CCL Graduate Handbook

School of International Letters and Cultures

(Updated Summer 2021)

ASU **School of International Letters and Cultures**

Arizona State University

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FOREWORD

The PhD in Comparative Culture and Language degree program is linguistically well-grounded, historically and culturally informed, and methodologically transdisciplinary. Central to the program is the critical inquiry of primary texts, aiming at a deep understanding of the development of cultures through history, up to and including the present. This program particularly focuses on research questions and themes that cannot be fully explored within the traditional disciplinary boundaries; instead, it fosters scholarly collaboration across disciplines in order to engage in the production of knowledge useful in a transnational and transcultural age.

This degree program offers the opportunity to pursue, with the guidance of faculty who are comparatists and specialists in particular fields, trans-disciplinary research and teaching. In consultation with their advisor, students will do their coursework in a primary and a secondary area of emphasis. Both areas will be organized around interdisciplinary study and research in more than one language; students will be expected to have advanced proficiency in one language other than English (this is the "language of primary emphasis"), and at least reading knowledge in a second language other than English ("language of secondary emphasis"). For example, a student might choose to study medieval European theater for the primary area of emphasis and medieval book culture for the secondary area. For the primary area of emphasis, then, the students could demonstrate advanced proficiency in one European language, such as French or Italian, depending on the requirements of their research. Then, for the second language other than English, the student would have at least reading knowledge, say, of Latin. Another example: the student chooses to study the representation of the migrant experience in contemporary East Asian cultures as the primary area of emphasis and Film and Media Studies the autobiographical novel as the secondary area. His/her primary area of emphasis wouldmight require advanced proficiency in a certain East Asian Language, such as Chinese, Japanese, or Korean, and the secondary area reading knowledge of one more non-English language, pertinent to their comparative research.

Tempe, May 2021

Academic Policies and Procedures

ASU Graduate Policies and Procedures
Please visit the Graduate College's Graduate Policies and Procedures handbook.

Satisfactory Academic Progress
Please visit https://students.asu.edu/policies/satisfactory-academic-progress.

Archived Handbooks
Previous versions of all SILC graduate program handbooks can be found in the SILC intranet as well as the SILC Canvas. Current students who are not able to access either the intranet or Canvas should contact the Graduate Program Student Services Support Coordinator.

Scholarship/Fellowships/Awards
For Scholarship/Fellowships/Awards, please visit the SILC Website as well as the ASU Graduate College Website, and The College of Liberal Arts and Sciences.

Other resources: Graduate and Professional Student Association (GPSA), Institute for the Humanities Research-ASU, ACMRS Academic Programs Awards and Grants.

Entrepreneurship + Innovation
Do you have an idea for a product or service that could solve a problem, fill a need or enhance people's lives? Entrepreneurship + Innovation at Arizona State University connects you to the information, resources and people that can help you turn your ideas into reality.

Continuous Enrollment
Once admitted to a graduate program, students must be registered for a minimum of one credit hour during all phases of their program. Students must register for graduate level credit every fall and spring semester from admission to graduation. Summer registration in not required unless students are taking examinations, completing culminating experiences, conducting a doctoral proposal/prospectus, defending their dissertations or graduating from the program. Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. To review the full continuous enrollment policy, please see the Graduate College's Graduate Policies and Procedures Handbook.

Coursework
Students will register for all coursework online through their MyASU page. Graduate-level courses are those numbered 500 or higher. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide.

Leave of Absence
Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one graduate credit hour during all phases of their graduate program, including the term in which they graduate. If a student cannot meet this requirement, they must request a leave of absence. The student must submit a leave of absence petition through their

Academic Policies and Procedures

interactive plan of study, which must be reviewed and approved by the academic unit and Graduate College before the anticipated semester of non-registration. Students may request up to two semesters of non-registration during their graduate program.

Academic Integrity
The highest standards of academic integrity and compliance with the university's Student Code of Conduct are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

Withdrawal
Voluntary withdrawal from ASU: If a student wishes to withdraw from his/her graduate degree program and the university, they must complete the *Voluntary Withdrawal Form.* Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses. International students should contact the International Student and Scholars Center (ISSC) before submitting a Voluntary Withdrawal form, as it most likely will affect their visa status.

Voluntary withdrawal from a graduate degree program: If a student wishes to transition from one graduate degree program to another graduate degree program, the student should complete the *Voluntary Withdrawal form*. The student should not take this action until they have been admitted to the other graduate degree program.

Other types of withdrawal: There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at the University Registrar's Office.

International Students
Students who need assistance with visas, immigration status, or other immigration questions should contact the International Student and Scholars Center (ISSC).

Health, Wellness and Accessibility Resources
ASU offers many health and wellness resources for our students. Please visit ASU Health Services for information on counseling, public safety, and Sun Devil Fitness. ASU's Student Accessibility and Inclusive Learning Services is a great resource for students with disabilities or who require special learning accommodations. Additional resources for wellbeing can be found here: Graduate Wellness Resources and 10 Best Practices in Graduate Student Wellbeing.

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Graduation Process
Apply to Graduate: https://students.asu.edu/registration/graduation-apply
Graduation Deadlines: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines

Transfer Credits
Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College office, students may include a maximum of 12 graduate-level credit hours with grades of "B" or better that were not used towards a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted.

Grade Appeals/Grievances
A. The aggrieved student must first undergo the informal procedure of conferring with the instructor, stating any evidence and reasons for questioning that the grade received was not given in good faith. The instructor is obliged to review the matter, explain the grading procedure used and show how the grade in question was determined. If the instructor is a graduate assistant and this interview does not resolve the difficulty, the student may then take the problem to the faculty member in charge of the course (regular faculty member or director of the course sequence).

B. If the grading dispute is not resolved in step A, the student may appeal to the department chair or other appropriate chair of the area within the department (if any). The department chair may confer with the instructor to handle the problem. Step B applies only in departmentalized colleges or schools.

C. If these discussions are not adequate to settle the matter to the complainant's satisfaction, the student may then confer with the dean of the college or school concerned (or the dean-designate) who will review the case. If unresolved, the dean or designate may refer the case to the college or school academic grievance hearing committee to review the case formally. In most instances, however, the grievance procedure does not go beyond this level.

University Resources
ASU Libraries, Graduate Writing and Academic Support Center, Graduate & Professional Student Association, Provost's Office, Career Services, Campus Parking, Student Business Services, Sun Devil Student ID Card, IT Support, Memorial Union, Campus Dining, Student Banking, and Student Organizations

Interactive Plan of Study (iPOS)
Graduate students will file their Doctoral Plan of Study using a secure online process called the Interactive Plan of Study (iPOS). This electronic process will guide you through a step-by-step process and present a list of eligible courses to choose from. A number of edits are built in to

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ensure that students have met university requirements prior to submitting their iPOS. Students must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program. Students will be able to login to review the status at any point along the way.

Admission Procedures

All applications for admission are evaluated by the SILC Graduate Steering Committee (GSC) plus one Graduate Faculty member specializing in the primary language chosen by the student, if necessary. Example A): An applicant wishes to study French as the primary language. The admissions committee will consist only of the GSC, since French is represented on the GSC. Example B): An applicant wishes to study Italian as the primary language. The admissions committee will consist of the GSC, plus a Graduate Faculty member specializing in Italian.

Admission Requirements

Minimum of a bachelor's degree in the humanities or social sciences. Advanced competency in English and in the language of primary emphasis (i.e. the language of most of the coursework and of most of the primary materials for the dissertation) is a condition of admission to the program; students must also have competency in a third language, either upon application to the program, or to be acquired in the course of the program . Students whose bachelor's degree is not in foreign language may be required to submit a writing sample in the language of primary emphasis (and of secondary emphasis if requested) and an instructor's letter addressing their competency. They must complete the Graduate College online application form.

The committee pays special attention to the grade point average (GPA) in all undergraduate work, to the GPA in language and culture courses, and to the student's experience in non- English languages (study abroad, teaching, etc.). The CCL Ph.D. program requires a minimum of a 3.3 cumulative GPA (4.0 = A scale) in the last 60 hours of a student's first bachelor's degree program and 3.5 or better in the last two years of work leading to the bachelor's degree.

In the case of students applying with a Master's degree, the same factors as those for applicants with a bachelor's degree are taken into consideration, with a GPA in Master's work expected to be 3.3 or higher. The committee also evaluates the number and level of graduate courses taken related to literature, language, and culture. It is recommended, but not required, that students applying for admission submit scores for the Graduate Record Examination (GRE).

The documents to be submitted in an application will be:
1. The Graduate online application form.
2. A personal statement summarizing the applicant's educational background and goals. The applicant must indicate what two languages they wish to focus on as the primary and secondary languages.
3. A writing sample of 10-15 pages in English highlighting critical skills and writing ability, on a topic connected with the primary language or culture that the student has chosen. (At the

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discretion of the admissions committee, a writing sample in the language of primary emphasis may also be requested).
4. Transcript(s).
5. Three letters of recommendation.
6. If a Teaching Assistantship (TA) application is submitted, then at least one of the letters must discuss the applicant's teaching abilities. Applicants may apply for a TA in Spanish, Chinese, French, and German.
7. If a TA application is submitted, a recording or Skype interview in the target language may be required.
8. A proposed Plan of Study, which briefly explains the topic(s) that the student proposes to study based on current course offerings. Applicants must also list 6 courses for the primary field of study, 6 courses for the secondary field of study, and 4 electives.

English Proficiency Requirement for International Applicants:
The minimum TOEFL requirement is 550 (PBT) or 80 (iBT). International students should apply as early as possible in the fall semester.

Enrollment dates:
Beginning students may only enroll in the fall semester. Applications are due by January 15th.

Graduate Student and Graduate Assistant Enrollment
It is expected that all students enrolled in the program carry a full load of coursework. Note that, without exception, graduate assistants on half-time appointments (teaching 2 classes per semester or on a research assignment of 20 hours weekly) must be enrolled for at least 6 approved semester hours (exclusive of audited courses) throughout any given semester. In order to maintain active status, students must be enrolled in the University for at least one semester hour in every academic semester until the program is completed.

Incompletes
Students who receive an Incomplete in any course have up to one calendar year to complete the course for a grade although individual faculty members may set a deadline earlier than one calendar year. After one calendar year the Incomplete will become a permanent part of the transcript. To repeat the course for credit a student must re-register and pay fees. The grade for the repeated course will appear on the transcript, but will not replace the permanent Incomplete. Except in extraordinary circumstances, and approved by the GSC in consultation with the program advisor, no student may have more than one Incomplete at any time. Those with more than one incomplete will be denied registration until the courses are completed. Note that the TA contract states: "Inadequate progress toward the degree (as indicated for example by carrying one or more incompletes for more than one semester) will lead to ineligibility for a teaching assistant contract." A course in which a student has taken an Incomplete and that appears on an already approved plan of study must be completed before the student requests to take the written comprehensive exam.

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Reading and Conference
Reading and Conference (Independent Study) courses may not duplicate courses that are available. Except in extraordinary circumstances, and with the approval of the GSC in consultation with the program advisor, CCL Ph.D. students may take no more than 3 credits of Reading and Conference at any point in their studies. Any request for Reading and Conference credit will require approval from the program advisor, the Faculty Head of the faculty member offering the credit, and the GSC.

Provisional Status
Students who have been admitted with provisional status must receive a B+ or better in all coursework taken to fulfill the provisional requirements. A lower grade will result in a recommendation for dismissal from the program. P (Pass) and Y (Satisfactory) grades will not be accepted for courses taken under provisional status. Students with provisional status are required to inform the Program Faculty Representative and their program advisor (if one has been chosen) in writing when they have completed work on the areas noted as deficient in their letter of acceptance into the CCL Ph.D. program.

Retention
All students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by this degree program. If a student fails to satisfy the requirements of their degree program, and/or benchmarks below, the student may be dismissed from their program based on the unit's recommendation to the Graduate College.

- Students who enroll with no previous graduate credit are required to maintain a GPA of 3.3 in the first 30 credits of coursework. Thereafter, they are required to maintain a 3.6 GPA. Students enrolling with transfer credit must maintain a 3.3 GPA until they reach 30 credits, and 3.6 thereafter. Grades of C and below do not meet the requirements of a graduate degree.
- Satisfy all requirements of the graduate degree program.
- Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.

Review and Dismissal
After the first year, all students admitted to the CCL Ph.D. program will be reviewed annually and a written evaluation will be sent to the student as well as the Program Faculty Representative by the student's program advisor. Students whose progress is found to be deficient will be informed in writing to that effect with details on how to correct their progress within a stated timeline. Should a student continue to have deficient progress after the allotted timeline, they will be recommended for dismissal from the program to the Graduate College.

Graduate Advisement
Upon acceptance into the CCL Ph.D. program, students will do the following:
1) Before the beginning of the student's first semester, the student meets with or contact the

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Program Faculty Representative, or an assigned mentor, to determine courses for the upcoming year and to formulate a curricular roadmap for the core courses, primary field of study, secondary field of study, and electives. This roadmap may change once the student has begun the program and chosen a program advisor (see 3 below).

2) The student will select a program advisor (also called a committee chair) to head his/her individual committee no later than the end of the first year. The program advisor must be a member of the SILC Graduate Faculty.

3) After selection of the program advisor, the flow of advising will be as follows:
   a) the student discusses his or her program with the program advisor;
   b) a form for that semester's courses will be filled out;
   c) the student takes the form to the Program Faculty Representative,
      who checks it against requirements;
   d) and the student then registers for courses.

4) By the end of the fourth semester, the student must have chosen two more Graduate Faculty members in addition to the program advisor to serve on the supervisory committee, and must have met with this committee. At least two supervisory committee members must be members of the SILC Graduate Faculty.

5) The dissertation committee will have four members drawn from the Graduate Faculty: the supervisory committee plus one outside reader. At least two members of the dissertation committee must be members of the SILC Graduate Faculty.

Responsibilities of the Program Advisor
The program advisor will conduct regular meetings with the student each semester; keep track of the student's academic progress; work with the student to submit the iPOS (Interactive Plan of Study) by the third semester of study; write an annual evaluation of the student based on personal observation and comments solicited from those with whom the student has studied or who have supervised the student; ensure that the dissertation and defense procedures follow those established in this manual and by Graduate College; call a meeting of the dissertation committee should there exist a conflict or disagreement as to the content or form of the Ph.D. dissertation.

Ph.D. Degree Requirements

Plan of Study

In the Ph.D. in Comparative Culture and Language program, the curriculum for each student is designed according to his/her research interest and divided as follows: 3 credit hours of core courses, 18 credit hours in the primary field of study, 18 credit hours in the secondary field of study, 33 credit hours for approved electives/research, 12 credit hours for the doctoral dissertation.

Core Courses (3 credits)		
SLC 602	Literary and Cultural Theory	3 credits
Restricted Electives (36 credits)		
	6 Courses in Primary Field of Study (at least 2 must involve primary texts in a language other than English). Three of these courses must be taken in SILC.	18 credits
	6 Courses in Secondary Field of Study (at least 2 must involve primary texts in a language other than English). Three of these courses must be taken in SILC. Students may petition the Instruction Committee to have the focus of this Secondary Field be disciplinary rather than linguistic and thus to waive the requirement of taking courses involving primary texts in a language other than English.	18 credits
Electives and Research (21 credits)		
	Electives/Research (must be approved by faculty advisor). 4 courses should be related to the student's primary and/or secondary field of study.	21 credits
Foreign Language (12 credits)		
	4 courses involving primary texts in a language other than English	12 credits
Culminating Experience (12 credits)		
SLC 799	Dissertation	12 credits

Because the course plan is heavily reliant on the student's interests and not on existing curricular structures, all students must file an official Plan of Study (iPOS) no later than the end of the third semester in the program (note that this is earlier than the deadline required by Graduate College). Students work with their program advisor and the Program Faculty Representative to prepare the iPOS, which lists courses taken, courses in progress, and courses the student plans to take. The iPOS may be changed later if necessary, but any changes must be cleared by the program advisor and Program Faculty Representative.

Time Limits

The following is from the Graduate Policies and Procedures manual: "Doctoral students must complete all program requirements within a ten-year period. The ten-year period begins with the

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semester and year of admission to the doctoral program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program (previously awarded master's degrees used on the Plan of Study are exempt).

Any exception to the time limit policy must be approved by the supervisory committee, the head of the academic unit and the Dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits."

Language Reading Knowledge Requirement
Students who have not demonstrated competency in the second non-English language (language of secondary emphasis) upon admission will be required to pass the Graduate Foreign Language Examination. These students will have to pass the exam before the end of their fourth semester. For those entering the CCL Ph.D. program with a Master's degree, the Graduate Foreign Language Examination must be passed before the candidate is eligible to take the written comprehensive examination. Those entering with a Master's degree must also take three courses involving primary documents in the language of secondary emphasis (see under "Plan of Study" above; if the student has petitioned to have a disciplinary focus for the secondary field, this requirement will be waived). Language examinations passed at other institutions may be validated through application to Graduate College. The Graduate Foreign Language Examination needs to be evaluated by SILC tenured or tenure-track professors. This examination is offered once in the fall and once in the spring and is scheduled by the Graduate Program Student Services Support Coordinator.

Students will be graded on their ability to translate a passage into standard English. The text will be chosen by a member of the student's graduate committee who has knowledge of the language. The exams are graded on a pass/fail basis. The results of the exams will be reported no later than 4 weeks after the exam has been taken by the student.

Ph.D. Comprehensive Examination
The Ph.D. comprehensive examination consists of a written examination and an oral examination. It will be the responsibility of the candidate to prepare the paperwork required for approval of the Plan of Study by Graduate College. The supervisory committee will serve as the examining committee. The candidate is responsible for compliance with all requirements set by SILC, the SILC GSC, the examining committee, and Graduate College.

The written portion of the comprehensive examination must be taken no later than the semester following the completion of Ph.D. coursework, and may be taken earlier. To prepare the comprehensive examination, the student must first, in collaboration with the supervisory committee, compile a bibliography pertaining to the student's dissertation project. The bibliography should reflect the student's command of the relevant languages. The bibliography should include an appropriate number of primary works (which may include films, graphic novels,

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monuments, and other cultural documents) and of secondary works, for a total of approximately 120 works. This bibliography must be approved by the supervisory committee before the student may take the comprehensive exam.

Guidelines for the Written Comprehensive Examination
The written examination consists of three parts:
1. Primary Area of Emphasis. The student will be examined on coursework and bibliography related to the primary area of emphasis.
2. Secondary Area of Emphasis. The student will be examined on coursework and bibliography related to the secondary area of emphasis.
3. Specialization. The student will be examined on the specific area that will be the focus of the dissertation, including pertinent issues of a theoretical, bibliographical, and methodological nature.

Each part will consist of one essay question. The student will have six weeks to compose three essays, one in response to each question. Each essay should be at least 10 double-spaced pages excluding bibliography and should be written in English. The comprehensive exam is administered twice a year, in the first two weeks of the fall and spring semesters.

The student will e-mail the completed exam to the supervisory committee chair, who will distribute it to the rest of the committee. Exams will be graded on a scale of 0 to 4 (4=A, 3=B, 2=C, 1=D, 0=E). For an essay to pass, it must receive a minimum average of 3.0. In the event that the candidate fails any one essay, s/he will be required to retake that part within three months and prior to any oral exam. In the event that the candidate fails more than one essay, s/he will be required to retake all three parts within one year. A second failure will bar the student from further candidacy. The new exam will be evaluated by the same committee.

The supervisory committee chair is responsible for discussing the results of the exam with the candidate as well as directing her/him to discuss the exam with other members as needed or requested. In the event that the candidate obtains a passing score of 3.0 or above on each of the three essays, s/he will proceed to the oral examination at the beginning of the following semester.

Guidelines for the Prospectus and Oral Comprehensive Examination
For the oral examination, in consultation with the supervisory committee, the student will prepare a dissertation prospectus and a related bibliography (which may recycle works from the written exam bibliography). The oral examination will focus on the dissertation prospectus.

The oral examination must be taken at the beginning of the semester following the semester in which the written exam is taken. Failure to adhere to this schedule will represent unsatisfactory progress and open the student to sanctions.

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The dissertation prospectus should be developed by the student in consultation with the supervisory committee. The prospectus should specify the theoretical model(s) to be used, the corpus to which it will be applied, and the tentative significance of the research proposed. The prospectus will usually run from ten to fifteen pages, excluding the supporting bibliography, which should list all major primary and secondary sources.

The prospectus should address/include the following:
1) What is the status of criticism on the author, work or topic?
2) What is the importance of the research in terms of contemporary critical interests and priorities?
3) What is the proposed plan/schedule of work?
4) What are the anticipated problems in obtaining the research materials?
5) What critical sources, focus, models will be used?
6) What previous research might serve as a model for this work?
7) Any other pertinent information.
8) A bibliography (MLA or Chicago style) of primary sources, and of secondary sources that indicate both the student's critical focus and the major criticism on the topic.

The results of the oral examination must be communicated to Graduate College through the student's iPOS by the Graduate Program Student Services Support Coordinator.

Candidacy (A.B.D. status)
After successful conclusion of the written and oral comprehensive examinations the candidate will apply for candidacy with the Graduate College. Doctoral students should apply for admission to candidacy immediately after they have met all requirements for the degree except the dissertation, i.e. after passing the oral examination. After completing 72 credit hours of coursework, students must enroll for a minimum of 12 hours of SLC 799 dissertation credits to complete the credits required for the doctoral program.

The Doctoral Dissertation
The dissertation is the document presented by a candidate for the Ph.D. to demonstrate the ability to conduct research in conformance with the prevailing standards of scholarship. Dissertations are prepared under the direction of the three-member supervisory committee, to which the student must add a fourth reader within a year of the oral comprehensive examination.

The director of the dissertation is the chair of the student's supervisory committee. The candidate should obtain the Format Manual, available from the Graduate College.

Two of the dissertation committee members, including the director, must be members of the Graduate Faculty in SILC. The student should maintain regular contact with members of the dissertation committee and devise a schedule for providing them with chapters and making revisions.

Ph.D. Degree Requirements

The candidate is responsible for providing dissertation committee members with a copy of the final manuscript of the dissertation at least fifteen working days prior to the date of the oral defense. Any substantive changes made to the dissertation between the time it is given to the committee and the defense must be communicated in writing to the committee members at least five working days before the oral defense.

Financial Support

Teaching Assistantships (TAships)
CCL Ph.D. students may be considered for Teaching Assistantships administered through one of the existing SILC graduate programs under the following conditions: A) There are enough funds in the annual TA budget to meet the needs of the existing graduate programs; B) CCL Ph.D. students possess the same qualifications to be a TA as students enrolled in the existing graduate programs (i.e. proficiency in the target language, satisfactory progress, etc.).

As the TA contract stipulates: "Inadequate progress toward the degree (as indicated for example by carrying one or more incompletes for more than one semester) will lead to ineligibility for a teaching assistant contract. Teaching assistantships are awarded through an annual process of competitive evaluation and are not guaranteed to carry over from one academic year to the next."

Students with a TA must enroll for a minimum of six (6) non-audit units each fall and spring semester of their associate appointment. TAs may not hold any additional or outside employment beyond their TAship during the fall or spring semesters (although they may in the summer). Engaging in such activities may result in the termination of your assistantship. Additionally, students who have accepted a TA offer must reside in the Phoenix Metropolitan area, regardless of course instruction mode.

All students who receive a TAship must take "SLC 596: Second Language Methodologies" in the first semester of their TAship. TA contracts are for Fall and Spring of a given academic year – they may exceptionally be given for only one semester. Students who complete only one semester of a TA contract and who have not pre-arranged their withdrawal from the contract risk not being granted future TA contracts. All TAs will undergo in-class evaluation of their teaching.

For more Graduate College policies and procedures for Teaching Assistantships, please see this page: https://graduate.asu.edu/sites/default/files/ta-ra-policies-and-procedures-handbook-8-4-2017_0.pdf

Grants, Awards, and Fellowships
It will be the responsibility of the Program Faculty Representative, the program advisors and the Graduate Program Student Services Support Coordinator to ensure that CCL Ph.D. students are made aware of and nominated for relevant ASU and external grants, awards, and fellowships.

Advising and Administration of the CCL program

Supervisory Committee
The purpose of the supervisory committee is to assist the student in planning a program that fits their own needs and interests; to supervise the student's yearly academic progress; to guide the development of the research proposal; to administer the written comprehensive examination and to organize the defense of the prospectus and the oral defense of the dissertation. The committee members will have competency in at least one of the fields chosen by the student, and will normally be chosen from the faculty with whom the student has taken or will take coursework.

The program advisor will be the chair of the supervisory committee and must be a member of the SILC Graduate Faculty. The program advisor serves as primary advisor to the student and as director of the dissertation. It is the student's responsibility to choose their program advisor in accordance with the area and specific topic of the research interest. SILC cannot cover any expenses required to have a non-SILC faculty member on the committee.

Change of Supervisory Committee
Except in unusual circumstances, the student will not be allowed to change the chair of their supervisory committee after the Ph.D. dissertation prospectus has been submitted and approved. For valid reasons expressed in writing to the Program Faculty Representative, the student may request a change in the membership of their supervisory committee. Changes are usually requested due to a change in research topic, a prolonged sabbatical on the part of a faculty member, etc. The student should first discuss the change directly with the faculty member involved and the chair of the supervisory committee, who will also inform the Program Faculty Representative in writing of his/her opinion. If the parties directly involved do not agree, the Program Faculty Representative will submit the matter to the SILC GSC for resolution. The committee change request must be approved by Graduate College.

Faculty Oversight
The Program Faculty Representative will administer the CCL Ph.D. program in collaboration with the Associate Director of Graduate Studies. The Program Faculty Representative and the corresponding program advisors will monitor the progress of students and ensure that they are following the curricular map. The Program Faculty Representative is responsible for making sure that requirements, responsibilities and satisfactory progress guidelines are met, for communicating with students and their program advisors about their rate of progress, for maintaining a current graduate website, and updating the graduate manual in collaboration with the Associate Director of Graduate Studies and the Graduate Program Student Services Support Coordinator.

The SILC Graduate Steering Committee (GSC) will consist only of Faculty Representatives from the existing graduate programs.

Courses

Faculty and Courses

The CCL Ph.D. was approved by the University with the understanding that this degree program would use existing curricular and financial resources and structures. One new course (SLC 602) has been designed; otherwise none of the five SILC Faculties is asked to give up teaching time to the program. The program is built upon a unique combination of existing coursework across languages and disciplines and the collaboration of the doctoral student with committee members in areas for which there are no existing graduate programs.

The CCL Ph.D. cannot detract from the core curricular commitments of the SILC Faculties. Any new courses for the CCL Ph.D. program must be approved by the relevant Faculty Head(s), by the SILC Graduate Steering Committee, and by the SILC Director.

Doctoral students must complete all program requirements within a ten-year period that begins with the semester and year of admission to the doctoral program. Students should aim to complete the program within six years. The CCL Ph.D. requires 72 credit hours of coursework and 12 credit hours of dissertation. Students with a TA should take between 6 to 9 credit hours of coursework per semester, and should aim to complete the coursework in four years.

Note that the following schedule is not prescriptive, but is intended to help students plan their studies and to help faculty evaluate students' progress.

Milestones for CCL Ph.D. Students

Year 1
- After admission and before the beginning of the first semester, the student meets with or contacts the Program Faculty Representative, or an assigned faculty mentor, to determine the outline of the core courses, primary field of study, secondary field of study, and electives, and to discuss potential program advisors.
- Semester 1: Coursework. Establish contact with a potential program advisor.
- Semester 2: Coursework. Select a program advisor to chair the supervisory committee no later than the end of semester 2.

Note: For students entering with an M.A., the Graduate Foreign Language Examination proving competency in the language of secondary emphasis must be passed by this semester, if necessary.

Year 2
- Semester 3: Coursework. In consultation with program advisor and Faculty Program Representative, prepare and submit iPOS for approval by Graduate College no later than end of semester 3.

Milestones for CCL Ph.D. Students (continued)

- Semester 4: Coursework. By the end of semester 4, the student must have chosen two more Graduate Faculty members aside from the program advisor to serve on the supervisory committee and have met with this committee. At least two supervisory committee members must be members of the SILC Graduate Faculty.

Note: For students entering with a B.A., the Graduate Foreign Language Examination proving competency in the language of secondary emphasis must be passed by this semester, if necessary.

Year 3
- Semester 5: Coursework. Begin researching dissertation topics and compiling relevant primary and secondary sources. Begin attending conferences and submitting articles to scholarly journals.
- Semester 6: Coursework. Continue researching dissertation topics. Continue attending conferences and submitting articles to scholarly journals.

Year 4
- Semester 7: Coursework. Work with supervisory committee to map out more specific topics of research for the dissertation. With committee, discuss and submit drafts of bibliography for written comprehensive examination. Continue researching dissertation. Continue attending conferences and submitting articles to scholarly journals.
- Semester 8: Coursework should be completed by this semester. Prepare final bibliography for the written comprehensive examination (primary area of emphasis, secondary area of emphasis, area of specialization), and get supervisory committee approval. Meet with program advisor to develop a detailed time-line of the remaining time in the program. Continue researching dissertation.

Note: The written portion of the comprehensive examination must be taken no later than the semester following the completion of Ph.D. coursework, and may be taken earlier. Continue attending conferences and submitting articles to scholarly journals.

Year 5
- Semester 9: Assuming coursework was completed in Semester 8, the written portion of the comprehensive examination must be taken this semester. Once the written portion is handed in, the student should begin preparing the dissertation prospectus and oral portion of the comprehensive examination in consultation with the supervisory committee.
    - Note: The oral examination must be taken at the beginning of the semester following the semester in which the written exam is taken. Continue attending conferences and submitting articles to scholarly journals.
- Semester 10: Assuming the written portion of the comprehensive examination was taken in Semester 9, the oral examination must be taken this semester. Begin writing dissertation. Choose a fourth faculty member to be on the dissertation committee. Continue attending conferences and submitting articles to scholarly journals.

Milestones for CCL Ph.D. Students (continued)

Year 6
- Semester 11: Take 6 credits of Dissertation (SLC 799). Continue attending conferences and submitting articles to scholarly journals. Discuss post-Ph.D. career options, possible job positions and opportunities available with faculty. Apply for job positions or postdoctoral fellowships, assuming imminent graduation.
- Semester 12: Take 6 credits of Dissertation (SLC 799). Complete dissertation and oral defense.

SILC Certificates

Many SILC students choose to supplement their programs with additional certificates. No more than one-fifth (20 percent) of the minimum required credit hours for a graduate certificate may be transferred from another university. All transfer work must meet the Graduate College transfer policies. All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit. Courses at a 400-level may be allowed with prior approval from the appropriate certificate program; however, a minimum of two-thirds of the courses taken to complete the certificate must be at the 500-level or above. No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program. Credit hours earned in a certificate program may also be used towards a degree program, standard preadmission rules apply.

Listed below are all certificates available through SILC along with the contact information for the directors of each.

Computer Assisted Language Learning*
Program Director: Bryan Smith BryanSmith@asu.edu

Core Courses (6 credits)		
ENG 557	Computer-Assisted Language Learning	3
SLC 510	Computer-Assisted Language Learning Praxis	3
Restricted Elective (3 credits)		
LIN 520 **OR** SLC 515	Second-Language Acquisition Theories **OR** Second-Language Acquisition	3
Electives (6 credits) – Chosen in consultation with program chair		

*proposal submitted to move certificate to English Dept.

Digital Humanities
Program Director: Mike Tueller Mike_Tueller@asu.edu

Core Course (3 credits)		
CDH 501	Digital Humanities: Critical Theory and Methods	3
Required Course (3 credits)		
CDH 580	Practicum	3
Electives (6 credits) – Chosen in consultation with program chair		
Culminating Experience (3 credits)		
CDH 593	Applied Project	3

Translation Studies
Program Co-Director (English Dept.): Richard Newhauser Richard.Newhauser@asu.edu
Program Co-Director (SILC): Christopher Johnson cdjohnson@asu.edu

Core Courses (6 credits)		
ENG 550	Translation	3
SLC 551	Global Approaches to Translation	3
Electives (6 credits) – Chosen in consultation with program chair		
Culminating Experience (3 credits)		

SILC Certificates

ENG/SLC 593	Applied Project	3

Spanish Pedagogy
Program Co-Director: Sara Beaudrie Sara.Beaudrie@asu.edu
Program Co-Director: Marta Tecedor-Cabrero Marta.Tecedor@asu.edu

Core Course (3 credits)		
SPA 596	Second Language Methodologies	3
Restricted Electives (9 credits)		
SPA 543	Structure of Spanish	3
SPA 546	Heritage Language Pedagogy	3
SPA 598	Topic: Spanish Second Language Acquisition	3
Electives (6 credits) – Choose two of the courses listed below		
ENG 557	Computer-Assisted Language Learning	3
LIN 523	Language Testing & Assessment	3
LIN 524	Curriculum Design & Materials Development	3
SPA 542	Studies in Spanish in the Southwest	3
SPA 598	Topic: Bilingualism	3
SPA 598	Topic: Language Program Administration	3
SPA 598	Topic: Sociolinguistics	3
SPA 598	Topic: Spanish Applied Linguistics	3
SPA 598	Topic: Teaching Language through Culture and Literature	3
Culminating Experience		
Portfolio		

Contact Us

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