



Department of French & Italian  
Graduate Student Handbook  
Academic Year 2022-23

Introduction and Department Staff.....	5
Physical Work Space.....	5
<b>Graduate Student Workstations</b> .....	<b>5</b>
<b>Kitchenette</b> .....	<b>6</b>
Supplies & Administrative Tools.....	6
<b>Stationery &amp; Mail</b> .....	<b>6</b>
<b>FRIT Grad Student OneDrive Folder</b> .....	<b>6</b>
<b>Email Distribution Lists</b> .....	<b>7</b>
<b>Self-Service Copies &amp; Scanning</b> .....	<b>7</b>
<b>Equipment &amp; Films</b> .....	<b>8</b>
Funding Opportunities & Graduate Resources.....	8
<b>Grants and Fellowships</b> .....	<b>8</b>
<b>Language/Writing resources</b> .....	<b>9</b>
<b>Career Advising</b> .....	<b>9</b>
Academic Policies & Procedures.....	9
<b>Rules on Academic Integrity and Plagiarism</b> .....	<b>9</b>
<b>Registration</b> .....	<b>10</b>
<b>Fee Remission</b> .....	<b>11</b>
<b>Student Disabilities</b> .....	<b>11</b>
<b>Incompletes</b> .....	<b>11</b>
Common Academic Procedures.....	12
<b>Transfer Credit Request</b> .....	<b>12</b>
<b>Individualized Minor Request</b> .....	<b>13</b>
<b>Substitution/Waiver of Program Requirements Request</b> .....	<b>14</b>
<b>Dual Master’s Program</b> .....	<b>14</b>
<b>Continuing Enrollment</b> .....	<b>14</b>
<b>Thesis Credits</b> .....	<b>15</b>
<b>Leave of Absence</b> .....	<b>15</b>
<b>Time Limits</b> .....	<b>16</b>
<b>Academic Probation</b> .....	<b>16</b>
<b>Graduation</b> .....	<b>16</b>
<b>Commencement</b> .....	<b>17</b>
Steps Toward PhD Completion.....	17
<b>1. Advisory Committee</b> .....	<b>17</b>

2. Nomination to Candidacy for the PhD Degree.....	18
3. Dissertation Proposal and Nomination of Research Committee.....	18
4. Writing the Dissertation .....	19
5. Completion and Defense of the Dissertation.....	19
Student Academic Appointments.....	20
<b>Associate Instructor Positions</b> .....	<b>20</b>
Conditions of Reappointment .....	20
Instructor Observation .....	21
The AI’s Role in Reappointment .....	21
Alternate Teaching Assignments .....	21
Funding Limits .....	21
Enrollment Requirements .....	22
Summer AI Appointments .....	23
Selection of Summer AIs .....	23
Guidelines for Summer AIs .....	23
Summer Enrollment.....	25
Summer Health Insurance .....	25
<b>Graduate Assistant Positions</b> .....	<b>25</b>
Other Compensated Roles .....	25
<b>French Club Coordinator</b> .....	<b>25</b>
<b>Writing Group Facilitators</b> .....	<b>26</b>
Guidelines for Interactions with Advisors.....	26
Departmental Policies & Resources for Associate Instructors.....	27
<b>Payroll</b> .....	<b>27</b>
<b>Parking</b> .....	<b>27</b>
<b>Desk Copies</b> .....	<b>27</b>
<b>Office Hours</b> .....	<b>28</b>
<b>FERPA</b> .....	<b>28</b>
<b>Canvas &amp; Tech Assistance</b> .....	<b>28</b>
<b>Auditing</b> .....	<b>29</b>
<b>Pass/Fail Option</b> .....	<b>29</b>
<b>Class Rosters</b> .....	<b>29</b>
<b>Dropping and Adding Classes</b> .....	<b>30</b>
<b>Graded Final Exams</b> .....	<b>30</b>

Course Evaluations/OCQs.....	30
Incompletes.....	31
Grade Changes .....	31
Emergency Procedures .....	31
Opportunities for Further Involvement.....	32
Graduate and Professional Student Government.....	32
Student-Faculty Forum (SFF) .....	32
French Club & Circolo Italiano .....	32
Social Media .....	33
Important Resources and Contact Information.....	33
Departmental Contacts .....	33
Teaching Resources .....	33
University Resources.....	33

## Introduction and Department Staff

This Graduate Student Handbook is designed for French and Italian graduate students to explain administrative matters common to all of our graduate programs. The specific program guidelines, [the Graduate School website](#) and bulletin, and the [College of Arts and Sciences website](#) are essential resources for you as a graduate student. However, the Department of French & Italian staff are ready to help you navigate your student career successfully. Below you will find a description of each office staff position to better guide you throughout the year.

The ***Department Administrator***, Isabel Piedmont-Smith until August 31, serves as departmental fiscal officer (all financial accounting), handles the course scheduling, supervises the other office staff, and serves as personal secretary to the Chair. Other duties include assistance with faculty hiring, tenure, and promotion, and overseeing all human resource functions of the Department. The Department Administrator also maintains the departmental email distribution lists, edits and designs the annual alumni newsletter, arranges guest speaker visits and special events, and coordinates departmental awards and fellowships.

The ***Graduate Student Services Coordinator (GSSC)***, Miki Weisstein, coordinates the graduate admissions process and helps current graduate students with processes related to academic status, language proficiency, financial support, registration procedures, leaves of absence, transfer of credits, and fellowship applications. She helps graduate students navigate the milestones and administrative steps necessary to obtain the MA and PhD degrees and works with the Directors of Graduate Studies to maintain updated guidelines.

The ***Faculty and Undergraduate Services Coordinator***, Kyle Buchanan, serves as a resource for undergraduate students with regard to departmental and university procedures and policies, and assists with faculty travel. The position is also responsible for departmental social media, compiling each semester's course descriptions, ordering desk copies of books for teaching, and ordering office supplies.

Usually, departmental office hours are 8:00 am to 5:00 pm Monday through Friday. If it is necessary for staff to be absent during regular hours, we will try to give Department members as much advance notice as possible through email.

## Physical Work Space

### Graduate Student Workstations

Five tables have been designated for graduate student use in the FRIT wing of the Global & International Studies Building. Six workstations are equipped with computers and access to printers. The lockers near the graduate student workstations will be assigned to AIs for storage, and an access code will be provided.

The computers at the graduate student workstations function just like any public computing site. Please do not save any documents to the hard drives and be sure to log off when done. Additionally, do not leave computers unattended without locking them, as this could compromise student data. After you

have finished using one of the public computers, please wipe the keyboard with one of the disinfectant wipes provided.

### Kitchenette

A kitchenette containing a refrigerator, sink and microwave is available in the area labeled 3155 of the FRIT wing of GISB. All contents in the refrigerator should be labeled with the name of the owner and disposed of when no longer fresh. If you use cups or other items from the “shared dishes” cabinet, please be sure to wash them thoroughly afterwards and dry them with paper towels before putting them back in the cabinet. If you would like to store your cup or mug in the kitchenette and don’t want anyone else to use it, put it in the “personal mugs” cabinet.

Please help keep the kitchenette clean by using the cleaning supplies available there! This includes inside the microwave. It’s better to cover your food with a paper towel or loose lid when heating it than to have to deal with splatters afterwards.

## Supplies & Administrative Tools

### Stationery & Mail

Sheets of departmental letterhead stationery and corresponding envelopes (or other stationery supplies) for letters of recommendation or job applications are available from department staff.

Mail is picked up and dropped off in our mail room, GA 3151, each weekday. Campus mail envelopes are available in the mailroom and from the staff. Mailboxes should be checked regularly for mail and campus communications. **The mail room access code is 325.** Please do not use your departmental address for personal mail.

It is vitally important to keep *both* the departmental Graduate Student Services Coordinator and the Office of the Registrar informed of any change of permanent, local, or e-mail address. The Office of the Registrar is the primary record-keeping body of the University, where address changes must be made. Addresses must be current with the Registrar for the obvious reasons of registration and billing, as well as any correspondence from the Graduate School or College Graduate Office. You can update your address by following [this link](#).

### FRIT Grad Student OneDrive Folder

All FRIT graduate students have access to a folder in Microsoft OneDrive where the Graduate Student Services Coordinator keeps documents that are helpful specifically to FRIT graduate students. To access this folder, access OneDrive via One.iu, [here](#). Then in the upper left corner, click on the grid icon and select OneDrive. Then select Shared on the upper left menu and look for “Shared with me.” The folder is called “FRIT Grad Student Resources” and includes, for example, documents related to our recent graduate student conferences, sample MA and PhD exam questions, and guidelines for transfer of credit. Within the “Shared with you” folders, you will also have access to your own degree progress tracking sheet.

## Email Distribution Lists

In order to facilitate departmental communication, the FRIT Department maintains email distribution lists. For each of these lists, type “@indiana.edu” after the list name (e.g. fritgrad@indiana.edu). Please note: only those who are members of a particular list can send an email to that list (e.g. a graduate student cannot send an email to one of our faculty lists). If you need to send an email that is pertinent to a list to which you do not subscribe, please contact a FRIT staff member for help. The lists relevant to graduate students are as follows:

FRITGRAD = All French and Italian graduate students

FRENCHAIF = All Associate Instructors and faculty teaching French language, plus the Director of French Language Instruction

ITALIANAI = All Associate Instructors and faculty teaching Italian language, all on-campus Italian graduate students, plus the Director of Italian Language Instruction

FRENCHLIT = French/Francophone Studies and MAFI graduate students and DGS

FRENCHLING = French Linguistics and MAFI graduate students and all French linguistics faculty

ITAL = Italian graduate students and DGS

Office staff are included on relevant email lists. The distribution lists are most often used by the office staff, but they may be used by graduate students who have an announcement relevant to the Department. **It is essential that graduate students check their IU email on a regular basis**, as important departmental announcements and messages from staff and Directors of Graduate Studies are communicated in this way.

When posting a message, keep in mind that all email lists require the sender to respond to an automatically generated confirmation message. This is to avoid email spam.

**Note:** Please do not give out the names of FRIT email distribution lists to anyone outside of the Department. If an outside person has a relevant announcement to make, please ask her/him to send it to our departmental email address: [fritdept@iu.edu](mailto:fritdept@iu.edu). Staff will then forward the message at our discretion.

## Self-Service Copies & Scanning

FRIT graduate students have access to a multipurpose Ricoh machine, located on the third floor of GISB, which may be used to make copies or to scan documents to PDF. The machine should be used only for copies and scanning related to your studies as a graduate student and/or your work as an AI or graduate assistant. The machine is accessed by running your IU identification card through the attached card reader.

To scan, press the “scanner” button on the left, and then select “manual entry” to enter your email address where you will receive the scan. For IU email addresses, you only have to enter the first part, the username (not @iu.edu). After scanning the document, it will be sent via email as a PDF. Please note, scanning more than 15 or so pages will result in a document size too large to be sent and the scan will be lost. You should break up larger documents into several parts to scan separately. The machine remembers the last 10 email addresses to which a scanned document was sent, so if you scan frequently, you may not have to hit “manual entry,” but instead find your email address in the “recent” list.

The Ricoh can also act as a printer, and it should come up as an option on all the graduate student work station computers in the FRIT wing.

BL\_GISB\_BW1 on iu-ls-prn-pr14.ads.iu.edu - Select this printer to use black ink only

BL\_GISB\_Color1 on iu-ls-prn-pr15.ads.iu.edu - Select this printer to use colored ink

Please select "Print on both sides" to save paper. You have to actually go to the Ricoh machine and swipe your ID card to "release" the print job. Print jobs can be released at any Ricoh machine in the building. The use of the Ricoh machines in our building will not subtract funds from your printing allotment as an IU student. If the Ricoh is out of paper, you can refill it with paper from the cabinet next to the machine.

The Department also has a Xerox Versalink printer in the open area, near the door of GA 3168. This should be accessible to any graduate student from the shared computers: Look for GA3169A in the printer list in your software. If the Xerox printer is out of paper, you can ask the staff for more.

### **Print Jobs of Significant Size**

Any print jobs that are more than a few pages should be sent to the Ricoh machine rather than the Xerox printer in the communal area. The Ricoh is more efficient in its use of toner and has more options such as color printing, sorting, and stapling.

## **Equipment & Films**

The Department has webcams, headphones, and portable monitors that graduate students can borrow for their work as AIs or to aid with their studies/research. Students can ask any staff member to check out this equipment. Note that the common area computers do not have built-in webcams, so if an AI is using these for Zoom office hours in a given semester, the AI can check out a webcam for the full semester.

The Department also has many films on DVD that graduate students can check out with the Department Administrator. A list of DVDs is available on the [FRIT intranet page](#).

## **Funding Opportunities & Graduate Resources**

### **Grants and Fellowships**

Information about Indiana University Graduate School and College of Arts and Sciences fellowship and award competitions can be found in the [Student Portal](#) section of the departmental website. Specifically, there is a list of IU awards and their deadlines on [this page](#) (you may need to scroll down). Please also keep an eye out for emails from the Graduate Student Services Coordinator regarding departmental deadlines for many of these awards, which may be earlier than College or Graduate School deadlines. For outside awards, graduate students should consult the [GradGrants Center](#).

Both the **College of Arts and Sciences** and the **Department** offer travel grants each year. The College usually has a fall and spring competition with deadlines in late October and mid-April respectively. When a student applies to the College travel grant competitions, the Department will automatically consider those applications for funding as well. Therefore, by applying to the Fall and Spring College Travel Grant competitions, students are also applying to the Department for funding. Only one application, the COAS application, needs to be submitted. In addition, the Department offers a winter travel grant competition that has its own application form. The Graduate Student Services Coordinator will announce this competition and circulate the application form via email.

In tandem with the travel grant competitions, FRIT also welcomes applications for internal research funds that are needed for purposes other than travel. Information and the application form will be distributed



by the Graduate Student Services Coordinator. Students interested in applying for travel grants should also check the [College Arts and Humanities Institute](#), [the Institute for European Studies](#), and the [Graduate and Professional Student Government](#) websites for additional competitions.

### Language/Writing resources

The Department of Second Language Studies offers English language courses for graduate students who may need additional support/training in English. Typically these courses are covered by the College fee remission but they do not count for graduate credit. More information can be found [here](#).

[Writing Tutorial Services](#) offers a variety of resources and services for graduate students, including one-on-one tutoring appointments, writing guides, and workshops.

### Career Advising

The College of Arts and Sciences' [Walter Center for Career Achievement](#) is a great resource for graduate and undergraduate students planning and preparing for their post-graduate careers. The career coach focusing on graduate students is Trevor Verrot, and we encourage students to schedule an appointment with him to discuss professional options, especially for careers outside of the traditional university faculty track.

## Academic Policies & Procedures

### Rules on Academic Integrity and Plagiarism

Graduate students are required to follow the IU rules on upholding and maintaining academic and professional honesty and integrity. Violation of these rules is considered academic misconduct, will be reported to the Department and the Dean of Students, and can result in immediate dismissal from the graduate program.

Below is a summary of the main rules on academic integrity and plagiarism for FRIT graduate programs. However, students are required to consult and follow the comprehensive IU guidelines of the **Code of Student Rights, Responsibilities, and Conduct**, which outlines IU's commitment to mutual respect for all members of the IU community. All students are responsible for reading and familiarizing themselves with the code, which can be found [here](#).

**Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment. In the context of formal and graded coursework and examinations, the work must be entirely the student's own, linguistically as well as conceptually. In FRIT, specific language competency is part of the basis on which the students' work is evaluated. Therefore, it is considered an act of cheating to have anyone else proofread one's work for a class assignment, even if their feedback bears only on language and not on content. The restriction only applies to graded work, not to grant proposals, conference papers, and publication submissions.

**Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

**Plagiarism:** Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

**Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

**Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

**Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

## Registration

Continuing student registration begins online (via [One.IU](#)) in October for the spring semester and in April for the fall semester. Students are required to consult the appropriate DGS prior to registering for the fall or spring semesters. For summer registration (in March), students are not required to speak with an advisor, but this step is still highly recommended.

Students should enroll during normal open registration periods as indicated on the official [academic calendar](#). Permissions for advanced thesis credits (FRIT-G 901) and special course offerings, such as individual readings (FRIT-F/M 815), should be obtained well in advance to ensure on-time registration. To obtain permission for off-campus sections, the student's current address should be included with the request to the Graduate Student Services Coordinator, and the address should also be updated through [One.IU](#) (search "Address Change," click "Personal Information").

The Department recommends that students with fee remission who intend to pursue a PhD work closely with their respective DGSs so that they accumulate the required 90 graduate credits before they run out of funding. Please note, however, that an excess of thesis credits may be problematic for American students with financial aid. Students who accumulate too many credit hours (135 or more credits) before completing their degree may not be considered to be making "[satisfactory academic progress](#)" according to the Office of Student Financial Assistance (OSFA). Any student with more than 112 credits will be asked by OSFA to outline their plans for graduation to ensure completion of degree requirements before 135 credits in order to continue to receive financial aid. For more information, American students with loans, and those who anticipate needing loans to complete the degree, should review the policies related to [Satisfactory Academic Progress](#) and check with OSFA in their final years of the PhD program.

## Fee Remission

The College provides fee remissions to support the College degree objective of graduate students but does not cover courses taken in other Schools if they are not related to the student's MA or PhD degree. Courses outside the College that are related to the student's degree in FRIT must be approved in advance by both the DGS and the College Graduate Office, and the number of allowable credits may be restricted. Students may not use College fee remissions to pursue degree objectives in other schools. The College will not provide tuition support for second doctoral minors if they involve course work outside the College. Finally, note that College fee remissions are intended for graduate-level course work or to fulfill graduate language requirements. Undergraduate courses will not normally be allowed to be paid with a fee remission. If you have questions, please first review the College Graduate Office's Financial Award FAQ and Fee Remission Policy documents in One Drive.

If seeking a minor or taking related courses *outside the College*, please confirm the most up to date policies with the Graduate Student Services Coordinator in order to ensure these courses are eligible to be covered by the fee remission.

## Student Disabilities

The Department of French & Italian works closely with the office of [Disability Services for Students](#) (DSS) to provide accommodations to students with learning, physical, or other disabilities. If seeking accommodations, a student must register for services with DSS, provide appropriate documentation to verify their disability, and then meet with a DSS staff member. DSS then prepares an Academic Accommodation Memo, which the student should take to a face-to-face meeting with each professor. In order for professors to make appropriate and adequate accommodations, they must receive such requests by the end of the first week of classes. Students in classes taught by AIs or Visiting Lecturers that fill out the DSS form and submit the required documentation should then set up a meeting with both the AI and the Director of Language Instruction. AIs should not decide on accommodations on their own.

## Incompletes

*This section pertains to grades of Incomplete for FRIT graduate students. Associate Instructors should see the section on Departmental Policies & Resources for Associate Instructors for guidance on assigning Incompletes to their students.*

Per the regulations of the University Graduate School and the College of Arts & Sciences, the grade of Incomplete may be given only when the completed portion of a student's work is of passing quality. This regulation does not give students the right to take an Incomplete in any graduate course. Rather, the regulation gives them the right to request an Incomplete from the course instructor if circumstances beyond their control (such as serious illness, serious illness of a close family member, or death in the family) result in such hardship that requiring completion of the course requirements before the end of the semester would be unjust to them.

Graduate students should not assume they can obtain an Incomplete from a professor just because they did not complete their work on time. Similarly, graduate students should not give one of their own students an Incomplete without a documented reason. A student's desire to avoid a low grade is not a legitimate reason for an Incomplete.

Usually a student must meet with their professor to discuss the reason(s) the student is seeking an Incomplete, show appropriate documentation, and agree on what must be done to remove the Incomplete and in what time frame. Please use the Grade of Incomplete Information (FRIT) Form in One Drive to duly record the course information at the time of the request, and to acquire the signatures of the course instructor and Director of Graduate Studies required for an approved request.

According to university policy, a grade of Incomplete must be removed within one year to prevent it from automatically turning to an F. However, this time may be shortened by the instructor. It is reasonable to expect that incomplete work will be made up within the same amount of time (following alleviation of the hardship) as remained in the semester when the hardship occurred. The burden of satisfying the Incomplete is on the student. Students should plan their make-up work well in advance to lift Incompletes before deadlines.

Faculty members (or AIs) are to submit the change of grade eDoc for an incomplete within one month of the date the student has completed the work for the Incomplete.

## Common Academic Procedures

### Transfer Credit Request

Students can initiate requests for transfer of graduate credit via a form in PDF format, which can be found [here](#). They must then meet with their DGS to review the form and the transcript that shows completion of the course(s) they want to transfer. The DGS then submits a request via the College's online system (MANTIS). The process can be lengthy, so students are advised to start early. All requests for transfer of graduate credit that include courses to be counted toward PhD candidacy must be considered and approved by the College before the student may be formally nominated to PhD candidacy.

Please note: graduate course work used to fulfill a degree at one institution cannot be counted towards an IU graduate degree of the same level. That is, coursework used to complete an MA degree at another university cannot also be applied to the MA at IU. However, that coursework can be applied towards the PhD. Up to nine credits of transferred coursework can count towards the MA degree. Up to thirty credits of transferred coursework can count towards the PhD degree. The full Graduate School policy on [Graduate Credit](#), including its transfer, can be found in the [Graduate Bulletin](#), under Policies and Procedures. Here below are some general guidelines for accurately completing a request:

- International students: Check OIS Bachelor's Equivalency Review determination for ineligible graduate credits. The GSSC can find Review notes in ATLAS or contact OIS to learn how Bachelor's Equivalency was determined for each student. Credits evaluated by OIS as counting toward the Bachelor's Equivalency cannot be transferred as graduate credits.
- Check the years in which the coursework was taken – courses taken more than 7 years prior to the current term cannot be counted for graduate credit unless the advisor and PhD Advisory Committee request and have approved a "Revalidation of coursework" request (student submits as an eDoc). If courses will need revalidation, please first confirm their eligibility with the DGS and

develop an approach for demonstrating “currency of knowledge” to the Graduate School following its criteria as described in the Graduate Bulletin’s policy on [Graduate Credit](#).

- Check the grades you earned in courses you wish to transfer, and, for transcripts from non-US universities, convert the grades assigned to US letter grades.
  - Use grading scales provided by OIS in [Country Profiles](#) ([France](#), [Italy](#), others) to convert coursework grades to U.S. standards (typically letter grades A-F). If you need a Country Profile that is not in OneDrive, please contact the GSSC for assistance.
  - Grades of ‘B’ or higher are eligible for transfer. Grades of ‘Satisfactory’ or ‘Passing’ cannot be transferred, unless (a) the credits are for a thesis or (b) there is accompanying documentation from the instructor of the course expressing what letter grade would have been given in the standard A-F system. Conference attendance cannot be counted toward graduate credit.
- Calculate the equivalence in credit hours between other universities and IU-B. The chart below may be useful if your previous institution was on a quarter system. Enter the

converted total for “Total semester units of transfer credit requested” but enter the original unit credit from the official transcript in the line-by-line Course Data section. This will be helpful for the DGS, who must convert the info you enter onto the PDF form into the College’s online system. The College Graduate Office will review the equivalence and determine the total semester units.

Quarter Hours	Semester Hours
5.0	3.3
4.0	2.7
3.0	2.0
2.0	1.3
1.0	0.7

Both the DGS and the GSSC can track a graduate transfer credit request submitted via the College’s online system. The GSSC will inform you when your request is approved. Approved Transfer Credits appear at the top of the Graduate Record portion of a student’s IU transcript.

**Please note that transfer credits** can only be applied to a PhD program prior to/at the time of candidacy (that is, prior to or at the time the Nomination to Candidacy eDoc is submitted). Transfer courses should not be added after a student has had their candidacy approved.

### Individualized Minor Request

In certain circumstances, a traditional minor as defined by a department or program may not be the ideal option for a student with particular research interests. In such instances, students—in collaboration with their DGS and a faculty member designated as the minor representative—may request to have an individualized minor program. **The official individualized minor request should be completed before the**

**student begins taking courses to complete the minor.** The minor representative should be knowledgeable in the areas that the individualized minor proposes to cover. The individualized minor request is submitted through the [“Request for Individualized Minor”](#) eDoc found in One.IU. The eDoc needs to include a list of courses which may be used to fulfill the minor, a title and description for the minor (including a rationale for why an individualized minor is appropriate), and the number of credits which must be completed to satisfy the minor. In order to complete the minor, a student will need to complete the number of credits indicated on the form through any combination of courses listed on the form. The student does not need to complete all courses they list on the form. Therefore, listing more courses gives the student more options to complete the minor, and does not commit them to completing all listed courses.

### Substitution/Waiver of Program Requirements Request

With the approval of the DGS, a student may submit a [“Request for Substitution or Waiver of Program Requirements”](#) eDoc through One.IU in order to have a requirement waived or substituted. If a student is requesting the substitution of a required course with a course taken at another university, that course must have been transferred to IU through the Transfer Credit Request process detailed above first. The University Graduate School (UGS) gives final approval on all substitution/waiver requests. Students should be aware that UGS prefers program requirements be substituted rather than waived.

### Dual Master’s Program

Students interested in enrolling in two departments may qualify for two M.A. degrees earned for a reduced total amount of graduate credits. The Dual Master’s Program is detailed in the Graduate Bulletin entry for General Requirements for Advanced Degrees, among other Types of Master’s Degrees. Please consult with your Program’s Director of Graduate Studies to consider how and to what extent degree requirements for two programs can be fulfilled concurrently. Please consult the Dual Master’s Program entry within the general Graduate Bulletin section on M.A. Degrees for complete details.

Note that the two Master’s degrees will only be awarded when all the requirements for both degrees are fulfilled.

### Double Majoring in the Ph.D. Degree

Students interested in pursuing two majors simultaneously must demonstrate a substantive relationship between the two major fields, especially regarding the dissertation topic, and must fulfill all degree requirements for each major, including successful qualifying examinations for each major. Please consult with the Directors of Graduate Studies for each major to develop an individualized plan for fulfilling all degree requirements. All plans for counting the same work toward requirements in both majors must be negotiated by an Advisory Committee representing both majors as a whole, and subsequently approved by the dean. Please consult the Double Majoring in the Ph.D. Degree entry within the general Graduate Bulletin section on Ph.D. Degrees for complete details.

## Continuing Enrollment

Graduate students who have successfully passed the Ph.D. Qualifying Examination (see “Nomination to Candidacy”) are required to be continually enrolled until their successfully defended and revised dissertation has been accepted by the University Graduate School for publication. This continuing enrollment requirement is generally for the academic year and not the summer. However, if the PhD candidate plans to graduate during the summer, they must be enrolled in the summer session during which the degree will be awarded. According to the Graduate Bulletin:

*A candidate who will be graduated in June, July, or August of any year must enroll in a minimum of 1 hour of credit... in either the current or the immediately preceding summer session.*

Note: this enrollment requirement is for the term in which the student graduates, ***not*** for the term in which the defense takes place. If the student only defends in the summer, and submits the dissertation in the fall, they do not need to be enrolled during the respective summer session. However, the student ***must be enrolled at the time of submission.***

ABD students (“All But Dissertation” students who have completed the coursework toward a PhD but have not submitted their dissertation) who fail to comply with the policy of continuing enrollment will be compelled to enroll retroactively, and the fees for retroactive registration are substantial.

## Thesis Credits

Thesis credits (F/M 875) count as graduate credit toward the total of 90 credits required for a PhD degree, and count toward the minimum 6 credit hour enrollment requirements for SAAs. However, they do not count for SAAs toward specific department requirements to enroll in program-related coursework, unless approved by the DGS. In other words, on a typical SAA contract, it says the graduate student must enroll in 2 graduate courses in French or Italian: F/M875 credits would not fulfill this requirement without prior approval. F/M875 credits correlate with preparation for the PhD dissertation, but they do not relate to a specific plan of study and may not reflect actual time spent on research and other preparation during a given semester. They should be considered as a whole as time spent reading supplementary texts, consulting with faculty, and doing preliminary research and planning over the course of a student’s first two or three years in the graduate program. Thereafter, these credits should have a more direct correlation with the amount of time spent preparing the dissertation. Enrollment in thesis credits should be decided in consultation with the appropriate Director of Graduate Studies in each program.

Once students have accumulated a total of 90 credit hours toward the PhD degree (65 course work + 25 thesis, elective, or other graduate credits), passed the Ph.D. Qualifying Examination, and finalized their Candidacy for the Ph.D. Degree with the Graduate School, they may enroll in FRIT-G 901, which is a full-time enrollment of six credit hours but only costs a flat fee of \$150 per semester. Students are limited to 6 semesters of G901, although an extension may be granted if the COVID pandemic slowed down the student’s academic progress. In this case, ask your DGS to apply for an extension. If students are still working on the dissertation after running out of eligibility to enroll in G901, they must still enroll in a minimum of one credit hour each semester.

## Leave of Absence

Students may take a leave of absence from our program as per the [guidelines](#) of the College of Arts and Sciences. The leave may either fall under the [Family and Medical Leave Act](#) guidelines or may be granted for other reasons. For students with an SAA appointment, [parental accommodation](#) is also allowed as a paid leave under the College’s guidelines. The College will grant no more than 24 total months of leave.

However, the Department will not normally grant leave for a period of longer than one year. A request for a longer leave requires re-petitioning the Department. Decisions regarding funding, exam timelines, and completion of Incompletes should be agreed upon prior to taking leave, and put into writing in the student's file.

If a student is on leave and plans to resume teaching duties in the fall semester, they must inform the Department in writing by February 1 of the preceding spring term.

### Time Limits

All course work and language requirements necessary for the PhD degree must be completed within seven years prior to successfully completing the PhD qualifying examination. This time limit is also applicable to MA coursework and any transfer credit counting towards the total 65 credit hour requirement. Revalidation of course work completed earlier than seven years before the examination is possible in exceptional cases (see the appropriate [University Graduate School bulletin](#)).

The dissertation must be completed, successfully defended, and submitted to the University Graduate School within seven years after passing the PhD qualifying examination. Failure to meet this requirement will result in termination of PhD candidacy. Reinstatement to candidacy is a laborious process requiring a re-take of all or part of the PhD qualifying examinations. It is to be avoided at all costs.

### Academic Probation

Failure to make adequate academic progress can lead to a student being placed on academic probation. Having a GPA below 3.0 and/or three or more grades of Incomplete is likely to lead to a student being placed on probation, as is failing an MA or PhD exam. The College of Arts and Sciences Dean's Office recommends probation, but the Department (DGS and Chair) makes the final determination, as well as determining what the student must do to be removed from probation and return to good academic standing. The funding (AI or other academic position) may be discontinued for students on academic probation.

At the PhD dissertation level, academic probation may be recommended by the dissertation Chair if there has not been adequate progress on the dissertation, or at minimum ongoing communication about plans for completion.

### Graduation

MA students must apply for their Master's degree through the "[Master's Application for Advanced Degree](#)" eDoc in One.IU. This form should be completed at least six weeks before the desired date of graduation. MA degrees are granted monthly on the last day of each month, except in May, when the degree date is the same as the date of commencement. Students should apply for the MA during the semester in which they are finishing the degree requirements. That way there is no delay between completion of requirements and conferral of the degree. If the student wishes to participate in the commencement ceremony, the MA application must be submitted by the second month of the semester (September or February).

PhD degrees are granted monthly. Initial submission of the completed dissertation, as approved by the Research Committee, must be done electronically, to the University Graduate School by the 15th of the month (except in May and December, which have earlier deadlines). The UGS may require additional



formatting changes, all of which must be submitted to the UGS and accepted by the 27th of the month in which the degree is to be awarded. In addition, all grade changes for the student (e.g. changing “R” grades to “A” for F/M 875) must be submitted by the 27th of the month. If the 27th falls on a weekend, the deadline will be the Friday prior. Failure to satisfy all these requirements will delay awarding of the PhD degree to the following month. Should the PhD Recorder in UGS discover any problems, degree conferral may be postponed.

## Commencement

IU holds two commencement ceremonies each year, in May and December. Students who complete their degree requirements in January - August may participate in the May ceremony, while students who complete their degrees in September - December may participate in the December ceremony.

Both MA and PhD students who wish to participate in commencement ceremonies must apply several months prior to the ceremony. For the MA, the application is the same eDoc as for the MA degree, while for the PhD it's a [separate eDoc](#). Watch for the deadline via email, or check with the Graduate Student Services Coordinator for more details on applying for commencement. Commencement registration is done with the appropriate recorder at the Graduate School and is ***NOT*** automatically assumed when the application for the MA degree is processed or when the PhD dissertation is received. The Graduate Student Services Coordinator has the most up to date commencement registration procedures. Please note that when the Graduate Recorder approves a Ph.D. Commencement Participation Application eDoc, the student's Program/Plan Stack is ended and the student is deactivated from being able to register for future terms. Students who subsequently need to register in future terms should contact the Graduate Student Services Coordinator, who can request reactivation from the College Graduate Office and University Graduate School.

## Steps Toward PhD Completion

### 1. Advisory Committee

In the semester following admission to the PhD program, doctoral students should select an Advisory Committee from among the faculty in their field of interest (two members from the major field and one from another, potentially the minor field). The Advisory Committee is appointed through the submission of a College-specific eDoc, which can be found [here](#). Although the composition of a student's Advisory Committee is often similar to that of their later research committee, the purpose of the two committees is very different; therefore they are NOT the same. That is, the composition of an Advisory Committee does not commit a student or faculty member to the same composition of the Research Committee.

The Advisory Committee should be approved within one year of admission to the PhD program and is intended to guide the student until they have passed the qualifying exam. Students usually take their qualifying examination during their third or fourth semester in the PhD program (see Program Guide for details). After a student has passed the PhD qualifying exams in their entirety, and completed 65 credits of coursework and all degree requirements, they may apply for PhD candidacy.

Two different committees to advise graduate students:

- 1) PhD Advisory Committee
  - a. Must be formed in the semester following acceptance to the PhD program
  - b. Guides the student's studies until Nomination to Candidacy

- c. Counsels students regarding their approved program of study and preparation for the PhD exams
- 2) Research Committee
  - a. Reads and approves dissertation proposal and the completed dissertation itself
  - b. Judges the dissertation defense
  - c. Should be appointed after the candidate successfully proposes a research project
  - d. **Must** be appointed no later than six months prior to the defense date

## 2. Nomination to Candidacy for the PhD Degree

Students apply for PhD candidacy by filling out the [“Nomination to Candidacy for PhD”](#) eDoc in One.IU. To file for PhD candidacy, the student must have completed all 65 hours of major field course work, fulfilled the departmental language requirements, and passed the PhD exams.

The student should ask the departments through which they fulfill the language and minor requirements to send memos to the FRIT Graduate Student Services Coordinator as documentation. For the minor, the memo should list the courses that count towards it, and the credit hours.

The remaining 25 required hours need not be completed before candidacy can be granted. However, to enroll in G901 thesis hours, for which there is only a \$150 flat fee, each student must complete the 90 hours of graduate credit required for the Ph.D. degree. Als should plan to accumulate all required graduate credit hours while they still have a fee remission; otherwise they will have to pay the regular non-resident or resident tuition fees from their own pocket.

The eDoc will route to the Graduate Student Services Coordinator, Director of Graduate Studies, minor department representative, the Chair of the Advisory Committee, and the University Graduate School. Once the Dean of UGS approves the eDoc, the student will be admitted to candidacy and awarded a Certificate of PhD Candidacy. PhD candidates are sometimes referred to as ABD students (meaning that they have finished their requirements, All But the Dissertation).

After successfully completing the PhD qualifying examination, students must maintain continuous enrollment until the completed dissertation is accepted by the Graduate School. See “Continuing Enrollment” under Academic Policies and Procedures.

## 3. Dissertation Proposal and Nomination of Research Committee

As early as possible in the PhD program, the student should begin to work more closely with faculty members who will eventually form the Research Committee which will read and evaluate the dissertation. The Research Committee may or may not be composed of the same members as the Advisory Committee.

After passing the PhD qualifying examination, the candidate will approach a member of the faculty appropriate to the field in which the student wishes to do their dissertation to request that the faculty member act as dissertation director. This person will normally be a member of the student’s existing Advisory Committee and will already have worked very closely with the student in preparing for the PhD qualifying examination. The dissertation director must be a member of the graduate faculty with endorsement to chair research committees and will be the primary advisor for the student as dissertation work progresses.

Next, in consultation with the dissertation director, the candidate will approach at least three other members of the faculty, two from the major department and one representing each minor, to invite them to serve on the research committee and to present them with a copy of the dissertation proposal. Generally, a research committee is composed of four or five members. All members of the research committee must be members of the graduate faculty; at least half must be members of the graduate faculty with endorsement to chair doctoral committees. External members from institutions other than IU may be approved but must be in addition to at least four internal members, and a CV and rationale for their inclusion must be submitted. If an external member is being considered, please see the Graduate Student Services Coordinator to check on current policies and procedures.

During this process, the candidate will begin preparing a dissertation proposal in consultation with the dissertation director. The proposal should contain the following elements:

1. An outline in some detail of the project in view
2. A review of the relevant literature
3. A discussion and partial development of the research questions to be addressed
4. The proposed organization of the dissertation
5. A timetable for completion.

In the case of experimental dissertations and dissertations based on fieldwork to be conducted by the student, a pilot study is conducted and reported on in the proposal.

A proposal is ready when the dissertation director has determined that, in their opinion, the proposed project is viable and will make an original contribution to knowledge, and that the student has the adequate background to carry out the project. When the dissertation advisor has determined that the proposal is ready, copies are circulated to each member of the proposed research committee.

Students should consult their specific program guides for details on the dissertation proposal. Once all members of the Research Committee have been identified and the proposal has been approved according to the procedures of the student's program, the [Nomination of Research Committee form](#) is completed and submitted online in One.IU, along with a one- to two-page summary of the proposed research (NOT the whole dissertation proposal). **DEADLINE:** The Nomination of Research Committee form must be approved by the Graduate School at least six months prior to the defense of the dissertation.

#### 4. Writing the Dissertation

The student then proceeds to research and write the dissertation. When finishing and formatting the dissertation, students should consult the [Graduate School website](#) for requirements and deadlines. Students must be continually enrolled in G901 or F/M 875 credits while they are working on their dissertations.

#### 5. Completion and Defense of the Dissertation

Once the dissertation is completed, an oral defense is scheduled. Each member of the research committee must receive a copy of the completed dissertation at least four weeks before the defense. In addition, an official announcement of the defense must be accepted by the Graduate School at least 30 days before the defense date. Announcements are initiated as eDocs through One.IU (see ["PhD Defense Announcement"](#)), and are posted publicly through the UGS website. The oral defense of the dissertation is the final requirement for the degree, although revisions may be required before the dissertation can be submitted to the University Graduate School. The Graduate Student Services Coordinator can assist with scheduling, room reservations, and technological needs. Normally, an announcement of the defense is

posted in hard copy and via email in the Department, but the student and dissertation advisor can jointly request that this additional publicity not be sent.

**COVID-19 Note:** During the pandemic, the UGS has allowed dissertation defenses to be held online via Zoom. Check the [UGS website](#) for the latest updates.

The Department maintains an archive of completed dissertations. Students are required to submit their volume to this library by sending a finalized .pdf version to the Graduate Student Services Coordinator.

If the defense takes place in summer but the dissertation will not be submitted until the academic year, summer enrollment is not required. However, **enrollment is required at the time of the submission of the dissertation, regardless of when the defense takes place.** Advanced thesis credits, G901, are not regularly offered in the summer. If a student has semesters of G901 remaining to them and plans to defend and submit the dissertation during the summer, they can request that G901 be added to the FRIT summer schedule. The Dean of UGS must approve this arrangement. Contact the GSSC to make this request.

## Student Academic Appointments

### Associate Instructor Positions

Associate Instructors (AIs) are part-time teachers of French/Italian in the Department and are responsible for teaching their own sections (normally one section in one semester and two in the other) under the guidance of the course coordinator. In French, there are course coordinators for F100, F150, F200 and F250, while all other French language classes are supervised by the Director of Language Instruction. In Italian, all language courses are supervised by the Director of Language Instruction. An AI position is a type of Student Academic Appointment (SAA).

### Conditions of Reappointment

Conditions of renewal of Associate Instructorships include the following:

- ❖ Good academic standing: a GPA of at least 3.2.
- ❖ Good teaching standards. This includes but is not limited to:
  - Meeting pedagogical effectiveness, as explained throughout the Orientation Week, and as requested by the Director of Language Instruction
  - Respecting the syllabus of the classes you are teaching
  - Communicating all necessary information and delivering course materials to the students
  - Preparing original and coherent lesson plans
  - Following suggestions for teaching improvement given by the course coordinator
  - Grading homework and assessments in a timely fashion
  - Giving effective and professional feedback to the students
  - Maintaining good midterm and/or end-of-semester evaluations
  - Maintaining professional behavior with regard to students, peers, and coordinator
- ❖ Good progress toward the degree:

- Incompletes should be taken only as a last resort and be quickly converted into grades before the beginning of the next term (in the case of Incompletes taken in the spring semester, students are required to remove them within three weeks).
- Students with one or more Incompletes on their record at the beginning of a semester may lose their Student Academic Appointee (SAA) status.
- ❖ The AI should be working to fulfill degree requirements at a reasonable rate (please refer to MA and PhD Exams section for the required timing).
- ❖ Good professional standards and ethical conduct. The Department will not renew the SAA status of students who do not maintain professional standards and/or ethical conduct.
- ❖ Associate instructors who do not meet pedagogical standards and the required GPA within the same semester will lose their SAA status.

Terminations based on the guidelines above may occur immediately or be in effect from the following term or academic year, according to the situation.

### **Instructor Observation**

Each academic year, an AI is observed at least once by their course coordinator for the purpose of evaluating the instructor's teaching. Observations may or may not be scheduled and are not limited. The course coordinator will then follow up with the instructor verbally.

### **The AI's Role in Reappointment**

By a deadline set via email for late January or early February, AIs must inform the Graduate Student Services Coordinator as to whether or not they would like to renew their AIship for the following academic year. The AI's response is a commitment to teach the following year. Such a commitment is necessary so that the Department can recruit a sufficient number of new AIs from its applicant pool. If there is an unforeseen change of plans after this date, the AI must present a valid reason for deciding NOT to teach the next year and for not having informed the Department earlier. NO CHANGES IN CONTINUING AI PLANS SHOULD BE MADE LATER THAN APRIL 15. This is the deadline for new AI applicants to accept or reject our funding offers. Therefore, if the Department learns later that a current AI will not continue the following year, an AI position may be left empty and a recruitment opportunity wasted.

### **Alternate Teaching Assignments**

Although most AIs in our department teach language classes at the 100-200 levels or the conversation class at the 300-level, occasionally the opportunity arises to teach F300, F313, or F315, or to teach the discussion sections of a large College "Critical Approaches" course. The Department also usually employs one AI per year to teach a class of the College's Public Oral Communication course. If you are interested in such opportunities, and have at least two years of experience as an AI, you may reach out to the department chair to express your interest.

### **Funding Limits**

1. No more than two years of funding will be offered to MA students who will not continue on to the PhD.
2. Students who earn an MA degree in the Department and continue on to the PhD normally receive a maximum of 5 years (10 semesters) of funding.

3. Students who have already received an MA degree at another institution and are pursuing the PhD in the Department may receive a maximum of 4 years (8 semesters) of funding, depending on how many credits can be transferred from the previous MA.
4. Students who switch from the French Linguistics to the French/Francophone Studies program (or vice versa) may be eligible to receive an additional semester or two of funding at the discretion of the Department.

**Note:** All forms of support by the Department and the University count toward the maximum semesters of support a student may receive. This includes internal and external fellowships, years spent as an exchange student abroad, and any Student Academic Appointment.

Funding may be suspended or revoked for students who receive a poor grade on their MA or PhD exams. Please see the corresponding Program Guide for further details.

Students with previous graduate work at another institution or who have earned graduate credits at Indiana University before being appointed as Associate Instructors (AIs) in FRIT may receive fewer semesters of support from the Department. Only full time graduate students (enrolled in at least 6 credits per semester) will be considered for an instructorship.

Considering the five-year limit on departmental financial support for PhD students, we urge students to complete all course work in three to four years and then directly begin work on the dissertation. Those entering with an MA degree should complete all course work within 2 years after admission to the PhD program.

On occasion, graduate students take teaching positions elsewhere or leave IU yet still have semesters of support remaining. The Department must agree in advance whether the student can utilize any remaining funding if the student returns to the FRIT Department. Once the student decides to stay away from IU for a second year, the Department no longer has any obligation to hold further funding. Exceptions may be made for a student who receives a prestigious external fellowship.

## Enrollment Requirements

All new Associate Instructors are required to enroll in F/M572: Practicum in College French/Italian Teaching in the Fall semester and F/M573, Methods of College French/Italian Teaching in the first available semester (usually offered in the Spring every two years). Exceptions can be made only if an equivalent course was taken elsewhere, in which case the student should confer with the DGS and DLI. All SAAs must be registered in a minimum of 6 credit hours of graduate coursework in FRIT during each semester of their appointment in order to maintain funding. At the dissertation level, enrollment in six credit hours of F/M875 or G901 is required.

Associate Instructors should not engage in more than 20 hours per week of activities related to teaching responsibilities, including class preparation, classroom teaching, office hours, curricular meetings, and co-curricular activities (film nights, Circolo, etc.) Any questions regarding teaching responsibilities should be referred to the Director of Language Instruction and the Director of Graduate Studies.

## Summer AI Appointments

### *Selection of Summer AIs*

All AIs may apply to teach during the summer sessions in Bloomington. Generally, FRIT offers language courses during the First 6-Week Session and the Second 6-Week Session, plus Italian M492 during the First 8-Week Session. The selection of AIs is based on the pedagogical and academic performance of the candidate. Whenever possible all students shall be granted at least one summer of support during their tenure and shall be granted summer assistantships thereafter as far as they are available, within the four or five years of funding the student has been allotted. Students may apply for a second (or third) summer of support, but students with fewer summers of support will be given priority, provided that pedagogical and academic criteria are met. A call for applications for summer teaching is sent out in late February.

### **Stipulations:**

- a) Students who are not returning in the next academic year should be granted a summer appointment only if the number of appointments available exceeds the number of eligible applicants for a given summer.
- b) Students who accept another academic appointment (i.e. in the Intensive English Program or in the High School Honors Program) must forfeit funding in the FRIT Department during the same summer, unless FRIT has too few applicants to fill our teaching positions.
- c) A student who applies for teaching in the summer before a leave of absence will be subject to having the lowest priority for teaching that summer.

Even for online courses, AIs are expected to be in residence in Bloomington if they are teaching during the summer, just like during the semester.

### *Guidelines for Summer AIs*

1. Summer AIs are completely responsible for the sections they teach, including:
  - a. Preparing course structure
    - i. Adapting existing online Canvas course site and syllabus to the summer schedule (if the course has not been previously taught online in the summer) OR
    - ii. Updating a previously taught summer online course
  - b. Preparing course syllabus
    - i. Creating/updating the Canvas course homepage so that instructor name, contact info, office hours and other information relevant to course functionality is clearly stated
    - ii. Creating or changing all Canvas assignment due dates
  - c. Homework and media
    - i. For FRENCH: Assigning MFL homework through the Pearson MFL interface, making sure that “preferences” are set so that due time is at start of your class time, and that students are allowed to see the correct answers only after the exercise due date/time
    - ii. For ITALIAN: Assigning Sentieri homework on VHL for M100, M150, M200 and assigning Canvas homework for M250

- iii. Contacting [IU Media Services](#) to request streaming access through Canvas for movies used in your course. You will need to provide them with your Canvas course ID, which can be found in the upper lefthand corner of your Canvas course site, with a format like SP20\_BL\_FRIT\_F200\_30153.
      - d. Class meeting set-up
        - i. Assigning Canvas online speaking or presentation partners (if relevant to the course)
        - ii. Creating and sharing Zoom meeting link information (if class is to be conducted via Zoom)
        - iii. Becoming familiar with Zoom functionality, including screen share, enabling sound for attendees to hear short in-class videos, use of break-out rooms, recording and uploading recorded Zoom class sessions, group and private chat, speaker and gallery views, muting and unmuting microphones, etc. (if class is to be conducted via Zoom)
      - e. Once the summer session begins, AIs are entirely responsible for the preparation and delivery of teaching in their assigned sections (course materials, class interaction, assignments, grading, office hours, and communication with students).
2. AIs may approach DLIs or course coordinators for guidance in setting up a course before the end of the spring semester, especially if it has not been taught before during the summer in the given format. AIs should also avail themselves of CITL services for online course delivery.
3. AIs should be aware that DLIs and course coordinators may not—and are not required to—be available during the summer.
4. They must ensure that courses are delivered synchronously according to what is listed by the Registrar's Office in the Schedule of Classes, regardless of their teaching location.
5. They are responsible for securing sufficient access to a high-speed internet connection as well as any other equipment they may need. The department has webcams and headphones available for use in Bloomington.
6. Normal course policies in place during the academic year should also be adhered to during the summer, for example:
  - a. Summer courses must meet the standards of our regularly offered academic year courses (e.g. learning goals).
  - b. AIs must also make themselves available for office hours at least 2 hours per week.
  - c. AIs are not allowed to cancel classes but instead must find a substitute in case of illness or other emergency.
7. Problems during summer teaching
  - a. AIs may request the assistance of the DLI or other coordinator during the summer only if they encounter major difficulties that interfere with proper course delivery such as course format issues, issues with administering exams, or other major pedagogical problems.
  - b. If any important administrative issues arise regarding summer courses, AIs must contact the department Chair or Department Administrator. Examples of such problems are student enrollment problems or behavior issues.

The Department of French and Italian stresses individual AI responsibility during the summer, but we are here to support you! If you have any questions or problems, please reach out to the FRIT staff and we will try to help within the above parameters.



### *Summer Enrollment*

Summer AIs are not required to be enrolled in the summer. However, in order to be exempt from FICA (Social Security) taxes, summer AIs must be enrolled in 2 credit hours, or 1 credit hour if they are ABD. All summer sessions are counted together for this purpose.

Students enrolled in fewer than 6 hours will be charged at a higher rate if they use the services of the IU Health Center. To have access to the SRSC or WIC fitness centers without registering for any credits, a membership must be purchased separately.

### *Summer Health Insurance*

AIs who did not have a Student Academic Appointment at 37.5% FTE or more during the preceding spring semester are not covered by the Academic Appointees health insurance plan during the summer. However, such AIs are eligible for health insurance coverage during the period of their summer appointment based on that summer employment. So, while an AI appointed for the previous academic year would have health insurance coverage through the end of July based on that appointment, an AI who is teaching during the Second 6-Week Session only will have health insurance coverage for that 6 weeks of the summer.

## **Graduate Assistant Positions**

The Department may in any given year have one or two Graduate Assistant (GA) positions available as a form of SAA employment. These positions are subject to the same terms and conditions as the Associate Instructor positions and have the same stipend and employment status (see “Associate Instructor Positions” above). The professional expectations are also the same, except not focused on teaching. Graduate Assistants are assigned to a particular faculty member and assist the faculty member with language program coordination, course development, editorial duties, and/or other work as assigned. The faculty member that has been assigned a GA will select the student they would like to work with in consultation with the DGS and Chair.

The most common GA position available through the Department is Dr. Karolina Serafin’s GA. This student serves as the coordinator of Circolo Italiano and assists Dr. Serafin with other duties as assigned to support the Italian Language Program. Dr. Serafin, in consultation with the DGS and Chair, chooses the student who will serve as her GA.

## **Other Compensated Roles**

### **French Club Coordinator**

The French Club Coordinator plans and executes all French Club events. The French Club Coordinator position is an additional assignment on top of a student’s regular SAA appointment, with extra pay provided as an hourly employee. The position may be split and the duties covered by two hourly employees (selected from among the graduate students) instead of one. Specific duties include:

- Hosts a French Table and initiates conversation in French with students who attend. Keeps the conversation flowing. Selects different topics of conversation as a starting point. Frequency: 4 times per semester.
- Coordinates cultural events such as a presentation from a native of a francophone culture (e.g. Quebec, Algeria, France, Belgium), a cheese tasting, group attendance of a French

language opera or musical performance, or a Breton dance night. Organization includes consultation with the French Club Director, reservations, publicity, etc. Frequency: 2 times per semester.

- Organizes French film series each semester. Presents films with a 5-minute introduction and leads discussion afterwards. Frequency: 3-4 films.
- Posts to social media accounts regularly: Facebook, Instagram, Twitter.

A call for applications for the position will be sent at the end of each spring semester. The Director of Language Instruction (DLI) in French supervises the French Club Coordinator(s). The Department provides a budget to pay for snacks and other expenses related to French Club activities.

## Writing Group Facilitators

The Department organizes writing groups to help students set aside structured time to work on term papers, dissertations, or any other scholarly writing. The Department enlists the help of two graduate students to serve as Writing Group Facilitators (WGF), one for an MA or pre-dissertation group (focused primarily on term paper and conference paper writing) and one for PhD candidates (focused on writing the dissertation, conference papers, and job market writing). Graduate students who are interested in becoming a WGF should have experience as a member of a writing group and should express their interest by contacting Professor Alison Calhoun (DGS, French/Francophone Studies). WGFs earn a small grant to help offset the cost of conference attendance or other small research expenses.

## Guidelines for Interactions with Advisors

The Department is committed to providing students with a productive and collegial environment in which they can pursue their degree. The success of every graduate student depends in part upon successful student-mentor relationships. Please see [Appendix 1](#) for a full set of guidelines, as only a few are presented here. In order to promote successful relationships between PhD dissertation advisors and graduate students:

Faculty research advisors should:

- promote an environment that is intellectually stimulating and free of harassment;
- be supportive, equitable, accessible, encouraging, and respectful;
- recognize and respect the cultural backgrounds of students;
- be sensitive to the power imbalance in the student–advisor relationship;
- set clear expectations and goals for students regarding their academic performance, research activities and progress.

Graduate students should:

- recognize that they bear the primary responsibility for the successful completion of their degree;
- complete all tasks assigned by the department, including teaching, grading, and other assistantship responsibilities;
- know the policies governing graduate studies in the department and the graduate school and take responsibility for meeting departmental and graduate school deadlines;
- be proactive in communicating with the advisor and research committee about progress and challenges associated with research and program trajectory;

- always act in an ethical, professional, and courteous manner toward other students, staff, and faculty that respects the value of their time and responsibilities within and outside the university.

## Departmental Policies & Resources for Associate Instructors

In addition to course guidelines received from the Directors of Language Instruction and course coordinators, there are certain departmental policies which all AIs should follow.

### Payroll

Direct deposit to a U.S. bank account is required for all employees, and all new employees must complete the federal and state tax withholding forms. These tasks can be completed via the [New Employee Activity Guide](#). Pay deposits can be viewed in the “[Employee Center](#)” in One.iu. Click the Payroll & Tax link.

The pay schedule for 2022-23 is as follows:

<u>Fall 2022</u>	<u>Spring 2023</u> (dates are tentative)
September 2	January 31
September 30	February 28
October 31	March 31
November 30	April 28
December 16	May 8

AIs who are international students must complete the [FNIS form](#) online once per calendar year and again if their visa status changes, in order to take advantage of any tax treaty that may exist between their home country and the US.

### Parking

Parking permits for EM-P and EM-S parking zones may be purchased on semester-by-semester or summer session basis during the terms in which the AI is appointed. Parking permits can be purchased through the [Parking Permit task](#) found in One.IU. Associate Instructors who commit to not purchase a parking permit can formally join the [Hoosier Commuter Club](#), which is free, and affords each member access to an evening parking permit, twenty-four one-day EM-P parking permits, and other incentives for choosing an alternative to parking daily on campus.

### Desk Copies

Several textbooks used in language courses are now online texts or integrated into Canvas. However, where a hard copy text is used, the Department’s goal is to be able to provide each AI with a desk copy of each book needed for the course(s) they are teaching. Most desk copies are simply given to AIs, and instructors can keep them after the semester is over. Occasionally, the Department doesn’t have enough “free” copies to give each AI one, in which case the AI will receive a departmental copy. Departmental copies have a departmental tag in them, and such materials are loaned to AIs for one semester (or summer session) and must be returned to the Department at the end of that period. AIs are responsible for returning departmental copies in good condition.

## Office Hours

Als are required to schedule at least two hours per week in which to meet with students who seek extra help. These office hours should be the same time and location each week and should not be “by appointment only.” Office hours should be held in person at the AI workstations provided within the Department, as well as simultaneously via Zoom. All instructors are expected to be available for in-person meetings with students even if they are teaching online, according to the guidance provided by the College Dean’s Office in August 2021.

If the need for additional privacy for a face-to-face meeting is anticipated, please sign up on the door of one of the rooms specifically reserved for FRIT Als for that purpose, GA 3143, GA 3119, or GA 3124.

## FERPA

FERPA (Family Educational Rights and Privacy Act of 1974) is the federal law protecting the privacy of education records. All Als must complete the online FERPA tutorial before their first semester of teaching at IU. The tutorial is located at [ferpa.iu.edu](http://ferpa.iu.edu) and must be completed once every two years.

One important rule under FERPA is that graded student work should not be left in mailboxes or other accessible areas for students to pick up. Also, please take care not to leave materials with sensitive information, such as class rosters or gradebooks, unattended at the AI workstations or other public places.

If a student requests a letter of recommendation, grades and other academic records cannot be discussed unless the student gives specific written permission to do so. The student must indicate what may be disclosed and to whom. The department staff have a form the student can fill out and sign, or an email message from the student’s IU email account to the instructor is also sufficient. Instructors should keep such an email in their records for at least 1 year.

## Canvas & Tech Assistance

[Canvas](#) is the course management system which assists faculty and students by providing course information, discussion opportunities, a grade and attendance roster, and more online. Training classes are available through the [Center for Innovative Teaching and Learning \(CITL\)](#). For questions regarding this system, please do not hesitate to contact your course coordinator or Director of Language Instruction.

[The Center for Language Technology](#) (CeLT) is available as a resource for language instructors. CeLT offers teaching-related equipment for check-out and language lab space for special class sessions. Two web conference rooms are also available. In addition, CITL (see above) assists Als in using online resources and other technology in their teaching, including the finer points of using Zoom.

Almost all IUB classrooms are equipped with the technology needed for your teaching. If you need training in the use of this technology, or if you need technology that is not currently installed in your classroom, a request can be made by contacting UITS [Classroom Technology Services](#).

## Auditing

To audit a course means to pay only a small fee to attend the course meetings but not receive any formal evaluation of the course work. Auditing is not allowed in language courses unless special permission is obtained from the Chair. In upper-level literature, linguistics, or culture courses, auditing is allowed only with written permission of the instructor. Auditing requires enrollment and payment of the audit fee. See the Student Central [website](#) for more information.

## Pass/Fail Option

Normally, language courses may not be taken Pass/Fail (P/F). Exception: students may take a language course P/F if they have completed their language requirement already in another language. Required courses may not be taken P/F. Graduate students who wish to take a course P/F should check with their DGS. Undergraduate students must obtain permission from the appropriate Dean in their school (College of Arts & Sciences, Kelley School of Business, Jacobs School of Music, etc.) or from the University Division Records Office (for students who have not declared a major).

## Class Rosters

Als may electronically access the class roster for the class(es) they are teaching during the course of a semester or summer session, either through One.IU or Canvas on the web. Most Als are not assigned to specific classes until right before the start of the semester, so they won't be able to access their rosters until then.

Option 1: In One.IU, go to the [Faculty Center](#). In the Faculty Center, the classes you are teaching are automatically displayed; simply click on the class to see the desired roster.

Option 2: Go to [canvas.iu.edu](https://canvas.iu.edu) and log in. The classes you are teaching should appear at the top of the screen. Select the class you want, and when it comes up, select "People" in the left column menu.

A few weeks into the semester, you will receive notification from the Registrar's Office that the **Student Engagement Rosters** (SER) are available for you to review, with a submission deadline of the Sunday after the sixth week. These rosters review two elements:

- **Early Evaluation:** All instructors teaching General Education Common Ground courses, as well as other courses in which there are freshmen or sophomores in University Division, will receive a request for assignment of letter grade evaluations, observations, or recommendations in the fourth week of the regular semester. Instructions for completing the SER for early evaluation can be found [here](#).
- **Attendance:** The SER for attendance is required for all classes and all students; it is used to record discrepancies between the official roster and who is actually attending your classes. You must actively review and submit the SER for attendance even if everyone on the roster is attending. Instructions for completing the SER for attendance can be found [here](#).

Finally, at the end of the semester, instructions will be sent on how to enter final grades either via One.IU or Canvas. For additional information about final grade entry, visit the [Office of the Registrar](#) website.

## Dropping and Adding Classes

Undergraduate students who are not enrolled may ask to be allowed to add the class after initial registration. During the first week of the semester, these students can add open classes using the online registration system. If the class is full, the student should place themselves on the electronic waitlist. The waitlist runs for the last time on Thursday afternoon of the first week of classes. More information about schedule changes can be found on the [Student Central website](#).

After the first week of classes, students who want to add or drop a class should initiate an electronic document (eDoc) in One.IU by searching for the "Late Drop/Add" function. The eDrop document is routed to the Department and to the Dean's office of the student's school for approval, and then it goes to the Registrar's Office, where the schedule change is made. The eAdd document is routed first to the instructor for approval, and then it follows the routing chain above. Therefore, no student will be added to a class after the first week without instructor approval. If you as an instructor have an eAdd document awaiting your approval, you will be notified via email.

Any questions about class enrollment levels or the student schedule adjustment process should go to the Department Administrator as Scheduling Officer.

Students may drop courses until the middle of the semester and receive an automatic W grade on their transcripts. Please confirm each semester's automatic W deadline on the [calendar](#) of the Student Central office. After that date, students must have special permission from their instructor and from the Dean of their school in order to drop the course with a grade of "W." If a student wishes to drop a course at a later date, a grade of "W" should only be granted in documented cases of prolonged illness or death in the family. You should discuss such cases with your course coordinator. **NOTE: The automatic W deadline is earlier for graduate students than for undergraduate students.**

## Graded Final Exams

At the end of the semester, AIs must turn in graded, hard copy exams completed by their students to the FRIT staff, who keep these on file in case a student has a question about their grade and the AI is not available. Students can view their exams by presenting a photo ID to a FRIT staff member, but they cannot take the exams out of the FRIT staff area. This requirement does not apply to online classes, as we expect those classes will not have hard copy exams.

## Course Evaluations/OCQs

Course evaluations take place at the end of each semester, during the last week of classes. A notice will be sent via email to all students to fill out the evaluations via the OCQ system online (Online Course Questionnaire). Be sure to remind and encourage your students to complete the OCQ forms. **It's very important that a high percentage of students complete the forms for the results to be meaningful.** There are tips to get a good response rate on the CITL website [here](#).

A few weeks after grades are submitted, a link to the evaluation results will be emailed to the instructor. Course evaluations are kept on file electronically and are accessible to the Directors of Language Instruction. After an AI graduates from IU and loses access to IU computing accounts, pdf files of the evaluations can be obtained by emailing the Departmental Administrator.

## Incompletes

*This section discusses awarding of Incompletes by AIs for students in their undergraduate language classes. For discussion of Incompletes that may be awarded by professors to graduate students, please see the appropriate section under Academic Policies & Procedures, above.*

Grades of “Incomplete” are only given in language courses for documented cases of severe illness or death in the family that prevent the student from completing the course. In addition, the student must have a substantial portion of the course work completed and the work to date must be of passing quality. If a student’s situation may merit an incomplete, the situation must be discussed with the Course Coordinator or Director of Language Instruction.

If it is decided that the student will be granted an Incomplete, please report the details to the FRIT staff in order to register the Incomplete in the Department’s database. This serves as a reference for the Department and specifies what work must be done to fulfill the Incomplete, and what the deadline is for completion. After reporting the Incomplete to staff, simply enter an “I” on the grade roster.

To remove an Incomplete grade after a student has finished the work and to replace it with a letter grade, instructors should submit the change electronically. The electronic submission is the same as the eGrade Change system described below. Sometimes a student must sit in on part or all of the course again in order to fulfill the incomplete. In that case, the student’s second instructor for the course grades the student’s work and then tells the original instructor what the final grade should be. The original instructor then submits the change of grade. Such arrangements should be made only after consulting the Director of Language Instruction.

Incompletes automatically turn into F’s one year after they are awarded. As noted above, more stringent deadlines may be set by the instructor in consultation with the Course Coordinator or DLI.

## Grade Changes

If a student’s grade needs to be changed after the final grade roster has been posted, this can be done electronically via the [eGrade Change application](#). Be sure to explain why the grade change was justified, and then the Chair or their delegate reviews the form before approving it.

## Emergency Procedures

Associate Instructors are responsible for the following actions in case an emergency occurs during the class they are teaching.

- In case of fire, the fire alarm will sound. Lead students out the nearest exit and away from the building. Do not use elevators. If you are in GISB, you (and your students, if you are teaching) should gather on the main steps (facing south) of the Wells Library. This is the gathering space for FRIT where we can confer together on next steps.
- In case of tornado, the local tornado siren will sound. Lead students into an enclosed area, away from windows and doors. Again, do not use elevators. Safe spaces on our floor of GISB are the restrooms, the mail room (3151), and the online teaching lab (3124).

All graduate students should follow the same procedures themselves when not in class.

If you are teaching a Zoom class and the tornado siren goes on, advise your students to go to the lowest level possible in whatever building they are in, and stay away from windows. Then pause your class (or end it if the event happens toward the end) so everyone can get to safety.

In case an instructor has a disabled student in their class, the AI is to assist that student as best they can or ask a reliable fellow student to assist them. If the individual cannot be fully evacuated due to stairways or other obstacles, the instructor should inform emergency personnel of the person's location as soon as possible in order to fully evacuate them.

## Opportunities for Further Involvement

### Graduate and Professional Student Government

[GPSG](#) is a campus-wide body which speaks for graduate student interests on various university committees, makes statements on issues of importance to graduate students, provides graduate student grants, and sponsors social gatherings at various times during the academic year.

Within the Department there is also an active Graduate Student Organization, which lobbies for graduate students' interests within FRIT. The departmental GSO organizes a biennial colloquium which gives graduate students the opportunity to share their research and learn from guest speakers. The next colloquium is scheduled for Spring 2023. In the years between colloquia, the GSO usually organizes one or more professional development events.

Students can get involved in the GSO by becoming a GSO representative and/or attending GSO meetings. One GSO representative each from the French Linguistics, French/Francophone Studies, and Italian graduate programs serve as liaisons to the faculty and attend the non-reserved portion of faculty meetings. One of these three representatives, or a fourth FRIT graduate student, serves as the FRIT GSO's representative to the GPSG. Watch for more information via email about the selection of GSO reps.

### Student-Faculty Forum (SFF)

The departmental Student-Faculty Forum meets throughout the semester to give students and faculty the opportunity to present their research for discussion in an informal setting. This series provides graduate students with an opportunity to practice presenting their research and receiving feedback, and allows them to hear about current research conducted by their professors and colleagues. Questions about SFF should be addressed to [Professor Liz Hebbard](#), who is the program facilitator.

### French Club & Circolo Italiano

In each of these department-sponsored clubs, students interested in the language and culture get together regularly during the academic year for conversation, music, games, and refreshments. Additionally, each club hosts film nights and parties for special events, such as Mardi Gras. Events and activities are open to grads, undergrads, faculty, and members of the Bloomington community. The success of these clubs and associated events depends on IU student (both graduate and undergraduate)



involvement. The French Club and Circolo coordinators will reach out to you throughout the semester asking for volunteers for their activities. Join them in spreading the joys of Francophone and Italian cultures!

## Social Media

The Department of French and Italian, the Italian language program, and the French Club all have a social media presence. Tag us and share!

Facebook:

[IU Department of French and Italian](#)  
[French Club, Indiana University](#)  
[Italian Program at Indiana University](#)

Twitter:

The Department [@IU\\_FRIT](#)  
 The French Program [@IUFrench](#)  
 The Italian Program [@IU\\_Italian](#)

Instagram:

Circolo Italiano [@italianatiu](#)  
 French Club [@iufrenchclub](#)

If you want to help tweet, Instagram, or update posts to the French Club or Italian program Facebook pages, please contact the relevant Director of Language Instruction. If you have any ideas for posts to the department's Facebook page or Twitter feed, please contact the Department Administrator.

## Important Resources and Contact Information

### Departmental Contacts

#### *FRIT Office:*

Prof. <a href="#">Oana Panaïté</a> , Chair	812-855-1134
<a href="#">Isabel Piedmont-Smith</a> , Departmental Administrator	812-855-5458
<a href="#">Miki Weisstein</a> , Graduate Student Services Coordinator	812-855-1088
<a href="#">Kyle Buchanan</a> , Faculty/Undergrad Services Coordinator	812-855-6142
FRIT FAX	812-855-8877

#### *FRIT Directors of Graduate Studies:*

Prof. <a href="#">Massimo Scalabrini</a> , Italian	
Prof. <a href="#">Kevin Rottet</a> , French Ling. and MAFI	812-855-6164
Prof. <a href="#">Alison Calhoun</a> , French/Francophone Studies	812-856-6731

### Teaching Resources

<a href="#">Classroom Technology Services</a> (via UITS)	812-855-8765
<a href="#">Center for Innovative Teaching and Learning</a> (CITL)	812-855-9023
<a href="#">The Center for Language Technology</a> (CeLT)	812-855-8383

### University Resources

<a href="#">BEST (Graduate Language Proficiency Exams)</a>	812-855-1595
<a href="#">College of Arts &amp; Sciences, Graduate Office</a>	812-855-3687
<a href="#">Disability Services for Students</a> <a href="mailto:iubdss@indiana.edu">iubdss@indiana.edu</a>	812-855-7578

<a href="#">University Graduate School</a>	812-855-8853
MA Recorder	812-855-1117
PhD Recorder	812-855-9345
<a href="#">Graduate Bulletin</a> – The ultimate authority on degree requirements!	
<a href="#">Graduate and Professional Student Government</a>	812-855-8747
<a href="#">Grad Grants Center</a>	812-855-5281
<a href="#">Health Center</a>	812-855-4011
<a href="#">Human Resources</a>	812-855-2172
Student Health Insurance <a href="mailto:studenhc@indiana.edu">studenhc@indiana.edu</a>	812-856-4650
<a href="#">Office of International Services</a>	812-856-9086
<a href="#">Wells Library</a> (Information)	812-855-0100
<a href="#">Student Central</a> – Questions on registration, fees, financial aid	812-855-6500
<a href="#">University Information Technology Services</a> (UITs)	812-855-6789
<a href="#">Knowledge Base</a>	Support: <a href="mailto:ithelp@iu.edu">ithelp@iu.edu</a>