

Department of Slavic and East European  
Languages and Cultures Graduate  
Handbook  
(updated Autumn 2019)

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## **General Information on Graduate Study**

### **ADVISING**

#### **Advising of new students**

New graduate students are assigned to the Graduate Studies Chair until they are ready to choose an advisor. By the end of their first year in the program, students should be able to select an advisor in their own area of research. Students should take the time to get to know both research and advising style of faculty members to facilitate their choice, at which point students should file a “Change of Advisor” form with the academic program coordinator to make their advisor selection official.

#### **Role of the Graduate Studies Committee Chair**

The Graduate Studies Committee Chair is responsible for guiding students in their choice of advisors; for overseeing advising at the MA and PhD levels; and for dealing with any difficulties, complaints, etc., related to any student's progress in the program. It is the duty of the Graduate Studies Committee Chair to ensure efficient communication between the graduate students and the graduate faculty and to act as liaison with the Graduate School. This means, in effect, that students and/or their advisors should bring problems and petitions to the GSC Chair who will contact the Dean of the Graduate School rather than petitioning the dean themselves.

#### **Advisor's obligations to the student**

The advisor-student relation is one of the most important elements in successful graduate study, as it is the duty of the advisor to serve as the student's academic director and mentor. The particular responsibilities of advisors are as follows:

- \* They meet with their advisees at least once every semester to discuss the next term's classes. Students should not enroll in classes before conferring with their advisors.
- \* They serve on all of their advisees' examination and defense committees and may help choose the other members of the committees.
- \* They give their advisees suggestions on how to prepare for examinations.
- \* They give their advisees suggestions and guidance on topics for theses, professional papers, and dissertations. In addition, they serve as the first and most important reader of the theses, professional papers, and dissertations. It is up to the individual advisors to set ground rules for their readership.
- \* They monitor their advisees' progress and performance in the program and their fulfillment of departmental requirements. In addition, they report on their advisees' progress in the annual faculty meeting in which the graduate students are evaluated. They then write their advisees informing them of the faculty's evaluation. Copies of these annual letters of evaluation are sent to the Graduate Studies Committee Chair and placed in the students' files.

- \* They give their advisees suggestions and guidance on study abroad, special academic programs, fellowships, associateships, jobs, and career plans.
- \* They write letters of recommendation on behalf of their advisees for special academic programs, fellowships, associateships, jobs, etc.
- \* As advisors have responsibility for monitoring their students' progress in the program, their signatures are necessary on various documents relating to course changes and on all petitions that the students write to the Graduate Studies Committee.
- \* They monitor their email regularly and respond in a timely fashion.

#### Student's obligations to the advisor

- \* It is essential for students to communicate frequently with their advisors.
- \* Students should monitor their email regularly and respond to advisors in a timely fashion.
- \* Students should seek their advisors' guidance whenever they are deciding on their academic orientation, areas of specialization, and thesis/professional paper/dissertation topics.
- \* It is the student's responsibility to arrange the semester meeting to discuss the next term's classes and to discuss extracurricular activities within and outside the department. They should also monitor their own progress in the program.
- \* Students should give their advisors sufficient time to read and comment on drafts of papers and to write letters of recommendation on their behalf. What counts as sufficient time will vary from advisor to advisor, since each of the professors has different time constraints in a given semester.
- \* Students should also consult their advisors when they are contemplating such steps as adding or dropping classes, applying for fellowships, going on study abroad programs, taking leaves of absence, etc.
- \* Students should keep their advisors informed of their whereabouts during the summer, when studying abroad, or during other prolonged absences from the university.

#### Advising during the absence of the official advisor

If a student's advisor is absent for a prolonged period, it is the responsibility of the Graduate Studies Committee to ensure that the student receives the necessary advising. The student may request to be assigned to some particular faculty member on a temporary basis. If the student does not have a particular preference, the Graduate Studies Chair may ask a faculty member to assume advising responsibilities.

#### Change of advisor and addition of co-advisor

Graduate students may apply to change advisors at any time. As the advisor-student relationship is crucial in graduate study, this is a decision that should only be made after careful consideration. There can be various situations in which such a change is appropriate, including change of disciplinary orientation, pursuing a specific research interest, prolonged absence of an advisor, difficulties in communication, etc. Whatever the reason for changing advisors, it is essential that the situation be discussed, and the change arranged through the Graduate Studies Committee Chair, whose responsibility it is to oversee the advising of all graduate students in the Department. The "Change of Advisor" form requires the signatures of both the intended new

advisor and the Graduate Studies Chair. Please note that it is common courtesy to inform the previous advisor of the intended change. It is also feasible to name two faculty members as co-advisors, either both within the department or one in another department, if such an arrangement facilitates a particular research topic and formalizes the contributions of more than one primary advisor to the student's progress. All decisions should be discussed with relevant faculty. Advice may also be sought from the Graduate Studies Chair.

## **COURSE LOADS**

### Minimum course loads

#### **\* Graduate Associates**

The minimum number of credit hours per semester for GA's (50% or more) prior to candidacy is 8 hours of graduate course work during the academic year. Students will normally take more than the minimum, usually 11-12 credits. If a student has a GA position in summer term, s/he must register for 4 credit hours.

#### **\* Doctoral candidates**

Doctoral students who have passed the candidacy examination must be enrolled for at least 3 credit hours in order to hold a GA appointment (50% or higher).

Students must be registered for at least three graduate credit hours during any term in which they are taking their candidacy examination, final oral examination, and expected graduation, even in summer term.

All students who successfully complete the doctoral candidacy examination are required to be enrolled in every autumn and spring semester (summer term is excluded) until graduation. These students must be enrolled for at least three credits per autumn and spring semester. These registration requirements can include dissertation research hours. This policy is effective for all students (Graduate School Handbook section 7.7)

#### **\* Fellows**

Students that hold fellowships (University, FLAS, etc.) must be enrolled for at least 12 credit hours per semester (6 in summer for twelve-month fellowships).

#### **\* International students**

International students are required to register for a minimum of eight credit hours in autumn and spring semesters. Enrollment in the summer term is optional unless the international student is in the first or last term in their program, is participating in a Curricular Practical Training, or is on an appointment as a graduate associate.

### Which courses can count towards the minimum?

The enrollment minimum is ordinarily satisfied by graduate-level classes (5000-level or above); petitions for exceptions must be submitted to the Graduate Studies Committee.

### When should one take the minimum load?

We encourage students to take more than the minimum load in most semesters, since we will expect students to maintain a good rate of progress through the program. A minimum load would be most appropriate for, say, students who are writing theses or professional papers or those who have unusual work responsibilities (e.g., 75% appointments). All other things being equal, a student who regularly takes more than the minimum load is a better candidate for support than a student who regularly takes no more than the minimum load.

### Petitioning for less than the minimum

Under special circumstances, it is possible to petition the Dean of the Graduate School for permission to enroll in fewer than the mandated number of credit hours. Such petitions should always go through the Graduate Studies Committee Chair. Students should not contact the Dean of the Graduate School themselves.

## **MILESTONES**

To be progressing through the program at a satisfactory rate, full-time students must meet the following requirements known as "milestones":

Milestone 1: They must select an advisor by the end of their second semester of enrollment.

Milestone 2: They must pass the Russian Proficiency Exam by their third semester of enrollment, not counting summers or periods of study abroad.

Milestone 3: Students apply with the Graduate School to graduate with an MA degree by week three of their fourth semester of enrollment. The Graduate School has two designations, Plan A where a student files a formal thesis with the Graduate School and Plan B which describes a non-thesis MA degree. Generally speaking DSEELC students choose Plan B and fulfill departmental professional paper requirements without filing an official thesis. In specific cases students will be granted an MA degree upon completion of their candidacy exam.

Milestone 4: They must defend and file their professional papers and/or portfolios (with the department) in a timely manner. Each concentration has a different specific set of requirements (see section Description of Program Milestones below). This milestone should be reached by the end of the fourth semester of enrollment. Students who are taking joint degrees with other academic units have until the end of their 6th semester of enrollment, not counting summers.

Milestone 5: They must advance to candidacy (successfully pass the candidacy examinations) by the end of their fourth semester of enrollment after milestone 4, not counting periods of study

abroad. For Lit/Film/Culture students this is generally in the autumn of their fourth year; for SLA or Linguistics in spring semester of their fourth year.

Milestone 6: They must submit and have approved a dissertation prospectus by the end of the semester in which their candidacy exams are taken, summer semester included. Committees will strive to respond with requests for revisions in a timely fashion, and students should receive approval of the prospectus within the first month of the following semester. Students whose dissertation prospectus has not been approved by the end of their second semester of enrollment after their candidacy exams (including summer term or periods of study abroad) will be put on departmental probation.

Students must meet these requirements in order to remain in good standing. Students may petition the Graduate Studies Committee for exceptions.

## **GOOD STANDING IN THE PROGRAM**

### Requirements to be in good standing in the program

To be in good standing in the program, students must fulfill the following criteria:

- \* Maintain a 3.4 cumulative grade-point average (cGPA) in the courses used in fulfillment of degree requirements;
- \* Maintain a 3.3 cGPA overall;
- \* Progress through the program at a satisfactory rate, as determined by passing specific "milestones";
- \* Satisfy the requirement of continuous enrollment (see below).

Students who are not in good standing will be subject to sanctions, which affect not only financial aid prospects but also the right to continue in the program. In general, the good standing requirements are minima.

### Good Standing in the Graduate School

In order to be in good standing in the Graduate School, students must maintain a cumulative grade-point average (cGPA) of 3.0 or better in all graduate courses and must maintain reasonable progress, as defined by the departmental criteria. Annual feedback from advisors will help warn students if they are not making reasonable progress. Students who do not fulfill these criteria will be placed on Graduate School probation.

### Continuous Enrollment Requirement (pre-Candidacy)



Students who have not yet successfully completed candidacy exams must be continuously enrolled in the program (summers excepted) or must be granted a formal leave of absence by the Graduate Studies Committee. To request leaves of absence, students must submit brief petitions to the Graduate Studies Committee in which they outline their reasons for not being enrolled in the given semester(s). Students who wish to extend their leaves of absence must submit new petitions prior to the end of the period covered by their first petitions.

Students who have not registered in the Graduate School for one calendar year are automatically deactivated. To receive permission to re-enroll, students must petition the Graduate Studies Committee (see Graduate School Handbook, Section 3.2).

Recipients of multiple-year fellowships should note that the Graduate School requires them to be enrolled continuously; their requests for leave must be submitted by the Graduate Studies Committee Chair to the Dean of the Graduate School.

### Continuous Enrollment Requirement (Candidacy)

All students who successfully complete the doctoral candidacy examination are required to be enrolled in every autumn and spring semester (summer term is excluded) until graduation. These students must be enrolled for at least three credits per autumn and spring semester. These registration requirements can include research hours. This policy is effective for all students (Graduate School Handbook 7.7) It is also possible to use these three credit hours in other ways, for example to take a course per semester toward a certificate, but students should consult with their advisors before choosing this path.

Doctoral candidates who cannot continue in their doctoral program due to extenuating circumstances (e.g., medical or military) can request an Academic Leave of Absence from their doctoral studies on a semester by semester basis for up to a maximum overall leave period of one year (Graduate School Handbook 11.2). A leave request requires the doctoral candidate to submit a Committee and Examination Petition on GRADFORMS. Once submitted the form will be available on GRADFORMS for approval by the doctoral candidate's home program and advisor before being forwarded to the Graduate School for final review. A request for a leave needs to be submitted before the actual leave period begins. Verification of circumstances should be included as an attachment on the petition form. If a leave is granted, the doctoral candidate's candidacy period will be paused until the doctoral candidate returns to continuous enrollment status.

In the absence of such a petition, the Graduate Studies Committee, after consultation with the student's advisor, may recommend that the student no longer be allowed to register in the Graduate School (Graduate School Handbook 7.7), i.e., be effectively dismissed from the program. In that case, the student must petition the Departmental Chair for permission to reenter the program.

Doctoral students are automatically deactivated five full calendar years after their candidacy examination if they have not completed all the requirements for the PhD (see Graduate School Handbook 7.7). This entails loss of candidacy. Candidacy may be reestablished by taking a

supplemental candidacy examination, with the approval of the student's advisor and the Graduate Studies Committee (see Graduate School Handbook 7.7). In order to receive a Ph.D., students must complete and defend the dissertation within two years of the supplemental examination. The Graduate School does not ordinarily grant exceptions to this rule.

### Exam Retakes

Students who are permitted retakes of examinations but who do not do so within one semester of enrollment after the original exam, including summers, will be prevented from registering.

### Departmental Probation

Students who fall below the minimum standards of the Good Standing Requirements will be warned by a letter from the Department Chair, acting on the recommendation of the Graduate Studies Committee Chair. This letter will initiate a two-semester probationary period ("departmental probation," not to be confused with Graduate School probation). In order to be removed from departmental probation, the students must show adequate signs of progress over their next two semesters of enrollment, counting the semester in which the letter is written, but excluding summers. If there are no signs of progress by the end of the second semester of enrollment, the students will lose departmental support; if they are not on departmental support, they will be placed at the bottom of the support list for the upcoming year. At the same time, the Graduate Studies Committee Chair will recommend to the Graduate School that the student be issued a warning that registration will be denied unless there is marked improvement by the end of the following semester. If there is no sign of progress by the end of the second semester, the students will be dismissed from the program and denied further registration in the Graduate School (Graduate School Handbook, 5.4).

It is the responsibility of the student's advisor to monitor his/her fulfillment of the requirements, although the student must also take an active role. The Graduate Studies Committee oversees this process.

### Graduate School Probation

The Graduate School has laid out expectations of acceptable grades and a plan to get students back on track or dismiss them if necessary. Students whose graduate CGPA falls below 3.0 after 9 graduate credit hours will enter into a remediation plan for one autumn or spring semester, with the intention of raising the cGPA over 3.0. Student who do not improve their graduate cGPA after a remediation plan has been attempted are placed on probation by the Graduate School for one semester and cease to be eligible for GA appointments. Students who fail to raise their graduate cGPA to 3.0 or better at the end of the next semester of enrollment may be dismissed from the university at the recommendation of the Department's Graduate Studies Committee Chair (see Graduate School Handbook, 5.3).

## **THE RUSSIAN PROFICIENCY EXAMINATION**

### Purpose of the Russian Proficiency Examination (RPE)

The Department requires all graduate students to demonstrate an acceptable level of proficiency in Russian by passing the Russian Proficiency Examination (RPE) within three semesters of enrollment after entering the program (not counting summers or periods of study abroad) (Milestone 2). All students, except those with a university degree from a university whose primary language of instruction is Russian, must pass the Russian proficiency examination in order to receive a PhD in the Department.

The RPE is a necessary criterion for continuing students to have a Graduate Associate appointment teaching beyond Russian 1102 in the Department. It also guarantees that Department degree recipients are qualified in the Russian language.

### Description of the RPE

- Grammar. In this portion, students are asked 1) to fill in blanks in a text with grammatically correct forms of the words or to rephrase sentences; 2) to correct the grammatical and stylistic mistakes in sample student writing.
- Translation/Vocabulary. In this portion, students are to translate short passages (about half a page), from both Russian to English and English to Russian.

### Administration of the RPE

The RPE is administered every autumn. Students wanting to take RPE in a given semester must preregister with the Graduate Studies Coordinator and Language Program Coordinator in writing by the end of the first week of classes. The RPE is proctored. Paper will be provided by the Department.

### Retakes of the RPE

Students are allowed to take the RPE two times. The RPE is offered every fall, so if a student does not meet the minimum score of 80 in their first semester of the program, they will need to take it again.

Students who have passed some portions of the examination but not others need only retake the portions that they have failed. Students who fail to reach a score of 80 after two attempts will not be permitted to pursue the PhD. Students who score at least a 70 will be given the option of taking a master's exam in the following spring but will not be allowed to continue in the program.

In unusual circumstances, students will be allowed to take the exam a third time. This is contingent on approval from both the Language Program Coordinator and Graduate Studies Chair. Any third exam attempt must be completed before the first day of the spring term of the student's second year.

## **GRADUATE STUDENT LIAISON**

### Role of graduate student liaison

The graduate student liaison (GSL) regularly meets with the Department Chair and Graduate Studies Chair to ensure that the needs and opinions of the department's graduate students are addressed. The GSL acts as a liaison between the graduate students and faculty members. If you have a concern that you would like to bring to the attention of the faculty but feel daunted by the prospect of discussing it with a faculty member yourself, you can always ask the GSL to speak on your behalf. Talking to the GSL is a good way of keeping concerns anonymous. Periodic town hall meetings (1-2 per academic year or more if necessary) will also give a chance to address concerns and share information with the Chair and Grad Chair.

### Appointment of liaison

The GSL is chosen by the faculty at the beginning of each academic year. Students are selected for their ability to communicate clearly and to work within their cohort. The GSL is appointed for one academic year and may be asked to serve one additional year at the discretion of the Department Chair.

## **FINANCIAL SUPPORT FOR GRADUATE STUDENTS**

### General remarks

Students in good standing in the Department are ordinarily supported for five academic years of graduate study by various kinds of funding: 1) graduate associateships from the Department or other academic units of the University; 2) graduate fellowships awarded by the Graduate School of the University; 3) fellowships awarded by other academic units of the University or by outside agencies. Financial need is generally not taken into account in awards of this kind. An exception is the Title VI Fellowship for Foreign Language and Area Studies (FLAS), which is available only to domestic students and requires them to fill out a FAFSA form.

Graduate fellowships and associateships generally provide tuition/fee waivers and stipends. Fellows appointed by the Graduate School receive stipends for twelve months, and they must enroll for 6 graduate credit hours the summer of their fellowship year. Tuition/fees are waived during academic and summer terms. Two-semester associateships awarded by the University include a summer tuition/fee waiver without any service responsibilities which can only be used in the summer immediately following the associateship.

In this context, it is impossible to list every source of available support. The purpose of this section is to help students to begin their own independent search for funding. Students should consult their advisors, the Graduate School, and professional websites, newsletters, and mailing lists including the Ohio State CSEES Weekly, SEELANGS, etc. for further information.

### Academic-year support

Many forms of academic-year support are available. The Graduate School awards one-year and multiple-year fellowships to entering graduate students; these include University and Distinguished University Fellowships, as well as Graduate Enrichment Fellowships for members of traditionally underrepresented populations. After matriculation, the only fellowship awarded by the Graduate School is the Presidential Fellowship for dissertators, for which students cannot apply, though they can be nominated by their advisor and the Graduate Studies Chair.

The Department offers entering and continuing students Graduate Associateships for teaching. Contact your advisor or the Graduate Studies Committee Chair for further information.

The Graduate Studies Committee Chair and the Graduate Studies Coordinator bring announcements for other positions at the university to the attention of the students through e-mail and/or messages in departmental mailboxes.

The Center for Slavic and East European Studies awards a limited number of Title VI Foreign Language and Area Studies (FLAS) fellowships for language study for U.S. citizens and residents only. Contact the Center for further information.

#### Other support

As mentioned above, two-semester associateships and fellowships from the University include a summer tuition waiver, which is applicable to summer study only in the term immediately after the two terms of the student's GTA appointment.

The Department may offer limited number of graduate associateships for the summer semester (please note this is not a regular occurrence). See the Graduate Studies Committee Chair for further information. The Department also offers summer research awards when funds are available. Guidelines will be issued in the spring semester when a competition is held.

The Center for Slavic and East European Studies awards a limited number of Title VI Foreign Language and Area Studies (FLAS) fellowships for summer language study. Contact the Center for further information. Note that the FLAS fellowship does not carry a summer tuition waiver.

The Resource Center for Medieval Slavic Studies at the Ohio State Libraries offers a number of stipends for short periods of intensive summer research on its holdings, particularly during the biannual Medieval Slavic Summer Institute. Contact the RCMSS for further information.

Additional opportunities for summer employment exist on and off-campus, particularly as instructors in intensive summer language programs. Watch for announcements and consult the Graduate Studies Chair and/or your advisor.

#### Dissertation support

The Graduate School funds prestigious Presidential Fellowships for highly qualified students at the dissertation stage. Students cannot apply for these fellowships but must be nominated by the

Department. See the Graduate School Handbook or contact the Graduate School for further information.

The Center for Slavic and East European Studies awards a limited number of FLAS fellowships for dissertation research for U.S. citizens and residents only. Contact the Center for further information.

Funding for research may be available from a variety of outside agencies, including the Fulbright Commission, ACTR/ACCELS, the National Science Foundation, the American Council of Learned Societies, the American Association of University Women, and the Spencer Foundation. Contact the relevant agencies for further information.

#### Travel support and special projects

The Department offers its graduate students support for conference travel. Yearly funds available vary, but in every case students must demonstrate that they have also sought non-departmental funds before these monies will be disbursed.

The Ohio State University College of Arts and Sciences offers small grants of up to \$500 for presenting papers at professional meetings and for travel expenses connected with dissertation research. See the ASC website.

Students can apply for the Edward J. Ray Travel Award for Service and Scholarship from the Ohio State Council of Graduate Students. See the CGS website.

The Graduate School's Alumni Grants for Graduate Research and Scholarship (AGGRS) Program provides small grants up to \$5,000 to support the research and scholarship of doctoral or terminal master's degree candidates for their dissertations or theses. See the Graduate School website.

Other university centers and programs, such as the Merhson Center for International Strategic Studies and the Office of International Affairs, may have research grant programs. Students hoping to conduct dissertation or other research off campus should consult their advisors and seek out internal and external funding opportunities.

The University of Illinois Urbana-Champaign holds an annual Summer Research Laboratory on Russia and East Europe. Associateships to defray housing expenses are offered to advanced graduate students who wish to conduct research using the University's library (third largest in the U.S., with extensive Slavic holdings). Contact Illinois' Russian and East European Center for further information.

## **THE GRADUATE STUDIES COMMITTEE**

### Composition of the Graduate Studies Committee

The Graduate Studies Committee is one of the three standing committees of the Department, along with the Undergraduate Studies Committee and the Awards Committee. Every program in the Ohio State University that offers a graduate degree is required to have such a committee, which must comprise at least three members. The Department's Graduate Studies Committee consists of at least three graduate-faculty members chosen by the Department Chair; the Department Chair is a member ex officio.

#### Duties of the Graduate Studies Committee

The Graduate Studies Committee is responsible for overseeing and administering the Department's MA and PhD programs. In addition, it serves as liaison between the Graduate School and the Department's graduate faculty.

The Graduate Studies Committee is responsible for specifying admissions criteria (in addition to those required by the Graduate School). It makes recommendations for applicants to be admitted to graduate study and approves intra-University transfers and requests to re-enter the graduate program. It recommends approval of graduate courses to be transferred from another university and, upon consultation with relevant faculty if necessary, considers which requirements can be fulfilled by those courses.

The Graduate Studies Committee monitors students' academic performance, determines the standards for good standing, and recommends action in the case of poor standing.

The Graduate Studies Committee is charged with making recommendations about rules and procedures affecting the Department's graduate programs to the Department's faculty. In addition, the Committee considers and recommends action on new graduate courses and curricula to the faculty and, with the faculty's concurrence, to the Arts and Sciences Curriculum Committee.

The Graduate Studies Committee is also charged with considering and acting on student petitions that pertain to the Department's rules and curricula. When a student's petition pertains to the policies and rules of the Council of Research and Graduate Studies or the University faculty, the Graduate Studies Committee is responsible for recommending action to the Policy and Standards Committee of the Council.

For further information on the duties of the Graduate Studies Committee, see the Graduate School Handbook, section 13.

#### Duties of the Graduate Studies Committee Chair

The Graduate Studies Committee Chair serves as the Committee's liaison to the faculty and graduate students. The Graduate Studies Committee Chair is responsible for overseeing advising at the MA and PhD levels; for guiding students in their choice of advisors; and for dealing with any difficulties and complaints related to any student's progress in the programs. The Graduate Studies Committee Chair is authorized to deal with routine petitions pertaining to the Department's rules and curricula. Finally, it is the duty of the Graduate Studies Committee Chair

to ensure efficient communication between the graduate students and the faculty and to act as the Department's liaison with the Graduate School.

## **Graduate Associates**

### **GENERAL INFORMATION**

Each year, the Department awards a number of Graduate Associateships to students in the MA and PhD programs. The position of Graduate Associate (GA), essential in the operation of the Department, carries with it important responsibilities; chief among these is to maintain a proper balance between studies and work-related duties. There are three kinds of graduate associates--Teaching Associates (GTAs), Research Associates (GRAs), and Administrative Associates (GAAs). Teaching associates may be assigned to classroom duty--e.g. teaching language classes, lecturing, or leading discussion sections--or to duty in Individualized Instruction. Research Associates are assigned to work for individual professors to assist them in various scholarly projects. Administrative Associates are appointed for special projects and are under the supervision of individual members of the faculty.

### **APPOINTMENTS**

#### **Applying for graduate associateships**

All GAs must be enrolled as regular degree students in the Graduate School.

Applicants for associateships who have not already begun graduate work at Ohio State must simultaneously apply for admission. The awarding of an associateship is contingent upon admission.

Applications for associateships are due by January 15 for new students and February 1 for continuing students. Offers are generally made in early April for the following academic year (possibly earlier, especially in the case of new students). At times, the Department may have to make additional appointments after this date; every effort will be made to complete all arrangements by the end of the summer semester.

#### **Special requirements for non-native speakers of English**

Incoming international students (including green card holders) are required to demonstrate writing proficiency in academic English. Students who do not meet specific exemptions (see [English as a Second Language Program website](#) for exemptions) will be required to take the ESL Composition Placement Test.

Students who are required to take the test will receive an invitation email from [eslcomptest@osu.edu](mailto:eslcomptest@osu.edu) regarding the test fee (\$15) payment information for the ESL Composition Placement Test. Within three business days after the payment has been processed, the student will be added to the Carmen testing website. If students still have questions about accessing the



Carmen testing website after three business days of the payment, please email [eslcomptest@osu.edu](mailto:eslcomptest@osu.edu). (Please DO NOT contact [carmen@osu.edu](mailto:carmen@osu.edu) for any ESL Composition Placement Test issues.)

Graduate students for whom English is not the first language must certify their proficiency in spoken English before assuming Graduate Teaching Associate (GTA) duties. They may become certified through the following scores:

TOEFL iBT Speaking 28 or higher  
IELTS Speaking 8.5 or higher  
Oral Proficiency Assessment 4.0 or higher

Once their official scores are posted in Buckeye Link, they are automatically exempted from the Oral Proficiency Assessment.

Students who have completed both high school and a bachelor's degree in the US and who have been living in the US for at least 8 years must provide their high school transcript and a timeline of their stay in the US by emailing [SEP-Assessment@osu.edu](mailto:SEP-Assessment@osu.edu) to schedule a meeting to determine whether or not the OPA can be waived.

\*Note: Students who have completed a bachelor's and/or a master's degree in the US, but have no US high school diploma must register for the OPA to determine their certification level.

Students who require an OPA should work with the Graduate Program Coordinator to either take the exam via Skype over the summer before arriving on campus, or once they arrive before the beginning of the CLLC Teaching Workshop. More information about the OPA can be found on the [English as a Second Language Program website](#).

### Letters of offer

Letters of offer awarding Associateships are normally sent no later than April 1 of each year. Acceptance or rejection by the candidate must be received in written form by the Chair of the Department no later than the deadline specified in the letter. The letter of acceptance is considered binding upon the individual and cannot be rescinded without the approval of the Chair of the Graduate Studies Committee.

Students who accept Associateships are still free to resign until April 21, after which they are obligated not to accept other appointments within the University without obtaining formal release from this Department.

### Appointment guidelines

Associateships are awarded by a committee consisting of the Graduate Studies Committee of the Department and the Department Chair. Awards are made on the basis of the applicant's qualifications and potential as a student, a teacher, and a future member of the academic

community. Assignments vary depending on department needs and to facilitate each individual student's professional development.

#### How many years of support does the Department offer?

Ordinarily, GAs are reappointed up to the College of Arts and Sciences limit of 2 years prior to the MA and 3 years thereafter, provided that 1) they are in good standing; 2) their academic and work performance has been satisfactory; and 3) the Department budget allows it. The level of funding allocated to the Department each fiscal year to support its Graduate Associates is of primary consideration in awarding Associateship renewals. Support received in the form of Fellowships, Graduate Associateships in other departments, or in any other form that provides a waiver of fees is counted in calculating time of support. Examples of such support include but are not limited to Boren, Fulbright, or FLAS fellowships; funding through a Discovery Theme; etc.

Budget permitting, PhD candidates may be reappointed for up to two additional semesters. Such an appointment is contingent upon good standing and a satisfactory recommendation from the student's advisor; only candidates who have passed the General (candidacy) Examinations and proceeded to work on the dissertation prior to or during the sixth semester of enrollment after the MA are eligible.

Students who choose to complete a certificate program or dual MA outside the Department are eligible for one additional semester of funding.

#### Summer Appointments

Depending upon funds and student enrollments, summer associateships may be available for graduate students in the Department. Appointments are based on the same criteria given above from those who have filed application for a Summer Semester appointment. Students who hold summer associateships are required to register for at least four graduate hours.

#### Appointment of extra-departmental students

In exceptional cases, students not enrolled in the Department of Slavic and East European Languages and Cultures may be appointed as Graduate Associates upon the request of a member of the Department faculty to fill a special need. Such students will be appointed under the same conditions as regular Departmental students for the term and duties specified in the letter of offer. Under no circumstances will a student be appointed unless he or she is eligible to hold an appointment under the rules of the Graduate School, and no combination of appointments, in terms of all appointments held, may exceed 75%.

### **GTA GUIDELINES**

#### Training and supervision of Graduate Teaching Associates

All new GTAs must enroll in Slavic 7801 (College Teaching of Russian) during the first semester that they are teaching, and attend the CLLC Teaching Workshop, which is held prior to the beginning of Autumn Semester. In addition, they must visit demonstration classes regularly.

Language-class GTAs work under the direction and with the guidance of the GTA Supervisor, including weekly teaching meetings. In addition, they are expected to consult regularly with the GTA Supervisor about their teaching progress.

GTAs teaching other classes are supervised by specific professors and/or the GTA supervisor and are expected to consult regularly with them about their teaching progress.

GTAs in Individualized Instruction work under the direction and with the guidance of the I.I. Supervisor and the GTA Supervisor. They are expected to consult regularly with both supervisors about their teaching progress.

### Stipends

Stipend levels are set by the College of Arts and Sciences. Levels of compensation are determined according to College policy, based, in part, on whether the student holds an MA and whether s/he has advanced to candidacy. In addition to the cash stipend, the University authorizes payment of the entire tuition of the GA. As at other universities and depending on federal law, tuition may be taxable.

### Summer Fee Authorization

Students who have held regular GA appointments for two consecutive semesters are eligible for a fee authorization and fee waiver (possibly taxable) during the following summer term without being on appointment. During that summer, GAs may be appointed for less than 50 percent time. Their fees will be paid with the "summer fee authorization." Students using the "summer fee authorization" must be registered for at least four hours of graduate credit.

### Assignments

Ordinarily the Chair of the department, in consultation with the GTA Coordinator and the Graduate Studies Committee Chair, will give the GAs final notice of their work assignments for a given semester prior to the end of the preceding semester. Generally speaking, students must have received an MA degree before they begin to teach content courses. To train for such courses they may wish to "shadow" a professor beginning in their second year.

Continuing graduate students who are assigned classroom teaching responsibilities in Russian must have already passed the Department's Russian Proficiency Examination.

In no instance is the assignment given to a particular GA for a given semester to be changed without the prior written approval of the GTA Supervisor, the Chair of the Graduate Studies Committee, and the Chair of the Department. GAs should not attempt to make private

arrangements to change the nature of their assignment for a semester or the time and class assigned to them.

### Length of Term

Unless otherwise indicated in the letter of offer, Graduate Associate appointments are for the full academic year, i.e., Autumn and Spring semesters. If GAs are appointed on a "semester-to-semester" basis, every effort will be made to inform them of their status in a timely manner. Certain special assignments (e.g., serving as resident directors on departmental study abroad programs) may be excluded. See the Graduate Studies Committee Chair for information.

### Space and Facilities

GAs will be provided with individual working space and facilities necessary to carry out their assigned teaching, research, and administrative duties, including access to computer facilities and office duplicating equipment. Mailboxes for GAs are located in the Department office to ensure good communication between all members of the Department.

Graduate Associates with teaching responsibilities will be equipped with a desk and chair and adequate file space. GRAs and GAAs may be provided these items if space allows and as necessitated by their assignments. Fellows have access to the Department Conference Room and may use the GA office as well if there is adequate space available.

### Workload

The normal workload for GAs is 50% (20 hours a week) for 16 weeks (including the week before the semester and exam week). The out-of-class duties of classroom GTAs (preparing classes, holding office hours, attending staff meetings, grading, and, in general, performing those tasks which are expected of a university teacher) are estimated to require about 15 hours per week. GTAs in Individualized Instruction fulfill their duties in the Individualized Instruction room for 20 hours a week.

In some semesters, the Department Chair may request a GA to accept a second assignment as a temporary supplement; this would be a 75% appointment.

Under special circumstances, the Graduate Studies Committee may recommend to the Chair that a student be given a 25% appointment. For example, a 25% appointment might be considered if a student who has held a regular 50% appointment indicates that he/she wishes to have a reduced load to study for examinations; or a student might be given a 25% appointment to serve as a grader in a large lecture course where there are no discussion-section responsibilities.

### Service

Graduate students in the department are expected to attend events throughout the autumn and spring semesters, including but not limited to: *Kapustnik*, lectures by visiting scholars, and Russian Table. At times, department faculty or staff will request volunteers for various duties

throughout the year. While these are not required, they are often crucial to the department's service mission and will likely be a nice addition to a grad's CV.

### Performance reviews

A GA's appointment is reviewed by the Graduate Studies Committee of the Department on an ongoing basis. Recommendations for reappointment are based on evaluations of the GA's performance as both a teacher and a student.

Language Classroom and Individualized Instruction GTAs (as well other GTAs, at the discretion of the Department Chair) will be periodically visited during the performance of their duties by the GTA Supervisor. The purpose of such visits is to evaluate the GTA's performance as a teacher and to offer helpful advice when this is deemed necessary. After each visit, the Supervisor will meet with the GTA to discuss his/her performance and will fill out a GTA Teaching Evaluation. The report is discussed with the GTA and retained in Departmental files.

All GAs, including GRAs and GAAs, are reviewed by the graduate faculty. The purpose of these reviews is to ascertain how the graduate students are performing in their work assignments. This information, along with information about their degree progress, is used in reviewing the students for renewal of GA appointments. Like the Teaching Evaluation Reports, reviews of GRA and GAA work performance are given in summary form to the students for discussion with their advisors and/or work supervisors and are placed in written form in the student's file.

At the end of each semester, the Graduate Program Coordinator will provide each student (as well as the student's advisor and Graduate Studies Chair) with an up-to-date summary of the student's progress through the term, including courses taken and milestones reached. These summaries will be kept by the Graduate Program Coordinator. Data should also be submitted to the Grad Central system for easy tracking by advisor, GSC, and student.

### Absences

GAs may not be absent from work without the prior permission of their supervisors. In accordance with university rules, any missed time must be covered by other personnel or otherwise made up prior to the end of the given semester. In case of sudden illness or other emergencies, GAs should inform the GTA supervisor or another staff or faculty member to assist with communicating with students and should reschedule the class meeting.

GTAs may request a temporary leave from teaching duties during their candidacy exams. Volunteers will be sought to teach for these students and will be compensated.

GTAs are required (and paid) to be available before the semester begins in case there are last minute problems or questions to be answered. Exceptions can be made only in the cases where unforeseen events arise, e.g., illness or family emergencies. In these instances, when a late return is unavoidable, it is the responsibility of the GTA to notify the GTA Supervisor, the Chair of the Graduate Studies Committee, and the Department Chair immediately.

## Termination

It is the responsibility of the Department Chair to ensure that the quality of teaching in the Department is maintained at a high level.

Upon receiving evidence that a GTA is seriously remiss in the performance of duties, the Chair will carefully investigate the situation, and consult with the student, the academic advisor, the relevant supervisor, the Humanities Divisional Dean of the College of Arts and Sciences, and the Dean of the Graduate School. If the evidence is sound and substantial, the Associateship will be terminated. A GTA whose appointment is thus terminated has a right to appeal to the Graduate Studies Committee and beyond that to the Graduate School Grievance Panel.

The chair may terminate a GRA or GAA upon the recommendation of the Graduate Studies Committee if investigation reveals a serious problem with the student's performance of assigned duties or a glaring disregard for the expected standard of conduct on the GA's part.

In no instance shall termination be effective earlier than the end of the semester in which such a decision is made.

## Grievance procedures

GTAs should report grievances directly to the Graduate Studies Committee Chair. If the Graduate Studies Committee cannot resolve them, they will be turned over to the Department Chair. If a resolution cannot be obtained through departmental procedures, the established procedures of the Graduate School will apply (see the Graduate School Handbook for further information).

# **Graduate Degree Curriculum**

## **PURPOSE OF PROGRAM**

The Integrated PhD is designed to foster intellectual achievement and independent research while also training students as full-fledged professionals who gain skills and experiences that will serve them well in their chosen field. The five-year program aims to help students develop a strong research agenda and begin submitting journal publications while still in graduate school; to give students experience in teaching a variety of language and content courses; and to give them the flexibility to pursue a minor or certificate program to enhance their professional profile.

## **BASIC REQUIREMENTS**

The Integrated PhD requires a minimum of 80 graduate credit hours. These consist of 68-74 hours of graduate coursework and 6-12 hours of Slavic 9999 (Supervised Research). Generally speaking courses carry three credit hours each.

The program applies to both students who enter with a B.A. and those who enter with an MA. However, a prior MA in the field may allow students to waive up to one year of coursework (6 courses or up to 18 credit hours). These waivers will be determined by the Graduate Studies Chair at the time of admission. Students accepted with funding will receive five years of guaranteed support, contingent upon satisfactory performance and progress.

The department's expectation is that students will complete the program in five years, although some who enter with an MA already may complete the PhD sooner. In exceptional cases students may receive an additional year of funding, contingent on availability, if they have made reasonable progress and can be expected to complete the PhD by the end of that year.

## **MASTER'S DEGREE**

The department strongly encourages all students in the Integrated PhD program to apply to graduate with an MA degree, even if they are continuing on to the PhD portion of the program. Students with MA degrees from other institutions or departments within OSU are also encouraged to apply. Students wishing to obtain an MA degree need to submit an application to graduate form to the Graduate School via Gradforms no later than the third Friday of the semester in which graduation is expected. MA degree graduation requirements can be found in Section VI of the Graduate School Handbook.

## **DESCRIPTION OF PROGRAM MILESTONES**

### **Course Work**

Students are required to take a full-time course load, as defined above, each semester (fall and spring) of their first three years of study, and during the Autumn semester of their fourth year.

### **Second Year Requirements**

The Integrated PhD program presumes that students will not take MA exams but will move directly to the fourth year candidacy exams after meeting second year and other milestones. Each concentration has slightly different requirements for the milestones, as detailed below.

### **Literature/Film/Cultural Studies Research Portfolio**

Students in the lit/film/culture concentration must submit a research portfolio by Week 10 of the fall semester of their second year. These portfolios are evaluated by a committee consisting of the student's advisor and two other department faculty members, chosen by the student in consultation with the advisor. The committee meets in Week 12 to decide whether the student may continue in the program beyond the second year. The student is informed of the committee's evaluation by the end of the fall semester and upon completing any required revisions of the portfolio should apply to graduate with the MA degree in the fourth semester. With the approval of their advisor, students who enter the program with an approved MA may complete this requirement in the spring semester of their first year.

The research portfolio should be prepared in close consultation with the advisor, and should consist of the following items:

1. A description of the student's intended four fields for the candidacy examinations, with a reading list for each. Two of these fields should be extensions of areas on the lit/film/culture MA Reading List (e.g. twentieth-century literature, film). The other two should be more specific areas that the student hopes to research for the dissertation and other publications.
2. A reading list, to be completed during the summer between the second and third years of the program, of about 20 works drawn from the four aforementioned candidacy exam lists. The purpose of the summer reading list is to give students a head start on their exam preparation. It should include primary and secondary readings that will help further the research in these fields.
3. A research paper of 20-25 pages in length. Typically, the research paper will have begun in a first-year course and been subsequently revised with the goal of journal publication and/or integration into the dissertation. The research paper must be presented at the Forum (Slavic 6000) during the fall semester of the second year.
4. A curriculum vitae. In order to begin tracking professional achievements, students will compile a *curriculum vitae* as the final portion of their portfolio. Advisors will make suggestions and give direction about formatting.

### Second-year Exam

Students whose portfolio has been judged to be insufficient preparation for doctoral work, or who choose to leave the program with a terminal MA degree, take a four-hour written exam by Week 12 of the spring semester of their second year. This exam consists of a combination of essays and short answer questions based on the lit/film/culture MA Reading List. The exam will be prepared by a committee consisting of the advisor and two other committee members, who must be from the department. In the exam, students are expected to demonstrate knowledge of the material on the reading list, as well as major theoretical concepts and patterns of reasoning that they have acquired through departmental coursework and study of the reading list.

The written exam is followed by a one-hour oral exam no more than one week later. The members of the examination committee ask students questions about works on the MA Reading List. The committee members may also ask for clarification or amplification of answers from the written examination.

Students who pass both parts of the exam earn an MA degree but will not continue to the PhD.

### **Linguistics Research Portfolio**

The research portfolio should be prepared in close consultation with the advisor, and should consist of the following items:

1. A research paper



2. Evidence of work from other courses (TBD)
3. A curriculum vitae.

Revisions to the paper will normally be required before committee acceptance. Final committee acceptance must occur before the exam deadline in the fourth semester. Also required is an oral defense of the paper in the spring of year 2. This paper defense will be treated as the MA Exam for Graduate School purposes.

Should the portfolio be deemed acceptable, the student could continue in the program towards the Ph.D. However, if the portfolio falls short, the student could still give a spirited and acceptable defense, so potentially the student could complete the program with a terminal MA. If a student fails to produce a portfolio, s/he will be permitted to take a written MA examination in the spring of the second year and upon passing will be granted a terminal MA.

### **Second Language Acquisition Research Portfolio**

The second language acquisition concentration requires a literature review in an SLA area, to be submitted in the fourth week of the fourth semester of graduate study. When the committee accepts the paper, it will sign off on the graduate school requirement of an MA exam and facilitate the MA degree. If the literature review paper is not deemed to be of sufficiently high quality, the student will take a second year examination before the end of the semester to earn an MA degree and not be permitted to continue to the PhD.

In order to begin tracking professional achievements, SLA students will also compile a *curriculum vitae* as the final portion of their portfolio. Advisors will make suggestions and give direction about formatting.

### **PREPARATION FOR CANDIDACY**

Students compose the reading lists for the candidacy exam in consultation with their advisor and the three other faculty members (at least two of whom must be faculty members of the Department of Slavic and East European Languages and Cultures) who constitute the exam committee. Candidacy exam lists must be approved by the student's advisor in consultation with the other committee members by Week 1 of the semester students plan to take the exam. The lit/film/culture student may make minor changes from the portfolio lists with advisor approval but should strive to study the lists rather than tinker with them before candidacy.

### **CANDIDACY EXAMINATION:**

#### **LIT/FILM/CULTURE:**

The candidacy examination consists of three parts: four reading lists, a written examination, and an oral defense. The exam is intended to assess both the depth and breadth of the student's knowledge.

The written candidacy examination must be taken by Week 7 of the fall semester of the student's fourth year in the program. The written portion of the exam consists of one essay on each of the

four reading lists, to be chosen by the student from questions prepared by the advisor and other members of the committee.

The written exam is completed over a fourteen-day period. For instance, if the student receives the exam questions at 9:00am on Friday, Oct. 1, the exam is due fourteen days later, at 9:00am on Friday, Oct. 15. Exams must be typed; reference materials may be used. Students should consult with their advisors about expectations in terms of length, bibliographic citations, etc. If the committee judges the written portion satisfactory, the student will take a two-hour oral exam, scheduled by the advisor no more than two weeks after the written exam period.

During the oral exam, the members of the candidacy examination committee ask students questions based on the topics of the four reading lists they have compiled. The committee members may also ask for clarification or amplification of answers from the written exam and may probe students' knowledge of their field of specialization more broadly.

### **SLA and LINGUISTICS:**

The candidacy examination consists of three parts: three reading lists, a written examination including a written dissertation prospectus, and an oral defense. The exam is intended to assess both the depth and breadth of the student's knowledge and to facilitate the production of a dissertation prospectus.

The written candidacy examination must be taken by Week 7 of the spring semester of the student's fourth year in the program. The written portion of the exam consists of one essay on each of the three reading lists, to be chosen by the student from questions prepared by the advisor and other members of the committee. The dissertation prospectus is also to be turned in at this time.

The written exam is completed over a fourteen-day period. For instance, if the student receives the exam questions at 9:00am on Friday, Oct. 1, the exam is due fourteen days later, at 9:00am on Friday, Oct. 15. Exams must be typed; reference materials may be used. Students should consult with their advisors about expectations in terms of length, bibliographic citations, etc. If the committee judges the written portion satisfactory, the student will take a two-hour oral exam, scheduled by the advisor no more than two weeks after the written exam period.

During the oral exam, the members of the candidacy examination committee ask students questions based on the topics of the four reading lists they have compiled. The committee members may also ask for clarification or amplification of answers from the written exam and may probe students' knowledge of their field of specialization more broadly.

### **Candidacy Exam Evaluation**

Candidacy exams are appraised as either Satisfactory or Unsatisfactory. An evaluation of Satisfactory can only be awarded by a unanimous vote of the candidacy exam committee. In order to be adequate, the answers must do more than reproduce easily accessible information and the published opinions of scholars; they must include a careful weighing of evidence and

interpretations, insightful assessments of the significance and ramifications of the issues, and the students' own appraisals of the problems.

## **DISSERTATION PROSPECTUS**

For SLA and Linguistics students, the dissertation prospectus forms part of the candidacy examination. Lit/Film/Culture students turn in their dissertation prospectus after their exams, by Week 14 of the semester in which the candidacy exams were taken.

The function of the prospectus is to aid candidates in planning their research for the PhD dissertation by allowing the members of the dissertation committee to assess the feasibility of the topic, methodology, time plan, etc. It is a provisional document that does not bind candidates to the texts and approaches outlined in it. Students choose the topic for their prospectus in consultation with their advisor. The prospectus should consist of a minimum of 15-20 double-spaced pages, plus a bibliography. It should contain the following:

- The preliminary title of the dissertation and the names of the dissertation committee members;
- A discussion of the purpose of the research and its significance, including how it will contribute to the advancement of knowledge in the field;
- A discussion of how the project relates to and differs from prior scholarship, particularly recent works on the topic and related areas;
- A discussion of the projected methodology, theoretical framework, and primary and secondary sources to be analyzed;
- A provisional outline or plan of the dissertation, with brief discussions of each chapter and/or section;
- A time plan for completion of the research and writing;
- An initial bibliography of primary and secondary sources.

As mentioned above, the dissertation committee will respond to the prospectus, and if revisions are requested, the student should complete those revisions to resubmit the prospectus within four weeks of the beginning of the next academic term. The faculty committee will respond within two additional weeks.

## **DISSERTATION COMMITTEE**

The Dissertation Committee is composed of the student's advisor and two other faculty members, who must be from the Department of Slavic and East European Languages and Cultures. In the case of an SLA dissertation, committee members may also be drawn from SLA faculty in other departments. In addition, any faculty member at OSU holding P status may be a fourth member of the committee in any concentration. The student may petition to include a

fourth faculty member from another university. The dissertation committee may or may not consist of the same faculty members as the candidacy exam committee.

## **WRITTEN DISSERTATION**

The dissertation is the culmination of a student's graduate work. It is a defining work of scholarship that certifies the student as an expert in a particular area of specialization. The content, structure, and length of the dissertation are determined by the student in consultation with the advisor and dissertation committee. The dissertation will normally be a book-length work. It must be a mature piece of original scholarship that makes a significant contribution to the field and advances existing knowledge. The dissertation must adhere to the formatting requirements imposed by the Graduate School. The dissertation generally requires 1-2 years to complete. Students who do not complete all the requirements for the PhD within five full calendar years after being admitted to candidacy relinquish their candidacy status. In that case, they may be re-admitted to candidacy with permission of the advisor and Graduate Studies Chair, and by retaking the candidacy exam. In some cases, it is possible to petition for an extension of candidacy, thus obviating the supplemental candidacy examination. Please consult the Graduate Studies Chair for further information.