

**GUIDE FOR GRADUATE STUDENTS AND ASSISTANTS**  
**DEPARTMENT OF FRENCH AND ITALIAN**  
**FALL 2005**

This guide is intended to describe rules and procedures of the Department of French and Italian of the University of Iowa as it functions within the College of Liberal Arts and Sciences and the Graduate College. We hope the information included here will prove useful to students pursuing graduate studies as well as to those holding appointments as teaching or research assistants or as fellows in the Department. The faculty of the Department stands ready to discuss or elaborate on any item in this document and to emend it if deemed advisable. Additionally, students and assistants are urged to obtain a copy of the Manual of Rules and Regulations of the Graduate College, available in the offices of the Graduate College.

**I. STUDIES**

**A. Admission to Graduate Study.** Students who apply for admission to graduate study should have an undergraduate major in French or a background of study and experience equivalent to a major, give evidence of aptitude for graduate-level work, and have a minimum grade point average of 3.0. They must take the Graduate Record Examination and have the results forwarded to the Department. If this is not possible prior to the filing of an application, admission will not automatically be denied; however, according to Graduate College requirements, the GRE must be taken within the first semester of registration. Applicants should also show a high degree of proficiency in reading, speaking, writing, and understanding French. Through its advanced undergraduate offerings, the Department can provide the means to remedy deficiencies in these skills. The University also requires all International Teaching Assistants to pass a competency test in English.

Applicants for candidacy to the Ph.D. program from outside the Department must hold a recognized M.A. in French (or its equivalent), demonstrate through letters of recommendation from former graduate instructors a high degree of competence and promise in advanced study, and present markedly superior scores on the GRE. To assist the Department in reaching a decision, the applicant is also asked to provide evidence of research capability in the form of one or more research papers written in connection with previous courses. Evidence of residence and study in a francophone area is also desirable.

Students who have successfully completed our own M.A. are also eligible to apply for admission to the Ph.D. program. Internal candidates wishing to pursue their studies the semester following the granting of the M.A. should submit a complete application by January 15, as do external candidates, to have the best chance of being admitted and receiving financial aid.

Students from foreign universities must apply through the Office of International Admissions and comply fully with the regulations of that office.

**B. Courses.** Course offerings of the Department are described in the General Catalog of the University. The courses to be offered in any given session are listed in the Schedule of Courses for that session, together with information concerning instructors, times, and places. In addition, detailed course descriptions furnished by the faculty are available in the departmental office during preregistration for each semester. While many courses are offered each year, others are offered in alternate years or on an occasional basis according to interest or demand.

Each course has a specific number (a 9 preceding the number is a code for French, 18 for Italian). Courses numbered from 200-299 are regular graduate offerings. The title 9:277 Thesis is intended as a registration for post-comprehensive students who are writing an M.A. or Ph.D. thesis. The title 9:279 Special Work provides for a program of independent readings or research. The student who proposes to register under this number must secure in advance the permission of his or her advisor and the professor with whom he or she plans to work. Generally speaking, this registration is reserved for students pursuing independent readings and research beyond the range of study offered in regular courses.

Courses numbered above 300 are seminars, some of which are offered on a regular basis and others occasionally. Under the title Seminar it is possible to offer a wide variety of subjects or topics for study in depth. We welcome suggestions for possible topics.

Courses numbered from 100-150 are introductory for undergraduates and are not appropriate for graduate students. Courses numbered from 151-199 are advanced undergraduate courses, but include some that may be taken by graduate students as well. A graduate student should consult with his or her advisor before registering for these courses. The Department does not count towards the M.A. or the Ph.D. degree any credits taken in another foreign language below the fifth semester even if that course carries a graduate number (100 or above).

Specific information concerning "Special Work" (9:197 and 9:279). At the Ph.D. level, "special work" is appropriate when a student already has experience in the area of study, and when: a) a student has completed all coursework for the degree and wishes to focus on an area not represented by standard course offerings, or b) a student has not completed all required coursework but has taken courses in all areas of French studies (see "Plan of Study" below). Assistant Professors, Adjuncts, and Visiting faculty should undertake "special work" projects only with the approval of the **DEO**. For every "special work" course, an agreement in writing between student and instructor detailing responsibilities will be filed in the departmental office. "Special work" is not appropriate for M.A. candidates.

**C. Registration.** All returning students should plan to register during preregistration for each session; new students unable to participate in preregistration should meet with the Director of Graduate Studies during the advising days preceding the opening of classes. Before choosing the courses for a given session the student must consult with his or her faculty advisor(s) for a signature on the registration form before the process is complete. For all M.A. students, and for Ph.D. students who do not yet have another faculty advisor, the Director of Graduate Studies serves as advisor. Each registration should fit into an overall plan of study to meet not only requirements for the degree but individual needs and interests. This overall plan should be sketched out at the beginning of graduate studies with the advisors; it may of course be altered or adjusted at any time in the light of changing plans or conditions. All incoming students are required to take 9:208 Introduction to Graduate Studies in French, a one-semester hour course.

The maximum load for a graduate student is 15 semester hours per semester. Students holding a half-time teaching or research assistantship are held to a maximum load of 12 semester hours per semester. Students must take 2 courses for full credit (3 s.h. or more) before they are allowed to request reduced credit for other courses. Final decisions about reduced credit are the prerogative of the instructor. Any student may audit a course (0 s.h.) at any time.

**D. Examinations and Papers.** Achievement in courses is generally measured by a combination of papers, presentations, and examinations according to the nature of the course and the policy of the instructor. For the preparation of papers and presentations students should consult with the instructor for advice, and they should ask for his or her criticism. Papers should be typed (with a copy, kept by the student), in

conformity with acceptable standards of scholarly work, and presented in a neat and clear condition. They should be submitted on time, and if there is an unavoidable delay the student should inform the instructor promptly.

In general the faculty considers that papers turned in for a course represent the best effort of a student and demonstrate his or her ability to undertake independent research, to use library materials, to conceptualize a problem and formulate its solution.

**E. Grades.** Letter grades are assigned for courses in the traditional manner except that, with the higher standards set for graduate study, a grade of **C** is tantamount to a delinquency. No graduate credit is given for a grade of **D**. The grade of **I** (Incomplete) is an available option in accordance with Graduate College guidelines: "when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control" (Manual, **VI, D**). According to the rules of the Graduate College, the grade of I will be changed automatically to an F if it is not removed before the deadline which generally occurs during the following semester of registration (please read the complete statement in the Manual, **VI, D**). Grades of **S** (Satisfactory) and **U** (Unsatisfactory) may be used for registrations in thesis, special work, and also in courses taken outside the department under conditions described in the Manual (**VI, F**).

**F. Extracurricular Activities.** Students are strongly urged to take advantage of the many extracurricular instructional resources of the University. Many relate directly to the field of French and Francophone literature and civilization: guest lectures, art gallery and library exhibits, conferences and other activities sponsored by the Department, radio and television programs, movies, and other activities.

Graduate students are also encouraged to participate actively in the Department's French Forum by attending lectures by faculty and other graduate students and, in particular for student who have passed their comprehensive examinations, by giving professional presentations themselves. In the context of a dissertation abstract, for instance, in preparing to deliver a paper at a conference, or simply wishing to share a research project, graduate students can make arrangements with the DGS to make a public presentation, announced on campus, through the French Forum.

The International Crossroads Community opens its doors to graduate as well as undergraduate students for residence and/or cultural activities. Graduate students might well consider joining the American Association of Teachers of French at the student rate (a subscription to the French Review is included) and are encouraged to attend professional meetings on the local, regional, and national levels. Doctoral candidates might also consider joining the Modern Language Association (6 issues of PMLA and 1 issue of Profession are included in the current student rate).

## **II. DEGREE PROGRAMS**

All graduate students must be enrolled in a degree program or be in the category "Professional Improvement." In the interest of equity, course work by students who first enroll under Professional Improvement and subsequently become regular graduate students will count toward the degree, following the rules and procedures described in this Guide. Support given students who first enroll under P.I. and subsequently become regular graduate students will also count toward the total number of years provided for that degree (M.A.-2 years; Ph.D.-4 years). The graduate programs offered by the Department are:

**A. Master of Arts without Thesis.** For some students this may be a terminal degree, for others a step in pursuit of the doctorate. The plan of study preparatory to the degree should correspond to the objectives of the candidate. General requirements include a minimum of 30 semester hours of French (009) credit,

either 9:209 Advanced Grammar and Lexicology or 9:210 Comparative Stylistics, as well as a minimum of 12 semester hours in literature or culture at the 200-level. In the last semester of the program the candidate will take a comprehensive examination which is both oral and written (see section VI. below). One or more of the required courses may be waived for good cause and students may, with special permission of the Director of Graduate Studies and Department Executive Officer, transfer up to 6 s.h. of course work taken elsewhere.

**B. Master of Arts with Thesis.** Candidates must earn a minimum of 30 semester hours of French (009) credit and take a written and oral examination on their areas of study. The program must include either 9:209 or 9:210, and at least 12 semester hours graduate level literature or culture courses numbered 200 and above. Candidates may earn up to six of the required 30 semester hours for thesis work. A thesis prospectus must be accepted by September 1st of the academic year in which the thesis is defended.

**C. Master of Arts in French Education (MAFE).** This program is intended primarily for current and prospective secondary school and junior college teachers. General requirements include a minimum of 38 semester hours. These must include either 9:209 Advanced Grammar and Lexicology or 9:210 Comparative Stylistics, and 9:234 Principles of Teaching and Learning Foreign Languages. At least nine semester hours must be in graduate (200-level) courses in French literature. Up to eight semester hours may be taken in education or related fields. There is a comprehensive examination which is both oral and written (see section VI.B. below).

**Master of Arts in Teaching (MAT).** This program is administered through the Division of Curriculum and Instruction. Students take 18 semester hours in advanced French courses and complete the requirements for secondary certification.

**D. Doctor of Philosophy.** The degree Doctor of Philosophy is awarded on completion of an extensive program of study (72 s.h.), the passing of a comprehensive examination, and the writing and successful defense of a dissertation. It certifies that the recipient has acquired a sound general knowledge of the whole of French literature, and an in-depth knowledge of specific areas with concomitant critical and research methodologies to resolve problems of literary criticism, history, and scholarship. Ideally, the doctorate should prepare a teacher-scholar capable of addressing both students and peers, and of making significant and original contributions to learning.

To help in the realization of these goals the Department follows the general requirements of the Graduate College (Section XII: Manual of Rules and Regulations of the Graduate College) and specifically prescribes the following procedures and requirements:

1. **Admission:** It has been the practice of the Department to require that doctoral candidates first complete the requirements of and earn the M.A. in French. Successful completion of the M.A. does not necessarily qualify a student for doctoral studies. A separate decision on admission to the Ph.D. program as a “doctoral student” is made by the Graduate Admissions Subcommittee. For internal candidates, the M.A. Examining Committee will make a recommendation concerning an internal candidate’s admissibility to the Ph.D. program, and this recommendation will be taken under advisement by the full faculty at the time it meets to consider graduate student progress.

Early in the 3<sup>rd</sup> semester of Ph.D. coursework in the Department, students will automatically be considered for qualification as a “doctoral candidate.” For this process, the departmental faculty will review a student’s progress through the program to date, as well as his or her skills as a critical writer and the progress made in planning for the Comprehensive Examination. After its review, the faculty will vote to admit the student to candidacy for the degree or to deny admission to candidacy.

Admission to candidacy requires a two-thirds vote of the Faculty. After admission to candidacy, the student becomes a “doctoral candidate” and begins informal preparation for the Comprehensive Examination. If admission to candidacy is denied, the student may request to be reconsidered one more time. Such a request must be made within the next two semesters. If unsuccessful a second time, the student will be dismissed from the program.

2. Advising: Before the end of the first year of graduate study, each student should, in consultation with the Director of Graduate Studies, select an advisory committee of three members of the faculty to guide his or her general plan of study and to assure its relevance to the student’s long-term objectives. The members of this committee may be changed, and advice may be solicited from other persons both in and outside the Department as circumstances warrant. The chair of the advisory committee will report progress periodically to the Director of Graduate Studies and to the Executive Officer of the Department.
3. Plan of Study: The student will meet regularly with the advisory committee to lay out and keep current a plan of study that assures the following:
  - a. a high level of proficiency in speaking, reading, and writing French, by completing the sequence of courses in language normally taken in the M.A. program (see section **II.A.** above); and knowledge of old French, by taking the course 9:251 Introduction to Old French Grammar;<sup>1</sup>
  - b. a general knowledge of the literature, by taking a judicious choice of courses that will cover all the traditionally recognized historical periods and the different literary genres, at least three of which must be in French Studies at or above the 200 level, taken since completion of the M.A.; knowledge of contemporary literary theory, for example by taking the course 9:260 “Critical Theory and Practice” or equivalent;
  - c. coherent areas of concentration, by taking appropriate courses and seminars with the long-range objective of preparing the comprehensive examination and determining a dissertation topic;
  - d. scholarly support of the areas of concentration, (1) by taking at least three relevant courses outside the department, and (2) by the acquisition of skills necessary to productive research (the latter normally includes fifth-semester competence in another foreign language).
4. On completion of the plan of study, the student will take the comprehensive examination. See section **VI.B.** below.
5. For the doctoral dissertation see section **VII.** below.

**E. Interdisciplinary Doctor of Philosophy in Film/French.** The program in Film/French is an interdisciplinary doctorate administered by a committee consisting of faculty from the Department of French and Italian and the Department of Cinema and Comparative Literature. As an ad hoc interdisciplinary doctoral program, the Film/French option follows the general rules for interdisciplinary doctoral degrees laid out in the University of Iowa Manual of Rules and Regulations of the Graduate College.

---

<sup>1</sup>Currently, the Department is not able to offer this course; students are therefore exempt from this requirement.

Admission to the Film/French program is open to highly qualified students with strong experience and interest in both fields. Prospective students normally apply to the Film/French program after completion of an M.A. in an appropriate field or equivalent post-baccalaureate work (such as a year's study at the UC/CIEE Paris Film Center). Application may be made either to the Department of French and Italian or to the Department of Cinema and Comparative Literature, depending on the student's primary area of strength and interest. The degree is awarded in the department of registration, with specific mention of the interdisciplinary course of study followed.

Since the Film/French doctorate is an ad hoc program, individual requirements and courses of study are commonly worked out in close cooperation with the student's advisory committee. All candidates must pass a qualifying examination after an appropriate time in the program (normally in the second semester), and a comprehensive examination after completion of course requirements. Film/French candidates are normally expected to complete six hours of advanced French language courses, as well as three to six hours of advanced film or television production work. All Film/French candidates work closely with an advisory committee to establish an appropriate plan of study including courses and reading/viewing programs in French literature and civilization, French cinema, world cinema, and literary and film theory. Course programs must include at least 72 hours of applicable credit, but given the broad, interdisciplinary nature of the Film/French degree they often include substantially more.

All Film/French candidates are expected to gain one or more years of teaching experience as part of their Ph.D. program. Further information on Film/French opportunities and policies may be obtained from the standing committee which oversees the program. Information on the committee's current membership may be obtained from the departmental office.

### **III. APPOINTMENTS AND AWARDS**

Below are described the various opportunities for support available to students while in residence:

**A. Teaching Assistantship (TA):** Applicants must qualify for admission to graduate studies and show proficiency in both French or Italian and English. The appointment pays a stipend in return for which the recipient teaches one or more sections in the lower-division courses of the Department, typically first or second year. Whenever possible, the Department also invites well-qualified students, who are at an advanced stage in their own program, to teach courses at the upper levels of the undergraduate program, typically third year. In all these courses the assistant works closely with a course supervisor who, in consultation with other instructors assigned to the course (including the assistants), is responsible for selection of materials, schedule, standards, and major examinations. It is the responsibility of the Teaching Assistant to follow the program and policies outlined by the course supervisor in all matters. See the Effort Allocation Chart for TAs at the end of this document.

All entering TAs are required to attend orientation sessions the week preceding the opening of fall classes, and must register for 9:234 (Principles of Teaching and Learning Foreign Languages). While policies governing the various courses in which TAs teach vary, the following must be observed. A teaching assistant -

1. Is responsible for meeting the class at the time and place. In the event of absence of a teaching assistant, it is the responsibility of the teaching assistant to arrange coverage of classes with the approval of the teaching assistant's supervisor, if possible, and to notify the departmental office.
2. Will prepare his or her classes carefully in accordance with methods prescribed.
3. Will keep a grade book (obtainable in the main office) in which absences, results of tests, grades, and other observations prescribed by the course supervisor will be recorded. This roll book must

be deposited in the department office at the end of the semester, where records are kept and inquiries concerning grades can be answered.

4. Will make available written instructions about the nature of the course including matters of policy such as course objectives, procedures, attendance requirements, and all that is expected of students.
5. Will announce and keep regular office hours for conferring with students. Three hours per week are expected.
6. Will return to students all tests and examinations as promptly as possible.
7. Will attend all meetings called by the supervisor, follow all the supervisor's instructions, and consult with him or her on any problem that may arise.
8. Will cooperate with the department office with regard to deadlines and information requested.
9. Will avoid any action that compromises professional judgment (e.g., accepting gifts or services from a student) or that may be interpreted as sexual harassment (see University policy).

**B. Procedures for the Evaluation and Renewal of Teaching Assistants**

1. **Support Mechanisms.** The Department is committed to nurturing and training teachers. A number of options exist for support with teaching. The required Teaching Assistant Orientation, held each August before the start of classes, provides an overview of teaching, multimedia options, and course responsibilities. Additionally, course supervisors hold regular meetings and workshops throughout the fall and spring semesters and are available for individual consultation. 9:234 Principles of Teaching and Learning Foreign Languages, a required course for all teaching assistants, provides a further pedagogical resource and introduces assistants to the principles of second-language acquisition. Course supervisors and other faculty are available to observe classes as necessary. All faculty members in the Department are also available to meet with teaching assistants to discuss teaching strategies or to help solve problems. Beyond the Department, the Center for Teaching is a resource that assistants should be aware of, offering individual counseling as well as group workshops on teaching.
2. **Observation and Evaluation.** The Department's criteria for teaching evaluation are summarized in the standard Classroom Observation Form. The Department's criteria for assistantship renewal are summarized in the Renewal Checklist. All teaching assistants will be observed by a faculty member, typically the course director. Classroom observations will normally be scheduled with the teaching assistant at least 48 hours in advance of the visit. The frequency and modalities of observation will be determined by the specific policies of the supervisor of the course to which the assistant is assigned. In order to allow for appropriate support mechanisms to come into play, however, the first observation will take place no later than four weeks before the fall meeting held to discuss the progress and professional development of all teaching assistants (see directly below). Peer evaluation may also be used. Teaching assistants may request additional observations conducted by departmental or extra-departmental observers. The faculty observer will use the Classroom Observation Form and will convey his or her observations to the teaching assistant in writing, using this form as well as any other written documentation he or she deems relevant. All these materials will be

placed in the teaching assistant's personnel file. The teaching assistant may respond to the faculty evaluator in writing. This response will also be placed in the assistant's permanent file. In addition, the faculty member will meet with the teaching assistant as soon as possible after the observation to discuss the evaluation, offer suggestions and remedies, and indicate areas in which improvement is desirable. The assistant is expected to take into account and to implement the supervisor's suggestions and concerns. The parties to any disagreement should first try to resolve the issue informally. If this proves impossible, the TA should consult in this order: first the course supervisor, then the DEO, and finally the Office of the Dean of the College of Liberal Arts and Science. (For levels of appeal and time limits regarding formal grievances, see UE/COGS Bargaining Agreement, section **VIII**.)

3. **Renewal.** The faculty as a whole will meet once in the fall semester and once in the spring semester to discuss the progress and professional development of all teaching assistants. In the fall, this meeting serves the purpose of identifying areas of strength and others in need of improvement so that the Department can identify appropriate support mechanisms as soon as possible. Where appropriate, the faculty will direct the course supervisor to convey concerns in writing to the teaching assistant, with a copy to the **DEO** and to the assistant's personnel file. The teaching assistant may respond to the course supervisor in writing. If a teaching assistant receives a negative midterm review during the fall semester, the person may be reassigned, have the appointment percentage reduced, or the spring commitment may be cancelled. Such a midterm review would have to be based on the complete teaching record as represented in the personnel file. By the end of the first week of February, assistants who wish to be renewed for the following year must submit to the department office an "Application for Renewal of Assistantship" (available in the departmental office). In the spring, in addition to the above tasks, the faculty will make a recommendation to the DEO for renewal or nonrenewal, based on each teaching assistant's complete teaching record and on the Department's criteria for renewal stated in this document and outlined in the Renewal Checklist. Arguments for nonrenewal not based on these materials will be out of order in the faculty deliberation. Each assistant's teaching file will be made available to the faculty, and the course supervisors will serve as the interpreters of the record during the meetings. Once a renewal decision has been made by the DEO, based on the recommendation of the faculty, the DEO informs the teaching assistant of this decision, on or before April 15, in a letter indicating support status for the following academic year. An assistantship is an annual appointment which must be formally renewed if it is to be continued.

The Department will make every effort to renew assistants who are in good standing and who meet acceptable standards in the performance of assigned duties. Other reasons for nonrenewal:

- \* The Department faces unforeseen budgetary constraints resulting in a reduction of appointments.
- \* The assistant is not in good academic standing (see section **V**. below).
- \* The assistant on his or her initiative interrupts the appointment.
- \* The assistant has served a total of four years towards the doctorate or a total of two years towards the M.A. The duration of support is normally the same for people pursuing joint degrees with other departments, although students who can demonstrate that they have been engaged in programs with special requirements involving additional preparation may be eligible for a fifth year of funding. Assistants who are not graduate students in the Department will not ordinarily be renewed beyond two years.

Teaching Assistants who fall below the Department's expectations for renewal between the

beginning of the fall semester and the time of the annual renewal decision in the spring will be asked in writing, in a timely manner, to seek additional help. The form of help will be specified in the letter and may involve any of the support mechanisms listed above. After availing himself or herself of these opportunities to improve teaching skills, if the teaching assistant is still unable to reach the Department's minimum threshold for renewal, he or she will receive notice of nonrenewal no later than April 15.

Summary Timeline of Procedures relating to the Evaluation and Renewal of Teaching Assistants:

- \* **First week of February** -- Application for Renewal of Assistantship
- \* **Late February/early March** -- Departmental discussion of the progress and professional development all teaching assistants, and recommendation to DEO for renewal or nonrenewal
- \* **No later than April 15** -- the DEO informs the teaching assistant of support status for the coming academic year
- \* **No later than late September/early October** -- Classroom observations
- \* **Late October/early November** -- Departmental discussion of the progress and professional development of teaching assistants

**C. Research Assistant (RA):** This appointment is made to individuals to assist a professor in his or her research activity. The nature and conditions of the work vary according to the type of research involved. The supervising professor will develop a system in order to keep track of the time the assistant spends on this assignment and will document in writing the activities the assistant will be asked to accomplish. The professor is responsible for providing the research assistant with the information, materials, and support needed to accomplish the tasks set for him or her. At the close of the fall and spring terms, the supervising professor will evaluate the assistant's overall effectiveness as a research assistant. The professor should address questions such as ability to work productively, promptness in delivering work, and attendance at meetings. The professor's letter will be addressed to the research assistant, with copies to the assistant's personnel file. The research assistant may respond to the supervising professor in writing.

**D. Fellowships:** Fellowships provide a stipend to promising students with limited or no service obligation involved. Some are reserved for new or incoming graduate students; others are awarded to students in residence to expedite their course work or to facilitate the writing of a dissertation.

To further recognize academic excellence, through the generosity of donors, the Paul Benhamou and Iosue Fellowships have been established. These fellowships may be awarded to prospective students in the context of recruitment or they may be awarded to students already accepted into the graduate program. In the former case the Graduate Admissions Subcommittee makes a recommendation to the Chair; in the latter the DGS will invite faculty members to nominate students in early fall. Faculty on the Graduate Studies Committee will recommend one of the nominees to the Chair. In both cases, it is the Chair who makes the final decision.

In the matter of awards, fellowships, scholarships, and exchange assistantships, the amount of support varies from year to year. Recommendations for the attribution of Departmental fellowships and scholarships are made to the Chair by the Graduate Admissions Subcommittee. For specific information on these awards, the student is invited to consult with the Department Chair or Director of Graduate Studies.

The Department makes every effort to support students in good standing for up to two years of degree work leading to the M.A. The Department makes every effort to support students in good standing for up to four years of doctoral degree work.

**M.A.**  
**2 years support**

**Ph.D.**  
**4 years support**

**M.A. + Ph.D.**  
**6 years support**

One year of exchange assistantship support in either Rennes, Poitiers, or Amiens will NOT count towards the total of six years of support. Students are informed of their academic standing each spring following the meeting of the faculty in which progress toward the degree is discussed. Support towards the Ph.D. beyond the fourth year is becoming increasingly uncertain. Students who can demonstrate with the assistance of their academic advisor that they have been engaged in programs with special requirements involving additional preparation may be eligible for a fifth year of funding.

#### **IV. SPECIAL TEACHING, STUDY, AND RESEARCH OPPORTUNITIES**

##### **1. Exchange Programs with French Universities.**

--Poitiers: Since 1970 our department has maintained a bilateral exchange with the English department of the University of Poitiers. Each year one graduate student from each institution studies and teaches in the other. The candidate from Iowa must be of the calibre to represent us well at the university level in France. The assistant receives the appointment of "lecteur or lectrice d'anglais" and is free to pursue courses either at the Université de Poitiers or in the Centre des Etudes Supérieures de Civilisation Médiévale at Poitiers.

--Amiens: This exchange of graduate-level students, similar to the one in Poitiers, was established in 1979. The convenience of rail transportation (one hour commute) between Amiens and Paris makes a very wide range of research activities available to the Iowa appointee. The candidate from The University of Iowa will preferably be in an advanced stage of his or her studies (post M.A.) and be of the calibre to represent us well at the university level in France.

--Rennes: At the Université de Haute Bretagne (Rennes II). Inaugurated in 1988 this exchange offers opportunities for interdisciplinary study and research. The candidate from The University of Iowa will preferably be in an advanced stage of his or her studies (post M.A.) and be of the calibre to represent us well at the university level in France.

--Pau: the exchange with the Université de Pau was established in 2004 through the University Studies Abroad Consortium (USAC). The candidate from the University of Iowa will be expected to teach in the English Department to supplement their curriculum as appropriate.

##### **2. Consortium Paris Film Program.**

The University of Iowa has for a decade participated in a consortium of institutions supporting the Centre Universitaire Américain du Cinéma et de la Critique à Paris (Paris Film Program). This year-long program of studies offers special opportunities for both undergraduate and graduate students interested in film studies, critical theory, or interdisciplinary approaches to the traditional liberal arts areas of study. Further information can be obtained from the Director of Graduate Studies.

##### **3. Newberry Library Center for Renaissance Studies.**

The department participates in this consortium through the Graduate College of the University. The Newberry offers special resources in the area of Renaissance and eighteenth-century studies. Graduate students in the Renaissance who need to consult its collections or who want to

participate actively in one of the conferences and institutes that it sponsors can apply to have their expenses partially funded. Further information can be obtained from faculty members working in Renaissance and eighteenth-century studies.

4. Traveling Scholar Program.

This program, under the auspices of the Committee on Institutional Cooperation (the universities of the Big Ten and the University of Chicago), enables a doctoral student to take advantage of special resources available on another campus but not available on his or her own campus: special course offerings, research opportunities, and library collections. Details can be found in the Graduate College Manual, Section III.

5. Computer Funds for Research.

The university makes a number of resources available to graduate students who would like to learn and subsequently use computer skills of all kinds in their research (e.g., for writing theses, developing bibliographies, writing professional papers, developing special instructional material or web pages). Academic Computing Services offer free short courses on topics in computing each semester.

## **V. POLICIES GOVERNING PROBATION AND DISMISSAL**

A. Student Status: If a student pursuing an advanced degree program in French is deemed to be making satisfactory progress in his or her studies, student status will continue until the approved degree objective is attained.

A student's progress will not be considered satisfactory in any of the following cases: poor record of study; noncompliance with department requirements; or violation of ethical standards of scholarship. The student will be so notified in writing and given advice, conditions, and a time limit for return to good standing. Failure to meet such conditions will be cause for academic dismissal.

If a student considers the cause of dismissal unfair or the conditions to avoid dismissal unduly harsh, he or she may request a review of the action according to the following procedures which the Department has established:

1. The student should discuss his or her grievances with the Director of Graduate Studies to try to resolve such grievances informally.
2. If the student continues to feel that the dismissal is improper or that the problems cannot be resolved through the discussion provided for in 1. above, the student shall forward a written request for review of his or her dismissal to the Department Chair. The letter should outline the grievances in reasonable detail. The student should also select two members of the graduate faculty and one graduate student from among those chosen to serve on dismissal review committees.
3. The department chairperson will designate a chair of the review committee from among those persons identified by the student.
4. The review committee chair shall convene the committee as soon as possible. Normally it is expected that the review process will be completed within two weeks of its formal initiation by the student.

5. The student requesting the review shall have the opportunity to discuss his or her grievances directly with the committee and to provide all supporting material relevant to the review.
6. Upon examination of all relevant information the review committee shall communicate its findings and recommendation in writing to the student and to the department chair.  
The committee's report should include major considerations in its decision or recommendation.

The department will elect four graduate faculty members and three graduate students at the beginning of each academic year to serve, if called upon, as members of an academic dismissal review committee.

**B. Assistant Status:** An assistant (T.A. or R.A.) in the Department of French and Italian shall not be dismissed during his or her contractual tenure except as provided for in the Graduate College's statement, Graduate Assistant Dismissal Policy (approved by the Board of Regents, November 14, 1969, and available in the office of the Graduate College). In brief, grounds for dismissal are: (1) loss of student status; (2) any reason that would be sufficient to dismiss a faculty member in the course of his or her appointment; (3) failure to carry out instructions of his or her supervisor which relate to legitimately assigned duties.

The above policy does not refer to the nonrenewal of a teaching assistant's appointment (see section **III.** above).

## **VI. MASTER'S AND DOCTORAL EXAMINATIONS**

The comprehensive examinations for advanced degrees, required by the Graduate College (Manual, X, H, J, and XII, J) will be administered as follows:

### **A. Examination Guidelines for the Master of Arts degree in French without thesis.**

At the beginning of the term in which the candidate is expected to complete the minimum 30 semester hours of course work, he or she files a request for the M.A. examination using the form attached to the M.A. list. This examination will be scheduled around February 1. It includes a written and an oral part, and is conducted by an examining committee composed of three faculty members of the department. M.A. students should not expect to have taken courses in each of the areas of the examination. While courses do help in preparing for the M.A. examination, they also provide students with the skills and tools necessary to read works of literature and criticism independently. The M.A. examination focuses on the student's ability to read, understand, and draw conclusions from texts using the tools of literary history and criticism.

The entire examination is written and conducted in French.

The written portion of the examination includes two parts: 1) a translation from English into French done sur place with the help of a grammar and dictionary (two hours); 2) two essays (two hours for each essay = four hours total) on two of the eight areas from the reading list; and one cross-area essay (two hours) from a series of questions on literary works chosen from the M.A. reading list. M.A. Candidates are responsible for reading all of the works on the required reading list in preparation for the exams. Students will be asked to discuss these works in depth and to situate them in relation to their respective literary, social and historical contexts. A sample M.A. exam is available in the main office.

All M.A. candidates will also choose a "special topic." The samples provided at the end of the M.A. list are intended as suggestions only. Candidates are free to select other topics, or to add to an area already represented on the list in lieu of choosing a "special topic." The "special topic" will consist of a list of comparable length to any single area and must be approved by the Director of Graduate Studies together with a faculty member who has

agreed to serve as advisor for this area. The “special topic” area must be approved no later than December 15 of the academic year during which the student is taking the exam.

The oral portion of the examination also includes two parts: **1)** the oral delivery of a literary text given to the candidate one hour before the examination from a work or author previously chosen by the candidate from any of the areas, but different from texts discussed during the written examination, and an interpretive analysis of the text (20 minutes). The candidate may use notes, but is not to read a prepared paper; **2)** a general discussion based on the reading list, including the “special topic.”

**B. Examination Guidelines for the Master of Arts Degree in French with Thesis.**

Out of the minimum 30 semester hours of course work the candidate is expected to complete, up to six semester hours of credit may be given for thesis work.

The examination: At the beginning of the term in which the candidate is expected to complete course work, he or she files a request for the M.A. examination. This examination is ordinarily given around February 1. It includes a written and an oral part, and is conducted by an examining committee composed of three faculty members of the department. The examining committee will be the same as the committee for students completing the M.A. without thesis.

The entire examination is written and conducted in French.

The written portion of the examination includes two parts: 1) a translation from English into French done sur place with the help of a grammar and dictionary (2 hours); 2) two essays (4 hour total); on two individual areas; and one cross-area essay (2 hours) from a series of questions on literary works chosen from the M.A. reading list, including the “special topic.” M.A. Candidates are responsible for reading all of the works on the required reading list in preparation for the exams. Students will be asked to discuss these works in depth and to situate them in relation to their respective literary, social and historical contexts.

All M.A. candidates will also choose a “special topic.” Sample “special topic” areas are provided on the M.A. reading list (Medieval, Second-language acquisition, Québec, Italian). These samples are intended as suggestions only. Candidates are free to select other topics, or to add to an area already represented on the list in lieu of choosing a “special topic.” The “special topic” will be approved by the Director of Graduate Studies together with a faculty member who has agreed to serve as advisor for this area. The “special topic” area must be approved no later than December 15 of the academic year during which the student is taking the exam .

The oral portion of the examination also includes two parts: 1) the oral delivery of a literary text given to the candidate one hour before the examination from a work or author previously chosen by the candidate from one of the areas, different from texts discussed during the written examination, and an interpretive analysis of the text (20 minutes). The candidate may use notes, but is not to read a prepared paper; 2) a general discussion based on the reading list.

The thesis: The student is responsible for forming a committee made up of three faculty members from the Department, one of them being the thesis director. Students interested in the M.A. with thesis option should seek approval of their thesis proposal as early as possible in their degree program. Final approval of the proposal is required by September 1 of the academic year proceeding the year in which the student is taking the M.A. exam. The committee of three should also be formed at that time in order to provide advice as needed.

The thesis may involve any number of issues related to cultures and literatures in the domain of French and Francophone studies. It should develop arguments resulting in a rounded study of acceptable breadth and length.

In order to comply with Graduate College guidelines, the thesis should be completed by April 1. The defense should be scheduled no later than 17 days before the May graduation date. The oral defense in front of the committee is expected to be a one-hour discussion of the thesis.

Thesis writers should obtain a copy of the Thesis Manual available in the Graduate College. They should become thoroughly familiar with the time schedule and procedures governing the final examination (defense) and the first and final deposit of the thesis, as described in Section One of that Manual. Students are responsible for submitting the first deposit copy to the Graduate College for approval and for depositing the final copy of the thesis with the Graduate College. They must obtain the director's approval to submit the first deposit copy.

**C. MAFE Comprehensive Examination.** The examination for the MAFE has three parts. The translation from English to French will be identical to the one done in our M.A. exams. For the written part, the candidate will choose one of three questions and write on that in French. Four hours will be allowed. One of the three questions will be from a literary topic, genre, period, etc. that will have been chosen in advance. Another question will cover some predetermined aspects of French civilization and culture. The third question will require an essay developing or commenting on a saying, proverb, maxim, etc. Candidates may then be invited to the oral at which time they will present a teaching lesson on a literary text given to them a day in advance. The oral will combine questions on that topic, on the written exam areas, and other aspects of French study and instruction deemed relevant by the committee.

**D. Ph.D. Comprehensive Examination in French.** (The following description applies to candidates in French only. Candidates in Film/French should consult their advisory committee concerning the format and timing of the Comprehensive Examination.) On completion of the plan of study (normally within 4 semesters after the M.A.) the doctoral candidate will take a written and oral comprehensive examination. This examination is not a deferred qualifying test but rather provides the opportunity for the student to demonstrate the knowledge and critical skills that he or she will apply to the dissertation and to his or her career. The examination committee will consist of the advisory committee plus two other members of the faculty named by the Director of Graduate Studies in consultation with the candidate.

The written examination will cover three areas, which may overlap somewhat but should not coincide.

1. A historical period in depth: this need not be a century but may include chronologically defined periods of a certain length and internal unity;
2. A genre: this need not be the genre in its total history, but should embrace a time span sufficient to show its evolution (normally several centuries);
3. A topic: this may be a major writer or group of writers; or a broadly conceived topic in literature, civilization, criticism, film, French philology, textual criticism of medieval manuscripts, etc.

The choice of these areas should be determined by the candidate and the advisory committee well in advance, as soon after entrance to the Ph.D. program as possible, and should in general conform to the main directions of the plan of study.

The written examination will take place on three alternate days for four hours with the help of a dictionary. The student will be provided with a copy of his or her reading list at the time of the examination. If a student fails two of the three areas of the written portion of the Comprehensive Examination for the Ph.D., the student must retake the examination (all three sections) in its entirety.

The oral examination will take place after the written portions, usually after an interval of seven days. The scope of the oral may be determined in advance by the examining committee in consultation with the candidate. It will include a "présentation orale" (10-20 minutes) reflecting the candidate's major literary interest.

## **VII. DOCTORAL DISSERTATION**

**A. Topic:** The general area of the dissertation topic should be chosen prior to the comprehensive examination and should ideally be related to the major directions of the plan of study.

**B. Prospectus:** After passing the comprehensive examination the candidate will within six months, not including the summer months, present to his or her advisory committee and other interested parties a detailed prospectus describing the planned dissertation. Students who do not submit their prospectus within this time period will no longer be considered in good standing (see section V. A. above). The student's advisory committee will provide guidance for writing the prospectus. A working bibliography of primary and secondary sources should accompany the prospectus. If the submitted prospectus and bibliography do not earn the approval of the advisory committee, the student shall make the modifications necessary for approval.

**C. Direction:** The dissertation, which may be in English or French, will be written under the supervision of one faculty director, or by co-directors when advisable, assisted by other members of the advisory committee, who will report to the director(s) their comments and suggestions.

**D. Time Schedule and Procedures:** Thesis writers should obtain a copy of the Thesis Manual available in the Graduate College. They should become thoroughly familiar with the time schedule and procedures governing the final examination (defense) and the first and final deposit of the thesis, as described in Section One of that Manual.

**E. Permission to Print:** Copies of the completed final draft of the dissertation will be submitted to the director and to the principal readers at least one month before permission to print or type the first deposit copy is granted. The entire committee is to receive first deposit copies no later than two weeks prior to the scheduled date for the defense.

**F. Form:** The final copy of the dissertation must comply in form and style to the standards prescribed by the Graduate College in the Thesis Manual (available in the Graduate College).

**G. Defense:** On completion of the dissertation, and in compliance with the policies of the Graduate College (Manual, XII, N), there will be a public defense before a faculty jury composed of the director and other members of the advisory committee, one additional member of the department faculty, and one person from outside the Department.

**H. Registration and Time Limitation:** The period from comprehensive examination to final defense may not exceed five years (see Graduate College Manual, XII, N). During this time the student must maintain continuous registration, normally by registering for 9:277 (Thesis). The category of Post-Comprehensive registration is not appropriate during terms when a faculty advisor is actively engaged in direction of the dissertation.

**Effort Allocation Chart for Teaching Assistants  
Department of French & Italian**

Course	Classroom hours, <i>per section per week</i>	Preparation/grading hours, <i>per section per week</i>	Office hours, <i>total per week</i>
009:001	4.17	7.16	3
009:002	4.17	7.16	3
009:010	4.17	7.16	3
009:011	3.33	8	3
009:012	3.33	8	3
009:026	1.67	3.19	3
009:105	2.5	6	3
009:106	1.67	3.19	3
009:111	2.5	6	3
009:112	2.5	6	3
009:115	2.5	6	3
009:136	1.67	3.19	3

*Note: for a 50% appointment, teaching assistants are expected to devote **an average of 20 hours per week** to their duties over the course of the academic year, of which 3 hours per week are devoted to office hours. TAs in 009:001, 009:002, 009:010, 009:011, and 009:012 teach three sections over the academic year; those in 009:105, 009:111, 009:112, and 009:115 teach four sections; and those in 009:026, 009:106, and 009:136 teach seven sections.*