



**Boston University** Graduate School of Arts & Sciences  
Romance Studies

## **GUIDE TO GRADUATE PROGRAMS IN FRENCH LANGUAGE AND LITERATURE**

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## **OVERVIEW OF GRADUATE PROGRAMS IN FRENCH**

### **“THE BA/MA” BA IN FRENCH STUDIES / MA IN FRENCH LANGUAGE & LITERATURE**

The BA/MA, jointly offered by the College of Arts & Sciences (CAS) and the Graduate School of Arts & Sciences (GRS), gives high-performing undergraduate students the opportunity to earn a graduate degree during their time at Boston University. Many students find the MA a valuable asset in their post-graduation career plans. Through additional study, students develop a coherent program with the following objectives: a knowledge of the major historical periods of specialization, of the critical approaches applicable in the study of the principal literary genres, and of some of the methods of analysis of linguistic phenomena, as well as a high level of proficiency in oral and written expression.

Applicants to the BA/MA program in French are expected to have a minimum GPA of 3.3 or higher. Particular attention is paid to grades earned within the French Studies major. The primary requirements for this program are a total of 144 degree credits (current as of July 2017), the cumulative completion of at least 8 courses in French literature at or above the 500-level, and a comprehensive written exam. These 500-level courses may be taken at any appropriate stage in the student's studies, so that the MA portion of the BA/MA degree will most often be completed in one semester beyond the achievement of the 128 credits needed for the BA.

Students who are interested in the BA/MA program are encouraged to pursue Study Abroad opportunities in Paris, Geneva, or elsewhere as appropriate early in their studies at Boston University, and to consult frequently with their faculty advisor.

Normally, entrance in the program is officially for September of the following academic year, although in some cases, an official program start date of January has been given. Application is through the BA/MA and BA/MS Program Application, which can be found at <http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-masters-forms-policies-procedures/bama-and-bams-program-application/>.

Please refer to the BA/MA programs section of the Bulletin for general information or consult the director of graduate studies (DGS) within the department with any specific questions.

## MASTER OF ARTS IN FRENCH LANGUAGE & LITERATURE

The MA in French Language and Literature seeks to have each student develop an advanced knowledge of French and Francophone literature, its history, and major works; and a sound knowledge of the traditions, aims, and methods of scholarly research in the field.

### ***Prerequisites***

The Bachelors degree (or its equivalent) with a concentration in French or a related field is required, along with a sound command of written and spoken French.

### ***Degree requirements***

As per the more detailed descriptions below, the minimum requirements for the MA in French Language and Literature are:

- An excellent command of written and spoken French
- Eight courses on French literature, cinema, theory, or cultural studies at the 500-level or above
- Successful completion of the Comprehensive Examination

As per GRS guidelines, students are allowed a *maximum* of three years to complete these requirements.

### ***Language Requirements***

Degree candidates are expected to possess a sound command of written and spoken French. Additional language study may be required in cases where the faculty, after consultation, determines that a candidate's mastery of French requires further consolidation. In such cases, progress towards a level of French appropriate to professional use may be considered in assessing satisfactory academic progress.

### ***Selection of Courses***

A minimum of eight semester courses at the 500-level or above is required. Students are expected to take the 800-level graduate seminars in French offered each semester. Additionally, courses should be selected with the goal of developing a well-rounded and thorough understanding of major works and issues that have shaped the French canon and its reception, as per the aims of the degree program. A balanced selection of courses will contribute significantly to satisfactory preparation of the comprehensive examination (see below, under "Guide to the Comprehensive Examination").

To facilitate the presentation of writing samples needed for many fellowship and prize competitions, students will now write one research paper in English per year, typically during the Fall semester. Up to one additional paper per year may be written in English when justified, contingent on faculty approval and not to exceed one paper per semester. To select this option, students consult with their professors as needed.

### ***Requests for Transfer Credit and BU Courses from Other Disciplines***

A maximum of two semester courses in a related field may be taken at Boston University with the advisor's prior approval.

Application for transfer of credit for work undertaken prior to matriculation in the Boston University MA program should be submitted as early as possible and is not guaranteed. Requests to receive credit for work to be undertaken outside of Boston University concurrent with studies in the Graduate School must be approved in writing *prior* to registration for such courses.

No more than two of the eight courses required for the MA degree can be satisfied via transfer of credit. All requests for transfer credit require the written approval of the student's advisor and the Director of Graduate Study. See also, <http://www.bu.edu/academics/grs/policies/transfer-of-credits/>.

### ***Grades***

A grade of C+ or lower is considered a failing grade. Incomplete grades must be resolved within one year. If an incomplete grade is not resolved in one year from the date it was recorded, the grade will be

converted to an “F”. Students are discouraged from making use of GRS provisions for “Incompletes,” as these may render them ineligible for certain programs.

***Faculty Advisor***

A Faculty Advisor will be assigned to each student entering the graduate program. If at any time you wish to change your main Faculty Advisor, you should inform your current advisor, the new one, and the RS graduate administrative assistant.

***Financial Support***

Financial support is not normally awarded for study towards a terminal Masters degree. When applicable, continued financial support is contingent on maintaining satisfactory academic progress.

***Preparing to Graduate***

Boston University awards diplomas in May, September, and January. Candidates for the MA must complete and submit a GRS Intent to Graduate for a Master’s Degree Form in accordance with the deadlines posted at <http://www.bu.edu/cas/current-students/ma-and-ms-students/graduation-information/>. Forms are due approximately four months prior to intended graduation.

## DOCTORATE IN FRENCH LANGUAGE & LITERATURE

The PhD in French Language and Literature seeks to provide each student with a thorough knowledge of French and Francophone literature, its history, and major works. The program offers professional preparation through the acquisition of: extensive knowledge of a specialized area within the field of study; advanced skills in the use, evaluation, and production of critical scholarly and research materials; experience communicating knowledge acquired through original research; and training in pedagogy and/or other relevant practical training.

### ***Prerequisites***

The minimum requirement for entry into the PhD program is a BA degree (or equivalent) with a concentration in French or equivalent related field, and an excellent command of written and spoken French. Candidates entering the PhD program directly from the BA will complete the MA degree during their course of study, normally during the first two years.

### ***Degree requirements***

As per the more detailed descriptions below, the minimum requirements for the PhD in French Language and Literature are:

- A near-native command of written and spoken French
- Sixteen courses on French literature, cinema, theory, or cultural studies at the 500-level or above
- Successful completion of the Comprehensive Examination
- Successful completion and defense of two Qualifying Papers
- Successful completion and defense of the Doctoral Dissertation
- Completion of the Curricular Practical Training requirement
- Completion of appropriate coursework and training in pedagogy, as per departmental and GRS policies
- Demonstration of reading knowledge of at least one other non-English language, in addition to French.

Please note that several of these requirements are cumulative with the requirements of the MA in French Language and Literature.

Candidates already in possession of an MA in French Literature or a related subject at the time of matriculation should plan to meet with their advisors and the DGS at the earliest opportunity in order to co-ordinate an appropriately personalized course of study.

Degree credit awarded for work completed as part of an external MA program will be granted at the discretion of the faculty in co-ordination with the DGS, in accordance with standard GRS procedures. Up to eight courses, or the equivalent of an MA degree, may be applied toward PhD coursework requirements.

### ***Program timelines and Satisfactory Academic Progress***

Students entering the PhD program are normally expected to complete these requirements in five years, and are allowed a maximum of seven years. This is the case whether the student enters directly following the BA degree (i.e. not in possession of an MA in French Literature) or already in possession of a recognized MA in French Literature. Continued financial support is contingent on satisfactory and timely progress toward the degree.

The table found under the header “Timelines for degree progress” provides an overview of expected academic progress towards the PhD. Additional details about minimum requirements for satisfactory academic progress can be found under the detailed description of each program element.

Under GRS guidelines, students are allowed until the end of their seventh year to complete and defend their dissertations. Students who will not meet this deadline must file a petition for extension of time

to complete PhD requirements in consultation with their academic advisor; however, please note that these will only be granted under unusual and compelling circumstances.

Students with a compelling need to take time away from their studies may request a leave of absence (LOA) for one or two semesters (or, in exceptional circumstances, more than two). The period of authorized leave does not count toward the time allowed for completion of PhD degree requirements. Please note that students may not complete any degree requirements while on an LOA. Please talk with your advisor, the administrative assistant, and the DGS BEFORE submitting your LOA request to GRS. International students should also speak with their ISSO advisor. Students who take an LOA during their five-year funding period will have their funding deferred, not lost (e.g., if a student has 2 years of funding remaining at the time that they took their leave, they will still have two years of funding remaining at the conclusion of their leave).

A full-time PhD student who is in good academic standing and who becomes the primary caregiver of an infant or adopted child will receive a one-year extension of their approved time to degree. Additionally, such a student may request a childbirth accommodation of up to 60 days. During the period of the accommodation, the student will be relieved of fellowship related work obligations, and academic obligations (e.g., coursework, qualifying exams) will be appropriately deferred until after the conclusion of the accommodation. Please note that the department must be given advance notice for such an accommodation, and also that the accommodation must be wholly contained within a single semester. Full details of this policy are available via the GRS website at <https://www.bu.edu/cas/current-students/phd-mfa-students/leave-of-absence-and-withdrawal/>.

GRS policy on childbirth accommodation, leave of absence, and related matters can be found online at <https://www.bu.edu/academics/grs/policies/withdrawal-leave-of-absence-and-reinstatement/> and <https://www.bu.edu/academics/grs/programs/phd-degree-requirements/>.

For additional information related to satisfactory academic progress, please see the section below titled 'Departmental Annual Progress Review & Dismissal Policy.'

### ***Residency and Registration Requirements***

Each student must satisfy a residency requirement of a minimum of two consecutive regular semesters of full-time graduate study at Boston University. Full-time study in this context is full-time commitment to the discipline as determined by the department. Without necessarily implying full-time course enrollment, this commitment permits access to libraries, laboratories, faculty, and other academic facilities of the University.

This requirement does not apply to Boston University employees enrolled as part-time students.

### ***Selection of Courses***

A minimum of eight semester courses at the 500-level or above beyond those required for the MA degree is required. Students are expected to take the 800-level graduate seminars in French offered each semester. Additionally, courses should be selected with the goal of developing a well-rounded and thorough understanding of major works and issues that have shaped the French canon and its reception, as per the aims of the degree program. A balanced selection of courses will contribute significantly to satisfactory preparation of the comprehensive examination (see above).

To facilitate the presentation of writing samples needed for many fellowship and prize competitions, students write one research paper in English per year, typically during the Fall semester. Up to one additional paper per year may be written in English when justified, contingent on faculty approval, and not to exceed one paper per semester. To select this option, students consult with their professors as needed.

For students in PhD programs who have not yet advanced to PhD candidacy, tuition for an audited course will be covered by scholarship if the course is approved by the DGS. Students who have advanced to PhD candidacy are entitled to officially audit one course each semester without further tuition charge. See also, <https://www.bu.edu/academics/grs/policies/registration/auditing-courses/>.

### ***Course Petition Process***

Students wishing to take a class as credits toward their degree that is offered outside of the Department of Romance Studies must obtain approval from both their advisor and the Director of Graduate Studies. In some cases, the section head may also be consulted. The student may be asked to provide a syllabus of the proposed class. Other forms of course petitions - – e.g., substituting a 500 or 600 level class for an LF 860 class, waiving a pedagogy class – will follow the same procedure. There is no form for this process, but the approvals should be documented via email and forwarded (or cc'd to) the department's Administrative Assistant.

### ***Grades***

A grade of C+ or lower is considered a failing grade. Incomplete grades must be resolved within one year. If an incomplete grade is not resolved in one year from the date it was recorded, the grade will be converted to an "F". A student who has two Incompletes on their transcript at any one time may be considered in breach of satisfactory academic progress, and will not be allowed to register for the next semester until at least one is resolved. Students are discouraged from making use of GRS provisions for "Incompletes," as these may render them ineligible for certain programs.

### ***Language Requirements***

Each PhD student shall demonstrate a reading knowledge of *at least* one language beyond French and English useful in to their area of research. In some areas of specialization two or more languages may be required in order to insure competence in continuing research and learning. Students may fulfill the foreign language requirement by passing the GRS 621 language course, offered free of charge to GRS Graduate Students, or by passing the Foreign Language Examination in the language of their choice.

### ***Faculty Advisor***

A Faculty Advisor will be assigned to each student entering the graduate program. If for any reason you wish to change your main Faculty Advisor, you should inform your current advisor, the new one, and the RS graduate administrative assistant.

### ***Financial Support***

Initial financial support, normally in the form of a 5-year fellowship, is awarded to all doctoral students upon admission to the PhD program. Continued financial support is contingent on satisfactory and timely progress toward the degree.

The Graduate School of Arts & Sciences maintains a firm policy on additional paid work undertaken by doctoral students supported by fellowships. Such work must meet all of the following criteria:

- The assignment provides the student with an opportunity for professional growth in teaching and/or in expert knowledge of course topics or research;
- The assignment does not exceed five (5) hours/week averaged over the semester;
- The total additional payment for the semester does not exceed \$1,500; and
- The payment is set up as a weekly salary.

***Above criteria current as of 6/28/2021. Criteria may be modified by GRS. The full, current policy can be found online at [www.bu.edu/cas/current-students/phd-mfa-students/financial-aid/aid-for-phd-students](http://www.bu.edu/cas/current-students/phd-mfa-students/financial-aid/aid-for-phd-students).***



## **GRADUATE DEGREE REQUIREMENTS, A CLOSER LOOK**

### **TIMELINE TO DOCTORAL DEGREE PROGRESS**

<b>Semester, Year</b>	<b>Post BA-entrants</b>	<b>Post-MA entrants</b>
Fall Year 1	<ul style="list-style-type: none"> <li>Students take 4 courses, including, whenever offered, a seminar on literary theory.</li> </ul>	<ul style="list-style-type: none"> <li>Students take 4 courses, including, whenever offered, a seminar on literary theory.</li> </ul>
Spring Year 1	<ul style="list-style-type: none"> <li>Students take 4 courses, including LL690.</li> </ul>	<ul style="list-style-type: none"> <li>Students take 4 courses, including LL690.</li> <li>Students should meet early in the semester with each of their professors to confirm their Comprehensive Exam reading lists.</li> </ul>
Fall Year 2	<ul style="list-style-type: none"> <li>Students begin teaching. They take 3 courses, plus LL691 A.</li> </ul>	<ul style="list-style-type: none"> <li>The written Comprehensive Exam should be taken during last days of August prior to the start of the semester.</li> <li>Students begin teaching. They engage in 2 directed studies projects, plus LL691 A.</li> <li>Both Qualifying Papers should be defended by the end of the semester.</li> </ul>
Spring Year 2	<ul style="list-style-type: none"> <li>Students take 3 courses.</li> <li>Students should meet early in the semester with each of their professors to confirm their Comprehensive Exam reading lists.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of dissertation prospectus.</li> <li>The prospectus should be approved by the department and submitted to the GRS by the end of the semester.</li> </ul>
Fall Year 3	<ul style="list-style-type: none"> <li>The written Comprehensive Exam should be taken during last days of August prior to the start of the semester.</li> <li>Students enroll in 2 directed studies.</li> <li>Both Qualifying Papers should be defended by the end of the semester.</li> </ul>	<ul style="list-style-type: none"> <li>Dissertation</li> </ul>
Spring Year 3	<ul style="list-style-type: none"> <li>Preparation of dissertation prospectus.</li> <li>The prospectus should be approved by the department and submitted to the GRS by the end of the semester.</li> </ul>	<ul style="list-style-type: none"> <li>Dissertation</li> </ul>
Fall Year 4	<ul style="list-style-type: none"> <li>Dissertation</li> </ul>	<ul style="list-style-type: none"> <li>Dissertation</li> </ul>
Spring Year 4	<ul style="list-style-type: none"> <li>Students take LL 691 B.</li> <li>Dissertation</li> </ul>	<ul style="list-style-type: none"> <li>Students take LL 691 B.</li> <li>Dissertation</li> </ul>
Fall Year 5	<ul style="list-style-type: none"> <li>Dissertation</li> </ul>	<ul style="list-style-type: none"> <li>Dissertation</li> </ul>
Spring Year 5	<ul style="list-style-type: none"> <li>Completion of GRS administrative requirements for graduation.</li> <li>Completion, submission, and defense of the doctoral dissertation.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of GRS administrative requirements for graduation.</li> <li>Completion, submission, and defense of the doctoral dissertation.</li> </ul>

*Timeline Addendum: Please note that while the timing is flexible, students must also complete the requirements of practical training and demonstration of reading knowledge in a second non-English language in order to graduate.*

# GUIDE TO THE COMPREHENSIVE EXAMINATION

## GENERAL OVERVIEW OF THE COMPREHENSIVE EXAMINATION

All graduate programs in French include a required written examination based on a comprehensive Reading List. Faculty are encouraged to maintain a “master” list of 15-25 canonical works from which to select examination materials best suited to individual students. Students should consult with each faculty member regarding the preparation of their reading lists. Generally speaking, all faculty contribute to the preparation of the exam, whose evaluation is overseen by a committee of no fewer than 3 members appointed by the DGS and Section head.

Examination policies and procedures as follows:

- The examination is to be written in French.
- The student will be provided with a computer for examination use.
- No resource materials (notes, books, etc.) are allowed at the exam, and no cell phones or other communication devices are permitted at the exam.
- The examination is divided into parts and generally administered over two or more days spread over a period not longer than 2 weeks.
- Normally, students take the exam sections in chronological order.
- The exact dates will be determined on a semester-by-semester basis, dependent on needs. Please see the more detailed description below and the “Timetable to doctoral degree progress” for more exact information about the timing of this milestone.

Each faculty member should submit his/her examination questions to the DGS by an agreed upon date. These may be the same for all students or they may vary, depending on the group of students taking the exam and their backgrounds. The DGS should ensure that the RS graduate administrative assistant has all the questions for all periods, clearly labeled by period/century (and by student, as needed). Each exam question will need to be on a separate page with the student’s name on it. This will best allow the RS graduate administrative assistant to proctor the exam without complications.

Each essay should be read by two faculty members. If there is a difference in the assessment of whether a passing grade can or should be given, a faculty member or the DGS may be asked to read the essay(s) in question.

Students must successfully complete all sections of the Comprehensive Examination in order to receive the MA degree and/or advance to the next stage in their course of study (the Qualifying Papers).

Students entering graduate study at Boston University after completing an MA in French elsewhere will normally be required to successfully complete the Comprehensive Exam as part of their progress towards the PhD. Students who can provide proof of having satisfactorily completed an equivalent written examination at another university may, exceptionally, petition the department faculty and the DGS to receive BU program credit for that examination.

## DESCRIPTION OF THE EXAMINATION CONTENTS AND FORMAT

### *Material covered*

The exam is divided into eight segments based roughly on chronology and periodization, divided as follows:

- Medieval (≈12th-15th centuries)
- Renaissance (≈ 16th century)
- Early Modern (≈17th century)
- Enlightenment (≈18th century)

- The 19th century
- The 20th century until the end of WWII (up to 1945)
- The Post-WWII 20th century to the present day (1945-today)
- The Francophone World

All students are examined on all segments of the exam, on the basis of a reading list prepared in consultation with the individual faculty member(s) in that area of specialization.

The exact contents of the reading lists will be selected from a standard menu of works selected by each faculty member. The selected examination reading may vary from student to student (as will to a lesser extent, the precise number of works read). Decisions about what to include on a reading list should take into account the following considerations:

- Works read during graduate coursework
- Significant gaps in a student's knowledge of a given period or genre
- Individual interests and plans for future research
- The total length in pages of the works to be read
- Selections may be chosen, as appropriate, from longer works, poetry collections, etc.

After reading lists for each exam segment have been decided upon in consultation with the appropriate faculty members, the student is responsible for ensuring that a neatly formatted list of all works to be read for the comprehensive examination is submitted to the DGS and graduate program administrator. The complete list may be circulated to all faculty members, in case consultation or discussion about its contents is desired. The list becomes part of the student's departmental file. This step should be completed at least one month prior to the end of the last complete semester prior to the first scheduled examination session. Failure to prepare, circulate, and submit Reading Lists in a timely way will result in the postponement of the written comprehensive examination date, with all of the attendant consequences.

#### ***Exam format, administration, and evaluation***

For each period/reading list, students will be presented with two short passages extracted from the works read and clearly identified by author and title. These will be accompanied by a single question, intended to offer a combination of structure and freedom to the student. The student will compose one essay in response to this prompt.

The eight segments of the exam will be covered through a total of four, three-hour sessions spread over two days, with time left between sessions to allow for sufficient rest. (It may be necessary to spread these sessions over more than two days, but this will be on an *ad hoc* basis for reasons of logistics.)

This means that two reading lists/periods will be examined at each three-hour sitting, for a recommended or average time per essay of 90 minutes.

Students take the examination segments in chronological sequence, by order of the period covered.

Each exam segment will be graded on a scale of: High Pass, Pass, Low Pass, Fail.

Every attempt will be made to provide students with the results of their exam within a maximum of three weeks from the date of examination. Time when the university is closed (e.g., for holidays) is not included in this calculation.

#### **PREPARATIONS FOR THE COMPREHENSIVE EXAMINATION**

Students are advised to consult with their advisors and other faculty members to finalize their reading lists early in their preparations, and no later than the midpoint of the last semester before they take the examination. Students are responsible for ensuring that they obtain information about the examination contents and format, or any other related concerns of a general or specific nature, from an appropriate

faculty member and/or the DGS.

#### **TIMING OF THE COMPREHENSIVE EXAM**

Students beginning graduate study during or after September 2013 will normally sit the written Comprehensive Exam during the final days prior to the beginning of the semester after they have completed all coursework except the Directed Studies leading to the Qualifying Papers and/or LL691, as appropriate. This will usually mean that the Comprehensive Exam is taken during the second half of August, immediately prior to department and GRS orientations. Appropriate care should be taken to plan for the administration of the Comprehensive Exam before students and faculty depart for the summer vacation.

#### **RE-EXAMINATION**

If a candidate receives a failing grade on one or more sections of the exam, s/he may petition to re-sit the section(s) in question. The petition is normally presented to the DGS and the Section Head within 30 days of the original examination sitting, and should contain a detailed account of work undertaken and/or planned to master the areas previously judged insufficient. A projected timeline for re-examination should be established without delay. In order to ensure timely degree progress, and out of respect for each candidate's future career plans, every effort should be made by both the candidate and the faculty to facilitate the candidate's successful re-examination in the necessary sections within 90-120 days (or approximately 3-4 months) after the initial failed attempt. The time from initial examination to the successful completion of all sections should not be longer than 180 days (six months).

Failure to achieve a passing grade on the second examination effort is considered evidence of unsatisfactory academic progress, and is grounds for termination from the program.

## **CURRICULAR PRACTICAL TRAINING (CPT) REQUIREMENT**

### **DESCRIPTION OF THE CURRICULAR PRACTICAL TRAINING (CPT) REQUIREMENT**

The Department of Romance Studies recognizes the importance of practical training in those professional areas toward which its graduate academic curricula are aimed. Graduate students are therefore required, as an essential component of their academic preparation, to complete a Curricular Practical Training (CPT) experience during their course of study.

The CPT requirement may be fulfilled in a wide variety of settings and through a number of roles, including but not limited to: acting as a research assistant, acting as an instructor or teaching assistant in language or literature classes other than those given at Boston University, work for BU Study Abroad, or other pertinent internship or employment opportunities, as approved by the student's advisor and the DGS or chair. The duration of the CPT experience will be negotiated by the student, the student's advisor, and, where, relevant, the on-site supervisor. The departmental teaching fellowship does not count as a practical training internship. Research carried out for academic credit may not be counted toward the CPT requirement. Questions about whether a given activity may be used to fulfill the CPT should be resolved as early as possible in co-ordination with the student's advisor and the DGS.

### **VALIDATING CPT ACTIVITIES FOR PROGRAM CREDIT**

To receive program credit for the CPT, a one-page description of the internship and its relevance for the student's graduate studies should be submitted (along with the CPT form) for review and approval, first to the student's academic advisor, and then to the DGS. Upon approval, the DGS will notify the student and the department administrator of the department's decision and the description will remain in the student's permanent file. The CPT form can be obtained from the administrative assistant.

### **INTERNATIONAL STUDENTS**

Please note: F-1 Visa holders and other international students wishing to fulfill their Practical Training requirement through off-campus employment should note that the International Student and Scholars Office (ISSO) must grant CPT authorization **prior** to the start date of employment in the internship. Please consult as early as possible with the RS graduate administrative assistant, the ISSO, your advisor, and the DGS to be sure that all authorizations, forms, and approvals are completed as required.

Information about the CPT can be found at: <http://www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/curricular-practical-training-cpt-f-1/>.

### **REGISTRATION STATUS**

Students wishing to complete a CPT experience during a Fall or Spring semester must also be registered during that semester. Summer registration may not be required under some circumstances, but consultation about specific cases should be made with the ISSO.

### **WAIVERS**

Students who wish to petition for a waiver should consult with the DGS.

## **QUALIFYING PAPERS**

### **OVERVIEW OF THE QUALIFYING PAPERS**

Between completion of the Comprehensive Examination and the preparation of the Dissertation Prospectus, students must write two “Qualifying Papers.” These substantial research papers (30 pages minimum) on two significantly different topics in French literature help prepare the student for the doctoral dissertation process. A different faculty advisor is required for each paper. Qualifying papers are evaluated by a committee of faculty readers and defended during a two-hour oral examination.

One paper must be written in French and one in English. Usually, one paper helps the student to learn more about their anticipated dissertation topic, while the other develops a complementary area of interest. Students are strongly encouraged, but not required, to build on papers written for previous courses and seminars when selecting topics for their Qualifying Papers.

### **PREPARATION OF THE QUALIFYING PAPERS**

During the semester in which the Qualifying Papers are to be written and defended, students should register for a Directed Study with each of the faculty members under whom they wish to complete their Qualifying Papers. For students who have entered the doctoral program post-BA, and as possible for post-MA entrants, these two Directed Studies will usually provide the final two required courses. Students who have completed their coursework the previous Spring semester, may not, at this time, be able to register officially for a Directed Study, since under GRS policy these cannot be audited. However, the Directed Study for Qualifying Paper should be guided by the same academic principles (below) in each case.

It is understood that research and writing of the Qualifying Paper will progress evenly over the course of the semester according to a formally agreed-upon schedule, supported by regular meetings. Students should complete a departmental “Graduate Directed Study” form and a syllabus clearly indicating the intended schedule of meetings, deadlines for completion of research, submission of initial drafts, and appropriate revisions. This should ideally be completed prior to the first day of classes for the new semester, and must be given to the RS administrative assistant and the DGS no later than the end of the second week of the semester in question. Each Qualifying Paper should be completed in time to allow for the paper’s approval and defense during the same semester, meaning that it typically will need to be in final, approved form, *at least* two weeks prior to the end of courses to allow for circulation to selected jury members and scheduling of the defense.

Due to the potential for excessive burden on individual faculty members, please note that faculty may choose to limit, within reason, the number of students whose Qualifying Papers they accept to supervise in any given semester. Please confirm the availability of your desired advisors before making detailed plans.

### **APPROVAL AND DEFENSE OF THE QUALIFYING PAPERS**

After the Qualifying Paper has been completed, it is formally submitted to the supervising faculty member, and then to the DGS. The DGS and the RS graduate administrative assistant will schedule a two-hour oral defense (examination) based on these two papers, and also facilitate the distribution of both Qualifying Papers to all four faculty members who will serve on the evaluating jury. Students may indicate to their advisors or the DGS any preferences for faculty jury members, but should allow a faculty or staff member to ascertain their availability. A minimum of four faculty members must attend this oral defense (examination). The committee will include a chair who is NOT the student’s advisor.

Please make sure to submit your qualifying papers and to provide the administrative assistant with your preferred date range for taking the exam at least two weeks prior to the anticipated date of the exam. This ensures that there is sufficient time for the faculty jury to read the papers and for the administrative assistant to organize the exam.

## **ADMINISTRATIVE GUIDELINES**

The defense of the Qualifying Papers is an oral examination for all administrative purposes. Timely and successful completion of the Qualifying Papers is an important milestone in progress towards the PhD. Upon successful completion of this defense, students will be considered ABD.

Students who write their Qualifying Papers while officially registered for a Directed Study will receive a letter grade for this course. Students whose Directed Studies are not officially recognized by the registrar will have a letter grade entered into their file at the department level. Students who do not defend their Qualifying Papers during the semester in which they are written will receive a grade of “I,” pending revision and as appropriate.

Failure to defend the Qualifying Papers within a maximum one-semester extension of the indicated, required timeline is a breach of satisfactory academic progress, and grounds for termination from the program. Please note that this policy is different from the standard GRS practice surrounding conversion of Incomplete grades.

Students may be interested to know that as an official oral exam, the date of the Qualifying Paper defense is entered on their transcripts and becomes part of their record.

## THE DOCTORAL DISSERTATION

Each candidate for the Degree of Doctor of Philosophy (PhD) is required to demonstrate the ability for independent scholarship through the preparation of a dissertation demonstrating original research. The length of the dissertation will depend on the nature of the subject and what its adequate treatment entails. Each candidate is also required to demonstrate his/her mastery of the field of specialization by presenting and defending the dissertation at a scheduled final oral examination.

Please note that the various forms referred to below can be accessed and downloaded at: <http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-phd-forms-policies-procedures/grs-dissertation-and-graduation-procedures/>. This URL is subject to change. Please check with the RS graduate administrative assistant in case of doubts about forms, deadlines, or GRS procedures.

### THE DISSERTATION PROSPECTUS

#### *Preparing the dissertation prospectus*

Upon satisfactory completion of course work, language requirements, and qualifying examinations, the student is to select a tentative dissertation topic, with the agreement of a first and second reader of his/her choice.

The prospectus should be at least 10 but not more than 20 pages long. It can be written in either French or English. A prospectus has no rigid form, but should, generally speaking, establish the basis for the dissertation project, how it relates to the intended field of specialization, and what major questions it will address. The prospectus should also give some broad indication of the dissertation's expected methodology and organization. It is understood by all that the prospectus is a description of work intended but not yet undertaken. Many students will be in possession of more detailed plans based on work completed for Qualifying Papers. The prospectus should be submitted to the student's advisor within **30 days** from the date of the Qualifying Paper defense. In the case of students who defend their qualifying papers in December, the prospectus should be submitted in the following spring term, by February 20. When submitted, the prospectus will be accompanied by a bibliography of 25 primary and secondary works that are considered by the student and advisor to be an agreed-upon "must read" foundation for the project. Some items on the bibliography may be annotated as desired; others may have already been consulted. The bibliography will be prepared in close consultation with the faculty advisor.

With the advisor's approval, the prospectus narrative and bibliography are to be circulated to the section faculty, in case comment or consultation is desired. Barring additional requests for revision, the "Dissertation Prospectus Approval" form should be submitted to GRS within **60 days** from the date of the Qualifying Paper defense.

An approved prospectus is a prerequisite for many fellowship opportunities both at BU and beyond. The prospectus is properly the first step in the dissertation process, and should not be submitted after substantial time and work on the intended dissertation has already been completed. Failure to submit the "Dissertation Prospectus Approval" form within 120 days (roughly 4 months or the length of one full semester) from the date of the Qualifying Paper defense will normally be considered a breach of satisfactory academic progress, and may interfere with appointment as TF and other eligibility criteria.

#### *Submission of the Prospectus to the GRS*

When the final prospectus has been approved at the department level, the "Dissertation Prospectus Approval" form should be attached to the approved prospectus as a cover sheet. The DGS should sign the form and both readers should send their approvals via email to the RS graduate administrative assistant to file. At this time the student should obtain a copy of the *Research Guide for Writers of Theses and Dissertations* available at: <http://www.bu.edu/library/files/2014/12/guide.pdf>. These steps should be completed prior to undertaking the more extensive phase of dissertation research.



## THE DISSERTATION

### *The Dissertation as a Process*

Writing a successful dissertation requires a combination of steady work, resourcefulness, originality, and insight, combined with a support network of peers and faculty advisors. Students are strongly encouraged to seek informal and formal opportunities to discuss their work with others and learn more about a range of approaches to researching and writing the dissertation. Resources, such as the Boston University Center for the Humanities (BUCH) Dissertation Writers Workshop, provide invaluable community, intellectual resources, and skills-sharing.

Students are responsible for seeking assistance and feedback as needed from their advisors, and for adhering to a schedule of regular progress check-ins no less frequent than monthly.

### *Satisfactory Academic Progress and the Dissertation*

A typical and expected rate of progress on the dissertation is at least one polished chapter per semester or the equivalent. Drafts submitted to meet this requirement should be sufficiently developed and polished to permit detailed critiques and suggestions for improvement. Students who wish to be considered for honors such as international exchanges or positions with Study Abroad should demonstrate the ability to work independently by establishing a clear track record of timely progress throughout the degree program. Except under exceptional circumstances (e.g., prolonged medical leave), failure to show proof of dissertation progress for two consecutive semesters will be considered as a breach of satisfactory academic progress, and is likely to adversely affect the allocation of TF positions, etc.

The dissertation may be written in English or French.

## PREPARING FOR THE DISSERTATION DEFENSE

At this time, the student should refer to the GRS PhD Dissertation and Graduation Procedures webpage (<http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-phd-forms-policies-procedures/grs-dissertation-and-graduation-procedures/>). Questions should be directed to the GRS Records Office at [grsrec@bu.edu](mailto:grsrec@bu.edu).

Additionally, students should make an appointment to speak with the RS administrative assistant near the beginning of the term in which they plan to defend in order to go over the timeline of deadlines.

### *Dissertation Abstract and Schedule of the Final Oral Exam*

The DGS and administrative assistant will schedule the final oral exam. **Approximately five weeks prior** to their intended examination date, students should provide the administrative assistant with their abstract, desired examination date range, and the *Schedule of the Final Oral Exam with Abstract Approval* form (<http://www.bu.edu/cas/files/2015/09/Schedule-and-Abstract.pdf>). Students must completely fill out the 'Dissertation Committee Information' section of the form. Please see below under the 'Selecting the Examination Committee' heading for details on the composition of the committee. The examination should be scheduled as early as possible with regard to the GRS deadline date.

The abstract (maximum 350 words, written in English) must be approved by the student's major advisor, the DGS, and the RS department chair. All three sign the *Schedule of the Final Oral Exam with Abstract Approval* form to indicate their approval of the abstract. Prior to submitting their abstract to the administrative assistant, students should obtain approval of the abstract from their advisor. Review and approval by the DGS and RS chair can happen after submission to the administrative assistant.

Once the exam has been scheduled, the approval form and the abstract are submitted to the Graduate School for review and approval by the GRS Assoc. Dean. The Graduate School will notify the student of the abstract approval or if revisions are required. The abstract will be distributed by GRS with the formal announcement of the Oral Final Exam. Please note that GRS policy mandates that the abstract be written in English even if the dissertation is written in French.

*Note: The GRS deadline to submit the abstract and scheduling form is three weeks prior to the oral exam date. However, submitting the abstract and the form to the RS administrative assistant five weeks prior provides him/her with sufficient time to schedule the defense and obtain the necessary signatures before submitting these materials to GRS.*

### ***Departmental Review of Dissertation prior to Defense***

The student is responsible for submitting the dissertation in its final form to the departmental office **at least one month prior** to the date of the final oral examination (Dissertation Defense). Submission should be both electronic (PDF or MS Word) and in hard copy. Students are responsible for the preparation of up to five spiral-bound printed copies of the dissertation (one for each member of the jury) if requested.

Students are also required to submit a draft of their dissertation to GRS Records ([grsrec@bu.edu](mailto:grsrec@bu.edu)), in PDF form, at least three weeks prior to their Oral Exam.

### ***Selecting the Examination Committee***

The DGS and the student should select the Examining Committee, consisting of at least four faculty members. The first and second readers (and third reader, if chosen) should be members of this committee and a chair of the committee (other than the first reader) should be chosen. At the discretion of the department, one of the five may be a representative of a department or division other than that of the candidate. Please note that any committee members who are not BU faculty of professorial rank will require a Special Service Appointment (<http://www.bu.edu/cas/files/2015/09/SSA.pdf>).

### ***The Dissertation Committee and the Dissertation Defense***

The following guidelines reproduce verbatim GRS policy (as of 2018 September) regarding the composition of the PhD dissertation examination committee.

The examining committee is composed of four or more professorial faculty members, including the readers and a committee chair. The committee chair can be a designated reader, an additional committee member, or serve only in the capacity of chair for the defense. A designated reader is defined as those committee members who sign the final dissertation approval page; all committee members are expected to read the dissertation prior to the final oral examination even if not appointed as a designated reader.

At least two of the committee members, including the chair and either the first or second reader, must be from the student's department or graduate program. If, by special arrangement with the Graduate School of Arts & Sciences, the committee's first reader is not from the student's department or program, then at least the chair and the second reader of the committee must be from the student's department or graduate program. A special appointment, approved by the dean of the Graduate School of Arts & Sciences, is required for those committee members who are visiting, adjunct, and emeritus faculty; Boston University employees not of professorial rank; and examiners from outside Boston University. A majority of the committee must be Boston University professorial faculty members who do not require a special appointment. The membership of the committee must be approved by the department chair/program director or the director of graduate studies.

*Taken from <https://www.bu.edu/academics/grs/programs/phd-degree-requirements/>.*

The authority to approve the make-up of a dissertation committee rests with the department/program and requires the signature of the DGS or chair. Programs are expected to ensure that committees are appointed that have the appropriate expertise, breadth within the discipline, and independence to ensure a fair assessment of the dissertation, that it is a "valuable contribution to knowledge in the student's field" and that the student "demonstrates a mastery of his/her field of specialization in relation to his/her dissertation" (GRS bulletin).

Members of the Boston University faculty from any school or college within the university that hold professorial rank (i.e. their title includes the word professor) may serve on a GRS PhD dissertation examination committee without need of a special appointment. Special Service Appointments are required for committee members without a Boston University faculty appointment, and for the exceptional case of a committee member from Boston University not of professorial rank. The primary criterion for approving a special service appointment is that the person is an active scholar/researcher in the discipline as demonstrated by their publication record.

In view of this policy, students are encouraged to expand their professional networks to include the guidance and support of faculty members pertinent to their dissertation from beyond the department, or even GRS and Boston University, as appropriate.

#### ***Submitting the Approved Dissertation to the Graduate School***

After successful completion of the final oral examination, the department formally notifies the candidate and the Graduate School of the results. Please refer to the GRS PhD Dissertation and Graduation Procedures webpage (<http://www.bu.edu/cas/students/graduate/grs-forms-policies-procedures/grs-phd-forms-policies-procedures/grs-dissertation-and-graduation-procedures/>) for the final submission of the approved dissertation. Questions should be directed to the GRS Records Office at [grsrec@bu.edu](mailto:grsrec@bu.edu).

#### **DIPLOMA APPLICATIONS/PREPARING TO GRADUATE**

Boston University awards diplomas in May, September, and January. Candidates for the PhD must complete and submit a GRS “Intent to Graduate for the Degree of Doctor of Philosophy” in accordance with the deadlines posted at <http://www.bu.edu/cas/current-students/phd-mfa-students/graduation-information/>. Forms are due approximately four months prior to intended graduation.

## **DEPARTMENTAL ANNUAL PROGRESS REVIEW & DISMISSAL POLICY**

For the duration of their program, graduate students are required to maintain satisfactory academic progress. The Graduate School of Arts & Sciences defines satisfactory academic progress as follows:

- Maintain a GPA of 3.0 or higher
- Have no more than two failing grades and/or W grades
- Meet all milestones of the degree, such as comprehensive exams, qualifying exams, and dissertation prospectus, on the schedule specified by the program
- Meet all milestones of the degree with sufficient quality of work as specified by the program
- Satisfactorily fulfill all service fellowship obligations, as specified by the program

In order to ensure that all students are making good progress toward completion of their degree program, the Romance Studies Department conducts a comprehensive annual review of all graduate students. This departmental review is in addition to the regular meetings and communications that you have with your advisor throughout the year.

Please see the sections above under the headings 'Program Timelines and Satisfactory Academic Progress' and 'Timeline to Doctoral Degree Progress' for details on the schedule of academic milestones, requests for Leaves of Absence, and other related information.

### **DEPARTMENTAL ANNUAL REVIEW**

- The annual review will normally be conducted during the fall semester.
- The review evaluates all aspects of a student's academic career, including coursework, completion of milestones toward the degree (e.g., qualifying exams, dissertation prospectus, etc.), and performance of teaching responsibilities.
- The Director of Graduate Studies coordinates the annual review, with input from the student's advisor and the faculty who have overseen the student's teaching assignments. As appropriate, the Department Chair, Associate Chair, appropriate Section Head, and/or the appropriate Overall Language Program Coordinator may be consulted as well.
- At the conclusion of the review process, the Administrative Assistant will send a summary of progress milestones to each student, with a copy to the advisor. Students for whom there are concerns will receive additional communications from their advisor and/or the DGS ('concerns' including, but broader than, students being placed on formal probation). Students will always be notified of potential issues prior to the initiation of formal probation procedures and will have the opportunity to remedy those concerns.
- A report of the evaluation will be kept in the student's file in the department.

### **PROBATION & DISMISSAL PROCEDURES**

- Students deemed to be NOT making satisfactory academic progress will be provided with a probationary period typically of one semester and not longer than one year.
- Students will be provided with a rationale for why they are being placed on probation, including identification of specific problem(s).
- The student's advisor will develop a Plan of Action for the student in consultation with the DGS and Section Head. In cases of poor teaching performance, the current pedagogy instructor and the relevant Overall Language Program Coordinator will also be consulted. The Plan of Action will identify targets/metrics and deadlines, and will also make provision for appropriate feedback and support for the student.

- The student will be provided with reasonable opportunity to discuss the probation and the plan of action with their advisor and the DGS.
- GRS Records will be informed when a student is placed on probation, and will also be informed of the results at the conclusion of the probationary period. In cases in which the student fails to make satisfactory progress, the DGS will formally submit a request to the Associate Dean of GRS asking that the student be dismissed from the program.
- The dismissal is formally implemented by the Associate Dean of GRS.

**Student Recourse**

- Under GRS/University policy, a student has the right to appeal a dismissal decision to the CAS dean and, if not satisfied with the response of the CAS dean, to the Associate Provost for Graduate Affairs.

Official GRS policy on dismissal of graduate students can be found at <https://www.bu.edu/academics/grs/policies/suspension-or-dismissal/>.

## **FURTHER RESOURCES**

### **FOR TEACHING FELLOWS**

Please be aware that the continuation of teaching fellowships is subject to maintaining satisfactory academic progress. Extensions of time cannot be guaranteed and are distinct from the allocation of TF awards.

#### **PEDAGOGICAL TRAINING**

The acquisition of both practical and theoretical training in pedagogy is an essential aspect of the preparation for professional activity offered by the graduate program in French Language and Literature. All teaching fellows are required to participate fully in the pedagogical training required by GRS and by the department. This sequence includes LL690 and two semesters of LL691, as well as GRS-required teaching fellow orientation(s) and training(s)..

#### **OFFICE HOURS**

Teaching fellows are required to make themselves available to their students for a minimum of two hours a week. This availability should be clearly communicated to students and should continue even if students do not immediately avail themselves of this resource.

#### **COORDINATION MEETINGS**

Attendance at all coordination meetings is required. Should teaching fellows be unable to attend a particular meeting, they should advise their coordinator of this absence in advance and arrange to meet with the coordinator at a later date. Outside employment will not be considered a valid reason for absence from coordination meetings.

#### **PROCEDURES TO FOLLOW WHEN MISSING ONE OR MORE CLASSES**

a. **One class** When teaching fellows know in advance that they will need to miss a class, they should immediately advise their coordinator and the Head of the French Language Program of which class they will be missing and who will be substituting for them.

Substitutes are usually instructors teaching the same level. It is understood that the absent teaching fellow will return the favor at a later date. Please do not arrange for a substitution without informing your coordinator.

**b. Two or more classes** If a teaching fellow will miss two or more consecutive classes, they should request written permission from their Coordinator.

**c. Unexpected illness** In the case of unexpected illness, teaching fellows should call (617) 353-2642 and speak to a full-time Romance Studies staff member. That person will see that a notice of cancellation is posted outside the classroom. The teaching fellow should also use the Faculty Link to notify his or her students of this cancellation and should email his or her coordinator regarding the action taken.

Please see your advisor, the DGS, or the RS graduate administrative assistant if you have further questions regarding this matter.

### **BU EXCHANGE AND STUDY ABROAD OPPORTUNITIES**

Students must be in good academic standing to be considered for the following or other positions. Proof of the capacity to work independently is required. Priority will be given to students who will have defended their Qualifying Papers prior to travel abroad and to those students who require an extended stay in France for research and professional development purposes.

The Department of Romance Studies has a formal exchange convention with the École Normale Supérieure in Lyon. Students must be native speakers of English to participate. For detailed information and application information (application posted at the end of January and due at the end of February), please see Professor Kelly.

In recent years, there have been frequent opportunities for PhD students in French to serve as assistants at BU Study Abroad programs in Paris and Grenoble. Please consult with the DGS if you are interested in these positions.

## **APPENDIX 1: AWARDS & FELLOWSHIPS**

Doctoral students are very strongly encouraged to apply for internal and external fellowship support, and to participate in Summer Institutes as possible. Grantsmanship is an important professional skill, and success in these competitions will result in additional time for research and writing and/or new skills and professional networks. The information presented here is subject to change, and should not be considered exhaustive.

### **INTERNAL BOSTON UNIVERSITY COMPETITIONS**

Please plan ahead. Department deadlines can be as much as 3 weeks ahead of university deadlines, and a winning application takes time to prepare.

#### **DEPARTMENTAL CONFERENCE TRAVEL AWARDS**

The department makes limited funds available to graduate students who are presenting papers at professional conferences. The number and size of awards made is determined by budget availability, by the number of requests received, the nature of the conference event, and the stage in the student's training. The highest priority will be given to requests by advanced doctoral candidates who plan to travel to major conferences to present work directly related to the dissertation, and to students who are attending the MLA for job-seeking purposes. Funding is not guaranteed, and cannot be expected to cover the full cost of travel. Please contact the DGS with any questions. Applications for departmental conference travel funds are usually made early in the Fall and Spring semesters.

#### **GRADUATE RESEARCH ABROAD FELLOWSHIP (GRAF)**

The Graduate School of Arts & Sciences, using funds from alumni gifts, has established a fellowship program, Graduate Research Abroad Fellowships, to support foreign-based research by doctoral students whose field-based or archival research requires an extended period of residence in another country or countries. This program is primarily intended for students in the Humanities and the Social Sciences, where the opportunity to conduct foreign research is often crucial and where sources of funds are limited, but students from all Arts & Sciences disciplines will be eligible for consideration. GRAF fellowships may not be used for foreign-based study or training such as acquiring language skills, or for attending professional conferences. There are two kinds of GRAF:

- The Short-term GRAF supports travel and living costs during a relatively brief period of study abroad. For trips taken during the academic year when students will normally be supported by another fellowship, up to \$4000 in travel costs is provided. For trips during the summer (late May through August) a fellowship provides up to \$6000.
- The Long-term GRAF enables a student to spend an extended period (at least a full semester) of foreign-based field or archival research. It provides up to \$13,000 to cover living, travel, and research expenses. Students awarded a Long-term GRAF during their first five years will have one semester of their 5-year doctoral fellowship delayed until their sixth year. Students traveling abroad for a year may elect to have a second semester for their fellowship delayed to the sixth year. A Long-term GRAF also provides Continuing Study Fees and the cost of participation in the basic BU student health plan for the time the student is abroad.

Fellowships will be awarded to students nominated by their departments and recommended by a faculty committee. At the time of nomination, students should be well advanced in their doctoral studies and will normally have completed all doctoral program requirements except the dissertation. The GRS deadlines are usually November 1 for the fall round and March 21 for the spring round; applications should be submitted to the department 3 weeks ahead of these deadlines. Each department or doctoral program may nominate up to three students per semester. Up to ten Short-term and ten Long-term Fellowships will be awarded each year. Forms and information at: [www.bu.edu/cas/prospective-students/graduate-admissions/graduate-](http://www.bu.edu/cas/prospective-students/graduate-admissions/graduate-)



financial-aid/aid-for-phd-students/.

### **BUCH HUMANITIES GRADUATE AWARD**

Yearly awards in recognition of excellence and achievement. Apply during February, for a strict March 1st deadline. See <http://www.bu.edu/humanities/awards/> for more information.

The department deadline is about three weeks before the BUCH deadline.

### **BUCH GRADUATE FELLOWSHIP**

A residential Graduate Dissertation Fellowship lasting one semester is offered by the Boston University Center for the Humanities. These are separate from the Graduate Student Awards. Graduate Fellows will be expected to reside in the Boston area and attend the BUCH Fellows' Seminar during the semester in which they hold their Fellowships. They are also eligible, if space permits, for office space in the BUCH suite. A student who has previously been awarded a BUCH Graduate Student Award is still eligible for a Graduate Dissertation Fellowship, but a student may only hold a BUCH Graduate Dissertation Fellowship once. Apply during February, for a strict March 1st deadline.

The department deadline is about three weeks before the BUCH deadline.

### **GRS SUMMER RESEARCH FELLOWSHIP**

Summer Research Fellowships provide a stipend of \$6000 to enable PhD students to devote the summer period to work on the dissertation. To be eligible, students must have passed their last Qualifying/Oral Exam. An approved dissertation prospectus is not required to apply. Since the purpose of the fellowship is to allow students to devote full time over the summer to their dissertation research, students may not hold a summer research assistantship or summer teaching fellowship in addition to a summer research fellowship.

### **GRADUATE STUDENT ORGANIZATION (GSO)**

The GSO has a limited number of travel grants available for graduate students. For more information, please visit the GSO website at [www.bu.edu/gso](http://www.bu.edu/gso).

### **JACKSON FELLOWSHIP**

The Ernest A. Jackson Graduate Fellowship Fund is an endowed fund whose purpose is to provide fellowships for travel and research abroad to students enrolled in French.

## **EXTERNAL FELLOWSHIP COMPETITIONS**

This information is intended only as a starting point for your own investigations. Your advisor will be able to help you identify additional funding opportunities appropriate to your particular research area.

### **SUMMER**

Please discuss opportunities that interest you with your advisor and the DGS **as early as possible**. Deadlines given are *program* deadlines. Petitions for GRS support may require significant response time and funding cannot be assured.

- Tuition support from the GRS may be available for a limited number of BU students admitted to the Cornell School for Criticism and Theory (summer program). Submit in early in January for a strict February 1st deadline. For the application, see <http://sct.cornell.edu/apply/>.
- Students who have compelling reasons to attend programs such as the Bryn Mawr Avignon

Program (applications due March 1, <http://www.institutdavignon.fr/>), or workshops sponsored by the Folger and Newbury Libraries may also be eligible to request limited support on an ad hoc basis.

- Each year the National Endowment for the Humanities sponsors a number of two- to six-week long Summer Seminars and Institutes around a diverse set of topics. Participants receive a stipend from the NEH to offset the cost of attendance. Each seminar or institute holds a limited number of spots in reserve for advanced doctoral candidates. Apply in January/February for a deadline of March 1. See: <http://www.neh.gov/divisions/education/summer-programs>

## ACADEMIC YEAR

These fellowship competitions are specifically for students working on projects related to French and Francophone subjects.

### *Chateaubriand Fellowship*

The Chateaubriand Fellowship is a grant offered by the Embassy of France in the United States. Every year, it allows doctorate students enrolled in American universities to conduct research in France for up to 10 months. Chateaubriand recipients receive a stipend, a round trip ticket to France, and health insurance. Candidates must be currently working on their PhD. They do not have to be U.S. citizens, but they must be enrolled in an American university. However, French citizens are not eligible to apply. Candidates must obtain a letter of recommendation from their advisor(s) in the U.S., as well as a letter of invitation from a professor affiliated with a French university or research institution. Please be in touch with your supervisor in France as early as possible. Applications may be submitted beginning in October and no later than January 31 for the following academic year. See: <http://humanities.chateaubriand-fellowship.org/>.

### *Mary Isabel Sibley Fellowship*

The Mary Isabel Sibley Fellowship is awarded annually alternately in the fields of Greek and French. The award may be used for the study of Greek language, literature, history, or archaeology, or the study of French language or literature. Candidates must be unmarried women 25 to 35 years of age who have demonstrated their ability to carry on original research. They must hold a doctorate or have fulfilled all the requirements for a doctorate except the dissertation, and they must be planning to devote full-time work to research during the fellowship year. The award is not restricted to members of Phi Beta Kappa or to U.S. citizens. The next application deadline for French studies will be in January 2020. See: <https://www.pbk.org/Awards/Sibley>.

### *Identifying Fellowship Opportunities*

The MLA maintains a detailed list of fellowship opportunities, including fellowships for doctoral students, available at: <https://mlaresources.mla.hcommons.org/category/fellowships/>

## **APPENDIX 2: PROFESSIONAL DEVELOPMENT**

### **A SHORT BIBLIOGRAPHY FOR GRADUATE STUDENTS IN THE HUMANITIES**

The list below offers a glimpse of the many published resources for graduate students in the humanities wanting to gain a better understanding of everything from proper bibliographic formatting to landing the first tenure-track job. While every attempt has been made to indicate the most frequently recommended volumes, individual needs and preferences will vary between users. Six titles have been given \*asterisks as being especially strongly recommended reading for all graduate students.

Basalla, Susan Elizabeth. "So What Are You Going To Do With That?" : Finding careers outside academia. Chicago: University of Chicago Press, 2007.

Belcher, Wendy Laura. *Writing Your Journal Article In 12 Weeks : A guide to academic publishing success.* Thousand Oaks, Calif. : SAGE Publications, c2009.

\*Bolker, Joan. *Writing Your Dissertation In Fifteen Minutes A Day : A guide to starting, revising, and finishing your doctoral thesis.* New York : H. Holt, 1998. *No longer available new, but still available via used booksellers.*

\*Booth, Wayne C. *The Craft Of Research.* Chicago : University of Chicago Press, c2008.

Cahn, Steven M. *From Student To Scholar : A candid guide to becoming a professor.* New York : Columbia University Press, 2008.

Germano, William P. *From Dissertation To Book.* Chicago : University of Chicago Press, 2005.

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## APPENDIX 3: GRADUATE STUDENT ON-CAMPUS RESOURCES

### **Graduate School of Arts & Sciences (GRS)**

705 Commonwealth Avenue, Suite 112

(617) 353-2696

Financial Aid: [grsaid@bu.edu](mailto:grsaid@bu.edu)

Records: [grsrec@bu.edu](mailto:grsrec@bu.edu)

Deputy Title IX Coordinator: Carian Diaz, [diazc@bu.edu](mailto:diazc@bu.edu), 617-353-6759

### **Fitness & Recreation Center (FitRec)**

915 Commonwealth Avenue

(617) 358-3740

### **International Students and Scholars Office (ISSO)**

888 Commonwealth Avenue, 2<sup>nd</sup> Floor

(617) 353-3565

[isso@bu.edu](mailto:isso@bu.edu)

### **Boston University Police**

32 Harry Agganis Way

(617) 353-2110

Emergency Line: (617) 353-2121

### **Provost Graduate Affairs Office – Professional Development**

<https://www.bu.edu/grad/cd-pd/>

[apgrad@bu.edu](mailto:apgrad@bu.edu)

### **Student Employment Office (SEO)**

881 Commonwealth Avenue, 2<sup>nd</sup> Floor

(617) 353-3594

[seo@bu.edu](mailto:seo@bu.edu)

### **Student Health Services (SHS)**

881 Commonwealth Avenue

General Number: (617) 353-3575

Behavioral Medicine (i.e., Mental Health): (617) 353-3569

*Behavioral Medicine phone will be answered 24 hours a day, 7 days a week.*

### **Student Health Services - Sexual Assault Response & Prevention Center (SARP)**

930 Commonwealth Avenue, 1<sup>st</sup> Floor

(617) 353-SARP (7277)

*Phone will be answered 24 hours a day, 7 days a week.*

*SARP can provide confidential counselling on sexual assault matters.*