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1 INTRODUCTION

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 graduate programs in Applied Linguistics offer a solid foundation in linguistic theory and practice, and offer opportunities for study in a variety of areas. Students in the MA and PhD programs apply knowledge about linguistic theory, description, and analysis to a particular area of study.

1.1 This Handbook

The Graduate Student Handbook is intended to provide a guide to students in the MA program throughout their course of study. It may also be of use to students considering applying to the MA program; we are not currently accepting new students into the PhD program, but current PhD students may also find some of this information to be useful.

This handbook is intended to augment the information available in the annual online Graduate School (GRS) Bulletin: http://www.bu.edu/academics/bulletin/. However, in cases where the information in this document and the GRS bulletin might appear to be in conflict, the GRS bulletin serves as the final legal authority. It is each student’s responsibility to be aware of deadlines established by the Graduate School, which are included in various GRS publications and online. A lot of very useful information can be found here: http://www.bu.edu/cas/students/graduate/.

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

1.2 Administration of the Linguistics Program

Program Administrator (PA)

Cammy Samuelson
Email: camsam@bu.edu
Phone: (617) 358-4640

Linguistics Program Office
621 Commonwealth Ave., Room 120
Boston, MA 02215

Web: http://ling.bu.edu

General inquiries about the graduate program: linggrad@bu.edu
2 PROGRAM FACULTY

2.1 Core Faculty

* Peter Alrenga, Assistant Professor of Linguistics, CAS. BA, Stanford U.; MA, PhD, UC Santa Cruz.
  ▪ Phone: 353-6221
  ▪ Email: palrenga@bu.edu
  Research Interests: Semantics; syntax; pragmatics.

* Sudha Arunachalam, Assistant Professor of Speech, Language & Hearing Sciences and Linguistics, SAR. BA, USC; MA, PhD, U. of Pennsylvania.
  ▪ Phone: 353-7491
  ▪ Email: sarunach@bu.edu
  ▪ Web: http://www.bu.edu/sargent/academics/faculty/slhs-programs/sudha-arunachalam-phd/
  ▪ Lab: http://www.bu.edu/childlanguage/
  Research Interests: Early language development, language processing, lexical and syntactic representation.
* Jonathan Barnes, Associate Professor of Linguistics, CAS. Associate Director of the Linguistics Program & Director of Graduate Studies. BA, Columbia U.; MA, PhD, UC Berkeley.

- **Phone:** 353-6222  
  *Linguistics - 621 Commonwealth Ave., room 119*
- **Email:** jabarnes@bu.edu
- **Web:** [http://www.bu.edu/linguistics/UG/barnes/](http://www.bu.edu/linguistics/UG/barnes/)
- **Lab:** [http://blogs.bu.edu/prosodylab/blog/](http://blogs.bu.edu/prosodylab/blog/)

**Research Interests:** Phonetics; phonology; prosody; speech perception; language change.

* Charles Chang, Assistant Professor of Linguistics, CAS. AB, Harvard U.; MPhil, U. of Cambridge (UK); MA, PhD, UC Berkeley.

- **Phone:** 353-8718  
  *Linguistics - 621 Commonwealth Ave., room 116*
- **Email:** cc@bu.edu
- **Web:** [http://charleschang.net](http://charleschang.net)

**Research Interests:** Phonetics, phonology, language acquisition, and language attrition.

* Daniel Erker, Assistant Professor of Spanish and Linguistics, CAS. BA, Marquette U.; MA, Graduate Center, CUNY; PhD, NYU.

- **Phone:** 353-2642  
  *Romance Studies - 718 Commonwealth Ave., room 501A*
- **Email:** danerker@bu.edu

**Research Interests:** Language variation, contact, and change; acoustic and articulatory phonetics; Spanish in the United States; the languages of Latin America; and the evolution of human language.

* Paul Hagstrom, Associate Professor of Linguistics, CAS. Director of Undergraduate Studies. BA, Carleton College; MA, PhD, MIT.

- **Phone:** 353-6220  
  *Linguistics - 621 Commonwealth Ave., room 105*
- **Email:** hagstrom@bu.edu
- **Web:** [http://www.bu.edu/linguistics/UG/hagstrom/](http://www.bu.edu/linguistics/UG/hagstrom/)

**Research Interests:** Syntax/semantics interface (questions, negation); language acquisition.

* Neil Myler, Assistant Professor of Linguistics, CAS. BA, MPhil, Corpus Christi College, U. of Cambridge (UK); PhD, NYU

- **Phone:** 358-4642  
  *Linguistics - 621 Commonwealth Ave., room B 08*
- **Email:** myler@bu.edu
- **Web:** [https://sites.google.com/site/neilmymylerlinguist/](https://sites.google.com/site/neilmymylerlinguist/)

**Research Interests:** Morphology, (micro-)comparative syntax, the interaction between syntax and morphophonology, argument structure, the morphosyntax and semantics of possession, Quechua morphology and syntax, and English dialect syntax.
**Carol Neidle**, Professor of French and Linguistics, CAS. **Director of the Linguistics Program.** BA, Yale College; MA, Middlebury College; PhD, MIT.

- **Phone:** 353-6218
- **Email:** carol@bu.edu
- **Web:** [http://www.bu.edu/asllrp/carol.html](http://www.bu.edu/asllrp/carol.html)

**Research Interests:** Syntax and syntactic theories, with a focus on American Sign Language, Russian and French.

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**Alexander Nikolaev**, Assistant Professor of Classical Studies and Linguistics, CAS. BA, U. of St. Petersburg, Russia; PhD, Harvard U.

- **Phone:** 358-4287
- **Email:** nikol@bu.edu
- **Web:** [http://www.bu.edu/classics/people/faculty/alexander-sasha-nikolaev/](http://www.bu.edu/classics/people/faculty/alexander-sasha-nikolaev/)

**Research Interests:** Early Greek literature (epic, lyric, iambic, and elegiac poetry); early contacts between Greece and other cultures of the Near East; historical grammar and etymology; comparative poetics and mythology.

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**Catherine O’Connor**, Professor of Education and Linguistics, SED. BA, Stanford U.; MA, PhD, UC Berkeley.

- **Phone:** 353-3318
- **Email:** mco@bu.edu

**Research Interests:** Language documentation; discourse pragmatics; linguistic typology; sociolinguistics; morphosyntax-pragmatics interface; language in educational settings.

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### 2.2 Affiliated Faculty

**Catherine Caldwell-Harris**, Associate Professor of Psychological and Brain Sciences, CAS. AB, Harvard U.; PhD, UC San Diego. [on sabbatical leave, fall 2015]

- **Phone:** 353-2956
- **Email:** charris@bu.edu
- **Web:** [http://www.bu.edu/psych/charris/](http://www.bu.edu/psych/charris/)

**Research Interests:** Psycholinguistics, bilingualism, foreign language acquisition, cross-cultural psychology, and acquisition of English via print by deaf persons.

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**Juliet Floyd**, Professor of Philosophy, CAS. BA, Wellesley College; AM, PhD, Harvard U.

- **Phone:** 353-3745
- **Email:** jfloyd@bu.edu
- **Web:** [http://www.bu.edu/philo/people/faculty/full-time/juliet-floyd/](http://www.bu.edu/philo/people/faculty/full-time/juliet-floyd/)

**Research Interests:** History and philosophy of logic and mathematics, history and development of analytic philosophy, philosophy of language.
* **Bruce Fraser**, Professor of Linguistics and Education, SED. BEE, Cornell U.; PhD, MIT. [on sabbatical leave, fall 2015]
  - Phone: 353-3234
  - Email: bfraser@bu.edu
  - Web: [http://www.bu.edu/sed/about/us/faculty/bruce-fraser/](http://www.bu.edu/sed/about/us/faculty/bruce-fraser/)
  
  **Research Interests:** Pragmatics; discourse analysis; forensic linguistics; conflict resolution.

* **Deb Kelemen**, Professor of Psychological and Brain Sciences, CAS. BA, U. of Manchester, UK; MA, PhD, U. of Arizona. [on sabbatical leave, fall 2015]
  - Phone: 353-2758
  - Email: dkelemen@bu.edu
  
  **Research Interests:** Cognitive development with a particular emphasis on conceptual development, including: concepts of the artificial and natural world, conceptual constraints on intuitive, religious, and scientific theory-formation, object categorization, social learning, social cognition, moral cognition, cultural and individual differences in cognition, conceptual change and early science education.

* **Amy Lieberman**, Assistant Professor of Curriculum and Teaching, SED. BA, Stanford U.; MA, UC Berkeley; PhD, UC Berkeley and San Francisco State U. (Joint Program).
  - Phone: 353-3377
  - Email: alieber@bu.edu
  - Web: [http://www.bu.edu/sed/about/us/faculty/profiles/amy-lieberman/](http://www.bu.edu/sed/about/us/faculty/profiles/amy-lieberman/)
  
  **Research Interests:** Language acquisition and processing, studied using a range of techniques, including naturalistic observation and experimental studies with a novel eye-tracking paradigm for American Sign Language; early parent-child interactions, peer interactions, and how early experiences shape deaf individuals’ language processing abilities.

* **Jacqueline A. Liederman**, Professor of Psychological and Brain Sciences, CAS. BA, CUNY; PhD, U. of Rochester.
  - Phone: 353-3129
  - Email: liedera@bu.edu
  - Web: [http://www.bu.edu/psych/faculty/liederma/](http://www.bu.edu/psych/faculty/liederma/)
  
  **Research Interests:** Interhemispheric interaction during information processing; hemispatial neglect and anosognosia; neurodevelopmental disorders.
**Michelle Mentis**, Clinical Professor and Director, Master of Science Program in Speech-Language Pathology, SAR. BA, U. of the Witwatersrand, Johannesburg, South Africa, MA, PhD, UC Santa Barbara.

- **Phone:** 353-7480
- **Email:** mmentis@bu.edu

**Research Interests:** Assessment and treatment of language disorders in children; development and evaluation of treatment approaches for preschool children with language impairments.

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**Fallou Ngom**, Associate Professor and Director of the African Language Program, CAS. Maîtrise, Université Gaston Berger de Saint-Louis (Sénégal); MA, U. of Montana; PhD, U. of Illinois at Urbana-Champaign.

- **Phone:** 353-7305
- **Email:** fngom@bu.edu
- **Web:** [http://www.bu.edu/anthrop/people/faculty/f-ngom/](http://www.bu.edu/anthrop/people/faculty/f-ngom/)

**Research Interests:** Interactions between African languages and non-African languages, the localization of Islam in sub-Saharan Africa, Ajami literatures (records of African languages written in Arabic script), and LADO (Language Analysis for the Determination of National Origin), a subfield of Forensic Linguistics.

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**Tyler Perrachione**, Assistant Professor of Speech, Language & Hearing Sciences, Peter Paul Career Development Professor, and Director of the Communication Neuroscience Research Laboratory, SAR. BA, MA, Northwestern U.; PhD, MIT.

- **Phone:** 358-7410
- **Email:** tkp@bu.edu
- **Web:** [http://sites.bu.edu/cnrlab/](http://sites.bu.edu/cnrlab/)

**Research Interests:** Language and the brain, speech perception, foreign language learning, developmental communication disorders.

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**Marnie Reed**, Clinical Associate Professor of Education, SED. BA, West Chester U.; EdM, EdD, BU.

- **Phone:** 353-1811
- **Email:** tesol@bu.edu
- **Web:** [http://www.bu.edu/sed/about-us/faculty/marnie-reed/](http://www.bu.edu/sed/about-us/faculty/marnie-reed/)

**Research Interests:** Speech perception and production by non-native speakers; TESOL.
* **Nancy J. Smith-Hefner**, Associate Professor and Associate Chair of Anthropology, CAS. BA, MA, PhD, U. of Michigan.
  - **Phone**: 353-2198  
  - **Email**: smhefner@bu.edu  
  - **Web**: http://www.bu.edu/anthrop/people/faculty/n-smith-hefner/

**Research Interests**: Youth language and language socialization, language and gender, language and education, language and sociability.

---

* **Helen Tager-Flusberg**, Professor of Psychological and Brain Sciences, CAS. BSc. U. College London, UK; PhD, Harvard U.
  - **Phone**: 358-5919  
  - **Email**: htagerf@bu.edu  
  - **Web**: http://www.bu.edu/anatneuro/dcn/researchers_and_students/research_team/flusberg.html  
  - **Lab**: http://www.bu.edu/autism/

**Research Interests**: The nature of language impairments and functioning in autism and related neurodevelopmental disorders including language disorders and other genetic syndrome. We study the developmental origins and course of development including behavioral, experimental, electrophysiological and neuroimaging methods to explore the neurocognitive mechanisms that underlie language in this disorders.

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### 2.3 Visiting Researchers

* **Tracy Heranic**, Lecturer in the Department of Romance Studies and Visiting Researcher in Linguistics, CAS. BA, Mercyhurst College; MA and PhD (in progress), U. of Nantes, France.
  - **Phone**: 353-6204  
  - **Email**: TBD  
  - **Web**: TBD

**Research Interests**: lexical semantics, discourse analysis, pragmatics, French/English comparative linguistics, and sociolinguistics. Dissertation in progress on the construction of discursive lexical meaning and pragmatic competencies in foreign language learning.

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* **Lijun Geng**, Visiting Researcher in Linguistics. BA, MA, Hunan U., China; PhD candidate, Nanjing U., China.
  - **Email**: lijun_geng@qq.com

**Research Interests**: Prosodic phonology and metrical phonology, with a focus on Chinese dialects; experimental phonetics; dialect corpora.
2.4 Affiliated Researchers

* **Dalia Cahana-Amitay**, Research Assistant Professor, Neurology, BU School of Medicine and VA Harold Goodglass Aphasia Research Center. BA, Tel-Aviv U., Israel; PhD (Applied Linguistics), BU.

  VA Boston Health Care System, 150 S. Huntington Ave., Jamaica Plain, MA 02130

  - Email: dcamitay@bu.edu

**Research Interests:** Neurolinguistics, with a focus on interrelated aspects of language, cognition, and brain health in aging and stroke.


  - Email: manfredi@bu.edu
  - Web: [http://people.bu.edu/manfredi/](http://people.bu.edu/manfredi/)

**Research Interests:** (i) comparative grammar and prosody of the Benue-Kwa languages of the Niger-Congo family; (ii) indigenous verbal, musical and political cultures of southern Nigeria; (iii) African cultural transmission to the Western Hemisphere; (iv) orthography and typography.

2.5 Professors Emeriti (of the former Program in Applied Linguistics)

* **Jean Berko Gleason**, Professor Emerita of Psychological and Brain Sciences, CAS. AB, Radcliffe College; AM, PhD, Harvard U.

  - Email: gleason@bu.edu
  - Web: [http://jeanberkogleason.com](http://jeanberkogleason.com)

**Research Interests:** Lexical development; aphasia; developmental sociolinguistics.


  - Email: rhoff@bu.edu

**Research Interests:** ASL acquisition; Deaf culture; education of the Deaf.

* **John Hutchison**, Associate Professor Emeritus of Modern Foreign Languages, CAS. BA, Pomona College; MA, PhD, Indiana U.

  - Email: hutch@bu.edu

**Research Interests:** African languages; creole languages; language typology, language policy; language teaching and curricular development; minority language publishing, literacy.

* **Paula Menyuk**, Professor Emerita of Education, SED. BA, NYU; EdM, EdD, BU.

  - Email: menyuk@bu.edu

**Research Interests:** Language development; literacy; developmental language disorders.
3 THE MA IN APPLIED LINGUISTICS

3.1 Introduction
Boston University offers an 8 course (32 credit) Master of Arts degree administered by the Linguistics Program. The program offers a strong grounding in linguistics, and provides opportunities for MA students to pursue a wide range of interests. The departments and programs cited below 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 can 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 Boston University's introductory classes in linguistics (CAS LX 250). Students who have not previously had an introduction to linguistics must make up the deficiency through course work prior to entry or during the first semester, or must pass an exam. (An introductory linguistics course will not, however, be counted towards graduate degree requirements.)

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, Canada, the United Kingdom, Australia, New Zealand, or Ireland. Details concerning the online application process are available on the Graduate School website at http://www.bu.edu/cas/prospective-students/graduate-admissions/. Applicants are also encouraged to contact program staff by email with questions concerning the application process.

3.3 Financial Aid
Financial support through BU for MA students is extremely limited. For information about this and other sources of financial support, see Section 7 or contact the Director of Graduate Studies (DGS).

3.4 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 linguistics beyond these:

1. CAS LX 510 Phonetics
2. CAS LX 522 Syntax I
3. One course in linguistic theory. For example:

- CAS LX 502  Semantics I
- CAS LX 503  Semantics II
- CAS LX 504  Topics in Pragmatics
- CAS LX 513  Phonology
- CAS LX 517  "Having" and "Being" across Languages
- CAS LX 518  Focus
- CAS LX 519  Questions
- CAS LX 521  Morphology
- CAS LX 523  Syntax II
- CAS LX 525  Prosody
- CAS LX 535  Historical and Comparative Linguistics
- SED LS 726  Discourse Analysis

4. One course that provides an introduction to a major area of applied linguistics, broadly construed (often taken from among the following courses, but other appropriate courses may be substituted as well, subject to advisor's approval):

- CAS AN 521  Sociolinguistics
- CAS LX 540  Acquisition of Syntax
- CAS LX 541  Phonological Development
- CAS LX 542  Second Language Acquisition
- CAS LX 545  Bilingualism
- CAS LX 546  Incomplete Acquisition and Language Attrition
- SAR SH 524  Language Acquisition
- SAR SH 531  Introduction to Communication Disorders
- SED LS 566  Language Acquisition
- SED LS 750  Cognitive Development and Language
- GRS PS 828  Psycholinguistics

**Specialization Requirements:** Each student will construct a specialization sequence of four courses (some possible courses are listed in Section 3.5, ‘Electives.’) The specialization sequence provides students with the opportunity to develop sophisticated knowledge of the theories and methods of one area of 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.

1. **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.

2. **Neurolinguistics and Language Disorders**
   Features the study of neuro-psychological and neurological substrates of language and language disorders; may include adult and child language disorders; may emphasize clinical or theoretical implications.
3. **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.

4. **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.

5. **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.

6. **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.

### 3.5 Elective Course Offerings

Students may take courses not on this list for their electives, but advance approval by the major advisor is required.

**Linguistic Theory**

- CAS AN 521 Sociolinguistics  
- CAS LX 500 Topics in Linguistics  
- CAS LX 501 Linguistic Field Methods  
- CAS LX 502 Semantics I  
- CAS LX 503 Semantics II  
- CAS LX 504 Topics in Pragmatics  
- CAS LX 510 Phonetics  
- CAS LX 513 Phonology (prereq: CAS LX 510 or equivalent)  
- CAS LX 515 Languages in Contact: The high stakes of grammatical border-crossing  
- CAS LX 517 "Having" and "Being" across Languages  
- CAS LX 518 Focus  
- CAS LX 519 Questions  
- CAS LX 521 Morphology  
- CAS LX 522 Syntax I
CAS LX 523 Syntax II (prereq: CAS LX 522 or equivalent)
CAS LX 525 Prosody
CAS LX 530 Variation in Dialects of English
CAS LX 532 Romance Linguistics
CAS LX 535 Historical and Comparative Linguistics
SED LS 726 Discourse Analysis

**Language Acquisition**

CAS LX 540 Acquisition of Syntax
CAS LX 541 Phonological Development
CAS LX 542 Second Language Acquisition
CAS LX 546 Incomplete Acquisition and Language Attrition
GRS PS 848 Developmental Psycholinguistics
SED LS 566 Language Acquisition
SED LS 750 Cognitive Development and Language

**Second Language Acquisition, Bilingualism, and Language Teaching**

CAS LX 545 Bilingualism
SED BI 620 Educational Issues in Bilingualism
SED BI 621 Bilingualism and Biliteracy
SED LS 658 Second Language Acquisition
SED TL 509 Methods of Teaching English to Speakers of Other Languages

**Linguistic Analysis of Specific Languages**

CAS EN 515/516 History of English
CAS LF 502 French Syntax
CAS LF 503 French Phonology
CAS LF 506/LX 506 Topics in French Linguistics
CAS LS 504 History of Spanish
CAS LS 505 Topics in Spanish Linguistics
CAS LS/LX 507 The Sounds of Spanish
CAS LS/LX 508 The Structure of Spanish
CAS LX 505 Structure of African Languages
CAS LX 533 The Structure of Creole Linguistics
SED DE 672 Structure of American Sign Language

**Neurolinguistics and Language Disorders**

CAS PS 544 Developmental Neuropsychology
SAR SH 505 Introduction to Phonological Disorders
SAR SH 708 Models of Language
SAR SH 731 Phonological Disorders
SAR SH 735 Preschool Language Disorders
SAR SH 736 Aphasia
SAR SH 756 Cognition and Neural Bases
Directed Research

For GRS LX 951/952 Directed Research courses, instructor and hours are arranged and credit is variable. Students do not register themselves for these courses on the Link. Rather, they must fill out an application (including a brief summary and outline of the project, plus a list of readings), which is first approved by the supervising Linguistics faculty member and then submitted to the Program office at the very beginning of the semester. Once this application is approved by the DGS, the PA will then register the student in the appropriate section (corresponding to the supervising faculty member) of the directed study course. Deadline for submission of the application: 2 days before the deadline for adding classes in the given semester.

3.6 Language Requirement

Master’s students are 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 faculty in the appropriate language program, or by a faculty member in the Linguistics Program. (One option is to pass the final exam of a qualifying course.)

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 Administrator (PA) 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 Linguistics office within two to three weeks after the exam has been taken.

### 3.7 Master’s Project

Students in all specialization sequences must complete a final Master’s project, which normally results in a potentially publishable paper. 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 a project supervisor who will be a member of the Core Faculty in the Linguistics Program (see the list in Section 2.1); this may or may not be the student’s main academic advisor. One or two additional readers, from among the Core and Affiliated Linguistics faculty members, will provide guidance on the project.

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 submitted to the Linguistics Program Office along with the Project Proposal form (see Appendix), signed by the project supervisor and at least one additional reader before the project is begun; see deadlines in Section 3.10.1. 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 deadlines in Section 3.10. 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 next section for more details on formalities involved in 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 by the deadline.

### 3.8 Graduation

#### 3.8.1 Degree Completion

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 (unless a leave of absence has been granted).
3.8.2 Procedures to Apply for Graduation
An intent to graduate form must be filled out online by the stated deadline; see:
http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-masters-forms-policies-procedures/grs-masters-graduation-procedures/.

3.8.3 Checking That Your Requirements Have Been Fulfilled
Several weeks before the end of the semester, the Graduate School will send a form to the DGS, asking whether you have finished all of your requirements for the MA degree, including the 8 required courses completed with a grade of B- or better, the language requirement, and the MA Project (which must have been submitted to the program office along with the MA Project Approval form; see the Appendix). This means that all the necessary documentation must appear on your online transcript or have been submitted to the Program Office. 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.

3.8.4 Commencement
Master’s candidates are not required to participate in the commencement ceremonies in May, but those whose official graduation dates are in January or May (as well as those who anticipate completion in time for graduation in September) are welcome to do so. There are commencement ceremonies held specifically for MA recipients in Linguistics; PhD students participate in GRS ceremonies. If you wish to participate in the graduation ceremonies in May, please inform the Linguistics PA by no later than March 31.

3.9 Application to PhD 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.

NOTE: We are not currently accepting applications for the PhD in Applied Linguistics.

3.10 Time Line for Master’s Students

3.10.1 Deadlines
Important deadlines are found here: http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-masters-forms-policies-procedures/grs-masters-graduation-procedures/

Note that the Master’s “project” required for Applied Linguistics is not a “thesis.” So, the only GRS deadline that applies is the filing of the intent to graduate form, which is now submitted online. However, there are deadlines imposed by the program for submission of an MA project proposal and for completion of the MA project.
For intended graduation in...

<table>
<thead>
<tr>
<th>Submission of approved Master’s Project Proposal*</th>
<th>January 2016</th>
<th>May 2016</th>
<th>September 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing of the online “Intent to Graduate” form**</td>
<td>September 30, 2015</td>
<td>January 29, 2016</td>
<td>[around May 29, 2016] [Check date !!!]**</td>
</tr>
<tr>
<td>Submission of Completed and Approved Master’s Project*</td>
<td>December 6, 2015</td>
<td>April 3, 2016</td>
<td>August 10, 2016</td>
</tr>
</tbody>
</table>

* Form available online from the Linguistics website.
** Form to be submitted electronically to GRS:
http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-masters-forms-policies-procedures/grs-intent-to-graduate-for-a-masters-degree/.

Students should verify these deadlines at the link provided at the beginning of this subsection.

3.10.2 **Warning: LIMITED FACULTY AVAILABILITY DURING THE SUMMER**

Please note that faculty may not be available during the summer months. You should plan ahead; please make specific plans for the timeframe of degree completion that may depend on faculty availability during summer months only after consulting with your advisor and readers.

3.10.3 **REVIEW OF PROGRESS**

Individual meetings with the DGS will be set up with each student early in the fall of their second year to review academic progress.

4 **FOR NEW STUDENTS**

4.1 **Orientation Activities**

See this page for details of orientations for incoming graduate students and new teaching assistants: http://www.bu.edu/cas/students/graduate/information-for-new-graduate-students/new-teaching-fellow-orientation-program/. At the beginning of the school year, a reception is also held for all graduate students and faculty in the Linguistics Program. This gathering offers an excellent informal opportunity for new students to become acquainted with fellow students and faculty members.
4.2 Other Information

4.2.1 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 ([http://www.bu.edu/housing/](http://www.bu.edu/housing/)). There is also a different office with listings for apartments in the area, the Office of Rental Property Management, 19 Deerfield Street, Boston, MA 02215 ([http://www.bu.edu/orpm/](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 ([http://www.bu.edu/offcampus/](http://www.bu.edu/offcampus/)).

4.2.2 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.

4.2.3 Student Health Services

A full physical examination and certain immunizations are required before you come to Boston University. Student Health Services is located at 881 Commonwealth Ave., 617-353-3575, [http://www.bu.edu/shs/](http://www.bu.edu/shs/).

4.2.4 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.

5 Procedures and Policies

See [http://www.bu.edu/cas/students/graduate/](http://www.bu.edu/cas/students/graduate/) for information about policies and procedures. The essential information is replicated below, but in case of discrepancy, the official GRS website should be considered authoritative.

5.1 General Registration Procedures

The registration process is coordinated through the 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 PA to help you with registration:

- If you are a **new student** in the program
- If you want to be certified as a full-time student
- If you want to register for an **independent study**

If any of these applies to your situation, see Section 5.2 ‘Additional Registration Procedures’ below.

For all other students, the general guidelines for registration are the following:
1. 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 Linguistics website.

2. Once you know what you are going to register for, your advisor will approve your academic program and give you your advising code. It is very important that you get the advising code because you will need it in order to register. You can register online through the Student Link (http://www.bu.edu/studentlink). Follow the directions provided on the Web and refer to the guidelines for registration that you received in the registration package where necessary.

3. Detailed information about registration is available here: http://www.bu.edu/reg/registration/. You will need to provide certain information and fulfill certain requirements in order to be eligible to register; see http://www.bu.edu/reg/registration/requirements/.

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

5.2 Additional Registration Procedures

See http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-procedures-for-spring-2015-registration/.

5.2.1 Full-Time Certification

GRS has two ways in which students can obtain full-time status:

- **Full-Time by Course Registration**: A student registering for 12 or more credits is considered a full-time student.

- **Full-Time by Certification**: Master’s students who registered for less than 12 credits but who are engaged in full-time progress toward their degree must complete the Continuing Study and Certified Full-Time Status Form, have it signed by their advisor and the DGS, and file it with the GRS office: http://www.bu.edu/cas/files/2011/12/CS_Cert-form.pdf.

5.2.2 Registering for Independent Study

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

1. If the professor you are going to work with is in the College of Arts and Sciences (e.g., Romance Studies, Psychology, Anthropology) you need to contact the PA and let them know the name of the professor and the number of credits you want to register for. The Administrator will register you for this course.

2. If the professor you are going to work with is in 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 the Student Link.
Note: If you register for 1 or 2 courses, you pay by the course, the rate in some cases 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. Otherwise, you are essentially getting 3 courses for the price of 4.

5.3 Grades and Coursework

5.3.1 Course Drops and Withdrawals

Students may drop a course early in the semester without penalty. 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. See http://www.bu.edu/reg/calendars/semester/ for specifics about deadlines for adding and dropping classes in any given semester.

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 website (http://www.bu.edu/reg/) for more information about deadlines for dropping a course and receiving tuition reimbursement.

5.3.2 Incompletes and Failing Grades

A grade of B minus or higher is required to pass a graduate-level course; anything lower is considered a failing grade.

If a student does not 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. If the student has a good reason for failure to complete the course requirements on time, he or she may negotiate a short-term extension to complete the outstanding requirements with the instructor, in which case a grade of Incomplete will be entered, provisionally, until the coursework has been completed, at which time the ‘I’ will be changed to the grade earned.

Permission to take an Incomplete must be received from the Instructor before final grades for the class are submitted. 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. See http://www.bu.edu/academics/grs/policies/incomplete-coursework/.

Please note that only the instructor of the course can change a grade from Incomplete to a letter grade. If an instructor leaves the university for any reason, we must contact that person if a grade change is needed. Sometimes this is quite difficult, so students are encouraged to finish their Incompletes promptly.

Students are expected to maintain satisfactory academic progress. Students whose GPA drops below 3.0 or who receive failing grades (i.e., grades lower than B minus or permanent Incompletes) 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. (See http://www.bu.edu/academics/grs/policies/failing-grades/.)
5.3.3 **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’. Independent study courses do not count as electives except in special circumstances as determined by the advisor and DGS.

Students may register for independent study courses with any 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 PA. To register for an independent study with an SED faculty member, students should obtain an ‘Application for Independent Study’ form from the SED Office of Student Records (605 Comm. Ave., Room 127), procure the required signatures, and return the completed form with the registration form to that office. Students who are completing an independent study with faculty members from other departments should contact the Program Administrator for instructions. For a review of tuition costs for independent study courses, consult the website of the Registrar’s Office (http://www.bu.edu/reg/).

5.3.4 **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. Students must provide supporting documentation required by the Graduate School to be awarded transfer credit. Note that Boston University does not accept transfer credits from Harvard Extension. See the GRS Bulletin for further details about transfer of credits.

If a student proposes a transfer to take the place of a core course, the student must demonstrate that the content of the class is comparable to the class it is intended to replace; the approval of the BU faculty member who normally teaches the core course is required. 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, and the substitution should be approved by the DGS.

5.3.5 **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, whether or not they have had any of their core requirements waived.
5.4 Advising

Your academic advisor can help with bureaucratic requirements, such as approving your course selections and providing your advising code at the start of each semester, but most importantly, your advisor can provide you with guidance in relation to your progress in the program and the development of your own work, including the choice of an MA Project.

5.4.1 Advisors

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.

You have a right to change academic advisors at any time. If you want to change advisors, you should discuss this with the DGS. 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.

Students should identify, in consultation with their academic advisor and the Director of Graduate Studies, an appropriate faculty member to serve as first reader for their MA project (if this is someone other than the academic advisor), as well as additional readers most appropriate to the subject matter discussed and analyzed in their work.

5.4.2 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, 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 members 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.
6 IMPORTANT INFORMATION ABOUT CARRYING OUT RESEARCH

If your research toward any of the program milestones discussed in this handbook will require you to have contact of almost any kind with other humans (for example, as participants in an experiment, respondents in a survey, students in a classroom, etc.) you will be responsible for getting approval for this research from the campus Institutional Review Board before you begin collecting any data. Your advisor, and also the DGS, can help with this process, but ultimately, the responsibility is yours. Please note in addition that the consequences for failing to follow these procedures can be quite serious, both for you, and for the program.

The regulations and procedures required by the IRB are quite elaborate, and the approval process can take time, so it is extremely important that you start the approval process as early as possible. Information concerning all this is available at http://www.bu.edu/irb/. Important: Students must not submit any official documentation to the IRB until those materials have been reviewed by the DGS and approved by the Program for submission.

7 FUNDING YOUR EDUCATION

See http://www.bu.edu/cas/students/graduate/financial-aid/ for general information about loans and funding sources, both internal and external to BU.

7.1 Flexible Payment Plans

See http://www.bu.edu/studentaccountingservices/your-bill/payment-plans.

7.2 Federal Funding: Work-Study

Work-Study 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. See http://www.bu.edu/seo/dates/fws-dates/ for information about application deadlines. To apply you must submit the official application and supporting materials to the GRS office (Room 112), as follows:

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

7.3 Funding through BU

Each year a very limited amount of financial support in the form of tuition waivers is available for MA students. Graduate financial aid funds cannot 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.
7.3.1 Research and Teaching Assistantships

Occasionally the university provides funding to our program for a teaching 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 DGS if you would be interested in such positions.

7.3.2 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 DGS in Linguistics, before making direct contact with them. For any of these positions, you will be expected to have relevant teaching experience at the college level.

Romance Studies/Modern Languages and Comparative Literature

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 Romance Studies or MLCL with a copy to the DGS.

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: www.bu.edu/writingprogram/about/fellowships-and-employment/.

CELOP

The Center for English Language and Orientation Programs (CELOP) provides intensive English language instruction for foreign students interested in pursuing academic careers in the USA. Occasionally, 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. Applicants should be native English speakers or have a bilingual/bicultural background. Applied Linguistics students may be employed as Junior Lecturers, and will be assigned a mentor from CELOP’s senior faculty.

If you are interested in a position at CELOP, contact Alan Broomhead at 617 353 7939.
Other Departments

If you have a specialty in any other field, discuss your teaching interest with the DGS, who will guide you to the appropriate contact person. In any event, please inform the PA or the DGS of your teaching plans as soon as they are definite.

8 PROGRAM RESOURCES

8.1 Linguistics Office
The Linguistics Program Office is staffed by the PA and is located at 621 Commonwealth Ave, room 120. The PA may be contacted at the office by phone (617-358-4640) or by email. Office hours are posted on the program website.

8.2 Student Lounge (coming sometime relatively soon, we hope)
The graduate student lounge will be located at 96 Cummington Mall, Room 242. The space will be undergoing some improvements. Stay tuned for further details later in Academic Year 2015-16.

8.3 Linguistics Library
The Linguistics Library has a collection of books and journals related to language and linguistics that are available for student use. The book room is located at 621 Commonwealth Ave., Room 112. 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 PhD dissertations by Applied Linguistics alumni are also available. The library is in the process of being reorganized, and procedures for checking out materials are being revised. The website will be revised (the email address for “librarian” listed on http://linglibrary.bu.edu/cgi-bin/koha/opac-aboutlibrary.pl is not currently functioning and other information listed there is outdated). Further information about accessing materials will be sent out when it becomes available.

8.4 Conference Office
The office for the BU Conference on Language Development (BUCLD) is located at 96 Cummington Mall, Room 244. The phone number is 617-353-3085. Email should be directed to langconf@bu.edu. Please see Section 10.1 for details on participation in the BUCLD. Students may also find information about the conference at their web page: http://www.bu.edu/bucld/.

9 UNIVERSITY RESOURCES

9.1 Computer Access

9.1.1 BU EMAIL ADDRESS
All students must have a BU email address. For further information, see http://www.bu.edu/tech/services/comm/email/google-mail/. Please note that all information and announcements about the program will be sent to your BU email address, and that you are responsible to check its contents regularly. If you prefer to use a different email account, you can arrange to have your email forwarded to your preferred address.
9.1.2 Web-based Information

The linguistics website, in the process of being reorganized, is at http://ling.bu.edu. It is an excellent resource for information about a wide variety of topics related to linguistics. Until the web transition is complete, information about the graduate program will still be available at http://www.bu.edu/applied-linguistics/.

9.2 Library Services

9.2.1 Computer Access to the Library

Students can browse the library catalog through the library website http://www.bu.edu/library/.

9.2.2 Electronic Searches

Searches for electronic material such as journal abstracts and full-text journal articles is available both on campus at Mugar Library and online via the BU library website. 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 on campus or through a proxy connection. See http://www.bu.edu/tech/accounts/remote/exproxy/ 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 online at: http://www.bu.edu/library/ill/ill.html.

4. The BU library website provides a page dedicated to linguistics resources. See: http://www.bu.edu/library/guides/ling.html for links to additional electronic and library resources.

5. The BU Linguistics website provides a page dedicated to linguistics resources. See: http://ling.bu.edu/resources/research and http://ling.bu.edu/resources/other.

6. Some career-related resources are also available from http://ling.bu.edu/about/jobs.

9.2.3 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 DGS is required to certify that course requirements have been completed.

9.2.4 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.
9.3 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 advisor 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.

10 Program Activities

10.1 BU Conference on Language Development

The Boston University Conference on Language Development (BUCLD) was started in 1976 by students and faculty in the Psycholinguistics Program (a historical antecedent of the 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.

BUCLD is run each year by students in the Linguistics Program, with the guidance of faculty advisors, currently Profs. Paul Hagstrom and Sudha Arunachalam. 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 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/.

10.2 Speech Prosody 2016

From May 31 through June 3, 2016, Boston University will be hosting the 8th International Conference on Speech Prosody. Speech Prosody, the biennial meeting of the Speech Prosody Special Interest Group (SProSIG) of the International Speech
Communication Association (ISCA), is the only recurring international conference focused on prosody as an organizing principle for the social, psychological, linguistic, and technological aspects of spoken language. Past conferences in Aix-en-Provence, Nara, Dresden, Campinas, Chicago, Shanghai and Dublin have each attracted 300-400 delegates, including experts in the fields of Linguistics, Computer Science, Electrical Engineering, Speech and Hearing Science, Psychology, and related disciplines. This year’s Speech Prosody will be co-organized by Prof. Jonathan Barnes of the Linguistics Program, together with colleagues at Simmons College and MIT. At various times throughout the year, and especially during the conference itself, we will be seeking assistance from student volunteers (in exchange for free admission to the conference, of course). Announcements will follow at the relevant times, but if you are interested, please contact Prof. Jonathan Barnes as soon as possible.

10.3 Research-Related Activities

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 PA at least 10 days in advance so that a room can be booked and the talk can be announced.
11 Appendix: Forms and Paperwork

Forms to be submitted to the Linguistics Program Office - included here and also available from the Linguistics website:

- Waiver of Course Requirement
- MA Project Proposal
- MA Project Approval

Forms to be submitted to the Graduate School available from the GRS website (http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-masters-forms-policies-procedures/):

- Petition for approval to transfer credits
- Leave of Absence/Withdrawal
- Diploma Application

Useful information also available online:

- General Information for Graduate Students: http://www.bu.edu/cas/students/graduate/
- Graduate School Bulletin: http://www.bu.edu/academics/grs/
- Graduation Calendar: http://www.bu.edu/cas/students/graduate/graduation-information/
- Information from the Registrar’s Office: http://www.bu.edu/reg/
# MA in Applied Linguistics: Waiver of Course Requirement

**Name:** ______________________________________

**Academic Advisor:** ____________________________________

<table>
<thead>
<tr>
<th>BU Core Course Requirement to be waived</th>
<th>____________________________</th>
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<tbody>
<tr>
<td><strong>Number/Name of the course taken elsewhere:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>University where course was taken; date taken:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Were transfer credits awarded for this course?</strong></td>
<td>________</td>
</tr>
<tr>
<td><strong>If not, what BU course has been approved as a substitution?</strong></td>
<td>________</td>
</tr>
<tr>
<td><strong>Signature of BU faculty member who teaches the core course being waived:</strong></td>
<td></td>
</tr>
<tr>
<td>[printed name]</td>
<td>[signature]</td>
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</tbody>
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<thead>
<tr>
<th>BU Elective Course Requirement to be waived</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number/Name of the course for which transfer credits were awarded:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>University where course was taken; date taken:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Signature of DGS:</strong></td>
<td></td>
</tr>
<tr>
<td>[signature]</td>
<td>[date]</td>
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</table>
MASTER’S PROJECT PROPOSAL FORM*

BU MA in Applied Linguistics

Name: ___________________________________________ Expected graduation date: ________

Academic Advisor: ________________________________

Title of Project: _______________________________________

Project Abstract:

Readers’ signatures, indicating approval of the attached project proposal

Project supervisor / first reader:

_____________________________________________

[printed name] [signature] [date]

Second reader:

_____________________________________________

[printed name] [signature] [date]

Third reader (optional):

_____________________________________________

[printed name] [signature] [date]

* Please attach 2-4 page project proposal to this form, and submit to the Linguistics Program Office by the deadline listed in Section 3.10.1 of the MA Handbook.
MASTER’S PROJECT APPROVAL FORM*

BU MA in Applied Linguistics

Name: ____________________________________________

Academic Advisor: __________________________________

Title of Project: _____________________________________________________________

Project Abstract:

Readers’ signatures, indicating approval of the attached project

Project supervisor / first reader:

____________________________________________________  ______________________  [date]

[printed name]  [signature]  [date]

Second reader:

____________________________________________________  ______________________  [date]

[printed name]  [signature]  [date]

Third reader (optional):

____________________________________________________  ______________________  [date]

[printed name]  [signature]  [date]

* Please attach the approved MA Project to this form, and submit to the Linguistics Program Office by the deadline listed in Section 3.10.1 of the MA Handbook.