Plan of Study and Requirements

PhD In French or Spanish

(REVISED 10/06/14)

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1. **ADMISSION**

Students who wish to pursue a PhD degree should apply for admission online, through the Graduate School’s website [http://gradschool.missouri.edu](http://gradschool.missouri.edu) and the online application system **Apply Yourself**.

1.1. **Required Materials for Application:**

- All required Graduate School documents
- Official Transcript (send to Graduate School at 210 Jesse Hall, University of Missouri, Columbia, MO 65211-1160)
- 10-15 page writing sample in language of desired degree program, uploaded to the online application
- 500-word Personal Statement, uploaded to the online application
- 3 letters of recommendation (submitted through **Apply Yourself**)
- Résumé or CV, uploaded to the online application.

1.2. **Additional Materials for International Students:**

- Official copies of diplomas earned at post-secondary institutions (colleges, universities, or the equivalent) outside the US.
- TOEFL scores (send to Graduate School)

**Minimum TOEFL scores:**

<table>
<thead>
<tr>
<th>Internet-based test (iBT)</th>
<th>Paper-based test (PBT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>500</td>
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</tbody>
</table>

1.3. **Requirements for Admission**

Before their admission into the program, candidates for the PhD must hold an MA degree (or the equivalent) with a GPA (or equivalent) of 3.0 or better in their major field of study. They must also demonstrate adequate preparation in both the language and the literature of their major field.

If members of the admissions committee determine a deficiency, they will require the student to complete remedial work in literature during the first year of enrollment, beyond the 72 credit hours necessary for the PhD degree. The committee will inform students of such additional requirements at the time of their admission to the program.
1.4. Proficiency Requirements in the Target Language

All graduate students except native speakers of French or Spanish, upon admission to the program, must demonstrate proficiency in their target language through an assessment, administered by an elementary language coordinator. Elementary language coordinators rely on this assessment to determine a student’s eligibility for all levels of language teaching.

Students deemed to be deficient in either their written or spoken grasp of the language will need to undertake remedial work. These students will undergo reassessment the following year. Failure to demonstrate proficiency in the target language a second time will terminate a student’s eligibility for the PhD degree and result in dismissal from the graduate program.

1.5. Proficiency Requirements in English

All candidates must demonstrate proficiency in English, including non-native speakers of English who are US citizens.

1.6. The Academic Advisor

All graduate students in the department may choose, or the Director of Graduate Studies will assign them, an academic advisor at the start of their first semester of graduate study. Students must choose an academic advisor by the end of their first semester of graduate study.

1.7. Transfer of Credit

Students may transfer a maximum of 30 credit hours from their MA course work to their Plan of Study for the PhD. All transfers of credit require approval by the Director of Graduate Studies, in consultation with the student’s Doctoral Committee.

1.8. Admission of Internal Applicants: From the MA to the PhD

Students who wish to enter the doctoral program after completing an MA degree in the Department of Romance Languages and Literatures may do so after receiving written approval from the MA Examining Committee. Alternatively, candidates may not advance to the doctoral program if the Committee determines, after the MA examination, that the degree is terminal. Students advancing directly from the MA to the PhD program need to complete only a Change of Degree Program form, which the department submits to the Graduate School.
2. PLAN OF STUDY

2.1. Field of Specialization and Secondary Field

The Department of Romance Languages and Literatures offers three fields of specialization at the doctoral level: French/Francophone Literature, Spanish Literature, or Spanish American Literature.

Candidates may elect a secondary field, in consultation with their Doctoral Committee. This election entails a minimum of 9 hours of course work within another department. A student’s secondary field appears on the Plan of Study, but not on the transcript. Students electing a secondary field must complete a PhD examination that will include at least one question devoted to their secondary field.

Special criteria apply to students who pursue a PhD in French or Spanish with a Secondary Field in Medieval Studies or Renaissance Studies, as explained in section 4 of this document.

2.2. Qualifying Examination (D-1 Form) and Plan of Study (D-2 Form)

All PhD candidates must complete a qualifying examination during their first year in the program to determine fitness for doctoral study. For this examination, students name an Examining Committee that must include an academic advisor who belongs to the regular doctoral faculty in the Department of Romance Languages and Literatures as well as 2 other members of the graduate faculty in the same department.

The faculty may excuse students from this requirement if those students received their MA degree from this department, earned a grade of High Pass on all sections of their MA examination, and enrolled in the PhD program within one year after fulfilling all requirements for the MA degree.

The qualifying examination provides an opportunity for the faculty to evaluate candidates and to guide their future course of study in the program. The examination consists of two questions relating to the candidate’s course work during both the previous and the current semester. One question requires analysis of a text. The other question requires discussion of a general topic (for example, a literary genre, a particular author, a critical or artistic movement).

The candidate’s academic advisor delivers both questions to the candidate 72 hours before a meeting with the Examining Committee. At this meeting, the candidate offers two oral presentations of 20-25 minutes each, based on the two questions. Following these presentations, the candidate responds to comments and questions from the Committee. At the close of this meeting, the Committee determines whether the candidate’s performance warrants a grade of Pass or Fail.

The Examining Committee communicates these results to the Graduate School in writing, on a D-1 form bearing the signatures of the candidate and all members of the Committee. Students who receive a failing grade must retake this examination before the end of the following semester. A second failure on this examination terminates eligibility for the PhD degree and will result in dismissal from the graduate program.
All arrangements for the qualifying examination are the joint responsibility of the candidate and the candidate’s academic advisor. Any tenured or tenure-track member of the graduate faculty may act as academic advisor to students during their first year of doctoral study. The academic advisor need not act as the director of the PhD Examining Committee or the Dissertation Committee.

Students who earn a passing grade on their qualifying examination submit the D-1 form to the Graduate School, communicating the results of the examination and formally naming their Doctoral Committee. Students and their Doctoral Committee then meet to devise a Plan of Study. The Doctoral Committee signs and submits this Plan of Study with the D-2 form to the Graduate School.

2.3. Total Credit Hours and Course Requirements for the PhD

Students in the PhD program must complete a minimum of 72 credit hours, which includes a maximum of 30 credit hours earned as part of the MA degree. These credit hours must include 15 hours of course work at the 8000/9000 level, beyond the 30 credit hours earned for the MA degree. They must also include course work in language teaching methodology (French/Spanish 7120 or the equivalent) and, if applicable, the candidate’s secondary field.

PhD students may earn a maximum of 6 credit hours in 7960 (Readings). They may register for no more than 3 credit hours of 7960 per semester.

French doctoral students must complete 3 credit hours in Old French and Spanish doctoral candidates must complete 3 credit hours in Old Spanish.

2.4. Foreign Language Requirement

PhD candidates must demonstrate reading proficiency in 2 languages other than English and their language of specialization (French or Spanish). They may satisfy this requirement, at a minimum, by completing intensive beginning courses in the required languages (4070 or the equivalent) with a grade of B- or better, or by passing written examinations administered by departments at the University of Missouri offering courses in those languages. Students choosing Latin as one of their foreign languages may satisfy this requirement by completing with a grade of B- or better a beginning honors class (Latin 1100 Honors, or the equivalent). Students also fulfill this requirement if they demonstrate proficiency by objective measures (courses, examinations) that exceed this minimum standard, as approved by the Director of Graduate Studies.

Students must satisfy the foreign language requirement before they take their Comprehensive Examination for the PhD. Basic language courses carry no credit toward the PhD and are therefore not included in the Plan of Study.

2.5. Latin Requirement for Students of Medieval and Renaissance Literatures

Students specializing in literature of either the Middle Ages or the Renaissance—literature produced within the period from the rise of the vernacular to the end of the seventeenth
2.6. Language Requirement for Students With Secondary Field in Non-English Literature

Students pursuing a secondary field in a non-English literature different from that of their major field must complete with a final grade of B- or better at least three 7000-level courses (or the equivalent) in literature of their secondary field. Completing these courses fulfills half the foreign language requirement.

For example, a student specializing in French literature of the Romantic period may choose a secondary field of German literature of the Romantic period. That student must complete 3 courses in German literature at the 7000 level (or the equivalent). Completing these courses satisfies half the foreign language requirement.

3. THE PhD COMPREHENSIVE EXAMINATION

3.1. Reading List, Examining Committee, and Faculty Preparing Questions

Each candidate will name a PhD Examining Committee and, as necessary, other faculty members who will prepare examination questions relating to their respective periods of expertise. The Examining Committee consists of at least 4 members: 3 members of the regular (tenured or tenure-track) faculty from the Department of Romance Languages and Literatures, including the student’s academic advisor, 1 outside member from a different department. All of them must belong to the graduate faculty at the University of Missouri. Beyond this minimum, candidates may name other members to the committee—recognized experts in the candidate’s field—from either the University of Missouri or another institution, with the approval of both the student’s academic advisor and the Director of Graduate Studies.

A member of the regular faculty in the Department of Romance Languages and Literatures who is an expert in literature pertaining to each part of the PhD examination will prepare questions for that part. If there is only one available expert in a specific field (for example, only one regular faculty member who is an expert in Medieval literature of either France or Spain), that faculty member must prepare and grade examination questions relating to that field. If there is more than one expert available in a particular field (for example, more than one member of the regular faculty who is an expert in contemporary French literature, contemporary Spanish literature, or contemporary Spanish-American literature), the student may choose one of those faculty members to prepare and grade questions in that field.

All questions on the PhD Examination derive from a reading list that the candidate compiles with the collaboration and approval of the Doctoral Committee and of all other faculty preparing questions. This list aims at both breadth and depth, but mainly depth. It should include texts of literature, criticism, and history that are indispensable for an expert in the candidate’s specialized field. Yet, in the non-specialized fields, this list should include a solid
literary history of all genres in the period (drama, fiction, lyric, essay), while also including literary texts that would prove indispensable only for an undergraduate survey course that the candidate might teach on works of all periods and all genres over a span of two semesters. In other words, readings from this list should yield both a generalist and a specialist—an instructor who can both design and teach a survey course, and an expert who can produce original scholarship.

3.2. Timetable of the PhD Comprehensive Examination in French and Spanish

The candidate and the academic advisor set both the dates and the order for all parts of the Comprehensive Examination, in consultation with the Director of Graduate Studies. The Comprehensive Examination in French or Spanish consists of a written and an oral section. The written section comprises 4 parts of 3 hours per part. Candidates complete the written examination on 4 separate days—1 part per day—within a period of 14 days. They complete the oral examination no later than five weeks after earning a passing grade on all parts of the written examination. This allows candidates to complete the written examination at the end of the fall semester and to complete the oral examination at the start of the spring semester of the same scholastic year.

Either the Director of Graduate Studies or someone delegated by the Director of Graduate Studies will administer the written part of the PhD Examination. Only members of the departmental faculty or departmental staff may administer the examination.

3.3. Parts of the PhD Examination in French

The four parts of the Comprehensive Examination for PhD candidates in French—3 hours per part, 1 part per day—are as follows:

- Literature of the Middle Ages and the Renaissance
- Literature of the 17th and 18th centuries
- Literature of the 19th century to the present
- Genre OR Critical Theory

3.4. Parts of the PhD Examination in Spanish, According to Specialization

The four parts of the PhD Examination for candidates specializing in Spanish literature of the Middle Ages—3 hours per part, 1 part per day—are as follows:

- Spanish literature of the Middle Ages
- Spanish Literature of the Golden Age and of the 18th century to the present
- Spanish American literature of the Colonial period, and Spanish American literature of either the period from Independence to Modernismo OR the period from Modernismo to the present
- Genre OR Critical Theory
For candidates specializing in Spanish literature of the Golden Age:
  • Spanish literature of the Middle Ages and of the 18th century to the present
  • Spanish literature of the Golden Age
  • Spanish American literature of the Colonial period, and Spanish American literature of either the period from Independence to Modernismo OR the period from Modernismo to the present
  • Genre OR Critical Theory

For candidates specializing in Spanish literature from the 18th century to the present:
  • Spanish literature of the Middle Ages and the Golden Age
  • Spanish literature of the 18th century to the present
  • Spanish American literature from Independence to the present
  • Genre OR Critical Theory

For candidates specializing in Spanish American literature of the Colonial period:
  • Spanish literature of the Golden Age and of the 18th century to the present
  • Spanish American literature of the Colonial period
  • Spanish American literature from Independence to the present
  • Genre OR Critical Theory

For candidates specializing in Spanish American literature of the period from Independence to Modernismo:
  • Spanish literature of the Golden Age and of the 18th century to the present
  • Spanish American literature of the Colonial period and from Modernismo to the present
  • Spanish American literature from Independence to Modernismo
  • Genre OR Critical Theory OR Secondary Field

For candidates specializing in Spanish American literature from Modernismo to the present:
  • Spanish literature of the Golden Age and of the 18th century to the present
  • Spanish American literature of the Colonial period and from Independence to Modernismo
  • Spanish American literature from Modernismo to the present
  • Genre OR Critical Theory OR Secondary Field

3.5. Oral Examination

Students complete the oral examination after receiving a passing grade on all sections of the written examination. The oral examination will last 1-2 hours, part of which must be in the language of the candidate’s specialized field. The oral exam allows candidates to clarify, strengthen or amplify the answers of the written exam. Only members of the Doctoral Committee must attend the oral examination.
3.6. Language of the PhD Examination

The degree candidate must write at least half the PhD examination in the language of specialization (French or Spanish). Faculty preparing questions may require native speakers of French or Spanish to write some answers (never more than half) in English.

3.7. Grades for the PhD Examination (D-3 Form)

The PhD examination, both the written and oral parts, is graded as follows: High Pass, Pass, and Fail. Faculty submit grades for the written part in writing to the Director of Graduate Studies for sections of the examination that they prepared and, if they wish, for the remaining sections. When more than one faculty member submits a grade for a particular section on the written part, the student will be considered to have passed the section if at least two thirds of the submitted grades are “Pass” or higher. Before issuing final grades on all sections of the written part of the examination, all faculty who wrote those sections will meet to make their final determination. The Director of Graduate Studies will communicate this determination to the student. The Doctoral Committee assigns grades for the oral part of the examination immediately after the student completes the oral part of the examination. To pass the oral part of the examination, the student must receive a passing grade from all members of the doctoral committee. To pass the PhD examination overall, a student must receive a passing grade on all sections of both the written and oral parts of the examination.

With permission from the Doctoral Committee, students who fail part of the written or oral examination may retake only the failed part or parts. A minimum of 14 days must elapse before a student retakes a failed part or failed parts of the examination. Two failures of the examination, in whole or in part, will terminate candidacy for the degree and result in dismissal from the program.

After a degree candidate completes the PhD examination, members of the Doctoral Committee will complete and sign the D-3 Form and submit it to the Director of Graduate Studies. After finding that the results comply with departmental and university regulations, the Director will sign the form and submit it to the Dean of the Graduate School for final approval.

3.8. Prospectus

After passing both the written and oral parts of the PhD Examination, doctoral students present a prospectus of the dissertation. This presentation occurs immediately after completing and passing the oral part of the Examination. Candidates prepare the prospectus in consultation with the academic advisor and deliver it in writing at least one week before the date of the oral examination to all members of the Doctoral Committee. The prospectus requires approval by all members of the Doctoral Committee.

The prospectus presents a working outline, with a working bibliography, of the proposed project—its topic, organization, and critical method. Just as important, the prospectus should present a line of inquiry that promises to contribute to human knowledge—a thesis, or a position that warrants defending by means of both critical analysis and empirical evidence.
4. PhD IN FRENCH OR SPANISH WITH A SECONDARY FIELD IN MEDIEVAL STUDIES OR RENAISSANCE STUDIES

4.1. Course Requirements for Medieval or Renaissance Studies

The Department offers a secondary field in Medieval Studies or Renaissance Studies as part of a PhD in French Literature or Spanish Literature. The Department also offers a secondary field in Renaissance Studies as part of a PhD in Spanish American Literature. Students pursuing this option must complete 18 credit hours within their secondary field (Medieval Studies or Renaissance Studies) in other departments (Art, History, English, Germanic Languages, History, Music, Philosophy).

4.2. One Part of PhD Examination in Secondary Field

The four parts of the PhD Examination for students of French literature electing this option are as follows:

- French literature of the Middle Ages and the Renaissance
- French literature from the 17th century to 1900
- Genre OR Critical Theory
- Secondary Field (Medieval or Renaissance Studies)

The PhD Examination for students of Spanish literature electing a secondary field in Medieval Studies:

- Spanish literature of the Middle Ages
- Spanish literature from the Golden Age to the present
- Genre OR Critical Theory
- Medieval Studies

For students of Spanish literature electing a secondary field in Renaissance Studies:

- Spanish literature of the Golden Age
- Spanish literature of the Middle Ages and from the 18th century to the present
- Genre OR Critical Theory
- Renaissance Studies

For students of Spanish American literature electing a secondary field in Renaissance Studies:

- Spanish American literature of the Colonial period
- Spanish American literature from Independence to the present
- Genre OR Critical Theory
- Renaissance Studies
4.3. 3 Credit Hours In Field Omitted From PhD Examination

Students in French literature pursuing this option must complete 3 credit hours in French literature from 1900 to the present. Students in Spanish literature pursuing this option must complete at least 3 credit hours in Spanish American literature. Students in Spanish American literature pursuing this option must complete at least 3 credit hours in Spanish literature.

4.4. Latin Requirement

Candidates choosing this secondary field must complete 13 hours of college Latin or the equivalent. Students should bear in mind that language courses carry no graduate credit.

4.5. The Doctoral Committee

Candidates pursuing this secondary field will name to their Doctoral Committee a specialist in the field from another department. Other members of the Committee will include, at a minimum, 2 tenured or tenure-track professors in this department—one is the academic advisor—and an outside member, a specialist in an academic area different from the student’s secondary field. All these members of the Committee must belong to the graduate faculty of the University of Missouri. Beyond this minimum, students may name other members to the Committee, experts in the student’s field, with the approval of both the academic advisor and the Director of Graduate Studies.

4.6. Dissertation Topic

The dissertation topic of students pursuing this secondary field will center on either the Middle Ages or the Renaissance. When submitting the D-4 Form (Report of the Dissertation Defense), the candidate’s academic advisor will also submit a signed letter to the Dean of the Graduate School verifying that the student has completed all requirements for the secondary field of either Medieval Studies or Renaissance Studies.

5. RESEARCH AND DISSERTATION (D-4 Form)

5.1. Continuing Enrollment, Deadlines, and Extensions

Doctoral students register in 9090 (Research) once they have passed the PhD Examination. They will enroll in 2 credit hours of 9090 during the fall semester, 2 credit hours during the winter semester, and 1 credit hour during the summer semester, usually for a minimum of 2 years, or 12 credit hours. Doctoral students who complete the dissertation earlier than 2 years after the PhD Examination must still complete a total of 72 credit hours. All doctoral candidates must complete the dissertation 5 years after completing the PhD Examination. They should complete all requirements for the degree, including the dissertation, within a period of 8 years, beginning with their first day of class as candidates enrolled in the PhD program. They must remain enrolled in the program for all semesters between their completing the PhD Examination and their completing the dissertation.

The Graduate School extends deadlines for completing the dissertation in extenuating circumstances. Even so, students must request extensions in writing from the Director of
Graduate Studies. Failure to show sufficient progress on the dissertation, in the judgment of the academic advisor and the Director of Graduate Studies, may result in dismissal from the graduate program.

5.2. Guidelines for the Dissertation

The PhD dissertation must conform to the University of Missouri’s specifications for submission, formatting, and style, available at this link: http://gradschool.missouri.edu/policies/thesis-dissertation/guidelines/basics-ch1.php#masters

5.3. Defense of the Dissertation

Candidates and their directors schedule a formal defense of the dissertation after its acceptance by all members of the Doctoral Committee. This oral defense, conducted by members of the Doctoral Committee, is open to the public.

Following the defense, members of the Doctoral Committee will assign a grade of Pass or Fail, recorded on the D-4 Form. Students who receive a failing grade must revise and resubmit the dissertation no sooner than one semester after the original defense. After students receive a passing grade, and after they complete all necessary revisions, the Doctoral Committee will complete and sign the D-4 Form and submit it to the Director of Graduate Studies. After finding that the results comply with both departmental and university regulations, the Director will submit the form to the Graduate School for final approval.

6. GRADUATE INSTRUCTORSHIPS

6.1. Semesters of Financial Support

PhD candidates normally receive 6 semesters of financial support from the university while completing the Plan of Study and 4 semesters of additional support after completing the Comprehensive Examination. Any extension of this support, granted only in exceptional cases, requires approval of the department and the graduate school. Faculty will approve extensions according to the needs of the department and only to students in good standing—with no grades of Incomplete and with unproblematic teaching. Students must submit requests for extensions in writing to the Director of Graduate Studies. The Director will forward these requests to the department faculty and, upon approval, to the graduate school.

6.2. Teaching Load

The normal teaching assignment for PhD candidates holding instructorships is 10 hours (2 courses) per semester. Students writing the dissertation may teach an additional course. International students may never teach more than 10 hours per semester owing to visa restrictions.

For each semester they hold an instructorship, PhD candidates must be registered for a
minimum of 6 credit hours. Candidates may enroll in a maximum of 6 hours per semester of 9080 (PhD Examination) if they have completed all course work and are preparing for the PhD Examination. Students may enroll in a maximum of 12 hours of 8085 (Readings) over the course of their doctoral studies, provided this occurs within their first six semesters of financial support. After passing their PhD examination, students may retain their Instructorships if they enroll in Research (9090) for a minimum of 5 credit hours per year (2 in fall; 2 in winter; 1 in summer).

Students who fail to remove a grade of Incomplete within one year of its issuance will be limited to 5 hours of teaching per semester for as long as that grade of Incomplete remains on their academic records.

6.3. Semester Evaluation of Graduate Students

The faculty meet during the fall or winter semesters, or both, to evaluate the teaching and academic performance of all graduate students. The Director of Graduate Studies informs all students in writing of their status at the end of each semester or each academic year.