



HANDBOOK FOR GRADUATE STUDENTS IN GERMAN

2015-2016

PREFACE

This "Handbook" describes the most essential aspects of graduate study in Germanic Languages and Literatures at the University of Kansas, as determined by Departmental policy and University regulations. In addition to this compilation of rules and guidelines, every graduate student should read the pertinent Office of Graduate Studies policy, which may be found via the [Graduate Studies Policies & Processes page](#) or via the [College Office of Graduate Affairs website](#).

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GENERAL INFORMATION

Graduate Degrees

The Department offers courses of study leading to M.A. and Ph.D. degrees. The program provides students with training of a scope and quality that leads mainly to careers as teachers and scholars.

Specializations

Ours is one of the relatively few graduate programs in the country that offers specialization in German literature, medieval philology, Germanic linguistics, and German applied linguistics.

Faculty

The Departmental graduate staff consists of a number of specialists who, as a group, represent the discipline in its entirety. The student will be exposed to both American and German-trained members. Each spring semester a Distinguished Max Kade Professor from Germany teaches in the Department. The Max Kade Professorship provides regular contact with outstanding German scholarship and adds intellectual profile to the campus community. The following scholars have held this position: Gerhard Storz, Stuttgart (1965), Heinz Otto Burger, Frankfurt (1966), Wilhelm Emrich, Berlin (1967), Friedrich Beissner, Tübingen (1970), Richard Alewyn, München (1971), Helmut Koopmann, Bonn (1972), Friedrich Sengle, München (1973), Lutz Röhrich, Freiburg (1974), Wilhelm Vosskamp, Bielefeld (1975), Jacob Steiner, Karlsruhe (1976 and 1983), Hans Eggers, Saarbrücken (1977), Ulrich Fülleborn, Erlangen (1978), HansJürgen Schings, Würzburg (1981), Hartmut Steinecke, Paderborn (1984), Hugo Steger, Freiburg (1985), JörgUlrich Fechner, Bochum (1986), Helmut Arntzen, Münster (1987), UweK. Ketelsen, Bochum (1988), Hans Esselborn, Köln (1989), Bernd Witte, Aachen (1990), RolfPeter Janz, FU Berlin (1991), August Stahl, Saarbrücken (1992), Kurt Rein, München (1994), HansGert Roloff, FU Berlin (1995), Walter Haug, Tübingen (1996), Burghard Dedner, Marburg (1997), Gert Sautermeister, Bremen (1998), Inge Stephan, Humboldt Berlin (1999), Klaus Mattheier, Heidelberg (2000), Irmela von der Lühe, Göttingen (2001), Ulrich Gaier, Konstanz (2002), Walter Erhart, Greifswald (2003), Ludwig Eichinger, Mannheim (2004), Per Øhrgaard, Copenhagen (2005), Wilfried Barner, Göttingen (2006), Irmela von der Lühe, Berlin (2007), Nina Berend, Heidelberg and Mannheim (2008), Dieter Lohmeier, Kiel (2009), JanDirk Müller, München (2010), Martina Wagner-Egelhaaf, Münster (2011), Winfried Krieglleder, Wien (2012), Sigrid Nieberle, Erlangen (2013), Per Øhrgaard, Kopenhagen (2014) .

Faculty and Student Research

Faculty members engage in various research activities in their areas of specialization. The Max Kade Center for German-American Studies is affiliated with the Department. Some staff members have been involved in editorial work for national organizations. Furthermore, the staff regularly participates as readers of research papers and as officers in professional organizations at the regional, national and international levels. Faculty and graduate students contribute to the Departmental Research Colloquia.

Graduate Curriculum

The graduate curriculum is composed of six distinct groups of courses, which are designed for a learning process in three stages (introductory, general, specialized) in the four major areas of study: literature, philology, linguistics, and applied linguistics. The program emphasizes in-depth knowledge of German language and literature, specifically a thorough acquaintance with (1) the outstanding figures and works of German literature, (2) the historical dimension of literature, (3) the historical development of the language, (4) older language forms of the Germanic family, (5) the linguistic analysis of modern German and its dialects, and (6) the teaching of German as a foreign language.

Student training and participation in Departmental operation

Most graduate students are Graduate Teaching Assistants, who teach language courses under faculty supervision. This practical preparation for the teaching profession is an important dimension of our training program. Graduate students participate in the decision making process by electing representatives to the Departmental Voting Staff and various Departmental committees.

Study abroad

Graduate direct exchange programs with the Universities of Bonn, Erlangen, Hamburg, Kiel, Mainz and Stuttgart, as well as Fulbright and DAAD scholarships offer ample opportunities for graduate study abroad. These programs have attracted graduate students to Kansas, and most students take advantage of these exchanges.

Library facilities

The University Library is the only one in Kansas adequately equipped for advanced studies in German. Its collections include extensive holdings in the fields of Germanic languages (over 4,900 titles) and literatures (nearly 43,000 titles) and history (nearly 12,900 titles). A special research collection of rare books provides study and research opportunities in specific areas, such as Rilke scholarship or 16th/17th century grammar studies. The Max Kade Center for German-American Studies preserves important materials which are needed to understand the extensive German-American cultural influence and especially the impact of the exiles of Nazi Germany on American culture. The collection contains more than 10,000 volumes and is constantly enlarged for special research. The Engel German Library, a study facility adjacent to the Department, provides ready access to frequently used primary and secondary materials, current newspapers and periodicals, and a good selection of German language and musical recordings.

Function in the State of Kansas

The University of Kansas is the only institution in the state offering the highest degree in the field. For students pursuing B.A. and M.A. degrees in other institutions in the state, our program represents an excellent opportunity for advanced work. Through the Kansas Association of Teachers of German the Department maintains strong ties with high school and college German programs throughout Kansas. The Department sponsors public lectures and symposia. These are attended by residents of Kansas and Missouri within a 6080 mile radius. The Max Kade Center for German-American Studies provides information concerning German-American cultural relations. Faculty also provide outreach through programs sponsored by the Kansas Humanities Council.

DEPARTMENTAL POLICIES & PROCEDURES

ADMISSION PROCEDURES

Deadlines

KU Germanic Languages & Literatures accepts applications for graduate study year-round; however, students are encouraged to apply for a Fall (August) start. Our Graduate Faculty finalizes GTA and GRA (Graduate Teaching and Graduate Research Assistantships) decisions by March 1, or shortly thereafter. To ensure that your application is considered for financial assistance, you should submit your application prior to that date, although students may still be considered for funding in exceptional cases. Please indicate in your letter of intent or in the on-line application form whether you wish to be considered for funding.

Process

Prospective students must apply directly to the KU Office of Graduate Studies via the online [Application for Graduate Study](#).

Supplemental Documents Needed to Apply

In order to complete the application online, please prepare the following items ahead of time to be uploaded with the online application:

1. **Statement of Purpose:** This statement should provide the graduate faculty with a sense of what you hope to encounter in the graduate school experience, your experience and general research interests at this point in your career, what skills you most need to work on, and what shape you think your career might take--in the academy or outside of it)
2. **A short essay in German**
3. **A sample essay or research paper:** To demonstrate your writing skills and basic research capacity)
4. **Three Letters of Reference:** Applicants provide the names and contact information of three references. These references, preferably academic, will be contacted directly by KU for letters of recommendation. Please alert your referees in advance.
5. **Transcripts:** Transcripts are required from all institutions from which a degree was obtained or any institution attend post-bachelor's degree.
6. **GRE scores :** While GRE scores may be provided as an indication of preparation for graduate study, they are only required for students who are also applying for a graduate fellowship.

English Proficiency for International Students

International students whose first language is not English must provide proof of English proficiency, usually in the form of official TOEFL scores. KU's TOEFL institutional code is 6871.

International students who have earned a B.A. degree (or higher) in residence from an accredited U.S. institution of higher education, or from such an institution whose medium of instruction is English are NOT required to submit TOEFL scores. (This does not apply to degrees earned online); however, international students seeking funding in the form of a GTA appointment **must**

submit TOEFL scores, regardless of where their B.A. degree was obtained.

For further information, and for information about score requirements for admission and for holding a GTA appointment, see the [University's English Proficiency Requirements](#).

Please note: The Department cannot consider an application for admission until all supplemental documentation has been received.

Prior to applying, we also encourage you to look at the [faculty page](#) and see which faculty members do research or teach in your areas of interest.

DIAGNOSTIC EXAMINATION

During the week before classes, all incoming graduate students will be given a diagnostic examination administered by the Graduate Committee. The examination will consist of a written part (a one-hour essay) and an oral part (approximately 15-20 minutes). The purpose of this examination is to determine the students' level of spoken and written German. Students who are found deficient in their command of German will be advised to take appropriate course work as determined by the Graduate Committee.

In the case of native speakers of German, the Diagnostic Examination shall be given in English, rather than in German. By "native speaker" we understand a person who has completed the *Abitur*. Students who are found deficient in their command of English will be advised to take appropriate course work in the Applied English Center or in the English Department, depending upon their needs, as determined by the Graduate Committee.

Graduate students who do not pass the diagnostic examination of language skills in German or English will have their admission status changed to "provisional." Students will have two semesters to remove the deficiency in their language skills. If the student has not passed the diagnostic examination by the end of the second semester of graduate work, he/she will be dismissed from the graduate program.

TRAVEL MONEY

The Office of Graduate Studies maintains a small fund to underwrite the travel expenses of graduate students who attend conferences to present research papers. For further information, including application details see Graduate Studies' [Graduate Scholarly Presentation Fund page](#).

GRIEVANCE PROCEDURES

Should a grievance arise, the student should make the circumstances known to the chairperson of the Department. If the matter cannot be satisfactorily resolved at the Departmental level, the next recourse is the College office, where one of the associate deans is empowered to deal with student grievances.

ANNOUNCEMENTS AND COMMUNICATIONS

All graduate students will be assigned a mailbox in the mailroom opposite the Departmental office.

It is the students' responsibility to check their mailboxes and their e-mail regularly, preferably at least once a day, since Departmental and University communications are usually transmitted in this way. The Department cannot be held responsible if the students miss a deadline due to their negligence in this matter. General items of interest are posted on the Departmental bulletin boards, located in the hallway outside the Departmental office and in the mailroom. Graduate students are also expected to keep the Departmental office informed of any changes in their names, addresses, and schedules.

ATTENDANCE AT DEPARTMENTAL EVENTS

Each year the Department makes special efforts to schedule lectures by invited scholars and speakers, as well as faculty and graduate student presentations within the Department. These events are part of the professional activities that provide cultural and intellectual opportunities both for the faculty and the graduate students. They can be meaningful only if all faculty and graduate students in the Department attend them regularly. It should be understood that they are an essential part of graduate education. Thus the Department expects all graduate students to attend these events.

EMPLOYMENT

During the fall of the year preceding the academic year in which students expect to take a fulltime teaching position, they should make their availability and particular needs and interests known to the chairperson of the Department. The Department is notified of many job openings; it is the responsibility of the chairperson to make these notices available to interested and qualified graduate students and to do what he or she can to help persons getting higher degrees in German at the University find the sort of positions they want. Job seekers, in turn, must take responsibility for working closely with the chairperson as he or she attempts to assist them. They should also register with the University Placement Center and consider filing a dossier. The MLA Job Information List (published four times a year), also accessible online, is the most widely followed source of information concerning professional positions; the Chronicle of Higher Education may also be consulted.

ADVISING

At the time of first enrollment in Graduate Studies, students will consult individually with the Director of Graduate Studies, who will discuss their academic plans with them and serve as their graduate advisor during the first year. Beginning with the second year, students will work with a faculty advisor chosen by the student. Subsequently, during advising periods the students will confer with their advisor and arrive at an appropriate schedule of courses. Students should never hesitate to approach faculty members for counsel about their academic standing.

GRADUATE TEACHING / RESEARCH ASSISTANT INFORMATION

G.T.A. / G.R.A. Support

1. When indicating plans for the following summer and academic year, graduate students submit a one-page statement indicating their funding preference (GTA/GRA, Fellowships, SLI Internships,

etc) by ranking the positions on the questionnaire based on the position criteria and/or position description provided. They may also explain, in writing, what they would contribute to the position(s) they wish to be considered for. Feedback on the decisions made will be provided.

2. For students seeking the M.A. degree, graduate teaching/research assistantships will normally be terminated at the end of four semesters. In order to be eligible for continued financial support at the Ph.D. level, M.A. students have to be admitted to the Ph.D. program before the end of the last semester of their M.A. studies.

3. Ph.D. students who begin their studies with only a B.A. degree (or equivalent) will normally be eligible for ten semesters of support; Ph.D. students who begin their studies with an M.A. degree (or equivalent) will normally be eligible for six semesters of support. The second year of Ph.D. level support will be contingent upon selection of an approved area of specialization and a faculty mentor. A third year of support will be contingent upon the filing of a dissertation proposal and subsequent admission to candidacy.

4. Normally, a Graduate Teaching Assistantship (GTA) in German is defined as a 50% appointment with a teaching load of 10-12 credit hours per academic year. A GTA will be assigned to teach either one 5-hour course or two 3-hour courses in a given semester. The time spent in classroom teaching, preparation, grading, consultation with students, etc. (calculated to be a total of 20 hours per week). GTAs are also requested to volunteer one hour per week of desk-duty in the Engel German Library to permit the library to be open to students and faculty for extended periods during the work week.

5. Graduate Research Assistants (GRA or student hourlies) serve as librarians and research assistants for the Engel German Library and the Max Kade Center for the academic year and during the summer session and are appointed at a rate equivalent to a GTA.

6. Graduate teaching/research assistants are subject to annual review by the Committee on Graduate Students. In individual cases graduate teaching/research assistantships may, upon its recommendation, be interrupted or terminated. The final decision is reached by the graduate faculty.

7. Criteria for the renewal of Graduate Teaching/Research Assistantships include previous Departmental or University financial support; academic progress as measured in terms of Grade Point Averages; teaching skill as ascertained by Departmental mechanisms for evaluating such skill; and a meeting in which the recommendations of the graduate faculty members of the Department are solicited.

8. A year of study abroad on a direct exchange or other scholarship will not be counted as Departmental support and will not reduce the total number of semesters for which a student is eligible for such support. M.A. students who plan to include in their M.A. work one year of study abroad should, however, target the second year of their studies for a Fulbright, Direct Exchange, or DAAD grant.

9. Superior students are also eligible for Graduate Studies Honors Fellowships (for three years), Summer Fellowships, and Dissertation Fellowships.

10. For the summer, opportunities for financial support through the Department include research fellowships, dissertation fellowships, teaching assistantships, research assistantships, and appointments as librarians of Engel German Library and the Max Kade Center.

11. Post-comprehensive students completing their dissertations are eligible to apply for a *Max Kade Dissertation Fellowship*.

Visitation/Evaluation Policy for GTA's

1. All Graduate Teaching Assistants will be visited each semester while teaching at the University of Kansas. At the beginning of each semester, every GTA will be assigned to a faculty member who will be available to consult and advise the GTA informally for the duration of that semester. The same faculty member will also visit the GTA's classes during that semester.

2. Faculty visitors will announce their visits and arrange definite times with the GTA for conferences immediately after each visit. The faculty member will make at least two visits per semester.

3. Evaluation procedure:

a. GTAs will administer a short Departmental course evaluation which is so designed as to permit at least five degrees of response (i.e., scores of 15) to each question. These completed questionnaires remain anonymous. The student designated by the GTA to administer them will return the completed forms, in a sealed envelope, to the Department office.

b. It will be the responsibility of the chairperson to assign faculty visitors to GTAs on a random basis. In addition to their responsibilities as described in 1. and 2. above, the faculty visitors will, at the end of each semester, summarize their observations regarding each GTA in their charge on a single Departmental questionnaire (described in 3.a. above). Each faculty visitor will sign this form and return it to the graduate secretary. The faculty evaluation will represent 50% of the total evaluation of the GTA.

c. From the student-response questionnaires supplied for each GTA the Department will determine the average class-score for each question.

d. Questionnaires, together with a summary tally sheet for each GTA, will be stored in the Departmental office where they will be available to Departmental faculty. GTAs may, upon request, be shown their questionnaires and summaries on an individual basis by the chairperson and/or the graduate advisor.

4. Teaching competence is a factor in the decision to rehire a GTA.

5. GTAs are encouraged to visit the classes of their course supervisors as well as those of other faculty and other GTAs

ANNUAL STUDENT PORTFOLIO EVALUATION

Each year, graduate students will be evaluated to ensure that they are in good standing and are progressing successfully toward their degrees. The evaluation enables the Graduate Studies Committee to provide advice and guidance for each individual student.

For this purpose, a student's course list, grades and GPA as evident in the university's Advising Report will be considered in conjunction with a student's term paper reports, GTA visitation reports, teaching evaluations for courses taught, and the previous year's letter of evaluation, if applicable. These materials are on file in the department.

In addition, each graduate student submits as electronic attachments the following materials for the Annual Student Portfolio Evaluation to the Director of Graduate Studies by February 15th:

1. A cover letter of 1-2 pages indicating academic achievements during the previous year and professional goals for the following year; a template follows below. Students may consult their thesis advisor or the Director of Graduate Studies for advice in writing this letter.
2. A statement of teaching philosophy developed from the self-evaluation statement in German 800;
3. A current curriculum vitae as developed from templates in German 700 and / or 710, 900;

Students writing a thesis or dissertation must request a statement of progress from their advisor which the advisor submits to the Director of Graduate Studies.

Template for cover letter

1. Goals at time of entering the graduate degree program and/ or goals stated in previous year's portfolio: What were they? Did you achieve them, fully or in part, not at all? Explain, how achieving your goals benefits your academic progress or why you could not achieve the goals you had set previously; in the latter case: What have you learned from this; how will you address the task of achieving future goals?
2. How did your experience as a GTA or GRA or as an exchange student at a German-speaking university contribute to your academic progress and professional goals?
3. What goals have you set and are you setting for this year? How are they serving to further realize your professional plans?
4. On a scale of A - C, how do you rate your competency in German? Please [self-evaluate](#).

ANNUAL APPLICATION FOR GRADUATE FELLOWSHIPS

Each spring semester, graduate students may apply for research fellowships and, depending on the type of fellowship, must submit the following materials to the Director of Graduate Studies by February 15th:

Summer Research Fellowships (M.A. and PhD Students)

1. A description of the research project with a bibliography and a time line indicating the work that will be undertaken throughout the fellowship period;
2. An endorsement from the faculty member under whose guidance this research will be carried out;
3. A current curriculum vitae;

Max Kade Dissertation Fellowships (Post-Comprehensive)

1. A copy of the student's dissertation proposal;
2. A description of the research project with a bibliography and a time line indicating the work that will be undertaken throughout the fellowship period;
3. An endorsement from the student's dissertation advisor(s);
4. A current curriculum vitae

ENROLLMENT IN GRADUATE COURSES

Graduate work is considerably more demanding and involves much more independent investigation than undergraduate study. For this reason, students who have been used to carrying fifteen or eighteen or even more hours per semester in college must learn to cut down their load in graduate school. The university regards twelve credit hours as the normal desirable fulltime load in a fall or spring semester; a comparable load in a Summer Session would be six hours. Assistant instructors may reduce their graduate course load according to the amount of time they spend teaching.

The **M.A. degree** is designed to be completed in four semesters of course work. Students with departmental support (G.T.A./G.R.A.) are required to enroll in **three graduate courses (9 hours)** in German each semester.

Course work for the **Ph.D. degree** is designed to be completed in four semesters. Students with departmental support (G.T.A./G.R.A.) are required to enroll in **three graduate courses (9 hours)** in German each semester.

Ph.D. students completing the required minimum 27 hours in German graduate courses at the end of three semesters may combine enrollment in dissertation hours (nine hours in GERM 999) and course work in other departments such as Linguistics up to a maximum of 15 hours in the fourth semester.

Kinds of Graduate Courses

In addition to the differences between undergraduate and graduate courses, there are also great differences among graduate courses. In general, the following descriptions hold true in this

Department:

700-level courses: Introductory and general courses without prerequisites. Coverage is likely to be more intensive; field is likely to be more specialized than in undergraduate courses. The amount of writing and student participation in class work, much of it reflecting independent study, is also likely to be greater. GERM 701 should be taken by incoming students the first time it is available to them.

800 -level courses: Similar to 700-level courses, except that prerequisites are normally required.

900-level courses: Coverage likely to be quite limited; amount of writing and student participation in class work, a great deal of it reflecting independent investigation, likely to be larger than in 700-level courses. This group includes all seminars and the more specialized philology courses.

Investigation and Conference courses (GERM 753 and GERM 953) are subject to approval by the Graduate Committee. Unless the Investigation and Conference is part of a Ph.D. specialization, it will be in addition to the minimum nine (9) hours required of Graduate Teaching Assistants and Graduate Research Assistants in a fall or spring semester.

TERM PAPERS

Every graduate student is required to write at least one term paper each semester, as long as he or she is enrolled as a regular graduate student before passing the Ph.D. oral comprehensive examination. This may not apply to a certain combination of introductory courses in which term papers are not expected. Departmental graduate students are strongly encouraged to cultivate their research skills by writing term papers at every available opportunity. A record of the term papers written will be kept by the Department office.

Note: For the university's definition of plagiarism and the policy on academic misconduct, see Article II, Section 6 of the University Senate Rules and Regulations on the university's website. Students are expected to comply with the U.S. Copyright Law, related copyright laws [i.e. the Digital Millennium Copyright Act (DCMA), the No Electronic Theft Act], and with license terms that govern the use of electronic information.

GRADES

Only the grades of A and B are taken as indications that a graduate student has done satisfactory work in the courses in which they are received. A designates above average work; B, average work; C, passing but below average graduate work; D and F, failing graduate work.

The grade I is used to indicate work of passing quality in a course some part of which is, for good reason, unfinished. It is given only by advance arrangement between instructor and student. The Department discourages the assigning of the grade I except in emergency situations. **Unfinished work must be made up and a final grade assigned within one (1) calendar year from the original grade due date.** Instructors of graduate courses will complete a Departmental Student Progress Agreement for each I assigned indicating the nature of the work to be completed, a timeline for

submission, and the final grade to be assigned should the work not be completed according to the timeline.

In the Graduate Studies grading system defined above, at least a B average is required on course work counted toward the master's degree. Course work counted toward a doctorate, including that for a master's degree if obtained at the University of Kansas, should average better than a B. For the purpose of computing the graduate average, only work performed at the University of Kansas which has been accepted for graduate credit is used.

Upon falling below a cumulative graduate grade point average of 3.0 (B average), computed in the manner described above, the student will be recommended to the College for **academic probation**. At the end of the next semester of enrollment, the student's overall graduate average must be raised to a 3.0 (in which case the student is returned to regular status), or a Departmental recommendation will be required for the student to continue in graduate study.

If admitted as a provisional graduate student, the Department will review the student's performance after the first semester of graduate study and make an appropriate recommendation.

Students should also carefully review the College of Liberal Arts & Sciences [guidelines for probation and dismissal](#).

RESPONSIBLE RESEARCH AND ACADEMIC INTEGRITY

In the Department of Germanic Languages and Literatures, we consider academic integrity essential to our work and we expect students to adhere to its principles in conducting research. This means that students acknowledge the sources they use in their academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism. Students should consult with faculty well before due dates if they are not sure about how to handle a source. Academic integrity also means that work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University for Academic Misconduct if they violate these principles. Definitions are provided in the [University Senate Rules and Regulations](#).

GRADUATE COURSES OFFERED

GERMAN

701. INTRODUCTION TO THE STUDY OF LITERATURE. (3) Introduction to methods of literary research and presentation of seminar papers. Exercises in the use of basic guides to the study of German language and literature, in the documentation of scholarly research, and in the writing of interpretive essays, based on reading and discussion of selected works from different periods of the Departmental "M.A. Required Reading List."

GERM 700: INTRODUCTION TO GRADUATE STUDIES IN GERMAN (3)

Meets with French 720 and Slavic 740. [Taught in rotation as a shared course in cooperation with French and Slavic]

An introduction to the skills required of students enrolled in graduate degree programs in graduate

degree programs in German Studies; areas covered include 1) introduction to literary theory and criticism, 2) bibliography and research methods, including database management software, 3) preparation and presentations of a research/conference paper, 4) technology training, including web design, on-line portfolio, and digital humanities, and 5) professional ethics and awareness of the academic market and alternative careers.

GERM 702: TUTORIAL (1)

To be taken in conjunction with German 700.

Students enroll in this course with a faculty mentor in their own department based on the area in which they will write their research paper for German 700. It is the purpose of this tutorial to provide in-depth guidance to students throughout the semester as they write their research papers, to help them develop their analytical and responsible research skills, and to serve as a model for longer term papers and theses.

703. METHODS OF LITERARY CRITICISM. (3) Differentiation of critical methods. Exercises in textual criticism.

704. GERMAN STYLISTICS. (3) Stylistic analysis of literary texts; writing in German.

705. GERMAN PHONETICS. (3) A systematic study of German phonetics.

710. WORKSHOP FOR M.A. STUDENTS. (1) Discussion of policies in the M.A. program, examinations, thesis proposals, writing of theses, grant proposals, conference presentations, publications of scholarship, and entrance into the academic job market. Required of all M.A. students in the first year in the program. Does not count toward completion of 30 hours of course work for the M.A.

711. HISTORY OF THE GERMAN LANGUAGE. (3) A comprehensive introduction to the basic concepts of Germanic philology and various aspects of historical linguistics, including the nature of language and linguistic change, discoveries of the pioneer philologists of the 19th century regarding the prehistory of German, and the beginnings of a national German language.

712. THE STRUCTURE OF MODERN STANDARD GERMAN. (3) A descriptive study of the phonetics/phonology and grammar of contemporary Standard German. Special emphasis on problems of teaching German to English speaking students.

716. TOPICS IN GERMAN LITERATURE: _____. (3) Intensive study of a selected topic in German literature. May be repeated. Offered only in conjunction with GERM 616 when taught by a Max Kade Distinguished Visiting Professor. Graduate students will be assigned additional work.

718. TOPICS IN GERMAN LINGUISTICS: _____. (3) Intensive study of a selected topic in German linguistics. May be repeated. May be offered in conjunction with GERM 618. Graduate students will be assigned additional work.

721. INTRODUCTION TO MIDDLE HIGH GERMAN LITERATURE. (3) The elements of Middle High German as required for reading medieval texts in the original. Intensive reading and

literary study of at least one text in full.

732. SURVEY of Early-Modern German Literature (Humanism, Baroque, Enlightenment) (3)

734. SURVEY of German Literature in the Age of Goethe (Sturm und Drang, Classicism, Romanticism) (3)

736. SURVEY of Post-Romantic Nineteenth-Century German Literature (Biedermeier, Vormärz, Realism, Naturalism) (3)

738. SURVEY of Twentieth-Century German Literature (1900-present) (3)

751. SPECIAL TOPICS IN CULTURE. (3) Intensive study of a selected topic in German culture. May be repeated.

753. INVESTIGATION AND CONFERENCE. (1-3) To be taken only in exceptional cases. Permission of the instructor who will supervise the student's work is required.

754. STUDIES IN HUMANISM, RENAISSANCE, AND REFORMATION LITERATURE. (3) May be repeated.

755. STUDIES IN BAROQUE LITERATURE. (3) May be repeated.

756. STUDIES IN ENLIGHTENMENT LITERATURE. (3) May be repeated.

760. STUDIES ON WRITERS OF THE AGE OF GOETHE. (3) May be repeated.

762. STUDIES IN ROMANTICISM. (3) May be repeated.

764. STUDIES IN THE LITERATURE OF THE 19th CENTURY. (3) May be repeated.

766. STUDIES IN LITERATURE SINCE 1890. (3) May be repeated.

800. SEMINAR: TEACHING GERMAN AS A SECOND LANGUAGE. (3) Introduction to selected aspects of second-language acquisition, foreign-language pedagogy, and contrastive grammar, with the major concentration on practical guidance in teaching elementary German, in test preparation and grading, and in the use of equipment.

822. SURVEY OF MEDIEVAL GERMAN LITERATURE. (3) Text-oriented study of the literature of 750-1500 with selected readings in the original and in translation. Prerequisite: German 721.

823. READINGS IN MIDDLE HIGH GERMAN EPICS. (3) Reading and literary analysis of one of the following: Nibelungenlied, Erec and Iwein, Tristan, Parzival. Prerequisite: German 721.

824. READINGS IN MIDDLE HIGH GERMAN LYRICS. (3) Reading and literary analysis of one of the following: Minnesangs Frühling, Walther von der Vogelweide. Prerequisite: German 721.

851. STUDIES IN GERMANIC PHILOLOGY. (3) Topic to be announced. Emphasis on studies in etymology, semantics, vocabulary, medieval dialects, linguistic theories. Prerequisites: German 711.

852. SPECIAL TOPICS IN LITERATURE. (3) Prerequisite: GERM 701.

854. STUDIES IN THE WORKS OF _____ (3) In depth study of the work of a major author in German Literature. Prerequisite: GERM 701.

855. INTRODUCTION TO GERMAN APPLIED LINGUISTICS. (3) Introduction to theories and topics in German applied linguistics.

860. INTRODUCTION TO MODERN GERMAN DIALECTS. (3) Introduction to modern German dialects, methods of dialect research and aspects of linguistic assimilation and loss as well as a survey of German-American dialects. Prerequisite: Permission of instructor required.

899. MASTER'S THESIS. (3).

900. WORKSHOP FOR Ph.D. STUDENTS. (1) Discussion of policies in the Ph.D. program, research specializations, examinations, dissertation proposals, writing of dissertations, grant proposals, conference presentations, publications of scholarship, and entrance into the academic job market. Required of all Ph.D. students in the first year in the program. Does not count toward completion of 27 hours of course work for the Ph.D.

901. GOTHIC. (3) Reading of selected Gothic texts. Historical and descriptive study of Gothic phonology and grammar, with an introduction to comparative Germanic grammar. Prerequisite: German 711.

902. OLD SAXON. (3) Introduction to the elements of its grammar and discussion of its role in the Germanic family. Selected readings from the Heliand and discussion of the entire work. Prerequisite: German 711.

903. OLD HIGH GERMAN. (3) Reading and discussion of selected prose texts and poetic documents; phonological and grammatical features of the Old High German dialects. Prerequisite: German 711.

904. GOTHIC AND ITS CLOSEST RELATIVES. (3) A survey of the earliest Germanic languages with an emphasis on the comparative phonology and grammar of Gothic, Old High German, and Old Saxon as well as the reading of selections of major texts in those three languages.

951. SEMINAR IN GERMANIC PHILOLOGY. (3) May be repeated.

952. SEMINAR IN MEDIEVAL GERMAN LITERATURE. (3) May be repeated.
954. SEMINAR IN HUMANISM, RENAISSANCE, AND REFORMATION LITERATURE. (3) May be repeated.
955. SEMINAR IN BAROQUE LITERATURE. (3) May be repeated.
956. SEMINAR IN ENLIGHTENMENT LITERATURE. (3) May be repeated.
960. SEMINAR ON WRITERS OF THE AGE OF GOETHE. (3) May be repeated.
962. SEMINAR IN ROMANTICISM. (3) May be repeated.
964. SEMINAR IN THE LITERATURE OF THE 19TH CENTURY. (3) May be repeated.
966. SEMINAR IN LITERATURE SINCE 1890. (3) May be repeated.
967. SEMINAR IN SPECIAL TOPICS. (3) May be repeated.
953. INVESTIGATION AND CONFERENCE. (3) To be taken only in exceptional cases. Permission of the instructor who will supervise the student's work is required.
999. DOCTORAL DISSERTATION. (1-10)

SCANDINAVIAN

660. MODERN SCANDINAVIAN LITERATURE IN ENGLISH TRANSLATION. (3) Selected works by various Scandinavian authors from the nineteenth and twentieth century.
753. INVESTIGATION AND CONFERENCE. (1-3) Independent study and directed reading on special topics. Permission of the instructor is required.
906. OLD NORSE. (3) Introduction to the grammar and reading of the prose literature of the "saga-age" (1100-1350). Varied selections from the literature provide the context in which the language is discussed.
907. READINGS IN OLD NORSE LITERATURE. (3) Intensive discussion of a single longer saga or several shorter works, or a combination of these on a single theme. Dialectal differences between W. Norse and older Germanic dialects will be noted. Prerequisite: Scandinavian 906.

GRADUATE LANGUAGE PROFICIENCY COURSES

- DANE 100 & 101 Study of grammar and readings in Danish.
DUTCH 100 & 101 Study of grammar and readings in Dutch.

TWO-YEAR CYCLE PLAN FOR COURSES IN THE GRADUATE PROGRAM

The Department commits itself to course planning in two-year cycles.

I.

Fall I (Fall)

GERM 701	Introduction to the Study of Literature
GERM 721	Introduction to Middle High German Literature
GERM 732	Survey of Early-Modern German Literature (Humanism, Baroque, Enlightenment)
GERM 800	Teaching of German as a Second Language
GERM ____	Special course
GERM ____	Special course
GERM 9__	Seminar

Spring I (Spring)

GERM 710	Workshop for M.A. students (1 hr.)
GERM 716	Max Kade Professor course
GERM 734	Survey of German Literature in the Age of Goethe (Sturm und Drang, Classicism, Romanticism)
GERM 822-824	Survey of Medieval German Literature or special course on medieval literature
GERM ____	Special course
GERM 900	Workshop for Ph.D. students (1 hr.)
GERM 9__	Seminar (Max Kade Professor)

II.

Fall II (Fall)

GERM 711	History of the German Language
GERM 736	Survey of Post-Romantic Nineteenth-Century German Literature (Biedermeier, Vormärz, Realism, Naturalism)
GERM 800	Teaching of German as a Second Language
GERM _____	Special course
GERM _____	Special course
GERM _____	Special course
GERM 9____	Seminar

Spring II (Spring)

GERM 703	Methods of Literary Criticism.
GERM 710	Workshop for M.A. students (1 hr.)
GERM 712	Structure of Modern Standard German
GERM 716	Max Kade Professor course
GERM 738	Survey of Twentieth-Century German Literature
GERM _____	Medieval German literature (800 or 900 level)
GERM 900	Workshop for Ph.D. students (1 hr.)
GERM 9____	Seminar (Max Kade Professor)

>THE MASTER OF ARTS DEGREE

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THE MASTER OF ARTS DEGREE

The departmental degree requirements below apply to both thesis and non-thesis degree options. MA students should also carefully review the [General University Degree Requirements & Policies](#) section of this document.

GENERAL

Admission Requirements

In addition to the general requirements of Graduate Studies, a student should have the equivalent of an undergraduate major in German at the University of Kansas. An applicant for the M.A. in German, who has already completed a Ph.D. in German, shall not be admitted to the graduate program unless the applicant opts for a specialization that is different from the one of the previously earned Ph.D. in German.

Transfer of Credits

For general information on the transfer of credit policy, see Graduate Studies' [Graduate Credit policy](#).

M.A. candidates who desire to use transfer credit to fulfill specific course requirements for the M.A. degree (GERM 700; GERM 702; GERM 721) must pass a qualifying examination in that subject administered by the Department before receiving such credit.

Enrollment

The M.A. degree is designed to be completed in four semesters of course work. Students with departmental support (G.T.A. /G.R.A.) are required to enroll in three graduate courses in German each semester.

New graduate teaching assistants will normally be required to enroll in GERM 800 in their first semester of teaching. Continuing graduate teaching assistants will normally be required to enroll in GERM 801.

Also see the [University enrollment policy information](#) under the General University Requirements section of this document.

Foreign Language Requirement for Master's Students

A reading knowledge of Danish, Dutch, or French is required. The requirement may be satisfied by either passing the graduate reading course(s), i.e., DANE 100, DTCH 100, or FREN 100, or, given sufficient preparation, through an individual examination by the appropriate faculty member. Students do not receive graduate credit for graduate reading courses and are expected to satisfy the requirement in addition to their regular course load.

NON-THESIS DEGREE REQUIREMENTS

1. Normally, 30 hours of graduate work in German in courses numbered 700 and above, including the following: *
 - a. GERM 700, GERM 702, GERM 721, and at least one literature course or, in exceptional cases, a 900 level seminar from each of the following three periods: (1) Age of Goethe or Romanticism (GERM 760, GERM 762; GERM 960, GERM 962), (2) 19th century (GERM 764; GERM 964), (3) 20th century (GERM 766; GERM 966). M.A. candidates who desire to use transfer credit to fulfill specific course requirements for the M.A. degree (GERM 701; GERM 702; GERM 721) must pass a qualifying examination in that subject administered by the Department before receiving such credit.
 - b. The remaining 15 hours in the program may be taken from Departmental course offerings in literature, philology and linguistics at the graduate level. Equivalent courses may be substituted with the approval of the Departmental Graduate Committee.
2. A reading knowledge of Danish, Dutch, or French.
3. A written and oral examination.

THESIS DEGREE REQUIREMENTS

1. Normally, 30 hours of graduate work in German in courses numbered 700 and above, of which 3 hours will be in GERM 899 (Master's Thesis). The following must be included: *
 - a. GERM 700, GERM 702, GERM 721, and at least one literature course or, in exceptional cases, a 900 level seminar from two of the following three periods (1) Age of Goethe or Romanticism (GERM 760, GERM 762; GERM 960, GERM 962), (2) 19th century (GERM 764; GERM 964), (3) 20th century (GERM 766; GERM 966). M.A. candidates who desire to use transfer credit to fulfill specific course requirements for the M.A. degree (GERM 700; GERM 702; GERM 721) must pass a qualifying examination in that subject administered by the Department before receiving such credit.
 - b. The remaining 15 hours in the program may be taken from Departmental course offerings in literature, philology and linguistics at the graduate level. Equivalent courses may be substituted with the approval of the Departmental Graduate Committee.
2. A reading knowledge of Danish, Dutch, or French.
3. A completed and approved master's thesis.
4. A written and oral examination.

*Requirements may be reduced for students in high standing subject to the rules of the Office of Graduate Studies. On the other hand, students may be required to take more than the minimal load. Graduate teaching assistants will normally be required to enroll in GERM 800 or GERM 801.

M.A. DEGREE EXAMINATIONS

General

The M.A. exam is given three times each academic year: (1) at the beginning of the academic year (in August); (2) at the beginning of the Spring semester (in January); and (3) at the end of March. No examinations are scheduled in the summer.

A graduate examination may be canceled by a student up to twenty-four hours in advance of the scheduled time. In the event of a late cancellation, the graduate faculty must give express permission to reschedule the examination.

The written examination may be taken on a computer. Students who wish to take the exam on a computer should indicate this to the Director of Graduate Studies well in advance of the exam date so that arrangements can be made for a secure computer.

Sample copies of an examination are available upon request from the graduate director.

Early in the semester in which he or she expects to complete degree requirements, a graduate student should carefully review the [University Graduation Requirements](#).

Near the completion of requirements for the M.A. degree, the student is given an examination by an examination committee, which is appointed by the chairperson of the Department and the graduate director after consultation with the student. To be eligible for the examination, the candidate must have satisfied the Departmental foreign language requirement, virtually completed course work, and (if following the thesis option) finished at least a first draft of the thesis.

It is the obligation of the candidate to advise the chairperson of the Department or the graduate director that he or she plans to take the examination at least 6 weeks prior to the expected examination date. The student should also consult with his or her advisor.

The M.A. candidate may state a preference for one member of the graduate faculty in German to serve on the three-person examination committee. Under the thesis option the examination committee will normally be chaired by the thesis advisor.

The Oral Examination

The student will be admitted to the oral examination after passing the written examination. Under the thesis option, a defense of the thesis will also be included as part of the oral examination. For the student's official University record, the examination committee will report one of three grades: Honors, Satisfactory, Unsatisfactory. For the Departmental file, they will report one of four categories:

- (1) Honors, highly recommended for further graduate study;
- (2) Passing, recommended for further graduate study;
- (3) Passing, but not recommended for further graduate study; or
- (4) Failing.

The grade for the degree examination will be based solely on the oral examination (Honors, Satisfactory, Unsatisfactory). The written examination serves only as a qualifying examination for admission to the oral examination. Only the results of the oral exam are reported to the Office of Graduate Studies.

Unsatisfactory Performance

Unsatisfactory Performance on an individual section of the written examination requires that the student pass a second examination on that section. The Department will permit one reexamination of the written sections failed and one reexamination of the oral part. For a reexamination of a section or the entire written examination, students will be given one of three dates, as determined by the examination committee:

1. Three weeks after completion of the written exam;
2. Six weeks after completion of the written exam;
3. At the next regular examination date.

The examination committee will determine the appropriate option after consulting with the student and report the date for the reexamination to the Graduate Committee.

After the result of a graduate degree examination has been forwarded to the Office of Graduate Studies, the graduate secretary shall inform all members of the departmental graduate faculty of that result.

Admission to the Ph.D. Program

The examination committee is expected to make a recommendation regarding admission to the Ph.D. program in the Department. The entire Departmental graduate staff, however, is responsible for determining whether or not a student who has passed the M.A. examination shall be permitted to go on for the Ph.D. It will take very seriously the committee's recommendation, but will also take into account the student's grades and graduate instructors' written evaluations of term papers completed in courses. Ordinarily, a minimum 3.5 grade average (on a 4-point scale) is required for admission to the Ph.D. program.

FORMAT AND GUIDELINE FOR THE EXAMINATIONS

OPTION 1

THE M.A. EXAMINATION (non-thesis) CONSISTS OF:

1. A **written examination on literature** (4 hours) limited to the M.A. Required Reading List and consisting of two sections:

1.1. An **interpretation of a text** chosen from a selection representing three different genres and periods. The interpretation should be a detailed textual analysis which also places the work in the context of its period (2 hours).

1.2. An **essay in literary history**. There will be a choice of four such questions, each addressing a different period which is not represented by texts for interpretation (see section 1.1 above) (2 hours).

This written examination also serves as a language proficiency test. The candidate must write one of the two essays in German, the other in English.

Sequence of examination parts: The written examination for the M.A. degree will be given in one part consisting of two sections. The oral examination is scheduled as early as possible after the written examination.

In order to be admitted to the oral examination, the candidate must have passed both sections of the written M.A. examination.

2. An **oral examination** (90 minutes). The basis for the examination is a reading list prepared by the candidate consisting of 15 representative prose/dramatic works and 10 poems from the Required Reading List as well as 5 prose/dramatic works and 5 poems of the candidate's choosing.

OPTION 2

THE M.A. EXAMINATION (thesis) CONSISTS OF:

1. A **written interpretation of a text** chosen from a selection representing three different genres and periods. The interpretation should place the work in the context of its period (2 hours). This written examination also serves as a language proficiency test. The candidate must write the essay in German (or English if the native language is German). The oral examination is scheduled as early as possible after the written examination. In order to be admitted to the oral examination, the candidate must have passed this section of the written M.A. examination and submitted a complete preliminary version of the M.A. thesis to the examination committee.
2. An **oral examination** (90 minutes). This exam will consist of a thirty minute defense of the M.A. thesis and a one hour general examination based on a reading list prepared by the candidate consisting of 15 representative prose/dramatic works and 10 poems from the Required Reading List as well as 5 prose/dramatic works and 5 poems of the candidate's choosing.

See page 49 for a complete timeline for the MA Thesis Option Exam.

The M.A. Thesis

The candidate choosing the thesis degree option should complete an extended piece of research, working closely with the graduate faculty member who will direct the thesis and sign the title page. A proposal for an M.A. thesis is approved by the thesis advisor and requires no committee approval. The completed thesis, however, requires the approval of the entire examination committee, which also serves as the thesis committee. One of the three members, apart from the advisor (and chairperson) should be competent in the particular field of the thesis, and at least two members of the committee shall be from the Department of Germanic Languages and Literatures.

All graduate students are expected to write **one major term paper** each semester. With the approval of the professor concerned, a student may **expand one of the term papers** into an M.A. thesis during the semester prior to the semester in which the M.A. examination is scheduled. A student writing a thesis enrolls in **GERM 899** for 3 hours of credit during the semester prior to the examination. This will typically be during the **fall semester** for students taking the degree **examination during the spring semester**. An M.A. thesis should have a maximum length of 50 pages.

In the interest of timely completion, students must decide on the thesis option by the time of the midterm break in their second semester and must work with a faculty member who will serve as the thesis advisor. At that time the student will submit to the Director of Graduate Studies a signed Thesis Declaration, indicating whether he or she plans to do a thesis or non-thesis option. The thesis may be based on but is not restricted to a term paper or a concept developed in connection

with a term paper. Timely completion must be feasible. The student may enroll in German 899 for two consecutive semesters as part of the required nine hours. The summer term may be counted as one of the continuous semesters. An [example of the M.A. Thesis Declaration](#) and time plan options may be found in the appendices of this document.

A complete preliminary version of the M.A. thesis must be submitted to the writing committee with the student's reading list no later than Six weeks (minimum) prior to date of written exam - OR- by April 30 for the Aug Exam. **Submission of the M.A. Thesis**

An M.A. thesis must be submitted according to the current guidelines of the Office of Graduate Studies. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation.

MA thesis candidates should contact the Graduate Coordinator to review the complete list of the University's [Master's Graduation Requirements Checklist](#), as there are several items the candidate must complete by the Graduation Deadline.

After completing the M.A. examination, the examination committee makes a recommendation to the graduate staff regarding the candidate's potential for doctoral work. The graduate staff's majority vote determines admission to the Ph.D. program.

M.A. REQUIRED READING LIST

Medieval

Hildebrandslied

Hartmann von Aue: *Der arme Heinrich, Gregorius*

Wolfram von Eschenbach: *Parzival*

Gottfried von Strassburg: *Tristan*

Nibelungenlied

Wernher der Gartenaere: *Helmbrecht*

Lyric Poetry

Der von Kürenberg: "Ich zôch mir einen valken"

Dietmar von Eist (Aist): "Slâfest du vriedel ziere"

Walther von der Vogelweide: "Under der linden," Ich saz ûf eime steine"

Hartmann von Aue: "Maniger grüezet mich alsô"

Heinrich von Morungen: "Owê, sol aber mir niemer mê"

Friedrich von Hausen: "Mîn herze und mîn lîp diu wellent scheiden"

Early Modern

Tepl: *Der Ackermann aus Böhmen*

Reuchlin: *Henno*

Erasmus: *Lob der Torheit*

Luther: *Sendbrief vom Dolmetschen*

Rebhuhn: Susanna

Sachs: *Der fahrend Schüler im Paradeisz, Historia von D. Johann Fausten*

Bidermann: *Cenodoxus*

Grimmelshausen: selections from *Simplicissimus*

Gryphius: *Peter Squentz*

Lessing: *Nathan der Weise, 17. Literaturbrief, Minna von Barnhelm, Emilia Galotti*

Lyric Poetry

Luther: "Ein feste burg ist vnser Gott"

Hutten: "Ain new lied" ("Ich habs gewagt mit sinnen")

Fleming: "An Sich."

Gryphius: "Es ist alles eitel"

Rist: "O Ewigkeit, Du Donnerwort"

Hofmannswaldau: "Die Welt"

Klopstock: "Das Rosenband," "Frühlingsfeyer"

Claudius: "Abendlied" ("Der Mond ist aufgegangen"), "Kriegslied"

Goethezeit

Lenz: *Die Soldaten*

Goethe: *Die Leiden des jungen Werther, Iphigenie, Faust I,*

Götz von Berlichingen

Schiller: *Die Räuber, Kabale und Liebe, Maria Stuart, Über naive und sentimentalische Dichtung*

Kleist: *Prinz Friedrich von Homburg, Das Erdbeben in Chili, Der zerbrochene Krug*

Novalis: *Hymnen an die Nacht*, and selections from *Heinrich von Ofterdingen* (blaue Blume Episoden)

Tieck: *Der blonde Eckbert*

Brentano: *Geschichte vom braven Kasperl und dem schönen Annerl*

Arnim: *Der tolle Invalide auf dem Fort Ratonneau*

Hoffmann: *Der goldne Topf*

Eichendorff: *Aus dem Leben eines Taugenichts*

Jakob und Wilhelm Grimm: *Kinder-und Hausmärchen*

Lyric Poetry

Goethe: "Willkommen und Abschied," "Mailied," "Wanderers Nachtlied (Ein Gleiches),"

"An den Mond" ("Füllest wieder..."), "Prometheus," "Erlkönig," "Dauer im Wechsel,"
"Gesang der Geister über den Wassern," "Selige Sehnsucht," "Das
Göttliche," "1. Römische Elegie," "Urworte. Orphisch"
Schiller: "Die Teilung der Erde," "Nänie," "Das Ideal und das Leben," "Die Bürgschaft,"
"Der Ring des Polykrates," "Sehnsucht," "Der Handschuh"
Hölderlin: "An die Parzen," "Hälfte des Lebens," "Brot und Wein (1st Stanza)"
Brentano: "Zu Bacharach am Rheine," "Der Spinnerin Nachtlied,"
Eichendorff: "Mondnacht," "Sehnsucht," "Der frohe
Wandersmann," "Waldgespräch," "Die zwei Gesellen"

Post-Romantic 19th Century

Grillparzer: *Der arme Spielmann, Ein Bruderzwist in Habsburg*
Hebbel: *Maria Magdalene* (incl. "Mein Wort über das Drama")
Büchner: *Woyzeck, Lenz*
Heine: *Die Harzreise*
Mörike: *Mozart auf der Reise nach Prag*
Droste-Hülshoff: *Die Judenbuche*
Stifter: "Vorrede zu Bunte Steine," *Brigitta*
Ebner-Eschenbach: *Das Gemeindegeld*
Gothelf: *Die schwarze Spinne*
Keller: *Romeo und Julia auf dem Dorfe*
C. F. Meyer: *Der Heilige*
Storm: *Der Schimmelreiter*
Fontane: *Effi Briest*
Holz/Schlaf: *Die Familie Selicke*
Nietzsche: *Die Geburt der Tragödie aus dem Geiste der Musik*
Raabe: *Stopfkuchen*

Lyric Poetry

Droste-Hülshoff: "Am Thurme," "Der Knabe im Moor"
Fallersleben: "Auswanderungslied"
Heine: "Die Grenadiere," "Die schlesischen Weber"
Aston: "Lied einer schlesischen Weberin"
Platen: "Tristan"
Mörike: "Um Mitternacht"
Storm: "Hyazinthen," "Die Stadt"
Meyer: "Der römische Brunnen," "Alte Schweizer"
Fontane: "John Maynard"

20th Century

Hauptmann: *Bahnwärter Thiel; Die Weber; Der Biberpelz*
Hofmannsthal: *Der Tor und der Tod*
Schnitzler: *Leutnant Gustl*
Rilke: *Malte Laurids Brigge*
Wedekind: *Frühlings Erwachen*
Kaiser: *Von Morgens bis Mitternachts*
T. Mann: *Buddenbrooks, Der Tod in Venedig*
F. Kafka: *Die Verwandlung, Das Urteil*
Toller: *Hinkemann*
Döblin: *Berlin Alexanderplatz*
Keun: *Nach Mitternacht*
Seghers: *Transit*
Werfel: *Jakobowsky und der Oberst*
Brecht: *Mutter Courage, Der gute Mensch von Sezuan*
Dürrenmatt: *Der Besuch der alten Dame*
Frisch: *Homo Faber*
Böll: *Ansichten eines Clowns*
Grass: *Katz und Maus*
Handke: *Publikumsbeschimpfung*
Wolf: *Kassandra*
Plenzdorf: *Die neuen Leiden des jungen W.*
Jelinek: *Theaterstücke*
Brussig: *Helden wie wir*

Lyric Poetry

Nietzsche: "Vereinsamt"
George: "Komm in den totgesagten park und schau"
Hofmannsthal: "Terzinen," "Manche freilich," "Die Beiden"
Rilke: "Ich lebe mein Leben in wachsenden Ringen,"
"Herbsttag," "Der Panther"
Trakl: "Traum des Bösen," "Verfall"
Heym: "Der Krieg"
LaskerSchüler: "Weltende"
Benn: "Kleine Aster," "Einsamer Nie"
Kaschnitz: "Nicht gesagt," "Hiroshima" Eich: "Inventur"
Celan: "Todesfuge"
Brecht: "An die Nachgeborenen," "Radwechsel"
Bachmann: "Alle Tage"
Enzensberger: "geburtsanzeige"
Jandl: "schtzngrmm"

>DEGREE OF DOCTOR OF PHILOSOPHY

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THE DEGREE OF DOCTOR OF PHILOSOPHY

The requirements below are departmental requirements ONLY. Ph.D. students should also carefully review the [General University Degree Requirements & Policies](#) section of this document.

STRUCTURE AND TIMELINE OF THE PHD PROGRAM

To fulfill requirements for the PhD in German Studies students must complete 27 credit hours of coursework in German Studies beyond the M.A. degree – for students in German Applied Linguistics, some of the courses will be taken outside of the department. Students in literature and culture and students in Germanic philology may choose a minor up to 9 credit hours of coursework outside the department in consultation with their advisor. This minor may consist of coursework combined with a project. The 9 hours of the minor are included in the required 27 credit hours. Students must complete the portfolio evaluation in their third semester of study [in residence]¹ after successful completion of 18 credit hours of coursework. Upon passing the portfolio evaluation and fulfilling all degree requirements, students advance to the comprehensive examination in the fourth semester of their doctoral studies.²

Required Courses

- One research seminar in the area of specialization
- Approved elective courses in the area of specialization
- Approved elective courses for the outside minor area (depending on specialization)
- Reading knowledge in one foreign language other than German

Prior to the portfolio evaluation students take an approved course in a foreign language for one semester or complete an equivalency exam.

Timeline Leading to the Comprehensive Examination

First Semester

- A projected plan of study will be worked out in consultation with the dissertation advisor including a reading list³
- One research seminar in the area of specialization
- The doctoral committee consisting of three members in the student's area of specialization will be set up in consultation with the dissertation advisor, the DGS, and the departmental chairperson
- A student entering the PhD program without a KU equivalent M.A., must take a qualifying examination based on the M.A. exam at the end of the first semester

¹ Students may be studying abroad during their second year.

² Students may also choose to study abroad after passing the comprehensive examination.

³ For the specialization in literature & culture, the M.A. reading list can serve as a core list.

Second Semester

- Completion of 18 credit hours of approved coursework
- Preparation of required portfolio

Third Semester

- 18 credit hours of approved coursework (minimum) and the foreign language requirement have to be completed.
- No later than two weeks before the semester begins, students submit a required portfolio to the members of the doctoral committee. Evaluation of the portfolio will take place during the first two weeks of the semester based on the submitted portfolio which must include the following documents:
- (1) a transcript of the candidate's academic record to date, (2) a projected plan of study including a reading list, (3) samples of scholarly work (a minimum of two research papers with instructor's comments), (4) a brief description of the proposed dissertation research, (5) a current curriculum vitae.

The purpose of this evaluation is to assess the candidate's progress toward the degree and assist in making improvements, if necessary. Students failing the third-semester evaluation may resubmit revised evaluation materials at the end of the third semester.

Fourth semester

- Upon completion of all required coursework (27 credit hours in German Studies- for students in German Applied Linguistics and for students with a minor option, some of the courses will be taken outside of the department.) and fulfillment of all degree requirements, students may advance to the comprehensive examination. In the 1st week of the semester students submit a portfolio with the following documents to all five members of the comprehensive examination committee: (1) a minimum of three research papers with instructor's comments demonstrating an ability to conduct high quality scholarly research in areas directly relevant to the proposed dissertation research; one of the research papers must be more recent than those submitted for the third-semester evaluation, (2) a dissertation proposal (10-15 pp.), (3) a list of all completed coursework, (4) a current curriculum vitae.
- Within two weeks after submission of the portfolio, a pre-comprehensive examination meeting will take place. Students give a brief presentation of their dissertation proposal to the examination committee and explain how they have prepared themselves for research in this area of specialization.
- Within one week of this meeting students will be given two examination questions posed by the members of the examination committee.⁴ These questions which address a set of issues will relate directly to the dissertation topic. In most cases, one of these questions will consist of developing the dissertation proposal so it would be suitable for submission as a grant application for dissertation funding. See Appendix an example of [Portfolio Exam Question Agreements](#).

⁴ Preparation of these questions will be the responsibility of the three-member doctoral committee in consultation with the other two members of the comprehensive examination committee and the DGS.

- Within the following eight weeks the student completes the responses to these two examination questions and submits the papers, each of 25-35 pages in length, to all members of the examination committee: After 4 weeks the student submits one paper and the second paper after the following 4 weeks.
- Within two weeks of submission of the examination papers and prior to the conclusion of the instructional period of the semester in which students complete the comprehensive examination, students will take an oral examination of two hours maximum based on their portfolio and the two examination papers they submitted. The examination will consist of a discussion with questions focusing on the various components of the proposed dissertation research, such as theoretical and methodological issues.
- While taking the portfolio and comprehensive examinations students may enroll in dissertation hours and after successfully passing the oral portion of the exam students begin working on their dissertation and enroll in dissertation hours (GERM 999) with their dissertation advisor. **Prior to enrolling, students should carefully review the [post-comprehensive enrollment information](#) in the University Degree Requirements section for important details regarding University enrollment requirements the semester of and the semesters following the oral comprehensive exam.**
- If students fail the comprehensive examination, they may resubmit the revised examination papers at the beginning of the following semester. To remain in compliance with Graduate Studies policy, a minimum of 90 days must pass between the failed oral exam and the date of the second attempt.

REQUIRED TEACHING

At least one semester of halftime (.50 FTE) teaching or equivalent is required for all Ph.D. students in German. Normally, GERM 800 will be required concurrently with the first semester of teaching.

RESEARCH SKILLS & RESPONSIBLE SCHOLARSHIP

The University requires that every doctoral student have training in responsible scholarship and research skills pertinent to the field of research and appropriate to the doctoral level. **This requirement must be met before taking the Comprehensive Oral Exam.** For Germanic Languages and Literatures doctoral students, this requirement is met by the following:

- [GERM 700](#), [GERM 702](#), [GERM 800](#), [GERM 855](#)
- Demonstrated reading knowledge of French and one other modern language, Latin or Greek*

*This requirement can be fulfilled by completing a course or by completing a proficiency examination. If taking a course to fulfill the requirement, students may select from the following languages at the M.A. level: Danish, Dutch, and French. They may take the language course in the summer. If that is not possible, a student may take the course during a Fall or Spring semester while also taking two three-credit hour graduate courses in German. Students specializing in medieval philology or older literature must select Latin as the second language for reading knowledge.

GERM 700: INTRODUCTION TO GRADUATE STUDIES IN GERMAN (3)

Meets with French 720 and Slavic 740. [Taught in rotation as a shared course in cooperation with French and Slavic]

An introduction to the skills required of students enrolled in graduate degree programs in graduate degree programs in German Studies; areas covered include 1) introduction to literary theory and criticism, 2) bibliography and research methods, including database management software, 3) preparation and presentations of a research/conference paper, 4) technology training, including web design, on-line portfolio, and digital humanities, and 5) professional ethics and awareness of the academic market and alternative careers.

GERM 702: TUTORIAL (1)

To be taken in conjunction with German 700.

Students enroll in this course with a faculty mentor in their own department based on the area in which they will write their research paper for German 700. It is the purpose of this tutorial to provide in-depth guidance to students throughout the semester as they write their research papers, to help them develop their analytical and responsible research skills, and to serve as a model for longer term papers and theses.

GERM 800. TEACHING GERMAN AS A SECOND LANGUAGE. (3) Introduction to selected aspects of second-language acquisition, foreign-language pedagogy, and contrastive grammar, with the major concentration on practical guidance in teaching elementary German, in test preparation and grading, and in the use of equipment.

GERM 855: INTRODUCTION TO APPLIED LINGUISTICS (3)

This course is devoted to issues in research ethics, responsible scholarship, and human research subject protection. Students read a textbook chapter about it, watch a video illustrating the need for human subject protection, and participate in a class discussion. The course is offered every other year. All graduate students in Linguistics/Applied Linguistics and many graduate students in Literature take this course. Furthermore, all graduate students engaging in research in Applied Linguistics that involves human subjects either for their own graduate research purposes or as research assistants to the faculty member in applied linguistics, complete the [Human Subject Committee of Lawrence \(HSCL\) mandatory online tutorial](#) prior to beginning any research activities.

Next, if a graduate student is the first investigator on a research project, s/he develops an application for project approval under the faculty member's supervision and submits it to HSCL. The project begins only after the graduate applicant and the faculty member have received an HSCL written approval of the project. The approval is being stored in the graduate student's file in the main office. The faculty member closely supervises graduate research and makes sure all procedures are being followed as approved by HSCL.

Students conducting research involving speakers of German dialects in Kansas must also fulfill the requirements established by the Human Subjects Committee of Lawrence for conducting and recording research interviews with human subjects. This type of research (similar to Oral History) is considered to be of minimal risk to the subjects, but does require that the student/research complete the [HSCL online tutorial](#) and abide by the guidelines for obtaining consent from the subjects and protecting

their privacy and informing them of their rights.

Other courses in literature and linguistics reinforce and expand these skills with regard to the various areas of specialization.

THE DOCTORAL DISSERTATION & EXAMINATIONS

The Doctoral Dissertation Proposal

Together with the faculty advisor the candidate solicits two other members of the graduate faculty to serve on the dissertation committee. Normally these members will be approached by the advisor. The dissertation advisor reports the names of the members of the dissertation committee to the Department chair, DGS and Graduate Coordinator, who makes an official record of the membership of the committee.

In the 1st week of the 4th semester, as part of their portfolio, students submit a proposal for the dissertation to all five members of the comprehensive examination committee. This proposal should indicate (1) the purpose of the proposed investigation, (2) its scope, (3) its importance, (4) its scholarly method, and (5) its originality; it should include a bibliography and a tentative chapter outline. When the comprehensive examination committee has approved the proposal, a copy of the proposal will be made available to the Departmental graduate faculty for their comment.

The dissertation should represent the results of the writer's own original research, carried out under the direction of the three-member doctoral committee. Though accepted primarily for its scholarly merit rather than for its rhetorical qualities, the dissertation must be stylistically competent. The Department follows the latest editions of the *MLA Handbook for Writers of Research Papers* (New York), or *The M.L.A. Style Manual* (New York: Modern Language Association of America) or the *Publication Manual of the American Psychological Association* (APA) as its authority in matters of style. A variety of approaches are acceptable to dissertation committees, and it may be stated with confidence that any dissertation topic that can gain the approval of three members of the graduate faculty, at least one of whom is authorized by Graduate Studies to direct dissertations, will be viable.

The dissertation advisor consults with the committee members whenever a portion of the dissertation has been submitted.

It is the responsibility of the student to comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation. In all stages of the preparation of the dissertation, the student should work as closely with his or her dissertation committee as possible.

The Oral Comprehensive Examination

With regard to the student's obligation to advise the Director of Graduate Studies of his or her intention to take these examinations and with regard to the grades reported for the official University record, the regulations are those described above for the M.A. examination. The following statements intend to spell out the most essential procedural aspects as far as they differ

from those of the M.A. examination.

Questions relating to the examination should be discussed with the Director of Graduate Studies. Candidates repeating the Ph.D. examination shall schedule the makeup examination in consultation with the Graduate Committee.

A graduate examination may be canceled by a student up to twenty-four hours in advance of the scheduled time. In the event of a late cancellation, the graduate faculty must give express permission to reschedule the examination. The examination committee will report the date for the reexamination to the Graduate Committee.

Directly following the exam the committee chair should communicate the result to the Graduate Coordinator, who will then submit the results to Office of Graduate Studies. The Director of Graduate Studies shall inform all members of the departmental graduate faculty of that result.

The Department will permit one reexamination of the Oral Comprehensive Examination.

The Department gives no degree examinations between the end of summer session and the beginning of the fall semester.

Within the course of the summer session, a defense will be scheduled only in exceptional cases.

Students should also carefully review the [University Degree Requirements and Policies](#) for additional information, including requirements for [committee composition](#) and [attendance](#).

The Final Oral Examination (Dissertation Defense)

While students write their dissertations, they submit individual chapters to the three members of the dissertation committee for review and feedback. Committee members are invited to comment on individual chapters within a two-week time frame. Students revise their chapters based on the feedback received.

Four weeks (minimum) prior to expected time of final defense, the final version of dissertation should be sent to all committee members for review and approval. It is the responsibility of the dissertation committee's chair to ensure that corrective feedback is provided to the student in a timely manner.

Two weeks (minimum) prior to expected time of final defense: Final corrective feedback for all chapters must have been given to the student. Committee Chair should contact the Graduate Program Coordinator to schedule the defense. Student should also contact the Graduate Program Coordinator at this time to review the [University Graduation Requirements Checklist](#).

One week (minimum) prior to date of final defense, the dissertation must have been approved by all committee members. At this time, the student must submit the corrected dissertation to the committee members.

Also at this time, the dissertation may be made available on Hawk Drive for full graduate faculty comment, if desired.

A complete [timeline](#) for the Final Exam for Ph.D. can be found in the appendices of this document.

The final oral examination for the Ph.D. in German is, essentially, a defense of the dissertation. The defense of the dissertation is graded Honors, Satisfactory or Unsatisfactory by the committee.

If the exam is passed, immediately following the exam all committee members may sign the Title Page. If the dissertation is accepted in its current form, the Acceptance page should also be signed at that time by the committee Chair. If revisions are expected after the exam, the committee Chair should wait to sign the Acceptance page until the final version is complete and accepted. It is the responsibility of the Candidate to provide the committee with properly formatted copies of the dissertation Title and Acceptance page at the time of the Exam.

Again, **students should carefully review the complete list of [University Doctoral Graduation Requirements](#)**, which includes information on the electronic submission process and documents which must be submitted in person to the College Office of Graduate Affairs.

Instructions for early graduation procedures for those students completing all degree requirements within the first two weeks of a semester, or first week of a summer session may also be found at the above link. Students who complete all requirements within that time are not required to enroll for the semester of graduation.

An electronic copy of the following is to be submitted to the Department: the thesis or dissertation, the signed acceptance page, and the signed title page.

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UNIVERSITY DEGREE REQUIREMENTS & POLICIES

GENERAL REQUIREMENTS

The following KU Office of Graduate Studies policies apply to ALL M.A. & Ph.D. students, regardless of degree program or department. Additional information or restrictions on each policy or requirement may apply and can be found by following the highlighted link.

Transfer of Credits

Up to 9 credit hours may be transferred toward a the master's degree if taken at a regionally-accredited graduate by approval of the department and the Graduate Division.

Some restrictions apply to what non-KU graduate courses can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and consult with his or her Director of Graduate Studies.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution, it may be possible for students to petition the departmental graduate faculty to reduce the number of hours required for the Ph.D. based on experience gained through coursework in their M.A. Students who have received an M.A. at another institution should consult with the Director of Graduate studies about their enrollment plan.

Enrollment

KU defines full-time graduate enrollment as:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill - Active Duty (MGIB-AD) and Post-9/11 GI Bill - Active Duty;

Summer semesters:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill - Active Duty (MGIB-AD) and Post-9/11 GI Bill - Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, financial aid providers may have different definitions. Be sure to consult with your financial aid provider before making enrollment decisions.

Students not enrolled by the first day of classes will be assessed a \$150 late fee to enroll. Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Discontinue form may be filed on his or her behalf. **Students not enrolled by the 60th of classes will be automatically discontinued in Enroll & Pay.**

Credit/No Credit

The Credit/No Credit (CR/NC) is an option for graduate students seeking to take a course outside of their degree or certificate program. **No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.** This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship for doctoral students. It is the student's responsibility to check with the department about the appropriateness of CR/NC.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the COGA office.

Some additional restrictions apply, so students should carefully review the information in the link above.

Time limits *

Normal expectations are that master's degree should be completed in two (2) years of full-time study, the doctorate degree in four (4) years of study, and both the master's and doctorate together in six (6) years of study. Students who may go beyond the normal time expectations should review the information in the link above and consult with the Director of Graduate Studies to create a timeline for degree completion *

Leave of Absence *

An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department. A leave of absence may be granted in extraordinary circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals). Students seeking a leave of absence should first consult with the Director of Graduate Studies.*

Students that exceed maximum time limits may be required to revalidate the oral comprehensive examination, the research skill(s), and to redo the residency requirement.

***The time limits and procedures for leave of absence listed above apply to all graduate students, whether or not they hold appointments as Graduate Teaching Assistants. The Department will make an effort to advise individual students of their time limits, but in principle it is the students' responsibility to make certain that they comply with them.**

Exam Committee Composition

The majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular or dissertation graduate faculty status in the student's department/program of study. Graduate student oral examinations include the master's comprehensive oral exam, the master's final oral exam (i.e. thesis defense), the doctoral comprehensive oral exam, and the doctoral final oral exam (i.e. dissertation defense). For information on committee members status and appointing members to the Graduate Faculty, see the policy on [Graduate Faculty appointments](#).

Doctoral Committees

Doctoral Committees are composed of at least five (5) voting members and must adhere to the following requirements:

1. Three committee members must be faculty holding regular or dissertation graduate faculty status and be members of the student's department/program.
2. One member must meet the requirements for serving as an outside member: i.e. be a KU faculty member (which includes faculty who are affiliated with KU but do not have their tenured home in the candidate's department/program) holding regular or dissertation graduate faculty status, and s/he cannot be a member of the candidate's department/program. The outside member represents Graduate Studies and is a voting member of the committee, has full rights to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination. For more information, see the links provided in this policy.
3. One member may hold any graduate faculty status, including regular, dissertation, or special status.

While committees are not required to have a co-chair, the student or the committee members may decide to select a co-chair. For doctoral committees, the chair must hold dissertation status; the co-chair can hold any graduate faculty status.

Master's committees

Master's committees are composed of at least three (3) voting members and must adhere to the following requirements:

1. Two committee members must be tenured/tenure-track faculty holding regular graduate faculty or dissertation status and be members of the candidate's department/program
2. One member may hold any graduate faculty status, including regular, dissertation, or special status. This third member can be, but need not be, a member of the candidate's department/program.
3. For approved professional master's degree programs (listed in exclusions and special circumstances), the committee may be composed as described above, or any number of the committee members may be professors of the practice in the department/program.

For both Master's and doctoral committees, substitutions of the committee chair (and/or co-chair) are prohibited after the committee has been approved by the graduate affairs division of the school/college. If a committee chair (and/or co-chair) needs to be replaced, the revised committee must be approved by the school/college two weeks in advance of the exam.

Substitutions of the committee members are permitted as long as the new members hold regular or dissertation graduate faculty status. Special members can be added after the committee has been approved by the graduate affairs division of the school/college, but these additions must be approved by the school/college no later than two weeks in advance of the exam.

Exam Attendance

A majority of committee members must be physically present for an oral examination to commence; for doctoral oral examinations this requirement is 3 of the 5 members, for master's oral examinations the requirement is 2 of the 3 members.

In addition, it is required that the student being examined, the chair of the committee, and the outside committee member all be physically present at the examination or defense. Mediated attendance by the student, chair and outside member is prohibited.

In cases where the student prefers an examination in which all committee members are physically present, the student's preference shall be honored.

ADDITIONAL DOCTORAL DEGREE REQUIREMENTS

The following Office of Graduate Studies requirements and policies apply to **Ph.D. students only**.

Residency Requirement and Maximum Tenure

Two semesters, which may include one summer session, must be spent in resident study at the University of Kansas. During this period of residence, the student must be involved fulltime in academic or professional pursuits, which may include an appointment for teaching or research if the teaching/research is directed specifically toward the student's degree objectives. The student must be enrolled in a minimum of six credit hours per semester or three per summer session.

The student must spend three full academic years, or the bona fide equivalent, at this or some other approved University, including the time spent attaining the M.A. Resident study at less than full-time will require a correspondingly longer period.

Continuous Enrollment for Post-Comprehensive Students

After completion of the oral comprehensive exam and during the semester of the exam, students must enroll in at least 6 credit hours per semester and 3 credit hours per summer session “until all requirements for the degree are completed (including the filing of the dissertation) or until 18 post-comprehensive hours have been completed (whichever comes first).” Upon reaching 18 hours post-comprehensive, enrollment may be reduced to 1 credit hour per semester or summer session up to and including the semester of graduation. **Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students.** Failure to properly comply with the policy could result in, among other problems, a delay in graduation.

All of the regulations associated with post-comprehensive enrollment also apply to students with GTA/GRA/GA appointments. The only difference is that these students must be certified to drop their enrollment levels. To become certified, the student or department staff should complete and submit to COGA the [Certification of Eligibility to Enroll in Fewer Than Six Hours form](#) (PDF) **prior** to the beginning of the semester in which the enrollment will drop below 6 hours.

GRADUATION REQUIREMENTS (M.A. & PH.D.)

In addition to any departmental degree requirements, all graduate students planning to graduate must complete all University graduation requirements **prior to the published Application for Graduation deadline** in a given semester. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation.

M.A. DEGREE GRADUATION CHECKLIST

PH.D. DEGREE GRADUATION CHECKLIST

Students are **strongly encouraged** to visit the College Office of Graduate Affairs (COGA) immediately following the defense or final exam and in advance of the applicable Application for Graduation deadline. During this visit a COGA staff member will review all degree requirements with you, verify that the Application for Graduation and Thesis/Dissertation submissions have been completed, and provide guidance on any pending items.

Maximum Time Allowed for Submitting the Thesis or Dissertation

From the final defense of the thesis or dissertation, a period of six months is allowed for students to make revisions and to file the final version of the thesis or dissertation. During this time, the student must be enrolled in at least 1 hour of thesis or dissertation credit (or more if required by the academic unit). Students who do not file the final accepted version of the thesis or dissertation within the six-month time limit must enroll in 3 hours a semester until the thesis or dissertation is completed and submitted.

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COMPLETED GRADUATE REQUIREMENTS CHECKLIST

M.A.

_____ 30 cr. Hrs. graduate coursework including:

_____ Germ700 and 702

_____ Germ 712

_____ Age of Goethe

_____ 19th Century Literature

_____ 20th Century Literature

_____ Reading knowledge of Danish, Dutch, French or other approved language

Ph.D.

_____ 27 cr. Hrs. in graduate coursework toward the Ph.D. (not including Germ 999)

_____ Reading knowledge in one foreign language other than German

Note:

Medieval Philology or older literature specializations must select Latin

_____ One semester of half/time teaching

[date]

TO: MA students in second semester of study
FROM: Morgan Swartzlander, Graduate Program Coordinator
RE: Declaration of Intent to Write an MA Thesis

From the GLL Graduate Student Handbook:

“All graduate students are expected to write one major term paper each semester. With the approval of the professor concerned, a student may expand one of the term papers into an M.A. thesis during the semester prior to the semester in which the M.A. examination is scheduled. A student writing a thesis enrolls in GERM 899 for 3 hours of credit during the semester prior to the examination. This will typically be during the fall semester for students taking the degree examination during the spring semester. An M.A. thesis should have a maximum length of 50 pages.

In the interest of timely completion, students must decide on the thesis option by the time of the midterm break in their second semester and must work with a faculty member who will serve as the thesis advisor*. At that time the student will submit to the Director of Graduate Studies a signed Thesis Declaration, indicating whether he or she plans to do a thesis or non-thesis option. The thesis may be based on but is not restricted to a term paper or a concept developed in connection with a term paper. Timely completion must be feasible. The student may enroll in German 899 for two consecutive semesters as part of the required nine hours. The summer term may be counted as one of the continuous semesters.”

*If a student is studying in a graduate exchange program at a German university during the second year of the M.A. program and wishes to choose the thesis option at that time, the student should contact the Director of Graduate Studies for possible arrangements.

M.A. Examination Thesis Option – Time Plan Options:

Plan I

Fall – 1st Semester: Exploration of potential topics
Spring – 2nd Semester: After midterm break: Declaration of thesis option, topic and advisor
Summer Semester: German 899 (Thesis)

Fall – 3rd Semester: German 899 (Thesis)
Spring – 4th Semester: M.A. examination with thesis defense

Plan II

Fall – 1st Semester: Exploration of potential topics
Spring – 2nd Semester: After midterm break: Declaration of thesis option, topic and advisor
Fall – 3rd Semester: German 899 (Thesis)
Spring – 4th Semester: German 899 (Thesis) and M.A. examination with thesis defense

Plan III

Spring – 1st Semester: Exploration of potential topics
Fall – 2nd Semester: After midterm break: Declaration of thesis option, topic and advisor
Spring – 3rd Semester: German 899 (Thesis)
Summer Semester: German 899 (Thesis)
Fall – 4th Semester: M.A. examination with thesis defense

Plan IV

Spring – 1st Semester: Exploration of potential topics
Fall – 2nd Semester: After midterm break: Declaration of thesis option, topic and advisor
Spring – 3rd Semester: German 899 (Thesis)
Fall – 4th Semester: German 899 (Thesis) and M.A. examination with thesis defense

Please indicate below whether you intend to write a thesis and **return this form to the Director of Graduate Studies by May 31 (Spring semester) or by October 15 (Fall semester)**. Please also keep in mind that if you indicate you will write a thesis, you are free to change your mind at any time; however, choosing to write a thesis at a later date will not be an option.

I intend to complete a Thesis Option MA (circle one): YES / NO

I intend to choose Plan _____ for completing the thesis.

Student name

Student signature & date

THE UNIVERSITY OF KANSAS
DEPARTMENT OF GERMANIC LANGUAGES AND LITERATURES

PhD Portfolio Examination — Written Examination Part I of Two

Fall Semester [Insert year]
[Insert Name of candidate]

The following question, the first in a sequence of two, must be answered in compliance with the principles of responsible research at the University of Kansas. You must use authorized means, acknowledge the sources you use in your academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism. You are subject to sanctions by the University for academic misconduct, if you violate these principles. Work resulting from such violations will be assigned the grade of F. Definitions are provided in the University Senate Rules and Regulations. www.governance.ku.edu/usrr.html#art2sect6.

The question must be answered in a 25-35 page research paper by the candidate alone, without assistance from others. No advice from faculty members is allowed and no collaboration with other students.

The research paper must conform to professional standards, using **MLA-style, as described in the link for submissions of articles to the *German Quarterly* [<http://germanquarterly.aatg.org/about/guidelines.php>] [replace with different style & link for applied linguistic and other specializations]** and must be completed in the time frame of four (4) weeks and submitted electronically to all committee members via Hawk Drive as listed below.

Exam Question:

[Insert 1st question]

Exam Question Received: [Insert date] 8.00 a.m.

Exam Paper Submission Date: [Insert Date] by 5.00 p.m.: electronic submission to committee chair, [Insert name], and to graduate coordinator, [Insert name], for distribution to all committee members via Hawk Drive.

Committee Members: * Indicates members of the writing-committee

[Insert alphabetical list of names, indicate chair in parentheses]

Candidate's statement: I have received the question for the written portfolio examination part I, have read and understood the instructions for writing and submitting the examination questions and agree to abide by these instructions.

Candidate's signature: _____ **Date:** _____

THE UNIVERSITY OF KANSAS
DEPARTMENT OF GERMANIC LANGUAGES AND LITERATURES

PhD Portfolio Examination — Written Examination Part II of Two

Fall Semester [Insert year]
[Insert Name of candidate]

The following question, the second in a sequence of two, must be answered in compliance with the principles of responsible research at the University of Kansas. You must use authorized means, acknowledge the sources you use in your academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism. You are subject to sanctions by the University for academic misconduct, if you violate these principles. Work resulting from such violations will be assigned the grade of F. Definitions are provided in the University Senate Rules and Regulations. www.governance.ku.edu/usrr.html#art2sect6.

The question must be answered in a 25-35 page research paper by the candidate alone, without assistance from others. No advice from faculty members is allowed and no collaboration with other students.

The research paper must conform to professional standards, using **MLA-style, as described in the link for submissions of articles to the *German Quarterly* [<http://germanquarterly.aatg.org/about/guidelines.php>] [replace with different style & link for applied linguistic and other specializations]** and must be completed in the time frame of four (4) weeks and submitted electronically to all committee members via Hawk Drive as listed below.

Exam Question:

[Insert 2nd question]

Exam Question Received: [Insert date], 8.00 a.m.

Exam Paper Submission Date: [Insert Date] by 5.00 p.m.: electronic submission to committee chair, [Insert name] and to graduate coordinator, [Insert name], for distribution to all committee members via Hawk Drive.

Committee Members: * Indicates members of the writing-committee

[Insert alphabetical list of names, indicate chair in parentheses]

Candidate's statement: I have received the question for the written portfolio examination part II, have read and understood the instructions for writing and submitting the examination questions and agree to abide by these instructions.

Candidate's signature: _____ **Date:** _____

MA Exam (Thesis Option):

Six weeks (minimum) prior to date of written exam -OR- by April 30 for the Aug Exam Option: Writing Committee (3 members that will review and ultimately approve the thesis) must be chosen and the completed thesis submitted to them for review and comment by this date. Also at this time, contact Graduate Program Coordinator to begin process of scheduling the oral portion of the exam.

→ **Two weeks (minimum) prior to written exam -OR- by May 31 for Aug Exam Option:** Thesis must have been approved by Writing Committee members and a firm date set for the Oral portion of the Exam, usually within the week following the Written Exam. Corrective Feedback from the committee must also have been given. Also at this time, the thesis may be made available on Hawk Drive for full graduate faculty comment, if desired. Student should contact Graduate Program Coordinator to review the University's [MA Graduation Requirements Checklist](#).

→ **Written MA Exam:** Two written examination dates are available in the Spring semester; in January, or at the end of March. In some cases, an August exam may be appropriate. This option must be arranged in consultation and with the approval of the Director of Graduate Studies. Directly following exam, the student's written responses should be given to the Graduate Program Coordinator, who will upload the responses to Hawk Drive for online review and comment by the committee.

→ **Within 48 hours of Written Exam:** Review of written exam should be completed and comments made by all members of the Written Exam Committee.

→ **A. Written Exam *PASS*** – Student should receive notification that they may proceed to MA Final Oral Exam.

→ **MA Final Oral Exam** – Student should bring a printed copy of the thesis Title and Acceptance pages to the exam. Upon successful completion of the exam, all committee members may sign the Title Page. If the thesis is accepted in its current form, the Acceptance page should be signed by the committee chair. If revisions are expected after the exam, the committee chair should wait to sign the acceptance page until the final version is complete and accepted. Exam outcome should be confirmed via email from Committee Chair/Thesis Advisor to Graduate Program Coordinator directly following exam.

- a. ***PASS*** – Outcome should be confirmed via email from Committee Chair to DGS and Graduate Program Coordinator directly following exam.
- b. ***FAIL*** – Outcome should be confirmed via email from Committee Chair to DGS and Graduate Program Coordinator directly following exam. If a retake is permitted by the committee, it may be scheduled for either 3 weeks, 6 weeks, or at the time of the next exam offering.

→ **B. Written Exam *FAIL* (one or more sections)** – Students must arrange with Written Exam Committee to re-take failed portions of exam in either 3 weeks, 6 weeks, or at the time of the next exam offering. Contact Graduate Program Coordinator for assistance with scheduling.

Final Oral Exam for PhD (Final Defense):

It is the responsibility of the dissertation committee's chair to ensure that corrective feedback is provided to the student in a timely manner. Committee members are invited to comment on individual chapters within a two-week time frame.

Four weeks (minimum) prior to expected time of final defense: Final version of dissertation should be sent to committee members for review and member comment.

Two weeks (minimum) prior to expected time of final defense: Corrective feedback for all chapters must have been given to the student. Committee Chair should contact the Graduate Program Coordinator to schedule the defense. Student should also contact the Graduate Program Coordinator at this time to review the [University's Doctoral Graduation Requirements Checklist](#).

One week (minimum) prior to date of final defense: Dissertation must have been approved by committee members and a firm date set for the Exam. At this time, the student must submit the corrected dissertation to the committee members. Also at this time, the dissertation may be made available on Hawk Drive for full graduate faculty comment, if desired.

Final Oral Exam for PhD (Final Defense): Student should bring a printed copy of the dissertation Title and Acceptance pages to the exam.

- A. ***PASS*** – Outcome should be confirmed via email from committee Chair to DGS and Graduate Program Coordinator directly following exam. Upon successful completion of the exam, all committee members may sign the Title Page. If the dissertation is accepted in its current form, the Acceptance page should also be signed by the committee Chair. If revisions are expected after the exam, the committee Chair should wait to sign the Acceptance page until the final version is complete and accepted.
- B. ***FAIL*** – Outcome should be confirmed via email from committee Chair to DGS and Graduate Program Coordinator directly following exam. If a retake is permitted by the committee, it may be scheduled at the time the committee feels is appropriate and that is commensurate with University policy on time to degree.

Dissertation Evaluation

Evaluation for _____

KU ID _____

Evaluating Faculty Member _____

School:	Department:
College of Liberal Arts and Sciences	Germanic Languages and Literatures: Literature and Medieval Philology

Components of a Dissertation and their Characteristics at Different Quality Levels

Components	Outcome Quality Levels			
	Outstanding – 4 <input type="checkbox"/>	Very Good – 3 <input type="checkbox"/>	Acceptable – 2 <input type="checkbox"/>	Unacceptable – 1 <input type="checkbox"/>
Introduction/ Statement of the Problem, and Thesis	<ul style="list-style-type: none"> <input type="checkbox"/> Excellently written: succinct, thoughtful, convincing, informed by many perspectives <input type="checkbox"/> Sets up & defines problem clearly and effectively <input type="checkbox"/> Formulates a strong-thesis- <input type="checkbox"/> Positions the dissertation in relation to other work 	<ul style="list-style-type: none"> <input type="checkbox"/> A very good problem or concept, informed by different perspectives <input type="checkbox"/> Provides a good statement of thesis and purpose <input type="checkbox"/> Explains why it is important and significant <input type="checkbox"/> Comprehensive 	<ul style="list-style-type: none"> <input type="checkbox"/> A routine introduction of the problem and methods <input type="checkbox"/> Routine thesis statement 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not define the problem or approach <input type="checkbox"/> Not coherent, clear or succinct <input type="checkbox"/> Not thoughtful or convincing <input type="checkbox"/> Misunderstands or misrepresents the problem
Grounding in the Literature	<ul style="list-style-type: none"> <input type="checkbox"/> Displays a thorough knowledge of primary materials, such as text and visual sources, and provides a precise, comprehensive review of secondary literature with a focus on capably chosen texts that are pertinent to the analysis <input type="checkbox"/> Uses primary and secondary sources to advance the field including sources in the original language 	<ul style="list-style-type: none"> <input type="checkbox"/> Knows what sources are pertinent <input type="checkbox"/> Literature is selected wisely and judiciously including sources in the original language 	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates the student has read the material including sources in the original language <input type="checkbox"/> Mechanical treatment 	<ul style="list-style-type: none"> <input type="checkbox"/> Inadequate <input type="checkbox"/> Does not understand the sources; misinterprets or does not understand the literature <input type="checkbox"/> avoids sources in the original language;

Methodology/ Approach	<ul style="list-style-type: none"> <input type="checkbox"/> The thesis is original and the conceptual framework for the analysis is very clear and thorough <input type="checkbox"/> Critically evaluates primary and secondary sources to advance the field <input type="checkbox"/> Applies research skills effectively to discover new material, as applicable <input type="checkbox"/> Figures out a new way to understand the problem, theory, methodology, or sources 	<ul style="list-style-type: none"> <input type="checkbox"/> Shows how the approach to the analysis is suited to demonstrating the thesis <input type="checkbox"/> Critical evaluation of primary and secondary sources <input type="checkbox"/> Applies research skills effectively 	<ul style="list-style-type: none"> <input type="checkbox"/> States the method <input type="checkbox"/> Reflects an adequate knowledge of primary and secondary sources <input type="checkbox"/> Adequate application of research skills 	<ul style="list-style-type: none"> <input type="checkbox"/> Misread the sources <input type="checkbox"/> Does not present enough evidence <input type="checkbox"/> Does not understand the sources <input type="checkbox"/> Unclear; not well articulated
Results/ Analysis	<ul style="list-style-type: none"> <input type="checkbox"/> Consistent application of methodology: demonstrates a clear understanding of concepts and applies them in a thorough and sophisticated analysis <input type="checkbox"/> Arrives at an interesting, novel, and important conclusion 	<ul style="list-style-type: none"> <input type="checkbox"/> Interprets the raw material within the context of the conversation <input type="checkbox"/> Well developed <input type="checkbox"/> Arrives at a sound conclusion 	<ul style="list-style-type: none"> <input type="checkbox"/> Coherent <input type="checkbox"/> Shows awareness of the theoretical issues underpinning the research <input type="checkbox"/> Follows from the arguments 	<ul style="list-style-type: none"> <input type="checkbox"/> Confused, unclear, or inadequate <input type="checkbox"/> Factual errors <input type="checkbox"/> Not well done or well articulated
Discussion/ Conclusion	<ul style="list-style-type: none"> <input type="checkbox"/> Shows the broader implications <input type="checkbox"/> Points out new, interesting & exciting possibilities for future research 	<ul style="list-style-type: none"> <input type="checkbox"/> States what has been done <input type="checkbox"/> Identifies the significance <input type="checkbox"/> Identifies some future directions 	<ul style="list-style-type: none"> <input type="checkbox"/> Summarizes and repeats what has been found <input type="checkbox"/> Significance adequately stated 	<ul style="list-style-type: none"> <input type="checkbox"/> Inadequate <input type="checkbox"/> Student does not know what he or she is doing or has done
Overall	<ul style="list-style-type: none"> <input type="checkbox"/> Original, significant, innovative <input type="checkbox"/> Excellently written <input type="checkbox"/> Professional use of MLA style <input type="checkbox"/> Worthy of publication 	<ul style="list-style-type: none"> <input type="checkbox"/> Solid contribution to the field <input type="checkbox"/> well written & organized <input type="checkbox"/> Correct use of MLA style 	<ul style="list-style-type: none"> <input type="checkbox"/> Mechanical treatment <input type="checkbox"/> Demonstrates competence <input type="checkbox"/> Mostly correct use of MLA style 	<ul style="list-style-type: none"> <input type="checkbox"/> Poorly written; does not understand basic concepts <input type="checkbox"/> Poor or no adherence to MLA style

*Adapted from Barbara Lovitts' *Making the Implicit Explicit: Creating Performance Expectations for the Dissertation*, 2007.

Graduate Learner Outcomes
Dissertation Evaluation

Fall 2011

Evaluation for _____

KU ID _____

Evaluating Faculty Member _____

School:	Department:
College of Liberal Arts and Sciences	Germanic Languages and Literatures: Applied Linguistics and Germanic Linguistics

Components of a Dissertation and their Characteristics at Different Quality Levels

Components	Outcome Quality Levels			
	Outstanding – 4 <input type="checkbox"/>	Very Good – 3 <input type="checkbox"/>	Acceptable – 2 <input type="checkbox"/>	Unacceptable – 1 <input type="checkbox"/>
Introduction/ Statement of the Problem	<ul style="list-style-type: none"> <input type="checkbox"/> Clear statement and compelling discussion of the importance of the topic and problem. <input type="checkbox"/> Interesting and important questions pertinent to the topic. <input type="checkbox"/> Innovative framing of the problem. 	<ul style="list-style-type: none"> <input type="checkbox"/> Clear statement of the importance of the topic and problem. <input type="checkbox"/> Interesting and important questions pertinent to the topic. 	<ul style="list-style-type: none"> <input type="checkbox"/> General discussion of the topic; adequate understanding of the problem. <input type="checkbox"/> Questions are pertinent to the topic. 	<ul style="list-style-type: none"> <input type="checkbox"/> Surface-level presentation of the topic. Fails to include important aspects. <input type="checkbox"/> Misconceptions and misunderstandings of the problem. Incomplete, ill structured. <input type="checkbox"/> Questions not pertinent to the topic.
Grounding in the Literature	<ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive critical analysis and synthesis of pertinent literature that integrates multiple perspectives and/or fields. <input type="checkbox"/> Detailed interpretation clearly informed by a theoretical perspective. <input type="checkbox"/> Builds clear and detailed case for research questions and design. 	<ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive critical analysis and synthesis of pertinent literature. <input type="checkbox"/> Interpretation clearly informed by a theoretical perspective. <input type="checkbox"/> Builds solid case for research questions and design. 	<ul style="list-style-type: none"> <input type="checkbox"/> Critical analysis of themes of most of key literature. <input type="checkbox"/> Interpretation informed by a theoretical perspective. <input type="checkbox"/> Builds the case for research questions and design. 	<ul style="list-style-type: none"> <input type="checkbox"/> Sequential article summaries without critical analysis. <input type="checkbox"/> Many misinterpretations, no connection to a theoretical framework. <input type="checkbox"/> No rationale for research questions and design.

Methodology/ Research Design	<ul style="list-style-type: none"> □ Research methodology and collection of data in full compliance with policies on the use of human subjects. □ Robust data corpus with applications beyond the scope of current project. □ Comprehensive and detailed design description; allows a replication of the study. □ Clearly linked to chosen theoretical framework and pertinent literature. □ Develops innovative ways of addressing issues. 	<ul style="list-style-type: none"> □ Research methodology and collection of data in full compliance with policies on the use of human subjects. □ Very good data corpus with applications somewhat beyond the scope of current project. □ Comprehensive design description; allows a replication of the study. □ Linked to a chosen theoretical framework and pertinent literature. 	<ul style="list-style-type: none"> □ Research methodology and collection of data in full compliance with policies on the use of human subjects. □ Adequate data corpus for current project. □ Adequate design description; allows a replication of the study. □ Informed by a theoretical framework and pertinent literature. 	<ul style="list-style-type: none"> □ Research methodology and collection of data not in full compliance with policies on the use of human subjects. □ Data corpus is not adequate for scope of current project. □ Inappropriate description; study impossible to replicate. □ Not informed by a theoretical framework and literature.
Results/ Analysis	<ul style="list-style-type: none"> □ Analysis clearly maps back to research questions. □ Clear and detailed representation of results and the methods employed. □ Demonstrates professional quality judgment in presenting results and initiative in modifying, adding analysis if warranted by results. 	<ul style="list-style-type: none"> □ Analysis maps back to research questions. □ Very good representation of results and the methods employed. □ Demonstrates clear understanding of processes leading to results. 	<ul style="list-style-type: none"> □ Analysis maps back to research questions. □ Accurate representation of results and the methods employed. □ Demonstrates understanding of processes leading to results. 	<ul style="list-style-type: none"> □ No mapping back to research questions. □ Inaccurate representation of results and the methods employed. □ No understanding of processes leading to results.
Discussion/ Implications	<ul style="list-style-type: none"> □ Discussion thoughtfully connected to research questions, results, and pertinent literature. □ Insightful and detailed interpretation of results. Evidence strongly supports claims. □ Convincingly explains strengths and limitations 	<ul style="list-style-type: none"> □ Discussion clearly connected to research questions, results, and pertinent literature. □ Thorough interpretation of results. Evidence clearly supports claims. □ Thorough discussion of strengths and limitations of the study. 	<ul style="list-style-type: none"> □ Discussion connected to research questions, results, and pertinent literature. □ Adequate interpretation of results. Evidence supports claims. □ Addresses strengths and limitations of the study. □ Indicates ways in which future research might build 	<ul style="list-style-type: none"> □ No connection to research questions, results, and pertinent literature. □ Results interpreted incompletely and/or inaccurately. Evidence does not support claims. □ No discussion of strengths and limitations of the study.

	of the study. <input type="checkbox"/> Places work in wider context. Discusses future directions.	<input type="checkbox"/> Discusses implications and future directions.	on this research.	<input type="checkbox"/> No implications for future research.
Overall	<input type="checkbox"/> Original, significant, innovative. <input type="checkbox"/> Excellently written. <input type="checkbox"/> Professional use of appropriate style (APA, MLA). <input type="checkbox"/> Professional quality; worthy of publication.	<input type="checkbox"/> Solid contribution to the field. <input type="checkbox"/> Clear, coherent, articulate. <input type="checkbox"/> Correct use of appropriate style (APA, MLA). <input type="checkbox"/> Worthy of publication.	<input type="checkbox"/> Demonstrates competence. <input type="checkbox"/> Adequate mechanics and organization. <input type="checkbox"/> Mostly correct use of appropriate style (APA, MLA).	<input type="checkbox"/> Incompetent. <input type="checkbox"/> Poorly written; significant mechanical and/or organizational errors. <input type="checkbox"/> Does not follow appropriate style (APA, MLA).

*Adapted from Barbara Lovitts' *Making the Implicit Explicit: Creating Performance Expectations for the Dissertation*, 2007.

