

Department of Modern and Classical Languages, Literatures and Cultures

Graduate Handbook

Graduate Programs

The Department of Modern and Classical Languages, Literatures and Cultures is home to seven graduate programs: five M.A. programs and two Graduate Certificates.

- [M.A. in Classics](#)
- [M.A. in French and Francophone Studies](#)
- [M.A. in German](#)
- [M.A. in Teaching English as a Second Language](#)
- [M.A. in Teaching World Languages](#)
- [Graduate Certificate in Latin Studies](#)
- [Graduate Certificate in Teaching English as a Second Language](#)

Admission

All prospective students should submit an online application in the Apply Yourself system of the University of Kentucky Graduate School.

https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad

The requirements for each graduate program are to be found on the web-page of the respective program. Please see:

<https://mcl.as.uky.edu/mcl-graduate-program>

The deadline for full consideration for funding is February 1; for French the deadline is March 1.

Requirements for Degree

Each program has specific requirements for degree that are listed on its web-site. Please see:

<https://mcl.as.uky.edu/mcl-graduate-program>

It is student's responsibility to make an electronic request for an exit examination at least two weeks before the date of the proposed examination. The request is to be made on the following site:

https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm

It is also student's responsibility to file for degree (at myUK) by the deadline indicated in the academic calendar.

<http://www.uky.edu/registrar/content/academic-calendar>

MCLLC Graduate Advising Policies

The Department of Modern and Classical Languages, Literatures, and Cultures is committed to providing dedicated, efficient, consistent, fair, and empathetic advising to all graduate students.

The academic advisor for all MCLLC graduate students is the Director of Graduate Studies. The graduate students can always approach the DGS with questions and concerns. The DGS will be able to direct them to the appropriate person, if s/he is cannot answer the question or address the concern the students have. The DGS handles all administrative issues related to the graduate studies: admission and enrollment of the students, rules of enrollment for funded students, overload credit hours or overload work hours permission, late add/drop, concurrent degrees, application for degree, application for exit exam, expediting documentation related to teaching assistantships and fellowships, applications for graduate student conference travel support, general advice about career goals. The DGS is also the advisor to the MCLLC Graduate Student Union.

The Program Directors for the M.A. programs (Classics, French and Francophone Studies, German Studies, Teaching English as a Second Language, Teaching World Languages) are the discipline-related academic advisors for the graduate students. The Program Directors advise the graduate students on their path of study, approve their schedules each semester, and discuss their academic progress. The Program Director is the first person to turn to with specific questions about the academic program. The Program Directors also advise the students about their participation in professional events, approve their field experiences (if any), and direct them in choosing career paths.

The Teaching Assistant Coordinators supervise and advise the Teaching Assistants in all aspects of their instruction: pre-teaching orientations, preparation, delivery, and assessment of the instruction, professional development as educators, as well as any issues that may arise related to teaching and communicating with students.

Other Requirements

Every semester, each graduate student should attend two scholarly talks in a field/fields of their choice and then follow up on the attendance of these talks with their graduate instructors. This is a general departmental requirement incorporated in the requirements for each graduate seminar.

Concurrent Degrees

M.A. students in the Department of Modern and Classical Languages, Literatures, and Cultures may opt to pursue a concurrent degree with another program outside of the Department. Here are some examples of areas in which concurrent degrees have been or could be pursued, but other combinations would also be possible.

- M.A. in Diplomacy and International Commerce
- M.S. in Library Science
- M.A. in Linguistic Theory and Typology
- Graduate Certificate in International Education

MCLLC students have also pursued concurrent degrees within the Department. Here are some combinations of which students have taken or could take advantage.

M.A. in Teaching World Languages and one of the following: M.A. in Classics, M.A. in French and Francophone Studies, M.A. in German, Graduate Certificate in Latin Studies, M.A. in Teaching English as a Second Language, Graduate Certificate in Teaching English as a Second Language.

M.A. in Teaching English as a Second Language and one of the following: M.A. in Classics, M.A. in French and Francophone Studies, M.A. in German, Graduate Certificate in Latin Studies, M.A. in Teaching World Languages.

Nine credit hours are shared between two degrees, with the approval of both Directors of Graduate Studies.

A concurrent degree form has to be filed during the first semester of study:

http://gradschool.uky.edu/sites/gradschool.uky.edu/files/Forms/StudentForms/ConcurrentMastersForm_0.pdf

University Scholars

The University Scholars Program opportunity offers particularly gifted and highly motivated students the option of integrating their undergraduate and graduate courses of study in a single continuous program culminating in both a Bachelor's and a Master's degree in Classics, French and Francophone Studies, and German Studies in 5 years. The total number of hours for the combined program may be as many as 12 less than the total required for the Bachelor's and the Master's separately. The requirements for the Bachelor's degree are unaffected. Students with 15-30 AP or dual credits may be eligible for a 4-year option. Application to the program should be submitted by the end of the student's junior year. More information on requirements and application instructions are found on this link: <http://gradschool.uky.edu/university-scholars-program>.

Funding

The Department has a number of teaching assistantships that are available to the MCLLC graduate students on a competitive basis. Please indicate interest in funding in your application.

Teaching assistants need to abide by the requirements delineated in their offer letter, their contract, and the university regulations.

There are a number of fellowships offered by the Graduate School, for which the graduate students may apply:

<http://gradschool.uky.edu/fellowships-0>

Departmental Life

All graduate students are expected to be actively involved in the activities of various language clubs, as well as the departmental World Languages Day, the Kentucky World Language Association Showcase for high school students, and Kentucky Foreign Languages Conference, all three of which are held on our campus each spring semester.

Conference presentations

The graduate students are encouraged to present at professional conferences. The Kentucky World Language Conference happens in Kentucky each September, but graduate students are encouraged to submit abstracts for other national and international forums as well. Whenever possible, the Department tries to provide financial support for conference travel. Such support is also to be obtained through the UK Graduate Student Union.

MCLLC Graduate Student Representatives

In the spring of each year, at least two MCLLC graduate student representatives are being elected who serve as leaders of the MCLLC Graduate Student Union, attend MCLLC faculty meetings, represent MCLLC at the UK Graduate Student Union, and organize the annual MCLLC graduate student mini-conference. The representatives are elected after nominations or self-nominations and a secret ballot.

Graduate School Bulletin

The Graduate School Bulletin is the official document with which all graduate student need to be acquainted and by which they need to abide.

<http://gradschool.uky.edu/graduate-school-bulletin>

FERPA Guidelines for Teaching Assistants

<http://www.uky.edu/registrar/content/facultystaff-ferpa-privacy>

Diversity & Inclusion Resources

<http://www.uky.edu/eeo/title-ix>

<https://www.as.uky.edu/diversity>

<https://www.uky.edu/diversity/>

<http://www.uky.edu/eeo/ada-compliance>

[Center for Graduate and Professional Diversity Initiatives](#)

Academic Policies and Teaching Assistant Responsibilities

- The Ombud's website provides important information on academic policies and faculty responsibilities that is also relevant to graduate teaching assistants:
<https://www.uky.edu/ombud/>
- Senate syllabi guidelines:
<http://www.as.uky.edu/sites/default/files/Senate%20Syllabi%20Guidelines.pdf>
- Important dates, such as deadlines for submitting mid-term and final grades, are listed on the UK Academic Calendar:
<http://www.uky.edu/registrar/content/academic-calendar>

Personal Conduct for Teaching Assistants

From Governing Regulation XIV B.6--

<https://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/gr/gr14.pdf>

6. Personal Relationships. The quality of decisions may be affected when those making decisions have personal relationships with those who are the subjects and possible beneficiaries of these decisions. The critical concern is that personal relationships, whether positive or negative, should not inappropriately or unfairly affect decisions. Conflicts of interest may arise when people are involved in making decisions affecting any members of their families, relatives, or those with whom they have or have had intimate relationships. Decisions affecting present or former business partners should also be avoided. Individuals with personal relationships should excuse themselves from such decision-making. In many cases, potential conflicts can be managed by candid but discreet disclosure of those relationships. The University strongly urges those individuals in positions of authority not to engage in conduct of an amorous or sexual nature with a person they are, or are likely in the future to be, in a position of evaluating. The existence of a power differential may restrict the less powerful individual's freedom to participate willingly in the relationship. If one of the parties in an apparently welcomed amorous or sexual relationship has the

responsibility for evaluating the performance of the other person, the relationship must be reported to the dean, department chair or supervisor so that suitable arrangements can be made for an objective evaluation of the student or employee. (See AR 6:1)

Also see: <http://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/ar/AR%206-2%20Final%202016-6-10.pdf>