

Department of Slavic Languages and Literatures

Graduate Student Handbook

(Updated Fall 2020)

The Department of Slavic Languages and Literatures Graduate Student Handbook supplements the Graduate School (TGS) website (<http://www.tgs.northwestern.edu/>), which contains general regulations and deadlines on a range of academic and financial matters pertaining to graduate study. This guide contains information about departmental regulations and requirements for the master's and doctoral programs and degree. When departmental regulations concerning a particular aspect of the program change during your tenure of study at Northwestern, you will ordinarily follow the rule in effect when you matriculated, except by permission of the Director of Graduate Studies. The handbook refers to general regulations of the Graduate School, but it must always be used in conjunction with the most recent update to the TGS website.

*As a student in the Graduate School, you will be one of several thousand degree candidates, and during your time at Northwestern you will have to interact directly and indirectly with a set of bureaucracies that includes, among others, the Federal Government. It is your responsibility to keep abreast of the general regulations and deadlines of the Graduate School and to comply with them in a timely fashion. The Department will help you, but **you should not rely on it to tell you what you need to do and when**. While the Graduate School will be compassionate in dealing with difficulties that are beyond your control, equity and time constraints make it difficult for rules to be bent when problems arise from students' negligence.*

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1. Academics

Overview

To receive TGS funding, graduate students must be enrolled full-time. Three courses (or three credit units) per quarter constitute full-time enrollment for the five years of the program. Students are allowed to take three or four courses per quarter. The following table and the funding chart on the next page provide a "map" of the graduate program at Northwestern University.

	Responsibilities	Funding	Milestones
Year 1*	Coursework	University Fellowship	--
Year 2	Coursework, TAing, write MA thesis	Graduate Assistantship	MA degree (MA thesis & presentation)
Year 3	Coursework, TAing, prepare for & take comprehensive exams	Graduate Assistantship	Pass exams to become a doctoral candidate
Year 4	TAing, write dissertation prospectus	Graduate Assistantship	Complete dissertation prospectus
Year 5	Write dissertation	University Fellowship	PhD degree (PhD dissertation and defense)

*1st-year Transfer Credit: In rare instances, at the end of their first year of study, students who have completed significant graduate-level coursework before enrolling at Northwestern may petition the Graduate Studies Committee for up to two course exemptions.

Students receive TGS support for 5 years (20 quarters) in the form of two years of University Fellowship (years 1 and 5) and three years of Graduate (or Teaching) Assistantships, as well as University Fellowships for five summers. Support is provided in accordance with each student's contract, as described in the student's offer letter from Northwestern. University Fellowships and Graduate Assistantships provide tuition (paid quarterly) and a stipend (paid in monthly installments).

Sometimes the Department is able to offer TA opportunities for grad students in years 6 or 7, but this requires approval from the department and TGS. Students should complete their dissertation by year 7. The TGS deadline is 9 years.

See the Funding section on page 11 for internal and external sources of funding available to graduate students. More information is provided on The Graduate School website: <http://www.tgs.northwestern.edu/funding/about-graduate-funding.html>

The Graduate School's Model
Funding Path

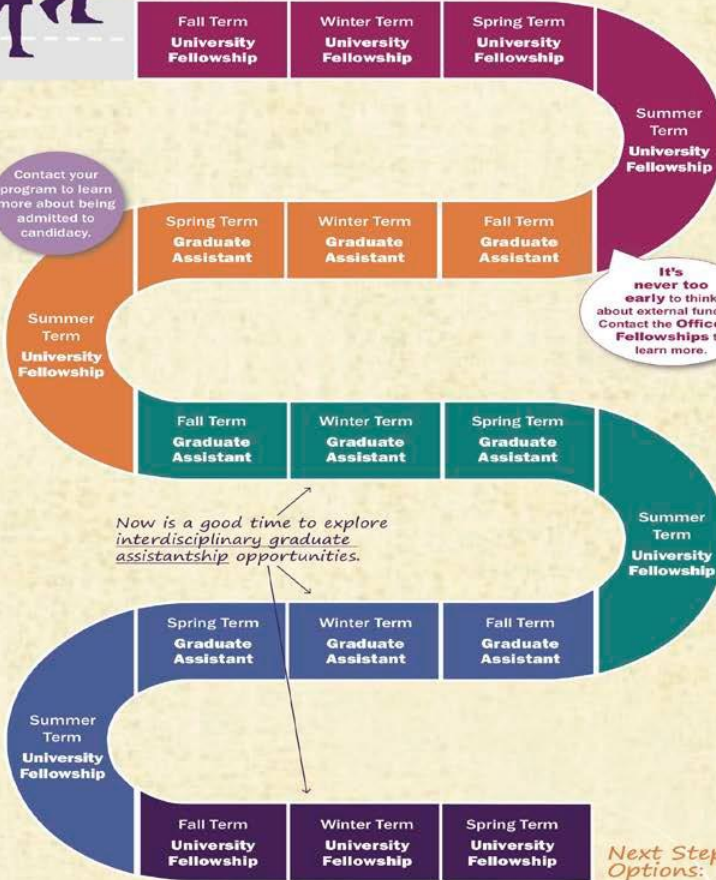
for Humanities and Qualitative Social Sciences

The funding pattern for individual students may vary upon specific circumstances. Typically, university funding is guaranteed for the first 19 quarters of study with the opportunity of funding being extended through a student's 6th year with the receipt of external funding or interdisciplinary graduate assistantships. This is a *typical* funding model. Discuss your specific funding arrangements with your program.

1st YEAR 2nd YEAR 3rd YEAR 4th YEAR 5th YEAR



Contact your program to learn more about being admitted to candidacy.



It's never too early to think about external funding. Contact the Office of Fellowships to learn more.

Now is a good time to explore interdisciplinary graduate assistantship opportunities.

Next Step Options:

- Graduation
- External fellowships
- Interdisciplinary graduate assistantships
- Teaching

NOTE: Students who have served on interdisciplinary graduate assistantship or who have received external funding awards may be eligible to extend their funding.

*Amendment: As of 2017, Summer Term of 5th year is also funded by University Fellowship.

Registration

The University's online registration system is called "CAESAR" and is accessible at www.northwestern.edu/caesar. Course listings and descriptions are available on CAESAR, as well as information on whether courses require permission. For courses that require permission, students must obtain a permission number from the instructor or the graduate program assistant prior to registering.

Registration is required of all graduate students, from the quarter of entry until the quarter of completion of the degree, including summers. Students register for a minimum of 3 and a maximum of 4 courses per quarter. If an additional course is needed, the student should consult with TGS Student Services. In years 2-3, the three Slavic courses per quarter may include one unit of Slavic 590 (P/N) when the student has TA responsibilities. After students have completed their required course work, they should register each quarter for TGS 500 - Advanced Doctoral Study (if they have funding) or TGS 512 - Continuous Registration (if they are not funded by the university or external sources). TGS 588 Resident Master's Study requires TGS permission.

To receive funding during summer quarter, students must register for 3 units of SLAVIC 590 in years 1-2 or TGS 500 in years 3-5. TGS 500 has zero units but represents 3 units/full-time status. Students taking Slavic 590 must select 3 units to remain full time. Students unable to register online should email their TGS Student Services representative.

For more information, including a PhD timeline, see:

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html>

Doctoral students must register for eight quarters of consecutive, full-time study including summers. Any alterations in this timeline can be managed through Leave of Absence requests. Per this continuous registration policy, all doctoral students must be registered at Northwestern University in each of the fall, winter and spring terms until all degree requirements have been completed, including dissertation submission to TGS.

Two types of advanced courses, **499 Independent Study and 590 Research**, may be taken **during the first two years** and are applicable for credit, but bear some restrictions; for example, 499 Independent Study may not represent more than half of the total units taken in the first three quarters of enrollment. 499 Independent Study or 590 Research may be taken for 1, 2, 3 or 4 course units per quarter, after a core of basic courses are completed (499 receives letter grades, but 590 Research must be taken on a P/N basis). <http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html>.

As noted above, after completing coursework, students may maintain full-time status by registering for **TGS 500, TGS 588, or TGS 512**. (TGS 512 is used if the student is no longer receiving funding, but wants to remain registered; it is optional in the summer).

Coursework and Degree Requirements

Doctoral students who are funded by the University must be registered as full-time students. **Students are considered full-time if they are earning three or four units of credit:** Since most courses carry one unit of credit, students must take three to four courses per quarter to be considered full-time. Before being advanced to PhD Candidacy, graduate students will typically complete **18 graduate-level courses. Of these, at least 12 must be taken in the Department.** Some of the required courses in the Department are offered on a 2-year rotation.

There are **10** required courses (listed below).

REQUIRED COURSEWORK:

1. SLAV 341 Structure of Modern Russian
2. SLAV 405 Russian Teaching Methodology
3. SLAV 411 Proseminar
4. SLAV 359-0 20th cent. Russian Prose
5. SLAV 438 Studies in 20th cent. Russian Literature
6. SLAV 360 19th cent. Russian Poetry
7. SLAV 361 20th cent. Russian Poetry
8. SLAV 434 18th cent. Russian Literature
9. SLAV 430 Old Russian Literature
10. SLAV 436 19th cent. Russian Prose

Students can take their remaining courses **in or outside of the Department:** three courses and one Independent Study (for grade) credit constitute a coherent minor area of specialization consistent with the student's interests. Students are strongly encouraged to pursue interests in a second Slavic language, Comparative Literature, Russian, East European, Jewish Studies (and other disciplines such as Philosophy, Film, Visual Art, Theatre, etc.). NOTE: TAs are required to take SLAV 341 - Structure of Modern Russian and SLAVIC 405 - Russian Teaching Methodology before teaching Elementary Russian.

Students are also encouraged to participate in TGS's **Interdisciplinary Initiative** program, which includes "clusters" in Critical Theory, Poetry and Poetics, Theater and Performance, Gender and Sexuality Studies, and other fields (See page 15). For more information on maintaining a second intellectual "home" outside of your department or program, please visit: <http://www.tgs.northwestern.edu/academics/programs/clusters-and-certificates/>

Courses

Individualized programs of study tailored to students' diverse interests and levels of preparation are supported. Students are encouraged to seek coursework and advisors from among departmental faculty and affiliated faculty at Northwestern. These are graduate courses currently* offered in the Department:

405 - RUSSIAN TEACHING METHODOLOGY
411 - PROSEMINAR
430 - STUDIES IN OLD RUSSIAN LITERATURE
434 - STUDIES IN 18TH-CENTURY RUSSIAN LITERATURE
436 - STUDIES IN 19TH-CENTURY RUSSIAN LITERATURE
437 - POETRY SEMINAR
438 - STUDIES IN 20TH-CENTURY RUSSIAN LITERATURE
440 - STUDIES IN RUSSIAN LITERARY CRITICISM
441 - 20TH CENTURY RUSSIAN LITERATURE AND CULTURAL CRITICISM
442 - BAKHTIN'S PROSAICS
490 - INDEPENDENT READING
499 - INDEPENDENT STUDY
590 - RESEARCH

*See Caesar for more detail & quarter-specific course offerings

Languages

Each first-year student must take a diagnostic Russian language placement test, prepared and administered by the language coordinator. Studying a foreign language in addition to Russian is desired and encouraged, but **not required**.

MA Degree Requirements

Requirements: To qualify for the MA degree, each student must complete all required coursework, including an independent study with his or her adviser. The minimum requirement for the Master of Arts degree (for TGS) is the equivalent of three quarters of full-time registration in courses authorized by the Graduate Faculty for graduate credit. For the Masters and PhD, TGS requires nine quality letter-graded (ABC not P/NP) courses approved for TGS credit. For a complete list of TGS MA degree requirements, see: <https://www.tgs.northwestern.edu/about/policies/masters-degree-requirements.html>

Procedure: The master's thesis committee includes an adviser and one reader. After an MA thesis is finalized and submitted to the committee (two weeks prior to the defense), a student should prepare his/her MA presentation. The student presents a 20-25 minute brief version of the paper orally to the faculty and the other graduate students, and fields questions from the audience.

Purpose: To guide students through the production of a publishable paper and the presentation of this paper in a simulated conference situation.

Evaluation Criteria: The Master's exam presentation is evaluated on three criteria:

1) Written paper (based on the Master's thesis submitted); we expect students to write as if it would be a potential publication, the recommended length is 20-25 pages;

2) Oral presentation (20-25 min long)

3) Ability to answer questions and argue his/her points in the discussion following the oral presentation.

The student is considered to have fulfilled the requirements for the MA when the presentation and paper are approved by a majority of the faculty present and by the Director of Graduate Studies. If a student fails any individual section of the MA, he/she has the opportunity to submit it a second time next academic quarter. **If a student fails to fulfill the requirements for the MA a second time he/she is not allowed to continue towards the PhD degree.**

Deadline: To be submitted by the last day of courses in spring quarter of the student's second year. The presentation typically takes place during reading week of spring quarter.

Each second-year student selects an advisor no later than the second Friday of winter quarter. Under the adviser's supervision, a student selects a topic, develops an argument, and writes an original Master's thesis. Students must complete all requirements for the master's degree within five years of the date of their initial registration in TGS.

PhD Degree Requirements

Departmental Requirements: PhD requirements include: passing written and oral exams (together, these represent the **quality exam**); completion of dissertation prospectus, typically by mid-fall of fourth year; filing for graduation; dissertation.

TGS Requirements: To qualify for admission to candidacy, each student must receive an MA degree, complete all the required coursework, and pass both written and oral exams. For more information on the general PhD requirements, including qualifying exams, prospectus, PhD timeline, etc., see:

<http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html>

Deadlines: The three written exams are typically taken in spring quarter, and one oral exam is typically taken during reading period of spring quarter of the student's third year. If passed successfully, the student is admitted to candidacy. The dissertation prospectus is expected to be completed and approved by the mid-fall quarter of the student's 4th year.

WRITTEN EXAMS: There are three written exams (four hours each) designed to evaluate the student's knowledge of the major chronological periods in the History of Russian Literature:

- 1) Old Russian Literature and 18th century exam (may be waived at successful completion of both courses, as per approval of acting DGS and instructors of respective courses)

2) 19th century exam

3) 20th century exam

Each written exam consists of two sections, comprised of two essay-length questions in each section. The student selects only one question for each section. Questions for the exams are drawn from the departmental reading list, and are not available to students prior to the scheduled examinations.

Purpose: The exam sequence for the department is designed to ensure both rigorous training and professional development, and to certify general competence in the history of Russian literature.

Evaluation Criteria: Each exam will be evaluated by three faculty members. The student must receive a minimum of two (out of three) passing votes. If a student fails any individual section of the written exam, he/she has the opportunity to take that section a second time, approximately one month after the first exam. If the student fails the written exam a second time, he/she will be considered not to have made adequate academic progress and will not be permitted to continue the doctoral program. Students are not allowed to proceed to the oral exam until they have passed all three written examinations.

ORALEXAM: The oral exam (1-1.5 hour) focuses chiefly on two syllabi prepared in advance by the student. The syllabi present two projected undergraduate courses, one primarily in 19th and one primarily in 20th century Russian literature and culture. Faculty look for interesting, conceptually original courses, focused on a wide variety of primary sources. The examination thus addresses the modern Russian tradition generally, and helps the students to prepare for job interviews and their own future teaching. The Department will provide example syllabi for students to review.

Purpose: To examine students in the modern Russian literary and cultural tradition; to discuss questions and strategies in undergraduate teaching; and to assist students in preparing materials for future work in the profession.

Evaluation Criteria: The student must receive passing votes from at least 2/3rds of the faculty members present at the oral exam, with a minimum of two passing votes. If a student fails the oral exam, he/she has the opportunity to propose different syllabi and retake the exam a second time, no later than a month after the first exam. If the student fails the oral exam a second time, he/she will be considered to have failed to make adequate academic progress and will be dismissed from the doctoral program.

Upon completion of all these requirements, students are approved by the Department for admission to Candidacy and are expected to proceed to work on their Dissertation prospectus.

DISSERTATION PROSPECTUS:

Purpose: To get students working on an intellectually stimulating and viable topic as early as possible. To allow students to develop grant-writing skills, and to have a convincing prospectus ready to submit to their committee.

Procedure and Evaluation Criteria: PhD candidates submit a 7-10 page prospectus by the second Friday of fall quarter of the 4th year. The successful prospectus must have a thesis, not just a topic, and must include a general description of the project, consideration of what the student hopes to prove, and a discussion of what challenges (methodological, intellectual, bibliographical) might be encountered, along with a proposed chapter breakdown and a brief bibliography. This prospectus will be submitted for the approval of a 3-person dissertation committee, including or in addition to the Director of Graduate Studies (DGS). The dissertation faculty committee consists of an adviser and two readers; one may be an "outside" reader who holds a recognized academic position at a different department, subject to the approval of the advisor and the DGS. The student must submit the PhD Prospectus form through TGS Forms in Caesar. The prospectus guidelines are based on typical dissertation grant proposals. (See Appendix.)

Deadline: To be completed and approved by the second Friday of fall quarter of the student's 4th year.

PhD DISSERTATION:

Procedure: The PhD candidate must submit the final thesis (which must be written in English) to all members of his or her committee for comments and suggestions for possible revisions **one month before the scheduled date of defense at the very least, preferably two months.** After all the necessary revisions are put in place by the candidate, and the dissertation committee has approved the dissertation, it is considered accepted. The dissertation defense consists of a colloquium presentation (20-30 min), which will give the candidate experience presenting a scholarly paper and fielding questions. This presentation is given to graduate students and faculty, and is scheduled as a part of Graduate Students and Faculty Workshop.

Evaluation Criteria: Students must present a dissertation that gives evidence of original research and significant contribution to Slavic Studies; it must be written in English.

Deadline: All requirements for the doctoral degree must be met within nine years of initial registration in a doctoral program, which falls on the last day of the 36th quarter. For students on an approved leave of absence or approved childbirth accommodation, milestones will be extended accordingly.

Tracking Progress

All graduate students should use Northwestern University's Graduate Student Tracking System (GSTS) to track progress toward earning the PhD degree. GSTS is designed for students, faculty and administrators as a tool for planning courses, recording milestones, maintaining advisor and committee lists, and viewing financial aid information. See: <http://www.tgs.northwestern.edu/academics/graduate-student-tracking-system.html>
Login with your NetID: gsts.northwestern.edu. Questions? gsts@northwestern.edu

Filing Forms

The Master's degree is not awarded automatically; students who want the MA degree and diploma must request it by submitting the appropriate forms in CAESAR (*Application for a Degree* and *the Master's Completion* form). These are then reviewed and approved by the Department in TGS Forms. <http://www.tgs.northwestern.edu/about/policies/masters-degree-requirements.html#final>. For the PhD, students must submit an Application for Degree as well as a PhD Final Exam Form in CAESAR. The Dissertation submission is handled via ProQuest. <http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html#filling>

Advising

Advisement during the first year: Director of Graduate Studies

Students are advised by the Director of Graduate Studies (DGS) from their first through third year in the graduate program. The DGS guides the student in selecting courses based on the students' preparation in the field and his or her proposed areas of specialization, oversees the student's plan for meeting language requirement/s, minds the student's progress through the program's milestones as established above, and advises on the choice of dissertation advisor.

Advisement after the first year and on the Qualifying Exam

By the end of the third year in the program, the student will have identified a faculty member willing to serve as a dissertation advisor. In consultation with the DGS, the advisor will be responsible for overseeing the student's progress after the third year. When a student identifies his/her advisor, s/he must inform both the DGS and the office staff. Any change in advisor must be undertaken in consultation with the DGS.

Advisement beyond the Qualifying Exam: Dissertation Committee

The Dissertation Committee will guide the student in the research for and writing of the dissertation and then conduct the defense.

Terminal MA

In some cases, students may be advised by the end of winter quarter of their second year that they should complete a terminal MA rather than continue on to the PhD degree. Requirements for the MA must be completed by the end of the second year.

2. Funding and Professional Development

Graduate Assistantships

Nearly every doctoral student at Northwestern University will serve as a graduate assistant during his or her academic career. A graduate assistantship provides a monthly stipend and is generally accompanied by a merit-based tuition scholarship. Graduate assistants may serve as teaching assistants or research assistants. Teaching assistants may be graders for a course, lead discussion sections as part of a larger lecture course, or instruct their own class sections. Research assistants may conduct research for a faculty member. See: <http://www.tgs.northwestern.edu/funding/assistantships/index.html>
<http://www.tgs.northwestern.edu/funding/assistantships/graduate-and-teaching.html>

Every graduate assistant must meet the eligibility requirements set for all students receiving financial aid. In addition, students receiving an assistantship must inform TGS of other sources of support. In cases where alternative funding is available, arrangements will be made to integrate this funding with The Graduate School award. Furthermore, assistants must refrain from remunerative work (other than teaching or research directly related to their assistantships) unless a written request for a waiver is approved by TGS after a thorough review of the circumstances. If any of these conditions is violated, financial support may be withdrawn by TGS.

Students receive guaranteed TGS support for 5 years (20 quarters) in the form of two years of university fellowship and three years of graduate assistantships during years 1 through 5, as well as fellowship support for five summers. Students may apply for funding from external foundations and organizations during years 3, 4 and 5. After year 5, students are expected to compete for external funding (e.g., Fulbright IIE, Fulbright-Hays, Social Science Research Council International Dissertation Field Research Fellowship, Charlotte W. Newcombe Doctoral Dissertation Fellowships, Gladys Krieble Delmas Foundation Humanities Program, Josephine De Karman Fellowship, AAUW American Fellowships, etc.). See: <http://www.tgs.northwestern.edu/funding/about-graduate-funding.html>

Interdisciplinary Graduate Assistantships and Service Opportunities

There are also a number of assistantships and service opportunities that provide the opportunity to extend funding beyond 20 quarters for students who wish to explore special interests. If these are awarded during students' 2nd through 5th year, students are eligible to receive up to 3 additional quarters of University funding during their sixth year. See: <http://www.tgs.northwestern.edu/funding/assistantships/cross-discipline.html>

Fellowships and Grants

The Graduate School (TGS) provides most doctoral degree-seeking students with the opportunity to receive fellowships and scholarships. All doctoral students have the opportunity to apply for either **internal or external fellowships** to support research and dissertation writing during their academic career at Northwestern. All awards made by

TGS are based upon merit. <http://www.tgs.northwestern.edu/funding/fellowships-and-grants/index.html>. For deadlines, see: <http://www.tgs.northwestern.edu/about/news-events>

Graduate Research Grant

The Graduate Research Grant (GRG) is intended to help PhD and MFA students in historically underfunded disciplines to meet expenses related to scholarly research and creative endeavors. PhD students in the social sciences and humanities (including students in WCAS and the schools of Communication, Education and Social Policy, and Music) as well as MFA students are eligible for the GRG.

Summer Language Grant

The Summer Language Grant (SLG) is intended to assist PhD students with expenses related to language acquisition during the summer. The SLG makes available up to \$2,000 for students who wish to improve their foreign language proficiency. The grant is intended for students who must travel outside the Chicago metropolitan area to obtain language training necessary for their research and/or to meet degree requirements. First-, second-, and third-year PhD students in the social sciences and humanities (including students in WCAS and the schools of Communication, Education and Social Policy, and Music) are eligible. Students must have had some exposure to the target language in order to be awarded an SLG. Students may apply for an SLG to pursue immersion language training either at a domestic university or via a study abroad program. See: <http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/summer-language-grant.html>

NOTE: The Department of Slavic Languages and Literatures also may have funds available to support the study of Russian through the Irwin Weil Fund for Russian and Slavic Studies. Students should check with the Department Chair.

Conference Travel Grant

Graduate students who are presenting a paper or leading a session at a conference may apply for the Conference Travel Grant via an application on the TGS website. They must apply 30 days before the first date of travel. If approved, students may receive a maximum of \$800 from TGS (transferred to the Department) and an additional \$200 from the Department. After the trip, students must submit their receipts to the Department Assistant to be reimbursed. Students are eligible to receive one grant per fiscal year and may receive two grants over the course of their graduate career. Funds may be used to cover transportation/travel, registration fee, hotel, and meals. Use this link for applying: <http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/conference-travel-grant/>

Additional funding may be available to help graduate students defray the costs of travel to conferences at which they are presenting a paper. Requests are considered on a first-come, first-served basis, so students expecting to present at a conference should send a formal letter of request (email is acceptable) for funding to the DGS and the Chairperson

as early in the year as possible. The request should include the title of the conference, confirmation of acceptance of paper, and estimated cost of lodging and airfare. Funding amounts will be based on whether the travel is domestic or international. Typically, students will only receive funding to attend one conference. However, if extra funds are available at the end of the year, students may request additional funding.

Northwestern University SSRC Dissertation Proposal Development Program

Northwestern was chosen by the Social Science Research Council (SSRC) as one of five universities to bring together humanities and social science scholars in pre-doctoral research summer institutes. Faculty from across clusters, certificates, and disciplines actively guide 12 humanities and social science PhD students in their second and third years in designing effective research questions, methodologies, contexts, and interventions. Participants gain practical, theoretical, and writing insights from experienced faculty and other students outside their disciplines. Throughout this program, students build their professional networks and audiences, benefit from interdisciplinary mentorship, and engage in conversations that lead to innovative dissertation projects. Selected participants will receive up to \$5,000 for a 6-10 week summer research trip. See: <http://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-grants/interdisciplinary-study-in-humanities-and-social-sciences.html>

Professional Development Grant

The Professional Development Grant supports graduate and postdoctoral professional development programming. Graduate students, postdocs and faculty/staff may apply. Proposals should focus on an innovative program/event that is not currently offered at Northwestern, with a plan for making it accessible to the widest possible range of graduate students and postdoctoral fellows. Successful applications propose programs that provide opportunities for TGS students and postdocs to build skills, knowledge and experience that enable them to meet academic and professional goals. There are two deadlines per year with a maximum of \$2,000 per program/event or group. See other opportunities here: <http://www.tgs.northwestern.edu/professional-development/professional-development-funding.html>

Presidential Fellowships

The Presidential Fellowship is the most prestigious fellowship awarded by Northwestern. Fellowships are awarded for two years, and recipients become part of Northwestern University's Society of Fellows. The fellowship will be awarded to candidates who combine outstanding intellectual or creative ability with the capacity to play an active part in the life of the Society of Fellows. The Society of Fellows, which meets twice per quarter, enables stellar students from across the university to interact with peers in other fields. The goal is to create future leaders who are enthusiastic and literate about the broad scholarship of the university. Applications are by departmental nomination only.

External Funding

Graduate students are strongly encouraged to seek external funding. As markers of scholarly achievement, fellowships are integral to successful, timely completion of graduate degrees. Students are encouraged to contact the Office of Fellowships, which has staff to assist students in their endeavor to secure outside funds. Please direct questions about external fellowships to Stephen Hill at the Office of Fellowships (s-hill@northwestern.edu). The Office of Fellowships also maintains a website to serve graduate fellowship seekers <http://www.northwestern.edu/fellowships/>. This site lists external fellowships that other Northwestern students have won in the past, which may help identify those you are most likely to obtain. There are also listings for diversity-based fellowships, awards available to international students, and links to selected national fellowships databases.

Funding Opportunities for Underrepresented Minority Students

There are external fellowship opportunities specifically offered to underrepresented minority students. Contact Laura Soria at TGS and/or visit this page to learn more about diversity: <http://www.tgs.northwestern.edu/diversity/index.html>

Boren Fellowships

Boren Fellowships provide up to \$30,000 to U.S. graduate students to add an important international and language component to their graduate education through specialization in area study, language study, or increased language proficiency. Boren Fellowships support study and research in areas of the world that are critical to U.S. interests, including Africa, Asia, Central & Eastern Europe, Eurasia, Latin America, and the Middle East. The countries of Western Europe, Canada, Australia, and New Zealand are excluded. For a list of countries, see: <https://www.borenawards.org/fellowships/thinking-applying/boren-fellowship-where-can-i-study>

Boren Fellows represent a variety of academic and professional disciplines, but all are interested in studying less commonly taught languages, including but not limited to Arabic, Chinese, Korean, Portuguese, Russian and Swahili. For a complete list of languages, see: <https://www.borenawards.org/fellowships/thinking-applying/boren-fellowship-what-languages-can-i-study>

Boren Fellowships are funded by the National Security Education Program (NSEP), which focuses on geographic areas, languages, and fields of study deemed critical to U.S. national security. Applicants should identify how their projects, as well as their future academic and career goals, will contribute to U.S. national security, broadly defined. NSEP draws on a broad definition of national security, recognizing that the scope of national security has expanded to include not only the traditional concerns of protecting and promoting American well-being, but also the challenges of global society, including sustainable development, environmental degradation, global disease and hunger, population growth and migration, and economic competitiveness. To view the Program Basics of the Boren Fellowships, see http://www.borenawards.org/boren_fellowship/basics.html

Additional Opportunities

Interdisciplinary Clusters

Students interested in pursuing a PhD in Slavic Languages and Literatures are encouraged to find a second intellectual "home" in an interdisciplinary cluster. There are several clusters to choose from, including Poetry and Poetics, Critical Theory, Critical Studies in Theatre and Performance, Gender and Sexuality Studies, Rhetoric and Public Culture and Jewish Studies. <http://www.tgs.northwestern.edu/academics/programs/clusters-and-certificates/how-to-apply.html#humanities>

- At the time of admission into their respective programs or at some point during a student's first year of study, participants in the Interdisciplinary Cluster Initiative designate an interdisciplinary "cluster" they would like to join. In their first and second years, students take some courses with other cluster members, while also participating in other cluster activities, such as conferences, seminar series, symposia, etc.
- Students may choose to participate in clusters at any point throughout their graduate careers. Some will be designated as Mellon Interdisciplinary Cluster Fellows at the time of admission, and may be eligible to receive a Mellon research award of \$2,500 to support their studies.

Certificate Programs

In addition to offering degree programs, The Graduate School offers students the opportunity to pursue graduate certificates while they pursue their degree. Graduate certificates are interdisciplinary in nature must be comprised of at least five TGS-approved courses. Any student enrolled in a doctoral program may pursue a certificate. Master's students may not earn graduate certificates nor can students apply to only enroll in a certificate program.

Enrolled students need only notify TGS by applying for the certificate at the same time that they apply for a degree (in their final year of study). Students will be asked to provide for TGS the list of courses they would like counted toward the certificate program and will be required to submit a verification from the program director. Certificates will be awarded and noted on the transcript.

Searle Center for Advancing Learning and Teaching

The Searle Center provides graduate students the opportunity to develop professional teaching skills, collaborate with colleagues, engage in conversations about learning and teaching, and help foster a community among Northwestern graduate students. The Center offers a Teaching Certificate Program and a Graduate Teaching Mentors program.

Teaching Certificate Program

The Teaching Certificate Program combines seminar, workshops, mentoring, and small-group discussions to prepare participants to teach in their disciplines. Participants reflect on their disciplinary commitment to teaching by developing a teaching statement and course design project, and discussing topics such as intercultural pedagogy, assessment methods, and evaluation techniques. <http://www.northwestern.edu/searle/programs-events/grad/teaching-certificate-program/index.html>

Graduate Teaching Mentors

Graduate Teaching Mentors gain a unique context to further their pedagogical development by mentoring their peers in the Teaching Certificate Program (TCP). They oversee 2-3 discipline-specific groups of TCP participants, guiding their growth, providing feedback on their work, and discussing and applying relevant literature on teaching and learning. The position carries a \$3,000 stipend. See: <http://www.northwestern.edu/searle/programs-events/grad/graduate-teaching-mentor/index.html>

WCAS/TGS Teaching Fellowship

The WCAS/TGS Teaching Fellowship is another opportunity for graduate students made possible by support from the Searle Center, TGS and Weinberg College of Arts and Sciences. Fellows receive a \$2,000 stipend to teach a WCAS First-Year Seminar in their departments during spring quarter. They are mentored and supported by a designated faculty mentor and Searle staff before and during the course. In addition, fellows create a teaching development event for other graduate students in the form of a presentation, roundtable, or workshop. Fellows are required to have completed the Searle Center's Teaching Certificate Program OR be enrolled in the program during the year of the fellowship. Applicants must receive approval from their department chair and/or director of graduate study to teach in their department. <http://www.northwestern.edu/searle/programs-events/grad/graduate-teaching-mentor/index.html>

Alice Kaplan Institute for the Humanities

The Alice Kaplan Institute for the Humanities also has opportunities available for graduate students. Please visit <http://www.humanities.northwestern.edu/> for current information.

Two programs that may be of interest are:

Franke Graduate Fellowships - <http://www.humanities.northwestern.edu/research-and-funding/franke-fellowship-program1/>

Graduate Assistantship in Public Humanities - <http://www.humanities.northwestern.edu/public-humanities/graduate-assistantship.html>

Center for Civic Engagement

The Center for Civic Engagement offers programs aimed specifically at graduate students designed to help them explore the link between active citizenship and academic knowledge, and to enhance the quality of their engagement now and as they go on to pursue their careers. The Center for Civic Engagement offers a community practicum (Graduate Engagement Opportunities), workshops, and graduate assistantships. See: <http://www.engage.northwestern.edu/geo/>.

3. Resources

Events/Professional Development

Graduate students are expected to attend all department-sponsored events, including seminars, colloquia and extra-curricular activities that enhance their area of expertise. The Searle Center offers programs throughout the year to enhance teaching skills for new TAs and other graduate students. Regular meetings with the DGS are mandatory, as well as an annual progress review (See next section).

Graduate Student Representative

The graduate student body will elect a Graduate Student Representative to the Graduate Committee for a term of one year. He/she will present graduate students' views before the faculty on relevant matters and will serve as a liaison between faculty and students. In a non-voting capacity, the Graduate Student Representative may attend Graduate Committee meetings, excluding those that deal with admissions, review or retention matters.

The Graduate Writing Place

The Graduate Writing Place serves students from across Northwestern's many schools, departments and programs to review a variety of writing, including seminar papers, conference papers and presentations, journal articles and manuscripts for publication, dissertation proposals and chapters, and materials pertaining to all types of job applications. They offer the following programs and services: One-on-One Writing Consultations, writing-focused workshops, interdisciplinary graduate writing groups, dissertation boot camps, and Graduate Writing Fellowships. See the website for more information: <http://www.writing.northwestern.edu/locations/graduate-writing-place/>

Northwestern Career Advancement

Northwestern Career Advancement provides career advising and counseling, application material reviews, workshops, and other programs designed to help graduate students explore and successfully apply for positions in a broad range of fields, including in academia, nonprofits, government, and the private sector. See: <http://www.northwestern.edu/careers/schools-colleges/the-graduate-school/index.html>

Traveling Scholar Program

Northwestern University is affiliated with the Traveling Scholar Program, sponsored by the Committee on Institutional Cooperation (CIC), a consortium of the Big Ten universities and The University of Chicago. This program enables a full-time PhD student in any of the participating universities to register for courses at other CIC institutions upon the recommendation of the student's advisor and with prior agreement between the advisor and the course instructor. Students who wish to participate must begin the application process six weeks prior to the first day of class. For appropriate forms and more information, see the CIC Web site.

Language Acquisition

Below are the language acquisition opportunities available to graduate students:
Summer Language Grant Program (see page 12)

Summer Classes

PhD and MFA funded students may register for summer intensive language programs without accruing an additional tuition charge. Students can register for these courses by submitting a dual registration form (available at the Registrar's Office or The Graduate School) to a student services representative at The Graduate School.

Courses via CIC

The Committee on Institutional Cooperation (CIC) Traveling Scholar program allows students to take classes, including language classes, at any Big 10 school, University of Chicago, and University of Illinois, Chicago. See: <https://www.btaa.org/projects/shared-courses/traveling-scholar-program/app-info>

Language Courses during the Academic Year

Students may take 100-, 200-, and 300-level language classes toward their research interests through Weinberg during the academic year. Two requirements are:

- Students must take these classes for credit and a grade, and
- Students must take these classes as their fourth class in a given term. (This would only apply to those in full-time course work; students beyond course work would take these language courses in addition to TGS 500 registration.)

Therefore, during the academic year, students must take three graduate-level courses (to maintain full-time status) to qualify for registration for language courses. See: <http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

Student Associations

In addition to a number of discipline-based organizations and special interest groups, there are six major graduate student associations serving students on the Chicago and Evanston campuses:

- Graduate Student Association (GSA) / <https://nugsa.wordpress.com/>
- Chicago Graduate Student Association (CGSA) / <http://sites.northwestern.edu/cgsa/about-cgsa/>

- Black Graduate Student Association (BGSA) / <http://bgsanu.com/>
- Chinese Students and Scholars Association (CSSA) / <http://www.nwucssa.org/>
- Graduate Student Association for Latino and Spanish Activities (G-SALSA) / <https://sites.northwestern.edu/gsalsa/>
- Queer Pride Graduate Student Association (QPGSA) / <https://northwestern.campuslabs.com/engage/organization/qpgsa>

These groups promote interactions among graduate students, provide academic and social programs, and serve as advocates for graduate students. In addition, these groups, plus the McCormick Graduate Leadership Council, comprise the Graduate Leadership and Advocacy Council (GLAC).

Libraries

Northwestern University Library

Northwestern University Library hosts the Slavic Languages and Literatures "LibGuide," which contains information about key resources both at and beyond Northwestern. The Slavic Languages and Literatures Subject Guide is Jeannette Moss. See:

<http://libguides.northwestern.edu/slavicguide>

Northwestern University Libraries in partnership with Northwestern University Information Technology Research Computing also offers "Researcher's Toolkits" workshops designed to help Northwestern researchers improve scholarly productivity and efficiency in data management and analysis, programming, publication skills, and GIS. See:

<http://www.it.northwestern.edu/research/campus-events/researcher-toolkit.html>

Center for Research Libraries

Northwestern holds membership in the Center for Research Libraries (CRL), located in Chicago. The Center operates a cooperative library for less-used but important research materials available to Northwestern students and faculty through interlibrary loan. Detailed guides to the collections are located at the Reference Desk of the University Library. See: <http://www.crl.edu/>

Chicago Libraries

Northwestern University has an advantageous location for library resources. The Chicago area is one of the country's most concentrated library centers. Among the libraries of scholarly interest in Chicago are the Newberry Library, outstanding in Continental, English, and American history and literature, as well as philology, music, and the history of printing; the University of Illinois at Chicago Library; the library system of the University of Chicago; and the libraries of the Family Institute, the Chicago Historical Society, the Art Institute of Chicago, and the Field Museum of Natural History. Students should consult the Reference Department of the University Library about qualifications needed for use of special libraries.

Digital Humanities at Northwestern

Northwestern University Digital Humanities Librarian is Josh Honn. His email is: josh.honn@northwestern.edu. Learn more about digital humanities resources here: <http://libguides.northwestern.edu/dh>.

The Northwestern University Digital Humanities Laboratory offers an interdisciplinary digital humanities working group consisting of faculty, graduate students, librarians, and technologists from Northwestern University. Anyone interested in digital technology, culture, research, scholarship, publishing and criticism is welcome to attend. See: <http://sites.northwestern.edu/nudhl/>.

English as a Second Language

The **English Language Learners** program provides opportunities for international graduate students to improve their language proficiency for graduate study and professional development. Our instructors and tutors are PhD students and lecturers in the Department of Linguistics with extensive training in the sounds, structure, and use of English. We offer courses, individual tutoring sessions, *NativeAccent* speech training software, a cultural orientation program for new graduate students, and preparation workshops for SPEAK exams. Northwestern University visiting scholars, research associates, faculty, and staff are also eligible to use our services when space is available. All services are offered on the Evanston campus and are free of charge.

The **International Summer Institute** provides intensive language instruction and acculturation to international students admitted to a PhD program at Northwestern in the summer before they begin coursework. Students are nominated by their admitting departments; this program is not open to the public. The program includes coursework, tutoring, an extensive calendar of social events, and special sessions devoted to integration into the academic community, including a one-day research conference. See: <http://groups.linguistics.northwestern.edu/isi/>

The **Speech and Language Clinic** in the School of Communication offers accent modification classes and one-on-one tutoring to members of the Northwestern community and the general public. Instructors are students and faculty in the Master in Speech Pathology program. See: <https://nucasll.northwestern.edu/speech-language-pathology>

The **Linguistics 380** series of classes addresses all aspects of oral language skills, from informal conversational English to formal academic English. Section 21, Conversation and Fluency; Section 20, Culture and Fluency. During spring quarter, one section of Linguistics 380 is offered: Academic Presentations.

Linguistics 381- Written English for Nonnative Speakers: This course focuses on written argumentation skills needed by graduate students for writing class assignments, journal articles, theses, and dissertations, as well as all other aspects of academic writing. The

class is tailored to the particular skills and needs of the students enrolled in the course. Work on assignments for other classes, research papers, and thesis chapters are incorporated into the class plan. Class size is limited to 15 students to allow for maximum individual attention. P/N (Pass/No Credit) registration is strongly encouraged for this course.

Linguistics 480 - American Academic Culture is a new *English as a Second Language* writing course in which students explore the structure of the English language through observation and analysis of the written language of teaching and teachers. Students will investigate the ways in which teachers and students communicate through writing, including syllabi, PowerPoint presentations, classroom handouts, e-mail, and so on. Students will practice the use of these forms in preparation for becoming teachers themselves, developing their skills with the use of instructor and peer feedback.

PLEASE CONSULT THE LINGUISTICS DEPARTMENT FOR UPDATED INFORMATION at <http://groups.linguistics.northwestern.edu/esl/>

4. Regulations

Academic Progress

NOTE: For comprehensive information about TGS Academic Policies and Procedures, see: <http://www.tgs.northwestern.edu/about/policies/>

Annual Progress Report

All students in the graduate program will meet with DGS and discuss their annual progress at the end of the spring term. In preparation for the annual progress report, students must submit end-of-the-year materials, and update information in GSTS. These include milestones completed for the year, participation in conferences or other extra-curricular activities, external grants applied for and/or received, and an explanation of goals and progress. The reports should be submitted to the DGS no later than the last day of classes of spring quarter. Students also should record their annual progress in GSTS. <http://www.tgs.northwestern.edu/academics/graduate-student-tracking-system.html>

After the meetings, students will receive the annual progress report e-mails from the DGS regardless of their matriculation in the program (e.g., students who are post-candidacy). If progress has not been satisfactory, students will be made aware of the problems and provided with a) an opportunity to respond and, b) if appropriate, an opportunity to remediate, with explicit instructions as to how to do so.

Grade Policy and Satisfactory Progress

All students in the graduate program must maintain a cumulative GPA of 3.7 to remain in good academic standing. Students who fall below this GPA requirement in any academic year may be placed on probation. The student will have one quarter following the academic year in which his/her GPA fell below the standard to bring it up to the required average. Students who fail to bring the GPA up to standard may be considered for dismissal from the program.

Departmental Grounds for Academic Probation

Students who fail to meet the minimum requirements may be placed on academic probation. Grounds for probation include, but are not limited to:

- Unsatisfactory completion of milestones
- Insufficient time spent as TA
- Falling below the required GPA
- Failure to make satisfactory progress toward completion of the dissertation

Appeal Procedures

Individual faculty makes every effort to ensure that each student's progress is carefully reviewed and the resulting feedback is accurate and constructive. There may be, however, instances in which a student feels that a review decision is unjust or is based on incomplete or inaccurate information. If this occurs, there are appeal channels available to the student. First, the student should discuss his/her concerns with DGS and/or the dissertation advisor to resolve any misconception or misperception. Only if they are not able to resolve the concern, an appeal may be directed to the Chairperson.

See: <http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html#appeal>)

TGS' Criteria for Satisfactory Academic Progress

<http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html>

TGS sets the minimum standard for satisfactory academic progress. Programs may have additional criteria beyond The Graduate School's for determining a student's academic standing. There are three sets of criteria that TGS takes into account in determining whether or not students are making satisfactory academic progress:

- **Program length.** Doctoral students must complete all requirements for the PhD within nine years of initial registration in TGS. Master's students must complete all requirements for the master's degree within five years of initial registration. Students who do not complete degree requirements by the established deadlines will not be considered in good academic standing, and will not be eligible for financial aid. <http://www.tgs.northwestern.edu/about/policies/phd-degree-requirements.html>; <http://www.tgs.northwestern.edu/about/policies/masters-degree-requirements.html>; <http://www.tgs.northwestern.edu/about/policies/satisfactory-academic-progress.html#petitioning>
- **Grades and cumulative GPA.** A student whose overall grade average is below B (3.0 GPA) or who has more than three incomplete (Y or X) grades is not making satisfactory academic progress and will be placed on probation by TGS. Individual programs may have stricter criteria.
- **Internal milestone deadlines.** Doctoral students who have not been admitted to candidacy by the end of their third year (i.e., passed the qualifying exam), or who

have not completed the dissertation prospectus by the end of the fourth year are not making satisfactory academic progress and will be placed on academic probation by TGS.

Programs may have additional criteria beyond TGS's for determining a student's academic standing. Failure to make satisfactory academic progress, as determined by the program, may be a result of (but is not limited to): Unsatisfactory performance in classes, unsatisfactory performance on qualifying exams, unsatisfactory research progress, or failure to meet other program requirements (such as language proficiency or publication requirement). Each student's academic progress must be reported annually by the student's program to the student and to TGS. Failure to make satisfactory academic progress as determined by either TGS or the program will result in probation or exclusion.

Petitioning For Extension

Students who have exceeded their time to degree deadline or a milestone deadline for the qualifying exam or prospectus may petition TGS for an extension. The petition for an extension must contain the following information:

- The specific length of the extension: Please list the exact date by which the requirement will be met. The extension time frame should be realistic.
- A detailed rationale for the extension
- A detailed timeline for meeting the new deadline: What work remains to be completed and what is the specific timeline, with proposed deadlines, by which that work will be completed within the extension period?
- A detailed letter of support for the extension from the Director of Graduate Study
- A detailed letter of support for the extension from the student's academic advisor

Leaves of Absence

A student who is working towards a degree and needs to take a leave from the university (general leave, family leave, medical leave, or parental accommodation), must request an official leave of absence. Students must apply for a leave of absence using the "Petition for Absence" form via TGS Forms in CAESAR. In this form, the student must set forth why a leave is necessary. Leaves of absence are not granted automatically and must be reviewed by both the department and The Graduate School. No leave is granted for less than one quarter or more than one calendar year.

If a student requests renewal of a leave of absence beyond one year, the student's record and future plans will be reviewed to determine whether an extension of the leave is in the best interests of the student, the department, and The Graduate School. Students taking a leave of absence from the University and who are not pursuing a degree are not to be enrolled. Students on a leave of absence no longer enroll, so it is clear to the University that they are not currently on campus or working toward degree completion. Students on a leave of absence are not eligible for financial aid, including loans. TGS milestone deadlines are extended by the length of the leave.

Probation

A student who is not making satisfactory academic progress due to one of the reasons outlined above will be placed on academic probation by TGS and/or the program. When a decision to place a student on probation is made by TGS, the student will be notified in writing, along with the program's Director of Graduate Study, and will be given at most two quarters (not including summer quarter) to resume satisfactory academic standing. The Graduate School notifies students of probation status on a quarterly basis.

During the probationary period, students will remain eligible to receive federal and institutional assistance (except when they have exceeded their degree deadline). At the end of the probationary period, progress will be reviewed. If a student cannot re-establish satisfactory academic standing during the two probationary quarters, the student will become ineligible to receive financial aid and will be excluded (dismissed) from TGS. When a decision to place a student on probation is made by the program, the student and The Graduate School must be notified in writing.

Exclusion (Dismissal)

A student who fails to resume satisfactory academic standing after at most two quarters (excluding summers) after being notified of placement on probation by The Graduate School will be excluded from The Graduate School. The University defines exclusion in the Student Handbook. See: <http://www.tgs.northwestern.edu/about/policies/student-handbook.html>. Under certain circumstances, a student can be excluded by a program without first being placed on probation. This may occur only if:

- The criteria for exclusion have been stated clearly by the program and have been disseminated to the students effectively.
- Both the Director of Graduate Study and either the Chair of the graduate program's student advisory committee or the Chair of the student's department approve the exclusion.

Funding ends on the effective date of the exclusion unless other arrangements are made.

Notification of Exclusion (Dismissal)

When TGS determines that a student is to be excluded, both the program and the student will be informed in writing (e-mail communication is considered to be "in writing") within five business days of the determination. Similarly, when a decision to exclude a student is made by the program, both the student and TGS must be informed in writing within five business days of the decision. The exclusion (dismissal) notification must include the effective date of the exclusion and a clear statement of the reason(s).

Dismissal from the Program

Once a student has been placed on probation, failure to resume satisfactory academic standing within the specified period will result in the Department notifying the Graduate School that the student is to be excluded from the doctoral program.

Appeal Process

The appeal process for students that have been dismissed or excluded for academic reasons will follow appeal procedures consistent with those set for academic dishonesty cases. Specifically, all appeals must first come from the student to the Dean of TGS. Appeals must be made in writing to the Dean within ten days of the dismissal or exclusion date. Any supporting materials must be provided with the written appeal.

Dealing with Conflict

The Graduate School realizes that conflicts emerge occasionally, and we have devised the following guidelines for students for the chain of communication when dealing with different types of conflicts (please note, a separate page for the chain of communication for Postdoctoral Fellows is currently in development).

Conflicts not Involving Discrimination, Harassment, or Sexual Harassment

When a conflict arises, whether with a student's advisor, a fellow student, or someone else in the University, TGS recommends that students first talk to their Director of Graduate Studies (DGS). One function of the DGS is to address student concerns and grievances and to be available when students are experiencing academic difficulty. If a student is unsure who his or her DGS is, please contact The Graduate School or the Department Assistant. If the DGS has a conflict of interest, the **Chair** of the student's department is the next resource. In the case that a student cannot or does not want to speak with anyone in the program or department, the next resource is **The Graduate School or the relevant academic school**. In TGS, the Associate Dean deals with student issues. In the Weinberg College of Arts and Sciences, this is Kelly Mayo (k-mayo@northwestern.edu). DGSs, department chairs, TGS staff, and Deans can treat students' concerns confidentially unless the concerns involve **sexual harassment, discrimination, or a safety issue**, in which case they are obligated to report the issue to the appropriate University office.

Discrimination and Harassment

Harassment, whether verbal, physical, or visual, that is based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, or veteran status is a form of discrimination. Discrimination and harassment complaints should be referred to the [Office of Equal Opportunity and Access](#). For additional information, please see the [University's Nondiscrimination policy](#). It is the policy of Northwestern University that no member of the Northwestern community - students, faculty, administrators, staff, vendors, contractors, or third parties - may sexually harass any other member of the community. For information or assistance regarding a sexual harassment complaint, please see the University's [Sexual Harassment Policy](#).

Nondiscrimination Statement

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, equity@northwestern.edu.

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, TitleIXCoordinator@northwestern.edu.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.

APPENDIX

Slavic Languages and Literatures – Dissertation Prospectus Guidelines

The dissertation prospectus should be submitted to members of the dissertation committee by the second Friday of fall quarter of the 4th year, following the successful completion of the doctoral examinations. It is designed both to aid your committee in assessing the viability of your project and to help you to begin work on the dissertation proper. The format of the prospectus has been designed to aid you in future applications for fellowship support for the dissertation.

The prospectus should be 7-10 pages in length. It should include the following information:

- 1) The proposed subject of your research and the primary and secondary works you plan to address.
- 2) The significance of the project: How does it contribute to existing scholarship on the topic, or related topics?
- 3) Methodology: What critical approach, or approaches, do you plan to use? (e.g., close reading, intellectual history, cultural studies, etc.) Give examples of works from Slavic and/or other fields (English, History, Comparative Literature, etc.) that employ comparable approaches.
- 4) Chapter breakdown: List your proposed chapters with a brief description of what you plan to address in each section. Provide a tentative timetable for completion.
- 5) A brief bibliography (1-2pages).

Reading List for Graduate Students, effective 2006

Old Russian Literature

- Slovo o zakone i blagodati
- Povest' vremennykh let
- Slovo o polku Igoreve
- "Molenie" Daniila Zatochinka
- Zhitie Feodosia Pecherskogo
- Skazanie o Borise i Glebe
- Povest' o razorenii Riazani
- Zadonshchina
- Zhitie Sergia Radonezhskogo **OR** Zhitie Stefana Permskogo
- Perepiska Groznogo s Kurbskim
- Povest' o Petre i Fevronii
- Zhitie Protopopa Avvakuma
- Zhitie Iuliany Osorginoi
- Povest' o Gore Zlochastii
- Povest' o Savve Grudtsyne
- Selected "Byliny"
- Frol Skobeev

18th century

- Kantemir, Lomonosov, Trediakovsky, Sumarokov, Derzhavin – Selected poetry and theoretical texts.
- Fonvizin – Nedorosl';
- Sumarokov – a tragedy;
- Maikov – Elisei;
- Bogdanovich – Dushen'ka;
- Novikov – Excerpts from Satirical journals;
- Chulkov – Prigozhaia povarikha;
- Karamzin – Excerpts from Pis'ma russkogo puteshestvennika; Bednaia Liza; selected literary criticism.
- Radishchev – Puteshestvie iz Peterburga v Moskvu;

19th century

- Krylov – Fables;
- Griboedov – Gore ot uma;
- Zhukovsky; Baratynsky; Batiushkov; Vyazmesky; Del'vig – Selected lyrics
- Chaadaev--Pervoe filosoficheskoe pis'mo; Apologiya sumashedshego
- Pushkin – Selected lyrics; Complete finished poemy; Kapitanskaya Dochka; Pikovaya Dama; Povesti Belkina; Evgenii Onegin; Boris Godunov; Malen'kie Tragedii; Puteshestvie v Arzrum;
- Gogol – Strashnaia mest'; Mirgorod; Nos; Shinel'; Nevskii prospect; Koliaska; Kak Ivan Ivanovich possorilsia s Ivanom Nikiforovichem; Zapiski Sumashedshego; Mertvyie Dushi; Revizor; Zhenit'ba;

- Lermontov – Selected lyrics; Demon; Geroi Nashevo Vremeni; Maskarad;
- Goncharov – Oblomov;
- Aksakov – Semeinaia Khronika;
- Nekrasov – Selected lyrics; Komu na Rusi zhit' khorosho;
- Tiutchev – Selected lyrics;
- Turgenev – Zapiski okhotnika; Rudin **OR** Nakanune; Otsy i deti; Veshnye vody; Mesiats v derevne;
- Dostoevsky – Bednye liudi; Dvoinik; Zapiski iz mertvovo doma; Zapiski iz podpolia; Prestuplenie i nakazanie; Idiot; Besy; Bratia Karamazovy; Excerpts from Dnevnik Pisatel'ia; "Gospodin D-bov i vopros ob iskusstve"
- Tolstoy – Detstvo; Kazaki; Voina i mir; Anna Karenina; Smert' Ivana Il'icha; Khadzhi Murat; Kreutzerova Sonata; Chto takoe iskusstvo; Tri smerti; Kholstomir; Otets Sergei; Vlast' t'my
- Fet – Selected lyrics;
- Chernyshevsky – Chto delat'; Selected literary criticism;
- Herzen—Byloe i dumy (excerpts);
- Belinsky—Selected literary criticism
- Dobrolyubov – Selected literary criticism;
- Kireevsky--Selected criticism
- Pisarev—Selected criticism
- Khomiakov—Selected criticism.
- Saltykov-Shchedrin – Gospoda Golovliovy;
- Ostrovsky – Groza; Svoji liudi – sochtemsia **OR** Na vsiakogo mudretsa dostatochno prostoty;
- Leskov – Ocharovannyi strannik; Zapechatlennyi angel; Levsha;
- Chekhov – Step'; V ovrage; Duel'; Ubijstvo; Chelovek v futliare; Skuchnaia istoria; Dama s sobachkoi; Dom s mezaninom; Chaika; Tri Sestry; Diadia vania; Vishnevyy sad;

20th century

- Ivanov, Briusov, Bal'mont, Annensky, Kuzmin, Gippius – Selected symbolist poetry
- Sologub – Melkii Bes;
- Blok – Selected lyrics; Balaganchik; Dvenadsat;
- Belyi – Selected lyrics; Peterburg;
- Gumiliov – Selected Acmeist poetry
- Mandel'shtam – Selected poetry; Egipetskaia Marka;
- Akhmatova – Selected lyrics; Rekvjem;
- Mayakovsky – Selected lyrics; Oblako v shtanakh; Klop;
- Khlebnikov – Selected lyrics;
- Pasternak – Selected lyrics; Okhrannaia gramota; Doktor Zhivago;
- Tsvetaieva – Selected lyrics and essays;
- Gorky – Detstvo; Na dne;
- Bunin – Derevnia; Sukhodol; Gospodin iz San Frantsisko; Zhizn' Arsen'eva;
- Bulgakov – Sobach'e Serdtse; Belaia Gvardia; Master i Margarita;
- Babel' – Konarmia; Odesskie Rasskazy;

- Olesha – Zavist';
- Zamiatin – Peshchera; Rus'; Slovo predostavliaetsya Tovarishchu Churiginu; My;
- Zoshchenko – Selected Stories;
- Pilnyak – Golyi god;
- Kharms – Selected stories;
- Il'f i Petrov – Dvenadsat' stul'ev **OR** Zolotoi Telyonok;
- Gladkov – Tsement;
- Kataev – Vremia vperiod **OR** Rastratchiki
- Ostrovsky – Kak zakalialas' stal'
- Sholokhov – Tikhii Don (vol.1)
- Platonov – Reka potudan; Sem'ia Ivanova; Kotlovan;
- Nabokov – Dar; Lolita;
- Evtushenko, Voznesensky, Akhmadulina – Selected poetry;
- Solzhenitsyn – Matrenin dvor; Odin Den' Ivana Denisovicha; Rakovyi korpus **OR** V krughe pervom; Excerpts from Arhipelag GULag;
- Shalamov – Selected Stories;
- Aksenov – Zvezdnyi Bilet; Ostrov Krym
- Voinovich – Zhizn' i neobychnye prikljuchenija soldata Ivana Chonkina;
- Erofeev – Moskva-Petushki;
- Trifonov – Dom na Naberezhnoi; Obmen;
- Rasputin – Proshchanie s Materoi;
- Siniavskii – Spokoinoi nochi;
- Brodskii – Selected lyrics;
- Limonov – Eto Ya – Edichka;
- Sokolov – Shkola dlia durakov;
- Popov – Selected stories from Vesel'e Rusi;
- Bitov – Pushkinskii Dom;
- Petrushevskaia – Vremia, noch;
- Tolstaya – Selected short fiction
- Sorokin – Selected short fiction;
- Pelevin – Omon Ra; Generatsiya P

Articles and other nonfiction 20th century

- Gershenzon, ed.--Vekhi
- Blok – Inteligentsyia i revoliutsyia; O naznachanii poeta;
- Mandel'shtam – Utro Akmeizma; Slovo i kul'tura; O prirode slova; Shum Vremeni;
- Bakhtin—Problemy poetiki Dostoevskogo (1963), “Iskusstvo i otvetsvennost'”; Epos i roman; Slovo v romane; Problema khronotopa; Otvet k redaktorom; Tvorchestvo Fransua Rable
- Nadezhda Mandel'shtam – Vospominania (excerpts);
- Evgeniia Ginzburg, Krutoi marshrut
- Trotskii – Literatura i revoliutsiia;
- Zamiatin – Zavtra; Ia boius'; O literature, revoliutsii i entropii;
- Propp, Morfologiiia skazki
- Eikhenbaum – Literaturnyi byt; Kak sdelana Shinel' Gogolia; Molodoi Tolstoi

- Shklovkii – *Iskusstvo kak priem*; *Tristam Shendi: parodiinyi roman*; *Stern i Pushkin*
- Tynianov – *Akhaisty i novatory* ;
- Jakobson – “O pokolenii rastrativshem svoikh poetov,” *Selected Essays*.
- 1934 Writers’ Congress – *Selected speeches* (Gorky, Pasternak, Olesha, Babel’, Bukharin, Zhdanov);
- Pomerantsev – *Ob iskrennosti v literature*;
- Tertz (Siniavskii) – *O sotsialisticheskom realizme; Literaturnyi protses v Rossii*;
- Lotman – *Selected Essays*

Recommended and Required Graduate Reading List: Secondary Texts

Berlin, Isaiah. Russian Thinkers (Penguin)

Billington, James. The Icon and the Ax (Vintage)

Brown, Edward. Russian Literature Since the Revolution (Harvard)

*Clark, Katerina. The Soviet Novel: History as Ritual (Chicago)

*Erich, Victor. Formalism: History and Doctrine (Yale)

*Ginsburg, Lydiia. O lirike

*Gudzii, N.K. Istoriia drevnei russkoi literatury

*Karlinsky, Simon. Russian Drama from its Beginnings to the Age of Pushkin (California)

Kelly, Catriona. A History of Russian Women's Writing 1820-1992 (Oxford)

Malia, Martin. Alexander Herzen and the Birth of Russian Socialism

*L. Matejka, K. Pomorska, eds. Readings in Russian Poetics (MIT)

Mathewson, Rufus. The Positive Hero in Russian Literature (Northwestern)

*Morson, Gary Saul, and Caryl Emerson. Bakhtin: Creation of a Prosaics (Stanford)

*Moser, Charles. Esthetics as Nightmare: Russian Literary Theory 1855-1870 (Stanford)

*Nakhimovsky, Alexander, Nakhimovsky, Alice. The Semiotics of Russian Cultural History: Essays by Iurii Lotman, Lydia Ginsbug, Boris A. Uspenski (Cornell)

Paperno, Irina. Chernyshevsky and the Age of Realism (Stanford)

Riasanovsky, Nicholas. Russia and the West in the Teachings of the Slavophiles

Terras, Victor. Handbook of Russian Literature (Yale)

*Walicki, Andrzej. A History of Russian Thought from the Enlightenment to Marxism (Stanford)

*indicates that text is required. All others are recommended.

OUTLINE OF TA RESPONSIBILITIES AND FACULTY EXPECTATIONS - LANG-1

Course: _____
 Faculty Member: _____
 Phone/Cell: _____
 E-mail: _____
 TA: _____
 Phone/Cell: _____
 E-mail: _____

FALL WINTER SPRING AY _____

1. In addition to grading, which of the following will the TA be responsible for?
 In TA's own section/course:

- | | | | |
|--|----------|----------|---------------|
| 1. Discussion sections | expected | optional | not an option |
| 2. Review session for tests and/or final exams | expected | optional | not an option |
| 3. Attendance at all classes | expected | optional | not an option |
| 4. Planning and giving a class/classes | expected | optional | not an option |
| 5. Office hours. How many? _____ | expected | optional | not an option |
| 6. Managing a Canvas Site | expected | optional | not an option |
| 7. Attending and/or leading extracurricular activities
(Slavic Tables, Slavic films, etc.) | expected | optional | not an option |
| 8. Applying for course development grants (for
extracurricular activities, e.g., films, theater, etc. in
greater Chicago area) | expected | optional | not an option |
| 9. Attendance at language functions in the department
and/or at the university (lectures, talks, workshops,
social events, etc.) | expected | optional | not an option |
| 10. Meetings with Director of Slavic Languages | expected | optional | not an option |
| 11. Meetings with instructors of other sections, other
levels, other languages | expected | optional | not an option |
| 12. Giving a lecture if and when the professor must
miss a class w/ advanced notice | expected | optional | not an option |

Re: #12 (above) Date(s) (if known in advance)

: _____

- Role of the TA in his/her own course
- Responsibility of the TA vs. the instructor in designing and planning the content of the course

2. GRADING:

Which of the following will the TA be grading?

Item	Frequency
1. Quizzes	_____
2. Assessments	_____
3. Midterms	_____
4. Final Exams	_____
5. Essays	_____
6. Homework Exercises	_____

OUTLINE OF TA RESPONSIBILITIES AND FACULTY EXPECTATIONS - LANG-2

2. GRADING: (CONTINUED)

Which of the following will the TA be grading?

- | Item | Frequency |
|-------------------|-----------|
| 7. Final Projects | _____ |
| 8. Journals | _____ |
| 9. Unit Tests | _____ |
| 10. Other | _____ |
- criteria for grading
 - hours per week or day the TA should expect to devote to grading (should not exceed NU TGS limit of 15-20 hrs/wk that a TA is allowed to work)
 - grading break-down for the course
 - handling student complaints about grading
 - coordination of grading if more than one TA is assigned to this course

3. DEALING WITH STUDENT PROBLEMS

- Academic dishonesty
- Behavior problems
- Absences/missed work
- Psychological problems
- Substance abuse

Note: Any inquiries by students that are not related to the course's content should be brought to the attention of the Instructor of the course, the DUS, and/or the Chair.

4. IN THE CLASSROOM

- Introducing the TA to the class
- TA participation in discussion
- Role of TA as liaison between instructor and students
- Role of TA in observing/gauging the interest/reaction of the class

ADDITIONAL RESPONSIBILITIES:

Photocopying: _____
Putting materials on reserve/electronic reserve: _____
Setting up and/or managing Canvas: _____
Writing exams/quizzes with advanced notice: _____
Date(s) of exams/quizzes: _____
Meetings with instructor/coordinator: _____
How often? _____ When? _____
Other: _____

Additional Comments:

OUTLINE OF TA RESPONSIBILITIES AND FACULTY EXPECTATIONS - LIT - 1

Course: _____
 Faculty Member: _____
 Phone/Cell: _____
 E-mail: _____
 TA: _____
 Phone/Cell: _____
 E-mail: _____

FALL WINTER SPRING AY _____

In addition to grading, which of the following will the TA be responsible for?

- | | | | |
|--|----------|----------|---------------|
| 1. Discussion sections (50 students max.) | expected | optional | not an option |
| 2. Review session for midterm and/or final exams | expected | optional | not an option |
| 3. Attendance at all lectures | expected | optional | not an option |
| 4. Planning and giving a lecture | expected | optional | not an option |
| 5. Office hours. How many? _____ | expected | optional | not an option |
| 6. Managing a Canvas Site | expected | optional | not an option |

1. DISCUSSION SECTIONS:

- Role the discussion sections serve in this course
- Responsibility of the TA vs. the instructor in designing and planning the content of the sections

2. GRADING:

Which of the following will the TA be grading?

Item	Frequency
1. Quizzes	_____
2. Assessments	_____
3. Midterms	_____
4. Final Exams	_____
5. Essays	_____
6. Homework Exercises	_____
7. Final Projects	_____
8. Journals	_____
9. Other	_____

OUTLINE OF TA RESPONSIBILITIES AND FACULTY EXPECTATIONS - LIT - 2

- Criteria for grading
- Hours per week or day the TA should expect to devote to grading (should not exceed NU TSGS limit of 15-20 hrs/wk that a TA is allowed to work)
- Grading break-down for the course
- Handling student complaints about grading
- Coordination of grading if more than one TA is assigned to this course

3. DEALING WITH STUDENT PROBLEMS

- Academic dishonesty
- Behavior problems
- Absences/missed work
- Psychological problems
- Substance abuse

Note: Any inquiries by students that are not related to the course's content should be brought to the attention of the Instructor of the course, the DUS, and/or the Chair.

4. IN THE CLASSROOM

- Introducing the TA to the class
- TA participation in discussion
- Role of TA as liaison between instructor and students
- Role of TA in observing/gauging the interest/reaction of the class

OTHER RESPONSIBILITIES:

Photocopying: _____

Putting materials on reserve/electronic reserve: _____

Setting up and/or managing Canvas: _____

Writing exams/quizzes with advanced notice: _____

Date(s) of exams/quizzes: _____

Meetings with instructor/coordinator: _____

How often? _____ When? _____

Other: _____

Additional Comments:
