

ANNUAL PROGRESS REVIEW IN DEPT. OF MODERN LANGUAGES

(See Chapter 1, Section E in the Graduate Handbook: <https://www.k-state.edu/grad/graduate-handbook/>)

Each student in the graduate program in the Department of Modern Languages will undergo an annual progress review. The review is a multi-step process designed to ensure that students maintain progress towards degree completion. The process is outlined below.

1. Each semester, students will schedule a meeting with their advisor/major professor in order to go over the following:
 1. Student self-assessment worksheet
 2. Advisor checklist
 3. Progress in coursework (including a discussion of grades)
 4. Progress towards completion of comprehensive exams / report / thesis (depending upon track selected)
2. Advisors will compile reviews annually by completing the Annual Review Form and submit them to the Director of Graduate Studies for review.

Annual Self-Assessment Review Form for Graduate Students

Students should answer the following questions honestly and openly prior to their semesterly advising appointment with their Major Professor.

1. I have completed the **MA in Modern Languages: Graduate Student & Advisor Checklist** for this semester's evaluation (circle one): **Yes No**
2. I am on track with regard to my degree as per the **MA in Modern Languages: Graduate Student & Advisor Checklist** (circle one): **Yes No**
3. I am interested in pursuing a report or thesis. **Yes No**
4. If student answered yes to question #3, please explain where you are in the process (have you consulted your major professor and committee members? Have you begun collecting data or researching your question?) Please respond fully by complete sentences below.
5. I have completed all necessary paperwork as outlined on the **MA in Modern Languages: Graduate Student & Advisor Checklist** (circle one): **Yes No**
6. Please list the courses you took this semester and what grade you are currently earning in each course:
7. Do you have any concerns about your progress toward the completion of your degree? If so, how can your advisor help you with these concerns?
8. Do you have any questions for your advisor? Please list them here.

MA in Modern Languages Degree Progress and Deadlines

All students should contact the Graduate Advisor in area for help determining class schedule before enrolling in first semester. French: Dr. Kathleen Antonioli, German: Dr. Necia Chronister, Spanish: Dr. María Teresa DePaoli, TEFL: Dr. Li Yang. If you have been appointed as a GTA, you **must** enroll in MLANG 710 (Foreign Language Pedagogy) your first fall semester.

<p style="text-align: center;">First Semester</p> <ul style="list-style-type: none"> • Review University and Department Graduate Student Handbooks. • Begin reviewing the Comprehensive Exam reading list for your track with your advisor. • If you are a student completing the TELRN track, arrange a preliminary meeting with an advisor in the College of Education to go over program requirements and deadlines. 	<p style="text-align: center;">Second Semester</p> <ul style="list-style-type: none"> • Select major professor and supervisory committee (total 3-4 faculty members). Speak with faculty to confirm availability. • Prepare and submit Program of Study before end of semester. <ul style="list-style-type: none"> • Upload a scan of the completed <i>Program of Study</i> to your folder on the MLANG Grad Program on Canvas prior to submitting to the Graduate School. • Decide whether you will pursue (1) coursework option, (2) report option, or (3) thesis option. • Request and organize initial meetings with committee by mid-semester to go over <i>Program of Study</i> and to discuss thesis/report plans, if applicable. • Thesis/Report writers: Identify area of interest and consult with major professor to guide research.
<p style="text-align: center;">Third Semester</p> <ul style="list-style-type: none"> • Request a preliminary meeting at the beginning of the semester with your major professor to check on your progress toward completion of program of study and to establish timeline for completion of your thesis/report, if applicable. Submit Program/Committee Change Form if necessary. • Thesis/Report writers: Draft proposal and rationale, present to supervisory committee for troubleshooting and evaluation, and complete IRB (Institutional Review Board) process, if required, mid-semester. • Before end of semester: Meet with major professor to confirm scheduling for Comprehensive Exams, Thesis/Report deadlines. 	<p style="text-align: center;">Fourth Semester*</p> <ul style="list-style-type: none"> • Thesis/Report writers: Complete data collection and analysis, finalize written document, schedule defense. Submit copy of thesis/report to major professor and committee at least two weeks prior to defense. • Apply for graduation (Complete Application for Graduation online in the Student Center of your K-State Student Information System (KSIS) account). Additionally, complete online commencement registration IF participating in commencement. • Comprehensive Exams are taken in first week of April (if graduating in Spring) or first week of November (if graduating in Fall) on either Thursday or Friday. These dates may vary for Thesis/Report writers. • Complete Approval to Schedule Final Examination form and submit to Graduate School at least two weeks before students take comps or defend thesis/report. • Final Examination Ballot: Student's Major Professor will receive this from the Graduate

	<p>School once Approval to Schedule Final Examination form has been approved. Major professor will submit (after supervisory committee has signed) shortly after decision regarding final examination, including oral defense.</p> <ul style="list-style-type: none">• Thesis/Report writers: Revise as per recommendations of supervisory committee. Submit ETDR ballot to Graduate School. Prepare final copy of ETDR and submit to KREx.• Complete Graduate Student Exit Survey after comps or oral defense; must be completed before Final Examination Ballot can be approved by Graduate School.
--	---

*NB: Students in TELRN must complete an additional semester of student teaching. Check with College of Education for program-specific interior deadlines, including completing Praxis exams and application for student teaching.

MA in Modern Languages: Graduate Student & Advisor Checklist

Student: _____

WID: _____ Email: _____

GTA? Y / N Program Begins: Fall / Spring 20 _____

Anticipated Graduation Date: Fall / Spring 20 _____

Prerequisite requirements? Y / N _____

Area of Study	<i>MA in Literature</i>	<i>MA in SLA</i>	<i>MA in SLA w/TELRN</i>
French			
German			
Spanish			
TEFL			

Option: Select One

Complete?	Coursework	Report (30-50 pp) or Thesis (60-80 pp)
	Semester 1: Students get advice by their graduate language advisor.	Semester 1: Students begin knowing different potential major professors and think of who they will select for their supervisory committee.
	Semester 1: TELRN Met with advisor from College of Education.	Semester 2: Prepare and submit Program of Study to supervisory committee, MLANG Grad Program Course Folder (Canvas), Graduate School
	Semester 2: Students select their supervisory committee and submit Program of Study with the help of their major professor.	Semester 2: mid-semester Identify area of interest. Request and organize initial meeting with committee to discuss thesis/report. By end of semester or over the summer, you should complete IRB if necessary
	Semester 3: early Schedule preliminary meeting with major professor to check progress toward completion of program of study.	Semester 3: early Schedule preliminary meeting with major professor to check progress toward completion of program of study & establish thesis/report timeline
	Semester 3: end Meet with major professor to confirm scheduling for Comprehensive exams (TELRN: Praxis dates and student teaching paperwork with COE advisor.)	Semester 3: mid-semester Draft proposal and rationale, submit to supervisory committee
	Semester 4: Early Complete Application for Graduation in KSIS** (TELRN students typically have a fifth semester due to student teaching.)	Semester 3: end Meet with major professor to confirm scheduling for Comprehensive exams, Thesis/Report deadlines.
	Semester 4: Complete Approval to Schedule Final Examination and submit to Grad School at least two weeks before student takes comps (mid-March or mid-October) (*TELRN students must complete in semester of student teaching.)	Semester 4: Early Complete Application for Graduation in KSIS

	Semester 4: Comprehensive Exams (First week April if graduating in spring, first week November if graduating in fall)—written Date: Oral?	Semester 4: Complete Approval to Schedule Final Examination and submit to Grad School at least two weeks before student takes comps (mid-March or mid-October)
	Semester 4: Final Examination Ballot signed & submitted by major professor to Grad School (received from Grad School) after comps (*TELRN students must complete in semester of student teaching.)	Semester 4: Comprehensive Exams (First week April if graduating in spring, first week November if fall)—written Date: Oral?
	Complete Graduate Student Exit Survey administered by Graduate School	Semester 4: Final Examination Ballot signed & submitted by major professor to Grad School (received from Grad School) after defense
		Submit ETDR ballot to Graduate School
		Submit final copy of ETDR and submit to KREx
		Complete Graduate Student Exit Survey