

# Graduate Student Handbook For the TESOL MA Program

## Department of Linguistics Brigham Young University 2018–2019

Welcome to the graduate programs in the Linguistics 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 Department 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

The mission of the TESOL graduate program 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 language 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.

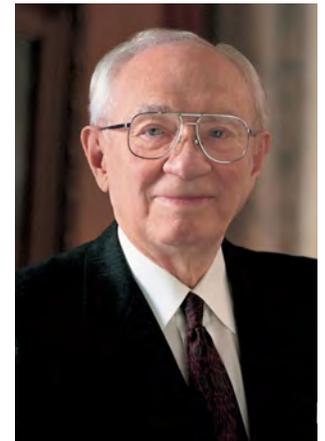
—Spencer W. Kimball, October 10, 1975

Department graduate faculty members 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, September 17, 1963

Department graduate faculty members 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.



***Building of Character*** Character is the aim of true education. . . . Character is not the result of chance, but of continuous right thinking and right acting. True education seeks to make men and women not only good mathematicians, proficient linguists, profound scientists, or brilliant literary lights, but also honest men with virtue, temperance, and brotherly love.

—President David O. McKay, September 1, 1967

Department graduate faculty members will encourage students to reach their potential and stretch their capacities by seeking opportunities to serve others while undergoing rigorous studies.

***Lifelong habits of learning and service*** This university will go forward. Its students are idealists who have integrity, who love to work in good causes. These 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, October 10, 1975

Department graduate faculty and staff members 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 students here. Students who 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 applicant. 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 Department as a supplement to the BYU Graduate Catalog. This handbook describes policies and procedures that are unique to our TESOL graduate program. 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 any comments, requests, or suggestions for the next edition of this handbook to [linguistics@byu.edu](mailto: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 that you can not only choose the right topic for your MA thesis or project 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. 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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## Administration and Personnel

Department Chair: Norman Evans (801) 422-8472  
 Department Secretary: Mary Beth Wald (801) 422-9010  
 GSS Faculty Advisor: Chris Rogers (801) 422-4707  
 Linguistics Graduate Coordinator: Earl Brown (801) 422-3970  
 TESOL Graduate Coordinator: Troy Cox (801) 422-5755

# Graduate Advisors and Committees

The department uses a committee system to advise and evaluate students in its graduate programs. You will be appointed an advisor upon admission. The role of the advisor/advisory committee is to both guide and evaluate you in your coursework, research, professional development, and overall performance.

Advisory committees consist of at least three members: a committee chair (the first reader) and two other faculty members (the second and third reader of a project or thesis). All members of the committee must have graduate faculty status. If you declare a minor, a fourth committee member from the minor department is necessary. If you wish to make an adjustment in the composition of your committee, you 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 committee members share in the responsibility of evaluating you in your progress through the program, and the committee gives final approval of your project or thesis. All committee members participate in events such as the prospectus meeting, the prescheduling meeting, and the project or thesis defense. You should arrange an initial meeting with all committee members as you begin the project or thesis process. Other meetings with the committee may be held as needed. You should arrange a prescheduling meeting with all committee members to discuss the completed project or thesis before scheduling the defense. Faculty members will not sign the defense scheduling form until they have read and discussed the completed project or thesis with you and fellow committee members. You should plan the timing of your 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, you should send a brief monthly email progress report to all of your committee members. These emails are a critical criterion that graduate faculty discuss during student evaluations twice a year.

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

The second reader has a secondary responsibility to mentor you in the project or thesis and to help you find professional opportunities. Generally, the second reader will review ongoing work on the project or thesis after you have incorporated changes and suggestions from the first reader. You should consult with the second reader several times about the progress of the project or thesis before the scheduling of the defense.

Generally, the third reader will review ongoing work on the project or thesis after you have incorporated changes recommended by the first reader and the second reader. The third reader responds to the project or thesis more as a finished product. You may have a fourth faculty member on your committee who is not a member of the graduate faculty, if needed for specialized input.

# TESOL MA



TESOL MA students are assigned a graduate advisor in accordance with the project or thesis topic they submitted in their application packet. TESOL students will work with their advisor to refine or change their original topic, and a suitable committee will then be formed based on faculty expertise and advisement loads. Students must submit a Prospectus form (see Project and Thesis Prospectus form in appendices) and a Program of Study form (printed on gold paper) with signatures from all three committee members by the end of their second semester (winter) in the program. Any subsequent changes to the program or committee must be made using the Change of Program form, which can be found on the department website.

## Learning Outcomes

The TESOL MA program is designed to achieve the following four learning outcomes:

1. **Systems of Human Language:** Demonstrate an understanding of the major systems of human language (phonology, morphology, lexicon, syntax, semantics, and pragmatics).
2. **Language Learning Theory:** Analyze and apply theories of second language learning and acquisition.
3. **Teaching Strategies and Procedures:** Examine second language teaching strategies and procedures and apply accepted principles of effective lesson planning and materials development.
4. **Research:** Analyze, perform, and communicate professional-level research.

# Degree Requirements

## *Admission and Entry*

Deadline for application is January 15 (only once a year).

Admissions decisions are based upon:

- Undergraduate GPA, by way of official transcript (all international applicants must send all marksheets, transcripts, and diplomas for credential evaluation to IERF)
- Letter of intent (including experience, commitment to the profession, and plans for the future)
- Three letters of recommendation
- GRE score (test must be taken within five years prior to beginning the program; score must be submitted with application)
- English language skills for all nonnative speakers of English, whether or not they graduated from an English-speaking school: A TOEFL score of 237 (computer), 580 (paper), or 90 (iBT, with an average score of 22 in Speaking, Listening, Reading, and Writing). Further information for international students can be found online at <http://internationalservices.byu.edu>. The TOEFL must be taken within the two years prior to beginning the program.
- An application, found online at <http://www.byu.edu/gradstudies>.

The number of students admitted to the TESOL MA program depends on its capacity (which is projected to be a total of 15 active students) and the number of students who exit the program each year.

Students admitted to the MA program should plan to meet with their advisor at the beginning of the program to identify a timeline for completing their project or thesis.

## **Prerequisites**

- Students must begin coursework during fall semester. However, any student who has not previously had an introductory linguistics course must attend the previous summer term to take Ling 401: Introduction to Graduate Linguistics. If a student has taken an equivalent course at another university, he or she should send that course syllabus to the department secretary (at [linguistics@byu.edu](mailto:linguistics@byu.edu)) for evaluation.
- Students must be competent in one language (other than English) at the 200 level. This requirement may be fulfilled while taking program coursework, but those language credits do *not* count toward the total credits needed for the program nor are scholarship funds allocated for language classes.

## *Requirements for Degree*

The MA degree in TESOL at Brigham Young University requires successful completion of 37 credit hours which consist of:

Core classes

22 hours (see page 11)

Project or Thesis

Project, 3 hours of project credit (Ling 698R) *plus* 3 hours of related internship credit (Ling 688R); OR

Thesis, 6 hours (Ling 699R)

Electives

9 hours (see page 11)

## **Specialization**

The TESOL MA program offers four specializations: Teaching (Ling 655, 670, 671); Program Administration (Ling 677, 679); Curriculum & Materials Development (Ling 677, 678); Curriculum & Assessment (Ling 677, Chair-directed elective).

To specialize, a student must complete the related electives indicated above. All students must complete at least one Teaching Skills class (Ling 670 or 671).

## Program Courses (see Appendix 1)

Core courses: (22 credits)

- L610: TESOL Methods and Materials Overview (3)
- L611: TESOL Methods and Materials Applications (3)
- L612: TESOL Practicum (3)
- L620: Research in TESOL (3)
- L631: Grammar Theory and Pedagogy (3)
- L640: Language Acquisition (3)
- L660: Language Testing (3)
- L695: TESOL Seminar (1)

Project or Thesis: (6 credits)

- L698R: Project Credits (3) + L688R: Academic Internship
- L699R: Thesis Credits (6)

Elective courses: (9 credits)

- L655: Culture Teaching and Pragmatics (3)
- L670: Teaching Skills, Reading/Writing/Vocabulary (3)
- L671: Teaching Skills, Listening/Speaking/  
Pronunciation (3)
- L677: Curriculum Development (3)
- L678: Materials Development (3)
- L679: TESOL Program Administration (3)
- L688R Academic Internship (3)

### Internships

Academic internships (Ling 688R) are designed to allow students to further enhance their expertise in TESOL. In the case of students who select the project option, an internship must be closely aligned with the project topic. These students will be mentored in their internship by one of the eight full-time administrators who oversee various aspects of the English Language Center (ELC) such as program administration, curriculum development, reading, writing, listening, speaking, vocabulary, testing, and assessment.

### Sequence of Courses (see Appendix II)

Fall, First Year

- L610: TESOL Methods and Materials Overview (3)
- L631: Grammar Theory and Pedagogy (3) or L660: Language Testing (3) with faculty advisor approval
- L620: Research in TESOL (3)

Winter, First Year

- L611: TESOL Methods and Materials Application (3)
- L612: TESOL Practicum (3)
- L698R: Project Credits Prospectus Writing (1) (see Thesis & Project Prospectus below)
- L699R: Thesis Credits Prospectus Writing (1)
- Elective Credits (3): choose one course from list of electives, depending on what is taught that semester

Spring, First Year

- L655: Culture Teaching and Pragmatics (3)
- L688R: Academic Internship (3)

Summer, First Year

- L688R: Academic Internship (3)

Fall, Second Year

- L660: Language Testing (3) or L631: Grammar Theory and Pedagogy (3)
- L699R: Thesis Credits (2)
- Elective Credits (3–6): chose one or two elective courses from the elective list, depending on what is taught that semester

Winter, Second Year

- L640: Language Acquisition (3)
- L695: TESOL Seminar (1)
- L699R: Thesis Credits (1–5) or L698R: Project Credits (2)

# Non-native English-Speaking Student Requirements

In addition to the regular application requirements, all nonnative English-speaking graduate students are required to take the Ling 501 equivalency exam during the first semester in the program before the Thanksgiving break in November. The test can be taken in the JFSB Testing Center (B153 JFSB) and graded within two weeks. A “pass” grade will complete this requirement. If a grade of “marginal” is received, further assessment will be needed. In addition to this test, students will be asked to turn in a previously written academic research paper following APA format. This paper must be turned in by December 1 of the first semester.

All nonnative English-speaking graduate students are also required to complete an Oral Proficiency Interview (OPI) by the end of their first semester. They must receive an advanced-mid score to fulfill this requirement. This interview can be done more than once. Students can 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 total (can be non-consecutive) 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 project or thesis during each full semester (fall and winter)—exceptions must be approved by the committee chair
3. Not completing coursework in a timely manner



# Program of Study Form

All students are required to complete a Program of Study in Graduate Progress (gradprog) online, indicating 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. In their second semester, TESOL students will input their Program of Study online and turn in a copy of it to their Ling 611 professor by February 1.

## How to fill out a Program of Study

After you decide on your classes, review them with your advisor prior to inputting them in gradprog. You will also determine your thesis/project committee at this time and input that as well.

## Due date for Program of Study

You will input your program of study by February 1.

## How to change the Program of Study

With approval from your committee chair, you can make changes to your Program of Study. These changes will be submitted as well in gradprog.

## How to submit a Program of Study change

On gradprog, you will input any new class(es) and delete the class(es) being replaced.

## 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 your myBYU account by searching for "progrpt" in the Quick URL box under Campus Links.

## 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 project or 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.

# TESOL Project and Thesis Options

Graduate students in the TESOL MA program choose between two options for their culminating writing and research experience: project or thesis. By completing the project or thesis requirement, students demonstrate their competence in the field of study as they identify an important area of interest and plan, conduct, and report on a study in that area. The nature and purpose of the project or thesis should be congruent with the strengths, interests, activities, and needs of the faculty in the department. Students are expected to submit a prospectus for the project or thesis to the graduate faculty sometime during their second semester in the program.

## Project and Thesis Prospectus

The prospectus is a research proposal that addresses the key questions of what, why, and how your project or thesis will be researched or developed. The prospectus is developed in collaboration with your project or thesis committee. You should enroll in one credit of L698R (Project) or L699R (Thesis) during your second semester (winter) for the purpose of writing your research prospectus. The prospectus submission form, found in Appendix 3 for projects and Appendix 4 for theses, provides an outline for your prospectus.

The prospectus should be approved by your full committee by the end of your second semester of enrollment. A completed prospectus will be 3–5 pages in length and include the following key components:

- Proposed title
- An introduction with a statement of the problem and the rationale for the thesis research or project development
- Reference to significant articles that have been read (including appropriate citations) and how they have led to this prospectus
- An overview of the methodology that will be followed to develop the project or research the thesis
- Research questions for thesis or outcome statements for project
- Indication of several professional journals that may be good venues for publication of your final work

## The Audience of the Project or Thesis

Regardless of the option selected, the written product of the project or thesis should focus on an audience beyond the project or thesis committee. We strongly encourage students to identify a venue to which they intend to submit the project or thesis for publication following a successful defense. The venue should be a specifically targeted peer-reviewed journal in TESOL or Applied Linguistics. Students should work collaboratively with their chair and committee to determine the most appropriate journal to target for the submission of the manuscript.

## Project Option

A project focuses on meeting a pedagogical need that can be identified in several ways through practical experience gained in the internship (Ling 688R) and includes a careful review of relevant literature. The project could be the development of print-based instructional materials, instructional software or a website, instructional videos, a language test, or a curriculum.

Students who select the project option take three credit hours of Ling 698R (Project Credit) and three credit hours of a mentored academic internship (Ling 688R) that is related to the project topic. In addition, students working on a project must select a nine-credit-hour specialization of elective courses that is aligned with the project topic.

## Process for Generating a TESOL Project

Since students working on projects must select one of the four TESOL specializations (Teaching, Program Administration, Curriculum & Materials Development, or Curriculum & Assessment) that is most related to the project topic, and complete a three-credit internship related to the topic and specialization, meeting with their chair early in the first semester is extremely important. The following paragraphs outline the process for generating a project from the time of admission to the final semester in the program.

## Admission

If you select the project option, it is required of you to submit a topic of interest for a project in the application to the program. This topic serves two purposes: it helps the faculty identify your initial project chair, and it provides a point of departure for your project research and development. This topic is not binding, but you should meet with your chair early in the first semester in the program. The purposes of this initial meeting are to confirm and refine your project idea, determine your area of specialization, and select two more faculty members to complete your committee as well as an internship mentor at the English Language Center. Once an internship mentor is selected, you should set a semester or term for you to complete your internship—preferably in the spring or summer term of your first year.

## First Semester

You are required to take two classes in your first semester that will help you further focus your topic: Ling 610: TESOL Methods and Materials, and Ling 620: Research in TESOL. Ling 610 will introduce you to a variety of key topics and issues in TESOL, and Ling 620 will help you research key literature that can build a strong foundation for your work. While these classes are very helpful, nothing will be more beneficial to your making progress than meeting with your project chair. Take advantage of your chair's office hours.

## Second Semester

You will be required to enroll in one credit of Ling 698R: Project Credits during your second semester. This one credit should be used to develop a project prospectus (see Project Prospectus in Appendix 3). Work closely with your chair in this drafting process. This prospectus should be approved by your full committee by the end of your second semester.

## Subsequent Semesters

Once your prospectus has been approved by your committee, you should continue working with your chair and your internship mentor to develop your project. If you are using human subjects as part of your project, you must submit the appropriate forms and receive permission from BYU's Institutional Review Board (IRB) to proceed with the study. This material is available online at <http://orca.byu.edu/irb/>.

A useful way to think about your project is to begin with the end in mind. A TESOL project has two final aims: a completed project and a manuscript that reports on the project insights that can be shared with other TESOL professionals by means of publication in a TESOL-related journal.

You should work closely with your chair to successfully complete your project and write your manuscript. The chair is responsible for offering guidance through the project development and offering feedback on your manuscript. Of course, you can also obtain feedback from other committee members and your internship mentor during this drafting and review process.

## Final Semester

Typically, during the final semester of your program, you will present a preliminary version of your final project orally as part of the requirements for completing the seminar course—Ling 695.

When your chair agrees that your manuscript is ready to defend, you must submit your manuscript to all members of your committee for defense approval at least four weeks before scheduling the oral defense. This means that at least one month before you hope to defend your manuscript, it 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 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.

Before distributing your semi-final draft, you should carefully proofread it for content, spelling, grammar, syntax, word choice, formatting style established by the target journal's publication guidelines, and other writing conventions. The primary responsibility of the project committee is to review the content of the manuscript. They should not be required to address basic writing issues. You are, therefore, advised to utilize the BYU Writing Center, experienced proofreaders, and other such resources to improve the presentation and mechanics of your manuscript prior to submitting it to your committee.

# Thesis Option

A thesis identifies questions that the research will attempt to answer. The questions are identified based on a clearly focused review of the literature. In order to answer the research questions, data are usually collected from language learners and teachers or from existing data sets. The data are submitted to basic statistical analyses in order to answer the research questions. Appropriate procedures must be followed and approval obtained from BYU's Institutional Research Board (IRB) when using human subjects.

## Process for Generating a TESOL Thesis

The following paragraphs outline the process for generating a thesis from the time of admission to your final semester in the program.

### Admission

You are required to submit a topic of interest for a thesis and a rationale for selecting that topic in the application to the program. This preliminary topic serves two purposes: it helps the faculty identify your initial thesis chair, and it provides a point of departure for your research. This is not a binding topic; you should meet with your initial chair during the first semester in the program to begin refining your topic and selecting a full thesis committee of three faculty members.

### First Semester

You are required to take two classes in your first semester that will help you further focus your topic: Ling 610: TESOL Methods and Materials, and Ling 620: Research in TESOL. Ling 610 will introduce you to a variety of key topics and issues in TESOL, and Ling 620 will help you research key literature that can build a strong foundation for your research. While these classes are very helpful, nothing will be more beneficial to your making progress than regularly meeting with your thesis chair. Take advantage of your chair's office hours.

### Second Semester

You will be required to enroll in one credit of Ling 699: Thesis Credits during your second semester. This one credit should be used to develop a thesis prospectus (see TESOL Prospectus form in Appendix 4). Work closely with your chair in this drafting process. This prospectus should be approved by your full committee by the end of your second semester.

### Subsequent Semesters

Once your prospectus has been approved by your committee, you should continue working with your chair to complete a draft of the first three chapters of your thesis; you should also select 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 in which the entire committee is able to give feedback on your research plans and, ultimately, approve them.

As you draft your chapters, follow the approved 6th edition of the APA style manual. See your chair for details. You should also 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 you are highly recommended to take. The graduate office will email the dates for this class 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.

If you are using human subjects as part of your research study, you must submit the appropriate forms to BYU's International Review Board (IRB) and receive permission from them to proceed with the study. This material is available online at <http://orca.byu.edu/irb/>.

You should work closely with your thesis chair to successfully complete your thesis. Your chair is responsible for reviewing each chapter and providing feedback. Your thesis should be submitted chapter by chapter to your chair. It should never simply be submitted as a whole, since this would 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 this drafting and review process.

## Final Semester

During the final semester of your program, you will give an oral presentation that describes not only your thesis/project rationale and methods, but also your results. This presentation is a Ling 695 course requirement and may be given in a Ling 695 class session or in another academic venue (e.g., a professional conference) approved by the instructor.

When your chair agrees that your manuscript is ready to defend, you must submit your manuscript to all members of your committee for defense approval at least four weeks before scheduling the oral defense. This means that at least one month before you hope to defend your thesis, it 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 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.

Before distributing your semi-final draft, you should carefully proofread it for content, spelling, grammar, syntax, word choice, approved APA style, and other writing conventions. The primary responsibility of the thesis committee is to review the content of the thesis. They should not be required to address basic writing issues. You are, therefore, advised to utilize the BYU Writing Center, experienced proofreaders, and other such resources to improve the presentation and mechanics of your thesis prior to submitting it to your committee.

# 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](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 three weeks before scheduling the oral defense, your thesis must be submitted to all members of the committee for defense approval. You may email the formatted defense draft of the thesis to each committee member; or you can upload it to gradprog. This means that at least three weeks before you hope to defend, the thesis should be submitted to the entire committee. They should have two weeks to read it before agreeing on gradprog that you are ready to defend, allowing you to schedule the defense. Ideally you will schedule the defense at least two weeks prior to defending, but it can be scheduled as close as one day before. 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 the defense through the department graduate manager at [marybeth\\_wald@byu.edu](mailto:marybeth_wald@byu.edu). Email her the date, time and complete title of your thesis and she will schedule the defense and find a room.

## 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, and 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 how your work relates to the discipline as a whole, the rationale behind your project or 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 defense is an announced public event. You are encouraged to attend at least one oral examination before defending your own work. Watch your email for announcements of scheduled defenses 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.

# Submitting the Final Manuscript

Typically, you will be required to make additional revisions following the oral exam. Once these revisions have been completed, the submission processes for a project and thesis must be followed as outlined below.

## Project Manuscript Submission

A critical, early step in the project process is to identify a TESOL-related journal to which a manuscript generated from your project can be submitted. Once this journal is identified, the TESOL project manuscript should be formatted to the publication standards set by that journal. As such, formatting requirements will vary considerably from project to project. Your committee can help identify an appropriate journal. Since projects are not submitted to the university Electronic Theses and Dissertations (ETD) system, ETD formatting guidelines do not apply to projects.

Once your committee has approved your revisions following your defense, you have completed the project requirement for your MA degree. While you are not required to submit your manuscript to the targeted journal for possible review and publication, you are strongly encouraged to do so.

## Thesis Manuscript Submission

Your final revised thesis manuscript must meet ETD standards ( see ADV Form 11 “ Minimum Standards for Submitting Dissertations, Theses, or Selected Projects” found on-line at <http://www.byu.edu/gradstudies/forms/forms.php?s=advforms>). After all your committee members have approved the final draft of your thesis on gradprog, you can then upload your ETD (Electronic Thesis and Dissertation) there as well. Your ETD will first be reviewed for formatting by Graduate Studies, then the department, then the college. If at any point it is found to need revisions, you will be alerted by the gradprog system and will need to re-submit a corrected copy.

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. Once all three approvals are completed in gradprog, you will be notified. You are then finished.

# Thesis Format and Style

You 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, and in the JKB Writing Center (4026 JKB).

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.

Your thesis draft should be typed on a word processor (double-spaced, carefully proofread, and submitted on 8½ x 11 white paper or as electronic e-mail attachments). For specific formatting guidelines, see ADV Form 11a at <https://graduatestudies.byu.edu/content/advisement-forms-adv>.

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 BYU 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 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 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 is available at <http://byu.edu/gss/>.

At the department level, the GSS advisor is Dr. Chris Rogers (801-422-4707; [chris\\_rogers@byu.edu](mailto:chris_rogers@byu.edu)). Officers are nominated and elected once a year: two from TESOL and two from Linguistics.

We strongly advise you to become familiar with and get involved in GSS activities. As a graduate student, 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 and interaction with your peers.

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



# Financial Assistance for Graduate Students

Everyone who is accepted into the Linguistics 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.

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 \$28,154 LDS and \$35,444 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>.

## *Deadlines*

Fall Scholarships: end of June

Winter Scholarships: end of November

Spring/Summer Scholarships: end of February

## **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>.

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

# Internships for Graduate Students

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.

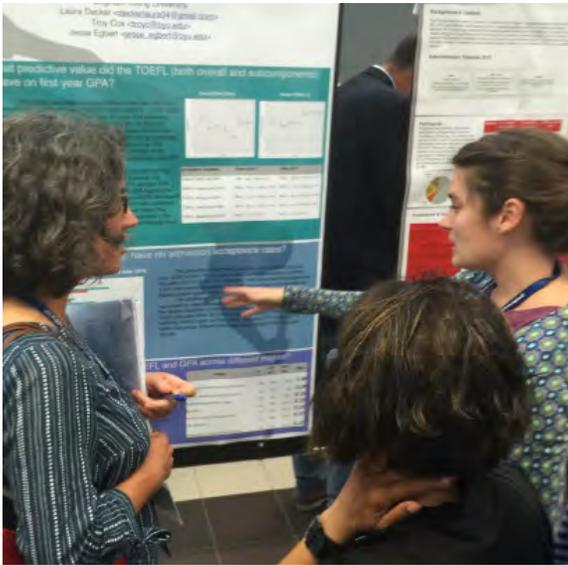
If you wish to do an internship (Ling 688R) as one of your elective courses, check the information available online at <http://linguistics.byu.edu/wp-content/uploads/2017/08/MA-Internship-Prospectus-1.1-2.pdf> and then see Dr. Norman Evans (801-422-8472; [norman\\_evans@byu.edu](mailto:norman_evans@byu.edu)). 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. You must fill out these forms and get the internship approved before you begin the internship.

# Work Restrictions

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

# Travel Funding

Department funds (up to \$600 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 \$600 support, you 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>.



# 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 hold 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 four semesters and terms. The deadlines for this academic year are found on the following pages.

## December 2019 Graduation Deadlines for Humanities Graduate Students

This is a summary of ADV Form 8 with College-level deadlines added. See the original form for additional details.

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	
<b>1. Apply for graduation.</b>	<b>18-Oct-19</b>		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu → myBYU → School → Apply for Graduation.
<b>2. Confirm approval.</b>	<b>1-Nov-19</b>		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01).
<b>3. Schedule your thesis defense.</b>	At least 2 weeks before defense No later than	<b>4-Nov-19</b>	Use the Department Scheduling of Final Oral Examination form (ADV Form 8c) and schedule the defense of your thesis <b>at least two weeks before</b> the exam is to take place. Scheduling the defense earlier leaves more time to make corrections.
<b>4.a. Pass your oral defense.</b> <b>4.b. Get signatures.</b>	Ideally by No later than	<b>8-Nov-19</b> <b>18-Nov-19</b>	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 traveling or otherwise not available later in the semester.)
<b>5.a. Revise.</b> <b>5.b. Read, understand, and follow instructions.</b>		<b>25-Nov-19</b>	a. Revise your thesis as requested at your thesis defense. b. Convert your thesis to a PDF file that meets <u>all</u> of Graduate Studies' requirements. (See especially ADV Forms 11, 11a, and 11b.) Then send both the thesis in PDF format and the signed ADV Form 8d <u>to your department</u> for review and approval.
<b>6. Get approval to submit ETD.</b>		<b>25-Nov-19</b>	The <u>department</u> reviews the PDF version of your thesis, and approves it for submission as an ETD.
<b>7. Submit your ETD.</b>		<b>30-Nov-19</b>	After triple checking that your ETD meets <u>all</u> of the Graduate Studies' requirements, submit your ETD at etd.byu.edu
<b>8. Fix ETD and resubmit it, until it is correct.</b>	Ideally by Not after*	<b>2-Dec-19</b> <b>6-Dec-19</b>	<b>This is the last day for the Department to approve your ETD.</b> Prior to this date your correctly formatted ETD must be submitted, and you must have all of the faculty signatures on your ADV Form 8d.
<b>9. College receives ETD &amp; ADV Form 8d.</b>	Ideally by Not after*	<b>2-Dec-19</b> <b>6-Dec-19</b>	This is the last day for the department to send your ADV Form 8d to the College. (Your ETD moves automatically to the College review queue as soon as it is approved by the department.)
<b>10. a. Make corrections.</b> <b>b. Resubmit.</b> <b>c. Repeat until approved.</b>	Ideally by Not after*	<b>11-Dec-19</b> <b>13-Dec-19</b>	This is the last day for the College to approve your ETD, sign your ADV Form 8d, and return your ADV Form 8d to your department. <b>* Warning! Students rushing to meet these "Not after" dates make mistakes. Historically, more than 70% of the ETD submissions uploaded during the 2 days preceding these "Not after" dates have been rejected, and some students have had to delay their graduation.</b>
<b>11. Take ADV Form 8d to FPH.</b>	<b>13-Dec-19</b>		This is the last day for you to get the completed ADV Form 8d <u>from the Department</u> and take it to Graduate Studies (105 FPH).
<b>12. Attend graduation.</b>	<b>23-Apr-20</b>		Graduation: University Commencement
	<b>23-Apr-20</b>		Graduation: College Convocations

## April 2020 Graduation Deadlines for Humanities Graduate Students

This is a summary of ADV Form 8 with College-level deadlines added. See the original form for additional details.

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	
<b>1. Apply for graduation.</b>	24-Jan-20		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu → myBYU → School → Apply for Graduation.
<b>2. Confirm approval.</b>	7-Feb-20		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01).
<b>3. Schedule your thesis defense.</b>	At least 2 weeks before defense No later than	4-Mar-20	Use the Department Scheduling of Final Oral Examination form (ADV Form 8c) and schedule the defense of your thesis <b>at least two weeks before</b> the exam is to take place. Scheduling the defense earlier leaves more time to make corrections.
<b>4.a. Pass your oral defense.</b> <b>4.b. Get signatures.</b>	Ideally by No later than	8-Mar-20 18-Mar-20	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 traveling or otherwise not available later in the semester.)
<b>5.a. Revise.</b> <b>5.b. Read, understand, and follow instructions.</b>	25-Mar-20		a. Revise your thesis as requested at your thesis defense. b. Convert your thesis to a PDF file that meets <u>all</u> of Graduate Studies' requirements. (See especially ADV Forms 11, 11a, and 11b.) Then send both the thesis in PDF format and the signed ADV Form 8d <u>to your department</u> for review and approval.
<b>6. Get approval to submit ETD.</b>	25-Mar-20		The <u>department</u> reviews the PDF version of your thesis, and approves it for submission as an ETD.
<b>7. Submit your ETD.</b>	27-Mar-20		After triple checking that your ETD meets <u>all</u> of the Graduate Studies' requirements, submit your ETD at etd.byu.edu
<b>8. Fix ETD and resubmit it, until it is correct.</b>	Ideally by Not after*	27-Mar-20 1-Apr-20	<b>This is the last day for the Department to approve your ETD.</b> Prior to this date your correctly formatted must be submitted, and you must have all of the faculty signatures on your ADV Form 8d.
<b>9. College receives ETD &amp; ADV Form 8d.</b>	Ideally by Not after*	1-Apr-20 6-Apr-20	This is the last day for the department to send your ADV Form 8d to the College. (Your ETD moves automatically to the College review queue as soon as it is approved by the department.)
<b>10. a. Make corrections.</b> <b>b. Resubmit.</b> <b>c. Repeat until approved.</b>	Ideally by Not after*	3-Apr-20 8-Apr-20	This is the last day for the College to approve your ETD, sign your ADV Form 8d, and return your ADV Form 8d to your department. <b>* Warning! Students rushing to meet these "Not after" dates make mistakes. Historically, more than 70% of the ETD submissions uploaded during the 2 days preceeding these "Not after" dates have been rejected, and some students have had to delay their graduation.</b>
<b>11. Take ADV Form 8d to FPH.</b>	10-Apr-20		This is the last day for you to get the completed ADV Form 8d <u>from the Department</u> and take it to Graduate Studies (105 FPH).
<b>12. Attend graduation.</b>	23-Apr-20		Graduation: University Commencement
	23-Apr-20		Graduation: College Convocations

## June 2020 Graduation Deadlines for Humanities Graduate Students

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	13-Mar-20 * 1-May-20		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu, myBYU, School, Apply for Graduation. * (If not planning to walk in April graduation ceremonies.)
2. Confirm approval	20-Mar-20 * 15-May-20		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01). * (If not planning to walk in April graduation ceremonies.)
3. Schedule your thesis defense	Ideally by No later than	15-May-20 21-May-20	Send request to your committee to clear you on Graduate Progress (gradprog) to defend. Coordinate date and time with your committee and send that information to Mary Beth preferably no later than 1 week prior to the defense date. Scheduling the defense earlier leaves more time to make corrections
4. a) Pass your oral defense	Ideally by No later than	16-May-20 28-May-20	
5. a) Revise b) Read, understand, and follow instructions		28-May-20	a. Revise your Thesis as requested at your thesis defense b. Convert your thesis to a PDF file that meets <u>all</u> of Graduate Studies' requirements. (See especially ADV Forms 11, 11a, and 11b.)
6. Get approval to submit your ETD		28-May-20	Committee clears thesis as passed in gradprog.
7. Submit your ETD		28-May-20	Upload your ETD to gradprog for first clearance by Graduate Studies.
8. Fix ETD and resubmit it, until it is correct	Ideally by Not after*	28-May-20 12-Jun-20	<b>This is the last day for the Department to approve your ETD.</b>
9. College receives ETD to approve in gradprog	Ideally by Not after*	2-Jun-20 15-Jun-20	
10. a) Make corrections b) Resubmit c) Repeat until approved	Ideally by Not after*	9-Jun-20 18-Jun-20	This is the last day for the College to approve your ETD. <b>*Warning! Students rushing to meet these "Not After" dates make mistakes. Historically, more than 70% of the ETD submissions uploaded during the 2 days preceding this "Not After" dates have been rejected, and some students have had to delay their graduation.</b>
11. Attend Graduation	N/A		Graduation: University Commencement
	N/A		Graduation: College Convocations

Last revised 13 April, 2020. Please contact Leslee Thorne-Murphy with suggested changes, [lesleetm@byu.edu](mailto:lesleetm@byu.edu).

## August 2020 Graduation Deadlines for Humanities Graduate Students

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	13-Mar-20 * 26-June-20		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu, myBYU, School, Apply for Graduation. * (If not planning to walk in April graduation ceremonies.)
2. Confirm approval	20-Mar-20 * 10-July-20		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01). * (If not planning to walk in April graduation ceremonies.)
3. Schedule your thesis defense	No later than	June 24 <sup>th</sup>	Send request to your committee to clear you on Graduate Progress (gradprog) to defend. Coordinate date and time with your committee and send that information to Mary Beth preferably no later than 1 week prior to the defense date. Scheduling the defense earlier leaves more time to make corrections
4. a) Pass your oral defense	Ideally by No later than	July 1 <sup>st</sup> July 8 <sup>th</sup>	
5. a) Revise b) Read, understand, and follow instructions		July 22 <sup>nd</sup>	a. Revise your Thesis as requested at your thesis defense b. Convert your thesis to a PDF file that meets <u>all</u> of Graduate Studies' requirements. (See especially ADV Forms 11, 11a, and 11b.)
6. Get approval to submit your ETD		July 23 <sup>rd</sup>	Committee clears thesis as passed in gradprog.
7. Submit your ETD		July 23 <sup>rd</sup>	Upload your ETD to gradprog for first clearance by Graduate Studies.
8. Fix ETD and resubmit it, until it is correct	Ideally by Not after*	23-July-20 30-July-20	<b>This is the last day for the Department to approve your ETD.</b>
9. College receives ETD in gradprog	Ideally by Not after*	27-July-20 3-Aug-20	
10. a) Make corrections b) Resubmit c) Repeat until approved	Ideally by Not after*	29-July-20 5-Aug-20	This is the last day for the College to approve your ETD. <b>*Warning! Students rushing to meet these "Not After" dates make mistakes. Historically, more than 70% of the ETD submissions uploaded during the 2 days preceding this "Not After" dates have been rejected, and some students have had to delay their graduation.</b>
11. Attend Graduation	N/A		Graduation: University Commencement
	N/A		Graduation: College Convocations

Last revised 4-13-20. Please contact Leslee Thorne-Murphy with suggested changes, [lesleectm@byu.edu](mailto:lesleectm@byu.edu).

# Completion of Degree

## Receiving the Master's Degree

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



# BYU TESOL MA THESIS/PROJECT REQUIREMENTS

## THESIS OPTION

A thesis is a carefully designed research study that tests a theory or hypothesis, or that answers specific research questions. This is usually intended to produce generalizable findings that are publishable in a quality academic journal. This may be a good option for students who wish to pursue a doctoral degree with a research focus.

### Format

A thesis usually includes the following components:

#### INTRODUCTION

This section introduces the question(s) that will be addressed in the thesis. It explains why the question is worth trying to answer and outlines the key elements of the thesis.

#### REVIEW OF LITERATURE

This section situates the question and the study within the broader context of previous research. This section helps provide a rationale for the study and its methods and often ends with a clearly stated hypothesis or research questions.

#### METHODS

This section outlines research methods and may provide a rationale for the various quantitative or qualitative methods that will be used. It must include adequate detail regarding processes, procedures, participants, or treatments so the work can be easily replicated.

#### RESULTS

This section presents the statistical or qualitative findings of the study. These findings usually are aligned with the hypotheses or research questions presented earlier.

#### DISCUSSION AND CONCLUSION

This section discusses the results in light of the information presented in the review of literature. It helps the reader process the results in terms of its implications and practical applications in areas such as pedagogy, materials development, administration, etc. The discussion is typically followed by a concise concluding commentary on the study and its overarching message.

### Manuscript and Product

Manuscripts can either be the traditional five chapters or a publication-ready article length based on the style guide of the intended publication venue.

#### **6 Thesis Credits**

L699R Thesis Research & Writing

#### **9 Elective Credits**

Must include L670 or L671

OR

one of the four specializations listed on the right.

## ACTION RESEARCH PROJECT OPTION

Action research is classroom-based research. Teacher-researchers use their students as participants in studies that seek to solve a specific pedagogical problem, enhance some aspect of teaching and learning, or provide opportunities for analytical reflection that leads to further inquiry.

Action research is often interactive and dynamic. It may utilize any method common to traditional forms of research, but often is less hindered by the controls and constraints of more formal types of research. While projects usually strengthen teaching and learning within a specific context, they may not produce generalizable results that contribute to theory.

### Format

Action research often follows the same format as a thesis though it may not always include the same level of detail. Nevertheless, the work must be well written and organized and clearly articulate the exigency for the work. The format may follow the same pattern described for the thesis option including:

#### INTRODUCTION

#### REVIEW OF LITERATURE

#### METHODS SECTION

#### RESULTS SECTION

#### DISCUSSION AND CONCLUSION

In some cases an alternative format may be preferable depending on the specific nature and purpose of the action research or the journal to which the manuscript will be submitted. Practitioners may choose to emphasize changes they would like to make in the classroom or address the effects of specific changes. Students should work closely with their Chair to determine the most appropriate format for their project manuscript.

### Manuscript and Product

A publication-ready manuscript should be prepared according to the style guide of the intended publication venue.

#### **6 Project Credits**

3 credits of L688R Internship related to specialization and

3 credits of L698R Project Research and Writing

#### **9 Credits toward Area of Specialization**

**Teaching** - L655, L670, L671,

**Program Administration** - L679 and L677, plus L670 or L671,

**Curriculum & Materials Development** - L677 and L678, plus L670 or L671,

**Curriculum & Assessment** - L677, plus L670 or L671,

plus one chair-directed elective such as IP&T 652

Note that administrators at the English Language Center are eager to assist MA students who need to collect student data. However, since multiple research projects run concurrently, the ELC must carefully coordinate research and data collection to ensure that one study does not interfere with another. Therefore, data collection at the ELC will need to be approved by a student's Chair and the ELC. Frequent and thorough communication between all involved in the research process ensures that work progresses appropriately.

# BYU TESOL MA THESIS/PROJECT REQUIREMENTS

## DEVELOPMENT PROJECT OPTION

A development project is a carefully designed academic endeavor that produces a useful product. Usually this product will improve, enhance, or facilitate some aspect of teaching or learning within the curriculum.

### Format

#### INTRODUCTION

This section introduces the developed product and clearly articulates the exigency for the work. It describes the design context. It also identifies the stakeholders and end users.

#### ANALYSIS

This section includes relevant documentation that informs the design of the product. It should include a needs analysis, constraint analysis, and literature review. It argues the case for the creation of product and provides valuable information that directs its design.

#### DESIGN

Based on the analysis, this section describes the design methodology (e.g., Layers, Backward Design, etc.) and outlines the content of the product. It answers design questions and describes decisions made by the designer.

#### DEVELOPMENT

This section describes the development of the product in terms of the processes and resources used. It may also mention situations that involved altering the initial design.

#### IMPLEMENTATION & EVALUATION

The implementation section may describe how the product was implemented or instructions for implementing the project. The evaluation section may describe how the product was evaluated or provide suggestions for future evaluation.

#### CONCLUSION

This section includes a brief overview of the development experience and any implications or recommendations regarding the continued use of the product.

### Manuscript and Product

A publication-ready manuscript should be prepared according to the style guide of the intended publication venue. The product itself or information regarding access to the product is included at the end of the document.

#### **6 Project Credits**

3 credits of L688R Internship related to specialization and  
3 credits of L698R Project Research and Writing

#### **9 Credits toward Area of Specialization**

**Teaching** - L655, L670, L671,

**Program Administration** - L679 and L677, plus L670 or L671,

**Curriculum & Materials Development** - L677 and L678, plus L670 or L671,

**Curriculum & Assessment** - L677, plus L670 or L671,  
plus one chair-directed elective such as IP&T 652

## EVALUATION PROJECT OPTION

An evaluation project is a carefully designed study that produces an evaluation report. It usually provides useful insight about the value or merit of some aspect of a program or any of its curricular components to determine where appropriate improvements can be made. This might include any number of curricular materials, how they are being implemented, administrative policies and procedures, or a variety of other things that may be worth evaluating.

### Format

#### INTRODUCTION

This section frames the evaluation in terms of need and impetus for the evaluation. It describes the evaluand, context, and stakeholders associated with the evaluation.

#### LITERATURE REVIEW

This section presents research that relates to the evaluand. It highlights research that describes the efficacy of the evaluand and outlines criteria by which the evaluand will be evaluated. It may also refer to other evaluations that have examined similar evaluands.

#### EVALUATION DESIGN

This section outlines the evaluation questions, participants, and data collection methodology. Evaluation questions may be similar to research questions, but specific to the context of the evaluation. A description of the participants and data collection methodology is similar to those provided in research studies.

#### DATA ANALYSIS

This section gives a brief report about the data collected. It gives an overview of the data analysis procedures and describes the results of the analysis.

#### RECOMMENDATIONS AND CONCLUSION

This section outlines strengths and weaknesses of the evaluand as well as limitations of the evaluation. It also provides recommendations for further action based on evaluation results.

### Manuscript and Product

A publication-ready manuscript should be prepared according to the style guide of the intended publication venue.

#### **6 Project Credits**

3 credits of L688R Internship related to specialization and  
3 credits of L698R Project Research and Writing

#### **9 Credits toward Area of Specialization**

**Teaching** - L655, L670, L671,

**Program Administration** - L679 and L677, plus L670 or L671,

**Curriculum & Materials Development** - L677 and L678, plus L670 or L671,

**Curriculum & Assessment** - L677, plus L670 or L671,  
plus one chair-directed elective such as IP&T 652

Note that administrators at the English Language Center are eager to assist MA students who need to collect student data. However, since multiple research projects run concurrently, the ELC must carefully coordinate research and data collection to ensure that one study does not interfere with another. Therefore, data collection at the ELC will need to be approved by a student's Chair and the ELC. Frequent and thorough communication between all involved in the research process ensures that work progresses appropriately.

# Appendix 1

## TESOL MA

37 Credit Hours

### TESOL Required Core Classes ..... 22 credits

L610	TESOL Methods and Materials Overview	3 credits
L611	TESOL Methods and Materials Application	3 credits
L612	TESOL Practicum	3 credits
L620	Research in TESOL	3 credits
L631	Grammar Theory and Pedagogy	3 credits
L640	Language Acquisition	3 credits
L660	Language Testing	3 credits
L695	TESOL Seminar	1 credit

### THESIS ..... 6 credits

L699R Thesis Research & Writing . . 6 credits

### PROJECT ..... 6 credits

L688R Internship at the ELC . . . . . 3 credits  
(related to the specialization)  
L698R Project Research & Writing . . 3 credits

### ELECTIVES ..... 9 credits

**General** Choose any 3 from list below  
(must include 670 or 671)

**OR**

**Specialize** Choose one of the four specializations listed at the right.

### AREA OF SPECIALIZATION ..... 9 credits

(Must choose one area related to the project)

**Teaching** L655, L670 and L671 (required)

**Program Administration** L679 and L677 (required)  
Plus L670 or L671

**Curriculum & Materials Development** L677 and L678 (required)  
plus L670 or L671

**Curriculum & Assessment** L677, L670 or L671, plus  
1 Chair-directed Elective  
(such as IP&T652)

### TESOL Electives

L655	Culture Teaching & Pragmatics	3 credits
L670	Teaching Skills, Reading/Writing/Vocabulary	3 credits
L671	Teaching Skills, Listening/Speaking/Pronunciation	3 credits
L677	Curriculum Development	3 credits
L678	Materials Development	3 credits
L679	TESOL Supervision Administration Internship	3 credits
L688R	Academic Internship	3 credits

# Appendix 2

## TESOL MA Sequence of Courses

	Thesis - General	Thesis - Specialized	Project - Specialized
Fall 1st Year	L610 - TESOL Methods and Materials Overview (3 credits) L620 - Research in TESOL (3 credits) L631 - Grammar Theory and Pedagogy (3 credits)    OR    L660 - Language Testing (3 credits)		
Winter 1st Year	L611 - TESOL Methods and Materials Application (3 credits) L612 - TESOL Practicum (3 credits) Elective Category - Choose one course from list below, depending on what is taught that semester (3 credits) OR L640 - Language Acquisition (3 credits)		
	L699R - Thesis credits (1 thesis credit)		L698R - Project credit (1 credit)
Spring 1st Year	L655 - Culture Teaching & Pragmatics (3 credits) L688R - Academic Internship (3 credits)		
Summer 1st Year	L688R - Academic Internship (3 credits)		
Fall 2nd Year	L660 - Language Testing (3 credits)    OR    L631 - Grammar Theory and Pedagogy (3 credits) Elective Category - Choose one or two courses from list below, depending on what is taught that semester (3-6 credits)		
Winter 2nd Year	L695 - TESOL Seminar (1 credit) L640 - Language Acquisition (3 credits) OR Elective Category - Choose one course from list below, depending on what is taught that semester (3 credits)		
	L699R - Thesis credits (1-5 thesis credits)		L698R - Project credits (2 credits)
Spring 2nd Year	L655 - Culture Teaching & Pragmatics (3 credits)		

### TESOL Electives

- L655 Culture Teaching & Pragmatics . . . . . 3 credits
- L670 Teaching Skills, Reading/Writing/Vocabulary . . . . . 3 credits
- L671 Teaching Skills, Listening/Speaking/Pronunciation . . . . . 3 credits
- L677 Curriculum Development . . . . . 3 credits
- L678 Materials Development . . . . . 3 credits
- L679 TESOL Supervision Administration Internship . . . . . 3 credits
- L688R Academic Internship . . . . . 3 credits

*Note: Other graduate-level linguistics courses and appropriate courses from other departments may also be used as electives with approval*

# Appendix 3



**LINGUISTICS**  
BYU COLLEGE OF HUMANITIES

## Project Prospectus TESOL MA Program

Name \_\_\_\_\_ BYU I.D. # \_\_\_\_\_  
Last name First name Middle initial

Address \_\_\_\_\_  
Street City State Zip

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Area of Specialization \_\_\_\_\_ Semester Admitted \_\_\_\_\_

- I. Title of Project
- II. Statement of the Problem (introduction to the research area, project to be developed, question to be answered, explanation of what this project is about)
- III. Significance of the Problem (what others have said about this problem and the contribution to scholarship, language-teaching profession, or the English Language Center, i.e., why this project is worth doing)
- IV. Previous Related Research (a brief discussion of what has been done related to your proposed research, including appropriate citations)
- V. Method (procedures you intend to follow; indicate any, instruments, samples, analysis, evaluation, and IRB clearance)
- VI. Time Line (when you intend to complete the review of literature, project development, project defense, etc.)
- VII. Preliminary list of potential references (submit as a separate attachment)
- VIII. List of possible journals for manuscript submission.

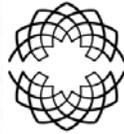
Signature of Student \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Committee Chair \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Committee Member \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Committee Member \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# Appendix 4



**LINGUISTICS**  
BYU COLLEGE OF HUMANITIES

## Thesis Prospectus TESOL MA Program

Name \_\_\_\_\_ BYU I.D. # \_\_\_\_\_  
Last name First name Middle initial

Address \_\_\_\_\_  
Street City State Zip

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Area of Specialization \_\_\_\_\_ Semester Admitted \_\_\_\_\_

- I. Title of Thesis:
- II. Introduction which includes a statement of the Problem (introduction to the research area, question to be answered, explanation of what this thesis is about);
- III. Significance of the Problem (what others have said about this problem and the contribution to scholarship, language-teaching profession, why this thesis is worth doing)
- IV. Previous Related Research (a brief discussion of what has been done related to your proposed research, including appropriate citations)
- V. Method (study design and procedures you intend to follow; indicate any controls, instruments, samples, analysis, evaluation, and IRB clearance)
- VI. Time Line (when you intend to complete the review of literature, data collection, thesis development, thesis defense, etc.)
- VII. Preliminary list of potential references.

Signature of Student \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Committee Chair \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Committee Member \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Committee Member \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_