



Princeton University
Department of French and Italian
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*Graduate Program
Rules and Procedures*

Revised September 2016

I. GRADUATE RULES AND PROCEDURES

The following remarks describe procedures for the proper conduct of the Department Graduate Program.

The aim of the Ph.D. program in French is to train the next generation of scholars and university teachers of French language and literature. The job placement of former students attests to its success. The academic structure of the program enables students to acquire a broad understanding of the whole field of French studies as well as a secure grasp of their own field of concentration, and prepares them to develop independently as scholars and teachers.

Students accepted for the Ph.D. program receive financial support for five years, although readmission each year depends on satisfactory performance. They also hold part-time Assistantships in Instruction.

II. ADMINISTRATIVE AUTHORITY

The Director of Graduate Studies, under the Chair, and within the framework of the University Graduate School, administers the Graduate Program of the Department's French section. The Director of Graduate Studies is also ex-officio co-chair of the Department Committee on Graduate Studies, an organism that meets periodically to advise and pass on matters concerning graduate policy in the Department. Ultimate authority on such policy derives from the Departmental Executive Committee, but as may be deemed useful, the opinion of the entire departmental faculty shall be expressed on specific matters. The Department, through the Director of Graduate Studies, may request the advice of the organism representing the graduate students, the Graduate Student Liaison Committee (see below). Graduate students are invited to offer informal opinions or, indeed, formal advice on any departmental matter of concern to them.

The Graduate Liaison Committee (GLC) consists of five students, one member of each class elected by the members of that class. The chair of the committee is normally chosen by consensus of the committee members and is principally responsible for communication with the faculty through the Director of Graduate Studies. Although there are no written statutes governing the activities of the committee, it is generally recommended that it meet at least once per semester, whether on its own or with the graduate students as a body, in order to survey and discuss issues affecting their professional lives.

Members of the faculty advise students in connection with studies, career plans, etc., but they are under no obligation to keep up with the current regulations regarding matters of policy and procedure. The Director of Graduate Studies is the Department's authorized spokesperson on such matters; it is his/her responsibility to keep up with all regulations, and questions regarding them should be raised with him/her.

III. ACADEMIC STRUCTURE AND CURRICULUM

The program combines courses (or seminars) with independent study and research, and is punctuated by periodic examinations.

The first two years are primarily devoted to taking courses (normally, a total of twelve, distributed as broadly as possible), satisfying language requirements, and preparing and taking the general examination. Upon satisfactory completion of these program components, students are awarded the M.A. (There is no self-contained M.A. in either French or Italian at Princeton.) At the end of the second year, they are expected to choose a field of concentration in which to specialize.

In the spring of their first year, students are also trained to teach the French language; in the fall of their second year, they teach one language course. In the third, fourth, and fifth years, they normally teach one course per semester, although schedules vary depending on student or departmental needs and on fellowships that provide relief from teaching duties.

The third through fifth years are devoted to the conceptualization and writing of the dissertation. In their third year, students will continue to take a limited number of courses as they prepare their special field examination and then present their dissertation proposal. It is not uncommon for students to spend the fourth year conducting research abroad, for example in Paris where we have guaranteed studentships at the Ecole Normale Supérieure. It is hoped that students will proceed to the defense at the end of the fifth year.

Courses are selected from among the Departmental Offerings according to available faculty time, faculty and student interest, proper "coverage," and the needs of a balanced program from year to year. Course offerings and schedules are announced some time before registration, and members of the faculty should provide the Director of Graduate Studies with course descriptions and syllabi by the first week in September and the second week in January at the latest. These will be made available to students at the time of course enrollment.

The following table summarizes the plan of study

	Fall Semester	Spring Semester
1st Year	3 seminars January (end of Reading Period): Fall term papers / final exams due January (2 nd week of Final Examination): First-Year Oral Presentation (No teaching)	3 seminars (No teaching)
2nd Year	3 seminars	3 seminars Students choose an advisor Midterm week: Generals I By Recess: Draft Topic and List Generals II By Dean's Date: Final Topic and List Generals II (No teaching)
3rd Year	2-3 seminars (1 audit) Midterm Week: Generals II Mid-December: Dissertation Topic	By Recess: Draft Dissertation Proposal May: Dissertation Proposal Defense
4th Year	Research and begin writing dissertation, possibly abroad	
5th Year	Complete writing and defend Dissertation	

IV. REGISTRATION AND COURSES

Each student will register for courses online and consult with the Director of Graduate Studies on assigned days before or during the first week of classes (Fall and Spring terms) for advisement and enrollment in specific courses either within or outside the Department.

Students' programs are arranged in consultation with the Director of Graduate Studies. Average course loads per student are three courses for the first, second, third and fourth semesters of residence. These courses are taken for graded credit. In the fifth semester students take at least two courses, one of which may be an audit. These courses should be selected according to the student's special field of interest and may include courses on a relevant topic from a discipline outside of the Department of French and Italian or a course in consultation with the dissertation adviser.

In order for students to audit a course, they must obtain the permission of the professor in charge. Auditors are expected to participate fully in the program of the given course (except for major exercises such as a final examination or term paper).

No course in the Department is given on a Pass/Fail basis. Courses will be graded on a letter basis (A+, A, A-, etc...) or receive grades of INCOMPLETE or AUDIT.

A “grace period” may be granted by the Committee on Graduate Studies for medical or other exceptional reasons. During the term in which students take their General Examinations they will have an extension of four weeks following the last day of their exams.

According to the University’s policy:

“A faculty member may set a deadline for submission of work and resolution of an **incomplete for up to a maximum of one year** from when the course began. For a course that began in the fall term, for example, the maximum deadline would be the start of the following fall term. If a student has not turned in the final paper or work for a course within one year after the beginning of the course, the grade in the course will be recorded by the Graduate School as “F.”

For the full policy, see: <http://gradschool.princeton.edu/policies/incomplete-coursework>

Students with more than one “incomplete” will normally not be allowed to take the General Examination (see below), and will not be readmitted. Likewise, even if they have passed the General Examination, students with more than one incomplete will normally not be allowed to present a thesis proposal and may be given a terminal M.A. They will not normally be recommended for outside or honorific fellowships nor receive summer support and annual increments.

First-year graduate students must turn in term papers or take final examinations in all their Fall term courses by the last day of the January Reading Period. (This rule is designed to give all students equal time to prepare for the Oral Presentations.)

Students are urged to confer with their instructors concerning their performance in their courses; nevertheless, the Department reserves the right to maintain records of a confidential nature. The confidentiality of records will conform to U.S. legislation, present or future.

Students are expected to have decided on a major field by the time they begin to make plans for the First Part of the General Examination (end of the third semester). Students in absentia are requested to keep the Director of Graduate Studies fully and frequently informed as to their plan of study and their progress; they will also, as a matter of course, keep in regular contact with their dissertation adviser.

V. EXAMINATIONS AND DISSERTATION

A. Language Requirement

Students are normally required to demonstrate a reading proficiency in one language additional to French and English *at the end of the second year, before taking the second part of the General Examination*. Following discussion with the Director of Graduate Studies students should select a language relevant to their research interests (e.g. Latin for medievalists and students specializing in the Renaissance, or German for 19th-century studies, etc.).

There are several ways of satisfying the requirement:

1. It is waived if students are native speakers of the language.
2. Students who feel they have enough background in a foreign language may take a proficiency exam administered by the relevant Princeton department.
3. Students may take courses (undergraduate or graduate) in a language at Princeton:
 - a) A summer graduate reading course (depending on availability).
 - b) A regular undergraduate course or courses. The requirement is satisfied when students have completed the equivalent of a 4th semester in the language taught at Princeton (e.g. Spanish 107 or 108).
 - c) If the two above-mentioned options cannot be chosen (if, for instance, a student really doesn't have time to devote to learning another language during the academic year) students may take an external summer course (see "Funding" section for the requirements to qualify for financial support). The requirement will then be satisfied if the course is deemed at the level mentioned above, and/or after the student passes a proficiency examination.

B. First-Year Oral Presentations

The Oral Presentation is an exercise administered to all first-year Graduate Students during the second week of the final examination period of the Fall Term. Its purpose is that:

1. The students demonstrate their ability to analyze a literary text or some significant aspect of a text through close reading. The texts are chosen by the Director of Graduate Studies in consultation with the faculty and announced at the end of the January reading period. Copies of the texts will be made available to the students one week prior to the exam.
2. The students demonstrate their ability to present a coherent 20-minute talk in French. The lecture must not be read, but should depend on "lecture notes." If the text of the talk has in fact been "written out," that text should have been mastered to the point that the audience (the faculty of the Department) does not at any time feel that the presentation is a mechanical reading.

3. The students demonstrate, during a 30-minute question period following the talk, their ability to respond coherently, constructively, and sensitively to questions concerning both text and lecture. Questions are to be answered in the language used by the questioner. Students whose native language is not English should expect at least one of the questions to be in English.

This examination is not graded, but comments are recorded and presented to the student in a debriefing with the Director of Graduate Studies.

C. General Examination

For students who entered the program BEFORE Fall 2016

Generals I (three written papers) & II (oral examination)

The purpose of this examination is to test students' knowledge and capacity to conduct research across the six periods taught in the department: Middle Ages, Renaissance, 17th, 18th, 19th, and 20th-21st c. (including "Francophonie").

In consultation with the Director of Graduate Studies and with the assistance of faculty specialized in the relevant fields, students will formulate 3 topics, each with an accompanying reading list, which will form the basis of these examinations.

The topics will be formulated with regard to the following criteria:

1. Each period must be represented at least once.
2. There should be diversity in the genres studied.
3. Topics may cover several consecutive periods, or alternatively comprise non-consecutive ones.
4. Although some overlap between topics and seminars may be unavoidable, topics should not simply duplicate seminars.

Proposed guidelines for the individual reading lists:

1. They must between them include a reasonable proportion of works/authors from the Departmental Reading List.
2. They should be approximately 1 or 2 pages long, single-spaced, not including secondary literature.

Both topics and individual reading lists can be compiled with the help of faculty and with assistance from the library, which John Logan (Literature Bibliographer, Firestone Library) has kindly agreed will be forthcoming. Students are advised to produce a draft list by the beginning of the 3rd semester. The lists are to be finalized and submitted by Dean's Date of the 3rd semester for approval by the Graduate

Committee, who will ensure parity between candidates and maintain breadth of coverage.

The examination will take the form of three essays, one per topic (Generals I), and an oral examination covering all three topics (Generals II). One faculty member, in consultation with those who helped define the topics, will set the essay questions for Generals I. The questions will be given to the candidates on the Tuesday of Dean's Date in the Spring Semester. Students will have one week to complete the exam during which time they may consult books and notes. At least one question must be written in French and at least one in English, and answers should be not longer than 4,000 words each. At the end of the week, on the Tuesday following, candidates hand in their essays; between then and the immediately following Friday, which is the last day of the examination period, the oral examination (Generals II) will take place in which questions are to be answered in the language in which they are formulated. Three examiners will examine each of the written essays and conduct the oral examination.

After passing the first-year Oral Examination and Generals I and II, and meeting coursework and language requirements, students will be awarded the M.A.

Special Field Exam (*ONLY for students registered BEFORE Fall 2016*)

Students should choose an adviser by at least the end of their second year. A new topic with an accompanying reading list will be compiled with the adviser's help. The research topic and list will be finalized by the Monday following the mid term of the third-year Fall semester and approved by the adviser. The exam will be in the form of a week-long written paper, which will be written during the examination period of the Fall semester. It will consist of an essay, not exceeding 6,000 words, in French or in English, that will respond to one of two questions. The examiners will be the adviser and two other faculty members.

For students who entered the program IN AND AFTER Fall 2016

General Examination (New Regime—Cohorts Entering in and after *Fall 2016*)

The purpose of the examination is to test students' knowledge and capacity to conduct research across the six periods taught in the department: Middle Ages, Renaissance, 17th, 18th, 19th, and 20th-21st centuries, as well as "Francophonie."

Generals I

Students will study a common list of about 50 literary works, selected from the periods taught in the department and reflecting a broad range of genres. The list will include a selection of key theoretical works. A written exam will test students' familiarity with the material. It will take place at the end of the third semester, during the midterm week in the Spring semester of the 2nd Year, over a period of five days, and will take the form of two essay questions. These essays must not exceed 2,500 words each, one must be

written in French, the other in English. The exam will be graded by the department's Graduate Studies Committee.

Generals II

In consultation with the Director of Graduate Studies and with the assistance of faculty in the relevant fields, students will formulate an individual topic and develop an accompanying reading list that will form the basis of the examination. The topic is broadly conceived and could center on a specific author, period, genre, problem, or movement. The reading list, featuring approximately 70 items, should be divided into three components: (i) primary literary works; (ii) relevant scholarship providing context (historical, literary, or cultural); and (iii) theoretical apparatus (literary theory, critical theory, philosophy...). A statement accompanying the list (1-2 pages) should describe the topic, justify the corpus selected, and articulate the importance of the contextual and theoretical frames for approaching the primary list. The written exam, usually taken at the beginning of the fifth semester (mid-October of the 3rd Year), extends over a period of five days, during which the student will answer two questions (one in French, one in English, not to exceed 2,500 words each) bringing the context and theory to bear on the primary list.

The oral examination will usually take place two days after the submission of the written part, and will consist of a discussion pertaining to the written exam that may be extended to the rest of the list. The exam will be graded by a committee composed of faculty members chosen by the student in consultation with the DGS.

Students are advised to produce a draft of their topic and list for Generals II by the Spring Recess in the 2nd year. The topic and list should be finalized and submitted by Dean's Date of the 2nd year for approval by the Graduate Committee, which will ensure parity between candidates.

The individual reading list can be compiled with the help of faculty chosen by the student and with assistance from the library, which John Logan (Literature Bibliographer, Firestone Library) has kindly agreed will be forthcoming.

Note on Multiple Submissions

On the General Examinations, as in the case of all written and oral work done in fulfillment of graduate studies, the essays must present an original and personal reflection, which may be sustained by published critical sources. If it appears unavoidable, students may use previous work done within the context of their graduate studies (oral presentations, final papers, even publications...). This reuse should be limited (not more than 10% of the total essay, i.e. 250 out of 2,500 words or so), rephrased so as to avoid simple reproduction, and clearly referenced.

D. Dissertation Proposal

Students should choose an adviser at least by the end of their second year. A topic with an accompanying reading list will be compiled with the adviser's help in order to prepare the

ground for the student's dissertation. The research topic and list will be finalized by the end of classes in the Fall of the third year and approved by a committee (including the adviser and two other faculty members). In lieu of an exam, the student will draft a dissertation proposal for this committee by the middle of the Spring semester of the 3rd year (before the Spring Recess). He or she will meet with the committee shortly afterwards to discuss the strengths and weaknesses of the draft proposal. The student will thereafter revise and develop the proposal as needed in conjunction with the adviser prior to presenting it to the faculty.

The Dissertation Proposal, normally presented to the faculty at the end of the 3rd-year Spring semester, will consist of:

1) A prospectus: a written text of the proposal to the Director of Graduate Studies for transmission to the faculty at least one week before the public presentation. This document cannot exceed 3,500 words, excluding a basic bibliography. The proposal may consist of an explanatory essay, or it may be a detailed chapter-by-chapter outline, or a combination thereof. It is essentially a project proposal showing the ways a candidate envisages the issues he/she will deal with in the dissertation, the control of the bibliography, the methodological outlook, and related matters as necessary.

2) An oral presentation: a detailed, approximately twenty-minute exposition of the prospectus, in the language in which the dissertation will be written, discussing what the student intends to do as well as how he/she intends to do it.

3) A discussion by the Departmental faculty on this proposal and its implications. The faculty will make suggestions to the student and will either approve the proposal or recommend that it be revised and resubmitted.

Notes

The Director of Graduate Studies will discuss the faculty's assessment of this exercise with the student. If judged unacceptable, the proposal may be resubmitted as soon as possible, one time only, after revision.

Students who intend to write their dissertation in French rather than in English must obtain the approval of the Director of Graduate Studies, who will consult with the dissertation adviser. If permission is granted, an explanatory letter from the adviser and a formal request by the Director of Graduate Studies are then sent to the Dean of the Graduate School, who normally approves the request.

E. Dissertation

The adviser of the dissertation will usually, but not necessarily, be the first examiner at the student's General Examination. The choice of an adviser is in general a matter to be arranged by the student with the faculty member. A second reader should then be selected, at the earliest opportunity, by the dissertation adviser after consultation with the student. Students should inform the Director of Graduate Studies of the name of the second reader.

In accordance with University policies, the dissertation committee should be comprised of two readers and three examiners. At least two of the examiners may not also have been readers. At least one reader must be a current Princeton faculty member within the Department. The Department strongly encourages students to choose their committee members among its faculty. The use of external faculty members, including outside of Princeton, should remain exceptional.

Students are strongly encouraged to see their advisers regularly. Suitable progress on the dissertation is a prerequisite for readmission and for financial aid.

Before graduate students are hired as research assistants by faculty members, their dissertation adviser must agree that such employment will not significantly delay completion of the dissertation.

It is assumed that the scope of the dissertation will be such as to allow for its completion in two and a half years. Both advisers and second readers will be kept up to date with chapters as these are produced. Both should read, judge, and approve a final draft before the dissertation is typed in final form.

The Director of Graduate Studies must be informed in good time of any differences of opinion between readers, or between readers and candidate. Should the principal adviser leave the Department before the completion of the dissertation, arrangements will be made, in accordance with Graduate School regulations, to ensure both continuity, if at all possible, and Departmental control over the dissertation.

The dissertation will conform to the MLA Handbook for Writers of Research Papers and to University procedure (i.e., Princeton title page, abstract of not more than 350 words). The candidate will prepare and submit to the Graduate Administrator two copies of the title page and abstract. For complete and updated information on the Advanced Degree Application Process, see: <https://gradschool.princeton.edu/academics/degree-requirements/phd-advising-and-requirements/dissertation-and-fpo/advanced-degree>.

In accordance with university policies, “A student in ET/DCC status may present a dissertation for consideration by the department without special approval from the department or the Graduate School for up to five years following the successful completion of the general examination.” Therefore, after that time, the Department is under no obligation to direct or receive a dissertation and does so at its own discretion.

F. Final Public Oral Examination

The examination follows this order: a brief (thirty-minute) presentation by the candidate of the dissertation in English or in French, followed by an examination by the three principal examiners; general questioning by other faculty present. The exercise usually lasts an hour and a half. The Final Public Oral Examination is open to all members of the University, and graduate students in our Department are welcome to attend.

For more details on the Dissertation, its submission, and the FPO, see:

<https://gradschool.princeton.edu/academics/statuses/degree-seeking-statuses/enrollment-terminateddegree-candidacy-continues-etc>

VI. GRADUATE STUDENT TEACHING

It is the policy of the Department that students are normally given an Assistantship in Instruction as part of their admission package. This policy avoids creating a distinction between students who are required to teach and students who are exempted from the requirement, and fosters a spirit of cooperation and comradeship among all our graduate students. A few hours per week of guided undergraduate teaching provides essential professional experience without placing excessive demands on a student's time. The success of our department in placing its graduates comes in large measure from the employers' confidence that our candidates have been well trained in this important professional activity.

During the first two years, students will normally teach only in the Fall of the second year (five hours per week of elementary language classes). This will give them time to concentrate on their graduate seminars in their first Fall term, and will also relieve the pressure during the fourth semester, when they will normally be preparing for the General Examinations. In their third, fourth, and fifth years, students will normally teach three hours per week of elementary or advanced language and literature courses each semester, or teach 5-6 hours every other semester, depending on the availability of such courses (the Department may elect to provide other forms of support, such as a research assistantship, in lieu of teaching).

Students on outside fellowships will also be required to teach, at the Department's discretion. All graduate students will be visited at least once a semester by the head of each course in which they teach. It is the student's responsibility to agree with the course head upon the day and time of the visit. After the visit, the course head will meet privately with the student, discuss the performance, offer suggestions, and, if necessary, arrange for a follow-up visit. The course head will also complete a Departmental evaluation form, which will be placed in the student's file. While these teaching evaluations are confidential and will not be communicated verbatim to a prospective employer, it should be remembered that the Department is invariably asked to comment on the student's performance, and considers teaching an essential part of the student's training.

Responsibilities of graduate student Assistants in Instruction (AIs)

Teaching is an integral part of your professional education. In addition to formal pedagogical training, you will have the opportunity to teach several courses over the years of your graduate career in the department. This will provide an invaluable experience whose benefits will be proportional to the dedication you show. In order to best prepare you for the profession, and to ensure the optimal operation of the program, you will be expected to meet and fulfill the following standards, duties and responsibilities.

Assistants in Instruction (AIs) are held to the same obligations as all teaching faculty regarding the University's rules and regulations. They must therefore familiarize themselves with university policies pertaining to such issues as academic integrity, safety protocols, and maintaining a classroom respectful of diversity, as well as the Registrar's procedures and deadlines: http://www.princeton.edu/dof/policies/publ/fac/rules_toc/

AIs must be available during the entire semester to fulfill all teaching duties, including grading, appointments with students, review sessions during reading period, etc.

They must also:

-Dedicate at least 16 to 20 hours a week to their teaching (for a 5- to 6 hour teaching assignment), in accordance with the graduate school's guidelines for Assistants in Instruction (AIs). Note that it is the AIs' responsibility to prepare adequately for classes, and to become proficient in the course contents, methodologies, modes of assessment, etc. <https://gradschool.princeton.edu/sites/gradschool/files/docs/FIN/AI%20Combinations%202015-16.pdf>

-Hold regularly scheduled office hours (2 hours per week and per course) for undergraduate students. Consult with the HOC on the proposed schedule.

-Keep to all course deadlines, grading and returning papers according to the schedule determined by the Head of Course.

-Enter all grades in a timely manner throughout the semester into Blackboard, so that the Head of Course can monitor them. Heads of Course must be able to monitor undergraduate students' progress in each section of the course they supervise, so as to answer questions from Directors of Studies in case of issues or complaints. It is the AIs responsibility to make sure all midterm and final grades are also entered into TigerHub before the deadline set by the Head of Course, so that he/she can review them and submit them to the Registrar.

-Attend all meetings held by HOC and arrive well prepared, so that the meeting can be conducted efficiently and in a timely manner.

In case of an unforeseen absence, due to illness or family emergency, AIs must immediately inform their Head of Course. Please note that it is the AIs' responsibility to find a substitute. In case of travel due to a conference, AIs must notify their HOC in

advance and find a substitute. No arrangements can be made without the approval of the Head of Course.

Evaluations and teaching portfolios

Graduate students must be aware that teaching evaluations will be included in their professional dossier. The Department will usually be asked to comment on students' teaching performance by prospective employers. AIs must therefore request feedback from Head of Course after observations, and seek opportunities to continually develop pedagogical skills. At the end of each semester, Heads of Course will submit evaluations of the Assistant in Instruction's performance (including level of preparation for classes, ability to keep to deadlines, attendance at meetings, etc.).

DCE status

Since the Department cannot guarantee funding through teaching to all DCE students, the following guidelines have been established:

-DCE students must be in good standing in the program and show significant progress toward their dissertation.

-Assignments of DCE students will be at the discretion of the department. Preference will be given to AIs whose performance and attitude toward teaching has been satisfactory. DCE students whose performance in the classroom has not been satisfactory may not be considered for teaching.

VII. COLLOQUIA AND LECTURES

The Department organizes scholarly colloquia, public lectures and more informal talks throughout the academic year. Attendance of graduate students at such events is strongly encouraged as they constitute environments where they can acquire and practice skills vital to our profession. The Department encourages graduate students to recommend possible lecturers.

Our Department also encourages and supports the continuation of the French Graduate Colloquia, organized by our graduate students, as well as student-led initiatives such as Work-in-Progress sessions for the in-house presentation of papers, lectures, readings, and the like.

VIII. PLACEMENT DOSSIERS AND PROFESSIONAL PREPARATION

In the early Fall of their last year of residence in Princeton, students are advised to see the Director of Graduate Studies about constituting a Placement Dossier. This is a permanent record that may be sent out to such prospective employers as the student may indicate. It contains a "curriculum vitae," a course transcript, and letters of recommendation from three or four professors, including teaching evaluations. Access to

the recommendations is restricted to indicated officers of the University and, at the request of the student, to prospective employers. Students are reminded that, in accordance with the Buckley Act, it is their responsibility to sign or not to sign the Optional Waiver at the bottom of the form.

In order to ensure that students' records have been fully and fairly presented, the Director of Graduate Studies reviews the placement dossiers and, specifically, the faculty letters of recommendation, before they are sent to prospective employers.

The Placement Officer coordinates the initiatives provided by the Department to support students ready to engage in their careers. The Placement Officer helps with the preparation of the dossier, including C.V. and recommendation letters, the location of job opportunities, practice for job interviews, etc. Workshops, meetings, and individual training sessions are organized through the Fall semester to help with the application process.

IX. GRIEVANCE PROCEDURES

A. Academic Matters. A graduate student with a grievance concerning academic matters, excluding academic fraud as described in "Rights, Rules, Responsibilities" (professor's absence, negligence in correcting and returning papers, reluctance to provide guidance, etc.) should first attempt to resolve the grievance at the Departmental level through discussions with the faculty member(s) concerned and/or the Director of Graduate Studies or the Department Chair. The graduate student(s) may express such grievances either individually or collectively, in person or through the Graduate Student Liaison Committee.

If the student feels that a satisfactory resolution has not been found, he or she should turn to the Deputy Dean of the Graduate School for Academic Affairs for further advice. If a satisfactory resolution still can not be found through informal consultation, the student may request adjudication by the Dean of the Graduate School, who will render a decision as expeditiously as possible, normally in consultation with, or upon the advice of, the appropriate subcommittee of the faculty Committee of the Graduate School (the Subcommittee on Policy or the Subcommittee on Student Life and Discipline).

(See "[Rights, Rules, Responsibilities](http://www.princeton.edu/pub/rrr/index.xml)" (<http://www.princeton.edu/pub/rrr/index.xml>)).

B. Personal Matters. Graduate students with a grievance concerning a professor's personal behavior (personal, racial or religious prejudice, sexual harassment, etc.) can attempt to resolve the grievance in two ways:

1. By approaching, in person or through the Graduate Student Liaison Committee, the faculty member involved, their Director of Graduate Studies, the Department Chair, or another faculty member of confidence, so that an attempt can be made to resolve the grievance within the Department. If a satisfactory resolution cannot be found, the student(s) should then turn to the Deputy Dean of the faculty through the

Assistant Dean of the Graduate School for Residential Life and Student Affairs.

2. Students can choose to bypass the Department and appeal directly to the Associate Dean of the faculty through the Assistant Dean of the Graduate School for Residential Life and Student Affairs or, for grievances involving sexual harassment, students may contact a “Designated Individual” or the SHARE Office. The officers of the Department and of the Administration pledge themselves to observe the strictest rules of confidentiality in these matters.

X. GRADUATE FUNDING

The Department provides financial support for graduate students in the form of regular stipends, teaching stipends, and research assistantships. Post-graduates students may apply to spend a year with full support at the Ecole Normale Supérieure in Paris and are eligible to be considered for a university honorific fellowship. See the Director of Graduate Studies (DGS) for more information. In addition, graduate students in good standing (i.e. with a maximum of one incomplete) are eligible to apply for funding from the Department as stipulated below. Finally, students in good standing are eligible to receive a book grant of up to \$200 per academic year (reimbursement for half of up to \$400).

A. Conference Funding

1. Students in years 3 through DCE 1 who wish to present one or more conference papers may apply for up to \$2,000 per academic year as long as their papers have been accepted. Students in years 3 through 5 can also use this funding for short research trips between September 1 and May 31. Application must first be made to the Dean’s Fund for Scholarly Travel, then to the Department through SAFE (see below).

2. First- and second-year students may apply for up to \$1,000 per academic year to participate in one conference where they are invited to present a paper. They are strongly encouraged to consult with the DGS before making a commitment to participate.

B. Summer Funding (Language and Research)

1. Students in good standing may apply for up to \$4,500 per student per academic year for language training (years 1 and 2) or summer research (years 1 through 5, including the summer after the fifth year).

2. Students offered admission to the Ph.D. program in French who, in the summer before matriculation, wish to take language instruction at Princeton, in either Latin or German, may apply to the Department for funding to cover tuition. Contact the DGS or the Graduate Program Administrator for details.

3. First- and second-year students may apply for summer funding to learn a language that satisfies the language requirement. However, the student must make every effort to take the language at Princeton.

4. Upon recommendation by the DGS and the faculty, students needing additional French language training will be provided with such training.

5. At the discretion of the DGS and the adviser, students whose dissertations require language training beyond the program requirement may seek summer funding for this purpose.

C. MLA Convention

1. The cost of transportation and accommodation for up to two trips to the annual MLA convention will be subsidized for enrolled or post-enrolled students who are seeking employment and have appointments for job interviews.

2. Each year, a dollar limit will be set by the DGS, based on the lowest available rates and the location of the convention.

D. Procedures (SAFE)

1. All funding applications must be submitted through SAFE.

2. If possible, students must apply to other relevant sources (Deans' Fund, PIIRS, etc.) in order to be considered for funding by the Department.

3. When applying to several sources for one project, students must submit the same budget to all. In order for the budget to be substantiated, students must upload relevant documentation showing proof of anticipated costs (hotel reservation, airfare, etc.).

4. Applications must be approved by the DGS (years 1 and 2) or by both the DGS and the adviser (years 3 and beyond).

5. For *summer funding* (language training or research), students will be awarded their funding prior to departure. Receipts will not be required upon return, but students must file a brief report of what they have accomplished. For *conference funding*, students will be reimbursed upon their return. The amount disbursed by the Department will be the amount granted at the time of application less the amounts granted by other sources. Whether for summer or conference funding, the Department does *not* allow for supplements when expenses have exceeded the amount originally granted. In both cases, unused funds must be returned to the Department.

6. The calendar for *conference funding* is understood to extend from July 1 to June 30. For *summer funding*, the dates are June 1 to August 31. The deadline for summer funding applications is March 1. Students will be notified of Department action by no later than April 15. There is no rollover for either kind of funding.

Addenda

Generals I — Reading List

Titles marked by an asterisk () will be available in a Reader.*

Middle Ages

La Chanson de Roland

Marie de France, *Lais*

Guillaume de Lorris, *Le Roman de la Rose*

Chrétien de Troyes, *Yvain ou Le Chevalier au Lion*

Christine de Pizan, *Cent Ballades d'amant et de dame* (selections)*

François Villon, *Poésies* (selections)*

16th Century

Joachim Du Bellay, *La Deffence et Illustration de la langue francoyse*

Clément Marot, *L'Adolescence clémentine* (Selections)

Louise Labé, *Poésies* (selections)*

Michel de Montaigne, *Les Essais* (selections)*

Marguerite de Navarre, *L'Heptaméron*

Rabelais, *Gargantua OR Pantagruel*

17th Century

Boileau, *L'Art poétique*

Corneille, *Le Cid*

Descartes, *Discours de la méthode*

La Fayette, *La Princesse de Clèves*

Molière, *Le Misanthrope* or *Le Tartuffe*

Racine, *Phèdre*

18th Century

Diderot, *Le Neveu de Rameau*

Laclos, *Les Liaisons dangereuses*

Montesquieu, *Les Lettres persanes*

Marivaux, *Le Jeu de l'amour et du hasard*

Rousseau, *Discours sur l'inégalité* OR *Les Confessions*

Voltaire, *Candide*

19th Century

Balzac, *Le Père Goriot*

Chateaubriand, *René*

Flaubert, *Madame Bovary*

Hugo, *Ruy Blas*

Staël, *De l'Allemagne*

Sand, *Indiana*

Zola, *La Curée* OR *La Bête humaine*

Poetry Selection*: Hugo, *Les Orientales*; Baudelaire, *Les Fleurs du mal*; Rimbaud, *Illuminations*; Mallarmé, *Sonnets*

20th Century

Beckett, *En attendant Godot*

Camus, *La Peste*

Chevillard, *Au plafond*

Duras, *L'Amant*

Gide, *Les Faux-Monnayeurs*

Koltès, *Combat de nègre et de chiens*

Proust, *Du côté de chez Swann*

Sartre, *La Nausée*

Sarraute, *Les Fruits d'or*

Poetry Selection*: Apollinaire, "Zone"; *Calligrammes* (selections); Cendrars, "La Prose du Transsibérien"; Valéry, "Le Cimetière marin"; Desnos, "J'ai tant rêvé de toi..."; Eluard, "La Terre est bleue comme une orange"; Char, *Fureur et mystère* (selections); Ponge, *Le Parti pris des choses* (selections)

Francophonie

Caribbean

Césaire, *Cahier d'un retour au pays natal*

Chamoiseau, *Solibo magnifique*

Condé, *La Traversée de la mangrove*

North African

Ben Jelloun, *L'Enfant de sable*

Djebar, *L'Amour, la fantasia*

Kateb, *Nedjma*

Sub-Saharan

Bâ, *Une si longue lettre*

Kourouma, *Les Soleils des indépendances*

Senghor, *Chants d'ombre* (selections)*

Theory

Roland Barthes, *Le Degré zéro de l'écriture*

Simone de Beauvoir, *Le Deuxième sexe*

Maurice Blanchot, *L'Espace littéraire*

Pierre Bourdieu, *La Distinction*

Hélène Cixous, "Le rire de la Méduse"

Gilles Deleuze, Félix Guattari, *Mille Plateaux* (Selections)

Jacques Derrida, *De la Grammatologie* (Selections)

Michel Foucault, *Les Mots et les Choses*

René Girard, *La Violence et le Sacré*

Edouard Glissant, *Poétique de la relation*

Jacques Lacan, *Écrits* (selections)

FIT Graduate Studies Calendar – Important Dates

Year One

Fall January (end of Reading Period): Fall term papers / final exams due
 January (2nd week of Exam Period): First-Year Oral Presentation

Year Two

Spring Students choose an advisor
 Midterm Week: Generals I
 By Recess: Drafts Topic and List Generals II
 By Dean’s Date: Final Topic and List Generals II

Year Three

Fall Mid-October: Generals II
 Mid-December: Dissertation Topic

Spring By Recess: Draft Dissertation Proposal
 May: Dissertation Proposal Defense