

Department of Germanic Languages

**Academic Policies for Graduate Students**

Updated Spring 2017

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### *Graduate Advisors*

Students are required to meet with the director of graduate studies at the beginning of each academic quarter in order to discuss their programs. Students specializing in linguistics will also meet with an advisor in that field. For Ph.D. students, once the departmental guidance committee and the doctoral committee have been established, the chairs of these committees will become the students' principal advisors. Any questions that cannot be adequately settled by the graduate advisors or by the staff should be brought to the attention of the chair. Do not hesitate to seek the advice of the faculty in the department.

### *Grievance Procedures*

Any student who is dissatisfied with decisions of the director of graduate studies or the chair may submit a petition to the entire faculty, which will consider the petition at one of its regular meetings. Students may also take the matter to the dean of the Graduate Division or to the dean of Humanities. They may also use the Campus Appeals Procedure or the special grievance procedures for teaching assistant complaints, as described in the *T.A. Handbook*. Finally, students may contact the Campus Ombuds Office, the services of which are described at [www.ombuds.ucla.edu](http://www.ombuds.ucla.edu).

### *Participation in Departmental Decision Making*

The department invites student participation in the following decision-making bodies:

Departmental Meeting	2 graduate student representatives share 1 vote
Graduate Admissions and Support	1 graduate student representative
Library	1 graduate student representative
Public Lectures	2 graduate student representatives

Graduate students collectively have one vote on all matters coming before the faculty, with the exception of student petitions, awarding of student financial support, matters of student academic status, and faculty personnel cases (prohibited by university regulation). The department will, however, seek to involve graduate students in new faculty hiring to the extent allowed by university policies. Such involvement may include the review of applicant CVs, interviews of applicants, and student representation (with non-voting status) on faculty search committees.

### *Graduate Student Representatives*

All graduate student officers and representatives at departmental or committee meetings are selected according to the policies set forth in the Constitution of the Association of Graduate Students of Germanic Languages.

## II. Academic Regulations

### *Course Requirements*

There are three different kinds of course requirements that students must keep in mind when deciding which courses to take.

*Full-Time Enrollment Requirement* To be considered full-time students by the Graduate Division, students must enroll in 12 units every quarter (= 1 student FTE). This requirement applies to all students, even those who have advanced to candidacy, unless they have taken an official leave of absence.

*Academic Course Requirement* Students must enroll in a minimum of 8 units of academic course work each quarter. Teaching assistants will also enroll in German 375 for an additional 4 units, making a total of 12. Fellowship recipients must enroll in 12 units of academic course work each quarter they are not teaching. Academic courses are those that satisfy the degree requirements or, in special circumstances described in the following section, the foreign language requirements.

*Degree Requirements* Each degree requires students to complete a certain number of courses and sometimes certain kinds of courses. These requirements are set forth below under each degree.

### *Special Courses*

The following courses have special restrictions attached to them that must be taken into account when attempting to satisfy the course requirements listed above.

*German 197* Independent Study

This is an undergraduate course and is not open to graduate students.

*German 375* Teaching Apprentice Practicum

Teaching assistants must enroll in this course every quarter they teach. It does count toward the full-time enrollment requirement, but it *does not* count towards the academic course requirement and it *does not* count towards the degree requirements.

*German 495* Approaches to Foreign Language Pedagogy

All beginning teaching assistants must enroll in this course in their first quarter of teaching. It does count towards the full-time enrollment requirement and towards the academic course requirement, but it *does not* count towards the degree requirements (because the university does not allow any 400-level courses to satisfy degree requirements).

*German 596* Directed Individual Study or Research (Independent Study)

M.A. students in Plans A and B and Ph.D. students in German literature and cultural studies may take two independent studies before the M.A. and two before the Ph.D.; however, only *one* will count towards satisfaction of the degree requirements for each degree. Students may petition the chair to count additional 596 courses towards the degree. M.A. students in Plan C and all students in fields other than German literature and cultural studies may take German 596 more than once for degree credit without petition, after consultation with their

advisor. German 596 is like a regular graduate course in that it focuses on a particular topic or area and *must*, according to the course description in the university catalog, culminate in a research paper. German 596 is not to be taken in lieu of German 597.

*German 597* Preparation for M.A. or Ph.D. Examinations

*German 598* Research for and Preparation of M.A. Thesis

These courses give students time to prepare for the M.A. and Ph.D. exams or to write an M.A. thesis. M.A. students may take up to a combined total of 12 units of German 597 and 598 before the M.A. exam. Ph.D. students may take up to a total of 12 units of German 597 before Ph.D. Exam A. No student may enroll in these courses before the quarter in which the course requirements for the degree are satisfied. Although timetables vary depending on the number of courses a student takes each quarter, the most common pattern is for students to take 4 units of 597 the quarter before their exams and 8 units of 597 during the quarter in which they take their exams. These courses *do not* count towards satisfaction of the degree requirements.

*German 599* Research and Preparation of the Ph.D. Dissertation

Students writing a dissertation in the department are required to take German 599 during those quarters when they wish to remain enrolled: 12 units each quarter if they are not teaching; 8 units of 599 plus 4 units of German 375 during quarters when they hold teaching assistantships. German 599 may only be taken by students who have advanced to candidacy.

*Foreign Language Courses*

Elementary or intermediate language courses taken to satisfy the foreign language requirements for the M.A. or the Ph.D. do count towards the full-time enrollment requirement but (with one exception) *do not* count towards the academic course requirement and *do not* count towards the degree requirements. The exception: *One* elementary or intermediate language course taken to satisfy the second foreign language requirement for the Ph.D. may count towards the academic course requirement.

### ***Probation and Dismissal***

To remain in good standing, graduate students must maintain an overall grade point average (GPA) of 3.00. If this GPA is not maintained, a student will be placed on probation.

If the student's GPA for the initial quarter of probation is below 3.00, the department will normally recommend that the student be dismissed.

If the student achieves a GPA of 3.00 or better for the first quarter of probation but has not regained a *cumulative* GPA of 3.00, probation will normally be extended an additional quarter. If the cumulative GPA is still below 3.00 at the end of the second quarter of probation, the department will normally recommend that the student be dismissed.

GPA's are calculated and made available in the third week of each quarter for the previous quarter. The Graduate Division will immediately terminate the teaching duties (and financial aid derived therefrom) of any teaching assistant whose GPA falls below 3.0, *even if this means removing someone from the classroom in the third week of the quarter.*

Any recommendation of dismissal for reasons other than an inadequate GPA must be voted on by the entire faculty. The term “dismissal” applies only to students who have not yet been advanced to candidacy for the doctorate. Criteria for terminating doctoral candidates who fail to make adequate progress towards the completion of the dissertation are given below.

### ***Incompletes***

A grade of “Incomplete” received in one quarter must be replaced by a regular grade by the end of the next quarter during which the student is enrolled. University policy specifies that any “Incomplete” not satisfied according to this timetable will be automatically converted to an “F” or “U,” which will appear on the student’s record and be calculated into the GPA. This will in turn adversely influence the student’s chances of obtaining or retaining a teaching assistantship or fellowship.

If an “Incomplete” lapses to an “F” or a “U” students may still complete the course work in a subsequent quarter, *if they have the instructor’s permission to do so*. In this case the “F” or “U” will be removed, the “I” will be restored to the transcript for the quarter in which the course was taken, and the new earned grade will be recorded in the quarter when the work was completed. It is the student’s responsibility to ensure that all applicable forms have been filed by the course instructor to change an “I” or “F” to a different letter grade.

## **III. The M.A. in Germanic Languages**

### ***The Three Plans***

The courses students take and the structure of the M.A. exams they write are determined in large part by their interests and goals. With these in mind, they must choose one of the following three plans.

*Plan A* is for students wishing to terminate their studies with the M.A and an instructional credential.

*Plan B* is for students who want to pursue a doctorate in German literature or cultural studies.

*Plan C* allows students to pursue an M.A. in Germanic linguistics leading to the Ph.D. in Germanic linguistics.

### ***Course Requirements***

#### ***The Basic Course Requirement***

Students must complete a minimum of 9 courses to receive an M.A. degree. At least six of the nine courses must be graduate courses. Up to three courses may be upper-division

undergraduate courses. With approval from the Director of Graduate Studies, up to four courses can come from outside the department.

### *Core Curriculum*

All M.A. students must take the departmental core curriculum for the plan they have selected. As far as possible, these courses should be taken during the first year of study.

In addition to the basic requirement of nine courses, students must take German 152 (Advanced Conversation and Composition on Contemporary German Culture and Society I) or German 153 (Advanced Conversation and Composition on Contemporary German Culture and Society II), unless they can convince the Director of the Language Program that their German is so good this course is unnecessary. In some cases, students might be asked to take both courses.

### *Plan A*

The basic requirement of nine courses must include German 140 (Language and Linguistics)

### *Plans B and C*

The basic requirement of nine courses must include at least five graduate courses from within the department or taught by affiliated faculty. Additional classes at an advanced undergraduate or graduate level may be selected from peer departments/programs including Comparative Literature, History, English, Linguistics, Digital Humanities, Global Studies, Film, Musicology, and others.

### *Foreign Language Requirement*

A reading knowledge of French, Dutch, or Yiddish must be demonstrated before the chair can approve a petition for advancement to candidacy for the M.A. degree. This requirement can be satisfied receiving a grade of B or better in one of the following:

- a fifth-quarter course in French or Dutch.
- an upper-division literature course in which texts are read in French, Dutch, or Yiddish.
  - French 1G or 2G.
  - Dutch 120 and 131.
  - Dutch 103A, 103B, and 103C
  - Yiddish 101A and 101B.

Students may also fulfill the foreign language requirement by demonstrating to the satisfaction of the director of graduate studies that equivalent requirements have been met at another post-secondary institution or in some other way.



The choice of language and the means of satisfying the requirement should be agreed upon in advance by the student and the director of graduate studies.

All students must satisfy the foreign language requirement by the fifth quarter of study. Those who do not adhere to this schedule will not be making normal progress towards the degree, which may in turn jeopardize their eligibility for additional financial support.

### *The M.A. Examination*

Students are required to take their M.A. examinations no later than the sixth quarter of enrollment, which for most students will be the spring quarter of their second year.

Advancement to candidacy forms for the M.A. must be filed in the department office no later than the second week of the quarter in which the student expects to receive the degree.

### *Structure of the Exam, Plans A and B*

The examination comprises three parts:

- a three-hour written examination on the primary area of concentration
- a two-hour examination on the secondary area of concentration
- a one-hour oral examination

Students choose their primary and secondary areas of concentration, in consultation with the director of graduate studies. While not exhaustive, the following examples are meant to demonstrate broad areas of concentration for the M.A. exam:

- German literature and culture since 1700
- German philosophy
- History and structure of Germanic languages (required selection for Plans A and C)
- Dutch or Afrikaans literature and culture
- Yiddish literature and culture
- Jewish Studies and intellectual history
- German Film and Visual Culture

Students will work with the faculty to put together an appropriate reading list, drawing on existing templates.

The M.A. Exam Committee is appointed by the chair of the department and serves for the entire academic year. The M.A. examination for a particular student is written by those members of the committee who specialize in the areas on which the student has chosen to be examined.

Students will be examined on specific questions relating to these areas.

The examination in the primary field takes place during the fifth week of the quarter. The examination in the secondary field will follow within four weeks. A one-hour oral

examination will follow in the week after the successful completion of both written examinations.

### *Structure of the Exam, Plan C*

The M.A. examination for Plan C has four parts:

- a two-hour written exam on the history of Germanic languages and theory in historical linguistics
- a two-hour written exam on the structure of Germanic languages and theory in synchronic linguistics
- a two-hour written exam on languages and dialects. Students may select one modern language, one philological language, and a third language of their choice. This examination will include translation and parsing
- a one-hour oral exam

### *Notification of Results*

The chair of the M.A. exam committee will inform the student in writing of the results of the written examinations within ten days of their completion. At that time students will learn whether they may proceed to the oral examination. After the entire M.A. exam has been completed, the student will be informed of the results in writing by the chair of the department.

### *Previous Exams*

Examination questions from previous years are on file with the director of graduate studies to help students prepare for the exam.

### *Failure and Reexamination*

Students who take the M.A. examination and who fail it may repeat the examination one time without petitioning the department. If the student fails the oral portion, the M.A. committee must decide whether the entire examination must be repeated or only the oral portion.

Students who take the M.A. examination for Plans B and C and who receive a terminal M.A. instead of permission to continue towards the Ph.D. are allowed to repeat the examination once if they wish to continue towards the Ph.D. The reexamination must occur no later than the end of the quarter following the quarter in which the exam was first taken. Students who fail this reexamination are not allowed to repeat it.

### *Summer Exams*

Students may petition the chair to take the M.A. exam in the summer if both of the following conditions are met: *a*) the student is unable to take the exam during the regular academic year for medical or other compelling personal reasons; *b*) the student has contacted three faculty members who are willing to give the exam in the summer. The chair

will then discuss the petition with the relevant faculty members and either approve or deny it. Students should be advised that summer examinations are approved only under extraordinary circumstances.

### *The Thesis Option*

In lieu of the written examination requirement, students may submit a thesis to the department, which is based on exam lists in the student's primary and secondary areas of concentration.

Students who elect to submit a thesis must pass a two-hour oral examination in both areas of concentration.

Students in Plan C who elect the thesis option are required to take one two-hour written examination in addition to writing the thesis.

### *The Thesis Committee*

The thesis committee must consist of three members, one of whom serves as director. The student selects the director, and the other two members are selected by the chair of the department in consultation with the student. Once the members of the committee have been determined, their names should be given to the student affairs officer who will then complete and submit the "Nomination of Master's Thesis Committee" form to the dean of the Graduate Division. The dean appoints the committee. For further information on the formation of the committee see the *Standards and Procedures for Graduate Study at UCLA*.

No committee member from outside the department is required, although faculty outside the department may serve on the committee at the student's request and with the chair of the department's approval.

The committee should be established no later than the end of the fourth quarter of the candidate's graduate studies. At that time, the thesis committee must approve the plan for the thesis in writing and the student must submit a copy of the approved plan to the director of graduate studies.

### *Filing Deadlines*

The registrar's online calendar specifies the date each quarter by which revised and completed theses must be filed with the university. The thesis committee will establish the date by which they-it must receive the final version of the thesis in order to have time to read it and conduct the oral examination before the date on which revised and completed theses must be filed with the university.

## **IV. The Ph.D. in Germanic Languages**

The Ph.D. program falls into two parts. The first focuses on more general preparation: students satisfy the course requirements and, working with their departmental guidance committee, prepare for and take Ph.D. Examination A. The second is devoted to the dissertation: working with their doctoral committee, students prepare their dissertation prospectus, defend that prospectus at Ph.D. Examination B, then write and file the dissertation.

### ***Course Requirements Prerequisite to Ph.D. Examination A***

#### *Basic Course Requirements*

Students must complete a minimum of eight graduate courses (at least four in the department) beyond the M.A. degree before they take the departmental qualifying exam. At least three of these courses must require a substantial research paper. Only courses taken after the M.A. exam has been passed will count towards the Ph.D. requirement.

Courses from in- and outside the department may be used to fulfill this requirement. Indeed, students are encouraged to explore the wealth of offerings that UCLA provides in order to broaden their education.

#### *Making Up Deficiencies*

Students admitted with an M.A. in German from another institution may be asked by the director of graduate studies to make up selected deficiencies in their preparation. This also holds for students with an Austrian or German *Magister*, a German or Austrian *Staatsexamen*, or a Swiss *Lizenziat*. All deficiencies must be removed prior to the qualifying examination.

Students admitted without knowledge of a foreign language other than German or English must satisfy the department's foreign language requirement for the M.A., described above, by the end of their third quarter in residence.

Students admitted with an M.A. degree in a field other than German who wish to receive a Ph.D. in German may elect to take one of our written M.A. examinations in German or Germanic linguistics within three quarters after admission. Otherwise they must enroll in the department's M.A. program.

#### *Second Language / Second Discipline Requirement*

In addition to satisfying the foreign language requirement for the M.A. degree, Ph.D. students are required to demonstrate *one* of the following before they can take the departmental qualifying exam:

- superior proficiency in the language that satisfied the M.A. requirement
- competence in an additional language
- familiarity with the discursive rudiments of another discipline

equivalent achievement at another institution

*Superior Proficiency* To demonstrate a superior proficiency in the language used to satisfy the M.A. requirement a student must receive a grade of B or better in *three* upper-division or graduate literature courses in which texts are read in that language.

*Another Language* Competence in a language that is *not* English, *not* German, and *not* the language used to satisfy the requirements for the M.A. can be demonstrated in one of the following ways:

- by receiving a grade of B or better in the fifth-quarter course in that language.
- by receiving a grade of B or better in an upper-division literature course in which texts are read in that language.
- by receiving a grade of B or higher in Old Norse 151 and 152.
- by receiving a grade of B or higher in Dutch 120 and 131.
- by receiving a grade of B or higher in Dutch 103A, 103B, and 103C.
- by receiving a grade of B or higher in Yiddish 101A and 101B
- by passing French 1G or 2G.
- by having completed the *Latinum* or *Graecum*.

*Another Discipline* Students who wish to demonstrate familiarity with the fundamentals of another discipline must first choose a discipline that is related to their research. Then they must complete at least three upper-division or graduate courses in that discipline with a grade of B or better. Examples include: a computer programming language such as Python or C++; musicology or music practice, art practice, and so forth.

*Another Institution* In addition to the ways just detailed, the second language / second discipline requirement can be fulfilled by demonstrating to the satisfaction of the director of graduate studies that equivalent requirements have been met at another post-secondary institution or in some other way.

The means by which a student will satisfy this requirement should be agreed upon in advance by the student and the director of graduate studies.

### ***The Departmental Guidance Committee***

The departmental guidance committee is responsible for the student's general preparation for Exam A and for the administration of that exam. Committee members approve the topics for the examination, approve the reading list, then prepare and administer both the written and the oral parts of the examination.

The committee comprises three faculty members, at least two of whom, including the chair, must be members of the department. The chair will in most cases later serve as the director of the student's dissertation. One member of the committee may be from outside the department if there is a programmatic need to include someone from another discipline.

Students must establish their departmental guidance committee in consultation with their advisor no later than three quarters after completing the M.A. examination. Students admitted with an M.A. from another institution must establish their guidance committee by

the fourth week of their fourth quarter at UCLA. The Departmental Guidance Committee Declaration Form, available from the graduate student affairs officer and the director of graduate studies, must be filed in the student's dossier and with the director of graduate studies within the time limit specified. Students who fail to select their committees within this time limit may not be eligible for teaching assistantships or fellowships.

Any changes in this committee must be approved by the director of graduate studies and the faculty concerned and filed in writing with the director of graduate studies, the affected faculty, and with the graduate student affairs assistant, who will place a copy in the student's dossier.

### ***Preparation for Ph.D. Examination A***

Previous examination questions are on file with the director of graduate studies and are available to students to help them with their preparation.

#### *Choosing Topics*

Preparation for Exam A begins by determining the topics on which a student will be examined.

Students in literature and German studies must select six different areas: one author, one genre, one period, one theoretical or historical problem, and two special topics of the student's choosing. In selecting the six areas, students should keep in mind that the examination itself will have three parts, each devoted to two of the areas (see below). The two areas in each part of the examination must make sense together.

Students in linguistics must identify five target languages (including both modern languages and the older Germanic dialects) and several topics in linguistic theory, covering both synchronic and diachronic linguistics.

Students in Old Norse look forward to a three-part examination: the first devoted to the language, the second to theoretical problems of interpretation, and the third to issues concerning social and historical context.

#### *Reading Lists*

Students should consult with the members of their guidance committee as soon as possible and begin to discuss with them the reading lists for their special areas. Before the end of the fifth quarter (the quarter before the exams!) the candidate and all committee members will meet to finalize the reading list. No substantial additions should be made to the list after this time.

#### *Prequalifying Evaluation*

Students must consult with all members of the guidance committee not less than six weeks prior to the examination. If the members of the committee are not sure the candidate is ready for the exam, the committee will meet with the student and conduct a "pre-qualifying"

evaluation to establish how well prepared the student is. Members of the committee must advise both the student and the director of graduate studies at this time whether they find the student sufficiently prepared to be admitted to the examination. Negative findings must be specified in writing, so that students may address their deficiencies.

### ***Ph.D. Examination A***

Students must take the written portion of Exam A no later than the eighth week of the sixth quarter beyond completion of the M.A. This is followed, one week later, by an oral examination.

Students must be registered in any quarter in which they take (or repeat) Exam A.

#### *The Written Examination*

The structure of the written portion of Exam A varies according to the area of study that the student has elected to pursue.

*Literature and German Studies* The written portion of Exam A in literature and German studies covers the six areas mentioned above: one author, one genre, one period, one theoretical or historical problem, and two special topics of the student's choosing. For purposes of the written examination, the six topics are grouped in pairs, the grouping determined by the student in consultation with the chair of the guidance committee. The written examination lasts a total of eleven hours and is administered over a three-day period. On one of those days, the student will have five hours to respond to questions on the most important pair of topics. On each of the other two days, the student will have three hours to answer questions that combine two of the remaining four topics. The order of the three exams is determined by the student and the chair of the guidance committee.

*Linguistics* The written exam for students in linguistics comprises a three-hour examination in five target languages (including both modern languages and the older Germanic dialects) and a second three-hour examination on several topics in linguistic theory, covering both synchronic and diachronic linguistics.

The written exams will be evaluated by the guidance committee and made available to all interested faculty members. The guidance committee (and any interested faculty) will then meet to decide whether the student has passed these exams.

#### *The Oral Examination*

One week after the successful completion of the written examination, an oral examination lasting one to two hours will be conducted by the guidance committee. At the oral examination students may be asked questions on any of the material prepared for the written examinations or on the answers they gave to the questions on the written exam.

#### *Notification*

The chair of the department will inform the student in writing of the results within two weeks of the completion of these examinations, but not later than the tenth week of the quarter in which the exams are taken.

#### *Reexamination*

If students fail the written examinations, they may repeat them after at least one quarter has elapsed, but no more than six calendar months later. In some cases, the committee may



require that only some sections of the examination be repeated. If the deadline for reexamination should fall in the summer, the student may elect to repeat the examination either in the prior spring or following fall quarter. If students fail the oral examination, they may repeat it only once.

Students who fail any part of Exam A may not change the composition of their guidance committee until they have successfully passed all parts of the examination.

### ***The Doctoral Committee***

The doctoral committee guides the student for the remainder of his or her graduate career. Its members supervise the preparation of the dissertation prospectus, conduct and evaluate Exam B on that prospectus, provide guidance during the writing of the dissertation, and, finally, approve and certify the dissertation.

Unlike the guidance committee, which is appointed by the department, the doctoral committee is appointed by the dean of the Graduate Division. Students should consult with the director of graduate studies and the prospective chair of the doctoral committee and then make sure all the members are willing to serve. Ordinarily those who served on the student's departmental guidance committee become members of the doctoral committee, but this is not required. Once the membership has been settled, the names of the committee members should be submitted to the student affairs officer who will forward the appropriate form to the dean of Grad Division for appointment.

The doctoral committee has a minimum of four members. Three, including the chair, must hold faculty appointments in the Department of Germanic Languages. One member must hold an appointment in a department other than Germanic Languages. Faculty who hold appointments in other departments but who also have a "zero percent appointment" in Germanic Languages count as members of Germanic Languages. The chair of the doctoral committee is the student's dissertation director. For additional information on the composition of the doctoral committee, see the *Standards and Procedures for Graduate Study at UCLA*.

### ***Certifying Members***

From its membership, the doctoral committee selects at the time of Exam B the "certifying members" who will read, approve, and certify the dissertation. A minimum of three members must be certifying members. Two must be from the Department of Germanic Languages. The third must be from outside the department. The chair of the doctoral committee (or both co-chairs, if applicable) must serve as certifying member(s).

### ***The Dissertation Prospectus***

The dissertation prospectus is prepared by the student under the supervision of the chair of the doctoral committee and in consultation with the other members of the committee. Immediately after the successful completion of Exam A, the student must meet with the chair of the doctoral committee to establish the parameters for the prospectus and a timetable for meeting them. The final version of the prospectus must be submitted to the entire doctoral committee at least one week before the date on which Exam B is scheduled. Failure to submit the prospectus by this deadline may result in the postponement of the examination, with a resulting negative impact on the standing of the candidate.

### ***Ph.D. Examination B***

One quarter after they pass Exam A, students are expected to take Exam B, at which they present their dissertation prospectus and defend the proposed dissertation project. The examination, which lasts two to three hours, is administered and evaluated by the doctoral committee. Ph.D. Examination B is the name we have given to what the Graduate Division refers to as the “oral qualifying examination.”

Students who pass Exam A in spring quarter must take Exam B by the *end of the first week* of the following fall quarter. Those who pass Exam A in fall quarter must take Exam B by the end of the following winter quarter. And those who pass Exam A in winter quarter must take Exam B by the end of the following spring quarter.

If it is necessary for students to take courses between Exam A and Exam B in order to maintain their enrollment status, and if they have already taken 12 units of German 597, then they may not enroll in any additional units of 597. They must take regular graduate courses or independent study courses (German 596).

Results of Exam B will be communicated to the student in writing. The chair of the doctoral committee will ensure that the form officially reporting the results of the exam (the “Report on the Oral Qualifying Examination and Request for Advancement to Doctoral Candidacy”) is properly filled out and delivered to the student affairs officer, who will then submit it to Graduate Division.

### ***Advancement to Candidacy / The Candidate in Philosophy (C.Phil.) Degree***

After students pass Exam B, they are “advanced to candidacy” by the Graduate Division. This means that they have completed all the requirements for the Ph.D. except the dissertation. In the quarter in which students advance to candidacy, they are awarded the C.Phil. degree.

### ***The Dissertation***

At the time of Exam B, a minimum of three members of the doctoral committee will be designated by mutual agreement as the “certifying members” (see above). They are the ones who must “certify” the dissertation once it has been completed. The Department of Germanic Languages does not normally require a final oral defense of the dissertation. Any

of the certifying members of the doctoral committee may, however, require an oral defense if he or she feels it is necessary.

Students are normally expected to complete their dissertation within two years after they advance to candidacy. In any case, they must submit a draft of their entire dissertation to the chair of the doctoral committee for inspection no later than three years after Exam B. If students do not submit this draft, they are required to file a detailed report on the status of their dissertation with the chair of the doctoral committee and the chair of the department. After the fourth year of dissertation research, each candidate's progress will be reviewed by the chair of the department.

The final text of the dissertation must be filed with the university no later than five calendar years (1,825 days) after Exam B. *If this deadline is not met, the student will be required to repeat Exam A within one quarter of the expiration of the deadline.* The chair will recommend to the Graduate Division that students choosing not to repeat Exam A if so required should be separated from the program. In this case no doctorate will be awarded.

## **V. Financial Support**

Financial support for graduate study is provided in the form of teaching assistantships, research assistantships, departmental fellowships, and university fellowships. Smaller amounts for summer research or travel to academic conferences are also sometimes available. When students are admitted to the graduate program, the department will usually guarantee a certain minimum level of support—assistantships, fellowships, and other awards spread out over a specified number of years.

### ***Limits***

No student may work for more than 12 quarters as a teaching assistant. No student may work as a teaching assistant *and* a research assistant for more than a *combined* total of 18 quarters. Graduate students are limited to 50% employment, that is, 20 hours per week, during the academic quarter. They may work 100% during quarter breaks. The department can request Graduate Division to grant exceptions both to the total number of quarters and to the 50% limitations. However, Graduate Division has recently announced that departments will be responsible for paying full fees for students who have been granted such exceptions. As a result, the department will be much less likely to request such exceptions in the future than it was in the past.

### ***Fellowships***

Once they have begun their studies, students are urged to take the initiative and explore the possibilities for additional fellowship support. *UCLA Graduate Student Support for Continuing Students*, available online at [www.gdnet.ucla.edu/asis/stusup/contspprt.pdf](http://www.gdnet.ucla.edu/asis/stusup/contspprt.pdf), offers valuable guidance in identifying possible fellowships both on campus and off. We would like particularly to draw your attention to the Foreign Language and Area Studies Title VI Fellowships, the Center for European and Eurasian Studies Fellowships, the Graduate

Research Mentorship Program, Fulbright and DAAD grants for study abroad, and, for those pursuing feminist research, the Constance Coiner, the Jean Stone, and Mary Wollstonecraft Fellowships and Awards. Each of these awards has its own requirements and deadlines. Research the possibilities early in your graduate career so that you are aware of the options and don't miss important deadlines.

### *The Dissertation Year Fellowship*

All students are urged to apply for a Dissertation Year Fellowship, which can support them during their final year of dissertation writing. Applications are due *in the department* during winter quarter of the year before you hope to receive the fellowship. Dissertation Year Fellows are expected to file their dissertations *within 12 months* of taking the fellowship. Please keep in mind that a dissertation fellowship represents **THE END OF UNIVERSITY SUPPORT**. After receiving a Dissertation Year Fellowship, students *are not eligible to receive any further support from the university*. This includes teaching assistantships.

### *Conference Travel Grants*

Each year the Graduate Division makes available to the department a limited amount of money for the purpose of financing graduate student travel to professional meetings and conferences at which students have been invited to present papers. The rules governing such money are as follows:

1. Application for reimbursement must be made *before* the conference takes place.
2. Students must submit documentation showing that their paper has been accepted for presentation at the conference prior to their departure.
3. Students can only be reimbursed for their travel *after* the conference, upon submission of travel receipts.
4. Students will be reimbursed up to a total of \$600.
5. Materials should be submitted directly to the student affairs officer.
6. Travel grants will be awarded in the order that applications are received until the fund provided by Graduate Division has been exhausted.

## **VI. Teaching Assistantships**

Teaching assistantships are not only an important way for students to earn money to support their graduate education. They are also a vital part of that education. In the current job market, no one gets a job, no matter how brilliant the dissertation, who has not also proved him- or herself an accomplished teacher. Although some lucky souls seem to be born with a special genius for teaching, most of us are not. Fortunately we can learn. You will learn to be an excellent teacher through your experience in the classroom, through the courses you take on the theory and methods of foreign language instruction, through sharing ideas with

your fellow students and more experienced faculty, and through your willingness to learn from the suggestions that are made by those who supervise your teaching.

It is easy, especially when starting out, to let teaching take over one's life: there's much to learn, and the rewards for being a good teacher are often immediate and very gratifying. However, brilliant teaching alone will not get you a job. You must show yourself to be a promising scholar as well. Make sure you leave plenty of time to write your dissertation. Balancing the demands of teaching and scholarship is one of the biggest challenges of graduate study. You will only succeed if you manage to do both well.

### ***Selection of Teaching Assistants***

The selection of teaching assistants is made annually by the chair, the teaching assistant supervisor, and the director of graduate studies. Teaching assistants are then appointed by the chair. Those students not receiving offers during the first round of appointments will have their names placed on a waiting list. If new positions arise during the academic year, additional teaching assistants will be appointed from the waiting list.

The chair of the department will be happy to discuss with any graduate student the selection criteria that may have excluded that student from the first round of appointments. Under no circumstances, however, will comparative judgments with other students be made in explaining the selection process, and individual rankings on the first-round list will not be divulged. Rankings on the waiting list may be indicated in a general way, such as "very likely" to receive a position should a need arise or "not very likely" to receive a position. This is to help students better predict their own financial situation.

The following criteria are used when making decisions on the appointment and re-appointment of teaching assistants.

- aptitude for graduate study as indicated by previous grades, GRE scores, and letters of recommendation (for incoming students only)
- oral and written language skills; adequate proficiency in the target language
- scholarship, indicated by grade point average
- progress towards the degree, in relation to the timelines given in this document
- teaching performance as judged by faculty/student evaluations, if available
- years of prior support

A teaching assistant who takes a leave-of-absence will not be automatically reinstated in the position vacated.

### ***Academic Requirements***

#### *Progress-Towards-Degree Requirements*

Teaching assistants are required to be in good standing and to have completed all requirements for the M.A. degree by the end of the 6<sup>th</sup> quarter in residence. Post-M.A. students with financial aid are required to have completed Exam A by the first week of the 7<sup>th</sup> quarter beyond the M.A. examination (or by the first week of the 7<sup>th</sup> quarter in residence

for those entering with an M.A. degree). Students who fail to adhere to these timelines will not be considered for further financial support.

### *Course Requirements*

*German 375* All teaching assistants must enroll in German 375 every quarter they teach for the department. As explained above, German 375 counts towards the full-time enrollment requirement but not towards the degree requirements or the academic course requirement.

*German 495* Beginning teaching assistants in German must enroll in German 495 in their first quarter of teaching. German 495 counts towards the academic course requirement and towards the full-time enrollment requirement but not towards the degree requirements.

### *Teaching Assignments*

Each teaching assistant will be assigned 3-5 hours of classroom instruction per week, depending upon the specific course he/she is to teach, under the supervision of a member of the regular faculty who bears overall responsibility for the course. Generally speaking, a teaching assistant should not work more than 20 hours a week. For language teaching, this breaks down to roughly: 5 hours of classroom teaching; 5 hours class preparation; 5 hours grading; 5 hours meeting with students, including office hours.

The teaching assignment is made at the sole discretion of the T.A. supervisor. Teaching assistants may not request or negotiate a teaching assignment either with the T.A. supervisor or with another professor.

### *Teaching Responsibilities*

#### *Meeting the Class*

T.A.s are expected to meet the class they have been assigned at the time and in the place and for the number of meetings designated in the *Schedule of Classes*. They must conduct the class for the entire scheduled time—typically 50 minutes.

If an absence is necessary due to illness or family emergency, the department office must be notified as soon as possible. The T.A. is required to arrange for a substitute instructor. Both the T.A. and the substitute must inform the supervisor in writing of the substitution. Should it prove impossible to arrange a substitute, notify the supervisor or staff immediately. T.A.s taking M.A. or Ph.D. exams may be absent on exam days only, provided a substitute is arranged for in advance.

#### *Training*

All *new* teaching assistants are required to attend a series of general orientation workshops before the Fall quarter. Continuing teaching assistants may be required to attend these orientation workshops as well.

T.A.s are required to attend departmental workshops as part of in-service training. No T.A. will be exempted from attending these meetings without the consent of the director of the language program.

### *Coordination*

All teaching assistants are expected to attend all section or staff meetings that are called during the quarter.

T.A.s must use the textbooks and syllabi adopted by the department and pace the course so that all material is thoroughly covered.

It is essential that T.A.s check regularly (daily) and before each class for any departmental communications via email and in the mailbox (in 212 Royce Hall) and that they carry out carefully and promptly all clerical procedures required by the department or the university.

### *Quizzes and Exams*

T.A.s must compose, administer, and grade promptly quizzes, exams, or other instruments of evaluation throughout the quarter so that each student in class is aware of his/her progress or level of performance.

T.A.s must 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. All T.A.s must be present at the scheduled time and place to proctor the final exam. T.A.s must grade the exam promptly, according to the supervisor's instructions (e.g. group grading), allowing enough time (at least 2 days) for this after the final exam.

### *Grading*

T.A.s must enter and review grades with the faculty supervisor and submit copies of final exams by the due date.

Clear and complete written records of students' attendance and performance must be kept in the grade book throughout the quarter. Although only the supervising faculty member is officially authorized to submit the final grades to the registrar's office, the T.A. must be able to provide day-to-day and overall evaluation to justify the appraisal of each student's performance. Any student complaints, problems, or grievances should be directed to the T.A. supervisor.

### *Office Hours*

Each T.A. must maintain at least 2 scheduled office hours per week (in the office, Royce B05), and answer student queries via email or other means. The office hours should be convenient for the maximum number of students possible, and the T.A. must be available by appointment to students who cannot come during the posted hour.

### *Sexual Harassment*

All T.A.s must adhere to the Equal Employment Opportunity Commission's position and policy stating that sexual harassment is a form of illegal sex discrimination and a violation of

the Education Amendment of 1972. The EEOC defines sexual harassment as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.”

### ***Evaluation***

#### *Faculty Evaluation*

Teaching assistants should expect to be visited periodically by the faculty supervisor and by other faculty members who will afterward discuss with the T.A. the conduct of the class and make suggestions for improvement. To this end, the T.A. should make an appointment with the visitor soon after the visit. Written reports on such visits will be available for the T.A.’s perusal and will become part of the T.A.’s departmental file. This file will also be made available to faculty members so that they will be able later to produce concrete, specific letters of recommendation.

#### *Other Evaluations*

New teaching assistants enrolled in German 495 may be videotaped for instructional training purposes and will discuss their performance with the teaching assistant consultant.

T.A.s will be evaluated at the end of each quarter by their students, using the standard university evaluation forms.

### ***Teaching Summer Session***

Summer teaching positions in the department are not governed by the time limits set forth above. Summer session teachers will be selected by the T.A. supervisor in consultation with the chair after an assessment of the overall competence, teaching ability, and scholarly promise of the applicants. All things being equal, preference for these slots will be given to students who have completed their doctoral examinations and who are making timely progress on their dissertations.