

Graduate Student Manual 2011-2012



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[Corrections and suggestions that may improve the usefulness of this document are earnestly solicited. Please send your comments to the Advisement Assistant.]

Revised 8/16/11

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INTRODUCTION

WELCOME!

Welcome to graduate studies in the Department of Linguistics! This manual is designed to help you understand and successfully complete the steps necessary to finish a graduate degree in Linguistics at the University of New Mexico. It will acquaint you with the resources available to you in the department and in the Office of Graduate Studies (OGS) as well as the requirements set by the department and OGS.

Policies and procedures for obtaining a master's or doctoral degree are laid out here in general form. You should regularly consult the department's Graduate Advisor, your faculty mentor, or your Committee on Studies for assistance. **It is up to you to be sure that you complete all steps toward the award of a degree in a timely and appropriate manner.**

In addition to this manual, you should carefully review the *University of New Mexico Catalog*. You are responsible for completing the requirements of the catalog under which you were admitted to the graduate program. Catalogs are usually provided free of charge when you attend the graduate student orientation offered at the beginning of each academic year; they may also be purchased from the UNM Bookstore and are also available at <http://www.unm.edu/%7eunmreg/catalog.htm>. Also, *Pathfinder*, UNM's student handbook and calendar, is the source of much crucial information on rights and responsibilities, sexual harassment, grievance procedures, student standards, and other policies and regulations.

This handbook includes separate sections on the master's and doctoral degrees. It reproduces some of the most important information from the *UNM Catalog*. Please be aware that university and department requirements and procedures may be revised at any time due to unforeseen circumstances, though it is unlikely that any changes will have a significant impact on your program of studies.

We ask that you keep the department informed of your progress toward the degree on a timely basis. In particular, please keep in mind that **all forms and documentation required by OGS must be processed through the department's Graduate Advisor and Administrative Assistant.**

We wish you all the best as you begin your program here. If there is any way that the department can assist you further, please do not hesitate to ask.

LINGUISTICS AT THE UNIVERSITY OF NEW MEXICO

The UNM Department of Linguistics is the only degree-granting linguistics program in one of the most multilingual and multicultural states in the U.S. As such, it bears particular responsibilities both to the field of linguistics and to the residents of the region it serves. The department thus has two concerns: (1) teaching and research on language structure and use, and (2) service to society on language-related issues.

The department's approach to linguistic theory takes a primarily cognitive-functional perspective that focuses on language structure as interacting with language use. This orientation emphasizes the study of language typology, change, discourse, interaction, variation, processing, and acquisition. The department is particularly concerned with the study of regional languages (especially Native American languages and Spanish) and signed languages (American Sign Language in particular).

This theoretical approach provides the foundation for effectively addressing our commitment to the application of linguistics to social concerns, including minority language maintenance and empowerment of minority communities. Thus, the department not only studies and teaches about the structure and use of language, but also encourages faculty and student involvement as advocates and participants in outreach to the linguistic communities in which we carry out research.

UNDERGRADUATE PROGRAMS

In addition to offering an undergraduate major and minor in Linguistics, the department offers a concentration in Signed Language Studies, and houses the Signed Language Interpreting program and the Navajo language program.

The B.A. major in Linguistics requires a minimum of 33 semester hours above the 200-level and the equivalent of four semesters of a second language. Required courses in this program include introductory courses in linguistics, phonetics, phonology, syntax, sociolinguistics, and psycholinguistics. The undergraduate minor requires 21 hours of Linguistics coursework.

The B.S. in Signed Language Interpreting requires a minimum of 40 semester hours of coursework in American Sign Language, Signed English, fingerspelling, Deaf culture, linguistics, consecutive and simultaneous interpretation, and other aspects of the field of signed language interpreting.

The B.A. in Linguistics with a concentration in Signed Language Studies requires 33 hours (24 required, 9 approved electives) and four semesters of American Sign Language or the equivalent. Required courses include signed language, linguistics, grammatical analysis, deaf history and literature, morphology, semantic or discourse analysis, psychology of language and several other choices. Electives may be chosen from either degree program, Linguistics or Signed Language Interpreting, following consultation with the major advisor and approval by the department.

The minor in Navajo Language and Linguistics requires 18 hours of Navajo language and Navajo linguistics courses at or above the 200 level. Three additional hours of approved electives are required. The Navajo language program regularly offers two years of Navajo, for both beginners and native speakers. More advanced Navajo courses are also offered. The department also periodically offers basic courses on other Native American languages and less commonly taught languages.

GRADUATE PROGRAMS

The Department of Linguistics offers both M.A. and Ph.D. degrees with particular strengths in functional and cognitive approaches to linguistic theory, Southwest languages (including Spanish and Native American languages of the region), American Sign Language (ASL), and psycholinguistics.

The Department also actively supports and participates in the doctoral program in Educational Linguistics offered through the Division of Language, Literacy, and Sociocultural Studies (LLSS) in the College of Education. For information on this program, contact the LLSS Administrative Assistant in Hokona Hall 140 (phone: 277-0437).

Graduate students in a number of other departments, especially Anthropology, Education, Psychology, Spanish and Portuguese, and Speech and Hearing Sciences may develop concentrations in linguistics at the master's or doctoral level. Students interested in graduate

work in linguistics in another department are advised to consult the Chair of the Department of Linguistics as well as the department to which they are applying.

APPLICATION INFORMATION

Students who have completed the baccalaureate degree should apply for admission to the M.A. program, not to the Ph.D. program. Completion of a master's degree is a prerequisite for admission to the Ph.D. program.

U.S. citizens and permanent residents who apply to the M.A. and Ph.D. programs are encouraged to apply on-line at <http://www.unm.edu/apply>. All forms and other necessary documentation is outlined on the OGS website, <http://www.unm.edu/grad>.

Domestic applicants should complete the application form & registration (residency) form online, and send two official copies of your transcripts to the Admissions Office. International applicants should follow the procedures described at:

<http://www.unm.edu/admissions/guidelines/international.html>.

Graduate Record Examination (GRE) scores are not required by the Department of Linguistics.

All applicants must submit three letters of recommendation, a letter of intent, and copies of transcripts from all colleges and universities attended directly to the department. NOTE: *all applicants must submit copies of transcripts directly to the department in addition to the copies of transcripts submitted to the Admissions Office*. Applicants to the Ph.D. program must also submit directly to the department a copy of the M.A. thesis or a research paper of high quality.

Applicants to the Ph.D. program who completed the M.A. in Linguistics at UNM must file a "Request for Change or Addition of Degree or Graduate Unit" form (instead of a new application), together with (1) three new letters of recommendation, (2) a letter of intent, and (3) a writing sample.

Deadlines. The following deadlines pertain to Linguistics:

Fall semester: Applications for both the M.A. and Ph.D programs must be received by December 15th for best consideration.

Spring semester: Applications for the M.A. must be received by October 31st for best consideration. There is no spring admission to the Ph.D. program. Applicants to the Ph.D. program who completed the M.A. in Linguistics at UNM may continue on to the Ph.D. program in the Spring semester; if so, the applicant must apply by October 1st for best consideration.

All applications seeking financial aid must be received by December 15th.

Please note that normally, no graduate linguistics courses are offered in the summer.

ADVISEMENT

M.A. candidates receive advisement from the department's Graduate Advisor. In addition, each new M.A. student is assigned a faculty mentor. Upon arrival on campus, you should contact the Graduate Advisor & your mentor to discuss prerequisite courses which must be completed and plan the program of coursework which leads to the master's degree. The role of

the Graduate Advisor is to ensure that you acquire an appropriate depth and breadth of exposure to the various subfields of linguistics during the time spent at UNM. Your faculty mentor will also be able to help you plan coursework each semester.

Ph.D. candidates are initially advised by the faculty member who agrees to fulfill the role of mentor at the time of the student's admission to the doctoral program. You should also consult the Graduate Advisor for guidance. As you develop your program of studies, you will set up and work with a Committee on Studies composed of three faculty. Details about advising at the doctoral level are provided in the Ph.D. section of this manual.

FINANCIAL AID

University of New Mexico support for graduate students takes two forms: assistantships and fellowships. A few fellowships are awarded through UNM's Office of Graduate Studies and are open on a highly competitive basis to all graduate students in the university. The Department also offers the Joseph H. Greenberg Fellowship to one outstanding PhD applicant per year. The Greenberg Fellow is supported by the Fellowship fund for three years and is guaranteed a teaching assistantship or other support for one additional year, conditional on adequate progress in their studies.

The Department of Linguistics each year provides limited financial support to graduate students. This support currently includes several graduate and teaching assistantships. The assistantship awards are made strictly on the basis of academic merit, and are allocated by the department faculty collectively in March for the following academic year. Those selected for assistantships may be assigned to serve as an assistant to a faculty member, or to have full teaching responsibility for a course (typically a section of Ling 101, Introduction to the Study of Language). Most assistantships are half-time (.25 FTE) and provide an annual stipend, tuition remission for up to 6 credit hours per semester and a health insurance plan.

Because the number of assistantships is limited, and the nature of the work requires a substantial background in linguistics, assistantships are generally not awarded to entering MA students. Entering PhD students will be considered for assistantships in Linguistics, or for nomination for other forms of support that may be available.

Tuition fellowships through the Office of Graduate Studies are available only to those who are permanent residents of the state of New Mexico. The awards are made on the basis of merit. Tuition remission for up to 12 credit hours per semester is provided.

In addition, research assistantships and project assistantships are occasionally available to graduate students to work on research or public service projects usually funded by outside sources. Selection of assistants is made by the faculty member who serves as the project's principal investigator, and the primary basis for selection is the student's ability to handle the specific project assignment. Examples of recent projects include Perceptual Processing in Delayed Language Learners (funded by the National Institutes of Health and directed by Jill Morford), Jicarilla Apache Dictionary Project, and Nanbé Tewa Language Revitalization Project: Production of an Electronic Archive (funded by the National Science Foundation and directed by Melissa Axelrod), and Modeling Durations in Connected Discourse (funded by the National Science Foundation and directed by Caroline Smith).

Graduate students in linguistics often receive support in other University programs, for example, as instructors in the ESL writing program in the Department of English, as instructors in the Center for English Language and American Culture (CELAC), as tutors in the Center for Academic Program Support (CAPS), and as teaching assistants or project assistants in other

departments in the College of Arts and Sciences such as the Department of Spanish & Portuguese or the Department of Foreign Languages.

The GPSA's Student Research Allocations Committee provides money for graduate student research projects and for travel expenses to conferences. Contact: SRAC, Graduate and Professional Student Association, Student Union Building 200, 277-3803. The Department Chair may also have limited supplementary funds for student travel and research projects; a "Travel Request" form is available from the Department Administrator. Work-study positions are also available for graduate students with in-state tuition status. You must apply for Financial Aid to be offered on of these positions. Applications are available at <http://finaid.unm.edu>.

HIGH DESERT LINGUISTIC SOCIETY

The High Desert Linguistic Society (HDLS) is the linguistics graduate student organization affiliated with UNM's Graduate and Professional Student Association (GPSA), which allocates a small portion of student fees to HDLS to support its activities. The HDLS sponsors a variety of activities for the benefit of all linguistics students, including an e-mail discussion list (LINGGRADS-L) and occasional lectures and brown-bag talks. HDLS also sponsors a biannual student conference that attracts graduate students and scholars from around the world, and publishes a volume of proceedings based on the conference.

HDLS officers are elected annually at the beginning of the Fall semester.

FACILITIES

The Department of Linguistics is located on the first and fifth floors of the Humanities Building in the center of the UNM campus. It offers a small departmental library and a pleasant study area. The Signed Language Interpreting Program offices, Linguistics TA and temporary part-time faculty office, graduate student computer lab, and several seminar rooms are housed in Humanities 112. Zimmerman Library is nearby and houses an exceptional linguistics collection. The department and UNM's Information Technology Services provide computational facilities and other equipment increasingly important in the study of linguistics. The department also has ready access to the recording facilities of the Language Learning Center, which includes a state-of-the-art signed language laboratory. Department faculty provide supervision for student research projects in psycholinguistics, sociolinguistics, language typology, experimental phonetics, signed language linguistics, and field research.

The department environment is enriched each year by colloquia and by informal brown bag lunch talks at which faculty and graduate students report on their research. The department also typically has visiting scholars each year who enliven the scholarly interchange.

The department office, Humanities 526, prepares a mailbox for each graduate student. Be sure to check your box regularly for special notices or for any mail that may be directed to the department for you.

The department library operates on the honor system for checking out books. Each graduate student may secure a key to the library and to the graduate student computer lab from the Department Administrator. The Clark Field Archive and Library in the Anthropology Department has a small but good set of linguistics books, especially in the area of Native American languages. For information on hours, contact the Anthropology Department.

THE MASTER OF ARTS IN LINGUISTICS

The Department of Linguistics offers the M.A. degree in Linguistics under Plan I (24 semester hours of coursework plus 6 hours of thesis) or Plan II (32 hours of coursework without a thesis) according to the general regulations set forth in the *UNM Catalog*, with the additional requirement that a minimum of 12 hours of 500-level courses is required under either plan.

All work toward the M.A. degree (including coursework transferred from another institution) must be completed within a seven-year period. This seven-year period commences with the first graduate course listed on the student's Program of Studies.

To remain in good standing in the program, a student is expected to maintain a cumulative GPA of 3.0 or higher.

Students are advised to familiarize themselves with the Office of Graduate Studies (OGS) regulations, which are available on the OGS website at <http://www.unm.edu/grad>.

PLAN I OR PLAN II?

As soon as you are admitted to the M.A. program, you should start thinking about whether writing a thesis (Plan I) or completing additional coursework (Plan II) would be most suited to your interests and long-range career goals. There are benefits to both approaches. The intensive research and writing involved in preparing a thesis can be valuable preparation for further studies at the Ph.D. level or for employment in a specific area related to linguistics. On the other hand, the M.A. program may be seen as the opportunity to pursue broad experience in linguistics. The coursework option ensures a strong foundation in linguistics with an appropriate depth and breadth of knowledge to pursue further studies or professional employment.

Plan I Requirements:

- 1) A minimum of 24 hours of coursework:
 - At least 12 of these hours must be 500-level courses.
 - No more than 6 of these hours may be problems courses (independent study).
 - At least 12 of these hours must be completed after admission to the M.A. program.
- 2) Six hours of Thesis (599) credit, completion of a master's thesis and a successful oral defense of the thesis.

Plan II Requirements:

- 1) A minimum of 32 hours of coursework:
 - At least 12 of these hours must be 500-level courses.
 - No more than 12 of these hours may be problems courses (independent study).
 - At least 16 of these hours must be completed after admission to the M.A. program.
- 2) Completion of the M.A. Comprehensive Examinations.

M.A. ADVISEMENT

All M.A. students are assigned a faculty mentor, who provides guidance to students in cooperation with the department's Graduate Advisor. All aspects of your program of studies must be approved by the Graduate Advisor. You are also encouraged to develop academic guidance relationships with other department faculty with shared mutual interests.

Course Load. A full-time enrollment at the graduate level is 3 classes, totaling 9 credit hours. However, if you have an assistantship of any kind, full-time enrollment is 2 classes, 6 credit hours. For most students, it is inadvisable to enroll in more classes than regular full-time enrollment.

COURSEWORK REQUIREMENTS

Prerequisites. The entering M.A. student is expected to have completed 12 hours of basic linguistics courses as prerequisites, including the following courses or their equivalents: introductory linguistics (Ling 301), phonetics (Ling 303), phonological analysis (Ling 504), and grammatical analysis (Ling 522). It is possible to make up deficiencies in these prerequisites after admission to the M.A. program, but these prerequisite courses must be completed as soon as possible and may not be counted toward the minimum coursework requirements of the degree. M.A. students *must* enroll in 500-level course numbers when available.

Core M.A. Coursework. (See Page 15 for checklist.) You are expected to complete 21 hours of advanced courses at the graduate level covering the core areas of linguistics:

- a graduate course in phonological theory (502 or 503)
- a graduate course in morphosyntax (512)
- a graduate course in language change (546)
- a graduate course in psycholinguistics (e.g., 560, 565, 566, 567, 568, 569)
- a graduate course in sociolinguistics (e.g., 531, 533, 535, 539)
- two graduate courses, covering two of the three following research areas:
 - discourse/syntax (523, 529, or a seminar on a relevant topic);
 - cognitive linguistics (519, 525, or a seminar on a relevant topic);
 - typology/field linguistics (513, 517, 548, or a seminar on a relevant topic).

This required core coursework cannot be satisfied by problems courses (independent study), by substitute courses, or by in-absentia study. Any request for an exception to this policy must be submitted in writing to the department's Graduate Committee. If approved, the request, including signatures of approval by the Graduate Committee members, is to be placed in the student's file.

Elective M.A. Coursework. The remaining required hours (6 plus a thesis under Plan I or 15 under Plan II) are selected by you, with the approval of the department's Graduate Advisor or your faculty mentor. When appropriate to a specialization, you may take specific research skill courses (e.g., logic or statistics, or courses from another department) as part of the elective coursework.

Your full program of studies must be approved by the Graduate Advisor and by OGS (see Program of Studies below). Please be aware that no more than half the minimum required coursework hours, exclusive of thesis, may be taken with a single faculty member.

Minimum Grades. Department policy is that graduate students must receive a B- or better in all graduate and pre-requisite courses in linguistics. Courses in which the student earns a lower grade must be re-taken, or another course substituted to fulfill a requirement.

Transfer of Credits. The transfer of credit from another university or from non-degree status is not automatic. With the approval of the Graduate Advisor, up to 50% of the M.A. coursework

requirements may be transfer credits, provided that (a) the coursework is judged to be appropriate to your program of studies, and (b) the coursework is completed within the required seven-year period.

NOTE: Quarter hours are converted to .67 semester hours each.

NOTE: A course that has been counted toward a previous degree may not be counted again for the Master's degree. If such a course is used to fulfill a core requirement, you should substitute an elective to meet the minimum coursework requirement.

CONCENTRATION IN NATIVE LANGUAGES OF THE SOUTHWEST

The Department of Linguistics offers the M.A. in Linguistics with a Concentration in Native Languages of the Southwest. The program is designed to take advantage of the resources in the Departments of Linguistics, Native American Studies, and Anthropology, as well as the College of Education. The concentration on Native American Languages will be supported by the department's interest in functional grammar and sociolinguistics.

Candidates for the M.A. with a Concentration in Native American Languages of the Southwest must take the 21 hours of core courses listed on pages 8-9. Additionally, the candidate should choose one of three focus areas: 1) field research on Native American languages, 2) issues in bilingual education, or 3) Navajo studies. The candidate must take four courses in the chosen focus area, and one course from either of the other two focus areas. The following courses satisfy the focus requirements; related courses approved by the Graduate Advisor may also be used to satisfy the requirements.

Field research

Ling. 513	Linguistic Field Methods
Ling. 515	Native American Languages
Ling. 559	Language and Culture
NatAm *402	Education, Power and Indigenous Communities
NatAm *445	Politics of Identity

Bilingualism and bilingual/multicultural education

Ling 535	Societal Bilingualism
Ling 566	Psychology of Bilingualism
LLSS *453	Theoretical and Cultural Foundations of Bilingual Education
LLSS 580	Seminar in the Education of the Bilingual Student
LLSS 582	Curriculum Development in Multicultural Education

Navajo

Nav. 511	Navajo Verb System I
Nav. 512	Navajo Verb System II
Nav. 515	Advanced Navajo
Nav. 501	Navajo Linguistics

When enrolling in starred courses (*), be sure to fill out a green card (available in the department office) so that you receive graduate credit.

PROGRAM OF STUDIES

You must file a “Program of Studies” (PoS) form listing the complete Program of Studies as approved by the Graduate Advisor. The PoS form and instructions are available on the OGS web site at <http://www.unm.edu/grad/eforms/masters2.html>. This form may not be submitted before completion of 12 hours of coursework. It must be approved by OGS before you may take the master’s comprehensive examination. The deadlines are as follows: For Spring graduation, the PoS is due October 1st. For Fall graduation, the PoS is due July 1st. For Summer graduation, the PoS is due March 1st. These are OGS deadlines—please turn the form in to the Linguistics department Administrative Assistant earlier so that a copy can be kept in your file. The department requires that these records be kept with us as well as with OGS.

After the Program of Studies has been filed, you may change between Plans I and II only with the approval of the Graduate Advisor and OGS, and to do so, you must submit a new Program of Studies.

M.A. COMPREHENSIVE EXAMINATIONS (PLAN II)

M.A. candidates on Plan II must pass the master’s comprehensive examination. This exam is usually taken during your last semester in the program. The examination may be taken only after the Program of Studies has been approved by OGS and only if you have a cumulative GPA of at least 3.0.

Examination Areas. To permit you to display appropriate breadth and depth of understanding of the field of linguistics, you will be examined in three areas chosen from the following list of six options. You must select two areas from the first group and one area out of the second group:

- Group I : (a) syntax/discourse
(b) semantics/cognitive linguistics
(c) phonology/phonetics
(d) typology/grammaticalization

- Group II: (e) psycholinguistics
(f) sociolinguistics

Evaluation of the exam. The responsibility for administering the examination and providing the final evaluation is assigned to the M.A. Examination Committee, a committee of two to three faculty appointed by the department each year. You may request questions from any member of the faculty, whether they are or are not members of the Examination Committee. You will then work with these faculty to prepare your reading lists and define the topics to be treated in the exam questions. You should work with a different faculty member for each question. Your responses to all three questions are read by the members of the Examination Committee. In addition, the faculty member who wrote each question will read your response to that question, and consult with the Examination Committee in evaluating your response.

The examination typically consists of three-day take-home questions for each of the three areas chosen; responses of approximately 10 double-spaced pages per area are expected. The exam is given over a 10-day period at the time of Fall Break and Spring Break. The exam committee may subsequently request an oral interview with you in order to determine the final evaluation of the exam.

A student who fails the examination is allowed a second attempt within one calendar year. The examination may be taken only twice.

The evaluation of the exam is reported to OGS on the “Report of Examination” form. Each committee member also completes the department’s “Assessment of M.A. Comprehensive Examination” form for student outcomes assessment.

Deadlines. You must file with the Graduate Advisor the department’s “M.A. Comprehensive Exam Areas and Supervising Faculty” form no later than one month before the date of your exam. At least two weeks before the examination, the department must notify OGS by submitting an “Announcement of Examination.” Barring extraordinary circumstances, you will be notified of the results of the examination no later than two weeks from the date on which it was completed. Should such circumstances arise, the chair of the M.A. Examination Committee will inform you in writing of the reason for the delay and let you know when notification can be expected. The results of the examination must be reported to OGS by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation.

M.A. Reading List. Upon deciding on an area for examination, you should consult with an appropriate faculty member in order to select the major books or articles to include on the list for that area. We expect students to have a general knowledge of the contents and approach presented in the books and a more detailed knowledge of the arguments and data contained in the articles. The reading list for each area may include books and articles assigned in courses. These are supplemented with works specific to the students’ area of interest. A reading list typically consists of around 10 items. The reading list is selected by the candidate and the faculty who will write the candidate’s questions (supervising faculty), in consultation with and with the approval of the Department’s Graduate Advisor.

M.A. THESIS (PLAN I)

Plan I students must complete a minimum of six hours of thesis credit (Ling 599). These hours are usually distributed across the last year in the M.A. program, three hours in the first semester when the research is typically undertaken, and three hours in the following semester devoted to writing up the thesis. The thesis must demonstrate evidence of the ability to do sound research and writing as certified by the approval of your thesis committee.

Only six hours of Ling 599 may be applied to the program of studies. Once initiated, **continuous enrollment** (excluding summer sessions) **in Ling 599 is required** until the thesis is accepted. Students who have enrolled in 599 and subsequently stopped enrollment must petition for reinstatement and pay the tuition for each missed regular semester. Thesis hours may be taken in the summer session, and the thesis may be defended during the summer with the approval of the thesis committee.

Thesis Committee. Your thesis is guided by a committee of three faculty members approved for graduate instruction, at least two of whom hold regular full-time faculty appointments at UNM,

in the Linguistics department. The thesis chair, who assumes the major responsibility for guiding your work, must be a regular UNM faculty member approved by the Graduate Advisor. You must complete the department's "M.A. Thesis Committee" form and submit it to the Graduate Advisor at the beginning of the semester in which you plan to defend the thesis.

Final Examination for Thesis (Thesis Defense). You are responsible for providing each member of your committee with a complete final draft of the thesis in ample time (a minimum of two weeks) for review prior to the defense. The thesis defense cannot be scheduled during the last two weeks of a semester. This final examination is a public presentation of your thesis results in a department colloquium open to the UNM community. The focus of this presentation is the thesis and its relationship to the field of linguistics. Its purposes are (1) to provide an opportunity for you to communicate the research results to a wider group of scholars; (2) to afford an opportunity for the members of your committee and others to ask questions; (3) to ensure that the research reflects your independence of thought and accomplishment rather than excessive dependence on the guidance of a faculty member; and (4) to ensure that you are thoroughly familiar with the focus of the thesis and its relevance to the discipline of linguistics. Students should be prepared to give a 20-30 minute presentation on the highlights of the project, its data, methodology, and conclusions.

At least two weeks before the thesis defense is held, the "Announcement of Final Examination for Thesis" form must be filed.

At the conclusion of the defense, the thesis committee members confer to complete the "Report of Final Examination for Thesis" on which they make one of the following recommendations, which must be agreed upon by at least two of the committee members: (1) that the thesis be approved without change; (2) that the thesis be approved subject only to minor editorial corrections; (3) that the thesis be rewritten or revised before approval; or (4) failure. If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance the director of the thesis is responsible for seeing that all necessary corrections are made before the thesis is submitted to OGS. If the third recommendation is made, the full committee may elect to meet again to determine that the concerns have been addressed.

Each member of the thesis committee also completes the department's "Assessment of Master's Thesis" form for student outcomes assessment.

Submission of Thesis. Note that dissertations must now be submitted electronically. Procedures for this are described at http://www.unm.edu/grad/indices/index_manuscripts.html. Please check this site carefully in case of changes as the procedure may evolve.

You are responsible for preparing the final version of the thesis in proper format, of high reproduction quality, and free of grammatical and typing errors. Detailed guidelines are available from OGS; see <http://www.unm.edu/grad/>. To verify the satisfactory quality of typing and format, to ensure acceptability of copies, and for any technical advice and guidance, you are urged to contact and to submit sample pages to the OGS Manuscript Coordinator well in advance of the thesis submission deadlines. The Manuscript Coordinator holds a very useful workshop on thesis mechanics several times each year.

Each final copy of the thesis for OGS and the department must include a set of red-bordered pages (available from the UNM Bookstore or from the OGS web site), which includes an Approval page, a Title page, and an Abstract Title page.

Two copies of the unbound thesis manuscript, each with an abstract of no more than 350 words, must be submitted for approval to OGS by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. An additional copy of the thesis must be provided to the Department of Linguistics for binding and placement in the department's library.

The following forms must be submitted to OGS with the manuscript: (1) a "Certification of Final Form" completed by the thesis committee chair; (2) a confidential "Report on Thesis or Dissertation" ("gray sheet") completed by each committee member; and (3) an "Information Cover Sheet" attached to the box in which the manuscript is placed.

A \$15 fee is charged for binding the two OGS copies that are forwarded to the university library, one copy to be placed in the library archives and the other in circulation.

GRADUATION

You must notify the Department Administrative Assistant early in the semester **prior** to the semester in which you plan to graduate. Each semester, the Administrative Assistant must submit to OGS a list of all students intending to graduate at the end of the following semester. OGS permits the removal of names from this list if a student delays graduation, but does not permit late additions to this list; therefore, it is essential that you inform the Administrative Assistant and the Graduate Advisor as soon as you have an intended graduation date, even if you are not absolutely certain that you will be ready to graduate at that time.

In order to graduate, all degree requirements must be completed by November 15 for Fall, April 15 for Spring, or July 15 for Summer. If you do not complete all requirements as planned, let the Administrative Assistant know as soon as possible so that she can correct the paperwork with OGS.

You must be enrolled for at least one unit of graduate credit during the semester (including the summer session) in which you complete degree requirements. For Plan I students, this is usually the submission of the approved thesis to OGS, and the required enrollment may be in thesis hours (Linguistics 599). Enrollment in Graduate Problems (Linguistics 595) is also acceptable as a required unit of enrollment for both Plan I and Plan II students.

Plan II students not intending to graduate during the semester in which they take their comprehensive exam may take the exam during a semester that they are not enrolled, provided that fewer than three consecutive semesters (including summer session) have elapsed since their last enrollment. Students who have not taken the comprehensive examination within this time period will lose their graduate status and must apply for readmission and enroll for at least one graduate credit to regain that status.

Name _____

Date _____

M.A. CHECKLIST FOR GRADUATION

A. **Coursework.** Up to 50% of credits may be transferred from another institution.

Plan I (24 credit hours + thesis): _____

Plan II (32 credit hours): _____

	<u>Hrs</u>	<u>Smstr</u>	<u>Grade</u>	<u>Instructor</u>
Prerequisite Courses				
Ling. 301 <i>Introduction to Linguistic Analysis</i>	___	___	___	_____
Ling. 303 <i>Introduction to Phonetics</i>	___	___	___	_____
Ling. 504 <i>Phonological Analysis</i>	___	___	___	_____
Ling. 522 <i>Grammatical Analysis</i>	___	___	___	_____
Required Courses				
1. Phonology				
Ling. 502 <i>Generative Theories of Phonology</i>	___	___	___	_____
- OR -				
Ling. 503 <i>Usage-Based Phonology</i>	___	___	___	_____
2. Morphosyntax				
Ling. 512 <i>Morphosyntax</i>	___	___	___	_____
3. Language Change				
Ling 546 <i>Introduction to Language Change</i>	___	___	___	_____
4. Psycholinguistics				
_____	___	___	___	_____
5. Sociolinguistics				
_____	___	___	___	_____
6. Two courses covering two of:				
(i) discourse/syntax;				
(ii) cognitive linguistics;				
(iii) typology/field linguistics.				
_____	___	___	___	_____
_____	___	___	___	_____

7. Electives — 5 courses (or 2+ thesis)

_____	_____	_____	_____	_____
Elective				
_____	_____	_____	_____	_____
Elective or Thesis				
_____	_____	_____	_____	_____
Elective or Thesis				
_____	_____	_____	_____	_____
Elective or Thesis				
_____	_____	_____	_____	_____

- B. File “Program of Studies for the Master’s Degree” form listing the complete Program of Studies. If you change from Plan I to Plan II (or vice versa) after filing, you must file a new Program of Studies. The Program of Studies must be filed no later than July 1 for December graduation, October 1 for May graduation, or March 1 for summer graduation.
- C. Notify the Department Administrative Assistant of your intent to graduate by April 1 for December graduation, November 1 for May graduation, and March 1 for summer graduation.

For Students Taking the Masters by Coursework (Plan II):

- 1) Choose three areas for comprehensive exam and, in negotiation with faculty members, prepare comprehensive examination reading lists.

Exam Areas

1) _____

2) _____

3) _____

Estimated date for exam _____

- 2) File department’s “M.A. Comprehensive Exam Areas and Supervising Faculty” form (by the third week of the semester in which you wish to take the exam). The department submits the “Announcement of Examination” form to OGS at least two weeks before the exam.
- 3) Complete MA Comprehensive Exam.
- 4) M.A. Examination Committee members submit: “Report of Examination” form and the Department’s “Assessment of M.A. Comprehensive Examination” form for student outcomes assessment.

For Students Preparing a Thesis (Plan I):

- 1) Plan I students choose three faculty members as their thesis committee. File “M.A. Thesis Committee” form and submit it to the Graduate Advisor by the third week of the semester in which you plan to defend your thesis.

Thesis Committee

_____ Chair

- 2) At least two weeks before the thesis defense is held, the “Announcement of Final Examination for Thesis” form must be filed.
- 3) At the conclusion of the examination, the thesis committee members confer to complete the “Report of Final Examination for Thesis.” Each member of the thesis committee also completes the department’s “Assessment of Master’s Thesis” form for student outcomes assessment.
- 4) You must obtain three sets of red-bordered pages from the UNM Bookstore or from the OGS web site. Each set must have an Approval page, a Title page, and an Abstract Title page. Each member of your Dissertation Committee must sign each Approval page.
- 5) The thesis needs to be submitted with (1) “Certification of Final Form of a Thesis or Dissertation,” (2) the confidential “Report on Thesis or Dissertation”(‘gray sheet’), (3) an “Information Cover Sheet” attached to the box in which the manuscript is placed, and (4) the red-bordered pages.
- 6) Submit two copies of the thesis to OGS with fees and documentation and one copy to the Department of Linguistics’ Administrative Assistant. Each copy must have a set of signed red-bordered pages.
- 7) Copies of the thesis with all of the accompanying paperwork must be submitted for approval to OGS by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation.

THE DOCTOR OF PHILOSOPHY IN LINGUISTICS

Admission to the Ph.D. program is highly selective. The following criteria must be met:

- (1) successful completion of coursework equivalent to the M.A. in Linguistics at UNM;
- (2) a completed research paper of publishable quality and/or outstanding performance on the M.A. Comprehensive Examination in Linguistics at UNM; and
- (3) willingness of a member of the department faculty to serve as the student's initial mentor.

Academic preparation in the Ph.D. program in Linguistics consists of a well-rounded program of coursework, research apprenticeship, and professional development activity. Each student's program should be designed to foster a fundamental knowledge of the field of linguistics, both in depth and breadth. Coursework meeting the minimum requirements does not automatically constitute an acceptable program of study. Your individual program must be approved by your Committee on Studies, the Graduate Advisor, and the Office of Graduate Studies (OGS).

COURSEWORK REQUIREMENTS

The doctoral program requires a **minimum** of 48 semester hours of graduate credit coursework in linguistics. This minimum requirement may include up to 30 hours of master's degree credit (including thesis). At least 18 hours must be coursework beyond the M.A. degree. In addition, the student must complete a minimum of 18 hours of Dissertation (Ling 699) credit.

At least 24 credit hours must be completed at UNM, and at least 18 hours must be completed after admission to the doctoral program at UNM. A minimum of 18 hours exclusive of dissertation must be earned in UNM courses numbered 500 or above. No more than 50% of the required course credits may be taken with a single faculty member; coursework completed for the master's degree is included in this limit.

Required Courses. The PhD requirements include:

1. Two courses in Phonetics and Phonology, from: Ling 502, 503, 505, or a seminar in phonetics or phonology. One of these courses must be either Ling 502 or Ling 503.
2. Discourse/Syntax: Ling 523, Ling 529, or a seminar on a relevant topic
3. Cognitive Linguistics: Ling 519, Ling 525, or a seminar on a relevant topic
4. Typology/Field Linguistics: Ling 513, Ling 517, Ling 548, or a seminar on a relevant topic
5. At least one methodology course appropriate to the field of specialization, e.g., Ling. 506 *Experimental Phonetics*, Ling. 513 *Field Methods*, Ling. 529 *Discourse Analysis* (subject to approval), Ling 569 *Experimental Psycholinguistics*, Spanish 546 *Seminar in Hispanic Sociolinguistics*, LLSS 502 *Naturalistic Inquiry*
6. Three advanced seminars

These required courses cannot be satisfied by problems courses (independent study), by substitute courses, or by in-absentia study. Any request for an exception to this policy must be submitted in writing to the department's Graduate Committee. If approved, the request, including

signatures of approval by the Graduate Committee members, is to be placed in the student's file and submitted to OGS.

RESEARCH SKILLS REQUIREMENTS

In addition to the preceding coursework requirements, all doctoral candidates must fulfill the following research skills requirements:

1. Proficiency in a language other than your native language. This requirement may be satisfied by four semesters of college coursework with a grade of B or better. A student who is a speaker of a language other than English may use their native language to satisfy this requirement. For alternative ways of satisfying this requirement, consult the Graduate Advisor.
2. Knowledge of the structure of a non-Indo-European language. This requirement may be met by Ling 513 *Field Methods*, or by an appropriate research paper. A student who is a native speaker of a non-Indo-European language must submit a research paper on the structure of their native language in order to use that language to satisfy the requirement.
3. Coursework in statistics up to and including Analysis of Variance or the equivalent. This can be fulfilled by taking Ling 569 *Experimental Psycholinguistics*. Other courses that seem appropriate for satisfying this requirement are Stat 527 *Data Analysis* and Stat 528 *Data Analysis II*, Psych 501 *Advanced Statistics*, and Soc 381 *Sociological Data Analysis*. (Ed Psy 502 *Survey of Statistics in Education* does NOT satisfy this requirement.) Note that some of these may require background in the appropriate discipline. Also, you do not receive graduate credit for courses numbered below 500.

A separate "Certification of Language or Research Skill Requirement" form for each of these requirements must be processed along with the Application for Candidacy (see below). The form can be found at http://www.unm.edu/grad/eforms/language_skills.pdf.

CONCENTRATION IN SPEECH AND HEARING SCIENCES

The Department of Linguistics offers a concentration in the doctoral program for students interested in combining the study of Speech and Hearing Sciences with Linguistics. This program provides students with a broad background in both normal and disordered aspects of human communication, in the context of the unique multicultural environment of New Mexico. Applicants to the concentration must have completed a Master's Degree either in Linguistics or in Speech and Hearing Sciences, or in a related area with substantial content from these fields. Admission for the doctoral concentration is through the regular admissions process for the Department of Linguistics.

For students who have a master's degree in Speech-Language Pathology, required courses are: Ling 504 *Phonological Analysis*; Ling 522 *Grammatical Analysis*; Ling 531 *Language in Society*; Ling 567 *Psychology of Language*; Ling 502 *Generative Theories of Phonology* or Ling 503 *Usage-Based Phonology*; Ling 523 *Functional Syntactic Theories*; and an advanced course in sociolinguistics, such as Ling 532 *Spanish-English Bilingualism*, Ling 533 *Sociolinguistic Variation*, or Ling 535 *Societal Bilingualism*.

For students who have a master's degree in Linguistics, the required courses are: SHS 510 *Anatomy and Physiology of Human Communication*; Ling 506 *Introduction to Experimental Phonetics*; SHS 431 *Language Disorders in Children*; SHS 550 *Neural Basis of Communication*; SHS 507 *Adult Neurogenic Communicative Disorders*; SHS 530 *Language Development*, or Ling 560 *Child Language*; and one additional SHS course on disorders.

Requirements for all students in the concentration: a second graduate course in theoretical phonetics or phonology (chosen from Ling 502, 503, or 505); Ling 529 *Discourse Analysis*; and the following (specific courses must be approved by the Committee on Studies): a graduate level course in statistics; a graduate level course in research methods (not SHS 506); and three seminars, one in each of the comprehensive examination areas.

Students in the concentration must also meet all other requirements for the Linguistics Ph.D.

PH.D. ADVISEMENT

Upon admittance to the department, you will be assigned an initial mentor in your area of interest. This assignment may be but does not have to be temporary. You should also consult closely with the Graduate Advisor as you begin your Program of Studies. As you become more familiar with the program and the faculty, you should feel free to work with other faculty as seems appropriate. This will include forming your doctoral Committee on Studies.

COMMITTEE ON STUDIES

Each Ph.D. candidate must establish a Committee on Studies composed of at least three UNM faculty members approved for graduate instruction. The chair must be a regular faculty member in the Department of Linguistics. The members of the committee must have expertise in the areas of specialization selected for the doctoral comprehensive examination.

The basic role of the committee is to plan, with the student, an integrated individual program of study and research meeting general UNM requirements and the specific requirements of the Ph.D. program in Linguistics. The committee must approve the program and oversee its execution. The committee is also charged with establishing prerequisites when needed, recommending transfer of credit, certifying satisfaction of the research skills requirements, approving significant changes in the program of studies, and administering the doctoral comprehensive examination.

Appointment of the Committee on Studies usually involves the following steps: (1) You arrange for an appropriate faculty member to serve as committee chair. (2) You and the committee chair agree upon the remaining members of the committee. (3) The committee must be approved by the department's Graduate Advisor. (4) The committee must be approved by OGS (as part of the approval of the Application for Candidacy). OGS regulations for committee membership may be found at <http://www.unm.edu/grad/forms/commcomp.html> ("Faculty Approvals").

The doctoral Committee on Studies is automatically disbanded once the comprehensive exam is passed, and you must establish a dissertation committee that will provide you guidance through the final stages of progress toward the Ph.D. It is, of course, possible to appoint former members of the Committee on Studies to the new dissertation committee.

All members of the committee (including UNM faculty) must be approved by OGS for committee service. A list of faculty who have been approved can be found on the OGS web site at <https://www4.unm.edu/grad/main/faculty/facultyindex.php> (or search for "faculty approvals").

If you want someone to serve on your committee who is not currently approved, the department must obtain approval from OGS. Please consult the Graduate Advisor or the Department Administrator, who initiates this process.

ADVANCEMENT TO DOCTORAL CANDIDACY

You must apply for and be admitted to doctoral candidacy. The “Application for Candidacy for the Doctoral or MFA Degree” form formally summarizes your program of studies. Approval of your program is indicated by the signatures of your committee on studies on this form, along with that of the Graduate Advisor.

The semester before you plan to take the doctoral comprehensive examination, you should meet with your committee on studies to discuss your proposed program of studies and how you will satisfy the research skills requirements. If the overall plan is approved by the committee, you should then complete the official “Application for Candidacy for the Doctoral or MFA Degree” form, secure the signatures of your committee, and submit it to the department’s Graduate Advisor, along with your completed “Certification of Language or Research Skill Requirement” form.

You must submit the fully approved Application for Candidacy to OGS once you have passed the doctoral comprehensive examination (see below) and completed the research skills requirements. It is to be accompanied by the “Report of Examination” (see below) and “Certification of Language or Research Skill Requirement” forms. After determining that all requirements except for coursework in progress and the dissertation have been fulfilled, the Dean of Graduate Studies will advance the student to candidacy.

Transfer of Credit. The following regulations apply to the transfer of credits toward the doctoral degree: (1) A maximum of 30 semester hours previously applied to a master’s degree from UNM or another accredited institution may be applied to the Ph.D. (2) A maximum of 12 additional hours of graduate credit taken at UNM prior to admission to the doctoral program may be applied if they were not previously applied toward a master’s degree. (3) A maximum of six additional hours of graduate credit taken at another accredited institution and not already applied toward a master’s degree may be applied to the degree. (4) Quarter hours are converted to .67 semester hours each.

Such credits may be transferred toward the doctoral degree provided that (1) grades of B or better were earned, (2) you have already completed at least 12 hours of graduate work in the doctoral program, (3) the credits are approved by your committee on studies and listed on the Application for Candidacy, and (4) the transfer is approved by OGS.

Time Limit for Completion of Degree Requirements. From the date on which you are formally advanced to candidacy by the Dean of Graduate Studies, you have five calendar years to complete all degree requirements.

PH.D. COMPREHENSIVE EXAM AND READING LISTS

Upon completion (or during the last semester) of your required coursework and prior to embarking on the dissertation, you must pass a doctoral comprehensive examination. This examination is not limited to the areas of your coursework, but tests your grasp of the field as a

whole. You must have a cumulative GPA of at least 3.0 and be enrolled in one hour of graduate credit at the time of the examination.

Examination Areas. This exam will cover three broad areas selected by you from the following list of eleven areas:

Phonology and phonetics	Typology
Syntax	Semantics/Cognitive linguistics
Discourse analysis	Language contact and bilingualism
Language variation and change	Language acquisition
Language and cognition	Computational linguistics
Applied linguistics (e.g. language policy, educational applications)	

In conjunction with the Committee on Studies, you will develop a reading list with an appropriate depth and breadth for addressing each topic. You should plan to have read the contents of the lists by the time of the examination.

The Committee on Studies will set the questions and determine the form of the exam. The usual format is a series of three take-home exams, allowing three days for each area over a ten-day period; responses of 12-14 double-spaced pages per area are typical. If you have a published paper, you may request that your Committee on Studies consider accepting that in lieu of ONE of the exams.

Dates and Deadlines. You must set the dates of the comprehensive examination in consultation with your Committee on Studies. An “Announcement of Examination” form must be processed at least two weeks prior to the date of the examination.

The results of the examination must be reported to OGS on the “Report of Examination” form. Each committee member also completes the department’s “Assessment of Doctoral Comprehensive Examination” form for student outcomes assessment.

Barring extraordinary circumstances, you will be notified of the results of the examination no later than two weeks after the date on which it was completed. If you fail the examination, a second examination must be administered within one calendar year from the date of the first. The doctoral comprehensive examination may be taken only twice.

THE DISSERTATION

Each candidate for the Ph.D. must prepare a dissertation that demonstrates ability to do independent research and competence in scholarly exposition. It should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in linguistics. The responsibility of the dissertation committee (especially the director) includes the evaluation of the substance and methodology of the dissertation as well as an assessment of the candidate’s competence in scholarly exposition.

Dissertation Committee. The dissertation committee is charged with the supervision of your dissertation activities, including approval of the dissertation proposal. You initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the director of the dissertation and the committee chair, including the external member of the committee (see below). You and your faculty director jointly select the remainder of the

committee. The committee must be established shortly after completion of the doctoral comprehensive exam, and before the student begins enrollment in Ling 699. The “Appointment of Dissertation Committee” form must be processed to officially establish the committee.

The composition of the dissertation committee must satisfy the OGS requirements, which can be found in full at <http://www.unm.edu/grad/catalog/catalog16.html#Anchor-Compositio-56821>. An approximate summary of these requirements is: (1) The committee must consist of at least four members. (2) At least two members, including the director, must be tenured or tenure-track UNM faculty. (3) One member may be emeritus, non-tenure-track or adjunct faculty, or a non-faculty expert in the student’s major research area. (4) One member must be tenured or tenure-track outside the UNM Department of Linguistics; this member may be from another department at UNM or from another accredited institution. In addition to the OGS requirements, the Linguistics department also requires that two members of the committee must be tenured, tenure-track or emeritus faculty of the Linguistics department.

Students who select an external member from another institution are responsible for any transportation or other costs that may be associated with that person’s participation on the committee. **OGS requires that all members of a student’s committee must be present at the dissertation defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.**

Dissertation Proposal. The first stage in the dissertation process after establishing the dissertation committee is the dissertation proposal. You are expected to develop this proposal within six months of successful completion of the doctoral comprehensive examination. You **must** submit a dissertation proposal within two semesters of successful completion of the doctoral comprehensive examination. Not submitting a proposal within two semesters is considered unsatisfactory progress, and the supervisor may assign a No Credit (NC) grade (see Dissertation Hours). However, the supervisor may assign a Progress grade if the student encounters unforeseen difficulties with the proposed research for the dissertation that prevents her/him from preparing a proposal within two semesters of advancement to candidacy.

The dissertation proposal should be written in consultation with your committee members. Once a committee is tentatively formed and they have received a copy of the complete proposal, and after sufficient time to read the draft of the proposal (about four weeks, but no longer), the proposed committee members will commit to joining the student’s dissertation committee if they wish. When all members of the committee have accepted the proposal, the student and committee chair will schedule the public oral presentation of the proposal as part of the department’s colloquium series. Oral presentations of the proposal cannot be presented in the fall semester after December 1 or in the spring semester after May 1. No proposals can be presented during the summer session. At about the same time, the student will submit the Appointment of Dissertation Committee form to the Office of Graduate Studies.

Subsequent to the oral presentation, final approval of the proposal by the dissertation committee is required. A copy of the approved dissertation proposal containing the signatures of the dissertation committee is to be provided to the Graduate Advisor for placement in the student’s file in the department.

The dissertation proposal is expected to be around 20-25 double-spaced pages (approximately 4,000 to 7,000 words) in length. It should provide a concise summary of the intended scope of the dissertation topic (including a preliminary table of contents) and its scholarly significance (established with appropriate reference to the literature). The feasibility of the topic should be demonstrated by evidence from a pilot project or sample data analysis. The

proposal must also make explicit the theoretical framework of the dissertation as well as the methodological procedures to be employed in data collection and analysis. The proposal should also include a proposed timeline for completion of the dissertation.

Dissertation Hours. During the course of your dissertation work, you are required to enroll for a minimum of 18 hours of Dissertation (Ling 699) credit. Enrollment in Ling 699 may begin during the semester in which you plan to take the doctoral comprehensive examination. However, only those hours gained in the semester during which the comprehensive examination is passed can be counted toward the 18 hours required. If you fail the comprehensive exam, you cannot count any Ling 699 credits until the semester in which the exam is retaken and passed.

Enrollment for Dissertation (Ling 699) may be for 3, 6, 9, or 12 hours per semester. The specific number of hours taken should reflect the amount of time you devote to the dissertation. Minimum enrollment in Ling 699 for one semester is 3 hours; this number is appropriate when you are working full-time off campus while continuing to make progress with the dissertation. Six hours of Ling 699 represents a half-time commitment. Overseas students are required to register for at least six hours of Ling 699 in order to maintain full-time student status.

Once you have enrolled for dissertation (Ling 699) hours, **continuous enrollment** is expected in subsequent semesters (exclusive of summer sessions) until the dissertation is accepted. This rule applies whether or not you are enrolled for other credit hours. If you enrolled for Ling 699 and subsequently stopped enrollment for one or more semesters (not including summers), you must petition for reinstatement and pay the tuition for each missed semester. You must be enrolled for Ling 699 during the semester (including Summer) in which degree requirements are completed.

You and your dissertation supervisor should agree on a tentative schedule of progress for each semester. Ideally, progress should consist of something written by you and submitted to the supervisor: for example, a progress report, literature review, data analyses, or a draft chapter or chapters.

You should ensure that all your committee members are kept apprised of your progress **throughout** the process of writing the dissertation. Individual committees will differ as to how they wish to proceed, but in many cases, once the committee chair has approved a draft of a chapter, it is appropriate to send it on to the rest of the committee. While all committee members will not necessarily wish to give in-depth comments on individual chapters, this will enable them to see how the dissertation is progressing and the general direction that the student is taking. Giving committee members plenty of opportunity to follow the progress of the dissertation means that the student is less likely to be surprised by their comments on the entire manuscript, once a complete draft is available.

On the basis of the schedule of progress agreed by you and your supervisor, the supervisor decides whether to give you a Progress or No Credit (NC) grade. If the dissertation chair deems that you have made insufficient progress during a semester, the chair may assign a grade of NC. In this case, you will receive no credit for dissertation hours during that semester. Two grades of NC will result in your being placed on academic probation, and three grades result in suspension from the university (see the UNM Catalog, The Graduate Program, Academic Probation and Consequences). Reinstatement is possible after suspension.

The University imposes a limit of five years from the date of advancement to candidacy to the filing of the final dissertation after approval by your dissertation committee. Any request for an extension beyond this limit must be pre-approved by the dissertation supervisor and then by the department chair before being sent to OGS.

Final Examination (Dissertation Defense). The doctoral final oral examination is the last formal step before the degree is awarded and is conducted with due respect to its importance. It is scheduled as a department colloquium and is open to the UNM community.

Three to four months before the student expects to complete the dissertation, s/he should alert all committee members that a defense will need to be scheduled. Depending on the availability of the student and the committee, it may be advisable to select one or more potential dates several months in advance, **without any commitment that the defense can actually be held at that time.**

The dissertation committee *must* be permitted the time to meet face-to-face at least once, but preferably more than once, before the student defends the dissertation. This means submitting a draft of the dissertation to each committee member early enough that they will have time to read, comment, meet to collaborate on revision comments, and then meet with you *before* the defense.

Once revisions have been completed to the committee's satisfaction, you are responsible for providing each member of the committee a complete final draft of the dissertation in ample time (at least six weeks) for review prior to the defense. If the student has provided drafts of chapters on an on-going basis, and revised those drafts in response to comments, so as to satisfy all members of the committee, then a shorter interval of time may be appropriate, if all members of the committee agree.

Once the entire committee has reviewed a complete draft, the student must allow time for making revisions in response to the committee's comments. The amount of time that this will require is unpredictable: if major re-analysis is necessary, it could be over a month, if the changes required are more editorial than conceptual, a shorter length of time will be necessary. **Students must assume that revisions will be required.** If the committee has read drafts on an on-going basis, then it is less likely that major changes will be required in the final stages.

The defense cannot be held until the entire dissertation committee has approved a draft of the complete dissertation. Minor editorial revisions may be required after the defense, but all substantive points must be resolved before the defense is scheduled. If it is critical that a student graduate in a specific semester, the defense date should be at least two weeks before the graduation deadline (November 15 or April 15), to allow time for any needed minor revisions.

At least two weeks before the defense is held, the "Announcement of Final Examination for Doctorate" form must be filed. This form has to be signed by the department chair, who will ask that the student demonstrate that all committee members have agreed to the date. (This can be accomplished by the student providing, for example, email responses from all the committee members.)

The focus of the final examination is the dissertation and its relationship to the field of linguistics. Its purposes are (1) to provide an opportunity for you to communicate your research results to a wider group of scholars, (2) to afford an opportunity for the members of the dissertation committee and others to ask questions, (3) to ensure that the research reflects your independence of thought and accomplishment rather than excessive dependence on the guidance of a faculty member, and (4) to ensure that you are thoroughly familiar not only with the particular focus of the dissertation, but also its setting and relevance to the discipline of linguistics.

At the conclusion of the examination, the dissertation committee members will confer to complete the "Report of Final Examination for Doctorate" on which they make one of the following recommendations, which must be agreed upon by at least three of the committee members: (1) that the dissertation be approved without change, (2) that the dissertation be

approved subject only to minor editorial corrections, (3) that the dissertation be rewritten or revised before approval, or (4) failure. If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance the director of the dissertation will be responsible for seeing that all necessary corrections are made before the dissertation is submitted to OGS. If the third recommendation is made, the full committee may elect to meet again to determine that the concerns have been addressed.

Each member of the dissertation committee must also complete the department's "Assessment of Doctoral Dissertation" form for student outcomes assessment.

Final Form and Submission of Dissertation. Note that dissertations must now be submitted electronically. Procedures for this are described at:

http://www.unm.edu/grad/indices/index_manuscripts.html.

Please check this site carefully in case of changes as the procedure may evolve.

You are responsible for preparing a dissertation in proper format, and free of grammatical and typing errors. Detailed guidelines are available from the OGS website. To verify the satisfactory quality of typing and format, to ensure acceptability of copies, and for any technical advice and guidance, you are urged to contact and to submit sample pages to the OGS Manuscript Coordinator well in advance of the thesis submission deadlines. The Manuscript Coordinator holds a very useful workshop on thesis mechanics several times each year.

You must obtain from the UNM Bookstore or download from the OGS Web site a set of red-bordered pages, including an Approval page, a Title page, and an Abstract Title page. These pages must be signed (original signatures) by all members of your dissertation committee, and then be scanned and submitted electronically in PDF format as part of the Front Matter of the dissertation. (The department's photocopier can scan paper documents into PDF format.)

The final form of the dissertation, with an abstract of not more than 350 words, approved by at least three members of the dissertation committee, must be submitted to OGS by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. The following forms must be submitted with the manuscript: (1) a "Certification of Final Form" completed by the dissertation director, (2) a confidential "Report on Thesis or Dissertation" ("gray sheet") completed by each committee member, (3) an "Information Cover Sheet" attached to the box in which the manuscript is placed, (4) a "Survey of Earned Doctorate", and (5) the "Proquest/UMI Dissertation Microfilm Agreement", available from OGS.

A printed copy of the dissertation must be submitted to the Department of Linguistics for binding and placement in the department library.

A \$15 fee is charged to cover the cost of binding the two dissertation copies submitted to OGS and forwarded to the university library, one copy to be placed in the library archives and the other in circulation.

All doctoral students must, as part of graduation requirements, have their dissertations published through University Microfilms International (UMI). This involves completion of a contract, available from the OGS Manuscript Coordinator, and payment of a fee to UMI. The dissertation must also be loaded to UNM's electronic repository DSpace, as described in the OGS instructions.

GRADUATION

You must notify the Department Administrative Assistant early in the semester *before* the semester in which you plan to graduate. Each semester, the Administrative Assistant must submit

to OGS a list of all students intending to graduate at the end of the following semester. OGS permits the removal of names from this list if a student delays graduation, but does not permit late additions to this list; therefore, it is essential that you inform the Administrative Assistant and the Graduate Advisor as soon as you have an intended graduation date, even if you are not absolutely certain that you will be ready to graduate at that time.

Graduation is dependent upon completion of all degree requirements by November 15 for Fall, April 15 for Spring, or July 15 for Summer. If you do not complete all requirements by these deadlines, please notify the Linguistics Administrative Assistant as soon as possible so that the appropriate changes can be made to the department's graduation list at OGS.

Name _____

Date _____

PH.D. CHECKLIST FOR GRADUATION

1. Coursework. Complete a minimum of 48 hours of graduate credit coursework. You may include up to 30 hours of appropriate courses from the M.A., but at least 18 hours must be coursework beyond the M.A. At least 24 hours must be completed at UNM. At least 18 hours must be at the 500 or 600 level. You must have at least one seminar in each area of specialization that you identify for the doctoral comprehensive exam. You must also have a methodology seminar in your focus area.

<u>Course</u>	<u>Hrs</u>	<u>Smstr</u>	<u>Grade</u>	<u>Instructor</u>
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Required Courses

Phonology – Take **two** of the following. One of them must be Ling 502 or Ling 503.

Ling. 502 <i>Generative Theories of Phonology</i>	_____	_____	_____	_____
Ling. 503 <i>Usage-Based Phonology</i>	_____	_____	_____	_____
Ling. 505 <i>Survey of Phonetic Theory</i>	_____	_____	_____	_____
_____	_____	_____	_____	_____

Discourse/Syntax – Take **one** of the following:

Ling. 523 <i>Functional Syntactic Theories</i>	_____	_____	_____	_____
Ling. 529 <i>Discourse Analysis</i>	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cognitive Linguistics – Take **one** of the following:

Ling. 519 <i>Cognitive Linguistics</i>	_____	_____	_____	_____
Ling. 525 <i>Semantic Analysis</i>	_____	_____	_____	_____
_____	_____	_____	_____	_____

Typology/Field Linguistics – Take **one** of the following:

Ling. 513 <i>Linguistic Field Methods</i>	_____	_____	_____	_____
Ling. 517 <i>Typology and Universals</i>	_____	_____	_____	_____
Ling. 548 <i>Grammaticalization</i>	_____	_____	_____	_____
_____	_____	_____	_____	_____

Methodology course

_____	_____	_____	_____	_____
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Seminars for Comprehensive Exam Areas

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Research Skills Requirements. (a) You need to show competency in a language other than your native language – the minimal acceptable level is a grade of B in a fourth semester of a college-level course, or its equivalent. (b) You must show knowledge of the structure of a non-Indo-European language (you may do this with a research paper or by taking Ling. 413 *Ling. Field Methods*). (c) You must have completed coursework in statistics up to and including ANOVA or the equivalent.

A separate “Certification of Language or Research Skill Requirement” form for each of these three requirements must be submitted along with the Application for Candidacy.

- a) Foreign Language _____
- b) Non-IE Language _____
- c) Statistics _____

3. Form Committee on Studies

Chair: _____

4. Prepare “Ph.D. Application for Candidacy” form and meet with Committee on Studies for approval of program and areas of comprehensive exam (the semester before you’ll be taking the exam).

Exam Areas

- 1) _____
- 2) _____
- 3) _____

Estimated date for exam _____

- 5. With Committee on Studies, prepare comprehensive examination reading lists.
- 6. File “Announcement of Examination” form at least two weeks before the comprehensive exam presentation.
- 7. Complete comprehensive examination and submit to Committee on Studies for approval.

8. Your Committee on Studies members submit a “Report of Examination” form and the Department’s “Assessment of Doctoral Comprehensive Examination” form for student outcomes assessment.
9. Upon satisfactory completion of the comprehensive examination, file “Application for Candidacy for the Doctoral or MFA Degree” and “Certification of Language or Research Skill Requirement” forms.
10. Form Dissertation Committee and file “Appointment of Dissertation Committee” form no later than the first semester of Ling. 699 enrollment).

Chair: _____

Outside member: _____

11. Prepare and present dissertation proposal. Submit signed copy of proposal to department to be placed in student file.
12. Notify the Department Administrative Assistant of your intention to graduate by April 1 for December graduation, November 1 for May graduation, and March 1 for summer graduation..
13. Write dissertation, submitting a draft to each committee member early enough that they will have time to read, comment, meet to discuss revisions, and meet with you *before* the defense. When revisions have been completed to the committee’s satisfaction, submit a complete final draft to each member no less than two weeks prior to your defense date.
14. File “Announcement of Final Examination for Doctorate” form at least two weeks before the dissertation defense.
15. Defend dissertation (before Nov. 15 for Fall graduation, Apr. 15 for Spring graduation, and July 15 for Summer graduation).
16. Your Dissertation Committee must submit three forms: a) “Report of Final Examination for Doctorate,” b) “Report on Thesis or Dissertation” (‘gray sheet’), and c) the Department’s “Assessment of Doctoral Dissertation” form for student outcomes assessment.
17. File dissertation electronically, in accordance with OGS procedures outlined at http://www.unm.edu/grad/indices/index_manuscripts.html.
18. The dissertation needs to be submitted with (1) “Certification of Final Form of a Thesis or Dissertation,” (2) the confidential “Report on Thesis or Dissertation” (‘gray sheet’), (3) an “Information Cover Sheet” attached to the box in which the manuscript is placed, (4) a “Survey of Earned Doctorate”, and (5) the red-bordered pages.
19. Submit two copies of the dissertation to OGS with fees and documentation and one copy to the Department of Linguistics’ Administrative Assistant. Each copy must have a set of signed red-bordered pages.
20. Submit dissertation to UMI with fee. The contract for this process is available on the OGS web site.

DEPARTMENT OF LINGUISTICS COURSE OFFERINGS

Basic Linguistics Courses

Ling 101	Introduction to the Study of Language.
Ling 301	Introduction to Linguistic Analysis. (Formerly Ling 292)
Ling 295*	Special Topics in Current Language Issues.
Ling 303	Introduction to Phonetics.
Ling 304/504	Phonological Analysis. Prerequisite: 301 or 303 or SHS 303.
Ling 322/522	Grammatical Analysis. Prerequisite: 301 or Sign 305 or Span 351.
Ling 331/531	Language in Society. Prerequisite: An introductory linguistics course.
Ling 334/534	Language and Gender.
Ling 359/559	Language and Culture. Prerequisite: An introductory linguistics course.
Ling 367/567	Psychology of Language. Prerequisite: 301 or Psych 265 or Sign 305.
Ling 440/540	Introduction to Linguistics.
Ling 441/541	English Grammars. Prerequisite: English 240.

Advanced Linguistics Courses

Ling 401-402*	Topic: American Indian Languages I-II.
Ling 406/506	Introduction to Experimental Phonetics. Prerequisite: 303 or SHS 303 or Span 350.
Ling 407	Sanskrit I.
Ling 408	Sanskrit II.
Ling 412/512	Morphology. Prerequisite: 322/522.
Ling 413/513	Linguistics Field Methods. Prerequisite: 304/504, 322/522 and permission of instructor.
Ling 415/515	Native American Languages.
Ling 417/517	Typology and Universals. Prerequisite: 322/522.
Ling 425/525	Semantic Analysis. Prerequisite: 301 or Sign 305 or Span 351.
Ling 429/529	Discourse Analysis. Prerequisite: 322/522.
Ling 432/532	Spanish-English Bilingualism.
Ling 435/535	Societal Bilingualism. Prerequisite: 331/531.
Ling 436/536	Language and Education in Southwest Native American Communities.
Ling 446/546	Introduction to Language Change. Prerequisite: 304/504 or Anth 317.
Ling 447/547	Old English.
Ling 449/549	Middle English Language.
Ling 460/560	Child Language. Prerequisite: 367/567 or Psych 324, Psych 328 or Psych 329
Ling 469L/569L	Experimental Psycholinguistics. Prerequisite: 367/567 or Psych 367.
Ling 490/590*	Topics in Linguistics.
Ling 502	Generative Theories of Phonology. Prerequisite: 304/504 or Span 545.
Ling 503	Usage-Based Phonology. Prerequisite: 304/504 or Span 545.
Ling 505	Survey of Phonetic Theory. Prerequisite: 304/504 or Span 545.
Ling 519	Cognitive Linguistics. Prerequisite: 322/522 or Span 351.
Ling 521	Formal Syntactic Theories. Prerequisite: 322/522.
Ling 523	Functional Syntactic Theories. Prerequisite: 322/522.
Ling 533	Sociolinguistic Variation. Prerequisite: 331/531.
Ling 539*	Seminar in Sociolinguistics.
Ling 548	Grammaticization. Prerequisite: 322/522 or 412/512.
Ling 554*	Seminar in Linguistic Theory.
Ling 565	Seminar in Thought and Language.
Ling 566	Psychology of Bilingualism. Prerequisite: 367/567.
Ling 568*	Seminar in Psycholinguistics.
Ling 595	Graduate Problems. Prerequisite: permission of instructor.
Ling 599	Master's Thesis.
Ling 699	Doctoral Dissertation.

Nvjo 311/511 Navajo Verb System I. Prerequisite: Nvjo 202 or Nvjo 206.
Nvjo 312/512 Navajo Verb System II. Prerequisite: Nvjo 311.
Nvjo 315/515 Advanced Navajo. Prerequisite: Nvjo 202 or Nvjo 206.
Nvjo 401/501 Navajo Linguistics. Prerequisite: Nvjo 202 and Nvjo 206.

Sign 305 Signed Language Linguistics. Available for graduate credit. Prerequisite: permission of instructor.
Sign 352 Language and Culture in the Deaf Community I. Available for graduate credit. Prerequisite: permission of program coordinator.

*May be repeated for credit as content varies

Graduate students must register for 500-level numbers where available, including for courses being taken to satisfy prerequisites.

DEPARTMENT OF LINGUISTICS FACULTY

- Melissa Axelrod* (Ph.D., University of Colorado-Boulder, 1990): Native American languages, morphology, semantics, sociolinguistics, Athabaskan languages.
- William Croft* (Ph.D., Stanford University, 1986): typology and universals, semantics, cognitive linguistics, construction grammar, language change.
- Larry P. Gorbet* (Ph.D., University of California-San Diego, 1974): cognitive linguistics, syntax and semantics, language and biology, Native American languages of the Southwest.
- Holly Jacobson* (Ph.D., University of Arizona-Tucson, 2002 [on leave until Spring 2012]): intercultural communication; discourse analysis; second language acquisition; applied linguistics in healthcare
- J. Christian Koops* (Ph.D., Rice University, 2010): sociophonetics, speech perception, language revitalization, Western Cherokee
- Erin Mares* (B.S., University of New Mexico, 2002): American Sign Language, signed language interpreting
- Paul Platero* (Ph.D., Massachusetts Institute of Technology, 1978): Navajo language and linguistics
- Jill P. Morford* (Ph.D., University of Chicago, 1993): psycholinguistics, language acquisition, signed languages.
- Dawn Myers* (M.S., University of New Mexico, 2003): American Sign Language, signed language interpreting
- Bonnie Rudy* (M.A., California State University-Northridge, 1998): American Signed Language and Deaf Studies.
- Barbara Shaffer* (Ph.D., University of New Mexico, 2000) American Sign Language, semantics, modality, ASL acquisition, interpreting theory and practice.
- Caroline L. Smith* (Ph.D., Yale University, 1992): phonetics, phonology, dynamics of speech production, French linguistics.
- Catherine Travis* (Ph.D., La Trobe University, 2002 [through Fall 2011]): discourse analysis, semantics, pragmatics.
- Carole J. Uentillie* (M.Ed., University of Arizona, 2006): Navajo language
- Phyllis Perrin Wilcox* (Ph.D., University of New Mexico, 1993): American Sign Language, semantics and metaphor, interpreting theory and practice.
- Sherman E. Wilcox* (Ph.D., University of New Mexico, 1988): American Sign Language, computer lexicography, signed language linguistics, evolution of language.

EMERITI

- Garland Bills* Professor Emeritus (Ph.D., University of Texas-Austin, 1969): sociolinguistics, Southwest Spanish-English bilingualism, Spanish linguistics, Quechua.
- Joan L. Bybee* Professor Emeritus (Ph.D., University of California-Los Angeles, 1973): morphology, phonology, typology and universals, grammaticalization, language change.
- Eduardo Hernández Chávez* Professor Emeritus (Ph.D., University of California-Berkeley, 1977): bilingualism, language loss, language policy and planning, Chicano Spanish, phonology.
- Alan Hudson* Professor Emeritus (Ph.D., Yeshiva University, 1977): sociolinguistics, diglossia, language shift, variation theory, Celtic languages.
- Vera P. John-Steiner* Professor Emeritus (Ph.D., University of Chicago, 1956): cognitive processes in bilingualism, language and thought, language acquisition, discourse analysis.

ADJUNCT

- Paul Edmunds* (Ph.D., University of New Mexico): phonetics, English as a second language
- Ian Maddieson* (Ph.D., University of California-Los Angeles): phonetics, phonological typology
- David Margolin* (Ph.D., University of New Mexico): sociolinguistics, field linguistics

LINGUISTICS-RELATED FACULTY IN OTHER DEPARTMENTS

Rebecca Blum Martínez (LLSS, Education)

Donna Cromer (Centennial Library)

Philip Dale (Speech & Hearing Sciences)

Helen Damico (English)

David Dinwoodie (Anthropology)

Richard File-Muriel (Spanish and Portuguese)

Tania Ivanova-Sullivan (Foreign Languages)

George Luger (Computer Science)

Holbrook Mahn (LLSS, Education)

Lois Meyer (LLSS, Education)

Amy Neel (Speech & Hearing Sciences)

Janet Patterson (Speech & Hearing Sciences)

Barbara Rodriguez (Speech & Hearing Sciences)

Julia Scherba de Valenzuela (Education)

Christine Sims (LLSS, Education)

Julie Sykes (Spanish and Portuguese)

Damián Vergara Wilson (Spanish and Portuguese)

Amy Wohlert (Speech and Hearing Science)