

FOREWORD

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

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

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

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

Website: <http://www.asu.edu/clas/silc/ger/>

Last updated: 22 February 2008

GERMAN GRADUATE PROGRAM

ADMISSION PROCEDURES:

General

All applications for admission to the Master's Program are evaluated by the Graduate Representative in consultation with the German faculty. Normally, applicants are expected to have an undergraduate major in German (or equivalent) corresponding to Arizona State University's Bachelor of Arts degree in German and to have maintained a grade point average (GPA) of 3.25 (or equivalent on a scale of 4.0) in their major (this also applies for candidates interested primarily in the German M.A. Program with Emphasis in Comparative Literature). The evaluation process may also take into consideration the applicant's overall GPA, the GPA over the last two years of university study, letters of recommendation, study abroad and the school studied at.

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

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

Provisional Status

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

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

Transfer Credit and Course Work Taken in Non-Degree Status

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

International Applicants

International applicants are selected on the basis of a high standard of performance in their previous academic work. They are expected to have achieved a grade point average in the last two years of undergraduate study (or equivalent) of at least a 3.25 grade point average on a scale of 4.0 points.

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

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

<http://graduate.asu.edu/admissions/index.html#requirements>

GENERAL DETAILS:

Assignment of Advisors

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

Course Work Required

A total of 30 credit hours of course work is required. The courses to be taken are on the 400 and 500 level. At least 15 hours must be in 500 level courses. GER 411 and GER 412 do not carry graduate credit, and GER 591 (h), being a related course, does not fulfill the requirement for German courses.

It is strongly recommended that the graduate student enroll in GER 500 (Bibliography and Research Methods) as early in the program as possible.

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

Grade Point Average

A student must achieve a grade point average of B (3.0) or better in all work specifically included in the program of study. Grades below C cannot be used to meet the requirements of a graduate degree.

Interactive Program of Study (iPOS)

Students are encouraged to file an iPOS as early as possible. See the SILC Graduate Student Coordinator for complete instructions. On it the student lists: a) past courses and the grades received, b) courses presently enrolled in, and c) future courses. Once the iPOS has been completed, it will be checked and signed by the Graduate Representative, the student's Committee Chair, and the SILC Director.

Supervisory Committee

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

Examination Committee

Normally, the student's Supervisory Committee will take on the function of an Examination Committee during the oral or written "Comprehensive Examination."

Active Status

In order to maintain active status, a student must be enrolled in the University for at least one semester hour in every academic semester until the program is completed. Nine hours should be taken whenever possible. TA/RA are required to be enrolled a minimum of 6 graduate level credit hours to be eligible for tuition waiver from the Graduate College.

Retention

A student must achieve a grade point average of B (GPA 3.0) or better in all course work taken for graduate credit, exclusive of deficiencies, and in all work specifically included in the program of study. No more than two "C"s in all courses are permitted during the Master's studies.

Incompletes

No student may accumulate more than two incompletes during an academic year. Should this occur, the Graduate Committee will need to review the student's record and may recommend that the student complete the work before regular readmission, and in the case of a Teaching Assistant, that the assistantship not be renewed.

Probational Status

A student who falls below 3.0 for a semester will be classified as probationary. Probationary status in any two consecutive semesters will result in the student's being withdrawn from the M.A. degree program.

Review and Dismissal

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

GRADUATE ASSISTANTSHIPS:

Enrollment Requirements

A condition for holding a full-time (2 courses) Teaching Assistantship in the German Section will be the enrollment each semester in at least two courses (6 credit hours) in German appropriate for graduate students. Enrollment in related fields up to 3 credit hours each semester may be permitted. In order to maintain active status, students must be enrolled in the University for at least one semester hour in every academic semester until the program is completed. Students are encouraged to take nine hours whenever possible.

Application for Graduate Assistantships

The student must first apply for admission to the graduate program independently through the Graduate College Admissions Office; it is expected that the applicant will have been accepted into the graduate program before being awarded a Teaching Assistantship. Foreign students should apply as early as possible in the fall semester, preferably before the first of October.

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

The following priorities are in effect:

- 1) M.A. students who demonstrate satisfactory progress toward completion of degree requirements are normally continued for a two year period.
- 2) Priority is given to new M.A. students for assistantship awards.
- 3) Students who wish to pursue an M.A. in German must apply for admission through the Graduate College. Applications from individuals who have not applied for graduate admission cannot be considered.
- 4) The deadline for submission of applications is usually February 15 of each year. Applications may be received after that deadline, although the committee begins ranking and awarding of assistantships as soon as possible after that date. Interested students should not delay in submitting an application.

Questions regarding the graduate program and/or application process for a Teaching Assistantship should be addressed to the German Graduate Representative, School of International Letters & Cultures, Arizona State University, Box 870202, Tempe, AZ 85287-0202.

Selection for Summer Session Teaching

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

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

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

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

- 1) Academic and teaching rating on a 10 point scale.
- 2) All factors being equal, previous summer support will be taken into account.
- 3) Every attempt will be made to give Master's students a turn at summer teaching, pending available openings.

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

Evaluation of Teaching Assistants

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

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

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

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

AREAS OF EMPHASIS

NOTE: All Teaching Assistants must take GER 591: Methods of Teaching German (3 credits).

German M.A. Program with Emphasis in German Literature

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

Course	Hours
GER 500 Bibliography & Research Methods	3
GER 521 History of the German Language	3
GER 593 Applied Project <i>OR</i>	(3)
GER 599 Thesis	(6)
Total	(9) or (12)

GER 598 Advanced Grammar is required of non-native speakers.

It is recommended that all 30 hours of course work be in German.

German M.A. Program with Emphasis in Language and Culture

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

Course	Hours
GER 415 German Civilization <i>OR</i>	3
GER 416 German Civilization	
GER 500 Bibliography & Research Methods	3
GER 521 History of the German Language	3
GER 593 Applied Project <i>OR</i>	(3)
GER 599 Thesis	(6)
Total	(9) or (15)

German M.A. Program with Emphasis In Comparative Literature

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

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

Students in this track are required to enroll in the following courses:

Course	Hours
GER 500 Bibliography & Research Methods	3
ENG 501 Introduction to Comparative Literature	3
GER 599 Thesis	6
Three courses in German literature and at least three courses outside the German Program. All courses are to be selected in consultation with the candidate's supervisory committee	18
Total	30

At least 18 hours of the course work be in German.

GER 598 Advanced Grammar is required of non-native speakers.

MASTER'S DEGREE COMPREHENSIVE EXAMINATION

Comprehensive Examinations for Programs with Emphasis in German Literature and Programs with Emphasis in German Language and Culture:

Candidates in either track will have a choice between an oral or a written comprehensive examination in German. The program pursued by the candidate will determine the nature of the examination.

Oral Examination:

- A student desiring to take an oral comprehensive examination must file the appropriate request with the Graduate Representative in German at least four weeks prior to the examination date.
- The candidate will be informed in writing of the time and place of the oral comprehensive examination. See Graduate Student Coordinator.
- This examination may be taken in November, April, and July during a one-hour period. The candidate will be tested in their general knowledge of German literature, based on their course work. The candidate will be expected to reply in the language in which the question was phrased by the examiner.
- Normally, the Examining Committee will consist of the three members of the student's former Supervisory Committee. However, all members of the German faculty may participate in examining the candidate.
- The Chair of the Examining Committee will submit the results of the examination (determined by the polling of the members of the committee) to the SILC Director for approval.

Written Examination:

- A student desiring to take the written comprehensive examination must file the appropriate request with the Graduate Representative in German at least four weeks prior to the examination date.
- The candidate will be informed in writing of the time and place of the written comprehensive examination. See Graduate Student Representative.
- Normally, the Examining Committee will consist of the three members of the student's Supervisory Committee. However, other members of the German faculty may participate in examining the candidate.

- The Chair of the Examining Committee will report the results of the examination (determined by polling the members of the committee) to the SILC Director for approval.

Comprehensive Examination for a Program with Emphasis in Comparative Literature:

The candidate in this program will be administered a written comprehensive examination by the Interdepartmental Committee for Comparative Literature.

Parts of Written Examination

- Identification items: Figures, works, and issues in CL, based on the Reading List of the program;
- General Concepts of CL: Essay questions on selected aspects of CL, designed to test the student's grasp of the general principles of the discipline; and
- Problems of CL: Essay questions based on specific course work done by the student in CL content courses. One question will normally concern itself with a specific comparative problem.
- When there is more than one candidate to be tested, the testees will have only certain parts of the exam in common. Other parts will reflect the specific course work of the individual candidate.
- Each exam will be evaluated by a supervisory committee named at the time the student files the program of study.

MASTER'S THESIS | APPLIED PROJECT

General Statement

Arizona State University is a Research University and introduction to research is an integral part of all M.A. Programs. Therefore, most students are required to present a Thesis. In German, there is also an applied project option for students intending to teach in K–12 or the community colleges, or for students who do not intend to pursue a Ph.D; however, such students may also choose the thesis option. See the director of graduate studies to inquire about the two options.

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

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

As is current policy, students pursuing either the thesis or non-thesis option will be required to complete a written and/or oral comprehensive examination as well.

Students pursuing the non-thesis option are not expected to eventually pursue a Ph.D.

Thesis

Once a student has completed 18 credit hours of graduate work in German, they will declare an area of research interest (German Literature: period, figure, or theme, etc.) and will decide on a thesis topic in consultation with a faculty member. The student will select a Committee Chair, in consultation with the German Graduate Committee. The Committee Chair is selected on the basis of subject matter and methodology. Toward the completion of the Thesis, a committee consisting of three members will be formed. The Committee Chair will be a member of this committee. The Thesis committee will initially function as an advising body. At the defense of the Thesis, the committee will function as an examining body.

The completed Thesis and four copies must be submitted to the Committee Chair. The defense of the Thesis must follow the guidelines set out each semester by the Graduate College. Check with the Graduate Student Coordinator or online at:

<http://graduate.asu.edu/graddeadlines.html>

The preparation of the Thesis must conform to the format guidelines required by the Graduate College, a copy of which can be downloaded at: <http://graduate.asu.edu/formatmanual.html>. A thesis in progress (Thesis, GER 599) will be assigned the letter grade of 'Z.' A student will normally enroll for 6 thesis hours of credit (out of a total of 30). Upon successfully completing

the Thesis defense, the letter grade for the 6 thesis hours will be changed to ‘Y’ on the transcript. A bound Thesis must be placed in the University library.

Prior to the defense of the Thesis, the student will be required to take a written or oral comprehensive examination.

Non-Thesis Option: Applied Project

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

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

As is current policy in the German Section, students would be required to complete a written or an oral comprehensive examination prior to the final culminating experience in the form of a Non-Thesis Project.

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

1. *Applied Pedagogical Project*

An Applied Pedagogical Project may deal with creating pedagogical materials, technology applications, or oversees study programs. It does not need to be based on original research (in contrast to a Portfolio Paper Project). It may have its inception, i.e. in the classroom.

The completed Applied Pedagogical Project would normally consist of a 25-page (minimum) document describing the project and providing a justification for the project grounded in a theoretical framework. This document will accompany a set of original pedagogical materials developed by the M.A. candidate which should clearly support the pedagogical justification of the project.

In most cases, the Applied Pedagogical Project would be chosen by students in the German M.A. Program with Emphasis in German Language and Culture.

2. *Portfolio Paper Project*

A Portfolio Paper Project would be dealing with literature, linguistics, and civilization/culture, but could also deal with pedagogical matters. It needs to be based on original research. Normally, it would call for 2 expanded content-based research papers.

Their length would be approximately 30 pages each. Students choosing this option would work closely with the instructor(s) for whose courses (i.e. seminars) the paper had been written.

Students choosing one of the two Non-Thesis options would approach their advisor with a view of discussing and presenting topic ideas and selecting both a Supervisory Committee Chair and two committee members.

“Report of Final Master’s Culmination Experience”

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

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

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

GRADUATE COLLEGE POLICIES

Admission to the Program:

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

Regular Admission to the Program:

If the student has been granted provisional admission, a status change must be recommended to the Graduate College after the provisions for regular admission have been fulfilled. This is done by a memorandum written and/or countersigned by the dean or director of the academic unit offering the graduate program.

Interactive Program of Study:

Soon after being regularly admitted, the student should file an Interactive Program of Study (iPOS). The purpose of the iPOS is to outline the planned course of study for the degree.

All course work listed on the iPOS must be completed within six consecutive years.

The iPOS may include a maximum of nine (9) graduate level credit hours of course work completed prior to admission to a graduate degree program at Arizona State University. (These are identified as "non-degree hours"). Students are asked not to request permission to include more than this amount.

Changes may be made after filing an iPOS through the same interactive site by submitting a petition online. See Graduate Student Coordinator.

Comprehensive Examinations:

Upon approval of the Interactive Program of Study, and fulfillment of any language requirement, written and/or oral comprehensive examination forms will be available to the student. WRITTEN comprehensive examination forms are to be held in the school office until the examination has been taken. One copy should then be completed and returned to the Graduate College. ORAL examination forms should be handled according to the instructions appearing at the bottom of the form.

It is the responsibility of the student to contact their committee to determine the date on which the examination will take place. The student must request the testing room be reserved by contacting the Graduate Student Coordinator.

Applying for Graduation:

Application for graduation should be made no later than the date specified in the Graduate Catalog Calendar. Any deficiencies or foreign language requirements must have been completed, and all fees are payable at this time. The student should apply for graduation by (1) paying a graduation fee at Cashiering Services, Students Services Building B244, (2) taking the receipt to the Graduation Office, Student Services Building B-113A, and (3) completing the Application for Graduation form provided by the Graduation Office. An additional late fee will be assessed if these procedures are completed after the date specified in the Graduate Catalog Calendar. Students who do not complete their degree requirements by the date of graduation for which they have applied, will have to reapply for graduation before they are allowed to enroll in the next semester.

Thesis:

A copy of the *Guide to Preparation of the Master's Thesis or Doctoral Dissertation*, is available online from the Graduate College:

<<http://graduate.asu.edu/formatmanual.html>>.

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

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

Registration:

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

Dates and Deadlines

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

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

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