

Graduate Handbook (2023-2024)

Department of Languages, Literatures and Cultures

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SECTION 1: GENERAL ADMINISTRATIVE INFORMATION

Faculty and Staff: Administrative Duties

Dr. Olivia AMZALLAG- Sequence Supervisor for French

Dr. Jesús BOTELLO - Director of Graduate Studies

Dr. Amy BUSTIN - Sequence Supervisor for Spanish

Cintia BRITO - FLLAGS Student Representative for 2023-20224

Lizette CAMACHO - Academic Support Coordinator

Dr. Cristina GUARDIOLA-GRIFFITHS - Spanish representative to GSC/ Faculty liaison with the
University of Granada

Blythe MILBURY-STEEN - World Languages Education Coordinator

Dr. Tomás McCONE- Director of the Language Resource Center and a member of the World
Language Education Advisory Committee

Kaylee OLNEY- Business Administrator

Dr. Deborah STEINBERGER- French representative to GSC/ Faculty Liaison with the University of
Caen

Dr. Laura SALSINI - DLLC Associate Chair

Dr. Basia MOLTCHANOV- Advisor to pedagogy students/ Scheduling Officer

Useful Addresses and Phone Numbers

Questions concerning parking permits, student identification cards, billing, transcript requests, course registration, and financial aid concerns may be addressed to:

[Student Services](#)

30 Lovett Avenue
831-2131

Students looking for information concerning study abroad programs and internships not only in other University of Delaware departments, but also at other universities, as well as international students with questions about their visas and other regulations governing international students should contact:

Center for Global Programs and Services

Clayton Hall, 100 David Hollowell Drive
831-2852

Students looking for information concerning study abroad programs and internships not only in other University of Delaware departments, but also at other universities, as well as international students with questions about their visas and other regulations governing international students should contact:

[Office for International Students and Scholars](#)

26 E. Main Street
831-2115

Questions concerning the administrative aspect of graduate life (i.e. health forms, health insurance information for teaching assistants, etc.) should be addressed to:

[Office of Graduate Studies](#)

234 Hullahen Hall
831-2129

The English Language Institute (ELI) provides intensive English language instruction and tutoring year round. During the summer, all new international teaching assistants are required to participate in a four-week training program (end of July and beginning of August). For details, contact:

[English Language Institute](#)

189 West Main Street
831-2674

Financial Aid

Financial Aid in the form of Teaching Assistantships is offered to qualified students already admitted to the program according to established departmental policies and procedures. Students should be aware of certain restrictions and limitations imposed upon their award:

- A. Financial aid is offered only to students whose major or primary field is in the Department of Languages, Literatures and Cultures, except for exchange students in connection with our study abroad programs.

- B. Awards are usually renewed for a second year when the student's work (as teacher and as student) is satisfactory. Funding is normally limited to two years. Students who go abroad for a semester or a year are not considered funded during the time abroad. Thus, a student who has one year on campus as a teaching assistant, a graduate assistant, or a tuition scholar, then goes abroad for a semester, will still be eligible for two semesters of funding upon his/her return. However, students cannot be funded for any given semester unless they need at least six credits of graded graduate courses in order to complete the requirement for the degree. Hence, the student who takes five courses in the first year and then earns six credits (two courses) during a semester abroad, will be funded for only one additional semester upon his/her return.
- C. Students who enter the graduate program with six or more transfer credits (from CEND or another institution) will normally be entitled to a maximum of three semesters of funding.
- D. While an extension may be granted under special circumstances, the Department of Languages, Literatures and Cultures is not obligated to fund or otherwise support students in their third year if they have not completed all requirements for the MA degree. In case of vacancies for instruction at the 100-level, the Department will try to find other candidates before rehiring graduate students who have not completed the MA degree requirements.
- E. Students who elect a double major are eligible for a fifth semester of funding. They may also seek to complete their degree in two years by taking advantage of the thesis option.
- F. Students who receive 100% of the minimum stipend and a 100% tuition scholarship may not hold additional employment on or off campus. As with any professional appointment, the amount of service may vary from week to week, but the average is usually expected to be no more than 20 hours of service per week for the U.D. minimum stipend. Students seeking an exception to this policy should petition the department's Director of Graduate Studies, who will consult with the Department Chair. Should they decide to support the student's request, the petition will be forwarded to the Dean's Office of the College of Arts and Science. Dean's permission is required for any exception to this "no other employment policy" and APPROVAL BY THE DEAN must be forwarded to the Office of Graduate and Professional Education.

SECTION 2: MASTER OF ARTS (MA) PROGRAMS

The Department of Languages, Literatures and Cultures offers MA programs to develop cultural, linguistic, literary, and pedagogical proficiency in a variety of languages. Please see below:

MA in Languages, Literatures, and Cultures (MA-LLC)

This flexible Master's program is offered in Spanish and French and has three options: a single major (30 credits), major/minor (36 credits), and a double major (42 credits). The program

offers students an in-depth study of the target culture(s) and literature(s). Students who complete this program find that the additional exposure to the language and the literature has prepared them for positions requiring target language fluency and general familiarity with the target culture such as teaching, international business, and government. The program also prepares students for study at the PhD level in international literature or (especially in the case of those who elect the major/minor or double major option) in comparative literature.

Major Fields: French and Spanish

Minor Fields: French, German, Spanish, Russian, Latin, and Italian Literatures, and Applied Linguistics/Pedagogy

1. Course Work

- a. Single Major (30 credits) At least eight courses (24 credits) in the major language/literature; the other two courses may be in the major language/literature, literary theory, or related areas (including WL pedagogy).
- b. Major/Minor (36 credits) Twelve courses, including a minimum of eight courses (24 credits) in the major language/literature, and at least three courses (9 credits) in the minor. The twelfth course may be in the language/literature of the major or minor, in literary theory, or related areas (World Language Pedagogy, for example).
- c. In no instance may the student take more credits outside the department than in the department in any one semester. Students wishing to pursue a minor must apply to the Graduate Studies Committee for admission to the minor. Criteria for admission are the same as those applied to all other degree candidates. Once admitted to the minor, the student must be assigned an advisor who is a member of the graduate faculty. With the advisor's approval, the student will select courses with the goal of a comprehensive program of study.
- d. Double Major (42 credits) Minimum of six courses in the language/literature of each of the two major fields (French or Spanish). The remaining two courses may be in one or both of the major languages/ literatures, literary theory, or related areas (including WL pedagogy).
- e. Note: All recipients of a Graduate Assistantship (TAsip, RAsip, etc.) are required to take Principles of World Language Teaching (LLCU 623).

2. Comprehensive Examinations

- a. The comprehensive examinations in the student's major area or areas (i.e. French and/or Spanish) have a written as well as an oral portion. The examinations are based on coursework and on [reading lists](#) available online.
- b. Students must submit their finalized reading lists to their GSC language representative by the last day of September (fall exams) or the last day of February (spring exams).

- c. Admission to the oral examination will be granted only to those students who have passed the written examination.
- d. Students who fail the exam may retake it only once. In some cases, where the student fails a portion of the exam that represents less than 50% of the whole, the faculty may require the student to retake only the section(s) failed. Students have the opportunity to do so only once.
- e. For borderline cases, a written assignment may be required by the faculty.
- f. For the minor field, there is no examination, but prior advisement to assure a coherent program is necessary. Students should consult their advisor.
- g. Results of the comprehensive examination will be communicated to the student by the relevant language faculty member on the Graduate Studies Committee and forwarded to the Director of Graduate Studies.

MA in Languages, Literatures, Cultures and Pedagogy (MA-LLCP)

This Master's program is offered in Spanish and French and has three options: a single major (30 credits), a major/minor (36 credits), and a double major (42 credits). The MA in Languages, Literatures, Cultures, and Pedagogy is a flexible degree that can provide students with all the courses required for teaching certification in French or Spanish, *except for student teaching*, which is an undergraduate course of 9 credit hours. Students already certified can take as many as 15 credit hours in world language pedagogy courses or closely related fields. All students take at least half their courses in the world language and literature of their major field (French or Spanish). This program also prepares students for study at the PhD level in the field of Applied Linguistics.

Major Fields: French and Spanish

Minor Fields: French, German, Spanish, Russian, Latin, and Italian Literatures, and Applied Linguistics.

- A. Coursework for MA-LLCP students (not seeking certification):
 - 1. Single Major (30 credits)
 - Five courses (15 credits) in the major language/literature. These credits must be earned in the classroom, not as thesis credits.
 - A minimum of three courses (9 credits) in the field of world language pedagogy. These credits must be earned in the classroom, not as thesis credits.
 - The remaining two courses (6 credits) are selected with the prior approval of the student's advisor, from the major language area (French or Spanish), world language pedagogy, or related fields, i.e. relevant courses in Education, Linguistics, literary theory, or English, etc.
 - *Note: All recipients of a Graduate Assistantship (TAship, RAship, etc.) are required to take FLLT 623. If a student has completed course work judged

equivalent to FLLT 622, 623 or 624 and can provide documentation (e.g., teaching portfolio, syllabi, teaching certificate), substitutions within the field of FL pedagogy may be accepted.

2. Major/Minor (36 credits)

- Five courses (15 credits) in the major language/literature and three courses (9 credits) in the minor. In no instance may the student take more credits outside the department than in the department in any one semester.
- A minimum of three courses (9 credits) in the field of world language pedagogy. These credits must be earned in the classroom, not as thesis credits.
- One course (3 credits) may either be in the major literature or in pedagogy.

*Note: Students wishing to pursue a minor must apply to the Graduate Studies Committee for admission to the minor. Criteria for admission are the same as those applied to all other degree candidates. Once admitted to the minor, the student must be assigned an advisor who is a member of the graduate faculty. With the advisor's approval, the student will select courses with the goal of a comprehensive program of study.

3. Double Major (42 credits)

- Five courses (15 credits) in the major literature I and five courses (15 credits) in the major literature II.
- At least three courses (9 credits) in the field of world language pedagogy. These credits must be earned in the classroom, not as thesis credits.
- One course (3 credits) may either be in the major literature or in pedagogy.

B. Coursework for MA-LLCP students (on Certification Track):

1. Students who wish to obtain teacher certification must take eleven 3-credit courses for a total of 33 credits, distributed as follows:
 - Five courses (15 credits) in the major language/literature. These credits must be earned in the classroom, not as thesis credits.
 - Three courses (9 credits) in World Language Pedagogy. These courses must include Principles of World Language Teaching (LLCU 623, or Methods of Teaching World Language, LLCU/LING 621), Language Syllabus Design (LLCU/LING 622), and Second Language Testing (LLCU/LING 624). If the student has taken identical courses at the undergraduate level, other appropriate pedagogy courses (e.g. Methods

of Teaching Language in Elementary Schools, LLCU 629), may be substituted with the permission of the student's pedagogy advisor.

- All recipients of a Graduate Assistantship (TAship, RAship, etc.) are required to take LLCU 623. If a student has completed course work judged equivalent to LLCU 622, 623 or 624 and can provide documentation (e.g., teaching portfolio, syllabi, teaching certificate), substitutions within the field of WL pedagogy may be accepted.
- Three courses (9 credits) in Education are required: Adolescent Development and Educational Psychology (EDUC 613), Teaching Exceptional Adolescents (EDUC 614), and Diversity in the Classroom (EDUC 619). EDUC 613 and 619 each require an 18-hour clinical placement in a local school.
- In addition to these 33 credits, nine credit hours of Student Teaching (EDUC 400) must be completed during a fifth semester before obtaining the MA-LLCP Degree. Applications for student teaching (available on the website of the UD Office of Clinical Studies) are submitted to the Coordinator of World Language Education in February of the spring semester for all placements in the following academic year (i.e. you would apply in February 2023 for a student teaching placement in fall 2023 or spring 2024).

Notes:

1. Since not all required courses are offered every semester, careful planning is essential. See the Coordinator of World Language Education for details.

2. LLCU/LING 422 offers a practicum for undergraduate FLE majors to which MA-LLCP certification trackers are invited. The requirements of the practicum include a clinical placement in a high school. See the Coordinator of World Language Education to discuss arrangements for such a placement.

3. As you complete your pedagogy coursework and student teaching, you will be compiling a teaching portfolio. [See required portfolio elements.](#)

4. Certification is granted by individual states, not by the university. For information regarding requirements (including Praxis exams, background checks, etc.) and procedures, visit the [UD Teacher Education website.](#)

5. Activating your "Blue Hen Careers" account will allow you to upload your resume and/or search for opportunities. [Activate my Blue Hen Careers account now.](#)

Websites with helpful information for educators are available on the [Resources for Teachers](#) web page.

2. Comprehensive Examinations

- The comprehensive examinations in the student's major area or areas (i.e., French and/or Spanish) and in World Language Pedagogy have a written as well as an oral portion. The examinations are based on coursework and on [reading lists](#) available online.
- Students must submit their finalized reading lists to their GSC language representative by the last day of September (fall exams) or the last day of February (spring exams).
- Admission to the oral examination will be granted only to those students who have passed the written examination.
- Students who fail the exam may retake it only once. In some cases, where the student fails a portion of the exam that represents less than 50% of the whole, the faculty may require the student to retake only the section(s) failed. Students have the opportunity to do so only once.
- For borderline cases, a written assignment may be required by the faculty.
- For the minor field, there is no examination, but prior advisement to assure a coherent program is necessary. Students should consult their advisor.
- Results of the comprehensive examination will be communicated to the student by the relevant language faculty's member on the Graduate Studies Committee and forwarded to the Director of Graduate Studies.

4+1 MA programs in Childhood Education/Program for Certified In-Service Teachers

Undergraduates in the University of Delaware ECE and ETE majors may apply for admission to the 4+1 program after completing 60 or more credits (normally, in the fall of their junior year). Admission decisions will be based on GPA, work experiences, letters of recommendation, extracurricular activities, maturity, and a personal interview. There is also a proficiency requirement in the target world language (Minimum: Intermediate-Mid on the ACTFL Oral Proficiency Interview, or 43 points on the Versant Language Assessment).

It is generally expected that students will have an undergraduate GPA of at least 3.25 and a major GPA of 3.5 or better, and they will have an academic advisor who will strongly support his or her application to the program. Admission is competitive, so meeting the minimum requirements for admission does not guarantee admission, nor does the failure to meet a requirement result in an automatic rejection. Provisional admittance will be granted by the Office of Graduate and Professional Education. Upon completion of the undergraduate degree, the provisional status would be removed.

Please refer to the degree requirements for each program for additional information.

MA in Italian Studies

Both the 4+1 MA and the MA in Italian Studies require the completion of 30 credits in classes offered in Italian, Art History, English, Fashion and Apparel Studies, Languages, Literatures and Cultures, and Latin. This degree offers students a way to apply their language learning in fields related to their future careers. Students will improve their Italian proficiency in written communication skills, as well as develop critical thinking skills and engage in interdisciplinary study. The program requires a thesis, completed in the last semester of study, which allows students to gain research experience with faculty scholars in a particular field of interest. Please refer to the degree requirements for each program for additional information.

SECTION 3: ACADEMIC MATTERS

Advisement

All students are assigned to an academic advisor in their major field(s) when they enter the program. MA-LLC students with a double major or a major and minor combination in French/German/Italian/ Spanish will have two advisors. MA-LLCP students on certification track should also seek advisement from the Foreign Language Education Program Coordinator (currently Blythe Milbury-Steen).

The principal duties of the advisors are to explain program options to their advisees, to discuss the possibility of writing a master's thesis, to present the opportunities for studying abroad via the University's exchange programs, to help the students to obtain all the transfer credits to which they are entitled, and to inform their advisees about course load and course selection regulations in order to develop the soundest program possible for the student.

Advisees should not hesitate to contact their advisor(s) concerning questions, comments, or suggestions they may have in reference to their program of study.

If a student wishes reassignment to another advisor, the request must be submitted in writing to the Director of Graduate Studies.

Comprehensive Examinations

French Exams

The examination for the Master's degree in Language, Literatures, and Cultures is offered in November/December and in April/May of each academic year: students take it in their final semester. It emphasizes not only the content (plot, setting, characters, etc.) of each work but also its implicit values and its aesthetic and philosophical underpinnings. An understanding of the contribution of each work to its own period is essential. Students should have a grasp of the

major French literary movements and of the cultural and historical context in which they arose. Both the written and oral portions of the exam are conducted entirely in French.

A. The Written Examination

In consultation with their professors, MALLC students will devise individualized reading lists for five periods/areas. These lists will be based on the works or authors studied in their MA coursework. The written examination will focus on the reading lists for the five periods/areas chosen. It will consist of:

- Brief identification of five terms, e.g. "mal du siècle," "les bienséances," etc., one for each list (students will have a choice of two terms for each identification) (90-100 minutes)
- *Explication de texte* drawn from a work on the student's list, or an excerpt thereof. (90-100 minutes)

Three and a half hours will be allotted for the examination; the time limit will be strictly observed.

MALLCP students have a reduced reading list and will select four periods/areas to prepare for the exam. The literature portion of the written examination is composed of four identifications (one from each period/area chosen) and a textual analysis (close reading, *explication de texte*). The time allowed for the exam is 3 hours.

In cases where the written exam is a clear failure that cannot be redeemed by a strong oral exam, students will be informed that they may not continue to the oral. Students who fail all or part of the MA comprehensive exams may retake the exam (or part thereof) only once (please see "Grading of Exam, Notification, and Retake options", below.)

After the written examination, students are invited to contact French Faculty members for general feedback during the period between the written and oral examinations.

B. The Oral Examination

The oral exam will focus on the four (MA-LLCP) or five (MA-LLC) individualized reading lists, course work, and any questions arising from the written examination. One hour will be allotted for this portion of the exam.

Please Note:

Because these reading lists are individualized, students must determine their selections and have them approved by the professor responsible for each list by the deadline specified in the DLLC Graduate Handbook: the last day of classes of the semester preceding the exam date. Any requests for substitutions of works on the reading lists must also be approved by this deadline by the faculty member responsible for the relevant section of the reading list.

Grading of Exam, Notification, and Retake Options

The student will receive a grade of Pass or Fail for the entire examination. Shortly after the conclusion of the oral exam, candidates will be informed orally whether or not they have passed the exam. Within one week, candidates will be notified formally of the result. In order to recognize students who perform particularly well on both the written and oral portions of the exam, one of two special mentions, *bien* and *très bien*, may be awarded. Students who receive a failing grade for one or more parts of the written or oral exam may have the opportunity to retake the exam or a part thereof. Scheduling is at the discretion of the French Faculty but in all cases will adhere to UD Graduate Study regulations and time frames for the completion of the degree.

Spanish Exams

This document covers the Language, Literature and Culture portion of both the MA-LLC and MA-LLCP degrees. MA-LLCP students will consult the Foreign Language Pedagogy list for their required pedagogy-related readings.

The comprehensive examination for the MA degree in Languages, Literatures and Cultures (MA-LLC and MA-LLCP) is designed to test the student's mastery of the works of Hispanic literature and culture. The exam will test the student's ability to analyze a wide range of literary texts beyond their basic content (plot, setting, characters, etc.) in addition to relevant topics, movements, authors, historical contexts, and critical theories. Students should have a grasp both of the cultural and historical context in which these works arose. It is essential to demonstrate an understanding of the material and engage critically with it.

Eligibility and Preparation

- After completing the required coursework and other prerequisites, students are eligible to take the comprehensive examination. The exam is administered twice a year, in the fall semester (November/December) and in the spring semester (April/May).

Reading List

- Graduate coursework (SPAN 875 and 600-level courses) serves as the basis for the comprehensive examination. For MA-LLC students, eight courses (24 credits) in literature and/or culture in Spanish; for MA-LLCP students, five courses (15 credits) in literature and/or culture in Spanish.
- Each student in the program compiles a reading list based on the coursework they have completed or are in the process of completing, including the semester in which the exam is taken.
- Students must submit their finalized reading lists to their Graduate Studies representative by the last day of September (fall exams) or the last day of February (spring exams).

Comprehensive Examination Format

The exam consists of both written and oral components. Both portions of the exam are conducted entirely in Spanish.

A. Written Exam

MA-LLC students

As noted above, the content of the written exam is derived from the coursework (eight courses in literature/culture in Spanish). Students taking more than 8 courses in literature/culture may be exempted from questions pertaining to a ninth or additional course. SPAN875 courses may not be exempted from the exam. Student written comprehensive examinations will include the following format:

1. Six short essays/identifications (60-75 minutes).
2. One longer, focused essay (60-90 minutes).
3. Textual Analysis: an organized critical analysis of a text (60-75 minutes).

Students may choose which course shall be used to develop the focused essay and textual analysis sections.

Four hours will be allowed for the examination; the time limit will be strictly observed.

MA-LLCP students:

As noted above, the content of the written exam is derived from the coursework (five courses in literature/culture in Spanish). Students taking more than 5 courses in literature/culture may be exempted from questions pertaining to a sixth or additional course. SPAN875 courses may not be exempted from the exam. Student written comprehensive examinations will include the following format:

1. Four short essays/identifications (60-75 minutes)
2. Textual Analysis: an organized critical analysis of a text (60-75 minutes)

Students may choose which course shall be used to develop the textual analysis section. Three hours will be allowed for this examination; the time limit will be strictly observed.

B. Oral Exam

The oral exam for both MA-LLC and MA-LLCP students will focus on coursework completed by the student as well as questions arising from the written examination. 30 minutes will be allotted for this portion of the examination. [Exempted classes will not form part of the oral exam.]

Notes on the comprehensive oral and written examinations:

1. The examination will include coursework from all SPAN875 courses. The student will select from courses at the 6xx-level to reach the minimum requirements for admission to the comprehensive examination (students must take a minimum of 8 courses to complete the MA-LLC and 5 courses to complete the MA-LLCP).
2. After the written exam, students are encouraged to contact their Graduate Studies Representative for general feedback during the time period that precedes the oral exam.
3. In cases where the written exam is a clear failure that cannot be redeemed by a strong oral exam, students will be informed that they may not take the oral. Students who fail all or part of the MA comprehensive exams may retake the exam (or part thereof) only once.

Grading of Exam, Notification, and Retake Options

The student will receive a grade of Pass or Fail for the entire examination. Shortly after the conclusion of the oral exam, candidates will be informed orally whether or not they have passed the exam. Within one week, candidates will be notified formally of the result. In order to recognize students who perform particularly well on both the written and oral portions of the exam, one of two special mentions, *Honors* and *High Honors*, may be awarded. Students who receive a failing grade for one or more parts of the written or oral exam may have the opportunity to retake the exam or a part thereof. In border-line cases, a written assignment will be required by the faculty. Scheduling is at the discretion of the Foreign Language Pedagogy Faculty but in all cases will adhere to UD Graduate Study regulations and time frames for the completion of the degree.

Checklist for Taking Comprehensive Examinations and Graduating

For May Graduation:

- 14 February: Deadline for submitting the [Application for Advanced Degree Form](#) to the Graduate Office. This form should be submitted to the Director of Graduate Studies in each semester comprehensive exam(s) is/are to be taken.
- Students must submit their approved reading lists to their GSC language represented by the final course day of the semester preceding that of the MA exam.

For December Graduation:

- 14 September: Deadline for submitting the [Application for Advanced Degree Form](#) to the Graduate Office. This form should be submitted to the Director of Graduate Studies in each semester comprehensive exam(s) is/are to be taken.
- Students must submit their approved reading lists to their GSC language represented by the final course day of the semester preceding that of the MA exam.

FORMS

- [Academic Planning Form](#)
- [Certification Tracker](#)
- [Application to take the Master's Exam](#)

Administration of Exams

Comprehensive examinations may be taken no earlier than the semester during which the relevant required coursework will be completed. (For regular full-time students this will normally be no earlier than the third semester for pedagogy exams and the fourth semester for literature exams.)

Administration of literature comprehensive examinations (including scheduling, construction, proctoring, and grading) will be the responsibility of the language faculty representative to the Graduate Studies Committee and the tenured and tenure-track faculty of the language/literature major.

The pedagogy portion of the MA-LLCP comprehensive examinations will be constructed, proctored, and graded by the foreign language pedagogy faculty. Scheduling will be coordinated with the language faculty representative.

The comprehensive examinations are offered once during the fall semester and once during the spring semester. All literature exams will be administered as follows: Fall: mid-November to mid-December; Spring: mid-April to mid-May. For Pedagogy exams, see II.B3.

Normally all students majoring in a particular language/literature will take the written comprehensive examination on the same day. The tests, however, can be tailored to the individual student. The oral examination may be administered on the same day as the written examination, or at a later date.

Students who fail all or part of the MA comprehensive exams may retake the exam (or part thereof) *only once*.

In unusual circumstances, a one-semester extension may be granted upon written appeal to the Graduate Studies Committee. Those students who elect to delay completion of requirements for the MA degree must 1) request permission by writing a letter to the Director of Graduate Studies explaining their reasons for requesting an extension; and, 2) pay a sustaining fee each semester until they graduate. University regulations require that all work must be completed within five years of initial enrollment in the program.

Reporting the Results of the MA Comprehensive Exams

Within one week of the administration of both the written and oral parts of the comprehensive examinations (pedagogy and literature), the respective representative(s) to the Graduate

Studies Committee will report the results of the exam to the candidates and to the Director of Graduate Studies. However, in cases where the written exam is a clear failure that cannot be redeemed by a strong oral exam, students will be notified of this and will not take the oral exam.

Deadlines for Advanced Degree Application

While preparing for the comprehensive examinations, the student should be cognizant of the following deadlines:

September 15 for December degree conferral

February 15 for May degree conferral

May 15 for August degree conferral.

The application, attainable from Katie Gwaltney (103 Jastak-Burgess Hall) or from the Office of Graduate Studies, 234 Hullihen Hall, needs to be returned to the Graduate Studies Office following payment of the application fee (Master's fee is approximately \$35) and the attainment of proper departmental signatures. The administrator for Graduate Student Academic Affairs does not sign the application until all degree requirements have been met. It is important to remember that if a student does not meet the application deadline for his/her desired graduation date, the graduation date will be changed to the next term. In this event, the student is not required to reapply or pay another application fee.

Guidelines for Course Selection

Funded graduate students are expected to enroll only in graduate-level courses that count towards the MA-LLC or MA-LLCP degree program that they are pursuing in the Department of Languages, Literatures and Cultures. If a graduate student wishes to take a course unrelated to his/her field or take a course at the undergraduate level, either for credit or as a listener, s/he must submit a written request to the director of DLLC's Director of Graduate Studies, which must be approved by the Graduate Studies Committee.

All courses must be chosen with the approval of the advisor and should represent as broad a perspective on the major literature as possible (i.e. students should avoid taking too many courses in one literary period). While graduate students are allowed by the University to take up to 12 credits a semester, the Department considers 9 graduate credits to be a reasonable course load for students working as TAs, RAs, or in the Media Center. A student wishing to take 12 graduate credits in a semester must request the approval of his/her advisor. One course = three credits. Funded students must average at least 5 courses per year over the two-year grant period. Semesters spent on the exchange programs are not considered to be part of the funding period.

Graduate seminars (courses numbered 875) in the student's major language are obligatory each semester for all full-time students. Unlike 600-level courses which admit advanced undergraduates, these courses are open only to graduate students. A waiver of this requirement may be granted under the following circumstances:

1. An identical course has been taken at the undergraduate or graduate level (this would apply, for example, to narrowly defined subject matter, such as single-author courses)
2. There is a direct conflict with another required course for which there is no allowable substitute, and which the student will not have the opportunity to take in a subsequent semester.
3. In the case of double majors or major-minors: two 875 courses are offered at the same hour.
4. Double majors or major-minors in the LLC Program or in the LLCP Program have completed their course requirements in the literature in question.

Students should put their request in writing to the Director of Graduate Studies, who will consult with the professor teaching the 875 course before granting (or denying) the waiver. Students are discouraged from requesting independent study courses. However, in exceptional circumstances in which an independent study seems appropriate, students may request permission to take such a course. Their request must be put in writing and addressed to the Department Chair. They should indicate why they need to take the independent study course, who will supervise it, and what the topic is.

Teaching Assistants who enter the program in September must take Principles of Teaching World Languages (LLCU 623) in their first semester, unless the student has taken an identical course as an undergraduate. Students who enter in mid-year must take the course the following September. Only those students who are enrolled in or have previously taken LLCU 623 will be allowed to teach. (Exception: students who have taken LLCU 621 and have participated in orientation may also teach). All recipients of a Graduate Assistantship (TAship, RAship, etc.) are required to take LLCU 623. If a student has completed course work judged equivalent to LLCU 622, 623 or 624 and can provide documentation (e.g. teaching portfolio, syllabi, teaching certificate), substitutions within the field of FL Pedagogy may be accepted.

Students receiving financial aid from the Department must take at least 50% of their course credits in the Department each semester.

Students may not take for graduate credit a course that has already been taken for undergraduate credit. (Example: if you've taken GRMN 422 "Age of Goethe" you may not take GRMN 622 "Age of Goethe.")

Students in the MA- LLCP (Masters in Languages, Literatures, Cultures, and Pedagogy) program or those in the MA-LLC (Masters in Languages, Literatures, and Cultures) program with a single major have a 30-credit requirement for the MA. Students on stipend (i.e., those with teaching or other responsibilities within the Department) are advised to plan their coursework in

consultation with their advisors, so that they need take only two courses in their final semester, to allow themselves time to prepare for the MA Comprehensive Examination. Students pursuing the major-minor option of the MA-LLC degree or MA-LLCP will have to take three courses per semester for each of the four semesters in order to finish on time.

Students who wish to change their program in any way (MA-LLCP to MA-LLC or vice versa, the addition or substitution of a minor, etc.) must address their request in writing to the Director of Graduate Studies.

The Master's Thesis Option

The MA Thesis is an option for students with an interest in exploring in detail and depth a particular research topic. While the MA Thesis is not normally required for students pursuing a doctoral degree, it may be a desirable option in some cases. Students approved for the Thesis option must demonstrate the intellectual rigor, advanced writing skills, and efficient planning necessary to complete an MA Thesis.

Any well-qualified student (normally defined as one who has not received any final course grade lower than A-) by March of the second semester should officially request to GSC to write a thesis.

A program of study is planned for each candidate in consultation with a thesis director and/or second reader. The director and second reader make up the Department of Languages, Literatures, and Cultures MA thesis committee. Ideally, the director should have established a record of publication and/or scholarship in the field of the thesis. The director shall be a full-time member of the faculty of the University. The definition of faculty shall include professional staff who hold secondary faculty appointments within the department or faculty with joint appointments in the MA student's unit. Faculty who has retired or resigned from the University may continue to chair committees of students whose work began under their direction prior to their retirement or departure from the University. Individuals who do not meet the above stated definition given for faculty status may co-chair the thesis committee provided that the other co-chair meets the definition for faculty status, or may serve as second readers.

The student must first seek an MA thesis director in the appropriate field/language (i.e. French/Spanish/Applied Linguistics) who is willing to direct the thesis. Together, the thesis director and student will create a proposal. The thesis proposal must be approximately one page of single-spaced text in length. The potential director and student will act in collaboration to select a second reader for the thesis. The second reader preferably shall be selected from the UD campus.

The Thesis Proposal and [Thesis Proposal Notification Form](#) must be sent to the appropriate GSC representative, who will circulate the proposal to the appropriate faculty in their language section for input and feedback, before submitting it to the Director of Graduate Studies. The

student may register for thesis credit contingent upon project approval by the Graduate Studies Committee.

Once a student is registered, the director suggests a schedule of meetings during the first semester (See below [Thesis to MA Checklist](#) for suggested schedule). In these tutorial sessions, the readings selected are discussed and an outline for the paper is established. Advice may be solicited from the second reader. At the end of the first semester, the student writes a report on progress made and outlines a schedule for completion of the work remaining in the second semester. A copy of the report is submitted to the thesis director, the second reader, and the Director of Graduate Studies. The thesis director will assign the student a grade of satisfactory or unsatisfactory.

The director arranges the meetings for the second semester in which the drafts of the thesis are examined and revised. Advice may be solicited from the second reader, who has been previously provided with the draft at the same time as the director.

An MA thesis may be substituted for two courses (6 credits, 3 in the first semester, and 3 in the final semester) in the MA-LLC or MA-LLCP programs.

The thesis may be written in either the target language or in English; however, the one-page abstract required by the Graduate School must be written in English. The thesis must follow the guidelines of the latest edition of the MLA Handbook for Writers of Research Papers (for theses written in the field of Literature) or the American Psychological Association Publication Manual (for theses written in the field of Second Language Acquisition.) For further information regarding the thesis writing process, see the [Thesis Manual](#).

The text of theses written in the field of Literature (excluding endnotes and bibliography) must be at least 50 pages in length. Note: No length requirements apply to theses written in the field of Applied Linguistics.

A thesis defense is not required. However, the student may be questioned about his/her thesis during the MA Oral Comprehensive Examination.

The thesis director, second reader, and student should have the latest version of the regulations concerning theses and dissertations issued by the Office of Graduate Studies. All University regulations regarding format, deadlines, etc. must be followed. Please see the [Thesis Dissertation Policies](#).

The thesis director gives the student an "S" or "U" for the research portion of the project (first 3 credits) which takes place during the first semester. Upon completion of the thesis, a grade is given. The grade covers the two semesters of work (six credits) and replaces the "S" or "U" given in the first semester. The second reader is not required to sign off on the thesis or to approve the final grade for the project.

A bound hard copy of all completed theses must be delivered to the Graduate Secretary to be deposited in the Department's archives.

MA Thesis Checklist

Below is a checklist to help you go from thesis proposal to graduation. Please note the forms required at each step. Some forms are submitted to the department (103 Jastak-Burgess Hall) and others are submitted to the Office of Graduate Studies (234 Hullihen Hall). Also, as you approach your final semester/graduation please be aware of the university deadlines for submitting your thesis and application for graduation. A list of these dates can be found on the [Graduate College website](#).

1. Decide on a topic and choose a committee

1. You must have a minimum of 2 committee members:
 1. A director of your thesis. If your chosen director is non-tenured, continuing track, or S-contract, please be advised that co-directors may be required. The Thesis Director must be from DLLC.
 2. In conjunction with your director/s, a second reader will be selected, preferably from the University of Delaware.

1. FORMS:

1. (Department) With the approval of the Thesis Director, to the Director of Graduate Studies:
 1. Thesis Proposal and Committee Notification to Department
 2. Writing Your Thesis
1. Human Subjects/IRB Approval
 1. Does your research require IRB approval? You need to have an approved thesis proposal BEFORE submitting an IRB proposal. Determine what type of approval your project may need by visiting the [Research Office website](#).
 2. Have you completed Human Subjects Training? Some students complete this during the course of other research or in a class. If you have not completed it, you may attend an in-person training or an online training. See the [Research website](#) for more information.
 3. If your research requires IRB approval you will need to complete a proposal to submit to the review board. The proposals are completed online (www.irbnet.org). You will need to set up an account. There are forms to download and a place for you to upload documents. You will find more information about what needs to be included in your proposal (such as consent forms, questions, data storage, etc.) You and your committee chair will need to sign off on this.
 4. Make sure to check the research calendar for a list of IRB meetings. Proposals that require a full board review are only heard once a month. Others are approved on an on-going basis. You may be asked to make revisions or answer

questions about your proposal. You may not start data collection without this approval.

5. IRB approval needs to be renewed every year while you are still collecting or actively using the data.

3. Writing Your Thesis: Suggested Timelines/Guidelines

1. MA-LLCP suggested timeline/guideline:

1. Year 1, Fall: Students interested in pursuing the Thesis Option should approach their advisor for discussion and consideration of the potential project. After discussion with the advisor and getting GSC approval, the student must, in consultation with the advisor, seek an MA thesis director in the appropriate field/language who is willing to direct the thesis. Students are encouraged to work with a director with whom they have taken a class. Students considering the Thesis Option should recognize the thesis as a writing intensive project. Students must demonstrate the ability to work independently as well as excellent research and writing skills in their first-semester coursework.
2. Year 1, Spring: Thesis proposal (including research schedule) must be submitted and approved by the Thesis Director, and by the Graduate Studies Committee, before the end of the spring semester. (IRB Training should also be completed before the end of this term.)
3. Year 1, Summer: Literature review and data collection plan must be submitted to Thesis Director by the end of the summer.
4. Year 2, Fall: Following IRB approval, data collection must be completed the end of the fall.
5. Year 2, Winter: Data analysis must be submitted and approved by Thesis Director by the end of the winter session.
6. Year 2, Spring, March 1: A complete thesis draft needs to be reviewed/approved by the Thesis Director.
7. Year 2, Spring, March 31: Feedback from the second reader should reach the candidate no later than March 31st.
8. Year 2, Spring, April: confirm Graduate Office deadline to turn in thesis.

1. MA-LLC suggested timeline/guideline:

1. Year 1, Fall: Students interested in pursuing the Thesis Option should approach their advisor for discussion and consideration of the potential project. Students considering the Thesis Option should recognize the thesis as a writing intensive project. Students must demonstrate the ability to work independently as well as excellent research and writing skills in their first-semester coursework.
2. Year 1, Spring: Thesis proposals turned in. Any vagueness in the proposal will be eliminated by the end of the semester, or at the latest by the end of the summer. Student should spend the summer creating a bibliography, fleshing out an outline/timeline for the thesis

3. Year 2, Fall, October 1: Progress Report 1 (should indicate at least 25% of work completed)
4. Year 2, Fall, December 1: Progress Report 2 (should include about 75% but not less than 50% of work completed)
5. Year 2, Spring, February 15: The first draft of the completed thesis is due to the Director and 2nd reader.
6. Year 2, Spring, March 1: The Director approves the complete thesis draft.
7. Year 2, Spring, March 15: The 2nd reader returns feedback to student.
8. Year 2, Spring, April 1: The Student completes corrections, if any. The student prepares the thesis according to the UD guidelines, and submits the thesis to the Graduate Office by the required date.
9. The student must provide a complete copy of the final MA thesis for signing by the Thesis Director.

4. Thesis Format

- Use the UD Thesis/Dissertation Templates and Guidelines to make sure you are formatting the document properly. These tools can be found on the [Graduate College website](#).
- Make sure to have current information for the Dean of Arts & Science and the Vice Provost for Graduate and Professional Education for your signature pages. 5. Plan ahead!
- When do you want to graduate? Please note that you have to apply for graduation at the beginning of the semester you plan to graduate.
- Make sure you pay attention to the university deadlines for submitting your thesis. This is often one month prior to the end of the semester.
- You will also need to take into account any revisions to your thesis. You should allow for at least a few weeks to complete revisions and any formatting that needs to be done before you can submit it to the university.
- FORMS:
 1. To the research office (if needed): online submission of IRB proposal through www.irbnet.org
 2. To the graduate office: [Application for Advanced Degree](#)

** Signature pages: The University requires 3 original copies of the first signature page that appears in your dissertation (see UD Dissertation template for guidelines). These must be printed on 25% cotton bond paper.

6. After You Have Written Your Thesis

- Complete revisions requested by committee. The time you will have to complete revisions will depend on when you plan to graduate so make sure to be aware of deadlines.

- SCHEDULE A MEETING with the Office of Graduate Studies to submit your dissertation and final paperwork. Please visit the [Graduate College website](#) for more details about what to bring.
- SUBMIT the following paperwork:
 1. To the Dean's Office (Dean of Arts & Sciences)
 - A copy of your thesis
 - THREE signed originals of your first signature pages (on 25% cotton bond).
 - You will need to bring to the submission meeting these three signature pages.
 2. To the Graduate College:
 - A PDF copy of your dissertation to the graduate office
 - Instructions on this and how to check to make sure your fonts are embedded can be found on the [Graduate College website](#).
 - The three original and SIGNED first signature pages (signed by the committee members, chair, and dean)
 - Three original Title Pages
 - Three original Abstracts
 3. To the department
 - A bound copy of the final version of your thesis

Leave of Absence

Students who wish to take a leave of absence before they have completed their requirements for the MA degree must put their request in writing to the Director of Graduate Studies, who, if it is approved by the Department, will forward it for the approval of the Graduate Studies Office (with a copy to the Chair of Graduate Studies, Department of Languages, Literatures and Cultures). During the period of the leave, they do not have library borrowing privileges. No sustaining fee is required. Students should be aware of the fact that the 5 year deadline for completing requirements for the degree is strictly enforced; a leave of absence slows progress towards degree completion and should be requested only in extraordinary circumstances.

Library Research

The University's Morris Library offers the following research services for Graduate Students: [DelCat Discovery](#)

An online service which provides quick reference to books, journals, audiovisual media, and other resource materials shelved in the Library, available online, or available at libraries worldwide through Interlibrary Loan. There are some links to licensed materials that are only

available to current University of Delaware students: use your UDeINet ID and password when prompted to access these online resources.

[Modern Language Association International Bibliography](#)

This bibliography is useful for finding both books and articles relevant to the subject of your research. If you are logging in from off-campus, use your UDeINet ID and password when prompted. 2-Factor authentication is now required when accessing UD addresses remotely. For help searching the MLA International Bibliography, [contact the librarian](#) for your discipline.

MLA Citation Style

Should a question arise concerning the format of a research paper or the manner in which a work should be cited, consult the [MLA Handbook](#). This manual is available at the Reference Desk or may be purchased in most local and online book stores. See also the Library's [MLA Citation Style](#), and the [UD Writing Center's Resources](#). More information can be found on [Purdue OWL website](#).

Study Carrels

Graduate students seeking quiet solitary study may apply for a study carrel in Morris Library:

1. Proceed to the second floor Administrative Office located in Morris Library (831-2231).
2. Applications are available: two to three pages in length; the applications require student information and the signature of either the Chair of the student's particular Department or the student's advisor.
3. The completed application needs to be returned to the Administrative Office and requires a week to process.
4. The student also needs to provide a deposit for the key to the carrel. Upon receipt of the key at the end of the semester, the deposit will be refunded.

Research Guides

Librarians maintain [research guides by subject](#) to help students find library resources relevant to their areas of study.

Return Policy

The library will loan books to University graduate students for 60 days. Visit the University of Delaware [Information for Graduate Students](#) page for more information.

Transfer Credits

Graduate Studies will accept up to nine credits of graduate-level work in which the student received a grade of at least a B- in the following categories:

Transfer credits in the major field earned at another university.

Transfer credits earned while participating in the exchange programs in Caen, Granada and future sites. Students will be permitted to earn up to six credits for one semester or nine credits for one year towards their MA at Delaware. Please note: Students who have already received the maximum nine hours of transfer credits allowable under University policy may not receive credit for course work done on departmental exchange programs. Regulations governing credit transfer for Departmental exchange programs are as follows:

1. The credits will be awarded as transfer credits if possible; in this case, the courses for which credit is sought must be approved by the Chair of the student's language faculty. Normally, literature and literary theory courses offered in the target language will qualify for transfer. Once the student has identified the course(s) in which he/she would like to enroll, the student should immediately petition his/her language faculty Chair for approval of the course(s) for which credit is desired. The language faculty Chair will respond in writing as quickly as possible, sending a copy of the approval letter to the Director of Graduate Studies. Proper documentation in the form of a transcript from the international institution will normally be required in order to get approval for the credit transfer.
2. In the absence of a course transcript, credits may also be awarded by examination, but only if prior approval has been granted according to the process outlined above. It is recommended that the examination consist of an oral interview conducted by the language faculty Chair who will ask the student to provide as evidence of course work the course syllabus or program, papers submitted, examinations taken, and a letter from the course professor certifying that the student has done at least good quality (i.e. B) work in the course. The language faculty Chair must then submit a recommendation to the Director of Graduate Studies who will give final approval if it is warranted.
3. All courses will transfer pass/fail.
4. Transfer credit will be awarded only for approved courses taken abroad; "life experiences," no matter how rich, do not qualify. Courses that require neither exams nor written papers are not eligible for credit transfer. Nor will independent studies conducted by University of Delaware faculty be approved unless the faculty member is in residence at the international site.

Intramural Credit Transfer

University regulations permit students to transfer up to nine credits from Continuing Education (CEND) to the Graduate School. These courses transfer with grades.

SECTION 4: CO-CURRICULAR ACTIVITIES

Departmental Activities

Late August:

Orientation program required for all new faculty and for funded graduate students who are new to the department or who entered the program the previous semester.

September or October:

Welcome reception for graduate students. Mandatory Library Workshop for first-year graduate students.

October/November and March/April:

Distinguished Scholars Lecture Series. Once each semester, a distinguished scholar is invited to campus to deliver a lecture. A reception follows. Scholars may be from any of the various fields represented in the Department (Spanish, German, French, etc.) and a rotation has been established so that no single field dominates. Graduate students are strongly encouraged to attend these important lectures.

Fall semester:

Workshops will normally be held concerning applying to PhD programs and for Department Summer Grants.

FLLAGS

All full-time graduate students are automatically members of the Languages, Literatures and Cultures Association of Graduate Students (FLLAGS). The purpose of FLLAGS is to link the Department's graduate students with each other in order to build a sense of community; to provide a forum for open discussion designed to improve the student experience within the Department; and to serve as a vehicle for action in the interests of the Department's graduate students. Officers are elected in Spring for a one-year term beginning in the Fall.

FLLAGS purpose...

- We serve the interests of the department's graduate students.
- We provide a forum for open discussion aimed at improving the student experience and quality of instruction within the department.
- We build a sense of community among graduate students.

FLLAGS activities...

- Spring semester of each year FLLAGS holds elections for the foreign language graduate students to choose a new president and/or co-presidents.

- The FLLAGS leadership schedules meetings with fellow grad students to discuss issues and concerns.
- These issues are then discussed with the graduate faculty during monthly meetings.
- FLLAGS also plans social events throughout the semester so students can just hang out.

Graduate student, conference spending

The following notes a policy change with regard to Graduate Student conference spending:

- Each semester, two travel requests for graduate student conferences will be funded. Funding will be up to \$300, budget permitting. DLLC awards will be competitive, and applications will be reviewed on a rolling basis commencing on September 15 in the fall and February 15 in the spring.
- Students must speak with their advisor regarding conferences that they will attend before presenting their proposal to the chair of the Graduate Studies Committee.
- Funding from the department is matched by the Office of Graduate Studies at the University. Students are strongly encouraged to apply to both sources for funding.
- Students planning to attend a conference (either funded by the department or otherwise) will need to discuss their arrangement for coursework and teaching with the GSC chair.

Study Abroad

The Department has exchange programs with the Universities of Caen (France), and Granada (Spain). Students who go to Caen remain for a full academic year. Students wishing to participate in the program in Granada generally stay for one semester only. As a rule, students teach English courses at the international site, either at the university or secondary school level. They may also take a limited number of courses towards completion of their MA degree. Participation in the exchange programs is competitive. Students should consult the faculty liaisons for the program in which they're interested one year in advance of the intended stay abroad.

- Graduate Exchange Program with the University of Caen
- Graduate Exchange Program with the University of Granada

Note 1: Students should be aware that once they have been approved to participate in an exchange program, their campus funding for the semester(s) concerned will be reallocated. Should a student subsequently withdraw from the exchange program, funding will not necessarily be available on campus for the period he or she would have been away.

Note 2: Students must fulfill all contractual obligations at the international site. Failure to do so may result in the suspension of further funding.

Study Abroad: Winter and Summer Student TA

All graduate students interested in serving as assistants to Study Abroad directors during Winter and Summer sessions must submit an email expressing their interest to the graduate support coordinator. Students should send in the email before the study abroad application deadline. Shortly after the deadline, the graduate support coordinator will prepare a list of interested students and send it to each director with a copy to the Director of Graduate Studies. Study Abroad Director will contact the applicants inviting them for interviews.

- All applicants must be enrolled in one of the DLLC MA programs as full or part-time students.
- Graduate Study Abroad assistants provide organizational support to Graduate Studies Directors; they do not serve as research or teaching assistants.

Optional Practical Training (OPT)

Description of the Program

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization.

If you would like to teach for DLLC for one semester or one year following your graduation, your request must first be routed to the DLLC Director of Graduate Studies, who will consult with the sequence supervisor and/or TA observer in your language and obtain a ranked list of candidates, which is submitted to the Department Chair. If students would like to pursue an OPT someplace other than UD DLLC, they will need to apply via OISS, who will solicit a signed recommendation form from their advisor.

Usually, DLLC can provide hours for 1-3 candidates each year. The Department strives to offer 12 hours/semester, but that may not always be possible.

Eligibility for OPT in DLLC

OPT in DLLC is typically reserved for MA students in Spanish, and only occasionally in French.

Only the most outstanding TAs (as evidenced by their performance as classroom instructors) may participate in the program. The decision will be based on input from the respective language coordinators and classroom observers.

Deadlines for Application in DLLC

- Students receive email from GSC Chair/or Language Chairs inquiring about interest in OPT in DLLC (by 15 September)
- Graduate students express their interest in OPT, specifying when they would like to start the OPT in DLLC and for how long (by 1 October)
- GSC Chair will inform the students of the decision (1 November)

Important considerations

- Being selected for OPT does not automatically mean that the students will be able to teach at DLLC. This will depend on departmental needs.
- Students who have been selected for OPT in DLLC should be aware that the department cannot determine need until early in spring and fall semesters.
- Applicants wishing to teach in the DLLC should be aware that the Department will not be able to provide a set schedule until just prior to the start of fall and spring semesters, and that teaching hours will vary depending on enrollments and budget considerations.
- Applicants should also be aware that, independently of their type of application to OPT (to work at DLLC or elsewhere), they need to apply to OPT with OISS. Please see UD OISS website for [information about how to apply](#).