

MCLLC Graduate Advising Policies

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

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

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

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