

GRADUATE STUDENT HANDBOOK

Department of Modern and Classical Languages
George Mason University
<http://mcl.gmu.edu>

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THE MASTER OF ARTS PROGRAM

The M.A. in Foreign Languages at George Mason University provides comprehensive advanced studies in French, Francophone, Latin American, Latina/o, and Spanish language, linguistics, literatures, and cultures, as well as in Spanish/Bilingual and Multicultural Education. Faculty teaching in the French and Spanish programs at the Department of Modern and Classical Languages are dedicated to helping students achieve an advanced level of academic language skills, research, and scholarship appropriate to the pursuit of more advanced education at the doctoral level, as well as careers in teaching at the secondary or college/university levels, translation and interpretation, foreign service and global diplomatic positions, and related research fields such as Cultural Studies, Film Studies, Global Affairs, Latin American and Latina/o Studies, Linguistics, and Women and Gender Studies.

The Master of Arts in Foreign Languages offers four concentrations designed to meet the diverse interests and career goals of students: (1) a concentration in French (2) a concentration in Spanish; (3) a concentration in French and Spanish; and (4) a concentration in Spanish/Bilingual Multicultural Education.

ADMISSION REQUIREMENTS

Applicants who seek admission to the program with degree status must:

- hold a baccalaureate degree with an undergraduate major in Spanish or French or related field from an accredited institution of higher education or equivalent coursework;
- have a 3.00 grade point average (on a 4.00 scale) or better in their undergraduate major (exceptions may be possible in special circumstances);
- submit three letters of recommendation from persons familiar with the applicant's academic preparation and/or qualifications (at least two letters should be from former instructors);
- submit unofficial transcripts and all other documents required by the Graduate Admissions Office (official transcripts will be required upon acceptance);
- submit a goals statement in French or Spanish, depending on the concentration;
- submit a statement of language proficiency describing the candidate's linguistic ability and preparation to participate in graduate level coursework conducted in Spanish or French

For full consideration, applications should be submitted by April 15 for fall admission or November 1 for admission in the spring. Applications after those deadlines will be considered if space is available.

Applicants whose baccalaureate degrees were earned in other fields, or who otherwise do not meet the above requirements but who provide evidence of a capacity to pursue graduate study, may be granted conditional or provisional admission. They may have undergraduate deficiencies to make up before being allowed into the program.

Applicants may be asked contacted for further clarification of their preparation and/or credentials.

CONCENTRATION IN FRENCH

DEGREE REQUIREMENTS

There are two options for completing the M.A. with a concentration in French. Option one requires 30 credits of coursework plus a comprehensive exit exam. Option two requires 24 hours of coursework, 6 credits of thesis research and writing, and an M.A. thesis.

Concentration in French	
18 credits	Graduate courses listed under the rubric FREN, to include at least 6 hours in literature courses covering two different periods and/or geographies, and at least 6 hours in language/linguistics courses.
12 credits	Electives, which may include FREN and FRLN courses or courses in related fields. 6 hours of electives may be used for directed reading (FREN 798) and thesis (FREN 799).
Total = 30 credits	

FINAL GRADUATION REQUIREMENTS (CONCENTRATION IN FRENCH)

Option 1: Coursework plus comprehensive exam (30 credits of coursework)

In addition to 30 credits of coursework, students pursuing the concentration in French will complete a take-home exit exam designed to promote students' integration and critical analysis of material covered during their graduate course work in the Department of Modern & Classical Languages. The exit exam consists of an academic essay in which students critically integrate their learning experience in three graduate courses taken within the Department. The 5-7 page essay (double-spaced) should be written in French and should include a bibliography in either MLA or APA style. As stipulated by the Honor Code, all reference materials must be appropriately cited. Exit exams must be completed individually.

The exit exam process begins with students' choice of three courses taken within the Department, the formation of the exam committee (normally comprised of the professors who taught the chosen courses), and the development of an essay topic that integrates content, theory, research, and/or disciplinary practice from all three courses. Students may consult with all committee members regarding the proposed topic.

Students must submit the list of the three courses and the names of three professors who have agreed to serve on the exam committee (indicating who will serve as Chair) to the Graduate Director by the 6th week of the semester that the student intends to graduate. The student will then submit the essay by the 9th week of the semester.

The exam committee will evaluate the essay and inform the student by the 11th week of the semester whether or not s/he has passed. If a student does not pass, the committee will provide feedback and the student will have the opportunity to submit a revised version by the 14th week

of the semester, and will receive the result within two weeks. Should the essay still be unsatisfactory, the student will have one more opportunity to revise the essay the following semester.

While students have flexibility regarding the specific topic and format of their exit exam, all students are expected to submit an academic essay that demonstrates:

1. Advanced argumentation (including the clear statement of a thesis and the presentation of supporting evidence)
2. Advanced critical thinking
3. Advanced written communication (including appropriate organization, citing of sources, and academic style)
4. Integration of ideas across courses

These criteria will also serve as the basis for the evaluation of the essay by the exam committee. In addition to reading the instructions here, students are encouraged to consult with their exam committees in order to discuss expectations.

Option 2: Coursework plus thesis (24 credits of coursework; 6 credits of thesis research and writing)

In lieu of the take-home examination, students may carry out a research project in a field or fields related to French, Francophone, or French Linguistic Studies. Students intending to continue their studies in a Ph.D. program are encouraged to pursue this option. Results of the project will take the form of a thesis of a minimum of 60 pages and an oral presentation/defense of one hour. The thesis may be written in either French or English. Students are strongly advised to write in the language in which they feel most confident. In accordance with federal regulations, all research projects involving human subjects must receive review and approval from the HSRB (Human Subjects Review Board) prior to collecting data.

To follow this option, the student will need to have demonstrated to the French Graduate Faculty during his/her coursework that he/she is familiar with the requisite research methodology and has the knowledge necessary to complete a thesis. After having taken a minimum of 18 credits, the student will need to: (1) request permission in writing from the Graduate Faculty to work on a thesis; (2) identify and receive agreement in writing from a professor to be the thesis director; and (3) submit a two-to-three-page plan to the French Graduate Faculty outlining the goals and the timeline for his/her research project, along with an initial two-page bibliography. The details of this plan must be determined during the first half of the semester in consultation with the prospective thesis director. Upon approval by the French Graduate Faculty, the student registers for 3 credits of FREN 798 Directed Readings and Research by completing the Individualized Section form (available on the Registrar's website), obtaining the signature of the Department Chair, and submitting the signed form to the Registrar's Office (It is NOT possible to register for 798 via PatriotWeb).. For this course, the student will prepare an annotated bibliography, with a minimum of 10-15 critical sources, and an 8-10 page (excluding the bibliography) written research proposal demonstrating significant progress towards completion of the thesis research. Both documents must be submitted to the thesis director by the end of the 11th week of classes. Approval or disapproval will be decided by the thesis director in consultation with the French Graduate Faculty. Once these materials have been approved, the French Graduate Faculty, in consultation with the student, will appoint the other two members of the thesis committee. The thesis committee will

consist of three faculty members determined by their ability to contribute to the thesis research topic. In certain cases, a member of the thesis committee may come from another language program within the Department of Modern and Classical Languages or from another department within the University.

If the student's work in FREN 798 is deemed acceptable as adequate preparation for the research project, the student will receive a grade for the course. The thesis committee will be finalized. The student will then be able to continue in the program by taking 3 credits under FREN 799, Thesis. The thesis committee will establish a date for the thesis defense, no later than the 10th week of the semester in which the student plans to graduate. The final draft of the thesis will be submitted to the thesis committee at least two weeks before the defense date.

If in the view of the French Graduate Faculty, the work that the student submits for FREN 798 is not satisfactory, the student will receive the grade of "IP" (in progress) and will have to revise and resubmit the written research report by the due date for incomplete work, as published in the Schedule of Classes every semester. If the French Graduate Faculty still does not accept this written work as adequate preparation for thesis writing, the student will receive a grade for the 3 credits for FREN 798, will not be allowed to take FREN 799 or complete a thesis, and will instead be required to take another 3-credit course to satisfy the 30-credit requirement for the degree, and will then take the comprehensive examinations, as stipulated in Option I for the M.A. degree.

The College of Humanities and Social Sciences stipulates that "When a thesis proposal has been approved by the appropriate department, the department chair sends the collegiate dean or director a copy of the thesis proposal, including the approval signatures of the master's thesis committee members. Students may enroll in thesis research (799) for the next semester by completing the Individualized Section form (available on the Registrar's website), obtaining the signature of the Department Chair, and submitting the signed form to the Registrar's Office (It is NOT possible to register for 798 or 799 via PatriotWeb). Students must register for a minimum of three credit hours in their first semester of 799. After that semester, students may enroll for one credit of 799 per semester and be considered full time, if the following requirement is met: the student, advisor and department chair must certify each semester that the student is working full time on the thesis. Please note: Master's students must maintain continuous enrollment in 799 while writing and submitting a thesis." As such, in the event that the student does not complete the work for the thesis during this semester, he or she will have to continue to register for 1 credit of FREN 799 for each semester until completion in order to maintain his/her status as a matriculating student at George Mason University. The student will not, however, have to register for this 1 credit during the summer session, unless graduation is anticipated at the end of the summer. The grade of "IP" (in progress) will be given until the thesis is completed, defended, and accepted. The student must, however, abide by the regulations of the Graduate School regarding time limits for the M.A. degree.

The thesis defense will consist of a 15-20 minute oral presentation followed by a question and answer session with the thesis committee--for a total of one hour. The thesis defense is open to the public. The thesis committee will meet after the presentation, make a decision, and inform the student immediately afterwards whether or not the thesis has been accepted as completion of FREN 799 and therefore of the M.A. degree. Subsequently, the thesis director will provide the student with a paragraph of evaluation, including comments on specific strengths and weaknesses of the thesis and its presentation, as well as a list of suggested corrections to the thesis manuscript.

If the work (thesis and/or defense) is unsatisfactory, the student will have to revise the thesis according to the recommendations of the committee, submit it again, and may have to undertake another defense. He or she may be required to follow Option 1 in order to graduate. When the defense is successful, the corrected final draft of the thesis will be submitted to the library no later than the Friday before the last day of classes, as stipulated in the General Catalogue.

NORMAL PROGRESS AND SAMPLE TIMELINES FOR THE CONCENTRATION IN FRENCH

Students are responsible for ensuring that they make consistent progress within the program in a timely fashion in accordance with the university policies for graduate students (<http://catalog.gmu.edu/content.php?catoid=15&navoid=1172>). The following charts show how the requirements of the M.A. program might be arranged for full-time students within a two-year schedule depending on their selected option:

Sample Timeline for French Option 1 (Coursework plus exit exam)

Fall	Spring
9 credits	9 credits
Fall	Spring
9 credits	3 credits 6 th week: Submit list of courses and exam committee members to Director of Graduate Studies 9 th week: Submit exit exam 11 th week: Receive results

Sample Timeline for French Option 2 (Coursework plus thesis)

Year 1 Fall - 9 credits	Spring - 9 credits
	<p>During this semester, after taking the core courses or while being registered in them, students may begin to explore a research proposal with the graduate advisor.</p> <p>Students identify and receive agreement in writing from a tenure line faculty member to be the research advisor.</p> <p>Before May 1 or August 15, students submit to the Spanish Graduate Committee a 3-page proposal plus an initial one-page bibliography outlining their goals and the timeline for their research project.</p>
Year 2 Fall - 9 credits	Spring - 9 credits
<p>Upon approval, students register for FREN 798, Directed Reading.</p> <p>8th week: thesis director and committee appointed by department chair.</p> <p>11th week: Annotated bibliography (minimum: 15 sources) and an 8-10 page written research prospectus due to the thesis committee.</p> <p>Approval (or rejection) of thesis project by the thesis committee.</p> <p>Thesis defense date set by the chair of the thesis committee, usually no later than the 12th week of the following semester.</p>	<p>Students enroll in FREN 799, Thesis.</p> <p>Students submit Thesis to committee no later than the 12th week.</p> <p>Thesis defense, two weeks later.</p> <p>If thesis defense is successful, corrected final draft must be submitted to library by the Friday before the last day of classes.</p> <p>If students do not finish their thesis during the semester, they must continue to register in 799 for one credit until they successfully defend their thesis.</p>

CONCENTRATION IN SPANISH

DEGREE REQUIREMENTS

There are two options for completing the M.A. with a concentration in Spanish. Option one requires 30 credits of coursework plus a take-home exit exam. Option two requires 24 hours of coursework, 6 credits of thesis research and writing, and an M.A. thesis.

Concentration in Spanish Option 1 (Coursework plus exit exam)
6 credits SPAN 502 Hispanic Sociolinguistics ^[SEP] SPAN 510 Methods of Literary and Cultural Studies These two core courses must be taken within the student's first year or, for part time students, within the first 12 credits.
15 credits SPAN graduate courses chosen from Departmental offerings.
9 credits Electives, which may include SPAN and FRLN courses or courses in related fields.
Total = 30 credits

Concentration in Spanish Option 2 (Coursework plus thesis)
6 credits SPAN 502 Hispanic Sociolinguistics ^[SEP] SPAN 510 Methods of Literary and Cultural Studies These two core courses must be taken within the student's first year or, for part time students, within the first 12 credits.
15 credits SPAN graduate courses chosen from Departmental offerings.
3 credits Electives, including SPAN and FRLN courses or courses in related fields.
6 credits SPAN 798 & SPAN 799 (Spanish Graduate Committee approval required)
Total = 30 credits

*Please note: While readings in the target language (Spanish) will be selected to the extent possible, all courses may include readings in English. Thus, M.A. students should be proficient in reading and comprehending academic English texts.

FINAL GRADUATION REQUIREMENTS

Option 1: Coursework plus exit exam (30 credits of coursework)

In addition to 30 credits of coursework, students pursuing the concentration in Spanish will complete a take-home exit exam designed to promote students' integration and critical analysis of material covered during their graduate course work in the Department of Modern & Classical Languages. The exit exam consists of an academic essay in which students critically integrate their learning experience in three graduate courses taken within the Department. The 5-7 page essay (double-spaced) should be written in Spanish and should include a bibliography in either MLA or APA style. As stipulated by the Honor Code, all reference materials must be appropriately cited. Exit exams must be completed individually.

The exit exam process begins with students' choice of three courses taken within the Department, the formation of the exam committee (normally comprised of the professors who taught the chosen courses), and the development of an essay topic that integrates content, theory, research, and/or disciplinary practice from all three courses. Students may consult with all committee members regarding the proposed topic.

Students must submit the list of the three courses and the names of three professors who have agreed to serve on the exam committee (indicating who will serve as Chair) to the Graduate Director by the 6th week of the semester that the student intends to graduate. The student will then submit the essay by the 9th week of the semester.

The exam committee will evaluate the essay and inform the student by the 11th week of the semester whether or not s/he has passed. If a student does not pass, the committee will provide feedback and the student will have the opportunity to submit a revised version by the 14th week of the semester, and will receive the result within two weeks. Should the essay still be unsatisfactory, the student will have one more opportunity to revise the essay the following semester.

While students have flexibility regarding the specific topic and format of their exit exam, all students are expected to submit an academic essay that demonstrates:

1. Advanced argumentation (including the clear statement of a thesis and the presentation of supporting evidence)
2. Advanced critical thinking
3. Advanced written communication (including appropriate organization, citing of sources, and academic style)
4. Integration of ideas across courses

These criteria will also serve as the basis for the evaluation of the essay by the exam committee. In addition to reading the instructions here, students may consult with their exam committees in order to discuss expectations.

Students entering the program in or before the Fall 2016 semester have the option to choose the previous exam format, in which students sit for a four-hour exam based on SPAN 502, SPAN 510 and three additional courses of their choosing (see previous editions of the handbook for details).

Option 2: Coursework plus thesis (24 credits of coursework; 6 credits of thesis research and writing)

Students with a concentration in Spanish who are interested in carrying out an extended in-depth research project and who have demonstrated the ability to do so may choose the thesis option, contingent on approval of a thesis proposal and the availability of a faculty member able to direct the research. Students following the thesis option will write a thesis of at least 60 pages in either Spanish or English and will also have an oral presentation/defense of one hour. Students are strongly advised to write in the language in which they feel most confident. In accordance with federal regulations, all research projects involving human subjects must receive review and approval from the Office of Research Integrity & Assurance's Institutional Review Board (<http://oria.gmu.edu/research-with-humans-or-animals/institutional-review-board>) prior to collecting data.

To follow the M.A. thesis option, students will need to have demonstrated to the Graduate Faculty in Spanish during their coursework that they are familiar with the required research methodology and have the knowledge to complete a thesis. They will need to work closely with at least one of the tenured or tenure-track faculty members of the program. After taking a minimum of 15 credits, including the core courses, students need to: (1) identify and receive agreement in writing from a tenured or tenure track faculty member of the Spanish program in the Department of Modern and Classical Languages to be the research advisor for SPAN 798; (2) present a three-page research proposal in Spanish plus a one-page bibliography prior to enrollment in SPAN 798; (3) submit the proposal to the Spanish Graduate Committee by May 1 if they want to begin work during the summer, August 15 for Fall enrollment, or December 1 for Spring enrollment; (4) upon approval, the student submits the proposal to the Chair of the Department for his/her signature; and (5) registers for SPAN 798 Directed Reading and Research by completing the Individualized Section form (available on the Registrar's website), obtaining the signature of the Department Chair, and submitting the signed form to the Registrar's Office. Note that it is NOT possible to register for 798 via PatriotWeb.

By the end of the 8th week of the semester in which students are enrolled in SPAN 798, in consultation with the student and the research advisor, the department chair appoints the thesis director, preferably the research advisor, and the two other members of the thesis committee. In order to complete SPAN 798, students will (1) submit a prospectus to the thesis committee; this document will consist of an annotated bibliography with a minimum of 15 sources and an 8-10 page written report demonstrating significant progress towards the thesis research. Both documents will be submitted to the thesis director by the end of the 11th week of classes. Approval or disapproval will be decided by the thesis committee; (2) based on the comments/suggestions of the committee, students review and submit a final version of the approved proposal to the Chair of the Department for his/her signature; and (3) upon approval, students register for SPAN 799 (Thesis) by completing the Individualized Section form (available on the Registrar's website), obtaining the signature of the Department Chair, and submitting the signed form to the Registrar's Office (it is NOT possible to register for 799 via PatriotWeb). The thesis director, in consultation with the student, will establish a date for the thesis defense, which should take place no later than the 12th week of classes of the next semester. The final draft of the thesis will be submitted to the thesis committee two weeks before the defense date.

If in the view of the thesis committee, the student receives a B+ for SPAN 798, the student will receive the grade of "IP" (in progress) and will have to revise and resubmit the written research report by the due date for incomplete work, as published every semester in the Schedule of Classes. If the student receives a B or B- the student will receive 3 credits for SPAN 798, but will not be allowed to take SPAN 799. As stipulated in Option 1 (non-thesis), in order to complete his/her M.A. degree, the student will be obliged to take the exit examination.

If the student's work in SPAN 798 is deemed acceptable as adequate preparation for the research project (i.e., a grade of A+, A or A-), the student will register for SPAN 799 (Thesis, 3 credits) by completing the Individualized Section form (available on the Registrar's website), obtaining the signature of the Department Chair, and submitting the signed form to the Registrar's Office (it is NOT possible to register for 799 via PatriotWeb). The final draft of the thesis must be submitted to the thesis committee at least two weeks prior to the defense date, and no later than the 10th week

of the semester.

The thesis defense will consist of a 30 minute oral presentation followed by a question and answer session with the thesis committee for a total of at least one hour. Although the thesis defense is open to the public, only full-time faculty members will be able to ask questions. The thesis committee will meet after the presentation, reach a decision, and inform the student whether or not the thesis has been accepted as completion of SPAN 799 and therefore of the M.A. degree. The thesis committee will provide the student with feedback including comments on specific strengths and weaknesses of the thesis and its presentation, as well as a list of suggested corrections to the thesis manuscript. If the grade is unsatisfactory, students will have to revise the thesis according to the recommendations of the committee, submit it again, and undertake a second defense in the 12th week of the following semester. If the latter is successful, the corrected final draft of the thesis will be submitted to the library no later than the Friday before the last day of classes, as stipulated in the General Catalog. If unsuccessful, students may be required to follow Option 1 in order to graduate.

In the event that students do not complete the work for the thesis during the semester in which they are registered, they have to continue to register for 1 credit of SPAN 799 each semester until they fulfill this requirement. Students will not have to register for this 1 credit during the summer session, unless graduation is anticipated at the end of the summer. The grade of “IP” (in progress) will be given until the thesis is completed, defended, and accepted. The student must, however, abide by the regulations of the Graduate School regarding time limits for the M.A. degree (six years).

NORMAL PROGRESS AND SAMPLE TIMELINES FOR THE CONCENTRATION IN SPANISH

Students are responsible for ensuring that they make consistent progress within the program in a timely fashion in accordance with the university policies for graduate students (<http://catalog.gmu.edu/content.php?catoid=15&navoid=1172>). The following charts show how the requirements of the M.A. program might be arranged for full-time students within two years.

Sample Timeline for Spanish Option 1 (Coursework plus exit exam)

Year 1 Fall	Spring
9 credits (including SPAN 510)	9 credits (including SPAN 502)
Year 2 Fall	Spring
9 credits	3 credits
	6 th week: Submit list of courses and exam committee members to Director of Graduate Studies
	9 th week: Submit exit exam
	11 th week: Receive results

Sample Timeline for Spanish Option 2 (Coursework plus thesis)

Year 1 Fall	Spring
9 credits (including SPAN 510)	9 credits (including SPAN 502) Students begin to explore a research proposal. Students identify and receive agreement in writing from a tenure line faculty member to be the research advisor. Before May 1 or August 15, students submit to the Spanish Graduate Committee a 3-page proposal, plus an initial one-page bibliography outlining their goals and the timeline for their research project.
Year 2 Fall	Spring
9 credits (including SPAN 798 Directed Reading, following approval of proposal by Spanish Graduate Committee; proposal due by August 15) 8 th week: thesis director and committee appointed by department chair. 11 th week: Annotated bibliography (minimum: 15 sources) and an 8-10 page written research prospectus due to the thesis committee. Approval (or rejection) of thesis project by the thesis committee.	3 credits of SPAN 799 Thesis. Students submit thesis to committee no later than the 12 th week. Thesis defense, two weeks later. If thesis defense is successful, corrected final draft must be submitted to library by the Friday before the last day of classes. If students do not finish their thesis during the semester, they must continue to register in 799 for one credit until they successfully defend their thesis.

CONCENTRATION IN FRENCH AND SPANISH

DEGREE REQUIREMENTS

There are two options for completing the M.A. with a concentration in French and Spanish. Option one requires 42 credits of coursework plus exit exams in French and Spanish. Option two requires 36 hours of coursework, 6 credits of thesis research and writing, and an M.A. thesis.

Concentration in French and Spanish	
6 credits	
SPAN 502 Hispanic Sociolinguistics ^[1] _{SEP} SPAN 510 Methods of Literary and Cultural Studies)	
These core courses must be taken within the student's first 12 credits of Spanish credit.	
12 credits	
Four SPAN graduate courses chosen by the student.	
18 credits	
Graduate courses listed under the rubric FREN, to include at least 6 credits in literature courses covering two different periods, and at least 6 credits in language/linguistics courses.	
6 credits	
Electives, which may include graduate SPAN, FREN, and FRLN courses or courses in related fields. These 6 credits of electives may be used for directed reading (798) and thesis writing (799).	
Total = 42 credits	

*Please note: While readings in the target language (Spanish or French) will be selected to the extent possible, all courses may include readings in English. Thus, M.A. students should be proficient in reading and comprehending academic English texts.

FINAL GRADUATION REQUIREMENTS

Students choosing the concentration in French and Spanish degree program have two options available to them.

Option 1: Coursework plus exit exams (42 credits of coursework)

In addition to 42 credits of coursework, students with a concentration in French and Spanish will complete a take-home exit exam designed to promote students' integration and critical analysis of material covered during their graduate course work in the Department of Modern & Classical Languages.

The exit exam consists of two 3-5 page (double-spaced) academic essays, one in French and one in Spanish. For each essay, students critically integrate their learning experience in two graduate courses taken within the Department. Each essay should draw connections and integrate content, theory, research, and/or disciplinary practice from the two chosen courses. Students may consult with all committee members regarding the proposed topic. Each essay should include a bibliography in either MLA or APA style. As stipulated by the Honor Code, all reference materials must be appropriately cited. Exit exams must be completed individually.

The exit exam process begins with students' submission to the Director of Graduate Studies of a list of four courses that will serve as the basis of the two essays, together with the names of the four professors, two from French and two from Spanish, who have agreed to serve as the exam

committee (these will normally be the professors who taught the courses chosen). The student should also indicate who will serve as Chair of the exam committee. The list must be submitted to the Director of Graduate Studies by the 6th week of classes of the student's semester of graduation. The student will then submit the essays by the 9th week of the semester.

The exam committee will evaluate the essays and inform the student by the 11th week of the semester whether or not s/he has passed. If a student does not pass either or both essays, the committee will provide feedback and the student will have the opportunity to submit a revised version by the 14th week of the semester, and will receive the result within two weeks. Should the essay(s) still be unsatisfactory, the student will have one more opportunity to revise the essay(s) the following semester.

While students in the French and Spanish Concentration have flexibility regarding the specific topics of their exit exam, they are expected to submit two academic essays, one in each language, that demonstrate:

1. Advanced argumentation (including the clear statement of a thesis and the presentation of supporting evidence)
2. Advanced critical thinking
3. Advanced written communication (including appropriate organization, citing of sources, and academic style)
4. Integration of ideas across courses

These criteria will also serve as the basis for the evaluation of the essays by the exam committee. In addition to reading the instructions here, students are encouraged to consult with the Chair of their exam committee in order to discuss expectations.

Students entering the program in or before the Fall 2016 semester have the option to choose the previous exam format, in which students sit for a four-hour exam (see previous editions of the handbook for details).

Option 2: Coursework plus thesis (36 credits of coursework; 6 credits of thesis research and writing)

A student with a concentration in French and Spanish who wishes to write an M.A. thesis must follow the requirements as delineated above under Option 2 (see details under individual concentrations in French or in Spanish). The thesis proposal must be approved by the Graduate Committees in both French and Spanish. Depending on the choice of topic and director, the student will register for 798 and 799 in Spanish or French. Note that it is not possible to register for 798 or 799 via PatriotWeb. Instead, once the student has received permission to register, they complete the Individualized Section form (available on the Registrar's website), obtain the signature of the Department Chair, and submit the signed form to the Registrar's Office. The thesis may be written in English, French or Spanish. All quotations should be written in the original language, followed by English translations. As indicated above, the joint thesis must be a minimum of 60 pages.

CONCENTRATION IN SPANISH/BILINGUAL MULTICULTURAL EDUCATION

The MA in foreign languages with a concentration in **Spanish/Bilingual Multicultural Education** combines courses in Spanish with courses in multicultural education offered through the School of Education and Human Development. This degree prepares individuals to effectively teach in bilingual and multicultural settings but students seeking licensure must complete additional coursework beyond the degree (see <http://cehd.gmu.edu/teacher/> for more information).

DEGREE REQUIREMENTS

Students who elect the concentration in Spanish/Bilingual Multicultural Education have two options for completing the M.A. Option one requires 36 credits of coursework plus a take-home exit exam. Option two requires 30 hours of coursework, 6 credits of thesis research and writing, and an M.A. thesis.

Concentration in Spanish / Bilingual Multicultural Education
6 credits SPAN 502 Hispanic Sociolinguistics SPAN 510 Intro to the Graduate Study of Hispanic Literature These two core courses must be taken within the student's first year or, for part time students, within the first 12 credits of credit.
12 credits Four SPAN graduate courses chosen by the student.
6 credits Students choose two courses from the following list in consultation with an advisor: EDUC 511 Child and Adolescent Development in Global Contexts EDUC 537 Introduction to Culturally & Linguistically Diverse Learners EDCI 516 Bilingualism and Language Acquisition Research EDCI 520 Assessment of Language Learners EDCI 560 Methods of Teaching in Foreign/World Languages EDCI 684 Advanced Methods of Teaching Foreign/Second Languages in PK-12 Schools EDRD 620 Reading/Writing in Foreign/World Languages
12 credits Four electives, which may include SPAN and FRLN courses or courses in related fields. Students choosing the thesis option will complete 6 credits of electives plus SPAN 798 and SPAN 799.
Total = 36 credits

*Please note: While readings in the target language (Spanish) will be selected to the extent

possible, all courses may include readings in English. Thus, M.A. students should be proficient in reading and comprehending academic English texts.

FINAL GRADUATION REQUIREMENTS

Option 1: Coursework plus exit exam (36 credits of coursework)

In addition to 36 credits of coursework, students pursuing the concentration in Spanish / Bilingual Multicultural Education and choosing the exit exam option will complete a take-home exit exam designed to promote students' integration and critical analysis of material covered during their graduate course work in the Department of Modern & Classical Languages. The exit exam consists of an academic essay in which students critically integrate their learning experience in three graduate courses taken within the Department. The essay should draw connections across topics, disciplines, theory, and practice as covered in the chosen courses. The 5-7 page essay (double-spaced) should be written in Spanish and should include a bibliography in either MLA or APA style. As stipulated by the Honor Code, all reference materials must be appropriately cited. Exit exams must be completed individually.

The exit exam process begins with students' submission to the Spanish Graduate Committee of a list of three courses taken within the Department that will serve as the basis of the essay, together with the names of three professors who have agreed to serve as the exam committee (these will normally be the professors who taught the courses chosen). The student should also indicate who will serve as Chair of the exam committee. The list must be submitted to the Spanish Graduate Committee by the 6th week of classes of the student's semester of graduation. The student will then submit the essay by the 9th week of the semester.

The exam committee will evaluate the essay and inform the student by the 11th week of the semester whether or not s/he has passed. If a student does not pass, the committee will provide feedback and the student will have the opportunity to submit a revised version by the 14th week of the semester, and will receive the result within two weeks. Should the essay still be unsatisfactory, the student will have one more opportunity to revise the essay the following semester.

While students have flexibility regarding the specific topic and format of their exit exam, all students are expected to submit an academic essay that demonstrates:

1. Advanced argumentation (including the clear statement of a thesis and the presentation of supporting evidence)
2. Advanced critical thinking
3. Advanced written communication (including appropriate organization, citing of sources, and academic style)
4. Integration of ideas across courses

These criteria will also serve as the basis for the evaluation of the essay by the exam committee. In addition to reading the instructions here, students may consult with their exam committees in order to discuss expectations.

Students entering the program in or before the Fall 2016 semester have the option to choose the previous exam format, in which students sit for a four-hour exam based on SPAN 502, SPAN 510 and three additional courses of their choosing (see previous editions of the handbook for details).

Option 2: Coursework plus thesis (30 credits of coursework; 6 credits of thesis research and writing)

Students in the Spanish / Bilingual Multicultural Education concentration who are interested in carrying out an extended in-depth research project and who have demonstrated the ability to do so may choose the thesis option, contingent on approval of a thesis proposal and the availability of a faculty member able to direct the research. Students following the thesis option will write a thesis of at least 60 pages in either Spanish or English and will also have an oral presentation/defense of one hour. Students are strongly advised to write in the language in which they feel most confident. In accordance with federal regulations, all research projects involving human subjects must receive review and approval from the Office of Research Integrity & Assurance's Institutional Review Board (<http://oria.gmu.edu/research-with-humans-or-animals/institutional-review-board>) prior to collecting data.

To follow the M.A. thesis option, students will need to have demonstrated to the Graduate Faculty in Spanish during their coursework that they are familiar with the required research methodology and have the knowledge to complete a thesis. They will need to work closely with at least one of the tenured or tenure-track faculty members of the program. After taking a minimum of 15 credits, including the core courses, students need to: (1) identify and receive agreement in writing from a tenured or tenure track faculty member of the Spanish program in the Department of Modern and Classical Languages to be the research advisor for SPAN 798; (2) present a three-page research proposal in Spanish plus a one-page bibliography prior to enrollment in SPAN 798; (3) submit the proposal to the Spanish Graduate Committee by May 1 if they want to begin work during the summer, August 15 for Fall enrollment, or December 1 for Spring enrollment; (4) upon approval, the student submits the proposal to the Chair of the Department for his/her signature; and (5) registers for SPAN 798, Directed Reading and Research by completing the Individualized Section form (available on the Registrar's website), obtaining the signature of the Department Chair, and submitting the signed form to the Registrar's Office. Note that it is NOT possible to register for 798 via PatriotWeb.

By the end of the 8th week of the semester in which students are enrolled in SPAN 798, in consultation with the student and the research advisor, the department chair appoints the thesis director, preferably the research advisor, and the two other members of the thesis committee. In order to complete SPAN 798, students will (1) submit a prospectus to the thesis committee; this document will consist of an annotated bibliography with a minimum of 15 sources and an 8-10 page written report demonstrating significant progress towards the thesis research. Both documents will be submitted to the thesis director by the end of the 11th week of classes. Approval or disapproval will be decided by the thesis committee; (2) based on the comments/suggestions of the committee, students review and submit a final version of the approved proposal to the Chair of the Department for his/her signature; and (3) upon approval, students register for SPAN 799 (Thesis) by completing the Individualized Section form (available on the Registrar's website), obtaining the signature of the Department Chair, and submitting the signed form to the Registrar's Office. The thesis director, in consultation with the student, will establish a date for the thesis defense, which should take place no later than the 12th week of classes of the next semester. The final draft of the thesis will be submitted to the thesis committee two weeks before the defense date.

If in the view of the thesis committee, the student receives a B+ for SPAN 798, the student will receive the grade of "IP" (in progress) and will have to revise and resubmit the written

research report by the due date for incomplete work, as published every semester in the Schedule of Classes. If the student receives a B or B- the student will receive 3 credits for SPAN 798, but will not be allowed to take SPAN 799. As stipulated in Option 1 (non-thesis), in order to complete his/her M.A. degree, the student will be obliged to take the take-home exit examination.

If the student's work in SPAN 798 is deemed acceptable as adequate preparation for the research project (i.e., a grade of A+, A or A-), the student will register for SPAN 799 (Thesis, 3 credits) by completing the Individualized Section form (available on the Registrar's website), obtaining the signature of the Department Chair, and submitting the signed form to the Registrar's Office. Note that it is NOT possible to register for 798 via PatriotWeb. The final draft of the thesis must be submitted to the thesis committee at least two weeks prior to the defense date, and no later than the 10th week of the semester.

The thesis defense will consist of a 30 minute oral presentation followed by a question and answer session with the thesis committee for a total of at least one hour. Although the thesis defense is open to the public, only full-time faculty members will be able to ask questions. The thesis committee will meet after the presentation, reach a decision, and inform the student whether or not the thesis has been accepted as completion of SPAN 799 and therefore of the M.A. degree. The thesis committee will provide the student with feedback including comments on specific strengths and weaknesses of the thesis and its presentation, as well as a list of suggested corrections to the thesis manuscript. If the grade is unsatisfactory, students will have to revise the thesis according to the recommendations of the committee, submit it again, and undertake a second defense in the 12th week of the following semester. If the latter is successful, the corrected final draft of the thesis will be submitted to the library no later than the Friday before the last day of classes, as stipulated in the General Catalog. If unsuccessful, students may be required to follow Option 1 in order to graduate.

In the event that students do not complete the work for the thesis during the semester in which they are registered, they have to continue to register for 1 credit of SPAN 799 each semester until they fulfill this requirement. Students will not have to register for this 1 credit during the summer session, unless graduation is anticipated at the end of the summer. The grade of "IP" (in progress) will be given until the thesis is completed, defended, and accepted. The student must, however, abide by the regulations of the Graduate School regarding time limits for the M.A. degree (six years).

NORMAL PROGRESS AND SAMPLE TIMELINES FOR SPANISH / BILINGUAL MULTICULTURAL EDUCATION

Students are responsible for ensuring that they make consistent progress within the program in a timely fashion in accordance with the university policies for graduate students (<http://catalog.gmu.edu/content.php?catoid=15&navoid=1172>). The following charts show how the requirements of the M.A. program might be arranged for full-time students within a two-year schedule depending on their selected option:

Sample Timeline for Spanish / Bilingual Multicultural Education Option 1 (Coursework plus exit exam)

Year 1 Fall	Spring
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9 credits (including SPAN 510)	9 credits (including SPAN 502)
Year 2 Fall	Spring
9 credits	9 credits
	6 th week: Submit list of courses and exam committee members to Director of Graduate Studies
	9 th week: Submit exit exam
	11 th week: Receive results

Sample Timeline for Spanish / Bilingual Multicultural Education Option 2 (Coursework plus thesis)

Year 1 Fall	Spring
9 credits (including SPAN 510)	9 credits (including SPAN 502)
	Students begin to explore a research proposal. Students identify and receive agreement in writing from a tenure line faculty member to be the research advisor.
	Before May 1 or August 15, students submit to the Spanish Graduate Committee a 3-page proposal, plus an initial one-page bibliography outlining their goals and the timeline for their research project.
Year 2 Fall	Spring
9 credits (including SPAN 798 Directed Reading, following approval of proposal by Spanish Graduate Committee; proposal due by August 15)	9 credits including SPAN 799 Thesis.
8 th week: thesis director and committee appointed by department chair.	Students submit thesis to committee no later than the 12 th week.
11 th week: Annotated bibliography (minimum: 15 sources) and an 8-10 page written research prospectus due to the thesis committee.	Thesis defense, two weeks later.
Approval (or rejection) of thesis project by the thesis committee.	If thesis defense is successful, corrected final draft must be submitted to library by the Friday before the last day of classes.
	If students do not finish their thesis during the semester, they must continue to register in 799 for one credit until they successfully defend their thesis.

ADVISING

The department has two graduate advisors, one in French and one Spanish. In addition, the University's Career Center and Counseling Center are available to students for vocational and personal counseling. Academic guidance concerning the program of study should be sought from the advisor assigned upon admission to the program. Consultation with the advisor is

recommended before registration each semester. Students are encouraged to consult with their advisor at other times as the need arises.

Patriot Web, the university's automated registration system, provides a screen called Degree Evaluation, which allows students to track their progress through the program.

COURSEWORK IN RELATED FIELDS

Students may include up to six semester credits of graduate courses in related fields toward the Master of Arts in Foreign Languages. The subject matter of such courses must be related to the M.A. in Foreign Languages.

Students wishing to courses outside the Department and apply these courses towards their degree must seek approval from their advisor in advance. In addition to consulting with the advisor and receiving approval, they must also complete the [SUBSTITUTION/WAIVER form](#) available on the Registrar's website (<https://registrar.gmu.edu/forms/graduate/>), obtain the approval (and signature) of the Graduate Director, and submit the form to the MCL office.

TRANSFER CREDIT FROM OTHER INSTITUTIONS

With the approval of the Spanish Graduate Committee, students may transfer up to twelve semester credits of graduate work earned at other accredited institutions prior to acceptance and enrollment at Mason. Undergraduate courses taken at other institutions are not transferable for graduate credit. Credit accepted for transfer must have been earned within six years prior to the first semester of registration at Mason. All graduate work for which students seek transfer credit must be applicable to the M.A. program in Foreign Languages. It is the student's responsibility to initiate requests for transfer credit. These are normally considered at the time of initial registration with degree status.

After acceptance and enrollment here, students may complete up to a total of twelve credit hours for graduate courses at other institutions (the twelve hour maximum includes transfer credits for the courses taken prior to admission). Permission to take a course elsewhere must be secured from the department and the college in advance. **It is the student's responsibility to request transfer credit for such courses in advance, and to have an official transcript submitted to the university registrar.** Permission is not ordinarily granted for a student to take a course elsewhere for transfer credit during the semester in which the degree is to be awarded.

A minimum grade of B must have been earned for transfer credit. A student must be admitted to full degree status (not to provisional status) in order to transfer credit.

Forms for requesting approval of transfer credit are available at: <http://registrar.gmu.edu/wp-content/uploads/GTC.pdf>

CREDIT EARNED IN NON-DEGREE STATUS

Prior to enrollment in the M.A. program with degree status, students may register for graduate courses in non-degree status. All such registrants must enroll online, present evidence of an accredited baccalaureate degree, and establish that they have met the prerequisites of the graduate course(s) they wish to take. Graduate credit earned in non-degree status may subsequently be

applied to the M.A. in Foreign Languages with the approval of the Graduate Committee.

Forms for requesting approval of transfer credit are available at:

<http://registrar.gmu.edu/wp-content/uploads/GTC.pdf>

A maximum of 12 semester credits earned elsewhere and/or in **non-degree status** may be applied to graduate degrees.

FILING THE INTENT TO GRADUATE

Students must file their intent to graduate on-line with the Office of Students by the date designated in the academic calendar provided on the webpage for the Office of the Registrar (<http://registrar.gmu.edu/students/graduation/process>).

GRADUATE ASSISTANTSHIPS

A limited number of graduate teaching assistantships is made available to the department each year. To be eligible for teaching assistantships, applicants must:

1. have been admitted to the M.A. program in Foreign Languages with degree status;
2. have a minimum of 18 graduate credits in the relevant discipline;
3. agree not to hold a full-time position outside the University;
4. agree to take at least two graduate courses each semester, unless they have already finished their coursework and are writing their thesis.

Teaching assistants teach 6 credits per semester on a full time appointment, or 3 credits on a half time appointment. They work closely with their basic language program director and have full responsibility for grading their students.

Application forms for graduate assistantships are available in the Department. April 1 is the deadline for the submission of the application to the Department or at:

http://ece.gmu.edu/pdf/app_gsa.pdf

To be considered, the application should be accompanied by a current transcript. Awards are made by the chair of the department, based on recommendations from the Spanish Graduate Committee. The term of each assistantship is one academic year, beginning with the fall semester. The term may be renewed.

GMU teaching assistants who are non-native speakers of English are required to take the SPEAK test, which measures a student's ability to communicate clearly in spoken English. A score of 50/60 is required; teaching assistants who score below 50 receive 12 credits of free tutoring and then can retake the test. The SPEAK test, which is based on the Test of Spoken English (TSE) consists of 10 items, each requiring a different speaking activity. To schedule a SPEAK test, contact Melissa Allen at malle2@gmu.edu or 703-993-3642, or visit the following website: <http://provost.gmu.edu/wp-content/uploads/SPEAK-Test-Requirement.pdf>

OTHER RESOURCES

Guidelines for providing support to Graduate Students can be found at:

<http://gradlife.gmu.edu/academic-support>

GRADUATE FACULTY IN FRENCH & SPANISH

Carrie Bonilla, Ph.D. University of Pittsburgh. Second Language Acquisition, Hispanic Linguistics, Third Language Acquisition.

Rei Berroa, Ph.D. University of Pittsburgh. Contemporary Spanish, Caribbean, and Latin American Literature and Culture, Literary Criticism, Creative Writing.

Antonio Carreño-Rodríguez, Ph.D. Yale University. Medieval and Early Modern Spain, Colonial Spanish-American Literature and Historiography, Cultural Studies, Comparative Literature, Literary Theory, Popular Culture.

Vincent Chanethom, Ph.D. New York University. French linguistics, first and second language acquisition, bilingualism, articulatory and acoustic phonetics, experimental phonology.

Jennifer Leeman, Ph.D. Georgetown University. Language ideologies; Language policy and planning; Spanish in the US; Language, ethnicity and race in censuses; Critical pedagogy; Heritage language education.

Christy Pichichero, Ph.D. Stanford University. Literature and Culture of Early Modern France, from the late sixteenth century to the early nineteenth century; Moral Philosophy, Military Discourse; French Enlightenment and Human Rights.

Lisa M. Rabin, Ph.D. Yale University. Spanish American Literature and Cultural Practices; Mass Media, Visual Culture; Film Studies; Sociology of Literacy; Service Learning.

Jonathon Repinecz, Ph.D. University of California, Berkeley. French and Francophone Literature and Culture; Sub-Saharan Literature.

Raluca Romaniuc, Ph.D. University of Maryland. Twentieth and twenty-first century literatures of immigration and exile; French for the professions.

Esperanza Román-Mendoza, Ph.D. Universidad Nacional de Educación a Distancia. Technology-Enhanced Language Learning, E-Learning, Spanish Second-language Acquisition, and Foreign Language Teaching.

Ellen Serafini, Ph.D. Georgetown University. Instructed Second Language Learning; Learner Individual Differences; Task-based Language Teaching; Critical Language Pedagogy; Heritage Language Education; Bilingual Education.

Jacqueline Serigos, Ph.D. University of Texas. Spanish sociolinguistics, Corpus linguistics, Semantics.

Alexia D. Vikis, D.A., George Mason University. Community College Education. Education, Latin American Literature.

Ricardo Vivancos-Pérez, Ph.D. University of California, Santa Barbara. Latin@, Chican@

studies, Latin American cultural studies, Mexican studies, 20th and 21st centuries Iberian studies, Women and Gender Studies, LGBTQ Studies, and Exile Studies.