception history of the *Mémoires* of the Duchess of Tourzel, governess to the children of Louis XVI and Marie-Antoinette during the French Revolution. A completed book manuscript examines in detail Rousseau's correspondence with a woman fan, with two goals in mind: establishing the generic value of the published private letter in eighteenth-century France, and cautioning against the use of such documents in reader-response criticism.

1.2. Research and Scholarship Expectations

Completing your degree program should be your top priority, and we will support your efforts. We expect that you will participate in research and scholarly activities, including conference attendance and the preparation of a thesis or dissertation. A thesis is similar to a dissertation in that both :

- are scholarly works
- develop a topic logically
- are thoroughly and meticulously carried out
- require an oral examination and approval of both written and oral examinations by the student's committee.

A dissertation is however different from a thesis in that:

- a dissertation should demonstrate your ability to identify, evaluate and synthesize the body of literature and/or theoretical framework on the topic, and logically arrive at a substantive problem statement which extends the body of knowledge in the discipline.
- a dissertation should have greater depth and breadth of topic(s).

Specific research and scholarship expectations are indicated separately for the M.A. (cf. 2.1.7.) and Ph.D. (cf. 2.2.7.) programs in Part 2. You are encouraged to write each term paper with a view to submitting it for publication in a refereed journal, adhering to all details of style and academic rigor.

Also make it your goal to acquaint yourself with the major professional societies and organizations, as well as the publications which these societies maintain. These include the American Association of Teachers of French (AATF), which publishes *The French Review*, and the Modern Language Association (MLA), which is responsible for the *PMLA*, the *MLA Annual Bibliography* (with volumes in literature, linguistics, and pedagogy), and the *MLA Handbook* (1998), the standard reference for formatting citations in research papers. The MLA offers job placement services, and the MLA convention in December is particularly important for Ph.D. candidates to network with prospective employers. Both MLA and AATF have regional chapters, the latter being a component of the TFLTA (Tennessee Foreign Language Teaching Association). These groups meet on a regular basis, have special programs, and will be of interest and value to you as avenues for developing professional contacts and having a good look at the profession as

it operates in other institutions and in other areas of the country.

1.3. Financial Support

You probably have some financial support already. If not, there is limited financial support available through the Department in the form of Graduate Teaching Assistant, or Graduate Teaching Associate positions. Subsection 1.3.1. describes the application process for these positions. Other types of financial support available through different departments of the university include :

a. Fellowships : Applicants interested in being considered for the Hilton A. Smith Graduate Fellowship, the Herman E. Spivey Graduate Fellowship, and the National Alumni Association Graduate Scholarship should write directly to the Office of Graduate Admissions and Records, 218 Student Services Building, University of Tennessee, Knoxville, TN 37996.

b. Minority Fellowships : Are open to American citizens who are members of minority groups, as defined by the U.S. Congress. Applicants should write directly to the Associate Dean of The Graduate School, 404 Andy Holt Tower, University of Tennessee, Knoxville, TN 37996.

c. Loans and Work Study : Applicants should contact Richard Bishop, Director of Scholarships and Financial Aid, 115 Student Services Building, University of Tennessee, Knoxville, TN 37996.

1.3.1. How to Apply for a GTA Position

The number of GTA positions available is limited, so you should apply as early as possible in order to be considered. The acronym "GTA" designates both Graduate Teaching Assistant and Graduate Teaching Associate. Section 1.3.2. explains the difference between Assistants and Associates. GTA positions provide a gross stipend per academic year, whose value is communicated to each recipient. Each award comes with a tuition and fee waiver. Fees not waived and which the student must pay include the applicable activities fee and a technology fee, which are subject to change without notice by the university. Stipends are taxable earnings and the net stipend will be slightly lower than the gross amounts indicated in the letter of award, and in subsequent renewal notices.

To apply for a GTA position, complete an application form, obtainable from the Departmental secretary, and submit it to the **French**

Graduate Coordinator (NOT to the Office of Graduate Admissions and Records), along with a dossier comprised of the following supporting documents : (1) at least two letters of recommendation from persons who have worked with you in a professional capacity, (2) a brief essay in French detailing the reasons for applying for aid, and (3) a copy of your transcripts from all universities attended, including UT if applicable. Have the letters of recommendation mailed directly to :

French Graduate Coordinator
The University of Tennessee
701 McClung Tower
Knoxville, TN 37996-0470
Fax : (865) 974-7096.
Telephone : (865) 974-3421.

For support beginning in the fall semester (August-December), submit your completed application **no later than February 15**.

Eligibility

For having been admitted to The Graduate School, you are eligible to apply for a GTA position. However, since awards are merit-based, your qualifying for an award will depend on your qualifications relative to those of the pool of applicants. If you minored in French for the B.A. you may still be considered for a GTA position if you can demonstrate to the satisfaction of the French faculty that you have sufficient oral and written proficiency in French to function well as a French teacher. Such demonstration is your responsibility, and may or may not be solicited by the French faculty. Finally, if your native language is not English, you will also need to have scored at least 50 on the SPEAK test (administered at UT) in order to teach unconditionally as a GTA. An equivalent score on the Test of Spoken English (TSE) will be accepted as a substitute for the SPEAK score.

Applications are reviewed by all faculty members of the French section, and awards are made by April 1. **Should you receive an offer, remember to accept it in writing immediately, or your award will be reassigned to other deserving applicants.**

1.3.2. Teaching Responsibilities and Classification of GTAs

Graduate Teaching Assistants and Graduate Teaching Associates have different responsibilities :

Graduate Teaching Assistants

A Graduate Teaching Assistant cannot be assigned primary responsibility for a course. Graduate Teaching Assistants may be assigned to help prepare classes, conduct laboratory sessions, assist in the Language Resource Center, serve as research assistants, grade papers, keep class records, etc. They work to gain teaching skills and an increased understanding of the discipline. Appointments at the Graduate Teaching Assistant level are normally on a 25% to a 50% time basis, and the annual stipend is payable in twelve monthly installments.

Graduate Teaching Associates

A Graduate Teaching Associate may be assigned primary responsibility for teaching undergraduate courses. Graduate Teaching Associates are ineligible to teach courses approved for graduate credit. To qualify as a Graduate Teaching Associate, you should have **completed eighteen or more hours of graduate course work** in French. Appointment at the Graduate Teaching Associate level usually carries 25% to 50% of a normal teaching load. The annual stipend is payable in twelve monthly installments.

According to University regulations, **entering graduate students who have no prior teaching experience do not teach during their first semester in the program**. After completing 18 hours of graduate course work, M.A. students are encouraged to teach one class of first year French per semester, while Ph.D. students teach two classes per semester. **All students holding a Graduate Teaching Assistant or Associate position are required to take French 512 (Teaching a Foreign Language) or provide evidence that they have recently taken a direct equivalent**. See 1.3.3. for the policy on renewal of GTA appointments.

1.3.3. Assistantship Renewal Policy

GTA positions are awarded for one year, with renewal for subsequent years being contingent upon satisfactory performance in both teaching and academics. If you hold a GTA position, university regulations require that you be enrolled as a full-time student. In order for the French section to

comply with this requirement, we ask that you provide evidence of your enrollment as a full-time student before you get your teaching assignment. So do well to preregister early in order to get your teaching assignments early. You could lose your priority status (see 1.3.5.) by delaying your course registration, and you might even end up having no financial support for the semester or academic year in the worst of cases. We want to work with you to make your experience here a good one, so we urge you to cooperate with us in fulfilling this university policy. If after getting your teaching assignment you fail to maintain your full-time student status, you could be denied renewal of your GTA appointment (see 1.5.).

As a GTA, you are expected to attend the pre-service orientation workshop, which is usually held at the beginning of each semester during the week before classes begin. If you cannot teach your class for whatever reason, you should (1) arrange for another GTA to fill in for you, **and** (2) inform the language supervisor of both the absence and the arrangements made for a substitute. If the absence is a planned one, such as a doctor's appointment that cannot be arranged at a more convenient time, the supervisor should be informed of it as early as possible. Do not fail to notify the supervisor, especially when no arrangements for a substitute have been made. Your assistantship could be revoked for it. At the end of each final exam period, remember to turn in the grade sheet(s) for your class(es) to the supervisor.

Since you are expected to maintain a minimum GPA of B (3.0) in order to keep your GTA position, your academic standing is reviewed at the end of each semester in order to ensure that you are in compliance. Your faculty advisor will inform you of any concerns raised about your performance. Students whose assistantship appointments are terminated for academic reasons may apply for reinstatement upon attaining a 3.0 average.

M.A. candidates receive two years of GTA support, while Ph.D. candidates receive up to four years of GTA support beyond the M.A. Doctoral candidates who have exhausted their regular teaching assistantship appointments, but who have passed their comprehensive examination and are making good progress toward completing the dissertation may be offered a part-time instructorship for one or more semesters, depending upon departmental need. Appointments as instructor provide approximately the same level of support as that of the regular GTA, but doctoral candidates

holding an instructorship are required to pay any fees related to maintaining their enrollment in the program (i.e. French 600 : Thesis).

1.3.4. Summer Teaching by GTA's

If you already have some teaching experience, you will be eligible to apply for the limited number of teaching positions open during the summer. Summer teaching brings extra pay. To apply for summer teaching, all you need to do is indicate to the department head that you would like to be considered for summer teaching. Summer teaching requests should be submitted when the summer teaching schedules are being prepared (towards the end of the Fall semester or early Spring).

Appointment to a summer teaching position is determined on the basis of seniority and the applicant's progress towards completion of the degree.

1.3.5. Priority in GTA Appointments and Renewals

To ensure equity regarding regular GTA appointments, extra-section appointments and summer appointments, the following principles will be followed :

1. As a general rule, no one receives an appointment to teach more than two classes per semester. GTA's working towards the Ph.D. degree, making reasonable progress, and demonstrating effective teaching, are at the top of the priority list. They will normally teach two classes per academic semester. M.A. students satisfying the same criteria have second priority and will normally teach one class per academic semester. All other appointments are contingent upon student enrollment and availability of funds to hire more instructors.

2. Whether teaching is regarded as "effective" or not will be determined by the department Head, after consulting with the tenured and tenure-track French faculty. Such determination will be based on: (a) the Supervisor's evaluations of the GTA ; (b) written student evaluations ; and (c) if necessary or desirable (which will be the case when a dispute arises, or in order to provide letters of recommendation), the report on the classroom performance of the GTA, as observed by two faculty members selected by the department Head in consultation with the lower division language supervisor.

3. Appointments for second-year French courses are reserved ideally for those who have taught in the first-year program. In certain cases, upper-level courses (generally the 300 level conversation-composition sequence, the intermediate grammar-transition course, and the introductory literature sequences) may be taught by GTA's, post-M.A. students, and Ph.D. holders, contingent on student enrollment, availability of funds, and need. Priority for assignment of such courses will be given to candidates who demonstrate superior academic achievement and teaching effectiveness.

4. M.A. students typically receive two years of support; Ph.D. students receive four years of support beyond the M.A. All renewals are contingent upon department need, enrollment, availability of funds, progress toward the degree and teaching effectiveness.

5. Summer teaching (mini-term and summer term) is limited to six hours for those pursuing the Ph.D. or M.A. degree. It is recommended, however, that M.A. students who are deemed eligible (cf 1.3.4. for eligibility criteria) to teach during the summer teach only three hours in order to have more time to prepare for their exams.

1.3.6. Priority for Term Hires

The following principles will be followed :

1. Openings for post-degree (post-M.A. or postdoctoral) term appointments will be posted as formal job announcements. Application dossiers submitted by prospective candidates (résumé, letters of recommendation, evidence of effective language/literature teaching) will be reviewed by the French tenured and tenure-track faculty, and selected candidates will be interviewed by a committee of representatives from the French section. Applications will be kept on file and considered active for a period of two years, unless notification is received to the contrary.

2. For term hires, what constitutes "effective" teaching will be based on (a) the strength of the evidence provided by the candidate ; (b) the Supervisor's evaluations (in the case of a renewal application) ; (c) written student evaluations ; and (d) if necessary or desirable (in the case of disputes over an application for renewal), the observations of two other faculty members selected by the department Head in consultation with the supervisor of lower division language instruction.

3. Post-M.A. and post-Ph.D. support will be contingent upon

department need, student enrollment, availability of funds, academic record, and teaching effectiveness.

1.4. Registration, Course Load and Full- vs. Part-time Status

Entering students should register for courses online before they arrive or do so during the two-day registration period at the beginning of the semester. Continuing graduate students are encouraged to **register as early as possible** during the normal registration periods of each semester. Early registration helps the section to determine which courses need to be canceled due to inadequate enrollment, and helps the students affected by a course cancellation to re-register in another course.

You need to be aware of and endeavor to adhere to the college's policy on course loads for maintaining full-time status. To satisfy the load requirement, courses are to be taken for credit and numbered 400 or higher. **Nine hours of graduate credit per semester is the typical full-time load for graduate students.** Remember that if you have accepted financial support from university funds (such as the GTA positions offered by the Department), you are required to maintain full-time status.

We discourage you from taking Independent Study courses. However, if you have taken and received credit for all the graduate-level classes being offered during the semester -- a situation which should occur very rarely -- then an Independent Study may be one option, but you should still explore other options with your advisor. An Independent Study will be authorized only if permission is granted by the French Graduate Coordinator, the Student's faculty Advisor, and the professor who will oversee the student's work in the Independent Study.

You are responsible for seeking advising from your faculty advisor on course selection, and for ensuring that you are properly enrolled in the appropriate number of courses per semester.

1.5. Time Limits for Completion of Degree Program

According to Graduate School regulations, a student has up to six calendar years for completing the M.A. degree program. Typically, however, students have completed their M.A. degree requirements in French within two years from the time of enrollment in the Graduate School. Candidates for the Ph.D. degree are expected by the Graduate School to complete their comprehensive

examination within five calendar years from the time of enrollment, and all requirements for the degree within eight calendar years. Typically, however, students have completed the Ph.D. in MFL within four or five years. You should seize every opportunity to finish your program as quickly as possible, since the duration of financial support is limited.

1.6. Academic Honesty

Your value to society depends on your integrity, and integrity is expected of everyone in academia including you. The French section adheres completely to and enforces the following definition of academic honesty.

Definition

Student compliance with accepted standards of conduct in regard to the completion of any and all requirements for a course or the entire program. Accepted standards of conduct will include **at least all of the following** :

- (a) The student shall complete all in-class examinations within the specified time limits set for the examination **and** without assistance from other persons or unauthorized written materials.
- (b) The student shall not use the writings or ideas of another without proper acknowledgment and documentation of the source(s).
- (c) The student shall not use the same material or a substantially similar version of it to fulfill requirements in different courses, which count towards completion of the program, **without the knowledge and consent of the instructors involved.**
- (d) The student shall not knowingly provide information or assistance of any kind to another student during the completion of in-class examinations.

Violations and Consequences

If a professor has reason to suspect that a student is guilty of academic dishonesty, the professor will immediately request to meet with the student. If after discussing the matter with the student the professor believes that the student behaved in a dishonest manner, the professor shall issue a written warning to the student. A copy of this warning will be placed in the student's permanent file, and will be brought to the attention of the Department Head, who will formally advise the student against repeating that behavior. If the

student repeats this behavior on another occasion (in the same or another class), the Head will bring the matter to the attention of the French section. The section will decide whether or not the student will be asked to leave the program, or if some other type of disciplinary action will be taken. Acts of dishonesty on the part of any student which are brought to the attention of the section will be handled in accordance with the most current procedures outlined in *Hilltopics : A Student Handbook* (available for consultation in 701 McClung Tower). Sanctions may include, but are not limited to, an automatic "F" grade for the course(s) and, as determined by the section, instant dismissal from the program. (See "Appeals Procedure" in the next paragraph).

1.7. Appeals Procedure

We hope that you will never need to refer to this section of the handbook. However, should you ever disagree with or have a grievance regarding a grade, decision, procedure, or action during your stay here, the following procedures are recommended as a guide to obtaining a peaceful resolution :

First, you should exhaust all avenues for resolving the disagreement or grievance within the Department. If the grievance involves the action of a faculty member in regard to grades, course work procedures, etc., first approach the faculty member concerned and seek to resolve the grievance with him or her. It is always best to formulate your grievance in writing, in the form of a dated memo or letter. If direct negotiation fails, notify the faculty member in writing of your intention to seek third party arbitration, before taking the matter to the Department Head, the next logical authority to contact. The Head shall make an honest effort to assist you in reaching a resolution.

If the grievance is not resolved within the Department, or if you are not satisfied with the departmental resolution, you may elect to initiate the formal Graduate Council appeals procedure. Information on how to conduct an appeal at this level is contained in the flyer, *Graduate Council Appeals Procedure*, available through the Graduate School or departmental office, 701 McClung Tower. Information on the Graduate Council appeals procedure is also available through *Hilltopics : A Student Handbook*.

1.8. Grades and Good Academic Standing

Satisfactory progress towards the graduate degree (or maintaining a good

academic standing) is defined as maintaining a 3.0 (or grade of "B" minimum cumulative GPA on a 4.0 point scale. In addition, the minimum "pass" grade for each course in the doctoral program is "B". Clearing "Incomplete" grades is your responsibility. If an "I" grade is not cleared by the end of the semester following that in which it was awarded, it **automatically** changes to "F" and is subsequently calculated in your GPA.

Remember that the academic standing of all graduate students is reviewed at the end of each semester. You will be alerted to any problems through your advisor or the French Graduate Coordinator. To maintain a teaching assistantship in the Department, you need to keep a minimum grade point average of 3.0. If your grade point average drops to such a low point that it will be extremely difficult to bring it up to B in a reasonable time period, the faculty will recommend that you be dropped from the program. "Reasonable time period" is defined as within two terms (two semesters, or summer and one semester).

1.9. You and Your Faculty Advisor

Proper advising is the key to avoiding administrative problems and getting the most out of the program. You are responsible for planning your program, and your faculty advisor is there to help you do it properly. Always contact your advisor with your questions and (s)he will answer them for you, or direct you to others who can.

Entering graduate students are advised by the French Graduate Coordinator, who aids them in working out the course schedule most suited to their individual interests and needs. New students are encouraged to take a wide variety of courses so as to get to know as many professors and their areas of specialization as possible. Students are advised to select their advisors -- a faculty member with whom they feel most comfortable working -- as soon as possible. To select an advisor, you need simply to ask the professor if he or she would be willing to serve in that capacity. **The faculty advisor of an M.A. candidate chairs the M.A. committee** (made up of three professors in), while the dissertation director of a Ph.D. student serves as the faculty advisor. It is advisable that M.A. students decide as early as possible whether to follow plan A (Thesis Option) or plan B (Non-Thesis Option), so that course schedules can be worked out accordingly.

Your advisor's responsibility is to help you plan your program to

ensure that you take the right courses to fulfill all degree requirements. If you choose to ignore advice given to you, you might run into difficulties later.

PART 2**MASTER'S AND DOCTORAL PROGRAM DETAILS**

Note that information which may be "missing" here may already have been presented in Part 1. Doctoral students may want to skip to section 2.2.

2.1. The Master of Arts (M.A.) Degree Program in French**2.1.1. Philosophy of Graduate Study in the Master's Program**

The French M.A. program seeks to prepare you to function effectively as a teacher in junior colleges or secondary schools, either in the U.S.A. or in French-speaking countries, or as a student in a French Ph.D. program, by developing a solid, general base in French language and Francophone literature and culture.

Upon completion of the M.A. degree, you will be prepared to enter a Ph.D. program here or elsewhere, or to use your training in French as a point of departure for other kinds of careers, such as junior college or secondary education, government service, or service in industry. If you do not have secondary school certification when entering the program, and if you would like to acquire it, please contact the foreign language unit leader in the College of Education for further information.

2.1.2. M.A. Degree Program Procedures (*paper work required)

It is your responsibility (and not that of your faculty advisor) to ensure that you are in compliance with the deadline dates set by the Graduate School. Deadline dates are printed in the *Graduate School News* each semester, and in a separate publication, *Deadline Dates for Graduation*.

Pre-Arrival Stage

- 1* Application for Admission to The Graduate School
2. Screening of completed application dossiers taking into account :
 - a) Quality of French and academic potential
 - b) Transcripts (minimum 3.0 GPA preferred) of all university-level studies

- c) Letters of recommendation
- d) Quality of French writing sample
- 3. Decision to admit or deny admission, and notification by Graduate School
- 4. Decision on financial aid application, if applicable, separate from Admission.

Post-Admission, First Steps Stage

- 1. Assignment or selection of graduate advisor
- 2. Course work proposal meeting with Advisor
- 3. Formation of M.A. Committee in consultation with Faculty Advisor prior to application for Admission to Candidacy
- 4. Faculty evaluation of candidate at end of year

Continuation Stage

- 1. Completion of course work
- 2. Completion of research and scholarship expectations (see 2.1.7.)
- 3* Application for Admission to Candidacy in consultation with M.A. Committee, at least one semester prior to graduation.
- 4. Approval of Admission to Candidacy by Graduate School, prior to graduation.

Graduation Stage

- 1* Submission of application for diploma, at Office of Graduate Admission and Records, at beginning of semester of graduation.
- 2* Payment of graduation fee at Bursar's office, at beginning of semester of graduation.
- 3* Submission of thesis to M.A. Committee by student (if applicable), at least two weeks prior to Final Examination.
- 4* Scheduling of M.A. Final Examination, by student, Committee and Office of Graduate Admissions and Records, not later than one week prior to Final Examination.
- 5. Writing Final Examination, not later than three weeks prior to Commencement.
- 6. Approval and acceptance of final copy of thesis (if applicable) by M.A. Committee and The Graduate School, after Final Examination, and not later than two weeks prior to

Commencement.

7. Removal of Incomplete(s) by student working with the course instructor, not later than one week prior to Commencement.

2.1.3. French M.A. Degree Program Structure

The Master of Arts in French has a core literary emphasis. However, students who have interests in other fields can incorporate them into the M.A., by doing course work in one the following areas: Cinema, Linguistics or Applied Linguistics, and Theater.

2.1.4. Course Selection and Load

It is advisable that you take courses in as many different areas as possible, including literature, linguistics, and foreign language pedagogy. The literature courses should cover different centuries and literary genres (prose, poetry, drama).

2.1.5. Research and Scholarship Expectations for M.A. Students

In addition to completing all course requirements and final examinations, students are expected to carry out research in partial fulfillment of the requirements for the Master of Arts degree in French. It is possible to choose either the thesis option or the non-thesis option. Students planning to continue to a Ph.D. program will gain practice writing a thesis with the first option. However, students pursuing a terminal M.A. degree normally select the non-thesis option. There is however no imposed choice on any student. The two options are described next.

2.1.5.1. Plan A (Thesis Option)

This option requires completion of the following components :

1. A minimum of 24 semester hours of course work, plus at least 6 hours of French 500 (Thesis) for a total of 30 hours. French 501, Techniques in Literary Analysis (3), is required as early as possible in the program. French 512, Teaching a Foreign Language (3), is also required of all new GTAs, and credit for this course can be applied to the hours needed for the traditional M.A. degree itself ; it may also count towards completion of a minor in applied linguistics. A maximum of six hours may be taken at the 400 level of courses approved for graduate credit, the rest at the 500 level, and,

with authorization, a 600-level seminar.

2. Completion of a **thesis**, with a minimum of six hours in French 500 (Thesis). A student usually begins work on the thesis, (which may be written in English, but preferably in French, and be approximately 70-100 pages in length), during the Fall semester of the second year. The usual number of hours taken in thesis credit during a semester is three. Exceptions can be made with permission of both the thesis director and the French Graduate Director for the semester in which a student plans to graduate. At the beginning of each semester, students taking thesis credit should give to their thesis director and the French Graduate Director a brief outline of the work they plan to do that semester so that it can be properly evaluated at the end of the semester.

3. A final **written exam covering the M.A. Reading List** (see French program web site for the most up to date information)). Most material in the list is treated in courses at the 400 and 500 levels, but all students are responsible for the entire list whether or not they have taken a specific course. Students are strongly urged to see their individual professors in each of the areas before taking the exam to go over any questions they might have about the list.

4. A final **oral exam** covering the thesis. The oral will be followed by a discussion of the student's MA experience as a whole, including the experience of classroom teaching where appropriate. If you choose the thesis option, you should select a thesis director no later than the end of your first year. Your director will be your advisor. The thesis represents the culmination of a thorough research project completed by you. You should prepare it according to UT's *Guide to the Preparation of Theses and Dissertations*, and respecting the policy on academic honesty described in part 1.

2.1.5.2. Plan B (Non-Thesis Option)

This option requires completion of the following four components :

1. Completion of a **minimum of 30 semester hours** in course work, with a maximum of nine at the 400 level. French 501, Techniques in Literary Analysis (3) is required as early as possible in the program. Course 512, Teaching a Foreign Language (3), is required of all new GTA's, and credit for this course can be applied to the hours needed for the degree. Under certain

circumstances, a student may take 600-level seminars.

2. A research paper from a course developed to approximately twenty-five pages in length that has been approved by your committee.

3. A final **written exam covering the M.A. Reading List** (see French program web site for the most up to date information)). Most material in the list is treated in courses at the 400 and 500 levels, but all students are responsible for the entire list whether or not they have taken a specific course. Students are strongly urged to see their individual professors in each of the areas before taking the exam to go over any questions they might have about the list.

4. A final **oral exam** covering the research paper. The oral will be followed by a discussion of the student's MA experience as a whole, including the experience of classroom teaching where appropriate.

If you have questions concerning these options, please contact your faculty advisor or the French Graduate Coordinator.

2.1.5.3. Forming Your M.A. Committee

Your faculty advisor will chair your M.A. committee. The M.A. committee is made up of **three professors in French**, who collectively assume responsibility for assisting you in preparing your thesis or the research paper. Forming your committee is your responsibility, and your advisor may help you to decide on which faculty members to include in the committee, based on the expertise which your topic calls for. It is also advisable that you decide early whether you want to follow plan A (Thesis Option) or plan B (Non-Thesis Option), and let your advisor know.

2.1.6. Structure of the French M.A. Final Examinations

The French M.A. examination consists of two parts : a written and an oral.

2.1.6.1. The Written Examination

The MA written exam will consist of two parts to be taken on two different days--usually with one day intervening between the two sections.

Part A will normally cover three of the seven following areas of study: Linguistics or Applied Linguistics; Film; Theater; Medieval literature and culture; sixteenth and/ or seventeenth century literature and culture;

eighteenth and/or nineteenth century literature and culture; twentieth-century/contemporary French and Francophone literature and culture. For each of the three selected areas, students will be given a choice of two questions, from which they will pick one. The following exceptions to this procedure will be allowed:

1) With the approval of the preliminary M.A. committee (two faculty members representing two of the seven primary areas of study) and in consultation with the graduate director, one, but not two, of the three areas covered on the exam may focus on women writers or Québécois literature; and 2) Where appropriate and in consultation with the M.A. committee and graduate director, students may prepare for one question covering two areas, or even all three areas, with the understanding that each area covered is allowed two hours of exam time. In the case where two or more areas are integrated, students will be given the choice of two questions.

Students will have two hours for each question, with a maximum of six hours total. Students will be allowed to bring a dictionary and a copy of the appropriate reading lists. Reading Lists will be prepared in consultation with the student's three-person committee (representing the three areas selected) from general lists provided in the Department office, modified to take into consideration course work and the student's individual interests and needs.

Part B will consist of a textual analysis of a passage chosen from among five texts presented by the MA candidate. At least 2 genres must be included. Students will have a maximum of two hours to complete this portion of the exam.

N.B. Successful completion of the exam will be determined by the unanimous vote of the three committee members. If a committee member determines that the candidate has not successfully mastered his/her area of specialty, the candidate may retake once an exam focusing on that area. If the candidate fails the retake, he/she then has the option to replace the area with another area specialty and take the written and oral exams for that area. If the candidate fails the substitute area, no degree will be awarded.

2.1.6.2. The Oral Examination

The oral examination shall be given ideally within the two weeks following either the second session of the written examination or following submission of the final copies of the finished thesis or three revised research papers, whichever occurs last. Because the oral examination concludes the requirements for the M.A. degree program, **it is never given prior to completion of all written components of the M.A. exam.** Copies of the written exam and the research paper, or the thesis, should reach your advisor at least two weeks before the scheduled date for the oral exam. Your advisor makes these documents, available to the French faculty so that they may have enough time to read them in preparation for the oral exam. If your papers or thesis are not submitted early, your oral exam could be postponed in order to give the faculty more time to read them. It is your responsibility, therefore, to be aware of and work around any approaching Graduate School deadlines in order to avoid rushing the faculty. Again, your faculty advisor will work with you if you cooperate.

The MA oral exam will last approximately one hour. It will consist of a defense of the MA thesis or, for non-thesis option candidates, of a research paper from a course developed to approximately twenty-five pages in length. In the latter case, the student's three-person committee will approve the paper prior to the oral. The oral will be followed by a discussion of the student's MA experience as a whole, including the experience of classroom teaching where appropriate. Once the oral examination is completed successfully, you will meet with your thesis director, as well as with any of the faculty members for whom you wrote the research paper, in order to receive and incorporate any corrections/modifications which they may like to see made. The decision to award or deny the M.A. degree will be made and announced to you immediately following the oral examination. Committee members will then sign the official Graduate School form which your advisor will circulate for signature.

2.1.6.3. Conduct During the M.A. Examination

Academic examinations are given in order to scrutinize, through careful and methodical questioning, the knowledge of a student in a particular discipline. For you the student, the immediate academic benefit of an examination is that it helps you to discover your strengths and weaknesses in the particular

discipline, in order subsequently to refocus your learning efforts in remedying deficiencies and reinforcing your strengths. A grade is merely a statement by the examining body of their professional opinion regarding the adequacy or inadequacy of the knowledge you demonstrate up to and including the moment of the examination.

It is in your best interest to be as prepared as possible for both the written and the oral examinations, in order to improve your chances of receiving a favorable evaluation from the examining body. You are expected to adhere to the Academic Honesty policy stated in Part 1 of this handbook (cf. 1.6.).

2.1.7. Final M.A. Examination Schedule

Examination dates are listed in Appendix B. You should select the date most convenient for you and advise both the French Graduate Coordinator and your faculty advisor accordingly, at least **two months** before the preferred date. These dates have been selected to allow enough time for you to meet the Graduate School's graduation application deadlines, and will not be changed significantly.

2.1.8. M.A. Degree Program Time Line

- Prior to completing 15 hours of graduate courses : admission as potential degree candidate by Office of Graduate Admissions and Records, and Department of Modern Foreign Languages and Literature.
- Prior to applying for admission to candidacy : form M.A. Committee.
- At least one semester prior to Graduation : submit to the Office of Graduate Admissions and Records an application for admission to candidacy after consultation with the M.A. Committee.
- At beginning of the semester of intended graduation : submit application for diploma to the Office of Graduate Admissions and Records. Also pay graduation fee to the Bursar's office.
- At least two weeks prior to Final Examination : submit thesis to M.A. Committee (if applicable).
- Not later than one week prior to Final Examination : schedule Final Examination. (Note that expression of intent to write the Final Examination should be given at least two months prior to the examination date).

- Not later than four weeks prior to Commencement : write Final Examination.
- After Final Examination and not later than two weeks prior to Commencement : approval and acceptance of final copy of thesis by the M.A. Committee and The Graduate School.
- Not later than one week prior to Commencement : remove all grades of Incomplete and pay any outstanding money owed to the university.
- On D-Day : don't forget to show up for your hard-earned degree on Commencement day, or provide an address to the Office of Graduate Admissions and Records for it to be mailed to you.

2.1.8.1. Continuing to the Ph.D. Program in MFL ?

Continuing from the French M.A. to the Ph.D. degree program in Modern Foreign Languages is not an automatic step for the successful M.A. graduate. The French Faculty will advise you of your eligibility to continue as a doctoral student.

Beginning M.A. students considering the possibility of applying to the doctoral program can prepare themselves by working on the second language as soon as possible.

2.2. The Ph.D. in Modern Foreign Languages (French)

2.2.1. Philosophy and Goals of Graduate Study in the Ph.D. in MFL

You are expected through the Ph.D. program to acquire a broad factual and theoretical background in French studies, advanced oral and written proficiency in French, and a thorough grasp of research and teaching methodologies. You select one concentration that will become your field of specialization.

Upon completion of the Ph.D. degree program, you will be prepared to teach and to conduct research in French and in literary studies at the college or university level. You will also be prepared to teach the elementary and intermediate levels in a second foreign language or, if trained in applied linguistics, to supervise French language programs at the college or university level. To achieve these goals, you should seek to develop a solid base in French language, literature and culture, if you did not already have such a base when you entered the program.

2.2.2. Application Procedure and Requirements

The application procedure is the same for admission to the M.A. or Ph.D. program. You should hold **at least a bachelor's degree or equivalent** in order to be considered for admission into The Graduate School of the University of Tennessee-Knoxville. For admission into the Ph.D. program, an M.A. in French is required. Applicants who hold only the B.A. are first admitted into the M.A. program.

First, a formal application for admission is to be submitted to The Office of Graduate Admissions and Records, 218 Student Services Building, together with supporting documents, which include at least official transcripts of all college work taken at the undergraduate -- and possibly graduate -- level, and any other documents (such as TOEFL scores, etc.) which may be specifically requested. **Scores on the GRE (Graduate Record Exam) are not required for admission into the M.A. or Ph.D. programs in French.**

Second, contact with the French Graduate Coordinator (see the last paragraph of the Introduction) should be initiated in order to learn about department-specific requirements for completing the application for admission and, optionally, an application for financial assistance.

Applications for a Graduate Assistantship should be mailed directly to the French Graduate Coordinator, together with a writing sample in French, a description of courses taken in other universities, and at least two letters of recommendation from qualified former or current professors. Applicants should note that a recommendation on admission is processed faster when an application dossier is complete. It is therefore in your best interest to see to the completion of your dossier with the Office of Graduate Admissions and Records.

Full graduate status is usually recommended only for students who have a complete undergraduate major in French from an accredited institution. In some cases, easily demonstrable experience equivalent to course work is accepted, but evaluations of experience are made conservatively.

A positive recommendation for admission to the M.A. or Ph.D. program is **NOT** a decision on an application for a GTA position. The two decisions are totally separate. Only successful applicants to The Graduate School are, of course, eligible to compete for the GTA positions.

2.2.3. Ph.D. Degree Program Procedures (*paper work required)

You are responsible for being in compliance with the deadline dates set by The Graduate School. Deadline dates are printed in the *Graduate School News* each semester, and in a separate publication, *Deadline Dates for Graduation*.

Pre-Arrival Stage

- 1* Application for Admission to The Graduate School
2. Screening of completed application dossiers taking into account :
 - a) Quality of French and academic potential
 - b) Transcripts (a minimum GPA of 3.0 preferred) of all university-level studies
 - c) Letters of recommendation
 - d) Quality of French writing sample
3. Decision to admit or deny admission, and notification
4. Decision on financial aid application, if applicable

Post-Admission, First Steps Stage

1. Assignment or selection of graduate advisor

2. Course work proposal meeting with Advisor
3. Formation of doctoral Committee in consultation with Faculty Advisor, preferably during the first year of graduate study, but at the latest, prior to application for Admission to Candidacy.
4. Faculty evaluation of candidate at end of year

Continuation Stage

1. Completion of course work
2. Complete language requirements
3. Write Comprehensive Examination, prior to admission to candidacy.
- 4* Application for Admission to Candidacy in consultation with Ph.D. Committee, at least one semester prior to graduation.

Graduation Stage

- 1* Submission of application for diploma, at Office of Graduate Admission and Records, at beginning of semester of graduation.
- 2* Payment of graduation fee at Bursar's office, at beginning of semester of graduation.
- 3* Submission of dissertation to doctoral committee by student, at least two weeks prior to Defense of Dissertation Examination.
- 4* Scheduling Defense of Dissertation Examination by the student, doctoral committee and Office of Graduate Admissions and Records, not later than one week prior to Defense of Dissertation Examination.
5. Defense of Dissertation Examination, not later than four weeks prior to Commencement.
6. Approval and acceptance of final copy of dissertation and doctoral forms by doctoral committee and The Graduate School, after Final Examination, after the Final Examination and not later than two weeks prior to Commencement.
7. Removal of Incomplete(s) by student working with the course instructor, not later than one week prior to Commencement.

2.2.4. Ph.D. in MFL Program Structure (French Concentration)

The French Ph.D. in MFL has two tracks. Students must complete at least 63 hours of course work beyond the bachelor's degree. The distribution of courses is represented in the following table, and explained in 2.2.5.

Course Level	Track I			Track II		
	First	Second	Cog.	First	Second	Cog.
Min. Req. Hrs	39 hrs	18 hrs	6 hrs	45 hrs	12 hrs	6 hrs
400-level	6 hrs			6 hrs		
500-level	21			27	3 hrs	
600-level	12 hrs	12 hrs		12 hrs		

N.B. The cognate includes six hours in graduate courses numbered 400 and above in a field outside the department or language family of the first concentration but related to the student's principal area of research. Students choosing applied linguistics as a second concentration are strongly urged to take their cognate work in a second language. With the consent of the student's graduate committee, the 6 hours in the cognate field may be substituted by 6 hours in either the first or second concentration.

2.2.5. Course Distribution and Load

You should consult with your advisor **at least once per semester** in order to review course selection for the following semester, thereby ensuring adequate preparation for exams through a balanced choice of classes and outside reading. If your prior training does not include courses which are required by your doctoral concentration, you will be required to complete such courses. The determination will be made by the French faculty at the time of admission or following the qualifying examination, whichever is more revealing of your prior preparation. The French Graduate Coordinator, in consultation with other members of the French faculty, evaluates the graduate training and teaching experience which you may have completed at other institutions. A record of any credit to be transferred or of course equivalencies is placed in your file, with a copy to you.

2.2.5.1. Requirements for the First Concentration

Students in Track I complete 39 semester hours beyond the bachelor's degree

in their first concentration, and distributed as follows :

- a maximum of 6 hours of 400-level classes may be counted ;
- a minimum of 21 hours of 500-level classes, of which 512, 516, 584 ;
- a minimum of 12 hours of 600-level seminars.

Students in Track II complete 45 semester hours beyond the bachelor's degree in their first concentration, and distributed as follows :

- a maximum of 6 hours of 400-level classes may be counted ;
- a minimum of 27 hours of 500-level classes, of which 512, 516, 584 ;
- a minimum of 12 hours of 600-level seminars.

These hours do not include those for the dissertation (French 600), for which you can register only after successfully completing the Comprehensive Examination. While you may register for as many dissertation credit hours as you need, only 24 of those hours may count towards the degree. Again, eligibility to register for dissertation hour credit is open only to students who have successfully completed their Comprehensive Examination.

2.2.5.2. Requirements for the Second Concentration

As a doctoral student in MFL, you need to take a second concentration in either Applied Linguistics or another foreign language. Foreign languages that may be taken for a second concentration by Track I students include German, Italian, Russian, or Spanish. Students in Track II may choose any of the Track I language options, or Portuguese. Portuguese is not available as a second concentration for Track I students. Track I students are required to take a minimum of 18 hours beyond the bachelor's degree in the second concentration, while Track II students take a minimum of 12 hours. The option to take 12 hours (or Track II) in the second concentration is available to students who would like to place stronger emphasis on the first language. **When choosing a 12 or 18-hour second concentration, keep in mind that certain institutions of higher learning, including UT, will not allow a person to teach a subject unless at least 18 hours of graduate work have been taken in that subject.** The cognate includes six hours in graduate courses numbered 400 and above in a field outside the department or language family of the first concentration but related to the student's principal area of research. Students choosing applied linguistics as a second concentration are

strongly urged to take their cognate work in a second language. With the consent of the student's graduate committee, the 6 hours in the cognate field may be substituted by 6 hours in either the first or second concentration.

2.2.5.3. Language Proficiency Levels for the Second Concentration

You are expected to demonstrate a four-skill (reading, writing, listening and speaking) competency in the languages of your first and second concentrations. One can demonstrate said proficiency in course work, or by completing a test by the time you reach 40 hours of study beyond the bachelor's degree. Approved standardized examinations include the applicable portions of the National Teachers Examination, the MLA Examination for Teachers and Advanced Students, or the proficiency standards of the United States Foreign Service Institute.

Note that enrollment in elementary and intermediate foreign language courses within or outside the Department may not be counted toward the minimum credit-load per semester required of full-time students. You may therefore consider auditing these courses rather than take them for credit. All foreign language requirements are to be completed prior to writing the Comprehensive Examination.

2.2.5.4. English Language Proficiency

The Graduate School requires that all students (international and domestic) demonstrate proficiency in English. Proof of English language proficiency is to be provided before the scheduling of the comprehensive examination.

2.2.6. Research and Scholarship Expectations for the Ph.D.

Progress towards the Ph.D. degree is marked by a series of examinations at different stages of the program. All doctoral students are required to pass a Comprehensive Examination, taken at the completion of all course work, and after meeting the foreign language proficiency standards, and English language requirements. Graduate School regulations stipulate that you should have written the comprehensive examination by the end of the fifth calendar year following your enrollment in the program. The comprehensive exam has two components, a written and an oral. You have to pass the written examination in order to take the oral candidacy examination. In case of failure in the written exam, the oral exam is canceled. Remember to file a written request

with the French Graduate Coordinator indicating your intent to write the comprehensive examinations, not later than the beginning of the semester in which you wish to be examined. The Graduate Coordinator should approve all examination dates and committee assignments. You may request to see sample questions of examinations on file in the department office, 701 McClung Tower.

Finally, you need to complete work on a dissertation topic and defend it successfully in order to be awarded the Ph.D. in Modern Foreign Languages. These series of examinations are explained in more detail in the following sections.

2.2.6.1. Qualifying Examination for B.A. Holders

If the French faculty have difficulty determining how strong a background you are bringing into the Ph.D. program from your graduate work taken in another institution or in a foreign country, they reserve the right to request that you write a qualifying examination. You will be told in your admission letter if you need to write a qualifying exam or not. The qualifying exam is a diagnostic tool, although an extremely poor and repeated performance in it could result in your being advised to pursue a career elsewhere.

If you hold a B.A. degree only but enter the graduate program with the express intention of pursuing a Ph.D., you will first be required to complete the M.A. requirements in French. When you write the *analyse de texte* portion of your M.A. written examination (see description in 2.1.8.1.), it will be treated as your qualifying examination to the Ph.D. program. Poor performance in the *analyse de texte* portion of the M.A. exam could therefore lead to the decision to award you a terminal M.A. degree, or to require that you do some remedial courses before becoming a potential Ph.D. degree candidate.

As is the case with M.A. students, the B.A. student seeking a Ph.D. degree may elect either (1) to write a thesis (and will receive six hours credit after successful completion of the project) or (2) to take six additional hours of course work and submit a major research paper for evaluation. Upon successful completion of the above requirements, the student will be awarded a Masters degree in French, and will be formally admitted to candidacy in the Ph.D. program in Modern Foreign Languages.

2.2.6.2. Second Concentration Examination in French**Part I, in English (50%):**

You will answer one general question chosen from two possibilities which will cover all of the periods represented on the Reading List.

Part II, in French

You will answer one question chosen from at least two possibilities covering two periods and will limit your discussion to the genre you have chosen as your major language specialty.

You may bring the reading list to refer to, if necessary, and you will be able to use a dictionary for the French section. You are urged to write as correctly as possible, but grammar errors in French may be counted negatively only if they seriously impede understanding of the answers.

2.2.6.3. Philosophy of the Comprehensive Examination

A content-intensive examination is scheduled upon completion of course work required in the concentration, and completion of the language requirements. Typically, the comprehensive examination is written after two or two and half years of post-Master's study. However, you have up to five calendar years, following admission into the program, to complete this requirement. Successful completion of the comprehensive examination confers on you the status known as ABD (all-but-dissertation), which is usually accepted in the academic job market. It also marks the beginning of intensive work on writing your dissertation. Generally, you are expected to submit a dissertation prospectus to your dissertation committee chair within three months of successfully completing the comprehensive examination. The prospectus must be formally reviewed by members of your committee and approved before you begin to write the dissertation. Other faculty members in the section will let you know if they are interested in reading your prospectus.

You are strongly encouraged to choose your dissertation director by the end of your second year of study. The dissertation director must be a member of the French faculty approved by the Graduate School to direct this kind of work, and should be a person whose field of expertise is closely related to the dissertation topic. In addition, you are to choose three other committee members, at least two of whom should be approved by the

Graduate School to direct dissertations. The committee members should be in fields closely related to your area of research. At least one member of the committee should be from the area of second concentration and one should be from outside the department. You should work closely with your director and committee, and follow guidelines set forth by the graduate school for Ph.D. dissertations. The comprehensive examination structure is described next in 2.2.6.4.

2.2.6.4. Structure of the French Ph.D. Comprehensive Examination

The comprehensive examination for the French concentration in the Ph.D. in Modern Foreign Languages will cover all the material on the Ph.D. Reading List, and consist of two parts: a written and an oral. The purpose of the comprehensive examination is to ascertain your knowledge of French literature and critical theory. Note that the oral examination taken as part of the comprehensive examination is different from the Dissertation Defense Examination (cf. 2.2.6.7).

Successful completion of the comprehensive examination will be determined by the unanimous vote of the three committee members. If a committee member determines that the candidate has not passed his/her area of specialty, the candidate may retake that area once. If the candidate fails the retake, he/she then has the option to replace the area with another area specialty and take the written and oral exams for that area. If the candidate fails the substitute area, he/she is ineligible to pursue the doctoral degree.

2.2.6.4. 1. The Written Examination

The examination is written in French. It is developed by the graduate coordinator with input from exam committee members, and proctored by the graduate coordinator. In preparing for the examination, you are expected to choose three areas of study on which to be examined: Linguistics or Applied Linguistics; Film; Theater; Medieval literature and culture; sixteenth and/or seventeenth century literature and culture; eighteenth and/or nineteenth century and culture; twentieth-century/contemporary French and Francophone literature and culture. In addition to the study of the Reading Lists, you will be responsible for the theory discussed in the Literary Criticism course (French 584 or its equivalent, such as German 560).

The written exam is organized in two different sessions of five hours

each, for a total of ten hours. **Three essay questions**, to be answered as follows :

First Session: One question on your preferred area of specialization, to be answered in five hours, (i.e. one hour for thinking through and organizing your points, and four hours for writing your answer). Use of appropriate reference material and dictionaries is permitted during the exam.

Second Session: Two 2 and one-half hour questions on the other two areas you have chosen.

N.B. Successful completion of the exam will be determined by the unanimous vote of the three committee members. If a committee member determines that the candidate has not successfully mastered his/her area of specialty, the candidate may retake once an exam focusing on that area. If the candidate fails the retake, he/she then has the option to replace the area with another area specialty and take the written and oral exams for that area. If the candidate fails the substitute area, no degree will be awarded.

2.2.6.4. 2. The Oral Examination

The oral examination will be given ideally within two weeks following the second session of the written examination. It will last TWO hours. Although it will be based on the written examination, it will cover all materials from the Reading Lists of all three areas, plus critical theory. Approximately thirty minutes will be devoted to each of the areas, with the faculty person(s) in each area asking the questions dealing with that specialty. The exam will be conducted in French.

2.2.6.5. The Dissertation Proposal (or Prospectus)

Not later than three months following the successful completion of the Comprehensive Examination, you will submit a dissertation prospectus to your dissertation director(s), who will circulate it to the rest of the dissertation committee. You should consult your advisor for proposal guidelines. Approval of the dissertation proposal may require that you meet with the committee for a discussion of the points, or it may be approved in writing without such a meeting being necessary.

2.2.6.6. The Doctoral Dissertation

You are encouraged to finish the dissertation within a year or two following

the approval of your prospectus by the committee.

2.2.6.7. Dissertation Defense Examination (or Final Oral Examination)

The dissertation defense is scheduled after the dissertation director(s) and two other readers have approved the dissertation manuscript. Other members of the Dissertation 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 completion of the defense, the manuscript submitted to all readers must be seen as a "final" copy ready for submission to The Graduate School. In preparing your dissertation, you should take care to observe manuscript conventions prescribed by The Graduate School in *Guide to the Preparation of Theses and Dissertations*. The French section accepts editing procedures recommended by the Modern Language Association or the Linguistics Society of America.

Note that, besides the committee, other interested graduate students and faculty are invited to attend the dissertation defense. Guests may however not participate actively in examining your work.

2.2.6.8. Conduct During Examinations

See 2.1.6.3.

2.2.7. Advising

Entering students are advised by the French Graduate Coordinator. Since you may not register for courses without advisor approval, you need to meet with the Graduate Advisor as soon as possible to determine course selection for the first semester in residence.

In subsequent meetings, you and your advisor will determine a long-range academic plan that will include credits transferred from other institutions, course work to be completed at UTK, plans for the fulfillment of all academic program requirements, projected examination dates, and a projected date for dissertation completion. Make it a routine to meet with your advisor **at least once every semester** in order to report on your progress and discuss any changes to your academic plan. All changes in the academic plan or course registration should be discussed with your advisor.

Your advisor can only advise you, (s)he cannot oblige you to do anything you don't want to do. Any academic consequences resulting from your course selection decisions will be entirely your responsibility.

Furthermore, you are responsible for complying with all policies, procedures, and deadlines established by the Graduate School. Although your advisor is knowledgeable of the Department's programs, you should not expect that (s)he will have memorized all the Graduate School regulations.

2.2.8. Comprehensive and Final Oral Examination Schedule

See Appendix A for details.

2.2.9. Ph.D. Degree Program Time Line

- Towards the end of the first semester : write Qualifying Examination (as applicable).
- Preferably during the first year of graduate study, but at the latest, prior to applying for admission to candidacy : form doctoral committee.
- After completing all course work and language requirements, and prior to admission to candidacy : write comprehensive examination
- At least one semester prior to Graduation : submit to the Office of Graduate Admissions and Records an application for admission to candidacy in consultation with the doctoral committee.
- At the beginning of the semester of intended graduation : submit application for diploma to the Office of Graduate Admissions and Records. Also pay graduation fee to the Bursar's office.
- At least two weeks prior to Defense of Dissertation Examination : submit dissertation to doctoral committee.
- Not later than one week prior to Defense of Dissertation Examination : schedule Defense of Dissertation Examination.
- Not later than four weeks prior to Commencement : Defense of Dissertation Examination before the doctoral committee.
- After Defense of Dissertation Examination and not later than two weeks prior to Commencement : approval and acceptance of final copy of dissertation and doctoral forms by the doctoral committee and The Graduate School.
- Not later than one week prior to Commencement : remove all grades of Incomplete, and pay any outstanding money owed to the university.
- On D-Day : don't forget to show up for your hard-earned Ph.D. degree on Commencement day, or provide an address to the Office of Graduate Admissions and Records for it to be mailed to you.

2.2.10. Ph.D. Reading List for French as First Concentration

Students are encouraged to meet with the professors involved in the graduate program for recommendations about critical works, histories of literature, and other material that will help them prepare for the exam. See the French program's web site for up to date information on the lists.

Appendix A : Examination Dates

M.A. and Ph.D. examinations will be given three times a year as follows :

- (1) The second Monday and Wednesday of April in the Spring semester.
- (2) The second Monday and Wednesday of November in the Fall semester.
- (3) The second Monday and Wednesday of July in the Summer.

These are dates which you should use in planning for your final exams. Oral exams are scheduled following successful completion of all written exams, thesis, and/or research papers.

