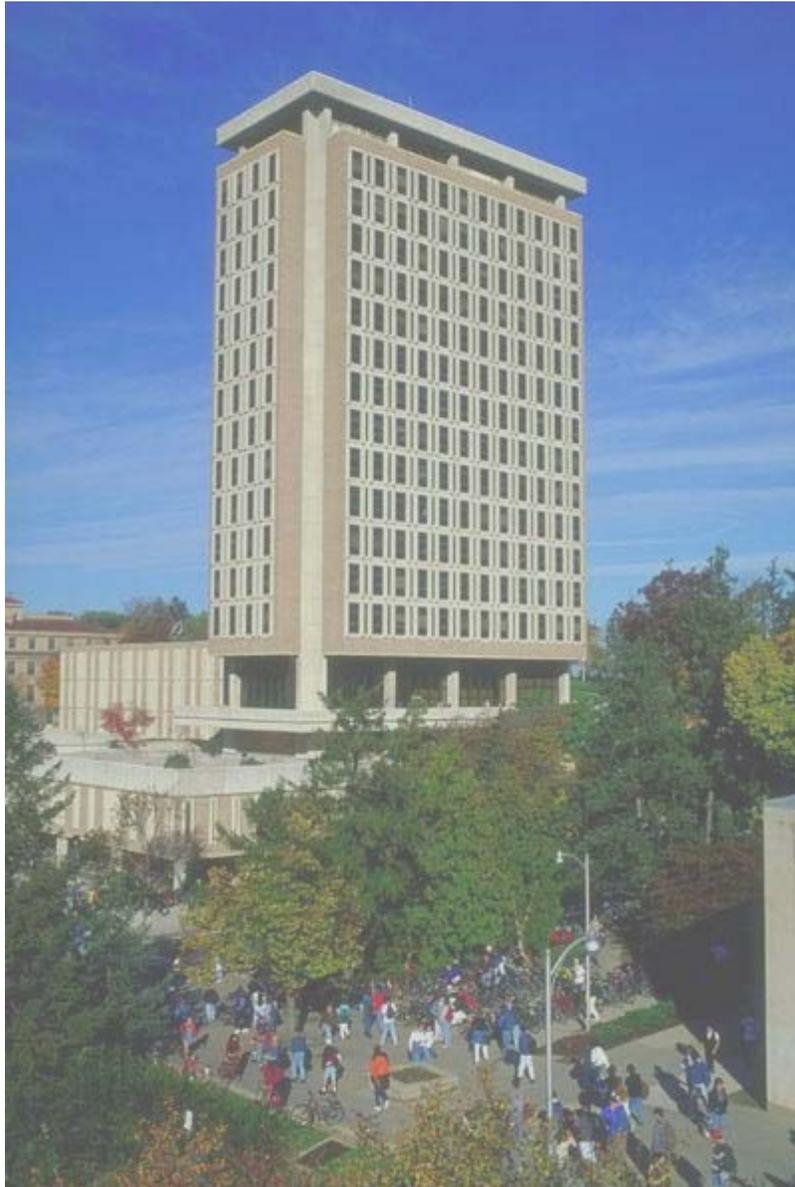


Guide to the M.A. and Ph.D. Programs in French



Effective August 2017

CONTENTS

Welcome to the Department	3
Advising and Mentoring	3
Learning Goals for the French MA/Ph.D. degrees	3
The M.A. in French	4
Criteria for Satisfactory Progress	4
M.A. Requirements	
Academic Requirements	4
M.A. Examination	5
Teaching	6
New-Entry Post-M.A. Students	6
The Ph.D. in French	7
Criteria for Satisfactory Progress	7
Course Requirements	7
Foreign-Language Reading Requirement	7
Ph.D. Minor	8
Preliminary Examinations (Field Exam)	9
Preliminary Examinations (Dissertation Proposal Exam)	10
Ph.D. Dissertation	11
Grievances	13
Making the Transition from Undergraduate to Graduate School	14
About the T.A. Workload	15
Advice About the M.A. Exam	16
Faculty and Academic Staff and Their Areas of Specialization	17
Overview of Exams	18
M.A. and Ph.D. Worksheet for Students	19

Welcome to the Department of French and Italian! This Guide to the M.A. and Ph.D. Programs in French has been put together to help answer many of the questions you will have as you begin your career as a graduate student at UW-Madison. There may be times when the Graduate Studies Committee will grant a student an exception to these guidelines when a good reason is presented in the form of a written request to the Chair of Graduate Studies. Generally, questions that are not addressed in this booklet should be directed first to the Graduate Coordinator, Shawn Ramer, in 608 Van Hise. Shawn may then refer you to your advisor or to the chair of the Graduate Studies Committee if he does not have the answer to your question.

ADVISORS AND MENTORS

Upon entering the department, students are alphabetically assigned to one of two graduate advisors. Students consult their advisor each semester about which courses to take.

By the time they take the M.A. exam, students must choose a faculty member as a mentor and inform the Graduate Studies Committee of their choice. Mentors help students explore areas of interest and give advice about professional development. Although students may change mentors until they begin preparing the Special Topic preliminary exam, they should inform a faculty member if they have chosen another mentor. Students should plan to remain with the mentors they have chosen by the time they write the Special Topic proposal, since the mentor will usually be a member of the Special Topic Committee and the Dissertation Committee.

GRADUATE LEARNING GOALS FOR FRENCH MA AND PH.D. DEGREES (RESEARCH-BASED DEGREES)¹

Master's Level. Students obtaining a master's degree in French and Francophone literature are expected to have achieved the following learning goals by the end of their degree work:

- Show broad knowledge of French and Francophone literature and culture
- Master a broad range of texts fundamental to French and Francophone studies
- Demonstrate critical understanding of the major works in literature and the history of ideas that have been written in French from the Middle Ages up to the present
- Show the ability to analyze literary texts of various genres, and to formulate well-informed, interpretive arguments about them
- Identify, select, and retrieve primary and secondary sources pertaining to questions in French and Francophone literature
- Analyze and interpret the theories, research methods, and approaches to inquiry in this discipline
- Demonstrate adequate proficiency in French to lead a well-informed discussion of literature and culture
- Communicate clearly and appropriately in both written and spoken French
- For those who teach (most M.A. students), demonstrate skills as teachers of the French language and French/Francophone culture at the college level:
 - 1) the ability to create level- and course-appropriate instructional objectives, activities, and assessments for teaching language, literature, and culture
 - 2) the ability to use instructional technologies appropriately to enhance the teaching of language, literature, and culture
 - 3) the capacity to incorporate insights from second language acquisition theory and current best practices in foreign language teaching into instruction

Doctoral Level. Students obtaining a doctoral degree in French and Francophone literature are expected to have achieved the following learning goals by the end of their degree work:

¹ The doctoral level learning goals are inclusive of the master's level learning goals

- Demonstrate thorough knowledge and critical understanding of two areas of French and Francophone literature, and of the historical and social contexts that have influenced the works examined in their dissertation
- Show the ability to synthesize and define a field of inquiry in a persuasive, coherent, and original way
- Make effective use of research sources, tools, and strategies in the field of French and Francophone literature
- Demonstrate, in the writing of their Ph.D. dissertation, an originality of thinking and insight that reaches beyond the current boundaries of knowledge within the field of study
- Articulate awareness of various questions, problems, and limitations implied by their framing of their topic
- Contribute substantially to their area of specialization, and be able to engage in a dialogue with other experts in that area
- Communicate and defend complex ideas in a clear and understandable manner, in both French and English
- Be capable of applying their investigative skills to a variety of fields within French-speaking literature and cultures
- Show reading knowledge of a second foreign language pertinent to their research specialty (and, for specialists of Medieval and 16th-century French literature, a third foreign language)
- Be prepared to be effective teachers of French/ Francophone literature, culture, and language at the college and university levels.

THE M.A. IN FRENCH

CRITERIA FOR SATISFACTORY PROGRESS

- 1) **GPA:** Minimum of a 3.0 grade point average
- 2) **Course Load:** Minimum of 9 credits taken each semester, generally consisting of 3 courses or seminars, not necessarily in the Department of French and Italian. Exception: during the semester students take 626, they're allowed to register for 8 credits.
- 3) **Auditing:** Students are allowed to audit a 4th course as long as they officially register as auditors, do all the reading, and participate in class discussions (auditors are not allowed in seminars). During the course of their graduate studies, students will be allowed to count a total of 3 audited courses toward the breadth and distribution requirements. No more than one audit may be in a single area (Medieval, 5 centuries, and Francophonie).

Circumstances under which students may take 1 of their 3 (as opposed to 4) courses as an audit:

- Teaching 2 sections as a TA
 - Preparing for the M.A. exam
 - Preparing for the preliminary/special topic exam
- 4) **Timely completion of M.A. requirements:** The M.A. exam is usually taken by the end of the 4th semester of study, although earlier is possible. All requirements including the M.A. exam should be satisfied before the beginning of the 5th semester of graduate studies.

M.A. REQUIREMENTS

ACADEMIC REQUIREMENTS

- 1) **Oral Proficiency Exam:** Non-native speakers of French must take an Oral Proficiency Interview administered by the Department and receive a rating of at least "advanced low" during their first semester. Depending on the results of this test, up to 6 credits of advanced French language courses and phonetics may be required.
- 2) **French 825 or 826:** Non-native speakers of French must complete French 825 (*Cours de grammaire et de style*) with a grade of B or above the first semester it is offered. In rare cases, students with near-

native proficiency may be exempted upon faculty recommendation to the Graduate Studies Committee. Language competence is an important component of graduate studies, and performance in this area is assessed on an ongoing basis by the faculty, who may take it into consideration in their course grades.

- 3) **French 626:** French 626, a 2-credit introduction to critical reading practices taught by multiple faculty, must be taken in the first semester it is offered.
- 4) **French 820:** Students who teach in the Department must take French 820 either before beginning to teach or concurrently with their first semester of teaching (see Teaching, p. 6). Students are strongly advised to take French 820 concurrently with their first semester of teaching if possible.
- 5) **Distribution Requirement:** For the M.A., students must take a course or seminar in four of the seven areas of our program (Medieval, 16th through 20th centuries, and Francophonie).
- 6) **Exchange Program Course Work:** Please note that courses taken while graduate students are participating in one of our exchange programs abroad do not usually count toward the completion of departmental degree requirements, although exceptions may be considered if students can provide adequate documentation of their written work, and if the Graduate Studies Committee finds the work completed abroad to be comparable to a graduate course or seminar offered in our Department.
- 7) **Minimum Credits:** The Graduate School requires at least 30 credits (300 level or above) for a master's degree.
- 8) **M.A. Thesis, Seminars:** There is no M.A. thesis, and no seminar requirement for the M.A.
- 9) **M.A. Examination:**
 - **Purpose, Timing, Content, Sign-up Period:** The M.A. exam is usually taken by the end of the fourth semester of study, although earlier is possible; should be taken before the fifth semester of study. Given three times a year, it tests students' mastery of a broad range of texts fundamental to French and Francophone studies and their ability to analyze texts, answer questions, and present arguments. The exam is based on a reading list available in 611 Van Hise and from the Graduate Coordinator. To take the exam, students sign up with the Graduate Coordinator by April 30th for the August exam; for the January and April exams they will be informed of sign-up deadlines.
 - **Format:** The written part of the M.A. exam lasts a total of 5 hours. In Part I (1 hour), students must choose one of three broad essay topics. Part I may be answered in English or in French. In Part II (3 hours), students are given a choice of two questions within each of the seven areas in our program. They must answer one question in each of six of the seven areas (30 minutes per answer). Part II must be answered in French. It is recommended the last of the 5 hours allotted for the exam be spent on revision.
 - **Use of Materials, Academic Misconduct:** Students are not allowed any notes, documents, electronic files, or books (with the exception of a dictionary). M.A. exams can be handwritten, but if students prefer to use their laptop computers or department computers, they should be aware that they are not allowed to consult any files or websites. As with all other methods of evaluating students' performance in the program, such as course assignments, the Department conforms to university regulations governing academic misconduct. Students should refer to the following university website to familiarize themselves with the definition of and the serious consequences of academic misconduct: www.wisc.edu/students/conduct/uws14.htm.
 - **Oral Exam:** A student who fails the written part of the M.A. exam will not take the oral part. The oral usually takes place within a week after the written examination and is conducted entirely in French. It lasts about 45 minutes. Forty-eight hours before the oral, the candidate will be told which three books from the M.A. list will be used for selections and for the oral exam. THREE hours before the exam, the student will receive three short extracts, one from each of the books, and s/he will inform the Graduate Coordinator which extract s/he will analyze. The candidate will prepare an analysis of this extract in a classroom reserved for this purpose. There s/he will not have access to a computer but will write notes by hand that may be brought to the exam, and may use a dictionary in the preparation of these notes. During the exam the candidate will give an analysis in French of the extract chosen, lasting approximately twenty minutes. Students should avoid reading a text word for word but will be able to use notes. This will be followed by 10-15 minutes of discussion of the student's analysis of the chosen extract, and then by a period of questions (lasting approximately 25 minutes). Some of these questions may

pertain to the candidate's written exam, but others may involve other texts on the M.A. reading list, from other periods.

- **Weak Passes, Failures:** Students who are passable but weak on the oral part of the M.A. exam receive the M.A. degree but are not accepted into the Ph.D. program. In some cases, these students may be allowed to retake the oral exam one time if they wish to be reconsidered for admission into the Ph.D. program. If a student fails either part of the M.A. exam, s/he has one chance to retake it at the next exam session. In order to postpone the retake until a later session, the student must make a written request to the Graduate Studies Committee.

TEACHING

- 1) Teaching is not required for the M.A., but students in the Department must complete 4 credits of teaching methodology, including French 820, Teaching College French (3 credits), and French 821, Issues in Methods of Teaching French (1 credit; French 821 may be taken any time before dissertator status is granted). TAs may take French 820 prior to teaching in the Department or concurrently with their first semester of teaching.
- 2) To be exempted from French 820, a TA must have had one of the following preparations:
 1. A 3-credit methods course that covers the essential content of French 820, plus at least 2 semesters of college-level teaching experience in the United States.
 2. At least 3 years of full-time teaching experience at the high-school level, plus courses in pedagogy.
 3. Experience teaching abroad that meets one of the above criteria, plus familiarity with American students, institutions, and practices of foreign language teaching.

If these preparations are met, then in order to determine if the requirement can be waived, TAs with prior experience may ask the instructor of French 820 (who will forward the request to the Director of Graduate Studies) to complete the summative assessment (written exam), which is typically completed at the end of the 820 course. Incoming TAs have to demonstrate that they have knowledge of the definitions and application of both literacy-based and communicative language teaching and genre-based writing instruction.

- 3) Students who are not TAs in the Department are encouraged to take French 820 and 821, but they may request that that requirement be waived if they have no intention of teaching.

NEW-ENTRY STUDENTS HOLDING AN M.A. IN FRENCH

Students holding an M.A. in French from another institution must complete all the requirements indicated above with the following modifications:

- **Course Equivalencies:** Students may petition Graduate Studies to receive equivalencies for a maximum of three graduate courses they took while completing their M.A. degrees elsewhere. Proper documentation—syllabi, transcripts, and written work—is necessary, and equivalencies are granted only if the committee believes the work completed to be comparable to graduate courses or seminars offered in the Department.
- **Qualifying Exam:** Instead of the M.A. examination, students are required to take a qualifying examination identical to the oral part of the M.A. examination (p. 5). The qualifying exam is given in mid-November (mid-March in the event that the student enters in the spring semester). The committee members are the faculty responsible for the next upcoming M.A. exam session. Candidates who fail will be asked to take the regular M.A. exam that is administered by the Department at the next exam session or during their third semester of study.

Please Note: New-entry Ph.D. students with an M.A. in a field other than French should consult their advisor at the beginning of their first semester to discuss supplementing their courses with extra work in certain areas.

THE Ph.D. IN FRENCH

CRITERIA FOR SATISFACTORY PROGRESS

- 1) **Prerequisite:** Completion of the M.A. in French.
- 2) **GPA:** Minimum of a 3.0 grade point average.
- 3) **Course Load:** Minimum each semester of 9 credits (3 courses or seminars) until dissertator status is reached. The same rules for auditing courses described above apply (see p. 4) to the Ph.D. program.
- 4) **Timely completion of Ph.D. requirements:**
 - **Preliminary Examinations** (see pp. 9-10): The first two preliminary examinations (area prelims) are to be taken preferably two semesters, and definitely no later than four semesters, after completion of the M.A. The special topic prelim is to be taken within nine months of the successful completion of the area prelims.
 - **Foreign Language Requirement** (see pp. 7-8): Candidates must complete their foreign language reading requirement before being granted dissertator status.
 - **Ph.D. Minor** (see pp. 7-8): Candidates must complete the Ph.D. minor requirement before being granted dissertator status.
 - **Dissertation Defense or Final Oral Examination** (see p. 10-12): Graduate School regulations require Ph.D. candidates to defend their dissertation “five years from the date of passing their preliminary examinations” (*Graduate Student Handbook*).

PH.D. REQUIREMENTS

- 1) **Course Requirements** (to be completed prior to taking the special topic prelim):
 - **Distribution Requirement:** Students must complete the seven-area (Medieval, five-century, and Francophonie) distribution requirement started in the M.A., that is, they must complete a course or seminar in each of the remaining areas.
 - **Breadth Requirement:** Students must take a second course or seminar in two of the five areas outside those of their preliminary examinations.
 - **Seminar Requirement:** Students must take at least three seminars in the French section.
 - **Medieval Specialists:** Students intending to write a dissertation on the medieval period must take additional courses in philology and paleography, as indicated by their advisor.
- 2) **Foreign-Language Reading Requirement**
 - **17th- through 20th-Centuries and Francophonie:** Students must demonstrate reading proficiency in a language other than French or English. The language will be selected in consultation with the graduate advisor and a faculty member in the intended area of specialization. The foreign language reading requirement should be completed before the preliminary examinations unless advisor approval has been given. In all cases, the foreign language reading requirement must be completed before dissertator status can be granted.
 - **Acceptable UW-Madison Courses:**
 - A three-credit 300-level course or above conducted completely in the target language. Students must receive at least a B.
 - Reading Knowledge Courses:
 - “A” in Italian 301
 - “A” in Spanish 301
 - “A” in German 391 (see note)*
 - “A” in Latin 391 (see note)*
 - **Courses Taken Elsewhere:**
 - *If a student takes German 391 or Latin 391 and does not receive an A, then they must take German 392 or Latin 392 and receive at least a B.

- Upon submission of proper documentation, credit may be granted by the Graduate Studies Committee for a 300-level course taken elsewhere.
- **Other Ways of Fulfilling the Requirement:**
 - Students can be granted credit for passing outreach exams in Spanish or German with a score of “advanced.”
 - For less commonly taught languages, students can take an individual examination administered by a faculty member, with the approval of the Graduate Studies Committee. In these cases, the examining professor should be asked to fill out a Language Reading Competence Evaluation form, available from the Graduate Coordinator in 608 Van Hise.
- **Medieval and 16th-Century Specialists:**
 - Students writing a dissertation on the medieval period or the sixteenth century must demonstrate reading proficiency in two languages other than English and French, reaching maximum proficiency in one language and minimum proficiency in the other. The languages for medieval specialists are Latin and German; for 16th-Century specialists they are Italian and Latin, with Italian usually being taken for maximum proficiency. Students should complete at least the maximum-proficiency language before taking prelims, unless advisor approval has been given. In all cases, both languages must be completed before dissertator status can be granted.
 - Acceptable UW Credits:
 - Maximum Proficiency:
 - A three-credit 300-level course or above conducted completely in the target language. Students must receive at least a B.
 - Reading Knowledge Courses:
 - “AB” in Italian 301
 - “B” in German 392
 - “B” in a Latin course deemed appropriate by advisor
 - Minimum Proficiency:
 - A three-credit 300-level course or above conducted completely in the target language. Students must receive at least a B.
 - Reading Knowledge Courses:
 - “B” in Italian 301
 - “B” in German 391
 - “B” in a Latin course deemed appropriate by advisor
 - As with the other areas of specialization, credit toward these requirements may be granted through outreach exams (in German, for example), individual exams for less-commonly-taught languages, or, with the approval of Graduate Studies, for courses taken elsewhere, upon submission of proper documentation.

3) **The Ph.D. Minor:** The Ph.D. minor requirement is a Graduate School rule that requires students to do substantial work outside their field of specialization. The minor is fulfilled by a minimum of 9 credits. The minor must be completed before dissertator status is granted. The two types of minors are:

- **Option A:** This type of minor consists of 9 or more credits taken in a single department outside of the major department. Students must follow the guidelines of the department in which they are taking the minor.
- **Option B, or the “Distributed Minor”:** In this option, students take 9 or more credits in one or more departments, which may or may not include the major department. Students obtain the approval of the Graduate Studies Committee to complete an Option B minor by writing a description of the courses they wish to include in their minor, a rationale that groups them under a common theme, and reasons why the proposed minor is different from their field of specialization.

- 4) **Preliminary Examinations:** For formal admission to candidacy for the Ph.D. in French, a student must pass two preliminary examinations: a “field examination” and a “dissertation proposal oral examination.”

Field Exam:

- **Purpose of the Exam:** The goals of the field exam are twofold: 1) to guide students toward a deeper knowledge and understanding of two areas of French and Francophone literature than is afforded by the M.A. exam; and 2) to enable them to define and narrow their interests in preparation for the greater specialization required for the dissertation. Thus the exam tests not only first-hand acquaintance with selected texts and the ability to analyze and interpret them in depth, but also the ability to synthesize and define a field of inquiry in a persuasive, coherent, and original way.
- **Timing, Sign-Up Period:** Students normally complete all requirements for the M.A. by the end of the second year of study. Within four months of their receiving the M.A., they identify two areas of specialization corresponding to two of our seven areas; choose an exam committee chair; and in consultation with him or her ask two other members of the graduate faculty to be members of their field exam committee. The exam itself is taken at the beginning or in the middle of the fourth year of study, by the end of September or the end of February. Registration for the exam generally closes April 30th for fall-semester exams and prior to the Thanksgiving break for spring-semester exams; exact registration deadlines are provided by the graduate coordinator each semester. In advance of the exam itself students submit a field exam document (see below) to the three members of the exam committee as well as to the chair of graduate studies and the graduate coordinator. It is up to the exam committee chair, in consultation with the student and the other two committee members, to decide on the exact deadline for the submission of the field exam document, but that date should not be later than one month before the exam itself. Students should be aware that in the case of exams scheduled during welcome week, a finalized version of the field exam document can reasonably be requested, if the committee so chooses, by the last day of instruction of the previous semester. The precise exam date is to be arranged with the graduate coordinator at the time the field exam document is submitted.
- **Incoming Students Holding an M.A.:** Students who hold an M.A. in French from another university and who pass the qualifying exam in their first semester of study are encouraged to schedule their field exam to be taken as soon as they have satisfied all the requirements for the M.A., including all course requirements. In other words, in some cases they might actually be forming a committee and drawing up their field exam document while still completing their distribution requirement or other course requirements (French 626 and French 825, for example) for the M.A.
- **Area Configuration, Composition of the Committee:** The two areas of interest, which need not be chronologically contiguous, are configured either as a major area and a minor area, if that degree of specialization is already known, or simply as the two areas most closely related to students’ dissertation interests. The exam committee chair should be a specialist in the major area (if designated) or simply one of the two areas chosen, and at least one member of the committee should have a reasonable degree of expertise in the second area of specialization.
- **Field Exam Document:** The field exam document consists of 1) an individualized reading list; 2) rubrics of research interest, the number to be determined in consultation with the exam committee; and 3) two optional exam questions drawn up by the student in consultation with the exam committee.

- **Reading List:** The reading list, to be drawn up conjointly by student and committee, is comparable in length to the sum of two area prelim reading lists, which will be maintained as “field exam advisory reading lists.” The field exam reading list can be but need not be similar to these advisory lists; in any event it should reflect students’ interests but also fill gaps in their knowledge of the areas. Both areas chosen must be well represented, either equally or with a larger number of works in the major area, if one has been designated. Students are also free to add a small number of works pertinent to their interests from other areas.
- **Rubrics of Research Interest:** Students identify rubrics of research interest with as much specificity as possible. These rubrics can be quite general (medieval *fabliaux*; lyric poetry of the 16th and 19th centuries; *écriture féminine* in the 17th and 20th centuries) or relatively focused (Proust and Sévigné; Rousseau’s autobiographical texts; conceptions of homeland in francophone texts; poetry and the plastic arts in the 19th and 20th centuries). Students are encouraged to group at least some of the works on their reading list under these headings.
- **Two Optional Exam Questions:** In consultation with their exam committee, students may submit two broad exam questions that help to define and synthesize the field of their research interests and that will be used in some form by the exam committee in formulating the exam questions.
- **Content and Format of the Exam:** The field exam consists of three essays. For each of the essays, students will be given a choice of two questions based on their expressed interests. The committee should make sure that students are required to write about both of the areas selected, although any or all of the questions may cross area boundaries. All the questions should be given in French, and at least one of the three responses should be written in French; the other two may be in French or English. No formal bibliography or footnote apparatus is expected on the exam, although sources must be acknowledged and may be concisely cited and documented (author, title, page number). There are no specific length requirements, but students typically write between 5 and 8 double-spaced pages per essay; it is not unusual for the length of essays to vary somewhat.
The exam is a forty-eight-hour open-book take-home exam. The questions are sent to students by email; they may arrange to receive the questions at any time that is acceptable to the committee and should be sure to inform the graduate coordinator of this choice at the time the exam is scheduled. Students email their responses both to their exam committee chair and to the graduate coordinator by forty-eight hours after receiving the questions.
- **Withdrawals and Completion:** Once the field exam has been scheduled, students may withdraw until one week before the scheduled exam without penalty. Beyond that time, students who decide not to take the exam receive a “technical failure” and forfeit one of their two opportunities to take the field exam. In the case of failure, students are allowed one chance to retake their field exam. The time framework of the retake is to be determined by the exam committee.
- **Incompletes:** Students who have one or more incompletes at the time of signing up for the field exam and/or receive any during that semester must complete their course(s) before taking the exam. If they are unable to remove all incompletes, they must withdraw from the exam prior to one week before the scheduled examination to avoid a technical failure.

The Dissertation Proposal Oral Examination:

- **Purpose, Language of the Exam:** The goal of the exam is to evaluate students’ ability to articulate the constituent elements of their dissertation topic coherently and convincingly; to test their awareness of various questions, problems, and limitations implied by their framing of their topic; and to assess their skill in defending original ideas in a well-informed and effective way.

The exam may be in French or English, depending on the student's preference, but it is recommended that at least one question be asked and answered in French.

- **Timing, Format, Sign-Up Period:** After passing their field exam, by the end of the fourth year of study students choose a thesis advisor and form their dissertation committee; draft their dissertation proposal; and draw up a working bibliography. Students normally take the dissertation oral exam only after completing all other requirements, including the Ph.D. minor and language requirements. The exam might well be taken during welcome week of the semester that starts the fifth year of study, but a time during the course of that semester would also be possible; students are reminded that dissertator status is not granted until the beginning of the semester following the one in which all requirements have been fulfilled. As with the field exam, it is up to the advisor, in consultation with the student and the other two committee members, to decide on the exact deadline for the submission of the dissertation proposal and bibliography, but that date should not be later than one month before the exam itself. Students should be aware that especially for August welcome week exams, these documents can reasonably be required to be finalized by the last day of instruction in May if the committee so chooses. The precise scheduling of the oral exam is arranged by the graduate coordinator in consultation with the student and the committee. Exams should not be given during university breaks. In cases of faculty leaves or other reasonable contingencies one member of the committee may be substituted for by another member of the graduate faculty for the purposes of the exam.
- **Dissertation Committee:** The dissertation committee may be but need not be the same as the field exam committee.
- **Dissertation Proposal:** Dissertation proposals average ten pages in length. For sample proposals students are encouraged to consult those on file with the graduate coordinator.
- **Oral Examination:** On the basis of the dissertation proposal and bibliography, an oral exam of approximately one hour in length is administered by the three members of the committee.
- **Retaking of Dissertation Proposal Oral Examination:** In case of failure, students may retake the dissertation proposal exam once. The time of the retake is determined in consultation with the committee.

5) The Ph.D. Dissertation

- **Dissertator Status:** Once students have taken and passed the field exam and the dissertation proposal exam, and met all of the other requirements for the Ph.D., including the minor requirement, foreign language reading requirement, and course requirements, their signed exam warrant will be sent to the Graduate School and they will be granted dissertator status. If they have not completed all of these requirements at the time they take and pass the dissertation proposal exam, they will not be eligible for dissertator status until the beginning of the semester following completion of all requirements. More information on becoming a dissertator can be found on the Graduate School website: <http://grad.wisc.edu/acadpolicy/>
- **Dissertation Committee:** The Dissertation Committee has three members, including a dissertation advisor and two other faculty members from UW-Madison. It is often the same as the field exam and dissertation proposal committee. The committee members read and comment upon the dissertation as it is being written, and they must approve it before a dissertation defense can be scheduled.
- **Dissertator Course Registration:** Once achieving dissertator status, all dissertators must enroll in exactly 3 credits of graduate level credits every semester; during most semesters, this will be French 990 (Individual Research). **All dissertators must register for French 901 (Materials and Methods of Research) for three credits in place of French 990 during the Spring semester of the academic year following the academic year in which the Dissertation Proposal Oral Examination is completed successfully (if it is not offered, the requirement**

can be completed the following year). That is, if the dissertation proposal is accepted, for example, in Spring of 2015, 901 must be taken in the Spring of 2016; if it is accepted in the Fall of 2015, the student must register for 901 in the Spring of 2017. French 901 will be organized in a way as to facilitate writing of the dissertation, and will not have an independent thematic content of its own. At the beginning of the Spring semester, the dissertator will present one chapter of the dissertation to the seminar, and toward the end of the semester, another chapter will be presented. The seminar members will offer critiques and suggestions to each other, and the seminar leader will introduce research techniques tailored to the participants' dissertation projects. In preparing guidance for the individual dissertator, the seminar leader will be in close touch with the dissertation advisor. Students off-campus may register and participate via real-time video conferencing. The seminar will be graded on a Satisfactory/Unsatisfactory basis only.

- **Length, Language of Dissertation:** On average, dissertations are about two hundred pages long, although the Graduate School has no set rule about their length. Dissertations may be written in English or French.
- **Dissertation Defense, Sign-Up Period:** Once the Dissertation Committee has approved the final draft of the dissertation, a Dissertation Defense or Final Oral Examination is scheduled in consultation with the Graduate Coordinator, in order to meet Graduate School deadlines for the submission of the graduation warrant. Please note that rough drafts of the dissertation will not be accepted for the dissertation defense. Students must inform the Graduate Coordinator that they will be defending their dissertation **at least three weeks in advance of the scheduled defense**, so that a warrant can be requested from the Graduate School in a timely manner.
- **Dissertation Defense Committee:** The defense is administered by the Dissertation Committee, plus two non-readers, one of whom must be selected from outside the department. The candidate asks the two non-reading members of the committee how much of the dissertation they wish to read; non-readers may request a copy of the entire dissertation. Candidates should give all readers **at least four weeks to read the final copy of the dissertation**, and also within the same time frame are asked to supply non-readers with a synopsis of the dissertation, to which they are free to add whatever representative materials they deem appropriate. Please note that the program's requirement is higher than that set by the Graduate School (i.e. four committee members).
- **Content:** In the oral examination, students will be asked to substantiate arguments put forward in their dissertation. In the event of unsatisfactory answers, or weaknesses identified in the thesis, the committee may request that revisions be made to the dissertation before it can be deposited at the Graduate School. The oral examination generally lasts between one and two hours.
- **Depositing Dissertation, Time Limit:** An appointment must be made at the Graduate School for depositing the dissertation. For more information, see the Guide to Preparing Your Doctoral Dissertation online at: <http://grad.wisc.edu/currentstudents/doctoralguide>. The Graduate School sets a limit for the completion (final deposit) of the dissertation of five years after completion of the last preliminary exam, although they may grant an extension upon the request of the dissertation advisor.
- Doctoral degree recipients must acknowledge in the dissertation contributions received from other individuals, including co-authors of published work that appears in the document, such as in designing the research, executing the research, analyzing the data, interpreting the data/research, or writing, proofing, or copyediting the manuscript.
- The **co-advisor/co-chair role** is formalized by including the following statement in advisor policy: The co-advisor/co-chair will be designated on dissertation documentation.

French Program Grievances

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, they should consider the following steps:

1. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action.
2. If the student is uncomfortable making direct contact with the individual(s) involved, he/she should contact the Director of Graduate Studies (DGS) for French and/or the Department Chair.
3. If the student wishes to file an official complaint, s/he should consult with and send the following information to the Graduate Coordinator:
 - A detailed written statement on the events that resulted in the grievance and any efforts to resolve the matter prior to official complaint;
 - Copies of any relevant communications regarding the events that resulted in the grievance.

Upon receipt of all of the above materials:

- The Graduate Coordinator will forward the formal grievance to the DGS (if the complaint is about the DGS, the documents will be forwarded to the Chair).
- The student will be notified in writing, within 5 business days after the materials arrive in the Graduate Coordinator office, acknowledging receipt of the formal complaint and giving the student a time line for the review to be completed.
- If necessary, the DGS (or Chair) will request additional materials relevant to the issues raised in the student's grievance.
- The DGS (or Chair) will request and conduct formal interviews with the people named in the written statement.
- If necessary, the DGS (or Chair) will arrange a meeting with the student, his/her advisor and/or the Department Chair.
- If the student wishes, s/he may present his/her case at a meeting of the FIC.
- The DGS (or Chair) will inform the student in writing of the decision within 45 business days of the submission of the grievance by the student.

If a student believes that his/her grievance was not appropriately handled or resolved at the program/department the student may file an appeal with the Graduate School. Follow this link: <https://grad.wisc.edu/acadpolicy/> The appeal must be filed within 30 days from the moment the student receives the decision of the department.

MAKING THE TRANSITION FROM UNDERGRADUATE TO GRADUATE SCHOOL

As you begin a course of study leading to an M.A. and perhaps a Ph.D., you will probably be struck by the differences between an undergraduate and graduate environment. The Department of French and Italian's graduate program is a kind of apprenticeship period for a career in teaching, research, and publication. It is our hope that by the end of the first semester you will feel at ease in your classes, both those you take and those you teach.

Since graduate study means specializing within one department, you will probably find that the intellectual experience, compared with that of your undergraduate years, has increased in intensity and, inevitably, in competitiveness. You may also have difficulties balancing your studying with your teaching and personal concerns. This is all part of the normal transition to graduate school.

While each student will eventually develop his or her own *modus vivendi*, the following suggestions may ease the transition into graduate school and teaching:

- Keep up with the reading and contribute regularly to class discussions. Discussions both in and outside of class are an integral part of the learning experience.
- Do not expect to teach a “perfect” class every time you enter the classroom. Although group meetings and the required course in teaching methodology will help you improve your technique, do not feel discouraged if you have some off days, or have problems balancing your teaching with the other demands of the program.
- Talk with professors, with experienced TAs, and with advanced graduate students. They will have suggestions, opinions, and information that will help you navigate all aspects of the program.
- The Graduate Association of French and Italian Students (GAFIS) and the T.A.A. (the Teaching Assistants' Association) exist as forums for your concerns.
- Your advisor will help you decide on appropriate course work and seminars. Your advisor and the Graduate Coordinator, as well as the chair of the Graduate Studies Committee, are prepared to help you with questions that you may have. Your mentor can provide you with advice about professional development, including how to present papers at conference, publish articles, and prepare for the job market.
- Course Chairs for French:
 - 101 -- Heather Willis Allen
 - 102 -- Heather Willis Allen
 - 201 & 203 -- Andrew Irving
 - 204 & 227 -- Martine Debaisieux
 - 228 – Nevine El Nossery

ABOUT THE TA WORKLOAD

TA workload is governed by the contract between the TAA and the State of Wisconsin. Appointment levels for various types of courses are determined by the University and by the College of L & S. Each appointment level (based on a percentage of FTE) translates into a specific number of hours per semester. Each TA receives a workload statement that breaks down the total number of hours to be worked in a semester by task (classroom teaching, lesson planning, grading, test preparation, etc.). These workload statements are prepared and reviewed regularly by the course chairs and approved by the College. It is understood by the course chairs that there will be some individual variation within a course on how some hours are spent (some people spend more time on lesson planning and less on grading or vice versa); however, it is the assumption of the course chair's committee that no TA should spend more time on required teaching duties than accounted for in the workload statement.

According to the TAA's contract with the State, if a TA feels that he or she has a workload problem, that TA should contact his/her supervisor (course chair) at the earliest possible moment. When notified of a problem, the course chair will meet with the TA with the expectation of finding mutually agreeable ways for the TA to work the number of hours for which he/she is paid. If the course supervisor is unable to relieve the workload problem, the TA should contact first the chair of the course chairs committee and, if there is still no resolution, the chair of the department. If a course chair receives several workload complaints during the same semester, he/she will re-examine the course's workload statement and suggest possible adjustments to the course chairs' committee.

DEPARTMENT LECTURER HIRING POLICY

The Department of French and Italian occasionally hires dissertators for lectureships when there is a need. It is the policy of the Department to limit the hiring of short-term lecturers to a maximum period of three years. Employment as a lecturer in either semester of an academic year counts as one of these three years.

-Graduate Studies Committee, 03/14/2007

ADVICE ABOUT THE M.A. EXAM

1) Preparing for the Written Exam

- Select courses to fill gaps in your background.
- As much as possible, coordinate the reading list and course work.
- Take notes on all the reading you do for the exam.
- Formulate a coherent and feasible reading program.
- Form study groups with fellow students to discuss works from the list, and perhaps also arrange informal discussions with specialists among the faculty.
- Do not limit your reading to the texts on the list; also consult critical studies of literary movements, genres and cultural background. Feel free to ask faculty for suggestions.
- Consult past exam questions to familiarize yourself with the format, and use them as practice. Past exam questions can be obtained from the Graduate Coordinator.

2) Answering Written Exam Questions

- Draft a quick outline before you write, and, time permitting, reread and polish what you have written.
- Answer the specific questions asked analytically. Avoid simply giving a plot summary, but be sure to show good familiarity with the works.
- Support your arguments with specific examples from the texts.

3) Preparing for the Oral Exam

- Consult with the chair of the M.A. Exam Committee if you have questions about expectations for the presentation of your *explication de texte*.
- Prepare good notes that will allow you to speak extemporaneously. Practice your *explication* at least once *out loud*, and be sure to time yourself.

FACULTY AND ACADEMIC STAFF AND THEIR AREAS OF SPECIALIZATION

Joshua Armstrong	20th- and 21st-century French literature and culture; psychogeography and geocriticism; digital culture and everyday life.
Gilles Bousquet	Globalization and higher education; European social, cultural and institutional issues; French for business and economics; 19 th - and 20 th -century French cultural studies.
Martine Debaisieux	Late 16 th -century and 17 th -century literature: fiction, women writers, “libertins”; grammar and stylistics.
Vlad Dima	French New Wave cinema, Francophone cinemas, film theory, Hitchcock, Tarantino/American auteur cinema, television studies, Quebec novel, theater of the absurd, zombies.
Nevine El Nossery	North African and French Canadian literature; Francophone literature; History and testimony in literature; migrant writing and women; Middle Eastern literature.
Richard Goodkin	17 th -century comedy and tragedy; relations between literary genres; theories of personality; Proust; French cinema; Symbolist poetry.
Jennifer Gipson	19th-century literature, especially the short story; folklore; French in the United States; technology and writing; e-learning and online pedagogy.
Andrew Irving	Pedagogy; 19 th -century literature; international education; director of the French House.
Ulrich Langer	16 th -century poetry and prose; Renaissance intellectual history (especially moral philosophy and political theory.)
Ewa Miernowska	Twentieth century French literature; foreign language pedagogy; instructional technology.
Jan Miernowski	16th-century literature; Renaissance poetic and rhetoric, especially in relation to philosophy, theology and political discourse. Digital Humanities and e-learning.
Aliko Songolo	African and Caribbean literature in French, 20 th -century poetry, francophonie (literature and cultural studies).
François Tochon	Theories of pedagogy, teacher training, curriculum.
Florence Vatan	19th-century poetry and fiction; literature and science (psychology, medicine); literature and philosophy; 20th-century Austrian literature; European intellectual and cultural history.
Anne Vila	18 th -century prose and theater; enlightenment philosophy; literature and medicine.
Heather Willis Allen	Second language acquisition; applied linguistics; language-learning motivation; teacher conceptual development; sociocultural theory; new literacy studies.

Overview of Exams in French Section of the Department of French and Italian

Exam	Format	When taken	Register before	Withdraw by	See page
Oral Proficiency Exam: For all students entering the program (pre- and post-MA)	Oral exam administered by Department.	First semester of program.	Dates announced to all incoming students.		4
MA Exam	Based on reading list. Written: 5 hours, including 1 one-hour essay (in French or English) and 6 thirty-minute essays (in French); Oral, 40-60 minutes: analysis in French of a selected literary extract, followed by questions (see p. 4)	Written offered in January, April, and August, taken by end of fourth or beginning of fifth semester of study; oral scheduled within 10 days of written exam.	See Graduate Coordinator for sign-up deadlines.	One week prior to exam, or technical failure.	5
Qualifying exam: (Only for students entering the program with an MA)	Oral, 45 minutes : <i>Explication de texte</i> and questions.	First semester of program.	Mid-October (or mid-February in the event that the student enters in the spring semester).	--	6
Field Exam	Two areas combined. Based on personalized reading list. Forty-eight hour take-home exam (see pp. 8-9).	Two to four semesters after completing the MA.	Register for by April 30 th for a fall exam, and prior to Thanksgiving break for a spring exam. Typically taken in Aug/Sept/Oct, or Jan/Feb.	One week prior to scheduled exam, or technical failure.	9-10
Dissertation Proposal Oral Exam	Oral, one hour: given on the basis of the dissertation proposal (approx. 10 pages) and bibliography.	After passing field exam and by the end of the fourth year of study.	Time is scheduled in consultation with committee. Notify Graduate Coordinator at least 4 weeks before exam. Not given during university breaks.	One week prior to scheduled exam, or technical failure.	10-11
Dissertation Defense	Oral presentation followed by questions. Defense usually lasts 1-2 hours.	Maximum 5 years after completion of last prelim. Defense scheduled at least 3 weeks before exam.	See graduate school catalog for filing dates.	--	12

M.A. Worksheet

[-----must have one course in 4 of 7 columns-----]

	<u>Med.</u>	<u>16th C.</u>	<u>17th C.</u>	<u>18th C.</u>	<u>19th C.</u>	<u>20th C.</u>	<u>Franc.</u>
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Totals:	_____	_____	_____	_____	_____	_____	_____

[-----must complete all of following-----]

- Oral Proficiency exam _____
- French 590 (if needed) _____
- French 626 _____
- French 820 _____
- French 825 _____

Ph.D. Worksheet

[-----must have one course in 7 of 7 columns-----]

[---must have 2 courses each in 2 of 5 areas not covered by prelims---]

[-----at least 3 of total number of courses must be seminars-----]

	<u>Med.</u>	<u>16th C.</u>	<u>17th C.</u>	<u>18th C.</u>	<u>19th C.</u>	<u>20th C.</u>	<u>Franc.</u>
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Semester __, 20__-20__	_____	_____	_____	_____	_____	_____	_____
Totals:	_____	_____	_____	_____	_____	_____	_____
Prelim exam areas:	_____	_____	_____	_____	_____	_____	_____

Minor: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ (courses for minor must total at least 9 cr.)

For. Language Reading Requirement: 1) _____ (see pp. 6-7 for courses/credits); 2) _____ (if nec.) French 821 (1 credit) _____