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FOREWORD

The School of International Letters & Cultures (SILC) offers a graduate program in German leading to the degree of Master of Arts in German with focus areas in Literature, Comparative Literature, and Language and Culture.

This guide is intended to provide graduate students in SILC with the information necessary for compliance with the degree requirements of the respective programs. It should be used in conjunction with the ASU Graduate Catalog. In addition, graduate students are expected to consult regularly with the Graduate Representative. Course registration for each semester must be signed by the Graduate Representative.

It is the students' responsibility to comply with all university and department/school requirements and to become informed of their nature and application. See SILC Graduate Student Coordinator for more information.

The German Section encourages and appreciates suggestions from the graduate students which could lead to an improvement of the programs offered. Concrete proposals which would improve the usefulness of this guide are also welcome.

Arizona State University is an affirmative action/equal employment opportunity institution and does not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, Vietnam-era veteran status, special disabled veteran status, or any other unlawful discriminatory grounds in its programs or employment.

Tempe, May 2015
Academic Standards and Other Policies

ASU Graduate Policies and Procedures
Please visit https://graduate.asu.edu/policies-procedures for Graduate Policies and Procedures.

Scholarship/Fellowships/Awards
For Scholarship/Fellowships/Awards, please visit the SILC Website (https://silc.asu.edu/scholarships-and-awards) as well as the ASU Graduate Education Website (https://graduate.asu.edu/pay-for-college), and CLAS Graduate Fellowships and Awards.


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. Please see https://entrepreneurship.asu.edu/launch

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 (https://students.asu.edu/registration-and-tuition-payment-guides).

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.

• M.A. students are required to maintain a 3.5 GPA. Students who at any time fall below these averages will be considered on probation for the following semester. If, during that semester, they do not meet minimal requirements, we will recommend to the Graduate College dean that the student be dismissed from the program.
• Grades of C and below do not meet the requirements of a graduate degree.
• Satisfy all requirements of the graduate degree program.
• Successfully pass the culminating experience of a thesis or applied project.
Academic Standards and Other Policies (continued)

Review and Dismissal
Students in the M.A. program in German will be reviewed at the end of each semester by the German Graduate Committee. The Supervisory Committee has the responsibility of regularly consulting the student's file on record in the central office of SILC. Students whose progress is found deficient in terms of these guidelines will be informed in writing to that effect by the Graduate Representative and invited to discuss the matter with the Graduate Committee in German. Students whose progress is seriously deficient will be withdrawn from their degree program through action of the Graduate Education office upon recommendation of the Graduate Committee in German and the Director of SILC.

Probation Status
A student who falls below 3.5 for a semester will be classified as probationary. Probationary status in any two consecutive semesters will result in the student's being withdrawn from the M.A. degree program.

Incompletes
No student may accumulate more than two incompletes during an academic year. Should this occur, the Graduate Committee will need to review the student's record and may recommend that the student complete the work before regular readmission, and in the case of a Teaching Assistant, that the assistantship not be renewed. Please visit http://www.asu.edu/aad/manuals/ssm/ssm203-09.html for the incomplete grade policy.

Reading and Conference
Reading and Conference courses should not duplicate courses that are available in the catalog or by Special Topic. The Graduate Representative of Spanish Graduate Studies is responsible for authorizing such work. Appropriate forms are available in the departmental office. Please visit https://catalog.asu.edu/course_classification for Classification of Courses.

Internships
The internship course for Spanish is SPA 584/684/784. Although students may not use internship credit as a substitution for courses required by the program, internship courses may be used on the iPOS as part of the total hours for the degree. One (1) credit hour may be awarded per 50 hours of internship work with prior approval. Please visit https://eoss.asu.edu/cs/students/internships/resources

Leave of Absence
Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. If a student cannot meet this requirement, they must
request a leave of absence. The Maintain Continuous Enrollment form must be submitted 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: https://students.asu.edu/drop-add. For course withdrawals contact 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 and Wellness and Disability 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 Disability Resource Center is a great resource for students with disabilities.

Interactive Plan of Study (iPOS)
iPOS: Interactive Plan of Study for Graduate Students. Graduate students will file their plans of study using 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 chose from. A number of edits are built in to 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. The iPOS how-to guide can be found at the graduate college http://graduate.asu.edu/completing-your-degree/how-to.

Registration
Graduate students must be registered for a minimum of one hour of appropriate graduate level credit in the department or school in which they are pursuing their degree program whenever University facilities or faculty services are utilized. This includes registration during any semester or summer session in which written or oral examinations are taken. All graduate assistants must register for a minimum of six hours of course work.

Dates and Deadlines
The University Calendar found in the current Graduate Catalog lists deadlines for applying for graduation, submission of a thesis to the Graduate Education office, and the last date to hold an oral defense of a thesis. Check these and other dates carefully.

All work offered towards a master’s degree must be completed within six consecutive years. The six years begin with the first course included on a student’s Interactive Program of Study.

WHEN IN DOUBT, CHECK THE GRADUATE CATALOG, OR VISIT WITH BOTH SILC GRADUATE STUDENT COORDINATOR OR A STAFF MEMBER IN THE GRADUATE EDUCATION OFFICE, INTERDISCIPLINARY BUILDING, B WING, ROOM 285
Admission Procedures

Applicants may be admitted to a graduate program under two classifications, regular or provisional. Regular admission implies that a student can proceed with the completion of a degree in the standard manner indicated below and in accordance with any other procedures established by the academic unit offering the degree program. Provisional admission is granted when an academic unit or the Graduate Education office requires additional evidence of an applicant’s qualification for admission with regular status. No student may maintain provisional status indefinitely. Final determination of status will be made at the time the student has completed the provisions as stated in the original admission letter.

General
All applications for admission to the Master’s Program are evaluated by the Graduate Representative in consultation with the German faculty. Normally, applicants are expected to have an undergraduate major in German (or equivalent) corresponding to Arizona State University’s Bachelor of Arts degree in German and generally to have a grade point average (GPA) of 3.5 (or equivalent on a scale of 4.0) in their major (this also applies for candidates interested primarily in the German M.A. Program with Emphasis in Comparative Literature). The evaluation process may also take into consideration the applicant’s overall GPA, the GPA over the last two years of university study, letters of recommendation, study abroad and the school studied at.

Applicants who do not meet the admission requirements may be asked to submit Graduate Record Examination (GRE) scores. They may also be admitted on a provisional basis, pending the completion of specified deficiencies within a set time limit. Applicants denied admission may reapply at a later time after consulting with the Graduate Representative.

Once students have been informed by the Graduate Education office of their admission into the German Program, they should contact the Graduate Representative in German as soon as possible.

Provisional Status
All course work taken on a provisional status must earn the letter grade of B or better. A lower grade will result in recommendation for denial of regular admission. “Y” grades will not be accepted for courses taken under provisional status.

Students admitted provisionally are requested to inform the Director of the SILC and the Graduate Representative in writing when they have completed work on the deficiencies noted on their original letter of acceptance into the Graduate Education office and request a change to regular status. See SILC Graduate Student Coordinator for more information.
Admission Procedures (continued)

Transfer Credit and Course Work Taken in Non-Degree Status
No more than nine (9) graduate level credit hours of course work taken prior to admission may be included in the Master's Program of Study. A maximum of six (6) graduate level credit hours of transfer credit from another institution may be used. Transfer credit taken before admission to the program falls within the nine (9) non-degree hours limit.

International Applicants
International applicants are selected on the basis of a high standard of performance in their previous academic work. They are expected to have achieved a grade point average in the last two years of undergraduate study (or equivalent) of at least a 3.5 grade point average on a scale of 4.0 points.

All international applicants, for whom English is not their native language, must have a minimum TOEFL (Test of English as a Foreign Language) requirement of 550 for the paper-based test (PBT), 213 computer-based test (CBT), or 83 internet-based test (iBT). The exam results must be sent to the Graduate Admissions Office by ETS. Self-reported scores are not official. International student applications for admission, will not be considered, without an official, minimum, TOEFL score on file with the ASU Graduate Admissions Office.

Potential Teaching Assistants (TA) must also pass the Test of Spoken English (TSE), or the ASU SPEAK test (given only on campus) with a score of 55, in order to secure their position. It is advisable that these students take the TSE test in their home country; preferably at the time they take the TOEFL. If potential TA's do not take and pass the test prior to being offered a TA contract, they will have to arrange it as soon as possible—this is often logistically difficult and may put a TA position in jeopardy if not handled well in advance. If a potential TA does not receive the minimum passing score, their contract will automatically be voided. Please refer again to the Graduate College office admissions website for more information:

https://students.asu.edu/graduate/admissions
**German M.A.**

A total of 30 credit hours of course work is required to graduate from the German MA program. The courses to be taken are at the 500 level; however, a maximum of 6 credits of 400-level coursework may be included on the iPOS, provided that these credits have not been used for another degree, taken prior to admission or graded on a "Pass/Fail" basis. At least 15 hours must be in 500 level courses. GER 412 does not carry graduate credit and does not fulfill the requirement for German courses.

It is strongly recommended that the graduate student enroll in GER 500 (or equivalent as approved by the German Graduate Committee, e.g. GER 598, SLC 50x, LIN 50x etc.).

When approved by the Graduate Committee, up to 9 hours of related course work may be taken outside German.

Students enrolled in this program can choose one of three areas of emphasis: German Literature, Language and Culture, or Comparative Literature.

**German M.A. with emphasis in German Literature**

The German M.A. Program in Literature is intended to provide professional advancement for students interested in German literature and/or to prepare them for work leading to a Ph.D. degree. Students in this track are required to take the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>6 or 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER 500 (or equivalent): Biblio./Research methods</td>
<td>3</td>
</tr>
<tr>
<td>GER 593 Applied Project</td>
<td>3</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>GER 599 Thesis</td>
<td>6</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>21-24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

It is recommended that, whenever possible, all 30 hours of coursework be taken under the GER prefix.
German M.A. (continued)

German M.A. with emphasis in Language and Culture

The German M.A. Program in Language and Culture is intended for students primarily interested in teaching at the secondary level. Students in this track are required to take the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>9 or 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER 500 (or equivalent): Biblio./Research methods</td>
<td>3</td>
</tr>
<tr>
<td>GER 598/415 German Civilization</td>
<td>3</td>
</tr>
<tr>
<td>GER 593 Applied Project</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>GER 599 Thesis</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>18-21</td>
</tr>
<tr>
<td>Total</td>
<td>30</td>
</tr>
</tbody>
</table>

Students may request that a required course be replaced by one more appropriate to their career plans by submitting in writing a paragraph containing the rationale to the Graduate Representative. This must be done at least one month prior to the beginning of a new semester. The Graduate Representative will render a decision after consulting with the members of the German Graduate Committee.

German M.A. with emphasis in Comparative Literature

The German M.A. Program with Emphasis in Comparative Literature is intended for students primarily interested in studying the inter-relationships of two or more national literatures and to prepare them for eventual work toward the acquisition of a Ph.D.

Following admission to the Program, students in the Comparative Literature track will be closely advised by a Supervisory Committee of three faculty members drawn from the Interdepartmental Committee for Comparative Literature which is to be constituted in consultation with the Director of Graduate Studies. At least one member of the Committee must be from a department other than the School of International Letters and Cultures.
Students in this track are required to enroll in the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 501 Introduction to Comparative Literature</td>
<td>3</td>
</tr>
<tr>
<td>GER 500 (or equivalent): Biblio./Research methods</td>
<td>3</td>
</tr>
<tr>
<td>GER 599 Thesis</td>
<td>6</td>
</tr>
<tr>
<td><strong>Electives (All courses are to be selected in consultation with the candidate's supervisory committee)</strong></td>
<td>18</td>
</tr>
<tr>
<td>Three courses in German literature</td>
<td>9</td>
</tr>
<tr>
<td>Three courses outside the German Program.</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

At least 18 hours of the course work be taken under the GER prefix.

**Assignment of Advisors**
All incoming M.A. students will be assigned to the Graduate Representative in German for initial advising. Toward the end of the first semester of studies, and subsequent to an interview, a regular advisor will be selected on the basis of 1) the student's personal preference, and 2) the focus area chosen for M.A. studies and the specific field of interest. The student may at any time request a change of advisor.

**Supervisory Committee**
A student’s Supervisory Committee can be identified with the help of the Committee Chair. An additional two members must be added to the iPOS before the time of the thesis defense. See Graduate Student Coordinator.

**Examination Committee**
Normally, the student's Supervisory Committee will take on the function of an Examination Committee during the oral defense of the Thesis or Applied Project.
Master’s Thesis/Applied Project

Arizona State University is a research university and introduction to research is an integral part of all M.A. Programs. Therefore, most students are required to present a thesis. In German, there is also an applied project option available for students intending to pursue a career in teaching at any level. See the director of graduate studies to inquire about the two options.

Students pursuing the thesis option would be required to complete, as is current practice, 24 hours of course work and 6 hours of credit (GER 599 Thesis) devoted to the preparation of the thesis.

Students pursuing the non-thesis option, and completing either an Applied Pedagogical Project or a Paper Portfolio Project, will be required to complete 27 credit hours of coursework and 3 credit hours (GER 593 Applied Project) devoted to the preparation and presentation of the non-thesis culminating experience.

Thesis

Once a student has completed 12 credit hours of graduate work in German, they will declare an area of research interest such as German Literature (period, figure, or theme, etc.), SLA, Linguistics or Comparative Literature and will decide on a thesis topic in consultation with a faculty member. On the basis of subject matter and methodology and in consultation with the German Graduate Representative, the student will select a Committee Chair. The student will then consult with the Committee Chair on the composition of the committee which shall consist of at least three members. Final approval of this committee will come from the German Graduate Committee.

The Committee Chair will be a member of this committee. The thesis committee will initially function as an advising body. At the defense of the thesis, the committee will function as an examining body.

A copy of the completed Thesis must be submitted to the Committee Chair, the members of the committee and Graduate Education at least two weeks before the defense. The defense of the thesis must follow the guidelines set out each semester by the Graduate Education office. Check with the Graduate Student Coordinator or online at: http://graduate.asu.edu/graddeadlines.html

The preparation of the Thesis must conform to the format guidelines required by the Graduate Education office, a copy of which can be downloaded at: http://graduate.asu.edu/formatmanual.html. A thesis in progress (Thesis, GER 599) will be assigned the letter grade of ‘Z.’ A student will normally enroll for 6 thesis hours of credit (out of a total of 30). Upon successfully completing the Thesis defense, the letter grade for the 6 thesis hours will be changed to ‘Y’ on the transcript. A bound Thesis must be placed in the University library.
A copy of the Guide to Preparation of the Master's Thesis or Doctoral Dissertation, is available online from the Graduate Education office: https://graduate.asu.edu/format-manual.

A careful review of this document well in advance of the preparation of the final copy of the thesis is strongly recommended. Format evaluation of the final copy must be obtained prior to its submission to the Graduate Education office for oral defense.

Graduate students pursuing an applied project option (pedagogical project or portfolio project) do not need to submit their document for format check, or for final binding.

Non-Thesis Option: Applied Project

In lieu of a traditional Thesis for a Master of Arts degree in German, a student may opt for a Non-Thesis Applied Project.

The Non-Thesis option carries three (3) credit hours (GER 593 Applied Project). Additionally, 27 credit hours of appropriate course work in literature, linguistics, and/or pedagogy, as well as in civilization/culture would be required. The 3 credit hours of Applied Project would be devoted to preparation and presentation of the respective project.

Two tracks exist for the Non-Thesis option: (1) an Applied Pedagogical Project and (2) a Portfolio Paper Project:

1. **Applied Pedagogical Project** An Applied Pedagogical Project may deal with the creation of new pedagogical materials, technology applications, or overseas study programs. Such projects bring together innovative practices in teaching with foundational/theoretical work in foreign language teaching approaches. The completed Applied Pedagogical Project would normally consist of a 25-page (minimum) document describing the project and providing a justification for the project grounded in a theoretical framework. This document will accompany a set of original pedagogical materials developed by the M.A. candidate which should clearly support the pedagogical justification of the project.

2. **Portfolio Paper Project** A Portfolio Paper Project would be dealing with literature, linguistics, and civilization/culture, but could also deal with pedagogical matters. It needs to be based on original research. Normally, it would call for 2 expanded content-based research papers. Their length would be approximately 30 pages each. Students choosing this option would work closely with the instructor(s) for whose courses (i.e. seminars) the paper had been written.
Students choosing one of the two Non-Thesis options would approach their advisor with a view of discussing and presenting topic ideas and selecting both a Supervisory Committee Chair and two committee members.

**Report of Final Master’s Culmination Experience**

The Report of Final Master’s Culmination Experience envisions three stages:

1. The student completes Part I and submits the “report” to the academic unit (SILC) following all academic deadlines and procedures. The student’s Program of Study must be approved by the Graduate Representative;
2. Graduate Education office before the final culminating experience is scheduled. The Supervisory Committee Members complete Part II and indicates their votes of “pass” or “fail”;
3. Director of academic unit (SILC) completes Part II noting the final result which is based on the majority vote of the Supervisory Committee Members.

(The form of this report is the same as the one used for the Comprehensive Examination).

**Applying for Graduation:**

Application for graduation should be made no later than the date specified in the Graduate Catalog Calendar. Any deficiencies or foreign language requirements must have been completed, and all fees are payable at this time. The student should apply for graduation by (1) paying a graduation fee at Cashiering Services, Students Services Building B244, (2) taking the receipt to the Graduation Office, Student Services Building B-113A, and (3) completing the “Application For Graduation-form” provided by the Graduation Office. An additional late fee will be assessed if these procedures are completed after the date specified in the Graduate Catalog Calendar.

Students who do not complete their degree requirements by the date of graduation for which they have applied, will have to reapply for graduation before they are allowed to enroll in the next semester.
Graduate Assistantships

Enrollment Requirements
To maintain active status within the University, all students must be enrolled for at least one credit hour in every academic semester until the program is completed. Students who cannot commit to the minimum of 6 credit hours per semester required to hold a Teaching Assistant position will not be considered for these positions.

Application for Graduate Assistantships
The student must first apply for admission to the graduate program independently through the Graduate Education Admissions Office; it is expected that the applicant will have been accepted into the graduate program before being awarded a Teaching Assistantship. The deadline for applications for the following Fall semester is December 15.

All interested candidates must submit an application form, including present teaching assistants who wish to be continued. Those applying for continuation need not, however, submit new documentation unless requested to do so in writing. See Graduate Student Coordinator.

The following priorities are in effect:

1) M.A. students who demonstrate satisfactory progress toward completion of degree requirements are normally continued for a two year period.

2) Priority is given to new M.A. students for assistantship awards.

3) Students who wish to pursue an M.A. in German must apply for admission through the Graduate Education office. Applications from individuals who have not applied for graduate admission cannot be considered. All new applicants being considered for Teaching Assistantship positions in German will be interviewed via Skype before a final decision is made. This short, 15-20 minute interview will provide an opportunity to learn more about the duties and responsibilities expected of all teaching assistants, as well as give us a chance to learn more about your interest in teaching German in an immersive setting. The interview will be conducted in both English and German.

4) The deadline for submission of applications is February 1 of each year. Applications may be received after that deadline, although the committee begins ranking and awarding of assistantships as soon as possible after that date. Interested students should not delay in submitting an application.
Questions regarding the graduate program and/or application process for a Teaching Assistantship should be addressed to the German Graduate Representative, School of International Letters & Cultures, Arizona State University, Box 870202, Tempe, AZ 85287-0202.

**Selection for Summer Session Teaching**

Students interested in being considered for a summer teaching assistantship must submit an application separate from the academic year application. The German faculty will review applications after the announced deadline, although applications may be received and evaluated until all positions have been filled. The German faculty will make recommendations to the SILC director, who makes all final decisions.

Openings for the summer teaching assistantships will be determined on the basis of budgetary allowances and the teaching preferences of regular faculty members. Ordinarily, such openings will be in the 100 and 200 levels and qualifications for such openings will be the same as during the regular academic year.

Applicants for summer positions must have been Teaching or Research Assistants during at least one semester of the previous academic year and evaluations will be sought by the Committee from the teaching assistant supervisor.

Applications must be ranked by the faculty, taking into account the following priorities and criteria:

1) Academic and teaching rating on a 10 point scale.

2) All factors being equal, previous summer support will be taken into account.

3) Every attempt will be made to give Master's students a turn at summer teaching, pending available openings.

Since the faculty's recommendations are made to the director, it is her/his responsibility to inform students of the final disposition of their applications. Notification will be made at the earliest time permitted, pending final budget decisions for the summer sessions. TA assignments are also contingent upon student enrollment.

**Evaluation of Teaching Assistants**

On or before February 15th of each academic year, the chair of the Supervisory Committee is charged with submitting an evaluation of the student's academic progress and performance resulting from the annual committee review.
Graduate Assistantships (continued)

Each teaching assistant will submit at least two student evaluations per year. Evaluation of teaching assistants is by the German TA-Supervisor.

Optionally, each teaching assistant may arrange through their supervisor to be evaluated by another faculty member. This evaluation will result in a narrative statement. The evaluation will be chosen in consultation with the supervisor and the teaching assistant will submit the names of three faculty members they feel would be appropriate evaluators.

All evaluations will go into the teaching assistant's academic file and will be available for examination by the teaching assistant.

A graduate assistant whose teaching does not meet minimum standards established by the German TA Supervisor will be classified as probationary and the TAship revoked or not continued unless specified changes are not implemented.
Contact Us

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