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1 INTRODUCTION

1.1 The Graduate Programs in Applied Linguistics

Because language-related phenomena are central to many aspects of human life, individuals who possess sophisticated knowledge of language and linguistics work in a wide range of professional and academic fields. Applied linguistics, an interdisciplinary enterprise, encompasses a correspondingly wide range of aims and concerns. Boston University’s doctoral and Master’s programs in Applied Linguistics offer a solid foundation in linguistic theory and practice, and offer opportunities for study in a variety of applied areas.

The MA and Ph.D. programs are particularly appropriate for students whose primary interest is in first language acquisition and development, second language and bilingualism, language disorders, the development and use of American Sign Language, theoretical linguistics, the teaching of foreign languages, literacy, and discourse studies. Students in the MA and Ph.D. programs apply knowledge about linguistic theory, description, and analysis to a particular area of study.

1.2 This Handbook

The Graduate Student Handbook is intended to provide a guide to students in the MA and Ph.D. programs throughout their course of study. It may also be of use to students considering application to either program. This handbook is intended to augment the information available in the annual Bulletin of the Graduate School of Arts and Sciences. However, in cases where the information in this document and the Graduate School (GRS) bulletin might appear to be in conflict, the GRS bulletin serves as the final legal authority.

This handbook is not intended to contain accurate dates for various bureaucratic deadlines as established by the Graduate School. It is each student’s responsibility to be aware of these deadlines, which are included in various GRS publications.

We consider it each student’s responsibility to make him or herself familiar with the contents of this handbook. We believe that the information in this handbook may help you avoid unnecessary problems. Please don’t hesitate to contact the program director, your advisor, or the program assistants, if you have questions about anything in this handbook or about the program in general.

1.3 Administration

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3 The MA Program in Applied Linguistics

3.1 Introduction
Boston University offers an 8 courses (32 credit) Master of Arts degree program, housed within the Graduate School, and administered by the Program in Applied Linguistics. The program offers a strong grounding in linguistics, and provides opportunities for MA students to pursue a wide range of interests in applied topics. The departments and programs cited below, in combination with our strong doctoral program, provide a rich set of scholarly and applied experiences for candidates seeking the Master’s degree.

There are two principal career tracks that graduates of the MA program might follow. One is to continue on to a doctoral program, either in linguistics or in an affiliated area. The other career track involves entering a professional post in government, education, industry or health and human services. With the array of specializations available in the program (see below), Master’s candidates may prepare themselves for a wide range of professional roles.

3.2 Admission
Applicants must have met the requirements for a bachelor’s degree. The undergraduate degree may be in any field, but the student must have completed the equivalent of one of Boston University’s introductory classes in language and linguistics (CAS LX 250, SED LS 565, or CAS EN 511). Students who have not previously had an introduction to language and linguistics must make up the deficiency through course work prior to entry or during the first semester, or must pass an exam. (The introductory linguistics courses listed above will not be counted towards the Master’s degree requirement.)

Applicants must submit results of the Graduate Record Examination (GRE). Applicants whose native language is not English must submit results of the TOEFL examination unless they have received a university degree from a university in the United States. Applicants may request application materials from the Graduate School by telephone or through the Graduate School web site at http://www.bu.edu/cas/admissions/graduate/. Applicants may also send email to linguist@bu.edu and the program assistants will arrange to have materials sent to them.

Boston University does not provide graduate fellowship funds for MA students. For information about other sources of financial support, see Section 7.

3.3 Course Requirements
Candidates for the MA degree in Applied Linguistics are required to complete a minimum of eight graduate-level semester courses (32 credits) or the equivalent.

Core Requirements: Each student must take four core courses that provide an introduction to language structure, linguistic theory, and one major area of applied linguistics:

1. CAS LX 510: Phonetics
2. CAS LX 522: Syntax I
3. One course in language structure and linguistic theory:
   CAS LX 502: Semantics
   CAS LX 500: Morphology
   SED LS 726: Discourse Analysis
4. One course that provides an introduction to a major area of applied linguistics (usually this will be taken from the following four courses, but other courses may be approved for this purpose by the advisor):
SED LS 566: Language Acquisition
SED LS 750 Cognitive Development and Language
GRS LX 700: Language Acquisition and Linguistic Theory
CAS AN 521: Sociolinguistics
GRS PS 828: Psycholinguistics
SAR CD 531: Introduction to Speech and Language Disorders

**Specialization Requirements:** Each student will construct a specialization sequence of four courses (some possible courses are listed in ‘Electives’ section 5.) The specialization sequence provides students with the opportunity to develop sophisticated knowledge of the theories and methods of one area of applied linguistics.

The four-course specialization sequence is to be designed in consultation with the faculty advisor. Possible specialization sequences are described below, but students should note that it is not necessary to specialize in one of these. MA students and their advisors often compose unique specialization sequences that meet their needs or interests, as indicated in the ‘Individualized Specialization’ option below.

- **Language Acquisition and Development**  Includes the study of first and/or second language learning within the theoretical frameworks provided by linguistics and psychology; may emphasize linguistic, cognitive, social or educational implications.

- **Neurolinguistics and Language Disorders** Features the study of neuropsychological and neurological substrates of language and language disorders; may include adult and child language dis-orders; may emphasize clinical or theoretical implications.

- **Language Structure and Linguistic Theory** Students may specialize in the study of a particular language or language family (e.g., African languages, Romance languages or American Sign Language), viewed within current linguistic theory, or students may focus on linguistic theory exclusively.

- **Bilingualism and Language Teaching** Includes study of linguistic theory and methods of language teaching and learning; may include adult and child language learners in formal educational settings; may emphasize bilingual education, or English and other languages taught as a second language.

- **Language and Literacy in the Classroom** Focus is on the role of language structure and language use in the acquisition of literacy; may include theoretical or applied emphases; may include focus on processes of reading and writing in relation to language.
• Sign Language  Includes the study of the linguistic structure and acquisition of American Sign Language and signed languages in general. Research may also address crosslinguistic comparisons of different signed languages or comparisons between signed and spoken languages.

• Individualized Specialization  Students may design their own programs of study in consultation with an advisor. Examples include focus on language and literacy teaching in developing countries, language in mass communication, natural language understanding, discourse analysis, pragmatics, and others.

Students may receive transfer credit for up to two courses, in accordance with the policies and practices of the Graduate School. If a student has taken the equivalent of any of the core courses, these may be waived. In this case, the student may substitute another course for the courses already taken, but unless the credits are transferred, there will be no reduction in the 32 credits required for the MA.

3.4 Language Requirement

Each Master’s student is required to demonstrate competence in a language other than their native language. This requirement may be fulfilled in one of three ways, listed below.

1. The student may present a transcript that indicates that he or she successfully completed two years of a foreign language as an undergraduate.

2. The student may pass a language exam administered by the Department of Modern Foreign Languages or by a faculty member in the Applied Linguistics Program. (This option includes passing the final exam of a qualifying course; see section 4.4 for details.)

3. The student may count English as the examination language if he or she is a native speaker of a language other than English and has passed the TOEFL at a level adequate for admission to the program.

If you are in a position to satisfy the language requirement in one of the above three ways, contact the program assistants to have this requirement officially entered into your records and/or to schedule a language exam. The exam requires you to translate a passage concerning language or linguistics. You are allotted one hour and allowed use of a dictionary. Students are advised to schedule this exam early in their graduate career in case they do not pass the first time. Exams are generally graded and returned to the Applied Linguistics office within two to three weeks after the exam has been taken.

3.5 Master’s Project

Students in all specialization sequences must complete a final Master’s project, either a publishable paper or a project designed in consultation with the student’s academic advisor. The MA project must demonstrate the student’s control over theories and methods pertaining to an appropriate topic in the student’s area of specialization.

Planning of the final project is done in consultation with an advisor affiliated with the Program in Applied Linguistics, who may or may not be the student's main academic advisor. Work on the project may begin at any point in the student's program, and may be an extension of a project done for a course. A two-to-four page proposal must be approved and signed by the project advisor and submitted to the Applied Linguistics Program Office before the project is begun. The final version of the MA project must be read and approved by at least two readers.
Please note that the MA project requirement in Applied Linguistics is not the same as the Graduate School “Master’s Thesis” option. This means that the information in the GRS bulletin about submission of the MA thesis (including deadlines and formatting) does not apply to our students. Instead, for Applied Linguistics Master’s students, the project must be fully completed and approved by their readers before the last two weeks of the semester in which the student wants to graduate. Students should give the readers of their MA project at least one month to read the penultimate draft, and should allow themselves ample time to make revisions as requested by their readers.

See the ‘Graduation’ section below for more details on filing for graduation. Students must make sure that the readers of their MA project sign the appropriate form, which must then be submitted to the program office with a copy of the completed project.

3.6 Graduation

Completion of Degree. The Master’s Program should be completed within three years after the first registration for study leading to the Master’s degree. A ‘Petition for Extension of Time to Complete MA Requirements’ is available from the Graduate School if a student finds that he or she cannot complete the Master’s degree in this time frame. Students normally register for no more than four courses per semester, but must register for at least one course each semester until course requirements have been fulfilled (or a leave of absence has been granted). A diploma application must be submitted to the Graduate School during the beginning of the semester in which the student wishes to graduate. For diploma application deadlines, be sure to consult the GRS Graduation Calendar at web.bu.edu/cas/graduate/calendar.html.

Checking that your requirements have been fulfilled. Students may graduate in September, in January, or in May. You must notify the Graduate School Records Office at the beginning of the semester in which you wish to graduate by submitting a diploma application. Several weeks before the end of the semester, the Graduate School will send a form to the program director, asking whether you have finished all of your requirements for the MA degree. The program assistants will check your file to make sure that you have completed the requirements. This means that all the necessary documentation must be in your file (including the Language Requirement form and MA Project Approval form) or in your transcript on-line (eight acceptable courses completed with a grade of B- or better). You are responsible for making sure that all your documents are in order in time for graduation. If you are completing coursework required for the degree during the semester in which you intend to graduate, your graduation will be subject to satisfactory completion of those courses.

Commencement. Master’s candidates are not required to participate in the commencement ceremonies in May, but all are welcome to do so. We hold our MA graduation ceremony as part of the undergraduate and Master’s ceremonies hosted by the Department of Modern Foreign Languages and Literatures. If you wish to participate in the graduation ceremonies in May, please inform the Applied Linguistics program assistants by no later than March 31.

3.7 Application to Ph.D. Programs

Applying to doctoral programs. Many Master’s students plan to go on to complete a doctorate after receiving their Master’s degree. If you think you might be interested in this course of action, it is important to begin to think about it early in your MA studies. You should consult your advisor in your second semester about what sorts of doctoral programs might be a good match, and about what type of preparation such programs might be likely to want in applicants.

Applying to the BU doctoral program in Applied Linguistics. Some of our MA students go on to seek admission to the doctoral program in Applied Linguistics at Boston University. You may apply at any time, but the recommended course of action is as follows: when you have completed about half of your required eight courses, talk with your advisor and get his or her advice about whether the Applied Linguistics program is a good match for your interests. If it is, go to the Graduate School office and get a ‘Change of Program’ form. Submit the completed form to the Records Officer in the Graduate School office.
You must then submit an application to the Applied Linguistics office. Your application should include a 1-2 page statement on why you want to enroll in the doctoral program, the names of two BU faculty who know your work (they do not need to submit a letter at this point), and, if possible, a description of your planned MA project. If you have written part or all of the project, you should submit a copy with your application. The program faculty will consider your application and will notify the Graduate School of their recommendation. The Graduate School will send you notification of the final decision.
4 THE PH.D. PROGRAM IN APPLIED LINGUISTICS

4.1 Introduction
The Applied Linguistics Doctoral Program combines a solid foundation in linguistic theory and practice with an applied orientation. It is particularly appropriate for students whose primary interest is in first language acquisition and development, American Sign Language, theoretical linguistics, language disorders, second language acquisition and bilingualism, the teaching of foreign languages, literacy, or discourse studies. Students apply knowledge about linguistic theory, analysis, and description to a particular specialization area.

Many of our doctoral students have gone on to academic positions after graduation, in research and/or teaching in universities, research institutes and language schools. Others have taken on clinical positions in schools or hospitals. Several hold positions in speech technology companies or other settings where knowledge of language and linguistics is applied to technical or business concerns.

4.2 Admission
An applicant for the Ph.D. degree should hold a Master’s degree in linguistics, English, a foreign language, speech and language, or a related field such as sociology, psychology, philosophy or anthropology. Prospective applicants with a Master’s degree in a field other than those listed are encouraged to enter the Master’s program described above before beginning doctoral work. Anyone unsure of eligibility should contact the program director. Applicants are strongly encouraged to include a sample of their academic work (such as a course paper) with application materials.

Applicants must submit results of the Graduate Record Examination (GRE). Applicants whose native language is not English must submit results of the TOEFL examination unless they have completed a Master’s program at a university in the United States. Applicants may request application materials from the Graduate School by telephone or at http://www.bu.edu/cas/admissions/graduate/. Applicants may also send email to linguist@bu.edu and the program assistants will arrange to have materials sent to them.

4.3 Course Requirements
A minimum of ten courses beyond the Master’s degree is normally required for the Ph.D. The program consists of eight core courses plus two electives. If courses previously taken are equivalent to the core courses, students may, with the approval of the program director, count up to two courses taken as part of their Master’s degree program toward the core course requirements, thereby reducing the total number of required courses to eight. To receive such an exemption, a student must present evidence of the content of the course. This will be reviewed, if necessary, by the instructor of the course for which the student seeks an exemption. If approved, a letter of exemption will be added to the student's file so that when graduate requirements are reviewed, it is clear that the student has met the requirements.

Any core course may be satisfied in this manner except for Syntax II (CAS LX 523) and Phonology (CAS LX 513). Note that this process of exempting up to two courses is not the same as transferring courses from another university. Up to two courses may be transferred from another university, providing that the courses (a) are comparable to the level of courses in the program at Boston University, and (b) were not taken to satisfy the requirements for any degree program. For more information on transferring credits, see the Graduate School website at http://www.bu.edu/bulletins/grs/item03.html#anchor06.

If a doctoral student has taken Syntax II or Phonology at Boston University within the two years prior to entering the program, those courses may be waived, but two other courses must be substituted, in consultation with the advisor.

Core Courses. Two courses (listed below) are required of all students. Students who have not yet taken the prerequisites for these cores should consult with their advisor.
CAS LX 513: Phonology (prereq. CAS LX 510)
CAS LX 523: Syntax II (prereq. CAS LX 522)

Students must take four additional courses from the Linguistics core:

CAS LX 500: Topics in Linguistics
CAS LX 501: Linguistic Field Methods
CAS LX 502: Semantics
CAS LX 510: Phonetics
CAS AN 521: Sociolinguistics
CAS LX 521: Morphology
CAS LX 522: Syntax I
CAS PS 828: Psycholinguistics
SED LS 726: Discourse Analysis
SED LS 751: Language Universals and Universal Grammar

Students must also take one course from the Language Acquisition core:

SED LS 566: Language Acquisition
SED LS 750: Cognitive Development and Language
GRS LX 700: Language Acquisition and Linguistic Theory
GRS PS 848: Developmental Psycholinguistics
SAR CD 708: Language Theories, Acquisition, and Analysis
GRS LX 865 Advanced Topics: Language Acquisition

Additional courses may be considered as satisfying this core requirement, upon the approval of the major advisor and the program director. Students must also take one course from the Research Methods core:

CAS AN 590: Theory, Method & Technique in Fieldwork
CAS LX 501: Linguistic Field Methods
CAS MA 613, 614: Statistical Methods, I and II
GRS PS 711, 712: Statistics in Psychology, I and II
GRS SO 709: Theory and Practice of Field Research
SED RS 652: Qualitative Research Methods
SED RS 653: Quantitative Research Methods
GRS LX 865 Advanced Topics: Language Acquisition

Additional courses may be considered as satisfying this core requirement, upon the approval of the major advisor.

Students who take a course which is listed as satisfying more than one area requirement (e.g., Language Acquisition core and Research Methods core) may only count the course towards one area requirement.

**Electives.** A list of eligible elective courses may be found in Section 5. Electives are chosen as part of a coherent program of study that is approved by the student’s advisor.

### 4.4 Language Requirement

Competence in two non-native languages is required. The Graduate School requires that the first language be a modern foreign language. However, the second language may include any natural
language, spoken or signed, or a computer language or an ancient language (such as Latin). Competence in the first of the two languages must be demonstrated in accordance with GRS guidelines:

1. To fulfill the first non-native language requirement students may take the language examination given through the Applied Linguistics Program, which is graded by the faculty from the Modern Foreign Languages Department. Students may schedule this exam at their convenience with the program assistants. The exam requires you to translate a passage concerning language or linguistics. Students are allotted one hour and allowed use of a dictionary. Students are advised to schedule this exam early in their graduate career in case they do not pass the first time. Exams are generally graded and returned to the Applied Linguistics office within two to three weeks after the exam has been taken.

2. Graduate students may also enroll in free language courses offered by the Graduate School in Spanish (GRS LS 621), French (GRS LF 621), German (GRS LG 621), and Italian (GRS LI 621). These courses are designed to prepare graduate students for the language exam. Students will not receive graduate credit for this course and there is no tuition charge.

Competence in the second non-native language or a computer language may be demonstrated as described above, or in one of the following four ways:

1. If English is not your native language, then demonstrated proficiency in English will count as the second of your two foreign languages. This may be certified by your adviser.

2. Competence in ASL may be counted toward your second language requirement. Please contact the program director or program assistants for details.

3. Competence in a computer language may also count as the second language. This may be demonstrated by having taken (and received a passing grade for) two semesters of computer programming in the same computer language. The two semesters of course work may be completed at another university, but transcripts showing a passing grade must be presented to the program director and must be deposited in your file in the Applied Linguistics Office.

4. If you have completed an undergraduate major or a Master’s program in a foreign language, or have formal experience teaching a foreign language, you can be certified by your adviser as having proficiency in that language.

If you satisfy the requirements for the second language in any of the ways described in (1) through (4), please send a note of explanation to the director along with whatever documentation is appropriate (e.g., a note from the person certifying your competence, a copy of the test scores, a college transcript), plus the appropriate form (available at the program office) for his/her signature, so that this can be made official.

Students who do not already have competence in two foreign languages should consider enrolling in one or more of the reading courses offered by the Department of Modern Foreign Languages and Literatures. Reading courses are generally available for languages such as French, Spanish and German.

4.5 Internship Requirement

Doctoral students are required to complete an internship during their enrollment in the program. This will normally be completed concurrent with coursework and comprehensive requirements, during the first three years of enrollment. This internship must provide students with experience (research, teaching, or other professional work) in an area that is relevant to progress in some aspect of their doctoral program.

The requirement may be satisfied in a wide variety of settings and roles, including, but not limited to, teaching or tutoring language learners, conducting supervised research (in some context other than directed study for credit), carrying out linguistic field work, working in an organization that makes use of linguistic research and theory (e.g., commercial or research settings developing speech recognition,
natural language understanding, or computerized lexicography systems), acting as an instructor or
teaching assistant in linguistics classes, designing or publishing language teaching or learning
materials (paper or electronic), or other activities, as jointly decided by the student and advisor.

The internship may be paid or volunteer. The default time period will be one semester, but it may be
longer or shorter in particular cases. It does not require registration for any for-credit course and
research carried out for credit will not count towards the internship. Its duration will be negotiated
among the student, advisor, and, where relevant, site supervisors.

Note: Because the internship is a program requirement, international students with F1 visas will be
granted permission from the International Students and Scholars Office (ISSO) to work off-
campus in jobs related to their work in Applied Linguistics. Please see the program director or
program assistants for more details.

4.6 Qualifying Examinations

Qualifying examinations are required of all students in the Ph.D. program. A candidate for the
doctoral degree must have satisfactorily completed one publishable book review (by the end of the first
year of course work), and two qualifying papers (also known as comprehensive exams) in different
areas (the first by the end of the 5th semester, the second no later than the 7th semester of enrollment)
to fulfill their comprehensive requirements. This work must be planned and carried out under the
supervision of two to three faculty members who serve as readers for your paper. The major adviser for
the project does not have to be the same as the student's major academic advisor.

Students must submit a proposal form for each of these requirements before they begin. For the book
review, this form includes the title of the book and the signature of the first reader. For the qualifying
papers, a two to three page description of the intended project is required. This form should be
approved and signed by at least two readers before the project is begun. All these forms can be
downloaded from the program’s website http://www.bu.edu/applied-linguistics/for-current-
students/forms/.

There is no requirement that the same faculty members approve the book review and the qualifying
projects. In each case, the student should choose the professors most appropriate to the area of
research. The requirements for each qualifying examination are outlined below.

Book Review. The review will be evaluated by a committee of two or three faculty members (chosen
by the student). A copy of the book review, with the book review approval form signed by the faculty
members who have approved it, should be submitted to the Applied Linguistics Office.

Qualifying Papers. Because the qualifying papers replace the comprehensive examinations required of
students in other Ph.D. programs at Boston University, it is important that the two papers be in quite
different areas. This is to ensure that students do not focus too narrowly at this stage and that they
have in-depth knowledge in more than one subject area. One of the two topics may be related to future
dissertation work. Each paper should be more substantial than work which would normally be done as
part of a course. It may, nonetheless, begin as a class paper. The qualifying paper should result in a
publishable paper. Although many of these papers will be experimental, they need not be. However,
each paper should include original empirical work of some sort. A literature review is not acceptable.

A form certifying successful completion of each paper must be submitted, along with a copy of the
paper, after approved by both readers. The first reader for the qualifying paper must be a BU Applied
Linguistics faculty member. The second reader can be a faculty member from outside the program,
with approval from the student’s advisor.

Note: Ph.D. students who earned their MA in the Boston University Applied Linguistics Program
are eligible to have their Master’s Project considered for one of their qualifying exam
requirements. Such students should consult with their advisor or another faculty member whom
they would like to serve as first reader. Students should anticipate that in many cases, revisions or
expansions of their MA project will be required before it can be accepted as a Ph.D. qualifying
paper.
4.7 Graduate School Requirements and Procedures

The Graduate School of Arts and Sciences has a number of requirements and procedures that apply to all Ph.D. students at Boston University, including, but not limited to, the following:

Safe, Settled and Healthy Compliance Policy. All students are required to provide emergency contact info (for safety), settle their student account, and provide evidence of meeting the state’s immunization requirements before they may register for any given semester. The status of your compliance with this policy, along with a great deal of other helpful information, can be found at the Student Link, www.bu.edu/studentlink/

Residency Requirement and Certified Full-time Status. There are several reasons that students may be concerned about their status as full-time students. International students must be certified full-time students. Full-time certification is also typically required of students who are paying for their education with student loans. Additionally, the university itself has a requirement that Ph.D. students must register as full-time students for two consecutive semesters during their graduate study. This is known as the residency requirement. Finally, to qualify for university health insurance, you must be certified as a full-time student.

You automatically qualify as full-time if you take 12 or more credits per semester. However, you may be certified as a full-time student if you take at least two credits of directed study and are engaged in other activities related to the completion of your degree, such as carrying out research under the direction of one of the faculty members in the program. Many students register for one or two classes, and receive full-time certification while working on their qualifying examinations.

To be certified as full-time, you must fill out a form detailing how many courses you are taking and what other degree-related activities you are involved in, and submit it to the program office every semester. The certification form is available from the GRS office (and usually arrives in your registration packet as well) and must be submitted with your registration form to the Applied Linguistics program office. Please contact the program assistants for further information.

Leave of Absence. You may take an official leave of absence for up to two semesters during the 5-year maximum period for completion of the Ph.D. However, you must be registered for the two semesters immediately prior to graduation (although you do not need to be certified as full-time). Students are not entitled to be advised officially by their advisers during a leave of absence, nor do they have library privileges. A ‘Petition for a Leave of Absence/Withdrawal’ is available from the Graduate School office. Students on leave may maintain their ACS computer accounts; contact the ACS Help Desk for more information.

Registration Status after Completion of Course Work. Students who have completed course work normally register for Continuing Student Status or an independent study course such as GRS AL 901/902 or SED DC 900 (depending upon where their major advisor is located) or SED DC 999 (Dissertation Advisement). In independent study, advanced students discuss work in progress with their major advisor. The cost of independent study courses is usually equivalent to the continuing student fee. Continuing students enrolled in such courses may be certified to be full-time students.

Note: Part-time continuing students are entitled to advising and to full library privileges. Full-time continuing students have, in addition, access to health service and the gym. Full-time students are also entitled to medical insurance through Boston University

4.8 Dissertation

Ph.D. students are strongly encouraged to consult the ‘Dissertation Guide’, prepared by faculty members within the Applied Linguistics Program, before they begin their dissertation prospectus. Copies are available at the Program Office. This pamphlet discusses important topics such as how to choose a dissertation topic and prepare your prospectus, how to choose readers for your dissertation, and how to realistically set goals for the dissertation process. Students are also urged to consult the
many excellent guides to dissertations and theses available at Mugar library and other sources. A list of suggested readings and resources is available at the Program Office.

**Dissertation Prospectus.** Students are eligible to submit a dissertation prospectus (also known as a proposal) only after all of their course and qualifying examinations have been completed. A student selects a tentative dissertation topic and determines who will serve as first and second (and optionally third) readers. The dissertation prospectus should be completed and approved before the more extensive phase of dissertation research is undertaken. Forms for the dissertation prospectus are available at the Graduate School office and Applied Linguistics office. Please pay close attention to the required format for proposals. Please note that the length of the prospectus cannot exceed twenty double-spaced (or ten single-spaced) pages, not including bibliography.

**Dissertation Proposal Hearing.** A two-hour hearing will be held with at least two faculty members (including the official first and second readers) to discuss the student's dissertation prospectus. The student should plan to make a presentation (about 20 minutes) and respond to questions. The ‘Dissertation Proposal Approval Form’ (available at the program office and on-line) should be filled out and submitted to the Applied Linguistics office, and the dissertation proposal and the official ‘Dissertation Proposal Form’ must be submitted to the Graduate School. Students are encouraged to check the following site http://www.bu.edu/cas/students/grad-resources/forms/graduation/ for due dates.

**Final Oral Examination.** An abstract (not longer than 350 words) and the GRS ‘Ph.D. Dissertation Defense Abstract Form’ must be submitted at least three weeks prior to the scheduled thesis defense to the Graduate School Office for approval. Students should consult with their first reader to make sure that the abstract meets Graduate School requirements. The abstract must be approved by the GRS Associate Dean. Any changes requested by the Dean must be made before the abstract can be finalized and the final hearing scheduled.

Fourteen copies of the approved abstract must then be submitted to the Records Office along with the final oral examination schedule, in accordance with the Graduate School calendar. Students must defend their dissertations before an examining committee consisting of at least five faculty members, including the first and second official readers.

**Dissertation Calendar.** All Ph.D. degree requirements are complete only when both copies of your dissertation have been certified as meeting the standards of the Graduate School and are accepted by the library. If the final draft of your dissertation is submitted after the Graduate School deadline, you will be charged for an extra semester's fees. However, if you register for the second summer session to complete the dissertation, you may submit the final version early in September at no additional cost.

There is an official Boston University Graduate School Graduation Calendar that you should consult, which is available at http://www.bu.edu/cas/students/grad-resources/forms/graduation/.

There are no exceptions to this schedule—if you do not turn in the documents listed on the calendar at the listed time, you will have to postpone your graduation for an entire semester. However, when estimating the time it will take you to complete the dissertation, the deadlines provided on this calendar can be misleading. For more information on how to better estimate the time it will take for you to complete the dissertation, please consult the ‘Dissertation Guide,’ available at the Applied Linguistics office.

**Time Limit.** The Ph.D. should be completed within five years after the first registration for the doctoral program. A ‘Petition for Extension of Time to Complete Ph.D. Requirements’ is available from the GRS office if a student finds it is not possible to complete the doctoral degree in this time frame.

**Publication.** Publication of the thesis, in whole or in part, is urged by the Graduate School. Ph.D. holders who publish their completed dissertations should state that such work was submitted originally in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the Boston University Graduate School. When materials for the dissertation are published in part, or when they are published before degree requirements have been fulfilled, credit should be given to the University auspices under which the work was pursued. One copy of all published dissertations must be submitted
to the Graduate School office for deposit in the University Library. Additional copies should be provided to the Applied Linguistics Office and to your first and second reader.

4.9 Graduation

**Checking that your requirements have been fulfilled.** Doctoral students may graduate in May or January. You must notify the Graduate School Records Office at the beginning of the semester in which you wish to graduate. See the GRS Calendar for exact dates. When you hold the final defense of your dissertation, the Graduate School sends a form to the program director, asking whether you have finished all of your requirements for the Ph.D. degree. The program assistants will check your file to make sure that you have completed the requirements. This means that all the necessary documents must be in your file (evidence of passing two language exams, evidence that you have satisfactorily completed the qualifying examinations—also see the Appendix for summary of paperwork) or in your transcript on-line (8-10 acceptable courses completed with a grade of B- or better).

You are responsible for making sure that all your documents are in order in time for your application for graduation. It is a good idea to check your transcript with the program assistants both before you submit your prospectus and during the semester you intend to graduate to make sure that have accurate records.

**Commencement.** In May of each year, the university holds a general commencement ceremony and a hooding ceremony for doctoral students in the Graduate School. This is a wonderful occasion on which to celebrate the completion of your studies. Your advisor or the first reader of your dissertation (or both) are traditionally asked to hood you, the candidate, in a formal ceremony presided over by the Dean of the Graduate School. To participate in the ceremonies you must notify GRS when you submit your diploma application.
5 Elective Course Offerings

Students may take courses not on this list for their electives. However, these should be approved by the major advisor. Note: Courses marked with an asterisk (*) count only toward the MA program.

Linguistic Theory
- CAS LX 500: Topics in Linguistics
- CAS LX 502: Semantics
- CAS LX 510: Phonetics
- CAS LX 513: Phonology (prereq. CAS LX 510 or equivalent)
- CAS LX 521: Morphology
- CAS LX 522: Syntax I
- CAS LX 523: Syntax II (prereq. CAS LX 522 or equivalent)
- SED LS 751: Language Universals and Universal Grammar

Language Acquisition
- SED LS 566: Language Acquisition
* CAS PS 545: Language Development
- SED LS 750: Cognitive Development and Language
- GRS PS 848: Developmental Psycholinguistics
- GRS LX 700: Language Acquisition and Linguistic Theory
- GRS LX 865: Advanced Topics: Language Acquisition
- SED LS 753: Studies in Language Acquisition

Second Language Acquisition, Bilingualism, and Language Teaching
- CAS EN 518 Linguistic Problems in TESOL
- SED LS 658: Second Language Acquisition
- SED BI 621: Bilingualism and Biliteracy
- SED BI 620: Educational Issues in Bilingualism
* SED BI 535: Literacy Development for Bilingual Students
* SED BI 515: Bilingual Education Methods
- SED TL 509: Methods of TESOL
- SED TL 511: Methods of Teaching Modern Foreign Languages

Linguistic Analysis of Specific Languages

English
- CAS EN 515: History of English

French
- CAS LF 502: French Syntax
- CAS LF 503: French Phonology

Spanish
- CAS LS 504: History of Spanish

Creoles
- CAS LX 533: Creole Linguistics

American Sign Language
- SED DE 672: Structure of American Sign Language

Neurolinguistics and Language Disorders
- CAS PS 543: Cerebral Dominance
- CAS PS 544: Developmental Neuropsychology
- CAS PS 828: Psycholinguistics
GRS PS 831: Research Seminar in Neuropsychology
MED ME 709: Human Development
MED ME 775: Human Neuropsychology
MED ME 778: Beginning Basic Neuroscience
MED ME 779: Basic Neuroscience
MED ME 793: Neuropsychology of Language
MED ME 794: Brain Asymmetry
MED ME 795: Neuropsychology of Perception and Memory
SAR CD 505: Introduction to Phonological Disorders
* SAR CD 524: Bases for Normal Language Development
* SAR CD 531: Introduction to Speech and Language Disorders
SAR CD 708: Linguistic Theories, Acquisition and Analysis
SAR CD 731: Advanced Topics in Phonological Disorders
SAR CD 735: Child Language Disorders
SAR CD 736: Adult Language Disorders
SAR CD 737: Evaluation and Diagnosis in Speech Pathology
SAR CD 756: Neuroanatomy and Neurophysiology
SAR HS 570: Neuropathology

**Philosophy of Language**

CAS PH 421: Frege, Moore and Russell
CAS PH 622: Analytic Philosophy
CAS PH 624: Wittgenstein
CAS PH 668: Philosophical Problems of Logic and Mathematics
CAS PH 663: Philosophy of Language
CAS PH 643: Philosophy of Mind

**Computational Linguistics**

CAS CN 510, 520: Principles and Methods of Cognitive and Neural Modeling, I and II
CAS CS 540: Artificial Intelligence
CAS CN 560: Neural and Computational Models of Speech Perception and Productions
GRS CS 792: Seminar in Computational Linguistics

**Research Methodology**

CAS AN 590: Theory, Method and Technique in Fieldwork
CAS LX 501: Linguistic Field Methods
CAS MA 613, 614: Statistical Methods, I and II
GRS AL 610: Qualitative Research Methods
GRS AL 754: Psycholinguistic Research Methods
GRS LX 865: Advanced Topics: Language Acquisition
GRS PS 711,712: Statistics in Psychology, I and II
GRS SO 709: Field Research
GRS SO 712: Qualitative Research Methods
SED LS 754: Psycholinguistic Research Methods
SED RS 652: Qualitative Research Methods
SED RS 653: Quantitative Research Methods
SSW SR 900: Quantitative Data Analysis
SSW SR 906: Qualitative Analysis of Clinical Data

**Language and Society**

SED BI 620: Educational Issues in Bilingualism
SED BI 621: Bilingualism and Biliteracy
GRS AN 721: Cognition and Culture
GRS AN 751: Language, Culture and Society
GRS SO 812: Selected Topics in Individual and Society
GRS SO 813: Conversation and Interaction Analysis

**Directed Research**

For Directed Research courses, instructor and hours are arranged and credit is variable. The section letter used to register for this course is determined by the faculty supervisor. For information on section letter, contact instructor or program assistants.

- GRS AL 901, 902: Directed Study in Applied Linguistics
- SED DC 900: Independent Study
- SED DC 999: Dissertation Advisement

In addition, the following courses are offered for students who have not yet had basic linguistics. These courses do not count for credit toward the Ph.D. or MA.

- CAS EN 511: Introduction to Linguistics
- CAS LX 250: Foundations of Language
- CAS PS 545: Language Development
- SED LS 560: Introduction to Language and Language Acquisition
- SED LS 565: Introduction to Language
6 FOR NEW STUDENTS

6.1 Orientation activities

Fall Linguistics Reception. At the beginning of the school year, a reception is held for all students and faculty in the Program in Applied Linguistics. This gathering offers an excellent informal opportunity for new students to become acquainted with fellow students and faculty members.

Spring Linguistics Lunch. During the Spring semester, the Program Director and several program faculty take the first and second year students out to lunch to discuss how things are going, what could be improved, and how things look for the upcoming year.

6.2 Other information

Information about Housing Graduate student housing (in dormitories) is available on a limited basis. Information about dorm accommodations can be obtained from the Office of Housing, 985 Commonwealth Avenue, Boston, MA 02215 (phone: 617/353-3511 web: www.bu.edu/housing/). There is also a different office that has listings for apartments in the area, the Office of Rental Property Management, 19 Deerfield Street, Boston, MA 02215 (phone: 617/353-4101 web: http://www.bu.edu/orpm/). For listings of apartments to share off-campus, see the Off-Campus Housing Office in the George Sherman Union, 775 Commonwealth Ave., basement. You can call this office (617/353-3523), or visit their webpage (http://www.bu.edu/offcampus/index.html)

Student Health Benefits A packet containing information about student benefits will be sent to you during the summer along with your registration materials. If you do not receive this by August 1, you should contact the Graduate School Admissions Office (phone: 617/353-2696). A few useful facts are listed below. More detailed information is contained in the packet.

Student Health Services. A full physical examination, as well as certain immunizations, are required before you come to Boston University. Student Health Services is located at 881 Commonwealth Ave., 617/353-3575, www.bu.edu/shs.

Medical Insurance. Medical insurance through the University is available for full-time students. Students who do not want this coverage must provide documentation to show that they have other health insurance, and must fill out a special form to have the charge removed from their bill. International students are normally required to enroll in the BU health insurance plan.
7 General Procedures

7.1 General Registration Procedures
The registration process is coordinated through the Applied Linguistics Program Office and has been set up so that you can register for courses yourself. However, there are still four scenarios where you may need to contact the program assistants to help you with registration:

a. If you are a new student in the program
b. If you want to be certified as a full-time student
c. If you want to register for an independent study
d. If you are a continuing student

If any of these apply to your situation, see section 7.2 ‘Additional Registration Procedures’ below.

For all other students, the general guidelines for registration are the following:

1. You will receive a registration package in the mail with information on registration procedures. In the package you will find two important forms:
   a. Registration Form (TelReg form)
   b. Full-Time Certification Form
2. Make an appointment with your advisor to discuss which courses you should take. A list of current courses is available at the program office and on the web at: www.bu.edu/applied-linguistics
3. Once you know what you are going to register for, your advisor will approve it and give you your advising code. It is very important that you get the code from your advisor because you are going to need it in order to register.
4. To register: you can use the web (Studentlink: www.bu.edu/studentlink) or by phone (353-6561).
   Both web registration and phone registration will require your advising code. Follow the directions provided on the web or over the phone and refer to the guidelines for registration that you received in the registration package where necessary.

Note: if your advisor is not available during the registration process or you do not have an advisor, please contact the program director for assistance.

If you have not received your TelReg packet in the mail, and/or cannot use Studentlink, the program assistants can provide you with a copy of the TelReg forms.

7.2 Additional Registration Procedures

New Students. Incoming students should contact the program assistants for assistance during the registration process.

Full-time Certification. Those students who want to be certified full time need to fill out the proper form (included in your registration package and at the GRS office) and have it signed by their advisor and the program director. Once the student has the advisor’s code s/he can proceed to register (see point 4 above). Then, attach the yellow copy of the registration form with your advising code on it and bring it to the program assistants. They will deliver it to the Graduate School.

Note: The graduate school will not accept any full-time certification forms that do not have the registration form attached, with the proper signature and label. It is the student’s responsibility to make sure that this procedure is done correctly.

Registering for an Independent Study. Students can register for an independent study (which includes courses designated as Directed Study or Dissertation Advisement) with any of the faculty in the
program. Students cannot register for these courses using Studentlink or Terrier phone, so they need assistance in order to register for this type of courses:

1. If the professor you are going to work with is faculty at the College of Arts and Sciences (e.g., MFLL, Psychology, Anthropology) you need to contact the program assistants and let them know the name of the professor and the number of credits you want to register for. The assistants will register you for this course.

2. If the professor you are going to work with is faculty at the School of Education you need to fill out a form called ‘Application for Independent Study’. You can obtain this at the program office or at Office of Student Records, SED room 127. Fill out this form and have it signed by the faculty member with whom you will be registered for the independent study. Then, you need to take it to Student Records, SED room 127 and they will register you. You cannot register for this course using Studentlink or the Terrier Phone.

   Note: If you register for 1 or 2 courses, you pay by the course, rate depending on when the course is being offered (day or evening). If you register for 3 or 4 courses, you will be charged full-time GRS tuition. This means that it is more economical to register for 16 rather than 12 credit hours (4 courses rather than 3), since the cost is the same.

### 7.3 Grades and Coursework

**Audits.** Continuing Ph.D. students who have finished coursework and who are registered for continuing study are entitled to officially audit one course each semester without further tuition charge. However, Graduate School courses at the 900 level, language and physical education courses, studio courses, and courses with laboratories may not be audited.

**Course Drops and Withdrawals.** Students may drop a course within the first few weeks of the semester without penalty. See the GRS Bulletin for yearly specifics about drop deadlines. Students who withdraw from a course after the drop deadline receive a grade of ‘W’ for the course and no credit is awarded. If the course is required, the student must take the course again in a later semester and pay tuition again.

The time point at which a student drops or withdraws from a course affects the portion of tuition reimbursement to which the student is entitled. Please contact the Office of the Registrar or consult their web site (www.bu.edu/reg/) for more information about deadlines for dropping a course and receiving tuition reimbursement.

**Incompletes and failing grades.** If a student fails to complete the work required for a course by the end of the semester of registration in that course, the instructor may assign a failing grade. For a graduate student, any grade below a B minus is considered failing. If the student has a good reason for failure to complete the requirements, he or she may negotiate an incomplete with the instructor. A grade of ‘I’ is then assigned.

The coursework required for this course must be completed and graded by the instructor within one year from the end of the course in order for the student to receive a letter grade for the course. If the student does not complete the work required within the year limit, a ‘permanent I’ is applied. A permanent I cannot be changed. Please note that any change of grade from Incomplete to a letter grade may only be carried out by the instructor who taught the course. If an instructor leaves the university for any reason, we must contact them if a grade change is needed. Sometimes this is quite difficult, so students are encouraged to finish their incompletes promptly.

Students who receive a grade lower than B minus or a permanent Incomplete in more than two 4-credit courses are at risk for removal from the program at the discretion of the Graduate School. Students are therefore strongly encouraged to avoid accumulating I grades and to complete coursework within the time limits.

**Independent Study.** Independent study courses are opportunities for students to work closely with a faculty member on a given topic area of their choice (usually in preparation for the completion of a paper or project required for their degree, such as a qualifying paper). Independent study courses are
sometimes referred to as ‘Directed Study’ or, if the student is working on their dissertation topic, ‘Dissertation Advisement’. Independent study courses do not count as electives except in special circumstances as determined by the advisor and program director.

Students may register for independent study courses with any Applied Linguistics faculty member. Students who have not yet completed their course requirements must register for 4-credit level independent studies. Continuing students (students who have completed all their course requirements) may register for 2-credit level independent study courses with CAS faculty and 3-credit level courses with SED faculty. To register for an independent study course with a CAS faculty member, students should contact the program assistants. To register for an independent study course with an SED faculty member, students should obtain an ‘Application for Independent Study’ form from the SED Office of Student Records (605 Comm. Ave., Rm. 127), procure the required signatures and return the completed form with their registration form to that office. Students who are completing an independent study with faculty members from other departments should contact the program assistants for instructions. For a review of tuition costs for independent study courses, consult the web site of the Registrar’s Office (www.bu.edu/reg/).

Transfers. Up to two courses may be transferred in from work at another university, as long as (a) the content of those courses can be shown to be equivalent to a core or specialization course, and (b) those courses were not used to satisfy a degree requirement. If the course to be transferred was taken when the student was an undergraduate, it must have been during the senior year. Each transferred course releases the student from both the requirement for taking that course and the credits earned for the course. See the GRS Bulletin for details of the transfer procedure.

If a student proposes a transfer to take the place of a core course, the faculty advisor should make sure that the content of the class is comparable to that class it is intended to replace. If the student proposes a transfer to take the place of an elective, the content need not be duplicated at Boston University, but the course should be advanced enough to be a reasonable elective. Students must provide supporting documentation to the Graduate School that satisfies their requirements. Note that Boston University does not accept transfer credits from Harvard Extension. See the GRS bulletin for further details about transfer of credits.

Waivers. If a student has already taken a core course at Boston University (for example as an undergraduate or MA student), then that requirement will be waived, i.e., the student will not have to take that course. However, the student must substitute another course for that core requirement. In other words, all students must complete a total of 32 graduate credits to receive the MA degree, and between 32 and 40 credits to receive the Ph.D., whether or not they have had any of their core requirements waived.

Exemptions. For Ph.D. students, the 40 credit, 10-course requirement may be reduced to 32 credits, eight courses, through a process of exemptions. This differs both from transferred courses and from waivers. Please see Section 4.3.

7.4 Advising

Your academic advisor is a faculty member affiliated with the Program in Applied Linguistics. Your advisor can serve bureaucratic functions such as signing your study list at the start of each semester, but the most important functions are the provision of advice on your progress in the program and on the development of your own work, including the choice of a MA Project, Ph.D. qualifying papers, and the dissertation.

Sometime during your first semester in the program you will be assigned an academic advisor based on our knowledge of your interests at the time you entered the program. However, students’ interests often are not well-defined when they enter the program and as your interests develop and you take more classes, you may change your focus.

Changing advisors. You have a right to change academic advisors at any time. If you want to change advisors, first you should ask the intended new advisor if he or she is available to serve as your academic advisor. Sometimes faculty members are not available to serve for personal or program-
related reasons. If the person is willing to serve, you should then inform your old advisor that you will be switching. Finally, complete a ‘Change of Advisor’ form available in the Applied Linguistics office.

Some students are concerned that their advisors will be offended or hurt if they wish to work with someone else. This should not be a concern. Your academic advisor has a professional relationship with you, and understands very well that interests and topics may change. As long as you conduct the transition professionally, there should be no problem. There is no expectation on the part of faculty that you will stay with one advisor throughout your study at Boston University.

Finally, your academic advisor does not have to serve as your first reader on either your qualifying papers or your dissertation. Students should feel free to choose readers who are most appropriate to the subject matter discussed and analyzed in their work. You should, however, keep your academic advisor apprised of the topics and projects you are pursuing. He or she may be able to offer valuable advice, whether or not s/he is serving as a reader for that particular project.

**Working with advisors and readers.** Faculty advisors and readers on committees are committed to supporting your efforts to develop as a scholar. However, it is your responsibility to maintain communication with them about the progress of your work. For example, you should try to check in with your advisor at least a few times each semester, particularly if you do not have a class with that person. If you are working on an MA project or a dissertation, you should be in contact with your advisor or first reader at least every other week.

Please note, however, that faculty are generally not available over intercession or in the summer. During the summer, faculty are not paid by the university, and moreover are expected to use the time to carry out research and prepare publications. If your advisor or reader does not yet have tenure, it is particularly crucial that they use this time to advance their own work, as their publications and research constitute a principal basis for their tenure evaluation. While it may be the case that an advisor or reader will be willing to work with you over the summer, you cannot assume their availability.

Therefore, you should plan your studies and writing so as to make the best use of your own time and that of your advisor and readers. Clear communication and joint planning is the way to accomplish this smoothly. You have a right to ask your advisor and readers about their availability, and about their expectations concerning how long it will take them to respond to your work. Faculty will appreciate your efforts to think ahead and plan with them.

More detailed discussion of this topic can be found in the document on timelines available in the program office.
8 Financial Aid Opportunities

8.1 Federal Funding

Work-Study. This is a federally funded program for U.S. citizens and permanent residents. It is designed to promote part-time (academic year) and full-time (summer) employment to help students who demonstrate financial need. The deadline for applying for the academic year is May 1; the deadline for applying for summer work study is February 1. To apply you must submit the official application and supporting materials to the GRS office (Rm. 112), as follows:

a. the Financial Aid Form (FAFSA), which should be submitted at least 6-8 weeks prior to the application deadline and is available on-line or at the GRS office
b. a current IRS 1040 form

8.2 Funding through Boston University

Each year a limited amount of fellowship funding in the form of tuition waivers is available for Ph.D. students through Boston University. The university does not provide fellowships or tuition aid for MA students.

New Ph.D. students request financial assistance as part of the application process. Students do not normally receive financial aid through the program after the second year. However, continuing students who wish to be considered for aid may apply for it officially each year. A form is available each year in the spring from the program office or at www.bu.edu/applied-linguistics/for-current-students/forms/. All Ph.D. students will be notified each year by email of the date on which this form is due. Financial assistance may take one of the following forms:

Graduate Scholarships. A small amount of money is allocated to the program by the Graduate School. This money is distributed among students to help defray tuition costs. In recent years, first-year students each received between $5,000 and $9,000. The amount of money allocated to the program is unpredictable, so future years may provide more or less than these amounts.

Graduate financial aid funds can not be used for the following:

- Audited Courses
- Courses not taken for credit
- Courses withdrawn with a “W” grade

Withdrawal from a course with a “W” grade or changing a course for credit to an audit will result in the rescinding of financial aid funds used toward that course. The student will then be responsible for paying for that course.

Research and Teaching Assistantships. Occasionally the university provides funding to our program for a teaching fellowship or assistantship. The funding levels for such positions vary. Faculty members wish to encourage all of our students to gain teaching experience, but the rarity of such positions ensures that one cannot depend upon such funding, unfortunately. Similarly, faculty members sometimes receive external funding in the form of grants to support faculty research. Usually a funded research project provides support for one or more research assistants. The funding level for such positions varies based on the conditions of the grant. For more information, contact the program director if you would be interested in such positions.

Other Scholarships. The Program Office sends out information about other scholarship opportunities throughout the year. A partial listing of scholarships can be found in the Graduate School Bulletin under Financial Aid.

Teaching Opportunities in other BU programs. Many students have successfully obtained teaching positions in other departments in the university, including those listed below. Prospective students
should wait until they have been notified of admission into the program before making direct inquiries about teaching positions. It is a good idea to discuss intentions to apply for a teaching position in one of these programs or departments with the Applied Linguistics program director, before making direct contact with them. For any of these positions, you will be expected to have relevant teaching experience at the college level.

**Modern Foreign Languages and Literatures (MFL)**

Part-time lecturers are hired to teach basic language courses. Students who are native speakers of some language other than English (especially French, Spanish, Italian, German, Russian, African languages, Chinese, Japanese, Hebrew, Arabic) or who have near native fluency in one of those languages should send a letter of inquiry and current curriculum vitae to the Chairman of MFLL with a copy to the Director of Graduate Studies.

**The Writing Program**

If you are interested in teaching special sections of English composition, you should contact Professor Joseph Bizup, Assistant Dean, College of Arts & Sciences Writing Program. Qualified students in our program have taught these courses in the past. There are Teaching Fellowships and Graduate Writing Fellowships in the Writing Program. For more information, go to www.bu.edu/writingprogram/about/fellowships-and-employment/.

**CELOP**

The Center for English Language and Orientation Program (CELOP) provides intensive English language instruction for foreign students interested in pursuing academic careers in the USA. There is a need for part-time teachers of English to teach courses such as ESL, study skills, research writing, content-based ESL, and general skills development. In the fall of each year, there are a number of part-time vacancies. Applicants should be native English speakers or have a bilingual/bicultural background. Qualified Applied Linguistics students have been successful in obtaining part-time teaching positions (especially for the fall semester). The hiring period is from the beginning of August to the middle of September. There are three types of positions available.

1. **Teaching Associates**: Applicants should have a Master’s degree. This position is available to applicants with little or no teaching experience—some training will be provided.

2. **Junior Lecturers**: Applicants should have an MA in TESOL or Applied Linguistics and some TESOL experience.

3. **Senior Lecturers**: Applicants should have an MA in TESOL or Applied Linguistics and some TESOL experience.

If you are interested in a position at CELOP, contact Bruce Rindler at 353-7905. Before you contact him, it is a good idea to talk to one of our graduate students who has worked in CELOP. If you would like to do this, contact the program director or the program assistants, who will direct you to such students.

**Educational Resource Center**

Tutoring positions at the Educational Resource Center are available each year. For more information, contact Gin Schaffer at gschaff@bu.edu, or go to www.bu.edu/erc/employment/.

**Other Departments**

If you have a specialty in any other field, discuss your teaching interest with the program director and s/he will guide you to the appropriate contact person. In any event, please inform the program assistants or the program director of your teaching plans as soon as they are definite.

**Loans and Flexible Payment Plans.** Boston University publishes a brochure, ‘Financing Options For Your Education’ which provides detailed information about various types of loans and their eligibility requirements. These include, but aren’t limited to, Stafford Student Loans, PLUS Loans for Parents and Supplemental Loans for Students (SLS), Massachusetts Educational Loans (FEL and GEL), and TERI loans from the Education Resources Institute. The booklet also provides information about various payment schedules and payment by credit card. To receive this brochure, write to the Office of
Financial Assistance, 881 Commonwealth Avenue, Boston, MA 02215 or call 617-353-2965 or visit their web site at www.bu.edu/finaid/.
9 PROGRAM RESOURCES

9.1 Applied Linguistics Office
The Applied Linguistics Program Office is staffed by the program assistants and is located at 96 Cummington Ave., Rm. 246. The program assistants may be contacted at the office by phone (617-353-6197) or by email (linguist@bu.edu). Office hours are posted on the door to the office and the program website and sent to all students via email at the beginning of each semester. Students may receive program-related mail at this address if they wish. Mailboxes for individual students are available in the student lounge (see below).

Information related to your progress in the Applied Linguistics Program is available at the Program Office. This includes copies of your official paperwork, transcript, portions of your original application, and any papers or projects you have submitted for completion of program requirements. Other information kept at the Program Office includes, but is not limited to these:

- Blank copies of paperwork that must be submitted to satisfy program requirements (a full list of required paperwork is available in the Appendix)
- Examples of book reviews and qualifying papers by former students
- Guidelines regarding advisors, how to give a 20 minute discussion of your research and how to write the book review, qualifying papers and the dissertation prospectus.

9.2 Student Lounge
The student lounge is located at 96 Cummington Street, Room 242. The lounge contains a small refrigerator, microwave, computer, printer, comfortable chairs and mailboxes for students. Every student may request a key to this room from the program assistants. The student lounge is also available to students who hold teaching assistantships at Boston University and who wish to hold their office hours there. Posted on a bulletin board maintained by the program assistants is information about the following topics:

- Job openings, fellowships
- Talks, conferences
- Calls for papers
- Working papers, journals, and proceedings
- Other programs
- New books in the field

9.3 Applied Linguistics Library
The Applied Linguistics Library has a collection of books and journals related to language and linguistics which are available for student use. The book room is located at 621 Commonwealth Ave., Rm. 112, and the journal room is Rm.111. The library contains books and journals donated by publishers who display materials at the annual BU Conference on Language Development, as well as by students and faculty. Contributions (which are tax-deductible) are welcome. Copies of Ph.D. dissertations by Applied Linguistics alumni are also available. Students are requested to donate a copy of their dissertations to the library upon completion.

Materials may be taken out for an entire semester or until requested by another student. A searchable database listing all current holdings is available online at http://linglibrary.bu.edu/cgi-bin/koha/opac-main.pl. Students who wish to borrow a book or journal from the library must check it out on the website of the program library. In order to do so, you need to log in the website with your BU I.D. number and password. If you do not have a password, you need to contact the program librarian(s) at
librarian@linglibrary.bu.edu. Students are reminded that the material available in this library is designed to be accessible to all students and faculty of the program; please keep track of any books you have checked out of the library and return them as soon as you are finished with them. Keys for the library may be requested from the program assistants.

9.4 Conference Office

The office for the BU Conference on Language Development (BUCLD) is located at 96 Cummington St., Rm. 244. The phone number is 617-353-3085. Email should be directed to langconf@bu.edu. Please see section 11.1 for details on participation in the BUCLD. Students may also find information about the conference at their web page: http://www.bu.edu/buckland/.
10 UNIVERSITY RESOURCES

10.1 Computer Access

**ACS Accounts.** Since most program information is now distributed via electronic mail, all students must have an account on the Academic Computing System (ACS) at BU. To obtain an account, you will need to bring your BU ID card to the Academic Computing Center, 111 Cummington Street, and specify that you would like an account. If you currently receive email through a separate internet provider, you may request email forwarding from your ACS account to your other email account. Visit the following web site: [www.bu.edu/computing/email/forwarding](http://www.bu.edu/computing/email/forwarding). You will be prompted to provide your Kerberos ID (i.e., your login name) and password (which are created when you first open an ACS account) and then given instructions on how to forward your ACS mail to another email address.

Please note that all information and announcements about the program will be sent to your BU email account, and that you are responsible to check its contents regularly. For information on how to use your ACS account, visit: [http://www.bu.edu/tech/accounts/](http://www.bu.edu/tech/accounts/).

**Web-Based Information.** The undergraduate and graduate Applied Linguistics programs each have web sites that provide information for linguistics students at BU. The graduate program web site is located at [www.bu.edu/applied-linguistics](http://www.bu.edu/applied-linguistics) and provides links to information about program requirements (including downloadable forms), faculty, courses, students’ research interests and links to information about language and linguistics across the web. The undergraduate program web site is located at [www.bu.edu/linguistics/UG/](http://www.bu.edu/linguistics/UG/) and is an excellent resource for information about a wide variety of topics related to linguistics, including, but not limited to:

- linguistics events happening in the Boston area
- conferences, summer institutes, job opportunities
- funding opportunities
- journals and publishers
- libraries and reference materials (BU, Boston-area, web)
- email lists and other web resources

10.2 Library Services

**Computer Access to the Library.** Students can browse the library catalog through the library web site [http://www.bu.edu/library/](http://www.bu.edu/library/).

**Thesis preparation.** A “Guide for the Writers of Theses and Dissertations” is available through the Mugar library. We also have a copy at the Applied Linguistics Office if you wish to consult it there. It gives information about dissertation format, and procedures for submitting the dissertation. The LSA Style Sheet is also available in the Applied Linguistics Office, to be consulted or copied.

**Electronic Searches.** Searches for electronic material such as journal abstracts and full-text journal articles is available both on campus at Mugar Library and on-line via the BU library web site at [http://www.bu.edu/library/index.shtml](http://www.bu.edu/library/index.shtml). Electronic resources of particular interest to linguistics students include the following:

1. Indexes and Databases. These include searchable indexes of articles, books, and theses on a wide variety of subject areas. Some include abstracts, while others only include bibliographic information. Also, some are available online while others must be accessed through the terminals available at Mugar. Of special interest for linguistics students are the ‘Linguistics Abstracts Online’ service provided by Blackwell Publishers (available both at Mugar and online) and the ‘Linguistics and Language Behavior Abstracts’ (LLBA) index (available both at Mugar and online).
2. **On-line journals.** These include full-text articles from journals to which BU subscribes. Access to these journals is available either on campus or through a proxy connection. See [http://www.bu.edu/tech/accounts/remote/ezproxy/](http://www.bu.edu/tech/accounts/remote/ezproxy/) for details.

3. **Interlibrary loan.** Students may request material (such as books and journal articles) from other libraries if those materials are not available from any of Boston University’s own libraries. Interlibrary loan requests may be made either at the Mugar Library Reference Desk or on-line at: [http://www.bu.edu/library/ill/ill.html](http://www.bu.edu/library/ill/ill.html).

4. **The BU library web site provides a page dedicated to linguistics resources.** See: [http://www.bu.edu/library/guides/ling.html](http://www.bu.edu/library/guides/ling.html) for links to additional electronic and library resources.

5. **The BU Undergraduate Applied Linguistics program web site provides a page dedicated to linguistics resources.** See: [http://ling.bu.edu/resources/research](http://ling.bu.edu/resources/research) and [http://ling.bu.edu/resources/other](http://ling.bu.edu/resources/other).

**Carrels.** Graduate students who have completed their course requirements may request a carrel in the library (to be shared with one or more other graduate students). A letter from the program director is required to certify that course requirements have been completed.

**New Acquisitions.** If you have any suggestions about books or journals that the library should acquire, please make a written request by filling out the forms available at the Mugar Library Reference Desk or at the Mugar website.

### 10.3 Resources of the Consortium

Boston University participates in a Consortium of Boston-area colleges and universities. Other member universities of the consortium include Boston College, Brandeis University, Tufts University, and Hebrew College. Consortium membership enables Boston University students to take courses at any of these schools. To do so, submit a petition that you may obtain from the Registrar, (881 Commonwealth Avenue), which is signed by your adviser and the Graduate School Records Officer. It is then returned to the Registrar. The tuition is paid to BU. The only restriction is that the course must be relevant to the student’s program. Students who are paying continuing student fees are not eligible. Tuition remission may be used toward courses at the member universities. Boston University is also a member of the Boston Library Consortium. If you wish to take books out from other Boston-area libraries participating in this consortium, you will need a Consortium library card, which may be obtained without charge at the Circulation desk of Mugar library. A new card must be obtained each semester.
11 PROGRAM ACTIVITIES

11.1 BU Conference on Language Development

The Boston University Conference on Language Development (BUCLD) was started in 1976 by students and faculty in the Applied Psycholinguistics Program (a historical antecedent of the present-day Program in Applied Linguistics). The Conference has become one of the best known conferences on language development in the world and takes place in early November each year. The Conference draws over 500 people from all over the U.S. and around the world, and includes about 150 papers in such areas as theoretical approaches to language acquisition, second language acquisition, language disorders, and other topics related to language development. The Conference is a non-profit organization and is funded by the money taken in each year at the Conference, currently supplemented by grants provided by the National Science Foundation and National Institutes of Health.

BUCLD is run each year by students in the Applied Linguistics Program, with the guidance of a faculty adviser, currently Prof. Paul Hagstrom. Planning for the conference goes on all year. Two or three students serve as organizers of the conference, six to seven as committee chairs, and the rest of the students help in a variety of ways throughout the year and at the conference itself. The organization of the conference is a year-long project that requires the participation of all students in the Applied Linguistics program in order to run smoothly. All students are expected to contribute to the organization of the conference throughout the year and particularly to the conference itself by staffing the registration desk and chairing sessions. Session-chairing alone requires approximately 40 volunteers, so everyone counts! Inquiries about how to help with the conference may be made by email (langconf@bu.edu) or phone (353-3085). The conference website is http://www.bu.edu/bucld/.

11.2 Research-Related Activities

Research Sharing Forum. In the last several years, students in the program have organized an informal setting where students and faculty present their current research. These research projects are at different levels of completion and analysis: sometimes the project is just getting underway, sometimes it is a paper that will be delivered at a conference, and sometimes it is published work. We encourage everyone to sign up to present some of their research. A schedule of presentations and information on how to sign up are made available throughout the year via email.

Phonology Circle. Over the past several years, students interested in Phonology have met regularly to discuss their research, papers, and other issues related to phonology. Announcements are made regularly over email and all students in the program are welcome.

Computational Linguistics at Boston University (CL@BU). Recently, students interested in computational linguistics and speech and language technology have met regularly to discuss papers and current topics. Several students who work at local speech technology companies began the group and would like to welcome any students or faculty who are interested to attend meetings. Announcements are made regularly over email.

Practice Talks. Students who are planning to present a paper in a conference, forum or workshop are strongly encouraged to schedule a practice talk in front of fellow students and faculty members. You can practice and receive feedback that will be very helpful for the real presentation. Practice talks may be announced over the program email if you wish. E-mail the program assistants at least one week in advance and they will book a room and announce the talk.
12 APPENDIX: FORMS AND PAPERWORK

12.1 Forms submitted to the Applied Linguistics office:

All Students
• Change of Advisor
• Coursework Completion
• Language Requirement
• Registration*

MA Students
• MA Project Proposal
• MA Project Approval

Ph.D. Students
• Book Review Proposal
• Book Review Approval
• Dissertation Proposal
• Internship Proposal
• Internship Approval
• Qualifying Paper Proposal
• Qualifying Paper Approval

12.2 Forms submitted to the Graduate School office:

All Students
• Change of Program
• Leave of Absence/Withdrawal
• Petition for Extension of Time to Complete Requirements

MA Students
• Diploma Application

Ph.D. Students
• Diploma Application
• Dissertation Prospectus Approval Page

12.3 Also available at the Graduate School office:
• Graduate School Bulletin (available on-line)
• Graduation Calendar
• Guide to Thesis

* Exception: Students who are registering for an independent study at SED must submit an ‘Application for Independent Study’ form at the Office of Student Records (Rm. 127) in the School of Education.