

UConn Linguistics Graduate Program Handbook

Fall 2007

*(Document last revised: 23 Aug 2007)
(Individual policies revised as noted in sections)*

Contents:

Important Deadlines (2007-2008)	2
1. Ph.D. Program Requirements – Overview	3
2. Advisory System	3
2.1 Forms	3
3. Course Requirements	4
3.1 Forms	5
3.2 Notes for advisors	5
3.3 General Policies on use of LING 304	5
3.4 Course Sequence Illustration	6
4. General Examination Papers	6
4.1 Note re: M.A. Degree	8
4.2 Note on Deadlines for Continued Support	8
4.3 Notes for advisors and overseers	8
5. Dissertation Prospectus	9
5.1 Description of Prospectus	10
6. Special Notes for Experimental Work	11
7. Dissertation and Defense (<i>to be added</i>)	11
8. Graduate Assistantships and Other Funding	12
8.1 External Fellowships	12
8.2 Graduate Assistants Employability Policy	12
9. Appendices	13
9.1 Course requirements for students entering prior to 2006	13
10. Checklist for Students	14

Important Deadlines (2007-2008)

First Year

April	Choose major advisor and associate advisors
End of Spring	Submit Plan of Study

Second Year

Spring Semester

1 st Tue: 22 Jan 2008	Choose and meet with the overseer of the 1 st general examination paper
6 th Tue: 26 Feb 2008	Proposal for 1 st paper is due
Last day of classes: 2 May 2008	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: http://tap.uconn.edu/ita/testing/index.htm#english

Third Year

Fall Semester

1 st Tue: 28 Aug 2007	Choose and meet with the overseer of the 2 nd general examination paper
5 th Tue: 25 Sep 2007	1 st general examination paper due
8 th Tue: 16 Oct 2007	Proposal for 2 nd paper is due

Spring Semester

8 th Tue: 19 Feb 2008	2 nd general examination paper due
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Fourth Year

End of Spring	Dissertation Prospectus Due [see below on deadlines for approval process]
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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 8.2.

2. ADVISORY SYSTEM

Deadlines: Choose major and associate advisors - End of first year (May)

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 temporary advisor who assists in the planning of a first year program. These temporary assignments expire in April of the student's first year, by which time the student has selected a permanent major advisor. By the end of the first year of study, the student and the student's major advisor have chosen two associate advisors to complete the advisory committee, and have worked out and submitted a Plan of Study. Students have the option of changing major advisor and/or committee members as their interests change.

2.1 Forms

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

- 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 2007 or later, the following courses are required:

Core Courses:

21 credits

- a. All of:
 - 301 Semantics I;
 - 308 Phonology I;
 - 321 Syntax I;
 - 323 Acquisition of Syntax
- b. At least three of:
 - 301 Semantics II;
 - 308 Phonology II;
 - 321 Syntax II;
 - 323 Readings and Research in Acquisition

General Workshop:

3 credits

- 411
 - 1 credit in spring of second year
 - 2 credits in fall of third year

Electives:

22 credits

At most 6 credits can be LING 304
“Examination of...”
(see section 3.3 for policy on LING 304
and Audit)

Total: **46 credits**

In addition, all students are required to register for a total of 15 credits of GRAD 495 – Dissertation Research. These credits do not count towards course credits.

While the above table lists the minimum departmental requirements, it is expected that students will ordinarily take all four of the Core Courses in both semesters of the first year.¹

Students proposing an **experimental study** for either general examination (see below) are also required to take Linguistics 332 (Experimental Methods) in the fall semester of their second year. This course counts towards the 22 credits of electives.

(Requirements last updated: 23 Aug 2007)

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

3.3 General Policies on use of LING 304

- (1) LING 304 (*Investigation of Special Topics*) is our course number for independent study at the graduate level. When registering for LING 304, the student can give it a more specific title to reflect the topic of study. This is accomplished by submitting an ‘Independent Study Authorization’ card, available from the Linguistics Department Office. 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 take care of registering the student for LING 304; there is no need to register for it through the PeopleSoft system.)
- (2) Up to 6 credits of LING 304 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 304 is used in this way, it should be given a title that includes the word EXAMINATION (e.g. ‘Examination of *wh*-in-situ’).
- (3) An exception to (2) is when LING 304 is used to give credit for a course taken at another university. In this case, LING 304 is counted as a regular course for purposes of the Ph.D. requirements, and the title should include the word COURSE.
- (4) Any number of additional credits for LING 304, not counted towards the Ph.D. course-credit requirement, is permitted. In particular, when a student has regular meetings with a supervisor, he or she should register for one credit of LING 304 for each hour of weekly meeting time.
- (5) 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 later for credit. Instead they should consult with the instructor and register for 1 to 3 credits of LING 304, depending on the amount of the regular coursework that they will be completing.
- (6) The Registrar imposes a limit on the number of times a student can register for LING 304, 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 304 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 in main office.

(Policy updated 19 Sep 2006)

3.4 Course Sequence Illustration

A typical course package (for a student entering in 2007) might follow the following sequence (this is an illustration, individual plans may vary):

Courses are 3 credits except as noted; required courses in boldface

	Fall	Spring	Credit
Year 1	301 Semantics I 308 Phonology I 321 Syntax I 323 Acquisition of Syntax	370 Semantics II 309 Phonology II 322 Syntax II 333 R&R Acquisition	24
Year 2	2 courses such as (or others): 324 R&R Syntax 327 Comparative Syntax 332 Experimental Methods 341 Morphology 372 Topics in Semantics	411 Gen Wkshp (1 credit) 2 seminar or topics courses work on 1 st generals paper	+13 =37
Year 3	411 Gen Wkshp (2 credit) 2 seminar or topics courses complete 1 st generals, start 2nd	412 Prof. Meth (1 credit) 1 seminar complete 2 nd generals	+12 =49
Year 4	GRAD 495 (6 credit)	GRAD 495	
Year 5	GRAD 495	GRAD 495	

4. 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
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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
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Important: see below for absolute deadlines which trigger loss of department funding if not met.

The general examination 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 (about ten double-spaced pages) plus bibliography, and is evaluated by a committee of the whole faculty. The approved proposal is then filed in the Department 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 abstract is distributed to all faculty members in the Department. 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.

4.1 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.

4.2 Note on Deadlines for Continued Support

- Students who submit their paper by the due date will have their exam as usual. If a student fails to meet the due date for a GE paper, the committee will hold a meeting with the student to hear the explanation and decide on a course of action.
- Ultimately, failure to complete the GE papers will lead to the students losing any 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 will automatically lose all funding from the Department. 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 March 1st of the fourth year, funding will automatically be cut. This is almost a full year after the ordinary due date.

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)

4.3 Notes for advisors and overseers:

- GE Proposal should be submitted 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 DGS, with deadline for revisions (if any).
- When revisions are completed to satisfaction of committee, overseer sends a memo to Program Assistant at DGS.
- Completed final paper (with revisions made and approved) is deposited with program assistant in department office.

5. 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 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).

(Revised 23 August 2007)

Dissertation Fellowships and Prospectus Deadline

- Eligibility for the Doctoral Dissertation Fellowship (currently \$2000) from the UConn Research Foundation requires final approval of the prospectus by the Graduate Faculty Council (step iii). Annual deadlines for this competition are in

November and June. Refer to the grad school website for particulars (including application form, eligibility requirements, and deadlines).

http://www.grad.uconn.edu/funding_resources.html

5.1 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:

- Does the student indicate to the linguist who is not an expert in the specific area of the dissertation 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 selected bibliography.

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 together with the signed yellow forms to Tom Peters, Assistant Dean for Graduate School Affairs and Records. A memo will also be sent to the student.

(Rev. 17 Dec 2002; minor revision 8 Aug 2007)

6. SPECIAL NOTES FOR EXPERIMENTAL WORK

- Students proposing an **experimental study** for either general examination (see below) are also required to take Linguistics 332 (Experimental Methods) in the fall semester of their second year. This course counts towards the 22 credits of electives.
- Certain experiments require approval for research with human subjects from the University IRB. This is a time-consuming process – if this applies to you, it is imperative to start on the approval process early.

7. DISSERTATION AND DEFENSE

**** This section will be added in the near future ****

8. GRADUATE ASSISTANTSHIPS AND OTHER FUNDING

8.1 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 GA-ships, making more time available to devote to studies.

8.2 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 a new condition on the issuing of GA awards.

All graduate assistants must comply with the University's stated policies on (spoken) English proficiency (<http://tap.uconn.edu/ita/testing/index.htm#english>).

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 English Certification, they may be entered in the pool for any unassigned GAships, and returned to regular funding assignments made for each AY in late spring.

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

(Policy date: 19 April 2005)

9. APPENDICES

9.1 Course requirements for students entering prior to 2007

For students entering fall 2006, the following courses are required.

Core Courses (26 credits)	a. 301, 308, 321, 323 b. 309, 370, 322 (5cr), 333
Generals Workshop (3 credits)	Two semesters of 411 1cr in spring of second year 2 cr in fall of third year
Electives (22 credits)	At most 6 credits can be LING 304 “Examination of...” (see section on LING 304 for additional details)

Total: 51 credits

For students entering fall 2005, the following courses are required.

Core Courses (23 credits)	a. 301, 308, 321 (5 credit), 323 b. three from: 309, 370, 322, 333
Generals Workshop (6 credits)	Two semesters: 360 or 411
Electives (25 credits)	At most 6 credits can be LING 304 “Examination of...” (see section on LING 304 for additional details)

Total: 54 credits

All students are required to register for a total of 15 credits of GRAD 495 – Dissertation Research. These credits do not count towards course credits.

Students proposing an **experimental study** for either general examination (see below) are also required to take Linguistics 332 (Experimental Methods) in the fall semester of their second year. This course counts towards the 25 credits of electives.

For students entering prior to fall 2004 – consult the department if unsure.

10. CHECKLIST FOR STUDENTS

Plan of study	Major Advisor selected Advisory Committee selected Form filled in Signatures of Advisory Committee Plan of Study submitted to Catalina
LING 304 (if applicable):	Form with appropriate title filed with Catalina Check LING 304 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 Catalina 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 Catalina 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 exam (both papers), a student may apply to the department to receive an M.A. degree in the

course of continuing 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 prospectus confers eligibility for Dissertation Fellowships from the Research Foundation. Application deadlines November and June (annual)

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