

New Students' Handbook
Fall 2015 - Spring 2016

By The Linguistic Society of Hawai'i

Department of Linguistics
University of Hawai'i at Mānoa

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Introduction

E komo mai! Welcome to the University of Hawai‘i at Mānoa Linguistics Department. This handbook is the Linguistic Society of Hawai‘i’s effort to provide incoming students with information that we think may help you in learning about life in the department, on campus, and in Honolulu. Most of this information comes from students who wished that they had known this when they first arrived. This pamphlet is updated every year. Please tell us about any problems that you have, and we will do our best to address them here in future editions. Mahalo!

A. The Department and Academics

1. Exemption Exams

If you are an entering student, you have the option of testing out of certain MA-level courses. Exemption exams are held the week prior to the first day of instruction and are scheduled in two-hour blocks. Currently, you can take tests to get exempted from Phonetics (LING 410), Morphology (LING 420, be ready to solve problems), Phonology (LING 421, based on any thorough introduction to Phonology, includes problem solving and essay questions), and Grammar (LING 422, based on a very thorough understanding of The Syntax Files, ask for a copy). All students will be notified via email of the procedure for signing up to take exemption exams. If you wish to take one or more of these exams, you must notify the Department secretary no later than the date specified in that email.

There are no guarantees that the tests will be the same every year, but studying and preparing may save you a semester of course work. You must pass the exemption exam with a minimum grade of B (not B-), and you should attend the course until the results of the exam are known. For PhD students, these classes will not count towards your course requirements, so if you choose to take the classes, they are in addition to your required course load.

2. Courses: MA/PhD Programs

Although linguistics is your general field of study, determining which courses to take each semester can still be difficult. Become familiar with the University Catalog (<http://www.catalog.hawaii.edu>). You should refer to the catalog as well as to the course descriptions published each semester by the department for details, but the following are some further tips.

Your advisor will make sure that you start off by fulfilling any deficiencies you have in your coursework, and then guide you to take the core requirements for your degree. In some cases, placement exams are required before you can take certain classes. Talk with your advisor in advance to find out which placement exams you will have to take.

One thing PhD-track students should consider is that, ultimately, you will need to develop at least two areas of specialization to satisfy the ‘Breadth’ Requirement. So, from early on in your career as a graduate student you should be thinking about the areas of linguistics that you enjoy reading about and working in, and would eventually like to concentrate on in your dissertation work. Choosing courses in multiple areas will make the program more interesting for you, and prepare you for future employment.

You may also take classes from departments other than linguistics. These classes may be counted for credit so long as they relate to your interests in the study of language.

3. Students and Professors in the Classroom

In American classrooms, and particularly in this department, professors welcome your contribution in class. Never be afraid to ask a question if something is not clear, to challenge statements that you think are not right, and to provide comments on the topic of discussion even if you are not sure they are relevant. Just raise your hand to speak out. Professors are willing and able to help us when we ask for information relevant to our classes.

4. Office Hours and Appointments

Each professor has 2-3 office hours per week. These are regular hours during which the professor is available to meet with students. Office hours mean you can visit the professor without making an appointment, although many prefer that appointments be made in advance as other students may have reserved time slots. If the posted times are inconvenient for you, you can contact professors (email is usually best) and make an appointment to see them at another time. Professors' office hours are always listed on a card on their office door, as well as in your course syllabus.

5. Peer Advisors

Although there is not an official student "mentor/mentee" program set up for incoming students, it is helpful to chat with fellow students to get advice about courses, academic life, and other matters. Linguistics students are friendly, ready, and willing to help you in this way. Feel free to approach others for advice. Although your advisor will help point you in the right direction concerning which courses to take, your fellow students can comment from experience about the courses, as well as how to balance the workload. Below is a list of students (and their areas of concentrations) who have volunteered to help you with any questions at hand (but please feel free to consult with any of us!).

Claire Stabile	Acquisition, Syntax	cstabile@hawaii.edu	310.662.3574
Katie Gao	Fieldwork, Grant writing, Southeast Asia	katiegao@hawaii.edu	808.428.5050
Peter Chong	Acquisition, Heritage linguistics, Southeast Asia	peterejl@hawaii.edu	808.589.8543
Bradley Rentz	Language Documentation, Oceania	rentzb@hawaii.edu	808.681.9289
Eve Okura	Historical Linguistics	eveokura@gmail.com	808.443.3136
Brenda Clark	Animal Communication, Sign Languages	brendarc@hawaii.edu	443.801.1728

6. The Linguistics Department Website

The department website (www.ling.hawaii.edu) is a good source for information. It has a list of current students and faculty, information about our programs, and useful links to other sites. Various other departments' websites are a good place to get information about other departments and professors' areas of specialization.

7. People to Know

We hope that you will get to know each member of the faculty, however here are two key Linguistics Department faculty members for the 2015-2016 year:

Dr. Patricia Donegan.....Department Chair
Dr. Kamil Deen.....Graduate Chair

For the first year, or until you decide on your areas of specialization, the Graduate Chair will act as your advisor. You will meet with the Graduate Chair to decide which classes to take and discuss other requirements and issues about the program.

The department secretary is Jennifer Kanda and the department office assistant is Nora Lum. They are an indispensable part of our department and we are grateful to have them. They both do many vital things that keep the Linguistics Department up and operating. For example, if you need a key to the mail room or computer room, for using either room after office hours, you can arrange it through Jennifer or Nora. They can also answer any questions about department requirements, deadlines, and University requirements. Remember to leave contact information with Jen or Nora any time you leave Hawai'i.

8. Leave of Absence

If you find you need to take a leave of absence from your academic program, please speak with the department secretaries. They will ensure that you follow the University's official leave policy for graduate students. The policy states that "unless a leave of absence has been approved in advance, a student who fails to maintain continuous enrollment (excluding summer session) is considered withdrawn from the university." You may find the full policy at <https://manoa.hawaii.edu/graduate/content/leave-absence>. You must file a Petition for Leave of Absence with the Graduate Student Services Office, obtain an approval signature from the graduate chair, and specify the semester of your return.

B. Events and Organizations

1. The Linguistic Society of Hawai'i (LSH)

The LSH is primarily a student-run, volunteer organization aimed at promoting both academic and social activities among students and others with linguistic interests in Hawai'i. Membership dues are presently \$15 a year for students and \$20 a year for faculty. Shortly, you will find a note in your mailbox from the LSH Treasurer asking you to become a member if you have not done so already. This is highly recommended. You can drop off a check or cash for membership in the LSH mailbox in the department office, or give it in person to the treasurer. The Society's activities are described in several of the sections below. Once you are a member, you can come to our meetings, attend LSH events and be a part of a volunteer effort that brings you everything from great organizations like the Language Documentation Training Center to our computer room printer. If you have a great idea for a new project for LSH, bring it up with one of the officers or at one of our meetings!

The Linguistic Society of Hawai'i also sponsors a number of social events during the academic year. At the beginning of the fall and spring semesters, LSH holds a casual get-together to welcome the new students and to get to know one another. This gives new students, continuing students and the faculty a chance to meet each other in an informal setting and

mingle. Look for other LSH social events at various times throughout the year. Announcements are made via email.

2. Tuesday Seminars

The Department's Tuesday Seminars provide a great opportunity to listen to papers presented by faculty and students. Furthermore, it is a venue to discuss our latest research. It is held practically every Tuesday at noon in Saint John room 11 (across from Moore Hall on Maile Way). Attending the Tuesday Seminar is not obligatory, though it is highly recommended as a way to find out what people are doing and as a way to tune your ear to public presentations on linguistics.

3. Mailing Lists

The departmental email list is ling-l@lists.hawaii.edu and the student list is studling-l@lists.hawaii.edu. Incoming students are automatically added to both the studling-l and ling-l mailing lists shortly after they have accepted their admission offer.

While a student of the department, you are required to be a subscriber of the student list. You will be automatically removed from the student list when you graduate.

Announcements about Tuesday Seminars and other upcoming events in the department are posted to the ling-l list. Ling-l is also useful as a discussion list for various linguistics topics; therefore we strongly recommend that all students and faculty members in the Linguistics Department subscribe to ling-l. However, you may choose to be removed from this list at any time.

To post a message to ling-l, send a message to ling-l@lists.hawaii.edu. To send a message to just the students, send to studling-l@lists.hawaii.edu. Further information can be found under the 'resources' link on the department homepage (www.ling.hawaii.edu).

4. Department Reading Groups

Check out the Department homepage and keep an eye out for emails for more information on Department discussion groups. They are a great way to meet others interested in the same field as you and to explore areas that you are unfamiliar with. The discussion groups usually meet two to four times a month. Some groups include In-Group (sociolinguistics reading group), Language Acquisition Reading Group, Austronesian Circle, and the Papuan Discussion Group. Meeting times and places for the discussion groups are usually sent out to the ling-l email list.

5. LLL Spring Conference

LLL holds a college-wide graduate student conference each spring (LLL is the College of Language, Linguistics and Literature). Since this conference is college-wide you can meet students and faculty members from other departments including East Asian Languages and Literature (EALL), Second Language Studies (SLS), Languages and Literatures of Europe and the Americas (LLEA), and Indo-Pacific Languages and Literature (IPLL). Keep in mind that the LLL Spring Conference is a good way to get started in presenting your own work. It is also an appropriate venue for a final MA presentation. Conference presentations are a common professional activity, so keep an eye out for announcements about the conference during the spring semester.

C. Facilities (5th floor, Moore Hall)

Keys: If you anticipate needing the department or lab resources after hours or on weekends, you may check out keys (for the department or for a particular lab) from the department secretaries. There are also a limited number of keys that may be checked out on a semesterly basis.

Security in Moore Hall: We strongly advise you never to leave your personal belongings unattended in Moore Hall. There have been incidences of theft in the building. If you see a complete stranger walking around the department, ask, "Are you looking for someone?" so that the person knows someone has noticed them. If you are the last person out of the Mail Room or Computer Room at the end of the day, make sure that you secure the door.

1. The Reading Room (Moore 572)

The Reading Room is located in the middle of the SLS's (Department of Second Language Studies) side of the 5th floor of Moore Hall. There you will find a large number of linguistics journals, books, dissertations, dictionaries and grammars, all of which are very useful for doing research for class projects. Many of these are not available in the library. The Reading Room is also a good, quiet place to study.

Students volunteer each semester to act as monitors in the Reading Room. Being a monitor is a good way to familiarize oneself with the books that are available there and with the students and faculty who use the Reading Room. The Reading Room also contains reading materials (articles, books, etc.) put on reserve for some of the classes that you may attend. Additionally, copies of newly completed dissertations are put into the Reading Room so you can read them and ask questions to the author during that person's dissertation defense. Responsibility for the Reading Room is shared with the Department of SLS. Books and journals relating to SLS are also found on the shelves, and students from our sister department also monitor and frequently visit the room. Reading Room materials may not be taken out of the Reading Room. You can photocopy but you cannot check out materials or otherwise remove printed matter from the room.

2. The Computer Room (Moore 565)

The Computer Room is located diagonally across the hall from the student mail room. The computers are available for use by Linguistics students to type papers, visit the Internet, send and receive e-mail, run software, and do classwork that requires hands-on use of computers. We have five computers. Most of the computers have fonts and some have Chinese, Japanese, and Korean fonts installed. We also have scanners connected to a PC, and a laser printer. Printing is two cents per page. Please place your money in the can by the printer. Computers are available on a "first come, first serve" basis. Keep in mind that class use holds priority over personal use, and please be considerate of other users. If the Computer Room is locked, just ask one of the secretaries in Moore 569 to borrow the key. If you are in the computer room at 4:30pm when it closes, you are responsible for closing it for the day. This includes turning off all the computers, resetting the thermostat to coldest, and locking the door.

3. The Mail Room (Moore 566)

The Mail Room has mailboxes for the graduate students in the department; be sure to check your mailbox regularly for notices and announcements. In addition to the mailboxes, you will find an electric kettle, a refrigerator, a microwave, as well as a sofa, and a table at which you can eat or socialize with other students. These facilities are for the use of students and faculty in

the Linguistics Department, while the appliances are owned by the LSH. People are welcome to use the appliances, but are asked to clean up afterwards. If you wish to put food in the refrigerator or freezer, put your name on it. Unlabeled food will be thrown out!

LSH provides drinks and snacks for sale in the mail room. Prices are posted near the snack table. We use the honor system here – put your money in the appropriate receptacle. The proceeds of these sales are used to support the activities of the LSH.

Much like the computer room, students are responsible for locking the mail room. If you are the last student to leave for the day, please be sure to lock the mail room.

4. The Conference Room (Moore 575)

The Conference Room is used for faculty meetings, defenses, exams, and some classes. When it is not reserved for these uses, students are welcome to use it for their own meetings as a place to study, eat lunch, or socialize. Please lock the conference room if you are the last to leave for the day.

5. The Language Analysis and Experimentation (LAE) Labs

(Moore 162, Moore 264, Moore 427, TP 107, and KUY 422)

The Language Analysis and Experimentation Labs are research and teaching facilities dedicated to human language and the cognitive mechanisms responsible for it. The LAE Labs are open to any affiliate of the College of LLL interested in conducting laboratory-based research on language. The LAE Labs currently include five sound-attenuated booths, numerous PC and Mac computers, audio and video recording hardware and software, acoustic analysis software, articulatory measurement devices, eye-tracking equipment, preferential-looking paradigm equipment, toys for language acquisition studies, a large set of language corpora, tools for building computational models of linguistic and cognitive behavior, and experiment design and analysis software. Approved users may check out many research tools (such as laptop computers, microphones, and recorders, etc.) for use outside the lab. To gain user privileges, you must take a test on lab rules and procedures. For more information, please see the LAE Labs website.

LAE Labs website: <http://www.ling.hawaii.edu/lae>

General Lab: TP 107

Phonetics Lab: Moore 162

Second Language and Bilingualism Lab: Moore 264

Tracker Lab: Moore 427

Acquisition Lab: Kuykendall 422

D. Around Campus

1. Computer Labs

Aside from the LAE Labs and the department computer room, there are several options for Linguistics students to gain access to computing and network resources on campus. In general, a valid university ID must be presented upon entry. The following is a list of useful computer labs:

Moore Hall: There are three computer labs in Moore Hall available to Linguistics students. Aside from our department computer room there is a Mac lab in located in Moore 155 and a PC

lab in Moore 153, maintained by the College of LLL to facilitate foreign/second-language teaching and learning. If there are no classes scheduled, the computers are available to drop-in users associated with the College of LLL (which includes the Department of Linguistics). These labs have the latest word-processing and spreadsheet applications and webpage creation tools. Many foreign language fonts can be used for word processing and email reading/writing. Please note there are currently no printers in Moore 153 and 155.

Hamilton Library: Hamilton Library has many computers scattered throughout the building. Some of these computers are available solely for email, web browsing, and library searches, while others have more complete facilities. For the more equipped computers, you will need to log in with your UH ID number. It is very air-conditioned; bring a jacket if you plan to stay long.

To print in the libraries, you will need to purchase a print card for \$1 and then load it with printing credit using the machines in the lobby.

2. Libraries

Hamilton: Hamilton Library is the main library on campus, located next to Paradise Palms Café. Here is some basic information that you should know:

-Your student ID is your library card.

-As a graduate student you can borrow up to 200 books for up to 13-26 weeks (depends on standing), unless a book is *recalled* (library users can recall books checked out by others- if a book you checked out is recalled, you have to return it within 2 weeks). If a book you need is checked out by someone else, you can request for it to be recalled for you to use. Regular loan books may be renewed in MyUH. Overdue fines (25 cents a day for regular loan books) can become very expensive. So watch out and make sure to return your books before the due date!

The Library is open 8:00 am – 10:00 pm, Monday through Friday. However some services, such as the reference desk or special collections, maintain separate hours. The hours for each service/department are updated each semester and can be found at <http://library.manoa.hawaii.edu>.

The catalog system is known as **Hawai'i Voyager Library Catalog** (<http://uhmanoa.lib.hawaii.edu/>). You can search for books or journals with this system.

The library's layout can be a bit confusing at first. Basic floor plans are available at the library but generally the layout is as follows:

- 1st Floor: Information desk, check-out counter, book return, journals, newspapers, microfiche (periodical room), reference books.
- 2nd Floor: Humanities and Social Sciences (Call numbers A-P, and Z)
Note: many linguistics books are on this floor.
- 3rd Floor: Sciences (Call numbers Q- V). Some of the Asia collection is on this floor.
- 4th Floor: Asia Collection.
- 5th Floor: Hawaiian Pacific Collection. Contains many rare books; most of these books cannot be checked out.

Additionally, our Linguistics Librarian, Sveta Stoytcheva, is available to help you find and acquire materials. She may be contacted at stoytch@hawaii.edu.

A little advice for studying in Hamilton library—bring your jacket, it's chilly! Also, beware of theft. **Do not** leave your belongings unattended.

The Hawaii Pacific Collection: The Hamilton Library houses the Hawaii Pacific Collection. They offer materials related to the island regions of Melanesia, Micronesia and Polynesia. It is internationally recognized for the excellence of its holdings and contains over 75,000 resources. The Pacific Collection receives 1,200 journals and periodicals annually and subscribes to 33 newspapers. This is a tremendous resource for the students at University of Hawai'i.

The Hawaii Pacific Collection stacks are closed. No book-bags or cell-phones are allowed in the room. There are lockers available outside the collection. Most materials cannot leave the room, though some can be checked out for a maximum of 7 days. If you wish to look at a resource that is housed in the Hawaii Pacific collection, you must do the following:

- 1) Find the resource on the Hawai'i Voyager Catalogue.
- 2) At the top of the screen, click on the "Request" button.
- 3) Log in as directed.
- 4) Choose "UHM Hawn, Gov Docs, Sinc AV Media Paging" for your request type and click 'OK'.
- 5) Fill in any information to insure that the library staff can find the item you are looking for and re-enter your UH number and click on the 'Submit Request' box.

The staff is usually very prompt about retrieving requested resources. Your resource will be held for you behind the reference desk on the 5th floor for 3 days. To pick up your resource, go to the desk and give them your ID.

Sinclair: Sinclair Library has mainly two kinds of resources: audiovisual materials and older journals. They have an excellent collection of videos and DVDs that you can borrow. There is a large study room that many students make use of, and you may bring food and drinks. There are also private/group study rooms; see desk staff.

3. Campus Center

The Campus Center is an important place for all of us. It has a ticket window where you can pick up your bus pass, buy tickets for entertainment events, etc. Also located in the Campus Center are the campus bookstore, eateries, and other services.

4. Student Recreation Services

Student Recreation Services sponsors trips for surfing, snorkeling, kayaking, and hiking, and is located in the lower campus Athletics Complex. SRS programs are a great way to explore the island and meet new people -- the trips are relatively inexpensive and include transportation. They also have outdoor equipment available for rent at extremely cheap prices.

5. Campus Eateries

There are a number of cafeterias on the University of Hawai'i at Mānoa campus. Paradise Palms Cafe is closest to the Linguistics Department, located between Moore Hall and Hamilton Library. If you want to eat organic and/or vegetarian food, the Sustainability Courtyard is for you. It is located next to Sakamaki Hall not far from Moore Hall.

The Campus Center has a big cafeteria and a snack bar. Next to the Campus Center is Hemenway Hall with Mānoa Gardens and Ba-Le, another place to eat and relax (and grab a drink!). Mānoa Gardens generally has live music on Friday evenings. In Hemenway Hall, there is also an American Savings Bank (providing many services) and an ATM (cash machine). You may also get an inexpensive haircut at Hemenway Hall from the campus barbershop.

The closest bars that cater to UH students are Mānoa Gardens, located in Hemenway Hall by Ba-Le, and Tropics, a short walk down University Ave. (towards King St.).

6. Housing

If you are looking for a place to live — room, apartment, studio — the bulletin boards on campus are a good place to start. A few other websites are listed below. Often, the best way to find housing is to mention to others that you are looking for a place; often someone else knows of a vacancy!

Off-campus housing	http://www.manoa.hawaii.edu/housing/offcampus
Craigslist Honolulu	http://honolulu.craigslist.org/
Honolulu Star-Advertiser classifieds	http://www.hawaiiclassifieds.com/
On-campus housing	http://www.manoa.hawaii.edu/housing

7. Health Services

If you are feeling unwell, the University has a Health Services clinic (956-8965) located on East-West Road near Dole St. For general services, you can walk in during business hours to be seen by a physician. The clinic houses specialty services, including dermatology, nutrition, physical therapy, psychiatry, sports medicine, travel services, and women’s health. You can also pick up prescriptions at their pharmacy (often at a discount).

8. Security

In case of a safety issue, contact the Department of Public Safety, our campus security. If you are alone at the library at night and need someone to accompany you, you can call and someone will escort you. There are also emergency telephones — the blue boxes on campus — that are connected directly to the security office, or dial **956-6911** from any other phone.

Emergencies.....	911
Campus Security	956-6911 (x6911 from campus phones)
Safety Escort	956-7233

9. Groceries

A handful of grocery stores are located within walking or biking distance of campus, and many of them offer membership discount cards. Down to Earth and Kokua Market offer organic and vegetarian products.

Down to Earth.....	2525 S. King St.
Foodland	1460 S. Beretania St.
Kokua Market	2563 S. King St.
Safeway.....	2855 E. Manoa Rd. AND 1121 S. Beretania St.
Times Super Market.....	1772 S. King St

There is always the famous Ala Moana shopping center or Waikiki for shopping, as well. Chinatown is an excellent shopping area where fresh vegetables, fruits, fish, and other groceries are sold at much lower prices than at the supermarkets. Go to the Aloha Stadium Flea Market or Kam Drive-In on a weekend to buy inexpensive clothes or things for the kitchen. There are also thrift stores not far from the university where you may find useful items for your apartment. Near the University Ave. and King St. crossing (“Puck’s Alley”) there are many different stores with reasonable prices. Here you can find used CDs and books, photocopying services, restaurants, and grocery stores.

10. Transportation

If you want to buy a bicycle, moped, car, or any other such item, Craigslist is the best place to start. An inexpensive local bicycle shop is McCully Bike Shop, within walking distance of campus (located at 2124 S. King St.).

TheBus is another way to get around the city. You can pick up bus schedules from the Campus Center or the Student Services Building or check online at <http://www.thebus.org/>. Bus passes are included in your tuition and fees, and may be picked up at Campus Center. Without a bus pass, the fare is \$2.50 per ride, including one transfer. Don’t lose your ID card, though—the semester pass is non-refundable and non-replaceable.

11. Graduate Student Organization

The Graduate Student Organization is the representative student body for graduate students at UH Mānoa. GSO offers grants and awards for research activity, including conference travel or participant compensation. To apply, visit the GSO website and meet with the Linguistics Department GSO Representative. Additionally, all graduate students are welcome to attend monthly meetings. <http://gso.hawaii.edu/gso2/index.html>

If you have further questions or comments, please feel free to ask any of the LSH officers. We all look forward to getting to know you!