

Graduate Student Handbook

Department of Linguistics and English Language Brigham Young University 2015–2016

Welcome to the graduate programs in the Linguistics and English Language Department of Brigham Young University. We welcome you as friends and colleagues joining us in the development of our professions. We want you to feel accepted and comfortable at the University and in the community. If you have any difficulties that we can help you with, please contact your advisor, chair, the graduate coordinator, or the Linguistics and English Language secretary.

We are proud of our graduates. You will find them in a variety of work settings around the world. We hope that you will continually feel the stimulation that comes from new learning and experiences. We want you to succeed and will try our best to help you to do so. This graduate handbook is one of our ways of assisting you.

One peak of educational excellence that is highly relevant to the needs of the church is the realm of language. BYU should become the acknowledged language capital of the world in terms of our academic competency. . . . There is no reason why this university could not become the place where, perhaps more than anywhere else, the concern for literacy and the teaching of English as a second language is firmly headquartered in terms of unarguable competency as well as deep concern.

—Spencer w. Kimball, October 10, 1975



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Mission and Aims of Graduate Education in the Department of Linguistics and English Language

The mission of the Linguistics and TESOL graduate programs is to provide students with a fundamental understanding of general and applied linguistics. Students will gain competence in contemporary theory and practice with an emphasis on the four aims of a BYU education:



Spirituality: Your double heritage and dual concerns with the secular and the spiritual require you to be “bilingual.” As LDS scholars you must speak with authority and excellence to your professional colleagues in the languages of scholarship, and you must also be literate in the language of spiritual things. We must be more bilingual, in that sense, to fulfill our promise in the second century of BYU.
—Spencer W. Kimball

Each department graduate faculty member will help students recognize the divine nature of the gift of language. They will encourage graduate students to seek the Spirit in their language studies and related academic experiences.

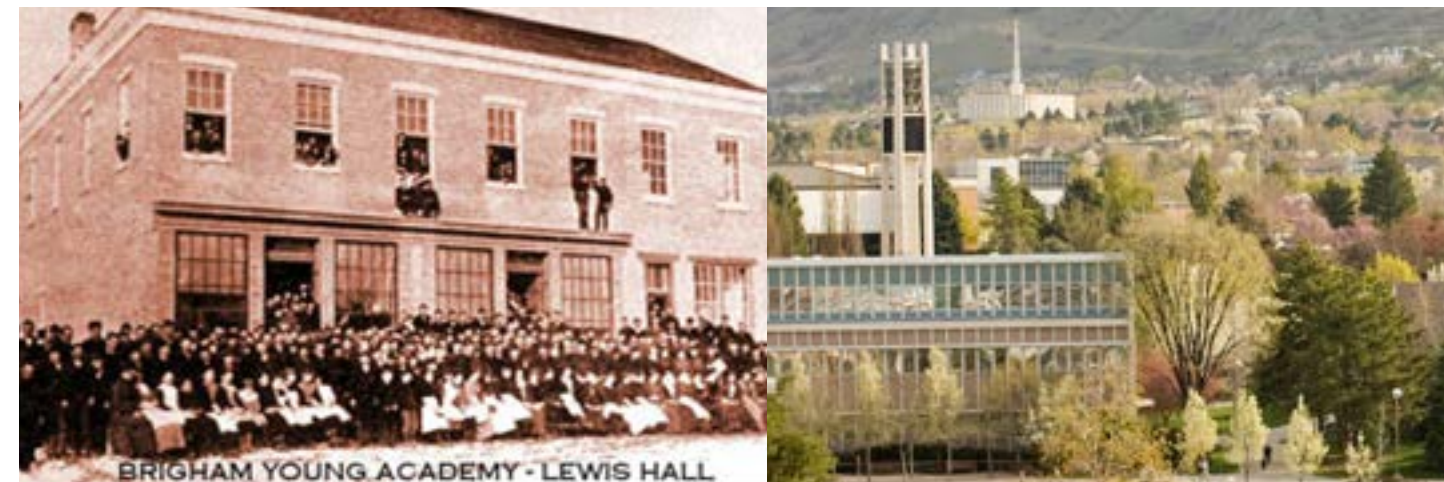
Intellect: You represent in your presence on this campus the wisdom of all the world and of all time. Among you there is known most of the knowledge existing in the world today, whether it be of the stars or the universe, of the rocks of the earth, of the history of nations and peoples, of languages they speak, of the operations of governments, of the laws of economics, of the behavior of the atom, of the nature of electricity, of religion and ethics, of love and hate, of the myriad forces and influences controlling our existence.
—Gordon B. Hinckley



The department graduate faculty will strive to foster the intellectual development of all students that they teach and mentor. They will encourage students to hunger and thirst for knowledge and wisdom. They will also help students acquire marketable skills in the field of language studies.

Life-long habits of learning and service: This university will go forward. Its students are idealists who have integrity, who love to work in good causes. There students will not only have secular training, but will have come to understand what Jesus meant when He said that the key of knowledge, which had been lost by society centuries before, was “the fullness of the scriptures.” We understand, as few people do, that education is a part of being about our Father’s business and that the scriptures contain the master concepts for mankind.
—Spencer W. Kimball

Graduate faculty and staff in the department will regularly complement their professional duties with family, community, and Church service. Graduate students will magnify their BYU education by working to reach their highest potential, by sharing educational opportunities with others, and by serving as ambassadors of peace and goodwill wherever their careers may lead them throughout the world.



The Context of the University

Brigham Young University is a private institution sponsored by The Church of Jesus Christ of Latter-day Saints (LDS). It originated from the Brigham Young Academy, a teachers college founded in 1875. Although the Church did not directly sponsor the original academy, community and ecclesiastical leaders provided the financial foundation of the institution for many years. In 1903 the academy became a university, and the Church was its direct financial sponsor. Today the Church continues to provide the main financial support for BYU, and selected Church leaders are on the Board of Trustees. Active members of the Church contribute tithing (10% of income), which means that each tithe-paying member makes a significant financial contribution to the Church each year. The University recognizes this contribution by keeping tuition considerably lower than most other private universities, and the tithes of Church members pay about two-thirds of the cost of educating a student here. Students that are not members of the Church pay tuition about one-third higher than members, which is analogous to higher tuition for nonresidents at a state school where residents’ taxes provide the main support.

A majority of students at Brigham Young University are members of The Church of Jesus Christ of Latter-day Saints. Religion classes provide spiritual education to complement the secular education of students. Many students are fluent in a language other than English. Ethical and moral values are very important to those who attend BYU. As part of the admissions procedure, all who apply have an interview with an LDS Bishop or a clergy person of their choice in order to affirm their commitment to the university’s standards. As part of the interview process, the Honor Code and the Dress and Grooming Standards are explained to the potential student. Those who enroll at the University agree to abide by these behavioral standards, and must reaffirm this commitment in an annual interview.

The Purpose of this Handbook

Brigham Young University publishes a graduate catalog online (<http://saas.byu.edu/catalog>) that describes the university policies and procedures for graduate study. That catalog is the first and most important source of information for earning your graduate degree. This additional Graduate Handbook is provided by the Linguistics and English Language Department as a supplement to the BYU Graduate Catalog. This handbook describes policies and procedures that are unique to our department graduate programs. It also provides, in a single document, useful information for our graduate students that exists in a variety of locations in different handbooks and websites.

Please send your comments, requests, or suggestions for the next edition of this handbook to linguistics@byu.edu.

Introduction to the Faculty

A very important part of your graduate education will come from working closely with faculty advisors and mentors. You need to become acquainted with the faculty so you can not only choose the right topic for your MA thesis but also have the right advisory committee. Below are the names, photos, specialties, and contact information for all the faculty members in the Department of Linguistics and English Language. Outside the faculty office doors you will also find their office hours. Every year, the Graduate Student Society also sponsors an activity designed to help students and faculty get to know each other better.



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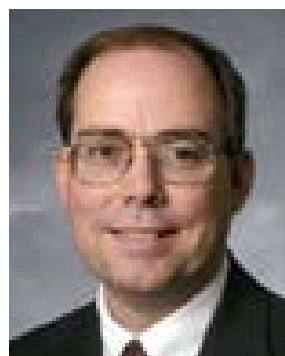
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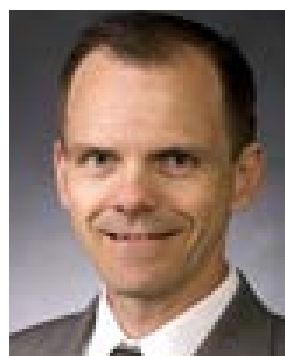
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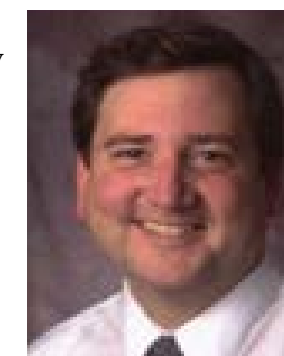
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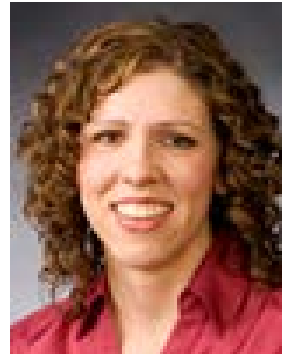
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Graduate Advisors and Committees

The department uses a committee system to advise and evaluate students in its graduate programs. Each student is appointed an advisor (TESOL) or advisory committee (LING) upon admission. The role of the advisor/advisory committee is to both guide and evaluate students in their coursework, research, professional development, and overall performance. Students who wish to make an adjustment in the composition of their committee may do so with a Change of Program/Committee Form which is available on the department website and with the consent of the proposed committee members.

Advisory committees consist of at least three members: a committee chair (or the first reader) and two other faculty members (or the second reader and the third reader of a thesis). All members of the committee must have graduate faculty status. In those cases where a student declares a minor, a fourth committee member is necessary from the minor department.

Advisory committee members share in the responsibility of evaluating students in their progress through the program, and the committee gives final approval of the thesis for MA candidates. All committee members participate in events such as the prospectus meeting, the pre-scheduling meeting, and the thesis defense. Students should arrange an initial meeting with all three committee members as they begin the thesis process. Other meetings with the committee may be held as needed. Students should arrange a pre-scheduling meeting with all three committee members to discuss the completed thesis before scheduling the defense. Faculty members will not sign the defense scheduling form until they have read and discussed the completed thesis with the student and fellow committee members. Graduate students should plan the timing of their defense carefully because of the variability of faculty responsibilities, such as research leaves, administrative assignments, out-of-town conferences, and so forth. This is especially true in the spring and summer terms, when faculty members may be unavailable. To facilitate communication, students should send a brief monthly email progress report to all three of their committee members. These emails are a critical criteria that graduate faculty discuss during student evaluations twice a year.

The thesis committee chair, as the first reader, has primary responsibility for mentoring a student in the thesis. The thesis is the students' responsibility; hence, the chair is an advisor, rather than a supervisor. The chair works with students, but does not do the work for students. Students should become familiar with graduate school policies rather than expecting the chair to take the initiative. The chair will advise students with regard to the topic, focus, approach, methodology, results, content, organization, expression, format, and originality of the thesis. The chair also helps students to find opportunities for professional development.

The second reader has a secondary responsibility for mentoring a student in the thesis and professional opportunities. Generally, the second reader will review on-going work on the thesis after students have incorporated changes and suggestions from the first reader (chair). Students should consult with the second reader from time to time about the progress of the thesis several times before the scheduling of the defense.

Generally, the third reader will review on-going work on the thesis after students have incorporated changes recommended by the first reader and the second reader. The third reader responds to the thesis more as a finished product. You may have a fourth, non-graduate faculty member, on your committee if needed for specialized input.

Administration and Personnel

Department Chair: Diane Strong-Krause (801) 422-3970
Department Secretary: LoriAnne Spear (801) 422-2937
GSS Faculty Advisor: Jesse Egbert (801) 422-5353
Linguistics Graduate Coordinator: Bill Eggington (801) 422-3483
TESOL Graduate Advisor: Norm Evans (801) 422-8472

Linguistics MA



In the Linguistics MA program, new students work with an advisory committee while they choose a thesis topic. As they narrow down their topic during their first two semesters, they may select (with the help of their committee chair) committee members that best match their chosen topic. These committee members will all sign the (blue) Program of Study form which will finalize that thesis committee. This form must be submitted to the graduate secretary by the end of January 2015. Any subsequent changes to the program or committee must be made using the (white) Change of Program form which is found on the department website.

Any MA student who fails to turn in a program of study form by the end of the second semester may receive an unsatisfactory rating for their second semester's evaluation. The thesis committee then mentors and evaluates students through the rest of their program.

Linguistics Program Learning Outcomes

The Linguistics MA program is designed to serve those seeking training in linguistic research and applications beyond the undergraduate major. The program serves the values and philosophy of our sponsoring institution (The Church of Jesus Christ of Latter-day Saints) by training scholars and professionals who, we hope, will well represent the Church's general mission of truth seeking through first-rate research and service through practical applications of linguistic principles.

Students who complete the Linguistics MA program should be able to:

- Demonstrate the ability to ask linguistically meaningful questions
- Analyze linguistic data using appropriate (linguistic) methodology
- Be prepared to enter advanced programs of study, e.g. a PhD program in Hispanic Linguistics
- Be able to make a formal presentation (on a linguistic topic)
- Be able to understand, interpret, explain, analyze and assess academic linguistic texts

Linguistics MA Degree Requirements

Admission and Entry:

Application deadline is January 15th (only once a year), with the possibility for semester of entry in the fall (unless students need to take Ling 330 spring and summer term).

Apply on-line at <http://www.graduatestudies.byu.edu>

GRE exam is required.

A minimum TOEFL score of 580 (paper), 237 (computer), or 90 (internet based – iBT with minimum scores of 23 in Speaking and 22 in Listening, Reading, and Writing) is required prior to admission for nonnative English speakers.

Prerequisites:

Ling 330 Introduction to Linguistics (A student will need to take Ling 330 before beginning the program if they have not had any previous linguistic courses. If they have had an introductory linguistics course, they must contact the department secretary so equivalency can be determined.)

Competency in two languages other than English (one at 300 level and one at 200 level)

NOTE: This requirement can be completed along with regular course work, but it does not count towards the overall 33cr. program requirement.

Requirements for Degree (total credit hours: 33)

Foundation (9 hours):

Ling 601 Linguistic Foundations: Sounds of Language. (3 cr.)

Ling 602 Linguistic Foundations: Structures of Language. (3 cr.)

Ling 603 Linguistic Foundations: Meanings in Language. (3 cr.)

Research core (3 hours):

Ling 604 Research Design in Linguistics. (3 cr.)

Electives* (15 hours): To be selected depending on course availability and in consultation with advisors.

Ling 545 Psycholinguistics. (3 cr.)

Ling 550 Sociolinguistics. (3 cr.)

Ling 551 Anthropological Linguistics. (3 cr.)

Ling 558 Historical-Comparative Linguistics. (3 cr.)

Ling 580R Problems in Linguistics and Applied Linguistics. (1-3 cr.)

Ling 581 Natural Language Processing. (3 cr.)

Ling 590R Readings in Linguistics. (1-3 cr.)

Ling 615 Analogical Modeling of Language. (3 cr.)

Ling 640 Language Acquisition. (3 cr.)

Ling 651 Advanced Phonology. (3 cr.)

Ling 652 Advanced Morphology. (3 cr.)

Ling 653 Advanced Syntax. (3 cr.)

Ling 654 Advanced Semantics. (3 cr.)

Thesis (6 hours).

Ling 699R Master's Thesis. (1-9 cr.)

Examination: oral defense of thesis (consult department for details).

*Graduate ELang courses (500-600 level) approved by your Linguistics MA committee can be used as electives.

Non-native English Speaking Student Requirements

In addition to the regular application requirements, all non-native English speaking graduate students are required to take the Ling 501 equivalency exam the first semester in the program. To take the test, go to the JFSB Testing Center in B153 JFSB and let them know that you need to take the Ling 501 test. The test will be scored within two weeks. A "pass" will complete this requirement. If a grade of marginal is received, further assessment will be needed. The student will be asked to turn in a previously written academic research paper following APA format. The exam must be taken before Thanksgiving break in November of the first semester but the paper can be turned in by December 1st of the same semester.

All non-native English speaking graduate students are also required to complete an Oral Proficiency Interview (OPI) by the end of their first semester. You must receive an advanced-mid to fulfill this requirement. This interview can be done more than once. Please contact the department office for more details about the OPI and how to set it up.

Evaluation of Graduate Students' Progress

At the end of each semester, the department provides a progress report to the Office of Graduate Studies, rating each student as Satisfactory, Marginal, or Unsatisfactory. Students who earn a Marginal or Unsatisfactory rating two semesters in a row will be dropped from the program.

Typical reasons for receiving a less than satisfactory rating include:

1. GPA falling below the minimum 3.0

2. Lack of progress/communication (as determined by committee) towards completion of thesis during each full semester (fall and winter)—exceptions must be approved by the committee chair

3. Not completing coursework in a timely manner

Thesis Expectations for Linguistics

All theses will involve original research that is designed to answer a pertinent question in the field or to solve a relevant problem. With this in mind, each thesis should have the following parts:

An introduction to the problem or question

This section includes things such as context of the problem, significance of the question, rationale for the study, etc. It basically shows that there is a problem of some kind that needs a solution and that the solution would be of value in the field of Linguistics. It then states what the research question or purpose of this particular study is and how it will lead or help lead to the solution which is needed.

Review of literature

This section shows what has already been done by others that may relate to or be part of the solution to the problem that was identified in the first section. It should demonstrate clearly that the problem has not been decisively solved, but it should suggest possible solutions or answers as well as possible ways to approach finding solutions or answers. The section should not just be a listing of relevant literature, but it should be well-organized and structured, much as you would expect to find if this section were to stand by itself as a library research paper. The end of the review of literature should include a brief summary of what has been found up to this point and the specific research question(s) that this study intends to answer. Instead of research questions, the end of chapter two may also include hypotheses about what is expected to be found in the current study.

Research design or method

This section tells how the thesis writer conducted the current study in order to find the answer(s) to his or her research questions or the solution(s) to his or her research problem. The writer should tell what people (participants), materials (instruments), procedures, and analyses were used and why they were selected over other possibilities. The reasons why all were selected should show their relevance and similarity to the situations in which the original question or problem has arisen. The description of and rationale for how the research was conducted should be so clear that anyone could set up the same research and run the study again if necessary. If a pilot study is conducted prior to actual data collection, it is important to describe how the pilot was conducted and what changes occurred in the data collection instruments and research design based on this preliminary research.

Findings and discussion

This section may actually be divided in two chapters if necessary for clarity. The findings consist of the facts and figures which were gathered as part of the research. The discussion consists of explanations of those facts particularly as they relate to the research question or problem. It is the thesis writer's best interpretation (based on the data) as to what the answer to the research question or the solution to the research problem is.

Conclusion

This section consists of a brief reiteration of what the findings of the research are with regard to the research question(s) or hypotheses and a summary of how those findings should be applied, refined, and accepted with caution. The thesis should end with a discussion of limitations present in the study and suggestions for future research in this area of Linguistics.

All graduate students are expected to convene a committee meeting shortly after their thesis advisory committee is formed and prior to the start of data collection. The purpose of this meeting is to allow the committee to provide feedback on the review of literature, research questions or hypotheses, and to approve the research design and data collection instruments and procedures. After receiving approval from the thesis advisory committee, students should submit the appropriate documents to BYU's Institutional Review Board (IRB) if the study involves collecting any form of data from human subjects.

Process for Generating a Linguistics Thesis

With the acceptance letter from the department, you will be informed which faculty members have been assigned as your initial chair and committee.

1. During the first semester, you should begin to actively read and document professional research articles and books in the range of subject areas that you might later choose for a thesis topic. You should also consider the interests of faculty members in this process, and determine whom you will ask to serve as your permanent chair. During the second semester, you should narrow your potential topics by considering gaps in the research literature (thesis). In consultation with the Ling 604 instructor and permanent chair (if determined), you should narrow your list of potential research questions to one, and utilize appropriate bibliographic references to generate a thesis prospectus of approximately 20 pages outlining the background of the question, the proposed methodology for answering the question, and what you expect to find.
2. After completing Ling 604, you should continue working with your thesis chair to complete a draft of the first three chapters of the thesis, including the data collection instruments and procedures to be used in the study. This material should then be distributed to the other committee members, and you should organize a meeting at which the entire committee is able to approve your research design. During this same time, you should also begin to format your thesis for future written and electronic (ETD) submissions. For specific information concerning ETD formatting, you should work closely with your chair and the department secretary. ETD information is also available at <http://etd.byu.edu>. There is an ETD class offered at the library that we highly recommend you take. The graduate office will email the dates to you at the beginning of each semester. The department secretary will also schedule a one hour workshop on setting up styles in Microsoft Word which will help you pre-set the correct formatting styles as you begin writing your thesis.
3. If you are using human subjects as part of your research study, you must complete the appropriate forms to receive permission from BYU's Institutional Review Board (IRB) to proceed with the study. This material is available online from: <http://orca.byu.edu/irb/>.
4. You should work closely with your thesis chair to successfully complete your thesis. The chair is responsible for reviewing each chapter and providing feedback to you. The thesis should be submitted chapter by chapter to the thesis chair. It should never simply be submitted as a whole, since this does not allow for revisions along the way that could affect subsequent portions of the work. Of course, you can also obtain feedback from other committee members during the drafting and review process.
5. Two weeks before you are allowed to schedule your oral exam, you must submit the thesis to all members of your committee for defense approval. This means that at least one month before you hope to defend the thesis should be submitted to the entire committee. They should have two weeks to read it before agreeing to sign ADV Form 8C, allowing you to schedule the defense. You must schedule the oral exam or defense at least two weeks, to the day, before the actual exam. Be advised that finding a day and time when all your committee members are available can be a complicated and time-consuming process.
6. You should carefully proofread this preliminary draft for content, spelling, grammar, syntax, word choice, style, and other writing conventions. The primary responsibility of the thesis committee is to review the content of your thesis. They should not be required to address basic writing issues. You are therefore encouraged to utilize the university writing center, experienced proofreaders and other such resources to improve the presentation and mechanics of your thesis prior to submitting it to the committee.

Graduate Student Society



Graduate student societies (GSS) at both the university and department levels provide students with opportunities to associate with each other and the faculty. The stereotypical image you might have of the individual genius scholar toiling away in some isolated attic apartment is pure myth. Successful graduate students get work done in groups. Be part of the group! Information on the university-wide graduate student society (the GSS website) is available at <http://www.byu.edu/gss/>.

At the department level, the GSS advisor for fall semester is Dr. Dave Eddington (801-422-7452; dave_eddington@byu.edu). The GSS advisor for winter semester will be Dr. Wendy Baker-Smemoe (801-422-4717; wendy_baker@byu.edu). From time to time the GSS will circulate flyers and email messages about activities of the department-level society. Officers are nominated and elected once a year: two from TESOL, and two from Linguistics.

We strongly advise students to become familiar with and get involved with activities of the GSS. As graduate students, you have committed yourself to professional-level work in the field of linguistics/TESOL/English language studies. Professionals make it a point to form societies and to interact with each other. Effective research and real-world applications of research never happen without collaboration of some kind with other professionals. You should begin this process of collaboration/interaction with your peers, your fellow students.

By talking together, working together, and socializing together, you and your fellow graduate students will find it easier to think like professionals, to gain insights on how you should proceed with your coursework, your own classroom teaching experience and/or with the research that will generate your thesis.



Program of Study Form

Program of Study

The Program of Study is a form that students fill out in order to plan all of the courses they will take to fulfill degree requirements. The Program of Study constitutes a contract between students and the university. It is a necessary step on the path towards graduation. TESOL students will turn in their program of study as part of Ling 611 in their second semester.

How to fill out a Program of Study

On your Program of Study, list all classes (required courses, skill courses, and electives) that you plan on taking in your graduate program at BYU. After you decide on your classes, review them with your advisor or advisory committee and obtain the necessary signatures of approval on the Program of Study form. If you have an advisory committee then you must have all three signatures.

Due date for Program of Study

TESOL students will turn in their program of study according to the Ling 611 syllabus, toward the end of that course.

How to change the Program of Study

You can make changes in your program if they are authorized by your advisor or committee. Obtain a Program of Study Change Form. These forms are available online at <http://gradstudies.byu.edu/forms>.

How to submit a Program of Study Change

List the classes currently on your program of study that need to be deleted, and list the classes that you want to add. Have your advisor or committee approve the changes by signing the bottom of the form. Then submit this form to the department secretary in 4064 JFSB.

Relationship between your Program of Study and your Progress Report

Your progress report compares your individual study list with the courses you have actually taken. It summarizes your progress in your program: classes completed, current registration, classes still needed, and current grade point average. In addition, the progress report alerts you and your advisors to possible problems with academic status, GPA, prerequisites needed, minimum registration requirements, time limits, and so forth. Your progress report is available on AIM through Route Y.

Classes that can be funded by department scholarships

Any department scholarship funding you receive will cover tuition only for program pre-requisites and classes on your approved Program of Study form. Tuition for any additional courses (not on your approved Program of Study) must be funded from other sources.

Credit-hour requirements

You are required to take two credits during the semester you graduate (defend your thesis). You are required to complete a minimum of six credits per academic year (Fall semester through the next Summer term) otherwise you will be dropped from the graduate program by the university.



Financial Assistance for Graduate Students

Everyone who is accepted into the Linguistics and English Language Department's graduate programs is eligible for a partial tuition scholarship. The amount of the scholarship for each student is based on the number of credits that student is taking during the semester/term. It also depends on the total amount of money available and the number of students in the program. The scholarship amount varies between 30% and 70% of LDS member graduate tuition. Near the beginning of each semester, you will receive an e-mail from the department graduate secretary informing you how to apply for a department scholarship. Generally, the deadline for applying for fall and winter semester scholarships is April 1, and the deadline for applying for spring/summer term scholarships is Feb 1.

The courses applicable to your scholarship must be on your Program of Study. Please be aware that the total amount of loan, grant, and scholarship money received by a graduate student each year cannot exceed the estimated cost of education at BYU (which for this academic year is \$25,434.00 LDS and \$31,744.00 non-LDS) Any financial aid received by a student who has borrowed money through federal student loan programs this academic year in excess of the cost of education will be used to pay down student loans. For more information about scholarships available to graduate students, please visit <http://graduatestudies.byu.edu/content/funding>.



The Graduate Research Fellowship

The Graduate Research Fellowship (GRF) is a university award sponsored by Graduate Studies, and is designed to support innovative research and creative works conducted by graduate students under the guidance of faculty advisors. Twenty-five to thirty GRF awards will be offered each year. The level of support is \$5,000, \$10,000, or \$15,000 for one year. This flexibility allows you to choose an appropriate level of support after consultation with your faculty advisor.

For eligibility requirements and application guidelines, please visit <http://graduatestudies.byu.edu/content/graduate-research-fellowship>.

Important Note: Students who receive stipend monies should contact their department to make sure this award will not affect the amount received from the department.

Internships for Graduate Students

Although our graduate programs do not require them, internships can be very valuable educational experiences. They allow students to make connections between the academic content they learn in their courses and the practicalities and constraints of the real world. In addition, internships often lead to post-graduation employment opportunities.

TESOL MA students who wish to do an internship (Ling 688R) as one of their elective courses should check the information available online at http://linguistics.byu.edu/tesol_internships.php and then see Dr. Henrichsen, the TESOL internship coordinator, or his assistant coordinator. He has information on a variety of local, domestic, and international internship sites. He also has the necessary course contract, internship approval, and other forms. These forms must be filled out and the internship approved before beginning the internship.

Travel Funding for Professional Conferences and Research

Department funds (up to \$500 per graduate student per academic year) are available to partially fund graduate students for trips to conferences at which they are presenting. In order to receive the full \$500 support, students must present a paper or poster that has been accepted in a conference with the highest professorial or professional peer review standards accepted by the discipline. Students presenting at conferences, symposia or forums designed for graduate students will receive \$300. Students presenting posters at these same venues will receive \$200. To apply for this funding, you must first fill out a travel request form, which you can get from the department office. You should submit this form (along with a copy of your presentation acceptance letter or e-mail) well in advance of your conference trip so that funds can be apportioned and reserved appropriately. Please contact the department secretary for further information.

The College of Humanities also offers funding for graduate students (up to \$400) to travel to conferences when they are presenting. The college funding request forms are included in the department travel request form. BYU's Office of Graduate Studies also has funds to help graduate students attend and participate in professional, academic conferences. Graduate students presenting original research at conferences are eligible to receive a Research Presentation Award (RPA) averaging \$400. RPAs are intended to enable graduate students to travel to important conferences within their discipline in order to present their scholarly and creative work. RPAs are awarded two times each year and are distributed within two months after the application deadline. The application deadline is in the middle of an award period which allows students to apply who have either already presented their research or who are planning to within the specified time period. Approximately one-third of the applicants receive an award. For more detailed information, go to <http://www.byu.edu/gss>.

Work Restrictions

As of Fall 2013, graduate students in their fourth year will need approval from their thesis chair to work for any professor in the department. This new policy encourages our graduate students to focus on their thesis. If you have questions about this policy, please visit with your thesis chair. You can also come speak with the department office staff, though this should be as a secondary source.



Final Oral Defense

Scheduling Your Final Oral Defense

1. You must be enrolled for at least two credits the semester of the defense.
2. Apply for graduation. The graduation application is found at: http://graduatestudies.byu.edu/images/forms/ADV_Form_8a.pdf
3. After satisfactorily completing the development of your thesis, you must schedule an oral defense. This can be done only after applying for graduation. When your chair agrees that your thesis is ready to defend and at least four weeks before scheduling the oral defense, your thesis must be submitted to all members of the committee for defense approval. Email the formatted defense draft of the thesis to each committee member; some may prefer a paper copy so check to see which they prefer. This means that at least one month before you hope to defend, the thesis should be submitted to the entire committee. They should have two weeks to read it before agreeing to sign ADV Form 8C, allowing you to schedule the defense. You must schedule the oral exam or defense at least two weeks, to the day, before the actual exam. Be advised that finding a day and time when all your committee members are available can be a complicated and time-consuming process.
4. Once you have an agreeable date and time, you must schedule a room for the defense through the department secretary, and obtain signatures from all committee members on the scheduling form, ADV Form 8C. The signed form with signatures, date, time, room, and thesis title must be turned in to the Linguistics and English Language Secretary at least two weeks in advance of the defense date.

Final Oral Defense

In the oral examination, you present a brief overview of the rationale, design, results and conclusions of your study, after which members of the graduate committee take turns asking questions to evaluate the quality of the work. The defense and examination will take approximately two hours. Possible results of the oral exam are Pass, Pass with Qualifications, Recess, or Fail. University and Graduate Studies guidelines state that this exam should be “demanding and fair.” You are expected to show “currency in the field, thorough analysis of the questions or problems posed, and synthesis of knowledge in the discipline,” all at a level appropriate for a master’s degree. You are expected to be able to demonstrate, for instance, how your work relates to the discipline as a whole, the rationale behind your thesis, the questions or issues the work was designed to address, the way you addressed those questions, and the implications of your work for future research or practice. If you worked on a research or development team, you should also provide an explanation of your role and contributions.

Attendance at the Final Oral Exam

The final thesis defense is an announced public event. You are encouraged to attend at least one oral examination before defending your own thesis. Watch your email for announcements of scheduled defenses for the following week and plan to attend one. Any faculty member may also attend the final exam of any student. However, non-committee members cannot vote. Students and all guests must be prompt at the oral defense.

Turn in Thesis to the Graduate Studies Office

Typically, you will be required to make additional revisions following the oral exam and prior to final manuscript submission. Allow time in your schedule to make these revisions. A final revised manuscript (based on issues raised during the oral exam) must be submitted to the chair for approval (see ADV Form 11 “Minimum Standards for Submitting Dissertations, Theses, or Selected Projects” found online at <http://www.byu.edu/gradstudies/forms/forms.php?s=advforms>). After all your committee members have approved the final draft of your thesis and signed your ADV Form 8d, you need to either email or bring in your thesis to the Linguistics and English Language department secretary to have the format approved. If the format is approved, then the department graduate coordinator or secretary will sign ADV Form 8d. She will then email the approved thesis to The College Graduate Coordinator, Ray Clifford and she will take to him your ADV Form 8d to sign. After he has signed the form, he will send the ADV form 8d back to the department secretary who will hold it for you until after the ETD approval process is finished. You will be notified by email that you can then convert the thesis to a PDF file and upload it as your ETD.

All theses are now submitted as ETDs (Electronic Theses and Dissertations). The library does not require paper copies, but you or your committee may want a bound paper copy in addition to the electronic copy. Theses in electronic format receive broader exposure and make you part of a worldwide learning community as your thesis and the results of your research are

made available to scholars throughout the world. The Learning Research Center (LRC) in the library can help you upload your PDF as an ETD. ETDs have some special formatting guidelines. Visit <http://etd.byu.edu> for these guidelines. As you upload and submit your ETD, it is sent to the department, and then the college for final approvals. You will receive emails as to the progress of the ETD in this process. If there are any problems with the ETD, it will not be approved, and you will receive an email indicating what problems you need to fix. Once you have corrected any problems, you need to upload and resubmit the ETD again. Once the ETD has been approved by the department and then the college, you will receive an email from the university telling you come and retrieve the ADV Form 8d from the department secretary and take it, along with a copy of your title page, to the Graduate Office in the Former Presidents’ Home (FPH). You are then finished.

Thesis Format and Style

Students may obtain copies of university format guidelines for theses from <http://gradstudies.byu.edu>. General style guidelines are available online, in the library, at the bookstore, in the JKB writing center.

Linguistics MA theses should follow LSA (Linguistic Society of America) style (see <http://www.lsadc.org/info/pubsub-lang-style.cfm> for details). TESOL MA theses should follow APA (American Psychological Association) style, 6th edition (see the APA Publication Manual or <http://owl.english.purdue.edu/owl/resource/560/01/> for details). Any deviations from these guidelines must be approved by your advisory committee.

All thesis drafts should be typed on a word processor (double-spaced, following LSA or APA style, carefully proofread, and submitted on 8 1/2 x 11 white paper or as electronic e-mail attachments). For specific formatting guidelines see ADV 11 forms at <http://www.byu.edu/gradstudies/forms/forms.php?s=advforms>.

Although your committee will give feedback on format and style, do not place the responsibility for editing, spelling, and proofreading on the shoulders of your committee members. It is your responsibility to produce standard academic prose in English. Bring clean and accurate drafts of your work to consultations and meetings. You are, therefore, advised to utilize the university writing center, experienced editors or proofreaders, and other such resources to improve the presentation and mechanics of your thesis prior to submitting it to your committee.

ETDs (Electronic Theses and Dissertations) require special formatting. Please visit <http://etd.byu.edu> to view these guidelines. You should work carefully with both your advisory committee chair and the department secretary to review all thesis formatting.

Graduate Office Forms

Program of Study for Graduate Students (Form 3): This form is sent to you in your acceptance packet. You may also find it on the department website (<http://linguistics.byu.edu/program-of-study/>) or you may pick one up in the department office. TESOL students will submit this form during Ling 611.

Request for Program of Study Change (Form 3b): To alter an original Program of Study form, fill out this form, obtain signatures from your committee members, and turn it in to the department secretary. (<http://linguistics.byu.edu/static/documents/org/1210.pdf>)

Application for Graduation: You must apply online for graduation at: https://y.byu.edu/ry/ae/prod/acad_plan/cgi/stdGraduationApp.cgi.

Departmental Scheduling of Final Oral Examination (Form 8C): Fill this form out, get all your committee members’ signatures, and turn it in to the department no later than two weeks before your defense date. (<http://linguistics.byu.edu/static/documents/org/1283.pdf>)

Departmental Approval for Submission of Dissertation, Thesis, or Selected Project (Form 8D): This form is included in the packet you will receive at your defense. Fill out this form with the appropriate signatures and, along with a copy of your title page, turn it in to the Graduate Studies office by the deadline date for that semester’s graduation.

All these forms can be obtained on our department website under Graduate Resources, in the department office, or from the Graduate Studies website (<http://graduatestudies.byu.edu/advisement-forms-adv>).

Important Deadlines for Graduation

The following deadline timelines are set by our Dean's Office at the College of Humanities. You may see other timelines published as university deadlines for graduation, but our department will be holding to the dates listed as the "College of Humanities Deadlines" as the dates you must meet in order to graduate on schedule. Students submitting materials after these deadlines will not be considered for graduation until the following semester. We have included the deadlines for all for semesters/terms. Here are the deadlines for this academic year:

December 2015 Graduation Deadlines for Humanities Graduate Students

A summary of ADV Form 8 with College-level steps and deadlines added. See the original form for additional details. **Students who miss these graduation deadlines may graduate the following semester, but they must register during that semester for at least 2 credit hours (preferably project, thesis, dissertation, or internship credit). Or they must pay an equivalent registration fee.**

What you must do:	When it must be done:		Each step must be completed <u>before</u> its associated deadline!
	Graduate Studies Deadlines	College of Humanities Deadlines	
1. Apply for graduation.	23-Oct-15		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu → myBYU → School → Apply for Graduation
2. Confirm approval.	6-Nov-15		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01).
3. Schedule your thesis defense.	20-Nov-15		This is the last day for student to schedule a final oral examination (defense of thesis). Use the Department Scheduling of Final Oral Examination form (ADV Form 8c) and schedule the defense of thesis as early as possible, so you will have time after the defense to make corrections and still meet thesis submission deadlines. Note: These oral exams must be scheduled at least two weeks before the exam is to take place, and exams may not be held during semester or term breaks.
4.a. Pass your oral defense b. Get signatures.	4-Dec-15		If you pass your final oral examination, take advantage of the fact that your committee members are present to get their signatures on ADV Form 8d. (One or more committee members may be overseas or otherwise not available later in the semester.)
5.a. Revise your thesis. b. Read, understand, and follow instructions.		10-Dec-15	a. Revise your thesis according to the feedback received at your thesis defense. b. Convert your thesis to a "pdf" file that meets <u>all</u> of Graduate Studies' requirements. (See ADV Forms 11, 11a, and 11b.) c. Give the thesis in pdf format and the signed ADV Form 8d the <u>to your Department</u> for review and approval.
6. Obtain department approval to submit ETD.	11-Dec-15		This is the last day for the department to review the pdf version of your thesis, approve it, and send the "Approval for Submission of Dissertation or Thesis" form (ADV Form 8d) to the College Associate Dean, Ray Clifford.
		14-Dec-15	The College Associate Dean signs the ADV Form 8d and returns it to your <u>Department</u> .
7. Submit your ETD.		15-Dec-15	Following precisely <u>all</u> of the Graduate Studies requirements reiterated at etd.byu.edu , submit your ETD.
8. a. Make corrections. b. Resubmit. c. Repeat.		16-Dec-15	This is the last day for the student to correct any mistakes noted by the Department, and to resubmit the ETD.
		17-Dec-15	This is the last day for the student to correct any mistakes noted by the College Associate Dean, and to resubmit the ETD.
9. Take ADV 8d to 105 FPH.	18-Dec-15		This is the last day the student can get the completed ADV Form 8d <u>from the Department</u> and take it to Graduate Studies (105 FPH).
10. Attend graduation.	21-Apr-16		Graduation: University Commencement
	22-Apr-16		Graduation: College Convocations

Last revised: 2 Jul 2015. Please send examinations to RayC@BYU.edu.

April 2016 Graduation Deadlines for Humanities Graduate Students

A summary of ADV Form 8 with College-level steps and deadlines added. See the original form for additional details.

Students who miss these graduation deadlines may graduate the following semester, but they must register during that semester for at least 2 credit hours (preferably project, thesis, dissertation, or internship credit). Or they must pay an equivalent registration fee.

What you must do:	When it must be done:		Each step must be completed before its associated deadline!
	Graduate Studies Deadlines	College of Humanities Deadlines	
1. Apply for graduation.	29-Jan-16		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu → myBYU → School → Apply for Graduation.
2. Confirm approval.	12-Feb-16		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01).
3. Schedule your thesis defense.	19-Feb-16		This is the last day for student to schedule a final oral examination (defense of thesis). Use the Department Scheduling of Final Oral Examination form (ADV Form 8c) and schedule the defense of thesis as early as possible, so you will have time after the defense to make corrections and still meet thesis submission deadlines. Note: These oral exams must be scheduled at least two weeks before the exam is to take place, and exams may not be held during semester or term breaks.
4.a. Pass your oral defense b. Get signatures.	4-Mar-16		If you pass your final oral examination, take advantage of the fact that your committee members are present to get their signatures on ADV Form 8d. (One or more committee members may be overseas or otherwise not available later in the semester.)
5.a. Revise your thesis. b. Read, understand, and follow instructions.		10-Mar-16	a. Revise your thesis according to the feedback received at your thesis defense. b. Convert your thesis to a "pdf" file that meets <u>all</u> of Graduate Studies' requirements. (See ADV Forms 11, 11a, and 11b.) c. Give the thesis in pdf format and the signed ADV Form 8d the <u>to your Department</u> for review and approval.
6. Obtain department approval to submit ETD.	11-Mar-16		This is the last day <u>for the department</u> to review the pdf version of your thesis, approve it, and send the "Approval for Submission of Dissertation or Thesis" form (ADV Form 8d) to the College Associate Dean, Ray Clifford
		14-Mar-16	The College Associate Dean signs the ADV Form 8d and returns it to your <u>Department</u> .
7. Submit your ETD.		15-Mar-16	Following precisely <u>all</u> of the Graduate Studies requirements reiterated at etd.byu.edu , submit your ETD.
8. a. Make corrections. b. Resubmit. c. Repeat.		16-Mar-16	This is the last day for the student to correct any mistakes noted by the Department, and to resubmit the ETD.
		17-Mar-16	This is the last day for the student to correct any mistakes noted by the College Associate Dean, and to resubmit the ETD.
9. Take ADV 8d to 105 FPH.	18-Mar-16		This is the last day the student can get the completed ADV Form 8d <u>from the Department</u> and take it to Graduate Studies (105 FPH).
10. Attend graduation.	21-Apr-16		Graduation: University Commencement
	22-Apr-16		Graduation: College Convocations

Last revised: 2 Jul 2015. Please send amendments to RayC@BYU.edu.

June 2016 Graduation Deadlines for Humanities Graduate Students

A summary of ADV Form 8 with College-level steps and deadlines added. See the original form for additional details.

Students who miss these graduation deadlines may graduate the following semester, but they must register during that semester for at least 2 credit hours (preferably project, thesis, dissertation, or internship credit). Or they must pay an equivalent registration fee.

What you must do:	When it must be done:		Each step must be completed before its associated deadline!
	Graduate Studies Deadlines	College of Humanities Deadlines	
1. Apply for graduation.	29-Apr-16		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu → myBYU → School → Apply for Graduation.
2. Confirm approval.	6-May-16		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01).
3. Schedule your thesis defense.	13-May-16		This is the last day for student to schedule a final oral examination (defense of thesis). Use the Department Scheduling of Final Oral Examination form (ADV Form 8c) and schedule the defense of thesis as early as possible, so you will have time after the defense to make corrections and still meet thesis submission deadlines. Note: These oral exams must be scheduled at least two weeks before the exam is to take place, and exams may not be held during semester or term breaks.
4.a. Pass your oral defense b. Get signatures.	27-May-16		If you pass your final oral examination, take advantage of the the fact that your committee members are present to get their signatures on ADV Form 8d. (One or more committee members may be overseas or otherwise not available later in the semester.)
5.a. Revise your thesis. b. Read, understand, and follow instructions.		9-Jun-16	a. Revise your thesis according to the feedback received at your thesis defense. b. Convert your thesis to a "pdf" file that meets <u>all</u> of Graduate Studies' requirements. (See ADV Forms 11, 11a, and 11b.) c. Give the thesis in pdf format and the signed ADV Form 8d the <u>to your Department</u> for review and approval.
6. Obtain department approval to submit ETD.		10-Jun-16	This is the last day <u>for the department</u> to review the pdf version of your thesis, approve it, and send the "Approval for Submission of Dissertation or Thesis" form (ADV Form 8d) to the College Associate Dean, Ray Clifford.
		13-Jun-16	The College Associate Dean signs the ADV Form 8d and returns it to your <u>Department</u> .
7. Submit your ETD.		13-Jun-16	Following precisely <u>all</u> of the Graduate Studies requirements reiterated at etd.byu.edu , submit your ETD.
8. a. Make corrections. b. Resubmit. c. Repeat.		14-Jun-16	This is the last day for the student to correct any mistakes noted by the Department, and to resubmit the ETD.
		15-Jun-16	This is the last day for the student to correct any mistakes noted by the College Associate Dean, and to resubmit the ETD.
9. Take ADV 8d to 105 FPH.	16-Jun-16		This is the last day the student can get the completed ADV Form 8d <u>from the Department</u> and take it to Graduate Studies (105 FPH).
10. Attend graduation.	11-Aug-16		Graduation: University Commencement
	12-Aug-16		Graduation: College Convocations

Last revised: 2 Jul 2015. Please send amendments to RayC@BYU.edu.

August 2016 Graduation Deadlines for Humanities Graduate Students

A summary of ADV Form 8 with College-level steps and deadlines added. See the original form for additional details.

Students who miss these graduation deadlines may graduate the following semester, but they must register during that semester for at least 2 credit hours (preferably project, thesis, dissertation, or internship credit). Or they must pay an equivalent registration fee.

What you must do:	When it must be done:		Each step must be completed <u>before</u> its associated deadline!
	Graduate Studies Deadlines	College of Humanities Deadlines	
1. Apply for graduation.	20-May-16		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu → myBYU → School → Apply for Graduation.
2. Confirm approval.	3-Jun-16		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01).
3. Schedule your thesis defense.	10-Jun-16		This is the last day for student to schedule a final oral examination (defense of thesis). Use the Department Scheduling of Final Oral Examination form (ADV Form 8c) and schedule the defense of thesis as early as possible, so you will have time after the defense to make corrections and still meet thesis submission deadlines. Note: These oral exams must be scheduled at least two weeks before the exam is to take place, and exams may not be held during semester or term breaks.
4.a. Pass your oral defense b. Get signatures.	24-Jun-16		If you pass your final oral examination, take advantage of the fact that your committee members are present to get their signatures on ADV Form 8d. (One or more committee members may be overseas or otherwise not available later in the semester.)
5.a. Revise your thesis. b. Read, understand, and follow instructions.		30-Jun-16	a. Revise your thesis according to the feedback received at your thesis defense. b. Convert your thesis to a "pdf" file that meets <u>all</u> of Graduate Studies' requirements. (See ADV Forms 11, 11a, and 11b.) c. Give the thesis in pdf format and the signed ADV Form 8d to your Department for review and approval.
6. Obtain department approval to submit ETD.	1-Jul-16		This is the last day <u>for the department</u> to review the pdf version of your thesis, approve it, and send the "Approval for Submission of Dissertation or Thesis" form (ADV Form 8d) to the College Associate Dean, Ray Clifford.
		5-Jul-16	The College Associate Dean signs the ADV Form 8d and returns it to your <u>Department</u> .
7. Submit your ETD.		5-Jul-16	Following precisely <u>all</u> of the Graduate Studies requirements reiterated at etd.byu.edu , submit your ETD.
8. a. Make corrections. b. Resubmit. c. Repeat.		6-Jul-16	This is the last day for the student to correct any mistakes noted by the Department, and to resubmit the ETD.
		7-Jul-16	This is the last day for the student to correct any mistakes noted by the College Associate Dean, and to resubmit the ETD.
9. Take ADV 8d to 105 FPH.	8-Jul-16		This is the last day the student can get the completed ADV Form 8d <u>from the Department</u> and take it to Graduate Studies (105 FPH)
10. Attend graduation.	11-Aug-16		Graduation: University Commencement
	12-Aug-16		Graduation: College Convocations

Last revised: 2 Jul 2015. Please send amendments to RayC@BYU.edu.

Completion of Degree

Receiving the Master's Degree

After all qualifications have been met (course work is completed, and your thesis is successfully defended), your degree will be awarded. Students who miss the graduation deadlines for any given semester must register for at least 2 hours (preferably thesis, dissertation, or internship credit) or pay the equivalent minimum registration fee and will graduate the following semester.

Continuing Our Relationship

We hope that as a program graduate you will keep in touch with the department faculty in mutually beneficial relationships. Many former students continue their friendships with other students and with faculty members. Some continue to publish or to work in collaboration with faculty. Some receive assistance to obtain initial job placements or admission to doctoral programs. Graduates may also contribute in various ways to strengthening the graduate program and its reputation. Our network of former graduates continues to grow nationally and internationally, and we will be happy to include you in that network.

