Department of Modern Foreign Languages and Literatures
The University of Tennessee

Manual for Graduate Students in German — 2002-2003

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Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440.

Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.
Section I of this manual outlines programs and policies common to all three major language programs: French, German, and Spanish. CAUTION: Since there are still variations in the programs and policies in these three programs, you will find ONLY the basics here. It is your responsibility to check Section II of the manual devoted to your own major language Program to ascertain whether it provides additional information about the requirements of your program on the topic you are interested in (Degree Programs, The Application Process, Financial Support, etc.). In most cases, you will find that it does.


Introduction

The purpose of this manual is to provide to graduate students in the Department of Modern Foreign Languages and Literatures pertinent and detailed information (valid as of August 2002) about our degree programs and policies. The manual thus complements and supplements other sources of information with which every graduate student should be acquainted: the current edition of the Graduate Catalog and the semester timetables (which are used for preregistration). The Graduate Catalog sets forth in detail the rules and regulations under which our own graduate programs and all others at UT operate, and for that reason these regulations are not repeated in this manual. We have elected to include in the manual full descriptions of the M.A. and Ph.D. programs. We have omitted specific information about deadlines for adding, dropping, or changing credit for courses and for submitting theses and dissertations and scheduling defenses of them, because these important dates may be accessed via the Graduate School internet at http://web.utk.edu/~gsinfo. Current and future timetables are available at http://web.utk.edu/~registra/timetable/ Another publication that 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. The current text can be accessed at http://web.utk.edu/~homepage/hilltopics/default.html. Students are also encouraged to familiarize themselves with the University’s Graduate Student Association and all of its functions. The office for this important organization is 315E University Center and its internet site is at http://web.utk.edu/~gsa/ The Department’s rules and requirements are constantly under review by the Head, the Executive Committee, the faculty, and the various departmental committees, which sometimes find it necessary or advisable to change or amend them to improve the programs or to meet special student needs which may arise. When such changes are made, all graduate students or those in the affected language Programs are informed in writing, and the changes are incorporated into the updated manual for the next academic year. You can direct questions about material in this manual to the Head; the Directors of Graduate Studies (also known as Graduate Coordinators) of French, German, and Spanish; and members of the graduate faculty in the individual language Programs.
We urge you to study carefully this manual and the other sources of information mentioned, for ultimately you, not your advisor or the Department, are responsible for your graduate program and for fulfilling all requirements and meeting all deadlines.

We have attempted to include in the manual everything you need or might wish to know about our Department and our programs, but we are aware that some matter or item of interest to you may not be covered. If such be the case, do not hesitate to bring it to the attention of the Director of Graduate Studies for your Program. It is our sincere hope that this manual will not only give you a clear overview of our programs and policies but will also make your work and study in our Department easier and more fruitful. We trust that your experience here will be a rewarding one and lead to the intellectual and personal growth that you seek.

**Graduate Degree Programs**

The Department offers both M.A. and Ph.D. programs. One can obtain an M.A. in French, German, or Spanish, and in each case, both a thesis and a non-thesis option are available.

At the doctoral level, the Department offers a Ph.D. in Modern Foreign Languages. This is a research degree culminating in a doctoral dissertation. Students have a first concentration in French, German, or Spanish. Their second concentration must be another language (French, German, Italian, Portuguese, Russian, Spanish) or applied linguistics. They must also take 6 hours of work in a cognate field and register for a minimum of 24 hours of dissertation credits. 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.

For more specifics on the requirements of the degree programs, see the information provided in this manual on the three major language Programs: French, German, and Spanish. Consult the material provided by the Program of your first concentration. Any questions about the M.A. programs in the individual languages and the MFL Ph.D. program may be addressed to the following faculty members as well as your advisor. French Program: Dr. Les Essif, Program Chair, and Dr. John Romeiser, Director of French Graduate Studies; German Program: Dr. Peter Höyng, Program Chair, and Dr. David Lee, Director of German Graduate Studies; Spanish Program: Dr. Michael Handelsman, Program Chair, and Dr. Oscar Rivera-Rodas, Director of Spanish Graduate Studies; as well as Dr. Michael Handelsman, chair of the departmental Graduate Studies Committee.

**Application and Admission Procedures**

**Applying to the Program.** Students must apply for admission to the Graduate School in either the M.A. or the MFL Ph.D. program. The documents pertaining to the application—the application form itself and transcripts of all previous work—should be submitted with the application fee directly to the Graduate School. The application form is available on line (http://admissions.utk.edu/graduate/). International applicants must submit TOEFL scores and often other documents. For detailed information on requirements for admission to the Graduate School, see the current edition of the Graduate Catalog or consult the web link above. The Graduate Record Examinations are not required for either the Graduate School or the Graduate Program.
Applying for an Assistantship. Most students also wish to apply for an assistantship. See the information below under “Financial Support.”

Deadlines and Notification. As soon as the application to the Graduate School is complete, the documents are forwarded to the Department; notification concerning the decision on general admission to the degree program can usually be made within four to six weeks. These are “rolling admissions” and can be processed at any time.

International students should carefully observe the deadlines established by the Graduate School for submission of their applications: for fall semester (March 1), for spring semester (July 15), and for summer semester (November 15).

Financial Support

Awards Available. There are various kinds of financial support available through the Department and the University. Some involve teaching, while others are non-teaching fellowships, loans, and awards. The specific kinds and the application procedure for each are described below.

Non-Teaching Fellowships. There are three categories of non-teaching fellowships, for which the competition is very keen: the Hilton A. Smith, Herman E. Spivey, and National Alumni Association Graduate Fellowships (see Graduate Catalog 2002-2003). Students interested in being considered for one of these fellowships can apply on line; at http://web.utk.edu/~gsinfo click on “Fellowships and Other Funding Sources.”

Black Graduate Fellowship. These are available for entering graduate students who are Black U.S. citizens and Tennessee residents in under-represented majors. For further information, or to apply, go to http://web.utk.edu/~gsinfo click on "Fellowships and Other Funding Sources."

Loans and Work Study. Applicants should contact the Director of Scholarships and Financial Aid, 115 Student Services Building, University of Tennessee, Knoxville, TN 37996-0210. Information is available on line at http://web.utk.edu/~finaid/

Graduate Student Professional Travel Awards. The Graduate Student Professional Development Fund has some Graduate Student Professional Travel Awards for students who make scholarly presentations at professional meetings. Applications are available on line at http://web.utk.edu/~gsa/travel.html or may be picked up at the Dean of Students Office in 413 Student Services Building. Students may also apply to the Department for support and should consult with their own language section to see if preconditions apply.

GTA Positions. The number of GTA positions is limited, so you should apply to the Department as early as possible so that your file will be complete when applications are considered. The acronym “GTA” designates both Graduate Teaching Assistants and Graduate Teaching Associates; the difference between the two is explained below in the section “Teaching Responsibilities and Classifications of GTAs.”
**GTA Stipends.** GTAs receive a stipend which can vary, according to teaching duties, from $5,276 to $12,000 per academic year, and the annual stipend is payable in either nine or twelve monthly installments. In addition to the stipend, the GTA is entitled to a waiver of fees for the period of appointment in accordance with university policy. [University fees include a maintenance fee (required of all students), tuition (additional for out-of-state students), a technology fee, a program and services fee and a facilities fee. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the technology, program and services, or facilities fees.]

The application form for the GTAship award can be obtained from the Department and should be returned with the required supporting information directly to the Department, **not** to the Graduate School. Please use the address: Department of Modern Foreign Languages and Literatures, University of Tennessee, Knoxville, TN 37996-0470; Attention: Director of ____________ (French, German, or Spanish) Graduate Studies. The German application is available at the following web address: [http://web.utk.edu/~dlee/home.htm](http://web.utk.edu/~dlee/home.htm)

See the part of the manual devoted to your language Program for further information, especially on such matters as qualifications of applicants, the types of supporting documentation required, dates for submission of completed applications, the time when the faculty reviews the applicant pool, and the time by which you must accept or reject the offer of an assistantship.

Since occasional vacancies do arise, students who have missed the application deadline for an assistantship are encouraged to submit their materials nonetheless. If assistantships are still available or if openings occur, the student can be considered. If nothing is available, the application will be put on file for consideration the following year.

**Teaching Responsibility and Classification of GTAs**

In accordance with Graduate School and College of Arts and Sciences Policies, the Department distinguishes between two forms of assistantship: Graduate Teaching Assistant and Graduate Teaching Associate.

**Graduate Teaching Assistant.** Graduate Teaching Assistants work under the direct supervision of a regular faculty member in activities such as helping to prepare classes, conducting laboratory sections, assisting in the Language Resource Center, grading papers, and keeping class records. In consultation with the Supervisor, the Teaching Assistant works to gain teaching skills and an increased understanding of the discipline. Appointments are normally on a one-fourth-time basis.

**Graduate Teaching Associate.** Experienced graduate students (those who have completed eighteen or more hours of graduate course work in their teaching field) will normally be assigned primary responsibility for teaching undergraduate courses, including the assignment of final grades. The Graduate Teaching Associate usually carries one-fourth to one-half of a normal teaching load. Graduate Teaching Associates are not eligible to teach courses approved for graduate credit.

Appointments of teaching assistants and associates are made for the regular academic year. M.A. students normally do not teach during their first two semesters in the program. After completing eighteen hours of graduate course work in their teaching field, they are usually expected to teach one beginning language class per semester. Ph.D. students normally teach two beginning or intermediate language classes per semester. Students holding a GTAship are required to take
French, German, or Spanish 512 (Teaching a Foreign Language); for rare exceptions to this requirement, see the part of the manual devoted to your language Program. GTAs are also expected to work closely with a faculty Supervisor and to observe departmental and Program guidelines and the Supervisor’s requirements for GTAs.

Continuation and Renewal of GTAships. GTA positions are normally awarded for one year, with continuation and renewal for a subsequent year contingent upon satisfactory performance in both teaching and academic obligations. See further stipulations under “Duration of Support and Time Limitations.” University regulations require that all GTAs be enrolled as full-time graduate students. (See below under "Course Load.") Failure to maintain your status as a full-time graduate student could jeopardize your GTA appointment.

As a GTA, you are expected to attend the pre-service orientation workshop, which is usually held in August the week before fall classes officially begin, as well as all subsequent training sessions. What constitutes satisfactory performance in teaching will be made clear by the teaching assistant Supervisor during the orientation and training sessions. If you cannot go to teach your class for whatever reason, you should 1) arrange for another GTA to fill in for you and 2) inform the 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 scheduled at a more convenient time), the Supervisor should be alerted to it as early as possible. If you do not inform the Supervisor, especially if you have not made arrangements for a substitute, your negligence could have very serious consequences. At the end of each final exam period, GTAs must turn in grade sheets for their classes to their Supervisor. Failure to carry out adequately professional duties and responsibilities related to teaching assignments or unsatisfactory performance in the classroom will cause the GTA to be placed on teaching probation; depending on the gravity of the problem, his/her assistantship may be revoked. If the problem is not corrected by the end of the academic year, in any case, the student’s assistantship may not be renewed.

As noted above, GTAs must also maintain satisfactory academic performance. Any GTA whose cumulative average drops below B (3.0) at the end of any semester will be placed on probation. University policy gives the student one semester to bring that average up to B (3.0). If the student succeeds in bringing up the semester average to B (3.0), but his/her cumulative GPA fails to meet this minimum average, his/her language Program may not renew the teaching assistantship for the following year so that the student may devote full attention to academic responsibilities. If both the semester average and the cumulative GPA are below 3.0 at the end of the “grace” semester, University policy does not permit the student to continue graduate study here. Ph.D. candidates whose assistantships are dropped for academic reasons may reapply for an assistantship upon attaining a 3.0 average.

Duration of Support and Time Limitations. M.A. candidates making good progress toward their degree, achieving the requisite 3.0 average, and satisfactorily fulfilling their teaching obligations can expect support for a maximum of two years. Support beyond that will be extended only in unusual circumstances on a semester-by-semester basis upon agreement of the particular language Program’s graduate faculty and based on the Program’s need.

Ph.D. candidates who have an M.A. in their major language from the University of Tennessee or who come with an M.A. from another institution and who are satisfactorily meeting their teaching and academic obligations, as explained above, may receive up to four years of assistantship support beyond the M.A. upon the agreement of the particular language Program’s graduate faculty.
In some language Programs, doctoral candidates who have exhausted their regular teaching assistantships, who have passed their preliminary and comprehensive examinations, and who are making good progress toward completion of the degree may be offered a part-time instructorship for one or more semesters, depending upon the Program’s need. Such appointments provide approximately the same level of support as that of the regular GTAship, but doctoral candidates holding instructorships are required to pay any fees related to maintaining their enrollment in the program (usually course 600: Doctoral Research and Dissertation). If you need support beyond the maximum four years available for Ph.D. candidates, consult with the Director of Graduate Studies of your language Program to ascertain whether your Program has part-time instructorships available.

**Course Load**

The maximum load for a non-teaching graduate student is 15 hours, and the Graduate School considers 9 to 12 hours a full load. The Department of Modern Foreign Languages and Literatures requires graduate teaching assistants and graduate teaching associates to take and complete a minimum of nine hours per semester. Courses must be taken for credit and must be at the 400 level or higher, unless special authorization is given by the Director of Graduate Studies of the specific language Program, and the departmental Graduate Studies Committee and/or the Department Head. [German students: consult further information about this policy in the section of this manual on the German Program.]

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II. Information on the German Program

Chair of the German Program,
Dr. Peter Höyng
II. PROGRAMS AND POLICIES OF THE GERMAN SECTION
2002-2003

Introduction
The purpose of this manual is to provide to graduate students in German pertinent and detailed information (valid as of August 2002) about our degree programs and policies. The manual thus complements and supplements other sources of information with which every graduate student should be acquainted: the current Graduate Catalog, and the semester timetables (which are used for pre-registration). The Graduate Catalog sets forth in detail the rules and regulations under which our own graduate programs and all others at UT operate, and for that reason these regulations are not repeated in this manual. A new flyer on the German Program gives basic information, but we have elected to include in the manual full descriptions of the M.A. in German and the Ph.D. with German as the first concentration. Finally, we have omitted specific information about deadlines for adding, dropping, or changing credit for courses and for submitting theses and dissertations and scheduling defenses of them, because these important dates—and information of general interest to all graduate students—are now most easily available in the internet at http://web.utk.edu/~gsinfo.

The Department's rules and requirements are under constant review by the Graduate Studies Committee, which sometimes finds it necessary or advisable to change or amend them to improve the programs or to meet special student needs which may arise. When such changes are made, all graduate students are informed of them in writing, and the changes are incorporated into the updated manual for the next academic year.

Nota Bene: This year's manual contains two parts, a Departmental Program and Policies section and this portion specifically for graduate students in the German Program. Be sure to consult both parts for complete information on the various topics presented.

We urge you to study carefully this manual and the other sources of information mentioned, for ultimately you, not your advisor or the Department, are responsible for your graduate program and for fulfilling all requirements and meeting all deadlines.

We have attempted to include in the manual everything you need or might wish to know about our Department and our programs, but we are aware that some matter or item of interest to you may not be covered. If this is the case, do not hesitate to bring the matter to the attention of the Director of German Graduate Studies, Dr. David Lee. It is our sincere hope that this manual will not only give you a clear overview of our programs and policies but will also make your work and study in our Department easier and more fruitful.

Graduate Degree Programs
The Department offers an M.A. in German in both a thesis and a non-thesis option. The thesis option requires at least 24 hours of course work, 6 hours of thesis credits, a master's thesis, and a thesis defense/exam. The non-thesis option requires at least 30 hours of course work, including at least one 600-level course, for which a seminar paper is required; a dossier consisting of the seminar paper and one other paper submitted in a graduate course in German; and a common written exam on the designated reading list. For further details, see information elsewhere in this manual, especially in Appendix I.

At the doctoral level, the Department offers a Ph.D. in Modern Foreign Languages. Students with German as the first concentration take a second concentration in French, Italian, Spanish, Russian or applied linguistics. A total of at least 39 hours is required in the first concentration, 18 hours in the second, and 6 hours in a cognate field. 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. The degree is conceived of as a research degree culminating in a doctoral dissertation. Students register for a minimum 24 hours of dissertation credits. The minimum of 18 hours of work in the second concentration is at the graduate level, so the program should be of particular interest to students who already have a good grounding in the second language—an undergraduate minor for instance—and who wish to continue to work in two languages.

Candidates for both the M.A. and the Ph.D. with German as the first concentration may elect to specialize in either German literature or German linguistics and second-language acquisition.

More specifics on courses are provided below in the section on "Course Offerings." Checklists for requirements for the M.A. in German and for the Ph.D. in Modern Foreign Languages with German as the first concentration are provided in Appendix I.
The Application Process--
Application and Notification

Applying to the Program. Students must apply for admission to the Graduate School in either the M.A. or the MFL Ph.D. program. The documents pertaining to this application--the application form itself and transcripts of all previous work--should be submitted with the application fee directly to the Graduate School. International applicants must submit TOEFL scores and often other documents. For detailed information on requirements for admission to the Graduate School, see the current edition of the Graduate Catalog or consult the web link at http://admissions.utk.edu/graduate/. The application form is available on line at that same internet address. The Graduate Record Examinations are not required for either the Graduate School or the Graduate Program.

Applying for an Assistantship. Most students also wish to apply for an assistantship. The application form for this award can be obtained directly from the Department and returned to the Department, or it is available on line at this address: http://web.utk.edu/~dlee/home.htm

Deadlines and Notification. As soon as the application to the Graduate School is complete, the documents are forwarded to the Department; notification concerning the decision on admission to the program can generally be made within four to six weeks. These are "rolling admissions" and can be processed at any time. Applicants for assistantships for the following fall are urged to submit their applications to the Department by January 15. The German Program reviews all applications for assistantships in mid-February. Applications received later will still be considered as long as assistantships are available. Notice will be sent at the latest by the first week in April, and candidates have until April 15 to accept or reject the offer.

Since occasional vacancies do arise, students who have missed the application deadline for an assistantship are encouraged to submit the materials nonetheless. If openings occur, the student can be considered, and if none are available, the application will be put on file for consideration the following February.

Student Classification and
Class Load

Course loads and classification as a full-time or part-time student will vary according to whether the student has an assistantship and how many hours the student teaches.

Students without assistantships who take nine credit hours or more per semester are considered full-time students. Those who take fewer are classified as part-time students. The normal load for a student without an assistantship is three or four three-hour courses, and the maximum load is fifteen hours.

A Graduate Teaching Assistant assists with classes, while a Graduate Teaching Associate has the primary teaching responsibility for a class or classes. The maximum load for GTAs who teach or help out for three hours is thirteen hours, and for those who teach six hours the maximum load is eleven hours.

The Department of Modern Foreign Languages and Literatures requires all Graduate Teaching Assistants and Associates to enroll in and complete nine hours of graduate-level courses each fall and spring semester; this number may include thesis and dissertation hours. Students in the MFL Ph.D. program who are taking their first concentration in German and are teaching two classes per semester may count as part of their nine-hour course load undergraduate language courses when these are necessary to fulfill a requirement of the degree.

Graduate Courses

Course Offerings. Every spring the German Graduate Studies Committee makes out a tentative schedule of course offerings for the next three academic years, so that both new and continuing graduate students may know when certain courses will be available. Wherever possible the seminar topics are given. The schedule for this year and for the following two years is listed in Appendix II.

The tentative schedules can be changed, and students are urged to let the Director of German Graduate Studies, Dr. David Lee, know if they desire a particular course which is not on the schedule but is necessary for their individual programs.

Seminars. At least one seminar in German literature or German linguistics is usually offered each year. The professor in charge of the seminar will stipulate at the beginning of the term what manner of seminar paper or project must be completed and by what date. The professor may elect to begin with discussions of the material or to allow a reading period of several weeks before regular seminar meetings begin. In some instances the seminar may not meet for a two- or three-week period before the presentation of papers. If the professor chooses, the papers may be read or the reading dispensed with and copies of the paper provided for all members of the seminar. Usually one member of the seminar is chosen to give a detailed critique of the paper, and other members are then invited to make their comments. There are normally no written examinations in seminars.

Off-Campus Study. Part-time students who are pursuing a degree while working full-time (usually as high-school or junior-college teachers of German) and who live more than 50 miles from Knoxville may take a
limited number of courses (no more than four) in absentia, provided they make appropriate arrangements with the instructors of the courses and receive the approval of the German Graduate Studies Committee.

**Independent Study.** German 593 offers advanced students with particular interests the opportunity to study intensively a particular period, area, or subject. The course is not intended as a substitute for normal course work and should not include any material covered in other courses given by the Department. This course is now only offered very rarely, when a pressing need for it exists.

**Graduate Reading List**

The reading list serves as a guideline for all M.A. students, and for Ph.D. students in their general area exams (see Appendix III). Candidates for the Ph.D. will prepare a list for their specialized area exams in consultation with their Graduate Committee. Candidates are not required to have read every work on the reading list, although many will be covered in normal course work. Substitutions are permitted upon prior consultation with either the German Graduate Studies Committee or the student's thesis committee. Ph.D. candidates should be familiar with even more works from the area of their specialization. The expanded reading list in the area of specialization, which will also include secondary works, should be developed in consultation with the student's Doctoral Committee.

**Language Proficiency Examinations**

The Department is committed to further training in language as well as literature and to the application of proficiency standards in foreign language education and in its own program. The proficiency standards employed are those of the United States Foreign Service Institute and the American Council on the Teaching of Foreign Language (for a definition of these standards see Appendix IV). The desire to evaluate all skills is tempered by the lack of standardized proficiency tests. As a result, oral skills are those most regularly evaluated, and the reading and writing skills are evaluated in the course of normal academic work. The standards stated are minimum levels, and many students will achieve higher levels of competence.

**For M.A. Candidates.** The minimum standards expected of M.A. candidates upon conclusion of their program of study are 2+ (Advanced Plus) in reading and listening skills and a 2 (Advanced) in writing and speaking skills. Students are encouraged to take the Goethe Institute tests administered in the Department each spring (the Zertifikat Deutsch, if they have not done so previously, and the Zentrale Mittelstufenprüfung, if they have taken and passed the ZD).

**For Ph.D. Candidates.** The minimum standards expected of Ph.D. candidates whose first concentration is German are 3 (Superior) in reading and listening skills in German and a 2+ in writing and speaking skills in German. In the language of the second concentration a 2+ in reading and listening skills and a 2 in writing and speaking skills is expected. First concentration candidates will do an interview with a person trained in oral testing. It is recommended that candidates take the examination in German no later than the beginning of the third year of graduate studies (counting the M.A. years) or after 30 semester hours of study, and the examination in the area of second concentration after the 40th semester hour. The examinations may be repeated.

**For students with applied Linguistics as a second concentration.** Candidates who choose the second concentration in applied linguistics must demonstrate reading knowledge of a second foreign language.

**Subject Area Examinations**

**Examinations for the M.A.** There is no comprehensive written examination for the M.A. for students choosing the thesis option. The M.A. oral examination consists of two parts of equal weight: 1) a defense of the thesis, and 2) a broad and general examination on the candidate's courses and the M.A. reading list to determine the breadth and depth of his/her knowledge of German literature and, where appropriate, German linguistics and second-language acquisition.

Students in the non-thesis M.A. option take a common written examination on the designated M.A. reading list. All students planning to graduate in a given semester take the same examination on the specific date set by the German Program in the first week of November or first week of April.

**Written Examinations for the Ph.D. with German as a First Concentration.** Candidates must take four written examinations (so-called "comprehensive examinations") to be "admitted to candidacy": three examinations in German and one in the area of the candidate's second concentration (French, Spanish, Italian, Russian, or applied linguistics; with approval of the appropriate language Program no examination in the second concentration will be required if the student has already received an M.A. in that field). The three examinations in German are 1) a general reading examination on German literature from 1600 to the present, excluding the candidate's area of specialization (the examination is based on the Ph.D. reading list); 2) an examination on the candidate's area of specialization based on the expanded reading list established by the student and his/her Doctoral Committee; and 3) an examination on the areas of philology, linguistics, and early German literature (based on course work completed and the Ph.D. reading list). Each examination is three hours in length, and the candidate may use no reference materials or class notes. The Department reserves the...
right to change the format of the exam provided six months notice is given to any student.

The examination on the student's area of specialization should be taken together with either the general literature exam or the philology and linguistics exam, depending on which is closer to the student's area of specialization. The two remaining exams—one in the first concentration and one in the second—can be taken at the same time or one semester later. These comprehensive examinations are given in February and August on dates set by the German Program.

**Written Examinations for the Ph.D. with German as the Second Concentration.** Candidates must take a written examination (based on their course work and reading). The examination is two hours in length and no reference materials or class notes may be used. The candidate must notify the Department at least six weeks before he/she wishes to take the exam and must provide a list of all materials (books, films, etc.) covered in all the classes being used to satisfy the second-concentration requirement.

Sample examinations are available to students.

The faculty member appointed to coordinate the graduate examinations usually notifies the student of the results of each examination in writing within 14 days after the examination (unless the examination is taken during the summer term, in which case written notification is made within 14 days after the beginning of the fall semester). If the student does not pass an examination, it may be retaken. A second retake is allowed with the consent of the German Graduate Studies Committee. If a student fails either the specialization exam or the one taken in conjunction with it, both exams must be retaken. Where an examination is a border-line pass or fail, the German Graduate Studies Committee may choose to schedule an oral examination on the material to determine what grade the examination should receive.

**Oral Defense of the Dissertation.** At a mutually agreed-upon time at least three weeks after submission of the complete final draft of the dissertation to the members of the candidate's Doctoral Committee, the candidate must present an oral defense of the dissertation and the research methods employed and the results obtained.

Research

**The M.A. Thesis Option.** Students in the thesis option demonstrate their research capability by submitting a thesis (usually 40 to 75 pages long) and passing an oral examination on it and on related matters. During their second semester of graduate study, students who have only a B.A. in German should choose one of the members of the German Graduate Studies Committee who is willing to guide and direct them in their research (the major professor) and, with his/her help, decide on a thesis topic. Students must then select two other members of the Committee who are willing to serve as members of their Graduate Committee. If the major professor deems it appropriate to empanel a faculty member who is not a member of the German Graduate Studies Committee, the student may petition the German faculty for an exception on an ad hoc basis and must abide by the faculty's decision.

Before research begins the student is required to prepare in writing a thesis proposal which defines the thesis topic succinctly and specifically, gives some indication of how the thesis will be organized, and comments on the availability of necessary research materials (primary and secondary literature, for example). The Graduate Committee examines the proposal and discusses it with the student before approving or disapproving the proposal. If the thesis proposal is approved, the student, under the guidance of the major professor, conducts the necessary research and presents the findings.

Copies of the completed thesis must be made available to the members of the Graduate Committee at least two weeks before the date on which the candidate defends the thesis. For some helpful hints about writing theses, see Appendix V, Part A.

**The M.A. Non-Thesis Option.** In this option students demonstrate their research capability by submitting to their three-person committee a dossier consisting of two research papers, the first a seminar paper written in a 600-level German course and the second a paper previously written for another graduate course in German. The committee must consist of three members of the German Graduate Studies Committee (tenured and tenure-track German faculty). The student and his/her advisor should choose these three early in his/her third semester of M.A. study. The text of the seminar paper should be at least 3,750 words long, and that of the other paper at least 2,500 words. In addition, the papers must contain the necessary notes and/or bibliographical documentation prepared according to the MLA Handbook for Writers of Research Papers, the Chicago Manual of Style, or the style guidelines of the Linguistics Society of America or the American Psychological Association (as determined by the professor of the course in which each paper is written). The dossier must be submitted no later than October 15 or March 15, depending on whether the student wishes to graduate in fall or spring semester. The committee members will evaluate the dossier, and the student will pass the research portion of his/her M.A. requirements, if they determine that the papers demonstrate a B level or better performance in research and writing.

**The Ph.D. Dissertation.** The procedure is much the same as for the M.A. thesis, with the following exceptions: 1) the major professor must have received permission from the Department to direct dissertations. Check with the person you would like to direct your work to be sure they are cleared as a dissertation.
advisor; 2) the Doctoral Dissertation Committee has four members and must include one professor from outside the Department. If after a good faith effort an appropriate outside reader cannot be found, the student's major professor may petition the Graduate School for an exception that would permit a professor from one of the languages in the former Department of Romance Languages to serve as the professor from outside the Department. Three of the four members must be authorized to direct dissertations. The outside member is usually selected by the candidate and is expected to take part in the Doctoral Committee's consideration of the dissertation proposal; 3) the dissertation proposal must include a core bibliography and demonstrate that the topic is worthwhile and has not been treated elsewhere before.

Giving Papers at Professional Meetings. Students are strongly encouraged to submit papers to be delivered at conferences and meetings. The Department's travel budget varies from year to year, but the Department will make every effort to help support travel expenses. To qualify for assistance, students must discuss the paper and the funds needed with his/her advisor and the Chair of the German Program, the latter of whom must sign the travel request form. The Department Head must approve the request. The abstract and/or letter of acceptance should be included with the request for funding, and the final paper must then be submitted to the Head before any funds are released. Students may apply for further assistance through the Graduate Student Association at this web site: http://web.utk.edu/~gsa/travel.html

Evaluation of Progress

To assess the progress of students toward the M.A. and Ph.D. each year, the German Graduate Studies Committee uses a composite of the evaluations of a student by professors who taught and/or directed him/her that year. Continued support is dependent on satisfactory results in this evaluation, as well as on satisfactory performance in both academic work and teaching responsibilities.

Each continuing student is informed of the view of the Committee in an interview with his/her advisor. The student will also receive a written statement of the Committee's assessment and its suggestions for measures to be taken in the future.

In addition, in the spring semester of each academic year, each graduate student will write a self-evaluation of his/her academic and professional progress that year. The self-evaluation form will be provided to each student toward the end of the semester, and he/she must write and submit the evaluation by the date announced. These evaluations will be handled in a way similar to that used for student evaluations of their courses: they will be collected and held by the departmental principal secretary until grades for the semester have been turned in, after which members of the German faculty will have access to the self-evaluations.

Students who complete an M.A. in German are evaluated by the German Graduate Studies Committee, and the results of the evaluation will determine whether or not they may enter the Ph.D. program. The decision also depends on the availability of funds and the student's position in the prioritized ranking of the pool of applicants for the given year.

German Program Expectations

The German Program expects all its graduate students, be they GTAs or not, to make their graduate studies their top priority. It recognizes its responsibility to prepare its GTAs to be good teachers and wants them to pursue this goal in their teaching, but it expects them to achieve a proper balance between their studies and their teaching, with their own studies having the higher priority. To this end, the German Program has articulated the following guidelines for GTAs: those teaching one course (half-time) should spend no more than 10 hours per week on teaching, preparation, grading, etc.; those teaching two courses (full-time) should spend no more than 20 hours per week on these activities. If GTAs are having difficulty achieving the desired balance and find their teaching responsibilities exceed the hour limitation set forth by these guidelines, they should consult with the Director(s) of Elementary and Intermediate German and/or the Director of German Graduate Studies for advice.

The German Program of the Department normally sponsors or co-sponsors a number of academic events (lectures by visiting professors, research presentations by graduate students, etc.), as well as some social activities, in the course of each academic year. The former provide academic enrichment for its graduate students, and the latter enable them to participate in the informal side of collegial life in the academic world. The German Program regards both the academic events and the social activities as important and expects its graduate students to attend them regularly.

As a part of their duties, graduate students may occasionally be asked by the Department to provide transportation to and from Department academic and social events.

Advising

Each year one member of the German Graduate Studies Committee is appointed German Graduate Studies Advisor. M.A. and Ph.D. candidates should make out their programs of study and register for classes only after consultation with the advisor. When students begin their thesis or dissertation research, normally about the beginning of their third semester (of
M.A. work), the member of the German Graduate Studies Committee who is responsible for directing their research takes over all advising duties until such time as the degree has been awarded. M.A. students in the non-thesis option should choose their committee at the beginning of their third semester, and the chairperson of that committee then becomes their advisor. All graduate students are required to confer with their advisors about course selection during the pre-registration period or, in the fall semester, during the registration period, and a written report of decisions made at the conference must be filed by their advisor with the Director of German Graduate Studies. The German Graduate Studies Advisor for 2002/2003 is Dr. David Lee.

Grades

**Grade Point Average.** Students must maintain a GPA of at least 3.0 throughout their study in the Department. Those who make less than a 3.0 will be informed immediately, in writing, by the Director of German Graduate Studies that they have been placed on academic probation.

**Probation.** The German Program and the Department expect all graduate students to perform at least satisfactorily in their academic work. In the event that this standard is not met, the University and the Department impose probation. A student is placed on academic probation when his/her GPA falls below the requisite B (3.0). If a student on academic probation does not succeed in raising either the semester or cumulative GPA to 3.0 by the end of the semester following that in which it fell below that level, University policy does not permit that student to continue graduate study at the University of Tennessee. If the student on probation is a GTA, and his/her semester GPA reaches 3.0, but the cumulative GPA still does not, the faculty of the German Program will consider the case on its merits to determine whether or not to terminate the student's assistantship. By University policy, however, he/she may continue as a student at his/her own expense if the assistantship is revoked.

**Incomplete.** The Department adheres to the policy of the Graduate School: all incompletes must be removed within one semester, excluding the summer term. According to University policy, the instructor may grant an Incomplete when a student has performed satisfactorily in the course but, due to unforeseen [emergency] circumstances, has been unable to finish all the requirements. An I is NOT given to enable a student to do additional work to raise a deficient grade (see Graduate Catalog section on grades).

Financial Support

**Awards Available.** The Department has each year a limited number of Graduate Teaching Assistantships and Graduate Teaching Associateships that can be granted to suitable applicants. The University has three types of non-teaching fellowships: the Hilton A. Smith, Herman E. Spivey, and National Alumni Association Graduate Fellowships (consult [http://web.utk.edu/~gsinfo](http://web.utk.edu/~gsinfo)). The Graduate Student Professional Development Fund has some Graduate Student Professional Travel Awards for students who make scholarly presentations at professional meetings (a copy of the application form is located at [http://web.utk.edu/~gsa/travel.html](http://web.utk.edu/~gsa/travel.html)). Graduate students who have completed at least one semester of study are eligible for the Gerti Wunderlich Award or the Maria Harris Award, which are administered by the Department. Various other groups within the University, such as the Center for International Education, also have scholarship competitions.

**Application Procedure.** Application for non-teaching fellowships, for which the competition is very keen, must be made to the Graduate School. As stated on page 2 of this manual, application for GTAships should be made to the Department, preferably by early January.

**Qualifications.** To be considered for a Graduate Teaching Assistantship in the German Program, the applicant should have or be about to complete either 1) a B.A. with a major in German, with at least a 3.5 grade point average in German and a 3.0 in all subjects, or 2) an M.A. in German. An applicant with a B.A. with a minor in German may be considered if the applicant has had considerable experience teaching the language (at the high-school or junior-college level) or has spent a year or more in a German-speaking country and can demonstrate sufficient language skills. Applicants are required to submit a sample of their writing in both English and German. Students whose native language is not English take three English tests: A score of 550 on the paper TOEFL or 213 on the computer-based test is an entrance requirement. The English Placement Examination tests specific writing and reading skills and is administered on campus. The SPEAK Test evaluates spoken English, and a score of 50 or higher is required for a student to teach unconditionally as a GTA. Scores on the Test of Spoken English (TSE) are accepted in lieu of SPEAK scores, if available.

**Teaching Duties.** GTAs in the German Program who have no previous graduate or teaching experience are required to assist in teaching a basic language course, normally elementary or intermediate German, during their first semester of graduate work. Students with especially strong preparation in the German language may be called on to teach one class of elementary German during the second semester. GTAs whose native language is German and who pass the SPEAK Test (50 or higher) may teach elementary German classes during their first semester of graduate work. GTAs who have completed two semesters of graduate work normally teach one class of elementary German per semester. GTAs in the Ph.D. program usually teach two classes of elementary or intermediate German (six hours per week) each semester.

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**SECTION II - Page 6 of 8**
Supervision and Evaluation. GTAs are expected to participate in the pre-semester orientation programs offered for them by the University and the Department. The dates for these programs are available through the Department.

GTAs assisting in teaching a class are under the direct supervision of the professor in charge of the class. Those who teach German classes at the elementary and intermediate level are under the direct supervision of the Course Director. The course director makes out the syllabi for the courses, informs GTAs of rules governing their teaching obligations, holds training sessions for the GTAs, visits classes to observe GTAs while they teach, critiques the GTAs' performance, and offers suggestions for improvement.

At the end of each academic year, the course director prepares a written evaluation of each GTA and goes through it with the GTA in private conference before turning in a copy of it to the Department office for inclusion in the GTA's file. These assessments are used not only to determine retention but also can be of considerable importance for the GTA's future career in the profession, for professors can refer to them in writing letters of recommendation. Finally, the University has students in each section of elementary and intermediate German fill out at the end of each semester a Course Evaluation Questionnaire which includes questions designed by the German Program specifically for the teaching of foreign language and which provides, among other things, information on the performance of the instructors. The questionnaires are analyzed statistically for the Department, and after the Head and the course director study them, they are passed on to the appropriate instructor, together with any specific comments the students chose to make. In the past the German Program's GTAs have generally been assessed as superior or even excellent teachers, and we expect all GTAs to strive to maintain and improve upon these ratings.

Teaching Probation. This type of probation is imposed by the German Program when a GTA fails to carry out adequately professional duties and responsibilities related to teaching assignments or to perform satisfactorily in his/her classroom teaching. The supervisor of German teaching assistants will inform any GTA placed on teaching probation of the reason(s) for this action and what he/she must do to correct and improve his/her performance. Depending on the gravity of the problem, the assistantship may be revoked, but normally, as in the case of academic probation, the student placed on teaching probation will be given one semester in which to achieve satisfactory performance. If the problem has not been rectified by the end of that time, the student's assistantship may not be renewed.

GTA Stipends. GTAs receive a stipend that can vary, according to teaching duties, from $5,276 to $12,000 per academic year. In addition, all fees, except for a programs and services fee, a technology fee, and a facilities fee are waived for the calendar year (the fall semester, the spring semester, and the following summer term). The dollar amount of these fees depends on the number of hours for which the student is registered.

Continuation of Support and Time Limitations. M.A. candidates making good progress toward their degree and fulfilling their teaching obligations can expect support for two years. Support beyond that will be extended only in unusual circumstances on a semester-by-semester basis upon agreement of the German Graduate Studies Committee and based on departmental need. GTAs who are Ph.D. candidates and who already have the M.A. can also expect support for two years. Support beyond that will be extended for a year upon agreement of the German Graduate Studies Committee; an extension for a fourth year is also possible for those making good progress toward the degree.

Travel. Some departmental funds may be available to help graduate students deliver papers at professional meetings and conferences. See the subsection Giving Papers at Professional Meetings in the section above entitled "Research" for the conditions under which the assistance can be given.

Summer Teaching

Any teaching in the summer brings extra pay. Students should indicate their interest in summer teaching when the summer teaching schedules are being prepared. Various factors play a role in the assignment of the limited number of summer sections, including seniority, the date on which the student indicated interest in teaching for the summer, and the progress a student is making toward a degree.

To teach in the summer of their second year, M.A. candidates must have an outline of their thesis done by the beginning of spring semester and a complete first draft of the thesis by the end of the semester.

Academic Honesty

Graduate students are expected to be scrupulously honest and to avoid even the appearance of impropriety. Proven plagiarism or dishonesty of any sort will lead to instant dismissal from the program (see also "Student Appeals of Decisions and/or Actions" below).

Student Appeals of Decisions and/or Actions

Three basic principles govern the Department's handling of student grievances. First, it is the responsibility of the student to try to settle the matter from which the grievance derives within the
Department before carrying it to a higher authority. Second, it is the responsibility of the Department to make an honest and, if necessary, formal effort to resolve the problem. Third, due process must be observed, i.e., before a formal complaint is passed on to a higher authority, the faculty or staff member affected must be informed of the specific nature of the complaint and who has made the complaint, and he/she must have had the chance to respond.

As with all grievances, it is best if the student first tries to approach the person who is the cause of the complaint and resolve the problem with that person. Since students sometimes feel intimidated by faculty authority and may have difficulty in confronting a faculty member directly (especially if the grievance involves faculty inaccessibility or perceived hostility toward the student), they can also refer their complaint directly to the Chair of the German Program or the Head of the Department.

If informal discussions do not solve the problem or if the nature of the grievance is serious, a short written statement should be made to the Head stating the nature of the complaint. The Head must deal with the complaint within a reasonable length of time, generally not to exceed one calendar month, and if he/she chooses, the Head may involve the departmental Graduate Studies Committee in this process. If the student desires, the Head can supply a short written explanation of actions taken. If the student is dissatisfied with departmental handling of the grievance, he/she may initiate the formal Graduate Council appeals procedure. To initiate the formal appeals procedure, the student must submit a letter of appeal to the Dean of the Graduate School, with copies to the Department Head and Dean of the college. The further conduct of the appeals process at this level is described in the flyer Graduate Council Appeals Procedure available through the Department or Graduate School.

Administration of the Program

Graduate Studies Committee for German. The German Graduate Studies Committee is responsible for the scheduling and teaching of all graduate courses and for the administration of the German graduate program. The Committee is made up of all tenured and tenure-track professors in the Program. For 2002/2003 Dr. David Lee is serving as Director of German Graduate Studies and as the German Graduate Advisor (see “Advising” above). A list of the current members of the German Graduate Studies Committee, of other faculty and staff, and of all graduate students currently pursuing degrees in the German Program may be found in Appendix VI.

Departmental Graduate Studies Committee. Questions concerning common problems and policies of the M.A. and MFL Ph.D. programs are discussed and decided on by this committee. Matters can be brought to the attention of the committee through the faculty members on the committee, through the student representatives, or through the chairperson of the committee, currently Dr. Michael Handelsman.

Student Participation in Departmental Decisions. The Chair of the German Program or the Department Head meets at least once per term with the German graduate students. In the fall graduate students also elect a representative and an alternate with full voting rights to represent student concerns at the departmental Graduate Studies Committee meetings.
## Minimum Requirements for the M.A. Thesis Option in German (beyond the B.A. in German)

### Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required 500-level courses (3 hrs. each)</td>
<td></td>
</tr>
<tr>
<td>510 German Phonetics and Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>519 Bibliographical Methods</td>
<td>1</td>
</tr>
<tr>
<td>520 Proseminar</td>
<td>2</td>
</tr>
<tr>
<td>500 Thesis (total of 6 hrs. required)</td>
<td></td>
</tr>
<tr>
<td>in semesters prior to graduation or graduation semester</td>
<td>3</td>
</tr>
<tr>
<td>in graduation semester (minimum)</td>
<td>3</td>
</tr>
</tbody>
</table>

Three courses on German literature or culture, one of which may be 420, 421, 422, 423, 424

Three further German courses, only one of which may be 411, 412, or 485; 512 (Teaching a Foreign Language) required for all GTAs, but non-GTAs may take 512 or any other 500-level German course

No more than three 400-level courses may be counted toward the M.A. degree.

Total Credit Hours in German (beyond the B.A.) 30

### Further Program and University Requirements

#### Language Proficiency Exam

All M.A. candidates must sit for a standardized language exam (e.g., the Zentrale Mittelstufenprüfung)

#### Admission to Candidacy

Submit Admission to Candidacy Form to Graduate School at least one semester before graduation

Appendix IA - Page 1 of 2
Scheduling Defense of Thesis
Schedule thesis defense before deadline listed through http://web.utk.edu/~gsinfo

Thesis Defense/Exam
Pass thesis defense/exam

Submission of Thesis
Turn in completed and approved thesis to the Graduate School by deadline listed for semester of graduation
## Minimum Requirements for the M.A. Non-Thesis Option in German (beyond the B.A. in German)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required 500-level courses (3 hrs. each)</strong></td>
<td></td>
</tr>
<tr>
<td>510 German Phonetics and Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>519 Bibliographical Methods</td>
<td>1</td>
</tr>
<tr>
<td>520 Proseminar</td>
<td>2</td>
</tr>
<tr>
<td>512 Teaching a Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td><em>(Required for all GTAs; non-GTAs may take 512 or any other 500-level German course)</em></td>
<td></td>
</tr>
<tr>
<td>One 600-level course, for which a seminar paper is required</td>
<td>3</td>
</tr>
<tr>
<td>Three courses on German literature or culture, one of which may be 420, 421, 422, 423, 424</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Three further German courses, only one of which may be 411, 412, or 485</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>No more than three 400-level courses may be counted toward the M.A. degree.</td>
<td></td>
</tr>
<tr>
<td>Total Credit Hours in German (beyond the B.A.)</td>
<td>30</td>
</tr>
</tbody>
</table>

### Further Program and University Requirements

**Language Proficiency Exam**
- All M.A. candidates must sit for a standardized language exam (e.g., the Zentrale Mittelstufenprüfung)  

**Research Dossier**
- Students in the non-thesis option submit to their committee a dossier containing two research papers (the seminar paper and a paper written for another graduate course in German)  

**Scheduling Written Exam**
- Schedule the written M.A. exam before the deadline listed in *The Graduate School News*
Written M.A. Exam
Students in the non-thesis option take a common written exam over the designated reading list in their last semester.

Admission to Candidacy
Submit Admission to Candidacy Form to Graduate School at least one semester before graduation.
APPENDIX IC

Minimum Requirements for the Ph.D in Modern Foreign Languages
with German as the First Concentration
(beyond the B.A.)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses beyond the M.A. 500-level courses</td>
<td></td>
</tr>
<tr>
<td>Required:</td>
<td></td>
</tr>
<tr>
<td>519/20 Proseminar</td>
<td>3</td>
</tr>
<tr>
<td>560 (German Literary Theory and Criticism</td>
<td>3</td>
</tr>
<tr>
<td>other 500-level courses in German</td>
<td></td>
</tr>
<tr>
<td>listed above which have not already been</td>
<td></td>
</tr>
<tr>
<td>taken for the M.A.</td>
<td></td>
</tr>
<tr>
<td>600-level courses</td>
<td>12</td>
</tr>
<tr>
<td>Any four courses from the following:</td>
<td></td>
</tr>
<tr>
<td>610, 611, 612, 621 and 622 (may be repeated</td>
<td></td>
</tr>
<tr>
<td>(for credit), 631 and 632 (may be repeated for</td>
<td></td>
</tr>
<tr>
<td>credit)</td>
<td></td>
</tr>
<tr>
<td>Minimum Coursework in German (beyond the B.A.)</td>
<td>39</td>
</tr>
<tr>
<td>Dissertation credits (600)</td>
<td>24</td>
</tr>
<tr>
<td>Minimum Second Concentration Requirements</td>
<td></td>
</tr>
<tr>
<td>400-level courses (maximum 6)</td>
<td>6</td>
</tr>
<tr>
<td>500- and 600-level courses - at least 4</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
</tr>
<tr>
<td>Minimum Cognate Field Requirements</td>
<td>6</td>
</tr>
<tr>
<td>400-, 500- or 600-level courses -</td>
<td></td>
</tr>
<tr>
<td>at least two 3-hour courses</td>
<td></td>
</tr>
<tr>
<td>Minimum Total Credit Hours for the Ph. D.</td>
<td>87</td>
</tr>
<tr>
<td>(beyond the B.A.)</td>
<td></td>
</tr>
<tr>
<td>Reading knowledge of a second foreign language</td>
<td></td>
</tr>
<tr>
<td>if second concentration is linguistics</td>
<td></td>
</tr>
<tr>
<td>Proficiency test in German</td>
<td></td>
</tr>
<tr>
<td>Proficiency test in language of second concentration</td>
<td></td>
</tr>
<tr>
<td>Scheduling Defense of Dissertation</td>
<td></td>
</tr>
<tr>
<td>Schedule dissertation defense before deadline listed in the</td>
<td></td>
</tr>
<tr>
<td>Graduate School News.</td>
<td></td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td></td>
</tr>
<tr>
<td>Submission of Dissertation</td>
<td></td>
</tr>
<tr>
<td>Turn in completed and approved dissertation to the Graduate School</td>
<td></td>
</tr>
<tr>
<td>by deadline listed for semester of graduation</td>
<td></td>
</tr>
</tbody>
</table>

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# APPENDIX II

**Tentative Schedule of Graduate Course Offerings in German**  
**Fall 2002 through Spring 2005**

Currently only the schedules for 2002-2004 are available. All are subject to change

TBA = to be arranged

## Fall 2002

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>412</td>
<td>Advanced Conversation and Composition</td>
<td>Ohnesorg</td>
</tr>
<tr>
<td>415</td>
<td>Special Topics: Berlin</td>
<td>Lee</td>
</tr>
<tr>
<td>423</td>
<td>German Narrative Prose</td>
<td>Ohnesorg</td>
</tr>
<tr>
<td>436</td>
<td>History of the German Language</td>
<td>Mellor</td>
</tr>
<tr>
<td>512</td>
<td>Teaching a Foreign Language</td>
<td>Beauvois</td>
</tr>
<tr>
<td>519</td>
<td>Bibliographical Methods</td>
<td>Lee</td>
</tr>
<tr>
<td>520</td>
<td>Proseminar</td>
<td>Lee</td>
</tr>
<tr>
<td>556</td>
<td>Modern German Literature 1945-Present</td>
<td>Berwald</td>
</tr>
<tr>
<td>621</td>
<td>Seminar in German Literature</td>
<td>TBA</td>
</tr>
</tbody>
</table>

## Spring 2003

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>415</td>
<td>Special Topics: Berlin (continuation from F 2002)</td>
<td>Lee</td>
</tr>
<tr>
<td>422</td>
<td>German Drama</td>
<td>Hoeyng</td>
</tr>
<tr>
<td>425</td>
<td>Introduction to Descriptive Linguistics</td>
<td>TBA</td>
</tr>
<tr>
<td>485</td>
<td>Business German</td>
<td>Ohnesorg</td>
</tr>
<tr>
<td>552</td>
<td>Enlightenment, Rococo, Storm and Stress</td>
<td>Lee</td>
</tr>
<tr>
<td>622</td>
<td>Seminar in German Literature</td>
<td>Ohnesorg</td>
</tr>
</tbody>
</table>

## Fall 2003

<table>
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<td>424</td>
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<td>435</td>
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<td>Phonetics and Advanced German Grammar</td>
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<td>553</td>
<td>Classicism, Romanticism</td>
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<td>621</td>
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## Spring 2004

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<td>425</td>
<td>Introduction to Descriptive Linguistics</td>
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<td>485</td>
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<td>554</td>
<td>Enlightenment, Rococo, Storm and Stress</td>
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<td>622</td>
<td>Seminar in German Literature</td>
<td>TBA</td>
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APPENDIX III

German Program Reading List

Master's candidates are responsible for the works from the Enlightenment to the present. Substitutions are possible. Consult your advisor.

The asterisks mean the following:
* may be read in High German version or English translation
** copies available in the Department
*** video version available in Department or in Library
**** audiotape version available in Department

Poetry selections from each era (Echtermeyer / von Wiese)

Old High German Literature

Hildebrandslied* (Echtermeyer / von Wiese)

Middle High German Literature

Minnelieder (Echtermeyer / von Wiese)
Nibelungenlied*
Wolfram von Eschenbach: Parzival*
Gottfried von Straßburg: Tristan und Isolt*

Humanism and Reformation

Hans Sachs: one or two of his Fastnachtspiele**
Martin Luther: his translation of the four gospels
selections from Epistolae obscurorum virorum*

Baroque

Martin Opitz: Buch von der deutschen Poeterey (selections)**
Andreas Gryphius: Peter Squenz or Cardenio und Celinde
Grimmelshausen: Simplicissimus teutsch (five-book version)

Enlightenment

Lessing: Nathan der Weise***
17. Literaturbrief**
Minna von Barnhelm**** or Emilia Galotti

Storm and Stress, Weimar Classicism, Romanticism

Goethe: Götz von Berlichingen
Die Leiden des jungen Werthers
Faust I*** and II
Iphigenie auf Tauris or Torquato Tasso
Hermann und Dorothea
Das Märchen or Die Novelle
Wilhelm Meisters Lehrjahre

Schiller: Die Räuber or Kabale und Liebe*** or Don Carlos
Maria Stuart****/****
Wallenstein or Wilhelm Tell or Die Jungfrau von Orleans
Lenz: Der Hofmeister or Die Soldaten
Tieck: Der blonde Eckbert
F. Schlegel: The Universalpoesie-Fragment*
Novalis: Heinrich von Ofterdingen
Brentano: Die Geschichte vom braven Kasperl und dem schönen Annerl
Kleist: Das Erdbeben in Chile**** or Die Marquise von O.**** or Michael Kohlhaas
Prinz Friedrich von Homburg
E.T.A. Hoffmann: Der goldene Topf
Der Sandmann or Rat Krespel or Das Majorat
Eichendorff: Aus dem Leben eines Taugenichts or Das Marmorbild

Realism & Naturalism

Büchner: Woyzeck*** or Dantons Tod***/****
Stifter: Brigitta**** or another novella (Bergkristall)
Grillparzer: König Ottokar**** or another drama
Hebbel: Maria Magdalena or another drama
Gotthelf: Die schwarze Spinne
Meyer: Der Heilige or Die Hochzeit des Mönchs
Mörke: Mozart auf der Reise nach Prag****
Keller: Romeo und Julia auf dem Dorfe
Storm: Aquis Submersus or another novella (such as Immensee or Der Schimmelsreiter)
Fontane: Irrungen, Wirrungen
Schnitzler: Anatol or Liebelei*** or Der Reigen
Hauptmann: Der Biberpelz

Modern (Pre-1945)

Wedekind: Frühlingserwachen
Hofmannsthal: Jedermann*** or Erzählungen
Rilke: Cornett*** or Malte
Mann: Der Tod in Venedig or Tonio Kröger***; and one novel
Brecht: Der kaukasische Kreidekreis or Mutter Courage or Die Dreigroschenoper
Kaiser: Von morgens bis mitternachts
Kafka: Der Prozeß or Das Schloß

Modern (Post-1945)

Dürrenmatt: Die Ehe des Herrn Mississippi or Die Physiker or Romulus
Böll: Billard um halb zehn or Ansichten eines Clowns
Frisch: Andorra or Biedermann und die Brandstifter
Grass: Katz und Maus
Weiss: Marat/Sade
Wolf: Nachdenken über Christa T.

Language / Linguistics (required of all M.A. candidates)

One of the following:
Helbig, Gerhard; Buscha, Joachim Deutsche Grammatik: Ein Handbuch für den Ausländerunterricht
Griesbach, Heinz; Schulz, Dora Grammatik der deutschen Sprache

One of the following:
Curme, George O. A Grammar of the German Language
Paul, Hermann Deutsche Grammatik
Drosdowski, Günther Duden: Grammatik der deutschen Gegenwartssprache
One of the following:
- Benware, Wilbur: Phonetics and Phonology of Modern German
- Hall, Christopher: Modern German Pronunciation: An Introduction for Speakers of English
- Wängler, Hans-Heinrich: Deutsche Phonetik

One of the following:
- Bach, Adolph: Geschichte der deutschen Sprache
- Polenz, Peter von: Geschichte der deutschen Sprache

One of the following:
- Stock, Eberhard: Deutsche Satzintonation, [2. durchges. Aufl.], Leipzig, Verlag Enzyklopädie
- Stock, Eberhard: Deutsche Intonation, Langenscheidt, 3-324-00700-3, 3-324-00701-1

Each of the following:
- Moulton, William G.: The Sounds of English and German
- Kufner, Herbert: The Grammatical Structures of English and German
- Siebs, Theodor: Deutsche Hochlautung (or any post 1960 edition regardless of title)
- Schipporeit, Luise: Tense and Time Phrases in Modern German
- Drach, Erich: Grundgedanken der deutschen Satzlehre
- Baldegger, M et al.: Kontaktschwelle Deutsch als Fremdsprache
- Omaggio, Alice: Teaching Language in Context
- Krashen, Stephen: One book
- Rivers, Wilga M.: A Practical Guide to the Teaching of German
- Weydt, Harald; Rösler, Dietmar; Harden, Theo; Hentschel, Elke: Kleine deutsche Partikellehre

General familiarity with the following major dictionaries or reference works:
- Lexer
- Benecke-Müller-Zarncke
- Adelung
- Campe
- Sanders
- Grimm
- Der große Duden (12 volumes: esp. Stilwb., Bildwb., Rechtschreibung, Hauptschwierigkeiten)
- Duden (6 or 8 volumes)
- Brockhaus-Wahrig (6 volumes)
- Valenzwörterbücher
- Frequenzwörterbücher (Kaeding, Purin, Morgan, Pfeffer)
- Synonymwörterbücher (e.g., Dornseiff, Pelzer, Duden)

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APPENDIX IV

Definitions of FSI Standards

**Reading: 3 (Superior).** Able to read with almost complete comprehension at normal speed expository prose on unfamiliar subjects and a variety of literary texts. Reading ability is not dependent on subject matter knowledge, although the reader is not expected to comprehend thoroughly texts which are highly dependent on knowledge of target culture. Reads easily for pleasure. Superior-level texts feature hypotheses, argumentation and supported opinions and include grammatical patterns and vocabulary ordinarily encountered in academic/professional reading. At this level, due to the control of general vocabulary and structure, the reader is almost always able to match the meanings derived from extralinguistic knowledge with meanings derived from knowledge of the language, allowing for smooth and efficient reading of diverse texts. Occasional misunderstandings may still occur; for example, the reader may experience some difficulty with unusually complex structures and low-frequency idioms. At the Superior level the reader can match strategies, top-down or bottom-up, which are most appropriate to the text. (Top-down strategies rely on real-world knowledge and prediction based on genre and organizational scheme of the text. Bottom-up strategies rely on actual linguistic knowledge.) Material at this level will include a variety of literary texts, editorials, correspondence, general reports and technical material in professional fields. Rereading is rarely necessary, and misreading is rare.

**Listening: 3 (Superior).** Able to understand the main ideas of all speech in a standard dialect, including technical discussion in a field of specialization. Can follow the essentials of extended discourse which is propositionally and linguistically complex, as in academic/professional settings, in lectures, speeches, and reports. Listener shows some appreciation of aesthetic norms of target language, of idioms, colloquialisms, and register shifting. Able to make inferences within the cultural framework of the target language. Understanding is aided by an awareness of the underlying organizational structure of the oral text and includes sensitivity for its social and cultural references and its affective overtones. Rarely misunderstands but may not understand excessively rapid, highly colloquial speech or speech that has strong cultural references.

**Writing: 2+ (Advanced-Plus).** Able to write about a variety of topics with significant precision and in detail. Can write most social and informal business correspondence. Can describe and narrate personal experiences fully but has difficulty supporting points of view in written discourse. Can write about the concrete aspects of topics relating to particular interests and special fields of competence. Often shows remarkable fluency and ease of expression, but under time constraints and pressure writing may be inaccurate. Generally strong in either grammar or vocabulary, but not in both. Weakness and unevenness in one of the foregoing or in spelling or character writing formation may result in occasional miscommunication. Some misuse of vocabulary may still be evident. Style may still be obviously foreign.

**Speaking: 2+ (Advanced-Plus).** Able to satisfy the requirements of a broad variety of everyday, school, and work situations. Can discuss concrete topics relating to particular interests and special fields of competence. There is emerging evidence of ability to support opinions, explain in detail, and hypothesize. The Advanced-Plus speaker often shows a well-developed ability to compensate for an imperfect grasp of some forms with confident use of communicative strategies, such as paraphrasing and circumlocution. Differentiated vocabulary and intonation are effectively used to communicate fine shades of meaning. The Advanced-Plus speaker often shows remarkable fluency and ease of speech but under the demands of Superior-level, complex tasks, language may break down or prove inadequate.

**Reading: 2+ (Advanced-Plus).** Able to follow essential points of written discourse at the Superior level in areas of special interest or knowledge. Able to understand parts of texts which are conceptually abstract and linguistically complex, and/or texts which treat unfamiliar topics and situations, as well as some texts which involve aspects of target-language culture. Able to comprehend the facts to make appropriate inferences. An emerging awareness of the aesthetic properties of language and of its literary styles permits comprehension of a wider variety of texts, including literary. Misunderstandings may occur.

**Listening: 2+ (Advanced-Plus).** Able to understand the main ideas of most speech in a standard dialect; however, the listener may not be able to sustain comprehension in extended discourse which is propositionally and linguistically complex. Listener shows an emerging awareness of culturally implied meanings beyond the surface meanings of the text but may fail to grasp sociocultural nuances of the message.
Writing: 2 (Advanced). Able to write routine social correspondence and join sentences in simple discourse of at least several paragraphs in length on familiar topics. Can write simple social correspondence, take notes, write cohesive summaries and resumes, as well as narratives and descriptions of a factual nature. Has sufficient writing vocabulary to express self simply with some circumlocution. May still make errors in punctuation, spelling, or the formation of nonalphabetic symbols. Good control of the morphology and the most frequently used syntactic structures, e.g., common word order patterns, coordination, subordination, but makes frequent errors in producing complex sentences. Uses a limited number of cohesive devices, such as pronouns, accurately. Writing may resemble literal translations from the native language, but a sense of organization (rhetorical structure) is emerging. Writing is understandable to natives not used to the writing of non-natives.

Speaking: 2 (Advanced). Able to satisfy the requirements of everyday situations and routine school and work requirements. Can handle with confidence but not with facility complicated tasks and social situations, such as elaborating, complaining, and apologizing. Can narrate and describe with some details, linking sentences together smoothly. Can communicate facts and talk casually about topics of current public and personal interest, using general vocabulary. Shortcomings can often be smoothed over by communicative strategies, such as pause fillers, stalling devices, and different rates of speech. Circumlocution which arises from vocabulary or syntactic limitations very often is quite successful, though some groping for words may still be evident. The Advanced-level speaker can be understood without difficulty by native interlocutors.
APPENDIX V: The M.A. Options

A. Guidelines for the Master’s Thesis (Thesis Option)

TIME LIMIT; SCOPE OF THESIS

The M.A. thesis should be complete within two calendar years after you begin your program. The thesis should
represent an original contribution to scholarly research, although it may be a modest one.

CHOOSING AN ADVISOR, A COMMITTEE; ADMISSION TO CANDIDACY FORM

By the middle of the second semester you should pick a general area in which you would like to work and a major
professor who has a specialty in the field. For the M.A., the concept of specialty can be interpreted broadly. As soon
as you determine your topic and your major professor approves it, and you and the major professor should choose two
other German professors to serve on your M.A. committee and to help the major professor guide your program. This
is a good time to fill out and turn in the Admission to Candidacy form to the Graduate School's Office of Admission
and Records. The form is available in interactive mode at http://web.utk.edu/~gsinfo/acforms.htm. You should
prepare your thesis proposal as soon after you have chosen your committee as possible. After your committee has
approved your proposal, it should be provided promptly to all members of the German Graduate Studies Committee
for their comments and advice.

SELECTING A TOPIC

There are many ways to arrive at a thesis topic. You may be interested in some author or work that you have read in
a class, or you may have a personal interest that is not being treated in your classes and that you would like to
explore in greater depth. One effective way to approach the thesis is to expand a seminar paper. You will already
have extensive knowledge of the subject and you will have a basic bibliography. If you cannot decide, consult with
faculty members in the German Program, particularly your major professor and your committee.

LENGTH OF THESIS; EXAMPLES

The major thing to remember is to limit the project and keep it manageable. Theses in the former Department of
Germanic, Slavic and Asian Languages ranged in length from about forty pages to two hundred forty. We strongly
recommend aiming at the lower end of this scale (40-60 pages including bibliography, vita, etc.). A list of all the
theses done for that Department is available from the secretaries in the graduate office of the Department of Modern
Foreign Languages and Literatures. Copies of all the theses are in the Hodges Library, and copies of many are kept
in the Department and can be examined there.

SECONDARY LITERATURE

You should search through the standard bibliographical sources for literature on your topic and consult the major
secondary sources on hand in the library. If you are particularly interested and the topic warrants it, some material
may be obtained through interlibrary loan. This will normally not be necessary. The discussion of the secondary
sources should be integrated into the text of your work just as it usually is in scholarly journal articles. The treatment
of the secondary sources should be systematic, but you also must take care not to be overwhelmed by too much
secondary material. Consult your major professor and your committee if you feel you need help.

WHICH LANGUAGE TO PICK

You should normally write in your native language if it is English or German. If you wish to write in German, you must
ask permission to do so from your committee, and the request must be passed on to the Dean of the Graduate
School, with endorsement by the Department Head and the Dean of the College. This permission should be sought
early.
FORM OF CITATIONS, PAGE LAYOUT, ETC.

In matters of form, there are two sets of standards you must observe. The University, through the Graduate School, defines the mechanical aspects of the thesis, such as margins, placement of page numbers, spacing of titles, etc. The Graduate Office sponsors thesis workshops each term on these questions, and it also will provide you with a booklet outlining its standards. The MLA Handbook for Writers of Research Papers sets forth the technical and stylistic guidelines for English and foreign languages scholarship in the U.S. It is available in the bookstore. Use it for footnote and citation style and other technical matters whether you write in English or German. Start using it early in the writing process so that you do not have to waste time at the end. Other systems used in the U.S. are permissible if there is good reason for choosing them (e.g., the LSA system for students in Linguistics), but the decision to choose a system other than MLA should be discussed early and approved by the entire committee. This is much easier than it might first appear, and none of these matters are difficult to master. They just take a few hours of time early in the process.

THESIS CREDITS; DEADLINES

You must register for at least six semester hours of thesis credit. This includes three hours of thesis credit in the term when the thesis is accepted. Consult the Graduate School web site for the deadlines for scheduling the defense of the thesis and submitting the final copy: http://web.utk.edu/~gsinfo/deadlines.htm Note that these deadlines fall several weeks before the end of the term and not at the very end. Allow your committee two weeks to read the completed thesis copy you are submitting for your defense.

TYPING DRAFTS OF YOUR TEXT; PREPARING THE FINAL COPY

You can save time and money if you can produce the final copy yourself. Again, seek advice early on the proper way to type in your text, produce German characters, etc. A few easy basic steps will save you time later. You will have to reimburse the department for computer supplies and for copies of the preliminary drafts produced on the department copier.

ORAL EXAMINATION

There will be a brief oral examination in the semester you present the thesis. It will last about an hour. About half the time will be spent discussing the thesis. The other half will be spent discussing works you have read in your courses, plus any from the M.A. reading list not covered in courses.

SUMMER TEACHING IN THE SECOND YEAR

Summer teaching assignments will normally not be given in your second year if you have not completed an outline of the thesis by the beginning of spring semester and a complete first draft of the thesis by the end of the spring semester.

B. Guidelines for the M.A. Non-Thesis Option

The M.A. non-thesis option consists of a research dossier and a common written exam on the M.A. reading list. The German graduate faculty evaluates both parts, and the student must pass each part with a B or better in order to qualify for the degree.

I. Dossier

a) The dossier must contain two papers:

1) A paper of at least 3,750 words written for a German Program seminar.
2) A paper of at least 2,500 words written for a German Program graduate course.

b) Both papers must meet the bibliographical and formal standards of the MLA Handbook for Writers of Research Papers, the Chicago Manual of Style, or the style guidelines of the Linguistics Society of America or the American Psychological Association, as determined by the professor of the course in which each paper was written. Both papers must also demonstrate an intellectual argument. The papers may and, in most cases, should be revised prior to submitting the dossier, but no revisions are possible after submission.

c) The student’s three-member committee will read and evaluate the dossier.
II. Written Exam

a) The three-hour exam contains four components, each weighted equally, i.e., 25%. The four parts are:

1) Identifications: the student must answer 10 out of 15.
2) and 3) Short essays: the student must answer two out of the three essay questions given. All three questions relate to literature from the M.A. reading list.
4) One-hour section examining linguistics and/or literature prior to 1750: this component may include identifications or essay questions.

b) The non-thesis M.A. exam is a common exam taken on the same day by all students planning to graduate in a given semester in a semester. It is not tailored to the courses taken by the individual student

c) If the student does not pass the exam, he/she has the right to take the non-thesis M.A. exam given in the following semester. In borderline cases, the faculty may invite the student to take a follow-up oral exam in which at least four members of the German graduate faculty will participate. A student may inspect his/her written exam prior to the oral exam.

III. Deadlines

a) The dossier must be submitted to the student’s committee by October 15 (fall semester) or March 15 (spring semester)

b) The written exam will be scheduled for the first week of November (fall semester) and the first week of April (spring semester). The Chair of the German Program will announce the exact day at the beginning of each semester.

c) Students must inform the Chair of the German Program in writing of their intent to take the written exam. This Information must be given no later than the first week of October or the first week of March.
APPENDIX VI

Faculty and Graduate Students in the German Program

Marion Nike Arnold
ABD German, University of Texas
Second Language Acquisition, Computer Assisted Instruction
Director of Elementary and Intermediate German
Supervisor of German GTAs

Olaf Berwald
Ph.D., University of North Carolina
18th, 19th and 20th Century German Literature
Library Representative for German

Carolyn R. Hodges
Ph.D., University of Chicago
19th and 20th Century German Literature
Head of Department of Modern Foreign Languages and Literatures
Chairperson of Comparative Literature Program

Peter Höyng
Ph.D., University of Wisconsin
18th and 20th Century German Literature and Culture
Chair of the German Program

Henry Kratz, Professor Emeritus
Ph.D., University of Chicago
Germanic Philology

David Lee
Ph.D., Stanford University
18th Century German Literature
Director of German Graduate Studies and German Graduate Advisor

Chauncey J. Mellor
Ph.D., University of Chicago
Germanic Philology and Linguistics
Supervisor of Graduate Language Proficiency Examinations
Member of Departmental Graduate Studies Committee
Member of Linguistics Committee, Member of Sub-Committee for Human Subjects Research
Webmaster for German Program
Editor of Die Unterrichtspraxis

Stefanie Ohnesorg
Ph.D., McGill University
19th Century German Literature and Geography
Member of Departmental Undergraduate Studies Committee
Organizer of Sprachwochenende

John C. Osborne, Professor Emeritus
Ph.D., Northwestern University
17th and 18th Century German Literature

Ursula Ritzenhoff, Professor Emerita
Ph.D., University of Connecticut
19th and 20th Century German Literature
Other German faculty and staff:

Rosemarie S. Greenman  
M.A., Pennsylvania State University  
Major: German Literature

Graduate students actively working on degrees in German

Ahmed A. Abdelrahman  
B.A., Ain Shams University  
Candidate for M.A.

JoBeth Bradley  
M.A., University of Tennessee  
Candidate for Ph.D. in Modern Foreign Languages

Maria Gallmeier  
M.A. equivalent in Russian, Russian State Pedagogical University; Institute of Linguistic Studies of the Academy of Sciences  
Candidate for M.A.

Linda Gilliam  
B.A., University of Tennessee  
Candidate for M.A.

Diana Gortinskaya  
M.A. equivalent in English, Kuban State University, Russia  
Candidate for M.A.

Jenessa Gale Hunter  
B.A. University of Tennessee  
Candidate for M.A.

Raluca Negrisanu  
M.A. University of Bucharest, Romania  
Candidate for Ph.D. in Modern Foreign Languages

Alissa Nesbitt  
B.A. University of Tennessee  
Candidate for M.A.

Vera Pantanizopoulos-Broux  
B.A., University of Tennessee  
Candidate for M.A.

Becky Powell  
B.A., University of Tennessee  
Candidate for M.A.

Zsuzsanna Rothné  
J.A.T.E. University of Szeged  
Candidate for Ph.D. in Modern Foreign Languages

Jennifer Westner  
B.A., University of Tennessee  
Candidate for M.A.