HANDBOOK

Master of Arts Programs
Department of Modern Languages
DePaul University

Revised August 2021

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Table of Contents

0. INTRODUCTION

The Department of Modern Languages at DePaul University offers the Master of Arts (MA) degree in seven languages: Arabic, Chinese, French, German, Italian, Japanese, and Spanish.

This handbook describes procedures and policies for all seven of the department's MA degree programs. All faculty, staff, and students in the department's MA programs should familiarize themselves with these procedures and policies.

Contact information

For additional guidance, students should contact their assigned faculty advisor(s) and the departmental director of graduate programs:

Director of graduate programs:
>   Dr. Brad Hoot (bhoot@depaul.edu, 773.325.3210)

Faculty advisors:

ARABIC: Dr. Nesreen Akhtarkhavari (nakhtark@depaul.edu)
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1. ADMISSION REQUIREMENTS AND PROCEDURES

Inquiries

The Department of Modern Languages welcomes inquiries from prospective applicants about its MA programs. For information, prospective applicants may contact:

- the Office of Graduate Admission in the College of Liberal Arts and Social Sciences (LAS) at: **graddepaul@depaul.edu**
  the director of graduate programs in Modern Languages, Dr. Bradley Hoot at: **bhoot@depaul.edu**

Visitors to campus will find all department offices in suite 310 of the Schmitt Academic Center (SAC 310), located at 2320 North Kenmore Avenue on DePaul's Lincoln Park Campus. The offices are open Monday through Friday from 8am to 6pm. For directions, consult the map online at: **http://www.depaul.edu/campus-maps/Pages/default.aspx**.

Admission requirements

The official statement of admission requirements for the MA programs in Modern Languages is the current version of the DePaul University catalog, available online at:

https://catalog.depaul.edu/

To be eligible for admission to the MA programs in Modern Languages, students must have:

- A completed BA or BS degree from an accredited college or university in the United States or abroad,
- A cumulative GPA of at least 3.0 (on a scale where A=4.0) in all undergraduate coursework, and
- At least 20 quarter credit-hours of advanced undergraduate coursework in the target language OR a rating on both the ACTFL Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) of:
  - "Intermediate High" for French, German, Italian and Spanish or
  - "Intermediate Mid" for Arabic, Chinese, and Japanese, and
- Ability to complete graduate-level coursework in both English and the target language, as demonstrated in an interview with a faculty member.

Coursework of 20 quarter hours is the equivalent of an undergraduate "minor" at most colleges or universities in the United States. Information about the ACTFL tests is available online at: **http://www.actfl.org**.

Admission procedures

All applicants may apply online at http://go.depaul.edu/apply. All applications require:

- **a completed application form (available from http://go.depaul.edu/apply)**
- **official transcripts from all colleges and/or universities attended**
- **two letters of recommendation from academic or professional references**
- **a statement of purpose of 500-750 words in English, explaining the applicant's areas of professional interest, reasons for seeking advanced training in a language, and possible post-degree plans**
- **a statement of qualifications of 500-750 words in the language of study describing the applicant's previous language experience and how it has prepared them for graduate study**

Applicants are responsible for ensuring that their names appear on all documents submitted with their applications.

Applicants may submit the required documents and credentials online at http://go.depaul.edu/apply or by email to graddepaul@depaul.edu. Colleges and universities may email official electronic transcripts directly to graddepaul@depaul.edu.

Applicants may also send paper copies of transcripts and other required credentials by postal mail to:

> **The Office of Graduate Admission**
> **College of Liberal Arts and Social Sciences**
> **DePaul University**
> **2400 N. Sheffield Ave.**
> **Chicago, IL 60614**

Additional procedures for international students

Students educated outside the United States must present proof of English proficiency, as demonstrated by a minimum score of 90 on the TOEFL IBT, or the equivalent score on the computer-based test, paper-based test, or IELTS.

Students educated outside the U.S. and/or who require an F1 visa must complete additional steps for admission. For information, see:

> **http://las.depaul.edu/admission-and-aid/graduate/Pages/international-admission.aspx**

Review of applications

The Office of Graduate Admission in DePaul's College of Liberal Arts and Social Sciences (LAS) receives and processes all applications to the MA programs in Modern Languages. The Department of Modern Languages does not accept or process applications. Failure to submit all supporting documents can delay review of applications.

Once an application is complete, the Office of Graduate Admission notifies the Graduate Program Committee in the Department of Modern Languages that the application is ready for review, which typically requires one week.

Applicants may check the status of their application through their Grad Gateway to verify receipt of all supporting documents:

https://grad.depaul.edu/apply/status

After submitting their application, applicants will be contacted to schedule an interview with a faculty member in the program. During the interview, applicants should expect to discuss their plans for the MA in both English and the language of study and must demonstrate appropriate proficiency for graduate-level coursework in each language.

Applicants accepted to the MA programs in Modern Languages will receive official notice of their acceptance from the Office of Graduate Admission in DePaul's College of Liberal Arts and Social Sciences.

2. ENROLLMENT AND REGISTRATION

Once applicants receive notice of their acceptance from the Office of Graduate Admission, they must take the following steps to begin their participation in the program.

Matriculation ("intent to enroll")

All students' first step is to complete the "Intent to Enroll" form available via their Grad Gateway at https://grad.depaul.edu/apply/status.

Submitting this form notifies the College of Liberal Arts and Social Sciences that accepted students intend to enroll at DePaul in the quarter stated by their admission letter. Within one or two business days, they will receive an email acknowledging activation of their student records.

IMPORTANT: Accepted applicants will not become active DePaul students, eligible for enrollment and class registration, until they complete the "Intent to Enroll" form.

Enrollment, registration, and student ID

After completing the "intent to enroll," all students should meet *as soon as possible* with the departmental director of graduate programs and their faculty advisor to plan their schedule of courses for their first year in the MA program.

All students at DePaul University may register for classes online at:

https://campusconnect.depaul.edu

Only active DePaul students can register online for classes via Campus Connect. For a tutorial on how to add, drop, and swap courses, or to join the waitlist for a course, visit:

https://las.depaul.edu/student-resources/new-graduate-students/Pages/registration-instructions.aspx

Once students have registered for classes, they may obtain their student ID card from Student ID Services, located on the first floor of the Student Center on the Lincoln Park Campus.

Courseload

Students in graduate programs at DePaul University normally take two courses per term (Autumn, Winter, and Spring) during the academic year. Two courses per term is a "full-time" course load for graduate students at DePaul. Courses may also be available during the University's summer term. Not all courses listed in the University's catalog are available during every academic year. To determine the classes available during any term, consult the schedule available online in Campus Connect.

DePaul policies

All faculty, staff, and students participating in the MA programs of the Department of Modern Languages must follow all relevant University policies. Especially important are the policies regarding graduate programs (see the Graduate Student Handbook in the Catalog), academic integrity, technology, and human subjects in research. More information can be found at https://catalog.depaul.edu and http://policies.depaul.edu.

3. GRADUATION REQUIREMENTS

Catalog year

Graduate students at DePaul University should expect to complete the degree requirements described in the university catalog during the term that they matriculate. If these requirements change after a student matriculates, the student may petition the departmental director of graduate programs to apply more recent requirements.

Coursework

All students in the MA programs of the Department of Modern Languages must complete 48 quarter credit hours of coursework, distributed as follows:

- MOL 401 "Professional Foundations" (4qh)
- MOL 402 "Language, Self, and Society" (4qh)
- MOL 496 "MA Capstone" (4qh)
- nine elective courses (36 qh)

MOL 401, MOL 402, and MOL 496 are taught in English for students from all seven MA language programs. Part-time students should, wherever possible, complete MOL 401 and MOL 402 during their first year in the MA program.

The nine elective courses will normally be courses in the language area relevant to the student's language of study and its use for professional or personal purposes. In some cases, if relevant to their professional interests, students may substitute other kinds of coursework for the typical distribution of elective courses. Students interested in such an option should contact the departmental director of graduate studies for additional information. All substitutions require approval, in writing, by students' faculty advisor(s) and the departmental director of graduate programs. Email messages from faculty advisors and the departmental director of graduate programs are sufficient to document written approval.

For typical timelines of degree completion, see Appendix B.

Independent Study courses

The individualized character of each student's coursework in the MA programs for Modern Languages may require a student to earn credit or complete work through "Independent Study" classes (course number 499 for each language). The following special provisions apply to all Independent Study coursework:

- students are responsible for soliciting a faculty member to supervise any Independent Study course

- the instructor supervising an Independent Study course must provide a detailed syllabus for the course to the departmental director of graduate studies for the student's records
- all Independent Study courses require approval by the departmental director of graduate studies
- all Independent Study courses are subject to the same tuition costs and academic policies as regular courses
- Independent Study courses are available for variable credit, from 0.25 to 8.00 quarter credit hours
- after consultation with the supervising instructor, students may request registration for Independent Study coursework online at:

https://las.depaul.edu/student-resources/undergraduate-advising/forms/Pages/independent-study.aspx

Incomplete and research grades

When exceptional circumstances (such as serious illness, job relocation, or natural disaster) prevent a student from completing a course by the announced end of the course, the student may request a grade of "Incomplete" (IN) from the instructor of a course. The decision to issue a grade of "Incomplete" rests with the instructor.

Students must request a grade of "Incomplete" in writing (such as via email) to the instructor. The College of Liberal Arts and Social Sciences also provides an optional form for documenting such requests:

http://las.depaul.edu/student-resources/graduate-student-support/forms/Pages/incomplete-grade.aspx

Any student who receives a grade of "Incomplete" in a course must finish all coursework necessary to receive a regular final grade within two quarters (excluding summer) after the end of the course. At the end of the second quarter (summer excluded) following the term in which the "Incomplete" was issued, a grade of "IN" grade will automatically convert to a grade of "F." Faculty members have the prerogative to assign a completion date earlier than the two-quarter deadline and this date will supersede the two-quarter timeframe just stated. Once a grade of "IN" has become a grade of "F," faculty members may not change the grade without permission from the LAS Dean's Office and Grade Exception Committee.

In circumstances where a student is making satisfactory progress in a course that extends beyond the end of a given term or on a project that extends over more than one term, the instructor may issue a grade of "Research in Progress" (R) for the course. With the exception of students completing a thesis project, "R" grades must be replaced with a regular final grade within one academic year or the "R" grade will automatically became a final grade of

"F." An instructor may assign a completion date earlier than the one-year deadline and this date will supersede the one-year deadline. Ordinarily no "R" grade may be changed after the deadline without the permission of the LAS Dean's Office and Grade Exception Committee. Students who complete degree requirements, but have R grades from the previous twelve months in their records, can elect to receive the degree and change the "R" grade permanently to "Research, Graduated" (RG). No further change is possible for "RG" grades.

For further information about policies regarding "Incomplete" and "Research in Progress" grades, students should consult the University Graduate Catalog.

Graduate certificate programs

The Department of Modern Languages offers a Graduate Certificate in Translation and Interpreting. The certificate consists of three 4-credit courses and one 2-credit course, for a total of 14 credits. Students can choose from one of two tracks: Translation or Interpreting. For either track, courses may be substituted on a case-by-case basis following consultation with the Director of TIC, and, if appropriate, the respective language program director.

Requirements for the Graduate Certificate in Translation and Interpreting are available at: https://catalog.depaul.edu/programs/translation-and-interpreting-graduate-certificate/ For more information, please contact the director of the Translator and Interpreter Corps, Elias Shakkour at e.shakkour@depaul.edu.

Additionally, several other departments in LAS offer specialized certificate programs for graduate students, including Community Development, Digital Humanities, Global Health, Metropolitan Planning and Development, Social Research, Teaching English in Two-Year Colleges, Teaching English to Speakers of Other Languages, and Women's and Gender Studies. These programs typically require several courses.

Coursework leading to a graduate degree program in the College of Liberal Arts and Social Sciences may also count toward ONE approved graduate certificate program. If a student seeks another (second or more) LAS certificate, and that certificate program's requirements consist entirely of coursework leading to the student's graduate degree, then the student must take at least two additional courses in order to earn the additional certificate(s). Interested students should contact the departmental director of graduate studies for further information.

GPA requirement

All students in the MA programs of the Department of Modern Languages must maintain a cumulative grade point average (GPA) of 3.0 (on a scale where 4.0=A) in all coursework attempted in their degree programs. Students whose cumulative GPA in their coursework falls below 3.0 are subject to "academic probation" and remain on probation until they

complete four more courses. If, after completing four more courses, a student's cumulative GPA does not rise above 3.0, the student may be subject to dismissal from the program.

LAS college policy also includes the following general provisions:

- A grade of B– or higher must be earned to receive credit for any upper-level undergraduate course (300 level) that has been approved to count toward the graduate degree
- A grade of D+ or D is unacceptable for graduate credit, and if earned in a required course, the course must be repeated or substituted as directed by the director of the graduate program
- D+ or D grades remain on the academic record and are calculated into the cumulative grade point average.

Further information is available in the section of the University graduate catalog for LAS programs.

Transfer credits

Students may apply ("transfer") toward their MA programs in Modern Languages no more than eight quarter hours of graduate-level credit completed at another college or university, with approval from the departmental director of graduate programs.

Students may not transfer credits *already used to satisfy the degree requirements* of any program at another college or university.

Students seeking to apply "transfer" credit toward their MA programs in Modern Languages must complete the college transfer request form available online at:

http://las.depaul.edu/student-resources/graduate-student-support/forms/Pages/transfer-of-credit.aspx

Portfolio

All students in the MA programs for Modern Languages must assemble a portfolio that includes, at minimum, the components listed below in Section 4 on "Portfolio Guidelines." The core component of each student's portfolio consists of results from a "capstone project," which must be work, done entirely or largely outside a student's MA coursework, that demonstrates practical application of the student's linguistic skills for professional purposes. All students should begin work on their capstone projects as soon as possible after entering the MA program, in order to ensure sufficient time to provide results from their work for presentation in MOL 496, the MA capstone.

The portfolio will be evaluated during MOL 496. The instructor of 496 establishes criteria for evaluating the portfolio. Portfolios must meet those criteria (for example, by earning a grade of A) and receive approval from the instructor of 496 in order to qualify as completed for graduation. The instructor of MOL 496 will verify completion of the portfolio to the departmental director of graduate studies, for updating of the student's Degree Progress Report.

Time limits for graduation

Students completing the MA program "full-time" by taking two courses per term during the regular academic year (Autumn, Winter, and Spring) can expect to graduate within two years. Students completing the program "part-time" by taking fewer than two courses per term must normally finish all graduation requirements within six years; for details, see:

https://catalog.depaul.edu/student-handbooks/graduate/graduate-academic-policies/graduation-time-limit/

Part-time students should know that the University will change their status to "discontinued" if they make no progress toward satisfying degree requirements for three consecutive terms (excluding summers). Students reclassified as "discontinued" must seek readmission to their programs.

Applying to graduate

All students must complete a formal application, available online, in order to graduate and receive their degrees. DePaul University does not automatically recognize graduation or award degrees without this formal application. Students must complete the application to graduate according to the following schedule:

To receive a degree at the end of	Complete application by
Autumn Quarter (November)	October 1
Winter Quarter (March)	January 15
Spring Quarter (June)	February 1
Summer Quarter (August)	July 15

Submitting the online application to graduate *does not guarantee* the award of a degree from DePaul University. Degree requirements are reviewed at the end of the expected completion term indicated. A student can change the expected completion term for any degree program prior to the last day of that term.

For further information about applying to graduate, see:

https://catalog.depaul.edu/student-handbooks/graduate/graduate-academic-policies/graduation-requirements/

Earning degrees "with distinction"

Students from the MA programs in Modern Languages may earn their degrees "with distinction" if they graduate with a cumulative grade point average (GPA) of 4.0 (on a scale where 4.0=A). To verify eligibility, students and their faculty advisors should contact the departmental director of graduate studies before the deadline to apply for graduation (see the timetable above).

4. PORTFOLIO GUIDELINES

All students in the MA programs for Modern Languages must assemble a digital portfolio consisting, at a minimum, of the essential components listed below.

Students should complete a draft of the portfolio, including as many components as possible, before they enroll in MOL 496, the MA capstone course.

Completing the portfolio is a course requirement of MOL 496. In this course, students can revise the portfolio, following any suggestions from their peers and the course instructor. The portfolio will be evaluated during MOL 496. The instructor of 496 establishes criteria for evaluating the portfolio. Portfolios must meet those criteria (for example, by earning a grade of A) and receive approval from the instructor of 496 in order to qualify as completed for graduation. The instructor of MOL 496 will verify completion of the portfolio to the departmental director of graduate studies, for updating of the student's Degree Progress Report.

Essential portfolio components

At a minimum, each student's portfolio must include the following components; see below for details regarding each component:

- **Output of the student's capstone project (i.e., the essay, translation, thesis, teaching materials, or the evidence attesting to the student's experiential project; see below for details)**
- **a professional resumé or *curriculum vitae* (CV)**
- **at least three letters of reference**
- **at least two high-quality research papers or final projects from courses suitable as professional writing samples**
- **relevant credentials, if applicable (e.g., OPI results, WPT results, certifications, etc.)**
- **the student's reflection presentation from MOL 496**

Capstone project

The core component of each student's portfolio consists of results from a "capstone project." Students begin planning their project with a "prospectus" prepared in MOL 401 and complete it with guidance, as needed, from their advisors, for presentation in MOL 496, the MA capstone.

The capstone project must be work that demonstrates the application of a student's linguistic skills for professional purposes, done entirely or largely apart from the student's graduate coursework. All students should begin work on their projects as soon as possible after

entering the MA program, in order to ensure sufficient time to provide results from their work for presentation in MOL 496, the MA capstone.

Typical capstone projects take the form of:
1. **An academic essay or other substantial writing project that is separate from papers written in courses.**
2. **A translation (perhaps with accompanying reflection essay).**
3. **A community-service project with documented outcomes.**
4. **A teaching portfolio, including curriculum design and course development.**
5. **A thesis (see special additional requirements below).**
6. **Other projects according to the professional needs of the student (including but not limited to an internship, a project carried out at their current place of employment, a work of art, or work as part of a DePaul office or program).**

When the capstone project is a written work, such as an essay, translation, or thesis, the project itself is included in the portfolio. When the capstone project is a teaching portfolio, the materials created—curriculum design, syllabi, lesson plans, etc.—are included along with contextualizing material to create a teaching portfolio within the larger professional portfolio.

When the capstone project is a community-service project, an internship, or another professional or experiential undertaking, the materials included in the portfolio should document what the student did in detail.

Materials acceptable as documentation of results from such a capstone project include:

*   **photographs or video-recordings**
*   **print, text, and online materials, such as advertisements, bulletins, flyers, forms, signage, manuals, translations, webpages, databases, animations, graphics, or software**
*   **letters from relevant stakeholders attesting to the student's work**
*   **an individual or collective artistic work**
*   **any other appropriate evidence of the student's use of the language for professional purposes within the context of their work**

In preparing these materials, students are responsible for compliance with all relevant policies regarding materials used to document the results of their capstone project.

Students interested in writing a thesis should also review Section 5 ("Thesis Option") below.

Resumé or CV

Different disciplines and professional fields have different norms and standards for the preparation of resumés or *curricula vitae*; students will review these norms and standards in MOL 496. The resumé or CV included in the portfolio must be ready to use in applying for real positions within a student's field of professional interest.

Letters of reference

These should be letters from colleagues, supervisors, clients, advisors or other associates familiar with the student's achievements in his or her field of professional interest. If appropriate, they may include letters from DePaul professors or advisors in the MA program.

Students will review protocols for soliciting and submitting letters of reference in both MOL 401 and MOL 496.

If the student completed a capstone project that included community-service work or some other type of undertaking, at least one letter should be from a supervisor, manager, client, or advisor, attesting to work done for the student's capstone project.

Two papers from MA program courses

Each student should select at least two formal papers or projects, prepared in English or the language of study, for inclusion in their portfolio as evidence of the student's skills in argumentation, organization, critical analysis, and written expression. These should be high-quality research papers or final projects from courses suitable as professional writing samples.

Credentials

Each student should include, as applicable, relevant language-related credentials in their professional portfolio. Such credentials could include:
- Results of the ACTFL Oral Proficiency Interview or Written Proficiency Test.
- Results of proficiency tests establishing student's level in the Common European Framework (B-2, C-1, etc.).
- Other regional or national proficiency tests (e.g., DELE, CELU, or SIELE tests for Spanish).
- Certificates, endorsements, or licensures relevant to their professional field.
- Certification as a translator or interpreter.

Reflection presentation

In MOL 496, the MA capstone, all students must prepare a "holistic reflection presentation" that summarizes their experiences in the MA program.

Students must deliver the presentations in English, in a style and perspective suitable for presentation to their classmates in MOL 496. The format of the presentation can be:

- **an essay, memoir, report, or other written document**
- **an audio or video recording**
- **a slideshow (such as a PowerPoint presentation)**

The instructor of MOL 496 will provide detailed instructions regarding the reflection presentation.

5. THESIS OPTION

As indicated above in Section 4 ("Portfolio guidelines"), a student's capstone project may be a thesis.

HOWEVER, preparing and submitting a MA thesis is subject to special requirements, including formal institutional procedures and fixed administrative deadlines. Any student interested in writing a MA thesis should read carefully this section, which describes those procedures and deadlines.

Eligibility

Any student who, after two terms in the program (or completion of four courses), has a cumulative GPA of 3.7 in program coursework may apply to write a thesis. Interested students and their faculty advisor should contact departmental director of graduate study regarding the application procedure.

Language

All students in the MA programs in Modern Language must include in their portfolios some materials written in their language of study.

However, students who elect to write a thesis should consider in advance whether to write a thesis in the language of study or in English. Students should write their theses in English if they anticipate submitting all or part of their theses:

- to readers or committee members not familiar with the language of study
- for publication with journals or presses that require English
- in support of application to other programs of graduate study that require materials in English
- for delivery at professional meetings that require presentations in English

Each student's faculty advisor should help the student decide which language is most appropriate for writing the thesis.

Choosing a thesis topic

The very first and most critical step in writing a thesis is the selection of a topic. All students must confer carefully with their faculty advisors about the selection of a thesis topic. Thesis topics should obviously be relevant to a student's professional interests, of particular interest to the student, and one that the student has sufficient time and energy to research. Many students initially choose topics that are too broad, require too much research, or involve

resources not readily available. *It is the responsibility of the faculty advisor to counsel a student about the selection of an appropriate thesis topic.*

Schedule for completing a thesis

Because preparing and completing a thesis typically requires significantly more work than a term paper or other final project from an individual course, students who wish to write a thesis should anticipate the following schedule of work:

When	Actions to complete
First week of third term	Discuss thesis option with faculty advisor
	Choose a thesis topic
Fifth week of third term	Recruit a thesis committee
	Submit thesis committee form*
Tenth week of third term	Submit approval of thesis proposal form*
Tenth week of fifth term	Submit first draft of thesis
Fifth week of sixth term	Submit final version of thesis
Tenth week of sixth term	Thesis defense
	Submit thesis approval form*

See the appendix for necessary forms.

Students whose theses involve research with human subjects will require prior approval of their thesis proposals from the institutional review board (IRB). Students who anticipate the need for approval from the IRB should initiate the necessary applications for approval as soon as possible, in consultation with their faculty advisors. Additional information about approval procedures at DePaul is available online from the Office of Research Services.

The committee for each student will ultimately decide the appropriate schedule for submitting the draft of a thesis, completing the final version, and defending the thesis. Students who fail to meet announced deadlines may require longer than two years to complete their degrees.

Recruiting a thesis committee

DePaul University requires that a committee of faculty review and approve all theses submitted in satisfaction of degree requirements. The chair of this committee should be a tenured or tenure-track member in the Department of Modern Languages; a student's faculty advisor normally serves as chair of the committee. The committee should include at least two other faculty as well. *A student's faculty advisor should actively assist the student in identifying and recruiting suitable faculty for the thesis committee.* These other committee members may be faculty from other departments, especially if a student's thesis topic

involves areas of expertise beyond the disciplinary scope of the Department of Modern Languages.

As indicated in the schedule above, during the fifth week of their third term in the program, students planning to write a thesis must submit, to the departmental director of graduate programs, the required "MA Thesis Committee" form, accompanied by a brief description (1 double-spaced page or 250-300 words) of the thesis topic that the committee members have agreed to review. All members of the committee must sign the form; the student and all committee members must receive copies of the form for their records. *See the end of this section and the Appendix for a template of this form*.

Submitting the thesis proposal

After a student's thesis committee approves the thesis topic, the student must prepare a formal thesis proposal. The thesis proposal should comprise 6–10 double-spaced pages and must include a provisional bibliography. The thesis proposal should:

- be written in the student's language or in English (if preferable)
- explain clearly what topic the thesis will engage and why this topic is important
- describe briefly the previous scholarly work done on this topic
- explain how the thesis will revise or augment previous work
- present a short, tentative outline indicating the methodologies and scope of the thesis

Members of a student's thesis committee realize that it may be difficult to predict precisely the final argument or conclusions of an extended research project. Rather, thesis committees look for a clear explanation of what the student expects to achieve. In deciding whether to approve thesis proposals, thesis committees typically consider the proposal's:

- quality of writing
- organization
- persuasive force
- documentation

Once a committee approves a student's proposal, the student must complete the "MA Thesis Proposal Approval" form and submit this form to the departmental director of graduate programs, who then forwards the form to the Graduate Office of the College of Liberal Arts and Social Sciences.

Writing the thesis

Once students obtain approval of their thesis proposals, they should maintain close contact with their faculty advisors, who will communicate with their thesis committees regarding the progress of the thesis.

Students writing a thesis should give their faculty advisors individual sections or chapters of their theses as they complete them, in order to receive appropriate feedback. Each student's faculty advisor will offer timely and constructive commentary for each chapter or section of the thesis, and distribute each chapter or section to other thesis committee members for review.

Students writing a thesis may, upon the recommendation of their faculty advisor and with approval of the departmental director of graduate programs, enroll in no more than 8 quarter credit hours of a "thesis research" course in their language. Currently, MA students in Modern Languages should request "Independent Study" coursework as "thesis research."

Thesis format requirements

All theses submitted in the College of Liberal Arts and Social Sciences at DePaul University must conform to uniform standards of format and style. Every thesis must:

- be at least 50 double-spaced pages long, including notes but excluding bibliography
- use margins of no less than one inch, top and bottom, left and right
- use an easily legible typeface (such as Times Roman, Arial, Garamond, etc.)
- use a type font no smaller than 12 pt., in the text as well as in the notes and bibliography
- conform to the format and standards specified in *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian

For further details regarding these requirements, see:

http://las.depaul.edu/student-resources/graduate-student-support/graduation-requirements/Pages/thesis-requirements.aspx

The student is responsible for ensuring that the final draft of the thesis conforms to these and all other college or university requirements.

Submitting the thesis

After the student's faculty advisor approves the draft of the student's entire thesis, the student and the faculty advisor must complete the following steps:

- circulate the final draft of the thesis to the entire committee by the tenth week of the student's fifth term in the program
- obtain prompt and thorough feedback from committee members
- complete revision of the thesis, by the student, according to feedback from committee members

- **submit the final draft of the thesis to the committee by the end of the fifth week of the student's sixth term in the program**
- **participate in an informal thesis defense during or before the tenth week of the student's sixth term in the program, during which the student and committee meet to discuss the student's work and the committee's feedback on the final version of the work (this meeting is not a formal defense with a presentation or prescribed format; rather it serves as a chance for a culminating discussion of the student's work; the thesis committee chair will determine its details)**
- **obtain approval of the final draft from the committee by the tenth week of the student's sixth term in the program**
- **prepare the Student-initiated and committee-approved Final Requirements Confirmation Form, with electronic signatures by all thesis committee members**
- **create a PDF copy of the final thesis, in the correct format**
- **prepare the abstract and keyword form**
- **provide a signed copy of the author submission agreement ("ETD Approval Form"), signed by the student (Unless students choose to restrict access to their theses, their theses will be widely available through internet searches.)**

For details regarding college requirements and necessary forms, see:

http://las.depaul.edu/student-resources/graduate-student-support/graduation-requirements/Pages/thesis-requirements.aspx

The student is responsible for initiating the committee approval process by filling out the Final Requirements Confirmation Form. The faculty advisor is responsible for ensuring all committee members approve the thesis on that form and for forwarding the final version of the thesis to the departmental director of graduate programs.

Submitting the thesis along with all forms and documents to LASGraduateOffice@depaul.edu according to the policies explained at the website above is a requirement for graduation.

6. BA/MA COMBINED DEGREES

The combined Bachelor's + Master's degree programs allow students to complete 12 graduate credit hours while still undergraduates. These 12 graduate credit hours will count toward both the undergraduate and graduate degree programs.

Students interested in the combined degree usually apply in their third year of their BA. They generally complete three 400-level language area courses during their last year as undergraduates, then complete the three core courses and six more language area courses during a single MA year. The three 400-level language area courses count toward their MA electives and their BA electives.

Due to its nature, combined degrees have an accelerated timetable, as outlined in the timetables in Appendix B, and they require careful planning. Students should consult regularly and in detail with their advisors.

Combined degrees are otherwise subject to all the same requirements as standard MA degrees. Their course requirements are the same, and they complete a portfolio project just like other MA students in the program.

7. ADVISING GUIDELINES

Strong relationships between graduate students and their advisors are essential to ensuring success for the students and for the program as a whole. The following guidelines provide examples of the areas of collaboration between students and their staff and faculty advisors.

Once matriculated, all students should contact, as soon as possible (*but no later than two weeks prior to beginning classes*), the director of graduate programs in order to schedule meetings about: 1) enrollment in courses; 2) their areas of professional interest; and 3) selecting a faculty advisor.

The departmental director of graduate programs will recommend, after an initial meeting with the student, one or more faculty from the Department of Modern Languages to serve as faculty advisor for the student, based on the student's professional interests.

Faculty advisors will serve as students' primary advisors. S*tudents should expect to consult their advisors at least once during every academic term and more frequently as needed.*

Working together, the departmental director of graduate programs, the faculty advisor, and each student all have responsibilities in ensuring the student's success in the program.

When a faculty member is on leave or is otherwise unavailable, the faculty member and their advisees should work together to identify interim advisors who can serve for the duration of the leave of absence. The faculty advisor going on leave should notify the Director of Graduate Programs who the interim advisor will be.

8. STUDENT RESOURCES

Resources for each language, regarding areas such as advising, language proficiency development, funding, or employment, are available online in various sections of the departmental website:

http://las.depaul.edu/academics/modern-languages/pages/default.aspx

In addition, DePaul University provides a wide range of academic, health, and career services to help students achieve success in their programs. These include:

Academic support services

Academic support services exist to help students make adequate academic progress, or, when they can't do that because of circumstances out of their control, point them to systems and processes that help them overcome life hurdles. For information, guidance, or referrals, contact the departmental academic advisor.

Adult student services

DePaul's Office of Academic Continuity and Engagement (ACE) produces programs throughout the year on a number of topics; these serve either the entire adult undergraduate and graduate/professional student populations or targeted sub-populations. For details, visit:

https://offices.depaul.edu/student-affairs/about/departments/Pages/academic-continuity-engagement.aspx

University Counseling Services

At some time in our lives, each of us may feel overwhelmed and may need help managing life's challenges. According to the National Institutes of Mental Health, more than 30 million Americans need help dealing with feelings and issues that seem beyond their control— problems with a marriage or relationship, a family situation, job loss, depression, stress, burnout, substance abuse, or death of a loved one. Counseling and care services are available at DePaul for students who find themselves in these kinds of situations; see

https://offices.depaul.edu/student-affairs/about/departments/Pages/ucs.aspx

Demon Discounts

The Demon Discounts website provides discounted products and services to the university community from vendors who support DePaul University. Over one hundred discounts are available to DePaul faculty, staff, students, parents, alumni, retirees and others; see:

http://discounts.depaul.edu/index.htm

Additional discounts for movies, sporting events, and performances are available from the Office of Student Involvement at:

https://offices.depaul.edu/student-affairs/about/departments/Pages/student-involvement.aspx

Graduate Student Community

Many specialized services, programs, and opportunities are available to graduate students as members of the DePaul community. These include:

- Service Immersion Trips: domestic and international service immersion trips are available through University Ministry during December intersession and spring vacation. Graduate students are encouraged to participate.

- Student Organizations: Student involvement is critical in building a sense of community and belonging. Graduate students are highly encouraged to lead student organization in order to add to their experiences and skill set. A list of DePaul student organizations is available online at:

https://offices.depaul.edu/student-affairs/student-life/student-organizations/Pages/default.aspx

- Community Engagement: Regular participation in one (or more!) of the many community engagement opportunities at DePaul can provide students with the personal connections and fulfillment to truly enjoy and appreciate their graduate school experience. The administrative and leadership experiences can also provide internship-quality experiences for students and help them to gain/polish necessary professional skills.

- Events: Looking for something to do? Departments across the university regularly offer students a variety of events on campus and in the Chicago community that get you engaged, keep you entertained or expand your knowledge and world. Student Affairs is about your DePaul student experience, and most departments plan and coordinate a number of events throughout the year; see:

https://offices.depaul.edu/student-affairs/Pages/default.aspx

- International Student Services: The Office for International Students and Scholars (OISS) provides advising services to over 1500 international students and scholars with F-1 and J-1 visas at DePaul University. See:

http://oiss.depaul.edu/

- **Leadership Opportunities:** Graduate school provides an excellent environment to grow and develop leadership skills. Students are highly recommended to participate in opportunities where they may exercise their leadership skills and develop connections with others.

- **Parents & Family:** DePaul University recognizes that parents and family are an integral partner to their students' success. We are here to support them and create opportunities where they can become educated and engaged as a member of the DePaul family. Through our programs and resources our goal is to help them stay connected with the university, while supporting them as they take an active role in their student's experience. Additionally, we strive to contribute to goodwill for the university and promote appropriate roles for parents and family members within the campus community. For further information, contact the DePaul parents' organization via email at: **parents@depaul.edu**.

- **Professional Opportunities:** Students have many, free professional development opportunities available to them through DePaul University. Students interested in a career in education (K-12, higher education, administration) should consider completing the non-credit certificate programs available at DePaul; see, for example:

https://offices.depaul.edu/center-teaching-learning/Pages/default.aspx

- **Student Publications:** Submitting articles through a student publication can serve as a great spring board into submitting articles for professional publications.

- **Career Center:** DePaul's Career Center offers a wide variety of high-quality workshops and networking events. Students are highly encouraged to make the most of their DePaul experience by attending Career Center events every quarter; see:

http://careercenter.depaul.edu/

Financial aid

DePaul University charges tuition per credit hour per term. To help fit the cost of graduate school in your budget, DePaul provides multiple methods of payment. For additional details on tuition and fees or setting up payment plans, please visit the Student Accounts website at:

http://studentaccounts.depaul.edu

Students may review all DePaul scholarship opportunities through the online scholarship application process. New scholarships appear regularly, so students should check weekly for new opportunities; see:

https://depaul.academicworks.com/

Need-based financial aid may also be available through the Office of Financial Aid. Eligibility is determined through completion of the Free Application for Student Financial Aid (FAFSA). You might wish to explore student loan options, which provide a form of financial aid that must be repaid, with interest. Student loans are available through the federal government's direct loan program or through private lenders. The Office of Financial Aid website provides guidance on what to look for and what questions you should ask when researching federal and private loan options. Visit the Office of Financial Aid's website at:

http://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx

Graduate students should also seek additional funding from outside sources. A listing of scholarship search engines is available on the Office of Financial Aid's website, shown above.

Some examples of outside sources are:

- **American Association of University Women:**

   http://www.aauw.org/what-we-do/educational-funding-and-awards/

- **P.E.O. International Peace Scholarships**

   http://www.peointernational.org/about-peo-international-peace-scholarship-ips

- **Paul and Daisy Soros New Americans Fellows Program**

   http://www.pdsoros.org/

- **Qatar Foundation International**

   http://qfi.org/programs/

- **American Association of Teachers of Spanish and Portuguese**

   http://www.aatsp.org/?page=2015Scholars

These and many other organizations offer grants, scholarships, or awards that students in the MA programs for Modern Languages may seek to offset partially or fully the costs of their education in the programs.

Job, internship, and volunteer opportunities

Several offices at DePaul offer assistance in finding opportunities for employment, internships, or volunteer service within the University or the community:

- **Steans Center for Community-based Service Learning: http://steans.depaul.edu/**
- **University Internship Program: http://careercenter.depaul.edu/jobs/internships.aspx**
- **Office of Student Employment: https://studentemployment.depaul.edu/**
- **Career Center & DePaul Handshake: http://careercenter.depaul.edu**

Appendix A: Administrative forms

The following administrative forms are available online from the LAS Forms Library:

http://las.depaul.edu/student-resources/graduate-student-support/forms/Pages/default.aspx

1) Transfer Credit Request
2) Readmission Request
3) Final Requirements Confirmation

https://lascollege.depaul.edu/FinalRequirements/

4) Electronic Thesis and Dissertation Approval (for theses only)
5) Abstract and Keyword Form (for theses only)
6) Sample Title Page (for theses only)
7) Independent Study Application: https://lascollege.depaul.edu/IndependentStudy

Appendix B: Checklists and course planning templates

M.A. GRADUATION REQUIREMENTS CHECKLIST

CORE COURSES
- ☐ MOL 401
- ☐ MOL 402
- ☐ MOL 496

PORTFOLIO
- ☐ Resumé or CV
- ☐ Three reference letters
- ☐ Two papers from courses
- ☐ Reflection presentation
- ☐ Credentials (OPI, certificates, etc.)
- ☐ Results of portfolio project
  OR
  approved thesis

OTHER REQUIREMENTS
- ☐ Application for graduation online

ELECTIVE COURSES

- ☐ Course 1 _____
- ☐ Course 2 _____
- ☐ Course 3 _____
- ☐ Course 4 _____
- ☐ Course 5 _____
- ☐ Course 6 _____
- ☐ Course 7 _____
- ☐ Course 8 _____
- ☐ Course 9 _____

M.A. ADVISING CHECKLIST

STUDENT   _____

ADVISING DATE _____

GENERAL ADVISING

WELFARE
- ☐ Is the student doing OK?
- ☐ Does the student need additional support? If so, what type?

CAREER AND PLANNING
- ☐ Has the student identified post-graduation plans and the purpose of their degree? If not, what resources can you point them to?
- ☐ Have you discussed career and professional planning with the student?

PROGRAM ADVISING

COURSE SELECTION AND PLANNING
- ☐ Has the student taken 401 & 402? If not, are plans in place to take them?
- ☐ Has the student identified appropriate elective courses for next quarter?
- ☐ Have you and the student discussed probable upcoming 400-level course offerings and planned when student will take them?
- ☐ If the student is interested in pursuing a certificate, have you jointly identified how to incorporate those courses into their plan?

REVIEWING DEGREE PROGRESS
- ☐ Has the student reviewed their DPR recently?
- ☐ In your review of the DPR, are all requirements accounted for correctly?
- ☐ Are the cluster courses correctly identified on the DPR?
- ☐ Have you reviewed the graduation checklist with the student?
- ☐ Have you reviewed the advising timeline with the student?

PORTFOLIO
- ☐ Does the student know what their portfolio project will be? If not, have you discussed how to identify a project?
- ☐ Have you discussed the required contents and timing of the portfolio with the student?
- ☐ Is the student making appropriate progress in collecting their portfolio materials?

FOLLOW-UP
- ☐ Does any information need to be communicated to the grad director?
- ☐ Does any information need to be communicated to the student's program director or the chair?
- ☐ Does any administrative task need to be undertaken by the college office?
- ☐ Has the student identified any tasks they need to complete? What are those tasks and when do they need to be completed?
- ☐ Do any decisions you and the student jointly made need to be recorded in an email or in Bluestar?

M.A. ADVISING TIMELINE (FULL-TIME, NON-THESIS)

YEAR **ONE**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ MOL 401	☐ MOL 402	☐ Elective 3 _____
	☐ Elective 1 _____	☐ Elective 2 _____	☐ Elective 4 _____
OTHER	☐ Prepare prospectus for portfolio project in 401 ☐ Meet with advisors to plan program	☐ Begin portfolio project	☐ Continue portfolio project

YEAR **TWO**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ Elective 5 _____	☐ Elective 7 _____	☐ Elective 9 _____
	☐ Elective 6 _____	☐ Elective 8 _____	☐ MOL 496
OTHER	☐ Continue portfolio project	☐ Apply for graduation by Feb 1 ☐ Request letters for portfolio	☐ Present portfolio in 496

M.A. ADVISING TIMELINE (FULL-TIME, THESIS)

YEAR **ONE**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ MOL 401	☐ MOL 402	☐ Elective 3 _____
	☐ Elective 1 _____	☐ Elective 2 _____	☐ Elective 4 _____
OTHER	☐ Prepare prospectus for portfolio project (possible thesis) in 401 ☐ Meet with advisors to plan program	☐ Discuss thesis plans with advisor ☐ Choose thesis topic ☐ Contact potential committee chair	☐ Recruit thesis committee ☐ Submit thesis committee form ☐ Write thesis proposal & submit to committee ☐ Submit approved thesis proposal form

YEAR **TWO**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ Elective 5 _____	☐ Elective 7 _____	☐ Elective 9 _____
	☐ Elective 6 _____	☐ Elective 8 _____	☐ MOL 496
OTHER	☐ Carry out thesis project ☐ Begin drafting thesis	☐ Apply for graduation by Feb 1 ☐ Submit first draft of thesis to committee ☐ Request letters for portfolio	☐ Present portfolio (thesis) in 496 ☐ Submit final draft of thesis to committee by week 5 ☐ Defend thesis ☐ Submit thesis forms

M.A. ADVISING TIMELINE (PART-TIME, NON-THESIS)

YEAR **ONE**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ MOL 401	☐ MOL 402 OR ☐ Elective 1_____	☐ Elective 1/2_____
OTHER	☐ Prepare prospectus for portfolio project in 401 ☐ Meet with advisors to plan program	☐ Begin portfolio project	☐ Continue portfolio project

YEAR **TWO**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ Elective 2/3_____	☐ Elective 3_____ OR ☐ MOL 402	☐ Elective 4_____
OTHER	☐ Continue portfolio project	☐ Continue portfolio project	☐ Continue portfolio project

YEAR **THREE**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ Elective 5 _____	☐ Elective 6 _____	☐ Elective 7 _____
OTHER	☐ Continue portfolio project	☐ Continue portfolio project	☐ Continue portfolio project

YEAR **FOUR**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ Elective 8 _____	☐ Elective 9 _____	☐ MOL 496
OTHER	☐ Continue portfolio project	☐ Apply for graduation by Feb 1 ☐ Request letters for portfolio	☐ Present portfolio in 496

M.A. ADVISING TIMELINE (PART-TIME, THESIS)

YEAR **ONE**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ MOL 401	☐ MOL 402 OR ☐ Elective 1_____	☐ Elective 1/2 _____
OTHER	☐ Prepare prospectus for portfolio project (possible thesis) in 401 ☐ Meet with advisors to plan program	☐ Discuss thesis plans with advisor	☐ Continue exploring thesis topics

YEAR **TWO**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ Elective 2/3_____	☐ Elective 3 _____ OR ☐ MOL 402	☐ Elective 4 _____
OTHER	☐ Choose thesis topic ☐ Contact potential committee chair	☐ Recruit thesis committee ☐ Submit thesis committee form	☐ Write thesis proposal & submit to committee ☐ Submit approved thesis proposal form

YEAR **THREE**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ Elective 5 _____	☐ Elective 6 _____	☐ Elective 7 _____
OTHER	☐ Carry out thesis project	☐ Carry out thesis project	☐ Carry out thesis project ☐ Begin drafting thesis

YEAR **FOUR**

	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
COURSES	☐ Elective 8 _____	☐ Elective 9 _____	☐ MOL 496
OTHER	☐ Carry out thesis project ☐ Continue drafting thesis	☐ Apply for graduation by Feb 1 ☐ Submit first draft of thesis to committee ☐ Request letters for portfolio	☐ Present portfolio (thesis) in 496 ☐ Submit final draft of thesis to committee by week 5 ☐ Defend thesis ☐ Submit thesis forms

B.A./M.A. ADVISING TIMELINE (NON-THESIS)

UNDERGRADUATE YEAR FOUR

COURSES

AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
☐ Elective 1 _____	☐ Elective 2 _____	☐ Elective 3 _____
☐ 2-3 other classes to fulfill BA requirements	☐ 2-3 other classes to fulfill BA requirements	☐ 2-3 other classes to fulfill BA requirements

OTHER

☐ Meet with advisors to plan program	☐ Begin planning portfolio project	☐ Graduate with B.A.

GRADUATE YEAR ONE

COURSES

AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
☐ MOL 401	☐ MOL 402	☐ MOL 496
☐ Elective 4 _____	☐ Elective 6 _____	☐ Elective 8 _____
☐ Elective 5 _____	☐ Elective 7 _____	☐ Elective 9 _____

OTHER

☐ Prepare prospectus for portfolio project in 401 ☐ Begin portfolio project	☐ Continue portfolio project ☐ Apply for graduation by Feb 1 ☐ Request letters for portfolio	☐ Present portfolio in 496

B.A./M.A. ADVISING TIMELINE (THESIS)

UNDERGRADUATE YEAR FOUR

COURSES

AUTUMN QUARTER
- ☐ MOL 401
- ☐ 2-3 other classes to fulfill BA requirements

WINTER QUARTER
- ☐ Elective 2 _____
- ☐ 2-3 other classes to fulfill BA requirements

SPRING QUARTER
- ☐ Elective 3 _____
- 2-3 other classes to fulfill BA requirements

OTHER

AUTUMN QUARTER
- ☐ Prepare prospectus for portfolio project (possible thesis) in 401
- ☐ Meet with advisors to plan program

WINTER QUARTER
- ☐ Discuss thesis plans with advisor
- ☐ Choose thesis topic
- ☐ Contact potential committee chair

SPRING QUARTER
- ☐ Graduate with B.A.
- ☐ Recruit thesis committee
- ☐ Submit thesis committee form
- ☐ Write thesis proposal & submit to committee
- ☐ Submit approved thesis proposal form

GRADUATE YEAR ONE

COURSES

AUTUMN QUARTER
- ☐ Elective 3 _____
- ☐ Elective 4 _____
- ☐ Elective 5 _____

WINTER QUARTER
- ☐ MOL 402
- ☐ Elective 6 _____
- ☐ Elective 7 _____

SPRING QUARTER
- ☐ MOL 496
- ☐ Elective 8 _____
- ☐ Elective 9 _____

OTHER

AUTUMN QUARTER
- ☐ Carry out thesis project
- ☐ Begin drafting thesis

WINTER QUARTER
- ☐ Apply for graduation by Feb 1
- ☐ Submit first draft of thesis to committee
- ☐ Request letters for portfolio

SPRING QUARTER
- ☐ Present portfolio (thesis) in 496
- ☐ Submit final draft of thesis to committee by week 5
- ☐ Defend thesis
- ☐ Submit thesis forms