

Graduate Program Handbook

Department of World Languages, Literatures and Linguistics West Virginia University

M.A. Programs in Linguistics, TESOL, and Spanish
Graduate Certificates in Linguistics, TESOL, and Spanish

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INTRODUCTION

The Department of World Languages, Literatures and Linguistics offers the degree of Master of Arts in three majors: Linguistics, TESOL and Spanish, though starting in Spring 2022 the Department no longer accepts new students to M.A. in Spanish. These programs are intended for those students who seek more specialized knowledge in order to teach in their chosen field or gain a background necessary for doctoral study. The course of study for each program is designed to prepare students for both possibilities by offering courses in language teaching methodology, applied linguistics, theoretical linguistics, literary criticism, literature, and culture.

The Department also offers three 12-hour Graduate Certificates in Linguistics, Spanish, and TESOL. The Certificates are intended for students interested in gaining foundational background in these fields. The Certificates are open to anyone eligible to take graduate courses, including non-degree seeking students. While the Certificates integrates well with our M.A. programs, they also open the door for students in other fields that intersect with the study of Linguistics, Spanish or TESOL (e.g., English, Speech Pathology, Education, Computer Science, and others) to enhance their graduate studies. Additionally, members of the community can also take advantage of the certificate programs, including K-12 teachers, who need continuing education credits or who are interested in earning additional qualifications.

It is possible to complete two M.A. programs or an M.A. program and a Certificate within an accelerated time frame. Students interested in this option should speak with their advisor and/or the Associate Chair of Graduate Studies.

There is a limited number of Graduate Teaching Assistantships (in ESL, French, German, Spanish, Russian, Italian, Chinese, Japanese, and Arabic) available to students in our M.A. programs to help defray the cost of graduate study. The assistantships carry full remission of University tuition, health insurance and a nine-month stipend (August-May); there are also opportunities to teach during the university's summer sessions. Assistantships are awarded annually on a competitive basis to those students who have potential to become effective teachers. Please see the section "Information for Graduate Teaching Assistants" below.

In addition to graduate teaching assistantships, a limited number of meritorious tuition waiver awards are sometimes available from the Eberly College of Arts and Sciences through the Department of World Languages, Literatures and Linguistics; these awards are based on academic performance and financial need. (Recipients of tuition awards who will be enrolling for fewer hours than those paid for in their award must notify the Department immediately. Failure to do so will result in disqualification for future tuition waivers). For more information about financial support, please see the "Graduate Education at WVU" web page: <http://graduateeducation.wvu.edu/>.

Admission Information

To be admitted to any of our three M.A. programs, students are expected to have an undergraduate degree in the desired area of study (or an acceptable related area) with a GPA of 3.0 both within major and overall. They must complete the university admission application, including payment of the required fee. They must also submit the following supporting documents: three letters of recommendation, an academic writing sample in the language of the area they are applying to, a resume, and a 300-word “statement of purpose”. Students who are applying to M.A. programs in Linguistics and TESOL and who do not have evidence of an introductory Linguistics course on their transcript will be required to take LING 101: *Introduction to Language* in their first semester of study. This course does not count towards the required coursework credits for M.A. programs, but it is a prerequisite for many courses in the programs.

To be considered for admission to our Graduate Certificates, students are expected to hold an undergraduate degree at a minimum. They should also have a minimum GPA of 3.00 in their most recent University degree program. If they are not already students in one of graduate programs at WVU, they must complete the university admission application, including payment of the required fee. If they are already WVU students, the Certificate can be added to their transcript via an Academic Status Update form. All students must also submit the following supporting documents: one letter of recommendation, an academic writing sample in the language of the area they are applying to, a resume, and a 300-word “statement of purpose”. Applicants that do not have evidence of an introductory Linguistics course on their transcript will be required to take LING 101: *Introduction to Language* in their first semester of study. This course does not count towards the Certificate, but it is a prerequisite for many courses in the Certificate. Applicants to the Certificate in Spanish should also submit a 3-minute speech recording in Spanish.

All international students who did not complete their bachelor's degree at a US, UK, Australian, Canadian, or New Zealand institution must submit an acceptable TOEFL, IELTS, PTE or Duolingo score for their applications to be considered. In order to be admitted to the M.A. program in Spanish or the M.A. program in Linguistics, they must demonstrate proficiency in English by obtaining a minimum TOEFL score of 79. Students who are applying for M.A. in TESOL must obtain a minimum TOEFL score of 92. For the TESOL program, the department may exceptionally accept a score within five points of the required score. IELTS, PTE or Duolingo equivalents of these scores are also accepted.

All necessary application forms for application to our M.A. programs and Graduate Certificates may be accessed at or obtained from the Department of World Languages, Literatures and Linguistics' website <http://worldlanguages.wvu.edu/students/graduate-students/admissions-information> . While certain application requirements may be waived based on a preliminary review of an application by the program, no applications will be processed until the file is complete at both the university and departmental levels. Further information about application

procedures and document submission can be found at the WVU Graduate Admission website <https://graduateadmissions.wvu.edu/how-to-apply> .

GENERAL INFORMATION

Advising

All graduate students will have primary advisor (usually assigned by the chair when the student is accepted into a program). Students should consult with their advisor when they register for, or need to add or drop courses. In addition, the Associate Chair of Graduate Studies is available to answer questions regarding the degree program, requirements, comprehensive examinations, graduation, etc. Students may consult with the Department Chair regarding departmental matters.

International Students

An F-1 Student Visa is required for study in the US. The visa must be obtained in the student's home country with an I-20 form from the WVU Office of Admissions. The I-20 will be sent by the Office of Admissions once the student has been accepted to the program and all financial requirements have been satisfied.

International students studying in the Department on an F-1 Visa should remember that they are required to carry minimum course load of 9 hours each semester (excluding the summer) in order to maintain their legal status for their Visa. International students who may be forced to withdraw from a course and thus fall below 9 hours in any semester, must first check with the Department Chair and also see the Office of International Student and Scholar Services in E. Moore Hall.

Students graduating from the program who wish to receive a Practical Training Visa should apply at least six months before the start of their job. See the Office of International Student and Scholar Services for necessary application papers and any possible changes in policy.

ACADEMIC REQUIREMENTS

In order to obtain the Master of Arts degree in Linguistics, Spanish, or TESOL, or the Graduate Certificate in Linguistics, Spanish or TESOL, students must meet all university and college requirements as outlined in the *WVU Graduate Catalog* <http://catalog.wvu.edu/graduate/> as well as the specific departmental requirements described below:

Requirements for M.A. programs:

- Students completing one of our M.A. programs must complete a minimum of 30 credit hours at the graduate level, of which 27 hours of coursework must be taken

- within the Department. In addition, no more than 12 hours of coursework done at the 400 level can be counted toward the degree.
- No more than 3 hours of independent study will be applied to the degree, unless approved by the Department Chair. NOTE: Independent studies will be permitted only in special circumstances; in most instances students must enroll in the regularly scheduled courses.
 - No courses for the degree may be taken Pass/Fail, unless approved by the Department Chair.
 - No more than 6 hours of thesis research credits (697/698) can be applied to the degree.
 - A 3.0 GPA in all coursework applied to the degree (i.e., in the courses on the Plan of Study) is required for graduation. An overall GPA of 2.75 is required for graduation.
 - No course with a grade lower than C- can be counted for the M.A. program.
 - No more than 12 hours can be transferred to our program from another accredited institution. For students pursuing two M.A. programs with shared credits, if the programs already share 12 hours, then the programs cannot 'bring in' any more credits. There is a 12 credit-sharing restriction.

Requirements for the Certificates:

- Students completing one of Graduate Certificates must complete a minimum of 12 credit hours at the graduate level.
- No more than 3 hours of course work done at the 400 level can be counted toward the Certificate.
- No courses outside the Department can be taken for the Certificate.
- No courses for the Certificate may be taken Pass/Fail.
- A 3.00 GPA in all coursework applied to the Certificate is required for graduation.
- No course with a grade lower than C- can be counted for the Certificate.

Foreign Language Requirement for M.A. Programs

This requirement is essential to the Master of Arts degree programs in the Department of World Languages, Literatures and Linguistics for two reasons. First, it is intended to ensure that those studying a second language will have the oral proficiency necessary to perform in that language, whether in an academic or non-academic setting. Second, the Department believes that learning another language is integral in preparing students to teach a second language as well as linguistics, for it provides them with an experience analogous to that which their own students go through and contributes to their met linguistic awareness.

Native speakers of English in the **Linguistics** and **TESOL** M.A. programs, demonstrate proficiency in a second language prior to graduation by:

- Completing one course of level 204 or above, with a grade of B or better,
or

- By taking the departmental placement examination in one language, and placing above the 204 level.

International students have submitted an acceptable TOEFL, IELTS, PTE or Duolingo score are considered to have satisfied this requirement by virtue of this score (see “Admission Information” above).

Note: The language requirement does not apply to students in Graduate Certificates.

Research Requirement for M.A. programs

All students in one of our M.A. programs are required to complete a Methods of Research course in their field (LANG 610 for M.A. in TESOL, LING 610 for M.A. in Linguistics, or SPAN 610 for M.A. in Spanish) during their first year of study. This course is intended to prepare students for the kind of research projects required in graduate courses and also to give them a foundation for conducting thesis research, should they select that option (see below).

Plans of Study Forms for M.A. Programs

Students must sign a formal “Plan of Study” (available at <http://worldlanguages.wvu.edu/students/graduate-students/plans-of-study>) by the end of their first semester of graduate work. This document lists the requirements within the individual M.A. programs, and it is the students’ responsibility to fulfill these requirements. The form should be turned in to the Associate Chair of Graduate Studies.

The M.A. programs are divided into content areas of specific requirements, according to the outline given below:

M.A. in Spanish

(For a complete list of course requirements for this area, consult the Graduate Catalog <http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/foreignlanguages/spanish/#masterstext>).

- I. **Research and Theoretical Bases (3hrs.)** All students are required to complete SPAN 610: Methods of Research.
- II. **Knowledge/Applications: Spanish Literature (6 hrs.)** This group is comprised of several courses designed to provide students with an appropriate and adequate foundation in Spanish Literature.
- III. **Knowledge/Applications: Latin American Literature (6 hrs.)** This group is comprised of several courses designed to provide students with an appropriate and adequate foundation in Latin American Literature.

- IV. **Language Structures (3 hrs.)** Students must complete one course designed to give them in-depth knowledge of the developmental or structural aspects of the language.
- V. **Extensions (12 hrs.)** Four courses of approved electives are required, which will allow students to pursue course work related to particular interest they have or to expand their general knowledge in their program. Students may also choose to write a thesis, which will count for six of the hours in this group.

M.A. in Linguistics

(For a complete list of course requirements for this area, consult the Graduate Catalog <http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/foreignlanguages/linguistics/#masterstext>).

- I. **Research and Theoretical Bases (3hrs.)** All students are required to complete LING 610: Methods of Research.
- II. **Knowledge (12 hrs.)** This group is comprised of four core courses in Linguistics.
- III. **Applications (9 hrs.)** This group is comprised of several courses designed to provide students with background in different areas of Linguistics.
- IV. **Electives (6 hrs.)** Two courses of approved electives are required, which will allow students to pursue course work related to particular interest they have or to expand their general knowledge in the program. Students may also choose to write a thesis, which will count for six of the hours in this group.

M.A. in Teaching English to Speakers of Other Languages (TESOL)

(For a complete list of course requirements for this area, consult the Graduate Catalog <http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/foreignlanguages/tesol/#masterstext>).

- I. **Research and Theoretical Bases (3 hrs.)** Students are required to complete LANG 610: Methods of Research.
- II. **Knowledge/Applications (18 hrs.)** Students must complete LANG 521, LANG 622, LING 613, LANG 625 and two additional courses designed to provide them with an appropriate and adequate foundation in the field.
- III. **Language Structures (3 hrs.)** Students must complete LING 511.
- IV. **Electives (6 hrs.)** Students will complete two courses of approved electives to expand their individual interests. Students who elect to write a thesis will count their six credits here.

Plan of Study Forms for Certificates

Students must fill out a “Plan of Study” form (available at <http://worldlanguages.wvu.edu/students/graduate-students/plans-of-study>) with their advisor at the beginning of their studies in the Certificate program. The form should be turned in to the Associate Chair of Graduate Studies.

The Certificate programs are divided into content areas of specific requirements, according to the outline given below:

Graduate Certificate in Linguistics

(For a complete list of course requirements for this area, consult the Graduate Catalog <http://catalog.wvu.edu/graduate/graduatecertificates/linguistics/>).

- I. **Knowledge (3hrs.)** All students are required to complete either LING 411: *Phonology* or LING 412: *Syntax*.
- II. **Extensions (9 hrs.)** This group is comprised of several courses designed to provide students with an appropriate foundation in several areas of Linguistics.

Graduate Certificate in Spanish

(For a complete list of course requirements for these areas, consult the Graduate Catalog <http://catalog.wvu.edu/graduate/graduatecertificates/spanish/>).

- I. **Language (6 hrs.)** All students are required to two courses in Hispanic linguistics from this group which focus on the structure of the Spanish language and linguistic variation that exists in the Hispanic world.
- II. **Literature (6 hrs.)** All students must take two courses from this group which is comprised of several courses designed to provide students with an appropriate foundation in major historical, literary, cultural and social contexts related to the Hispanic world.

Graduate Certificate in TESOL

(For a complete list of course requirements for these areas, consult the Graduate Catalog <http://catalog.wvu.edu/graduate/graduatecertificates/tesol/>).

- I. **Knowledge (6hrs.)** All students are required to complete LANG 521: *ESL Methods* and LANG 622: *ESL Theory*.
- II. **Extensions (6 hrs.)** All students must take two courses from this group which is comprised of several courses designed to provide students with an appropriate foundation in several areas of Applied Linguistics.

Comprehensive Examination and Reading Lists for M.A. Programs

The Comprehensive Examination is the culmination of the student's program of study and is intended to evaluate a student's knowledge, including the ability to synthesize and evaluate ideas, in his/her program. The examination will be based on reading lists, in conjunction with the student's program of studies. The Department has established lists for all programs. Please take note of the following.

Students will be responsible for the entire list(s) for their program. Although some of the works listed will be covered in coursework, independent reading and research will be necessary. Students are strongly advised to obtain the necessary list(s) at the beginning of their graduate study and are encouraged to consult with their committee members when preparing for the exams. The reading lists are available at <https://worldlanguages.wvu.edu/students/graduate-students/m-a-comprehension-exam-reading-lists> .

Students must take the comprehensive examinations the semester they intend to graduate. Prior to that (specifically, before the end of the first semester of study), each student must select an examination committee. This committee is responsible for the preparation and evaluation of the student's MA examination. It is to be comprised of at least three professors from the student's program, one of whom must be designated as the committee chair. NOTE: The chair must be a regular member of the graduate faculty.

The Comprehensive Examination will be administered on a weekend around the midterm and is divided into three 2-hour sections. The exams will be written. According to departmental guidelines, M.A. program in Spanish specifies that a minimum of two sections be done in the Spanish language. Those students who elect to write a thesis will not be required to take the comprehensive examinations, they should, however, consult with their committee to check whether they will also be responsible for the reading lists(s) and coursework in their area (see below for more information).

Note for Students Pursuing Two M.A. Programs within an Accelerated Time Frame

Students pursuing two M.A. programs in our Department within an accelerated time frame and with shared credits between the programs will do 3 exams at the end of their first program and 2 exams at the end of their second program.

Note for Students in Graduate Certificates

Students pursuing our Graduate Certificates do not have comprehensive exams.

Guidelines for Evaluation of the Comprehensive Examinations

A. Essay Questions:

High Pass

Content: The student's response clearly demonstrates superior understanding of the topic. The information provided is detailed, accurate, and critically evaluated.

Organization and language: The organization of the text is coherent and the sequencing of ideas is logical. The language is correct and the discourse flow is natural.

Pass

Content: The student's response shows good understanding of the topic and displays adequate amount of relevant information that is accurate most of the time.

Organization and Language: The organization of the text is coherent on the whole in spite of occasional problems regarding the sequencing of ideas. The language and style are adequate.

Fail

Content: The student's response exhibits little understanding of the topic, with insufficient and often inaccurate information.

Organization and language: Given the inadequacy of the content, the evaluation of this aspect of the response is irrelevant. A failing grade can also result from poor quality of language that makes the text incomprehensible and the evaluation of its content impossible.

B. "Objective"/Discrete Point Tests (Linguistics option):

High Pass

90 to 100% of the responses are correct.

Pass

70 to 89% of the responses are correct.

Fail

Less than 70% of the responses are correct.

If any student fails one written examination, she/he must pass an oral examination on the section failed; if a student who has elected to take two written and one oral examination should fail the oral, she/he must schedule a make-up oral examination with the committee. Any student who fails two or more examinations, written or oral, must retake all comprehensive examinations in a later semester.

Thesis for Students in M.A. programs

Students who wish to write a thesis must meet the following requirement in order to be eligible to complete the thesis option:

1. Students must have a GPA of 3.66 or above after their first semester or after they have taken at least three courses in their area of study.

A student who elects to write a thesis must form a thesis committee comprised of at least three faculty members from the department, the majority of whom must be regular members of the graduate faculty. The student is expected to work in close consultation with the committee in determining an appropriate topic for the thesis, preparing a proposal, and writing and revising the thesis itself. When it is acceptable to the committee, the student must perform an oral defense of the thesis at a time convenient for all; the oral defense usually lasts up to 90 minutes. After the thesis has been successfully defended, the student must provide the WVU Libraries with an electronic version of the thesis. It is important to remember that a thesis is a significant research project, and student must allow sufficient time (at least two semesters) for research, analysis, writing and revision.

Although students who write a thesis are not required to take the written comprehensive examination, they still may be responsible for the MA reading list(s) for their area, if the committee deems it necessary. Students should consult with their committee about whether they will be asked during the oral defense to comment on the reading list as well as coursework, particularly as they relate to the thesis.

As indicated above, the six hours of thesis credit will count as “Electives” in the program.

For more information about the thesis writing process and timeline, see [“Thesis Guidelines”](#). More information about electronic submission is available through WVU libraries.

Note for Students Pursuing Two M.A. Programs within an Accelerated Time Frame

Students pursuing two M.A. programs in our Department within an accelerated time frame and with shared credits can do three comprehensive exams for one degree and a thesis for another degree instead of comprehensive exams, if they wish.

Note for Students in Graduate Certificates

Students pursuing one of our Graduate Certificates do not have to defend an M.A. thesis.

INFORMATION FOR GRADUATE TEACHING ASSISTANTS

The Department values the contributions made by our graduate assistants and strives to help them become effective teachers. All graduate assistants work under the supervision of a coordinator. The coordinator will conduct orientations and organizational meetings with graduate assistants and provide course materials (such as syllabi). In addition, the

coordinator will periodically observe individual classes in order to assess the graduate assistants' performance and to provide encouragement and assistance.

To be considered for a Graduate Teaching Assistantship (GTA), the student must complete “the Departmental Application for a Graduate Teaching Assistantship”, and have three (3) letters of recommendation submitted by the writers to the Department of World Languages, Literatures and Linguistics (the letters submitted for the admission to the program are sufficient). In addition, the student must demonstrate proficiency in the non-native language(s) in which she/he is seeking a Graduate Teaching Assistantship by submitting the following (all materials must be done in the language(s) to which the student is applying):

- A speech recording
- Writing sample consisting of a paper prepared for an academic course.

Furthermore, international students who are seeking a Graduate Teaching Assistantship and who teach in a language other than English must present a score of 18 on the speaking section of the TOEFL iBT or a score of 6.0 on the speaking section of the IELTS. Those who are seeking to teach English as a Second Language in the IEP must present a minimum TOEFL score of 22 on the speaking section of the TOEFL iBT or a score of 7.5 on the speaking section of the IELTS. If the scores on the standardized tests do not meet the minimum threshold, the student can sign up for a TrueNorth speaking test through the Department of World Languages, Literatures, and Linguistics. The score needed on the TrueNorth test is 7.5 for GTAs who teach in English and 6.0 for GTAs who teach in a language other than English.

NOTE: Consideration for a teaching assistantship is contingent upon admission to one of our M.A. programs. Applications for assistantships will not be considered unless and until the applicant is fully admitted to the University.

Requirements and Responsibilities

Graduate assistants normally teach two courses (six class hours per week). During their first semester, all graduate assistants must register for either LANG 621, LANG 521, or LANG 421, depending on the language they will be teaching. In addition, graduate assistants must register for LANG 690 each semester of employment; please note that this course does not count toward the degree.

The responsibilities of the graduate assistant include:

- Prompt attendance at all required meetings.
- Maintaining full-time student status (minimum 9 hours per semester). At least 6 hours, per semester, must be at the graduate level, and no more than 3 hours per semester, may be taken outside the department without consent.
- Maintaining a minimum grade-point average of 3.0 each semester.

Please remember that the graduate teaching assistantship is a privilege and must be renewed yearly. If a graduate assistant is found to be negligent in any area, his/her assistantship will not be renewed. Students who have already received an M.A. degree in the Department are ineligible for assistantship in this Department, unless they apply for another M.A. degree in the Department.

ADDITIONAL INFORMATION

Graduation from One of our M.A. Programs

During the semester in which a student plans to graduate, he/she must register for graduation with the Eberly College of Arts. This involves completing an online *Application for Graduation* form. The student should check that all M.A. programs and Certificates are listed on the Application for Graduation form. The student will later be notified of any deficiencies (for example, incomplete grades) and will be responsible for correcting them by the appropriate deadline. **NOTE:** All students must be enrolled for **at least one credit hour** the semester they intend to graduate.

Graduation from Two of our M.A. Programs or from an M.A. Program and Certificate

Students pursuing two of our M.A. programs or one of our M.A. programs and Certificate within an accelerated time frame and with shared credits should graduate from both programs at the same time. They should submit an online *Application for Graduation* for each of their programs or certificates in the semester in which they complete their second program. The student will later be notified of any deficiencies (for example, incomplete grades) and will be responsible for correcting them by the appropriate deadline. **NOTE:** All students must be enrolled for **at least one credit hour** the semester they intend to graduate.

Graduation from one of our Certificates

If a student is a student in a degree program at WVU, the student should graduate from both the degree program and the certificate at the same time. The student should submit an online *Application for Graduation* form for the M.A. program and another one for the Certificate. At the beginning of the semester in which the student plans to graduate, the student should contact the Associate Chair of Graduate Studies in the Department of World Languages, Literatures and Linguistics, to verify that all requirements for the Certificate have been met.

If a student is not a student in any degree programs, the student should submit an online *Application for Graduation* form to be able to graduate from the Certificate. The student will later be notified of any deficiencies (for example, incomplete grades) and will be responsible for correcting them by the appropriate deadline. **NOTE:** All students must be enrolled for **at least one credit hour** the semester they intend to graduate

GPA Lower than 3.00

If at the end of any given semester a student's GPA falls below 3.0, the student will notify the Associate Chair of Graduate Studies of it. The student will be given a warning letter reminding him or her that a 3.0 GPA is necessary for graduation. If the student is also a GTA, the student's teaching appointment will be terminated.

Academic and Professional Standards

The Department of World Languages, Literatures and Linguistics concurs with and upholds the University's academic and professional standards and procedures, as described in the *Graduate Catalog*

<http://catalog.wvu.edu/graduate/enrollmentandregistration/#text> .

Academic Dishonesty

The Department of World Languages, Literatures and Linguistics expects all students to perform with honesty and integrity in all areas of their academic development. Violations such as, but not limited to, those described in the Graduate Catalog

<http://catalog.wvu.edu/graduate/enrollmentandregistration/#academicdishonestytext> will not be tolerated.

In addition, individual instructors may specify in their course syllabi practices that will be prosecuted as academic dishonesty because they contravene stated class goals and grading procedures.

Academic dishonesty is a very serious matter that can result in the grade of F for a course, or expulsion from the course or the university. All known incidences of academic dishonesty will be prosecuted to the fullest extent allowable. (Exact procedures for handling academic dishonesty are outlined in the *WVU Graduate Catalog*

<http://catalog.wvu.edu/graduate/enrollmentandregistration/#text> and the *WVU Code of Student Rights and Responsibilities* <https://studentconduct.wvu.edu/campus-student-code>.

Tutoring Policy

Sometimes our graduate students elect to provide tutoring for other (primarily undergraduate) students. Before tutoring anyone, however, you must be aware of the departmental policy. The Department of World Languages, Literatures and Linguistics recognizes that tutoring can be very beneficial when used responsibly. Tutors can help students identify difficulties, errors, problems, etc. and can provide valuable direction in correcting the above.

The purpose of written and oral assignments in any foreign language is essentially two-fold. Such assignments provide students with the opportunity to utilize and practice, with the goal of improving, the language of study. At the same time, these assignments

provide the instructor the opportunity to evaluate the students' abilities and progress in the language. For this reason, tutors (whether university-affiliated or private individuals) are prohibited from completing, correcting, or providing any answers on any work for which students will receive a grade. This practice not only hinders the learning process, it is a major breach of academic integrity and honesty both on the part of the tutors and the students, and will be prosecuted accordingly.

Inclusivity

The Department of World Languages, Literatures and Linguistics concurs with, supports, and conforms to the University's commitment to inclusivity as expressed in the statement available at <http://tlcommons.wvu.edu/syllabus-policies-and-statements>:

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in your classes, please advise your instructors and make appropriate arrangements with the Office of Accessibility Services.

More information is available at the Division of Diversity, Equity, and Inclusion website as well. [adopted 2-11-2013]

Mailboxes

All graduate students should check their mailboxes regularly for important information. Mailboxes are located on the fourth floor of Hodges Hall (room 432) and in Eisland Hall.

MIX Gmail

Upon admission to the university, each student will be assigned a MIX email account. Since important memos and announcements are sent to this account, students should check it regularly.