



College of Arts and Sciences

**Doctor of Philosophy in**  
**Linguistics and Applied**  
**Language Studies (LALS)**

**Graduate Student Handbook**

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<https://www.usf.edu/arts-sciences/departments/world-languages/graduate/phd.aspx>

# Table of Contents

## **Part 1: Mission Statement 3**

### **Where in the World? 3**

- The University of South Florida 3
- The Department of World Languages 4
- The Ph.D. Program in LALS 4
- LALS listserv 4
- LINGO 5

## **Part 2: How Do I Get Here? 6**

- USF Admission Process 6
- Admission Requirements for Graduate Study in Applied Linguistics 7
- Additional Admissions Requirements for Non-Native Speakers of English 8
- Program Transfers from Other Institutions and from within USF 8
- Non-Degree-Seeking Status 9
- Time Limitations Related to Admission 9
- Full-Time Enrollment 9

## **Part 3: I'm Here! Now What? 10**

- Graduate Student Orientations 10
- Check-Lists for Domestic and International Students 10
- Financial Assistance 12

## **Part 4: Rules to Remember 13**

- Office of Graduate Studies Requirements 13
- Advising and Student Responsibilities 13
- Student Conduct 13
- Time Limits 13

## **Part 5: I'm In! How Do I Get Out? 14**

- Applied Linguistics Program Policies and Requirements 14
- Overview of Degree Requirements for the Ph.D. in LALS 14
- Elective Policy 15
- Typical Course Sequences for Full-Time Students 16
- Other Degree Requirements 17
  - Screening-in 17
  - Qualifying Exam 17
  - Dissertation Proposal 18
  - Dissertation Defense 18
- Descriptions of Core Courses 19
- Descriptions of Elective Courses 20
- Grades and Grading 21
- Foreign Language Proficiency Requirement 22
- Application for Graduation 23

## **Part 6: Other Useful Information 24**

- Faculty and Staff 24
- Useful Links 26

## **Appendices 27**

- Advising Form 27
- Program of Study (POS) 28
- Qualifying Exam Rubric 32

# Mission Statement

The Ph.D. program in Linguistics and Applied Language Studies (LALS) prepares students for research and teaching in the interdisciplinary field of Applied Linguistics. Applied linguists address a broad range of language-related issues, to better understand how language functions both in the lives of individuals and in society. The LALS program at the University of South Florida emphasizes multiple theoretical and methodological approaches. We offer specializations in the following subdisciplines: the analysis of spoken and written texts, multilingualism, second language acquisition, and sociolinguistics. Through its curriculum, as well as through close mentoring between faculty and students, the LALS program emphasizes real-world, practical applications to language-related problems and prepares students with the 21st century skills necessary to succeed in both academic and industry careers.

## Part 1

### Where in the World?

University and program setting

#### **The University of South Florida**

The University of South Florida (USF) broke tradition when it was founded nearly six decades ago. The first major state university in America, planned and built entirely in the twentieth century, USF was Florida's first public metropolitan university - located purposely within commuting distance of one quarter of the State's population. The University was founded on December 18, 1956, and opened on September 26, 1960, when it welcomed its first students: 1,997 freshmen. Enrollment now exceeds 45,000, making it the second largest of Florida's ten state universities. The University of South Florida was officially designated as a State University System Research I institution in 1998-99. This recognition was based on factors such as the University's research productivity, graduate enrollment, number of graduate degrees awarded, endowment, and overall size of the University's undergraduate population. USF students come from every state in the nation and more than 100 countries. They represent all ages, cultures, and ethnic backgrounds. Nearly one quarter of the student population is African American, Hispanic, Asian American, or Native American.

*Colleges.* The University consists of 14 colleges: Arts and Sciences, Behavioral and Community Sciences, Business, Education, Engineering, Global Sustainability, Graduate Studies, Marine Science, Medicine, Nursing, Pharmacy, Public Health, The Arts, and Innovative Education. Together, they offer many graduate degree programs and graduate certificates. The Ph.D. in Linguistics and Applied Language Studies is in the College of Arts and Sciences (CAS).

*Accreditation.* USF is fully accredited by the Southern Association of Colleges and Schools (SACS), the official accrediting agency for institutions in the South.

## **The Department of World Languages**

The Department of World Languages at the University of South Florida consists of a number of academically autonomous programs in modern languages, literatures, and applied linguistics. It offers courses of study for both undergraduate and graduate degree programs within the liberal arts tradition. Foreign language study is available in a wide variety of languages. Bachelor's degree concentrations are available in Applied Linguistics, Classics, Chinese, East Asian Studies, French, German, Spanish, Italian, Russian, or a combination of these. Minor programs are available in several foreign languages as well as in linguistics.

## **The Ph.D. Program in Linguistics and Applied Language Studies (LALS)**

Applied Linguistics is an interdisciplinary field that is primarily studied at the upper-undergraduate or graduate level. Students who would have the appropriate background for the LALS Ph.D. program would have an MA degree in Applied Linguistics, English, Linguistics, TESOL, Second Language Studies, Foreign Languages, or a related field and typically have some experience with a language(s) other than English. Our program's curriculum prepares students to be researchers and practitioners at the university level, as well as to work in non-academic positions.

Closely allied with the LALS program is USF's English as a Second Language program: INTO USF. INTO USF enrolls hundreds of international students annually who study English in the Academic English (AE), English for Academic Purposes (EAP), and General English (GE) programs. Qualified students may have the opportunity to work for INTO USF as their funding for the Ph.D. program. Research opportunities are also available at INTO USF with appropriate approvals.

## **LALS listserv**

LALS is our program listserv for both current students and alumni. It is **crucial** that students sign up as soon as a USF e-mail address is received, as all of the program's important announcements are sent out via this listserv. Pay close attention to the messages sent via this listserv (i.e., read carefully before deleting). Not all will pertain to everyone, but sometimes information is requested of students via this listserv (e.g., internship requests, advising meetings), and failure to read and respond in a timely manner could delay time to graduation.

Once students are members, they can send a message to the listserv using the following address: [LALS@LISTSERV.USF.EDU](mailto:LALS@LISTSERV.USF.EDU). Please limit e-mail dissemination to the address to academic announcements.

Please contact Dr. Brandon Tullock ([btullock@usf.edu](mailto:btullock@usf.edu)) to be added to this very important e-mail list.

## **LINGO**

LINGO is our Applied Linguistics graduate student organization, which includes both MA and Ph.D. students. All students are encouraged to join in LINGO activities, as it is a great way to get to know fellow students outside of the classroom. Some of the events planned by LINGO include: invited academic talks and panels, picnics, student practice talks for academic conferences, bowling, dinners, happy hours, and more.

Currently, each semester's LINGO events are advertised via email through the LALS listserv.

Please contact the current LINGO president or LINGO faculty advisor (Dr. Matt Kessler, [kesslerm@usf.edu](mailto:kesslerm@usf.edu)) with any questions about the organization, as well as ideas for activities or events for the organization.

## Part 2

### How Do I Get Here?

What do I need to do to apply?

#### USF Admission Process

To apply to USF, go to the following link:

<https://secure.vzcollegeapp.com/usf/default.aspx?cid=87&ltid=1> .

As stated on the admissions website: “Please set aside approximately 30 minutes to complete the application and attach supporting documents. You may save what you have entered and return to the application at any time in the future. After submitting the application you will be able to pay the \$30 (USD) application fee by **credit card** (Discover, Visa, MasterCard) or **E-check**.”

Application deadline

- Regular deadline: **January 15**
- Deadline to be considered for university-wide fellowships: **December 1**
- The LALS program currently only accepts applications for a fall start dates. Late applications are not accepted and will not be reviewed.

International students may have earlier university-imposed deadlines. Please refer to the Office of Admissions for these deadlines. Additionally, some fellowships may have an earlier application deadline. Please refer to our website for information.

Consult the current USF catalog (<https://www.usf.edu/graduate-studies/faculty-and-staff/graduate-catalog-archives.aspx>) for additional admission information. Students on an F-1 visa should obtain information about financial support requirements for university study in the US.

## Admission Requirements for Graduate Study in Applied Linguistics

Admission requirements for degree-seeking students include all University, College, and Program requirements. Candidates who meet these requirements will be admitted upon the action of the Graduate Director and the Dean of the College of Arts and Sciences.

The program admission requirements are as follows:

- **An MA degree** in Applied Linguistics, Linguistics, TESOL, English, Second Language Studies, Foreign Languages, or a related field, from an accredited college or university
- Experience with an **additional language(s)**
- **A current curriculum vitae**
- **A GPA of 3.5** or higher in graduate (MA) coursework
- **GRE scores** (taken within the last five years) at or above Verbal reasoning: 153 (500, approximately 60% percentile); Quantitative reasoning: 144 (500, approximately 20% percentile); Analytical writing: 4.0.
  - The GRE requirement will not be waived and official GRE scores must be received by the January 15<sup>th</sup> deadline.
- **Three letters of recommendation**
  - The letters must be academic references, as these are those who can most accurately comment on the candidate's academic acumen. Under special circumstances, letters from supervisors or trainers can address the applicant's ability to learn. Employers can speak of the applicant's personal qualities that might contribute to success as a graduate student (but no more than one of the letters may come from these sources). Letters from family or friends are not acceptable.
- **A statement of research interest**
  - This statement will introduce the applicant to the Applied Linguistics faculty. Applicants should focus the statement on research interests, although it can also address topics such as academic background, interest in the field, reasons for selecting our program, aspirations for graduate studies, and professional goals. It would be helpful to review the research specializations of the Applied Linguistics faculty to make sure that your research interests are compatible with available resources.
  - If the applicant is interested in receiving funding, this should be indicated at the end of the statement of research interest.
- **A writing sample** that shows evidence of research skill. This can be published or unpublished, such as an article, an MA thesis, or an MA course paper.
- **Official transcripts** (must provide an official translation if transcripts are not available in English from the degree-granting university)
- **Interview** with program faculty (this interview occurs after the January 15th deadline if prospective students are being considered further for program acceptance)

## Additional Admissions Requirements for International Applicants

- TOEFL scores of
  - 100 or higher on the internet-based test or
  - 250 or higher on the computer-based test or
  - 600 or higher on the paper-and-pencil test

For admissions purposes, the TOEFL exam is not required if applicants have earned a college degree in an English-medium university in an English-speaking country; however, **BE AWARE** that TOEFL scores are required for teaching positions (funding). Please note that taking ESL courses does not exempt applicants from taking the TOEFL. While we accept the IELTS for admission purposes (although the TOEFL is strongly preferred), this test is not accepted by USF to be hired as a TA. Students who apply for admission with the IELTS may not be eligible for funding in their first semester. Thus, the TOEFL is strongly preferred for application to the Ph.D. in LALS.

The TOEFL is not required for a TA position for international students who come from an English-speaking country. See the Office of Graduate Studies website for more information: <https://www.usf.edu/graduate-studies/funding/graduate-assistantships-resource-center/graduate-assistant-eligibility.aspx>

Please note that TOEFL scores are valid for two years for admission, according to the ETS website. If a TOEFL score is more than two years old, the applicant will need to re-take the TOEFL or satisfy the English proficiency requirement in one of the other ways: <https://www.usf.edu/graduate-studies/funding/graduate-assistantships-resource-center/graduate-assistant-eligibility.aspx>

In all cases, the Applied Linguistics faculty will be the sole arbiter in matters of admissibility. In the case of conditional admission, the faculty may specify additional requirements such as minimum GRE scores, prerequisites, minimum grade point averages, etc.

## Program Transfers from Other Institutions and from within USF

- Typically, coursework from other programs at USF and other institutions cannot be transferred to the Ph.D. in Linguistics and Applied Language Studies (LALS). Each transfer request will be handled on a case-by-case basis by the program faculty.
- All program transfer requests will follow the same procedures as new applicants to the programs. Thus, all materials for program transfer must be submitted by the January 15<sup>th</sup> deadline.
- Prospective students wishing to transfer from another graduate program within USF must meet the minimum requirements for the LALS program. Having been admitted to a different program at USF does not guarantee admission to the LALS Ph.D. Program. Transfer requests will be evaluated following the same criteria used for all other applicants.
- Regardless of whether a student is transferring from another institution or from another program at USF, **it is the student's responsibility** to understand how the program transfer will affect his/her financial aid. <http://www.usf.edu/financial-aid/>



## Non-Degree-Seeking Status

For a variety of reasons, students may choose to take courses before applying to the program. When a student changes from “non-degree-seeking” status to full admission, please review the course transfer policy from the Office of Graduate Studies at <https://catalog.usf.edu/content.php?catoid=12&navoid=1375&hl=%22transfer+credits%22&returnto=search#transfer-of-credit>. It is the student’s responsibility to contact WLE’s academic specialist and the graduate director of the Ph.D. program to complete the paperwork needed to have these courses transferred. This should be done immediately upon status change to full admission. **Failure to complete this paperwork in a timely manner could result in a delay in graduation.**

## Time Limitations Related to Admission

Acceptance to graduate standing (i.e. acceptance to the program) is granted for the semester and the particular program specified in the official acceptance notification. Students must validate their acceptance by enrolling in **at least one course in the semester indicated in the official acceptance notification**. Failure to register for, and complete, at least one course during the admitted semester **invalidates** the student’s admission. Deferral requests must be processed by the semester indicated in the graduate catalog.

## Full-Time Enrollment

Graduate-level full-time enrollment is 9 credits for the fall and spring semesters and 6 credits for the summer. All students holding TA positions must be enrolled as a full-time student during the semester of the appointment. Domestic students with OPS (hourly) or adjunct appointments do not need to meet the full-time status requirements. International student visa requirements stipulate that international students must be enrolled full-time during the fall and spring semesters, regardless of TA appointments. Full-time enrollment is not required for international students during the summer. International students should contact International Services (<https://www.usf.edu/world/international-services/index.aspx>) for questions and the most up-to-date information about visa requirements.

## Part 3

### I'm Here! Now What?

What to do after you have been accepted

#### Graduate Student Orientations

There are several orientations that students will potentially need to attend at USF:

Program orientation: This orientation is held the week before classes start each fall. It is required that **ALL students** (both new and returning) attend this meeting. At this orientation, students will receive information about the program's requirements and important procedures. The exact date will be announced via e-mail. **Status: Required**

New TA orientation: If students are first-time TAs in WLE, they will need to attend the departmental new TA orientation. The section supervisors will inform their TAs of the specific dates and times of this orientation, which typically takes place during the Monday, Tuesday, and Wednesday of the week before the fall semester starts. If a student has been hired to teach for WLE for the first time but has not heard anything about this orientation, please contact the Applied Linguistics Graduate Director. **Status: Required**

Graduate school orientation: This orientation offered by the graduate school will give new graduate students important information about graduate life at USF and a chance to meet other graduate students. <https://www.usf.edu/graduate-studies/students/newly-admitted-students/orientation/new-graduate-student-orientation.aspx> **Status: Highly recommended**

International student orientation: International students may have additional **required** orientations. Please contact USF World for additional information. <https://www.usf.edu/world/international-services/index.aspx>

Note about mandatory TA training class: The Academy for Teaching and Learning Excellence (ATLE) provides a TA training course at the beginning of each semester. This course has **TWO** required components: an online course (expected hours to completion: 8-10) and a one-day face-to-face seminar that is offered the Friday before classes begin each semester. All TAs must attend a one-day mandatory workshop at the start of their first semester as TAs. There are also optional classes that TAs can take through the ATLE. For more information, please visit: <http://www.usf.edu/atle/faculty/tas.aspx> **Status: Required**

#### Checklists for Domestic and International Students

To help ensure that students have done everything required before the beginning of the semester, please take a look at the following checklists. The first checklist is for both domestic and international students, and the second checklist is additional items for international students.

## Checklist for Both Domestic and International Students

1. Contact the LALS Graduate Director to verify attendance.
2. Activate the USF e-mail account and NetID. All official USF communications, including program information, will be disseminated via the USF e-mail. <https://netid.usf.edu/una/>
3. Register for the courses indicated in the admission e-mail message via OASIS: <http://oasis.usf.edu/>. Do NOT deviate from these courses.
4. Register for the LALS listerv (contact Dr. Brandon Tullock, btullock@usf.edu).
5. Investigate and register for the appropriate orientations.
6. Contact the supervisor for TA position (if applicable).
7. Investigate health insurance options. If you are a TA with a .25 FTE appointment or higher, you have a different health insurance option than those students without a TA position: <http://usfweb2.usf.edu/human-resources/benefits/graduate-assistant-insurance.asp>. All international students are required to have health insurance at all times. <https://www.usf.edu/student-affairs/student-health-services/insurance/inscompliance.aspx>
8. Submit immunization information. Requirements for domestic and international students differ. For more information, see Student Health Services. <https://www.usf.edu/student-affairs/student-health-services/immunizations/>
9. Get a student ID card from the USF card center in the Marshall Center. A USF ID card is required to activate the USF NetID, which allows students to access information online and to use the Campus recreation facilities. <https://www.usf.edu/it/class-prep/usf-card.aspx>
10. Find a place to live. There is limited graduate housing on campus (the Magnolia Apartments), as well as a wide selection of living spaces near campus and in the Tampa Bay in general. For information on-campus housing, visit the Housing and Residential Education website: <http://www.housing.usf.edu/options/>
11. Open a local bank account. Tampa Bay is home to many national and regional banks, so students have a wide variety of choices. The bank located on campus is the USF credit union: <https://usffcu.org/>

### Additional Checklist Items for International Students

1. Verify personal information with International Services upon receiving admission notification.
2. Check in with International Services.
3. Verify that English proficiency requirements for TA positions via the TOEFL or TOEIC have been met. Although supervisors/the LALS Graduate Director will help remind students, **ensuring eligibility to teach is ultimately the responsibility of the student.**

## Financial Assistance

The Applied Linguistics faculty will help find funding to the extent possible for LALS Ph.D. students for **four years** of graduate studies. After four years, students will be responsible for finding their own funding. Financial assistance is available from several sources at the University of South Florida, the most common being Graduate Teaching Assistantships (TA positions). Students accepted into the Ph.D. program are automatically considered for funding; additional application documents might be requested for some TA positions. Funding can either be in the form of a TA position (teaching), an RA position (research – this is less common) or hourly (OPS). The TA positions of .25 FTE (about 10 hours/week) or greater come with a tuition waiver (not including fees) and health insurance. All information about graduate funding can be found in USF's Graduate Assistant handbook: <http://www.grad.usf.edu/inc/linked-files/GA/GA-Handbook.pdf>

*The following are some of the funding opportunities that are available to our students:*

- TA for language courses in WLE: These assignments depend on language abilities and academic background. Some of the positions have specific applications (e.g. TA for a Spanish language course), but some applications are more informal (e.g., German, Arabic, Japanese).
- TA for Applied Linguistics content courses in WLE: Appropriate academic background is needed to teach these courses.
- TA for INTO USF: <http://www.usf.edu/intousf/>. Separate application process applies.
- USF Writing Studio: <https://www.usf.edu/undergrad/academic-success-center/writing-studio/>
- WLE tutoring center: <http://languages.usf.edu/tutoring/>. The application for these positions is on our website. Please e-mail the Tutoring Coordinator (listed on the application) and copy the Ph.D. Director.
- INTO USF tutoring center: <https://www.usf.edu/intousf/resources/learning-resource-services/> To apply for these positions, please e-mail the center director, Jordan Walters (jtwalters@usf.edu) with a statement of interest and CV. Also copy the Applied Linguistics Ph.D. director on this initial e-mail.
- Students interested in the College Work Study Program (for low income students) or student loan programs should contact University Scholarships & Financial Aid Services: <http://www.usf.edu/financial-aid/>.
- The Office of Graduate Studies website has a list of fellowships offered by USF. Students apply directly to many of these fellowships, although some require a departmental/program nomination. Visit the following website to learn more about these fellowships: <http://www.grad.usf.edu/scholarships.php>
- Be sure to look in a variety of places for funding, internally and externally. For example, serving as a residence hall assistant for undergraduate dorms often comes with a tuition waiver and stipend. <http://www.housing.usf.edu/experience/employment/ra/>
- Be creative in the search. Many offices on campus need student workers, so check the USF employment website for additional opportunities. <http://www.usf.edu/administrative-services/human-resources/>

# Part 4

## Rules to Remember

Additional administrative issues

### Office of Graduate Studies Requirements

The Graduate School imposes certain general requirements upon all graduate programs at USF. These are outlined more completely in the USF Graduate Catalog. Whereas the Applied Linguistics Program provides advice via that Graduate Director, other faculty members, and this handbook, the ultimate responsibility for the satisfaction of requirements and compliance with all university policies and regulations rests solely with the individual student.

Among the requirements of the Office of Graduate Studies are the following:

1. Minimum enrollment for students who hold graduate assistantships is nine (9) semester credit hours.
2. Students must be enrolled for a minimum of two semester hours during their final semester. Please be aware that this is even the case if all required coursework has been completed.

### Advising and Student Responsibilities

Academic advising and scheduling will be done in coordination with the LALS director or academic advisor. It is the student's responsibility to meet with an advisor once every semester during the advising meeting time period (towards the middle of every semester – dates are announced via the LALS listserv). Failure to do so may result in registration delays as well as delays in graduation. Of course, students are encouraged to make appointments with the advisor or the LALS director at other times as well. Students are reminded of University Policy Statement 415:

*"Although the University provides advising services to assist students with academic planning, the responsibility for seeing that all requirements are met rests with the student."*

### Student Conduct

Members of the university community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect of the rights of others are essential conditions for academic and personal freedom at the university. USF reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the university, or impair the welfare of freedom of the members of the university community. Disciplinary procedures are followed when a student violates the code of conduct or commits an offence as outlined in the Student Conduct Code. These are described in detail on the Student Affairs Website: <https://www.usf.edu/student-affairs/dean-of-students/policies/student-conduct-policies.aspx>

### Time Limits

Ph.D. degrees must be completed within 7 years from the student's date of admission for graduate study. Courses taken prior to admission to the USF graduate program, for example as non-degree seeking or from other institutions that were transferred in, can be no older than 10 years at the time of graduation. The form for a time extension (and all other graduate forms) is located on the Office of Graduate Studies website: <https://www.usf.edu/graduate-studies/documents/usf-graduate-studies-time-limit-extension-form-fillable.pdf>

## Part 5

### I'm In! How Do I Get Out?

Steps to ensure successful graduation

### LALS Program Policies and Requirements

The Ph.D. in Linguistics and Applied Language Studies (LALS) requires 55 semester hours total, post MA. The 55-credit-hour requirement applies to all students. A student pursuing the degree on a full-time basis is expected to enroll in 9 credit hours, or 3 classes, per semester.

### Overview of Degree Requirements for the Ph.D. in LALS

#### Structured Coursework

Total Minimum Program Hours: 55 hours

**Core Courses:** all courses in this category must be taken (22 –24 credits)

*All courses are 3 credits unless otherwise indicated*

LIN 6720 Second Language Acquisition

LIN 7630 Seminar on Research and Writing in Applied Linguistics

LIN 7631 Advanced Seminar in Applied Linguistics (LIN 6720 prerequisite)

LIN 6675 The Grammatical Structure of American English, OR a course focusing on the morphology and syntax of another language in WLE.

LIN 7635 Professional Development

LIN 7638 Qualitative Methods in Applied Linguistics

LIN 7639 Quantitative Methods in Applied Linguistics

LIN 7911 Directed research in Applied Linguistics: to be taken the semester of writing the qualifying exam paper (1-3 credits)

**Foundation Course Electives** (6 credits required). Based on student's prior educational background, recommendations will be made by the admissions committee and implemented by the academic advisor. Each student is required to take a minimum of two of the following courses:

LIN 5700 Applied Linguistics

LIN 6081 Introduction to Graduate Studies

TSL 5371 Methods of TESL

TSL 5372 ESL Curriculum & Instruction

TSL 5440 Language Testing

TSL 5525 Cross-Cultural Issues in ESL

[Note: In special circumstances, additional courses from the "Foundation Course Electives" group may be counted as General Electives.]

**General Electives** (9 credits required). Each student is required to take a minimum of three general electives. These can be from established course numbers or via the LIN 6932 special topics number and include the following:

LIN 7885 Discourse Analysis  
LIN 6601 Sociolinguistics  
LIN 6722 Writing Processes in SLA  
LIN 6726 Individual Differences in SLA

LIN 6932 Special Topics Course (examples):

- English for Academic Purposes/English for Specific Purposes
- Language of the Internet
- Intercultural Pragmatics
- Computer-Assisted Language Learning
- Language Learning in Study Abroad

[Note: Students who have completed the MA in Applied Linguistics: Teaching ESL from USF will have already taken all of the Foundation Course Electives. In this case, additional courses from the “General Electives” category can be substituted.]

**Dissertation** (minimum of 18 credits of LIN 7980). It is anticipated that each student will dedicate a minimum of two consecutive semesters of full-time study to writing the dissertation. It is very common that additional dissertation hours are needed, beyond 18 credits, to complete the dissertation.

#### COURSES

See <https://usfweb.usf.edu/academic-programs/course-inventory>

#### **Elective Policy**

Students have the opportunity to take all of their elective courses from faculty members in the Applied Linguistics section. However, sometimes, electives may be taken from a different section in World Languages, or from a different department at USF. Outside electives must be chosen in consultation with the program director/academic advisor.

## Typical Course Sequence

<b>First Year</b>		
Fall	Spring	Summer
1. LIN 7637 <i>Research and Writing in Applied Linguistics</i>	1. LIN 6720 <i>Second Language Acquisition</i>	1.
2. 1 Foundation Course	2. LIN 7931 <i>Advanced Seminar in Applied Linguistics</i>	2.
3. 1 General Elective	3. LIN 7639 <i>Quantitative Methods in Applied Linguistics</i>	3.
Total credits – 9	Total credits – 9	Total credits
<b>Second Year</b>		
Fall	Spring	Summer
1. LIN 7638 <i>Qualitative Methods in Applied Linguistics</i>	1. LIN 6675 <i>Grammatical Structure of American English</i> (or other approved structure course)	1.
2. 1 Foundation Course	2. LIN 7635 <i>Professional Development</i>	2.
3. 1 General Elective	3. LIN 7911 <i>Directed Research in Applied Linguistics</i> (or another elective based on interest)	3.
Total credits – 9	Total credits – 9	Total credits

Most core courses are offered only once a year, as indicated in the suggested course sequence.

Note: This is a suggested sequence. An individual program of study for each student will be developed in consultation with an academic advisor.



## Other degree requirements

### Screening-in process

You will submit the materials for the “screening-in” process at the beginning of the fourth semester. The purpose of this process is to establish that you are qualified to start the research component of your degree program. You will need to submit three parts:

1. A writing sample: You will select a final paper from one of your courses (while a student in the LALS program) that required an empirical study (i.e. must include data analysis). You will have the opportunity to get feedback from the faculty member teaching the class during the semester; however, after the semester, no additional faculty feedback is permitted. Based on the feedback you received, you will revise your paper for the screening-in process. When revising your research paper, you should target a specific journal in the field of applied linguistics. This will involve (a) identifying a journal that fits your research paper’s topic, and (b) crafting/revising your paper to meet that journal’s specific guidelines (e.g., meeting their word count). When submitting your screening-in writing sample, you will inform the faculty readers of the journal you selected.
2. A two-page description of research interests: This is a short summary of the potential topic you intend to pursue for your dissertation and will be the basis of the qualifying exam. The summary must include: (a) a general overview of your research interests, (b) envisioned research questions/topics, and (c) the types of data that might be used.
3. Unofficial transcript: This can be downloaded from Banner and will be used to verify that all course requirements have been met.

The three components above are due by Friday at 5:00pm of Week 5 of fourth semester of the program (not including summers). No late submissions are accepted. Students will only have one chance to complete the process; there are no revisions possible. Each submission will be evaluated by two (2) applied linguistics faculty, who will be selected by the student. The screening-in process is pass/fail; if the student fails, he or she will not be permitted to continue in the LALS Ph.D. program.

If the screening in is successful, the student will need to then fill out the Program of Study (POS) paperwork: This form (found in the Appendix of this handbook) must be completed. The POS indicates all course requirements, other program requirements, and has a section for names and signatures of the supervisory committee members for the dissertation. Each student will need to have an advisor (i.e. major professor) and three additional committee members in place with the signatures of each before the POS can be submitted.

### Qualifying Exam

After successfully screening-in to the program and forming a supervisory committee, the next step is the Qualifying Exam. Ideally, students will take the Qualifying Exam during the 5<sup>th</sup> semester of the program. If a student needs to take the exam in a semester other than the fifth semester of the program, a written request must be submitted and reviewed by the faculty. Once notification has been received about screening-in, the student will work with the advisor to further fine-tune the dissertation topic in preparation for the Qualifying Exam. By 5pm Monday

of the first day of the semester, the student will receive via e-mail the Qualifying Exam questions from his or her advisor. The exam questions are designed to help the student draft the first parts of the dissertation proposal (i.e. the literature review and the methodology). The finished exam is due within 3 weeks: Monday at 5pm of week four of classes. No outside help is permitted on the exam; it should be an indication of what students can produce by themselves. Of course, students are expected to draw on, and appropriately cite, textual sources when writing.

There will be a minimum of two faculty members who grade the exam – the advisor and a second committee member who will be chosen in conjunction with the help of the advisor. In the case that students do not pass the qualifying exam on the first try, a second attempt will be given to revise the exam within the same semester. The revisions are due on Monday at 5pm of the 10<sup>th</sup> week of the semester. After the successful completion of the qualifying exams, an Admission to Doctoral Candidacy form – found on the Office of Graduate Studies website (<https://www.usf.edu/graduate-studies/documents/usf-graduate-studies-admission-to-doctoral-candidacy-form-fillable.pdf>) – will need to be submitted. If a student fails on the second attempt, he or she will not be permitted to continue in the LALS Ph.D. program.

### **Dissertation Proposal**

Upon successfully completing the Qualifying Exam, the next step is for students to complete the Dissertation Proposal. In order to help move students from the Qualifying Exam through the Dissertation Proposal phase, after completing the Qualifying Exam, students are expected to schedule recurring check-in meetings with their advisor (e.g., every two weeks). Students should use these meetings for the purposes of updating their advisor on their progress towards the Dissertation Proposal, asking questions, and resolving any potential issues.

The faculty advisor will let the student know when the proposal is ready to defend. Once the Dissertation Proposal is ready, the student must (a) schedule a defense date with the entire committee, and (b) send the written proposal to the committee at least two weeks prior to the defense.

It is expected that students will defend their Dissertation Proposal during the third year of the program (i.e., in either their 5<sup>th</sup> or 6<sup>th</sup> semester). If extenuating circumstances arise and a student is not ready for the proposal defense during the 5<sup>th</sup> or 6<sup>th</sup> semester, a written request can be submitted (via email) to be reviewed by the faculty advisor and the graduate director. However, please note that failure to defend in the given timeframe may constitute unsatisfactory progress toward degree completion and may result in non-renewal of the student's departmental funding.

The proposal defense consists of a 20-minute presentation to the committee members during which the committee members can ask questions. The committee members will also provide written feedback to the student. The student will be notified of the pass/fail status the same day of the defense. Upon a successful defense, the student is ready to start the dissertation project. If human subjects are involved, the student will need to get IRB approval before starting data collection (<https://www.usf.edu/research-innovation/research-integrity-compliance/ric-programs/irb/irb-hrpp/index.aspx>)

### **Dissertation Defense**

The end is near! In order to request a dissertation defense, students need to complete the dissertation defense request form, which is found on the CAS website (<https://www.usf.edu/arts-sciences/students/graduate/forms-and-links.aspx>). The total number of dissertation credits required for the LALS program is 18; however, students must be enrolled for a minimum of two credits during the semester of the final defense (and if, for some reason, this semester is different from the semester of graduation, students must also be enrolled for two credits during the semester of graduation (<https://catalog.usf.edu/index.php?catoid=12>)). The dissertation defense consists of written feedback from all committee members and a 20-minute presentation, following which the committee members can ask the candidate questions. The student will be notified of the pass or fail status the same day of the defense. Following a successful defense, the student will receive a summary of requested revisions from the advisor, representing concerns from the whole committee. Once the revisions have been made and approved by the committee, the student needs to generate a plagiarism report via Canvas with the help of the advisor. The student will then submit the final dissertation and the plagiarism report to the office of graduate studies (<http://www.grad.usf.edu/ETD-res-main.php>).

### Summary of Program Requirements and Timeline

Semester 1 (Fall)	9 structured credits
Semester 2 (Spring)	9 structured credits
Summer	optional elective
Semester 3 (Fall)	9 structured credits
Semester 4 (Spring)	6-9 structured credits (depending on previous summer) Screening-in: Week 5 Choose advisor – Discuss dissertation topic
Summer	Read and prepare for Qualifying Exam/proposal optional elective
Semester 5 (Fall)	3-9 directed research credits to go with Qualifying Exam Qualifying Exam – Starts Week 1 and is due Week 4
Semester 5 or 6 (Fall or Spring)	Dissertation Proposal defense
Semester 6 (Spring)	Dissertation data collection and analysis
Summer	Dissertation data collection and analysis
Semester 7 (Fall)	Dissertation data collection and analysis
Semester 8 (Spring)	Dissertation defense Final dissertation revisions – EDT submission – Graduation

### Descriptions of Core Courses

- LIN 6675 *Grammatical Structure of American English* [generally offered in Spring]  
Analysis and description of major morphological and syntactic structures of American English, with emphasis upon applied linguistics.

- LIN 6720 *Second Language Acquisition* [generally offered in Spring] An overview of major theories of Second Language Acquisition (i.e., Universal Grammar, cognitive, social, interactionist, sociocultural), emphasizing seminal and current research studies.
- LIN 7637 *Research and Writing in Applied Linguistics* [generally offered in Fall] This course, typically taken during the first semester, introduces students to qualitative, quantitative and mixed-methods approaches to Applied Linguistics research. Focus is on learning to review and synthesize relevant research and to design empirical research projects.
- LIN 7931 *Advanced Seminar in Applied Linguistics* [generally offered in Spring] This course provides students the opportunity to engage with research on current topics in Applied Linguistics (including multicompetence, “ownership” of language, language ideologies, social identities in language learning, and discourse in professional contexts). Students design and carry out an empirical study related to their area of interest.
- LIN 7638 *Qualitative Research in Applied Linguistics* [generally offered in Fall] This course covers popular approaches to qualitative research, including ethnography, case study, narrative inquiry, and discourse analysis. Emphasis is on practice with essential skills related to research design, interviewing, observations and coding.
- LIN 7639 *Quantitative Research in Applied Linguistics* [generally offered in Spring] This course helps students develop as applied linguistics scholars with regard to conducting quantitative analyses using SPSS. Students will gain practical experience with a variety of statistics tests (e.g., correlations, t-tests, various ANOVA types, multiple regression, ANCOVA) as well as discuss issues regarding power and effect size.
- LIN 7635 *Professional Development* [generally offered in Spring] This course prepares students for various aspects of professional life, by addressing the academic job search, involvement in professional organizations, and academic publishing. It consists of practical hands-on activities which provide a foundation for a wide range of future professional activities.
- LIN 7911 *Directed Research in Applied Linguistics*. Variable topics. Projects are developed in consultation with an individual faculty member and may include further revising completed class projects for publication. (Students should register for Directed Research credits in the semester they take the Qualifying Exam.)

### **Descriptions of Foundation Electives**

- LIN 5700 *Applied Linguistics* [generally offered in Fall]  
Analysis of the phonological, morphophonological, and syntactic features of English as a basis for linguistic application to problems of English language acquisition by non-native speakers.
- LIN 6081 *Introduction to Graduate Studies in Linguistics* [generally offered in Fall] An introduction to the aims and methodologies of applied linguistics as a graduate discipline: the field of linguistics, its subdisciplines, and its relationship to adjacent arts and sciences; bibliographical resources; methods of research and research writing; and a brief survey of the historical development of applied linguistics and current issues in the field.

- TSL 5371 *Methods of TESL* [generally offered in Fall]  
Analysis of the methods of teaching English listening, speaking reading, and writing with attention to L2 culture and pragmatics.
- TSL 5372 *ESOL Curriculum and Instruction* [generally offered in Spring] Analysis of the methods of creating, modifying, sequencing, and assessing second/foreign language instructional programs.
- TSL 5471 *Language Testing* [generally offered in Fall]  
Course on the theory and practice of second language testing for achievement, proficiency, placement, and diagnostic purposes.
- TSL 5525 *Cross-Cultural Issues in ESL* [generally offered in Spring]  
Exploration of issues related to culture and cultures, strategies for teaching and testing cultural knowledge and skills, development of cross-cultural awareness.

### **Descriptions of General Elective Courses (offered in rotation on a 2-3 year schedule)**

- LIN 6601 *Sociolinguistics* This course provides an overview of linguistic variation with emphasis on the research methodologies of sociolinguistics and the implications of related findings for current linguistic theory.
- LIN 6722 *Writing Process in SLA* This course provides an overview of current theory and research in second language writing development and instruction, with emphasis in professional and disciplinary contexts. LIN 6726 *Individual Differences in SLA* This course covers a range of IDs, such as anxiety, identity, motivation, metacognition, working memory, and more. Offers a focus on methodological approaches for investigating IDs in SLA research, such as: interviews, surveys, eye-tracking, ethnography, and structural equation modeling/factor analysis.
- LIN 7885 *Discourse Analysis* This course covers the major approaches to DA, including conversation analysis, critical discourse analysis, interactional sociolinguistics and pragmatics, with an emphasis on developing wide-ranging skills for analyzing spoken, written and multimodal texts.
- Special topics courses (LIN 6932):
- *English for Academic Purposes/English for Specific Purposes* This course introduces students to the field of English for Academic/Specific Purposes. Students will gain an understanding of the theory, research and pedagogy in this area.
- *Computer-Assisted Language Learning* This course provides an overview of issues involving the use of technology for language learning and teaching. Students will explore topics such as technology access and usage, along with connecting theory, research, and pedagogy for better understanding CALL technologies in the contexts of L2 reading, writing, speaking, and listening.
- *Intercultural Pragmatics* This course provides an introduction to intercultural communication, with a major emphasis on pragmatics, i.e., the study of meaning in context. Students explore ways in which linguistic and cultural backgrounds influence how social functions are realized using language.
- *Bilingualism/Multilingualism* This course provides an overview of the current trends involving the cognitive and social implication of bilingualism and multilingualism.

- *Language of the Internet* This course explores the linguistic and discourse-level variation that occurs in different registers, or genres, of online communication. Students will explore themes such as: identities and community, evaluation and stance, narratives, multilingualism and heteroglossia, politeness/impoliteness, metalinguistic practices, and intertextuality.

### Grades and Grading

- Graduate students must attain an overall average of 3.5 in all courses. No grade below 3.0 ("B") will be acceptable toward a graduate degree, but all grades will be counted in computing the overall grade point ratio (GPR).
- S/U grades are generally not given in the LALS program, except when courses are graded on a satisfactory or unsatisfactory basis (e.g., Directed Research).
- Incomplete ("I" grades) may be used for an authorized failure to meet the requirements of the course. Until removed, the "I" is not computed in the GPA. "I" grades are exceptional, and given only if an emergency has prevented or will prevent a student from completing the work for the course, and when all other coursework has been successfully completed. The professor will submit a World Languages "Incomplete Grade Report" form whenever an "I" grade is given, which includes instructor and student signatures and an agreed upon date for turning in the work the following semester. If the student does not complete the work by this date in the following semester, the "I" will be removed and the grade calculated with the missing assignments will be given.

### Foreign Language Proficiency Requirement

To ensure that students have some firsthand appreciation of the second language acquisition process, the program has a foreign language proficiency requirement in at least one foreign language.

#### *Native Speakers of English:*

The student must demonstrate the "Novice-High" proficiency in an additional language, based on the ACTFL Proficiency Guidelines. This is roughly equivalent to three semesters of college-level study at USF. Students who may have met this criterion upon admission include:

- Students who have earned undergraduate or graduate degrees in foreign languages.
- Students who can document minors in foreign languages on their university transcript.
- Students who have resided, for a significant amount of time, in a country in which the language is spoken.
- Note: Students without majors or minors in foreign languages may request to have prior documented coursework in a foreign language (**minimally three semesters**) considered, provided that it meets the following requirements:
  1. There is no grade less than a "B" in any course and/or sequence.
  2. The most recent course and/or sequence can be determined to be at the Novice-High level.

Students who need to satisfy the foreign language proficiency requirement can satisfy this requirement in any one of the following ways:

- Place at the 4th level on the department's placement examination for the language.
- Complete coursework through the third semester of the language at USF (or equivalent at another institution) with no grade below a "B." Study abroad credits are acceptable and encouraged.
- Submit an equivalent score or better score on any standardized national competency examination (e.g. ETS), subject to approval.
- Provide ACTFL Oral Proficiency Interview (OPI) examination scores for a language at the level indicated at the beginning of this section.

*Non-native Speakers of English:*

Students whose first language is a language other than English, and who have submitted TOEFL scores to satisfy admission requirements, will have satisfied the foreign language proficiency requirement upon admission to the program.

### **Application for Graduation**

The Application for Graduation must be filed with the Registrar's Office within a few weeks into the term in which the student wishes to graduate. The Registrar's application deadline must be strictly adhered to, and appeals to waive that deadline are not granted. The responsibility for meeting applicable deadlines is entirely that of the student. <https://www.usf.edu/registrar/services/graduation.aspx>

# Part 6

## Other Useful Information

### Faculty and Staff

#### *Applied Linguistics Core Faculty*

- Matt Kessler, Ph.D. (Michigan State University). Assistant Professor. *Computer-assisted language learning, Genre-based teaching and learning, Second language writing.* [kesslerm@usf.edu](mailto:kesslerm@usf.edu)
- Brandon Tullock, Ph.D. (Georgetown University). Assistant Professor. *Second language acquisition (SLA), Study abroad, Bilingualism/multilingualism.* [btullock@usf.edu](mailto:btullock@usf.edu)
- Camilla Vásquez, Ph.D. (Northern Arizona University). Professor. *Discourse analysis, Sociolinguistics, Internet communication, Pragmatics.* [cvasquez@usf.edu](mailto:cvasquez@usf.edu)
- Wei Zhu, Ph.D. (Northern Arizona University). Associate Professor. *Second language writing, Writing for academic/specific purposes, Computer-mediated communication, Writing development.* [wzhu@usf.edu](mailto:wzhu@usf.edu)

#### *LALS Program Director & Academic Advisor*

Camilla Vásquez, Ph.D.  
Office: CPR 438  
Email: [cvasquez@usf.edu](mailto:cvasquez@usf.edu)

#### *WLE Department Chair*

Ippokratis Kantzios, Ph.D.  
Office: CPR 418  
Phone: (813) 974-2548  
Email: [skschindler@usf.edu](mailto:skschindler@usf.edu)

#### *WLE Associate Department Chair*

Anne Latowsky, Ph.D.  
Office: CPR 440  
Phone: (813) 974-2548  
Email: [athompson@usf.edu](mailto:athompson@usf.edu)

#### *Office Staff*

Claudine Boniec, Academic Services Administrator  
Office: CPR 419  
Phone: (813) 974-5510  
Email: [cboniec@usf.edu](mailto:cboniec@usf.edu)



Patricia Boyd, Academic Program Specialist  
Office: CPR 419  
Phone: (813) 974-2719  
Email: boydp@usf.edu

Aradia Erazo, Staff Assistant  
Office: CPR 419  
Phone: (813) 974-0964  
Email: amv3@usf.edu

Andrew Bird, Undergraduate Advisor  
Office: BEH 201  
Phone: (813) 974-6957  
Email: ajbird@usf.edu

## Useful Links

Ph.D. program in Linguistics and Applied Language Studies (LALS): <https://www.usf.edu/arts-sciences/departments/world-languages/graduate/phd.aspx>

MA program in Applied Linguistics: Teaching ESL: <https://www.usf.edu/arts-sciences/departments/world-languages/graduate/ma-applied-linguistics.aspx>

Department of World Languages (WLE): <https://www.usf.edu/arts-sciences/departments/world-languages/index.aspx>

Office of Admissions: <https://www.usf.edu/admissions/graduate/index.aspx>

Office of Graduate Studies: <https://www.usf.edu/graduate-studies/>

Graduate student catalog: <https://catalog.usf.edu/index.php?catoid=12>

Graduate student life guide: <https://www.usf.edu/graduate-studies/documents/usf-graduate-student-life-guide.pdf>

INTO USF: <https://www.usf.edu/intousf/>

College of Arts and Sciences: <https://www.usf.edu/arts-sciences/>

Office of the Registrar: <https://www.usf.edu/registrar/>

University Financial Aid Services: <https://www.usf.edu/financial-aid/>

International Student Services, USF World: <https://www.usf.edu/world/international-services/index.aspx>

Student Health Services: <https://www.usf.edu/student-affairs/student-health-services/>

Appendix A – Advising form

**Course Sequence: Ph.D. in LALS**

Name:	L2 requirement documentation:
U-number:	Screening in date:
Semester admitted:	Qualifying exam date:
Graduation semester:	Dissertation proposal date:
Funding:	Final dissertation defense date:

Dates of advising meetings and initials of the faculty

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<b>First Year</b>		
Fall _____	Spring _____	Summer _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Total credits	Total credits	Total credits

<b>Second Year</b>		
Fall _____	Spring _____	Summer _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Total credits	Total credits	Total credits

<b>Third Year</b>		
Fall _____	Spring _____	Summer _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Total credits	Total credits	Total credits

Appendix B - POS

**COLLEGE OF ARTS AND SCIENCES**  
**Department of World Languages**  
**Ph.D. in Linguistics and Applied Language Studies (LALS)**  
**PROGRAM OF STUDY (POS)**

Name:	USF ID#	Phone:
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Address:

Language Requirement: Y/N	L2:	Evidence:
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Date of Admission to LALS Program:

Expected Date of Completion of Ph.D. in LALS:

USF Catalog Date:

Funding source(s):

Date/semester of Screening-in:

Date/semester of Qualifying Exam:

Date/semester of Proposal Defense:

Date/semester of Dissertation Defense:

Notes:

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**I. CORE COURSE: 22-24 credits**

<u>Course #</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>Sem/Yr</u>	<u>Grade</u>	<u>Notes</u>
LIN 6720	Second Language Acquisition	(3)			
LIN 7637	Seminar on Research and Writing in Applied Linguistics	(3)			
LIN 7931	Advanced Seminar in Applied Linguistics (LIN 6720 prerequisite)	(3)			
LIN 6675	The Grammatical Structure of American English, OR a course focusing on the structure of another language in WLE	(3)			
LIN 7635	Professional Development (to be taken at the end of the coursework)	(3)			
LIN 7638	Qualitative Methods in Applied Linguistics	(3)			
LIN 7639	Quantitative Methods in Applied Linguistics	(3)			
LIN 7911	Directed research in Applied Linguistics: to be taken the semester of writing the qualifying exam paper. The qualifying exam will be done at the end of the other coursework.	(1-3)			

**Total credits for I.**

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**II. FOUNDATION COURSE ELECTIVES: 6 credits**

<u>Course #</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>Sem/Yr</u>	<u>Grade</u>	<u>Notes</u>
LIN 5700	Applied Linguistics	(3)			
LIN 6081	Introduction to Graduate Studies	(3)			
LIN 6675	Grammatical Structure of American English (can't use for this category if used for the structure requirement)	(3)			
TSL 5371	Methods of TESL	(3)			
TSL 5372	ESL Curriculum and Instruction	(3)			
TSL 5440	Language Testing	(3)			
TSL 5525	Cross-Cultural Issues in ESL	(3)			
Other:		varies			

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**Total credits for II.**

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**III. GENERAL ELECTIVES (9 Semester Hours)**

<u>Course #</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>Sem/Yr</u>	<u>Grade</u>	<u>Notes</u>
LIN 6722	Writing Processes in SLA	(3)			
LIN 6601	Sociolinguistics	(3)			
LIN 6726	Individual Differences in SLA	(3)			
LIN 7885	Discourse Analysis	(3)			
LIN 6932	Special Topics (see handbook for sample topics)	(3)			
Other:		varies			
Other:		varies			

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**Total credits for III.**

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**IV. DISSERTATION HOURS (18 Sem. Hrs.)**

LIN 7980: Indicate hours and semesters

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Notes:

**V. TOTAL HOURS (55 minimum hours)**

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Total USF Semester Hours (courses):

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Total USF Dissertation Hours

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Total Transfer Semester Hours\*:

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Total Program Semester Hours:

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**Names and Signatures:**

<b>Role</b>	<b>Typed/Printed Name</b>	<b>Signature</b>	<b>Date</b>
Student			
Major Professor			
Co-Major Professor			
Committee Member			
Committee Member			
Committee Member			
LALS Director			

**NOTES:**

1. Students should submit this form to the LALS program director no later than spring of the second year, keeping a copy for their own records. Please type the information if possible.
2. \*Substitutions for courses may be made with the approval of the LALS program director. Please submit a course substitution form to be filed with the POS. Transfers of courses from a different program at USF or from a different university are handled on a case-by-case basis and are not common.

Appendix C – Rubrics

**Rubric for LALS Qualifying Exam Literature Review (Question #1)**

Categories	Points	Comments
<p><b>Foundational Knowledge (50 points)</b>                      Does the author demonstrate expert or near expert knowledge of relevant empirical research and/or theories according to the question posed?</p> <p>Are the author’s points effectively supported by the research?</p> <p>Does the author provide a true synthesis of cross-cutting themes in the research reviewed (as opposed to simply providing a collection of summaries)?</p> <p>Are the gaps in the current research identified and analyzed? Is there a statement of how the current project fills the gap in the research?</p>		
<p><b>Critical Thinking (25 points)</b>                      Does the author clearly articulate and defend a critical position which is successfully integrated into discussion of the foundational knowledge base?</p> <p>Does the author offer some evaluation of the studies reviewed?</p> <p>Are the studies presented in a way which emphasizes those that are most relevant to the topic?</p>		
<p><b>Written Expression/Organization (25 points)</b>                      Does the candidate exhibit a high degree of control over the conventions of written academic discourse and argumentation?                      For example:</p> <ul style="list-style-type: none"> <li>• Is the paper well organized with a central concept illustrated by a clear thesis and supporting paragraphs?</li> <li>• Is the paper cohesive, including appropriate transitions used between topics and paragraphs?</li> <li>• Are all paragraphs well-developed?</li> <li>• Is the paper free of typos?</li> <li>• Is the language used formal and academic?</li> <li>• Are all the references included on the reference page?</li> <li>• Are the references documented according to APA style of documentation, including DOIs (when applicable)?</li> <li>• Does the paper stay within the required page length?</li> <li>• Are the subheadings in the paper appropriately partitioned and labeled?</li> </ul>		
<p><b>Overall assessment</b></p>		<p><b>Total: _____ / 100</b></p>



## Rubric for LALS Qualifying Exam Research Proposal (Question #2)

Categories	Comments
<p><b>Framework and research questions (20 points)</b>                      Is there a short introduction to the study, including the framework to be used and/or key terms operationalized? (This paper will follow your literature review, so an extensive review of the literature is not necessary.)</p> <p>Is the gap that you wish to fill clearly stated in the introduction?</p> <p>Are the research questions or topics clearly stated?</p>	
<p><b>Design (60 points)</b>                      Does the Methods section include a detailed description of the study design, including: setting, participants, materials, data collection techniques, and data analytic procedures?</p> <p>Are the following items included: independent and dependent variables (for quantitative studies), data sources and units of analysis (for qualitative studies), and the type of analysis you will perform (for both quantitative and qualitative studies)?</p> <p>Are your sample materials for this project included in the appendix?</p>	
<p><b>Written Expression/Organization (20 points)</b>                      Does the author exhibit a high degree of control over the conventions of written academic discourse and argumentation?</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Is the paper well organized with a central concept illustrated by a clear thesis and supporting paragraphs?</li> <li>• Is the paper cohesive, including appropriate transitions used between topics and paragraphs?</li> <li>• Are all paragraphs well-developed?</li> <li>• Is the paper free of typos?</li> <li>• Is the language used formal and academic?</li> <li>• Are all the references included on the reference page?</li> <li>• Are the references documented according to APA style of documentation including DOIs (when applicable)?</li> <li>• Does the paper stay within the required page length?</li> <li>• Are the subheadings in the paper appropriately partitioned and labeled?</li> </ul>	
<p><b>Overall assessment</b></p>	<p><b>Total: _____ / 100</b></p>