University of Missouri-Columbia
Department of Romance Languages & Literatures
Plan of Study and Requirements
Master of Arts (MA) and Master of Arts in Language Teaching (MALT)
In French or Spanish
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1. ADMISSION
Students who wish to pursue either the MA or the MALT degree should apply for admission online, through the Graduate School’s website 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>
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</thead>
<tbody>
<tr>
<td>61</td>
<td>500</td>
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1.3. Requirements for Admission
Before their admission into the program, candidates for the MA or MALT must hold a Bachelor’s 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 advanced language and literature courses. This will require their having completed at least four courses equivalent to a 4000-level course at the University of Missouri. At a minimum, three of these courses must be in literature.

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 30 credit hours necessary for the MA 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 MA or MALT 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 6 credit hours of graduate-level coursework completed in other graduate programs. All transfers of credit require approval by the Director of Graduate Studies, in consultation with the Graduate Studies Committee. The Director and the Committee will award transfer credit only at the 7000 level.

2. PLAN OF STUDY
2.1. Credit Hour Requirements
Candidates for the MA or the MALT must complete a total of 30 credit hours at the graduate-level (7000 or above). At least 15 hours must be in courses at the 8000 level or above.

For the MA and MALT in either French or Spanish, the total number of credit hours in special readings (7960), problems (8085), or any combination of both may not exceed 9. The number of credit hours in special readings (7960) within the student's major field may not exceed 3 per semester.

2.2. Teaching Methodology Requirement
Graduate Instructors with no pedagogical experience or those who have
completed no graduate course in foreign language teaching methodology must complete French/Spanish 7120, Foreign Language Teaching Methodology.

2.3. Plan of Study (M-1 Form)
MA and MALT candidates must submit a completed M-1 Plan of Study to the Graduate School at least one semester before completing their MA examinations, their MALT examinations, or their MA thesis.

2.4. Required Courses for MA and MALT in Spanish and French
The Plan of Study for the MA in Spanish must include a minimum of 9 hours of course work in Spanish peninsular literature and a minimum of 9 hours of course work in Spanish-American literature.

Candidates for the MA or MALT in Spanish must complete 3 credit hours in the history of the Spanish language (Spanish 7711 or the equivalent course at another university).

Candidates for the MA or MALT in French must complete 3 credit hours in the history of the French language (French 7711 or the equivalent course at another university).

2.5. Required Courses for the MALT in Spanish and French
The Plan of Study for the MALT in Spanish and French must include the following distribution of credit hours, all at the 7000 level or above, and all within the Department of Romance Languages and Literatures:

- 6 credit hours in Language/Linguistics
- 3 to 6 credit hours in Civilization
- 6 hours in Literature
- 9 hours in Methodology/Second Language Acquisition

The Plan of Study for the MALT may include a maximum of 9 credit hours, at the 7000 level or above, outside the Department of Romance Languages and Literatures. Students in the MALT program often earn outside credits in the College of Education or the Department of English.

2.6. Comprehensive Examination for the MA degree (M-3 Form)
A candidate for the Master of Arts degree must either write a thesis or pass a six-hour written examination based on the MA reading list (available on the departmental website, at this link: http://romancelanguages.missouri.edu/grad.shtml).

A student choosing to complete an MA Examination will name an Examining Committee as well as other members of the regular faculty who write examination questions relating to their respective periods of expertise. The Examining Committee will consist of no fewer than three members of the regular (tenured or tenure-track) graduate faculty in the Department of Romance Languages and Literatures.
A member of the regular faculty in the Department of Romance Languages who is an expert in literature pertaining to each part of the MA examination will prepare questions for that part. This may require questions prepared by faculty other than members of the Examining Committee. 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.

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

2.7. Dates for the MA Examination
The Department offers the MA examination twice a year, in October and in March, as specified by the Director of Graduate Studies. The examination takes place on two separate days, three hours per day, with a period of no more than 72 hours between those two days. The student's advisor will request questions from the faculty at least three weeks before the first day of the examination.

2.8. MA Examination in French
The French MA examination consists of six one-hour parts, devoted respectively to literature of the following periods:

- Middle Ages
- Renaissance
- Seventeenth century
- Eighteenth century
- Nineteenth century
- Twentieth century to the present

Day 1 of the MA examination in French (3 hours) covers literature from the Middle Ages through the seventeenth century. Day 2 (3 hours) covers literature from the eighteenth century to the present.

2.9. MA Examination in Spanish
The Spanish MA examination consists of two 3-hour parts, one part per day. The first part, Day 1, covers Peninsular Spanish literature from the Middle Ages to the present. The second part, Day 2, covers Spanish American literature from the Colonial period to the present.

2.10. Language of the MA Examination
The degree candidate must write at least half the MA 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.

2.11. Grades for the MA Examination
The MA examination is graded as follows: High Pass, Pass, and Fail. Faculty submit grades in writing to the Director of Graduate Studies for parts of the examination that they prepared and, if they wish, for the remaining parts. In order to receive a passing grade on any part of the examination, a student must receive passing grades from two thirds of all faculty who prepared questions. To pass the entire examination, students must receive passing grades on all parts.

With permission from the Examining Committee, students who fail part of the 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.

2.12. MA Examining Committee Report (M-3 Form)
After a degree candidate completes the MA examination, members of the Examining Committee will complete and sign the M-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.

2.13. MA Thesis in French or Spanish (M-2 Form)
Students choosing to write a thesis must name a Thesis Committee and submit an M-2 form by the end of their second semester. This committee will consist of no fewer than three members of the graduate faculty in the Department of Romance Languages and Literatures. The advisor must be a member of the regular faculty (tenured or tenure-track) in the Department of Romance Languages and Literatures.

The writing of an MA thesis is optional. The MA thesis takes the place of the MA Comprehensive Examination. A minimum of 4 hours and a maximum of 6 hours of research credit (8080) will be allowed for the thesis. The thesis must conform to the University of Missouri's formatting and style specifications, available at this link: http://gradschool.missouri.edu/policies/thesis-dissertation/guidelines/basics-ch1.php#masters.

Students must write the MA thesis in the language of specialization (French or Spanish).

2.15. Thesis Defense and Grades
The MA thesis requires a defense, open to the public, before the Thesis
Committee. The thesis is graded as follows: High Pass, Pass, or Fail. In order to receive a passing grade on the MA thesis, a student must receive passing grades from all members of the Thesis Committee.

With permission from the Thesis Committee, a student who receives a failing grade may revise and resubmit the thesis. A minimum of 30 days must elapse between the submission that resulted in the failing grade and the second submission. Two failing grades on the thesis will terminate candidacy for the degree and result in dismissal from the program. Alternatively, the Committee may deny permission to resubmit the thesis and require the candidate to complete the MA Comprehensive Examination. The candidate will then have two attempts to pass the MA examination.

2.16. MA Thesis Committee Report (M-3 Form)
After a degree candidate completes the MA thesis, members of the Thesis Committee will complete and sign the M-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.

2.17. MA Minor Field in French or Spanish
MA students in either French or Spanish may elect a minor field of study, under the supervision of their academic advisors. The minor requires a minimum of 9 hours of course work completed in another department or other departments. Students interested in such minors should consult the Graduate School website at this link:
http://gradschool.missouri.edu/programs/minors/

Minor fields appear on students’ plan of study, but not on their transcripts. Students electing minors must either write an MA thesis or complete the standard MA examination in their major field (French or Spanish).

2.18. Comprehensive Examination for the MALT degree (M-3 Form)
Candidates for the MALT degree must pass a 6-hour written examination. The examination takes place on three separate days, two hours per day, with a period of no more than 48 hours between Day 1 and Day 2, or between Day 2 and Day 3. The examination consists of the following three parts, two hours per part, one part per day:

• Applied Linguistics
• Foreign Language Methodology/Second Language Acquisition
• Civilization OR Literature

Questions on the MALT examination are based on the candidate’s course work at the University of Missouri.

2.19. MALT Examining Committee
Each candidate will name an Examining Committee and, as necessary, other
faculty members who will prepare examination questions. The Examining Committee consists of at least three members, with a maximum of 5 members, all of them part of the graduate faculty at the University of Missouri. This committee will include the student’s academic advisor and two other members of the regular faculty in the Department of Romance Languages and Literatures.

2.20. Dates for the MALT Examination
The Department offers the MALT examination twice a year, in October and in March, as specified by the Director of Graduate Studies.

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

2.21. Grades for the MALT Examination
The MALT examination is graded as follows: High Pass, Pass, and Fail. In order to receive a passing grade on any part of the examination, a student must receive passing grades from two thirds of the Examining Committee. To pass the entire examination, students must receive passing grades on all parts.

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

2.22. MALT Examining Committee Report (M-3 Form)
After a degree candidate completes the MALT examination, members of the Examining Committee will complete and sign the M-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.

2.23. Maximum of 8 Years to Complete MA or MALT Degree
Students must complete all requirements for either the MA or the MALT degree within a period of eight years. This period begins on a student’s first day of classes as an officially enrolled degree candidate in either the MA or the MALT program.

3. GRADUATE INSTRUCTORSHIPS
3.1. Semesters of Financial Support
MA and MALT students normally receive 4 semesters of financial support from the university while completing their degree. In exceptional cases, students in good standing—with no grades of Incomplete and with unproblematic teaching—may receive a fifth semester of support, at the discretion of the
faculty. Faculty will award a fifth semester of support according to the department’s need for instructors. Students must submit all requests for a fifth semester of support in writing to the Director of Graduate Studies. No student will receive more than five semesters of support.

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.

3.2. Teaching Load
The normal teaching assignment for MA candidates holding instructorships is 5 hours (1 course) per semester. International students may never teach more than 10 hours (2 courses) per semester owing to visa restrictions. All MA and MALT candidates must be registered in a minimum of 6 hours of course work for each semester in which they hold an instructorship. Students may enroll in up to 6 hours per semester of 8080 (MA Examination) if they have completed their required course work and are preparing for their comprehensive examinations.

3.3. 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.