

**Graduate Student Guidelines**

**UCSB Department of Linguistics 2018-19**

Last updated: September 18, 2018

## Contents

- Introduction
- Timeline for Program Milestones
- Committees and Guidance
  - The Graduate Advisor
  - Advising Committees
    - Provisional Guidance Committee
    - M.A. Committee
    - Post-M.A. Committee and Ad Hoc Publishable Paper Committee
    - Dissertation Committee
- Progress to Degree
  - Time to Degree Courses and Courseload
    - Registration
    - Courses outside the Department
    - Department Colloquia
    - Grading and Evaluation Academic
    - Probation
- Language Requirements
- The Practical Phonetics Exam The
- M.A. Program
  - Students Entering without an M.A. “Slash”
    - Courses
    - The M.A. Thesis Students
  - Entering with an M.A.
    - M.A.-Level Courses and Equivalencies
    - Submission of the M.A. Thesis for Review
    - The M.A. Thesis Equivalent
- The Ph.D. Program
  - The Publishable Paper The Seminar Requirement
  - The Qualifying Examination Advancement to Candidacy
  - Candidate of Philosophy (C. Phil.) Degree Dissertation
    - Topic
    - Prospectus Prospectus
    - Defense Doctoral
    - Colloquium Dissertation
    - Defense Graduation
- Thesis and Dissertation Format and Archiving
- Financial Support
  - Types of Support Available
    - For Entering Students For
    - Continuing Students
  - Applying for Support
  - Priorities for Distribution of Support
  - Criteria for Support
  - Notification of Support
- Teaching in the Department
  - TA Responsibilities
  - Responsibilities Not Appropriate for TAs
  - The Faculty Mentor

- Discussion Sections
- Grading
- Problem Resolution
- Academic Dishonesty
- Miscellaneous
  - Leave of Absence Lapsed
  - Status
  - Availability of Faculty during Summer Term
  - Grievance Procedure

## **Introduction**

The UCSB Department of Linguistics is distinguished within the discipline for its dual commitment to empirically based studies of language use and to grounding explanations of linguistic structure in cognitive, cultural, communicative, and biological forces and functions. We believe that a comprehensive understanding of language only emerges from a holistic grasp of the relationships among different components of language, such as the phonetic basis of phonological patterns and the discourse basis of grammatical forms. The scope of the graduate training we provide accordingly encompasses a rigorous core of structural courses (phonology, morphology, syntax, semantics, language change), a broad range of courses placing linguistic structure in context (typology, discourse analysis, language and cognition, sociocultural linguistics), and a diverse set of courses in empirical methodologies (field methods, discourse transcription, sociocultural linguistic methods, quantitative and statistical analysis). The goal of our graduate program is to produce scholars with an up-to-date understanding of the form, function, and diversity of language, who are ready to enter the profession with extensive breadth and depth of training in functional linguistics. We are committed to preparing our students for careers as linguists in academia and other domains, and we therefore offer extensive professional development opportunities alongside scholarly training.

The master's degree is designed to provide a broad theoretical and methodological foundation in all aspects of UCSB's distinctive discourse-functional approach to linguistics. The Ph.D. enables students to build on this foundational training to prepare for and carry out advanced research in their chosen area of specialization.

The Department of Linguistics Graduate Student Guidelines are an essential guide to the Department's graduate program. This document is the primary source of information regarding departmental policy and procedures related to the program. It is therefore crucial for you to read it carefully and refer to it often. It is expected that all students will familiarize themselves with the guidelines and will take an active role in planning their graduate education. These guidelines will help you in mapping out your course of study, in understanding what the Department expects of you, and in tracking your progress in the graduate program.

In addition to the guidelines, you should also regularly consult the UCSB General Catalog and the Graduate Division Policy and Procedures Handbook, which provide further information about departmental and university policies and requirements. While the UCSB Catalog is a general reference, these guidelines constitute the most recent statements of policy and supersede the Catalog if the two differ. Note that the Graduate Division Handbook specifies only a minimum set of requirements for the Ph.D., recognizing that each department will also institute its own requirements. The Linguistics Department requirements are higher than those set by the Graduate Division; these guidelines specify the standards to which you will be held during your time at UCSB.

## **Timeline for Degree Milestones**

The following is the departmental timeline indicating the expected date by which you should have completed program milestones toward your Ph.D. This timeline should be used as a guide in planning your graduate program in consultation with your advisor. However, the departmental end-of-year letter may adjust this schedule in individual cases based on your actual progress in the program.

### **Year 1**

- Fall: Approval of thesis-equivalent for students entering with an M.A.
- Fall: Successful completion of practical phonetics exam
- Spring: Successful completion of first foreign language exam
- Professionalism Workshops 1-4

### **Year 2**

- Fall: Formation of M.A. committee (Form I) or post-M.A. committee (department-internal form)
- Fall: Meeting with M.A. thesis committee to present thesis prospectus
- Spring: Successful completion of M.A.-level coursework
- Professionalism Workshops 5-7

### **Year 3**

- Fall (early): Completion, approval, and filing of M.A. thesis
- Winter: Formation of ad hoc publishable paper committee (department-internal form)
- Winter: Meeting with ad hoc publishable paper committee to present paper prospectus and identify target journal
- Spring: Completion and approval of publishable paper
- Summer: Submission of publishable paper to target journal
- Professionalism Workshop 8

### **Year 4**

- Fall: Successful completion of second foreign language exam
- Winter: Successful completion of Ph.D.-level coursework
- Spring: Successful completion of oral qualifying exam (Form II)
- Spring: Formation of dissertation committee (Form I-A) and advancement to candidacy
- Professionalism Workshop 9

### **Year 5**

- Spring: Successful defense of the dissertation prospectus
- Professionalism Workshops 10-11

### **Year 6**

- Spring: Presentation of the doctoral colloquium
- Spring: Successful defense of the dissertation
- Spring: Filing of the dissertation
- Professionalism Workshop 12

## **Committees and Guidance**

### **The Graduate Advisor**

The Graduate Advisor, a faculty member nominated by the Department Chair and appointed by the Dean of the Graduate Division, acts on behalf of the Graduate Council and acts as an interface among the Graduate Division, the Department, and students. The advisor keeps regular office hours and is available for consultation. If you have any questions about the graduate program, you should contact the Graduate Advisor or the Graduate Program Assistant.

### **Advising Committees**

From your entrance into the Department until you receive your Ph.D., you must have an Advising Committee. The Advising Committee advises you regarding your coursework, helps you track your progress through the various requirements of the program, and oversees the development and writing of your M.A. thesis and dissertation. The Chair of this committee, along with the Graduate Advisor, approves your registration form each quarter. It is important to stay in close touch with your committee during your entire graduate career. Your Committee Chair is responsible for academic advising on a quarterly basis and must approve your registration form each quarter.

You will have either four or five separate Advising Committees during your time in the graduate program: a Provisional Guidance Committee, an M.A. Thesis Committee (if you entered the program without an M.A.), a post-M.A. Committee, an Ad Hoc Publishable Paper Committee, and a Ph.D. Dissertation Committee. In addition, you will have a Qualifying Exam Committee, which administers the oral Qualifying Exam but does not provide advising as the other committees do. Each of the Advising Committees is described in this section; the Qualifying Exam Committee is described in the following section.

All committees expire at the beginning of each academic year, with the exception of M.A. and Ph.D. Committees officially registered with the Graduate Division. By the end of October you must complete a Linguistics Department Graduate Student Committee Form and submit it to the Graduate Program Assistant. You may decide that you wish to maintain the same committee, or you may choose a new one, based on your evolving interests and plans. Each November the faculty will review the committee membership for each graduate student. Students without committees will be contacted at this time. If you are on approved leave or conducting research in the field, then the existing committee remains intact until you return to campus. At that time it may be necessary to form a new committee, unless the existing committee is registered with the Graduate Division.

It is important to retain some continuity throughout your graduate career, particularly during the later stages. The committee administering your Qualifying Examination should include at least one faculty member who has been following your career in your primary or secondary areas of interest, working with you in independent study, on the thesis, on the publishable paper, and/or on dissertation preparation. Once your M.A. Thesis and Ph.D. Dissertation Committees have been established, they should be changed only if circumstances warrant it, and only after extensive consultation with your Chair.

### **Provisional Guidance Committee**

Your first committee, called the Provisional Guidance Committee, consists of two members and is appointed by the faculty on the basis of your interests as stated in your graduate application. By the beginning of your second year, you must form a regular Advising Committee with members of your choosing. This committee may have the same make-up as your Provisional Guidance Committee, or you may select new members.

If you enter the graduate program with an M.A. from another institution, you should shift from your Provisional Guidance Committee to a Post-M.A. Committee by your second year; in some situations, you may constitute your Post-M.A. Committee earlier if you are working on a publishable paper in your first year.

### **M.A. Committee**

If you are in the M.A. program but are not yet ready to write an M.A. thesis, your Advising Committee consists of two faculty members. You should establish an M.A. Thesis Committee as soon as your research area has been determined.

If you are writing an M.A. thesis, your Advising Committee must consist of three faculty members to be registered with the Graduate Division by completion of Master's Form I: Nomination of Thesis Committee for Master's Degree Candidates. The Committee Chair must be a member of the Linguistics Department. The other two members are typically Linguistics Department faculty, but the Department may approve an outside member by petition if the thesis topic warrants this. The Graduate Division requires that all three members be UC ladder faculty, but non-ladder faculty can serve on the committee by petition from the Department. During the fall quarter following the completion of your M.A. thesis, you must choose a new Advising Committee; this committee may have the same or a different roster of faculty members.

### **Post-M.A. Committee and Ad Hoc Publishable Paper Committee**

By the beginning of your second year, you must establish a Post-M.A. Committee to guide your progress through the Ph.D. program. A typical committee will contain at least three members of the Linguistics Department, unless the Committee Chair in consultation with you determines that your academic interests justify the inclusion of a UC faculty member from outside the Department, in which case there may be only two departmental members on the committee. In no case shall there be fewer than two members of the Linguistics Department on the committee. The membership of your advisory committee may evolve as you progress through the various stages of the doctoral program, with successive committees established for the publishable paper, Ph.D. qualifying exam, and Ph.D. dissertation.

During the stage of the writing of the publishable paper, you will also constitute an Ad Hoc Publishable Paper Committee, whose overlap with the Post-M.A. Committee depends on the relationship between the publishable paper topic and the dissertation topic. The Ad Hoc Publishable Paper Committee consists of three members, at least two of whom must be from the Linguistics Department. In order to facilitate continuity in your program, there must be at least one faculty member, typically the Committee Chair, serving on both the Ad Hoc Publishable Paper Committee and the Post-M.A. Committee.

Both the Post-M.A. Committee and the Ad Hoc Publishable Paper Committee are Department-internal committees. To form these committees, you should complete the departmental Graduate Student Committee Form and submit it to the Graduate Program Assistant. You do not need to notify the Graduate Division.

### **Dissertation Committee**

When you are ready to choose a topic for your Ph.D. dissertation, you must establish an official Dissertation Committee. If this committee is different from the committee that administered your General Qualifying Exam (see below), then these differences need to be registered with the Graduate Division by completion of Doctoral Degree Form I: Nomination of Doctoral Committee for the Degree of Doctor of Philosophy or Musical Arts and the UCSB Graduate Student Conflict of Interest Form. The Dissertation Committee must be approved by the Department Chair and officially appointed by the Graduate Division Dean.

The Chair of the Dissertation Committee should be the person most appropriate for your dissertation area. Department policy generally discourages Co-Chairs.

The following policies are relevant to the makeup and workings of this committee:

#### *Composition*

Dissertation Committees must have at least four members, all of whom read and approve the prospectus and read and sign the dissertation. At least three of these members must be UC faculty (which includes emeriti). At least two of the four members must be from within the Department of Linguistics, and at least one member must be from outside the Department of Linguistics. The Graduate Division requires that UC

members be ladder faculty, but non- ladder faculty can serve on the committee by petition from the Department. At least three committee members must be present at the prospectus defense (in exceptional cases, members may participate via videoconferencing or other means). The makeup of the committee must be approved by the Dissertation Committee Chair, who must be a member of the Department of Linguistics. A Dissertation Committee of four is recommended; if you wish to have a larger committee, you may petition the Department faculty for approval.

#### *More information relevant to outside members*

Adjunct Faculty, Affiliated Faculty, and all other UCSB faculty outside the Department of Linguistics are considered by the UCSB Graduate Division to be eligible only as outside committee members.

In extremely rare cases, an outside member may serve as Co-Chair under the condition that the committee agrees that (a) special expertise is needed for your dissertation from outside the Department, and (b) the outside member's role will be substantial enough to warrant the title of Co-Chair. This person would also count as an outside member.

The role and responsibilities of outside members are as follows. You should provide this information to any first-time outside member of your committee.

**The prospectus.** The dissertation prospectus is circulated to all committee members at least six weeks before the prospectus defense. All committee members must specify any required revisions no later than two weeks after receiving the prospectus. The student then has an additional two weeks to make the revisions and the committee has an additional two weeks to read the revised prospectus. Revisions at this stage are focused only on ensuring that the prospectus is ready to be defended. Committee members provide more detailed and extensive oral and written feedback at the prospectus defense.

**The prospectus defense.** Committee members from UCSB are expected to be present at the prospectus defense; outside committee members may participate via video or audio conference. If necessary, the student may petition the faculty to allow the outside member to participate in the defense via submission of questions to the Committee Chair at least one week before the defense.

**The dissertation.** Outside members may choose to comment on the dissertation as it progresses or on the completed draft, as they prefer. All members of the committee must agree that the dissertation is ready to be defended before the dissertation defense can be held. The complete draft of the dissertation is circulated to all committee members at least eight weeks before the dissertation defense. All committee members must specify any required revisions no later than four weeks after receiving the dissertation draft. The student then has an additional two weeks to make the revisions and the committee has an additional two weeks to read the revised dissertation draft. Revisions at this stage are focused only on ensuring that the dissertation is ready to be defended. Committee members provide more detailed and extensive oral and written feedback at the dissertation defense.

**The dissertation defense.** Committee members from UCSB are expected to be present at the dissertation defense; outside committee members may participate via video or audio conference. If necessary, the student may petition the faculty to allow the outside member to participate in the defense via submission of questions to the Committee Chair at least one week before the defense.

## **Progress to Degree**

### **Time to Degree**

In consultation with the Department of Linguistics, the Graduate Division has set the following time limits for Linguistics graduate students: Advancement to Candidacy must be completed no more than four years from entry into the program; the Ph.D. degree must be completed no more than seven years from entry into the program. However, the departmental expectation is that the Ph.D. degree will take approximately

five to six years total to complete, with the first two years spent completing the Master's program. Students who fail to make timely progress on their work toward degree are in danger of being placed on academic probation. Students on probation are not eligible for teaching assistantships and other financial support. More information on academic probation is available from the Graduate Program Assistant and the Graduate Division.

## **Courses and Courseload**

### **Registration**

Near the end of each quarter, you will complete a departmental registration form. You should make an appointment to discuss the next quarter's schedule with your Committee Chair and the Graduate Advisor, both of whom must also sign the form. Your form must be returned to the Graduate Program Assistant prior to registration for the next quarter's classes. Any subsequent changes must also be discussed with, and approved by, your Committee Chair and the Graduate Advisor.

If a course for which you are registering requires an instructor code, contact the Graduate Program Assistant. If a course for which you are registering requires an approval code, contact the instructor directly.

The normal courseload is 12 units each quarter. Every full-time student must be registered for at least 12 units. It is inadvisable to take substantially more than 12 units each quarter. In addition to regular courses and seminars, you may choose or be required to take the following. See the UCSB Catalog for course descriptions and additional information.

- LING 271 (Research Orientation): All first-year students are required to take LING 271 (2 units) during Fall quarter.
- LING 272 (Linguistics Colloquium): All students are expected to attend colloquia regularly. Each quarter, you should register for LING 272 for 2 units for attending colloquia, or for 4 units if you present a full-length colloquium. Attendance is monitored informally.
- LING 297 (Graduate Studies): This course is for graduate students who wish to take an undergraduate course for graduate credit (with extra work).
- LING 500 (Teaching Assistant Practicum): You may register for LING 500 (up to 4 units) during any quarter in which you are a Teaching Assistant (TA). You should register by using the instructor code of the instructor for the course for which you are a TA (if the course is taught by a regular faculty member) or of the Graduate Advisor (if the course is taught by a graduate student Teaching Associate).
- LING 505 (Teaching Assistant Seminar): This training course must be taken before you are eligible to serve as a TA; it may also be taken concurrently with your first quarter as a TA.
- LING 591 (Research in Linguistics): Research Assistants (RAs) may register for LING 591 for up to 4 units. You should register by using the instructor code of the principal investigator on the grant supporting your work or, if appropriate, your Committee Chair.
- LING 592 (Writing in Linguistics): If you are revising a thesis, publishable paper, or seminar paper for publication, you may register for LING 592. You should register by using the instructor code of the principal investigator on the grant supporting your work or, if appropriate, your Committee Chair.
- LING 593SM (Seminar Paper): If you have received departmental approval to use a non-seminar course to fulfill a seminar requirement, you must register for 2 units of LING 593SM to write your seminar paper. You should use the instructor code of the faculty member who taught the course that you are using to fulfill the seminar requirement.
- LING 596 (Directed Reading and Research): You should register for LING 596 while researching and writing your publishable paper, using the instructor code of your Committee Chair. In addition, LING 596 may be used for advanced research on a specific topic on which you have already done the appropriate foundational work and for which there is no regular course available.



- LING 598 (Master's Thesis Research and Preparation): You should register for LING 598 while researching and writing your M.A. thesis, using the instructor code of your Committee Chair.
- LING 599 (Ph.D. Dissertation Research and Preparation): You should register for LING 599 while researching and writing your dissertation, using the instructor code of your Committee Chair.

### **Courses outside the Department**

In some cases, graduate courses taken outside the Department may count toward your M.A. or Ph.D. course requirements. Advice should be sought from your committee. With your committee's approval, the Department will then consider a written petition justifying your request. Courses include those offered through the Intercampus Exchange Program for Graduate Students, which allows you to take classes at any other UC campus, as well as the biennial Linguistic Society of America Institute. Credit can only be considered for courses that are taken for a letter grade and are equivalent in workload to a quarter-long graduate course.

### **Department Colloquia**

All students are expected to attend the colloquia regularly, whether or not they are enrolled in LING 272: Linguistics Colloquium. Regular attendance serves to provide exposure to a variety of viewpoints and subjects that may not otherwise be available, as well as to a higher level of academic discourse than is found in most classes. It thus constitutes an important part of the graduate program.

### **Grading and Evaluation**

#### *Grading*

Only courses taken for a letter grade may count toward the degree. You should avoid asking for Incompletes, and instructors have the right to deny such requests. If the instructor agrees that an Incomplete is absolutely necessary, you must fill out an Incomplete Petition prior to the time when grades are submitted. The "I" (Incomplete) grade will automatically revert to a failing grade unless the work is completed and a grade reported to the Registrar by the end of the subsequent quarter. Students with 12 or more units of unfinished coursework will be placed on academic probation after first receiving an advisory letter. This will render the student ineligible for financial support. In addition, students must complete all unfinished coursework before an M.A. or Ph.D. degree can be awarded.

#### *Auditing*

Students should not attend courses without being enrolled. If you wish to attend a course but do not have time to complete the normal workload, you should enroll for the course on an S/U (Satisfactory/Unsatisfactory) basis. Students so enrolled will be expected to attend the class regularly and to participate fully in the assigned reading and discussion. Other course expectations should be discussed with the instructor at the beginning of the term.

#### *Faculty Review of Student Progress: The End-of-Year Letter*

In addition to completing the graduate program requirements in a timely manner, students are expected to demonstrate the ability to do the following independently:

- (1) master the basic literature in the field and evaluate it critically
- (2) formulate research questions
- (3) identify relevant data and analytic methodology for addressing these questions
- (4) understand, synthesize, and apply pertinent literature to these questions
- (5) write clearly

At the end of each academic year, the faculty holds a meeting during which each graduate student's progress toward these goals is discussed and assessed. The purpose of these discussions is to encourage good work, to spot problems, and to evaluate the student's likelihood of successful completion. All students must submit a portfolio two weeks before the faculty meeting at which the end-of-year review is scheduled. The portfolio

must be submitted to the Graduate Program Assistant both electronically (in PDF format) and in hard copy and must contain: (1) a one-page single-spaced statement of your progress and achievements during the past year, including an explanation of any obstacles or delays in progress, and a discussion of your plans for the summer and the coming year, including any upcoming milestones in the program; the statement should also include the titles (or topics, if in progress) of all completed or in-progress writing for department milestones: the M.A. thesis, the publishable paper, and the dissertation; (2) an unofficial transcript from GOLD with all coursework and grades at UCSB, including courses in progress; (3) a current CV; (4) a writing sample of 10 to 20 pages based on original research. The writing sample must be representative of some aspect of your scholarly interests and must have been written during the current academic year (e.g., a master's thesis, a publishable paper, a seminar paper, a published article, a dissertation chapter).

Following the end-of-year meeting, all students will receive letters notifying them of the faculty's assessment of their progress. The end-of-year letter is designed to communicate the faculty's evaluation of each student and will be used by the Department and the Graduate Division as a record of the information that each student has received regarding his or her progress in the program and any potential problems. Students who are on track will be given a deadline for their next milestone within the program. Students who have missed a previous deadline or are otherwise experiencing difficulties or making inadequate progress toward the degree will receive a statement of the problems to be remedied, along with specific recommendations and a deadline by which improvement must be made. Students making inadequate progress will also be advised that if their performance does not improve within the specified time, the Department will take steps to initiate academic probation, potentially leading to eventual dismissal from the program. Such students should meet with their advisor immediately to discuss the situation and develop an action plan that integrates the faculty recommendations.

In addition to the end-of-year letter, the faculty discusses each graduate student's progress in the program at the end of each quarter. Students who are identified as having difficulties will meet with their faculty advisor or the Graduate Advisor to develop a plan to keep them on track toward their next milestone.

### **Academic Warning, Monitoring, Probation, and Dismissal**

If a student is identified by the department as failing to meet minimum standards of academic performance, the student will receive a written warning. If academic problems persist, the department may work with the Graduate Division to put the student on academic monitoring status and formulate an academic progress plan and timeline. If the specified goals are not met by the deadlines stated in the progress plan, then the student may be placed on academic probation and provided with an updated academic progress plan and timeline. If the problems remain unresolved by the updated deadlines, the student may face dismissal from the program.

Specific grounds for initiating the above process include but are not limited to failure to make timely progress on academic milestones, failure to maintain the minimum required grade point average (GPA), and failure to earn minimum required grades in all coursework. While the Graduate Division sets the minimum cumulative GPA at 3.0, the Linguistics Department sets the higher standard of 3.7 as the minimum cumulative GPA needed to remain in good academic standing. In addition, it is expected that students will earn no less than an A- in every class for which a letter grade is assigned. If a student receives a grade of lower than B- in any linguistics class, the course must be retaken at the next available opportunity.

### **Language Requirements**

Because a broad knowledge of languages is important to doing linguistics, there are two language requirements in the graduate program, one at the M.A. level and another at the Ph.D. level. The purpose of the language exams is to test proficiency, which can be demonstrated in a variety of ways. You should consult with your committee soon after you begin your graduate program to discuss how you will fulfill these requirements. If you enter with an M.A. you may request that a successfully completed language

requirement in your previous program be used to substitute for the UCSB Ph.D. language requirement.

You must demonstrate knowledge of one research language before receiving an M.A. and knowledge of the second language before advancing to candidacy. If you are a native speaker of a language other than English you may count English as one of your foreign languages; no exam to assess your proficiency in English is necessary.

Knowledge of a foreign language can be demonstrated by one of the following methods of examination:

- (1) English translation of a 500-word passage of intermediate difficulty, chosen by the examiner, to be produced within one and a half hours with the aid of an approved print or online dictionary. The faculty member in charge of exams for a particular language will specify a sample of material comparable to what can be expected on the exam. Translation exams may be taken in May or October, on a date to be set by the examiner.
- (2) a conversation with an examiner showing ability to use the language
- (3) an audio or video recording of a fieldwork session in which you can be observed to be successful in using the language effectively.

Whichever type of examination is chosen, its acceptance depends on the availability of a qualified person to judge the result. It is your responsibility to find such a person if one has not already been designated by the Department.

Language exam dates are announced quarterly. If you plan to take a language exam, you should fill out a departmental Application for Foreign Language Exam at least two weeks before the exam is to be given and submit it to the faculty member administering the exams for that language. A student who fails a foreign language exam must wait three months before taking it again.

### **The Practical Phonetics Exam**

All entering students must demonstrate proficiency in the production and perception of the sounds of the International Phonetic Alphabet. Proficiency will be determined by an oral exam administered by a faculty member during fall quarter of each year. During fall quarter of the first year of graduate school, each student should contact the faculty member administering the exam to arrange a mutually convenient time to take the exam. The exam consists of pronouncing a list of nonsense words consisting of strings of symbols drawn from the IPA chart. Students whose performance is not judged to be satisfactory are given the opportunity to take the exam again. The exam must be successfully completed by no later than the spring of the student's first year in the program.

### **The M.A. Program**

#### **Students entering without an M.A.**

Coursework and requirements for students entering without an M.A. can be found in the Linguistics Department's Requirements Checklist and Schedule Planner.

#### **“Slash” Courses**

If you are entering without an M.A., you will meet with Department faculty to see whether you need any “slash” courses to prepare for your graduate program. Slash courses are defined by the campus registrar as courses in which both graduate and undergraduate students may enroll. The undergraduate and graduate courses have different numbers for the two levels, with a separate discussion session for graduate students. For the graduate program in Linguistics, slash courses are considered to be essential preparation for work at the graduate level. Certain courses may be required as prerequisites to M.A.-level courses. Slash courses do not count toward course requirements for the M.A. degree, with the exceptions of LING 208 and 237.

### **The M.A. Thesis**

The M.A. thesis is a significant document representing original research, to be written during the second year. You should choose your thesis topic in consultation with your Committee Chair, who will advise you about committee makeup. The thesis may be primarily descriptive in nature, or it may take the form of a publishable paper, with a sound empirical basis and clear argumentation leading to a specific theoretical point. It should be approximately 30 to 40 pages in length, double-spaced (or the equivalent length single-spaced, if your committee prefers). If you feel that there are good reasons for making it longer, you may petition your Thesis Committee through the Committee Chair.

Once you have formed your M.A. Thesis Committee and have developed a topic, you should schedule a one-hour meeting with the committee members to present an outline or overview of your thesis, including sample data and analyses. The committee must approve your plan before you can continue. You should stay in close contact with your committee throughout the planning, research and writing of the thesis. Students are strongly encouraged to complete the thesis by the spring of their second year; the thesis must be filed by no later than the end of Fall quarter of the student's third year in the program. Upon completion, a copy of the thesis must be given to the Department library.

You should allow at least six weeks between the time your Chair agrees that the thesis as a whole is ready for distribution to the other committee members and the time you expect to file. This will allow two weeks for your committee to read your thesis and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary. The faculty are committed to returning thesis drafts within the specified two-week period; if a faculty member has not returned your paper to you in that time period, you should ask other committee members, the Graduate Advisor, or the Department Chair to contact the faculty member. In the case of a revised draft, committee members have two weeks to read and respond to the draft or they forfeit their right either to require further revisions or to reject the thesis.

### **Students entering with an M.A.**

Coursework and requirements for students entering with an M.A. can be found in the Linguistics Department's Requirements Checklist and Schedule Planner.

### **M.A.-Level Courses and Equivalencies**

If you already hold an M.A. degree, your Provisional Guidance Committee will advise you concerning any M.A.-level courses that will be required in view of your previous training. You should anticipate that you may have a few such courses to complete, since UCSB courses may differ in content from those taken elsewhere, even if the titles are the same.

### **Submission of the M.A. Thesis for Review**

If you entered the program with an M.A. degree, you should submit your M.A. thesis to the Department for consideration as equivalent to a UCSB Linguistics thesis. A thesis will be deemed equivalent if it is judged to be comparable in scope, quality, and originality to an M.A. thesis produced in Linguistics at UCSB. You can arrange to have your thesis considered by giving a copy to the Graduate Advisor or your Committee Chair, specifying that you want to have it reviewed. You should plan to do this as soon as possible after starting your UCSB graduate work. Two evaluators appropriate to the area of the thesis will be appointed by the Department Chair, serving as your Thesis Review Committee. If the thesis is not considered equivalent to a UCSB M.A. thesis in linguistics, you will be advised about revising it or submitting a thesis equivalent (see following section). In either case, your M.A. degree will be recognized by the Department; you will not need to earn an M.A. degree from UCSB (although you have the option of doing so), and you will continue to take the courses you need for the Ph.D. When the thesis is approved by the Thesis Review Committee, they should complete the M.A. Thesis Equivalent Report Form.

### **The M.A. Thesis Equivalent**

If you entered with an M.A. degree, but either (a) a thesis was not produced as part of your previous M.A.

program, or (b) your submitted thesis was judged not equivalent to a thesis in Linguistics from UCSB, you will be required to write a thesis equivalent paper. The goal of the thesis equivalent is to give you experience in engaging in original work and to give the faculty an opportunity to assess your ability to perform dissertation-level research. An M.A. thesis equivalent should either be comparable to a UCSB M.A. thesis in Linguistics (see above), or to a substantial paper of publishable quality. You will form a Thesis Review Committee to oversee your work. You should stay in close touch with your committee throughout the research and writing process and aim to complete the thesis equivalent as soon as possible. When the thesis equivalent is approved by the Thesis Review Committee, the M.A. Thesis Equivalent Report Form should be completed and submitted to the Graduate Program Assistant.

## **The Ph.D. Program**

### **The Publishable Paper**

After completion of the M.A. thesis or thesis equivalent, and before the Qualifying Examination, you must produce one paper of high quality suitable for publication in a major refereed journal. Topics for publishable papers frequently though not necessarily emerge from course papers or seminar papers. The paper must be on a different topic than the M.A. thesis or thesis equivalent. The publishable paper is written under the guidance of a three-person Ad Hoc Publishable Paper Committee, chaired by an appropriate faculty member.

Once you have formed your Ad Hoc Publishable Paper Committee and have developed a topic, you should schedule a one-hour meeting with the committee members to present an outline or overview of your publishable paper, including sample data and analyses. The committee must approve your plan before you can continue. You should stay in close contact with your committee throughout the planning, research and writing of the publishable paper. In addition, in consultation with the committee, you should choose a journal that would be an appropriate outlet for the paper, and write and format accordingly.

After you have produced a draft that your Chair feels is ready, he or she will tell you that your paper can be distributed to the other members of your committee. You should allow at least six weeks between the time your Chair agrees that your paper is ready for distribution to the other committee members and the time you would like to schedule your oral examination. This will allow two weeks for your committee to read your paper and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary. When your publishable paper has been approved by your committee, the Qualifying Examination can be scheduled. It is your responsibility to produce a paper of acceptable quality prior to the Qualifying Examination. Some students may take longer than six weeks to produce suitable revisions. In other cases, extensive revisions may not be necessary and the examination can take place shortly after the paper is circulated. The faculty are committed to returning drafts of publishable papers within the specified two-week period; if a faculty member has not returned your paper to you in that time period, you should ask other committee members, the Graduate Advisor, or the Department Chair to contact the faculty member. In the case of a revised draft of a paper, committee members have two weeks to read and respond to the draft or they forfeit their right either to require further revisions or to reject the paper.

Post-M.A. students who wish to submit a publishable paper for consideration during their first year must first officially change their Provisional Guidance Committee to a Post-M.A. Committee and form an Ad Hoc Publishable Paper Committee.

### **The Seminar Requirement**

It is preferred for students to fulfill the seminar requirement by taking 2 two-quarter seminars; students are encouraged to take seminars in different areas whenever possible and appropriate. However, in consultation with both the instructor and your faculty advisor, you may alternatively submit a petition to the faculty for permission to fulfill one of the seminar requirements by developing a seminar paper independently based on your work in any 200-level Linguistics course other than MA-level required courses. This course cannot be used to fulfill any other Linguistics degree requirement. To complete the

seminar requirement, you must enroll in Linguistics 593SM: Seminar Paper. Ideally, this course will be taken in the quarter following the “seminarized” course, but with instructor and advisor agreement Linguistics 593SM can be taken in a later quarter. Ordinarily at least 4 students must commit to enroll in Linguistics 593SM and must request this option from the relevant faculty member in advance of the quarter in which Linguistics 593SM is offered. It is your responsibility to notify the instructor and your advisor early on to discuss the possibility of seminarizing a particular course. It may not be possible to seminarize a particular course in a particular quarter, due to either content or timing issues. Regardless of which option is chosen, the seminar papers must be on substantially different topics.

### **The Qualifying Examination**

The Qualifying Examination consists of a discussion among you and your committee members on general linguistics. Preparation for this discussion begins with your first linguistics course and continues throughout your graduate career. The Qualifying Exam should be taken by the end of winter quarter of the fourth year, after completion of all doctoral coursework and acceptance of the publishable paper. The second of the foreign language exams must be taken prior to the oral qualifying exam.

The Qualifying Exam should be scheduled to allow for two hours, with about 100 minutes devoted to the examination and the remaining time to committee consultation. The maximum number of times this exam can be taken is two.

Your Qualifying Exam Committee will conduct the examination; these must be faculty members who are internal to the Department. In the usual case, the Qualifying Exam Committee will consist of faculty members oriented to the dissertation area. At the completion of the Qualifying Examination, all committee members must sign Doctoral Degree Form II: Report on Qualifying Examinations for the Doctor of Philosophy or Musical Arts, which should then be given to the Graduate Program Assistant for processing.

The exam is intended to broadly examine your knowledge in both general linguistics and your area(s) of specialization. Your performance should demonstrate that you are comfortable discussing a broad range of topics in linguistics, can think independently about issues, have integrated knowledge from various subfields, and have thought through the place of your research and specialties within the field of linguistics as a whole.

The main body of questions will be taken from the range of topics covered in the M.A. curriculum. The exam will also include some questions based on your area(s) of specialization. You should meet with each committee member prior to the exam to discuss your previous coursework and independent research. The Chair of your Qualifying Exam Committee will coordinate with the other committee members before the exam in order to ensure that the questions planned for the exam provide adequate areal coverage.

Exam questions are designed in order to elicit in-depth discussion of a topic. Typically, the discussion begins with a relatively basic question and then the conversation develops to encompass broader themes. Where possible, you should relate the discussion to your own work or data. You are encouraged to bring up particular linguistic examples appropriate for the question. You may not consult notes or other materials during the exam.

At the end of the exam, each committee member will first individually rank in writing the student’s performance with respect to each of the following criteria, using a integer scale of 0-2 (0 = unacceptable; 1 = acceptable (the default score); 2 = truly exceptional):

- Accuracy, specificity, and relevance of responses
- Breadth of knowledge and ability to synthesize across areas
- Depth of understanding, including the ability to ground the discussion in theoretical context
- Creative and independent thinking, including the ability to contextualize the student’s research and specializations within the field of linguistics as a whole
- Clarity of thought and expression

The committee members will then discuss each criterion separately, compare their evaluations, and as a committee vote on a single numerical score for each criterion. These scores will then be added to

determine the final exam score, which will fall between 0 and 10.

- A score of 0 on any criterion will result in a grade of Fail, regardless of scores on other criteria.
- A score of 5 or above will result in a grade of Pass.
- A score of 9 or 10 will result in a grade of Pass with Distinction.

The score will be used by the committee for its own assessment of the student's performance and will not be divulged to the student. However, the Chair of the committee will meet with the student after the exam and provide an evaluation of the student's performance in each of these areas.

### **Advancement to Candidacy**

After successfully completing the Qualifying Examination and filing Ph.D. Form II with the Graduate Division via the Graduate Program Assistant as described above, completing all requirements discussed above, and meeting the residency requirement stipulating that students must be registered for three consecutive quarters, you will advance to candidacy upon payment of the Advancement to Candidacy Fee.

### **Candidate of Philosophy (C. Phil.) Degree**

Some students may find it useful to obtain the C. Phil. degree, which indicates successful advancement to candidacy. This degree is only offered by campuses of the University of California. If you would like to be awarded a C. Phil. degree, you must submit a Graduate Student Petition along with a statement from the Department Chair confirming that all requirements for advancement have been met. The petition must be submitted within one year of advancement.

### **Dissertation Topic**

The Department advises against pursuing the same topic for your M.A. thesis and your Ph.D. dissertation, but it does not have an absolute policy on this matter. You should consult your committee if you wish to discuss this issue. Expansion and revision of an M.A. thesis is not normally an acceptable dissertation.

### **Prospectus**

The prospectus is a document that outlines what you plan to do for your dissertation. It is written in consultation with your Ph.D. Committee Chair, who will guide you on what it should contain according to your particular dissertation topic. The prospectus should formulate your plans for carrying out the dissertation and should demonstrate to your committee that you are ready to write your dissertation. Typically, it will be 15 to 30 pages long double-spaced (or the equivalent length single-spaced, if your committee prefers) and will outline previous literature on the topic, show why your study is needed, present hypotheses, and give illustrations of the kind of evidence (in some cases in the form of a pilot study) you will provide for your hypotheses. If your dissertation is a linguistic description, the prospectus will present an outline of the topics you will treat and examples of the sorts of analyses you will offer. The prospectus should be clear and well-organized. When it has been approved by your Dissertation Committee, your Committee Chair will advise you that you are ready for your Prospectus Defense. During this time, you should be in close contact with your committee, especially the Chair.

The prospectus usually requires several drafts. You should allow at least six weeks between the time your Chair agrees that your paper is ready for distribution to the other committee members and the time you would like to hold your Prospectus Defense. This will allow two weeks for your committee to read your prospectus and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary.

### **Prospectus Defense**

After your prospectus has been written and any revisions required by the committee have been completed, there will be a two-hour oral examination based on your prospectus in which you will be expected to answer questions about your dissertation research and plans. The Prospectus Defense should be scheduled to allow two and a half hours for examining and committee consultation.

Agreement from the committee that the prospectus is ready for the Prospectus Defense does not guarantee

that the prospectus will be approved by the committee at the Defense. The committee may require that the prospectus be revised after the Prospectus Defense (and may also require that the Prospectus Defense be retaken).

### **Doctoral Colloquium**

The Doctoral Colloquium is a requirement for the Ph.D.; it is your responsibility to notify the faculty Colloquium Director at least one quarter in advance of the time you would like to give your colloquium, in order to schedule a time. The Doctoral Colloquium must be given after the Prospectus Defense and when the writing of the dissertation is nearly completed. The exact content of the colloquium should be worked out in consultation with your dissertation Committee Chair, but it must be based on the dissertation research. Students living overseas and thus for whom it would be a financial hardship to return may petition to fulfill this requirement by other means.

### **Dissertation Defense**

The dissertation usually requires several drafts. You should allow at least eight weeks between the time your Chair agrees that your dissertation is ready for distribution to the other committee members and the time you would like to hold your Dissertation Defense. This will allow four weeks for your committee to read your dissertation and two weeks for you to revise it, with an additional two weeks in case further revisions are necessary.

The Dissertation Defense is the last Ph.D. requirement, scheduled after the dissertation has been completed and all committee members have read and approved it. By tradition, dissertation defenses are public events that are open to anyone you wish to invite, including family members, as well as to anyone else who wishes to attend. You will briefly present the major findings of the dissertation; for the bulk of the time the committee will ask questions regarding the points raised in the presentation and in the dissertation itself. The format of the defense will vary according to the dissertation topic and should be discussed in advance with the Dissertation Committee Chair. The Dissertation Defense is two hours long; the defense should be scheduled to allow two and a half hours for examining and committee consultation.

With extremely rare exceptions, it is required that all UCSB members of the Dissertation Committee be present in person for the defense. If the outside member of the committee is not a UCSB faculty member, it is acceptable for him or her to participate in the defense via video or audio conference. If the outside member is unable to participate via video or audio conference, you must petition the faculty for permission for that member to participate in the defense via submission of questions to the Committee Chair at least one week before the defense. If any member of the committee who is a UCSB faculty member is unable to be present in person for the defense, you must petition the faculty for permission for that member to participate in the defense via video or audio conference. It is not permitted for UCSB faculty to submit written questions in lieu of participation in the defense in person or via video or audio conference. In all cases, at least two members of the committee from UCSB must be present in person at the defense.

Under exceptional circumstances of economic or other hardship, you may petition to fulfill this requirement by other means.

Following a successful Dissertation Defense, Doctoral Degree Form III: Report on Final Examinations for the Degree of Doctor of Philosophy or Music must be filed with the Graduate Division. It must be signed by all members of the Dissertation Committee; the Committee Chair may sign on behalf of outside members of the committee, who need not be present at the defense. Outside members not present at the defense must, however, have agreed to abide by the will of the committee members present.

All members of the Dissertation Committee, including outside members, must personally sign the title page of the dissertation, which must be printed on paper of the type required by the university for the dissertation. It is advisable to have your committee sign several copies of the title page. You should allow time for outside members to receive, sign, and return multiple copies of the title page. It is highly recommended that students send both Form III and the dissertation signature pages to outside members at least two months in advance



of the Dissertation Defense, with instructions to return these forms directly to the Graduate Program Assistant, who will keep the documents on file until the Dissertation Defense has been completed and the dissertation has been approved.

### **Graduation**

Following a successful Dissertation Defense, completion of any revisions suggested for the dissertation, and filing of Doctoral Degree Form III with the Graduate Division as described above, you are eligible to walk at graduation ceremonies. Under exceptional circumstances, a student who has nearly finished by the time of graduation at the end of spring quarter and whose Committee is convinced that he or she will have completed all requirements before the beginning of the following fall quarter may participate in the ceremonies.

### **Thesis and Dissertation Format and Archiving**

The Department has no policy on the format of the M.A. thesis or the Ph.D. dissertation apart from the UCSB Guide to Filing Theses and Dissertations, which you should consult early in the process of writing your thesis and dissertation. The formatting specified in the Linguistic Society of America Style Sheet should be considered the unmarked option, but you should consult your committee for more specific guidance. The Department requires that an electronic (PDF) copy of each Master's thesis and Ph.D. dissertation be submitted to the Graduate Program Assistant.

### **Financial Support**

There is a great range in options for financial support, and the details of how money is allocated and disbursed vary greatly. For that reason, this document does not attempt to present that information fully. Instead, you should consult the appropriate officer in the agency dispensing the money for details, such as the Graduate Program Assistant or Business Officer of the Department of Linguistics, the Financial Support staff at the Graduate Division, the Office of Financial Aid or the Office of the Registrar, or organizations dispensing fellowships. Most forms of financial aid are subject to federal income tax. For further information, consult the Graduate Division, the U.S. Internal Revenue Service, or a professional tax consultant.

### **Types of Support Available**

The department is strongly committed to funding its students to the extent possible; however, it is not always possible to provide all students with full funding. Any offer of support is described in detail in an official award letter; this is a legally binding document and commits the Department and the university to the support detailed. With departmental approval, students may combine multiple sources of funding, up to the hourly limit stipulated by the Graduate Division. For more information, see the Graduate Division website.

### **For Entering Students**

Students who have been accepted for admission into the program may receive University Central Fellowships, Department of Linguistics Fellowships, or other forms of support.

#### *External Fellowships*

Entering students both with and without financial support are expected to attend a grant-writing workshop during Orientation Week and to apply for external fellowships, which generally have application deadlines in the fall quarter.

#### *University Central Recruitment Fellowships*

University Central Recruitment Fellowships offer from one to six years of support. Multiyear packages generally offer a combination of types of support, such that some years the student is given a fellowship stipend and focuses purely on his or her studies, and other years the student works as a Teaching Assistant or Research Assistant within the Department. The details of the support packages vary depending on which particular fellowship is awarded; students should read their fellowship award letter for details pertinent to their specific situation.

### *Department of Linguistics Recruitment Fellowships*

Department of Linguistics Recruitment Fellowships offer from one quarter to three years of support. Multiyear packages generally offer a combination of types of support, such that some years the student is given a fellowship stipend and focuses purely on his or her studies, and other years the student works as a Teaching Assistant or Research Assistant within the Department. The details of the support packages vary depending on which particular fellowship is awarded; students should read their fellowship award letter for details pertinent to their specific situation.

### *Department of Linguistics Grants*

Incoming students who do not receive a fellowship may be awarded a departmental grant to help defray tuition, fees, and other expenses.

### *Teaching Assistantships*

Incoming students may be awarded one or more Teaching Assistantships. The duties of TAs vary with the course, but generally include some combination of grading, holding discussion sections, holding office hours, and attending lectures. These appointments are generally made at the “.17 FTE (Full-time equivalent)” or 50% level (20 hours/week), although a few courses have “.08 FTE” or 25% TAs (10 hours/week). Before or concurrently with assuming a TA appointment, all students must complete LING 505, the TA training course, although in some cases completion of an equivalent course and/or an established record of excellent teaching from another university can substitute for LING 505. TAs pay partial tuition and fees, health insurance, and a salary disbursed on a monthly basis. TAs are awarded contingent on funds being received from the College of Letters and Science and may be revoked if a course is canceled or funds are otherwise not forthcoming; fellowship students for whom TA funding has been guaranteed will receive an alternative position or stipend.

### *Research Assistantships*

Incoming students may be awarded one or more Research Assistantships. Depending on the funding source, RAs may provide an hourly wage for between 5 and 20 hours per week; in rare cases, they may pay partial fees, health insurance, and a salary disbursed on a monthly basis.

### *Departmental Assistant Positions*

A number of part-time positions are available within the Department which offer an hourly wage, such as the library representative, lab manager, events coordinator, and website assistant. These opportunities are announced on the departmental graduate student email list.

### **For Continuing Students**

Continuing students in good academic standing with the Department and the University have a range of funding options available.

### *External Fellowships*

There are many external fellowships available. Every student has a responsibility to investigate appropriate opportunities. You should use “The Source” on the Graduate Division’s website as a good initial starting point for identifying possible extramural sources of support. You are strongly encouraged to bring fellowship applications to your Advising Committee and the Graduate Advisor well before the deadline for advice on writing the application and for letters of recommendation. Occasional workshops on grant writing are offered by the Graduate Division and other agencies.

### *University Central Continuing Fellowships*

Each year, students not holding a multiyear fellowship may apply to the department to be nominated for single-year fellowships offered by the Graduate Division and other university sources, which supply partial tuition and fees, health insurance, and a stipend. In addition, eligible students may apply for university grants to support their research. These opportunities are announced on the departmental graduate student email list.

*Department of Linguistics Fellowships*

Department of Linguistics Fellowships offer from one quarter to one year of support in the form of partial tuition and fees, health insurance, and a stipend.

*Department of Linguistics Grants*

Continuing students who do not receive a fellowship may be awarded a departmental grant to help defray tuition, fees, and other expenses. In addition, small stipends are sometimes available to all students to support research and professional development.

*Teaching Assistantships*

Continuing students may be awarded one or more Teaching Assistantships. The duties of TAs vary with the course, but generally include some combination of grading, holding discussion sections, holding office hours, and attending lectures. These appointments are generally made at the “.17 FTE (Full-time equivalent)” or 50% level (20 hours/week), although a few courses have “.08 FTE” or 25% TAs (10 hours/week). Before or concurrently with assuming a TA appointment, all students must complete LING 505, the TA training course, although in some cases completion of an equivalent course and/or an established record of excellent teaching from another university can substitute for LING 505. TAs pay partial tuition and fees, health insurance, and a salary disbursed on a monthly basis. TAs are awarded contingent on funds being received from the College of Letters and Science and may be revoked if a course is canceled or funds are otherwise not forthcoming; fellowship students for whom TA funding has been guaranteed will receive an alternative position or stipend.

The Graduate Division has established that the total number of TAs and Associateships (see below) that can be awarded to any one student over the course of their graduate career is 12. Exceptions to this policy may be submitted to the Graduate Division for approval.

In order to serve as a TA for most upper-division courses, you must have completed coursework in the subject area prior to the beginning of the quarter of the TAship. Students who excel in the subject area, or who have chosen it as the focus of their M.A.- or Ph.D.-level research, are given priority of assignment. The following prerequisite courses (or their equivalents) for TAs are listed below. Courses that are recommended but not prerequisites are given in parentheses.

<u>Course</u>	<u>Prerequisite(s)</u>
107	235
109	234
113	(225)
115	(260)

*Teaching Associateships*

Teaching Associateships differ from TAs in that Teaching Associates have full responsibility for a course, including the course design, the lectures, and the grading, while TAs work to assist a faculty member who has these responsibilities. Teaching Associates always work in consultation with a faculty member. To receive a position as an Associate, you must have previous experience in the course as a TA, or, if the course does not normally have TAs, you must have an extensive background in the subject area. All Associates must also have taken LING 505, or its equivalent, or have an established teaching record. In addition, Associates must have completed a Master’s degree prior to appointment. Appointment of Associates must be approved by the Graduate Dean, acting upon recommendations from the Department.

*Research Assistantships*

Continuing students may be awarded one or more Research Assistantships. Depending on the funding source, RAs may provide an hourly wage for between 5 and 20 hours per week; in rare cases, they may pay partial fees, health insurance, and a salary disbursed on a monthly basis.

### *Departmental Assistant Positions*

A number of part-time positions are available within the Department which offer an hourly wage, such as library representative, lab manager, events coordinator, and website assistant. These opportunities are announced on the departmental graduate student email list.

### *Employment outside the Department*

Students who need funding are encouraged to seek employment outside the Department. TAs are often available in other departments (e.g. language departments, Asian American Studies, Black Studies, Writing Program). If you teach for another department, you should provide your teaching evaluations to the Linguistics Department so a complete teaching file for you can be maintained. A wide array of other jobs are also available both on and off campus. However, students in good standing are strongly encouraged to work on campus in order to keep their focus on their studies.

### *Need-based financial support*

Need-based loans and work-study awards are available to U.S. citizens and permanent residents through the Financial Aid Office. To be eligible for such support, you must file a FAFSA (Free Application for Federal Student Aid) each spring. All TAs and RAs are strongly encouraged to apply for work-study awards, which generates additional departmental funds for student support.

Students who are not legal residents of the State of California are required to pay nonresident supplemental tuition as well as the mandatory tuition and fees paid by all students. See the Graduate Division website for the most current information about the cost of tuition and fees. Many sources of financial aid do not cover this expense. *Students who are U.S. citizens or permanent residents but who hold legal residency in another state should establish residency in California after one year in order to avoid paying tuition after their first year in the program. You should consult the Financial Aid Office for information about how to establish California residency and begin the process as soon as you move to California.* International students are not eligible for California residency.

### **Applying for Support**

All U.S. citizens and permanent residents requesting financial support must fill out a Free Application for Federal Student Aid (FAFSA) every year. The deadline for submission of these forms is generally in early March. They are available through the Office of Financial Aid.

The Department of Linguistics also requires all continuing students to fill out a departmental Continuing Graduate Student Support Request Form. Generally these are returned to the Graduate Program Assistant in early or mid March. On these forms, you are requested to specify the quarters for which you need support, any support which has already been promised or applied for, and the types of support you would like to receive. You should feel free to specify particular teaching assignments that you would especially like or would prefer not to receive.

### **Priorities for Distribution of Support**

- (1) The Department's first priority is to honor all commitments made to students as part of the recruitment process. These students are thus given priority in the disbursement of TAs, RAs, fee fellowships, and block grant funds.
- (2) Principal Investigators holding intramural or extramural grants decide which students they will support as RAs.
- (3) Teaching Associates are selected on the basis of their teaching records, academic backgrounds, and appropriateness for the course to be taught.
- (4) The Department selects students to fill all other positions and tries to allocate these in the fairest way possible, taking into consideration student qualifications and other relevant criteria, in addition to their requests on the support request forms.

Taking into account the value of the teaching experience to the student, the Department tries to make it

possible for every student who wants to be a TA for a Linguistics course to have that opportunity at least once. Good teaching evaluations can positively affect a TA's priority for reappointment, especially for Teaching Associates. By the same token, bad teaching evaluations can negatively affect a TA's priority for reappointment and can cause a previously offered future TAship to be reassigned.

### **Criteria for Support**

The faculty considers and balances all of the following criteria during the process of allocating financial support:

- (1) Students with records of outstanding performance and productivity in course work, independent research, and publication are given high priority.
- (2) Students with excellent records in previous departmental appointments are given high priority. Students with poor records in previous departmental appointments are given low priority.
- (3) Students who have received many quarters of financial support from the Department over the course of their graduate career will be given lower priority than students who are relatively new to the program and who have received less support despite good qualifications.
- (4) Since a TAship is viewed as part of a student's professional training, if rank and qualifications are considered equal, preference will be given to the student who has TAed fewer courses. The goal is for every eligible student to have at least one quarter of TA experience.
- (5) Students who are on academic probation because they have exceeded the time limit either for advancement to candidacy or for completion of a degree may not hold a position as a TA, Associate, or RA. They are also not eligible for university or departmental support.

Note that these criteria do not include any assessment of financial need but are based entirely on merit.

Changes in support allocation occur regularly throughout the academic year. For example, a student might give up a TAship or RAship to take a fellowship. The position is reassigned to another student based on the same criteria listed above. Such appointments are made by the Department Chair in consultation with the Executive Committee.

### **Notification of Support**

Each student who has been awarded support by the Department receives an official letter specifying the details of the support offer at the end of the spring quarter or as soon as funding is made available. Students are then asked to accept or decline the award in writing. Any subsequent changes to a student's support package are made in a revised award letter and must also be accepted or declined in writing.

### **TA Responsibilities**

TA responsibilities may include the following:

- (1) assisting the faculty member in the preparation of course materials;
- (2) creating and/or maintaining the class website on GauchoSpace;
- (3) teaching discussion sections;
- (4) reading and grading student papers and examinations;
- (5) acting as a liaison between professor and students;
- (6) holding office hours;
- (7) giving a lecture in the course;
- (8) proctoring examinations;
- (9) maintaining a grading spreadsheet.

### **Responsibilities Not Appropriate for TAs**

TAs may assist the faculty member in, but are not to be given sole responsibility for:

- (1) the instructional content of any course;
- (2) the selection of student assignments;
- (3) the planning of examinations;
- (4) the determination of course grades.

### **The Faculty Mentor**

The faculty mentor for a TA is the instructor of the course or, in the case of Teaching Associates, the student's Committee Chair or the Graduate Advisor. The frequency and duration of meetings shall be determined by the faculty mentor, as he or she deems appropriate and necessary for effective course progress.

The faculty member should arrange with each TA for at least one visit to his or her discussion section, informing the TA in advance when the visit will occur. The faculty member should then meet with the TA to discuss his or her performance. These comments will be formalized in a letter of evaluation to be placed in the TA's file.

### **Discussion Sections**

TAs should be provided by the instructor in advance with enough information to be confident and secure with the content, emphasis, and presentation of the material in discussion sections.

### **Grading**

TAs should be provided with answer keys to exams and other assignments, as well as detailed guidelines with respect to assignment of points and possible conflicting analyses. Attention should be paid to maintaining uniformity among graders and minimizing student complaints of grader bias. Grades should be logged in a format agreed upon by the instructor.

### **Problem Resolution**

If problems arise concerning the roles or responsibilities of supervising faculty and TAs, the parties involved should meet to discuss the problem and its resolution. If this meeting does not result in a resolution, the TA or faculty member should consult with the Graduate Advisor or the Department Chair.

### **Academic Dishonesty**

In any case of suspected cheating, UCSB guidelines prevail.

### **Miscellaneous**

#### **Leave of Absence**

A student may request a leave of absence for medical/health issues; pregnancy and/or parenting needs; family emergencies; military duty; research leave; or thesis/dissertation leave. Students should contact the Graduate Advisor or the Graduate Program Assistant for more information. Students with Central Fellowships must comply with the Graduate Division's Request for Change in Fellowship Schedule as part of the petition process.

#### **Lapsed Status**

If a student does not register for courses and is not on approved leave, he or she is considered to have "lapsed." Quarters during which students have lapsed status count in the computation of normative time. If the student has an approved leave of absence, apart from an in absentia leave, the normative time clock stops. Please refer to the Graduate Division regulations for "in absentia leave," which requires partial payment of fees and full health insurance.

#### **Availability of Faculty during Summer Term**

Since faculty have 9-month appointments and rely heavily on the summer to conduct research, write papers, and prepare for classes, it is departmental policy that faculty members are by default not available for advising or for reading student work during the summer but may in exceptional cases agree to be available for supervision over the summer. Students should plan accordingly to ensure that they complete any relevant required work before the end of spring quarter and should avoid scheduling events early in fall quarter if they would conflict with these constraints. It is essential for students to communicate with particular faculty members in advance about their potential availability and to respect their adherence to the departmental policy of faculty unavailability during the summer.

**Grievance Procedure**

If a student has a grievance regarding the actions of a faculty member or some other problem, he or she should discuss it with the Chair or the Graduate Advisor. The Chair or the Graduate Advisor will decide upon appropriate action to address the grievance.

The Graduate Division has formulated procedures for graduate student disputes. Contact the Graduate Division for more information.