

REQUIREMENTS AND CHECKLISTS FOR
THE M.A. IN LINGUISTICS

Version of 5 December 2017

Name: _____ Semester of earliest course: _____

Committee: _____ Admission Status: _____

Chair: _____ Minor/Cognate (if any): _____

The requirements for the Master of Arts in Linguistics are presented here in what is hoped is a simpler form than in the current University of North Dakota *Academic Catalog* and, so far as possible, in the order in which they should be met. Nevertheless, keep in mind that the *Catalog* contains the official regulations and policies. Each student is responsible for familiarity with those general regulations. This list also includes specific departmental policies and practices. Most Graduate School forms for the Master's Program are available at <http://graduateschool.und.edu/current-students/forms.cfm>.

_____ 1. Deficiencies in Prerequisites

These courses, if any, are noted on the Graduate School admission form and should be made up by the end of the first summer of classes unless you have permission from the Director of Graduate Studies to fulfill them in some other way.

_____ a. Courses in linguistics (10 credits), including

_____ b. LING 452 or equivalent

_____ c. Additional courses in linguistics or related disciplines (10 credits)

_____ 2. File *New Committee or Change to Advisor or Committee* –

from <http://graduateschool.und.edu/current-students/forms.cfm>

This committee, appointed by the Dean of the Graduate School on recommendation of the Director of Graduate Studies, normally consists of three members, at least two of whom are Graduate Faculty members of the Linguistics Program and one of whom represents the minor if one is taken. It is responsible for your program, your thesis, and evaluating your progress. The chair of the committee serves as advisor for your thesis. It is your responsibility to consult the Director of Graduate Studies on the appointment of the chair, and to work with the chair to choose the other members of the

committee. A list of the Graduate Faculty and their areas of interest is available at <https://arts-sciences.und.edu/summer-institute-of-linguistics/faculty/index.cfm>

- _____ 3. File *Program of Study – Masters* – from <http://graduateschool.und.edu/current-students/forms.cfm>

Subject to approval by the Director of Graduate Studies and the Dean of the Graduate School, you work out this program in consultation with the members of your advisory committee. You must have an approved Program of Study before you can take Directed Studies or Research courses during the Fall or Spring semesters. The program of study includes 32 credits of graduate work, which must satisfy these guidelines:

- _____ a. 3 credits in phonology or phonetics
 - _____ b. 3 credits in syntax or semantics
 - _____ c. 3 credits in applied linguistics
 - _____ d. 1 credit of Academic Writing
 - _____ e. at least 15 total credits in courses offered by the Linguistics Program
 - _____ f. no more than 4 credits of Directed Study or Research without special permission
 - _____ g. 4 credits for the thesis
 - _____ h. at least 22 credits in courses numbered 500 or above
 - _____ i. no more than 9 credits of graduate credit from a regionally accredited North American institution
 - _____ j. no more than 9 credits from UND taken as a non-degree graduate student
 - _____ k. an optional minor (at least 9 cr.) or cognate (at least 6 cr.)
- _____ 4a. File *Topic Proposal Form* – from <http://graduateschool.und.edu/current-students/forms.cfm>

This proposal is worked out by you and your chair, subject to approval by the other committee members. It should be filed with the Graduate School no later than the end of the semester **preceding** that in which the degree is to be granted. Once this proposal has been approved by the Dean of the Graduate School, you are Advanced to Candidacy.

_____ 4b. Research Proposal (Form:

If your research involves human subjects, you will need clearance from the IRB (Institutional Review Board) at UND (forms at <http://und.edu/research/resources/human-subjects/forms.cfm> training at <http://und.edu/research/resources/human-subjects/human-subject-education.cfm>). Your research proposal needs to be approved by your advisor (that is, your committee chair).

_____ 5. Writing the Thesis

During the initial drafting of the thesis, you should expect to work primarily with your chair. Once your chair feels it is ready, you will send copies to the other committee members for their input.

Your thesis must ultimately follow both the Linguistics *Thesis Format Guide* (available from the Director of Graduate Studies) and the Graduate School *Style and Policy Manual for Theses and Dissertations* (from <http://graduateschool.und.edu/current-students/electronic-submission.cfm>: *Style Guide*), so it's generally easiest to follow these early in the drafting process. Where the two conflict, the departmental guide takes precedence over the Graduate School manual.

_____ 6. File *Application for Degree* (available from the Graduate School in person or by email if not on campus)

Early in the semester in which the degree is expected, you must file an application for the degree. The date by which this needs to be filed is listed in the Academic Calendar at the Graduate School web site. The Application for Degree is not available on-line. It is available from the Graduate School; the Director of Graduate Studies may also have an electronic version of the form.

_____ 7. File *Preliminary Approval of Thesis* – from <http://graduateschool.und.edu/current-students/forms.cfm>

The advisory committee's Preliminary Approval of the thesis must be filed with the Graduate School by the deadline specified in the Academic Calendar. The Preliminary Approval indicates that **no major changes** will be required in the thesis. The student should allow the committee fair and reasonable time to read the thesis; generally this should be at least two weeks.

_____ 8. File *Notice of Master's Thesis Defense* from <http://graduateschool.und.edu/current-students/forms.cfm>

This can be filed with the Graduate School with the Preliminary Approval form. It should be filed at least one week before the actual defense. The Graduate School expects you and all members of your committee to be present at the defense, to be held on the UND campus. If this is not possible,

your advisor needs to write to the Director of Graduate Studies explaining why it is not possible, and why the absent member should not be replaced and/or why the defense should take place off campus.

_____ 9. Final Defense of Thesis

Copies of the final form of the thesis, one for each member of the committee, must be made available to the committee long enough before the examination to give the members of the committee ample opportunity to examine it. During the defense, committee members will frequently make suggestions as to changes that should be incorporated into the final draft. You will work with your advisor to ensure these suggestions are adequately incorporated. You should bring a copy of the Permission page of the thesis (on thesis paper, see point 11) and the Final Report (see point 10) to the defense for signing.

_____ 10. *File Final Report on Candidate – Thesis, Dissertation and MFA Professional Exhibition* from at <http://graduateschool.und.edu/current-students/forms.cfm>

This will actually be submitted by your advisor, but it is your responsibility to be sure it is done. It needs to be signed by all the members of your committee. If you registered for thesis credit in a previous semester, your advisor will also need to submit a change of grade form for the thesis.

_____ 11. Other final details

For further details of the final process, please consult the file “After the Defense”, which is available on the SIL-UND page of forms for MA students.