

REQUIREMENTS AND PROCEDURES FOR THE PH.D.

THE PH.D. DEGREE IN SECOND LANGUAGE STUDIES

To fulfill the degree credit requirement, the student must have completed 54 hours of study beyond the M.A. degree. Of these, at least 30 hours must consist of non-dissertation coursework, and at least 18 hours must consist of dissertation credits. A maximum of 9 hours of coursework from the student's M.A. degree may count toward the Ph.D. requirement. Students must have completed a minimum of 18 hours of graduate work in continuous residence. Separate descriptions of course requirements for Applied Linguistics and Spanish follow.

REQUIRED COURSES AND TRANSFER OF CREDITS

Students must complete the required courses for their program. If an equivalent course was already taken at the M.A. level, the student may use credit hours from the M.A. may be counted toward the number of credit-hours required for the Ph.D., subject to approval by the GPC.

LANGUAGE REQUIREMENT

Doctoral students must demonstrate reading proficiency (or higher proficiency) in two languages other than English. This requirement may be met through advanced coursework or an agreed-upon assessment, subject to approval by the GPC.

THE PH.D. EMPHASIS IN APPLIED LINGUISTICS

The following courses are required for the Ph.D. emphasis in Applied Linguistics (a course may be replaced by another course with permission of the Director of Graduate Studies, if the equivalent was taken at MA level):

- the Ph.D. pro-seminar (LIN 701)
- an introduction to applied Linguistics (LIN 600)
- two courses on second language acquisition (LIN 672 and LIN 695)
- two one core theoretical courses: Phonology (LIN 614), Morphology (LIN 615), Syntax (LIN 616), or Pragmatics (LIN 618)
- one additional applied Linguistics course: Sociolinguistics (LIN 620), Linguistic Anthropology (LIN 653), Advanced Methods (LIN 673), Critical Issues (LIN 680), or Second-Language Writing (LIN 689)
- two Research Methods (LIN 693 and LIN 694)
- the Ph.D. capstone seminar (LIN 721)
- An optional subfield (6-12 hours), subject to departmental approval.

Fill out your degree requirement checklist in Appendix 4.

THE PH.D. EMPHASIS IN SPANISH

The following courses are required for the Ph.D. emphasis in Spanish (a course may be replaced by another course with permission of the Director of Graduate Studies, if the equivalent was taken at MA level):

- the Ph.D. pro-seminar (SPAN 701)
- Classroom Research and Practice (SPAN 672)
- two Core courses: one literature and one Linguistics (sections designated for graduate students only at the 600 or 700 level)
- Research Methods (SPAN 671)
- the Ph.D. capstone seminar (SPAN 721)
- An optional subfield (6-12 hours), subject to departmental approval.

Fill out your degree requirement checklist in Appendix 5.

CHOOSING A RESEARCH ADVISOR AND COMMITTEE

By the end of the first year of Ph.D. coursework, the student should choose a member of the Department of Modern Languages graduate faculty to serve as her/his research advisor. This faculty member must be at the rank of Associate Professor or Professor, must be in the student's degree emphasis (Applied Linguistics or Spanish), and should have expertise in the sub-discipline in which the student intends to write the dissertation. See page 5 of this handbook for a list of qualified faculty.

The research advisor and the student will collaborate to compose a four-person Ph.D. committee, consisting of the research advisor, two additional members of the Department of Modern Languages graduate faculty, and one University of Mississippi faculty member external to the student's major field or to the Department. A student with a subfield should have at least one committee member from that subfield. The Ph.D. committee will administer and evaluate the comprehensive exam, supervise and approve dissertation work, conduct and evaluate the oral defense, and recommend the conferral of the degree.

THE COMPREHENSIVE PH.D. EXAMINATION

Successful completion of the comprehensive examination officially admits the doctoral student to doctoral candidacy. The examination is integrative in nature, thus requiring the student to analyze and synthesize information while demonstrating knowledge of the research and subject literature. An indication of recognition of connections among courses is sought. Successful completion of the comprehensive examination is an indicator that the student is prepared to teach college-level courses in the field of emphasis and to begin writing a dissertation.

Of the four members of the student's committee, the three members within the Department or the student's major field will be responsible for administering the exam. By the end of the first academic year in the program, students should meet individually with these three members of their committee to formulate a comprehensive exam reading list. Each of these members will be responsible for testing the student in an agreed-upon sub-discipline of the

field (ask your GPC for a current list of faculty members and their associated sub-disciplines). The student will begin creating a list of 40 works (books or scholarly articles) in each of the three sub-disciplines. (These 40 works should be divided into three roughly equal sections: foundational/classic research, recent research, and research in the candidate's narrow field of interest.) After the list for each sub-discipline has been approved by the responsible committee member, the student will submit the entire list to the research advisor for approval. The resulting list will consist of 120 works. It is advantageous to the student if many of these works are related to the student's dissertation area.

Students will take the comprehensive examination after they have completed all core course requirements, submitted a term paper from a graduate class, and met the language proficiency requirement. Students are not allowed to take comprehensive exams during the summer except in unusual circumstances. Students must successfully complete comprehensive examinations before they are allowed to begin earning dissertation credits. To be eligible to take the comprehensive examination, students must complete and submit a [Form GS5](#) (Application to Sit for Comprehensive Examination). The GPC will review, sign, and forward the form to the Graduate School if the student's committee determines that a student is authorized to sit for the comprehensive exam. Because this form is due to the Graduate School at least 10 days before the beginning of the exam, a student should complete and submit the GS5 form to the Department at least three weeks prior to the expected date of Part 1. (The "Proposed Date of Examination" should be the range of dates in which the student expects to complete the exam, e.g. "Nov. 13, 2021 - April 26, 2022".)

The written exam consists of two parts, taken one week apart, or up to a semester apart. Part 1 is a three-day exam (cloistered), answering questions based on the Ph.D. reading list. Part 2 is a take-home question based on the student's research interest. A one-hour defense for each part may be taken at the same time, or as two separate defenses if Parts 1 and 2 are taken in different semesters.

Part 1: Part 1 is a 9-hour, cloistered exam based on the Ph.D. reading list. The timing of the examination is determined by the research advisor, working in conjunction with the GPC. The exam will consist of three, 3-hour sessions spread over two or three days within the same work week. Each session will consist of questions from one member of the student's committee. The content of the examination, the number and length of the questions, and the extent to which the student may have a choice of questions to answer will be determined entirely at the discretion of the examination committee.

Students will write the exam on a computer approved by the research advisor and/or GPC. It is understood that students taking examinations will not consult any notes, books, or other resources (such as the Internet) during their examinations. However, the student may have a copy of the relevant reading list (with no notes).

The committee will evaluate the written examination and notify the student of the result. The committee can:

- pass the student, with no requirement of an oral examination.
- pass the student and require a one-hour oral examination.

- ask the student to re-take portions of the examination.
- fail the student, in which case the student must re-take Part 1. Failing Part 1 twice results in dismissal from the program.

Upon successful completion of the written (and if necessary, oral) component of Part 1, the student will be allowed to take Part 2.

Part 2: Part 2 is a take-home examination based on the student's dissertation topic. The committee will pose a question, the answer to which is equivalent to the student's thesis statement and a first draft of the literature review. The student has one week (7 days) to answer the question; the answer should be the length of a dissertation chapter (approximately 40-50 pages, including the bibliography) and will serve as the basis of the student's dissertation prospectus. The committee will evaluate this document and notify the student of the result. The committee can:

- pass the student and allow the student to proceed to the oral prospectus defense.
- ask the student to re-write portions of the document before proceeding to the oral prospectus defense.
- fail the student, in which case the student must re-take Part 2. Failing Part 2 twice results in dismissal from the program.

At the oral prospectus defense, the student will give a brief presentation of the dissertation research question, explain how it is situated in the field, describe the procedures and methodologies for carrying out the research, and submit a tentative chapter outline and schedule for completing the dissertation. The committee will evaluate the oral defense and materials and notify the student of the result. The committee can:

- pass the student and recommend that the student be admitted to candidacy.
- fail the student, in which case the student must re-take Part 2. Failing Part 2 twice results in dismissal from the program.

The revised document from part 2, together with the outline, will be submitted to the GPC as the student's dissertation prospectus. Upon submission of the prospectus and form GS 5.1 to the graduate school, the student is admitted to candidacy and may begin earning dissertation credits.

CONTINUOUS ENROLLMENT

Upon admission to candidacy, a doctoral student is expected to maintain continuous enrollment. Minimum enrollment to fulfill this requirement is 3 hours of graduate-level course work for Fall, Spring, or summer terms, with enrollment for at least two of these three periods being required for any 12-month period. (Note that the minimum enrollment during the summer would be 1 hour if the enrollment is not to satisfy the continuous enrollment policy.) The penalty for failure to maintain continuous enrollment, following admission to candidacy, is a fee equal to the tuition charge that would be necessary to have maintained continuous enrollment for the most recent 12-month period.

Students on fellowship need to be enrolled full-time, i.e. 9 hours per semester.

DISSERTATION FELLOWSHIPS

This non-service award is designed to assist doctoral students who are in the final stages of the dissertation process. The award is competitive and the Graduate School has a limited number of Dissertation Fellowships available in any given term. Thus, receipt of this award is not guaranteed.

The intent of the Dissertation Fellowship Program is to provide financial assistance to relieve candidates of current service-type responsibilities (teaching, research and/or other related obligations to the university), thereby enabling them to focus on their research analysis and writing. The amount of the award is \$6,000 plus a tuition reduction. The time period is one semester and cannot be renewed. Full-time enrollment is required. Any student nominated must be in candidacy and must have a copy of his or her prospectus on file at the Graduate School. Students should be within one year of the completion of their Dissertation. Students are nominated by their department chair who submits a letter of support. *Online programs are NOT eligible at this time.*

SUMMER GRADUATE RESEARCH FELLOWSHIPS

The Summer Graduate Research Assistantship Program provides \$3,000 for doctoral students. The Summer Graduate Research Assistantship Program is competitive and awarding of the funding is not guaranteed. The funding is offered during the summer (minimum of 10 weeks of research). The goal is to provide funds to enable promising graduate students to remain on task and on campus in their pursuit of a degree. Students cannot obtain additional university employment during this period. Funds are not renewable.

To be eligible, the student must be a full-time, full-standing student at any stage and in any discipline. Preference will be given to doctoral students who have completed their prospectus. A limited number of assistantships will also be reserved for master's (thesis option) track students. *Online programs are NOT eligible at this time.*

WRITING THE DISSERTATION

The candidate is required to complete a dissertation: a book-length research project that makes an original and significant contribution to the field. Candidates must successfully defend their dissertation before the Ph.D. committee.

All doctoral candidates must adhere to the program and Graduate School requirements for conducting independent research that results in the writing of the doctoral dissertation. Important information regarding this procedure is detailed in the Graduate Catalog. The Graduate School will also provide the candidates with *A Manual for Theses and Dissertations*. Students conducting any type of research involving human subjects must have their research approved through the Institutional Review Board (IRB).

Registration for a minimum of 18 credit hours of dissertation credit (LIN/SPAN 797) is required, and the candidate must be registered for a minimum of three hours during the semester of the defense. Students enrolled in LIN/SPAN 797 must demonstrate progress toward completion of the dissertation each semester. Failure to provide such evidence to

the student's dissertation chair will result in an F grade for the semester. Two successive semesters of an F grade for dissertation will result in dismissal from the program.

Consult the Graduate School website under "Thesis and Dissertation Preparation" for important information regarding completing the dissertation process. Students whose native language is not English are strongly encouraged to take a course on dissertation writing in the IEP.

Once the student has drafted a chapter, the student first submits the draft to the research advisor. Once a chapter has been revised and approved by the advisor, the student may ask other committee members to read it. The student should continue writing and revising in this manner until there is a revised draft of the complete dissertation. The final draft of the thesis/dissertation should contain all empirical data, be free of spelling, grammatical, and other errors, and meet all formatting requirements as set forth by the Graduate School. This draft must be provided to the advisory committee members two full weeks in advance of the final oral examination (defense).

THE DISSERTATION DEFENSE

Every candidate for the Ph.D. degree must successfully pass a final oral examination (defense of dissertation) administered by the student's dissertation committee and scheduled by the Graduate School. There must be at least one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.

When the dissertation is completed and the student and his or her research advisor determine that the student is ready to defend the dissertation, the student may proceed to the dissertation defense. The oral examination may be given only after the dissertation is in near-final form (that is, ready for submission to the Graduate School except for corrections required by the examining committee at the oral examination). The Dean of the Graduate School will not schedule oral examinations during the regular university examination periods at the end of enrollment periods or when the university is officially closed. The student is responsible for finding a time period when all committee members are available and will work with the Departmental secretary to reserve a room. This should be a two-hour time period, to allow time for the committee to deliberate and communicate the result of the defense to the student. Once the time and date are set, the student must complete [Form GS7](#). Because this form must be received by the Graduate School 14 days prior to the scheduled defense date, the completed form must be submitted to the GPC for review and signature approximately three weeks prior to the defense date. The GPC will forward the form to the Graduate School.

Dissertation defenses are open to the public. Typically, the dissertation defense involves a presentation of the student's research followed by a question period.

At the time of the defense, members of the advisory committee will also provide the candidate with corrections to be made to the defense draft of the dissertation. All corrections must be acceptable to the committee members before they will sign a final copy

of the dissertation. The student bears the expense of reproduction of the dissertation or thesis.

TIME LIMITS FOR COMPLETION OF PH.D.

The Graduate Catalog contains information regarding time limits for degree completion. All required formal course work and the comprehensive exam should be completed within four calendar years of initial enrollment into the Ph.D. program. After passing the comprehensive exam, a student becomes a candidate for the doctoral degree and must complete all remaining requirements, including the written dissertation and its defense, within five calendar years. If a candidate does not complete all requirements within this time, then the Graduate School will change the student's status to non-degree seeking.

Although the Graduate School allows up to nine years to complete the degree, Ph.D. assistantships in the Department last a maximum of five years.

GRADUATION

During your last semester of work on the dissertation, you must complete an application for graduation ([Form GS8](#)) indicating the semester in which you will graduate or complete your degree. This form is available from the Graduate School website and an example is available in the Appendices. After completing the form and attaching a current copy of your unofficial transcript, please submit the form to the GPC for review and signature. The GPC will forward the materials to the Graduate School. Students should submit the completed form to the GPC at least one week prior to the deadline noted by the Graduate School to ensure that the coordinator has sufficient time to review, sign, and forward the form prior to the Graduate School deadline. As this deadline occurs within the second month of each semester (late September/early March), it is imperative that students complete the form early.

If a student intends to complete the degree in the summer, but wishes to participate in the previous May commencement ceremonies (including hooding), the GS8 form must be completed by the **Spring semester** deadline, with August marked as the "Graduation Date." Completing and submitting the form by the Spring semester deadline indicates to the Graduate School that a student wants to participate in the May commencement ceremony, even though the degree will not be completed at that time. Note that a student who completes a degree in the summer or December has a right to participate in the next May's ceremony by meeting the summer and fall deadlines for the necessary forms.

Students are encouraged to participate in the general morning commencement ceremony (held in the Grove) as well as the hooding ceremony (held the night before). At the hooding ceremony, doctoral students are honored individually. During the Spring semester, watch for emails containing information concerning commencement, including the ordering of graduation regalia for the May ceremony. Orders for regalia rental are handled through the Bookstore. Please note that the hood for Ph.D. is dark blue.

It is important to note that regardless of which semester a student graduates, completing the GS8 form does not initiate the process for receiving a diploma (which you will receive in the mail after commencement ceremonies) and/or having one's name listed in the commencement booklet. To initiate that process, after completing the GS8 form, a student must complete an Online Diploma Application available through the myOleMiss system.

APPROXIMATE TIMELINE FOR COMPLETION OF THE PH.D. (for full-time students)

First Year

Emphasis on coursework

Selection of Research Advisor and Dissertation Committee (*by end of first academic year*)

Plan for completion of language requirements

Second Year

Continue coursework: should be completed or near completion by the end of year 2

Have comprehensive exam reading lists approved by Committee

Complete language requirements

Third Year

Completion of LIN/SPAN 721

Take Part 1 of Comprehensive Exam

Take Part 2 of Comprehensive Exam

Admission to Candidacy

Fourth/Fifth Year

Complete Dissertation and Dissertation Defense

APPENDIX 4: Advising Sheet Ph.D. Applied Linguistics (Catalog years 2017-19)

STUDENT NAME: _____ STUDENT ID: _____

CATALOG YEAR: _____

<u>credits</u>	<u>course(s)</u>	<u># of</u>
Proficiency in language(s) other than English:	_____	_____
Introduction to Linguistics (LIN 600 or 615):	_____	_____
Classroom research and practice (TESL 672):	_____	_____
Core theoretical course (LIN 612, 614, or 616):	_____	_____
Core applied (LIN 501, 620, TESL 649, 672, or 695):	_____	_____
Two proseminars (LIN 701 and 702):	_____	_____
Research methods (TESL 694):	_____	_____
One research seminar (LIN 721 or 722):	_____	_____
Electives: _____	_____	_____
Optional subfield (6-12 credits): _____	_____	_____
Transfer from M.A. (max 9 credits): _____	_____	_____
TOTAL CREDITS FROM COURSEWORK (min. 30):		_____
Comprehensive Exam, part 1:	oral [__] written [__]	
Comprehensive Exam, part 2/prospectus:	oral [__] written [__]	
Advanced to candidacy:	[__]	
Successful defense of dissertation:	[__]	
Dissertation credits (LING 797, min. 18):	_____	_____
TOTAL CREDITS FROM COURSEWORK & DISSERTATION (min. 54):		_____
Of which, credits in continuous residence (min. 18)		_____

APPENDIX 5: Advising Sheet Ph.D. Spanish Checklist (Catalog years 2017-19)

STUDENT NAME: _____ STUDENT ID: _____

CATALOG YEAR: _____

Proficiency in language other than English & Spanish:

	<u>course(s)</u>	<u># of credits</u>
Classroom research and practice (SPAN 672):	_____	_____
Core Linguistics (SPAN 6xx):	_____	_____
Core literature (SPAN 6xx):	_____	_____
One proseminar (LIN 701):	_____	_____
Research methods (SPAN 671):	_____	_____
One research seminar (SPAN 721 or 722):	_____	_____
Electives: _____	_____	_____
Optional subfield (6-12 credits): _____	_____	_____
Transfer from M.A. (max 9 credits): _____	_____	_____
TOTAL CREDITS FROM COURSEWORK (min. 30):		_____
Comprehensive Exam, part 1:	oral <input type="checkbox"/> written <input type="checkbox"/>	
Comprehensive Exam, part 2/prospectus:	oral <input type="checkbox"/> written <input type="checkbox"/>	
Advanced to candidacy:	<input type="checkbox"/>	
Successful defense of dissertation:	<input type="checkbox"/>	
Dissertation credits (LIN 797, min. 18):	_____	_____
TOTAL CREDITS FROM COURSEWORK & DISSERTATION (min. 54):		_____
Of which, credits in continuous residence (min. 18)		_____