

French Undergraduate Curriculum Revision Proposal

Prepared by the Curriculum Revision Sub-Committee (Jenson, Caulkins, Goodkin, Martin-Berg) of the Undergraduate Studies Committee (Jenson, Berg, Busby, Caulkins, Goodkin, Halzen, Irving, Martin-Berg, Rand)

Please note: the following prose is simply descriptive of proposed changes, except in the suggested revision of the course catalog description of the French major and in the listing of course titles.

Raison d'être

In general terms, the undergraduate major in French is successful and growing, so we have tried to limit our proposals to minimal changes that aim for the following:

- 1) greater flexibility with regard to the 347 requirement, which has been a subject of staffing shortages in recent years and which some faculty members would like to teach in terms other than that of a "civ" survey. In the proposal the requirement is restructured as a choice between 347 as it is currently defined, and a medieval/ancien regime studies course to be defined on the basis of instructors' cultural research and interests. Although from the standpoint of intellectual symmetry it would make sense to require a course of "modernity studies," staffing issues make it preferable to avoid adding actual requirements in an area in which students will take courses whether they are required or not
- 2) addressing enrollment-measured productivity with two 200-level course numbers reserved for courses in English that differ from the "literature in translation" format and that would help to define our discipline for a less specialized university community
- 3) updating of course titles to reflect changes in scholarly terminology, integrate francophone studies into more areas of the curriculum, and offer greater freedom in designing course content and structure in relation to instructors' assessment of the pedagogical potential of their research interests. Rather than competing for two or three "topics" courses, faculty will be able to design many courses in relation to the topic of their choice. These topics may vary frequently or rarely according to faculty interests. This flexibility will allow us to eliminate a few courses from the current list, streamlining our basic course number offerings

Process

The proposal now has been discussed and revised twice, first within the parameters of the Curriculum Sub-Committee and then the Undergraduate Studies Committee (in consultation with several respondents and visitors to the meeting). This is the copy to read for discussion, suggested revisions, and decision at the final faculty meeting of the semester. If the proposal is approved, it will go through university administrative channels the following year, for inclusion in the 2007 catalog.

Details

Proposed changes to pre-requisites: 227 will be open to first-year (incoming) students only. (For staffing reasons, the honors section of this class [287] will no longer be offered. 227 may be reconceived as a TA-taught class, both to provide further TA opportunities and to relieve faculty staffing shortages.) 228 (or 288) and 271 will be pre-requisites to the major. The normal sequence of courses leading up to the major will thus be 204 (or 227), 228 (or 288), and 271. The prerequisite for all upper-level lit and civ courses will be either 321, 322, or 347.

Proposed change to the number of credits for 271: 271 will become a 3 or 4 credit course offered on the same credit basis as other courses for the major, which is to say with an optional 4th credit section.

Proposed changes to course requirements:

--The requirement for French 347 will be replaced by the requirement for either 347 as it is currently defined *or* a medieval/ancien regime studies courses, 447, with topics to be determined by the instructor.

--One language course at the 300 level or above will be required.

--Two course numbers at the 200 level will be offered in English. The courses will be oriented toward large enrollments and will have a cultural or eclectic but not a purely "literature in translation" focus. The courses will not be available for credit to the major, but a 4th credit discussion section will be offered in French with French materials, and that single credit can count toward the major. The French discussion section single credit policy will also apply to literature-in-translation courses where the need exists.

Proposed changes to Honors in the Major

--Honors candidates will now be required to take 8, rather than 16, of the 24 credits for the major in honors courses. There will no longer be a requirement for any of these 8 credits to be at the 500 level. Students will have until the beginning of their senior year to formulate a topic and arrange to work with a faculty member on a senior thesis. If a student elects to do two additional courses rather than a senior thesis (for a 30 credit honors major), one of these will be at the 600 level, and the other at either the 400, 500, or 600 level.

The course catalog description of the French major will read:

French Major

1. Prerequisites: 228 (or 228H) and 271
2. 24 credits in French courses including French 321, 322, and 347 *or* 447
3. Two additional courses in French/Francophone literature and/or culture. Select from: 313, 314, 315, 325, 348, 350, 430, 431, 432, 433, 440, 449, 454, 455, 461, 462, 465, 472, 550, 567, 568, 595
4. One language course at the level of 300 or above. Select from: 311, 312, 313,* 314,* 315* 350,* (*can be counted for rubric 3 or 4 but not both), 351, 523, 590

5. Additional credits to attain the total of 24. Select from: list in rubrics 3 and 4 above, plus 301, 302, 513.

Since courses in the major are offered for 3 or 4 credits, the number of courses needed can vary from 6 to 8, but credits must total at least 24. 240, 248, and literature-in-translation courses cannot be counted toward the major (except for one credit per course of French discussion section credit if offered; the prerequisite for enrollment in a French discussion section for 240, 248, or a literature-in-translation class is 204)

Proposed changes to course titles (changed titles are in bold):

French Courses

- 101 First Semester French
- 101H First Semester French Honors**
- 102 Second Semester French
- 102H Second Semester French Honors**
- 203 Third Semester French
- 203H Third Semester French Honors**
- 204 Fourth Semester French
- 204H Fourth Semester French Honors**
- 211 French Interdisciplinary Studies (*see topic, taught in English)**
- 227 Exploring French: Intermediate-Level Course for Entering Students (open to first year or incoming students only)**
- 227H Exploring French: Intermediate-Level Course for Entering Students (open to first year or incoming students only) Honors**
- 228 Intermediate Language and Culture II
- 228H Intermediate Language and Culture Honors II
- 240 French World Cultures (taught in English)**
- 248 Ethnic Studies in the French / Francophone World(s) (taught in English)**
- 271 Introduction to Literary Analysis
- 298 Directed Study
- 301 Practical French Conversation I
- 302 Practical French Conversation II
- 311 Advanced Composition and Conversation**
- 312 Writing the Humanities (see topic*)**
- 313 Professional Communication and Culture in the Francophone World**
- 314 Contemporary Issues in Government, Organizations, and Enterprise**
- 315 Advanced Interdisciplinary Studies in Professional Communication**
- 321 Introduction to Medieval, Renaissance, and Early Modern Literature**
- 322 Introduction to the Literature of Modernity**
- 325 Visual Culture in French/Francophone Studies (see topic*)**
- 347 Introduction to Medieval, Renaissance, and Early Modern Civilization**
- 348 Modernity Studies (see topic*)**
- 350 Applied French Linguistics (see topic*)**
- 351 Phonetics: Pronunciation "comme il faut"**

- 391 French for Reading Knowledge (n.b.: does not count for the major)
- 429 Introduction to the Romance Languages (n.b.: does not count for the major)
- 430 Readings in the Middle Ages and the Renaissance (see topic*)**
- 431 Readings in the Early Modern (see topic*)**
- 432 Readings in the Nineteenth Century (see topic*)**
- 433 Readings in the Twentieth Century and Twenty-First Centuries(see topic*)**
- 440 Africa/Francophone Film, cross-listed with African Languages and Literature**
- 447 Medieval, Renaissance, and Early Modern Studies (see topic*)**
- 449 Francophone Modernity Studies (see topic*)**
- 454 Modern African Prose and Poetry in French
- 461 French/Francophone Literary Studies Across the Centuries (see topic*)**
- 462 French/Francophone Cultural Studies Across the Centuries (see topic*)**
- 465 French/Francophone Film**
- 472 French / Francophone Literature and Women**
- 513 Practical French Conversation
- 550 Advanced Interdisciplinary Medieval Studies (see topic*)**
- 567 Undergraduate Seminar in French / Francophone Literary Studies (see topic*)**
- 568 Undergraduate Seminar in French / Francophone Cultural Studies (see topic*)**
- 590 Advanced Phonetics**
- 595 Theory and Practice of French / Francophone Drama

REFLECTIONS ON YOUR EXPERIENCE AS AN UNDERGRADUATE FRENCH MAJOR

The Department of French and Italian is assessing the quality and effectiveness of its programs and courses. We ask you to help us by completing the following questionnaire. Please return your evaluation today at the Majors fête, or to 618 Van Hise. We greatly appreciate your assistance!

1. Why did you select French as an undergraduate major? Are you a double or triple major, and if so, what is (are) your other major(s) ?

2. Have your courses in French given you more or less personal attention and interaction with faculty than you have experienced in courses in other departments ?

3. How confident do you feel in your ability to communicate in French and to understand others? Have you had specific experiences that confirmed success or problems with your speaking, oral comprehension, or reading and writing skills ?

4. Do you have a general sense of the development of French and Francophone literature, including important texts and authors?

5. Do you have a general sense of the development of French and/or Francophone history and culture ? Are you satisfied with the numbers of courses available on cultural topics ?

6. How competent would you judge yourself to be as a writer of essays on literary topics? Which courses have been most useful in the development of your writing of essays on literary topics ?

7. Have you participated in the cultural activities (i.e., talks, symposia, conferences, meals, films) sponsored by the Department and by the French House? What kinds of cultural activities would you like to see more of ?

8. Have you studied abroad in a French-speaking country? Which one? Did you find it valuable in the development of your French skills and your general preparation as a French major?

9. Has your experience in French and Francophone studies led you to reflect upon your own first language and culture? Do you feel you have gained cultural sensitivity and perspective?

10. How do you expect your French major to help you achieve your life and career goals after graduation?

REQUIREMENTS FOR GRADUATE DEGREES IN FRENCH

Contents:

1.	M.A. in French	p. 1
	Course Requirements	1
	The M.A. Examination	1
	Advising	2
2.	New-Entry Post-M.A. Students	p. 2
	Course Requirements	2
	Qualifying Examination	3
3.	Ph.D. in French	p. 3
	Course Requirements	3
	Foreign Language Reading Requirement	3
	Teaching Requirement	4
	The Ph.D. Minor	5
	Preliminary Examinations	5
	The Ph.D. Dissertation	6
4.	Criteria for Satisfactory Progress as a Graduate Student	p. 7
	M.A.	7
	Ph.D.	7
5.	Degree Worksheets	p. 8

Qualifying Examination

By the beginning of their second semester of study, new-entry post-M.A. students are required to take a qualifying examination similar to the commentaire de texte on the oral part of the M.A. examination. (Students will be informed of the date of the examination at the appropriate time.) Candidates will be given three passages from which they choose the text to be explicated. The oral will be conducted entirely in French. Candidates should plan to take about twenty minutes to present their commentaire; they are free to bring along notes to help them in their presentation, but should not simply read out a written text. The entire oral examination should last no longer than forty-five minutes. In case of failure, the candidate may retake the examination in the course of the second semester of study.

3. PH.D. IN FRENCH

Course Requirements

Prior to taking preliminary examinations, students 1) must complete the seven-area (medieval, five-century and francophonie) breadth requirement started in the M.A., that is, they must complete at least one course or seminar in each of the remaining areas; 2) must take an additional course or seminar in two of the five areas outside the areas of the preliminary examinations they have chosen ("distribution requirement"); 3) must complete at least three seminars ("seminar requirement"); 4) must remove all incompletes; and 5) should, if possible, satisfy the foreign language reading requirement (see below), but upon approval of their adviser, may fulfill this requirement after preliminary examinations. Students must in all cases fulfill the foreign language reading requirement before they are granted dissertator status. Please note that students intending to write a dissertation on the medieval period must take appropriate courses in philology and paleography, as indicated by their adviser. Any exceptions to these conditions for taking preliminary examinations should be discussed with the student's adviser or the chair of the Graduate Studies Committee.

Foreign Language Reading Requirement

Reading proficiency is required in one language other than French and English. (Students intending to write a dissertation on the medieval period or the sixteenth century must complete a two-language requirement, one with maximum proficiency and one with minimum proficiency; see below.) Languages will be selected in consultation with the graduate adviser and a faculty member in the intended area of specialization. If possible, the foreign-language reading requirement (or at least the maximum-proficiency requirement) should be completed before the preliminary examinations. In all cases the foreign-language reading requirement—both the maximum-proficiency and the minimum-proficiency requirements, where applicable—must be completed before dissertator status is granted.

4. CRITERIA FOR SATISFACTORY PROGRESS AS A GRADUATE STUDENT

M.A.

Minimum of a 3.0 grade point average

Minimum each semester of 9 credits (3 courses or seminars) at the appropriate level (not necessarily all in our department). Students are allowed to audit one extra course or seminar per semester under the following conditions: they officially register for the course as auditors (no extra fee is charged for an audited 4th course), do all the reading, and participate in all class discussions. During the course of their graduate studies, students will be allowed to count a total of 3 audited courses toward the breadth, distribution, and seminar requirements. (See "Course Requirements" under "Ph.D. in French."). Only 1 of these 3 may be in a single area (medieval, 5 centuries and francophonie), and only 1 may be a seminar. The special circumstances that allow students to take 1 of their 3 minimum-load courses as an audit are: a) teaching 2 sections as a T.A.; b) preparing for a major examination (M.A. or preliminary examination).

The M.A. requirements, including the M.A. examination, should be satisfied before the beginning of the 5th semester of graduate studies. Most students should plan to take the M.A. examination during the 4th semester of study or in the summer following the 4th semester, although earlier is possible.

Ph.D.

The M.A. in French is a prerequisite to admission to the preliminary examinations. Students entering the graduate program with an M.A. from another university must take the Qualifying Examination, i.e. the oral part of the M.A. examination, by the beginning of their second semester in our graduate program. In their first year of study they must take French 626 and French 825.

Minimum of a 3.0 grade point average.

Minimum each semester of 9 credits (3 courses or seminars). The same rules for auditing courses found above apply to the Ph.D. program.

The first 2 preliminary examinations (area prelims) are to be taken preferably 2 semesters, and definitely no later than 4 semesters after completion of the M.A.

In all cases candidates must complete their foreign language reading requirement before being granted dissertator status. Candidates must also complete the Ph.D. minor requirement before dissertator status can be granted.

Graduate School regulations require Ph.D. candidates to take the final oral examination, i.e. defend their dissertation, "five years from the date of passing your preliminary examinations" (Graduate Student Handbook).

REQUIREMENTS FOR GRADUATE DEGREES IN FRENCH

PROFESSIONAL FRENCH MASTERS PROGRAM

and

*CAPSTONE CERTIFICATE OF
PROFESSIONAL FRENCH STUDIES*

Requirements and Policies

Contents:

1. PFMP Study Tracks	... p. 2
2. Master of Professional French Studies (MFS)	... p. 2
3. Capstone Certificate of Professional French Studies (Certificate)	... p. 6
4. Criteria for Satisfactory Progress: MFS	... p. 7
5. Criteria for Satisfactory Progress: Certificate	... p. 7
6. Summer Institute Study	... p. 8
7. Credit Waiver Policy	... p. 8
8. Spring Admission to the PFMP	... p. 8
9. Travel Funds Policy	... p. 8
10. Fees Policy	... p. 9
11. Progress Worksheets	... p. 10

1. PFMP Study Tracks

Upon application, all PFMP students choose one of two study tracks: the **full-time academic** track or the **summer institute** track. All admitted PFMP students, regardless of study track, complete the professional internship.

The Full-Time Academic Track

This is the on-campus graduate cohort, in which PFMP students typically live in or near Madison, take classes full-time for two semesters and participate in networking events on the UW-Madison campus while here. These first two semesters are extremely intensive (24 credits), and are followed by the professional internship and thesis defense. For these latter components, students remain enrolled at the minimum number of credits required (usually 2-3, depending on the project length) until they have completed the 30 credits required and obtained permission from their thesis advisor to defend their master's thesis.

The Summer Institute Track

This track has a built-in schedule of three years (two for the certificate), and is designed for teachers and working professionals who can attend at least two consecutive sessions of the Wisconsin French Summer Institute on campus (or approved affiliated summer programs elsewhere), while studying part-time in various nontraditional forms during the academic year.

(Certain courses are offered in distance formats and may be taken, with approval, by students on either study track. In cases where professional commitments make attendance at summer sessions impossible, summer institute students may substitute distance coursework for summer work on campus.)

2. Master of Professional French Studies (MFS)

Course Requirements in French

Students must complete at least 14 credits of coursework in French, in the following areas: interdisciplinary cross-cultural analysis (French 532) advanced oral communication (French 524), advanced written communication (French 523 or 825), applied research methodology (French 901), and a 2-credit independent-study tutorial (French 799, or *Tutorat*). Students complete another six credits in French, in the form of the professional internship and research toward the master's thesis. This coursework represents a total of 20 credits in French.

Course Requirements in the Concentration Area

Students must complete 10 credits in the concentration area and at the 300 level or above, to be selected in consultation with the PFMP Executive Director. Students are encouraged to add a 1-credit independent-study project to one of their concentration-area courses, at the instructor's

discretion. For this credit, the student completes a supplementary project on an issue relevant to the course topic (i.e. international marketing, democracy movements, the use of technology in foreign-language teaching), specific to a particular French-speaking region or activity. (This issue should also be part of the student's master's thesis research or related project.) This additional credit must be approved by (1) the instructor of the course and (2) the PFMP Executive Director.

Advising

Upon enrollment, PFMP and Certificate students choose classes through advising by the PFMP Executive Director and any relevant concentration-area advisors. The latter are consulted less formally and may be either a UW-Madison instructor or a professional in the student's field of study.

Professional Internship

All students complete a professional internship abroad in a business or organization directly related to their concentration area. The internship period consists of a minimum of 8 weeks abroad and is may be completed during any session following the completion of coursework. Students submit a detailed internship report for evaluation and approval upon their return. MFS students submit this report with their thesis.

Students register for independent-study credit (French 799) while working as interns: 3 credits for internships beginning and ending within a single UW-Madison semester, and 2 credits each semester for internships beginning in one UW-Madison semester and ending in another (see Minimum Enrollment, below). Students are assisted in their internship application process (and in the search itself) by the PFMP Internship Coordinator (in France), and by the Internship Liaison (on campus). Students are expected to communicate regularly with both, when called upon, during the internship hunt. Internships take place within the student's concentration area and are competitive. They do not necessarily have any connection to the student's thesis research topic, although occasionally they may be relevant to some aspect of that topic.

Every attempt is made to help students locate internships in their desired area of professional activity. Internships occur in French-speaking regions—usually in or around Paris, or in Europe. In consultation with their PFMP advisors, MFS students who are native French speakers may arrange to do their internship anywhere appropriate internships are available, provided the internship is relevant to their degree and concentration area.

Minimum Enrollment Policy

All PFMP students, in both tracks, must remain enrolled while working on their master's degree. Beginning in their first semester of enrollment, PFMP students must be enrolled for a minimum of 2 credits per semester every fall and spring semester they are studying until they complete all degree requirements. They do not need to enroll in summer sessions unless they are taking coursework during that session or are finishing (i.e. defending their thesis) during that session. Summer institute students who have been given permission to waive certain credits pending a

certain grade in an approved course at another college or university must apply for re-entry to the program following the semester in which they are not enrolled here.

Networking Events and IT Skills Workshops

MFS students must attend at least ten extracurricular *networking events*, either on or off campus, by the time they defend their master's thesis. Networking events can be defined as campus talks, workshops, conferences, or any sort of group project or academic/professional activity involving a specialist, practitioner, witness, or working professional from the student's concentration area, and who works primarily outside the UW-Madison. Students will write a 1-page narrative report for each of ten networking events in which they have participated. Each report should (1) describe the event, with all relevant names, places, and titles and (2) evaluate the event in terms of its relevance to the student's own career objectives. All ten networking event narratives should be in the student's professional portfolio (see below) at the time of the thesis defense. They may be either in French or in English. Students should be prepared to discuss any of these events in either language during the thesis defense.

Applicants to internships are expected to be well-versed in the main information-technology (IT) skills required by future employers, and to have developed a keen sense of the issues created by the rapid evolution of these skills in international workplaces. Such skills, and the ability to discuss them in French throughout the internship-hunting process, are crucial to student performance in the PFMP. Therefore, all PFMP students must attend skills workshops offered several times per semester, on campus, by the Division of Information Technology Student Peer Training program (<http://wiscinfo.doit.wisc.edu/spt/>). **During their first semester, all Full-Time Academic students should attend four hands-on workshops, at the level appropriate to their current understanding of these skills, in: (1) web page design, (2) spreadsheets (Excel), (3) presentation software (Power Point), and (4) databases.** Students should of course report participation in these workshops on their résumé/CV, which they submit in their professional portfolio. **By the last class day of their first semester, students should submit a one-page report for each workshop, in French, describing and evaluating each workshop they have taken that semester.** These reports go to the Graduate Coordinator, who will put them in the student's file.

Professional Portfolio

Before the thesis defense, each student must prepare a professional portfolio, including, but not limited to, the following items:

- at least two letters of recommendation, in French and English (if possible), from faculty and/or professionals familiar with work the student has done while enrolled in the PFMP;
- an abbreviated version of the internship report, in English, describing the internship for potential employers;
- an actual business card (or draft, in actual size), to be used in networking and the student's initial job search;

- a statement, in English and French, describing the type of work the student is seeking, the precise strategies he or she envisions employing first in that search, and any actual job openings he or she is currently considering (if any have been identified);
- a résumé or CV, tailored to the types of positions the student is seeking in his or her first job search as a Master of French Studies;
- ten 1-page networking event reports.

These items, and others the student may find relevant (copies of papers written in a concentration-area course, for example), will be submitted along with the thesis for defense, in a bound document called *Mémoire et Portefeuille professionnel* (see below).

Master's Thesis

Each student writes a thesis of 35 to 50 pages, which he or she will defend in his or her last semester of coursework. The thesis is in French, and should address a particular problem or phenomenon crucial to the understanding of current developments in the student's concentration area. In addition to the 35-50 pages, the student should include a 1-page *executive summary*, in English, plus a 10-15-page *internship report*, as an appendix. The internship report may be part of the text of the thesis itself, but only if the report deals with a particular project, done during the internship and directly relevant to the topic of the thesis. The thesis should also have a bibliography, which may be selective, but which should contain a variety of sources and works which are arguably the most fundamental for any serious study of the thesis topic. Near the end of his or her first semester of courses, the student should propose a general, yet coherent, thesis plan to his or her PFMP advisor.

Thesis Defense

Before the end of his/her final semester of PFMP coursework, the student will defend his/her master's thesis, before a committee of at least three members. The defense will be in French and English.

The defense lasts about sixty minutes. During this time, the student will present and be asked to discuss questions relevant to the thesis. He or she may also be asked to discuss major works, from the PFMP reading list, relevant to his/her thesis and professional plans, as outlined in the professional portfolio. The PFMP reading list is available from the Graduate Coordinator or on the program website.

The thesis defense tests: (1) students' mastery of French in the context of their chosen professional field, and (2) their familiarity with that professional field, as evidenced by their research skills, breadth of knowledge, and an ability to apply that knowledge to field work (the internship). More broadly speaking, the defense gauges students' ability to answer questions, present coherent and persuasive arguments, and analyze problems at a level appropriate for professionals seeking to build an international career, using French, among native speakers and non-native speakers alike, in a particular professional field.

Mémoire et Portefeuille professionnel

This is the document to be discussed at the MFS defense. The student must deliver 5 copies of this document to his or her PFMP advisor at least one week before the defense. It should contain the following required items, in the following order:

I. Mémoire

- a. Thesis (*mémoire*) in French: 35-50 pp.
- b. Executive Summary in English: 1-5 pp.

II. Portefeuille professionnel

- a. Internship Report (*rapport de stage*) in French: 10-15 pp.
- b. Abbreviated version of Internship Report in English
- c. 2 letters of recommendation in French and/or English
- d. Business card or draft of business card
- e. Brief statement describing job hunt strategies (in English and French versions)
- f. CV / résumé
- g. 10 1-page networking reports (rapports d'événements)
- h. Any other document relevant to the student's research or professional plans

3. Capstone Certificate of Professional French Studies

Course Requirements in French

Students must complete at least 9 credits of coursework in French, in the following areas: interdisciplinary cross-cultural analysis (French 532) advanced oral communication (French 524), and advanced written communication (French 523).

Course Requirements in the Concentration Area

Students must complete 2-3 courses, or at least 8 credits, in the Concentration Area and at the 300 level or above, to be selected in consultation with the PFMP Executive Director and any relevant concentration-area advisor.

Advising

Certificate students are advised by the PFMP Executive Director.

Professional Internship

All Certificate students complete a professional internship abroad in a business or organization directly related to their field of concentration. The internship period may run from 4 to 12 weeks and may be completed during any UW-Madison session. Certificate students submit a detailed internship report, for evaluation and approval upon their return. The internship report should be 10-15 pages, plus any relevant appendices.

Students register for independent-study credit (French 799) while working as interns and earn 3 credits for their work and internship report. Students are assisted in their internship application process (and in the search itself) by the PFMP Internship Coordinator, and are encouraged to communicate directly with the Internship Coordinator as often as necessary during the search and, if necessary, during the internship itself.

Certificate students are not required to present a professional portfolio but are encouraged to do so, according to norms outlined for MFS candidates, if they so choose.

No thesis is required for completion of the certificate.

Minimum Enrollment Policy

The minimum enrollment policy for the Capstone Certificate of Professional French Studies is the same as that for the Master of Professional French Studies.

4. Criteria for Satisfactory Progress: MFS

Minimum of a 3.0 grade average, including a grade of B or higher in French 523 or French 825.

At least four ITskills workshop reports, written in French, and submitted to the Graduate Coordinator by the last day of class the first semester of study.

Minimum each semester of 12 credits at the appropriate level (including both courses in French and concentration-area courses) until coursework is completed, after which minimum enrollment is maintained through the internship and thesis research periods, up to and including the session in which the student defends the thesis.

As of Fall 2001, PFMP students may not be simultaneously enrolled in other graduate programs, nor are they eligible for PAships, TAships, or other forms of graduate support that provide tuition remission.

5. Criteria for Satisfactory Progress: Certificate

Minimum of a 3.0 grade average

Minimum each semester of 6 PFMP-related credits at the appropriate level, including both courses in French and concentration-area courses. (For the summer institute study track, see below.) Minimum enrollment rule observed through completion of the certificate.

Students meeting criteria for satisfactory progress during their first 12 months may automatically enroll for an additional semester, in order to finish any additional coursework.

As of Fall 2001, Certificate students may not be simultaneously enrolled in other UW-Madison graduate programs, nor are they eligible for PAships, TAships, or other forms of graduate support that provide tuition remission.

6. Summer Institute Study

Summer institute students may enroll in up to 6 credits of PFMP coursework per semester during spring and fall semesters, and up to 8 credits over the course of any summer. **Summer institute** students must complete all requirements listed for the MFS/Certificate but may take up to 36 months to complete their degree or course of study.

In cases where professional commitments make attendance at summer sessions impossible, **summer institute** students may substitute distance coursework for summer work on campus.

7. Credit Waiver Policy

Because of the unique mission of each of its two study tracks, and in order to be able to offer all required PFMP courses at an optimum frequency for each track, there are distinct rules governing how much completed credit the PFMP will recognize from colleges or universities other than the UW-Madison.

The PFMP may allow MFS students on the **summer institute** track to waive up to 10 required PFMP credits, for courses done at colleges or universities other than UW-Madison, if those courses are taken after the student has begun PFMP coursework. Students present a proposal for each such course off-campus to the PFMP Curriculum Committee, via the Executive Director, before enrolling in the course.

Full-time academic MFS and certificate students may not apply credit earned outside their PFMP curriculum to their program of study. Any courses taken previous to enrolling in the PFMP should be used as prerequisite experience for higher-level concentration-area courses.

8. Spring Admission to the PFMP

Full-time academic students beginning their studies in the PFMP in the spring semester must sometimes adjust their professional internship plans. In this event, the internship coordinator will work with the student to arrange for the internship at the earliest possible available time.

9. Travel Funds Policy

Some Internship Travel Funds are available, on a competitive basis, to all PFMP students. Funds may be higher for recipients classified by the University as **Residents** or **Minnesota Compact Students**. Available funds are based on merit, financial need, and the relative value of remuneration offered by the student's professional internship agreement. All PFMP students are automatically considered as a pool and need not make a special application. If they so wish, interested students can submit a letter by January 31, outlining reasons for which they believe they deserve such funding.

Funds are for internship travel only, between the U.S. and the country in which the internship takes place.

No other form of financial assistance or support is offered by the PFMP.

10. Fees Policy

All PFMP fees are charged per credit and are the same, whether a student is pursuing an MFS or the Certificate, and regardless of study track. For current PFMP fees, see the program website or contact the Executive Director or Registrar's Office.

MFS Worksheet

<i>PFMP requirement area</i>	<i>Course</i>	<i>Credits</i>	<i>Semester and Year</i>
<input type="checkbox"/> Interdisciplinary cross-cultural analysis	<i>French 532</i>	3	Sem. __, 20__ - __
<input type="checkbox"/> Advanced oral communication	<i>French 524</i>	3	Sem. __, 20__ - __
<input type="checkbox"/> Advanced written communication	<i>French 523/825</i>	3	Sem. __, 20__ - __
<input type="checkbox"/> Applied research methodology	<i>French 901</i>	3	Sem. __, 20__ - __
<input type="checkbox"/> Tutorial	<i>French 799</i>	2	Sem. __, 20__ - __
<input type="checkbox"/> Concentration area	_____	_____	Sem. __, 20__ - __
<input type="checkbox"/> Concentration area	_____	_____	Sem. __, 20__ - __
<input type="checkbox"/> Concentration area	_____	_____	Sem. __, 20__ - __
<input type="checkbox"/> Concentration area	_____	_____	Sem. __, 20__ - __
<input type="checkbox"/> Professional internship	<i>French 799</i>	3	Sem. __, 20__ - __
<input type="checkbox"/> Thesis research	<i>French 799</i>	3	Sem. __, 20__ - __

TOTAL (must be at least 30): _____

- 4 IT skills-workshop reports submitted by end of semester 1
(webpage design / databases / Excel spreadsheets / Powerpoint)
- Thesis and Professional Portfolio submitted, bound together (at least 1 week prior to defense)
- Thesis Defense date set

(Must have at least 14 credits in French core courses, 10 credits in concentration-area courses, 3 credits in internship credit, and 3 credits in thesis research credit.)

Certificate Worksheet

<i>PFMP requirement area</i>	<i>Course</i>	<i>Credits</i>	<i>Semester and Year</i>
<input type="checkbox"/> Interdisciplinary cross-cultural analysis	<i>French 532</i>	3	Sem. __, 20__ - __
<input type="checkbox"/> Advanced oral communication	<i>French 524</i>	3	Sem. __, 20__ - __
<input type="checkbox"/> Advanced written communication	<i>French 523</i>	3	Sem. __, 20__ - __
<input type="checkbox"/> Other	_____	_____	Sem. __, 20__ - __
<input type="checkbox"/> Concentration area	_____	_____	Sem. __, 20__ - __
<input type="checkbox"/> Concentration area	_____	_____	Sem. __, 20__ - __
<input type="checkbox"/> Concentration area	_____	_____	Sem. __, 20__ - __
<input type="checkbox"/> Professional internship	<i>French 799</i>	3	Sem. __, 20__ - __

TOTAL (must be at least 20): _____

(Must have at least 9 credits in French core courses, 8 credits in concentration-area courses, and 3 credits in internship credit.)