

HANDBOOK FOR GRADUATE STUDY IN GERMAN STUDIES
Department of Linguistics and Germanic, Slavic, Asian, and African Languages
MICHIGAN STATE UNIVERSITY

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INTRODUCTION

Welcome to the Graduate Program in German Studies. This Graduate Handbook will inform you on course and program requirements, on the timetable for the selection of a faculty advisor and the formation of a guidance committee, on examinations and graduation requirements and the policy for dismissal as required by the *Graduate Students Rights and Responsibilities* (<http://www.vps.msu.edu/SpLife/default.pdf>) document.

The Handbook is given to you upon entering the program. In addition to the hard copy, the Handbook is also available on our webpage. All entering graduate students will participate in an orientation session(s) organized by the academic unit and/or college. Students entering “off-cycle” will be given the Handbook at the time of entry and will be required to participate in the next scheduled orientation. The Director of Graduate Studies for German will advise entering students on course selection and degree requirements.

Communication:

E-Mail

The most efficient way of communicating with faculty, fellow students, and students is through electronic mail. All graduate students are expected to obtain an e-mail address as soon as possible after registration. If you have not received information about how to get an e-mail address, you should go to: <https://netid.msu.edu/activate.html> or check with Julie Delgado, the graduate secretary. Please make sure that you either check your MSU account regularly or have your MSU mail forwarded to an account that you check regularly. Instructors often send out class e-mails and these will go to your MSU account. Proper e-mail etiquette suggests that you respond to e-mails within 24 hours.

Mailboxes

All German students who are not TAs have mail folders on the 6th floor (The Graduate Secretary will inform you of their precise location). TAs have mailboxes across from the elevators in the mail/copy room on the 6th floor.

Graduate Director

The graduate director will serve as your advisor until you have selected a guidance committee and a guidance committee chair. Please make an appointment with him/her early in the third week of your first semester at MSU.

This handbook is updated annually to ensure the accuracy of information provided to entering students.

If you have academic or advising questions please contact the Graduate Director in German, Patricia Paulsell (paulsell@msu.edu).

For technical assistance such as how to enroll for courses, how to obtain forms, graduate assistantship payroll, etc. please contact the Graduate Secretary, Julie Delgado (delgadof@msu.edu).

For questions regarding graduate assistant insurance, please contact Human Resources, Benefits - Student Insurance at 353-4434.

Kaffeestunde:

All graduate students participate and on occasion provide a leadership role (based on a agreed schedule that is determined in the first week of classes) in the weekly Kaffeestunde, an informal gathering of students from all levels in the German Program. Although conducted in an informal setting, the same guidelines for respectful and proper conduct between TAs and undergraduates apply (see the information on the German webpage under the link Kaffeestunde).

I. PROGRAM OVERVIEW

The German section of the Department of Linguistics and Germanic, Slavic, Asian and African Languages offers both M.A. and Ph.D. degrees with specializations in German Studies. On the Ph.D. level, graduate training in literature and culture at Michigan State University takes place in a collaborative and interdisciplinary environment. Graduate students benefit from focused training in German literary and cultural studies and from the opportunity to experiment across disciplinary and departmental boundaries. Furthermore, the program emphasizes not only the training and pedagogy of language teaching, but also pays particular attention to the advanced training in the teaching of literature and culture. All courses are mindful of practicing intellectual skills such as critical thinking, analytical reasoning, problem solving, and expository writing. Communicating effectively, problem solving, and team based learning, performing with integrity, as well as embracing changes are important components of our program that prepare our students for life after graduate school. To better attain these competencies, the program pays particular attention to the integration of co-curricular activities in the comprehensive training of students in research, teaching, and outreach. We consider the integrated training in research, teaching on all levels, and an extended service and outreach component a winning combination in a tight job market.

Research excellence

Our faculty includes scholars internationally recognized for their research in 17th-21st-century literary and cultural studies, feminist and gender studies, visual culture and film studies as well as in the teaching of language, literature and culture. Our faculty occupies leadership roles in national professional organizations and several members have served as editors and associate editors in the journals (*Unterrichtspraxis* and *The German Quarterly*) of the American Association of Teachers of German, the professional association of the field of German Language, Literature, and Culture.

Innovative teaching

Our program is a national leader in pedagogy and methodologies of teaching not only language, but also literature and culture on all levels. We provide our graduate students with the current knowledge in these fields and with opportunities to gain extensive teaching experience in first- and second-year German. In addition to a methods class in teaching language, our students are also trained in the methodology of teaching literature and culture. This two-pronged approach to pedagogy and the scholarship of teaching and learning for both the M.A. and Ph.D. level sets our program apart from other graduate programs in German. In addition, our students gain exposure to all levels of instruction through an extensive and carefully integrated and monitored co-curricular mentoring and job-shadowing program (see below).

Interdisciplinary strength

Our faculty is involved not only in university-wide programs in Women in International Development, the Center for European and Russian Studies, Center for Advanced Research in Language Acquisition, Jewish Studies, but also play an important role in new initiatives such as the Global Literary and Cultural Studies Research Cluster, designed as a flexible mode of support for research-based collaboration across fields and disciplinary sub-fields. This also allows students to gain experience in navigating boundaries and to discover strategies that help them to collaborate with others, know how to partner, collaborate, compromise, and adjust to unfamiliar environments. The grounding in the discipline with a significant interdisciplinary component makes practical and intellectual sense for a variety of career paths in and outside of academia.

Co-Curricular Activities

In addition to curricular offering, the program offers an extensive mentoring programs and other co-curricular activities to enhance graduate education and training. See also the *Guidelines for Graduate Student Advising and Mentoring Relationships* <http://grad.msu.edu/staff/mentoreport.pdf>). As part of our pre-professional mentoring, you will have the opportunity to participate for example in intra- and extramural job-shadowing, in outreach activities, and in delivering self-paced instruction. The regularly scheduled focus groups, colloquia, and workshops are an integral portion of the educational experience and are thus mandatory for all students. Many of the activities are team based, which allows the students to explore team dynamics and learn how to identify mutual goals, set norms and utilize individual abilities. Lectures sponsored by the program, Department, the Research Cluster for Global Literary and Cultural Studies or the Center for European and Russian Studies, and Second Language Studies round out the educational experience. These activities are part of a healthy mentoring climate providing opportunities for graduate students to interact with MSU faculty and visiting scholars in formal and informal settings. These are all integral parts of the German Studies Program and designed to help you achieve the following learning outcomes.

Goals and Learning Outcomes

- Master the principles of literary and cultural interpretation.
- Understand the nature of the discipline of German Studies.
- Scrutinized various insitutional contexts of German Studies.
- Understand and interpret current research as it applies to critical analysis of literary and cultural texts.
- Have an ability to critically examine one's own scholarly writing within the field of German Studies.
- Be able to develop coherent statements on teaching philosophy, research, and outreach experience.
- Attain practice in several aspects related to the comprehensive nature of training in German Studies (research, teaching, service, and outreach).
- Understand the need to continually upgrade skills and keeping abreast of new competencies.
- Produce original research and scholarship in literary or cultural studies in the field of German.

These outcomes are assessed through coursework, but also in the MA exam or thesis. The purpose of the exams or MA thesis is to ensure that the candidate is able to synthesize information from several courses in the graduate program and enhance it with independent work.

Admission to Graduate Study in German

In addition to submitting an application for Admission to Graduate Study, the following application material should be submitted directly to the department office.

1. A transcript of all academic work on the collegiate level
2. Three letters of recommendation
3. The results of the Graduate Record Examination
4. A letter of approximately 500 words containing the applicant's biography and reasons for pursuing graduate study at MSU.
5. A portfolio of the applicant's representative work in German.
6. **Applicants to the Ph.D. Program Only** -- Submit M.A. thesis or an equivalent major paper in German.

International applicants must fulfill requirements as described under "International Student Admission" in the Graduate section of the University's Academic Programs catalogue (*Academic Programs* <http://www.reg.msu.edu/ucc/ucc.asp>).

English Language Requirements: The German program requires that all international students have a minimum TOEFL score of 250 (or 85 on the MSU test, with no subscore below 83). This must be met before being admitted to the program.

Successful participation in our graduate programs requires extensive reading in German and enrollment in courses taught in German. Normally, applicants whose native language is not German should have had at least three years of college-level language, literature, and culture course work taught in German before entering our program. An overseas experience in German-speaking countries is highly desirable.

Applicants must have passed the Zentrale Mittelstufenprüfung or its equivalent. MSU is a test center that offers the Zentrale Mittelstufenprüfung and students are able to take this test at MSU after they have been admitted provisionally.

Master's Program. To be admitted to the Master's of Arts Program in German Studies on a regular basis, applicants must have completed a bachelor's degree in a recognized educational institution, or its equivalent, and usually have completed a minimum of 26-30 semester credits in German beyond second-year courses. Applicants must have achieved a 3.00 average in their junior and senior years of the undergraduate program. These courses should include significant experience with the reading and analysis of German texts. If an applicant appears to have an inadequate background in one or more areas, admission to the program is granted provisionally with the department requiring additional courses at MSU that do not count toward the degree. Students are notified in their admission letter how many remedial courses they have to take within their first year at MSU.

Doctoral Program. Applicants for admission to the Doctor of Philosophy Degree Program are expected to have completed high quality work in German prior to admission and have a GPA of at least 3.25 in these courses. This work should approximate the requirements for the M.A. in German at MSU, including evidence of courses in language study, pedagogy, and cultural and literary studies. To be admitted to the program on regular status, an applicant must have a master's degree in German or 30 credits of approved courses (including GRM 810, GRM 815, and GRM 820 or their equivalents). If an applicant appears to have an inadequate background in one or more areas, admission to the program is granted provisionally with the department requiring additional courses at MSU that will not count toward the degree.

Candidates with a B.A will take 2 semesters (18 credits) of qualifying courses. Upon completion, the guidance committee in consultation with the student decides whether the student should proceed with with the Ph.D. or complete an M.A.

I. PROGRAM COMPONENTS

- A: Master of Arts Degree Components
- B: Doctor of Philosophy Degree Components

Master of Arts Degree Components

1. A minimum of 30-31 total credits, including required courses.
2. The readings contained in an individual Master's Reading List.
3. Completion of the Degree through Plan A (M.A. thesis and oral examination) or Plan B (written and oral examinations or M.A. project and defense).

Doctor of Philosophy Degree Components

1. A minimum of 24 total credits of courses.
2. Completion of the language requirement.
3. Comprehensive examination.
4. 24 credits required in doctoral dissertation research (GRM 999).
5. Dissertation defense.

Typical Plan of Study:

<i>Year 1</i>	<i>Core Courses</i>	<i>Subject area courses</i>	<i>Subject area courses</i>
Fall	GRM/ROM 810	GRM 862 Identity	GRM 891 Topics
Spring	GRM 820	GRM 863 Community	GRM 892 Seminar
Deadlines:	Spring Semester in the 3 rd week: MA students form guidance committee		Qualifying year for students who entered the PhD program with a B.A. ends.
<i>Year 2</i>			
Fall	GRM 815	GRM 864 Norms and Values	GRM 891 Seminar
Spring	GRM 830	GRM 865 Culture in Context	GRM 892 Seminar
			MA students take thesis credits(GRM (899) 4 credits
<i>Year 3</i>			
Fall	GRM 810 or external if taken prior	GRM 862 Identity	GRM 891 Topics
Spring	GRM 820 or external if taken prior	GRM 863 Community	GRM 892 Seminar
<i>Year 4</i>			
Fall	GRM 815	GRM 864 Norms and Values	GRM 891 Topics
Spring	GRM 830	GRM 865 Culture in Context	GRM 892 Seminar

PhD Students can fulfill their language requirement at any time during their coursework

Checklist of Forms:

1. GRM MA Checklist/ GRM PhD Checklist
2. Professional Performance and Potential
3. Guidance Committee Form (<http://www.msu.edu/~linglang/guidancecomm.doc>)
4. Application to Graduate (<http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>)

II. DEGREE REQUIREMENTS

Master of Arts Degree in German Studies

1. A minimum of 30-31 total credits, including required courses at the 400 or 800 level. At least 16 credits must be earned in 800-level courses. Independent study credits are discouraged. No more than 9 credits may be transferred in from other institutions. Normally, no more than 9 credits taken outside of the GRM Designation count toward this requirement.

Courses should reflect issues of diversity and historical breadth.

2. Required courses:

Core Courses:

GRM 810 Theories and Practice of Learning and Teaching German or Equivalent (ROM 810)
GRM 820 German Literature and Culture: Theory and Practice

GERMAN CULTURAL STUDIES emphasis (18 credits)

Four of the following courses (12 credits):

GRM 862* German Studies: Constructions of Identity
GRM 863* German Studies: Constructions of Community
GRM 864* German Studies: Cultural Norms and Values
GRM 865* German Studies: Culture in Context
GRM 892 Seminar

*May be retaken for up to 9 credits

Two of the following German Language Studies area:
(6 credits)

LLT 461 Second Language Acquisition
GRM 460 Contrastive Structures German/English
GRM 805 History of the German Language

GERMAN LANGUAGE STUDIES emphasis (18 credits)

Two of the following courses (6 credits):

GRM 862* German Studies: Constructions of Identity
GRM 863* German Studies: Constructions of Community
GRM 864* German Studies: Cultural Norms and Values
GRM 865* German Studies: Culture in Context
GRM 892 Seminar

*May be retaken for up to 9 credits

Four of the following courses (12 credits):

One course from LIN 424, 434, 437, or 471.♦
LLT 461 Second Language Acquisition
GRM 460 Contrastive Structures German/English
GRM 805 History of the German Language

♦ (The prerequisite for any of these courses is LIN 401. It does not count toward the 30 credits)

Please note: To insure timely progress to the degree, full time students receiving financial support from the Department (TA ships, RAships, special fellowships) are expected to enroll in three courses per semester until the required courses are completed. Two of these are generally German courses on the 800 level. This applies to full time students only.

Completion of the Degree through Plan A (thesis and defense); Plan B I (written and oral examinations) or Plan B II (M.A. Project and oral examination)

The Master's Reading List

The student will establish an individual M.A. reading list with the assistance of the guidance committee. Examinations for both Plan A and Plan B include sections where candidates will be held responsible for works on this individual list.

Thesis and/or Examinations: Specifics

The degree can be completed in three distinct ways:

M.A. Thesis and Defense (Plan A)

Written and Oral Examination (Plan B I)

M.A. Project and Examination (Plan B II)

In addition to M.A. courses, and their individual reading list, candidates must choose one of these three options to complete the degree. Although the options are open to all students, Plan A, the thesis option, is designed especially for students with an interest in pursuing an extensive research project, developing academic writing skills, and continuing on to the Ph.D. High-achieving students in the M.A. Program may opt to move directly into the Ph.D. Program after 18 credits of qualifying courses (recommendation of the guidance committee chair is required).

Both Plan B options are designed for students with broad interests and who may or may not pursue the Ph.D. The Project Option (Plan B II) is intended for students who are interested in pursuing a research project that includes either a creative aspect or a module on its application in specific settings.

Plan A: Thesis and 2-Hour Oral Examination

Students considering Plan A should discuss the possibility with their advisor as soon as possible. It is important that students identify the faculty member who can best direct the thesis and consult with that faculty member during the first year of graduate work.

THESIS PROPOSAL: A 5-7 page thesis proposal and a schedule is to be submitted to the Guidance Committee Chair during the semester prior to undertaking the project (i.e., prior to enrolling for GRM 899). Within two weeks of receipt of the proposal, the committee members will either accept, suggest revisions, or reject the proposal. The proposal should clearly indicate the research questions and hypotheses and what the significance of the project is. Before requesting Plan A, the student should submit a high quality term paper to the guidance committee. Approval for Plan A completion lies with the student's guidance committee. If the student is approved for Plan A completion, the thesis director will normally become the chairperson of the guidance committee. As far as possible, course enrollments and the selection of term paper projects should complement the thesis project.

THESIS CREDITS: If you select the thesis option, you will be required to enroll for four credits of GRM 899 (Master's Thesis Research).

THESIS: The thesis, a formal research project undertaken by the candidate, is generally 60-70 pages in length. The thesis may, with the approval of the thesis director, be an expansion of a paper written for a course. It should emphasize the student's ability to do independent work directly related to the academic content of the MA in German Studies. After the topic has been determined, the student with the assistance of the guidance committee chair, will draw up a timeline for preparatory work. By the second half of the third semester, the student will present the guidance committee chair with a proposal of the project (ca. 5-7 pages). This proposal can be accepted as it is or modifications can be requested. By the end of the third semester the proposal including a working bibliography should be finalized. The fourth semester is usually devoted to finishing up remaining course work and to work on the thesis. Four credits in master's thesis research is required (GRM 899). These credits count toward the minimum number of credits for the degree. The thesis must be organized and prepare according to the regulations prescribed in *The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations*.

DEFENSE: After the M.A. thesis is submitted in final draft form, the defense will take place during a two hour oral examination, based on the thesis. The date for the examination is scheduled by the department in consultation with the student, and the student must be registered during the semester in which the examination is taken. The examination format will be determined by the guidance committee, according to University guidelines (see <http://grad.msu.edu/format.htm>) The guidance committee will evaluate the examination and thesis and approve or

disapprove the completion of Plan A requirements. The thesis may be accepted as submitted or be subject to specified modifications. The revisions shall be completed in the following semester.

Plan B:

Plan B I: Written and Oral Examinations

Plan B requires written and oral examinations. After completing at least 24 M.A. course credits, candidates for the degree may schedule their written and oral examinations.

WRITTEN EXAMINATION: The student and the guidance committee will determine the general topic areas of the written examination. The examination will consist of two main parts based on course work and the individual reading list. One part will cover the student's main emphasis (German Cultural Studies or German Language Studies) and will comprise 75% of the exam. The other part of the exam will cover the minor area of emphasis and will comprise 25% of the exam. Usually, the area of major emphasis will cover three areas of German Culture or Language Study while the minor area of emphasis will focus on one area. All members of the guidance committee read and evaluate the written examination. Students will be allowed four hours to complete the examination, including one hour for consideration of the questions and organization. At least one part must be written in English and at least one in German. Student have to be registered during the semester in which they take the exam.

ORAL EXAMINATION: The guidance committee will schedule an oral examination of no more than two hours, based on the written examination, within two weeks of the completion of the written exam. The guidance committee will evaluate the examinations and approve or disapprove the completion of Plan B requirements. In the event that the candidate fails any part of the examination, the guidance committee will decide whether the student should repeat all or only part of the examination. The exam/s can be repeated once. The retakes usually take place in the following semester.

Plan B II: Master's Project and Defense

The M.A. Project Option requires a research project resulting in a written description of the project with a particular focus on its application. Supporting materials (e.g. software, innovative teaching modules, statistical data, video etc.) are considered part of the project. The topic of the project should be linked to course work taken or be based on significant professional experience. After the M.A. Project is submitted in final draft form, the defense will take place during a two-hour oral examination, based on the project. The date for this examination is scheduled by the department in consultation with the student, and the student must be registered during the semester in which the examination is taken. The examination format will be determined by the guidance committee, according to University guidelines.

Three to four credits of master's project research (GRM 898) are required. These credits count toward the minimum number of credits for the degree. The descriptive part of the project is to be written according to the academic conventions in the field (MLA Style Manual, 1998) and should include endnotes, a list of works cited (or consulted, where appropriate), and an appendix or attachment of the supporting materials. The project may be accepted as submitted or be subject to specified modifications. The revisions shall be completed in the following semester.

Doctor of Philosophy Degree in German Studies

The Ph.D. program in literature and culture combines a course of study in an area of specialization with the continuing development of the student as a scholar-teacher of German literature, culture, and language. The Ph.D. encourages students to add an interdisciplinary dimension, in particular one under the umbrella of the Research Cluster in Global Literary and Cultural Studies, to the more focused and specialized program in German Studies. Based on faculty strength, three main specialization in the German Program and the College have been identified: "Historical Literary and Cultural Practices," "Visual Culture and Film," and "Forms of Identity: Gender and Sexuality."

DEGREE REQUIREMENTS

The student must:

1. Complete at least 24 credits in courses approved by the guidance committee while enrolled in the doctoral degree program that are distributed as follows:
 - a. At least six courses in German Cultural Studies.
 - b. At least two courses outside of German Studies in a field enhancing the student's research focus (common foci are defined as Historical German Studies, Visual Culture, and Gender Studies)
2. If the core courses (GRM 810, GRM 815, GRM 820) have not been completed as part of the M.A., they will need to be completed in addition to the required courses (they do not count toward the Ph.D.).
3. Demonstrate reading proficiency in one language other than German or English appropriate to the student's research. (The guidance committee chair in consultation with the student determines the research language). This can be fulfilled by the appropriate 400 level reading proficiency course, by an exam administered by the appropriate language program, or by completion of the 200 level language offerings (taken for credit/no credit).
4. Pass written and oral doctoral comprehensive examinations. The examinations will be administered by the student's guidance committee.
5. The examinations, which will be administered by the student's guidance committee, will be based on the student's course work and individualized reading list. In addition, the student will present a substantially revised paper and present a portfolio with representative work for one part of the comprehensive examination (see the section on the guidance committee).
6. Preparation of a dissertation based on original research (24 credits of 999).
7. Successful completion of a final oral examination in defense of the dissertation.
8. Participation in professional development activities as considered appropriate by the guidance committee

Written comprehensive examination:

The written comprehensive examination will consist of the following parts:

1. Portfolio consisting of a current cv, an annotated list of relevant course work, one original research paper suitable for publication, and a reflective statement on one's research activities, teaching philosophy, and participation in co-curricular pre-professional activities.
2. four-hour examination on one of the three research focus areas of historical German studies, visual culture, or gender studies. This examination is based on courses taken and a reading list approved by the student's guidance committee.

To assure breadth, the portfolio paper should be in a different area from the focus area examined in the written examination.

Oral examination:

The oral examination will consist of the following parts:

1. A public presentation, based on the paper referenced in part 1 of the written examination, followed by a question and answer session.
2. A two hour examination based on part two of the written examination.

Dissertation Prospectus

Submit a dissertation prospectus to the guidance committee no later than the end of the semester following the one in which the student passed the comprehensive examinations. Approval of the prospectus is required before the student may enroll for additional GRM 999 credits in subsequent semesters.

**For students who were enrolled in the Spring and are defending their comprehensive exams during the immediate Summer semester, the department can request a waiver of the requirement that the student be enrolled for at least one credit the semester of their comprehensive examination. These requests are to be directed to the Graduate School and must be endorsed by the student's department and college.*

Language Requirement: Reading proficiency in one language appropriate for research in addition to German and English is required of all Ph.D. students before the comprehensive examinations are taken. The student should enroll in any course work needed to fulfill this requirement on a Credit/No Credit basis.

Ph.D. Reading List: The student and guidance committee will determine the individual Ph.D. reading list as soon as the topics are determined (usually in their third semester at MSU).

Scheduling Comprehensive Examinations (Written): Students must schedule the comprehensive examinations with the chair of their guidance committee the semester before they plan to take the exams. Normally exams will be written within one semester in the academic year. The student may schedule these examinations at any time after completion of 80 percent or more of the required course work. The student must be registered during the semester in which the exams are taken.

Evaluation of the Examinations: After completion of all portions of the examinations, the guidance committee will discuss the written and oral exams and decide--allowing for no more than one dissenting vote--whether the candidate passes or fails each part of the exam. If no more than one part of the written examination is failed, the candidate is entitled to retake that part. If more than one part is failed, the candidate must retake the entire examination. The exam (or a part thereof) can be repeated once. The exam is usually retaken in the following semester.

Doctoral Dissertation: The doctoral dissertation is original research, which demonstrates a sense of critical judgment on a topic pertaining to the area of the student's concentration. Within three months after successful completion of the doctoral examinations, the student shall present an expanded dissertation prospectus for open discussion to the guidance committee. Once the prospectus has been accepted, a student normally spends about one year researching and writing the doctoral dissertation itself. The dissertation must be organized and prepared according to regulations in *The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations*. (<http://grad.msu.edu/format.htm>) The student may choose to have the guidance committee function as dissertation committee, or choose a new committee.

Residency Requirements: A minimum of one year of residence on the campus after first enrollment for doctoral degree credit is required to permit the student to work with and under the direction of the faculty, and to engage in independent and cooperative research utilizing University facilities. A year of residence made up of two consecutive semesters, involving the completion of at least six credits of graduate work each semester. (See Academic Programs document: www.reg.msu.edu/read/UCC/updated/gradedmasters.pdf)

IV. ADVISING/SELECTION OF THE THESIS/DISSERTATION DIRECTOR

A highly attractive aspect of the graduate program in German at MSU is the low student-faculty ratio and the resulting close contact between faculty and graduate students. Personal advising, attentive to student needs and academic interests, is an integral part of the learning environment. Upon their arrival all incoming graduate students will meet with the Director of Graduate Studies in German. When students arrive on campus, they need to find out the advisor's office hours and make themselves available to meet him/her during those times. At the initial meeting it is appropriate to ask questions about the program. The purpose of the initial contact is to discuss each student's interests and objectives in the light of program offerings, faculty, and options. A preliminary schedule for timely completion of the degree will be planned. The Director of Graduate Studies in German serves as the academic advisor until the selection of a permanent advisor, the guidance committee chair.

Please note: "It is the responsibility of each student to be aware of and understand University regulations as published" (see MSU 'Graduate Student Rights and Responsibilities,' <http://www.vps.msu.edu/SpLife/default.pdf>, sec. 2.3.3).

Responsibilities of the Director of Graduate Studies:

- Creating opportunities for graduate students to become familiar with the various forms of scholarship in the field
- Assisting in the selection of the guidance committee
- Preparing Annual Evaluations of students (March)

- Sharing responsibility with guidance committees and faculty advisors in fostering the professional and career development of graduate students, for example, by providing venues for honing professional writing and presentation skills and organizing seminars on such issues as ethics, professional integrity and grantsmanship.

Selection of a Thesis Advisor/Dissertation Director:

By the third week of the second semester of study, students must select their primary advisor, who will also serve as the chair of their M.A. or Ph.D. guidance committee. By the end of the first year, the remaining members of the guidance committee must be chosen. Normally, the M.A. Guidance committee consists of three, the Ph.D. guidance committee of four members of the German faculty. Upon the recommendation of the guidance committee chairperson, the guidance committee may include an additional member from another discipline. After the guidance committee has been constituted, it will assume most advising responsibilities for the student.

Based on the area of specialization that the student selected to write the thesis/dissertation, the student will select a chair whose area of research and teaching specialization comes closest to the intended research. Please consult the list of faculty specializations appended and the Curriculum Vitae of each faculty member housed in the main office for possible matches. The Director of Graduate Studies in German can also assist students in assuring a good match. The suitable guidance committee chair will have a significant number of publications in the general topic area selected by the student. In case of a conflict between student and thesis advisor/dissertation director, the conflict resolution procedures outlined in IX will be followed.

In the event that the Thesis advisor/Dissertation Director leaves MSU, s/he will assure that a smooth transition is effected either by advising from the new institution or, if the expertise allows, helps the student select a replacement.

All advising is guided by the *Guidelines for Graduate Student Advising and Mentoring Relationships*
<http://grad.msu.edu/staff/mentoreport.pdf>

V. FORMATION OF THE GUIDANCE COMMITTEE

M.A. Guidance Committee:

Students are required to establish a MA Guidance Committee (in the third week of the second semester) consisting of three faculty members from the German faculty, one of which will serve as your thesis advisor. Regular (tenure-track) faculty members from other MSU programs can be added based of their special expertise. Additional members from other fields may be selected for advisory purposes. General information and requirements are available in *The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations*.

HUMAN SUBJECTS: Graduate students who carry out research involving human subjects, and who might at any future time publish any part of the results of such research, must comply with the policies and procedures of the University Institutional Review Boards (IRBs). Prior approval of the relevant IRB is required for such research. The regulations may be found at the Human Research website: <http://www.humanresearch.msu.edu/>. Note that MA theses and doctoral dissertations are considered publications.

The Ph.D. Guidance Committee:

1. By the end of the third semester of enrollment, the student should select a guidance committee. After obtaining the agreement of the prospective committee members, the student submits their names to the graduate secretary for approval and appointment by the department chair. Only tenure-track faculty in the German program can serve as the four members of the guidance committee. Regular (tenure-track) faculty members from other MSU programs can be added based of their special expertise. When the committee is formed, the committee and the students shall meet and prepare a report stating:
 - a. Areas for the Comprehensive Examination
 - b. Courses required to prepare for the Comprehensive Examination
 - c. Tentative subject of the dissertation

2. The guidance committee will consist of at least four faculty members including the chairperson of the committee. They must be members of the German program listed in the Graduate Handbook.

3. The responsibilities of the guidance committee are:
- to assist students in finalizing their course of study
 - to assist students in establishing individual M.A. or Ph.D. reading lists
 - to advise the student about general program requirements, and provide counsel and recommendations regarding courses. The amount of participation of a particular committee member depends upon the nature and content of the student's program. In most cases the student will work most directly with the chairperson of the committee
 - to prepare for each student an annual written evaluation in March about the student's progress toward the degree; this report will be discussed and revised as necessary by the German faculty and will become a part of the official file
 - to determine the examination formats, according to departmental guidelines, and to compose the examination
 - to supervise and evaluate the Comprehensive Examination by guiding the preparation of and approving the proposals for the papers, directing the preparation of and approving the papers, and conducting and evaluating their oral defenses
 - to serve as the examining committee for the examinations
 - to discuss issues of marketability and professional development with students
 - to prepare a guidance committee report for the dean of the college, listing all degree requirements by the end of the second semester after the student's admission; this report shall be regarded as a statement of degree requirements
 - to locate a faculty member from outside the German program (at least 3 weeks prior to the defense) who is willing to read the dissertation, participate in the defense (but not the evaluation), and provide comments to the Department Chair (please note, this is an optional procedure)

In most cases the student will work most closely with the chair of the committee in the preparation of both the dissertation proposal and the dissertation, with other members providing assistance in relevant special areas.

Changes in the membership of the guidance committee are approved by the director of Graduate Studies and the department chairperson upon consultation with faculty members involved and may be initiated by the student at any time (see *Graduate Students Rights and Responsibilities* <http://www.vps.msu.edu/SpLife/default.pdf> 2.4.2; 2.4.2.4)

Guidelines for the Preparation of Dissertation Proposals

- A preliminary draft of the dissertation proposal is prepared as part of the comprehensive examination. The purpose of the proposal is to assure the candidate and the guidance committee that the contemplated dissertation is a sound and feasible project. After the successful completion of the comprehensive exam, the prospectus is revised and submitted to the dissertation guidance committee within three months.
- The final proposal should include:
 - a. A statement of the problem to be investigated. The proposal should specify the questions to be investigated and typically will propose a hypothesis or set of hypotheses to be examined. The proposal should convince readers that the dissertation may be expected to make a significant contribution to scholarship and that the goals of the dissertation are not too extensive or too vaguely defined to be accomplished in a reasonable amount of time.
 - b. A summary of relevant previous research and scholarship on the topic, showing that the hypothesis or hypotheses have not yet received satisfactory treatment.
 - c. A presentation of the theoretical foundations, sources of data, and methods of analysis to be employed.
 - d. A statement of the nature of expected conclusions and their significance.
 - e. A bibliography.
 - f. A proposed title and a preliminary outline of the expected organization of the dissertation.
- The proposal should be typed according to accepted standards of form for work in German (See *MLA Handbook for Writers of Research Papers*). Exclusive of bibliography, the proposal would normally be from ten to fifteen pages in length. Ordinarily the chair of the guidance committee will approve a draft of the proposal before it is submitted to other members. When a draft has been approved by the committee chair, copies will be submitted to the rest of the committee members. After the committee has had at least two weeks during the regular academic year to read the proposal, the committee chair will ascertain whether the committee (a) accepts it (with or without revisions) or (b) rejects it. The committee will then

meet with the student to discuss the proposed research. Such a discussion can be expected to result in helpful suggestions for the student, and may be an efficient way for the student to determine the attitude of committee members towards his or her research project. If the dissertation proposal is rejected, the committee assists in redirecting the project. The revised proposal will be presented to the committee in the following semester.

VI. THESIS/DISSERTATION DEFENSE AND FINAL ORAL EXAMINATION

M.A. Thesis:

ORAL EXAMINATION: The guidance committee will schedule an oral examination of no more than two hours, based on the written examination, within two weeks of the completion of the written exam. The guidance committee will evaluate the examinations and approve or disapprove the completion of Plan B requirements. In the event that the candidate fails any part of the examination, the guidance committee will decide whether the student should repeat all or only part of the examination.

Dissertation:

While researching and writing the dissertation, the student will be enrolled in at least 24 credits of dissertation research credits (GRM 999). The dissertation consists of original research presented in a book-length scholarly study.

An excellent dissertation is:

- meticulously researched
- developed and synthesized into an original, clear argument
- very well written
- presented with authority
- suggestive of consequences

A good dissertation is:

- original, informed, well-written
- obedient rather than authoritative
- entering into the ongoing discussion in the field rather than doing something genuinely new

A marginal dissertation is:

- reasonably well-written
- a discussion of an original idea in a much studied area
- not suggestive of much consequence

Final Oral Examination:

The final oral examination in defense of the dissertation will be conducted and evaluated by the dissertation committee, supplemented at the discretion of the Dean of the College by additional appointed faculty members. Other interested staff members and students may attend this seminar that is open to the community. The examination will be scheduled no earlier than three weeks after the dissertation and abstract have been submitted to the major professor and dissertation committee but not later than the deadline for the dissertation defense as stated in the Academic Calendar maintained by the Registrar's office for each semester.

VII. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

1. Academic Standards:

For each student a file is maintained in the graduate secretaries office. The file contains the students application, copies of their annual letters of academic evaluation and their RA evaluation. Students can request to see their file form the director of graduate studies. Warning letters and copies of special awards are also kept in the student's file.

1. Maintain a cumulative GPA of at least 3.25 for M.A. (and 3.5 for Ph.D. students).
2. Accumulate no more than 6 credits with a grade below 3.0 in courses taken to satisfy degree requirements.

3. Incur no more than four DF grades in their course work (one per semester)*
* special circumstances, for example, health issues can be taken into consideration

Anyone falling below these standards will be advised by letter and given one semester to remedy the deficiency before dismissal from the program.

Course-Load: Except during the first term of residence, students enrolled for only 400-level courses should enroll for more than the minimum satisfactory number of credits per term. Satisfactory course load for full-time students:

- a. Full-time MA 9 credits
- b. Full-time Ph.D. 6 credits*
- c. Quarter-time GA 6 credits
- d. Half-time GA 6 credits
- e. Three quarter-time GA 3 credits

*Full time status for doctoral students is defined as a minimum of 1 credit for those students who:
Have successfully completed all comprehensive examinations and are actively engaged in dissertation research, or
Are doing department-approved off-campus fieldwork related to preparation of their dissertation.

Deferred Grades: Grades should not be deferred without the strong justification of factors such as extended illness of student or instructor. More than two deferred grades received in the previous 12 months. **The required work must be completed and a grade reported within 6 months with the option of a single six-month extension.** If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work.

2. Procedures and Standards for the Annual Review of Student Progress

For the purposes of providing information to students on their academic progress and professional potential, the faculty reviews annually the progress of all graduate students in German Studies. (See the MSU Graduate Student Rights and Responsibilities, article 2.4.8.)

a) Procedures

1. The review takes place annually before March 15.
2. The chair of the student's Ph.D. Committee will schedule at least two meetings annually with the student to discuss academic status and program progress. One of these meetings must include the entire committee and should be held after March 15 to review the annual evaluation documents and discuss the goals and expectations for the coming year.
3. Departmental staff responsible for graduate student records prepare a report for all graduate students, reflecting performance on each of the factors listed in the form appended below. In addition to providing requested information to the Departmental staff, Ph.D. students must complete and submit to their Committee Chair the *Annual Progress Report for German Ph.D. Students*, which will be sent out by the Graduate Program Director. Committee Chairs will complete the second half of the evaluation and submit it by March 8 to the Director of Graduate Studies.
4. The chairperson of the guidance committee (or the Director of Graduate Studies in German) prepares the initial review and meets with the entire faculty to complete the review. See the appropriate portions of the annual progress report (*GSRR 2.4.8*).
5. For each student, a report of the annual review becomes part of the departmental records and a copy is provided to the student.
6. Graduate students who wish to appeal any part of the faculty advisor's evaluation may do so in writing to the Director of Graduate Studies for mediation. This appeal will be filed together with the annual progress report.
7. A meeting with the Director of Graduate Studies should be scheduled annually by each graduate student to review all aspects of the annual progress report. On this occasion, the graduate student has the opportunity to discuss with the Director of Graduate Studies any aspects of his or her studies that seem relevant for successful completion of the graduate program, including problems that may hinder progress, and any appeal of the faculty advisor's evaluation (see above). Recommendations based on this review

will be communicated in writing to the faculty advisor and the graduate student and will be placed in the student's file. If the conflict cannot be resolved in this manner, the case will go to the department chairperson (see procedures for conflict resolution Part IX).

Professional Development

It is expected that all graduate students will vigorously engage in professional development activities appropriate for their professional goals as determined by their guidance committee. This includes colloquia, lectures, graduate student research fora, focus group meetings, workshops and a significant selection of co-curricular mentoring activities. It can also include the preparation and presentation of major research projects at conferences for critique and evaluation.

Academic Standards

A rating scale of (H) highly satisfactory, (S) satisfactory, and (U) unsatisfactory will be used. Students will be evaluated in the following categories.

1. Grade-point average:

Courses counting toward the g.p.a. are those 400-level and above courses recognized by the University as applicable to graduate degrees.

M.A.: H = 3.8; S = 3.30 - 3.8; U = at or below 3.25

Ph.D.: H = 3.8; S = 3.6 - 3.8; U = at or below 3.5

2. Deferred grades.

Deferred grades (DFs) given because of instructor incapacity (illness, absence, etc.) will not count in this category.

H: no DFs in 12-month period.

S: no more than two DFs in the 12-month period and none retained longer than 12 months.

U: more than two DFs in the last 12 months or a DF retained longer than 12 months.

3. Program completion progress.

Minimum and maximum enrollments for full-time students and graduate assistants can be found in the MSU Academic Programs Catalog. Foreign language requirements for the Ph.D. must be completed before the comprehensive exams are begun. Normal (satisfactory) progress toward a degree can be determined at various stages of candidacy.

H= Highly satisfactory progress is ahead of the rotation schedule; unsatisfactory behind the rotation schedule (for full time students only). 3 courses per semester.

S= Enrolled in two courses per semester

-- Select Guidance Committee Chair by the 3rd week of your second semester.

-- Schedule M.A. exams or Ph.D. comprehensive exams at the end of the course work. (The Language Requirement should be completed by the end of that semester.)

4. Achievement in the field.

H: presentation/s of paper/s at a conference; publication; exceptional achievements within regular course work: research, course presentation, idea development; special awards; teaching excellence; professional service to department or University (committee representation, advising, special projects) fulfilling expectations within program requirements

S: regular participation in unit sponsored co-curricular activities, (lectures, focus groups, mentoring activities, pre-professional training opportunities)

U: no regular participation in unit sponsored lectures, focus groups, mentoring activities, pre-professional training opportunities

In case of failure of the MA examinations and PhD comprehensive exams, the exam can be repeated once either in part or in its entirety (see Degree Requirements III on Examinations above).

If a student exceeds the university stipulated time limits to the degree (8 years for Ph.D.), the comprehensive exams have to be retaken to assure currency in the field. An extension needs to be requested stating the reasons for the delay and a detailed completion schedule and an explanation from the committee chair has to be part of the request. The retake of the exam has to take place well before the dissertation defense.

These criteria determine the annual academic ranking of graduate students. If the students grade point average drops below 3.25 (MA) or 3.5 (PhD), or there are more than four DFs, or there is a lack of progress, the student will be dismissed from the program.

Eligibility for Graduate Assistantships

- (a) At the master's level, a student is eligible for graduate assistantships for 4 semesters (not including summer) prior to completion of the Master's degree. At the doctoral level, a student is eligible for graduate assistantships for 6 semesters (not including summer) prior to completion of the Ph.D. requirements.
- (b) A student who has exhausted her/his eligibility may be given an assistantship if such are available after assistantships have been given to all normally qualified students who are eligible according to (1).
- (c) A student who is not making satisfactory progress to the degree is not eligible for an assistantship.

VIII. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

Each faculty advisor and graduate student will be provided with the document:

Guidelines for Integrity in Research and Creative Activities (<http://grad.msu.edu/staff/mentoreport.pdf>).

KEY PRINCIPLES

As part of the regularly scheduled professional development focus groups, the Director of Graduate Studies communicates and discusses standards of professional integrity appropriate for German Studies. Students are expected to be familiar with the Guidelines for Integrity in Research and Creative Activities. (<http://grad.msu.edu/all/ris04activities/pdf>)

Integrity in research and creative activities embodies a range of practices that include:

- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Disclosure of potential conflicts of interest
- Compliance with institutional requirements
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and graduate students
- Honesty in proposing, performing, and reporting research. The foundation underlying all research is uncompromising honesty in presenting one's own ideas in research proposals, in performing one's research, and in reporting one's data. In the event that empirical work underlies the thesis or dissertation, detailed and accurate records of primary data must be kept as unalterable documentation.
- Both published and unpublished work must be credited. Reporting the work of others as if it were one's own is plagiarism. Graduate advisors and members of guidance committees have a unique role in guiding the independent research and creative activities of students.
- For a definitive discussion of the appropriate documentation in the field of German Studies please consult the MLA Style Manual (New York: MLA, 1998) in particular section 6.1.
- Protection of human subjects in the conduct of research (if appropriate).

Research Involving Human Subjects

Graduate students who carry out research involving human subjects, and who might at any future time publish any part of the results of such research, must comply with the policies and procedures of the University Institutional Review Boards (IRBs). Prior approval of the relevant IRB is required for such research. The regulations may be found at the Human Research website: <http://www.humanresearch.msu.edu/>. (Note that MA theses and doctoral dissertations are considered publications.)

Program Policies Concerning Academic Integrity

- a. Any suspected instance of a violation of academic integrity by a graduate student in German will first be reported to the Director of Graduate Studies for German before any action is taken.
- b. The Director of Graduate Studies for German will keep a permanent record of all occurrences of violations of academic integrity by graduate students in German.
- c. If it is established that a violation has in fact occurred, and if it is the first violation for that student, the student will be given a warning in writing that any subsequent occurrence may result in dismissal from the program.
- d. A second violation by a student will be considered grounds for the award of a penalty grade or failure for the course. In addition, as per University regulations, the department chair will be contacted, who then will notify the student's academic dean in writing of the circumstances. The academic dean will then follow established procedures (see: <http://www.msu.edu/unit/ombud/RegsOrdsPolicies.html>).

IX. STUDENT CONDUCT AND CONFLICT RESOLUTION

Misconduct in Research and Creative Activities

Federal and University policies define misconduct to include *fabrication* (making up data and recording or reporting them), *falsification* (manipulating research materials, equipment or processes, or changing or omitting data such that the research is not accurately represented in the record), and *plagiarism* (appropriation of another person's ideas, processes, results, or words without giving appropriate credit). See also: *MLA Style Manual* (New York: MLA, 1998) in particular section 6.1.

The University views misconduct to be the most egregious violation of standards of integrity and as grounds for disciplinary action, including the termination of employment of TAs, dismissal of students, and revocation of degrees. It is the responsibility of faculty, staff, and students alike to understand the University's policy on misconduct in research and creative activities, to report perceived acts of misconduct of which they have direct knowledge to the University Intellectual Integrity Officer, and to protect the rights and privacy of individuals making such reports in good faith. (See "Research Data: Management, Control, and Access Guidelines", Endorsed by the University Research Council, February 7, 2001 (http://www.msu.edu/unit/vprgs/research_data.htm) MSU Faculty Handbook, Chapter VI, "Research and Creative Endeavor—Sponsored Research and Creative Endeavor" (<http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/ResearchCreativeEndeavor/vi-sponsoredresearch.htm>).

Please note: misconduct does not include honest errors or honest differences of opinion in the interpretation or judgment of data.

Conflict between a Graduate Student and a Faculty Member:

- In case of a conflict with a faculty member including the DGS, a student should consult with the Associate Chair for Graduate Studies, who may meet with one or both of the individuals involved. Following that the Department Chair should be consulted, if necessary. Conflicts which cannot be resolved at the Department level should be reported to the Associate Dean for Graduate Studies. At the request of the student the case can go before the Department Grievance Board (see Dept. bylaws section 5.5 and article 5 of Graduate Student Rights and Responsibilities: Adjudication of Cases Involving Graduate Student Rights and Responsibilities, in particular 5.3 Redress of Grievances following the procedures outlined in 5.4 Juridical Procedures). Students may also file a formal grievance at the College level following the "Arts and Letters Procedures for College Graduate Hearing Board" available at <http://www.cal.msu.edu/portals/Graduate.htm>. The Graduate School offers workshops and useful information on Conflict Resolution (<http://grad.msu.edu/conflict.htm>). Students may also contact the University Ombudsman (<http://www.msu.edu/unit/ombud/www.html>) for help in resolving conflicts.
- The Graduate School offers workshops and useful information on Conflict Resolution. See <http://grad.msu.edu/conflict.htm>

- Changes in the membership of the guidance committee are approved by the Department Chairperson upon consultation with the Director of Graduate Study and the Associate Chair for Graduate Studies and the faculty members involved and may be initiated by the student at any time.
- Procedure for initiating a change in committee: the student approaches the Director of German Studies who will discuss appropriate replacements and will conduct the consultation with the faculty members involved, the Associate Chair, and Chair.
- If the conflict involves the Director of Graduate Studies, the student will contact the Department Chair.

For more information, please consult <http://www.vps.msu.edu/SpLife/grr5.htm>. Note that the Graduate School offers workshops and useful information on Conflict Resolution (<http://grad.msu.edu/conflict.htm>). Students may also contact the University Ombudsman (<http://www.msu.edu/unit/ombud/www.html>) for help in resolving conflicts.

X. WORK RELATED POLICIES

For full information please consult article 14 in the GEU contract.

Performance Requirements:

Employees will conduct themselves in a manner that is professional, courteous and conducive to a professional atmosphere in their class, employing unit and the University. They will carry out their duties under the direction, and according to the requirements, of assigned faculty of record or supervisors. Assignments and examinations are expected to be returned to students with reasonable promptness. Final exams and grading records shall be retained for at least one semester to permit review by students. Employees are expected to meet their classes at the regularly scheduled times and to notify the supervising faculty or employing unit in advance if they are to be absent. The supervisor shall communicate to employees any new policies or changes in policy, the standards of employee conduct, and the penalties, if any, for violating such policies.

See section Appendix “Financial Support” for program policies and procedures regarding the award of TA-ships. Other policies and procedures may be found in the MSU/Graduate Employees Union (GEU) contract, available at: <http://grad.msu.edu/geu/agree.pdf>

1. Guidelines for supervision of teaching assistants:

- a. Supervising faculty members and teaching assistants meet before the beginning of the semester to assure that teaching assistants fully understand and accept their responsibilities, including adherence to the University’s Code of Teaching Responsibility. Responsibilities of half-time and quarter-time teaching assistants should require an average of 20 and 10 hours of work per week, respectively, for the 18 weeks of the appointment.
- b. Supervising faculty members assure that teaching assistants are provided with textbooks and other materials and information needed to perform their duties.
- c. At the end of each semester the director of graduate studies for German receives from faculty supervisors a written evaluation of the performance of each teaching assistant. Faculty supervisors and teaching assistants discuss and attempt to correct problems which are reported in these evaluations. See the attached form and the instructions (evaluation are provided at the midpoint mark and at the end of each semester).

2. Guidelines for the supervision of research assistants:

- a. All research assistants will be assigned to a faculty supervisor:
- b. Supervising faculty members and research assistants meet in the first week of the semester to discuss the nature of the assignments to be carried out and assure that teaching assistants fully understand and accept their responsibilities. Responsibilities of half-time and quarter-time research assistants should require an average of 20 and 10 hours of work per week, respectively, for the 18 weeks of the appointment.

- c. At the end of each semester the Director of Graduate Studies for German receives from faculty supervisors a written evaluation of the performance of each research assistant. Faculty supervisors and research assistants discuss and attempt to correct problems which are reported in these evaluations. See the attached form and the instructions (evaluation are provided at the midpoint mark and at the end of each semester).

Additional Employment: An employee whose primary employment is with Michigan State University may appropriately maintain additional employment either within or outside of MSU. Such employees will ensure that additional employment does not interfere with their employment responsibilities at MSU (GEU contract, article 17).

Employee Leave Time:

I. Illness, Injury and Pregnancy Leave

- a. In the event an employee is unable to meet employment obligations because of illness, injury or pregnancy, the employee will, when possible, notify the appropriate immediate supervisor (or employing unit designee) as promptly as possible so that arrangements for the absence can be made by the employing unit.
- b. During illness, injury or pregnancy, the employing unit shall adjust (reduce, waive or reschedule) the employee’s duties as those duties and his/her physical circumstances reasonably dictate. If total absence from duties becomes necessary and the employee is still enrolled, the employing unit shall maintain the stipend of the appointment provided for a period of two (2) months or to the end of the appointment period, whichever occurs first. Additional unpaid leave may be arranged on an ad hoc basis.
- c. The employee shall have the right to return to employment, within the dates of the current appointment, at such time as he/she is able to resume duties.

XI. UNIVERSITY RESOURCES:

Workshops provided by the Graduate School:

The Graduate School offers a number of important workshops, for more information please consult the website. The Graduate Secretary will also send notices of upcoming workshops by e-mail.

PREP Program for graduate students’ professional development (<http://grad.msu.edu/cpd.htm>).

The new publishing agreement for thesis/dissertations with ProQuest now provides an “Open Access Publishing Option” as an alternative to the traditional publishing option available to our students. The Open Access option gives ProQuest the authorization to make the electronic version of the document accessible to all via the internet, including the selling of the document by commercial retailers and the accessibility to the work via search engines. A student selecting the Open Access option will not be eligible to receive royalties. The pros and cons of selecting this new option differ significantly across disciplines and the graduate handbook could be a way to inform students of benefits and problems associated with each option. For more information visit: http://proquest.com/products_umi/dissertations/epoa.shtml

Resources for Teaching and Learning:

FORUM on Teaching and Learning Excellence

<http://www.provost.msu.edu/forum>

The Forum on Teaching and Learning Excellence Resource Guide is a general guide to university-wide academic resources. It is meant to be a quick reference guide to more information sources. The guide introduces units, which provide resources for teaching and learning. Each entry provides basic information on the types of programs and services offered, as well as contact information. If there are any suggestions for inclusions, please let us know, and please visit our Web pages for updates: <http://www.provost.msu.edu> or <http://www.grad.msu.edu>.

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|---|---|
| <ul style="list-style-type: none"> • Libraries, Computing and Technology • Computer Laboratory • MSU Libraries • Office for International Students and Scholars • Office of Supportive Services • Office of Teaching and Technology | <ul style="list-style-type: none"> • Resource Center for Persons with Disabilities • Service-Learning Center • Teaching Assistant Program • The Graduate School • The Writing Center |
|---|---|

English Language Center

The English Language Center provides English language instruction to international students. In addition, the English Language Center sponsors a number of brown bag discussions, in-service sessions, and lectures. These are open to everyone.

Language Learning Center in Old Horticulture

The Resource Center, located in B100 Old Horticulture allows students to view films and German television programming, in addition to utilizing the other holdings of audio-visual materials for the student's own practice or for teaching purposes. The German Program also has its own video collection. Please consult Dr. Mittman's webpage for details. The TA supervisor also has a collection of textbooks, cassettes and other materials for classroom use. Please check with Dr. Lovik for specifics.

Center for Language Education and Research

In 1996, Michigan State University, with funds from the Department of Education, became host to CLEAR (Center for Language Education and Research), a National Foreign Language Resource Center. The goal of this center is to build bridges in research, materials development, and teacher training across all languages. CLEAR has two co-Directors from the Department of LGSAAL, Susan Gass and Patricia Paulsell.

Given the mission of collaboration across languages in all areas of foreign/second language education, the Center funds a number of projects in which specific links will be made between and among language settings and between theory and practice.

Resources on the Web:

- *Academic Programs*
<http://www.reg.msu.edu/ucc/ucc.asp>
- *Graduate Students Rights and Responsibilities (GSRR)*
<http://www.vps.msu.edu/SpLife/default.pdf>
- *MSU/GEU Contract*
<http://grad.msu.edu/geu/agree.pdf>
- *Guidelines for Graduate Student Advising and Mentoring Relationships*
<http://grad.msu.edu/staff/mentoreport.pdf>
- *Guidelines for Integrity in Research and Creative Activities*
<http://grad.msu.edu/staff/mentoreport.pdf>
- *MSU Travel Clinic*
<http://travelclinic.msu.edu/>

APPENDICES:

- A. FINANCIAL AID
- B. GRADUATE COURSES IN GERMAN STUDIES
- C. THE GERMAN FACULTY

3. Financial Aid

Financial aid is available in a number of forms for graduate students admitted to our degree programs. Teaching assistantships are available to qualified students usually within the German Section. Qualified students are also eligible for research assistantships, depending on their availability, in the Center for Language Education and Research (CLEAR), in the Center for Business Education and Research (CIBER), the Language Learning Center, or linked to special projects.

College of Arts and Letters Graduate Merit Fellowship/The Graduate School Dissertation Completion Fellowship: nomination by the unit. Please check with your adviser about unit procedures. Nominations must be submitted in one of the following target groups. Students may receive a Graduate Merit/Dissertation Completion Fellowship within any target area only once.

Michigan State University Scholarship search. MSU offers a wide variety of scholarships, some of which have criteria which severely limit the number of students who might be eligible for the scholarship, while others have much broader criteria. <https://scholendow.ais.msu.edu/student/ScholSearch.asp>

Doctoral students at Michigan State University are eligible to apply for admission to the "Traveling Scholar Program," sponsored by the Big Ten Universities and University of Chicago through the Committee on Institutional Cooperation (CIC).

The Michigan Intercollegiate Graduate Studies (MIGS) Program enables graduate students of Michigan institutions offering graduate degree programs to take advantage of unique educational opportunities at other Michigan institutions offering graduate degrees.

Application Procedures:

The application for a TAship requires an independent application and is governed by the most recent MSU/GEU Contract (<http://grad.msu.edu/geu/agree.pdf>). The application is available from the departmental website (<http://www.msu.edu/~linglang/ta.htm>). Students who would like to be considered for teaching assistantships in the department must follow the application procedures specified in the department TA web page and submit the application materials to the Graduate Secretary. For teaching assistantships outside the department, go to the College of Arts and Letters graduate funding web page (<http://www.cal.msu.edu/grad/gradfunding.htm>) and follow the application procedures.

1. **SELECTION & STANDARDS:** Research and teaching assistantships are renewable if satisfactory progress is toward the degree is made. Half- and quarter-time graduate assistants must be enrolled for a minimum of six credits/semester for each semester in which they hold an assistantship and are expected to enroll for 9 credits. If assigned to the German program two of these courses are normally 800-level classes in GRM, a minimum of two GRM courses have to be taken on the 800 level.
2. To be eligible for financial support from the department, students must have maintained a satisfactory course load, have a GPA of at least 3.25 (for MA students) or 3.5 (for Ph.D. students) in GRM courses, and a grade of at least 3.0 in all required courses (<http://www.reg.msu.edu/ucc/ucc.asp>). If at the end of a semester a graduate assistant fails to meet these standards, the graduate assistant will receive a warning and be allowed to hold the graduate assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet the standards, the graduate assistantship will be withdrawn. Those who achieve the highest standards in the faculty's annual review of students are favored for departmental financial support (primarily through teaching assistantships). However, other factors are taken into consideration, such as teaching experience and other evidence of teaching effectiveness. Students should not depend on departmental financial

support. Changes in the department's budget and reductions in enrollments may result in discontinuation of teaching assistant positions from term to term.

3. **TIME LIMIT:** Departmental teaching assistantships are awarded for a maximum of two years at the MA level, for a maximum of four years at the Ph.D. level (exclusive of the first year of provisional admission), and for a total of five years (M.A. and Ph.D. levels combined). Assistantships offered by Department faculty and other units of the University, and other financial support to the student's study and research, such as grants and fellowships, are counted toward the time limits.
4. **TRAVEL SUPPORT:** Students who present papers at academic conferences or who need to travel in connection with their research may apply for financial assistance. The department has a very limited amount of such funds available, often depleted early in the academic year. The department will, however, assist students in requesting such financial support from other offices at the University (e.g., the College and the Graduate School), although it will usually not be possible to finance numerous trips or even single trips completely. The Recommendation of the chair of the student's guidance committee is usually the first step in such requests.

If you are receiving travel support via the Graduate School. If the Graduate School provides funding, they will also provide a MEDEX emergency card

4. Graduate Courses in German Studies
(includes 400- and 800-level offerings)

Courses numbered 400 and higher may fulfill graduate degree requirements.

Number	Name	Credits
GRM 420	Advanced German.....	3
GRM 435	18 th and 19 th Century German Literature.....	3
GRM 445	20 th Century and Contemporary German Literary Studies.....	3
GRM 455	Major Themes in German Cultural History	3
GRM 460	Linguistic Analysis of Modern German.....	3
GRM 461	Teaching of Culture	3
GRM 490	Independent Study.....	1-4
GRM 491	Special Topics in German Studies	1-4
GRM 805	History of the German Language.....	3
GRM 810	Theories and Practice of Learning and Teaching German	3
GRM 815	The Scholarship and Practice of Teaching German Culture	3
GRM 820	German Literature and Culture: Theory and Practice of	3
GRM 862	German Studies: Constructions of Identity	3
GRM 863	German Studies: Constructions of Community	3
GRM 864	German Studies: Cultural Norms and Values	3
GRM 865	German Studies: Culture in Context	3
GRM 890	Independent Study.....	1-3
GRM 891	Topics in German Cultural Studies	3
GRM 892	Seminar	3
GRM 898	Master's Project.....	1-6
GRM 899	Master's Thesis.....	1-6
GRM 990	Doctoral Independent Study.....	1-3
GRM 991	Topics in German Studies	3
GRM 999	Doctoral Dissertation Research.....	variable

5. The German Faculty

Senta Görtler (Ph.D. University of Arizona) received her Ph.D. from the Interdisciplinary Ph.D. Program in Second Language Studies at the University of Arizona with a major in Pedagogy and Program Administration and a minor in German Languages and Literatures. Her main research interest is in language learning and technology, specifically computer-mediated communication. Her dissertation focuses on corrective feedback in synchronous CMC. Her research has been published in the CALICO Journal and presented at ACTFL, CALICO, and TESOL. Besides her research interest, she has also been involved in language program administration as the Administrative Manager of the Deutsche Sommerschule am Pazifik and in service to the profession such as the Organizer of the Second Language Research Forum 2003, the Editor of the Arizona Working Papers in SLAT, and as part of the Goethe Institut San Francisco's teacher trainer network. Senta teaches courses on teaching methods, second language acquisition, computer-assisted language learning, program administration, and courses in the German program.

Darren Illet (Ph.D. University of Chicago) primary research concerns turn-of-the-century literature and culture, and other research interests include Weimar cinema and recent multicultural literature and film in German. Currently, he is developing his dissertation—which investigates the intersection of modernist aesthetics and homoeroticism in four turn-of-the-century boarding school narratives—into a book-length project.

David D. Kim (Ph.D. Harvard University) research interests include Austrian imperial and German colonial writings, discursive parallels between colonialism and Nazism, convergences and divergences between planetarity and postcoloniality, and the (im)possibility of metanarratives. His dissertation examined translation as an act of localization and universalization in the negotiation between German speakers and non-Europeans between 1883 and the present. The focus was on illustrating the significance of non-translation and transformation in accommodating difference at home and disseminating sameness abroad. Professor Kim's case studies included the colonial archive of the German government, as well as the works of Frenssen, Raabe, and Kafka, among others.

Thomas Lovik (M.A. Linguistics/ESL, University of Minnesota, Ph.D. University of California, Berkeley) He has published in the area of contrastive pragmatics German/English. He is the author (with J. Douglas Guy and Monika Chavez) of the first-year college German textbook *Vorsprung* (Houghton Mifflin Co., 2002). His departmental duties include coordination of the first year German language program at Michigan State University as well as training German teaching assistants. He is active in the National AATG and the Michigan Foreign Language Association. He is currently serving as editor of *Unterrichtspraxis*. <http://www.msu.edu/~lovik> [lovik@msu.edu/](mailto:lovik@msu.edu)

Patrick McConeghy (Ph.D. Stanford University) works on issues of diversity and marginalization in German history as seen through textual artifacts. He has won a DAAD award for a course on cultural difference in the competition "Best Syllabus in German Studies." Earlier publications have dealt with women's speech in medieval Arthurian epics and with German Studies at the university.

Elizabeth Mittman (Ph.D. University of Minnesota) teaches courses in contemporary German literature and culture, including film, cultural theory, and women's studies. She is co-editor of two books, *The Politics of the Essay: Feminist Perspectives* and *Theory as Practice: A critical Anthology of Early German Romantic Writings*. She has published on the literature of the former GDR and is currently at work on a project exploring gender and cultural identity in GDR.

Patricia Paulsell (Ph.D. University of Michigan) is currently Co-Director of the National Foreign Language Resource Center at Michigan State University, the Center for Language Education and Research (CLEAR). The major focus of her research and publication is program and materials development for German for Business and Economics at the university level, while serving simultaneously as Director for Business Language Initiatives with MSU's Center for International Business Education and Research (CIBER). By original training a literary scholar, she maintains an active interest in and occasionally teaches courses in German drama/theater, with an area of expertise in Brecht. <http://clear.msu.edu/clear/aboutus/directors.php>

George Peters (Ph.D. Stanford University) specializes in nineteenth century literature and culture, in particular Heinrich Heine, late eighteenth century literature and culture as well as pedagogy and concerns of the profession. He is the coordinator and supervisor for the Intermediate Language Program. His publications include work on Goethe's West-östlicher Divan, Heine and on concerns of the profession. He is actively locally and nationally in teacher training and outreach activities. <http://www.msu.edu/~petersg>

Karin Wurst (Ph.D. Ohio State University) is working in the area of seventeenth and eighteenth century literature and culture. Her books have focused on representations of the family, women's drama, J.M.R. Lenz and material culture. Her articles focus on issues of gender, cultural and aesthetic representation, and issues of reception. Her most recent book *Fabricating Pleasure: Fashion, Entertainment and Cultural Consumption in Germany 1780-1830* expands her interests into the study of material/visual culture. Her teaching interests include literary and cultural theories, feminist theory, women's literature and material culture. She has worked on issues regarding Graduate Education and curricular reform in various venues. She has served as Associate Editor of *The German Quarterly* and as President of the Society for Renaissance and Baroque Literature. <http://www.msu.edu/~wurst>

DEPARTMENT OF LINGUISTICS AND
GERMANIC, SLAVIC, ASIAN AND AFRICAN LANGUAGES

Guidance Committee Form for Graduate Programs

Date: _____

Name: _____ PID _____

Program _____ Plan A or B: _____

A guidance committee to supervise your study and research has been appointed as follows (3 members MA; 4 members Ph.D.). The majority of your guidance committee must be core faculty in your graduate program.

CHAIR _____

(Co-Chair) _____

Members _____

The Chair of your guidance committee will assume the role of academic adviser, after consultation with the other members of the committee. The committee will advise you regarding the required examinations and will guide and evaluate your research, and will make recommendations regarding your qualifications for the degree. If you have any questions about the guidance committee and its functions, please contact the Chair of the Department.

Committee approved by:

Chair of the Committee

Department Chair

Student
copies: Student
Members of the Committee

data entry complete

GRMMA Check List

30-31 credits total; 16 cr 800-level

Requirements for both emphases:

AL 881 Topics in Technology in A&H

(Semester/grade)

GRM 810 Theory & Pract Teaching GRM

GRM 820 GRM Lit. & Cult.:Theory & Practice

GERMAN CULTURAL STUDIES emphasis

- Four of the following courses:

GRM 862 Constructions of Identity

GRM 863 Constructions of Community

GRM 864 Cultural Norms and Values

GRM 865 Culture in Context

GRM 892 Seminar: Topics in GRM Cult. Std.

- Two of the following GRM Lang. Studies area:

LLT 461 Std. in 2nd Lang. Acquisition

GRM 460 Contrastive Structures GRM/ENGL

GRM 805 History of the German Language

GRM 830 Germanic Lang. and Ling. (MTC)

GERMAN LANGUAGE STUDIES emphasis

- Two of the following courses:

GRM 862 Constructions of Identity

GRM 863 Constructions of Community

GRM 864 Cultural Norms and Values

GRM 865 Culture in Context

GRM 892 Seminar: Topics in GRM Cult. Std.

- Four of the following courses:

LIN 424,434,437 or 471 (LIN 401 prereq.)

LLT 461 Std. in 2nd Lang. Acquisition

GRM 460 Contrastive Structures GRM/ENGL

GRM 805 History of the German Language

NAME _____

Prog/Plan GRMMA/ Entered _____

TAship _____

Guidance Committee formed _____

Transfer credits (limit 9) _____

Waived requirements _____

(cont'd.)

GRM 830 Germanic Lang. and Ling. (MTC)

ENG 872 Methods Research Lang. Learn./Literacy

+++++

GRM 890 Ind. Study variable cr

(Topic/Semester/Prof)

GRM 990 Doctoral Indep. Std. var.cr

(Topic/Semester/Prof)

Additional requirements:

- Complete individual MA reading list.

GRM 899 Master's Thesis/Plan A (4cr)

(Title/Thesis Director)

PLAN A Oral Exam Date

PLAN B I Written Comprehensive Exams

(no specific course requirement)

(Areas: GRM Cult. Std. or Lang. Std.; minor area)

PLAN B I Oral Exam Date

GRM 898 PLAN B II M.A. PROJECT (3-4 cr)

PLAN B II Oral Exam Date

Note: All TAs must take GRM 810 Theory & Pract Teaching GRM

Check List

9 crs in Core Courses
18 crs. Cultural Studies
6 cr. Elective Courses

CORE COURSES

GRM 810 Theory & Pract Teaching GRM OR
ROM 803 Approach to Rom Lang Instruct

(Semester/grade)

GRM 815 Teaching German Culture

GRM 820 GRM Lit. & Cult.:Theory & Practice

CULTURAL STUDIES emphasis

GRM 862 Constructions of Identity

GRM 863 Constructions of Community

GRM 864 Cultural Norms and Values

GRM 865 Culture in Context

GRM 892 Seminar: Topics in GRM Cult. Std.

TWO ELECTIVE COURSES (outside the GRM
course code)

GRM 999 Doctoral Dissertation (24cr)

(Title/Dissertation Director)

Language Reading Proficiency Exam/Course
(To be taken before Comp Exams)

(Language/Date)

COMMENTS:

NAME _____

Prog/Plan GRMPhD
Semester Entered _____
FORMED GUIDANCE COMMITTEE _____
SEMESTER AND YEAR) _____

PERSONAL EXAMINATION CHECK SHEET:

1. Portfolio
Relevant class work:
Revised Paper: TOPIC:
Presented:
Description and reflection of the student's
research activities
Teaching philosophy
Reflective statement on the co-curricular pre-
professional mentoring activities
2. Examination on one area: TOPIC:
3. Draft of the Dissertation Prospectus: TOPIC:

WRITTEN COMPREHENSIVE EXAMINATION

Examination focus _____

Date of examination _____

ORAL EXAMINATION

Date _____

Dissertation Prospectus

_____ _____
Rejected/date Accepted/date

Dissertation Defense Date

**NOTE: All TAs must take GRM 810 or ROM 803
during the 1st semester of teaching**