

Student Manual for the MA Program in Linguistics (June 2007)

The purpose of this document is to provide MA students in linguistics with useful information about the program in which they are enrolled, some of the more important rules and regulations that must be followed, and some suggestions and advice that may facilitate progress towards graduation. More complete descriptions of the relevant regulations and policies can be found in the *University of Hawai'i Catalog*, which should also be consulted.

Three programs of study lead to the MA degree. **(The vast majority of students enrolled in the MA program opt for Plan B.)**

Plan A requires a minimum of 18 credit hours of course work and a thesis. There is also a final oral examination (a 'thesis defense') covering the thesis and related areas.

Plan B requires a minimum of 30 credit hours of course work and presentation of a seminar to the department near the end of course work.

Plan C requires two semesters of full-time course work in addition to a final written examination and an oral examination. Plan C is open to select students who have had some previous work in linguistics and who show both high potential for scholarly development and the motivation and discipline necessary for an independent course of study. A committee of faculty is appointed for each prospective student for Plan C. The committee administers a general examination during the student's first semester of study to determine the appropriateness of Plan C, advises the student in developing a program of study, and administers the oral portion of the final examination.

Because Plan B is selected by the vast majority of MA students, this document will focus on the requirements for that program.

◆ Full-Time Status

MA students must be registered as full-time students for a minimum of two semesters. (Full-time status is also required in order to be eligible for financial assistance from the Department of Linguistics.)

Each semester, the Graduate Chair will distribute a report form for the following semester which all students are required to complete and return by the stated deadline. The report form asks for information regarding how many credits each student plans on taking the next semester, and other related information. This is especially important to those seeking financial support from the department, but is obligatory for all students, irrespective of funding status. Students should plan to meet with their advisors sometime in the last four weeks of the semester to discuss their plan for the following semester and to obtain their advisor's signature on the report form.

The *minimum* load of graduate-level courses for full-time students is 6 credit hours (2 courses) for those with a Graduate Assistantship[†] and 9 credit hours (3 courses) for all others.

The Department of Linguistics requires that students to whom it is giving financial aid select their courses primarily from its offerings. Students who receive a tuition waiver or Pacific Asian Scholarship (PAS) must normally* take at least 3 courses (9 credit hours) *in the Department of Linguistics*. Students who receive a Graduate Assistantship from the Department of Linguistics must normally* take at least 2 courses (6 credit hours) *in the Department of Linguistics*.

†Students whose graduate assistantship includes a PAS to cover tuition must take **9** credit hours.

*Exceptions may be approved by the graduate chair in cases where courses outside the Department are an integral part of the student's program.

Additional information

- The Department does not count 699 courses in determining whether a student receiving financial aid has full-time status unless the student has already completed all course work requirements for his/her degree.
- Audited courses are not counted in calculating the courses needed to establish full-time status.
- If you are writing a thesis under Plan A you must take 12 credits of Ling 700 (thesis). If you have still not finished your thesis you can maintain full time status by registering for Ling 700F. To do this you must download a petition form from the Grad Division website. After your petition is approved you can get a CRN number for the semester from the Graduate Records Office.

◆ Course Requirements

All students in Plan B (non-thesis MA) must complete 30 credit hours of course work for a grade (not CR/NCR or Audit), of which 18 hours must be at the 600 level or above, including 3 hours which must be a 700-level seminar.

You may choose between three "streams": Linguistic Analysis, Language and Cognition, and Language Documentation and Conservation.

Linguistic Analysis Stream: 10 courses which include:

six courses from the **Core List** (18 credits)

three courses (9 credits) of your choice, but not 699

one 700 level seminar (3 credits)

Core List

LING 410: Articulatory Phonetics

LING 420: Morphology

LING 421: Introduction to Phonological Analysis

LING 422: Introduction to Grammatical Analysis

LING 615: The Nature of Language

LING 645: The Comparative Method

Language and Cognition Stream: 10 courses which include:

four courses from the **Core List** (12 credits)
two courses from **List 1** (6 credits)
one course from **List 2** (3 credits)
two courses (6 credits) of your choice, but not 699
one 700 level seminar (3 credits)

Core List

LING 410: Articulatory Phonetics
 LING 420: Morphology
 LING 421: Introduction to Phonological Analysis
 LING 422: Introduction to Grammatical Analysis
 LING 441: Meaning
 LING 615: The Nature of Language
 LING 645: The Comparative Method

List 1: Language and Cognition

LING 431: Computational Modeling
 LING 640G: Cognitive Linguistics
 LING 640Y: Psycholinguistics
 LING 670: Developmental Linguistics

List 2: Data Analysis

EDEP 429: Introductory Statistics
 SLS 490: Second Language Testing
 SLS 671: Research in Language Testing
 PSY 610: Introduction to Quantitative Methods
 PSY 611: Design and Analysis of Psychological Experiments

Language Documentation and Conservation Stream: 10 courses which include:

six required courses (18 credits)
three courses from **List 3** (9 credits)
one more course, from **List 3** or approved by your advisor (3 credits)

Required Courses

LING 410: Articulatory Phonetics
 LING 420: Morphology
 LING 421: Introduction to Phonological Analysis
 LING 422: Introduction to Grammatical Analysis
 LING 640G: Methods of Language Documentation
 LING 750G: Language Planning **or** SLS 680P: Bilingual Education

List 3: Method and Areal Courses

- LING 611: Acoustic Phonetics
- LING 630: Field Methods
- LING 631: Language Data Processing
- LING 640G: Polynesian Language Family
- LING 640S: Sociolinguistics
- LING 645: Comparative Method
- LING 661: Proto-Austronesian
- LING 750F: Phonetic Fieldwork on Endangered Languages
- LING 750G: Lexicography
- LING 770: Areal Linguistics

Exit Requirement for LDC Stream:

- By the end of the final semester, the student must submit for approval by the Language Documentation and Conservation Committee a ‘**Research Portfolio**’ of at least 50 pages. This portfolio will include samples of work done by the student on his/her research language. For example, it might include an outline of a reference grammar, sample dictionary entries, language policy or planning proposals, papers on phonetic, phonological, morphological, or syntactic aspects of the language, etc.

Additional information

- Linguistics students must take their linguistics courses for a letter grade (except for Ling 699 and 799 courses, which are always ‘credit/non-credit’).
- Students with little or no background in linguistics are required to take Ling 320 (General Linguistics) *in addition to* the above course requirements.
- All courses offered by the Department of Linguistics are one semester in duration and (with the exception of some 699 and 799 courses) involve 3 credit hours.
- Courses in the 700 range (e.g., 750, 751, 770) are seminars. Various sections of these seminars are typically offered in a given semester, depending on the interests of the faculty and students. Each semester there are normally seminars dealing with geographical areas, particular language families, the structure of individual languages, and particular theoretical problems.

◆ Adequate Writing Skills:

- Criteria for Good Writing
 - The student is able to organize her/his thoughts in a logical and coherent way.
 - The main goal is clearly stated at the beginning and returned to at the end.
 - Claims are clearly stated and explained.
 - There are clear subsections (e.g. introduction. background, data, results, discussion and conclusions).
 - Technical terms are defined appropriately for the intended audience
 - Every generalization is supported by evidence.
 - Adequate and relevant examples are given.
 - Adequate references are given.
 - Concluding statements follow clearly from what has been presented.
 - The document has been spell-checked.
 - It is written in grammatical English.
- Students’ writing skills are discussed in the annual student review.

- A student with weak writing skills, i.e., who is unable, in the judgment of faculty members, to present his/her ideas in writing in a manner that meets the standards of professional journals in the field of study (cf. the criteria for good writing above), will be required to take a writing course from the following list:

English 100	Composition I	Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in composing process, search strategies, and writing from sources.
English 101 +101L	Composition I + Writing Lab	Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in composing process, search strategies, and writing from sources. Supplemental tutorial lab required: intensive individual instruction in writing at the university level.
English 197	Introduction to College Writing	Prepares students to take Composition I.
English 200	Composition II	Further study of rhetorical, conceptual, and stylistic demands of writing; instruction develops the writing and research skills covered in Composition I. Pre: 100, 100A, 101/101L, or ELI 100.
English 308	Technical Writing	Combined lecture/lab course preparing students to write about technical subjects for specialists and laypersons. Introduces theory of technical communication and document design and teaches students to make use of relevant technology. A-F only. Pre: 100, 100A, 101/101L or ELI 100.
ELI 073	Writing for Foreign Students	Extensive practice in expository writing. Analysis and use of rhetorical devices. Individual conferences and tutoring as required. Prepares students to take ELI 100.
ELI 083	Writing for Foreign Graduate Students	Individual instruction in specific writing problems: term papers, reports, projects. Foreign graduate students only except by permission. Pre: 073 or placement by examination.
ELI 100	Expository Writing: A Guided Approach.	Extensive practice in writing expository essays; linguistic devices that make an essay effective.
Outreach	Academic writing	New Intensive Course in English (NICE)

◆ Exemption Exams

Students who, on the basis of previous course work, wish to seek exemptions from LING 410, LING 420, LING 421, or LING 422 must successfully pass a Linguistics Department final exam for the relevant course. When the most recent instructor for the course is on duty (i.e., not on leave), the most recent final exam for the course will be given, and corrected by that instructor. When the most recent instructor is not available, the exam will be given and corrected by another recent instructor or a member of the Phonology Area Committee, as determined by the convener of the Phonology Area Committee. Students attempting to place out of LING 410, LING 420, LING 421 or LING 422 are advised to attend the course until an exemption has been granted. Exams for exemption must be completed by the student no later than the third day of classes. The student and Graduate Chair must be notified of the exam grade no later than the last day to add classes. Any given exam may be taken only once.

(Note: Not all exemption exams are offered every semester. Check with department office for availability of exams, and to sign up for them.)

◆ The Language Requirement

All candidates must demonstrate competence in one language other than their native language.

Students can demonstrate their knowledge of this language by taking and passing a reading/translation test, by passing a fourth semester course in the language (e.g., Japanese 202) with a grade of at least B, or by taking a placement test to demonstrate comparable knowledge.

Additional information

- Foreign students may use English to satisfy the language requirement if it is not their native tongue; certification by the English Language Institute that they are exempt from ELI courses suffices to establish knowledge of English in this case.
- The scheduling of reading/translation tests is announced on one of the bulletin boards outside the departmental office.
- Samples of the reading/translation tests administered by the Department of Linguistics are available in the departmental office.
- In the cases of French, German, Russian and Spanish, students may opt for the Graduate School Foreign Language Tests (GSFLT), provided they pay the exam fee (currently \$40).
- Placement tests in languages taught at the University of Hawai‘i are usually scheduled just prior to the beginning of the semester. Consult the relevant department for further information.
- Notices about language exams are posted on a bulletin board near the departmental office.

◆ The Teaching Requirement

The Department requires that each student enrolled in the MA or PhD program have at least one credit of LING 699 (Independent Study) or LING 799 (Apprenticeship in Teaching Linguistics) that involves the teaching of a linguistics or language-related course (such as a foreign language course) under the supervision of a faculty member either at the University of Hawai‘i or (by special arrangement) at another institution.

This requirement can be waived for students who have already had equivalent teaching experience or training, and for those who are unable to obtain an appropriate teaching appointment. If you are nearing completion of the program and have not been able to fulfill the teaching requirement, consult with the Graduate Chair about having it waived.

◆ The Seminar Requirement

MA students in the course-based program (Plan B) must make a final presentation to the department. For students in the **Language Analysis** or the **Language and Cognition** streams this will take the form of a Seminar on a linguistic topic presented to the Department (see below for acceptable venue). The seminar should include a report on research conducted by the student using methodology appropriate to the discipline. The topic, format, and venue of the seminar must be approved in advance by the Graduate Chair. About two weeks before you plan to make your presentation, you should pick up the necessary form from the departmental secretary. Fill out the form and return it to the secretary, who will pass it on to the Graduate Chair for approval.

Additional information

- It is anticipated that many students will base their seminar presentation on a research paper done for one of their courses. (For example, all MA students must take a 700-level seminar; the research paper prepared for this course would probably make the basis of a fine oral presentation.)
- Presentations can be made in any one of various forums, including the Department's Tuesday Seminar series, the Austronesian Circle, the Acquisition Group, the Koreo-Japonic Circle, or a conference, including the LLL student conference or the ESL/Linguistics student conference.

◆ The Thesis Requirement (Plan A only)

An MA thesis committee consists of three graduate faculty members, two of whom must be from the list of core faculty that can be found in the Linguistics section of the *University of Hawai'i at Mānoa Catalog*. Only full members of the 'Graduate Faculty' are permitted to chair thesis committees. An asterisk (*) next to a faculty member's name in the *Catalog* indicates membership in the Graduate Faculty.

Students in the Plan A MA must develop a written proposal outlining their intended thesis research project. The student then meets with his/her committee to defend the proposal and to discuss various issues that it raises.

Additional information

- Individual faculty members vary considerably in terms of what they expect in a thesis proposal. (Some look for only a skeletal outline of the research project, while others require a considerably more detailed prospectus.) Be sure to consult your supervisor about his/her expectations.
- You should consult with the Graduate Chair before trying to form your committee. The chair will ask you about your preferences and advise you on the potential availability of various faculty members to serve on your committee.
- After your committee has been approved by the Graduate Chair, the departmental secretary will give you a form that is to be signed by each faculty member who agrees to serve on your committee.
- Once your proposal has been accepted, a copy must be given to the department office to keep on file. This copy will be available to all faculty and MA students in the Linguistics Department.
- The Department office also needs to receive a copy of your human subjects approval/exemption in order for you to register for only one credit for LING 700 per semester.*
- Students in this part of the program need only register in one credit of LING 700 (thesis research) in order to maintain full-time status.

- Be sure to consult and follow *Guidelines for Theses and Dissertations*, available in the Graduate Division Records Office.
- The full committee normally receives a copy of the thesis draft only after it has met with the approval of your supervisor. The individual committee members then have at least two weeks in which to read the thesis, to make comments, and to decide whether it is ready to be defended. The Department and the Graduate Division then requires an additional week to process the necessary paperwork and to schedule the defense. So, if you wanted to defend your thesis on February 28, for example, you would have to submit it to your committee by February 1 and they would have until February 15 to indicate that it was ready to defend.
- A copy of your thesis must be placed in the Reading Room at least two weeks before the defense.
- Be sure to consult the University Catalog and the departmental bulletin boards for deadlines involving graduation dates. Students must submit a degree application by the specified deadline and pay the required fee.
- Students must be registered in one credit of LING 700 in the semester in which they graduate.
- If you are not a particularly accomplished writer or if English is not your native language, it would be wise to seek help in editing and proofreading your thesis draft before it is submitted to your committee. (Note: Passing the ELI exam does not necessarily indicate sufficient proficiency to produce a stylistically acceptable thesis.)
- Faculty members are for the most part working on nine-month appointments, with their on-duty period ending on the date of the May commencement ceremonies. Although many professors are extremely generous with their time, you should not presume that they are available to serve on committees during the summer months when they are not officially ‘on duty’ or over the winter break. In the event that a summer defense is necessary, special arrangements meeting with the approval of all your committee members must be made.

* This must be arranged with the department secretary.