HANDBOOK FOR GRADUATE STUDY IN GERMAN STUDIES
Department of Linguistics, Langauges, and Cultures
MICHIGAN STATE UNIVERSITY

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I. INTRODUCTION

Welcome to the Graduate Program in German Studies at MSU. This Graduate Handbook will inform you about course and program requirements, the timetable for the selection of a faculty advisor and the formation of a guidance committee, examinations and graduation requirements, and the policy for dismissal as required by Section II, *Graduate Students Rights and Responsibilities* (*GSRR*), of the *Spartan Life: Student Handbook and Resource Guide* (http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities).

The Handbook is given to you upon entering the program. In addition to the hard copy, the Handbook is also available on the MSU German Program webpage (https://lilac.msu.edu/german/). All entering graduate students will participate in an orientation session organized by the program. Students entering "off-cycle" will be given the Handbook at the time of entry and will be required to participate in the next scheduled orientation. The Director of Graduate Studies for German will advise entering students on course selection and degree requirements.

This Handbook is updated annually to to ensure the accuracy of information provided to entering students.

Communication and Contact Info

E-Mail
The most efficient way of communicating with faculty, fellow graduate students, and your own students (for TAs) is through electronic mail. All graduate students are expected to obtain an e-mail address as soon as possible after registration. If you have not received information about how to get an e-mail address, go to: https://netid.msu.edu/activate.html or check with the Graduate Secretary. Please make sure that you either check your MSU account daily or have your MSU mail forwarded to an account that you check regularly. Instructors often send out class e-mails and these will go to your MSU account. Proper e-mail etiquette suggests that you respond to e-mails within 24 hours.

Mailboxes
All German graduate students who are not TAs have mail folders in filing cabinet in the Department mailroom. TAs have mailboxes in the Department mailroom.

Director of Graduate Studies
The Director of Graduate Studies for German will serve as your advisor until you have selected a guidance committee and a guidance committee chair. Please make an appointment with him/her by the third week of your first semester at MSU. If you have academic or advising questions please contact the Director of Graduate Studies, Matt Handelman (handelm@msu.edu).

Graduate Administrative Affairs
For administrative assistance such as how to enroll for courses, obtain forms, or regarding graduate assistantship payroll, etc. please contact the Ben Lampe (lampeben@msu.edu).

Benefits and Insurance
For questions regarding graduate student insurance, visit https://www.hr.msu.edu/benefits/students/index.html or call Human Resources, Benefits - Student Insurance at 353-4434.

II. PROGRAM OVERVIEW

The German Program in the [Department of Linguistics, Languages, and Cultures](#) (LiLaC) offers both MA and PhD degrees in German Studies. Graduate students benefit from focused training in German literary, cultural, and language studies, and from the opportunity to experiment across disciplinary and departmental boundaries. All courses place emphasis on the development of intellectual skills such as critical thinking, analytical reasoning, problem solving, and expository writing. In addition, students are explicitly prepared for life after graduate school with emphases on effective communication, team-based learning and education about the dynamic landscape of higher education in the 21st century. To better attain these competencies, the program pays particular attention to the integration of co-curricular activities in the comprehensive training of students in research, teaching, and outreach. We consider the integrated training in research, teaching on all levels, and an extended service and outreach component a winning combination in a changing academic job market, and recognize that the humanities PhD is also a strong foundation for many non-teaching and extra-academic career paths.

Research excellence
Our faculty includes scholars internationally recognized for their research in 17th–21st-century literary and cultural studies, feminist and gender studies, visual culture and film studies, transnational German studies, technology in language learning, and the teaching of language, literature and culture. Our faculty occupies leadership roles in national professional organizations and several members have served as editors, associate editors, and board members of a range of professional journals, including the journals of the American Association of Teachers of German, the leading professional association in the field of German language, literature, and culture studies in the US (*Die Unterrichtspraxis/Teaching German* and *The German Quarterly*). Faculty are also involved in ongoing collaborative research projects across campus, such as the Graphic Narratives Network, of which we are founding members.

Innovative teaching
Our program is a national leader in pedagogy not only of language, but also of literature and culture on all levels, offering courses both in methods of language teaching and in the methodology of teaching literature and culture. This two-pronged approach to pedagogy and the scholarship of teaching and learning sets our program apart from other graduate programs in German. In addition, our students gain exposure to all levels of instruction through an extensive co-curricular mentoring and job-shadowing program (see below).

Interdisciplinary strength
Our faculty are involved in programs and centers across campus including the Center for Gender in Global Context (GenCen), the Center for European, Russian and Eurasian Studies (CERES), Second Language Studies, Jewish Studies, Digital Humanities, and Global Studies in the Arts and Humanities. Engagement with these cross-disciplinary endeavors enables students to gain experience in navigating boundaries and to discover strategies that help them to collaborate with others and adjust to unfamiliar environments. The grounding in the discipline with a significant interdisciplinary component makes practical and intellectual sense for a variety of career paths in and outside of academia.

Co-Curricular Activities and Mentoring
In addition to curricular offerings, the program offers an extensive mentoring program and other co-curricular activities to enhance graduate education and training. Regularly scheduled colloquia and workshops, as well as special events (lectures, film screenings, symposia, etc.) are an integral portion of the educational experience and regular attendance and participation are expected for all students. As part of their pre-professional mentoring, students have the opportunity to participate a variety of job-shadowing and outreach activities.

- Mentoring: Students are encouraged to take an active role in their professional development, which includes embracing various mentor/mentee roles throughout their time in the program and openly sharing knowledge and experiences with fellow students and faculty. Due to our close-knit and collaborative program, students are welcome to seek out the expertise of all faculty members in addition to the primary advisor. Regular progress checks are provided for individuals in their roles as both students and TAs, including teaching observations and annual written evaluations. The faculty strives to create explicit expectations and transparent policies that are consistent with MSU policies and that enable students to make timely progress in their degree programs. Students in turn have a responsibility to keep themselves informed, hold themselves to deadlines, and communicate any concerns with the faculty.

- Graduate Colloquium: With the guidance of the Director of Graduate Studies, graduate students set the programming for and organize colloquia throughout the academic year on a range of academic and professional topics. For example, students run workshops on theoretical or literary texts of interest, practice upcoming conference presentations and give each other feedback on the same, invite faculty and other guests for workshops on professional concerns (e.g. "Getting Published", "The Future of German Studies"), pedagogy, and topics of current interest.

- Lectures and Workshops: Events sponsored by the German Program, the Department (LiLaC), CERES, GenCen, Global Studies, the Center for Language Teaching Advancement (CeLTA) and Second Language Studies (SLS) round out the educational experience. Students are encouraged to reach beyond the discipline and the department and seek out complementary areas of interest to them across campus.

- Kaffeestunde: All graduate students participate and on occasion provide a leadership role (based on an agreed schedule that is determined in the first week of classes) in the weekly Kaffeestunde, an informal gathering of students from all levels in the German program as well as members of the community. Although conducted in an informal setting, the same guidelines for respectful and proper conduct between TAs and undergraduates apply as in formal instructional settings.

- Filmabend: The German Program often organizes film screenings, and this is a further opportunity for graduate students to participate in the program by (co-)organizing and presenting films, often in collaboration with a faculty member, for students enrolled in German courses.

- German for Kids: Graduate students are encouraged to participate as volunteer instructors and facilitators in evening language courses, in-school enrichment programs, summer camps, and periodic culture events developed for children in the Greater Lansing community, in the Community Language School (under the aegis of CeLTA).

III. MASTER OF ARTS IN GERMAN STUDIES

A. MA Degree Components and Overview

1. *A minimum of 30-31 total credits, including required courses.*
2. *The readings contained in an individual Master's Reading List.*
3. *Completion of the Degree through Plan A (MA thesis and oral examination) or Plan B (written and oral examinations or MA project and defense).*

The master's degree program in German studies is an integrated program that introduces students to a range of approaches including cultural studies, literary studies, global studies, film studies, language studies and teaching German as a foreign language. The master's program is an ideal foundation for advanced graduate studies. The degree is also well suited for those teaching in the K-12 system as part of their continuing education. Outreach and co-curricular aspects of the program may also open opportunities for positions in academic or professional contexts.

The MA in German Studies allows each student to develop an individually tailored program with a variable distribution of coursework, selected from courses with a focus on language studies and literature/cultural studies, as well as courses in related fields, in accordance with faculty expertise both within and outside the German program, and upon approval of the student's advisor.

B. MA Entrance Requirements

To be considered for admission to the MA program in German Studies, applicants must:
- Include in the letter required by the College a 500–word statement of purpose and summary of academic background,
- Submit to the department a portfolio of representative work in German.

To be admitted to the MA program in German Studies on a regular basis, applicants must have:
- completed a bachelor's degree in a recognized educational institution, or its equivalent,
- completed at least 27 semester credits in approved second-, third-, and fourth-year courses in German language, literature, and culture at the college level,
- achieved a 3.00 average in the last two years of the undergraduate program. These courses should include significant experience with the reading and analysis of German texts.

If an applicant appears to have an inadequate background in one or more areas, admission to the program is granted provisionally. Before admitting the student on regular status, the department may require successful completion of prescribed coursework within the degree program or it may require successful completion of collateral coursework at MSU that does not count toward the degree requirements.

The letter of admission will explicitly state whether the student was admitted on regular or provisional status. If on provisional status, the letter will state the requirements that must be fulfilled before admission on regular status:
- required coursework,
- whether the courses are collateral or count toward the degree program,
- minimum grade required in the courses,
- timeframe in which requirement(s) must be met.

English Language Requirements: The German program requires that all international students meet the minimum TOEFL iBT speaking section score of 27 or higher. This must be met before being admitted to the program. Candidates for TA appointments who were required to demonstrate English proficiency as a condition for regular admission to Michigan State University must also demonstrate that they meet a minimum standard of proficiency in spoken English before they can be assigned teaching work that involves oral communication with undergraduate students.

Those international teaching assistants (ITAs) may meet this requirement in one of the following ways:
- Presenting a TOEFL iBT speaking section score of 27 or higher.
- Receiving a score of 50 or higher on the MSU Speaking Test.
- Taking AAE 451 or AAE 452 (ITA language support courses) and receiving a score of 50 or higher on the ITA Oral Interaction Test (ITAOI).

Individual exceptions from these requirements (on a case-by-case basis in rare circumstances) will be considered by the Graduate School in consultation with the ELC upon the request of the department and with the endorsement of the Associate Dean of the College.

German Language Requirements: Successful participation in our graduate programs requires extensive reading in German and enrollment in courses taught in German. Normally, applicants whose native language is not German should have had at least three years of college-level language, literature, and culture course work taught in German before entering our program. An overseas experience in German-speaking countries is highly desirable.

C. MA Degree Requirements

The program is available under both Plan A (with thesis) and Plan B (without thesis). A total of 31 credits is required for the degree under Plan A, and a total of 30 credits is required for the degree under Plan B. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

Requirements for Both Plan A and Plan B

1. Complete both of the following courses (6 credits):

GRM 810	Theory and Practice of Teaching German*	3
GRM 820	German Literature and Culture: Theory and Practice	3

*GRM 810 may also be fulfilled by LLT 807 or ROM 803

2. Complete one of the following courses:

GRM 461	Teaching German Language and Culture	3
GRM 815	The Scholarship and Practice of Teaching German Culture	3

3. Complete 18 credits from the following as approved by the student's advisor:

a. A minimum of 9 credits from the following:

(1) A minimum of 3 credits from the following language courses:

GRM 460	Linguistic Analysis of Modern German	3
GRM 805	German Language: Relationships, Developments, and Varieties	3
GRM 891	Special Topics in German Studies	3

| GRM 892 | Seminar | 3 |
| GRM 893 | Interdisciplinary Seminar | 3 |

(2) A minimum of 3 credits from the following literature or cultural studies courses:

GRM 435	18th and 19th Century Lit/Culture	3
GRM 445	20th Century and Contemporary Lit/Culture	3
GRM 455	Major Themes in German Lit/Culture	3
GRM 862	German Studies: Constructions of Identity	3
GRM 863	German Studies: Constructions of Community	3
GRM 864	German Studies: Cultural Norms and Values	3
GRM 865	German Studies: Culture in Context	3
GRM 891	Special Topics	3
GRM 892	Seminar	3
GRM 893	Interdisciplinary Seminar	3

b. A maximum of 9 credits from areas relevant to the student's program as approved by the advisor. Students should consult with the advisor for a list of approved areas which will meet this requirement.

c. Students should discuss with their advisors and the DGS the appropriate methodological training required to complete their thesis or project.

4. Complete readings contained in a personalized master's reading list.

Responsible Conduct of Research Requirement: MA students are required to complete research ethics training as part of their degree. MSU requires all graduate students to complete modules and training sessions in research ethics and integrity under the University's Responsible Conduct of Research (RCR) program (see further details in Section IX).

Research with Human Subjects: Students interested in writing a thesis (Plan A) or completing a project (Plan B II) that could involve human subjects (e.g., data collection in the classroom, author and artists interviews, participant observation, etc.) are strongly encouraged to take a research methods course at MSU or with an external institution approved by the student's advisor. See the list of recommended courses in the Appendix. Any research that involves human subjects must comply with the policies and procedures of MSU's Institutional Review Board (IRB). **Approval or exemption from MSU's IRB is required before the commencement of research activities involving human subjects.**

Thesis and/or Examinations: The degree can be completed in three distinct ways:
- MA Thesis and Defense (Plan A)
- Written and Oral Examination (Plan B I)
- MA Project and Examination (Plan B II)

Students should discuss their choice of Plan A or Plan B with their advisor as soon as possible. It is important that students identify the faculty member who can best direct the thesis, project, or examinations, and consult with that faculty member during the first year of graduate work. The faculty member and the student will also discuss the requirements and feasibility of each option and which option is best suited for the student's academic and professional goals.

The Master's Reading List: The student will establish an individual MA reading list with the assistance of the guidance committee:

- Plan A: the reading list consists of the thesis bibliography
- Plan B I: the reading list forms the basis of both written and oral examinations
- Plan B II: the reading list consists of the project bibliography

Linked Bachelor's-Master's Degrees: Please see University policy governing the maximum number of credits transferable between BA and MA degrees.

D. Requirements for MA Thesis/Project/Examinations (Plan A and Plan B)

Plan A: Thesis and 2-Hour Oral Examination

Additional Requirements for Plan A

1. *Complete 4 credits of GRM 899 Master's Thesis Research.*
2. *Pass a final oral examination that covers the student's program of study, thesis, and reading list.*

THESIS: The thesis, a formal research project undertaken by the candidate, is generally 60-70 pages in length and represents intensive engagement with a topic relating to the student's major area of study (e.g., literary analysis, linguistic analysis, empirical study).

READING LIST: The thesis bibliography constitutes the reading list for Plan A.

PROPOSAL: A 5-7 page thesis proposal and a schedule for completion are to be submitted to the Guidance Committee Chair during the semester prior to undertaking the project (i.e., prior to enrolling for GRM 899). Within two weeks of receipt of the proposal, the committee members will either accept, suggest revisions, or reject the proposal. The proposal should include the following components:

1. statement of research questions and hypotheses
2. brief overview of previous research on the topic
3. theoretical/methodological approaches
4. significance of the project
5. preliminary outline
6. working bibliography

IRB AND HUMAN SUBJECTS RESEARCH: Students who carry out research involving human subjects must comply with the policies and procedures of MSU's Institutional Review Board. **Prior approval or exemption from the IRB is required for such research.** Important steps include:

1. Becoming an IRB-approved Principal Investigator.
2. Identifying a faculty PI who is registered with IRB.
3. Applying for IRB approval for the project.

Complete details of the regulations may be found at the Human Research website: http://hrpp.msu.edu/.

THESIS CREDITS: Students selecting the thesis option are required to enroll for four credits of GRM 899 (Master's Thesis Research).

FORMATTING: The thesis must be written according to the academic conventions in the field (current MLA or APA guidelines) and should include endnotes and bibliography. The thesis must be organized and prepared according to the regulations prescribed in the Michigan State University Formatting Guide for Submission of Master's Theses and Doctoral Dissertations: https://grad.msu.edu/etd/formatting-guide

DEFENSE/ORAL EXAM: After the MA thesis is submitted in final draft form, the defense will take place during a two-hour oral examination. The examination format will be determined by the guidance committee, according to University guidelines. The date for the examination is scheduled by the department in consultation with the student, and the student must be registered during the semester in which the examination is taken. The guidance committee will evaluate the examination and thesis and approve or disapprove the completion of Plan A requirements. The thesis may be accepted as submitted or be subject to specified modifications. Revisions shall be completed by the end of the following semester.

EMERGENCY SWITCHES FROM PLAN A TO B I: Should a student and their advisor decide it necessary to switch from Plan A and Plan B I (exam) while the student is enrolled in GRM 899 credits, then the switch is to be completed with the assistance of the DGS and the academic operations staff. The preferred method is to switch completion credits by unenrolling the student from GRM 899 through an administration drop and, should the student still require the credits for graduation, reenrolling them in an Independent Study with the student's advisor.

Plan B

Additional Requirements for Plan B

1. *For Plan B I: complete 3 additional credits in courses at the graduate level, and pass final written and oral examinations that cover the student's program of study and reading list.*
2. *For Plan B II: complete 3 credits of German 898 Master's Research Project, and pass a final oral examination that covers the student's program of study, master's research project, and reading list.*

Plan B I: Written and Oral Examinations

Plan B I requires written and oral examinations. After completing at least 24 MA course credits, candidates for the degree may schedule their written and oral examinations.

WRITTEN EXAMINATION: The examination will be based on course work and the individual reading list, with specific focus area(s) to be determined in consultation with the guidance committee. All members of the guidance committee read and evaluate the written examination. Students will be allowed four hours to complete the examination, including one hour for consideration of the questions and organization. At least one part must be written in English and at least one in German. Students must be registered during the semester in which they take the exam.

ORAL EXAMINATION: The guidance committee will schedule an oral examination of no more than two hours, based on the written examination, within two weeks of the completion of the written exam. The examination format will be determined by the guidance committee, according to University guidelines. The guidance committee will evaluate the examinations and approve or disapprove the completion of Plan B requirements. In the event that the candidate fails any part of the examination, the guidance committee will decide whether the student should repeat all or only part of the examination. The examination may be repeated once. Retakes must take place within one year.

Plan B II: Master's Project and Defense

PROJECT: The MA Project is a research-based product with pedagogical or other practical application (e.g., software, innovative teaching modules, video). It must be accompanied by a written description of the product.

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READING LIST: The project bibliography constitutes the reading list for Plan B II.

PROPOSAL: A 5-7 page project proposal and a schedule for completion are to be submitted to the Guidance Committee Chair during the semester prior to undertaking the project (i.e., prior to enrolling for GRM 898). Within two weeks of receipt of the proposal, the committee members will either accept, suggest revisions, or reject the proposal. The proposal should include the following components:

1. statement of pedagogical or other applied purpose
2. brief overview of existing materials and previous research on the topic
3. theoretical/methodological approaches
4. significance of the project
5. preliminary plan/outline
6. working bibliography

NECESSARY RELEASES: Any student wishing to include protected materials (photo, audio, video, etc.) is responsible for obtaining the appropriate permissions (e.g., copyright permission, media release).

IRB AND HUMAN SUBJECTS RESEARCH: Students who carry out research involving human subjects must comply with the policies and procedures of MSU's Institutional Review Board. **Prior approval or exemption from the IRB is required for such research.** Important steps include:

4. Becoming an IRB-approved Principal Investigator.
5. Identifying a faculty PI who is registered with IRB.
6. Applying for IRB approval for the project.

Complete details of the regulations may be found at the Human Research website: http://hrpp.msu.edu/.

PROJECT CREDITS: Students selecting the project option are required to enroll for three credits of GRM 898 (Master's Research Project).

FORMATTING: The descriptive part of the project must be written according to the academic conventions in the field (current MLA or APA guidelines) and should include endnotes, a bibliography, and an appendix or attachment of the supporting materials. While the Plan B Project is not submitted to the Graduate School as a thesis, the written description should follow the general formatting guidelines prescribed in the Michigan State University Formatting Guide for Submission of Master's Theses and Doctoral Dissertations: https://grad.msu.edu/etd/formatting-guide.

DEFENSE/ORAL EXAM: After the MA Project is submitted in final draft form, the defense will take place during a two-hour oral examination. The examination format will be determined by the guidance committee, according to University guidelines. The date for the examination is scheduled by the department in consultation with the student, and the student must be registered during the semester in which the examination is taken. The guidance committee will evaluate the examination and project and approve or disapprove the completion of Plan B requirements. The project may be accepted as submitted or be subject to specified modifications. Revisions shall be completed by the end of the following semester.

IV. DOCTOR OF PHILOSOPHY IN GERMAN STUDIES

A. PhD Degree Components and Overview

1. *A minimum of 24 total credits of courses.*
2. *Completion of the language requirement.*
3. *Comprehensive examination.*
4. *24 credits required in doctoral dissertation research (GRM 999).*
5. *Dissertation defense.*

The Doctor of Philosophy in German Studies aims to provide students with a critical understanding of the field of German Studies in the digital age. The curriculum comprises the study of literature, culture, language and pedagogy within the context of the production and dissemination of knowledge via media and technology. The program emphasizes an innovative integration of curricular and co-curricular activities in the comprehensive training of students in research, teaching, service, and outreach for academic and non-academic employment in the twenty-first century. It is expected that at least two years of study will be devoted to course work. The program is designed to be completed in four years.

B. PhD Entrance Requirements

To be considered for admission to the Doctor of Philosophy degree program in German Studies an applicant must:

1. Have completed a bachelor's or master's degree in a relevant field.
2. Submit a letter stating the applicant's academic background.
3. Submit a 500-word statement of purpose and research interest.
4. Submit to the department a writing sample, either a significant paper or a master's project, written in German and illustrative of the applicant's scholarly abilities.
5. Provide contact information for an interview.

To be admitted to the program on regular status, the applicant must demonstrate German language proficiency sufficient to pursue graduate work in German, as determined by program faculty. If an applicant appears to have inadequate language proficiency, admission to the program may be granted provisionally.

English Language Requirements: See requirements listed above under MA Entrance Requirements (see Section III B)

German Language Requirements: Successful participation in our graduate programs requires extensive reading in German and enrollment in courses taught in German. Normally, applicants whose native language is not German should have had at least three years of college-level language, literature, and culture course work taught in German before entering our program. An overseas experience in German-speaking countries is highly desirable.

C. PhD Degree Requirements

The student must:

1. Complete at least 24, but no more than 39 credits in courses approved by the guidance committee, including at least 18 credits in German studies and at least six credits outside of German studies according to the student's research interests.
2. Students should discuss with their advisors / guidance committees the appropriate methodological training required to complete their dissertation.
3. Demonstrate proficiency in German and English and document proficiency in a third language at a level appropriate to the student's program of study, as determined by the guidance committee.
4. Pass written and oral doctoral comprehensive examinations. The guidance committee will administer the examinations.
   a. Written comprehensive examination:
      The written comprehensive examination will consist of the following parts:
      (1) portfolio consisting of a current curriculum vitae, an annotated list of relevant course work, one original research paper suitable for publication, and a reflective statement on one's research activities, teaching philosophy, and participation in co-curricular pre-professional activities.
      (2) a four-hour-long examination on an area or areas coordinated by the guidance committee that is based on courses taken and a reading list approved by the student's guidance committee.
   b. Oral examination: The oral examination will consist of the following parts:
      (1) a public presentation, based on the paper referenced in item (3.a.1.) of the written examination, followed by a question and answer session.
      (2) a two-hour-long examination based on item (3.a.2.) of the written examination.
5. Submit a dissertation prospectus to the guidance committee no later than the end of the semester following the one in which the student passes the comprehensive examinations. Approval of the prospectus is required before the student may enroll for additional German 999 Doctoral Dissertation Research credits in subsequent semesters.
6. Successfully defend the dissertation.

Language Requirement: Reading proficiency in one language appropriate for research in addition to German and English is required of all PhD students before the comprehensive examinations are taken. This can be fulfilled in a number of ways, e.g. by the appropriate 400-level reading proficiency course, or by completion of an appropriate-level language course, as approved by the guidance committee. The student should enroll in any coursework needed to fulfill this requirement on a Credit/No Credit basis.

PhD Reading List: The student and guidance committee will determine the individual PhD reading list in consonance with the student's coursework and individual research interests, particularly with a view toward the dissertation.

Professional Development: It is expected that all PhD students will vigorously engage in professional development activities appropriate for their professional goals as determined by their guidance committee. Appropriate activities include participation in colloquia, lectures, workshops, and conferences. Students are highly encouraged to present and publish their own research.

Responsible Conduct of Research Requirement: PhD students are required to complete research ethics training as part of their degree. MSU requires all graduate students to complete modules and training sessions in research ethics and integrity under the University's Responsible Conduct of Research (RCR) program (see further details in Section IX).

Research with Human Subjects: PhD Students interested in writing a portfolio paper and/or dissertation could involve human subjects (e.g., data collection in the classroom, author and artists interviews, and participant observation, etc.) are strongly encouraged to take a research methods course at MSU or with

an external institution approved by the student's advisor. See the list of recommended courses in the Appendix. Any research that involves human subjects must comply with the policies and procedures of MSU's Institutional Review Board (IRB). **Approval or exemption from MSU's IRB is required before the commencement of research activities involving human subjects.**

D. Guidelines for the Portfolio and Comprehensive Exams

Portfolio Guidelines

The goal of the portfolio is to document your learning in your graduate studies and to assist you in defining a professional agenda for the future, so that your guidance committee can adequately assist you in achieving your professional goals. The portfolio is the first in a series of components of the comprehensive exam. It must be submitted and passed before the oral exam (including the oral presentation of the revised paper) and the other components of the written examination.

The portfolio must represent your own original work. All documents except for the paper and the teaching materials must be supplied in English. Each member of your committee will evaluate each of the four components. Each component must be deemed satisfactory before the portfolio as a whole can receive a grade of Pass. The designation will be based on the collective evaluation of the portfolio by the committee. Unsatisfactory portfolio components may be resubmitted once for reevaluation. If, after resubmission, a component is still deemed unsatisfactory, the portfolio will receive a grade of Fail and degree candidacy will be terminated at the end of that semester. After your portfolio is graded, you will receive a feedback sheet to help you achieve your professional goals.

The portfolio must include the following components:
1. current CV
2. a list of relevant course work with commentary
   a. a list of relevant graduate courses (course number, course title, professor, semester taken, grade received, topic of course papers)
   b. a reflective statement on how the course work has prepared you for your proposed dissertation topic and your future professional life (1-2 pages single-spaced)
3. one original research paper, revised as necessary after review by the guidance committee, suitable for possible submission for publication
   • append the name of intended journal and its submission guidelines
4. reflective statements on the following aspects of your graduate studies (no more than 5 pages single-spaced total):
   a. research agenda (max. 2 pages single-spaced)
   b. teaching philosophy (max. 2 pages single-spaced)
      • supporting materials, as applicable
        o list of courses/units taught and assisted
        o annotated syllabus from an upper-level course that you observed (e.g., job shadowing)
        o teaching evaluations or report of teaching observation
5. reflective statement on co-curricular professional activities and other transferrable skills as they relate to potential career goals (max. 1 page single-spaced)
   • supporting materials, as applicable
     o list of professional development activities you have been involved in (e.g. job shadowing, committee work, curriculum development, conference/workshop organizing; on-line

instruction; website/webinar development; study abroad assistance; internship programming; consulting for corporations, school districts; museum work)
- o list of outreach and engagement activities you have been involved in (e.g. non-university classroom instruction, such as adult ed, "German for Kids", on-line instruction; community film series; appearance on radio, TV; website development; internship programming; consulting for corporations, school districts; museum work)
- o program evaluations that directly assess your role in any of these activities.

Scheduling Comprehensive Examinations: Students must schedule the comprehensive examinations with the chair of their guidance committee the semester before they plan to take the exams. Typically students schedule the comprehensive exams at or near the end of their coursework, and are expected to complete all components of the exams within a 12-month period. The student must be registered during the semester in which the exams are taken. For students who were enrolled in the Spring and are completing their comprehensive exams during the immediate Summer semester, the department can request a waiver of the requirement that the student be enrolled for at least one credit the semester of their comprehensive examination. These requests are to be directed to the Graduate School and must be endorsed by the student's department and college.

Language of the Written and Oral Examination: At least one part of the exam must be written in English and at least one in German; the corresponding section of the oral exam will be conducted in the language of the written exam.

Evaluation of the Written and Oral Examination: After completion of the written examination, the guidance committee will discuss the written and oral exams and decide—allowing for no more than one dissenting vote—whether the candidate passes or fails each part of the exam. If no more than one part of the written examination is failed, the candidate is entitled to retake that part. If more than one part is failed, the candidate must retake the entire examination. The exam (or a part thereof) may be repeated once. The exam is usually retaken in the following semester.

If a student fails one or more parts of the examination and, additionally, the committee suspects an act of academic dishonesty that deserves additional sanctions e.g., not permitting a re-take of the comprehensive exam, thus resulting in dismissal from the program, then the guidelines provided by GSRR 5.5.2 must be followed. If a student believes that the evaluation of his/her performance in the comprehensive exam was unfair, then the guidelines provided by GSRR 2.2.4 must be followed.

E. Doctoral Dissertation and Defense

DOCTORAL DISSERTATION: The doctoral dissertation is original research that demonstrates a sense of critical judgment on a topic pertaining to the area of the student's concentration (e.g., literary/cultural analysis, linguistic analysis, empirical study). The student may choose to have the guidance committee function as dissertation committee, or choose a new committee.

DISSERTATION PROSPECTUS: The prospectus constitutes a vital first step in the production of the dissertation. It also ensures that the candidate has identified a viable topic and has the support and input of his/her committee.

The prospectus should include:
- a. A statement of the problem to be investigated. The prospectus should specify the questions to be investigated and typically will propose a hypothesis or set of hypotheses to be examined.

The prospectus should convince readers that the dissertation may be expected to make a significant contribution to scholarship and that the goals of the dissertation are not too extensive or too vaguely defined to be accomplished in a reasonable amount of time.

b. A summary of relevant previous research and scholarship on the topic, showing that the hypothesis or hypotheses have not yet received satisfactory treatment.

c. A presentation of the theoretical foundations, sources of data, and methods of analysis to be employed.

d. A statement of the nature of expected conclusions and their significance.

e. A bibliography.

f. A proposed title and a preliminary outline of the expected organization of the dissertation.

g. A proposed timeline for completion of the dissertation.

h. Identification of possible funding sources for completion of the dissertation (e.g. internal and external grants, Dissertation Completion Fellowship).

The prospectus should be typed according to accepted standards of form for work in German (current MLA or APA guidelines). Exclusive of bibliography, the prospectus is normally 10-15 pages in length.

Prospectus Deadlines: The candidate must submit the dissertation prospectus to the guidance committee *no later than the end of the semester following* the one in which the student passed the comprehensive examinations. The chair of the guidance committee will approve a draft of the prospectus before it is submitted to other members. After the committee has had at least two weeks during the regular academic year to read the prospectus, the committee chair will ascertain whether the committee (a) accepts it (with or without revisions) or (b) rejects it. In either case, the committee will then meet with the student to discuss the proposed research; such a discussion can be expected to result in helpful suggestions for the student.

If the prospectus is rejected, either by the chair or the committee as a whole, those parties assist in redirecting the project. Failure to gain approval of the prospectus by the end of the first semester following exams constitutes unsatisfactory progress. In order to clear this deficiency, a revised prospectus must be presented to and approved by the full committee by the end of the following semester. Approval of the prospectus is required before the student may enroll for additional GRM 999 credits in subsequent semesters. See also "Dismissal for Unsatisfactory Progress" in Section VIII below.

IRB AND HUMAN SUBJECTS RESEARCH: Students who carry out research involving human subjects must comply with the policies and procedures of MSU's Institutional Review Board. **Prior approval or exemption from the IRB is required for such research.** Important steps include:

7. Becoming an IRB-approved Principal Investigator.
8. Identifying a faculty PI who is registered with IRB.
9. Applying for IRB approval for the project.

Complete details of the regulations may be found at the Human Research website: http://hrpp.msu.edu/.

DISSERTATION CREDITS: All doctoral students must register for and successfully complete a minimum of 24 credits and no more than 36 credits of GRM 999 (Dissertation Research). Note: Doctoral students who have passed their comprehensive exams only need to register for one credit to be considered full time students.

FORMATTING: The dissertation should be written according to the academic conventions in the field (current MLA or APA guidelines) and must be organized and prepared according to the regulations prescribed in the Michigan State University Formatting Guide for Submission of Master's Theses and Doctoral Dissertations: https://grad.msu.edu/etd/formatting-guide

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DISSERTATION DEFENSE: The final oral examination in defense of the dissertation will be conducted and evaluated by the dissertation committee, supplemented at the discretion of the Dean of the College by additional appointed faculty members. Other interested staff members and students may attend this seminar that is open to the community. The examination will be scheduled not earlier than two weeks after the dissertation and abstract have been submitted to the major professor and dissertation committee but not later than the deadline for the dissertation defense as stated in the Academic Calendar maintained by the Registrar's office for each semester.

F. Modules

Noncredit workshops, colloquia, and other assignments beyond the classroom are designed to familiarize students with core components of professional expertise in German Studies as well as address possible content, theory, or experience gaps. It is expected that students gain exposure to most, if not all, of the modules listed below. Students must demonstrate substantial engagement with a **minimum of six modules** beyond the colloquium series before conferral of the degree. The specific set of modules to be completed is determined by the student and his/her guidance committee, and is documented at the time of the comprehensive exams. The set of modules must include at least two items from each of the categories below.

0. Colloquium Series

- ***Colloquium Series: Individuals, Ideas, and Issues in German Cultural History****.* Presented by faculty, visiting scholars, students at the dissertation stage. Support for content growth in the field.

- ***Colloquium Series: Effective Language and Culture Teaching Environments****.* Presented by faculty, visiting scholars, students at the dissertation stage. Support for content growth in the field.

I. Tools for Learning and Research

- ***Research Ethics****.* Protected ideas, plagiarism, research ethics, research involving human subjects. Familiarization with important MSU documents, policies and procedures; broader discussion within higher education and scholarly communities nationwide.

- ***Library Research, Archives, Databases****.* Sources for information in our field. Legitimate and questionable resources. Using databases and bibliographies.

- ***Language Learning.*** Language development-focused activities for students with weakness in language proficiency or subskills; assistance in reaching reach the appropriate proficiency level (ideally Advanced High/C2).

- ***Disciplinary Literacy****.* Self-paced readings for students with background deficiencies in a given area of German Studies. Individualized list of key texts prepared in consultation with relevant faculty member(s). Evidence of completion submitted in the form of brief critical text summaries.

II. Pre-Professional Training

- ***Study or Internships Abroad.*** Experiences or assessments that include reflections on cultural learning and exchange. Self-assessment during experiences abroad or observations of how study abroad contributes to cultural learning and exchange.

- ***Experiential Learning***. Internships, temporary positions, translation, community and professional service. Participation and report on placements, volunteer activities related to the German Studies degree beyond the classroom.

- ***Assignment Shadowing***. Journal editing, outreach coordination, syllabus planning, upper-level teaching, committee work, co-curricular planning, research project (conception to completion). Guided mentoring experiences with MSU faculty in areas related to university positions.

- ***Professional Standards.*** Familiarization with current and evolving standards for language and culture learning, e.g. ACTFL Standards for Foreign Language Learning and Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR). Understanding the standards and rationale in their construction, tests associated with them, use for classes and curricula. Tracking ongoing discussions within the field via conferences, workshops, professional publications (*MLA Newsletter, Profession, Chronicle of Higher Education*, etc.).

- ***Technology in Research and Teaching.*** Workshops, techniques, creation of units, creation of presentation, research plan, assistance with hybrid or on-line courses. Familiarization with latest applications; design of teaching units or presentations with appropriate tech support.

III. Career Tools

- ***Professional Organizations***. Familiarization with major organizations important for German Studies, as well as more specialized organizations as appropriate for the students' intellectual interests and career goals, including their associated journals. Evidence of membership, conference attendance, and other participation in one or more relevant organizations.

- ***Grant Writing***. Using websites that track calls for proposals from granting institutions; development of essential skills of grant writing through university-wide workshops or assisting faculty with grant writing.

- ***Professional Self-Presentation / Job Market Series***. Observation and participation in job market readiness workshops and practices, including e.g. mock interviews, job talks, etc. Preparation of PR materials, including portfolios, websites, etc.

- ***Career Service Coaching***. Students are expected to work with career coaches to identify potential future career paths and to develop appropriate development plans to achieve these career goals.

- ***Advocacy.*** Familiarization with existing advocacy documents and language advocacy organizations. Participation in advocacy projects for German Studies and the humanities. Creation of advocacy materials with focus on digital tools and social media in their power to achieve advocacy.

V. SELECTION OF THE ACADEMIC ADVISOR

The Graduate Director will serve as the advisor for all newly admitted graduate students for their first semester. By the third week of the second semester of study, students must select their permanent advisor, who will also serve as the chair of their MA or PhD guidance committee.

Based on the area of specialization that the student selects for the MA thesis (or Plan B), or for the PhD dissertation, the student will select a chair whose area of research and teaching specialization comes closest to the intended research. Students should consult faculty profiles on the German program website and meet with faculty members to discuss their interests, and they should also seek advice from the Director of Graduate Studies in German in order to assure an appropriate match. The suitable guidance committee chair will have a significant number of publications in the general topic area selected by the student.

In case of a conflict between student and advisor, the conflict resolution procedures outlined in Section X will be followed.

In the event that the advisor leaves MSU, s/he will assure that a smooth transition is effected either by advising from the new institution or, if the expertise allows, helping the student select a replacement.

All advising is guided by the Guidelines for Graduate Student Advising and Mentoring Relationships (see the overview here https://grad.msu.edu/msu-guidelines-graduate-student-mentoring-advising).

VI. FORMATION OF THE GUIDANCE COMMITTEE

By the end of the first year, the remaining members of the guidance committee must be chosen. Normally, the MA guidance committee consists of three, the PhD guidance committee of four members of the German faculty. Upon the recommendation of the guidance committee chairperson, the guidance committee may include an additional member from another discipline or, in special cases, another institution. After the guidance committee has been constituted, it will assume primary advising responsibilities for the student.

After obtaining the agreement of the prospective committee members, the student submits their names to the Graduate Secretary for approval and appointment by the department chair. PhD students enter this information in GradPlan (see below).

The responsibilities of the guidance committee include:
- to assist students in finalizing their course of study
- to prepare a guidance committee report for the dean of the college, listing all degree requirements by the end of the second semester after the student's admission; this report shall be regarded as a statement of degree requirements to assist students in establishing individual MA or PhD reading lists
- to advise the student about general program requirements, and provide counsel and recommendations regarding courses. The amount of participation of a particular committee member depends upon the nature and content of the student's program. In most cases the student will work most directly with the chairperson of the committee
- to prepare for each student an annual written evaluation in March about the student's progress toward the degree; this report will be discussed and revised as necessary by the German faculty and will become a part of the offical file

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- to determine examination formats, according to departmental guidelines, and to compose examinations
- to supervise and evaluate comprehensive exams and theses by guiding the preparation of and approving proposals, directing the preparation of and approving projects, and conducting and evaluating oral defenses
- to serve as the examining committee for examinations
- to discuss issues of marketability and professional development with students

In most cases the student will work most closely with the chair of the committee in the preparation of both the dissertation prospectus and the dissertation, with other members providing assistance in relevant special areas.

Changes in the membership of the guidance committee are approved by the Director of Graduate Studies and the department chairperson upon consultation with faculty members involved and may be initiated by the student at any time (see *Graduate Students Rights and Responsibilities*, Section 2.4.2.2, at http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities).

GradPlan
From 2016-2020, (legacy) GradPlan was a system designed to help PhD students chart out their academic program committees, courses, time to degree, extension requests, comprehensive exam(s) completion, and other milestones to help facilitate the graduation process. In Fall 2021, the university adopted a new student information system known as Campus Solutions and adopted and integrated the same general principles of legacy GradPlan, but now applies those principles to ALL graduate students of MSU (e.g., PhD and MA students). Students can access the new GradPlan through the Campus Solutions system (https://student.msu.edu), which is accessible as a tile on their homepage once they login to the Campus Solutions; here, students have access to their personal information, billing, class search (for enrollment), and other processes. Graduate students will begin working with GradPlan with the formation of their guidance committee (as per program requirements), and then once the guidance committee is approved, they can start entering coursework that they intend to apply towards their specific program (German Plan A/Plan B, PhD). As of August 2021, these are the only modules that are currently available in full, more information and options will come online over the academic year.

VII. GRADUATION AND THESIS SUBMISSION

Application for Graduation
The Application for Graduation can be obtained from the Graduate School website (see XIII. C. below), and should be submitted to the Office of the Registrar by the first week of the semester students expect to complete their degree requirements. Students completing requirements during summer should apply for summer by the first week of spring semester.

Electronic Submission of Theses/Dissertations
MSU *only accepts* electronic theses and dissertations submitted via ProQuest. The instructions for electronic submissions are available from https://grad.msu.edu/etd.

In addition to the main body of a thesis or dissertation, **the Graduate School now permits the submission of supplementary materials to ProQuest**. These supplemental materials will not be reviewed by the Graduate School for formatting requirements, but they must be acceptable by ProQuest and comply with ProQuest's criteria and storage limits. All supplementary materials need the written approval of the thesis/dissertation committee chair.

The MSU library may accept supplementary materials approved by the thesis/dissertation committee chair per their collection criteria. The Graduate School does not review these materials for formatting requirements. Questions about submission of these materials to the MSU library should be directed to the Associate Director for Digital Information, currently Shawn Nicholson (nicho147@mail.lib.msu.edu).

Requesting a hold/embargo of publication by ProQuest
Students submitting a thesis/dissertation to ProQuest now can request a hold/embargo of publication by ProQuest by contacting the Graduate School at msuetds.approval@grd.msu.edu or calling 517-353-3220. In response to the request, the Graduate School will send directly to the student a form that needs to be completed and turned to the Graduate School prior to the document submission to ProQuest. The form needs to be signed by the student's major professor and by the Associate Dean of the student's college. The request for the hold/embargo may be for six months, one year or two years. Requests for a period longer than six months must include a brief justification for the length of the requested hold/embargo.

Creating an Open Researcher and Contributor ID (ORCID) at the time of submission of electronic documents to ProQuest
At the time of submission to ProQuest, authors now have the opportunity to create an ORCID that provides researchers with a unique identifier for linking their research outputs and activities. An ORCID:
- Improves recognition of research contributions
- Reduces form-filling (enter data once, re-use it often)
- Works with many institutions, funders, and publishers
- Is a requirement of many journal manuscript submission systems and grant application forms.

The target date for the **FINAL APPROVAL** of an electronic Thesis or Dissertation to the Graduate School for graduating the semester of that submission is FIVE working days prior to the first day of classes for the next semester (see future target dates below). **Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED.** The review process is interactive and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions.

For **Electronic Submission's Approval Target Dates,** go to: https://grad.msu.edu/etd/etd-deadline-dates.

Graduation in the semester of the electronic submission is only guaranteed if the document is **approved** on or before the target date for that semester.

Exit Surveys

A new short online exit survey for all students graduating with a Plan A or Plan B Masters or with a Doctoral degree was introduced May 9th of 2011. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from https://grad.msu.edu/etd.

VIII. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

For each student a file is maintained in the Graduate Secretary's office. The file contains the student's application, copies of their annual letters of academic evaluation and any GA evaluations. Warning letters and copies of special awards are also kept in the student's file. Students may place requests to see their file with the Director of Graduate Studies.

Minimum Academic Standards

1. Maintenance of a cumulative GPA of at least 3.25 for MA and 3.5 for PhD students. Students may accumulate no more than 6 credits with a grade below 3.0 in courses taken to satisfy degree requirements.
2. Incurring of no more than four DF grades in the course of their studies at MSU (one per semester)*
   * special circumstances (e.g., health issues) may be taken into consideration
3. Enrollment in at least two courses per semester (fall and spring).
4. Engagement in professional development activities toward professional goals as appropriate for the stage of the student's studies as determined by their guidance committee. This may include participation in co-curricular activities and the preparation and presentation of major research projects at conferences for critique and evaluation.

Anyone falling below these standards will be advised by letter and given one semester to remedy the deficiency before dismissal from the program.

Notes:

a) **Course load**: Except during the first term of residence, students enrolled for only 400-level courses should enroll for more than the minimum satisfactory number of credits per term. Satisfactory course load for full-time students:

   a. Full-time MA   9 credits
   b. Full-time PhD.   6 credits*
   c. Quarter-time GA   6 credits
   d. Half-time GA   6 credits
   e. Three quarter-time GA   3 credits

   *Full time status for doctoral students is defined as a minimum of 1 credit for those students who:
   Have successfully completed all comprehensive examinations and are actively engaged in
      dissertation research, or
   Are doing department-approved off-campus fieldwork related to preparation of their dissertation.

b) **Deferred Grades**: Grades should not be deferred without the strong justification of factors such as extended illness of student or instructor. More than two deferred grades received in the previous 12 months constitutes a deficiency (see "Dismissal for Unsatisfactory Progress" below). **The required work must be completed, and a grade reported within 6 months with the option of a single six-month extension.** If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work.

Procedures for the Annual Review of Student Progress
For the purposes of providing information to students on their academic progress and professional potential, the faculty reviews annually the progress of all graduate students in German Studies. (See

Graduate Student Rights and Responsibilities, article 2.4.8.)

1. The review takes place annually before March 15.
2. The chair of the student's committee will schedule at least two meetings annually with the student to discuss academic status and program progress. One of these meetings must include the entire committee and should be held after March 15 to review the annual evaluation documents and discuss the goals and expectations for the coming year.
3. Departmental staff responsible for graduate student records prepare a report for all graduate students, reflecting performance on each of the factors listed in the form appended below. In addition to providing requested information to the Departmental staff, students must complete and submit to their Committee Chair the *Annual Progress Report*, which will be sent out by the Director of Graduate Studies. Committee Chairs will complete the second half of the evaluation and submit it by March 8 to the Director of Graduate Studies.
4. The chairperson of the guidance committee (or the Director of Graduate Studies) prepares the initial review and meets with the entire faculty to complete the review. See the appropriate portions of the annual progress report (*GSRR 2.4.8*).
5. For each student, a report of the annual review becomes part of the departmental records and a copy is provided to the student.
6. Graduate students who wish to appeal any part of the faculty advisor's evaluation may do so in writing to the Director of Graduate Studies for mediation. This appeal will be filed together with the annual progress report.
7. A meeting with the Director of Graduate Studies should be scheduled annually by each graduate student to review all aspects of the annual progress report. On this occasion, the graduate student has the opportunity to discuss with the Director of Graduate Studies any aspects of his or her studies that seem relevant for successful completion of the graduate program, including problems that may hinder progress, and any appeal of the faculty advisor's evaluation (see above). Recommendations based on this review will be communicated in writing to the faculty advisor and the graduate student and will be placed in the student's file. In the case of a conflict cannot be resolved in this manner, the case will go to the department chairperson (see procedures for conflict resolution, Part IX).

Evaluation Criteria

A rating scale of (H) highly satisfactory, (S) satisfactory, and (U) unsatisfactory will be used. Students will be evaluated in the following categories.

1. Grade-point average.
    Courses counting toward the GPA are those 400-level and above courses recognized by the University as applicable to graduate degrees.

MA:	H = ≥ 3.8	S = 3.25 - 3.8	U = < 3.25
PhD:	H = ≥ 3.8	S = 3.5 - 3.8	U = < 3.5

2. Deferred grades.
    Deferred grades (DFs) given because of instructor incapacity (illness, absence, etc.) will not count in this category.

    H = no DFs in 12-month period.
    S = no more than two DFs in the 12-month period and none retained longer than 12 months.
    U = more than two DFs in the last 12 months or a DF retained longer than 12 months.

3. Program completion progress.

Minimum and maximum enrollments for full-time students and graduate assistants can be found in the MSU Academic Programs Catalog. Foreign language requirements for the PhD must be completed before the comprehensive exams are begun. Normal (satisfactory) progress toward a degree can be determined at various stages of candidacy.

H = Highly satisfactory progress is ahead of the rotation schedule; unsatisfactory behind the rotation schedule (for full time students only). 3 courses per semester.

S = Enrolled in two courses per semester
Select Guidance Committee Chair by the 3rd week of the second semester. Schedule MA exams or PhD comprehensive exams at the end of the course work. (The Language Requirement for PhD candidates should be completed by the end of that semester.)

U = Enrollment in fewer than two courses per semester
Failure to select adviser in accordance with prescribed timeline
Delay in scheduling of degree examinations

4. Achievement in the field.

H = presentation/s of paper/s at a conference; publication; exceptional achievements within regular course work: research, course presentation, idea development; special awards; teaching excellence; professional service to department or University (committee representation, advising, special projects) fulfilling expectations within program requirements

S = regular participation in unit-sponsored co-curricular activities, (lectures, mentoring activities, pre-professional training opportunities)

U = irregular or no regular participation in unit-sponsored co-curricular activities

Time Limits
MA Degree: The time limit for the completion of the requirements for the master's degree in the College of Arts and Letters is six calendar years from the date of enrollment in the first course included for degree certification.

PhD Degree: For the Doctor of Philosophy, all of the comprehensive examinations must be passed within five years and all remaining requirements for the degree must be completed within eight years from the time when a student begins the first class at Michigan State University that appears on his or her doctoral program of study.

Application for extensions of the eight-year period of time toward degree must be submitted by the department/school for approval by the dean of the college and the Dean of The Graduate School. Upon approval of the extension, doctoral comprehensive examinations must be passed again, to ensure currency in the field. Any request for an extension must state the reasons for the delay, and include a detailed completion schedule; an explanation from the committee chair must be part of the request.

Dismissal for Unsatisfactory Progress
Graduate students will be dismissed from the program if any of the following deficiencies occur and are not removed by the end of the first semester in which the student is enrolled following the semester in which the deficiency occurred. Students will be advised of any deficiency as soon as possible but no later than the 10th day of the semester following the semester in which the deficiency occurred. [If a numerical grade is submitted to replace a DF and it results in a grade point deficiency, the student will have only until the end of that semester, the one in which the DF grade was cleared, to remove the deficiency.]

- Guidance Committee chair not selected by end of second semester after admission.

- enrollment in fewer than 6 credits/semester in courses used to fulfill program requirements, unless approved by the committee chair.
- GPA falls below 3.25 (MA) or 3.5 (PhD) in courses used to fulfill program requirements
- more than 6 credits below 3.0 in courses used to fulfill program requirements
- more than 2 DF grades in the past twelve months in courses used to fulfill program requirements
- a DF retained longer than 12 months in a course used to fulfill program requirements
- failure to meet with the committee chair or full committee during a semester
- one or more parts of the comprehensive examination portfolio are deemed unsatisfactory
- one or more components of the remaining comprehensive examination are deemed unsatisfactory
- dissertation prospectus not approved in the semester following successful completion of the comprehensive examination

Example 1: a student is admitted in FS10 but does not select the Guidance Committee chair in SS11. The student would receive notification of unsatisfactory progress in SS11 and must select the chair before the end of FS11. If this does not occur, the student would be dismissed from the program and could not enroll in SS12.

Example 2: a student begins the comprehensive examination by submitting the portfolio in FS12. The Committee reviews the original research paper, deems it unsatisfactory, and informs the student of its evaluation before the end of FS12. The student does not submit a satisfactory paper by the end of SS13. The student is dismissed from the program and may not enroll in FS13.

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IX. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

In regularly scheduled graduate colloquia and in the context of their graduate seminars, the German faculty discuss standards of professional integrity appropriate for German Studies. Students are expected to familiarize themselves with the *Guidelines for Integrity in Research and Creative Activities* (https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf).

Key Principles
Integrity in research and creative activities embodies a range of practices that include:

- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Disclosure of potential conflicts of interest
- Compliance with institutional requirements
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and graduate students
- Honesty in proposing, performing, and reporting research. The foundation underlying all research is uncompromising honesty in presenting one's own ideas in research proposals, in performing one's research, and in reporting one's data. In the event that empirical work underlies the thesis or dissertation, detailed and accurate records of primary data must be kept as unalterable documentation.
- Both published and unpublished work must be credited. Reporting the work of others as if it were one's own is plagiarism. Graduate advisors and members of guidance committees have a unique role in guiding the independent research and creative activities of students.
- For a definitive discussion of the appropriate documentation in the field of German Studies please consult the latest edition of the *MLA Style Manual*.
- Protection of human subjects in the conduct of research (if appropriate).

University Responsible Conduct of Research (RCR) Requirements
The Graduate School has developed minimum education requirements for all graduate students regarding the Responsible Conduct of Research, Scholarship, and Creative Activities (RCRSA, RCR for short). Students entering the program beginning in 2017 are required to complete annual training in research ethics and integrity through the RCR program. This requirement has two parts: (a) initial, basic education, and (b) supplemental, refresher training. Please note:

- Up-to-date information on the RCR requirement can be found on the Graduate School's webpage: https://grad.msu.edu/researchintegrity.
- Part (a) can be completed through the CITI (Collaborative Institutional Training Initiative) modules accessible on the Graduate School's website: https://grad.msu.edu/researchintegrity.
- Part (b) can be completed through:
  - Completing workshops offered by the Graduate School (each counts for 1.5 hours, see the current schedule of courses at https://grad.msu.edu/rcr),
  - Completing workshops offered by LiLaC, CAL, and other related academic units,
  - GRM 815, GRM 820, and/or relevant colloquium sessions,
  - Participating in discussions with your advisor (group meetings or one-on-one discussions).

Progress is charted via the RCR module in GradPlan. Any questions should be directed to the appropriate staff member or the Director of Graduate Studies.

Research Involving Human Subjects
Graduate students who carry out research involving human subjects, and who might at any future time

publish any part of the results of such research, must comply with the policies and procedures of MSU's Institutional Review Boards (https://hrpp.msu.edu/contacts/about/irb-office.html). Prior approval of the relevant IRB is required for such research. The regulations may be found at the Human Research website: http://hrpp.msu.edu/. (Note that MA theses and doctoral dissertations are considered publications.)

Misconduct in Research and Creative Activities
Federal and University policies define misconduct to include *fabrication* (making up data and recording or reporting them), *falsification* (manipulating research materials, equipment or processes, or changing or omitting data such that the research is not accurately represented in the record), and *plagiarism* (appropriation of another person's ideas, processes, results, or words without giving appropriate credit). See also the 8th edition of the *MLA Handbook* (New York: MLA, 2016), in particular Section 6 on citations.

The University views misconduct to be the most egregious violation of standards of integrity and as grounds for disciplinary action, including the termination of employment of TAs, dismissal of students, and revocation of degrees. It is the responsibility of faculty, staff, and students alike to understand the University's policy on misconduct in research and creative activities, to report perceived acts of misconduct of which they have direct knowledge to the University Intellectual Integrity Officer, and to protect the rights and privacy of individuals making such reports in good faith. (See "Research Data: Management, Control, and Access Guidelines", Endorsed by the University Research Council, February 7, 2001 (http://rio.msu.edu/research-data) and MSU Faculty Handbook, Chapter VI, "Research and Creative Endeavor—Sponsored Research and Creative Endeavor" (https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/sponsored_research.html).

The number of cases of scientific misconduct due apparently to unintentional plagiarism continues to be substantial. Students are strongly encouraged to avail themselves of Ithenticate, the anti-plagiarism software that is available on Desire 2 Learn (https://d2l.msu.edu/) as part of the "Turn-It-In" package. Ithenticate is set up so that faculty, postdocs, and graduate students can check their manuscripts for unintentional plagiarism before submitting them. Read more at: http://tech.msu.edu/ithenticate/.

Please note: misconduct does not include honest errors or honest differences of opinion in the interpretation or judgment of data.

Program Policies Concerning Academic Integrity / Dismissal for Academic Misconduct
   a. Any suspected instance of a violation of academic integrity by a graduate student in German will first be reported to the Director of Graduate Studies before any action is taken.
   b. The Director of Graduate Studies will keep a permanent record of all occurrences of violations of academic integrity by graduate students in German.
   c. *If it is established that a violation has in fact occurred, and if it is the first violation for that student, the student will be given a warning in writing that any subsequent occurrence may result in dismissal from the program.* In addition, the German program will follow all guidelines and procedures as outlined in the University policy on the *Integrity of Scholarship and Grades*: https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/integrity-of-scholarship-and-grades.html
   d. To dismiss a student from the program, the guidelines contained in *GSRR* 2.4.9 must be followed. https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-two-academic-rights-and-responsibilities-for-graduate-students.html

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X. STUDENT CONDUCT AND CONFLICT RESOLUTION

Conflict between a Graduate Student and a Faculty Member

- In case of a conflict with a faculty member including the DGS, a student should consult with the Associate Chair for Graduate Studies, who may meet with one or both of the individuals involved. Following that, the Department Chair should be consulted, if necessary. Conflicts, which cannot be resolved at the Department level, should be reported to the Associate Dean for Graduate Studies. After consulting with the instructor and the associate chair, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing from the associate chair, who will then convene the departmental hearing board. When appropriate, the associate chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.) Upon request, details on the procedures are available from the Associate Chair.

- Changes in the membership of the guidance committee are approved by the Director of Graduate Studies and the department chairperson upon consultation with faculty members involved and may be initiated by the student at any time (see *Graduate Students Rights and Responsibilities*, Section 2.4.2.2, at https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-two-academic-rights-and-responsibilities-for-graduate-students.html).

- If a conflict involves the Director of Graduate Studies, the student will contact the Department Chair.

    For more information, please consult the *Graduate Rights and Responsibilities* document.

Office of the University Ombudsperson
Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University – that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson
129 N. Kedzie Hall
(517) 353-8830
ombud@msu.edu
https://www.msu.edu/unit/ombud/

XI. FINANCIAL AID AND FINANCIAL RESOURCES

Teaching Assistantships
Application Procedures
The application for a TAship in the German program requires an independent application and is governed by the most recent MSU/GEU Contract. The application is available from the departmental website (https://lilac.msu.edu/resources-for-graduate-students/). Students who would like to be considered for teaching assistantships in the department must follow the application procedures specified in the department TA web page and submit the application materials to the Graduate Secretary. Please review the Graduate Student Teaching Guidelines appended below.

Eligibility
1. Half- and quarter-time graduate assistants must be enrolled for a minimum of six credits/semester for each semester in which they hold an assistantship and are normally expected to enroll for 9 credits. Two of these courses are normally 800-level classes in GRM.

2. Students must maintain the German program's minimum academic standards (see Section VIII). If at the end of a semester a graduate assistant fails to meet these standards, the graduate assistant will receive a warning and be allowed to hold the graduate assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet the standards, the graduate assistantship will be withdrawn. Those who achieve the highest standards in the faculty's annual review of students are favored for departmental financial support (primarily through teaching assistantships). However, other factors are taken into consideration, such as teaching experience and other evidence of teaching effectiveness.

3. Departmental teaching assistantships are awarded for a maximum of two years at the MA level, for a maximum of four years at the PhD level (exclusive of the first year of provisional admission), and for a total of five years (MA and PhD levels combined). Assistantships offered by Department faculty and other units of the University, and other financial support to the student's study and research, such as grants and fellowships, are counted toward the time limits.

Teaching Assistantships are occasionally available in other affiliated units within the College of Arts and Letters. For example, qualified students may be eligible for assistantships in the Writing Center, the English Language Center, the Center for Language Teaching Advancement, or the Center for Integrative Studies.

Research Assistantships
Each year, the German Studies program offers Max Kade Fellowships on a competitive basis to two qualified graduate students. These fellowships accelerate students' progress and enhance their professional development, with a combination of focused attention to research and/or comprehensive exam preparation, and intensive engagement on a project undertaken under the mentorship of a faculty member (e.g., developing teaching modules for an upper-level undergraduate course, assisting with the organization of an academic conference).

Other research assistantships may be available to qualified students. These are usually associated with individual faculty members or are linked to specific projects in affiliated units.

Fellowships
The College of Arts and Letters sponsors a limited number of multi-year fellowships/assistantships, awarded to outstanding PhD applicants on a competitive basis. The Graduate School offers a special

highly competitive recruitment fellowship (University Distinguished Fellowship), under which the student receives four years of financial support. Partial fellowships may also be available through the Residential College in Arts and Humanities. For complete information on opportunities for financial support of graduate studies at MSU, visit the College of Arts and Letters website (http://www.cal.msu.edu/currentstudents/graduate/resources) and the Graduate School funding guide (https://grad.msu.edu/funding).

Travel Support
The German Program receives an annual allocation of funds to support conference travel and professional development for graduate students; additional funds are available from the College of Arts & Letters and the Graduate School. Students requesting financial support should download the Travel Funding Request form (available on the department website at https://lilac.msu.edu/resources-for-graduate-students/). The Director of Graduate Studies and the Graduate Secretary will assist students in the application process, including the preparation of a responsible budget.

NOTE: It is imperative that a pre-trip authorization form (available on the same webpage listed above) be completed and approved several weeks prior to the planned travel dates.

It is expected that students who receive travel funding will present a practice/preview version of their presentation in the Colloquium.

COGS
The Council of Graduate Students offers some additional financial resources for graduate student professional development and conference travel. Please see the funding page on their website (https://cogs.msu.edu/resourceggg/funding/) for details.

Summer Funding
There are several opportunities for summer funding, such as serving as a Teaching Assistant with the Mayen Program, summer teaching, CAL fellowships, and working with faculty on research projects. Interested students will prepare an application that describes their plans and ranks their preferences.

XII. WORK-RELATED POLICIES

For full information please consult Article 14 in the current GEU contract.

Performance Requirements:
Employees will conduct themselves in a manner that is professional, courteous and conducive to a professional atmosphere in their class, employing unit and the University. They will carry out their duties under the direction, and according to the requirements, of assigned faculty of record or supervisors. Assignments and examinations are expected to be returned to students with reasonable promptness. Final exams and grading records shall be retained for at least one semester to permit review by students. Employees are expected to meet their classes at the regularly scheduled times and to notify the supervising faculty or employing unit in advance if they are to be absent.

The supervisor shall communicate to employees any new policies or changes in policy, the standards of employee conduct, and the penalties, if any, for violating such policies.

See Section XI above for program policies and procedures regarding the award of TAships.
Other policies and procedures may be found in the MSU/Graduate Employees Union (GEU) contract, available at: http://geuatmsu.org/about/geu-contract/

1. Guidelines for supervision of teaching assistants:
   a. Supervising faculty members and teaching assistants meet before the beginning of the semester to assure that teaching assistants fully understand and accept their responsibilities, including adherence to the University's Code of Teaching Responsibility. Responsibilities of half-time and quarter-time teaching assistants should require an average of 20 and 10 hours of work per week, respectively, for the 18 weeks of the appointment.
   b. Supervising faculty members assure that teaching assistants are provided with textbooks and other materials and information needed to perform their duties.
   c. At the end of each semester the faculty supervisor completes a written evaluation of the performance of each teaching assistant, which is placed in the student's file. Faculty supervisors and teaching assistants discuss and attempt to correct problems which are reported in these evaluations.

2. Guidelines for the supervision of research assistants:
   a. All research assistants will be assigned to a faculty supervisor.
   b. Supervising faculty members and research assistants meet in the first week of the semster to discuss the nature of the assignments to be carried out and assure that teaching assistants fully understand and accept their responsibilities. Responsibilities of half-time and quarter-time research assistants should require an average of 20 and 10 hours of work per week, respectively, for the 18 weeks of the appointment.
   c. At the end of each semester the faculty supervisor completes a written evaluation of the performance of each research assistant, which is placed in the student's file. Faculty supervisors and research assistants discuss and attempt to correct problems which are reported in these evaluations.

Additional Employment: An employee whose primary employment is with Michigan State University may appropriately maintain additional employment either within or outside of MSU. Such employees will ensure that additional employment does not interfere with their employment responsibilities at MSU (GEU contract, article 17).

Employee Leave Time:
I. Illness, Injury and Pregnancy Leave

    a. In the event an employee is unable to meet employment obligations because of illness, injury or pregnancy, the employee will, when possible, notify the appropriate immediate supervisor (or employing unit designee) as promptly as possible so that arrangements for the absence can be made by the employing unit.

    b. During illness, injury or pregnancy, the employing unit shall adjust (reduce, waive or reschedule) the employee's duties as those duties and his/her physical circumstances reasonably dictate. If total absence from duties becomes necessary and the employee is still enrolled, the employing unit shall maintain the stipend of the appointment provided for a period of two (2) months or to the end of the appointment period, whichever occurs first. Additional unpaid leave may be arranged on an ad hoc basis.

    c. The employee shall have the right to return to employment, within the dates of the current appointment, at such time as he/she is able to resume duties.

University Policy Regarding Medical Leaves:
Graduate teaching assistants (TAs) should refer to the medical leave policies in GEU contract Article 18 and other graduate assistants refer to Academic Programs.

XIII. OTHER UNIVERSITY RESOURCES

A. Resources for Research and Professional Development

The Graduate School offers a number of valuable workshops throughout the year on a wide range of topics. It also hosts a rich website with resources regarding research, professional development, scholarly integrity, and much more. For detailed information please go to: http://grad.msu.edu. The Graduate Secretary and/or DGS will also send notices of upcoming workshops by e-mail.

The Council of Graduate Students (COGS) is another valuable resource for all graduate students. Their core mission is "to improve and advance graduate education in order to ensure the vitality of intellectual discovery. COGS accomplishes its mission through advocacy, innovative research, and the development and dissemination of best practices." See their website (http://cogs.msu.edu) for details of their rich offerings, and to see how you can get involved in student governance as well.

B. Resources for Teaching and Learning

English Language Center (ELC)
The English Language Center provides English language instruction to international students. In addition, the English Language Center sponsors a number of brown bag discussions, in-service sessions, and lectures. These are open to everyone.

Multimedia Resources
The CeLTA Labs (B-129 Wells Hall) allow students to view films and German television programming, in addition to utilizing the other holdings of audio-visual materials for the student's own practice or for teaching purposes. The Digital Media Library (4th floor East, Main Library) has substantial video holdings, many of which are available via streaming services such as Kanopy. The German Program also has its own video collection. Please check with Dr. Mittman for current holdings. The TA supervisor also has a collection of textbooks and other materials for classroom use. Please check with Dr. Goertler for specifics.

Center for Language Teaching Advancement (http://celta.msu.edu)
The Center for Language Teaching Advancement (CeLTA) is the internal support unit for language learning and teaching at Michigan State University. In collaboration with the language departments within the College of Arts and Letters, it provides professional development opportunities for language teachers and learning support services for both students and members of the community.

C. Resources for Physical and Mental Health and Wellness

Within the Graduate School, the Office of Graduate Student Life and Wellness (http://grad.msu.edu/wellness) offers extensive support for the student as a whole person, emphasizing six dimensions of wellness: emotional, spiritual, intellectual, physical, social, and career.

In the Olin Health Services Building, students can receive a wide range of medical care, as well as Counseling and Psychiatric Services (https://caps.msu.edu/).

A further resource resource on is the MSU Employee Assistance program (https://eap.msu.edu/). EAP provides confidential counseling service at no cost to MSU faculty, staff, retirees, graduate student employees, and their families.

D. Resources for Victims of Sexual Harassment, Relationship Violence, and Discrimination

MSU has myriad resources available for victims of harassment, discrimination, and/or assault. Please consult the following websites for detailed information on when and how to report an incident, where to get help for yourself or someone else, and much more. NOTE: all University employees (incl. TAs) are considered mandatory reporters. For guidelines on reporting, see https://civilrights.msu.edu/.

- Office of Institutional Equity (OIE) https://civilrights.msu.edu/
- Prevention, Outreach and Education Office (POE) http://poe.msu.edu
- Title IX Program https://civilrights.msu.edu/
- Sexual Assault Program (SAP) https://centerforsurvivors.msu.edu/
- MSU Safe Place http://safeplace.msu.edu/
- End Violent Encounters (EVE) Off-campus, community resource https://www.eveinc.org/

E. Useful Forms

The German Graduate Program's D2L site has a repository of many commonly used forms; others are available through the Graduate School's website, including

- Application for Graduation
- Emergency Fellowship Funding
- Graduate Research Enhancement Award
- Michigan Intercollegiate Graduate Study Program
- Record of Dissertation and Oral Examination Requirements
- Record of Comprehensive Exams
- Student and Exchange Visitor Information System
- Student Travel Funding

F. Important MSU Documents and Resources

It is every student's responsibility to familiarize themselves with these documents:

- Academic Programs
  https://reg.msu.edu/AcademicPrograms/Default.aspx

- Graduate Students Rights and Responsibilities (GSRR)
  https://spartanexperiences.msu.edu/about/handbook/graduate-student-rights-responsibilities/index.html

- MSU/GEU Contract
  http://geuatmsu.org/about/geu-contract/

- Guidelines for Graduate Student Advising and Mentoring Relationships
  https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf

- Guidelines for Integrity in Research and Creative Activities
  https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf

- MSU Code of Teaching Responsibility
  https://spartanexperiences.msu.edu/about/handbook/regulations/student-group-regs-rulings-policies-ordinances/code-of-teaching-responsibility/index.html

- MSU Student Receivables / Accounts
  http://www.ctlr.msu.edu/costudentaccounts/

G. Graduate School Resources

The following are helpful resources provided by MSU's Graduate School:

- Career Services (https://grad.msu.edu/phdcareers)

  - Aurora by Beyond the Professoriate (https://beyondprof.com/aurora/)

- Diversity, equity, & inclusion programs (https://grad.msu.edu/diversity)

- Events (https://grad.msu.edu/calendar)

- Forms (https://grad.msu.edu/forms)

- Funding (https://grad.msu.edu/funding)

- Graduate life & wellness (https://grad.msu.edu/graduate-student-life)

- Mentoring (https://grad.msu.edu/optimizing-mentoring)

- Policy information (https://grad.msu.edu/policies-and-procedures)

- Professional development (https://grad.msu.edu/professional-development)

- Research integrity (https://grad.msu.edu/researchintegrity)

- Traveling scholar opportunities (https://grad.msu.edu/traveling-scholar)

- University Committee on Graduate Studies (https://grad.msu.edu/UCGS)

APPENDICES

Recommended Courses Outside the Program (Running List)

Fieldwork ethics training:
ANP 412: Methods and Practice in Digital Heritage
ANP 429: Ethnographic Field Methods
ANP 829: Research Methods in Cultural Anthropology
ANP 811: Knowledge, Memory, and Archives
ANP 815: Transnational Processes and Identities

Columbia Oral History Summer Institute
https://www.ccohr.incite.columbia.edu/about-the-summer-institute

Duke Center for Documentary Studies (multiple courses or certificate program)
https://documentarystudies.duke.edu/classes/continuing-ed

Language pedagogy:
LLT 807: Language Teaching Methods
LLT 808: Assessment for Language Teaching and Research
LLT 813: Teaching Second Language Reading and Writing
LLT 815: Computer Assisted Language Learning
LLT 856: Language Identity and Ideology
LLT 860: Introduction to Second Language Acquisition
LLT 870: Instructed Second Language Acquisition

Research on language learning:
LLT 813: Teaching Second Language Reading and Writing
LLT 815: Computer Assisted Language Learning
LLT 856: Language Identity and Ideology
LLT 860: Introduction to Second Language Acquisition
LLT 870: Instructed Second Language Acquisition
LLT 872: Research Methods for Language Teaching and Foreign/Second Language Learning
LLT 873: Quantitative Research in Second Language Studies (prereq. 872)
LLT 874: Qualitative Research in Second Language Studies

Digital Humanities
DH 861: Digital Humanities Pedagogy
DH 865: Digital Humanities Methods Seminar

Literature and culture courses:
Please check the relevant 400- and 800-level offerings under the following course codes: ENG, FLM, PHL, MUS ANP, SOC, REL, and any others recommended by your advisor and/or the DGS.

Graduate Student Teaching Guidelines

Graduate Teaching Assistant rights, responsibilities, and compensations are outlined in the [Graduate Employee Union contract](#):

Employment Conditions:
- You must be in good academic standing in your program and satisfactorily fulfill your job responsibilities.
- The employment period for assistantships is 08/16-12/31 for the fall; 01/02-05/15 for the spring, and 05/16-08/15 for the summer.
- As a TA at MSU, your average workload should be 10 hours per week if you're a ¼ time employee; 20 hours per week if you're a ½ time employee (the typical appointment); and 30 hours per week if you're a ¾ time employee.
- In the German program, TAs typically teach GRM 101, 102, 201 or 202 and are supervised by the Language Program Director and, in the case of online teaching, also the Online Coordinator. The Language Program Director, the Online Coordinator, colleagues teaching in the program as well as all German faculty are there to support you in your teaching.
- The teaching load for German TAs is 3 courses per academic year for a half-time appointment. New TAs typically teach 1 course in the first semester and 2 in the second. All efforts will be made that the two courses are the same course and at similar times.
- Note: In the German program, graduate students are hired as instructors during the summer and not as TAs, which requires more independence and does not provide tuition credit.

Job Responsibilities for TAs in the Basic Language Program:
Communication:
- Conduct yourself in a professional manner and follow university and program policies regarding instruction.
- Answer student inquiries by the next working day.
- Read and respond to supervisor emails by the next working day.

Training:
- Attend orientation before the beginning of classes but within your contract time.
- Attend and contribute to one-hour weekly coordination meetings.
- Attend additional trainings as necessary.

Preparation:
- Customize the LPD-provided syllabus and handbook with your personal information.
- Contribute to updating module plans and exams.
- Independently plan your lessons in accordance with the module plans.
- Provide input to the LPD and the team during the planning stages of the syllabi, modules, and exams.

Teaching:
- Hold all class meetings in the assigned space at the assigned time (online or face-to-face depending on the course assignment). If you are not able to do so, it is your responsibility to find an approved substitute and inform the Language Program Director (see substitute guidelines).
- Hold two weekly office-hours in your office or another approved campus location. Online instructors should be available online and also in person during the academic year.

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- Share materials (e.g., additional worksheets, resources) in the team drive with other TAs/instructors, when appropriate.

Assessment:
- Hold one review session before exams, which can be during your regular office hours, but must be open to all students at that instructional level.
- Review the tests and the study guides before they are distributed.
- Proctor the exams for your section. TAs teaching online must offer at least one face-to-face and one online remotely proctored exam time slot per exam.
- Participate in team-grading sessions typically scheduled within 24 hours of the exam.
- Assign and grade all homework in accordance with the course handbook.
- Keep an up-to-date gradebook in D2L, export and send the grade report to the LPD at the end of each module.
- Meet with the LPD to discuss and submit final grades.

Outreach:
- Contribute to German program outreach events aimed at students in your respective courses.

Job Performance Evaluation:
- Allow the LPD to observe your class(es) at least once per semester.
- Meet with the LPD to discuss the observation and complete the observation report.
- Review and complete the TA evaluation form at the end of the semester.
- Provide the students with an opportunity to complete online and paper SIRS forms.

The responsibilities defined here are to reinforce the learning that you are doing on the job as a TA. The observation report, the TA evaluation, and the SIRS forms are documentation of your progress and your job performance records. They will be kept in a departmental folder.

Checklist for Hiring Online TAs and Instructors
Since online teaching may be a new experience for teaching staff, there are some special requirements and preparations. Here is a checklist for you to consider:
- ❏ I have previously taught in that level in our program in a face-to-face format using the current materials and platforms.
- ❏ I am prepared to show great online presence and engagement through the course/meeting platforms and am ready to answer high volume student emails.
- ❏ While the course platforms and materials will be set up by the coordinator, I am available to populate the online platform with some individual content and do other preparatory and communication work prior to the start of the semester, but after my contract start date.
- ❏ I have had some training in online education, CALL, or another relevant field.
- ❏ I am ready to participate in a guided training session and introduction to my respective course assignments from the online coordinator.
- ❏ I am ready to learn technical skills from the online coordinator and other staff and seek technical assistance when needed.

TAs teaching online are expected to follow the same job guidelines as outlined for all TAs above. This means that a great deal of on-campus presence is expected. In exceptional circumstances, arrangements may be made for an advanced PhD student (ABD status) to teach part or all of an online course remotely. Specifics of modified responsibilities will be agreed upon and certified in an MOU (memorandum of understanding) with the LPD/online coordinator well in advance of the beginning of the semester.

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GRM MA Checklist
min. 30-31 credits total; 16 cr 800-level

Course Requirements

- *Both* of the following courses:

GRM 810 Theory & Pract Tchg (or ROM 803)

_____
(Semester/grade)

GRM 820 GRM Lit. & Cult.:Theory & Practice

_____

- *One* of the following courses:

GRM 461 Teaching German Lang/Culture

_____

GRM 815 Scholarship/Practice of Tchg Culture

---
9 credits from the following:

- min. 3 credits from language courses:

GRM 460 Linguistic Analysis Modern German

_____

GRM 805 German Lang: Rel., Dev., Varieties

_____

GRM 891 Special Topics

_____

GRM 892 Seminar

_____

- min. 3 credits from lit/culture courses:

GRM 435 18th/19th Century Lit/Culture

_____

GRM 445 20th Century/Contemporary Lit/Culture

_____

GRM 455 Major Themes in Lit/Culture

_____

GRM 862 Constructions of Identity

_____

GRM 863 Constructions of Community

_____

GRM 864 Cultural Norms and Values

_____

GRM 865 Culture in Context

_____

GRM 891 Special Topics

_____

GRM 892 Seminar

_____

GRM 893 Interdisciplinary Seminar

_____

NAME_____

Entered_____
(semester/year)
TAship _____
(semesters of support)
Selection of Advisor _____
(date, name)
Guidance Committee formed_____
(date)

Transfer credits (limit 9)_____
Waived requirements _____

(cont'd.)

---
9 credits from the following:

- max. 9 credits from relevant areas, as approved by the advisor:

1) _____

2) _____

3) _____

Additional Requirements:

- Complete individual MA reading list: _____

- Complete one of the following (3/4 credits):

1) GRM 899 Master's Thesis/Plan A (4cr)

_____
(Title)
PLAN A Oral Exam Date

_____

2) PLAN B I Written/Oral Exams

3 additional credits at 800-level:_____

PLAN B I Written/Oral Exam Dates

_____

3) GRM 898 PLAN B II MA PROJECT (3-4 cr)

_____
(Title)
PLAN B II Oral Exam Date

_____

NOTE: All TAs must take GRM 810 or LLT 807 or ROM 803 during the 1st year of teaching
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GRM PhD Checklist
min. 24 cr. approved by guidance committee

Course Requirements

- *All* of the following (or equivalent):

GRM 810 Theory & Pract Tchg (or ROM 803)

_____
(Semester/grade)

GRM 815 Scholarship/Practice of Tchg Culture

_____

GRM 820 GRM Lit. & Cult.:Theory & Practice

_____

18 credits in German Studies

GRM 805 German Lang: Rel., Dev., Varieties

_____

GRM 862 Constructions of Identity

_____

GRM 863 Constructions of Community

_____

GRM 864 Cultural Norms and Values

_____

GRM 865 Culture in Context

_____

GRM 891 Special Topics

_____

GRM 892 Seminar

_____

GRM 893 Interdisciplinary Seminar

_____

6 credits outside of German Studies (GRM)

1) _____

2) _____

24 credits of GRM 999: Doctoral Dissertation
(list semester / # of credits)

Language Requirement (course or exam)
 (to be completed before comprehensives)

_____
(Language/Date)

NAME_____

Entered_____
(semester/year)
TAship _____
(semesters of support)
Selection of Advisor _____
(date, name)
Guidance Committee formed_____
(date)

COMPREHENSIVE EXAMS
1. *Portfolio:*
   ___ c.v.
   ___ annotated coursework
   ___ Research statement
   ___ Teaching philosophy
   ___ Pre-professional statement
   ___ Revised Paper
   (Title: _____)

2. *Written Examination:*
   Exam areas:

   Written exam (date): _____

3. *Oral Examination:*
   Public presentation (date): _____
   Oral defense of written exams (date): _____

DISSERTATION
1. *Prospectus*
(to be submitted before the end of the first semester following comps)

Date of committee approval:_____

2. *Defense*
Dissertation Title:

_____

Date of Defense: _____

NOTE: All TAs must take GRM 810 or LLT 807 or ROM 803 during the 1st year of teaching

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German Studies PhD: Modules Worksheet   **Name _____**

*Students must complete at least **two** items from **each** of the categories below, and provide narrative evidence for each core module (C) in the space below. Indicate the date (month/year) next to each entry.*

This worksheet should be updated annually (at the time of annual review) to chart progress toward completion. Guidance committee chair signature indicates completion of the requirement.

C = core module   √ = some experience

0. Colloquium

_____ Colloquium Series: Individuals, Ideas, and Issues in German Cultural History
_____ Colloquium Series: Effective Language and Culture Teaching Environments

I. Tools for Learning and Research

_____ Research Ethics [fulfilled by the University RCR requirement]
_____ Library Research, Archives, Databases
_____ Language Learning
_____ Disciplinary Literacy

[insert title of module]	*[insert title of module]*
[insert description of activities]	*[insert description of activities]*

II. Pre-Professional Training
_____ Study or Internships Abroad
_____ Experiential Learning
_____ Assignment Shadowing
_____ Professional Standards
_____ Technology in Research and Teaching

[insert title of module]	*[insert title of module]*
[insert description of activities]	*[insert description of activities]*

III. Career Tools
_____ Professional Organizations
_____ Grant Writing
_____ Professional Self-Presentation / Job Market Series
_____ Career Service Coaching
_____ Advocacy

[insert title of module]	*[insert title of module]*
[insert description of activities]	*[insert description of activities]*

Modules completed: _____   _____
                   guidance committee chair signature   date