

# MA Language Teaching Graduate Handbook

School of International Letters and Cultures

(Updated Summer 2022)

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# Academic Standards and Other Policies

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## ASU Graduate Policies and Procedures

Please visit <https://graduate.asu.edu/policies-procedures> for Graduate Policies and Procedures.

## M.A.L.T. Admission Requirements

Please visit <https://webapp4.asu.edu/programs/t5/majorinfo/ASU00/LALANTCHMA/graduate/false> for Admission Requirements.

## Student Academic Progress

For information on the university's policy regarding student academic progress (SAP), please visit the [Satisfactory Academic Progress](#) webpage.

## Archived Handbooks

Previous versions of all SILC graduate program handbooks can be found in the SILC intranet as well as the SILC Canvas. Current students who are not able to access either the intranet or Canvas should contact the Graduate Program Student Services Support Coordinator.

## Scholarship/Fellowships/Awards

Please visit the [SILC Website](#) as well as the [ASU Graduate College Website](#), and [The College of Liberal Arts and Sciences' Graduate Fellowships and Awards](#).

Other resources: [Graduate and Professional Student Association \(GPSA\)](#), [Institute for the Humanities Research](#), [ACMRS Academic Programs Awards and Grants](#).

## Entrepreneurship + Innovation

Do you have an idea for a product or service that could solve a problem, fill a need or enhance people's lives? [Entrepreneurship + Innovation](#) at Arizona State University connects you to the information, resources and people that can help you turn your ideas into reality.

## Coursework

Students will register for all coursework online through their MyASU page. Graduate-level courses are those numbered 500 or higher. Details regarding registration and course drop/add procedures are provided in the [Registration and Tuition Payment Guide](#).

## Internships

Students may not use internship credit as a substitution for courses required by the program, internship courses may be used on the iPOS as part of the total hours for the degree. One (1) credit hour may be awarded per 50 hours of internship work with prior approval.

Please visit [ASU Career and Professional Development Services](#).

## Discrimination complaints (Title IX)

<https://www.asu.edu/titleIX/>

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see

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## Academic Standards and Other Policies

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<https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

### Retention

All students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by this degree program. If a student fails to satisfy the requirements of their degree program, and/or benchmarks below, the student may be dismissed from their program based on the unit's recommendation to the Graduate College.

- M.A. students are required to maintain a 3.0 GPA. Students who at any time fall below this average will be considered on probation for the following semester. If, during that semester, the student does not meet minimal requirements, we will recommend to the Graduate College dean that the student be dismissed from the program.
- Grades of C and below do not meet the requirements of a graduate degree.
- M.A. students must successfully pass the culminating experience.
- M.A. students must satisfy all requirements of the graduate degree program.

### Review and Dismissal

After the first year, all students will be reviewed annually. Students whose progress is found deficient will be informed by their respective Graduate Representative. Students whose progress is unacceptable will be dropped from their degree program.

### Incompletes

Please visit <http://www.asu.edu/aad/manuals/ssm/ssm203-09.html> for the policy on incomplete grades.

### Leave of Absence

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. If a student cannot meet this requirement, they must request a leave of absence via a petition submission through their iPOS. The leave of absence petition must be submitted and approved by the academic unit and Graduate College before the anticipated semester of non-registration. Students may request up to two semesters of non-registration during their graduate program.

### Academic Integrity

The highest standards of [academic integrity](#) and compliance with the university's [Student Code of Conduct](#)

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## Academic Standards and Other Policies

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are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

### Graduation Process

Apply to Graduate: <https://students.asu.edu/registration/graduation-apply>

Graduation Deadlines: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>

### International Students

Students who need assistance with visas, immigration status, or other immigration questions should contact the [International Student and Scholars Center \(ISSC\)](#).

### Health, Wellness and Accessibility Resources

ASU offers many health and wellness resources for our students. Please visit [ASU Health Services](#) for information on counseling, public safety, and Sun Devil Fitness. ASU's [Student Accessibility and Inclusive Learning Services](#) is a great resource for students with disabilities. Additional resources for wellbeing can be found here: [Graduate Wellness Resources](#) and [10 Best Practices in Graduate Student Wellbeing](#).

### Educational Outreach and Student Services

Please visit ASU Educational Outreach and Student Services for a variety of resources, such as Student Advocacy and Assistance, Counseling, Financial Aid, Resources for Students with Families, Community Resources (Food, Clothing, Shelter), and others <https://eoss.asu.edu/resources/basic-needs>.

### Diversity, Equity, and Inclusion

ASU supports and fosters an environment of diversity, equity, inclusion and belonging, and promotes equal opportunity through affirmative action in employment and educational programs and activities. It strives to offer students with disabilities support and access, for all programs and academic opportunities. It also ensures that qualified individuals with disabilities are not subjected to discrimination, harassment or retaliation because of their disabilities in regard to academic pursuits, job application procedures, hiring, and other terms and conditions of employment. It is the policy of ASU to provide reasonable accommodations to qualified individuals with disabilities. SILC encourages qualified individuals to contact the SAILS office for classroom accommodations (<https://eoss.asu.edu/accessibility>) as well as to the Office for Diversity, Equity and Inclusion (<https://cfo.asu.edu/workplace-accommodations>) for workplace accommodations.

### Interactive Plan of Study (iPOS)

Graduate students will file their Doctoral Programs of Study using a secure online process called the

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## Academic Standards and Other Policies

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Interactive Program of Study (iPOS). You will be guided through a step-by-step process that presents a list of eligible courses to choose from. A review is built in to ensure that students have met university requirements prior to submitting their iPOS. Students must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program. Students will be able to login to review the status at any point along the way. The iPOS overview video and “how-to” guide can be found at <https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>.

### Withdrawal

Voluntary withdrawal from ASU: If a student wishes to withdraw from his/her graduate degree program and the university, they must complete the [Voluntary Withdrawal form](#). Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses. International students should contact the [International Student and Scholars Center \(ISSC\)](#) before submitting a Voluntary Withdrawal form, as it most likely will affect their visa status.

Voluntary withdrawal from a graduate degree program: If a student wishes to transition from one graduate degree program to another graduate degree program, the student should complete the *Voluntary Withdrawal form*. The student should not take this action until he or she has been admitted to the other graduate degree program.

Other types of withdrawals: There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Information on types of withdrawals and procedures can be found at: <https://students.asu.edu/drop-add>. For course withdrawals, contact the University Registrar’s Office.

### Transfer Credits

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted.

### Grade Appeals/Grievances

**A.** The aggrieved student must first undergo the informal procedure of conferring with the instructor, stating any evidence and reasons for questioning that the grade received was not given in good faith. The instructor is obliged to review the matter, explain the grading procedure used and show how the grade in question was determined. If the instructor is a graduate assistant and this interview does not resolve the difficulty, the student may then take the problem to the faculty member in charge of the course (regular faculty member or director of the course sequence).

**B.** If the grading dispute is not resolved in step A, the student may appeal to the department chair or

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## Academic Standards and Other Policies



other appropriate chair of the area within the department (if any). The department chair may confer with the instructor to handle the problem. Step B applies only in departmentalized colleges or schools.

C. If these discussions are not adequate to settle the matter to the complainant's satisfaction, the student may then confer with the dean of the college or school concerned (or the dean-designate) who will review the case. If unresolved, the dean or designate may refer the case to the college or school academic grievance hearing committee to review the case formally. In most instances, however, the grievance procedure does not go beyond this level.

### University Resources

[ASU Libraries](#), [Graduate Student Writing and Academic Centers](#), [Graduate & Professional Student Association](#), [Provost's Office](#), [Career Services](#), [Parking Permits](#), [Student Business Services](#), [Sun Devil Student ID Card](#), [IT Help](#), [Memorial Union](#), [Campus Dining](#), [Student Banking](#), and [Student Organizations](#)

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# Master of Arts in Language Teaching

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This program will provide both current and aspiring language teachers with the tools to effectively teach languages in secondary schools and higher education. Students will receive training in teaching methodologies, second language acquisition, heritage language pedagogy, computer-assisted language teaching, applied linguistics and the teaching of literature and culture. Students are required to maintain at least 3.0 GPA in all graduate coursework

## Tracks

Students enrolled in the Master of Arts in Language Teaching must choose to focus their studies on one of three track options: French, German, or Spanish.

## Plan of Study

All students need to file an official Plan of Study (iPOS) that follows the requirements of their graduate program in SILC. Students need to work with their Supervisory Committee chair and submit the iPOS to the Graduate College no later than the beginning of the third semester.

On the iPOS, the students list the courses taken with the grades obtained, as well as the courses they are in the process of taking, or expect to take. Changes in the iPOS may be made later if necessary, but the iPOS must list courses that fulfill the program requirements, and must have the name of the Chair of the Supervisory Committee and the names of the other members of the Supervisory Committee. Once the plan of study has been completed, it must be checked and signed by the Chair of the Supervisory Committee and by the Graduate Representative of the respective graduate program. The student's individual plan of study will be determined in consultation with the student's Chair/Advisor, subject to approval by his/her Supervisory Committee, the Graduate Representative of the relevant graduate program, and the Dean of the Graduate College.

## M.A. Supervisory Committee

The purpose of the Supervisory Committee is to assist the student in planning a program that fits his/her own needs and interests; to supervise the student's yearly academic progress; and to guide the development of the work included in the applied project. The committee members will normally be chosen from the faculty with whom the student has taken or will take courses.

The chair of the Supervisory Committee must be a member of the SILC Graduate Faculty. The chair of the Supervisory Committee serves as primary advisor to the student. It is the student's responsibility to identify the committee chair in accordance with the area and specific topic of the student's research interest.

If the student's research warrants it, the student's Supervisory Committee may request permission from the relevant graduate committee to include a member from outside the approved list of SILC Graduate Faculty (within or outside of ASU). This member will be proposed by the Chair of the Supervisory Committee or by the student. The Chair of the Supervisory Committee will make official contact on behalf of the program and will establish the parameters of his/her collaboration on the Supervisory Committee. The program cannot assume any expenses incurred by having an external member of the committee.

Graduate students need to work closely with the Chair of the Supervisory Committee. This committee should be formed no later than the beginning of the third semester, when the student is required to submit

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# Master of Arts in Language Teaching



the iPOS.

## **Change of M.A. Supervisory Committee**

It is understood that for valid professional reasons expressed in writing to the faculty representative of the MALT program, the student may request a change in the membership of the Supervisory Committee. Changes are usually requested due to a change in research topic or a prolonged research sabbatical on the part of a faculty member, etc. The committee change will be submitted through the student's iPOS.

The student should first discuss the change directly with the faculty member involved and the Chair of their Supervisory Committee, who will also inform the faculty representative of the MALT program in writing of their opinion. If the parties directly involved do not agree, the faculty representative of the MALT program will submit the matter to the Director of Graduate Studies for its resolution. The committee change request must be approved by the Graduate College.

## **Applied Project**

Students will be required to enroll in SLC 593 Applied Project in their final semester of the program for 3 credits. In this course, students will design and execute a semester-long project in consultation with their faculty advisor.

## MA in Language Teaching (French)

The MA in Language Teaching for French at ASU is appropriate for those students wishing to acquire a deep and broad understanding in the field in preparation for teaching at the elementary, high school, or college level; and for those who wish to pursue careers for which French is useful.

This track includes a minimum of 30 semester hours of graduate level work as approved by the student's Supervisory Committee. Course requirements for this program are provided below. Courses may be substituted with chair approval:

<b>Required Core</b>		
SLC 596	Second Language Methodologies	3
<b>French Track</b> (select 3 courses in consultation with chair)		
FRE 598	Topic: French Civilization I	3
FRE 598	Topic: French Civilization II	3
FRE 598	Topic: Structure of French	3
FRE 521	History of the French Language	3
<b>Other Requirements</b> (may be substituted with unit approval)		
SLC 598	Topic: Second Language Acquisition	3
SLC 557	Computer-Assisted Language Learning	3
SLC 598, OR	Topic: Sociolinguistics, OR	3
SLC 598, OR	Topic: Bilingualism, OR	3
SLC 546	Heritage Language Pedagogy	3
LIN 523	Language Testing and Assessment	3
<b>Elective or Research Course</b>		
	To be approved by Supervisory Committee	3
<b>Culminating Experience</b>		
SLC 593	Applied Project	3

## MA in Language Teaching (German)

The MA in Language Teaching for German at ASU is appropriate for those students wishing to acquire a deep and broad understanding in the field in preparation for teaching at the elementary, high school, or college level; and for those who wish to pursue careers for which German is useful.

This track includes a minimum of 30 semester hours of graduate level work as approved by the student's Supervisory Committee. Course requirements for this program are:

<b>Required Core</b>		
SLC 596	Second Language Methodologies	3
<b>German Track</b> (select 3 courses in consultation with chair)		
GER 598	Topic: Holocaust, War, and German Memory	3
GER 598	Topic: Modern German Culture	3
GER 598	Topic: Weimar German Cinema	3
GER 598	Topic: Animals in the Anthropocene	3
GER 598	Topic: Posthumanism and the Ends of Man	
GER 598	Topic: Berlin: Migration, Arts and Activism	3
<b>Other Requirements</b> (may be substituted with unit approval)		
SLC 598	Topic: Second Language Acquisition	3
SLC 557	Computer-Assisted Language Learning	3
SLC 598, OR	Topic: Sociolinguistics, OR	3
SLC 598, OR	Topic: Bilingualism, OR	3
SLC 546	Heritage Language Pedagogy	3
LIN 523	Language Testing and Assessment	3
<b>Elective or Research Course</b>		
	To be approved by Supervisory Committee	3
<b>Culminating Experience</b>		
SLC 593	Applied Project	3

## MA in Language Teaching (Spanish)

The MA in Language Teaching for Spanish at ASU is appropriate for those students wishing to acquire a deep and broad understanding in the field in preparation for teaching at the elementary, high school, or college level; and for those who wish to pursue careers for which Spanish is useful.

This track includes a minimum of 30 semester hours of graduate level work as approved by the student's Supervisory Committee. Course requirements for this program are:

<b>Required Core</b>		
SLC 596	Second Language Methodologies	3
<b>Spanish Track</b> (select 3 courses in consultation with chair)		
SPA 537	Women in Spanish Literature	3
SPA 538	Chicana Writers	3
SPA 540	History of the Spanish Language	3
SPA 541	Structure of Spanish	3
SPA 542	Studies in the Spanish of the Southwest	3
SPA 546	Heritage Language Pedagogy	3
SPA 5**	Other SPA 500 level courses as approved by chair (list provided)	3
<b>Other Requirements</b> (may be substituted with unit approval)		
SLC 598	Topic: Second Language Acquisition	3
SLC 557	Computer-Assisted Language Learning	3
SLC 598, OR	Topic: Sociolinguistics, OR	3
SLC 598, OR	Topic: Bilingualism, OR	3
SLC 546	Heritage Language Pedagogy	3
LIN 523	Language Testing and Assessment	3
<b>Elective or Research Course</b>		
	To be approved by Supervisory Committee	3
<b>Culminating Experience</b>		
SLC 593	Applied Project	3

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## MA in Language Teaching (Spanish)

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Additional SPA 500-level courses listed below

SPA 552	Chicano/Chicana Film	3
SPA 553	Latin American Feminist Film	3
SPA 569	Studies in Spanish Film	3
SPA 572	Spanish American Drama	3
SPA 576	Contemporary Spanish American Short Story	3
SPA 577	Regional Spanish American Literature	3
SPA 582	Studies in Latin American Film	3
SPA 587	Chicano/Chicana Drama	3
SPA 588	Chicano/Chicana Essay	3
SPA 598	Special Topics courses	3

## Accelerated Program 4+1 (BA/MA)

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Students must complete all existing 4+1 requirements for the undergraduate and graduate degrees. In the senior year, students can take twelve (12) credit hours of approved coursework, which will be shared between the bachelor's and master's degree. Of these shared twelve hours, students may count the credits of two 400-level classes and two 500-level classes toward the requirements for both the BA and the MA degrees. The undergraduate honors thesis may not be substituted for the master's culminating experience.

For more information on eligibility and how to apply, please review our webpage:  
<https://silc.asu.edu/degrees/accelerated>.

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# Annual Student Evaluations

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On or before February 1 of each academic year the chair of the student's Supervisory Committee is charged with evaluating students' academic progress and teaching performance.

At the beginning of the second semester of each academic year each student must present a printout of his/her graduate courses taken at ASU and a brief statement about their teaching experience and academic goals for the next year. The statement, less than 1 page in length, should include:

1. how many semesters of support s/he has received in their current program;
2. whether s/he has filed the official Plan of Study, taken exams, participated in conferences;
3. other pertinent information for the period covered by the evaluation.

Optionally, each teaching assistant\* may arrange, through his/her supervisor, to be evaluated by another faculty member. This evaluation will result in a narrative statement.

It is the student's responsibility to submit all the required paperwork by the deadline and to ensure that his/her academic adviser has filed the appropriate report. Incomplete dossiers cannot be considered.

## **Selection of Teaching Assistants for Academic Year Appointment\***

The following priorities are in effect:

1. Ph.D. students who demonstrate satisfactory progress toward completion of degree requirements are normally supported for a maximum of five years.
2. M.A. students who demonstrate satisfactory progress toward completion of degree requirements are normally supported for a maximum of two years.

The deadline for submission of applications is usually 15 January of each year. Interested students should not miss this deadline. TAships are only granted beginning in the fall semester. Students who are selected for a TAship must complete the SLC 596 Second Language Methodologies course in August before they begin their first semester of teaching.

Continuing students must complete an annual application before February 10. This application should be accompanied by a copy of the statement of teaching experience and academic goals mentioned below.

## **Underperforming TAs**

TAs who are not fully performing their responsibilities as stated in their appointment letter will receive verbal and written notices from their Language Coordinator/Director of Language Acquisition/Supervising Faculty (in content courses). The Language Coordinator/Director of Language Acquisition/Supervising Faculty will detail areas and ways to improve and will provide a

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## Annual Student Evaluations



timeline (between two weeks and a full semester, as appropriate). The TA will acknowledge this notice. If the TA continues failing to meet expectations by the end of the provided timeline, the Language Coordinator/Director of Language Acquisition/Supervising Faculty will consult with the Graduate Program Advisor. After meeting with the student, they may recommend that the Associate Director of Graduate Studies issue a probation letter, with copy to The College. The probation letter will outline a remediation plan along with a timeline (between two weeks and a semester, as appropriate), decided in consultation with the Language Coordinator/Director of Language Acquisition/Supervising Faculty and Graduate Program Advisor. The TA will provide a written acknowledgment of this letter. The TA will be evaluated at the end of the probation period. If they fail to demonstrate the required improvements, the Director of the School may issue a letter of termination, with copy to The College. The letter will document the reasons for the termination. The TA will have 10 business days to send a written appeal to the Associate Director of Graduate Studies.

*\*At this time, we are unable to offer Teaching Assistantship positions for students in the Language Teaching MA.*

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## SILC Certificates

Many SILC students choose to supplement their programs with additional certificates. No more than one-fifth (20 percent) of the minimum required credit hours for a graduate certificate may be transferred from another university. All transfer work must meet the Graduate College transfer policies. All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit. Courses at a 400-level may be allowed with prior approval from the appropriate certificate program; however, a minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above. No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program. Credit hours earned in a certificate program may also be used towards a degree program, standard preadmission rules apply.

Listed below are all certificates available through SILC along with the contact information for the directors of each.

### Digital Humanities ([link](#))

Program Director: Mike Tueller [Mike\\_Tueller@asu.edu](mailto:Mike_Tueller@asu.edu)

<b>Core Course (3 credits)</b>		
CDH 501	Digital Humanities: Critical Theory and Methods	3
<b>Required Course (3 credits)</b>		
CDH 580	Practicum	3
<b>Electives (6 credits) – Chosen in consultation with program chair</b>		
<b>Culminating Experience (3 credits)</b>		
CDH 593	Applied Project	3

### Translation Studies ([link](#))

Program Co-Director (English Dept.): Richard Newhauser [Richard.Newhauser@asu.edu](mailto:Richard.Newhauser@asu.edu)

Program Co-Director (SILC): Christopher Johnson [cdjohnson@asu.edu](mailto:cdjohnson@asu.edu)

<b>Core Courses (6 credits)</b>		
ENG 550	Translation	3
SLC 551	Global Approaches to Translation	3
<b>Electives (6 credits) – Chosen in consultation with program chair</b>		
<b>Culminating Experience (3 credits)</b>		
ENG/SLC 593	Applied Project	3

### Spanish Pedagogy ([link](#))

Program Director: Sara Beaudrie [Sara.Beaudrie@asu.edu](mailto:Sara.Beaudrie@asu.edu)

<b>Core Course (3 credits)</b>		
SPA 596	Second Language Methodologies	3
<b>Restricted Electives (9 credits)</b>		
SPA 543	Structure of Spanish	3
SPA 546	Heritage Language Pedagogy	3
SPA 598	Topic: Spanish Second Language Acquisition	3

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## SILC Certificates

<b>Electives (6 credits) – Choose two of the courses listed below</b>		
ENG 557	Computer-Assisted Language Learning	3
LIN 523	Language Testing & Assessment	3
LIN 524	Curriculum Design & Materials Development	3
SPA 542	Studies in Spanish in the Southwest	3
SPA 598	Topic: Bilingualism	3
SPA 598	Topic: Language Program Administration	3
SPA 598	Topic: Sociolinguistics	3
SPA 598	Topic: Spanish Applied Linguistics	3
SPA 598	Topic: Teaching Language through Culture and Literature	3
<b>Culminating Experience</b>		
Portfolio		

## Contact Us

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[silc@asu.edu](mailto:silc@asu.edu)

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