

UConn Linguistics Graduate Program Handbook

Fall 2015

*(Document last revised: 24 August 2015)
(Individual policies revised as noted in sections)*

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Important Deadlines (2015-2016)

First Year

End of Spring
7 May 2016 Choose Pre-Generals major advisor and associate advisors
Submit Plan of Study

Second Year

Spring Semester

1st Tue:
19 Jan 2016 Choose and meet with the overseer of the 1st general
examination paper
6th Tue:
23 Feb 2016 Proposal for 1st paper is due
Last day of classes:
29 April 2016 DEADLINE to meet the University's eligibility
requirements for classroom teaching. Students who miss
this deadline will be ineligible for any of the fall GA-ships
assigned in April/May/June. For more information, see the
following website: ([English Policy](#)).

Third Year

Fall Semester

1st Tue:
1 Sep 2015 Choose and meet with the overseer of the 2nd general
examination paper
5th Tue:
29 Sep 2015 1st general examination paper due
8th Tue:
20 Oct 2015 Proposal for 2nd paper is due

Spring Semester

8th Tue:
8 Mar 2016 2nd general examination paper due

Fourth Year

End of Spring Dissertation Prospectus Due
[see below on deadlines for approval process]
Choose Pre-Generals major advisor and associate advisors

See notes on Time Limits for completion of the Ph.D. Degree in the 2015-2016 Graduate Catalogue (p. 24).

1. PH.D. PROGRAM REQUIREMENTS - OVERVIEW

The Ph.D. program consists of the following components:

- Coursework
- General Examination (Two Papers with Oral Examinations)
- Dissertation Prospectus
- Dissertation and Final Examination (Defense)

Student progress is monitored by an advisory committee, selected by the student.

Most students in the department also hold Graduate Assistantships, either Teaching Assistantships or Research Assistantships or both. For policies, see section 10.3.

2. ADVISORY SYSTEM

Deadlines: Choose Pre-Generals major and associate advisors - End of first year
Choose Dissertation major and associate advisors – After successful completion of General Examination

A notable feature of our program is the extent to which we encourage our students to engage in original research from the earliest stages of their education. The advisory system and the general examination are particularly geared toward helping students to develop their research skills and realize their scholarly ambitions.

Each entering student is assigned a first year advisor who assists in the planning of the first year program. A student may (but need not) designate a preferred advisor on application. The default advisor is the Director of Graduate Studies. These assignments expire in April of the student's first year. By the end of the first year of study, the student will select a major advisor, and in consultation with that advisor, will choose at least two associate advisors to constitute the students' (pre-Generals) advisory committee, and complete a Plan of Study. This advisory committee helps students during the first years of their Ph.D. program through the completion of the general examinations.

This first advisory committee expires after successful completion of the General Examination (both papers filed). At that time, as students prepare the prospectus, they designate a (dissertation) advisory committee. This may be the same as the major advisor and committee they worked with up to this point, but need not be, and should be declared (via a change in Plan of Study form, if needed) in conjunction with

preparing the prospectus.

Students are reminded that (in addition to the above) they have the option of changing major advisor and/or committee members at any time, as their interests change.

2.1. Forms

Graduate School forms – <http://grad.uconn.edu/current-students/forms/>

- Plan of Study
- Request for Changes in the Plan of Study
- Change of Major Advisor
- Note: There is no form for change in advisory committee (other than major advisor). To record a change, the major advisor sends a memo to the Grad School.

3. COURSE REQUIREMENTS

Deadlines: Plan of Study - End of first year (May)

For students entering Fall 2015, the following courses are required:

Core Courses:

18 credits

- All of:
 - 5110 The Acquisition of Syntax
 - 5310 Phonology I
 - 5410 Semantics I
 - 5510 Syntax I
- At least two of:
 - 5120 Readings and Research in Acquisition
 - 5320 Phonology II
 - 5420 Semantics II
 - 5520 Syntax II
 - 6210 Morphology I

Electives:

22 credits

At most 6 credits of LING 6799
“Examination of...”
(see section 3.3 for policy on LING
6799 and Audit)

Total: **40** credits

Students are expected to take at least 3 courses per semester in the first year.¹

In their first year, students are expected to take at least 3 of the 5X10 courses (in a. above) in the fall, and to complete the two-semester sequence in at least two areas. All core course requirements should be completed by the end of the second year.

The combination of Syntax I or Phonology I and Morphology I may constitute a two-semester sequence, but no course may count towards two separate sequences for an individual student.

IMPORTANT NOTES ON COURSE REQUIREMENTS

All students are required to register for a total of 15 credits of GRAD 6950 – Dissertation Research. These credits do not count towards departmental course credit requirements; however, **they must be included in the Plan of Study**. It is strongly recommended that students register for these credits as early as possible (e.g., starting from the third year).

Students proposing an **experimental study** for either general examination (see below) must take **an appropriate methods course, such as Linguistics 6110 (Methods in Acquisition) or 6610 (Methods in Experimental Syntax)**. **The major advisor will determine which course the student should take and when**. This course counts towards the 22 credits of electives.

Many courses at the 6000 level may be repeated for credit; check with department if unsure.

Note: Students holding a Graduate Assistantship must register for 6 or more credits / semester (GRAD 6950 counts towards this requirement).

Note to International Students: Students holding an F1 or J1 visa need to meet minimum credit requirements each semester to qualify as full-time students. The basic requirement is currently 6 credits per semester with a Graduate Assistantship or 9 credits without, although limited exceptions apply. Consult with the Graduate Program Director routinely to ensure you have sufficient course credits in your plan of study.

(Requirements last revision: 15 April 2014)

¹ For students entering without an MA (or equivalent) note that 24 credits of graduate study is required to obtain a “Level II” stipend. <http://www.osp.uconn.edu/budgetprep.php#gas>.

3.1. Forms

Graduate School forms – <http://www.grad.uconn.edu/forms.html>

- Plan of Study
- Request for Changes in the Plan of Study

If any changes/corrections are made to the Plan of Study after the end of the first year (and after initial submission to the Graduate School), the student must submit to the Graduate School a corrected Plan of Study by the time he or she completes the required coursework.

(revised August 2011)

3.2. General Policies on use of LING 6799

- (1) LING 6799 (*Investigation of Special Topics*) is our course number for independent study at the graduate level. When registering for LING 6799, the student can give it a more specific title to reflect the topic of study. This is accomplished by submitting an ‘Independent Study Authorization’ form, available from the [Graduate School website](#). The card requires signatures from the instructor and department head, and then needs to be delivered to the Graduate School for processing. (The Graduate School will register the student for LING 6799; there is no need to register for this course through the PeopleSoft system.)
- (2) Up to 6 credits of LING 6799 can be included in a student’s Plan of Study and applied to the Department’s course-credit requirement for the Ph.D. When LING 6799 is used in this way, it should be given a title that includes the word EXAMINATION (e.g. ‘Examination of complementizer systems’).
- (3) Any number of additional credits for LING 6799, not counted towards the Ph.D. course-credit requirement, is permitted. In particular, when a student holds regular meetings with a supervisor, he or she should register for one credit of LING 6799 for each hour of weekly meeting time.
- (4) When the student is auditing a course, the University’s registration status of ‘Audit’ is the preferred option, but students should **not** register as auditors if they wish to take the same course for credit later. Instead, they should consult with the instructor and register for 1 to 3 credits of LING 6799, depending on the amount of regular coursework that they will be completing.
- (5) The Office of the Registrar imposes a limit on the number of times a student can register for LING 6799, but this limit can be raised. In the event of a problem, the student should contact the Director of Graduate Studies.

Note: Although it is possible to register for LING 6799 on PeopleSoft, in order to have the title properly noted in the system (needed to count towards credit requirement), there is still a paper form that needs to be filled out – available from the main office.

3.3. Ling 6899

A course taken at another university can be counted as a regular course for purposes of the Ph.D. requirements. The course number to be used in this case is LING 6899, Directed Research in Linguistics.

(Policy updated: November 2010)

3.4. Course Sequence Illustration

A typical course package (for a student entering in 2015) might follow the following sequence (this is an illustration; individual plans may vary): courses are 3 credits except as noted; required courses in boldface

REMINDER: See also notes on page 5.

	Fall	Spring	Credits
Year 1	5110 The Acquis. of Syntax 5310 Phonology I 5410 Semantics I 5510 Syntax I	5120 R&R Acquisition 5320 Phonology II 5420 Semantics II 5520 Syntax II	24
Year 2	<u>2 courses</u> such as (or others): 6510 R&R Syntax 6530 Comparative Syntax 6110 Methods in Acquisition 6210 Morphology 6420 Topics in Semantics	2 seminar or topics courses work on 1 st generals paper	+12 =36
Year 3	1 seminar or topics courses complete 1 st generals, start 2 nd GRAD 6950 (3 cr.)	6020 Prof. Method (1 cr.) 1 seminar complete 2 nd generals GRAD 6950 (3 cr.)	+7 =43
Year 4	GRAD 6950 (6 cr.)	GRAD 6950 (6 cr.)	
Year 5	GRAD 6950	GRAD 6950	

4. SPECIAL NOTES FOR EXPERIMENTAL WORK

- Students proposing an **experimental study** for either general examination (see below) must take **an appropriate methods course, such as Linguistics 6110 (Methods in Acquisition) or 6610 (Methods in Experimental Syntax)**. **The major advisor will determine which course the student should take and when.** This course counts towards the 22 credits of electives.

- Certain experiments require approval for research with human subjects from the University Institutional Review Board (IRB). This is a time-consuming process – it is imperative to start on the approval process early.
- The first step is to become fully acquainted with the policies of the IRB. Students need to complete the Human Subject Protection Training, an on-line course giving federally-mandated important information about research with human subjects. This training should be completed before any work with human subjects commences, whether this is the student’s own research or work on a research project of a faculty member. Instructions and a link to the CITI Training program are on the IRB website (<http://research.uconn.edu/irb/citi-training/>).
- Each research project involving human subjects must be approved by the IRB. Forms, templates, and samples can be found on the IRB website. Student projects are submitted under both the student’s name and the name of a faculty member responsible for the project (i.e., the overseer or advisor of the project). It should be noted that many of the questions do not seem to apply to the type of research the linguistics student is typically involved with, because the same forms are used for more invasive studies. It would be a good idea to look at a previously approved protocol for guidance, and to seek feedback from faculty. Once the protocol and consent forms are submitted to the IRB, it is very common for revisions to be needed before the forms can be approved. **Work with human subjects cannot start before the forms are approved, so the process must be started early.**

(Last revision: 15 April 2014)

5. GENERAL EXAMINATION PAPERS

Due Dates:

First paper:	Choose overseer and topic Proposal due Paper due (exam version)	Second Year, Spring – 1 st Tue Second Year, Spring – 6 th Tue Third Year, Fall – 5 th Tue
Second paper:	Choose overseer and topic Proposal due Paper due (exam version)	Third Year, Fall – 1 st Tue Third Year, Fall – 8 th Tue Third Year, Spring - 8 th Tue

Important: See below for absolute deadlines which trigger potential loss of department funding if not met.

Students proposing experimental work for a general examination paper should take note of the additional regulations (Section 4) and plan their time accordingly.

The General Examination (GE) consists of two papers of publishable quality, one in a topic closely related to the student's special area of interest, the second in some other area. The proposal for the first paper is due to all members of the faculty by the sixth Tuesday of the spring semester of the second year. The completed first paper, ready for the examination, must be submitted to all members of the committee by the fifth Tuesday of the fall semester of the third year. The proposal for the second paper is due to all members of the faculty by the eighth Tuesday of the fall semester of the third year. The completed second paper, ready for the examination, must be submitted to all members of the committee by the eighth Tuesday of the spring semester of the third year.

Proposals for general examination papers identify a problem to be investigated and the nature of the investigation. The proposal has a maximum length of 2,500 words (approximately ten double-spaced pages) plus bibliography, and is evaluated by a committee consisting of the whole faculty. The approved proposal is then filed in the Departmental Library. In the planning stage for a proposal, students consult with a faculty member in the area of the planned research. This faculty member is identified on the student's proposal as overseer. Normally, the overseer named on the proposal chairs the examining committee for the paper.

The examining committee consists of at least three faculty members in Linguistics, including the overseer of the paper. The membership of an examining committee is chosen by the faculty at its review of a proposal and communicated to the student by the overseer. To comply with Graduate School rules for general examinations, there are at least five different faculty members on the two examining committees for the two examination papers for each student.

The examination paper should be submitted with a cover sheet that lists the overseer and the members of the examining committee, and should include a one-page abstract summarizing the contents of the paper. The full paper is submitted by the due date to the members of the examination committee and any faculty member who requests it. One copy should be placed in the department office for the reference of faculty members who are not on the examination committee. Examinations are held within one or two weeks of the due date of the paper. Any member of the faculty can participate in an examination and advise the examining committee. The results of the examination, however, are the responsibility of the examining committee designated at the time the proposal is accepted.

Students can consult with any faculty member for advice on general examination proposals and papers, whether or not the faculty member is named to the examining committee for the paper under the procedures outlined above.

The department will notify the Graduate School of the results of the examination when two corrected copies of each general examination paper passed by the faculty have been deposited in the department office. A student is formally considered (for

Graduate School regulations, etc.) to have “passed the General Examination” only when the final copies of **both** approved papers have been submitted to the department.

Once the student completes the General Examination, he or she becomes eligible for travel funds from the Graduate School, to support presentation of research at conferences (see <http://www.grad.uconn.edu/forms.html>).

Normally, work submitted for the General Exam is not collaborative. If some portion of the work has resulted from a collaboration, the student must inform the General Exam Committee, and must demonstrate that his or her individual contribution is sufficient to satisfy the General Exam requirements. **See section 9 below for specifics of the department’s policy on collaboration.**

5.1.Note re: M.A. Degree

Doctoral students may apply for the M.A. degree if they have completed 24 credits on an approved Ph.D. plan of study and have passed the doctoral general examination. The application is made on the form that is submitted to the Graduate School upon depositing the final version of the second general examination paper in the department office.

5.2.Note on Deadlines for Continued Support

- Failure to complete the GE papers on time will lead to the student losing any guarantee of financial support received from the Department. If a student has failed to submit the final version of the first GE paper by the end of the spring semester in the third year (specifically, by the last day to submit grades), then the student is no longer considered to be making satisfactory academic performance for the purposes of funding. The student loses any departmental fellowship support and is automatically removed from the primary pool for GAships. (Such a student may be entered in the pool for any unassigned GAships, subject to availability, but no such funding is guaranteed.) Since this is the final version of the paper, the examination and any revisions that are required must have been completed by this date.
- Similarly, if a student has failed to submit the second GE paper by 8th Tuesday of the fourth year, they will be removed from the primary funding pool. This is almost a full year after the ordinary due date.
- **For any student facing a deadline for continued support, the overseer must, at least six weeks before the deadline, work with the committee to set an exam date that will allow the student to meet the deadline, including time for revisions. The exam date should be set whether the committee deems the student ready at that point or not.**

- Students who submit their paper in time for this exam date will have their exam as usual. If the paper is not ready, the committee will hold a meeting on the scheduled exam date with the student to hear the explanation and decide on a course of action.

As with all rules and regulations, appeals for extension may be considered in **exceptional** circumstances. The key word here is ‘exceptional;’ extensions to the above deadlines are not routinely granted.

(Policy 22 March 2004; revised 10 April 2012)

Note also that the Graduate School imposes time limits for the completion of the General Examination:

After the examination, the Report on the General Examination, indicating the result of the entire examination and the names of all faculty members participating, must be signed by the members of the advisory committee and submitted to The Graduate School **no later than the date of the submission of the Dissertation Proposal** for final approval by The Graduate School.

(From *Graduate Catalog 2015-2016*)

(Requirements last revised: 4 June 2015)

5.3. Notes for advisors and overseers:

- GE Proposal should be submitted to the Director of Graduate Studies (DGS) prior to faculty meeting on due date (Tue) for consideration by faculty at its next regular meeting.
- Outcome of examination is conveyed by memo to the DGS, with deadline for revisions (if any).
- When revisions are completed to satisfaction of committee, overseer sends a memo to Program Assistant and DGS.
- Completed final paper (with revisions made and approved) is deposited with program assistant in department office.

6. LEAVE OF ABSENCE

Under compelling personal or medical reasons, a graduate student may request a leave of absence from his or her graduate program for a period of up to 12 months (one calendar year). The request for a leave of absence must be made in writing using the *Request for Leave of Absence from Graduate Studies Form*.

The completed application form must bear the signatures of the student, the student’s Major Advisor, and the Department or Program Head. The completed application form is to be submitted to the Graduate School for review and approval at least 30 days before the leave of absence is to commence, or the

earliest date possible in extenuating circumstances.

See the Graduate School website for more information:
<http://gradcatalog.uconn.edu/grad-school-info/policy-on-leave-of-absence-from-graduate-studies/>.

Before resuming graduate studies, the student must be reinstated in the Department. This means that the student must submit a letter of application for reinstatement. The faculty will review the student's application and will inform him or her of their decision. The faculty will also inform the student in writing of the new deadlines (for passing the General Examination Papers, for maintaining eligibility for Financial Aid, or for submitting the Dissertation Prospectus – whichever will be applicable at the time of reinstatement).

During the "leave" period, the student will not be eligible for funding from the Department.

Note for international students: International students are strongly encouraged to consult with International Student & Scholar Services (ISSS) regarding the requirements and consequences for their immigration / visa status during a leave.

7. DISSERTATION PROSPECTUS

Due date: Fourth year, end of spring semester

Special note re: deadlines and steps in the approval process

- There are 2 steps in the approval process, and these can be time-consuming. Students facing important deadlines for an approved prospectus (e.g., for filing the dissertation or for a Dissertation Fellowship) need to allow sufficient time for these steps, and to plan accordingly.

Steps: i. Approval by advisory committee
ii. Review within department (see below)

- After approval by department review, the Prospectus is forwarded by the Department Head to the Graduate School for final approval by the Graduate Faculty Council.
- Approval by the Graduate Faculty Council **requires final approval for the use of any human or animal subjects involved in the research (if applicable)**

Options for Step ii: For either option, the first step is approval by the committee.

After the committee approves, one of the following should happen:

- A. The written prospectus is reviewed by two faculty members not on the committee who read it. Faculty are normally given 2 weeks to do this. Students should thus allow at least one month for the completion of step ii (in case changes are needed).
- B. The student gives a 20-minute presentation to the faculty, including at least two faculty members not on the committee. Then all the faculty members in attendance discuss whether or not to approve. It is the student's responsibility to find a time that sufficient faculty members can attend.

Note: students are reminded that scheduling for option A and especially B may take significantly longer in periods when classes are not in session (e.g., summer).

Dissertation Fellowships and Prospectus Deadline

- Eligibility for the Doctoral Dissertation Fellowship (currently \$2,000) from the UConn Research Foundation requires final approval of the prospectus by the Graduate Faculty Council (step iii). Every year, the deadlines for this competition are in November and May. Refer to the grad school website for particulars (including application form, eligibility requirements, and deadlines): <http://grad.uconn.edu/financial-resources/internal-funding-opportunities/semi-annual-doctoral-dissertation-fellowship-program/>

7.1. Description of Prospectus

The prospectus is a well-thought-out description of the work one proposes to undertake for the dissertation. It is a proposal, not a finished project. Yet, enough work should have been done on the project to indicate that it will be successful.

The prospectus should be submitted before preparation of the dissertation is well underway. Failure to present the prospectus early may result in wasted effort on a dissertation. The prospectus should be submitted to the head of the department at least six months before the filing of the dissertation at the Graduate Records Office (prior to the oral defense), and the prospectus should gain the approval of the Executive Committee of the Graduate Faculty Council at least three months before the filing of the dissertation. The prospectus should not be submitted before the Ph.D. Plan of Study has been fully approved.

The prospectus must first be approved by all members of the student's advisory committee. Three copies of the prospectus, together with the signed yellow prospectus forms issued by the graduate school, are to be submitted to the Department Head. The prospectus will be reviewed by two members of the faculty who are not on the committee, chosen by the Department Head.

The prospectus should emphasize the theoretical relevance of the study for linguists who are not specialists in the area of the dissertation. It should include relevant background, and point out the novelty of the proposed study.

In undertaking their review, the reviewers will ask:

- Is the prospectus clear for the linguist who is not an expert in the specific area of the dissertation? Does the prospectus convey to the non-specialist reader that the project is soundly conceived and the prospectus thoughtfully written?
- Is the prospectus well written, well organized, and well argued?
- Does the prospectus describe a project of appropriate scope?
- Does the student demonstrate full knowledge of the subject and an understanding of the proposed method of investigation?
- Does the student show awareness of the relevant research by others?
- Does the student show how the proposed investigation, if successful, will contribute to scientific knowledge?

The prospectus should include:

- an accurate title;
- a concise statement including:
 - the purpose, importance, and novelty of the study;
 - for experimental works, the methods and techniques to be used in data collection and analysis;
 - information about what languages will be studied, and why
- a bibliography.
- An appendix may be included for experimental details and similar material, but it must be possible for the reader to skip the appendix without loss of continuity.

The prospectus is to be as brief as possible without sacrificing completeness. The limit is 15 pages, with 1-1/2 line spacing, no smaller than 10 point type, and no smaller than 1-inch margins all around. The bibliography is not included in the 15-page limit.

After the reviewers have read the proposal or considered the oral presentation, they will recommend one of the following:

- Approve
- Approve with comments
- Revision needed
- Reject

The reviewers will communicate results to the student, the student's Major Advisor, and the Faculty, within two weeks of receipt of the prospectus. The Department Head will inform the graduate school of an approved prospectus and forward the three copies of the completed and approved coversheet with attached text. IRB/IACUC approval (if applicable) must be submitted to the Graduate School for approval. A memo will also be sent to the student.

(Revised: 17 December 2002; minor revisions: 8 August 2007)

8. DISSERTATION AND DEFENSE

Deadlines

Defense Draft to Committee Members	2 weeks prior to defense
Announce Oral Defense in University Events Calendar	2 weeks prior to defense
Submit Tentative Approval Page signed by all committee members	1 week prior to defense

Instructions for Ph.D. Candidacy

Upon approval of the plan of study, passing the general examination, and having had the dissertation prospectus fully approved by the Executive Committee of the Graduate Faculty Council, the student becomes a candidate for the degree of Doctor of Philosophy. At this time (or before), the student and the advisory committee determine a schedule for completion of dissertation research, submission of an outline, submission of drafts, and submission of a final draft, aiming toward completion of the dissertation by the end of the fifth year of study.

The Dissertation

The dissertation is to make a significant contribution to the candidate's field of specialization. The student should work regularly with the major advisor and advisory committee in conducting the research of the dissertation and in preparing the written document.

Normally, work submitted for the dissertation is not collaborative. If some portion of the work has resulted from a collaboration, the student must inform the advisory committee, and must demonstrate that his or her individual contribution is sufficient to satisfy the dissertation requirements. **See section 9 below for specifics of the department's policy on collaboration.**

Final Examination (Defense)

All members of the advisory committee are expected to have seen drafts of the dissertation and to have discussed its content with the student well before the defense version of the dissertation is submitted.

A preliminary defense date can be set well in advance for planning purposes, once each committee member agrees that there is a reasonable expectation for a defensible draft to be produced at least two weeks before the defense date.

The (complete) defense version must be submitted to all members of the committee at least 2 weeks in advance of the defense date, at which time the date can be confirmed. If the defense draft is not submitted by this date, the defense is automatically postponed.

Any member of the committee may declare that the defense should be postponed at any point if the work is not deemed satisfactory.

The final examination is oral and under the jurisdiction of the advisory committee. It deals mainly with the field of the dissertation.

In preparing for the Oral Defense of the dissertation, please note the following:

1. There is an instructional document available from the Graduate School or on the Graduate School website with important university-wide requirements.
2. The student must announce the Oral Defense in the University Events Calendar *at least two weeks* before the date of the Defense.
3. The working copy of the dissertation must be e-mailed to the Graduate School at gradschool@uconn.edu (along with cc's to each Advisory Committee Member). The e-mail must reach the Graduate School *at least two weeks* prior to the date of the oral defense. A copy of the dissertation should also be emailed to the Linguistics program assistant, who will make it available to faculty (and others, as requested).
4. The Tentative Approval Page requires the student to consult with each committee member to obtain tentative approval of the dissertation, and to affirm that such approval has been secured. The major advisor should confirm that tentative approval from each committee member has been received. The completed Dissertation Tentative Approval Page must be received by the Graduate School (e-mail/pdf or fax copies will also be accepted) *at least two weeks* prior to the date of the oral defense
Forms and procedures can be found at:
<http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-information/>
5. The student should prepare at least three copies of the Approval page printed on appropriate bond paper and bring them to the defense. The student or advisor should have a copy of the Report of the Final Examination form at the defense.

(Policy date: January 2013)

Following the defense

The 'Report on the Final Examination' is filed by the advisor as soon as possible following the defense.

The advisor will keep the signed Approval pages until all required changes have been approved.

The advisor will instruct the student regarding changes to be made to the dissertation and approvals required. They will set a timeline for the completion of these changes.

When the final version of the dissertation is approved, the student will submit the dissertation as required by the graduate school. In addition, two copies (not necessarily on bond paper) should be submitted to the department, and each member of the advisory committee should receive a copy.

When students are preparing to leave the department, they should be sure to clear their desks, return their keys, and make arrangements with the Program Assistant for the settling of any bills and the forwarding of snail mail. Departing students are strongly encouraged to keep us up to date with their mailing addresses and professional positions!

9. Policy on Collaboration for General Examination and Dissertation

1. Students are encouraged to engage in collaborative projects with faculty and/or other students because we believe collaboration is an important component of modern linguistic science. We also believe that adopting different roles in collaborative projects is a potentially valuable component of graduate education.
2. The purpose of general examination papers and dissertations is to demonstrate a student's ability to design and carry out novel research projects.
3. Collaborative projects can be used as general examination papers and dissertations as long as the project demonstrates a student's ability to design and carry out novel research projects. **This means that the text of the paper or dissertation must be written by the student (not by the collaborators)**, the student's intellectual contribution to the project must be clear, and the project must demonstrate the student's research ability to the satisfaction of the evaluating committee.
4. For collaborative projects that involve both students and faculty, all faculty are encouraged to formulate an explicit set of criteria for authorship and author order according to the best practices of their sub-discipline. Faculty are encouraged to share these criteria as early as possible in the planning of the project.
5. For collaborative projects that only involve students, all students are encouraged to discuss criteria for authorship and author order as early as possible in the planning of the project.

(Last Revised 21 April 2015)

10. GRADUATE ASSISTANTSHIPS AND OTHER FUNDING

10.1. External Fellowships

Graduate students are strongly encouraged to pursue sources of support external to the university, such as fellowships. Since department-internal support is limited, external support increases the funding available to all students within the department. External support is also prestigious and can reduce the number of hours a student must work in Graduate Assistantships (GA-ships), making more time available to devote to studies.

10.2. Graduate Assistantships

GAs are paid for the period August 23 – May 22 (with the exception of leap years, in which case the pay period ends on May 21), and are expected to work the paid number of hours on average for the full period, including dates when classes are not in session. Students can expect to receive two weeks of paid vacation during this time period, scheduled in agreement with the faculty member responsible for the student. Arrangements for other modifications to the work schedule should be made in consultation with the faculty member responsible for the student.

10.3. Graduate Assistants Employability Policy

With the ever-tightening squeeze on graduate assistantships, and our regular review of policies, the faculty have decided that it is necessary to place the following condition on the issuing of GA awards.

All graduate assistants must comply with the University's stated policies on (spoken) English proficiency ([English Policy](#)).

Students who are not eligible for classroom instruction as defined by this policy by the end of their 4th semester of study will not be in the pool for GAships assigned during April-May-June for the following academic year. (In particular, students should satisfy the policy by the date of the last posted TEACH test in the spring semester of the second year.) If and when any such students do pass the English Certification, they may be entered in the pool for any unassigned GAships, and returned to regular funding assignments made for each academic year in late spring.

This policy does not affect a student's eligibility for pre-doctoral fellowship funds.

(Policy date: 19 April 2005)

11. APPENDIX

For students entering fall 2014, the following courses are required.

- | | |
|----------------------------------|---|
| Core Courses (18 credits) | a. 5110, 5310, 5410, 5510
b. At least two of: 5120, 5320, 5420, 5520, 6210 |
| Electives (22 credits) | At most 6 credits can be LING 6799 “Examination of...”
(see section 3.3 for policy on LING 6799 and Audit) |

Total: 40 credits

For students entering fall 2011, the following courses are required.

- | | |
|----------------------------------|---|
| Core Courses (21 credits) | a. 5110, 5310, 5410, 5510
b. three from 5120, 5320, 5420, 5520 |
| Electives (22 credits) | At most 6 credits can be LING 6799 “Examination of...”
(see section on LING 6799 for additional details) |

Total: 43 credits

For students entering fall 2007, the following courses are required.

- | | |
|--------------------------------------|---|
| Core Courses (21 credits) | a. 5110, 5310, 5410, 5510
b. three from 5120, 5320, 5420, 5520 |
| Generals Workshop (3 credits) | Two semesters of 6010
1 credit in spring of second year
2 credits in fall of third year |
| Electives (22 credits) | At most 6 credits can be LING 6799 “Examination of...”
(see section on LING 6799 for additional details) |

Total: 46 credits

12. CHECKLIST FOR STUDENTS

- | | |
|---------------|----------------------------------|
| Plan of study | Major Advisor selected |
| | Advisory Committee selected |
| | Form filled in |
| | Signatures of Advisory Committee |

	Plan of Study submitted to program assistant
LING 6799 (if applicable):	Form with appropriate title filed with program assistant Check LING 6799 policy
English Proficiency (if applicable):	TEACH test passed Notify DGS when passed
General Examinations:	
Paper #1:	Overseer and Topic chosen Proposal submitted to faculty Examination version of paper Paper submitted to committee + one copy in office Abstract submitted to faculty Exam outcome reported to DGS Revisions approved by overseer/committee (memo from overseer to program assistant and DGS) Final (revised, corrected) paper filled in main office
Paper #2:	Overseer and Topic chosen Proposal submitted to faculty Examination version of paper Paper submitted to committee + one copy in office Abstract submitted to faculty Exam outcome reported to DGS Revisions approved by overseer/committee (memo from overseer to program assistant and DGS) Final (revised, corrected) paper filled in main office
After second paper completed:	Form 'report on outcome of general examination' completed, signed and filed
M.A.:	After completing 24 credits and the general examination (both papers), a student may apply to the department to receive an M.A. degree in the course of continuing his/her Ph.D. studies
Prospectus:	Approval by advisory committee

Submitted for review by 2 additional faculty members:

A. to department head, for written review

B. presentation scheduled for oral review

After approval by review (and revisions, if any)

Submitted to Graduate Faculty (via Department Head)

Completion of dissertation prospectus confers eligibility for Dissertation Fellowships from the Research Foundation. Application deadlines: November and June (twice-yearly).

Dissertation:

Approval of committee for defense

Form for the above

Schedule defense (consult advisor and department head)

Announcement form

Form for reporting outcome of defense

File dissertation