

# HANDBOOK

## Master of Arts Programs Department of Modern Languages DePaul University

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## 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 advisors, the departmental advisor, or the departmental director of graduate programs:

*Departmental advisor and director of graduate programs:*

Dr. Rocío Ferreira ([rferreir@depaul.edu](mailto:rferreir@depaul.edu), 773.325.1873)

### *Faculty advisors:*

ARABIC: Dr. Nesreen Akhtarkhavari ([nakhtark@depaul.edu](mailto: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](mailto:graddepaul@depaul.edu)
- the departmental advisor and director of graduate programs in Modern Languages, Dr. Rocío Ferreira, at: [rferreir@depaul.edu](mailto:rferreir@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:

<http://www.depaul.edu/university-catalog/Pages/default.aspx>

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

- a bachelor's degree (BA, BS, BFA, BEd, etc.) from an accredited college or university in the United States, or the equivalent degree from a college or university outside the United States
- a cumulative grade point average (GPA) of at least 3.0 (on a scale where 4.0=A) in all undergraduate and graduate coursework previously completed
- at least 20 quarter credit hours (or the equivalent in semester credit hours) of advanced college-level coursework in the language (this is the equivalent of an undergraduate "minor" at most colleges or universities in the United States)

Students who lack 20 quarter credit hours (or the equivalent in semester credit hours) of coursework must demonstrate proficiency in the language by attaining a rating of at least "intermediate high" on two standardized tests from the American Council on the Teaching of Foreign Languages (ACTFL):

- the Oral Proficiency Interview (OPI) and
- the Writing Proficiency Test (WPT)

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 that explains the applicant's areas of professional interest and reasons for seeking advanced training in a language

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](mailto:graddepaul@depaul.edu). Colleges and universities may email official electronic transcripts directly to [graddepaul@depaul.edu](mailto: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.**

**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 Campus Connect to verify receipt of all supporting documents:**

**<http://campusconnect.depaul.edu>**

**"Campus Connect" is the University's Web portal for access to all administrative systems for students, faculty, and staff.**

**Failure to submit all supporting documents can delay review of applications. 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

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. Once applicants receive notice of their acceptance, 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 online from the LAS website at:

<http://las.depaul.edu/student-resources/new-graduate-students/Pages/intent-to-enroll.aspx>

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 advisor, departmental director of graduate programs, or 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:

<http://offices.depaul.edu/depaul-central/academics/registration/Pages/default.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:

### *University graduate programs*

<http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/default.aspx>

### *College of Liberal Arts and Social Sciences graduate programs*

<http://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/handbook/Pages/default.aspx>

### *Academic integrity*

<http://offices.depaul.edu/oaa/faculty-resources/teaching/academic-integrity/Pages/default.aspx>

### *Technology*

<https://offices.depaul.edu/is/about/Pages/policies.aspx>

### *Human subjects in research*

<https://offices.depaul.edu/ors/research-protections/irb/policies-procedures/Pages/default.aspx>

### *Institutional compliance*

<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 at least 48 quarter credit hours of coursework, distributed as follows:

- MOL 401 “Professional Foundations” (4qh)
- MOL 402 “Language, Self, and Society” (4qh)
- MOL 403 “Communities of Practice” (4qh)
- MOL 496 “MA Capstone” (4qh)
- eight elective courses (32 qh)

MOL 401, MOL 402, MOL 403, and MOL 496 are taught in English for students from all seven MA language programs. Part-time students should, wherever possible, complete MOL 401, MOL 402, and MOL 403 during their first year in the MA program.

The eight elective courses must be courses relevant to the student’s language of study and its use for professional or personal purposes. *At least four of these courses, approved by the student’s faculty advisor, must form a “cluster” directly related to the student’s “portfolio project” (see Section 4 below).*

**DEPENDING ON THEIR PROFESSIONAL OR PERSONAL INTERESTS**, students may substitute other kinds of coursework for classes taught in their languages of study. These substitutions may include:

- courses taught in English, if relevant to a student’s professional or personal interests
- courses taught in English, where the student completes all or most of the coursework (readings, written tasks, etc.) in the student’s language of study
- independent study courses in the language supervised by faculty from Modern Languages or from other departments

Students interested in any of these options should contact the departmental director of graduate studies for additional information. All of these options require approval, in writing, by students’ faculty advisors and the departmental director of graduate programs. Email

messages from faculty advisors and the departmental director of graduate programs, copied to the departmental staff advisor, are sufficient to document written approval.

The typical schedule for any full-time student in the MA program for Modern Languages is:

### *Year One*

Autumn Quarter	Winter Quarter	Spring Quarter
MOL 401 prepare prospectus for portfolio project	MOL 402	MOL 403
elective course 1	elective course 2	elective course 3
meet with department advisors to plan program	begin portfolio project	continue portfolio project; for thesis option, complete thesis paperwork (topic approval + thesis committee member list); if thesis involves research subjects, complete Local Review Board process

### *Year Two*

Autumn Quarter	Winter Quarter	Spring Quarter
elective course 4	elective course 6	elective course 8
elective course 5	elective course 7	MOL 496 present portfolio project
continue portfolio project; if completing thesis option with research subjects, complete Internal Review Board process	apply for graduation in Campus Connect by Feb 1; take ACTFL OPI	

For details of requirements involving the portfolio project, graduation requirements, and the ACTFL OPI, see below and Section 4 on “Portfolio Guidelines.”

### *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 and departmental advisor, 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:

<http://las.depaul.edu/student-resources/graduate-student-support/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 become 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*

Several 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.

For further information about these programs, see:

<http://www.depaul.edu/university-catalog/colleges-and-schools/class/certificates/Pages/default.aspx>

### *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>

### *ACTFL OPI*

In addition to 48 quarter hour credits of coursework, all students in the MA programs in Modern Languages must attain a rating of at least “advanced low” from the Oral Proficiency Interview (OPI) of the American Council on the Teaching of Foreign Languages (ACTFL). Students should note that results of the ACTFL OPI are valid for only two years.

Students with documented proficiency at the “advanced low” level may petition for waiver of this requirement. Examples of documented proficiency are:

- completing an undergraduate degree at a college or university outside the U.S. that delivers instruction entirely in the student’s language
- achieving within the past two years a rating of “advanced low” from the ACTFL OPI or an equivalent score from tests based on the Common European Framework of Reference for Languages (CEFR) or Interagency Language Roundtable (ILR)

Interested students or their faculty advisors should contact the departmental director of graduate studies for additional information.

### *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 “portfolio 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 portfolio projects as soon as possible after entering the MA program, in order to insure sufficient time to provide results from their work for presentation in MOL 496, the MA capstone.

### *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:

<http://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/Pages/masters-programs.aspx>

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. For further information on these policies, see:

<http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/withdrawal-policy.aspx>

### *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:

<i>To receive a degree at the end of</i>	<i>Complete application by</i>
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:

<http://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/handbook/Pages/graduation.aspx>

<http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/graduation-requirements.aspx>

### *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 advisor and 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 instructor of MOL 496 will verify completion of the portfolio to the departmental director of graduate studies and to the departmental advisor, for updating of the student's Degree Progress Report.

For creating digital portfolios, DePaul University currently provides the online system Digication: <https://depaul.digication.com/>. MOL 401 will include detailed instructions and advice regarding the preparation of portfolios.

### *Essential portfolio components*

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

- results from the student's portfolio project
- a professional resumé or *curriculum vitae* (CV)
- at least three letters of reference
- letter from a supervisor, manager, client, or advisor attesting to any work done for the student's portfolio project
- at least two papers from courses taken during the MA program
- the student's reflection presentation from MOL 496

### *Portfolio project*

The core component of each student's portfolio consists of results from a "portfolio 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 portfolio project must be work that demonstrates the practical 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 insure sufficient time to provide results from their work for presentation in MOL 496, the MA capstone.*

For the purposes of their portfolio projects, students might use work done through:

- their current place of employment
- a paid or unpaid internship
- service in a department, office, or program at DePaul University
- participation in a volunteer organization
- contribution to a community social service agency
- contribution to a community development project
- an individual or collective artistic project
- research on a thesis (see special additional requirements below)

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>

Wherever they might choose to do work for their portfolio project, students are responsible for:

- obtaining a letter, from a supervisor or manager, that confirms the extent, duration, and nature of any work done for their projects
- providing adequate documentation of work done for their projects
- providing adequate documentation of their individual contributions to any collaborative or collective work done with others
- complying with any relevant DePaul University policies
- complying with any restrictions on photography and video-recording at the location of the project work
- complying with any policies regarding dissemination of proprietary materials from the location of the the project work
- complying with any other policies regarding participation or employment in the location of the project work

### *Results from the student's portfolio project*

The results from a student's portfolio project may be the longest portion of any student's portfolio. Materials acceptable as documentation of results from a student's portfolio project include:

- photographs or video-recordings
- print and text materials—such as advertisements, bulletins, flyers, forms, signage, manuals, or translations
- online resources in the language of study—such as web-pages, databases, animations, graphics, or interface software
- any other textual or graphical materials creating using a student’s language skills
- an individual or collective artistic work
- materials created from work as a translator or interpreter
- materials created from work for curriculum or program development as an educator
- a thesis related to the student’s professional interests (see special additional requirements below)
- any other appropriate evidence of the student’s use of the language for professional purposes

As indicated above, students are responsible for compliance with all relevant policies regarding materials used to document the results of their portfolio 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 resumé or *curricula vitae*; students will review these norms and standards in both MOL 401 and 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.

These letters do NOT need to confirm work on the student’s portfolio project. Students will review protocols for soliciting and submitting letters of reference in both MOL 401 and MOL 496.

### *Letter from a supervisor, or manager*

At least one letter must be from a supervisor, manager, client, or advisor, attesting to any work done for the student’s portfolio project.

### *Two papers from MA program courses*

Each student should select two formal papers, written in English or the language of study, as evidence of the student's skills in argumentation, organization, critical analysis, and written expression.

### *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 portfolio 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 the departmental advisor and 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, as evidence of work for their portfolio projects.

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:

<i>When</i>	<i>Actions to complete</i>
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 a local review board (LRB) and the institutional review board (IRB). Students who anticipate the need for approval from a LRB and 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 at:

<http://offices.depaul.edu/ors/research-protections/irb/Pages/default.aspx>

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 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."

For college and University policies regarding thesis research credit, see:

<http://www.depaul.edu/university-catalog/colleges-and-schools/class/academics/graduate/Pages/masters-programs.aspx>

## *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, Garmond, 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
- obtain approval of the final draft by the fifth week of the student's sixth term in the program
- prepare the thesis approval form, with 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, 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 these requirements and necessary forms, see:

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

The student's faculty advisor is responsible for preparing the thesis approval form, and forwarding it, with the final version of the thesis, to the departmental director of graduate programs.

The departmental director of graduate programs will forward via email these forms and the thesis to the Graduate Division of the College of Liberal Arts and Social Sciences ([LASGraduateOffice@depaul.edu](mailto:LASGraduateOffice@depaul.edu)), no later than the last day of the conferral term. *This is a requirement for graduation.*

## 6. 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*), both the departmental advisor and 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 advisor will assist students, in their initial meeting, with: planning their schedules; enrolling and registering in courses; and becoming familiar with institutional resources and services.

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. After consultation with the recommended faculty, the student should select a faculty advisor no later than one term after matriculation.

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

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

DePaul's BlueStar online advising system allows students to schedule advising appointments with the departmental advisor. For more information about the BlueStar system, see:

<http://offices.depaul.edu/depaul-central/student-resources/BlueStar/Pages/default.aspx>

## 7. 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 Adult, Veteran, and Commuter Student Affairs 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:

<http://offices.depaul.edu/student-affairs/about/departments/Pages/adult-veteran-commuter-student-services.aspx>

### *Counseling*

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; see:

<http://offices.depaul.edu/student-affairs/student-life/community-engagement/service-immersion-trips/Pages/default.aspx>

- **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](mailto: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:

<http://tlcp.depaultla.org/>

and

<http://acp.depaultla.org/>

- **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>

The Department of Modern Languages offers an annual award of up to \$600 to support the expenses of graduate students' work on their portfolio projects. Detailed information about eligibility for the award and application procedures is available online at:

<https://depaul.academicworks.com/opportunities/6081>

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 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.

## Appendix: 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)