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FOREWORD

The School of International Letters and Cultures (SILC) offers a graduate program in French leading to the degree of Master of Arts (MA) in French with concentrations in Comparative Literature, Linguistics, or Literature.

This handbook is intended for use by prospective, new, and continuing graduate students in the French MA Program. It includes information about applying, programs of study, and degree requirements. It should be used in conjunction with Graduate College’s Graduate Policies and Procedures guide (https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_0.pdf). New and continuing graduate students are expected to consult regularly with the French Graduate Representative, who will be responsible for approving the Plan of Study (iPOS). The French Graduate Representative is available to answer any questions or address any problems that may arise during the pursuit of the MA degree.

Students should familiarize themselves with this handbook. It is the student’s responsibility to comply with all program and university requirements, to be aware of all deadlines, and to maintain regular contact with the French Graduate Representative and the student’s committee. See the end of this document for a calendar of milestones for French MA students.

The French faculty encourages and appreciates suggestions from graduate students that could help improve the graduate program. We also welcome proposals for improving the usefulness of this guide.

_Arizona State University is an affirmative action/equal employment opportunity institution and does not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, Vietnam-era veteran status, special disabled veteran status, or any other unlawful discriminatory grounds in its programs or employment._

Tempe, May 2015
Academic Standards and Other Policies

ASU Graduate Policies and Procedures
Please visit the Graduate College’s [Graduate Policies and Procedures](#) handbook.

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

Other resources: [Graduate and Professional Student Association](#) (GPSA), [Institute for the Humanities Research-ASU](#), [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](#).

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 these averages will be considered on probation for the following semester. If, during that semester, they do 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.
Academic Standards and Other Policies (continued)

• Satisfy all requirements of the graduate degree program.
• Successfully pass the culminating experience of a thesis or applied project.

Independent Study
Independent Study courses will be given only under exceptional circumstances, must be approved by the French Graduate Committee, and must not duplicate courses already offered. No more than 3 hours of Independent Study will be permitted.

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 they have been admitted to the other graduate degree program.

Other types of withdrawal: 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. Types of withdrawals and procedures can be found at the University Registrar’s Office.

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

Health and Wellness and Disability 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 Disability Resource Center is a great resource for students with disabilities.

Satisfactory Academic Progress
Please visit https://students.asu.edu/policies/satisfactory-academic-progress.
Interactive Plan of Study (iPOS)
Graduate students will file their Masters Plan of Study using secure online process called the Interactive Plan of Study (iPOS). This electronic process will guide you through a step-by-step process and present a list of eligible courses to choose from. A number of edits are 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.

Incompletes
Students who receive an Incomplete in courses at the 500-level or above have up to one calendar year to complete the course for a grade although individual faculty members may set a deadline earlier than one calendar year. After one calendar year the incomplete will become a permanent part of the transcript. To repeat the course for credit a student must re-register and pay fees. The grade for the repeated course will appear on the transcript, but will not replace the permanent incomplete.

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, which can be done as a petition through the Interactive Plan of Study. Once submitted, the petition must be 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.

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
Academic Standards and Other Policies (continued)

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 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 Centers, Graduate & Professional Student Association,
Provost’s Office, Career Services, Campus Parking, Student Business Services, Sun Devil
Student ID Card, IT Help Office, Memorial Union, Campus Dining, Student Banking, and Student
Organizations

Academic Integrity
The highest standards of academic integrity and compliance with the university’s Student Code of
Conduct 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.

1. The MA program in French strongly believes in academic integrity. The misrepresentation of a
student’s work is one of the most serious academic offenses a student can commit. Thus,
academic honesty is expected of all graduate students in all examinations, papers, laboratory
work, and all other academic transactions, whether written or oral, graded or not.

2. Cheating and plagiarism include, but are not limited to, the following:
   a. Use of somebody else’s exact wording, whatever the material, without indicating the
      source and without using quotation marks or other accepted punctuation.
   b. Changing a few words here and there but not sufficiently to avoid plagiarism.
   c. Paraphrasing or otherwise copying a source without proper citation.
Academic Standards and Other Policies (continued)

d. Borrowing the whole pattern of organization and points of view of a source without giving credit through standard in-text written citation.

e. Borrowing facts, figures, or ideas that are the property of a particular source rather than a matter of common information available in many sources.

f. Collaborating with other students to the extent that two or more assignments are seemingly or notably identical in pattern of organization, points of view or wording.

3. Cheating and plagiarism will not be tolerated in the French MA program. If a graduate student is suspected of academic dishonesty by a faculty member, and in potential violation of the Student Academic Integrity Policy for work submitted for or presented in a class, during the MA comprehensive examination process, or the course of the MA applied project, it is the responsibility of that faculty member to report the incident immediately by writing to the chair of the French graduate committee.

4. The graduate committee will investigate the incident by interviewing both the student and the faculty member who reported the incident. Disciplinary action will be taken by the graduate committee in consultation with the faculty member in light of the severity of the violation. The student's name will be kept on file along with a written report from the graduate committee.

5. To prevent such incidents, the French MA program strongly encourages faculty members participating in the teaching of graduate courses and the advising of graduate students to discuss the rules of academic integrity with them, and to have their students submit their work through SafeAssign in Blackboard whenever possible.

6. The chair of the French graduate committee will also offer a presentation on academic integrity at the beginning of each academic year, and provide new and continuing graduate students with the opportunity to ask questions, express concerns and seek assistance. This meeting will present the general rules governing the use of another's work or materials, and for acknowledging and documenting the source appropriately. Ultimately however it is the graduate student's responsibility to become familiar with the Student Academic Integrity Policy available online at https://provost.asu.edu/academic-integrity.

7. Once established by the graduate committee, and depending on the severity of the violation, possible disciplinary sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification, recommendation for dismissal to the Vice Provost for Graduate Education and referral to Student Judicial Affairs. For more information, see: https://provost.asu.edu/academic-integrity.

8. Any recurring violation of the Student Academic Integrity Policy by a graduate student who has already violated the policy, no matter how minor the incident was, will result in the recommendation for dismissal of the graduate student from the French MA program.
The M.A. Supervisory Committee
All students in the master’s program in French will choose an advisor and form a three-member Supervisory Committee from the French Graduate Faculty and the Affiliated French Graduate Faculty lists (see below). The Chair of the student’s Supervisory Committee serves as the primary mentor to the student as well as the Director of the applied project. The three members of the student’s supervisory committee will represent a balance between the areas whether in literatures and cultures or linguistics.
Admission

Applicants may be admitted to a graduate program under two classifications, regular or provisional. Regular admission implies that a student can proceed with the completion of a degree in the standard manner indicated below and in accordance with any other procedures established by the academic unit offering the degree program. Provisional admission is granted when an academic unit or Graduate Education requires additional evidence of an applicant’s qualification for admission with regular status. No student may maintain provisional status indefinitely. Final determination of status will be made at the time the student has completed provisional work as stated in the original admission letter. If the student has been granted provisional admission, a status change must be recommended to Graduate Education if and when the provisions for regular admission have been fulfilled.

Procedures
Candidates who have completed a BA in French, or a close equivalent, from an accredited institution may apply for admission to the French MA Program. Students with a non-traditional background or only a minor in French may be considered, but they should contact the French Graduate Representative before applying.

The following will be evaluated by the admissions committee:
- Quality of previous education experience (i.e. variety and difficulty of coursework, study abroad).
- Applicant’s Grade Point Average. Normally, students are expected to have at least a 3.25 average in their undergraduate French major in order to be accepted into the Master's program.
- Quality of the writing sample.
- Personal statement.
- Letters of recommendation assessing the student’s command of French and potential for graduate work.
- Quality of recording of spoken French.

How to Apply
Please use the below link to apply: https://webapp4.asu.edu/programs/t5/programs/Keyword/French/graduate/false.

The online Graduate Education Application will ask you to upload the following documents:
- Personal Statement: Should highlight your motivations, skills, and experience with French, and indicate why you are interested in the French MA Program (500 words maximum).
- Writing Sample in French: Should represent your analytical and writing skills and should address a topic connected with Francophone language, literature, or culture (5-10 pages).
Admission (continued)

- Letters of Recommendation: The on-line application will also ask you to give the names and e-mail addresses of three people you feel will best be able to evaluate you. An automatic e-mail will be sent to your recommenders telling them you are applying to our program and giving instructions on how to respond. If you are also applying for a teaching assistantship, one of the recommenders should write about your teaching abilities.
- Resume or CV.
- Non-refundable application fee ($70 domestic US; $90 international): Can be paid through the online application.

**Official Transcripts and Test Scores**
Applicants must submit official transcripts from all post-secondary institutions previously attended to the Graduate College (see [https://admission.asu.edu/graduate/apply](https://admission.asu.edu/graduate/apply)).

Applicants may submit scores from the Graduate Record Examination (GRE) but are not required to do so. Students whose BA work was completed in a language other than English must submit TOEFL scores. Test scores must be received directly from the agency administering the test. Photocopies and faxes are not acceptable.

**Recordings**
All applicants must submit a 4-5 minute recorded message in French on a topic of your choice. Do not read your message. The recording is to help the committee evaluate your level, and your message should realistically reflect your spoken French.

**If you are a non-native English speaker:** Submit a 4-5 minute recorded message in English on a topic of your choice. Do not read your message. In order to teach, non-native English speakers who are admitted to the French MA program are required to pass the ASU SPEAK (Speaking Proficiency English Assessment Kit) evaluation upon arriving in the area or during orientation.

**International Students**: Graduate teaching assistants whose native language is not English are required to take the TSE/SPEAK test or TOEFL iBT test. In order to assume primary teaching responsibilities students must earn a minimum score of 55 on the TSE/SPEAK test or 26 on the TOEFL iBT. International students should apply to the MA program as early as possible in the fall semester.

**Deadlines**
An application for admission for the following fall semester must be received before April 1. An application for admission for the following spring semester must be received before November 1.
**Master’s in French**

**Plan of Study**
Students are encouraged to file a Plan of Study (iPOS) as early as possible. As per Graduate Education, “To facilitate degree completion and shorten time to degree, graduate students with regular status must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program.” Regardless of the number of credits taken, the iPOS should be filed no later than the end of the first year. This form may be accessed on-line through MyASU. On it the student lists the courses taken and grades, as well as the courses s/he expects to take or is in the process of taking. Once the form has been completed, it must be checked and signed by the French Graduate Representative. The student, however, is not bound to follow the iPOS and may subsequently change it as needed, and according to the program requirements. By the end of the second or beginning of the third semester, the student must choose an examining committee, whose members will normally be chosen from among the faculty with whom the student has taken courses and/or who have expertise in the field chosen by the student.

**Requirements**
In order to continue work on the MA degree in French, students must fulfill the following conditions. Failure to fulfill these conditions may result in dismissal from the program or other sanctions.

1. A minimum G.P.A. of 3.0 must be maintained at all times.
2. Students should complete the French MA Program within two years of the first semester in which they enroll. For example, a student who began study in the Fall 2014 semester should have completed all program requirements, including the comprehensive exam and the Applied Project defense, by the end of the Spring 2016 semester.
3. Unless provided an exemption by the French Graduate Committee, all students must take their comprehensive exam no later than the beginning of their fourth semester in the program. For example, a student who began study in Fall 2014 must have taken the comprehensive exam no later than January 2016. Exams are given in August and January, at the end of the first week of class. Students must sign up for exams, and must take them at the appointed date. If a student is unable to take a scheduled exam for a legitimate reason (medical or family emergency), the student must inform the French Graduate Representative as soon as possible and present evidence of the emergency (doctor’s note, etc.). Exams may be rescheduled only once.
4. The student must keep his/her MA committee apprised of his/her progress, and must give the committee enough time to approve the comprehensive exam bibliography, to prepare the exam questions, and to read and approve the Applied Project.
5. No student may accumulate more than one incomplete at any one time. Students with more than two Incompletes on their iPOS will be dismissed from the program.
Master’s in French (continued)

Time Limitations
All work towards a master’s degree must be completed within six consecutive years. The six years begin with the semester of the first course included on a student’s iPOS.

Concentrations
There are three tracks in the French MA Program:
1. Comparative Literature
2. Literature in French
3. Linguistics

Each track requires 30 credit hours including 3 credits of an Applied Project in order to graduate with the French M.A. degree.

Literature Programs

(Comparative Literature and Literature in French)

Prerequisites for admission into the Literature Program:

- FRE 321 (Introduction to French Literature: Middle Ages to 1800)
- FRE 322 (Introduction to French Literature: 1800 to the Present)
- Two 400-level French classes, of which at least one must be a literature course
- Students wishing to pursue the Comparative Literature track should ensure that they have the required competency in the other language(s) they wish to study (i.e. ACTFL Advanced Low)

Comparative Literature students may take up to 6 credits of MA course work outside of the French MA Program; one of these courses may substitute for a required course in the French MA Program. When approved by the French Graduate Committee, students in the Literature in French track may also take up to 6 hours of related course work outside of the French MA Program; these courses may not substitute for required courses in the French MA Program.

Summary: Literature students must take a total of nine (9) courses in the French MA Program; Comparative Literature students must take a total of seven (7) courses in the French MA Program.
Linguistics Program (continued)

Degree Requirements (Literature)

30 credit hours including the required applied project course (FRE 593) and a written comprehensive exam. The plan of study for the master’s degree includes:
1. An applied project
2. A minimum of 30 credit hours of graduate-level work, as approved by the candidate’s supervisory committee
3. A 500-level bibliography and research methods course offered by the department

When approved by the student’s supervisory committee, six credit hours in another language or in closely related courses may be included in the program.

All candidates are required to pass a comprehensive written examination designed to evaluate the candidate’s knowledge in the area of specialization. A reading list, as agreed upon, serves as a guide to prepare for this examination.

Applied Project

“FRE 593: Applied Project” (3 credits) is required by Graduate Education for graduation from the French MA Program – it must be included on the iPOS. Normally this course will be taken in the student’s final semester. This course is an independent study for which students in the Literature Program will expand a research paper written for a course into a 20-30 page paper of publishable quality with an annotated bibliography (annotations of 50-100 words each). The length and scope of the paper are to be discussed with and approved by the MA committee. Students may choose to present their work during a public defense, but this is not a requirement. Students in the Comparative Literature track must make sure that there is a professor who can evaluate their work if they work on a language other than English as the second, non-French language. If choosing the defense option, students must submit the final version of the Applied Project to the MA committee at least two weeks before the defense. Failure to do so will mean no defense can be held, with no penalty to the student.

Comprehensive Exam

By the beginning of the third semester at the absolute latest, students should have formed a 3-person MA committee with whom they will work on the comprehensive exam and the Applied Project. The comprehensive exam schedule is as follows:

1) Over the summer after their second semester, students compile a bibliography of their choosing. This bibliography should meet two criteria: a) It should be related to course work
the student has already done; b) it should prepare the student to write the Applied Project essay. The bibliography must be organized around a clearly defined theme, genre, period, approach, or question. Literature students prepare a list of 20 primary works (literature) and 20 secondary works (theory and criticism), or more primary works should they wish. Both lists should be comprised primarily of books or compilations; only major articles will count as individual secondary works.

2) During the third semester, the bibliography is to be discussed with and then approved by the committee. This approval must be secured no later than the twelfth week of the semester (i.e. before Thanksgiving) in order to give the committee time to formulate the exam questions.

3) There will be 2 questions on the exam: a textual analysis question and a question on a combination of period, genre, and theory. Both questions will be based on the bibliography.

4) The exam will be a take-home, e-mailed to the student on Friday morning and due to the committee on the following Monday by 5 p.m. The exam will only be given at the end of the first week of classes in the Fall and Spring semesters.

5) Students may consult the works on their list, dictionaries, etc. The essays should be well edited and must respect citation conventions and ASU’s policy regarding plagiarism. The textual analysis must be written in French. The other essay can be written in French or English.

6) The exam is to be taken no later than the beginning of the fourth semester in the program; any extension must be approved by the French Graduate Committee.

Applied Project

“FRE 593: Applied Project” (3 credits) is required by Graduate Education for graduation from the French MA Program – it must be included on the iPOS. Normally this course will be taken in the student’s final semester. This course is an independent study for which students in the Literature Program will expand a research paper written for a course into a 20-30 page paper of publishable quality with an annotated bibliography (annotations of 50-100 words each). The length and scope of the paper are to be discussed with and approved by the MA committee. Students may choose to present their work during a public defense, but this is not a requirement. Students in the Comparative Literature track must make sure that there is a professor who can evaluate their work if they work on a language other than English as the second, non-French language. If choosing the defense option, students must submit the final version of the Applied Project to the MA committee at least two weeks before the defense. Failure to do so will mean no defense can be held, with no penalty to the student.
Linguistics Program (continued)

Degree Requirements (Comparative Literature)

Graduate students may take only 500-level courses for graduate credit. At least nine credit hours must be selected from those courses listed exclusively for graduate students. The program must include:
1. FRE 500 Bibliography and Research Methods
2. Two courses in linguistics, civilization or translation, of which one course must be in linguistics
3. One course in critical or cultural theory

It is recommended that graduate students enroll in FRE 500 as early as possible.

A minimum of four core courses offered by the French section must be selected from any combination of the following categories:
- Francophone studies courses
- Genre courses
- Period courses

A student must achieve a GPA of “B” (3.00 on a 4.00 scale) or higher in all work specifically included in the plan of study. Grades below a “C” (2.00) cannot be used to meet the requirements of a graduate degree. No student may accumulate more than one incomplete at any one time.

Independent study courses will be given only under exceptional circumstances and will not duplicate courses which are available. The French graduate committee is responsible for authorizing such work in cooperation with the individual professor. No more than three credit hours of independent study will be permitted.

Students must complete an applied project.

The written examination for the concentration in comparative literature will be administered by the interdepartmental committee for comparative literature and will consist of two essay-based components: general concepts of comparative literature and problems of comparative literature.

Comprehensive Exam

By the beginning of the third semester at the absolute latest, students should have formed a 3-person MA committee with whom they will work on the comprehensive exam and the Applied Project. The comprehensive exam schedule is as follows:
7) Over the summer after their second semester, students compile a bibliography of their choosing. This bibliography should meet two criteria: a) It should be related to course work the student has already done; b) it should prepare the student to write the Applied Project essay. The bibliography must be organized around a clearly defined theme, genre, period, approach, or question. Literature students prepare a list of 20 primary works (literature) and 20 secondary works (theory and criticism), or more primary works should they wish. Both lists should be comprised primarily of books or compilations; only major articles will count as individual secondary works.

8) During the third semester, the bibliography is to be discussed with and then approved by the committee. This approval must be secured no later than the twelfth week of the semester (i.e. before Thanksgiving) in order to give the committee time to formulate the exam questions.

9) There will be 2 questions on the exam: a textual analysis question and a question on a combination of period, genre, and theory. Both questions will be based on the bibliography.

10) The exam will be a take-home, e-mailed to the student on Friday morning and due to the committee on the following Monday by 5 p.m. The exam will only be given at the end of the first week of classes in the Fall and Spring semesters.

11) Students may consult the works on their list, dictionaries, etc. The essays should be well edited and must respect citation conventions and ASU’s policy regarding plagiarism. The textual analysis must be written in French. The other essay can be written in French or English.

12) The exam is to be taken no later than the beginning of the fourth semester in the program; any extension must be approved by the French Graduate Committee.

**Applied Project**

“FRE 593: Applied Project” (3 credits) is required by Graduate Education for graduation from the French MA Program – it must be included on the iPOS. Normally this course will be taken in the student’s final semester. This course is an independent study for which students in the Literature Program will expand a research paper written for a course into a 20-30 page paper of publishable quality with an annotated bibliography (annotations of 50-100 words each). The length and scope of the paper are to be discussed with and approved by the MA committee. Students may choose to present their work during a public defense, but this is not a requirement. Students in the Comparative Literature track must make sure that there is a professor who can evaluate their work if they work on a language other than English as the second, non-French language. If choosing...
the defense option, students must submit the final version of the Applied Project to the MA committee at least two weeks before the defense. Failure to do so will mean no defense can be held, with no penalty to the student.

Prerequisite for admission into the Linguistics Program:

- FLA 400/598 (Introduction to Linguistics), or equivalent course

Summary: Linguistics students must take a total of seven (7) courses in the French MA Program. They must take one (1), and may take two (2), courses outside of the French MA Program.

Degree Requirements

30 credit hours including the required applied project course (FRE 593) and a written comprehensive exam. The plan of study for the master’s degree includes:

1. An applied project
2. A minimum of 30 credit hours of graduate-level work as approved by the candidate’s supervisory committee
3. A 500-level bibliography and research methods course offered by the department
4. In some programs, six credit hours in another language or closely related courses (when approved by the student’s supervisory committee)

All students are required to pass a comprehensive examination designed to evaluate the knowledge gained in the area of specialization. A reading list as agreed upon serves as a guide to prepare for this examination.

Comprehensive Exam

By the beginning of the third semester, students should have formed a 3-person MA committee with whom they will work on the comprehensive exam and the Applied Project. The comprehensive exam schedule is as follows:

1) Over the summer after their second semester, students compile a bibliography of their choosing. This bibliography should meet two criteria: a) It should be related to course work the student has already done; b) it should prepare the student to undertake the Applied Project. The bibliography must be organized around a clearly defined theme, approach, or question. Linguistics students prepare a list of 40 works, to be discussed with and then approved by the committee.
Linguistics Program (continued)

2) During the third semester, the bibliography is to be discussed with and then approved by the committee. This approval must be secured no later than the twelfth week of the semester (i.e. before Thanksgiving) in order to give the committee time to formulate the exam questions.

3) The exam will consist of 2 questions based on the bibliography.

4) The exam will be a take-home, e-mailed to the student on Friday morning and due to the committee on the following Monday by 5 p.m. The exam will only be given at the end of the first week of classes in the Fall and Spring semesters.

5) Students may consult the works on their list, dictionaries, etc. The essays should be well edited and must respect citation conventions and ASU's policy regarding plagiarism. One essay must be written in French.

6) The exam is to be taken no later than the beginning of the fourth semester in the program; any extension must be approved by the French Graduate Committee.

Applied Project

“FRE 593: Applied Project” (3 credits) is required by Graduate Education for graduation from the French MA Program – it must be included on the iPOS. Normally this course will be taken in the student’s final semester. This course is an independent study for which students in the Linguistics Program will expand either a paper or a research project done for a course into a work of publishable quality with an annotated bibliography (annotations of 50-100 words each). The length and scope of the paper/project are to be discussed with and approved by the MA committee. Students may choose to present their work during a public defense, but this is not a requirement. If choosing the defense option, students must submit the final version of the Applied Project to the MA committee at least two weeks before the defense. Failure to do so will mean no defense can be held, with no penalty to the student.
French Courses

Note: Some courses are listed twice because they count toward multiple distribution areas.

Civilization
- FRE 598 Topic: The Economics and Politics of French Colonization
- FRE 598 Topic: France In Europe
- FRE 598 Topic: French Civilization I
- FRE 598 Topic: French Civilization II
- FRE 598 Topic: The French in North America
- FRE 598 Topic: French Women in Arts and Society
- FRE 598 Topic: Haiti: History and Culture
- FRE 598 Topic: Myth, Media, Society
- FRE 598 Topic: Paris and Florence in the Middle Ages

Linguistics
- FRE 521 History of the French Language
- FRE 598 Topic: The French in North America
- FRE 598 Topic: French Syntax
- FRE 598 Topic: Interdisciplinary Approaches to Syntax
- FRE 598 Topic: Issues in Syntax
- FRE 598 Topic: Structure de la langue française

Literature
- FRE 510 Introduction to Textual Analysis
- FRE 598 Topic: French Classical Theater: Texts and Productions
- FRE 598 Topic: French Poetry of the Nineteenth Century
- FRE 598 Topic: French Women in Arts and Society
- FRE 598 Topic: Haiti: History and Culture
- FRE 598 Topic: Modern Narrative
- FRE 598 Topic: Modern Poetry
- FRE 598 Topic: Myth, Media, and Society
- FRE 598 Topic: Paris and Florence in the Middle Ages
- FRE 598 Topic: Théâtre du 19ème siècle
Milestones for French MA students

Semester 1
- Enroll in 2 courses (FRE 591 + 1 other course).
- Begin choosing the area in which you will conduct the Applied Project (final research project).
- Map out the rest of your course work so that you make sure to cover all of the requirements for your program.
- In consultation with the French Graduate Representative, sign up for 3 courses next semester.

Semester 2
- Enroll in 3 courses.
- Choose an MA committee, with a director and two other graduate faculty members.
- Submit the iPOS.
- In consultation with the French Graduate Representative, sign up for 3 courses next semester.

Summer
- Finalize the topic for the comprehensive exam and Applied Project.
- Compile a bibliography based on your coursework that prepares for the exam and the Applied Project. Think of this bibliography as a bridge leading from one phase of your MA, course work, to the next phase, research.
- You may sign up to take the comprehensive exam in August if you have the MA committee’s permission.

Semester 3
- Assuming you are prepared and have the MA committee’s permission, take the comprehensive exam in August.
- If you have not already done so, choose and get approval for an MA committee immediately, and no later than the fourth week of this semester.
- Submit a first draft of your comprehensive exam bibliography by the seventh week of the semester (mid-October if the Fall).
- Acquire the final approval of your comprehensive exam bibliography by the eleventh week of the semester (mid-November if the Fall). DO NOT WAIT UNTIL SEMESTER’S END TO GET THE BIBLIOGRAPHY APPROVED. People travel and it can be very hard to contact them. It is YOUR responsibility to secure timely approval. Do not be afraid to send professors reminders.
- In consultation with the French Graduate Representative, sign up for the FRE 593: Applied Project + 1 course next semester.
- Apply to take the comprehensive exam at the beginning of the next semester.
Milestones for French MA students

Semester 4
- Enroll in the FRE 593: Applied Project + 1 course.
- Take the comprehensive exam (in January, if the fourth semester is Spring).
- Immediately after the exam, begin preparing the outline of your Applied Project. For literature students, the Applied Project is a 20-30-page paper of publishable quality with an annotated bibliography (annotations of 50-100 words each) that expands on a course paper. For linguistics students, it is a paper or a research project that expands on one done for a course into a work of publishable quality with an annotated bibliography (annotations of 50-100 words each). The length and scope of the paper/project are to be discussed with and approved by the MA committee. For both literature and linguistics students, the Applied Project may have a public defense, but this is not required.
- Submit the outline of your Applied Project to the MA committee by the third week of the semester (late January if the Spring).
- Submit a draft of your Applied Project to the MA committee by the eighth week of the semester (before Spring Break if the Spring).
- Schedule an oral defense if choosing the defense option (see the Graduate Education website for deadlines).
- Apply for graduation (see the Graduate Education website for deadlines).
- Students choosing the defense option must submit the final version of the Applied Project to the MA committee at least two weeks before the defense. Failure to do so will mean no defense can be held, with no penalty to the student.
- After submitting the Applied Project, make any corrections or changes required by the MA committee and resubmit it for final approval.
- Once the Applied Project has been approved, provide a PDF of it to the French Graduate Representative.
- Graduation.

Refer to the schedule above for the ideal progression through the program, although it can be flexible. You should nonetheless aim to take the comprehensive exam at the beginning of the fourth semester. All other requirements regarding the filing of paperwork and submission of materials apply. Should you be offered a TAship, you will be expected to accelerate your progress through the program in conformity with the above schedule. If you are offered a TAship, please review the Graduate College TA/RA Handbook.
Evaluation of Graduate Students

Students are evaluated throughout the academic year according to GPA, number of credits and types of courses taken (i.e. satisfying distribution requirements), timely completion of courses, timely progress on the comprehensive exam (i.e. forming a committee; compiling a bibliography; and passing the comprehensive exam by the beginning of the fourth semester – see “VI. Satisfactory Progress” and “XII. Milestones for French MA Students” below), and timely progress on the Applied Project. Students must maintain a 3.0 GPA.

Selection for Summer Session Teaching

Students interested in being considered for a summer teaching appointment must submit requests as early as possible in the spring semester. The French section coordinator, in consultation with the Language Supervisor and, when necessary, the French Graduate Committee, allocates summer appointments.

Those who receive summer appointments will be employed as faculty associates, not as teaching assistants. Ordinarily, such appointments will be at the 100 and 200 levels, and qualifications for such openings will be the same as during the regular academic year. Students desiring a summer appointment must be registered for classes in the summer.

When necessary, applicants for summer teaching positions will be ranked by the Language Supervisor and the French Graduate Committee according to academic performance and past support.

Notification of summer appointments will be made at the earliest time permitted, pending final budget decisions for the summer sessions.

Study Abroad

The French MA Program at Arizona State University has two faculty-directed study abroad programs that offer Master’s-level courses:

- A semester program at the Centre International d’Etudes Françaises (CIEF) at the Université de Lyon 2
- “French Language and Quebecois Culture in Canada”: A four-week summer program in Quebec City

For more information, go to the website of the ASU Study Abroad Office: https://studyabroad.asu.edu/
Graduate Student Representatives

Every Fall, the French graduate students elect two Graduate Student Representatives (GSRs), who represent the graduate students in their requests or suggestions to the following:

1. The French Graduate Representative and French Graduate Committee
2. The SILC Associate Director of Graduate Studies and SILC Graduate Steering Committee
3. The SILC Director

GSRs may resign their position for academic or personal reasons. They should conduct themselves according to professional norms and FERPA guidelines because they may be privy to privileged or confidential information. A GSR may never represent another graduate student without the prior written authorization or request of that student.

GSRs attend section meetings and French Graduate Committee meetings when appropriate. They may also participate in job searches. They are excluded from those situations where there may be a conflict with FERPA. The GSRs voice the concerns of graduate students and act as their advocates, but do not vote on committees or make policy.

French Graduate Faculty

Mariana Bahtchevanova (Ph.D. Arizona State University): Syntax, Structure of French

Frederic Canovas (Ph.D. University of Oregon): Modern Literature, Literature and the Other Arts

Mark Cruse (Ph.D. New York University): Medieval Literature, Haiti

Helene Ossipov (Ph.D. Indiana University, Bloomington): Linguistics, North-American French
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