French M.A. Program Handbook
Department of Classical & Modern Languages & Literatures
Texas Tech University

2022-2023

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Introduction

This handbook serves as a reference guide to the Master’s degree program in Romance Languages—French offered by the Department of Classical and Modern Languages and Literatures (CMLL) at Texas Tech University. It includes information about the program’s structure and degree requirements, the academic and professional training offered to M.A. students, the responsibilities they should expect to assume, and the financial support and employment opportunities available to them.

The information presented here represents a good-faith attempt to describe current departmental and university policies and practices. However, in the event of a discrepancy between this description and CMLL’s evolving departmental policies, the most recent decision made by the departmental administration takes precedence. In all matters of university policy, the handbook supplements, rather than replaces, the information published by the TTU Graduate School (https://www.depts.ttu.edu/gradschool), which always takes precedence over the handbook and should be consulted for more detailed or up-to-date information as necessary.
# 2022-2023 Academic Calendar

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* See detailed chronological calendar at www.depts.ttu.edu/officalpublications/calendar/index.php for explanation of exceptions.
† Schedule of commencement ceremonies can be found at www.depts.ttu.edu/provost/commencement/index.php.
‡ See www.depts.ttu.edu/studentbusinessservices for details of payment arrangements, dates, and refunds.
Program Faculty and Staff

CMLL Leadership

Dr. Carmen Pereira-Muro, Chair (carmen.pereira@ttu.edu / CMLL 203A)
Dr. Belinda Kleinhans, Associate Chair (belinda.kleinhans@ttu.edu / CMLL 270)
Dr. Charles Grair, Director of Student Issues & Assessments (charles.grair@ttu.edu / CMLL 260)

CMLL Administrative Staff

Misty Rangel, Unit Manager (misty.rangel@ttu.edu / CMLL 201A)
Carla Burrus, Graduate Program Coordinator (carla.burrus@ttu.edu / CMLL 200A)
Theresa Madrid, Business Coordinator (theresa.l.madrid@ttu.edu / CMLL 215)
Frank Torres, IT Specialist (frank.torres@ttu.edu / CMLL 209)
Lisa Melendez, IT Backup (lisa.melendez@ttu.edu / CMLL 211)
Valerie Vasquez, Receptionist (val.vasquez@ttu.edu / CMLL 201)

Language Center Staff

Christopher Vasquez-Wright, Director (christopher.vasquez-wright@ttu.edu / CMLL 019)
Geazul Hernandez, Help Desk Coordinator (geazul.hernandez@ttu.edu / CMLL 019)

French Program Faculty

Dr. Carole Edwards, Professor (carole.edwards@ttu.edu / CMLL 261)
Dr. Lucas Wood, Assistant Professor (lucas.wood@ttu.edu / CMLL 257A)
Dr. Kristen Michelson, Assistant Professor (kristen.michelson@ttu.edu / CMLL 249)
Dr. Bruno Penteado, Assistant Professor (bpenteado@ttu.edu / CMLL 248)

Current Distribution of Administrative Roles in French M.A. Program

Program Director: Dr. Carole Edwards
Graduate Advisor: Dr. Lucas Wood
Language Program Coordinator: Dr. Kristen Michelson

Course of Study

The M.A. program in Romance Languages—French consists of two years of advanced coursework in French and Francophone literature and culture, along with training in language pedagogy. It prepares students to pursue doctoral studies, assume teaching positions in secondary education, or pursue various non-academic careers. With rare exceptions, all M.A.-level courses are conducted entirely in French. It is understood and expected that non-native users of French will continue to develop their language proficiency over the course of their graduate studies, and graduate coursework will provide a framework in which to do so. However, instruction in the fundamentals of the French language is not a primary focus of the M.A. program.
Students must complete a total of 36 credit hours of graduate-level coursework, corresponding to twelve graduate seminars (normally three per semester over four semesters). One of these seminars must be FREN 5305/LING 5322 (Foreign Language Teaching Methods). The rest should be selected from the program’s FREN course offerings. If a student chooses the thesis option (see below), two semesters of FREN 6000 (M.A. Thesis) may be counted toward the degree requirements. If a particular graduate course offered by another CMLL section or TTU department is demonstrably of direct relevance to a student’s specific scholarly interests in French, it can be counted toward the French M.A. degree with the permission of the Graduate Advisor. Normally, however, all coursework will be completed within the French program.

Questions about the selection of courses and other academic matters should be addressed to the Graduate Advisor, who coordinates the M.A. program, keeps graduate students’ records, and assists students in ensuring that all requirements and deadlines are met.

**Third Language Requirement**

In order to earn the M.A. degree, all students must demonstrate knowledge of a third language (other than English and French) at the fourth-semester level. They can do this in several ways:

1. Completing an undergraduate-level language sequence through the fourth semester (2302). If you have already done this as part of your B.A. degree work, you have met the third language requirement. If you wish to take undergraduate-level language courses in addition to your full load of graduate courses so as to fulfill the requirement in a new language, that can be arranged, but it is vital to begin language coursework early, typically in your first semester of M.A. work.
2. Completing one of the intensive two-course, graduate-level sequences in language for reading knowledge (5341-5342) offered by CMLL during the summer. Check with the Graduate Advisor about which languages will be available in a given year.
3. Passing a test of reading knowledge of the target language given by one of the other CMLL sections. If you already know a third language and wish to test out of the language requirement in this way, the Graduate Advisor will assist you in arranging for a test to be administered.

Note that credit hours of language coursework undertaken to meet the third language program, whether at the undergraduate or graduate level, do not count toward the M.A. degree requirements.

**Comprehensive Examinations**

All M.A. candidates must pass a set of comprehensive written examinations in order to earn the degree. Exams are administered during the final semester of graduate coursework. Early in the semester, the degree candidate is asked by the Graduate Advisor to select three courses (normally taught by three different professors, and not including LING 5322) taken as part of the degree program on whose subject matter the student will be examined. The Graduate Advisor approaches the course instructors on the candidate’s behalf, confirms their willingness to act as examiners, and solicits from each instructor a set of exam questions based on the literary,
cultural, theoretical and/or methodological knowledge that the student should have acquired in
the relevant course. Examiners are free to structure and frame their questions in a variety of
ways, and to specify the language (French or English) in which particular questions should be
answered, but all exam questions will be reviewed by the Graduate Advisor to ensure that they
are reasonable in content and number.

On a pre-arranged date agreed upon by the Graduate Advisor and the degree candidate, the
candidate receives the three sets of exam questions. The candidate then has one week to produce
full written responses to all three question sets and submit them to the Graduate Advisor.
Candidates are free to use books, course notes, dictionaries and other scholarly resources in
preparing their answers. Of course, normal standards of academic honesty and integrity apply.
The use of translation software (French to English or English to French) is not allowed.

Each examiner evaluates the candidate’s responses to his or her question set on a pass/fail basis.
If all of the candidate’s answers are entirely satisfactory, the exam is passed. If any of the answers
are deemed unsatisfactory, then the Graduate Advisor returns only the unsatisfactorily answered
questions (along with any feedback from the examiners) to the candidate, who has at most one
additional week to revise and resubmit the unsatisfactory answers. If the revised answers are
deemed satisfactory, the exam is passed. If the revised answers are still unsatisfactory, the exam is
failed and the degree candidate must wait until the following semester to retake the
comprehensive exams.

**Thesis Option**

With the permission of the graduate faculty, students may elect to undertake an M.A. thesis
project. The thesis option is recommended principally for students applying to Ph.D. programs
or those with well-developed research interests that lie outside, or go substantially beyond the
limits of, the coursework offered by the program. It is the student’s responsibility to identify and
recruit a faculty member (normally in the French section) willing to act as Thesis Advisor, as well
as at least two other faculty members willing to sit on the thesis committee.

The thesis is normally researched and written over the course of two consecutive semesters in a
student’s second year in the program. During each of these semesters, FREN 6000 (3 credits)
replaces one 3-credit French course of the student’s choice. Upon completion of the thesis, the
M.A. candidate must successfully undertake a formal thesis defense, make any necessary revisions
requested by the committee, and then submit the finished thesis to the Graduate School.

Thesis students who fail to submit work in a timely manner and in accordance with the schedule
agreed upon with the Thesis Advisor may be terminated from the thesis track and face the
necessity of completing additional coursework in order to earn the M.A. (because FREN 6000
credit hours count toward the degree only if the thesis is successfully defended). In some cases,
students who fail to complete their projects during the second thesis semester may be allowed to
continue working on the thesis for an additional semester or semesters, in which case they must
continue to enroll in FREN 6000 every semester until the thesis is defended. In the event of a
delayed graduation due to non-completion of the thesis, funding cannot be guaranteed for
additional semesters of study beyond the initial four-semester degree plan.
An M.A. thesis in French should:

- Constitute an original work of scholarship on a topic developed by the M.A. candidate in consultation with the Thesis Advisor and committee members.
- Be written in either French or English. Students are advised to write in the language in which they feel best able to communicate in persuasive, grammatically sound academic prose. It is not the job of the Thesis Advisor to provide sentence-level editing for grammar and syntax.
- Articulate and substantiate an argumentative and interpretive critical thesis.
- Combine close textual analysis with more abstract or theoretical framing of the concepts, issues and questions being examined.
- Demonstrate substantive engagement with existing scholarship on the research topic.
- Be approximately 50-60 double-spaced pages (12,500-15,000 words) long.
- Be divided into chapters or sections and subsections as appropriate.

Work on the thesis project should generally follow the timeline outlined here:

2nd M.A. Semester

By April 3: Declare intent to select thesis track to Graduate Advisor.
By May 3: Identify Thesis Advisor; meet to discuss topic and summer research plan.
May: Enroll in first semester of FREN 6000: M.A. Thesis (3 credits) for fall.

3rd M.A. Semester

Aug. 18: Submit topic, text(s), and tentative title to Thesis Advisor and Graduate Advisor.
Aug. 26: Meet with Thesis Advisor to receive feedback on preliminary thesis project.
Aug. 30: Assemble committee (at least two members in addition to Thesis Advisor, one of whom may be from outside French) and submit names of committee members to Thesis Advisor and Graduate Advisor.
Sept. 20: Submit 1st draft of thesis proposal (title; overviews of topic, corpus and methodology; preliminary thesis/argument; preliminary bibliography) to Thesis Advisor.
Sept. 30: Submit formal thesis proposal to Thesis Advisor and all committee members.
Nov. 30: Progress meeting with Thesis Advisor and all committee members to present and receive feedback on work to date, work remaining, and timeline for completion.

4th M.A. Semester

December: Enroll in second semester of FREN 6000: M.A. Thesis (3 credits) for spring.
Jan. 31: Submit 1st draft of complete thesis to Thesis Advisor.
Feb. 3: Deadline to file Statement of Intent to Graduate.
Feb. 15: Deadline to schedule thesis defense and file Thesis Defense Notification Form signed by candidate and Thesis Advisor (must be filed at least 3 weeks prior to defense).
Feb. 24: Submit 2nd draft of complete thesis to Thesis Advisor and all committee members.
March 16: Submit final draft of thesis to Thesis Advisor and all committee members.
March 31: Final deadline for M.A. thesis defense.
April 7 (or at most 2 weeks after defense): Deadline to submit final, committee-approved copy of thesis for formatting review AND to submit BOTH Oral Defense and Thesis Approval Form AND Electronic Thesis Final Copy Approval Form (both signed by all committee members).
April 14: Last day to remove grades of I, PR or CR (except for previous thesis enrollment) in Graduate School.
April 25: Last day to pay required thesis-dissertation fee posted to university bill.

Annual Review Process

At the end of the first year of graduate-level study, every student goes through a two-part review process designed to assess progress, identify areas of possible or necessary improvement, and receive feedback and advice. The student first completes a self-evaluation based on six criteria (language development, academic achievement, teaching development, presence and participation, accountability, and collegiality and communication), then meets with the graduate faculty to discuss the self-evaluation, compare it with the faculty’s collective assessment of the student’s performance, and develop plans to address any areas of concern. Following this meeting, an official evaluation rubric is filled out by the faculty and provided to the student.

Mid-year reviews are not required, but may be carried out at the student’s request.

Program Ambassadorship

Graduate students play a vital role as the French program’s ambassadors to the departmental, university, and local communities. They are thus expected to participate regularly and, where possible, assume leadership roles in the program’s extracurricular activities (e.g. French Club) and recruitment events (e.g. Culture Day, Passport Party, etc.).

Graduate Student Financial Support

Applicants to the M.A. program are encouraged to apply for a funded teaching assistantship. TA positions, which offer a stipend and a substantial tuition reduction, are allocated on a competitive basis. Students accepted into the program may be offered one of the following assistantships:

**TA1**. Teaching assistants at the TA1 level participate in a formal mentoring and training program and do not yet have full independent responsibility for a class. First-year M.A. students without significant prior teaching experience typically begin at the TA1 level and work toward becoming ready to teach their own independent sections in their second year, or in the summer following their first year.

**TA2**. Teaching assistants at the TA2 level participate in a formal mentoring and training program, and also have full responsibility for teaching their own sections under the guidance and direction of the French Language Program Coordinator (LPC).
GPTI. Graduate Part-Time Instructors, who have typically completed one year of graduate study and gone through the first-year mentoring and training program, still participate in the mentoring and training program, but have independent responsibility as instructors of record for their own course sections.

All recipients of TA funding must be enrolled in a full course load (9 credit hours per semester) throughout the term of their teaching assistantships. Funding is normally offered for four full semesters of graduate study, and TA1s who make satisfactory progress are normally promoted to TA2 after the first semester and to GPTI after the second semester. However, continued support as a TA/GPTI and promotion from TA1 to TA2 or from TA2 to GPTI are not guaranteed. Rather, they are contingent upon several factors, including students’ performance in academic coursework and teaching roles and their level of achievement in spoken and written French. In particular, regardless of their academic achievement or conceptual understanding of pedagogical principles, students whose mastery of French is inadequate to allow them to teach successfully in the target language cannot perform the duties of a graduate instructor in the French program and are thus normally ineligible for promotion past the TA1 level.

Additional paid summer teaching opportunities are sometimes offered to qualified M.A. students. Summer teaching is assigned by the LPC based on a combination of seniority, individual preferences, prior teaching success as measured by observations and student evaluations, and positive annual reviews. Note that in order to teach during a summer session, students must themselves be enrolled in at least one course during the same session.

In addition to offering TA funding to many M.A. students, the French program awards various scholarships to support the graduate-level study of French and recognize outstanding achievement in the program. Scholarship applications will be solicited at the beginning of each spring semester. All students must submit completed applications in order to be considered for scholarship awards.

**TA/GPTI Professional Development**

All TAs and GPTIs in French participate throughout their course of study in an ongoing professional development program under the primary mentorship of the French Language Program Coordinator. TA1s spend their first year learning pedagogical concepts, shadowing instructors, and working with the LPC on curriculum and materials development. TA2s and GPTIs receive continued guidance in lesson planning, grading, handling student concerns, and instructional practice through regular group and individual meetings and one observation and consultation with the LPC per semester.

TA1s must:

- Attend the pre-semester orientation meetings and workshop
- Observe 3-5 hours per week of class as assigned by LPC
- Attend regular debriefing sessions following lesson observations (approximately 2.5 hours per week)
• Attend one weekly 1-2 hour session with LPC focused on developing conceptual understanding of language pedagogy
• Read about and reflect on conceptual issues addressed in weekly sessions
• Work with LPC to curate authentic texts and develop assessments, rubrics, and lesson plans
• Plan, teach, video-record and reflect on their own teaching in one of the foundational French courses, both in writing and orally, in consultation with peers and LPC
• Offer 2 scheduled hours per week of French tutoring to undergraduate students
• Serve as project lead for at least one of the following activities: annual essay contest, events PR manager, extra credit tracker, manager of teaching resources
• Participate in a supporting role in the above activities

TA2s must:

• Attend the pre-semester orientation meetings and workshop
• Meet weekly with LPC to discuss and debrief teaching
• Meet once at midterm and once at finals to review grading practices and grade books
• Participate in two in-class observations per semester by LPC, with a 30-minute follow up consultation and written report by LPC
• Participate in specific components of the TA1 training program (TBD based on individual needs)
• Receive ongoing mentoring and consultation related to student concerns and/or specific teaching questions

GPTIs must:

• Attend pre-semester orientation meetings and workshop
• Meet once at midterm and once at finals to review grading practices and grade books
• Participate in one in-class observation per semester by LPC, with a 30-minute follow-up consultation and written report by LPC
• Participate optionally in the TA1 training program
• Receive ongoing mentoring and consultation related to student concerns and/or specific teaching questions

**TA/GPTI Workload**

Funded TA and GPTI positions entail a workload of 20 hours per week. TA1s generally meet this workload requirement within the framework of the French professional development program. A typical TA1 work schedule might consist of the following weekly activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observe and debrief classes</td>
<td>2-3</td>
</tr>
<tr>
<td>Attend weekly training meeting</td>
<td>1-2</td>
</tr>
<tr>
<td>Read and prepare for weekly training meeting</td>
<td>1-2</td>
</tr>
<tr>
<td>Attend professional development sessions or webinars</td>
<td>1-2</td>
</tr>
<tr>
<td>Provide setup, support, and grading in the VHL Supersite and/or Blackboard as needed</td>
<td>1-2</td>
</tr>
</tbody>
</table>
Develop curriculum and assessments for future courses | 3-5 hours  
Departmental service (based on specific individual assignment) | 1-2 hours  
Tutoring | 2 hours

Most TA2s and GPTIs in the French program assume teaching duties in the Foundational French Program (FREN 1501, 1502, 1507, 2301, 2302). However, depending on various factors including departmental need and individual aptitude, some French graduate students may be assigned to serve as teaching assistants to the instructors of FREN or CMLL lecture courses or offered other work opportunities within the department (e.g., editorial or research assistantships). TA2 and GPTI work schedules can therefore vary, but the typical workload of a TA2 or GPTI teaching in French Foundations might consist of the following weekly activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>5-6</td>
</tr>
<tr>
<td>Lesson planning and materials development</td>
<td>5-6</td>
</tr>
<tr>
<td>Grading exams and other assessments (variable by week)</td>
<td>4-6</td>
</tr>
<tr>
<td>Holding office hours</td>
<td>2</td>
</tr>
<tr>
<td>Responding to student questions and concerns over email</td>
<td>1</td>
</tr>
<tr>
<td>Attending any required meetings</td>
<td>1</td>
</tr>
</tbody>
</table>

**Professional Conduct**

All M.A. students are expected to conduct themselves in a professional manner befitting their position as members of the CMLL academic community who have committed to meeting certain responsibilities and performance standards and who are being socialized into the professional and intellectual cultures of academia under the mentorship of the French faculty.

As students enrolled in graduate-level seminars, M.A. candidates must:

- Be present, on time, and well prepared for every course meeting. Every graduate student is expected to participate actively in each class session because the learning that takes place in graduate seminars depends on the give and take of discussion. It is absolutely vital to arrive in class having read, comprehended, and begun to think analytically about all assigned course texts and materials. If you have made a good-faith effort to do this, but still find yourself feeling underprepared to engage actively in discussion, consult your professors about study strategies.
- Work independently and proactively to keep improving as readers, speakers and writers of French.
- Maintain good communication with their advisors, instructors, and peers. Students are expected to check their TTU email regularly and respond to most messages within one business day. If you are experiencing difficulties that interfere with your ability to fulfill your academic or professional responsibilities and that you find yourself unable to resolve alone, discuss them with your advisors and instructors so that they can help you to head off serious problems before they arise.
- Submit all written work on time, appropriately formatted, and complete with proper scholarly apparatus (references, etc.).
• Behave and present themselves in a professional manner at all times, treating everyone in the department—faculty, staff, and students—with collegiality and respect.

As student teachers, both in and outside of the classroom, M.A. candidates must respect the codes of conduct, preparedness, and professional best practices established and communicated to them by the Language Program Coordinator or (if they are teaching outside the French language program) by their supervising faculty member.

Resolution of Student Issues

Most issues arising in relation to graduate student coursework, assessment, workload and teaching can and should be addressed within the French program, which is committed to supporting its students and ensuring that they are treated with equity and understanding. If you have concerns in any of these areas, or if you need help negotiating any aspect of your academic and professional life as a graduate student, please speak with the relevant faculty member(s)—your course instructors, the Graduate Advisor, the Language Program Coordinator, and/or the Program Director—so that they can try to find a solution in dialogue with you. In the uncommon event that an issue or conflict cannot be resolved in this manner, students may contact CMLL’s Director of Student Issues and Assessments to discuss further options and, if necessary, present a fully documented complaint that will be addressed at the departmental level.

Other Campus Resources

Student Disability Services
https://www.depts.ttu.edu/sds

Any student who, because of a disability, may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make any necessary arrangements. Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

Student Counseling Center
https://www.depts.ttu.edu/scc

Offers confidential support, including emergency helplines and counseling, to students experiencing mental health or interpersonal violence crises.

Students of Concern
https://www.depts.ttu.edu/dos/bit

Report any concerns about another student’s wellbeing in order to aid in early intervention, risk assessment and referrals to sources of needed help.

Student Health Services
https://www.depts.ttu.edu/studenthealth
Access health services for TTU students.

**Title IX**
https://www.depts.ttu.edu/titleix

Learn about Title IX and report any instances of gender/sex discrimination, harassment or sexual assault.

**Office of LGBTQIA Education & Engagement**
https://www.depts.ttu.edu/lgbtqia

This office is responsible for programming and advocacy efforts aimed at strengthening TTU’s lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community and supporting the practice of inclusivity and “allyship” on campus.

**Graduate Writing Center**
https://www.depts.ttu.edu/gradschool/gswc.php

The Graduate Writing Center offers support to students seeking to improve their academic writing in English.

**Texas Tech Police**
https://www.depts.ttu.edu/ttpd

Report criminal activity occurring on or near TTU’s campus.