

DEPARTMENT OF  
GERMAN AND ROMANCE  
LANGUAGES AND LITERATURES

2017-18  
GRADUATE STUDENT  
HANDBOOK



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# Graduate Student Handbook General Rules and Regulations

## ENTERING THE DEPARTMENT

In most cases students enter the department with a B.A. degree or overseas equivalent. If students apply to the program at a more advanced level, appropriate adjustments to the time line will be made on a case-by-case basis, at the discretion of the members of the faculty.

## FINANCIAL AID

The department expects that students will complete their program of study and defend within five years. To that end, the department will provide five years of funding to all graduate students provided they remain in good standing. Funding will cover tuition and health insurance and provide a stipend in most cases. The stipend is generally earned as follows:

1st year	Course Work
2nd– 3rd years	Course Work and Teaching Assistant
4th year	Dissertation Research/Study Abroad
5th year	Teaching Assistant

An additional year of funding may be granted *if a student is in good standing*. (see Sixth Year funding section below.)

**Please be aware that your teaching status each year will affect the taxability and withholdings of your stipend income. The department staff are not qualified to make recommendations or give you advice about your tax status. All questions should be directed to the University's Tax Office ([tax@jhu.edu](mailto:tax@jhu.edu) (443-997-8688)) Here is a link that is available on both the Student Employment and Tax Office websites:**  
**[http://finance.jhu.edu/depts/tax/faq\\_resident\\_fellowship.html](http://finance.jhu.edu/depts/tax/faq_resident_fellowship.html)**

## **SUMMER FUNDING**

Students in the Fall 2015 Cohort and later, do not receive separate summer funding as they receive year-round pay. For students in earlier cohorts, the Dean's Office provides some additional funding to assist students in covering their expenses over the summer. For those cohorts where this additional funding is guaranteed, a report of expenditures is not required, however, students are expected to report on their academic plans for that time period on their annual self-evaluation.

*For the 2017-18 academic year, payments are as follows:*

**2014, and 2013 Cohorts:** A \$4000 lump sum payment will be made with the May 31, 2018 paycheck.

**2012 Cohort:** Since their department funding is ending in May, 2018, these students are not eligible for the Dean's summer funding. For those students who will be defending during the fall 2017 grace period ending the third week in October, the department will attempt to provide some assistance with summer funding, depending on the availability of funds but this is not guaranteed.

## **SIXTH YEAR DEPARTMENT FUNDING**

Students are admitted with five years of guaranteed funding, assuming the student remains in good standing. A sixth year of funding will be awarded if the subdivision determines it is warranted, meaning that the student is in compliance with all subdivisional and departmental requirements and is considered to be making sufficient progress toward completion of the dissertation by the subdivision. To apply for an additional year, students must submit a written request to their advisor no later than the beginning of their fifth year. The advisor will then make a recommendation to the faculty of the respective subsection which will decide if additional support is warranted.

If a student is considered at risk of not being awarded a sixth year of funding, the Executive Committee will be convened at the start of the student's fifth year to consider placing the student on probation with a remedial course of action recommended that will allow the student to make sufficient progress to be awarded a sixth year of funding.

## **GRADUATE STUDENT REPRESENTATION**

The GRL Graduate Student Forum (GGSF) is a representative organization whose purpose is to facilitate discussion among Members about the graduate program and the Department; to organize graduate student events; to report feedback on job candidates to the faculty; to revise the handbook as needed; to serve as an advocate for individual and general student concerns as desired; to represent Members' interests and concerns to the Department Chair, Directors of Graduate Studies, and the University at large. During the Fall Meeting, graduate students of the GRL elect the GGSF President, Administrator, Sectional Representatives (2 per section, one pre-ABD and one ABD), and GRL Representatives for the Graduate Representative Organization (GRO). GRL graduate students should feel free to communicate with their Sectional Representative(s) any concern(s) they would like addressed in a GGSF meeting. Minutes are distributed to all graduate students following meetings.

## **STUDENT RENEWAL LETTERS**

Each spring, following submission of a signed and completed annual evaluation report from the student's section, letters of renewal containing financial awards and an explanation of each student's status and responsibilities for the coming year will be distributed to all continuing graduate students in the department. These letters must be signed and returned to the department by the deadline indicated and are used to set budgets for the coming year. If your letter does not accurately reflect your intentions, please contact the Director of Graduate Studies for your subdivision to negotiate a possible revision prior to the signing deadline. *Failure to sign and return a letter by the deadline will be considered indication by the student of his/her intention to discontinue a program of study with the department and the student will be terminated accordingly.*

## **FINANCIAL SUPPORT DURING LEAVE OF ABSENCE**

Students on Leave are not charged tuition for the semesters they are granted the leave; the period of leave is simply regarded as an approved interruption of the degree program. However, the University cannot guarantee that financial support will be available when students resume their studies. After taking an LOA, students must re-apply for tuition assistance, research assistantships, fellowships and/or teaching assistantships. Such matters are left to the discretion of the department. Before applying for a leave, students should consult their department for information regarding funding opportunities upon return from Leave. Students are limited to a maximum of four semesters of leave of absence throughout their tenure at Hopkins.

## **DISSERTATION RESEARCH/STUDY ABROAD REQUIREMENTS**

In addition to the teaching relief granted during their first year of study, students will be granted teaching relief for one additional academic year in order to take advantage of dissertation research opportunities otherwise unavailable to them. Typically, this will happen during the fourth year in the program although it varies by student. Students whose research needs make it more logical to remain in the US may do so while others may choose to go abroad. Students taking advantage of this relief year may not use the year to do any other work for compensation. **Students planning to take advantage of one or both semesters of teaching relief must notify their advisor, the Academic Coordinator, and the Language Program Director, Director of Graduate Studies and Subdivision Director for their subdivision no later than February 1<sup>st</sup> of the preceding academic year. Failure to communicate this information will result in the expectation that the student will teach during the following academic year.** Each student must meet the prerequisites of his/her subdivision before permission will be granted to embark on the year of research.

Students who plan to study abroad at another institution must complete an *Application for Graduate Study Abroad* which must be signed by the Department Chair, the Director of the Office of International Student and Scholar Services (for International students only) and the Chair of the Graduate Board. The application should be submitted to the department Academic Coordinator who will obtain the necessary signatures. Additionally, each student, whether studying abroad with another institution or not, must prepare a report outlining his/her plans for his/her research year in detail, including travel dates, destinations and times. This report must be submitted for approval to the Director of Graduate Studies for the subdivision by **June 15** of the preceding summer (or **November 15** for spring semester travel). Once approved, any modification to the plan must also be approved prior to implementation. In addition, all students must register for the semesters they are abroad, prior to the first day of classes.

## **REGISTRATION**

All first year GRLG graduates are required to take both sections of the graduate practicum course – one offered in each semester of their first year. The Fall course is AS.211.666: Graduate Practicum: Mapping the Scholarly Landscape I (Research Methods) and the Spring course is AS.211.667 Graduate Practicum: Mapping the Scholarly Landscape II (Tools for Professional Development). Graduates from the 2012-2016 cohorts who wish to enroll in the Spring version are welcome to do so.

All graduate students must be registered for at least one course *for credit*). French, Italian and Spanish students who have completed all coursework but have not presented their ABD should register for “Proposal Preparation.” This is not an actual course but more a registration of status since everyone must be registered for something. German students who have completed their MA and are working on their qualifying papers should register for “Qualifying Paper Preparation” in addition to their required courses.

Students who have completed all course work and have completed the presentation of their ABD (where required) should register for “Dissertation Research” in their subdivision and with their declared advisor.

Care should be taken when registering as university regulations prohibit the awarding of a grade for a course taken as an audit. Students who need to receive a grade in a course should register to take the course for credit. This includes courses taken as Pass/Fail. Similarly, those who do not require a grade nor wish to complete all assignments for a course but wish to attend course meetings on an informational basis should register as an auditor for that course. Once the add/drop period has passed for a semester, the type of registration cannot be retroactively changed. Courses dropped after the deadline specified by the Registrar will retain a W on the transcript indicating that the course was dropped.

## **TIME TO DEGREE**

The university allows up to twelve years to complete the Ph.D. from the day of matriculation. Once a student’s departmental funding has been completed, unless the student obtains extradepartmental funding (see General GRL requirements for extradepartmental funding below), he/she must register for Non-Resident Status for each semester up to and including the semester during which he/she defends their dissertation. The student will be responsible for payment of all tuition charges (20% of full tuition each semester) as well as health insurance coverage. They will be automatically enrolled in the student plan at their expense unless they have an approved waiver because they have *equivalent* coverage elsewhere.

Students must continue to demonstrate sufficient progress toward their degree even absent departmental funding. Students not making sufficient progress will be referred to the Executive Committee for consideration of probation and a remedial course of action.

## **NON-RESIDENT STATUS**

Students who have reached the end of their departmental support period or have exhausted support from grants and cannot be fully supported by the department must apply for Non-Resident Status in order to continue working toward their Ph.D. degree,

Students will be eligible for Non-Resident status if they:

- have no courses remaining in which to enroll.
- may have the following to complete:
  - the master's essay or doctoral thesis;
  - coursework in which an "Incomplete" grade was assigned; or
  - non-coursework requirements such as a language or computing requirement.
- are working 19.9 hours per week or fewer during the academic year if employed by Johns Hopkins University in any capacity (intersession or summer employment can be full time, however). If working, students cannot be on salary (or stipend) but must be paid hourly on a semi-monthly basis. NOTE: Research or teaching assistants expected to work more than 19.9 hours per week do not qualify for Non-Resident Status.

In order to apply for Non-Resident Status, students must complete the Application for Non-Resident Status, found on the Graduate Board website. You must forward approval of your Non-Resident Status to the department Academic Coordinator, who will obtain approval from your advisor, your Subdivision Director and the Chair of the department. The form must be signed by the Chair of the department, the Director of the Office of International Student and Scholar Services (for International students only) and the Chair of the Graduate Board. Approval must be received prior to the first day of classes of the semester for which you are seeking Non-Resident Status. All students on Non-Resident Status will be charged 10% of the full-time tuition per semester. Non-Resident students are now required to carry health insurance and absent submission of proof of approved insurance elsewhere, will be automatically enrolled in the university-sponsored plan and their student account bill will be billed accordingly. If you have *comparable* insurance elsewhere, you may apply for a waiver of the student insurance. Please see the Academic coordinator for this waiver form.

If you are planning to defend by the end of the 6<sup>th</sup> week of classes (or the third week for the spring semester) and submit your dissertation to the Library within the two weeks after that, your tuition will be refunded. Please note that you may complete a form to have that tuition waived so that you do not have to pay and wait for a refund. Check with the department Academic Coordinator for details. Once the department and the Graduate Board have approved your Non Resident Status, it will be your responsibility

to register for that course number (AS.910.600) via ISIS. Your application must be submitted to the Academic Coordinator by July 1 for the fall semester in order to guarantee that approval and processing through the department, OIS, the Grad Board and the Registrar will be completed in time for you to be able to register before the start of classes; late registration incurs a minimum late fee of \$200.

Students who wish to *continue* their Non-Resident Status for an additional semester or year beyond the time initially approved must reapply through the same departmental approval process, and should begin with the submission to the Academic Coordinator of a report detailing their progress over the current Non-Resident period. Approval of continuation of Non-Resident status is contingent on the approval of the student's advisor, the Subdivision Director, and the Chair of the department. All approvals must be received and you must register for Non Resident Status in ISIS prior to the first day of classes of the semester for which you are seeking to extend your Non-Resident Status.

**Please note: Continued approval of Non-Resident Status extensions by the department is *not* guaranteed and is contingent on the student maintaining adequate contact with their advisor and demonstrating continued progress toward completion of their dissertation. The student and his or her advisor are responsible to maintain an agreed-upon schedule of progress throughout the period of nonresidency. The final decision on continued approval of nonresidency will rest with the advisor, the Subdivision Director and the Chair of the department.**

**STUDENTS MUST COMPLETE THEIR DEGREE WITHIN 12 YEARS OF ENTERING THE PROGRAM, INCLUDING ANY YEARS OF NON-RESIDENT STATUS. BOTH THE DISSERTATION DEFENSE AS WELL AS THE FINAL SUBMISSION OF THE DISSERTATION MUST BE COMPLETED BY THE DAY BEFORE CLASSES BEGIN ON WHAT WOULD HAVE BEEN THE STUDENT'S THIRTEENTH YEAR. STUDENTS IN THEIR TWELFTH YEAR WILL NOT HAVE THE OPTION TO DEFEND WITHIN THE FIRST SIX WEEKS OF THE FOLLOWING YEAR.**

## **LANGUAGE REQUIREMENTS**

Most of the department subdivisions require certification of competency in one or more additional languages beyond English and the language of your subdivision. See individual sections for specific requirements and procedures. When you have completed the requirements for each additional language, students should ensure that the person administering your exam has submitted the proof to the department Academic Coordinator who will file the appropriate paperwork for the certification to be recorded on your transcript. Certifications can be accomplished in one of three ways:

- Passing a translation exam administered by the language coordinator of the relevant GRLL subdivision or appropriate faculty member of another department
- Passing a 300-level Hopkins course (or higher) in another language
- Certification of language proficiency via transfer credits. This must be approved by the Director of Graduate Studies of your section.

## **TEACHING ASSISTANTSHIPS**

The responsibilities of each Graduate Teaching Assistant (GTA) are as follows:

1. Each GTA will be assigned 2 to 4 hours of classroom instruction per week, depending upon the specific course he/she is to teach, under the supervision of the Coordinator who bears overall responsibility for the course. The GTA is required to:
  - a)** Meet the class at the time and in the place assigned, and for the number of meetings designated in the class schedule. Conduct the class for the entire scheduled time. If an absence is necessary due to illness or family emergency, the GTA must NOT make private arrangements with other GTAs. Instead, the appropriate Coordinator must be notified as soon as possible who will notify the Language Program Director and arrange for a substitute teacher.
  - b)** Use the textbooks and syllabi adopted by the department and pace the course so that all material is thoroughly covered. Conduct all media activities on the scheduled date, and in accordance with the media syllabus if available.
  - c)** Adhere strictly to the dates specified on the schedule of classes that is distributed along with the syllabus by the course Coordinator.
  - d)** Adhere to the policies and evaluation procedures outlined in the course syllabus. Students' course grade must be determined in strict accordance with the

course syllabus and under the supervision of the Coordinator.

**e)** Compose, administer, and grade promptly quizzes, exams, or other instruments of evaluation throughout the semester so that each student in the class is aware of his/her progress or level of performance. Keep up-to-date the grading in Blackboard or other electronic form.

**f)** Assign the compositions included in the syllabi, when applicable, and adhere to the procedures outlined in the Composition Guidelines, which include using the draft system and evaluating writing holistically as well as analytically.

**g)** Participate as required during the administration of any departmental collective exams or tests and participate in the composition and grading of the exams within the required time schedule.

**h)** Submit the corresponding grades to the Coordinator within 48 hours after the last exam has been administered, saved as electronic files for reviewing and printing.

**i)** Keep clear and complete written records of students' attendance and performance throughout the semester. Although only the Coordinator is officially authorized to sign the final grade sheet for submission to the Registrar's Office, the GTA must provide day-to-day and overall evaluation to justify his/her appraisal of the performance of each student.

**j)** Check every day and in any case before each class for any departmental communications via e-mail and in his/her mailbox. Carry out carefully and promptly all clerical procedures required by the department or the university.

**k)** Maintain one scheduled office hour per week if required by the coordinator, and promptly answer student queries via e-mail. The office hour should be convenient for the maximum number of students possible, and the GTA must be available by appointment to students who cannot come during the posted hour.

**D)** Participate actively in all group meeting activities. Active participation includes reviewing the teaching material to be used during the following week and preparing the corresponding lesson plans, which will be discussed with the Coordinator. No GTA will be exempted from preparing lesson plans and attending these meetings without the consent of the corresponding Coordinator. Save and except for exceptional circumstances (e.g. grave illness or force majeure), absences from meeting should be discussed with the Coordinator at least 24 hours in advance. Two unexcused absences will result in disciplinary action such as a letter to the program chair to be placed in the GTAs file.

**m)** Adhere to the University's policies on equal educational opportunity that forbid discrimination and harassment on the basis of race, sex, national origin, religion, disability, or sexual orientation and that prohibit any form of sexual harassment. GTAs are expected to be aware of and implement any accommodations the University makes available to any student with a disability that is enrolled in one of their subdivisions. GTAs are urged to seek guidance on these policies and their applicability if they have any questions or concerns.

2. All GTAs are required to attend the general orientation and appropriate subdivision meetings before classes start in the fall, as well as any subdivision or staff meetings that may be called during the semester and/or before classes begin in the spring.
3. New and prospective GTAs are required to follow the teaching observation system established by the Coordinators. Attendance at 2 observation classes will be mandatory but additional ones may be required by the supervising Coordinator.
3. GTAs should expect to be visited periodically by one or more Coordinators; following the visits, the Coordinators will prepare written reports and will meet with the GTAs to discuss the Coordinators' observations regarding the conduct of the class and any suggestions for improvement. The GTA is expected to make an appointment with the visitor soon after the visit for this purpose and the written reports on such visits will be available for the GTAs review and will become part of the his/her departmental file.
4. All course materials and equipment must be returned to the course Coordinator in good condition at the end of the semester.
5. GTAs may be required to take the Diagnostic Language Instrument during fall orientation in consultation with their respective Language Program Director.
6. All GTAs are required to be able to use all Blackboard tools independently (e.g. creating and/or grading online quizzes or surveys, posting announcements, uploading teaching material etc.). Should the GTA not be familiar with Blackboard, he/she will be required to complete the training course offered at the Center for Educational Resources (CER) within 2 months from the beginning of the academic year.
7. All GTAs classes will be video-taped periodically. The GTA must make an appointment with his/her Coordinator soon after the taping for the purpose of discussion and feedback on the class. A written report on the video-taped class will

be available for the GTAs review and will become part of his/her departmental file.

8. The GTAs' time commitment is a minimum of 10 hours per week approximately distributed as 2-4 hours in class, 1 meeting hour, 1 office hour, 5 hours for class preparation, oral quizzes, test preparation, and student work correction.

## **ADVISEMENT**

The Director of Graduate Study is responsible for managing each student's progress through the program. His/her duties include advising graduate students (in conjunction with the student's chosen advisor); approving graduate student registration and communicating to the department Administrative Office the status of each student.

Students are expected to choose an advisor to guide their research toward the dissertation stage. The advisor's input will be taken into account in all decisions concerning the student's progress in the program, whether at the level of the subdivision or at the departmental level.

## **ACADEMIC PROGRESS GUIDELINES/PROBATION/ DEFUNDING/TERMINATION**

Students are evaluated on the basis of course work, exams, and their dissertation, including the ABD, as applicable within their subdivision's curriculum. Course work evaluation is the obligation of the faculty member teaching the course in question; exams are evaluated by the advisor, by the faculty member administering the exam or by the subdivision faculty; and the dissertation is evaluated by the dissertation committee. A student may be terminated from the program for failure to meet guidelines established by the department regarding the program of study or by the Graduate Board for failure to comply with University regulations. In order to remain in good standing in the program, students must receive a passing grade in all courses and meet all applicable deadlines established by the subdivision or department. Failure to do so will lead to the student being placed on probation.

### **Probation Procedures**

Should it come to the attention of the faculty that a student is deficient with respect to his/her academic or pedagogical progress or compliance at any point in the student's tenure, whether the student is being funded or not, a meeting of the Executive Committee will be convened to review the case. The Executive Committee is comprised of the Chair of the department and the four Directors of Subdivision. The committee will

recommend a course of remedial and/or disciplinary action depending upon the severity and nature of the infraction(s) or delinquencies. Failure to successfully complete a course of remedial action within the specific deadlines prescribed by the committee will result in termination from the program.

Here is a link to the University Policy for Graduate Student Probation, Funding Withdrawal and Dismissal:

<http://krieger.jhu.edu/hwgradaffairs/wp-content/uploads/sites/35/2014/08/Graduate-Student-Probation-Funding-Withdrawal-and-Dismisal-Policy.pdf>

**In Progress (IP) grades:** The department expects that all students will complete required coursework in a timely fashion. Students must submit all papers for the academic year (both the fall and spring semesters of that academic year) prior to the first day of classes in the fall semester of the following year. For one paper not submitted by that deadline, the student must obtain written permission from their advisor for a one-semester extension. This permission must be forwarded to the Academic Coordinator who will maintain it in the student's file. If there is more than one paper outstanding at the start of the fall semester, the Academic Coordinator will notify the Chair who will convene the Executive Committee to decide whether or not the student will be placed on probation and what the terms of that probation will be.

If a student who has received a one-semester extension for one paper from his/her advisor does not submit that outstanding paper by the end of that one-semester extension (by the first day of spring classes), there are two options:

- The student may seek written permission from their advisor and the head of their section for another one-semester extension. Copies of these permissions must be submitted to the Academic Coordinator. The outstanding paper must be submitted to the instructor (with the Academic Coordinator copied on the submission email) no later than the first day of classes of the following semester.
- The Academic Coordinator will notify the Chair who will convene the Executive Committee to decide whether or not the student will be placed on probation and what the terms of that probation will be.

**Exams/ABD:** A student will be terminated for failure of the comprehensive/MA exams or of the qualifying ABD project; if no more than 50% of the comprehensive/MA exams is failed (i.e. one exam of a two-exam sequence or two exams of a four-exam sequence in sections with multipart examinations), the failed exam(s) may be repeated once; if failed, the qualifying ABD project may be repeated once.

Students who have been terminated may appeal this decision in writing to the Chair of the department.

## **ABD PRESENTATION**

Most sections include a requirement for the presentation of an ABD prospectus. See individual sections for specific requirements for your subdivision. Notice should be given to the department Academic Coordinator no later than three weeks before the expected date of presentation. The final approved copy of the prospectus should be forwarded to the department Academic Program Coordinator by the student's advisor for distribution no later than two weeks prior to the anticipated date. This copy may not be encrypted and will be made available to all students and faculty in all four sections who are also invited to attend the presentation. **STUDENTS MUST ATTEND THEIR OWN SUBDIVISION'S PRESENTATIONS UNLESS THEY ARE EXCUSED IN ADVANCE BY THE DGS OF THAT SUBDIVISION.**

## **PROFESSIONAL DEVELOPMENT**

Students are encouraged to engage in various activities conducive to their professional development. Presenting the results of their graduate research at professional conferences comprises one important aspect of professional development.

## **ADDITIONAL FUNDING**

### **Intradepartmental Funding**

Students may apply for funds to defray costs for attending conferences where they will be presenting a paper. Each year, each Subdivision Director and DGS is told how much that subdivision has to spend on graduate travel for the students in their respective subdivision. This amount is based on calculations utilizing average student spending statistics from prior years. Each subdivision will determine who will be responsible for approving requests for travel funding (presumably either the Subdivision Director or

DGS). Subdivision Director and/or DGSs will be letting their respective subdivision know to whom to submit your requests.

It will be the prerogative of each subdivision to disburse funds as they see fit. For example, your subdivision may choose to disburse more or less than the “per student” average for any individual request depending on the request itself and the balance of funding available for the subdivision as a whole.

Students must submit their request in writing (including name, purpose of travel, dates of travel, and estimated/actual expenses) to their subdivision’s responsible party. They will approve the travel and indicate in writing how much funding the student will receive directly on the request. Students should then bring their approved request to the department’s Budget Specialist, who will verify that there is an actual signature and approved amount on the request before processing the reimbursement.

You may continue to supplement departmental funding with outside funding. No additional departmental funding will be awarded once your subdivision’s allocation has been exhausted.

Singleton Travel Fellowship – Each year the department accepts applications for summer travel fellowships, reserved for Johns Hopkins graduate students, who need to be in Italy to work on their research. The funds are intended to cover round trip airfare and travel within Italy. Students are given appropriate notice of the materials needed and deadline for application.

Research assistantships – On an ad hoc basis, students may have the opportunity to supplement their fellowship funding by working for a professor as a research assistant.

### **Extrdepartmental Funding:**

University policy decrees that when a student obtains extrdepartmental funding, his/her Gilman Fellowship is reduced by that amount for the covered period in order to provide a pool of funds which enable the department to provide for students who are awarded a sixth year of funding. (Sixth year funds are not guaranteed or paid for by the University.) Students may use extrdepartmental funds to extend their residency for one additional year only if equivalent to a full year’s funding. Students who receive an award with partial funding may apply for teaching relief or a top off amount above the regular stipend.

### ***Full Funding***

Full funding is defined to include a full year’s stipend, equivalent to GRLL’s current one for your cohort, full tuition support at resident status level and full health insurance coverage equivalent to the current student plan.

### ***Partial Funding***

Partial funding is that which is less than the full stipend amount and/or doesn't cover the cost of tuition and health insurance.

### ***Teaching Relief***

Funding must, at a minimum, cover one semester's stipend amount for the student to be considered for teaching relief. Consideration will always *first* consider the teaching needs of the subsection regardless of the amount of external funding received. Students should confer with their advisor, head of subsection and subsection language program coordinator before applying for external funding.

### ***Top Off Funding***

Where teaching relief is not an option, on a case by case basis, the department will consider awarding an additional amount to the regular stipend when a student has obtained extra departmental funding.

### ***Residency Status when receiving external funding***

University policy precludes students receiving *any* funding while on nonresident status. Once a student's departmental funding has been exhausted, if the student is able to secure outside funding, he/she must be registered as a resident student to receive that funding. This means that both resident tuition expenses (20% of current tuition cost) as well as health insurance must be covered either by the outside funding or the student him/herself.

***Teaching outside the department*** It should be noted that students are expressly prohibited from teaching classes outside the department. Occasionally, special assignments are made with another department but these assignments must have GRLL departmental approval before they can proceed.

**Dean's Teaching Fellowship Competition** - Graduate students in the School of Arts and Sciences in residence for the following academic year who have achieved ABD status, are eligible to apply for one of these prestigious fellowships. Fellows will teach a one-semester course to be taught in English. Applications will be submitted to the Dean's Office through the Fellow's department. Students should consult with department Chair before beginning the application process. Please note that students currently in their sixth year of funding may not apply for the Dean's Teaching Fellowship.

**Summer and Intersession Courses** – Students, with permission from the subdivision director and the department chair may apply to the office of Summer and

Intersession Programs to teach a course during the Summer or Intersession meetings. In order to avoid similar proposals for intersession classes among graduate students, that might compete against one another, students should discuss their ideas with their advisors before the submission to the office of Summer and Intersession Programs. Opportunities are sometimes available for students to teach language sections.

**Other opportunities within JHU** – Students can apply for travel funds available through the GRO at [www.jhu.edu/~gradro/funding/travel\\_grant.html](http://www.jhu.edu/~gradro/funding/travel_grant.html). They can also contact the Fellowship Program Coordinator for the Krieger School of Arts & Sciences to learn more about other funding opportunities that are available.

**Opportunities outside JHU** – Students are expected to investigate other sources of funds for which they might be eligible. Information can be found at [www.library.jhu.edu/researchhelp/humanities/grants.html](http://www.library.jhu.edu/researchhelp/humanities/grants.html)

## **DISSERTATION IN FOREIGN LANGUAGE**

Students wishing to write their dissertations in a language other than English should, with the permission of their advisor, obtain a Foreign Language Dissertation Request Form from the Academic Program Coordinator. The student should complete this form and return it to the Academic Program Coordinator who will obtain a letter from the Department Chair to the Graduate Board requesting permission. **This should be done at least six months prior to the expected date for the defense.** It should be noted that if permission is granted, the title and abstract are still required to be in English.

## **DISSERTATION DEFENSE**

The defense committee is comprised of five members and two alternates. There are inside and outside members and an alternate for each category. The student is expressly prohibited from having anything to do with the composition of the defense committee. The names of those serving on the committee must be presented to the Graduate Board for approval at least four weeks prior to the date for the defense. The Graduate Board will designate one of the outside members as the Chair of the committee. The Academic Program Coordinator in consultation with the student's advisor handles the coordination of the defense.

In compliance with the university's green initiative, and in keeping with modern technology, all dissertations that were previously submitted to the library in paper format will now be submitted electronically, effective September 1, 2013. Instead of

submitting paper copies of the dissertation to the library, you will submit a PDF via a special JHU ETD web portal. You will login to the portal using your JHED ID, enter some contact information about yourself, enter some information about the dissertation (title, keywords, abstract, etc.), and upload the PDF. The library will do some brief format checking. They will then approve the submission or email you about necessary changes. The ETD will not be visible to the public at this point.

At the end of each semester, the library will make the ETD available to researchers around the world via a digital repository. Your research can make an immediate impact in your field. In rare cases, you may need to delay public access to your dissertation because of patent concerns or a pending publication derived from your dissertation. In such circumstances, you will be allowed to embargo your dissertation for a period of up to four years. In most cases the embargo will be short, if at all. Extensions beyond four years may only be granted by the school's graduate academic board.

In addition to distributing the ETD through the JHU repository, you have the option to make your ETD available through the ProQuest Dissertations & Theses database.

For additional information, visit the JHU ETD guide at <http://guides.library.jhu.edu/content.php?pid=450528> or contact David Reynolds, the library ETD Coordinator, at (410) 516-7220 or [dissertations@jhu.edu](mailto:dissertations@jhu.edu)

## **MOCK INTERVIEWS**

The department faculty of each subdivision will conduct mock interviews in order to prepare students who are about to enter the job market. These are usually scheduled toward the end of the fall semester. Students wishing to participate should contact their Director of Graduate Studies and the department Academic Coordinator **by October 15<sup>th</sup>**.

## **DEPARTMENT FILES**

Files are maintained in the department Administrative Office for each graduate student. These files may contain information to which the student has waived access and/or confidential internal communications. It should be understood that the department reserves the right to refuse access to portions of the file. Requests for specific information should be made to the department Administrator.

## **ADDITIONAL GENERAL RESPONSIBILITIES**

### **DEPARTMENT LECTURES**

Throughout the year, each section of the department sponsors lectures and presentations that are open to the entire department. *Students are expected to attend all lectures sponsored by their subdivision.*

### **ARRIVAL AND DEPARTURE EACH SEMESTER**

Students are required to return in late August by the date specified on their annual contracts and to attend all fall Orientation activities scheduled for their subdivision as well as the General Department Meeting that is held during that week. Check with the Language Program Director for your subdivision prior to making any travel plans.

Students are expected to return in late January before the start of the spring semester in time to attend any scheduled meetings and prepare lesson plans. Check with the Language Program Director for your subdivision prior to making any travel plans.

Students are expected to remain in town until the end of the examination period each semester in order to attend to any needs of their students, including final grading if required in your section. Check with the Language Program Director for your subdivision *prior to making any travel plans.*

## **SEXUAL VIOLENCE, SEXUAL ASSAULT, RELATIONSHIP VIOLENCE AND STALKING POLICY**

The following links contain information on the University's current Sexual Violence, Sexual Assault, Relationship Violence and Stalking Policy as well as contact information for medical (on and off campus), reporting, security & law enforcement (on and off-campus), and counseling services:

<http://sexualassault.jhu.edu/index.html>  
<http://sexualassault.jhu.edu/policies-laws/>

## **CONSEQUENCES**

Graduate students in the department are required to meet all expectations and deadlines and adhere to all rules contained in this graduate handbook. Failure to comply with the handbook will be considered grounds for termination.

Graduate Students are also bound by the rules and regulations of the university as a whole. Cases of misconduct will be referred to the Dean's Office for review under the guidelines found at <http://grad.jhu.edu/academicInfo/policies.htm>

## **REQUIRED GRADUATE PRACTICUM COURSES**

In addition to courses that may be required by each section, each incoming student must enroll in the two Graduate Practicum courses in the Fall and Spring semesters of their first year in the department. These will consist of 12 sessions over an academic year, with one 2-hour session meeting approximately every other week

### **Mapping the Scholarly Landscape (Fall semester, AS.211.666)** Dr. Tamsyn Rose-Steel

(formerly listed as Research Methods AS.212.662)

1. The Value of Information
2. Exploring the Literary Landscape
3. Understanding the Research Process
4. Authority in Context
5. The Information Creation Process
6. Conversation – Collaboration

### **Research Skills and Tools for Professional Development (Spring semester, AS.211.667)** coordinated by GRL faculty with the participation of advanced grad students

1. Preparing a syllabus, marketing your classes (DTF, Summer, Intersession) [with the participation of successful DTF/Intersession instructors]  
Options for online teaching
2. Writing a conference paper abstract; conference presentations
3. Organizing a conference/symposium [led by advanced grad students]
4. How to get published (what, when, where)
5. Academic review writing
6. Options for fellowships/grants/career development

Students in their second through sixth years who wish to attend the Spring class which was not available during their first year are welcome to enroll.

## **WITHDRAWAL**

Students may withdraw from the program at any time during the year. The student must notify the department Chair, the Director of Graduate Studies, and the department Administrative Office of their decision to withdraw in writing. The department Administrative Office will then notify the Graduate Board and the Registrar of the student's withdrawal. If the student withdraws during the academic year (September through May), the student will be removed from the payroll system. Students who have finished two years or twelve seminars of course work may be granted a terminal MA. Students with a terminal MA may not reapply for the Ph.D.

# FRENCH SUBDIVISION

## SEMINARS

Each student is to take twelve seminars during the first two years of study. A one-semester extension of this period is acceptable.

Out of the twelve required seminars, each student must take

- At least one seminar in each of the six periods of French literature (the Middle Ages, the sixteenth century, the seventeenth century, the eighteenth century, the nineteenth century, and the twentieth- and twenty-first century); in the event that no corresponding seminar is offered during the first two years of study, there is no penalty if a student is unable to complete a given period requirement.
- At least nine seminars in the French subdivision, or in paleography, or cross-listed with another department; and, if the student wishes, a maximum of three seminars in other subdivisions or departments of JHU;
- If desired, a single independent study course, on the following conditions:
  - ✓ That the course not be on the subject of the dissertation
  - ✓ That it is not done in the French subdivision
  - ✓ That the student obtains the authorization of the advisor and the DGS.

The student must obtain the grade of Pass in all the seminars. The grade of Pass will only be delivered for papers actually completed. In addition, students must also complete the Graduate Practicum: Mapping the Scholarly Landscape I (Research Methods) & II (Tools for Professional Development) courses during their first two semesters. (AS.211.666 and AS.211.667)

An introductory course in a classical language (Latin or Greek), however long it may be, counts all in all as the equivalent of a single semester course.

## KNOWLEDGE OF LATIN

Knowledge of Latin (at least a two-semester introductory course) is required of students with dissertations on topics in the Middle Ages or the sixteenth century.

## **GRADUATE STUDENT CONFERENCE**

The French subdivision hosts a themed graduate student conference every other year. It is the graduate student body's responsibility to identify the conference organizers, who are encouraged to consult with previous conference planners to discuss organization of the event. The year prior to the event, conference planners will present their ideas to subdivision faculty and students to receive appropriate feedback and guidance. Conference planners should refer to the conference website and email account for further information (see below).

## **ABD**

While preparing the ABD, the student must enroll in the French Proposal Prep course under the instruction of the dissertation advisor: AS.212.803. The choice of the advisor and the co-reader must be made before the end of the second year.

The advisor is to be a professor in the French subdivision. The co-reader, who may be chosen in consultation with the advisor either before or after the ABD, is to be a member of the JHU faculty (from the Department of German and Romance Languages and Literatures or from another department) or a professor associated with the department through regular visits.

The ABD must be defended before the end of the sixth semester.

The ABD is a 30-40 page prospectus of the dissertation that includes

- a presentation of the object of study
- proof that the project is original and innovative
- the outline projected for the dissertation
- a discussion of the methodology one or more specimen(s) of fully written up sections of the dissertation (in total 20-25 pages)
- a bibliography

The set of twelve seminar papers constitutes an invaluable record of his/her own education and program of study. The student should collect these papers and save them in a dossier. A copy of it is to be filed with the Academic Coordinator two weeks before the ABD defense. The table of contents of the dossier, which is comprised of the titles of the twelve seminars taken and of the papers written for each) is to be attached to the ABD.

Both the written and oral parts of the ABD will be the object of a brief evaluative

discussion among the professors present at the defense.

The ABD defense and, when requested, the defense of the intermediate report (see below) must take place while classes are in session.

## **YEAR ABROAD**

At present, the department offers a yearly graduate exchange with the École Normale Supérieure in Paris and arranges doctoral internships with French universities on a case-by-case basis.

The year abroad usually takes place after the ABD, during the fourth year at the latest. During the year abroad, it is desirable that the student take seminars on the doctoral level. The advisor and co-reader, along with the instructors hosting the student, will advise on the choice of courses. Courses taken abroad do not count toward the twelve required seminars.

Students spending the Year Abroad in France may be invited to apply for the Chateaubriand scholarship offered by the Cultural Services of the French Embassy. Applications must be completed in December, the year before the academic year in France.

It may be possible to spend the non-teaching year in a university with which JHU does not have a standing exchange program. If this university is outside of the US, the student must officially enroll in the university for visa requirements.

At the end of the year abroad, and in any case no later than September 30 the student will present to the advisor a brief (3-5 page) report describing the working conditions, seminars taken, contacts established, etc.

## **PRE-DEFENSE**

While the student is preparing the dissertation, the student must enroll in French Dissertation Research (AS.212.802) under the instruction of the advisor.

For more information concerning the progression of dissertation work after the ABD, the student should consult the advisor. For university regulations concerning electronic submission of the dissertation, the student should consult the JHU Library website (see below).

## **TEACHING AND RESEARCH OPPORTUNITIES**

Advanced students may compete for a Dean's Teaching Fellowship (DTF), which allows successful candidates to teach an upper-level undergraduate course related to the primary field of study. Refer to the JHU website's section on the DTF for information on applying and regulations (see below). Students may also request permission from a professor to shadow a course, for instance the introductory French literature sequence for undergraduates.

On occasion, research assistant positions are made available to suitable candidates. These are initiated by the professor.

## **PROFESSIONALIZATION**

Part of the professionalization process includes being engaged in the discourse of literary and language study in the US and abroad. Students are therefore required to attend all lectures and events hosted by the French program and are encouraged to be active participants during the question-and-answer sessions. Additionally, students are urged to submit proposals to conferences on literature and culture regularly once they have completed the MA."

## **USEFUL ADDRESSES**

GRL Student Handbook online:

<http://grll.jhu.edu/resources/>

French Graduate Conference site and email account:

<http://grll.jhu.edu/french/french-graduate-conference/>

[Hopkinsfrenchgrads@gmail.com](mailto:Hopkinsfrenchgrads@gmail.com)

French research tools guide:

<http://guides.library.jhu.edu/french>

Conference and publication postings:

<http://www.fabula.org/>

<http://www.cfplist.com/>

DTF information:

<http://krieger.jhu.edu/teachingfellowship/>

JHU dissertation guidelines:

<http://guides.library.jhu.edu/etd>

Chateaubriand Fellowship information:

<http://humanities.chateaubriand-fellowship.org/>

### **SUMMER PROGRAMS INFORMATION**

[Dartmouth Summer Institute of French Cultural Studies](#)

<http://www.frenchculturalstudies.com/2015-summer-institute.html>

[Cornell School of Criticism and Theory](#)

<http://sct.cornell.edu/>

Avignon summer program information:

<http://www.brynmawr.edu/avignon/>

### **JOB SEARCH AND POSTDOCTORAL OPPORTUNITIES:**

[http://www.mla.org/career\\_resources#careerandjob](http://www.mla.org/career_resources#careerandjob)

<http://guides.library.jhu.edu/c.php?g=202619&p=1335278> <http://www.fabula.org/>

<http://www.fabula.org/>

[Modern Language Association](#)

<https://www.mla.org/>

### **STUDENTS OF THE HUMANITIES CENTER**

Students of the Humanities Center who wish to obtain an MA in French should apply for admission to the Department of German and Romance Languages and Literatures. Consult the office of the Graduate Board for information on the procedure to follow.

Students will obtain an MA on the condition that they have taken at least three graduate seminars in the French subdivision and have written a thesis of approximately sixty pages on a subject different from that of the papers submitted for the seminars.

# NOTES

## GERMAN SUBDIVISION

There are generally two different sets of requirements for students depending upon whether they enter the PhD program with or without a Master's Degree.

### TIMELINE FOR STUDENTS WITHOUT A MASTER'S DEGREE

#### **GENERAL PURPOSE AND FUNCTION OF THE MASTER'S DEGREE**

The Master's Degree is not considered a terminal degree but an important, if intermediary, step toward the PhD. The MA coursework and exams are designed to give students a broad background in German literature from the seventeenth to the twenty-first centuries and across genres. Additionally, students are expected to have a solid grounding in poetics, aesthetics, literary theory, intellectual history, and cultural studies.

#### **COURSEWORK**

Prior to completion of the MA, a minimum of three courses is required each semester, two for credit (i.e. with a seminar paper) and one as audit (i.e. no paper required). This is required for the first three semesters and results in a total of nine courses (six papers, three audits) by the end of the third semester of study. At least four of the credit courses must have a 213 prefix.

#### **EXAMS AND PREPARATIONS**

In order to help with the preparation and organization of the extensive reading required for the MA, the MA exams are administered in two installments in the form of take-home exams, written over four days. Typically, students receive the exam questions on Thursday or Friday morning and deliver their answer to the department on Monday or Tuesday morning. Each exam covers a section of the reading list according to these areas: literary history, genre, poetics and aesthetics, and media and cultural theory. A follow-up discussion with the MA exam committee consisting of three faculty members will take place after each examination.

#### **TIMELINE FOR MASTER'S EXAMS AND MA COURSEWORK**

First Year, Fall Semester: Preparation of a reading list for the first examination. A faculty advisor for the first phase of each student examination will be assigned when the student begins graduate study at JHU.

First Year, Spring Semester: Preparation for the first examination. This examination is taken during the penultimate week of Spring Semester. Preparation of a reading list for the second examination.

First Year, summer: Preparation for a second examination. This examination is taken during the week prior to the beginning of the upcoming fall semester.

### **INDIVIDUALIZED READING LISTS**

One of the major advantages of this examination structure is that it allows students to devise individualized reading lists. Each partial reading list should be worked out with the faculty advisor, whom the student should consult regularly while preparing the material. Students may organize their lists in such a way that they intersect with courses taken in any given semester. However, reading lists should be more extensive than the material covered in any one class.

### **ADVISING**

All post-MA graduate students must select and declare a First Advisor (potentially the dissertation director) who will serve as one of the two readers of the qualifying papers. The advisor provides academic guidance, monitors timely progress through the program, offers professional tips, and similar services. A second advisor must be declared once students gain ABD status.

In the event that the student's advisor leaves the university, the student may continue to write the dissertation with the advisor, provided he or she agrees to this arrangement. In rare cases, the student may choose a dissertation director outside the German subdivision. In all the above-outlined cases, the second reader of the dissertation must be a faculty member in the German subdivision. The second reader in this case will also serve as the student's official departmental advisor.

The selection of an advisor does not preclude close work with other members of the faculty. A student may wish to have such a conversation with more than one faculty member before making an official declaration

A student may change advisors after discussion with the old and new advisor. The student takes the initiative by contacting the preferred faculty member and discussing the modalities of the advisor–advisee relationship. After an agreement between the student and future advisor is reached, the student must inform the previous advisor, whether assigned or chosen, and the academic program coordinator in order to facilitate a smooth transition.

### **QUALIFYING REQUIREMENTS FOR HOPKINS MA STUDENTS**

After successful completion of all requirements for the MA, students should start thinking seriously about their field(s) of specialization and the dissertation project. During the qualifying phase, in addition to registering for the “Qualifying Paper Preparation” course with the faculty mentor chosen for the paper, students take two courses per semester, one for credit (i.e. seminar paper) and one for audit (i.e. no paper required). Three completed credit courses are required to obtain All But Dissertation status. At least two of these credit courses must have a 213 prefix. In consultation with the advisor, the student may elect to register for an independent study around the topic of one qualifying paper. No more than one independent study may count toward the course requirements. The two qualifying papers and the short prospectus should be finished by the end of the third year, so that work on the dissertation can begin immediately thereafter. Students are required to present one qualifying paper to the German colloquium and to situate it within their dissertation project. Students must resolve all incompletes to obtain the status of ABD.

## QUALIFYING REQUIREMENTS FOR STUDENTS WITH A MASTERS FROM ANOTHER INSTITUTION

Students who enter the program with a MA from another institution must take two courses for credit (i.e. seminar paper) and one for audit (i.e. no paper required) for the first three semesters. During the next three semesters, students are required to register each semester for one class for credit and one class for audit. This results in a total of fifteen courses (nine papers, six audits) by the end of the second year of study. At least six of the credit courses must have a 213 prefix. In addition, they must register for the “Qualifying Paper Preparation” course with the faculty mentor chosen for the paper. Students are required to present one qualifying paper to the German colloquium and to situate it within their dissertation project. It is expected that all incoming students with an MA will finish the qualifying phase by the end of their third year (including the two qualifying papers, the short dissertation prospectus and the third language requirement).

### QUALIFYING PAPERS AND PROSPECTUS

All students must submit two qualifying papers and a brief dissertation prospectus. One qualifying paper should be article-length (no more than 8000 words) and present work that will not be part of the dissertation. The dissertation prospectus should be 5-8 pages long, offer a statement of the problem and a rationale for its importance, situate the dissertation within existing scholarship, and provide a brief sketch of the chapters as well as a first bibliography. The second qualifying paper should be a first chapter of the dissertation.

### ALL BUT DISSERTATION (ABD)

Students with ABD status should register for “Dissertation Research” lead by the appropriate advisor. The course numbers vary by advisors and are listed in the course schedule. Additionally, one graduate course is required to be audited per semester. After achieving ABD status, the department encourages students to spend a year abroad. In most cases the year of study abroad will be the fourth year; the decision however is left to the student and their advisors. A study plan for the year abroad must be submitted and approved by the advisors.

### SAMPLE TIMETABLES FOR ALL STUDENTS

Entering without MA Degree		
	Coursework	Exams, Qualifying Papers, Dissertation, Etc.
1 <sup>st</sup> Fall	2 credit course, 1 audit	Prep 1 <sup>st</sup> reading list, Advisor assigned
1 <sup>st</sup> Spring	2 credit course, 1 audit	1 <sup>st</sup> exam penultimate week, Oral Review, 2 <sup>nd</sup> reading list
2 <sup>nd</sup> Fall	2 credit course, 1 audit	Oral Review, 2 <sup>nd</sup> exam week before semester, Oral Review

<b>Entering without MA Degree</b>		
	<b>Coursework</b>	<b>Exams, Qualifying Papers, Dissertation, Etc.</b>
<b>2<sup>nd</sup> Spring</b>	1 credit course, 1 audit	Choose advisor, "Qualifying Paper Prep"
<b>3<sup>rd</sup> Fall</b>	1 credit course, 1 audit	"Qualifying Paper Prep"
<b>3<sup>rd</sup> Spring</b>	1 credit course, 1 audit	"Qualifying Paper Prep"
<b>4<sup>th</sup> Fall</b>	1 audit (if at JHU)	Declare second advisor, ABD Status, Expected Year Abroad, "Dissertation Research"
<b>4<sup>th</sup> Spring</b>	1 audit (if at JHU)	Expected Year Abroad, "Dissertation Research"
<b>5<sup>th</sup> Fall</b>	1 audit	"Dissertation Research"
<b>5<sup>th</sup> Spring</b>	1 audit	"Dissertation Research"

<b>Entering with MA Degree</b>		
	<b>Coursework</b>	<b>Exams, Qualifying Papers, Dissertation, Etc.</b>
<b>1<sup>st</sup> Fall</b>	2 credit course, 1 audit	Advisor assigned
<b>1<sup>st</sup> Spring</b>	2 credit course, 1 audit	
<b>2<sup>nd</sup> Fall</b>	2 credit course, 1 audit	
<b>2<sup>nd</sup> Spring</b>	1 credit course, 1 audit	Choose Advisor, "Qualifying Paper Prep"
<b>3<sup>rd</sup> Fall</b>	1 credit course, 1 audit	"Qualifying Paper Prep" to write Dissertation Prospectus
<b>3<sup>rd</sup> Spring</b>	1 audit	"Qualifying Paper Prep", Declare second advisor, ABD Status
<b>4<sup>th</sup> Fall</b>	1 audit (if at JHU)	Expected Year Abroad, "Dissertation Research"

Entering with MA Degree		
	Coursework	Exams, Qualifying Papers, Dissertation, Etc.
4 <sup>th</sup> Spring	1 audit (if at JHU)	Expected Year Abroad, “Dissertation Research”
5 <sup>th</sup> Fall	1 audit	“Dissertation Research”
5 <sup>th</sup> Spring	1 audit	“Dissertation Research”

## LANGUAGE REQUIREMENTS

Certification of competency in German is granted automatically upon admission. Competency in one other language besides German and English is required before the Ph.D. will be granted. The language requirement may be satisfied in one of three ways:

- Passing a translation exam administered by the language coordinator of the relevant subdivision.
- Passing a JHU 300–level course or higher in another language.
- Certifying language proficiency through transfer credits from other universities at the 300-level or equivalent.

## STUDY ABROAD, DISSERTATION FELLOWSHIPS, AND SUMMER FUNDING

Many students seek outside funding in the form of prestigious grants (DAAD, Fulbright, etc.) during their fourth or fifth years in the program. The German program has established an exchange program with the FU Berlin. Students have the opportunity to study at the Friedrich Schlegel Graduate School of Literary Studies in their dissertation year.

Various funding opportunities are also available to assist students to pursue their studies during the summer months. Applications for the following fellowships should be submitted to the Director of Graduate Studies. The German faculty will review them and select the candidates. Students are required to report any other summer funding they have applied for in their application.

### Humboldt Fellowship

Interested students should submit a letter declaring their interest, a statement of what they intend to accomplish and a CV to the Director of Graduate Studies by November 15. The letter should name a specific professor in Berlin with whom the student wishes to study and the intended length of stay (usually between 8 and 12 weeks). Students are

required to attend the colloquium of the PhD-Net “Knowledge of Literature” or any other research colloquium held by their Humboldt sponsor.

### **FU Berlin: Dahlem Humanities Summer Fellowship**

On occasion a Dahlem Humanities Fellowship is available to fund research at the FU Berlin. This stipend is available to American students only. Interested students should notify the German faculty no later than January 1. During their stay at the FU, students are expected to attend the events at the Dahlem Humanities Center

### **Kaye Dissertation Stipend**

Two Kaye pre-dissertation stipends of \$1,250 each are available to do research in Austria or Germany, with slight, but not exclusive, emphasis on Austria. Students from German, the Humanities Center, History of Art, and History may apply. Deadline for applications is March.

### **The William H. McClain Dissertation Fund**

The fund was established by friends and alumni of the German program in honor of the late Professor William McClain, who was a member of the Hopkins faculty from 1953–82. The fund provides dissertation support for a doctoral candidate in German. The amount of \$2,500 is to be awarded to a graduate student in German to support their dissertation research from May 15th to August 15th. Students in German who have completed their qualifying papers and have obtained ABD status are eligible to apply. Deadline for applications is March.

### **Max Kade Travel Grants**

The Max Kade Foundations provides travel grants up to \$1,200 to do summer research in Germany. Applications should be submitted to the Co-Directors of the Max Kade Center for Modern German Thought (Elisabeth Strowick, Rochelle Tobias) by March 1. The fellowship covers travel and lodging.

### **Summer Teaching Positions**

Graduate Students are encouraged to apply for summer teaching positions, if German Elements or Intermediate is on offer. Application information is sent in October. To date, we have successfully offered both semesters of German Elements. Preference is given to students who have not had the opportunity previously and then according to seniority in the program and a record of successful teaching.

### **BI-ANNUAL GERMAN GRADUATE CONFERENCE**

The German section of the GRLI hosts a bi-annual German Graduate Conference. Two graduate students are elected to be responsible for the all facets of the planning of the conference from deciding on a topic, writing the call for papers, creating a budget, applying for funding from GRLI and other possible funding sources, etc. It is the responsibility of the students to coordinate with the department’s Administrative Manager and Academic Coordinator regarding the conference logistics.

## RESPONSIBILITIES OF TEACHING ASSISTANTS

The time required for teaching varies depending on the course being taught. Students should acquaint themselves with the rights and responsibilities of Teaching Assistants included in the general section of this handbook. Likewise, a discussion about expectations between lead instructor and teaching assistants at the beginning of each semester is encouraged. Finally, all TAs are expected to arrive on campus in advance of the start of *each* semester in time to attend all curriculum meetings prior to the beginning of classes and to remain through the final exam and grading processes. Check with the German Language Program Director before making any travel plans for your arrival *or* departure for both the fall *and* spring semesters.

### **Beginning and Intermediate German**

Each Teaching Assistant (TA) is responsible for one 3-credit hour course. The semester is approximately 14 weeks long, followed by one week of testing and grading. In addition to the time in the classroom, each instructor holds office hours for one hour each week.

The TAs work within a curriculum team directed by one of the Language Coordinators. The team meets once a week for approximately one hour to review the progress of the students and preview upcoming curricular activities.

Although the curriculum is coordinated, each TA is responsible for creating his/her own lesson plan, contributing to the development of materials, and assisting in the evaluation of testing instruments. Instructors are also responsible for tracking student progress, grading homework and tests, and calculating the final grade.

Finally, each TA is responsible for visiting other classrooms to gain insight into the learning and teaching process at JHU. It is expected that TA's make classroom visits 2-3 times each semester.

### **Advanced German (3rd Year Courses)**

TAs teaching in the Advanced courses have the same amount of contact hours, i.e., 3 academic hours per week, plus an office hour. TAs also work in a team if the course is multi-sectioned or in consultation with the Coordinator if the course has only one section.

Instructors are responsible for syllabus design, micro-planning of curricular units, and development of materials and assessment instruments. As in all courses, instructors track student progress, grade homework and tests, and calculate the final grades.

TAs at this level continue to visit other colleagues teaching at this level.

## PROFESSIONALIZATION

Part of the professionalization process includes being engaged in the discourse of literary and language study in the US and abroad. Students are therefore required to attend all lectures and events hosted by the German program and are encouraged to respond to presentations during the question-and-answer sessions. Additionally, students are urged to submit proposals to conferences on literature and culture regularly once they have completed the MA.

Modern Language Association, <http://www.mla.org/>, \$20 student membership, The Conference is held in early January.

German Studies Association, <http://www.g-s-a.org/> \$40 membership, Conference September/October.

American Association of Teachers of German, <http://www.aatg.org>, \$25 student membership, Conference late November.

American Council on the Teaching of Foreign Languages, <http://www.actfl.org/> (Same as above)

American Comparative Literature Association, <http://www.acla.org/>, \$25 student membership, Conference mid-April.

Women in German, <http://www.womeningerman.org/> \$30 student membership, Conference October

## MISCELLANEOUS

### **Post-Graduation Employment**

Applications should be submitted in the fall of the fifth year (the first MLA job list is usually available on-line at the end of September). At that point the dissertation should be advanced enough that the advisor is able to certify that the dissertation will be finished before the end of the academic year. Otherwise, it would not be possible to compete successfully for an excellent position with the many candidates who already have their degree in hand.

# ITALIAN SUBDIVISION

## MAJOR FIELDS OF STUDY:

The Italian subdivision offers its students the ability to engage in coursework and research in four major fields of study. The major fields are:

[1] The origins of Italian Literature, including the literature of the thirteenth and fourteenth centuries CE.

[2] Humanism, Renaissance, and Sixteenth Century, including the Latin humanism of the fifteenth and sixteenth centuries.

[3] The origins and beginnings of modern Italian Literature, including works from the seventeenth century through *I promessi sposi* of Alessandro Manzoni (1785-1873).

[4] Modern Italian Literature, Neorealism and Beyond, including the study of literature and, when appropriate, film and other media from the late nineteenth century to the present.

The Italian subdivision expects its students to take examinations that reflect competence in these fields. Please see the “General Timeline,” Third Year, below.

## GENERAL TIMELINE:

The Italian subdivision expects its students to complete coursework and other requirements in a timely manner. (Please also see the “Policy on Incompletes,” below.)

The Italian subdivision faculty will meet at the end of each academic year (typically in the second or third week of May) to review graduate students' annual written self-assessments and to evaluate students' progress according to the following timeline.

Students failing to make satisfactory progress in the Italian subdivision faculty's judgment will not be allowed to continue in the graduate program.

### FIRST YEAR

- The student must demonstrate general linguistic competence in the classroom, as determined by the Language Program Director (report required). Italian section students who have not received a score of 85 or above on their exam will be required to retest each year before receiving teaching assignments.
- Entering graduate students will be tested for linguistic proficiency in Italian and may be required to register for 210.651 Corso Intensivo di Perfezionamento or an equivalent course, as determined by the Language Program Director, in order to

receive certification of competency in Italian. This course will *not* count toward the 15 seminars required for the Ph.D. in Italian.

- The student will take five other courses for credit.
- First year students will not be required to take any credit-bearing courses that might be offered by visiting scholars at Johns Hopkins; however, first year students may consult the Director of Graduate Studies concerning whether to take these courses.
- First year students are encouraged *not* to audit courses in addition to the three courses regularly required per semester. Any exceptions must be approved by the DGS after consultation with the instructors of the student's three credit-bearing courses.
- At the end of the first year, the student will be evaluated as to whether he or she is making progress on coursework (five courses). This evaluation will include an interview with the student and relevant professors by the Director of the Italian Subdivision and the DGS.
- At the end of the first year, the student will be evaluated as to whether he or she is making progress toward professional-quality scholarly writing. This evaluation will include a review of the student's course term papers by the Director of the Italian Subdivision and the DGS.
- Early in the first year, students intending to work in one of the two pre-modern fields of study (1 and 2 above) take an examination designed to evaluate reading competence in Latin. This two-hour written exam will be administered by the Italian staff. This exam is administered in order to help the student successfully complete the two language exams required by the end of the second year (see "Second Year," below). Students with little or no knowledge of Latin may so declare, and must plan on Latin language study in the second year. Students who are confident of their Latin may submit a relevant publication or coursework in Latin (from the current year or from the student's most recent previous institution) for appraisal by the Director of the Italian Subdivision and DGS.

## **SECOND YEAR**

- Students are strongly encouraged to take credit-bearing courses offered by visiting faculty.
- The student should have completed 12 courses by the end of the 4th semester, that is, by the end of the second year of graduate study.
- At the end of the second year of study, the student will be evaluated as to whether her/his writing has reached a professional and scholarly level. This evaluation will include a review of the student's course term papers by the Director of the Italian Subdivision and the DGS.

- The student should have chosen her/his major field and dissertation topic by the end of the second year of study.
- By the end of the second year of study the student will be assigned two dissertation advisors in accordance with the chosen field and dissertation topic. Normally the advisors will be Professors of Italian in the Department of German and Romance Languages, but according to the student's needs one advisor may be from another subdivision of the department, from another department at Johns Hopkins University, or may be a professor associated with the department through courses he or she has taught as a visitor to the department.
- Students intending to work in one of the two pre-modern fields of study (1 and 2 above) must under normal circumstances pass an examination in reading competence in Latin and one other language offered by the department. These exams should be completed by the end of the student's second year, and can, in most circumstances, be administered by the Language Program Director for that language within the department or in the case of Latin, by a member of the Classics department. Proficiency may also be demonstrated by successfully completing a course taught in the language at or above the 300 level.
- Students intending to work in one of the two modern fields of study (3 and 4 above) must under normal circumstances pass an examination in reading competence in two other languages offered by the department. These exams should be completed by the end of the student's second year, and can, in most circumstances, be administered by the Language Program Directors for those languages within the department. Proficiency may also be demonstrated by successfully completing a course taught in the language at or above the 300 level.

### **THIRD YEAR**

- By the end of the first semester of the third year (semester 5), the student should have completed a total of 15 courses. One of the student's three courses in semester 5 must be an independent study with her/his prospective dissertation adviser. The aim of that independent study course will be to produce the core of the student's ABD proposal.
- Of the fifteen required courses (excluding Graduate Student Practicums and Corso Intensivo di Perfezionamento) 4 of them may be 400 level undergraduate courses taught by members of the GRLL Italian faculty. With the written permission of the student's advisor, 400 level courses taught by other GRLL faculty members may also be used to fulfill this requirement.
- The student will take comprehensive exams expected to begin in February of their third year.
- The student will have access to both a comprehensive reading list and a

representative list of prior exam questions.

- The exams will be structured in the following, fourfold fashion.

(1) The student shall take two written exams from among the four possible major fields, as listed above. Students whose mother tongue is English must write half of the exams in Italian and students whose mother tongue is Italian must write half of the exams in English. Students will have 8 hours on the day of the exam, at a time of their choosing, to complete their work and email it to the department Academic Coordinator.

(2) The student shall design a course syllabus that reflects knowledge of one of the two fields not chosen for the written examinations.

(3) The student will have a one-hour, oral exam with members of the Italian subdivision faculty to discuss the written exams, the syllabus, and Italian Studies in general.

(4) By no later than 15 May of the third year, the student will present her or his dissertation prospectus (ABD paper) in public discussion. This prospectus will consist of at least 9,000 to 12,000 words outlining a viable dissertation project. The prospectus will be submitted to the student's dissertation advisors for final review no later than three weeks before the scheduled discussion date. It must be in final form at this time. The advisors will then make their opinion known to the other senior professors of Italian who will have the opportunity to voice their comments. The paper will not be distributed to the department until the Academic Coordinator has been informed that the Italian professors have approved it for discussion. The paper must then be circulated to the department not less than fourteen days before the approved discussion date. A successful ABD paper will consist of an introduction to the project and a completed chapter or major section of a chapter. The introduction should describe the topic, the methodology chosen, the project's originality, and its anticipated contribution to the advancement of the field. It should outline the anticipated sequence of chapter topics and include a bibliography of works essential to the project's content and methodology. The chapter or chapter section may be based on a substantial revision of the student's most relevant seminar paper. All Italian section students are required to attend all ABD presentations in the Italian section unless advance permission for absence is granted.

- Upon passing this examination, the student will have the status of 'ABD,' or 'All but Dissertation,' and thus be admitted to candidacy for the Ph.D.

## **FOURTH YEAR**

➤ The student, now a doctoral candidate, will customarily spend the fourth year abroad, free from teaching obligations, engaged in dissertation research. If the student wishes to apply for one of the exchange programs in Italy (Scuola Normale Superiore di Pisa, Università di Venezia), he/she should make plans during the Spring semester of his/her third year.

## **FIFTH YEAR**

➤ The fifth year will be devoted to dissertation writing.

## **FINANCIAL AID**

The Italian subdivision encourages students to apply for outside sources of financial aid. Depending on the student's major field, a variety of outside grants may be appropriate. Some of these include:

- ✓ Fulbright Fellowships: (see <http://www.iie.org/Template.cfm?section=Fulbright1>)
- ✓ The American Academy in Rome: (see <http://www.aarome.org/prize.html> )

## **MANDATORY ANNUAL SECTION MEETING**

Each year there will be one mandatory meeting of all Italian graduate students and professors towards the end of the spring semester. The faculty and students will work together to choose the student who will act as Editorial Assistant for MLN Italian Issue, and to determine which students will teach the Undergraduate Surveys and any other graduate-taught undergraduate courses during the following academic year, including both on-campus and as part of the Study Abroad programs sponsored by the Italian subdivision. At this meeting, faculty will solicit graduate student input concerning upcoming courses, conference organization, invited lecturers, section- and department-wide policy or other matters of common concern.

## **ADDITIONAL MANDATORY REQUIREMENTS**

It is expected that all graduate students in Italian will attend lectures on Italian topics sponsored by the Department. Graduate students are expected to participate in conferences sponsored by the department when these are relevant to their work. The Italian section expects that, beginning in the student's second year, he or she will participate in conferences held elsewhere, either by attendance or by presenting their

work. Conferences may be those limited to graduate students, those sponsored by organizations such as the Modern Language Association, the American Association of Italian Studies, or other organizations in a student's field. To receive departmental reimbursement for attending a conference, students should discuss anticipated participation with their advisors to determine its relevance to their individual programs of study.

# SPANISH SUBDIVISION

## THE PROGRAM

Students in the Spanish subdivision of the department have the option of concentrating in Latin American or Peninsular literatures and cultures. Additionally, students may design a comparative literature minor field in conjunction with their advisor that would include two or more of the languages and cultures represented by the department or outside the department.

Here is a *generic* timeline of a student's progress through the program. To determine specific progress *requirements*, consult the sections that follow.

### YEAR 1

- Complete 3 seminars per semester
- Complete the Graduate Practicum: Mapping the Scholarly Landscape I (Research Methods) & II (Tools for Professional Development) courses during their first two semesters. (AS.211.666 and AS.211.667)
- Achieve certification in a foreign language (other than Spanish and English)

### YEAR 2

- Complete 3 seminars per semester
- Teach 1 course per semester
- Achieve certification in another foreign language

### YEAR 3

- Prepare to take 4 qualifying exams in February, to be given at one-week intervals
- Research, write and defend the dissertation prospectus (ABD) by May 15<sup>th</sup>
- Teach 1 course per semester

Fall semester of the third year is dedicated to preparation for taking the 4 qualifying exams (4 hours each) to be administered in February of the following year at one week intervals. These examinations are based on 4 reading lists:

- Medieval and Golden Age Spain
- Modern Spain

- Pre-conquest and Colonial Latin America
- Modern Latin America

These reading lists are made available prior to the first year of seminars. These written examinations are prepared by each professor according to his/her field. Examinations are evaluated by all the senior professors and the results are communicated to the students within two weeks of having taken all four examinations.

Students then proceed to the preparation of their dissertation prospectus (ABD) to be presented to the department no later than June 15th of the same academic year. Any exceptions to this must be approved by the DGS and the student's advisor.

#### **YEAR 4**

- Research for the dissertation
- Teaching relief

The fourth year is dedicated to research for the dissertation. Students enroll for dissertation research credit. Conducting research abroad is supported by the department and is usually undertaken in the fourth year. Students with a compelling reason to conduct research at another institution in the US may do so. In either case the student is not required to teach during the fourth year. For research year deadlines and procedures, see pages 4-5.

#### **YEAR 5**

- Write and defend the dissertation
- Teach 1 course per semester

The fifth year is dedicated to writing the dissertation. Students enroll for dissertation writing credit. For information on the composition of the dissertation committee and submission of the dissertation itself, see page 12.

### **COURSE WORK**

- A normal course load per semester is considered 3 graduate seminars. Students take a minimum of 12 seminars, which can be finished in two years. Directed readings/independent study courses and audited courses are permitted; however, only one may be counted toward the minimum requirement of 12 seminars. Any others taken must be in addition to that minimum number. During course work, students are expected to take at least one seminar per academic year with each of the Spanish section professors. Of the 12 required courses (excluding the two Graduate Student Practicums) 3 of them may be 400 level undergraduate courses

taught by members of the GRLI Spanish faculty. With the written permission of the student's advisor, 400 level courses taught by other GRLI faculty members may also be used to fulfill this requirement.

## **TEACHING OPPORTUNITIES**

Graduate teaching assistants (GTAs) will be responsible for teaching a section of a Spanish language course. (For a description of a GTA's responsibilities, see: pp. 6-9). In addition, the Spanish Program offers a minimum of three introductory courses in literature and culture taught by teaching assistants under the guidance of a senior member of the Spanish faculty.

215.231 Introduction to Literature in Spanish (fall and spring)

215.390 Introduction to Spanish Culture

215.380 Introduction to Latin American Culture

Graduate students in Spanish become eligible to teach these courses strictly on the basis of their year of entrance into the Program. Their selection will be determined and announced by the Subdivision Director and the Director of Graduate Studies. Students will consult with their faculty adviser in planning the course and the syllabus. The Spanish faculty will be involved in the planning of the course syllabus and its final adoption.

Faculty in the Program may choose graduate students as teaching assistants in undergraduate courses subject to the approval of the Chair. Such instructional assignments are not considered the equivalent of teaching one of the introductory courses.

Apart from semester-long teaching assignments, graduate students may submit a proposal to teach a course of their own design during Intersession, which runs during the month of January. The deadline and procedures for Intersession course proposals are announced in September.

## **LANGUAGE CERTIFICATION**

Graduate Teaching Assistants will be required to take a linguistic diagnostic exam during fall orientation and follow the subsequent recommendations of the Spanish Language Program Director to receive certification of competency in Spanish. Reading competency in two other languages besides Spanish and English is required for the Ph.D. The language requirement may be satisfied in one of two ways:

- Passing a translation exam administered by the language coordinator of the relevant subdivision.
- Passing a 300-level Hopkins course or higher in another language.
- Certification of language proficiency via transfer credits. This must be approved by the DGS for the section.

## **ADVISEMENT**

The Director of Graduate Study is responsible for managing each student's progress through the program. His/her duties include advising graduate students (in conjunction with the student's chosen advisor); approving graduate student registration and communicating to the department Administrative Office the status of each student. Students are expected to choose an advisor to guide their research before the end of their second year. The advisor's input will be taken into account in all decisions concerning the student's progress in the program, whether at the level of the subdivision or at the departmental level.

## **DISSERTATION PROSPECTUS (ABD)**

After completion of their exams students must present their dissertation prospectus (ABD, or "All But Dissertation") to the Section Faculty as the last formal step in being considered a candidate for the Ph.D. The ABD should give readers an overall view of the topic, methodology, relevant scholarly framework, and trajectory of the dissertation. However, students should consult with their advisors for specific expectations regarding format and content of the ABD. The ABD must be presented to the department no later than May 15th of the 3rd year. Students and their advisor must inform the department Academic Coordinator of the date they plan to present the ABD at least three weeks in advance so that a seminar room and any necessary equipment can be reserved. The prospectus itself must be submitted by email for circulation to students and faculty two weeks prior to the date of the ABD presentation. The advisor will forward the approved ABD copy to the Academic Coordinator prior to that date for circulation to students and faculty. Students should consult with the department Academic Coordinator regarding any additional accommodations for the presentation.

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