USF UNIVERSITY OF SOUTH FLORIDA

College of Arts and Sciences

Doctor of Philosophy in

Linguistics and Applied Language Studies (LALS)

Graduate Student Handbook

Department of World Languages
4202 East Fowler Ave, CPR419
Tampa, FL 33620-5700
Phone: (813) 974-2548 -- Fax: (813) 905-9937

http://languages.usf.edu/graduate/linguistics/

Table of Contents

Mission Statement

The Ph.D. program in Linguistics and Applied Language Studies (LALS) prepares students for research and teaching in the interdisciplinary field of Applied Linguistics. Applied linguists address a broad range of language-related issues, to better understand how language functions both in the lives of individuals and in society. The LALS program at the University of South Florida emphasizes multiple theoretical and methodological approaches. We offer specializations in the following subdisciplines: the analysis of spoken and written texts, multilingualism, second language acquisition, and sociolinguistics. Through its curriculum, as well as through close mentoring between faculty and students, the LALS program emphasizes real-world, practical applications to language-related problems and prepares students with the 21st century skills necessary to succeed in both academic and industry careers.

Part 1

Where in the World?
University and program setting

The University of South Florida

The University of South Florida (USF) broke tradition when it was founded nearly six decades ago. The first major state university in America, planned and built entirely in the twentieth century, USF was Florida's first public metropolitan university - located purposely within commuting distance of one quarter of the State's population. The University was founded on December 18, 1956, and opened on September 26, 1960, when it welcomed its first students: 1,997 freshmen. Enrollment now exceeds 45,000, making it the second largest of Florida's ten state universities. The University of South Florida was officially designated as a State University System Research I institution in 1998-99. This recognition was based on factors such as the University's research productivity, graduate enrollment, number of graduate degrees awarded, endowment, and overall size of the University's undergraduate population. USF students come from every state in the nation and more than 100 countries. They represent all ages, cultures, and ethnic backgrounds. Nearly one quarter of the student population is African American, Hispanic, Asian American or Native American.

Colleges. The University consists of 14 colleges: Arts and Sciences, Behavioral and Community Sciences, Business, Education, Engineering, Global Sustainability, Graduate Studies, Marine Science, Medicine, Nursing, Pharmacy, Public Health, The Arts, and Innovative Education. Together, they offer many graduate degree programs and graduate certificates. The Ph.D. in Linguistics and Applied Language Studies is in the College of Arts and Sciences (CAS).

Accreditation. USF is fully accredited by the Southern Association of Colleges and Schools (SACS), the official accreditation accrediting agency for institutions in the South.

The Department of World Languages

The Department of World Languages at the University of South Florida consists of a number of academically autonomous programs in modern languages, literatures, and applied linguistics. It offers courses of study for both undergraduate and graduate degree programs within the liberal arts tradition. Foreign language study is available in a wide variety of languages. Bachelor's degree programs are available in Classics, French, German, Spanish, Italian, Russian, or a combination of these. Minor programs are available in several foreign languages and in linguistics.

The Ph.D. Program in Linguistics and Applied Language Studies (LALS)

Applied Linguistics is an interdisciplinary field that is primarily studied at the upper- undergraduate or graduate level. Students who would have the appropriate background for the LALS Ph.D. program would have an MA degree in Applied Linguistics, Linguistics, TESOL, Second Language Studies, Foreign Languages, or a related field and typically have experience with a language(s) other than English. The coursework prepares students to be researchers and practitioners at the university level, as well as to work in non-academic positions.

Closely allied with the LALS program is USF's English as a Second Language program: INTO USF. INTO USF enrolls hundreds of international students annually who study English in the Academic English (AE), English for Academic Purposes (EAP), and General English (GE) programs. Many students will have the opportunity to work for INTO USF as their funding for the Ph.D. program. Research opportunities are also available at INTO USF with appropriate approval.

LALS listserv

LALS is our program listserv for both current students and alumni. It is **crucial** that students sign up as soon as a USF e-mail address is received, as all of the program's important announcements are sent out via this listserv. Pay close attention to the messages sent via this listserv (i.e., read carefully before deleting). Not all will pertain to everyone, but sometimes information is requested of students via this listserv (e.g., internship requests, advising meetings), and failure to read and respond in a timely manner could delay time to graduation.

Once students are members, they can send a message to the listserv using the following address: LALS@LISTSERV.USF.EDU. Please limit e-mail dissemination to the address to academic announcements.

For the 2016-2017academic year, please contact Dr. Amanda Huensch (huensch@usf.edu) to be added to this very important e-mail list.

LINGO

LINGO is our Applied Linguistics graduate student organization, which includes both MA and Ph.D. students. All students are encouraged to join, as it is a great way to get to know fellow students outside of the classroom. Some of the events planned by LINGO include picnics, practice talks for academic conferences, bowling, dinners, happy hours, t-shirt planning, etc. To sign up, go to the following link: https://orgsync.com/join/86979/lingo-graduate-organization-for-applied-linguistics. Students will choose "University of South Florida" from the choices presented, which will go to the USF LINGO page. From there, students can sign in with the USF ID and can request to join.

Please contact the current LINGO president with any questions about the organization, as well as ideas for activities or events for the organization.

Part 2

How Do I Get Here?
What do I need to do to apply?

USF Admission Process

To apply to USF, go to the following link:

https://secure.vzcollegeapp.com/usf/default.aspx?cid=87&ltid=1 .

As stated on the admissions website: "Please set aside approximately 30 minutes to complete the application and attach supporting documents. You may save what you have entered and return to the application at any time in the future. After submitting the application you will be able to pay the $30 (USD) application fee by **credit card** (Discover, Visa, MasterCard) or **E-check**."

Application deadline
- Regular deadline: **January 15**
- Deadline to be considered for faculty-nominated university grants: **December 1**
- The LALS program currently only accepts applications for a fall start dates. Late applications are generally not accepted.

International students may have earlier university-imposed deadlines. Please refer to the Office of Admissions for these deadlines. Additionally, some fellowships may have an earlier application deadline. Please refer to our website for information.

Consult the current USF catalog (http://www.grad.usf.edu/catalog.php) for additional admission information. Students on an F-1 visa should obtain information about financial support requirements for university study in the US.

Admission Requirements for Graduate Study in Applied Linguistics

Admission requirements for degree-seeking students includes all University, College, and Program requirements. Candidates who meet these requirements will be admitted upon the action of the Graduate Director and the Dean of the College of Arts and Sciences.

The program admission requirements are as follows:

- **An MA degree** in Applied Linguistics, Linguistics, TESOL, Second Language Studies, Foreign Languages, or a related field from an accredited college or university

- Experience with an **additional language(s)**

- **A current curriculum vitae**

- **GPA of 3.5** or higher in graduate (MA) coursework

- **GRE scores** (taken within the last five years) at or above Verbal reasoning: 153 (500, approximately 60% percentile); Quantitative reasoning: 144 (500, approximately 20% percentile); Analytical writing: 4.0.

  - o The GRE requirement will not be waived and official GRE scores must be received by the January 15th deadline.

- **Three letters of recommendation**

  - o The letters must be academic references, as these are those who can most accurately comment on the candidate's academic acumen. Under special circumstances, letters from supervisors or trainers can address the applicant's ability to learn. Employers can speak of the applicant's personal qualities that might contribute to success as a graduate student (but no more than one of the letters may come from these sources). Letters from family or friends are not acceptable.

- **A statement of research interest**

  - o This statement will introduce the applicant to the Applied Linguistics faculty. Applicants should focus the statement on research interests, although it can also address topics such as academic background, interest in the field, reasons for selecting our program, aspirations for graduate studies, and professional goals. It would be helpful to review the research specializations of the Applied Linguistics faculty to make sure that your research interests are compatible with available resources.

  - o If the applicant is interested in receiving funding, this should be indicated at the end of the statement of research interest.

- **A writing sample** that shows evidence of research skill. This can be published or unpublished, such as an article, an MA thesis, or an MA course paper.

- **Interview** with program faculty

- **Official transcripts** (must provide an official translation if transcripts are not available in English from the degree-granting university)

Additional Admissions Requirements for International Applicants

- TOEFL scores of
    - 100 or higher on the internet-based test or
    - 250 or higher on the computer-based test or
    - 600 or higher on the paper-and-pencil test

For admissions purposes, the TOEFL exam is not required if applicants have earned a college degree in an English-medium university in an English-speaking country; however, <u>BE AWARE</u> that TOEFL scores are required for teaching positions (funding). Please note that taking ESL courses does not exempt applicants from taking the TOEFL. While we accept the IELTS for admission purposes (although the TOEFL is strongly preferred), this test is not accepted by USF to be hired as a TA. Those that apply for admission with the IELTS may not be eligible for funding the first semester. Thus, the TOEFL is strongly preferred for application to the Ph.D. in LALS.

The TOEFL is not required for a TA position for international students who come from an English-speaking country. See the Office of Graduate Studies website for a list of these countries: http://www.grad.usf.edu/assistantships.php

Please note that TOEFL scores are valid for two years for admission, according to the ETS website: https://www.ets.org/toefl/ibt/faq/ (5 years for GA positions, per USF policy). If a TOEFL scores is more than two years old, the applicant will need to re-take the TOEFL or satisfy the English proficiency requirement in one of the other ways: http://www.usf.edu/admissions/graduate/application-requirements/english-prof.aspx

In all cases, the Applied Linguistics faculty will be the sole arbiter in matters of admissibility. In the case of conditional admission, the faculty may specify additional requirements such as minimum GRE scores, prerequisites, minimum grade point averages, etc.

Program Transfers from Other Institutions and from within USF

- Typically, coursework from other programs at USF and other institutions cannot be transferred to the Ph.D. in Linguistics and Applied Language Studies (LALS). Each transfer request will be handled on a case-by-case basis by the program faculty.

- All program transfer requests will follow the same procedures as new applicants to the programs. Thus, all <u>materials for program transfer must be submitted by the January 15th deadline.</u>

- Prospective students wishing to transfer from another graduate program within USF must meet the minimum requirements for the LALS program. Having been admitted to a different program at USF does not guarantee admission to the LALS Ph.D. Program. Transfer requests will be evaluated following the same criteria used for all other applicants.

- Regardless of whether a student is transferring from another institution or from another program at USF, **it is the student's responsibility** to understand how the program transfer will affect his/her financial aid. http://www.usf.edu/financial-aid/

Non-Degree-Seeking Status

For a variety of reasons, students may choose to take courses before applying to the program. When a student changes from "non-degree-seeking" status to full admission, please review the course transfer policy from the Office of Graduate Studies at http://www.grad.usf.edu/policies_Sect7_full.php#transfer. It is the student's responsibility to contact WLE's academic specialist and the graduate director of the Ph.D. program to complete the paperwork needed to have these courses transferred. This should be done immediately upon status change to full admission. **Failure to complete this paperwork in a timely manner could result in a delay in graduation.**

Time Limitations Related to Admission

Acceptance to graduate standing (i.e. acceptance to the program) is granted for the semester and the particular program specified in the official acceptance notification. Students must validate their acceptance by enrolling in **at least one course in the semester indicated in the official acceptance notification.** Failure to register for, and complete, at least one course during the admitted semester **invalidates** the student's admission. Deferral requests must be processed by the semester indicated in the graduate catalog.

Full-Time Enrollment

Graduate-level full-time enrollment is 9 credits for the fall and spring semesters and 6 credits for the summer. All students holding TA positions must be enrolled as a full-time student during the semester of the appointment. Domestic students with OPS (hourly) or adjunct appointments do not need to meet the full-time status requirements. International student visa requirements stipulate that international students must be enrolled full-time during the fall and spring semesters, regardless of TA appointments. Full-time enrollment is not required for international students during the summer. International students should contact International Services (http://global.usf.edu/is/) for questions and the most up-to-date information about visa requirements.

Part 3

I'm Here! Now What?
What to do after you have been accepted

Graduate Student Orientations

There are several orientations that students will potentially need to attend at USF:

Program orientation: This orientation is held the week before classes start each fall. It is required that **ALL students** (both new and returning) attend this meeting. At this orientation, students will receive information about the program's requirements and important procedures. The exact date will be announced via e-mail. **Status: Required**

New TA orientation: If students are first-time TAs in WLE, they will need to attend the departmental new TA orientation. The section supervisors will inform their TAs of the specific dates and times of this orientation, which typically takes place during the Monday, Tuesday, and Wednesday of the week before the fall semester starts. If a student has been hired to teach for WLE for the first time but has not heard anything about this orientation, please contact the Applied Linguistics Graduate Director. **Status: Required**

Graduate school orientation: This orientation offered by the graduate school will give new graduate students important information about graduate life at USF and a chance to meet other graduate students. http://www.grad.usf.edu/orientation.php **Status: Highly recommended**

International student orientation: International students may have additional **required** orientations. Please contact USF World for additional information. http://global.usf.edu/is/

Note about mandatory TA training class: The Academy for Teaching and Learning Excellence (ATLE) provides a TA training course at the beginning of each semester. This course has *TWO* required components: an online course (expected hours to completion: 8-10) and a one-day face-to-face seminar that is offered the Friday before classes begin each semester. All TAs must attend a one-day mandatory workshop at the start of their first semester as TAs. There are also optional classes that TAs can take through the ATLE. For more information, please visit: http://www.usf.edu/atle/faculty/tas.aspx **Status: Required**

Check-Lists for Domestic and International Students

To help ensure that students have done everything required before the beginning of the semester, please take a look at the following checklists. The first checklist is for both domestic and international students, and the second checklist is additional items for international students.

Checklist for Both Domestic and International Students

1. Contact the LALS Graduate Director to verify attendance.

2. Register for the courses indicated in the admission e-mail message via OASIS: http://oasis.usf.edu/. Do NOT deviate from these courses.

3. Register for the LALS listerv.

4. Investigate and register for the appropriate orientations.

5. Contact the supervisor for TA position (if applicable).

6. Investigate health insurance options. If you are a TA with a .25 FTE appointment or higher, you have a different health insurance option than those students without a TA position: http://usfweb2.usf.edu/human-resources/benefits/graduate-assistant-insurance.asp. All international students are required to have health insurance at all times. http://www.usf.edu/student-affairs/student-health-services/insurance/inscompliance.aspx

7. Submit immunization information. Requirements for domestic and international students differ. For more information, see Student Health Services. http://www.usf.edu/student-affairs/student-health-services/

8. Get a student ID card from the USF card center in the Marshall Center. A USF ID card is required to activate the USF NetID, which allows students to access information online and to use the Campus recreation facilities. http://www.usf.edu/it/class-prep/usf-card.aspx

9. Activate the USF e-mail account and NetID. All official USF communications, including program information, will be disseminated via the USF e-mail. https://netid.usf.edu/una/

10. Find a place to live. There is limited graduate housing on campus (the Magnolia Apartments), as well as a wide selection of living spaces near campus and in the Tampa Bay in general. For information on-campus housing, visit the Housing and Residential Education website: http://www.housing.usf.edu/options/

11. Open a local bank account. Tampa Bay is home to many national and regional banks, so students have a wide variety of choices. The bank located on campus is the USF credit union: https://usffcu.org/

Additional Checklist Items for International Students

1. Verify personal information with International Services upon receiving admission notification.

2. Check in with International Services.

3. Verify that English proficiency requirements for TA positions via the TOEFL or TOEIC have been met. Although supervisors/the LALS Graduate Director will help remind students, **ensuring eligibility to teach is ultimately the responsibility of the student**.

Financial Assistance

The Applied Linguistics faculty will help find funding to the extent possible for LALS Ph.D. students for **four years** of graduate studies. After four years, students will be responsible for finding their own funding. Financial assistance is available from several sources at the University of South Florida, the most common being Graduate Teaching Assistantships (TA positions). Students accepted into the Ph.D. program are automatically considered for funding; additional application documents might be requested for some TA positions. Funding can either be in the form of a TA position (teaching), an RA position (research – this is less common) or hourly (OPS). The TA positions of .25 FTE (about 10 hours/week) or greater come with a tuition waiver (not including fees) and health insurance. All information about graduate funding can be found in USF's Graduate Assistant handbook: http://www.grad.usf.edu/inc/linked-files/GA/GA-Handbook.pdf

The following are some of the funding opportunities that are available to our students:

- TA for language courses in WLE: These assignments depend on language abilities and academic background. Some of the positions have specific applications (e.g. TA for a Spanish language course), but some applications are more informal.
- TA for applied linguistics content courses in WLE: Appropriate background is needed to teach these courses.
- TA for INTO USF: http://www.usf.edu/intousf/. Separate application process applies.
- Library writing studio: http://www.lib.usf.edu/writing/
- Library tutoring: http://www.lib.usf.edu/tutoring/subjects/
- WLE tutoring center: http://languages.usf.edu/tutoring/. The application for these positions is on our website. Please e-mail the Tutoring Coordinator (listed on the application) and copy the Ph.D. Director.
- INTO USF tutoring center: http://www.usf.edu/intousf/resources/tutoring-center.aspx. To apply for these positions, please e-mail the center director, Jordan Walters (jtwalters@usf.edu) with a statement of interest and CV. Also copy the Applied Linguistics Ph.D. director on this initial e-mail.
- Students interested in the College Work Study Program (for low income students) or student loan programs should contact University Scholarships & Financial Aid Services: http://www.usf.edu/financial-aid/.
- The Office of Graduate Studies website has a list of fellowships offered by USF. Students apply directly to many of these fellowships, although some require a departmental/program nomination. Visit the following website to learn more about these fellowships: http://www.grad.usf.edu/scholarships.php
- There are also a limited number of CAS fellowships, such as the University Graduate Fellowship. http://www.cas.usf.edu/
- Be sure to look in a variety of places for funding, internally and externally. For example, serving as a residence hall assistant for undergraduate dorms often comes with a tuition waiver and stipend. http://www.housing.usf.edu/experience/employment/ra/
- Be creative in the search. Many offices on campus need student workers, so check the USF employment website for additional opportunities. http://www.usf.edu/administrative-services/human-resources/

Part 4

Rules to Remember
Additional administrative issues

Office of Graduate Studies Requirements

The Graduate School imposes certain general requirements upon all graduate programs at USF. These are outlined more completely in the USF Graduate Catalog. Whereas the Applied Linguistics Program provides advice via that Graduate Director, other faculty members, and this handbook, the ultimate responsibility for the satisfaction of requirements and compliance with all university policies and regulations rests solely with the individual student.

Among the requirements of the Office of Graduate Studies are the following:

1. Minimum enrollment for students who hold graduate assistantships is nine semester hours.
2. Students must be enrolled for a minimum of two semester hours during their final semester. Please be aware that this is even the case if all required coursework has been completed.

Advising and Student Responsibilities

Academic advising and scheduling will be done in coordination with the LALS academic advisors. It is the student's responsibility to meet with an advisor once every semester during the advising meeting time period (towards the middle of every semester – dates are announced via the LALS listserv). Failure to do so may result in registration delays as well as delays in graduation. Of course, students are encouraged to make appointments with the advisors or the LALS Director at other times as well. Students are reminded of University Policy Statement 415:

"Although the University provides advising services to assist students with academic planning, the responsibility for seeing that all requirements are met rests with the student."

Student Conduct

Members of the university community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect of the rights of others are essential conditions for academic and personal freedom at the university. USF reserves the right to deny admission of refuse enrollment to students whose actions are contrary to the purposes of the university, or impair the welfare of freedom of the members of the university community. Disciplinary procedures are followed when a student violates the code of conduct or commits an offence as outlined in the Student Conduct Code. These are described in detail on the Student Affairs Website: http://regulationspolicies.usf.edu/regulations/

(Taken from section 7 of the Graduate Student Catalog 2014-2015)

Time Limits

Ph.D. degrees must be completed within 7 years from the student's date of admission for graduate study. Courses taken prior to admission to the USF graduate program, for example as non-degree seeking or from other institutions that were transferred in, can be no older than 10 years at the time of graduation. The form for a time extension (and all other graduate forms) is located on the Office of Graduate Studies website: http://www.grad.usf.edu/student-forms.php

Part 5

I'm In! How Do I Get Out?
Steps to ensure successful graduation

LALS Program Policies and Requirements

The Ph.D. in Linguistics and Applied Language Studies (LALS) requires 55 semester hours total, post MA. The 55-credit-hour requirement applies to all students. A student pursuing the degree on a full-time basis is expected to enroll in 9 credit hours, or 3 classes, per semester.

Overview of Degree Requirements for the Ph.D. in LALS

Structured Coursework

Total Minimum Program Hours: 55 hours

Core courses: all courses in this category must be taken (22 –24 credits)
All courses are 3 credits unless otherwise indicated

LIN 6720 Second Language Acquisition
LIN 7630 Seminar on Research and Writing in Applied Linguistics
LIN 7631 Advanced Seminar in Applied Linguistics (LIN 6720 prerequisite)
LIN 6675 The Grammatical Structure of American English, OR a course focusing on the morphology and syntax of another language in WLE.
LIN 7635 Professional Development
LIN 7638 Qualitative Methods in Applied Linguistics
LIN 7639 Quantitative Methods in Applied Linguistics
LIN 7911 Directed research in Applied Linguistics: to be taken the semester of writing the qualifying exam paper (1-3 credits)

Foundation Course Electives (6 credits required). Based on student's prior educational background, recommendations will be made by the admissions committee and implemented by the academic advisor. Each student is required to take a minimum of two of the following courses:

LIN 5700 Applied Linguistics
LIN 6081 Introduction to Graduate Studies
LIN 6675 Grammatical Structure of American English (can't count as a foundation credit if used to satisfy the structure of a language credit)
TSL 5371 Methods of TESL
TSL 5372 ESL Curriculum & Instruction
TSL 5440 Language Testing
TSL 5525 Cross-Cultural Issues in ESL

General Electives (9 credits required). Each student is required to take a minimum of three general electives. These can be from established course numbers or via the LIN 6932 special topics number and include the following:

LIN 6748 Contrastive Analysis
LIN 6688 Corpus Linguistics
LIN 7885 Discourse Analysis
LIN 6726 Individual Differences in SLA
LIN 6601 Sociolinguistics
LIN 6722 Writing process in SLA

Sample Topics for LIN 6932:
• Bilingualism/Multilingualism
• English for Academic Purposes/English for Specific Purposes
• Language and Technology
• Pragmatics for Language Teachers
• Sound System of English
• Task-Based Language Teaching

Dissertation credits – 18 minimum hours of LIN 7980

COURSES
See http://www.ugs.usf.edu/course-inventory/

Note: In special circumstances, additional courses from the "foundation course electives" group may be taken as electives.

Note: Students who have completed an MA in Applied Linguistics: Teaching ESL from USF will have already taken all of the foundation courses. In this case, additional courses from the "General Electives" category can be substituted.

Elective Policy

Students have the opportunity to take all of their elective courses from faculty members in the Applied Linguistics section. However, sometimes, electives may be taken from a different section in World Languages or from a different department. Outside electives must be chosen in consultation with the academic advisors or program director.

Typical Course Sequence

First Year		
Fall _____	Spring _____	Summer _____
1. LIN 7630 Seminar on *Research and Writing in Applied Linguistics*	1. LIN 6720 *Second Language Acquisition*	1. 1 General Elective
2. 1 Foundation Course	2. LIN 7631 *Advanced Seminar in Applied Linguistics*	2.
3. 1 General Elective	3. LIN 7639 *Quantitative Methods in Applied Linguistics*	3.
Total credits – 9	Total credits – 9	Total credits – 3
Second Year		
Fall _____	Spring _____	Summer _____
1. LIN 7639 *Qualitative Methods in Applied Linguistics*	1. LIN 6675 *Grammatical Structure of American English* or other approved structure course	1.
2. 1 Foundation Course	2. LIN 7635 – *Professional Development*	2.
3. 1 General Elective	3. LIN 7911 – Directed research in Applied Linguistics (or another elective based on interest)	3.
Total credits – 9	Total credits – 9	Total credits

Most core courses are offered only once a year, as indicated in the suggested course sequence.

Note: This is a suggested sequence. An individual program of study for each student will be developed by in consultation with an academic advisor.

Other degree requirements

Screening-in process

You will submit the materials for the "screening-in" process at the beginning of the fourth semester. The purpose of this process is to establish that you are qualified to start the research component of your degree program. You will need to submit three parts:

> 1. A writing sample: You will select a final paper from one of your courses (while a student in the LALS program) that required an empirical study (i.e. must include data analysis) as the project. You will make revisions based on the feedback that you received from your course instructor. You will have the opportunity to get feedback from the faculty member teaching the class during the semester; however, after the semester, no additional faculty feedback is permitted.
> 2. A two-page description of research interests: This is a short summary of the topic you intend to pursue for your dissertation and will be the basis of the qualifying exam. The summary must include envisioned research questions/topics and the type of data that will be used.
> 3. Unofficial transcript: This can be downloaded from Banner and will be used to verify that all course requirements have been met.

The three components of the screening in are due by Friday at 5pm of week 5 of fourth semester of the program (not including summers). No late submissions are accepted. Students will only have one chance to complete the process; there are no revisions possible. Each submission will be evaluated by a committee of applied linguistics faculty. The screening-in process is pass/fail; if the student fails, he or she will not be permitted to continue in the LALS Ph.D. program.

If the screening in is successful, the student will need to then fill out the Program of Study (POS) paperwork: This form (found in the appendix of the handbook) must be completed. The POS indicates all course requirements, other program requirements, and has a section for names and signatures of the supervisory committee members for the dissertation. Each student will need to have an advisor (i.e. major professor) and three additional committee members in place with the signatures of each before the POS can be submitted.

Qualifying Exam

After successfully screening-in to the program and forming a supervisory committee, the next step is the Qualifying Exam. Ideally, students will take the qualifying exam during the 5th semester of the program. If a student needs to take the exam in a semester other than the fifth semester of the program, a written request must be submitted and reviewed by the faculty. Once notification has been received about Screening-in, the student will work with the advisor to further fine-tune the dissertation topic in preparation for the qualifying exam. By 5pm Monday of the first day of the semester, the student will receive via e-mail the qualifying exam question from his or her advisor. The exam question is designed to help the student draft the first part of the dissertation (i.e. the literature review and the methodology). The finished exam is due within 3 weeks, which is Monday at 5pm of week four of classes. No outside help is permitted on the

exam, as it should be an indication of what students can produce by themselves; of course, students are expected to use online and textual sources when writing.

There will be two faculty members who grade the exam – the advisor and a second reader who will be chosen in conjunction with the help of the advisor and/or other applied linguistics faculty members. In the case that students do not pass the qualifying exam on the first try, a second attempt will be given to revise the exam within the same semester. The revisions are due on Monday at 5pm of the 10th week of the semester. After the successful completion of the qualifying exams, an Admission to Doctoral Candidacy form found on the Office of Graduate Studies website (http://www.grad.usf.edu/student-forms.php) will need to be submitted. If a student fails on the second attempt, he or she will not be permitted to continue in the LALS Ph.D. program.

Dissertation Proposal

Upon successfully completing the qualifying exam, students will submit a completed proposal to the advisor by Monday at 5 pm of the 10th week of the semester. The faculty will let the student know by Monday at 5pm of the 12th week whether or not the proposal is ready to defend. If it is ready, the proposal must be sent to the committee no later than 5pm of the 13th week of the semester. All proposal defenses will take place during finals week every semester unless extenuating circumstances arise. If a student is not ready for the proposal defense the 5th semester, a written request can be submitted to be reviewed by the graduate director and other applied linguistics faculty members. It is expected that all proposals will be defended the end of the 3rd year of the program (6th semester).

The proposal defense consists of written feedback from all committee members and a 20-minute presentation to only the committee members during which the committee members can ask questions. The student will be notified of the pass or fail status the same day of the defense. Upon a successful defense, the student is ready to start the dissertation project. If human subjects are involved, the student will need to get IRB approval before starting data collection (https://www.research.usf.edu/dric/hrpp/)

Dissertation Defense

The end is near! In order to request a dissertation defense, students need to fill out the dissertation defense request form, which is found on the CAS website (http://www.cas.usf.edu/students/grad/forms/). The total number of dissertation credits required for the LALS program is 18; however, students must be enrolled for a minimum of two credits the semester of the defense (and if this semester is different from the semester of graduation, students must also be enrolled in two credits the semester of graduation http://www.grad.usf.edu/policies_Sect7_full.php#enroll). The dissertation defense consists of written feedback from all committee members and a 20-minute presentation during which the committee members can ask questions. The student will be notified of the pass or fail status the same day of the defense. Soon after a successful defense, the student will receive a summary of requested revisions from the advisor, representing concerns from the whole committee. Once the revisions have been made and approved by the committee, the student needs to generate a plagiarism report via Canvas with the help of the advisor. The student will then submit the final dissertation and the plagiarism report to the office of graduate studies (http://www.grad.usf.edu/ETD-res-main.php).

Summary of Program Requirements and Timeline

Semester 1 (fall)	9 structured credits
Semester 2 (spring)	9 structured credits
Summer	Optional elective
Semester 3 (fall)	9 structured credits
Semester 4 (spring)	6-9 structured credits (depending on previous summer) Screening-in week 5 Choose advisor – discuss dissertation topic
Summer	Read and prepare for qualifying exam/proposal Optional elective
Semester 5 (fall)	1-3 directed research credits to go with qualifying exam Qualifying exam – starts week 1, due week 4 Dissertation proposal – due week 10 Proposal defense – finals week
Semester 6 (spring)	Dissertation data collection and analysis
Summer	Dissertation data collection and analysis
Semester 7 (fall) and Semester 8 (spring)	Dissertation defense Final dissertation revisions – EDT submission – Graduation

Descriptions of Core Courses (each bearing 3 credit hours, unless otherwise stipulated)

- LIN 5700 *Applied Linguistics* [generally offered in Fall] Prerequisite: none.
  Analysis of the phonological, morphophonological, and syntactic features of English as a basis for linguistic application to problems of English language acquisition by non-native speakers.

- LIN 6081 *Introduction to Graduate Studies in Linguistics* [generally offered in Fall] Prerequisite: none. An introduction to the aims and methodologies of applied linguistics as a graduate discipline: the field of linguistics, its subdisciplines, and its relationship to adjacent arts and sciences; bibliographical resources; methods of research and research writing; and a brief survey of the historical development of applied linguistics and current issues in the field.

- LIN 6675 *Grammatical Structure of American English* [generally offered in Spring] Prerequisite: none. Analysis and description of major morphological and syntactic structures of American English, with emphasis upon applied linguistics.

- LIN 6720 *Second Language Acquisition* [generally offered in Spring] Prerequisites: TSL 5371 and LIN 5700. An overview of major theories of Second Language Acquisition (i.e., Universal Grammar, cognitive, social interactionst, sociocultural), emphasizing seminal and current research studies.

- TSL 5371 *Methods of TESL* [generally offered in Fall] Prerequisite: none. Analysis of the methods of teaching English listening, speaking reading, and writing with attention to L2 culture and pragmatics.

- TSL 5372 *ESOL Curriculum and Instruction* [generally offered in Spring] Prerequisite: TSL 5371. Analysis of the methods of creating, modifying, sequencing, and assessing second/foreign language instructional programs. [This is a State of Florida ESOL Endorsement course.]

- TSL 5471 *Language Testing* [generally offered in Fall] Prerequisite: TSL 5372. Course on the theory and practice of second language testing for achievement, proficiency, placement, and diagnostic purposes. [This is a State of Florida ESOL Endorsement course.]

- TSL 5525 *Cross-Cultural Issues in ESL* [generally offered in Spring] Prerequisite: none. Exploration of issues related to culture and cultures, strategies for teaching and testing cultural knowledge and skills, development of cross-cultural awareness. [This is a State of Florida ESOL Endorsement course.]

Descriptions of Elective Courses (offered in rotation on a 2-3 year schedule)

- LIN 6601 *Sociolinguistics* This course provides an overview of linguistic variation with emphasis on the research methodologies of sociolinguistics and the implications of its findings for current linguistic theory.

- LIN 6722 *Writing process in SLA* This course provides an overview of current theory and research in second language writing development and instruction, with emphasis in professional and disciplinary contexts.

- LIN 6726 *Individual Differences in SLA* This course provides an overview of individual differences (IDs) and how they relate to language learning. Students will explore IDs such as motivation, beliefs, language aptitude, working memory, language anxiety, tolerance of ambiguity, and willingness to communicate.

- Special topics courses (LIN 6932):

- *English for Academic Purposes/English for Specific Purposes* This course introduces students to the field of English for Academic/Specific Purposes. Students will gain an understanding of the theory, research and pedagogy in this area.

- *Task-Based Language Teaching* This course provides an overview of the issues at the core of task-based language teaching, including evaluation of its theoretical support and the key components of a task-based program.

- *Pragmatics for Language Teaching* This course provides an introduction to intercultural communication, with a major emphasis on cross-cultural pragmatics, i.e., the study of meaning in context. Students will explore ways in which linguistic and cultural backgrounds influence how social functions are realized using language.

- *Bilingualism/Multilingualism* This course provides an overview of the current trends involving the cognitive and social implication of bilingualism and multilingualism.

- *Corpus Linguistics* This course provides an introduction to the different kinds of questions about authentic language use that are investigated using electronic collections

of texts (i.e., corpora) analyzed via specialized computer programs. Students will learn how to design and analyze corpora for research and teaching purposes.

- *Internet Language* This course explores the linguistic and discourse-level variation that occurs in different registers, or genres, of online communication. Students will explore themes such as: identities and community, evaluation and stance, narratives, multilingualism and heteroglossia, politeness/impoliteness, metalinguistic practices, and intertextuality.

- *Sound System of English* This course provides a comprehensive overview of the phonology and phonetics of the English language with a focus on both research and pedagogy. Students will gain a theoretical foundation and practical introduction to pronunciation teaching.

- *Quantitative Research in Applied Linguistics* This course helps students develop as applied linguistics scholars with regard to conducting quantitative analyses using SPSS. Students will gain practical experience with a variety of statistics tests (e.g., correlations, t-tests, various ANOVA types, multiple regression, ANCOVA) as well as discuss issues regarding power and effect size.

Grades and Grading

- Graduate students must attain an overall average of 3.5 in all courses. No grade below 3.0 ("B") will be acceptable toward a graduate degree, but all grades will be counted in computing the overall grade point ratio (GPR).

- S/U grades are generally not given in the LALS program, except when courses are graded on a satisfactory or unsatisfactory basis (e.g., directed study).

- Incomplete ("I" grades) may be used for an authorized failure to meet the requirements of the course. Until removed, the "I" is not computed in the GPA. "I" grades are exceptional, and given only if an emergency has prevented or will prevent a student from completing the work for the course, and when all other coursework has been successfully completed. The professor will submit a World Languages "Incomplete Grade Report" form whenever an "I" grade is given, which includes instructor and student signatures and an agreed upon date for turning in the work the following semester. If the student does not complete the work by this date in the following semester, the "I" will be removed and the grade calculated with the missing assignments will be given.

Foreign Language Proficiency Requirement

To ensure that students have some firsthand appreciation of the second language acquisition process, the program has a foreign language proficiency requirement in at least one foreign language.

Native Speakers of English:

The student must demonstrate the "Novice-High" proficiency in an additional language, based on the ACTFL Proficiency Guidelines. This is roughly equivalent to three semesters of college-level study at USF. Students who may have met this criterion upon admission include:

- Students who have earned undergraduate or graduate degrees in foreign languages.

- Students who can document minors in foreign languages on their university transcript.

- Students who have resided, for a significant amount of time, in a country in which the language is spoken.

- Note: Students without majors or minors in foreign languages may request to have prior documented coursework in a foreign language (**minimally three semesters**) considered, provided that it meets the following requirements:

    1. There is no grade less than a "B" in any course and/or sequence.
    2. The most recent course and/or sequence can be determined to be at the Novice-High level.

Students who need to satisfy the foreign language proficiency requirement can satisfy this requirement in any one of the following ways:

- Place at the 4th level on the department's placement examination for the language.

- Complete coursework through the third semester of the language at USF (or equivalent at another institution) with no grade below a "B." Study abroad credits are acceptable and encouraged.

- Submit an equivalent score or better score on any standardized national competency examination (e.g. ETS), subject to approval.

- Provide ACTFL Oral Proficiency Interview (OPI) examination scores for a language at the level indicated at the beginning of this section.

Non-native Speakers of English:

Students whose first language is a language other than English, and who have submitted TOEFL scores to satisfy admission requirements, will have satisfied the foreign language proficiency requirement upon admission to the program.

Application for Graduation

The Application for Graduation must be filed with the Registrar's Office within a few weeks into the term in which the student wishes to graduate. The Registrar's application deadline must be strictly adhered to, and appeals to waive that deadline are not granted. The responsibility for meeting applicable deadlines is entirely that of the student. http://www.usf.edu/registrar/resources/graduation.aspx

Part 6

Other Useful Tidbits

Faculty and Staff

Applied Linguistics Core Faculty

- Amanda Huensch, Ph.D. (University of Illinois at Urbana-Champaign). Assistant professor. *Second language phonology, Pronunciation pedagogy, Oral fluency development, Oral language assessment, Language-in-interaction.* huensch@usf.edu

- Amy S. Thompson, Ph.D. (Michigan State University). Associate professor. *Second language acquisition (SLA), Individual differences in SLA (motivation, anxiety, beliefs, and language aptitude), bilingualism/multilingualism, Language teacher development*. athompson@usf.edu

- Nicole Tracy-Ventura, Ph.D. (Northern Arizona University). Assistant professor. *Instructed second language acquisition, Language learning during residence/study abroad, Task-based language teaching, Corpus-based research*. nkt@usf.edu

- Camilla Vásquez, Ph.D. (Northern Arizona University). Professor. *Discourse analysis, Sociolinguistics, Online communication, Second language pragmatics.* cvasquez@usf.edu

- Wei Zhu, Ph.D. (Northern Arizona University). Associate professor. *Second language writing, Writing for academic/specific purposes, Computer-mediated communication, Writing development*. wzhu@usf.edu

LALS Program Director (2016-2019)

Amy S. Thompson, Ph.D.
Office: CPR 440
Phone: 813/974-2548
Email: athompson@usf.edu (e-mail is the preferred method of communication)
Appointment website: http://drthompson.simplybook.me/index/about

LALS Academic Advisors (2016-2019)

Camilla Vásquez, Ph.D.　　　　　　　　　Wei Zhu, Ph.D.
Office: CPR 438　　　　　　　　　　　　Office: CPR 442
Email: cvasquez@usf.edu　　　　　　　　　Email: wzhu@usf.edu

Department Chair

Stephan K. Schindler, Ph.D.
Office: CPR 418
Phone: 813/974-2548
Email: skschindler@usf.edu

Associate Department Chair

Amy S. Thompson, Ph.D.
Office: CPR 440
Phone: 813/974-2548
Email: athompson@usf.edu

Office Staff

Claudine Boniec, Academic Services Administrator
Office: CPR 419
Phone: (813) 974-5510
Email: cboniec@usf.edu

Patricia Garcia, Academic Program Specialist
Office: CPR 419
Phone: 813 974-2719
Email: pgarcia@usf.edu

Colleen Parker, Staff Assistant
Office: CPR 419
Phone: (813) 974-0964
Email: colleenp@usf.edu

Andrew Bird, Undergraduate Advisor
Office: BEH 201
Phone: 813/974-6957
Email: ajbird@usf.edu

Useful Links

Ph.D. program in Linguistics and Applied Language Studies (LALS):
http://languages.usf.edu/graduate/lals/

Applied Linguistics: Teaching ESL MA program: http://languages.usf.edu/graduate/linguistics/

Department of World Languages (WLE): http://languages.usf.edu/

Office of Admissions: http://www.usf.edu/admissions/index.aspx

Office of Graduate Studies: http://www.grad.usf.edu/

Graduate student catalog: http://www.grad.usf.edu/catalog.php

Graduate student life guide: http://www.grad.usf.edu/inc/linked-files/USF-Graduate-Student-Life-Guide.pdf

INTO USF: http://www.intohigher.com/us/en-us/the-universities/into-university-of-south-florida.aspx

College of Arts and Sciences: http://www.cas.usf.edu/

Office of the Registrar: http://www.usf.edu/registrar/index.aspx

University Scholarships & Financial Aid Services: http://www.usf.edu/financial-aid/

USF World – International Services: http://global.usf.edu/is/

Student Health Services: http://www.usf.edu/student-affairs/student-health-services/

Appendix A – Advising form

Course Sequence: Ph.D. in LALS

Name:	L2 requirement documentation:
U-number:	PT/CPR submitted:
Semester admitted:	Portfolio submitted:
Graduation semester:	Funding:

Dates of advising meetings and initials of the faculty

First Year		
Fall _____	Spring _____	Summer _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Total credits	Total credits	Total credits

Second Year		
Fall _____	Spring _____	Summer _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Total credits	Total credits	Total credits

Third Year		
Fall _____	Spring _____	Summer _____
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
Total credits	Total credits	Total credits

Appendix B - POS

COLLEGE OF ARTS AND SCIENCES
Department of World Languages
Ph.D. in Linguistics and Applied Language Studies (LALS)
PROGRAM OF STUDY (POS)

Name:	USF ID#	Phone:
Address:		

Language Requirement: Y/N	L2:	Evidence:

Date of Admission to LALS Program:

Expected Date of Completion of Ph.D. in LALS:

USF Catalog Date:

Funding source(s):

Date/semester of Screening-in:

Date/semester of Qualifying Exam:

Date/semester of Proposal Defense:

Date/semester of Dissertation Defense:

Notes:

I. CORE COURSE: 22-24 credits

Course #	Course Title	Hrs.	Sem/Yr	Grade	Notes
LIN 6720	Second Language Acquisition	(3)			
LIN 7630	Seminar on Research and Writing in Applied Linguistics	(3)			
LIN 7631	Advanced Seminar in Applied Linguistics (LIN 6720 prerequisite)	(3)			
LIN 6675	The Grammatical Structure of American English, OR a course focusing on the structure of another language in WLE	(3)			
LIN 7635	Professional Development (to be taken at the end of the coursework)	(3)			
LIN 7638	Qualitative Methods in Applied Linguistics	(3)			
LIN 7639	Quantitative Methods in Applied Linguistics	(3)			
LIN 7910	Directed research in Applied Linguistics: to be taken the semester of writing the qualifying exam paper. The qualifying exam will be done at the end of the other coursework.	(1-3)			
					Total credits for I.

II. FOUNDATION COURSE ELECTIVES: 6 credits

Course #	Course Title	Hrs.	Sem/Yr	Grade	Notes
LIN 5700	Applied Linguistics	(3)			
LIN 6081	Introduction to Graduate Studies	(3)			
LIN 6675	Grammatical Structure of American English (can't use for this category if used for the structure requirement)	(3)			
TSL 5371	Methods of TESL	(3)			
TSL 5372	ESL Curriculum and Instruction	(3)			
TSL 5440	Language Testing	(3)			
TSL 5525	Cross-Cultural Issues in ESL	(3)			
Other:		varies			
					Total credits for II.

III. GENERAL ELECTIVES (9 Semester Hours)

Course #	Course Title	Hrs.	Sem/Yr	Grade	Notes
LIN 6722	Writing Processes in SLA	(3)			
LIN 6601	Sociolinguistics	(3)			
LIN 6726	Individual Differences in SLA	(3)			
LIN 7885	Discourse Analysis	(3)			
LIN 6688	Corpus Linguistics	(3)			
LIN 6748	Contrastive Analysis	(3)			
LIN 6932	Special Topics (see handbook for sample topics)	(3)			
Other:		varies			
Other:		varies			
					Total credits for III.

IV. DISSERTATION HOURS (18 Sem. Hrs.)

LIN 7980: Indicate hours and semesters

Notes:

V. TOTAL HOURS (55 minimum hours)

Total USF Semester Hours (courses):
Total USF Dissertation Hours
Total Transfer Semester Hours*:
Total Program Semester Hours:

Names and Signatures:

Role	Typed/Printed Name	Signature	Date
Student			
Major Professor			
Co-Major Professor			
Committee Member			
Committee Member			
Committee Member			
LALS Director			

NOTES:

1. Students should submit this form to the LALS program director no later than spring of the second year, keeping a copy for their own records. Please type the information if possible.

2. *Substitutions for courses may be made with the approval of the LALS program director. Please submit a course substitution form to be filed with the POS. Transfers of courses from a different program at USF or from a different university are handled on a case-by-case basis and are not common.

Appendix C – Rubrics
Rubric for LALS qualifying exam literature review (Question #1)

Categories	Points	Comments
Foundational Knowledge (50 points) Does the author demonstrate expert or near expert knowledge of relevant empirical research and/or theories according to the question posed? Are the author's points effectively supported by the research? Does the author provide a true synthesis of cross-cutting themes in the research reviewed (as opposed to simply providing a collection of summaries)? Are the gaps in the current research identified and analyzed? Is there a statement of how the current project fills the gap in the research?		
Critical Thinking (25 points) Does the author clearly articulate and defend a critical position which is successfully integrated into discussion of the foundational knowledge base? Does the author offer some evaluation of the studies reviewed? Are the studies presented in a way which emphasizes those that are most relevant to the topic?		
Written Expression/Organization (25 points) Does the candidate exhibit a high degree of control over the conventions of written academic discourse and argumentation? For example: - Is the paper well organized with a central concept illustrated by a clear thesis and supporting paragraphs? - Is the paper cohesive, including appropriate transitions used between topics and paragraphs? - Are all paragraphs well-developed? - Is the paper free of typos? - Is the language used formal and academic? - Are all the references included on the reference page? - Are the references documented according to APA style of documentation, including DOIs (when applicable)? - Does the paper stay within the required page length? - Are the subheadings in the paper appropriately partitioned and labeled?		
Overall assessment		**Total: _____ / 100**

Rubric for LALS qualifying exam research proposal (Question #2)

Categories		Comments
Framework and research questions (20 points) Is there a short introduction to the study, including the framework to be used and/or key terms operationalized? (This paper will follow your literature review, so an extensive review of the literature is not necessary.) Is the gap that you wish to fill clearly stated in the introduction? Are the research questions or topics clearly stated?		
Design (60 points) Does the Methods section include a detailed description of the study design, including: setting, participants, materials, data collection techniques, and data analytic procedures? Are the following items included: independent and dependent variables (for quantitative studies), data sources and units of analysis (for qualitative studies), and the type of analysis you will perform (for both quantitative and qualitative studies)? Are your sample materials for this project included in the appendix?		
Written Expression/Organization (20 points) Does the author exhibit a high degree of control over the conventions of written academic discourse and argumentation? For example: • Is the paper well organized with a central concept illustrated by a clear thesis and supporting paragraphs? • Is the paper cohesive, including appropriate transitions used between topics and paragraphs? • Are all paragraphs well-developed? • Is the paper free of typos? • Is the language used formal and academic? • Are all the references included on the reference page? • Are the references documented according to APA style of documentation including DOIs (when applicable)? • Does the paper stay within the required page length? • Are the subheadings in the paper appropriately partitioned and labeled?		
Overall assessment		**Total: _____ / 100**