

# Department of Linguistics

# MA Manual

August 2019

The purpose of this document is to provide graduate students in Linguistics with useful information about the program in which they are enrolled, important rules and regulations that must be followed, and some suggestions and advice that facilitate progress towards graduation. This document is updated frequently; download the most recent version from the department website:

<http://ling.hawaii.edu/wp-content/uploads/MAmanual.pdf>

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## **Advisor**

### **Role of Interim Advisor**

Each student is assigned an interim advisor upon entry to the program. The main role of the interim advisor is to discuss your goals and guide you into our program by recommending courses relevant to your area(s) of interest so that you earn your degree in a timely manner. If you have a problem, you should seek the advice of your advisor.

### **How to Change Advisor**

To do this, you first consult with your prospective new advisor. If he/she agrees, you then obtain the approval of the graduate chair and notify one of the secretaries. A memo will be given to you, to your previous advisor and to your new advisor to indicate that the change was approved. From that point on, you meet with your new advisor.

## Registration Approval Form

You must meet with your advisor before registering for each semester's classes. This enables your advisor to monitor your progress and to make sure you are staying on track. The department places an academic hold on your student account prior to registration to ensure that you will meet with your advisor. You will be given a registration approval form (also called a hold form) to be completed at your advising meeting and returned to the department office. Upon receipt of this form, the department secretary will release the academic hold on your account.

All holds must be cleared before you can register for classes. To check if you have any holds on your account:

- Log into the MyUH home page (<https://myuh.hawaii.edu/>).
- Select **View Holds**.
- The phone number of the office that placed the hold should be listed under the Originator box.
- Contact the office indicated for information about how to clear and remove the hold.

## Courses

- Our Master's program requires 30 credit hours. Specific course requirements vary. See the appropriate section for detailed course requirements.
- Students with little or no background in linguistics are required to take Ling 320 (General Linguistics) *in addition to* the course requirements. This will be determined by your advisor at your first advising meeting.
- All courses offered by the Department of Linguistics are one semester in duration and (with the exception of some 699 and 799 courses) involve 3 credit hours.
- The Department does not count 699 (directed reading) courses in determining your full-time status until you have completed all the course requirements for your degree.
- Audited courses are not counted in calculating the courses needed to establish full-time status.
- Courses in the 700 range (e.g., 750, 770) are seminars, with the exception of LING 710 and 750G ICLDC Prep. Various sections of these seminars are typically offered in a given semester, depending on the interests of the faculty and students. Each semester there are normally seminars dealing with geographical areas, particular language families, the structure of individual languages, and particular theoretical problems.
- Linguistics students must take their linguistics courses for a letter grade (except for Ling 699 and 799 courses, which are always 'credit/non-credit').
- Students registered for GRAD 700F are considered full-time for visa and financial aid purposes.
- Students registering for LING 700 may count up to the 9 credits that are required for Plan A toward the minimum required to receive a tuition waiver. However, thesis research credits (GRAD 700F) will not count toward this minimum.

## Course Exemption

There are four 400-level courses that are typically part of the MA core that students with some prior study of these areas may wish to be exempted from. These are:

Ling 410: Articulatory Phonetics

Ling 420: Morphology

Ling 421: Introduction to Phonological Analysis

Ling 422: Introduction to Grammatical Analysis

If you wish to seek exemption from any of the courses listed above, you must meet with the faculty member in charge of exemption for the course on the Monday or Tuesday of the week prior to the first day of instruction. During this meeting you must provide the instructor with the syllabus from your prior course, and be prepared to discuss course content and possibly be quizzed on course materials. The instructor will then decide to

(a) exempt you from the class, or

(b) not exempt you from the class, or

(c) require you to take an exemption exam for the course (in this case a minimum passing grade is B (not B-)), or

(d) require you to audit the entire class or a portion of the class; the instructor will inform you of requirements for a successful audit.

You must notify the Department secretary no later than August 1<sup>st</sup> (for Fall) and December 1<sup>st</sup> (for Spring). The secretary will coordinate a meeting with the faculty member in charge of the exemption.

Exemption exams, if deemed required by the instructor, are held during the week prior to the first day of instruction and are scheduled in two hour blocks. If you are required to take one or more of these exams, you must notify the Department secretary immediately after your meeting with the faculty member in charge of the exemption which exam(s) you are going to take. The secretary will schedule your exemption exam(s). All exemption exams must be completed no later than Wednesday of the first week of classes. If you are required to take the exemption exam you should attend the course until your exam has been graded and an exemption has been granted.

Instructors must provide exemption documentation or exam grades to the Graduate Chair and relevant students no later than the day before the last day to add classes. You may take any given exemption exam only once. Should you not pass an exam, you must take the relevant course at the first availability, i.e., the same semester if the course is offered (if not, the following semester).

If you intend to seek exemption(s), you must make every effort to do so within the first year of your program.

## **Advising Record and Annual Student Evaluation**

One tool to help you to track your progress towards your degree is your advising record. A copy of your latest record is placed in your student mailbox at the beginning of each Fall semester. Review it and inform the department office of any discrepancies so that they can be updated.

All-but-Thesis (ABT) students will not receive a copy of their advising record because these students have already completed all requirements except for your thesis. A copy of an MA Advising Record can be found at the end of this document.

At the end of each academic year, the Linguistics faculty holds its annual student evaluation meeting during which the progress of every student in the department is discussed. Your advisor will be provided with copies of your current advising record and a semester report of your grades. During the meeting your advising record is updated based on the completion of courses and degree requirements during the past academic year. Note is also made of exceptionally fast or slow progress.

A student with unsatisfactory progress will be contacted by his/her advisor and/or the Grad Chair and may be put on warning of academic probation, or actually placed on probation. (See probation section for more information). The student will be required to acknowledge receipt of notification of this unsatisfactory progress by signing the Graduate Student Annual Progress Form.

## Academic Probation and Warning of Probation

1. Graduate Division will place a student on academic probation at the beginning of their 7<sup>th</sup> year. See the following page for their official probation policy:

<http://manoa.hawaii.edu/graduate/content/disciplinary-actions>

Note that according to Graduate Division: “A student may be placed on academic probation only once. A student who has already been on probation will be dismissed, if he or she again fails to meet the minimum required academic standards in any subsequent semester.”

2. A student can also be placed on ‘departmental warning of academic probation’ at the discretion of the linguistics faculty if the student is deemed to be making insufficient progress or if the student’s semester GPA is less than 3.5 in linguistics courses or other courses required for the degree.

3. ‘Departmental warning of academic probation’ is imposed for one semester. The student will be told what the conditions are for removal of this status. At the end of the ‘warning’ semester, the faculty may:

- a. remove the academic warning if all conditions have been met,
- b. continue the academic warning, in which case the department will again specify the conditions for its removal. In this case, the department may withhold departmental funding, since this constitutes less than acceptable progress – a condition for departmental funding.

or

- c. Recommend formal academic probation by Graduate Division.

## Full-Time Status and Department Funding

MA students must be registered as full-time students on the Mānoa campus for a minimum of two semesters. Full-time status is required in order to be eligible for financial assistance from the Department of Linguistics.

The *minimum* course load for full-time students depends in part on the type of financial support you receive from the department. Students fulfilling any one of the following requirements are considered to be full-time for visa and financial aid purposes.

- Our primary form of funding for MA students is an achievement scholarship known as a tuition waiver. In order to be eligible for this, you need to be registered for a minimum of eight (8) credits in the Department of Linguistics.<sup>1</sup>
- Occasionally the department is able to offer a Graduate Assistantship to an MA student. Students receiving a GAship need to be registered for at least six (6) credits in the Department of Linguistics.<sup>2</sup> Students receiving student loans from the Financial Aid Office in addition to a Graduate Assistantship need to register for at least eight (8) credits in the Department of Linguistics if you want to receive your full financial aid award; registering for six credits will result in a pro-rated award.
- Plan A students who have completed the required 9 credits of LING 700 (thesis research) can register for one credit of GRAD 700F each semester to maintain full-time status. This requires permission from Graduate Division through a petition available on Graduate Division's website. After your petition is approved you can get a CRN number for the semester from the Graduate Student Services Office.

Occasionally faculty may bring in extra funding for GAships, above and beyond the department's normal GA allotment. These GAships could be full or half positions based on the needs of the position. Credit requirements for all GAships (i.e. department/extra funding and full/half positions) are the same as described above.

Towards the end of each semester, the Graduate Chair will distribute a funding report form which all continuing students are required to complete and return by the stated deadline. This form asks for your funding request, eligibility for department tuition support, and other information relevant to assigning financial support for the next semester. Filling out this report is obligatory for all students, and especially important for those seeking (or expecting) financial support from the department. Meeting with your advisor is not required, but you can meet with the Graduate Chair of Admissions if you need help to complete the form.

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<sup>1</sup> Exceptions may be approved by the graduate chair in cases where courses outside the department are an integral part of the student's program.

## Leave of Absence

Unless a Leave of Absence has been approved in advance, a student who fails to maintain continuous enrollment (excluding summer session) is considered to have withdrawn from the university. If you wish to take a leave of absence, you must petition to do so through Graduate Division.

You are allowed up to one year of leave. You may take one additional year of leave for maternity or to care for an ill family member. Time on approved leave is not counted against time allowed for the completion of graduate programs. Students on approved leave do not pay tuition or fees.

Students who must maintain full-time enrollment due to their status as international students, guaranteed loan recipients, East-West Center grantees, or veterans need to obtain approval from the appropriate office(s) before requesting approval from the department's Graduate Chair. Once all signatures have been collected, the department office will deliver the Petition for Leave of Absence form to the Graduate Records Office for final approval.

A Petition for Leave of Absence form can be downloaded from Graduate Division's website at <http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu/graduate/files/documents/forms/leave.pdf>.

## **Time Allowed for Master's Degree Completion**

The normative time to degree for the Master's Degree is 2 years of full-time study. Students that extend beyond that period (excluding leaves of absence) will be considered as not making satisfactory progress, and may be subject to departmental probation (see 'Probation' above).

Effective Spring 2015, Master's students need to complete all degree requirements within 7 years. The University will place a student on probation at the beginning of the 7<sup>th</sup> year. Official correspondence will be sent from the Graduate Student Services with further information at the time of probation action. Approved leave of absence of up to two semesters does not count towards these seven years.

(Based on Graduate Division Policy (<http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree>)).

## Language Requirement

All graduate students must demonstrate competence in ***one*** language other than their native language.

You can demonstrate your language knowledge in one of three ways:

1. Pass a reading/translation test.
2. Pass a fourth semester language course (e.g., Japanese 202) with a grade of at least B. Courses taken at another university, if you can provide transcripts, can fulfill this requirement.
3. Taking a placement test to demonstrate comparable knowledge.

### ***Additional Information***

- You may use English to satisfy the language requirement if it is not your native tongue; certification by the English Language Institute that you are exempt from ELI courses suffices to establish knowledge of English for this purpose. See the department secretary if you qualify to use English to meet your language requirement.
- Samples of the reading/translation tests administered by the Department of Linguistics are available to check-out from the department office.
- For French, German, Russian and Spanish, students may opt for the Graduate School Foreign Language Tests (GSFLT), provided they pay the exam fee.
- Placement tests in languages taught at the University of Hawai'i are usually scheduled just prior to the beginning of the semester. Consult the relevant language department for information.

## **Faculty Availability for Scheduling Meetings, Exams, and Defenses**

Faculty members are for the most part working on nine-month appointments, with their on-duty period beginning on Monday of the week before the beginning of classes in August and ending on the date of the May commencement ceremonies. For that reason, thesis proposal and final defenses, and other committee meetings must be scheduled on work days inside the on-duty period.

**IMPORTANT:** It is recommended that you send courtesy reminders to your committee members in the days leading up to your defense.

## **Plans A and B**

Two plans of study lead to the MA degree. The vast majority of students enrolled in the MA program opt for Plan B.

At the discretion of your department faculty/interim advisor, you may be required to take additional writing courses. A description of adequate writing skills and a list of courses and their descriptions can be found under the Adequate Writing Skills section of this document. This information is also available to download from our department website at <http://www.ling.hawaii.edu/graduate/pdfs/WritingCourses.pdf>.

**Plan A** requires a thesis, 30 credit hours, and a final oral examination covering the thesis and related areas.

## Course Requirements

All students in Plan A (Thesis) must complete a minimum of 30 credit hours of which 21 hours consist of course work for a grade (not CR/NCR or Audit) and 9 credit hours of thesis research (LING 700), allocated as follows:

four courses from the Core List (12 credits)

four graduate-level courses (12 credits), including at least one 700-level seminar

nine credit hours of LING 700.<sup>2</sup>

### **Thesis Core** (choose 4)

LING 410: Articulatory Phonetics

LING 420: Morphology

LING 421: Introduction to Phonological Analysis

LING 422: Introduction to Grammatical Analysis

LING 645: The Comparative Method

### Important Notes:

- Students who are not exempted from any of the Core courses will need to earn more than 30 credit hours to complete these requirements (24 credit hours of course work and nine hours of LING 700).
- LING 750G Professional Development (ICLDC Prep Course) may be taken multiple times, but will only be counted once towards the degree. Furthermore, if used towards the MA degree, LING 750G (even if taken in a subsequent year) may not be used later towards satisfaction of any PhD degree requirement.

## Thesis Requirement

Your thesis will be supervised by your MA thesis committee, consisting of three graduate faculty members, two of whom must be from the list of faculty in the Linguistics section of the university catalog. A list of eligible committee members is available on Graduate Division's website (<http://manoa.hawaii.edu/graduate/content/select-committee-member>).

If you are in Plan A, you must develop a written proposal outlining your intended research project. You then meet with your committee to defend your proposal and to discuss any issues that it raises.

### **Additional Information**

- You should consult with the Graduate Chair before forming your committee. The Graduate Chair will ask you about your preferences and advise you on the availability of various faculty members to serve on your committee.

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<sup>2</sup> Faculty unanimously approved revision at Sept 29, 2009 department meeting.

- After your committee has been approved by the Graduate Chair, the departmental secretary will give you a form to be signed by each faculty member who agrees to serve on your committee. Most students get this form signed at their preliminary committee meeting.
- Individual faculty members vary considerably in terms of what they expect in a thesis proposal. (Some look for only a skeletal outline of the research project, while others require a considerably more detailed prospectus.) Be sure to consult your committee chair about his/her expectations.
- Once your thesis proposal has been approved by your committee, you must submit an approved copy (with your committee chair's signature on the first page acknowledging that all revisions have been made) to the department office no later than the end of the semester following your proposal defense. This copy will be available to all faculty and MA students in the Linguistics Department.
- The department office will also need a copy of your IRB human subjects' approval/exemption. Submit this to the department office shortly after your proposal defense so it can be submitted with a form to Graduate Division for processing.
- Once you have completed nine credits of LING 700 you can petition Graduate Division to register for one credit of GRAD 700F (this is considered full-time status by Graduate Division).
- When writing your Thesis, be sure to follow Graduate Division's *Style & Policy Manual for Theses and Dissertations*. This manual is downloadable from Graduate Division's website: [http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/misc/tdstylepolicy\\_e.pdf](http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/misc/tdstylepolicy_e.pdf).
- Be sure to consult the University Catalog and the departmental bulletin boards for deadlines involving graduation dates. You must submit a degree application by the specified deadline and pay the required fee.
- If you are not a particularly accomplished writer or if English is not your native language, it would be wise to seek help in editing and proofreading your thesis draft before submitting it to your committee. (Note: Passing the ELI exam does not necessarily indicate sufficient proficiency to produce a stylistically acceptable thesis.)
- Your committee chair will let you know when your thesis draft is nearly ready to distribute to your committee. At this point you and your chair should agree upon a timeline, keeping in mind the following three deadlines.
  - Your committee should receive your thesis at least four weeks prior to your proposed defense date. (Some flexibility in this deadline may be permitted if there is a consensus among the committee members.)
  - Your defense must be held at least two weeks prior to Graduate Division's deadline for submission of the final version. Check with the department office for that deadline.
  - At least 15 calendar days prior to your defense date, you must submit the department's form "Final Oral Examination for Master's Thesis Defense", signed by your chair. Should your committee determine that the thesis is not defensible, the defense may be cancelled.
- A PDF version of your thesis must be submitted to the department office at least two weeks before the defense. The title page should contain a clear indication that this is a 'pre-defense draft'.
- You must be registered for one credit of LING 700 or GRAD 700F in the semester in which you graduate.
- Once all revisions have been made and your committee chair gives final approval to your thesis, ask your chair to notify the department office. Pick up Form IV-Thesis Submission from the

department office to submit with your final thesis to Graduate Division (Student Services). Graduate Division requires a digital copy of your thesis saved on a CD. Check with the department office for the deadline for submitting your thesis to Graduate Division.

- A PDF version of the final approved version of your thesis must be submitted to the department office. Check with the department office for the deadline for submitting your PDF to the department office.

**Plan B** requires a minimum of 30 credit hours of course work plus a final project.

You may choose between three "streams": Linguistic Analysis, Experimental Linguistics, and Language Documentation and Conservation. The requirements for each stream follow.

### **Course Requirements**

All students in Plan B (non-thesis MA) must complete 30 credit hours of course work for a letter grade (not CR/NCR or Audit), of which 18 hours must be at the 600-level or above, including a 3-credit 700-level seminar.

LING 750G Professional Development (ICLDC Prep Course) may be taken multiple times, but will only be counted once towards the degree. Furthermore, if used towards the MA degree, LING 750G (even if taken in a subsequent year) may not be used later towards satisfaction of any PhD degree requirement.

### **Linguistic Analysis Stream**

10 courses which include:

five courses from the Analysis Core (15 credits)

four courses (12 credits) approved by your advisor, but not 699

one 700-level seminar (3 credits)

#### ***Analysis Core*** (all 5 required)

LING 410: Articulatory Phonetics

LING 420: Morphology

LING 421: Introduction to Phonological Analysis

LING 422: Introduction to Grammatical Analysis

LING 645: The Comparative Method

#### ***Final Project for Linguistic Analysis Stream:***

See Seminar Presentation information below.

**Plan B** requires a minimum of 30 credit hours of course work plus a final project.

## Course Requirements

All students in Plan B (non-thesis MA) must complete 30 credit hours of course work for a letter grade (not CR/NCR or Audit), of which 18 hours must be at the 600-level or above, including a 3-credit 700-level seminar.

LING 750G Professional Development (ICLDC Prep Course) may be taken multiple times, but will only be counted once towards the degree. Furthermore, if used towards the MA degree, LING 750G (even if taken in a subsequent year) may not be used later towards satisfaction of any PhD degree requirement.

### Experimental Linguistics Stream

10 courses which include:

four courses from the Experimental Core (12 credits)

two Experimental courses (6 credits)

one Data Analysis course (3 credits)

two more courses approved by your advisor, but not 699 (6 credits)

one 700-level seminar (3 credits)

#### ***Experimental Core*** (choose 4)

LING 410: Articulatory Phonetics

LING 420: Morphology

LING 421: Introduction to Phonological Analysis

LING 422: Introduction to Grammatical Analysis

LING 441: Meaning

LING 645: The Comparative Method

#### ***Experimental Courses*** (choose 2)

LING 431: Computational Modeling

LING 640S: Sociolinguistics

LING 640Y: Psycholinguistics

LING 670: Developmental Linguistics

#### ***Data Analysis Courses*** (choose 1)

LING 640G: Statistics in Linguistics

EDEP 429: Introductory Statistics

EDEP 601: Intro to Quantitative Methods

EDEP 605: Factor Analysis

EDEP 612: Statistical Power in Behavioral Research

SLS 490: Second Language Testing

SLS 671: Research in Language Testing

PSY 610: Introduction to Quantitative Methods

PSY 611: Design and Analysis of Psychological Experiments

#### ***Final Project for Experimental Linguistics Stream:***

See Seminar Presentation information below.

**Plan B** requires a minimum of 30 credit hours of course work plus a final project.

## Course Requirements

All students in Plan B (non-thesis MA) must complete 30 credit hours of course work for a letter grade (not CR/NCR or Audit), of which 18 hours must be at the 600-level or above, including a 3-credit 700-level seminar.

LING 630: Field Methods is an important class for your training, and you are strongly encouraged to take both semesters of Ling 630. The first semester is considered a core requirement, and the second is considered a regular LDC course. However, the two courses are designed as a sequence, and you will gain the most from taking both courses in sequence.

LING 750G Professional Development (ICLDC Prep Course) may be taken multiple times, but will only be counted once towards the degree. Furthermore, if used towards the MA degree, LING 750G (even if taken in a subsequent year) may not be used later towards satisfaction of any PhD degree requirement.

## Language Documentation and Conservation Stream

10 courses which include:

seven courses from the LDC Core (21 credits)

two LDC courses (6 credits)

one more LDC course or course approved by your advisor (excluding LING 699) (3 credits)

### ***LDC Core*** (all 7 required)

LING 410: Articulatory Phonetics

LING 420: Morphology

LING 421: Introduction to Phonological Analysis

LING 422: Introduction to Grammatical Analysis

LING 630: Field Methods (Fall semester)

LING 680: Introduction to Language Documentation

LING 710: Techniques of Language Documentation

### ***LDC Courses*** (choose at least 2)

LING 611: Acoustic & Auditory Phonetics

LING 617: Language Acquisition and Revitalization

LING 630: Field Methods (consecutive Spring semester is strongly recommended)

LING 631: Language Data Processing

LING 632: Laboratory and Quantitative Research Methods

LING 640G: Polynesian Language Family

LING 640S: Sociolinguistics

LING 640Y: Psycholinguistics

LING 645: Comparative Method

LING 661: Proto-Austronesian

LING 720: Typology

LING 750F: Phonetic Fieldwork on Endangered Languages

LING 750G: Lexicography

LING 750G: Methods of Language Conservation

LING 750G: Writing Grammars

LING 770: Areal Linguistics

IS 750: Topics in Biocultural Diversity and Conservation

The expected class load is 3-4 courses per semester, depending on funding and other commitments.

**Recommended Course Sequencing for Students Admitted in Fall Semester**

**Year One**

Fall Semester

LING 410: Articulatory Phonetics

LING 422: Introduction to Grammatical Analysis

LING 680: Introduction to Language Documentation

Spring Semester

LING 420: Morphology

LING 421: Introduction to Phonological Analysis

LING 710: Techniques of Language  
Documentation

**Year Two**

Four additional courses, at least two of which must be selected from the LDC Courses, may be completed in consultation with your advisor. LING 630 (Field Methods) is taught in both the Fall and Spring semesters. You are required to take the first semester (Fall) of Ling 630; the second (Spring) semester is highly recommended. Ideally, you should take LING 750G (Methods of Language Conservation) concurrently with the second semester of LING 630, if it is offered.

**Recommended Course Sequencing for Students Admitted in Spring Semester**

**Year One**

Spring Semester

LING 410: Articulatory Phonetics

\*LING 420 and/or 421: Morphology/Intro to Phonology

LING 710: Techniques of Language Documentation

Fall Semester

LING 422: Intro to Grammatical Analysis

LING 680: Intro to Language Documentation

LING 630: Field Methods

\*Spring semester admits should try to take as many preparatory classes as possible prior to their first semester of LING 630. Both 420 and 421 are recommended in the first semester, although students should speak to their advisor and the relevant LDC faculty about this.

**Year Two**

Four additional courses, at least two of which must be selected from the LDC Courses, may be completed in consultation with your advisor. LING 630 (Field Methods) is taught in both the Fall and Spring semesters. You are required to take the first semester (Fall) of Ling 630; the second (Spring) semester is highly recommended. Ideally, you should take LING 750G (Methods of Language Conservation) concurrently with the second semester of LING 630, if it is offered.

## **Final Project**

Language Analysis, Experimental Linguistics and Language Documentation and Conservation Streams

### **Seminar Presentation**

You must present a seminar on a linguistic topic to fulfill your final project requirement. It should include a report on research you have conducted using methodology appropriate to the discipline. The topic, format, and venue of the seminar must be approved in advance by the Graduate Chair.

About two weeks before you plan to make your presentation, you need to pick up the necessary form from the departmental secretary. Fill out the form and return it to the secretary, who will pass it on to the Graduate Chair for approval. The departmental secretary will contact you once your form has been signed. You must then pick up the form from the department office and get the signature of a faculty member who attended your presentation to acknowledge that it was satisfactory.

### ***Additional Information***

- Many students base their seminar presentation on a research paper written in one of their courses, particularly their 700-level seminar; the research paper prepared for this course can make the basis of a fine oral presentation.
- Venues: Presentations can be made in any one of several forums including but not limited to:
  - Departmental: Tuesday Seminar series, Austronesian Circle, Acquisition Group, Language Documentation Group, Psycholinguistics Interest Group (P.I.G.), Sociolinguistics Group;
  - University: LLL student conference, ESL/Linguistic student conference;
  - National or International conferences (e.g. LSA): Conference announcements are posted on the wall between the department office and Moore 573 (see Conferences).
- The deadline to submit your approved seminar requirement form to the department office is three weeks prior to the last day of instruction.
- It is wise to plan well ahead if you want to schedule a Departmental Tuesday Seminar time for your presentation. (Spaces can fill quickly, especially near the end of a semester.)

## Adequate Writing Skills

- Criteria for Good Writing
  - The student is able to organize her/his thoughts in a logical and coherent way.
  - The main goal is clearly stated at the beginning and returned to at the end.
  - Claims are clearly stated and explained.
  - There are clear subsections (e.g. introduction, background, data, results, discussion and conclusions).
  - Technical terms are defined appropriately for the intended audience
  - Every generalization is supported by evidence.
  - Adequate and relevant examples are given.
  - Adequate references are given.
  - Concluding statements follow clearly from what has been presented.
  - The document has been spell-checked.
  - It is written in grammatical English.
  
- Students' writing skills are discussed in the annual student review.
  
- A student with weak writing skills, i.e., who is unable, in the judgment of faculty members, to present his/her ideas in writing in a manner that meets the standards of professional journals in the field of study (cf. the criteria for good writing above), will be required to take a writing course from the following list.

## List of Writing Courses

Course Number	Course Title	Course Description
English 100	Composition I	Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in composing process, search strategies, and writing from sources.
English 101 +101L	Composition I + Writing Lab	Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in composing process, search strategies, and writing from sources. Supplemental tutorial lab required: intensive individual instruction in writing at the university level.
English 197	Introduction to College Writing	Prepares students to take Composition I.
English 200	Composition II	Further study of rhetorical, conceptual, and stylistic demands of writing; instruction develops the writing and research skills covered in Composition I. Pre: 100, 100A, 101/101L, or ELI 100.
English 308	Technical Writing	Combined lecture/lab preparing students to write about technical subjects for specialists and laypersons. Introduces theory of technical communication and document design and teaches students to make use of relevant technology. A-F only. Pre: 100, 100A, 101/101L or ELI 100.
ELI 073	Writing for Foreign Students	Extensive practice in expository writing. Analysis and use of rhetorical devices. Individual conferences and tutoring as required.
ELI 083	Writing for Foreign Graduate Students	Individual instruction in specific writing problems: term papers, reports, projects. Foreign graduate students only except by permission. Pre: 073 or placement by examination.
ELI 100	Expository Writing: A Guided Approach	Extensive practice in writing expository essays; linguistic devices that make an essay effective.
Outreach	Academic writing	New Intensive Course in English (NICE)

## **Important Documents for Master's Students**

Along with this manual, students should also refer to the documents on the following pages to guide them through our master's program.

- MA Advising Record – Plan A: Thesis
- MA Advising Record – Plan B:  
Linguistic Analysis / Experimental Linguistics / Language Documentation and Conservation Streams
- Financial Aid Policy

If you have questions regarding a degree requirement, you should first consult with your advisor. You may also need to consult with the Graduate Chair if there is something that your advisor cannot help you with.

## MA Advising Record – Plan A: Thesis

Name: \_\_\_\_\_  
UH ID #: \_\_\_\_\_

Semester Admitted: \_\_\_\_\_  
Advisor: \_\_\_\_\_

### PLAN A: Thesis

1. Be registered as a full-time student for at least **two** semesters. \_\_\_\_\_
2. Demonstrate competence in **one language** other than your native language. \_\_\_\_\_
3. Take a minimum of 21 credits for a letter grade (not CR/NC or Audit). \_\_\_\_\_
  - Four core courses (Core List: 410, 420, 421, 422, 645).
    - Students who are not exempted from any of the Core courses will need to earn more than 30 credit hours to complete these requirements (specifically 24 credits and nine hours of LING 700).
  - Four graduate-level courses (including a 700-level seminar) approved by your supervisor.
4. Write and defend your thesis **proposal**. \_\_\_\_\_  
*Once your proposal has been accepted, a copy must be given to the department office to keep on file. This copy will be available to all faculty and MA students in the Linguistics Department. A printed copy of your approved thesis proposal must be submitted to the department office no later than the end of the semester following your proposal defense.*
5. Give the Department office a copy of your IRB human subject's approval/exemption. This should be done shortly after your thesis proposal defense. It is sent along with a form to the Office of Graduate Education. After processing, the department office will give you the CRN to register for LING 700.\* \_\_\_\_\_
6. Write your **thesis** (9 credits of LING 700). \_\_\_\_\_  
 If you have not completed your thesis by the time you have taken the required 9 credits of LING 700, you can register for one credit of GRAD 700F per semester and this will allow you to maintain your full-time status (if you are a foreign or financial-aid student). In order to do this, you must download a petition form from the Office of Graduate Education's website. After your petition is approved, you can get a CRN number for the semester from the Office of Graduate Education (Student Services).
7. Your committee chair will let you know when your thesis draft is nearly ready to distribute to your committee. At this point you and your chair should agree upon a timeline, keeping in mind the following three deadlines. \_\_\_\_\_
  - Your committee should receive your thesis at least four weeks prior to your proposed defense date. (Some flexibility in this deadline may be permitted if there is a consensus among the committee members.) \_\_\_\_\_
  - Your defense must be held at least two weeks prior to the Office of Graduate Education's deadline for submission of the final version. Check with the department office for that deadline. \_\_\_\_\_
  - At least 15 calendar days prior to your defense date, you must submit the department's form "Final Oral Examination for Master's Thesis Defense", signed by your chair. Should the committee determine that the thesis is not defensible, the defense may be cancelled and a notification will be sent to the Office of Graduate Education. \_\_\_\_\_
8. Submit a PDF version of your thesis at least 2 weeks prior to the defense. The title page should contain a clear indication that this is a 'pre-defense draft'. \_\_\_\_\_
9. **Pass** your oral thesis defense and make any necessary revisions. \_\_\_\_\_
10. Once all revisions have been made and your committee chair approves your thesis, ask your chair to notify the department office. You need to pick up Form IV-Thesis Submission from the department office to submit with your final thesis to the Office of Graduate Education (Student Services). The Office of Graduate Education requires a digital copy of your thesis saved on a CD. \_\_\_\_\_
11. Submit a PDF version of your final approved thesis to the department office. \_\_\_\_\_

**Coursework** - 21 credit hours of coursework (with at least 12 credit hours at 600-level or above) + 9 credits hours of LING 700 (thesis).

\*Students who are not exempted from any of the core courses may need to earn more than 30 credit hours to complete the coursework requirements.\*

#### Required Courses:

Four of five listed courses are required for MA Thesis.

\*Possible exemption by exam for LING 410, 420, 421, and 422.

#### Exemption Exam/Date Exempt OR Semester Taken

LING 410*	_____
LING 420*	_____
LING 421*	_____
LING 422*	_____
LING 645	_____

Courses towards MA: \_\_\_\_\_

#### Committee:

Approved by Graduate Chair: \_\_\_\_\_  
 Chair: \_\_\_\_\_  
 Member: \_\_\_\_\_  
 Member: \_\_\_\_\_  
 University Rep. (optional): \_\_\_\_\_

#### Final Thesis Defense

Defense request given to student: \_\_\_\_\_ Rec'd: \_\_\_\_\_  
 Date/Time of Final Defense: \_\_\_\_\_ Room: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Form III: \_\_\_\_\_  
 Congratulatory letter and request for Dept copy: \_\_\_\_\_  
 Date Dept Copy Received: \_\_\_\_\_  
 Final Title of Thesis: \_\_\_\_\_

#### Thesis Proposal

Proposal Defense Date: \_\_\_\_\_  
 Approved Proposal Received Date: \_\_\_\_\_  
 Title of Proposal: \_\_\_\_\_  
 Form I: \_\_\_\_\_ Form II: \_\_\_\_\_  
 Human Subjects Approval/Exemption Received: \_\_\_\_\_  
 Permission to Register for LING 700: \_\_\_\_\_

## MA Advising Record – Plan B:

### Linguistic Analysis / Experimental Linguistics / Language Documentation and Conservation Streams

Name: \_\_\_\_\_

Semester Admitted: \_\_\_\_\_

UH ID #: \_\_\_\_\_

Advisor: \_\_\_\_\_

#### **PLAN B: Non-Thesis**

1. Be registered as a full-time student for at least **two** semesters. \_\_\_\_\_
2. Demonstrate competence in **one language** other than your native language. \_\_\_\_\_
3. Take **30 credit hours** of course work for a grade (not CR/NCR or Audit) following one of three “streams” below. \_\_\_\_\_  
**18 hours (6 courses) must be at 600-level or above.**
4. A total of no more than four courses can be taken from other departments, subject to advisor approval. \_\_\_\_\_

#### \*Linguistic Analysis\*

Five Courses from the Analysis Core (15 credits)	Semester Taken	Four Courses Approved by your Advisor, not 699 (12 credits)	Semester Taken
LING 410 – Articulatory Phonetics	_____	LING _____	_____
LING 420 – Morphology	_____	LING _____	_____
LING 421 – Intro to Phonological Analysis	_____	LING _____	_____
LING 422 – Intro to Grammatical Analysis	_____	LING _____	_____
LING 645 – Comparative Method	_____	LING _____	_____
<b>One 700-Level Seminar (3 credits)</b>		<b>Oral Seminar Presentation</b>	
LING _____	_____	Date: _____	
		Name of Forum: _____	
		Faculty Signing: _____	

#### \*Experimental Linguistics\*

Four Courses from the Experimental Core (12 credits)	Semester Taken	One Data Analysis Course	Semester Taken
LING 410 – Articulatory Phonetics	_____	LING 640G – Statistics in Linguistics	_____
LING 420 – Morphology	_____	EDEP 429 – Introductory Statistics	_____
LING 421 – Intro to Phonological Analysis	_____	EDEP 601 – Intro to Quantitative Methods	_____
LING 422 – Intro to Grammatical Analysis	_____	EDEP 605 – Factor Analysis	_____
LING 441 – Meaning	_____	EDEP 612 – Statistical Power in Behavioral Research	_____
LING 645 – Comparative Method	_____	SLS 490 – Second Language Testing	_____
<b>Two Experimental Courses (6 credits)</b>		<b>One 700-Level Seminar (3 credits)</b>	
LING 431 – Computational Modeling	_____	LING _____	_____
LING 640S – Sociolinguistics	_____		
LING 640Y – Psycholinguistics	_____		
LING 670 – Developmental Linguistics	_____		
<b>Two Courses Approved by your Advisor, not 699 (6 credits)</b>		<b>Oral Seminar Presentation</b>	
LING _____	_____	Date: _____	
LING _____	_____	Name of Forum: _____	
		Faculty Signing: _____	

#### \*Language Documentation and Conservation\*

Seven LDC Core Courses (18 credits)	Semester Taken	Two LDC Courses (6 credits)	Semester Taken
LING 410 – Articulatory Phonetics .....	_____	LING 611 – Acoustic and Auditory Phonetics.....	_____
LING 420 – Morphology .....	_____	LING 617 – Language Acquisition and Revitalization.....	_____
LING 421 – Intro to Phonological Analysis .....	_____	LING 630 – Field Methods (consecutive Spring semester is strongly recommended).....	_____
LING 422 – Intro to Grammatical Analysis.....	_____	LING 631 – Language Data Processing .....	_____
LING 630 – Field Methods (Fall semester) .....	_____	LING 632 – Laboratory and Quantitative Research Methods....	_____
LING 680 – Introduction to Language Documentation .....	_____	LING 640G – Polynesian Language Family .....	_____
LING 710 – Techniques of Language Documentation.....	_____	LING 640S – Sociolinguistics.....	_____
<b>One more LDC Courses or courses approved by your advisor, not 699 (6 credits)</b>		LING 640Y – Psycholinguistics.....	_____
_____	_____	LING 645 – Comparative Method .....	_____
		LING 661 – Proto-Austronesian.....	_____
<b>Oral Seminar Presentation</b>		LING 720 – Typology.....	_____
Date: _____		LING 750F – Phonetic Fieldwork on Endangered Languages ..	_____
Name of Forum: _____		LING 750G – Lexicography .....	_____
Faculty Signing: _____		LING 750G – Methods of Language Conservation.....	_____
		LING 750G – Writing Grammars.....	_____
		LING 770 – Areal Linguistics .....	_____
		IS 750 – Topics in Biocultural Diversity and Conservation .....	_____

## **Financial Aid**

The department's current financial aid policy can be downloaded from the department's website. The link can be found under the Degree Programs menu then Funding sub-menu.

Weblink: <http://ling.hawaii.edu/wp-content/uploads/financial-aid.pdf>