

GRADUATE STUDENT HANDBOOK
ONLINE MASTER OF ARTS DEGREE IN ROMANCE LANGUAGES
DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES
THE UNIVERSITY OF NEW ORLEANS

Revised 7/21

TABLE OF CONTENTS

Introduction	3
Programs of Study and Course Lists	4-7
Second Romance Language Requirement	8
Transfer Credits, Electives, and Course Load	9-10
Forms and Resources	11-12
The Comprehensive Exam, Exam Committee, and Four Areas of Study	12-15
The Thesis (note: the thesis option is not currently available)	15-16
Graduate Assistantships	16
Useful Addresses and Information	17-18

INTRODUCTION

The graduate program in Romance Languages leads to an M.A. degree in Romance Languages with a French or Spanish option and a concentration in one of two areas: language/culture/civilization, or literature. The program both prepares students for further graduate study leading to the degree of Doctor of Philosophy and provides advanced work for teachers of French or Spanish in secondary schools and colleges. It also offers the opportunity for rigorous advanced study in the humanities to qualified persons from non-academic professions.

Graduate students are expected to read and conform to the directions and requirements stated in all sections of the Graduate School webpage that pertain to their program and to their remaining in good standing with the Graduate School and the University. The webpage may be found at the following link: <https://www.uno.edu/academics/grad>, and contains information on such diverse topics as new student checklist, admission to candidacy, student loans, career planning and placement services, motor vehicle registration (for onsite students) and information sessions. Students are welcome to make email inquiries directly to the Graduate School (Mr. Bryon Reiger, bereiger@uno.edu) and to the Graduate Coordinator of Foreign Languages (Dr. Olivier Bourderionnet, obourdel@uno.edu).

By far the most up-to-date information source for our graduate students is our Frequently Asked Questions (FAQ). It may be found at the following link:

<https://www.uno.edu/academics/colaehd/la/forl/ma-faq>. It includes practical tips, links to important information and links to these essential documents: the “Reading Lists,” used for preparing the comprehensive examination in both the French and the Spanish options, the “Advanced Course Offerings” packet that includes descriptions of our current courses along with the books and materials needed for each, and the current “Graduate Student Handbook.”

The Graduate Coordinator advises all Romance Language graduate students in planning their program, informs them of anticipated course offerings and important deadlines (like when to register for courses and when to apply for graduation), and maintains a cumulative file of each student’s progress. For advice and advising on course selection and career objectives, students may also consult their professors, especially the major professor that they choose to advise them on their preparation for the comprehensive exam.

PROGRAMS OF STUDY AND COURSE LISTS

The following is the most recent catalog entry for our program.

IMPORTANT NOTE: The thesis option is not currently available.

Program: Master of Arts in Romance Languages

Academic Unit: Department of English and Foreign Languages

College/School: College of Liberal Arts, Education and Human Development

Tracks: French, Spanish

Concentrations: Language, culture, and civilization; literature

Options: Thesis, non-thesis

Program Overview

In the Master of Arts in Romance Languages program, students specialize in French or Spanish and additionally, choose a concentration in one of two areas: either language, culture, and civilization or literature. The program prepares students for further study and a range of careers, enabling them to pursue doctoral degrees in the target language or related fields, to teach French or Spanish in secondary schools and colleges, to serve as translators and editors, and to enter numerous other nonacademic professions for which advanced-level communication, research, and cultural awareness are desirable. Admitted students consult with the graduate coordinator to design their program of study, one suited to individual needs and level of preparation. In some cases, students' programs require more coursework than general degree requirements specify.

Student Learning Outcomes

Students will demonstrate:

- Advanced knowledge of French or Spanish linguistics
- Advanced knowledge of French and Francophone or Spanish and Hispanic civilizations
- Advanced knowledge of French and Francophone or Spanish and Hispanic literatures
- Advanced ability to conduct research in subjects related to linguistics, civilizations, and literatures in the French or Spanish domains

Admission Requirements

In addition to meeting the minimum standards for admission to the Graduate School, applicants must submit a statement of purpose written in the target language and have a minimum cumulative undergraduate GPA of 3.0 plus 15 undergraduate credit hours in French or Spanish at the 3000-level or above. The French or Spanish coursework must also carry a minimum GPA of 3.0.

Foundational Courses

Applicants with bachelor's degrees in fields other than French or Spanish may be admitted provisionally.

Master of Arts in Romance Languages Degree Requirements

1. Language, Culture, and Civilization

A. Thesis option

- 33 credit hours (10 courses plus thesis) including 18 hours 6000 level or above (6 hours permitted in thesis research)
- Thesis defense
- Comprehensive examination: written and oral components, in three areas of linguistics and civilization, and one literature area
- Reading knowledge at the 2002 (4th semester) proficiency level of a second Romance language (French, Spanish, Portuguese, and Italian) or Latin

B. Non-thesis option

- 33 credit hours (11 courses), including 18 hours 6000 level or above
- Comprehensive examination: written and oral components, in three areas of linguistics and civilization, and one literature area
- Reading knowledge at the 2002 (4th semester) proficiency level of a second Romance language (French, Spanish, Portuguese, and Italian) or Latin

2. Literature

A. Thesis option

- 33 credit hours (10 courses plus thesis) including 18 hours 6000 level or above (6 hours permitted in thesis research)
- Thesis defense
- Comprehensive examination: written and oral components, in three areas of literature, and one area of civilization or linguistics
- Reading knowledge at the 2002 (4th semester) proficiency level of a second Romance language (French, Spanish, Portuguese, and Italian) or Latin

B. Non-thesis option

- 33 credit hours (11 courses), including 18 hours 6000 level or above
- Comprehensive examination: written and oral components, in three areas of literature, and one area of civilization or linguistics
- Reading knowledge at the 2002 (4th semester) proficiency level of a second Romance language (French, Spanish, Portuguese, and Italian) or Latin

M.A. in Romance Languages - course lists (3 hrs. each)

1. Recommended but not required for Concentration in Languages, Culture, and Civilization, French option:

ROML 6003 Applied Romance Linguistics

ROML 6005 Romance Linguistics

FREN 5015 History of the French Language

FREN 5031 Advanced French Conversation
FREN 5041 Problems of Grammatical Analysis
FREN 5051 Business French
FREN 5201 French Civilization I
FREN 5202 French Civilization II
FREN 5265 Contemporary French Culture
FREN 6001 French Stylistics
FREN 6007 French Linguistics
FREN 6041 Theory and Practice of Translation
FREN 6097 Studies in French Linguistics
FREN 6265 Contemporary French Society and Institutions
FREN 6295 Studies in French Culture and Civilization

2. Recommended but not required for Concentration in Languages, Culture, and Civilization, Spanish option:

ROML 6003 Applied Romance Linguistics
ROML 6005 Romance Linguistics
SPAN 5007 Spanish Dialectology
SPAN 5015 History of the Spanish Language
SPAN 5031 Advanced Spanish Conversation
SPAN 5041 Problems of Grammatical Analysis
SPAN 5051 Business Spanish
SPAN 5201 Spanish Civilization I
SPAN 5202 Spanish Civilization II
SPAN 5203 Spanish-American Civilization I
SPAN 5204 Spanish-American Civilization II
SPAN 6007 Spanish Linguistics
SPAN 6097 Studies in Spanish Linguistics
SPAN 6265 Contemporary Hispanic Society and Institutions
SPAN 6295 Studies in Hispanic Culture and Civilization

3. Recommended but not required for Concentration in Literature, French option:

ROML 5005 Greek & Roman Myth: The Ancient Sources
ROML 6105 Research Methods in Romance Literatures
ROML 6205 Comparative Romance Cultures
ROML 6207 Early Modern Romance Cultures
FREN 5110 Medieval French Literature
FREN 5132 Seventeenth-Century French Literature
FREN 5140 Eighteenth-Century French Literature
FREN 5154 Nineteenth-Century French Literature

FREN 5162 French Literature of the Twentieth and Twenty-First Centuries
FREN 5400 Children's Literature in French
FREN 6003 French "Commentaire de Texte"
FREN 6190 Studies in Medieval French Literature
FREN 6195 Studies in Twentieth and Twenty-First Century French Literature
FREN 6197 Studies in French Literature
FREN 6205 French Thought

4. Recommended but not required for Concentration in Literature, Spanish option:

ROML 5005 Greek & Roman Myth: The Ancient Sources
ROML 6105 Research Methods in Romance Literatures
ROML 6205 Comparative Romance Cultures
ROML 6207 Early Modern Romance Cultures
SPAN 5110 Medieval Spanish Literature
SPAN 5122 Spanish Literature of the Golden Age
SPAN 5180 Modern Literature in Spanish
SPAN 6190 Studies in Medieval Spanish Literature
SPAN 6191 Studies in Golden Age Literature
SPAN 6196 Studies in Spanish-American Literature to 1810
SPAN 6198 Studies in Spanish Literature
SPAN 6205 Spanish Thought

Please see the pertinent information from our FAQ:

• **How many courses and hours are required for the M.A.?**

- 11 courses or 33 hours for students of the non-thesis option.

- 10 courses or 30 hours for students of the thesis option. **Note: the thesis option is not currently available.**

At the end of your coursework, at least six (6) of your courses must be at the 6000-level as opposed to the 5000-level.

SECOND ROMANCE LANGUAGE REQUIREMENT

Reading knowledge at the fourth-semester level of a second Romance Language (French, Spanish, Portuguese, Italian, Romanian) or Latin is required as an integral part of the degree. This requirement must be complete **before** the student takes his/her comprehensive examination. The language must be different than the language of the student's option. In other words, the proficiency cannot be in French if the student is in the French option and cannot be in Spanish if the student is in the Spanish option. Students must provide the proof of proficiency to the Graduate Coordinator.

There are four ways to meet this requirement:

1. Present **an official transcript from the student's studies prior to UNO** showing that the student has passed the equivalent of at least a fourth semester's work in that language with a grade of **B** or better in the last course, or with an average of **B** or better in all college courses taken in the language. Completion of this coursework, moreover, must have been no earlier than six years prior to the time students enters his/her graduate program at UNO.
2. Do the coursework during the student's graduate studies at UNO. Students are welcome to take the course(s) at UNO or at another institution. If the student chooses UNO, the sequence of courses is Spanish or French 1001, 1002, 2001, and 2002. **Students do not have to take every course in the sequence. An "A" or a "B" in French or Spanish 2002 is sufficient to meet the requirement.** The Graduate Coordinator will need to lift the registration block for the student so that he/she can take an undergraduate course. **Students who have advanced skills in the language may opt to take a graduate course in French or Spanish to meet the requirement. This has the added bonus that the course counts as one of the 11 graduate courses needed to obtain the M.A. degree.**
3. Achieve a "PASS" on a test designed at the final exam level in the fourth semester course in the language for which he/she is being tested. The student is responsible for making arrangements with Dr. García-Castellón at mgarcia@uno.edu for this service. He will inform the student about the format of the test and will administer it. **Students may repeat the test as often as necessary to make a passing score.**
4. **Do a combination of #2 and #3 above.** In other words, take some but not all of the courses needed to meet the requirement, for example French or Spanish 1001 and 1002, then take the test with Dr. García-Castellón and achieve a "PASS."

Again, the second Romance language requirement may be satisfied at any time during the candidate's program, but **must** be satisfied prior to taking the comprehensive exam.

TRANSFER CREDITS, ELECTIVES, AND COURSE LOAD

Students of the M.A. in Romance Languages may transfer a maximum of 3 courses for a maximum of 12 credit hours toward their degree at UNO. Students can do so, however, only after completing at least 9 graduate credit hours (3 courses) at UNO with a minimum GPA of 3.0. Application for transfer credit is completed by the Graduate Coordinator. After students have completed nine credits of coursework at UNO while maintaining the minimum GPA, they should notify the Graduate Coordinator who can then complete the transfer credit form and send it to the Graduate School. Please see the important information from our FAQ:

- **Do you transfer courses from another institution?**

Yes. We can transfer up to three courses (9 or 12 hours) provided they are at the graduate level. You must complete 9 credits (3 courses) in our program before we will transfer the credits.

Up to 6 graduate credit hours of relevant coursework from other departments in the University may be applied toward the M.A. in Romance Languages degree, serving as 6 credit hours of electives.

Please see our FAQ:

- **Do you allow electives?**

Yes. 2 courses (6 hours) may be taken in another department provided they are graduate courses at the 5000 or 6000 level.

If a student's knowledge of the language of the other option is sufficient, courses offered in the other option may also be selected as electives, and their credits applied to the total of 33 credits needed to graduate from the main option. No more than 6 credits in French for a student in the Spanish option, and vice versa will be allowed. Taking this type of course also serves as a way to fulfill the second language requirement needed to complete the degree (see the "Second Romance Language Requirement" page).

Students in both options may choose courses with the prefix ROML, as they are taught in English and are aimed at the students in both options. The professors teaching them typically have command of English, French, Spanish, and possibly other Romance languages as well. See our FAQ for more information:

- **Do I need to be fluent in the target language?**

Pretty much. Most of the graduate classes with the prefix FREN or SPAN are taught entirely in the target language. ROML classes, because they are cross-listed, are usually taught in English.

Most full-time students take at least four semesters to complete the M.A. program. Part-time students often work on their degree for several years. We accommodate students so that they can work at their own pace. It should be noted, however, that the Graduate School requires completion of the master's degree program within six years from the time of initial enrollment. Also, if you have not taken classes for a period of a year or more, you will have to re-apply to the program. The FAQ summarizes this information:

- **Is there a specific number of classes I must take every semester?**

- Full-time enrollment (9 credit hours or 3 courses) is required for Graduate Assistantships and Scholarships.
- If you receive financial aid in the form of federal loans, you must be enrolled in at least 6 credit hours (6 hours or 2 courses).
- If you do not receive financial aid, you are free to take as many or as few classes as you wish. Most students take a maximum of three classes per semester and one class in the summer.
- If you have completed part of the program, but have not taken classes for a period of a year or more, you will have to re-apply for admission.

- **How do I choose which courses to take?**

On our web page, we post the document “**Advanced Course Offerings**” (in October for spring, in March for summer and fall) in the link below. Here, you should read the descriptions of all the graduate courses (**5000-level and 6000-level courses**) that are offered in your option.

[Foreign Languages Course Descriptions](#)

- **I am trying to register but there is a block on my registration. Why?**

It can be one of four reasons:

- You did not provide proof of immunization or petition for a waiver. Please see the waiver instructions under the question "I've been admitted to the program. What do I do next?"
- You did not provide your official transcripts.
- You have outstanding debts from a previous semester at UNO.
- You are trying to register for a restricted course such as a Directed Study. These courses require special permission from the instructor before you can register. You should email the instructor to obtain permission, then contact the Graduate Coordinator to have the registration block lifted.

FORMS AND RESOURCES

The Graduate Coordinator fills out a number of forms (see #1- #4 below) and sends them to the Graduate School so that students can earn their degree. Chairs (Major Professors) of each comprehensive examination committee initiate one of the forms (see #5 below) and graduating students submit one of the forms (see #6 below). These forms are located on the following page titled “Master’s Degree Requirements”

<https://www.uno.edu/academics/grad/masters-degree-requirements> and include:

1. **Candidate Plan of Study.** This form may be submitted at any time after the student has completed at least 12 semester hours with a minimum 3.0 GPA. The form includes a summary of the student’s completed and future coursework and also states the names of the professors on his/her comprehensive examination committee. It must be submitted in the semester prior to the one in which the student graduates.
2. **Certification of Foreign Language Competence.** This form is submitted once the student meets the second Romance language requirement.
3. **Request for Extension of the time limit.** This form is submitted only for students who have coursework toward their degree (UNO coursework and/or transferred coursework) that is older than 6 years old.
4. **Request for Transfer Credit.** This form is submitted only for students who want to use credits from another institution toward their degree at UNO. Students must complete 9 graduate credits at UNO before the form can be submitted.
5. **Non-thesis Master’s Examination Report.** This form is initiated by the Chair (Major Professor) of the student’s comprehensive examination committee after the student passes the exam. It is signed electronically by all members of the committee. This form can also be initiated by the Graduate Coordinator if needed.
6. **Application for Graduation.** This online form is filled out by each graduating student and serves to add him/her to the semester’s graduation list. It must be completed before the midterm examination period in the semester that the student plans to graduate. Each student receives several email reminders about the deadline to apply for graduation, from both the Graduate School and the Graduate Coordinator. The “Non-Thesis Checklist” at the top of this webpage also serves as a permanent reminder of this deadline.

This webpage also includes a number of invaluable resources for graduate students including the “New Student Checklist,” “Information Sessions,” “Financing Your Education,” “Degree Programs,” “Registration,” and “Non-Thesis Checklist.” The latter contains all the important deadlines for each term. The previous webpage titled “Forms and Resources” is located here <https://www.uno.edu/academics/grad/graduate-forms> and also includes useful resources like “Graduate Tuition” information, “Important Information about Financial Resources,” the

“University Appeal Form,” (if students want to make an appeal) and the “Leave of Absence Request Form” (if students want to take time off from studies).

THE COMPREHENSIVE EXAM, EXAM COMMITTEE, AND FOUR AREAS OF STUDY

Our FAQ provides a brief introduction:

- **What does the M.A. comprehensive exam consist of?**

You will need to choose a committee of three professors and four areas of specialization. Please refer to pages 12-15 of the “Graduate Student Handbook” on our web page at the following links. You are advised to download and study the Handbook as well as the Reading List pertinent to your option, French or Spanish:

[Graduate Handbook](#) | [Foreign Languages Graduate Program](#)

Important note: students **must** be enrolled in a course at UNO during the semester in which they take their comprehensive examination. Hence, students should try to plan their coursework in such a way that they take the exam during the same semester that they take their final 11th course. In this way, students will have ample time to study for the exam and will save money. If students finish all coursework and take the comprehensive exam the following semester, they will have to enroll in **French 7040 or Spanish 7040**, a 1-credit non-course, during the exam semester. This “course” costs as much as a 3-credit “real” course, in other words, between \$1,500 and \$1,800. Please take this into account. There are still students who decide to take French or Spanish 7040 because they want to have the semester free to prepare for the exam. This is their choice and there is nothing wrong with it. However, please be aware of the cost.

The examination committee for the comprehensive examination is composed of three members of the graduate faculty with expertise in the areas chosen for the exam. The student has a voice in the selection of the committee members, especially the Major Professor, who is responsible for advising the student on how to organize his/her choice of concentration and areas selected from the appropriate “Reading Lists,” and on the composition of the exam committee. As the student approaches the end of his/her course work and has successfully fulfilled the second Romance language requirement, he/she will select his/her Major Professor and start thinking about the four areas of study for the comprehensive examination. The student should contact the desired Major Professor who will in turn help him/her in the choice of the two other committee members and the four areas of study. The Graduate Coordinator can also look at the student’s coursework and advise the student on the areas and the make-up of the examination committee. Together in consultation with the Major Professor, the student should then schedule the written and oral

components of the exam, in October or November during the fall semester and in March or April for the spring semester. **Comprehensive exams are not given during the summer term.** For the written examination, students will need a three-hour time slot, and for the oral examination students in the French option will need a two-hour time slot and those in the Spanish option will need a one-hour time slot (the French option includes an “explication de texte” and the Spanish does not). The written and oral exams must be scheduled at least three days apart and not more than seven days apart.

French M.A. candidates in the Literature concentration prepare 3 of the 7 literature areas (Medieval, Renaissance, 17th century, 18th century, 19th century, 20th century, Comparative Romance Literatures to 1800) **and** 1 area in Language/Culture/Civilization.

French M.A. candidates in Language/Culture/Civilization prepare 3 of the 7 areas in that concentration (Historical French Linguistics, Descriptive French Linguistics, Applied French Linguistics, Romance Linguistics, French Civilization I, French Civilization II, French Civilization III) **and** 1 area in Literature. No more than 2 areas above may be selected either in Linguistics or Civilization. Students in this option may **not** choose the “Comparative Romance Literatures” list as their sole literary option.

Spanish M.A. candidates in Literature prepare 3 of the 8 literature areas [Spanish Medieval Literature, Golden Age I: Renaissance (16th century), Golden Age II: Baroque (17th century), Spanish 18th and 19th century: Enlightenment through Naturalism; Spanish 20th century: from 1915 to Present, Colonial Spanish American Literature through the 19th century, 20th century Spanish American Literature, Comparative Romance Literature to 1800] **and** 1 area in Language/Culture/Civilization.

Spanish M.A. candidates in Language/Culture/Civilization prepare 3 of the Language/Culture/Civilization areas (Historical Spanish Linguistics, Descriptive Spanish Linguistics, Applied Spanish Linguistics, Romance Linguistics, Spanish Civilization I, Spanish Civilization II, Spanish American Civilization I, Spanish American Civilization II) **and** 1 area in literature. No more than 2 areas above may be selected either in Linguistics or in Civilization. Students in this option may **not** choose the “Comparative Romance Literatures” list as their sole literary list.

The exam committee gives a pass/fail to each area of the written exam. If a “pass” is secured in all four areas, the candidate proceeds to the oral comprehensive exam. If one of the four areas is judged failing, the student must retake the failed area before taking the oral exam. If two or more areas are judged unsatisfactory, the student must retake the entire written exam before continuing to the oral exam.

If one section of the written exam is to be retaken, that section must be retaken no earlier than one month from the exam during the same semester and no later than the end of the following regular full semester. If the entire exam is to be retaken, it must be retaken no earlier than the

beginning of the following regular semester and no later than the end of the following two regular semesters. Summer terms are not considered regular full semesters.

On the oral comprehensive examination, a majority vote of the committee is required for a passing performance. In the event of failure on the oral exam, the student is required to take the oral exam again, no earlier than one month during the same semester and no later than the end of the following full semester. Neither the written nor the oral comprehensive examination may be repeated more than once.

The written comprehensive examination lasts three hours and covers four areas, 45 minutes for each area. At least 50% of the written exam must be written in the target language, with the remainder written in English. The oral comprehensive examination must be scheduled no earlier than three days and no later than seven days after the written exam. The oral exam lasts one hour on average, and starts with the “explication de texte” in the French option. (The Spanish option does not have an “explication de texte”). The candidate receives the text one hour in advance of the oral exam and prepares the explication prior to the actual oral exam. The explication must be articulated in French. The remainder of the oral exam may be conducted in a mixture of French and English. In the Spanish option, the oral exam proceeds according to the exact same rules just outlined for the French option, except for the “explication de texte.”

The Chair (Major Professor) of the examination committee has the following responsibilities during the oral comprehensive examination: he/she plans the order of questioning, serves as timekeeper, and manages the discussion. At the conclusion of the oral comprehensive exam, after the student has left the room or the Zoom/Skype session, the Chair manages the committee’s deliberation, calls for a vote of “pass or “fail,” assures the proper signing of official forms, and informs the awaiting student of the results.

The FAQ provides more information. Note: more and more professors are using Zoom rather than Proctor-U for both the written and the oral component of the comprehensive exam. The Chair (Major Professor) of the examination committee is the administrator of the exam:

- **How do I take the MA Comprehensive Exam online?**

Our MA students who live outside the state of Louisiana may opt to come to campus to take the MA Comprehensive Examination or they may opt to use UNO’s partner in online testing. To assist faculty in verifying student identity in online courses, the University of New Orleans partners with Proctor U, a nationally-recognized leader in online exam proctoring services. Proctor U provides a convenient, affordable, and secure way for students to complete exams from any location using a computer, webcam, and reliable internet connection.

Pricing for Proctor U

- \$8.75 for exams up to 30 minutes
- \$17.50 for exams from 31 up to 60 minutes
- \$25.00 for exams from 61 up to 120 minutes
- \$33.75 for exams from 121 up to 180 minutes
- \$42.50 for exams beyond 180 minutes

For more information on using Proctor U, please click on the following link and/or see page 14 in the “Graduate Student Handbook.”

[Online Testing](#)

- **[How do I take the MA Comprehensive Oral Exam online?](#)**

Our MA students who live outside the state of Louisiana may opt to come to campus to take the MA Comprehensive Examination or they may opt to set up a Skype or Zoom appointment in order to do the oral exam. See pages 12-15 in the “Graduate Student Handbook.”

THE THESIS

Note: the thesis option is not currently available.

Although the thesis is usually drafted late in the program, every student interested in this option should think seriously about a topic from day one. In some instances, a student may have a topic suggested by a professor who has been impressed with a paper or report the student has completed in a course. More in-depth research and lengthier writing on topic a student has already investigated and possibly written upon in a seminar are acceptable procedures. On the other hand, the topic may emerge from an interest that has no direct connection with any of the courses a student has taken. In any event, every student should feel free to approach the appropriate members of the graduate faculty to get their reaction to ideas the student has for a topic. Although the topic must have the approval of the Graduate Coordinator in the option, the major professor, and the thesis committee, the choice of topic is the prerogative and the responsibility of the student; topics are never assigned by the department. The average length of M.A. theses is 60 double spaced typewritten pages, including notes and bibliography. However, the quality of the work is the significant consideration. The M.L.A. Handbook in its most recent edition is to be used for all documentation. A detailed set of guidelines and procedures for the entire project of researching, drafting, and presentation and thesis is to the department and the Graduate School is given to each student by the Coordinators when the project gets underway.

Briefings and elaborations on this important document are made by the Coordinators and the major professor at pertinent times throughout the project.

THE THESIS DEFENSE

The major professor schedules a one-hour oral defense of the thesis by when the final draft of the thesis has been approved by the full committee. Upon the student's satisfactory response to questions from committee members about the content and form the thesis, examination approval sheets are signed and student is certified for graduation. Any member of the graduate Foreign Language faculty may attend a thesis defense. Only committee members may ask questions. The defense is open to the public.

GRADUATE ASSISTANTSHIPS

Please see the pertinent information from our FAQ:

- **Are there Teaching Assistantships available?**

Yes. We offer a limited number in French and Spanish on a competitive basis. Our T.A.-ships include a tuition waiver for fall and spring semesters only (not for summer session) and carry a stipend. They entail teaching on-campus courses only, not online courses. Hence, they are granted to local students only. In order to be eligible, you must have completed at least 18 hours of graduate work in the discipline that you would like to teach. T.A.s teach one or two courses of first or second-semester (1001 or 1002) French or Spanish. To obtain an application form, click the link below or request one by emailing gradenglish@uno.edu.

[Graduate Assistantship Forms](#)

The Graduate School permits a student to hold an assistantship appointment for a maximum of four semesters. His/her work duties do not exceed 20 hours per week. Full-time enrollment (3 courses or 9 credit hours per semester) is required for all assistantships.

USEFUL ADDRESSES AND INFORMATION

Division of Foreign Languages website: <https://www.uno.edu/academics/colaehd/la/forl>

Department of English and Foreign Languages

Liberal Arts Building, 2nd floor

University of New Orleans

2000 Lakeshore Drive

New Orleans, LA 70148

Phone: (504) 280-6589

Academic Calendar: <https://www.uno.edu/registrar/academic-calendar>

Advanced Course Offerings in Foreign Languages:

<https://www.uno.edu/academics/colaehd/la/forl/courses>

Bookstore: bookstore@uno.edu

Bursar: bursar@uno.edu

Catalog: <https://www.uno.edu/registrar/catalog>

Commencement: <https://www.uno.edu/registrar/commencement>

Department Chair: Dr. Elaine Brooks, esbrooks@uno.edu

Financial Aid: finaid@uno.edu

Frequently Asked Questions: <https://www.uno.edu/academics/colaehd/la/forl/ma-faq>

Graduate Coordinator for Foreign Languages: Dr. Olivier Bourderionnet, obourde1@uno.edu

Graduate School (Bryon Reiger): bereiger@uno.edu

Graduate School (Forms and Resources): <https://www.uno.edu/academics/grad/graduate-forms>

Graduate School (Master's Degree Requirements):

<https://www.uno.edu/academics/grad/masters-degree-requirements>

Help Desk: <https://www.uno.edu/it/help-desk>

Moodle Help and Tutorial: <https://www.uno.edu/cti/moodle/students>

Registrar: registrar@uno.edu

Transcript Requests: <https://www.uno.edu/registrar/transcript>

See more important information in our FAQ:

- **What is the cost of the M.A.?**

All the relevant information, including an estimated cost of attendance, can be found on the UNO homepage. Click on "Admissions" then "Tuition and Fees."

UNO Tuition & Fees

International students (who do not have a Graduate Assistantship and are not CODOFIL students) are assessed non-resident fee, tuition, registration fees, and international fee (and also insurance if they do not

have their own). They should contact the Office of International Students and Scholars at the following link for information on scholarships:

oiss.uno.edu

IMPORTANT NOTE: As an added bonus of being an online student with us, you will pay in-state tuition (even if you live out-of-state) as long as you remain a 100% online student. In other words, there is a non-resident fee exemption for students who live out-of-state but are enrolled in an online program.