



**College of Arts and Sciences**

**Department of Languages, Literatures, and Cultures**

**Graduate Studies Handbook**

**Fall 2023 – Spring 2024**

## Table of Contents

Departmental Administration .....	2
Important Dates to Remember .....	4
Guidelines for Graduate Assistant Service .....	4
Stipend .....	4
Rank.....	5
Course Loads .....	5
Responsibilities.....	5
Evaluation, Reappointment & Probation .....	8
Outside Employment .....	8
Policy on Graduate Assistantships and Promotion .....	8
Graduate Student Travel Policies .....	9
General Information for Graduate Assistants .....	11
Graduate Assistants Office .....	11
Department Mailbox .....	11
Payday Information.....	11
Copier / Supplies .....	11
Grievance Policy .....	12
1. Department of Languages, Literatures and Cultures Grievance Policy.....	12
2. Graduate School: Appeals of Academic Decisions .....	12
Family Leave Policy .....	13
Eligibility.....	13
Planning and Approval.....	13
Notification .....	15
Absence from Campus Form .....	15
Graduate Student Awards.....	16
Graduate Assistant Outstanding Teaching Award.....	16
Graduate Research Paper Award .....	16
Graduate Student Dissertation Award (Course Release from Teaching) .....	17
Cantey Award in Comparative Literature.....	17
LLC Graduate Student Organization .....	18
Health Insurance .....	18
Other Campus Resources for Grad Students .....	19
Tips For When You Are Ready to Graduate.....	19
Websites, E-Mail Addresses, and Phone Numbers .....	21

## Departmental Administration

**Department Chair:** Dr. Paul Malovrh  
**Assistant Chair:** Dr. Nina Moreno  
**Graduate Director:** Dr. Alexandre Bonafos

### Graduate Advisors:

**Comp. Lit.** Dr. Aria Dal Molin  
**French** Dr. Jeanne Garane  
**German** Dr. Agnes Mueller  
**Spanish** Dr. Eric Holt  
**MAT** Prof. Catherine Wiskes

### Program Directors:

**Arabic** Dr. Nina Moreno  
**ASL** Dr. Nina Moreno  
**Chinese** Dr. Gregory Patterson  
**Classics** Dr. Hunter Gardner  
**Comp. Lit.** Dr. Anne Gulick  
**French** Dr. Jeanne Garane  
**German** Dr. Lara Ducate  
**Hebrew** Dr. Nina Moreno  
**Italian** Dr. Pia Bertucci  
**Japanese** Dr. Junko Baba  
**Korean** Dr. Nina Moreno  
**Linguistics** Dr. Mila Tasseva-Kurktchieva  
**Portuguese** Dr. Andrew Rajca  
**Russian** Dr. Alex Ogden  
**Spanish** Dr. Mercedes Lopez Rodriguez

### Language Teaching Supervisors:

**Classics** Dr. Hunter Gardner  
**Chinese** Dr. Gregory Patterson  
**French** Prof. Brigitte Guillemin-Persels  
**German** Prof Ursula Engelbrecht  
**Russian** Dr. Judith Kalb  
**Spanish 109** Prof. Leah Lindsey  
**Spanish 110** Prof. Catherine Wiskes  
**Spanish 121** Prof. Whitney Waites  
**Spanish 122** Dr. Greg Newall  
**Spanish 209-210** Dr. Ben Garcia Egea  
**Spanish 302** Prof. Ellen Brightwell  
**Spanish 303-304** Dr. Mercedes Lopez Rodriguez

**Language Lab**     William Fairchild

**Foreign Language Learning Center:**

**Director:** William Fairchild

**Instructional Technologist:** Henning Liese

**Administrative Staff:**

**Assistant to the Chair:** Le’Nora Whittley

**Graduate Student Services Coordinator:** Christopher King

**Business Manager:** Evan Guess

**Courses and Curriculum Coordinator:** Jada Daniel

**Office Manager:** Shakila Mack

**Note:** The departmental offices are housed from the 6<sup>th</sup> to the 9<sup>th</sup> floor of the Humanities Office Building (HuO). TA offices are in the Humanities Classroom Building (HuCL). Contact Shakila Mack ([shakila@mailbox.sc.edu](mailto:shakila@mailbox.sc.edu)) about desk assignments, sharing protocols, and keys.

## Important Dates to Remember

Comprehensive and Qualifying Exams for MA, MAT, and PhD candidates are held on the Thursday and Friday before the spring semester starts. This year that will mean **January 4 and 5, 2024** (unless other arrangements are made within approval).

***Make-up exams will next be held on: Friday, April 5, 2024. If a student needs to re-take the entire exam, then this exam will be spread over two days, April 4 and April 5, 2024. Please see your advisor to schedule a time for the make-up exam.***

Please view the [University Calendar](#) or the [Grad School Calendar](#) for other important dates.

## Guidelines for Graduate Assistant Service

A graduate assistantship (GA) in the Department of Languages, Literatures, & Cultures (LLC) is a financial award granted by the department to a student who is fully admitted to a graduate degree program offered by the department. The initial award is made based on a student's academic promise as well as teaching potential. It is for one academic year but is renewable.

Qualified MA candidates can anticipate support for up to two (2) years contingent upon satisfactory progress toward the degree and satisfactory evaluations. Qualified PhD candidates can anticipate support for four (4) years contingent upon satisfactory progress toward the degree and satisfactory evaluations. Students admitted as MA/PhD candidates can anticipate support for 5 (5) years contingent upon satisfactory progress toward the degree and satisfactory evaluations. Funding for an additional fifth or even sixth year (PhD only) may be available depending on financial resources. However, continuation from one year to the next is contingent upon satisfactory performance both academically and in the assigned duties.

### Stipend

For the academic year 2023-24, LLC graduate assistants receive a basic stipend of between \$14,000 and \$18,000 depending on rank and workload. (PhD students may also benefit from an extra supplement from the College of Arts and Sciences and the Provost's Office.) The stipend is paid semi-monthly from Sept. 15 until May 31. In addition, students enrolled for at least 6 hours per semester will have a full-tuition abatement paid on their behalf. Students do not receive abatement money directly. Tuition supplements will be prorated for students enrolled in less than 9 hours per semester. GAs are assessed tuition at the "resident" "in-state" rate. Current rates for tuition and other fees are posted online at the website of the Bursar's Office at <http://www.sc.edu/bursar/>. The amount of stipend and abatement these assistantships offer may vary from the above. Contact Mr. Chris King with questions about the disbursement of your stipend or tuition supplement.

## Rank

There are three levels of graduate assistantship: Graduate Instructional Assistant (GIA), Graduate Teaching Assistant (GTA) and Senior Teaching Associate (STA). Normally, entering students are appointed at the rank of GIA with a 15-hour work week. GIAs are allowed to teach, but may not be “instructor of record,” meaning that final grades can only be officially assigned by a regular staff member. GIAs are promoted to GTA with an increase in stipend once they have earned 18 graduate credit hours, taken and passed FORL 776, and gained satisfactory teaching experience in the DLLC. GTAs also work a 15-hour week but can be instructor of record. This promotion usually occurs after one academic year of employment at the GIA rank. Qualified students may be hired as GTA provided it is shown that there is teaching experience and if they are scheduled as instructor of record. GTAs can be promoted to STA at any time depending on a number of variables, including academic performance, teaching excellence, and departmental need. STAs work a 20-hour week and teach two 3-hour courses with a commensurate increase in stipend.

## Course Loads

Graduate assistants must enroll in a minimum of 6 and a maximum of 9 hours per semester. A minimum of 15 hours per academic year, or five courses, must count toward their degree. In the first Fall semester, all new GIAs must enroll in the required FORL 776 (The Teaching of Foreign Language in College, 3 credits). **Deviations from these course load guidelines must be approved by the student’s graduate advisor and the LLC Graduate Director. Courses taken outside of those approved in the program of study are not funded through tuition supplements and are the financial responsibility of the student. It is important that you work with your advisor to complete a draft of the program of study ([MPOS](#) or [DPOS](#)) after your first semester of degree work. Your advisor as well as the Graduate Office should have a copy of your POS (and any [updates](#) to it).**

## Responsibilities

Graduate assistants are required to perform between 15 and 20 hours of service to the department per week. Dual employment (i.e. taking on an additional job) during the Fall and Spring semester is not permitted without the express written approval of the student’s teaching supervisor, graduate advisor, and the graduate director. Students may gain this approval by petitioning it in writing to the Graduate Director. Teaching one 3-hour course is the equivalent of 10 service hours per week. Teaching one 4-hour course is the equivalent of 12 service hours per week. Assignments will be made based on documented expertise. GAs will be under the direct supervision of the faculty member responsible for coordinating the area to which the GTA is assigned, and may be required to take an additional pedagogy course or training-related workshops. Assistants who do not teach a full load will be asked to perform additional tasks, such as working in a tutoring center or helping a professor with grading. **Assistants should make sure they fully understand their service assignments at the beginning of each semester.**

Dates of service for Fall Semester run from August 16 through December 18, 2023. Dates of service for Spring Semester run from January 8 to May 15, 2024. Dates of service to individual professors run from the beginning of registration week through the final day of classes **and not beyond**.

GAs are to report to their supervisors as soon as possible following distribution of assignments. GA assignments should not conflict with the individual student's schedule of academic courses taken in fulfillment of the degree.

The Graduate Bulletin stipulates that graduate assistants may not work more than 20 hours per week. Rare exceptions to the maximum 20 hour per week work limit may be granted by the dean of The Graduate School when justification from the student's academic program demonstrates the student will derive direct academic benefit from the additional time. Exceptions will not be granted for any reason other than academic benefit. **International students may not be employed for more than 20 hours per week.**

GAs are responsible for finding substitutes when they are unable to fulfill their assigned duties. For any absence from campus a [DLLC Request for Graduate Student Absence from Campus form](#) must be completed, signed and submitted to the Graduate Office.

Professors are responsible for organizing requested hours in an orderly fashion and may not expect students to work beyond the 15 hours per week. Professors are expected to employ GAs in activities germane to the training of future scholars and instructors.

<b>Guidelines for Assigning Teaching/Service Hours to Graduate Students</b>		
<b>Type of Service</b>	<b>Hours</b>	<b>Description</b>
teaching 3 credit course	10	includes 3 contact hours, 3 hours of lesson planning, 4 hours for grading / office hours each week
teaching 4 credit course	12	includes 4 contact hours, 4 hours of lesson planning, 4 hours for grading / office hours each week
teaching 4 <sup>th</sup> hour with observation of other three classes	7	includes 1 contact hour, 1 hour of lesson planning, 3 hours of observation (first time teaching the course), 1 hour of grading, 1 office hour / week
teaching 4 <sup>th</sup> hour without observation	5	includes 1 contact hour, 1 hour of grading, 1 hour of lesson planning, 1 office hour / week
teaching three 4 <sup>th</sup> hours	10	includes 3 contact hours, 3 hours of lesson planning, 4 hours for grading / office hours each week
teaching four 4 <sup>th</sup> hours	12	includes 4 contact hours, 4 hours of lesson planning, 4 hours for grading / office hours each week
observation/grading	5	a first-year option when teaching a course and observing the same course (3 hours observation; 2 hours grading)

## **Evaluation, Reappointment & Probation**

In April every year, GAs are evaluated by their respective basic courses directors and academic advisors to determine the quality of their performance in both areas. All GAs are required to submit the completed evaluation form first to their teaching supervisor and then to their academic advisor (and dissertation chair, if applicable) before turning in the form to the Graduate Office. All forms must be complete before they are submitted to the graduate office. Forms are due April 15<sup>th</sup> 2024. Failure to submit the form on time will result in academic probation.

Reappointment is contingent on maintaining a 3.0 GPA and receiving a “satisfactory” rating for performance of assigned duties. If a GA’s GPA drops below 3.0, the Graduate School places the student on “academic probation” allowing one academic year to improve grades. At the discretion of the graduate director, and in consultation with the affected graduate advisor, Graduate students on “academic probation” are subject to immediate suspension of their GA contract. GAs who receive poor teaching evaluations and/or receive an “unsatisfactory” rating of their assigned teaching duties will be placed on “teaching probation.” Depending on the severity of the problems, the GA might be offered a one-semester remediation plan without the immediate loss of their GA funding, further renewal subject to documented improvement or resolution of the issues. However, in cases of severe underperformance, the GA contract can be terminated immediately.

## **Outside Employment**

A graduate assistant (GA) is a student enrolled in The Graduate School and a special category part-time employee of the University paid by the University’s Payroll Department. Graduate assistants may serve as teaching assistants (GTA or ITA), research assistants (RA), or perform administrative duties (GA). In addition to receiving a stipend, non-South Carolina residents who are graduate assistants are assessed the in-state rate for tuition purposes. Graduate assistants are expected to devote full-time effort to their studies and assistantship responsibilities and are discouraged from having additional employment on or off campus. For the complete text of USC Policy on Graduate Assistants, see academic policy ACAF 4.00 <http://www.sc.edu/policies/ppm/acaf400.pdf>.

## **Policy on Graduate Assistantships and Promotion**

Normally, students awarded a teaching/instructional assistantship will be first hired as GIAs. Before GIAs can be promoted to GTAs or STAs, regardless of past teaching experience, the program and department need to assess the following:

### **Assessment A**

- 1) By taking the pedagogical training course, FORL 776, students demonstrate they have attained the learning outcomes of that course.
- 2) Students’ academic standing is not being compromised by teaching/service duties.

- 3) Students have demonstrated dedication and have participated in all aspects of the program to which they are assigned to serve as required of them.
- 4) Students have successfully completed assignments given by supervisors and coordinators.
- 5) Students must fill out and submit the Graduate Student Annual Activity Report.
- 6) Students have demonstrated to be efficient teachers as they continue their pedagogical development.

Students who meet the five points listed in “Assessment A” may be promoted to GTA rank on their second year of study, with a salary increase and full-tuition abatement. When a student’s performance is rated “outstanding,” and the following conditions are met, s/he can be promoted. Promotion depends on the proper qualifications attained in “Assessment A”, and the following from “Assessment B”:

### **Assessment B**

- 1) The needs of the program are such that allows employment of graduate students at both ranks, GTAs and STAs.
- 2) The student must have demonstrated class management by teaching, under supervision, his/her own class.

## **Graduate Student Travel Policies**

The Department of Languages, Literatures & Cultures (LLC) is committed to supporting travel for its graduate students. Based on the availability of funds, students can expect up to \$250 for domestic travel and up to \$500 for international travel. Departmental travel money is available for graduate students, who hold teaching assistantships (PhDs – 4 years; MA/PhD track – 5 years; MA and MATs – 2 years), funds permitting. Students should also apply to the Graduate School when possible. The Graduate School typically funds up to two trips for students during the course of their work at USC, funds permitting. See link:

[https://sc.edu/study/colleges\\_schools/graduate\\_school/opportunities\\_support/travel\\_grants/index.php](https://sc.edu/study/colleges_schools/graduate_school/opportunities_support/travel_grants/index.php)

The following are guidelines for the procedure to be followed when applying for travel funds. You may apply for funds as soon as you have submitted an abstract to the conference, pending notification of acceptance. If funds are awarded and your paper is declined, the awarded funds will be returned to the travel funds pool. You must apply for funding before leaving for the conference. Also, you must fill out and have approved and signed a Travel Request Worksheet form and include with this the Graduate Student Absence form.

Notify by e-mail the Graduate Director of LLC of the need to travel and intent to apply for funds. This email must include:

1. Name of Conference
2. Location of Conference
3. Date of Conference
4. Title of paper / status (submitted or accepted)
5. Preliminary itemized budget, including travel, lodging, per diem

If departmental funds are still available, you will be asked to fill out a **Travel Request Worksheet** form: [https://sc.edu/study/colleges\\_schools/artsandsciences/dllc/myllc/forms.php](https://sc.edu/study/colleges_schools/artsandsciences/dllc/myllc/forms.php).

The **Graduate Student Absence Request** form is required and should be completed and submitted with the TA form. The department will normally fund only part of your travel request on the assumption that you will seek funds from other administrative units on campus. Please fill out the travel form and absence form, **print them out, and get the required necessary signatures.**

**Travel Grants through the Graduate School:** Apply before you travel by completing and submitting online a Conference Travel Grant Request Form. Create a username and password in the <https://app.gradschool.sc.edu/gms/student/> . Include a PDF copy of the acceptance letter/notification you received from conference organizers. Please view more information at: [https://www.sc.edu/study/colleges\\_schools/graduate\\_school/opportunities\\_support/travel\\_grants/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/opportunities_support/travel_grants/index.php).

Please view the **International Travel Policy** at:

[https://www.sc.edu/about/offices\\_and\\_divisions/education\\_abroad/plan\\_your\\_experience\\_abroad/index.php](https://www.sc.edu/about/offices_and_divisions/education_abroad/plan_your_experience_abroad/index.php).

# General Information for Graduate Assistants

## Graduate Assistants Office

Graduate assistants in the Department of Languages, Literatures, and Cultures share offices located in the Humanities Classroom building. Offices are equipped with computer equipment and printers. Problems related to the computer equipment should be reported to Henning Liese, [henning@sc.edu](mailto:henning@sc.edu). Problems related to the room should be reported to Shakila Mack, [shakila@mailbox.sc.edu](mailto:shakila@mailbox.sc.edu).

## Department Mailbox

Each graduate assistant is assigned a mailbox in the department. Please email Shakila Mack for mailbox assignment and arrangements about key pickup.

## Payday Information

Payday is on the **15th** and the **last day of each month**. You will receive your first paycheck (**providing all your paperwork has been completed in a timely manner**) on September 15 and your last paycheck on May 31. Direct deposit is mandatory. If you have not already enrolled in direct deposit, you may do so on [my.sc.edu](http://my.sc.edu)). Make sure that you follow any instructions you receive in emails from Chris King—especially emails regarding I-9s—to keep the hiring timeline on track.

## Copier / Supplies

Please see Shakila Mack for copier instructions and supplies. A limited amount of supplies are available as they relate to the duties of your graduate assistantship.

# Grievance Policy

## 1. Department of Languages, Literatures and Cultures Grievance Policy

As indicated below, a student dissatisfied with a grade will not be considered for appeal; this is only a matter between student and instructor.

If a student considers having sufficient grounds for an appeal regarding bias, conflict with DLLC regulations, policies and procedures, or any other academic matter, s/he must discuss it first with the Graduate Advisor for his/her program. If a satisfactory resolution is not reached, the matter should be brought in writing to the Graduate Director, who will in turn consult with the DLLC Graduate Committee to resolve the issue.

When the appeal refers to a negative outcome of a Comprehensive Examination or Qualifying Exam, the student will write the Graduate Director stating the reasons that he or she argues that a procedural irregularity took place during the process of examination. After discussing the appeal with the student, the Graduate Director will bring the case to the Graduate Committee which will decide on the merits of the appeal. The Graduate Committee will address the merits of the appeal according to the rules and guidelines under which the Examination took place, and determine whether the student has shown that a faculty member or the Graduate Examination Committee made an irregular or inappropriate use of these guidelines. The Graduate Committee can then dismiss the appeal or accept the appeal on its merits. If the decision is to accept the appeal, the Graduate Committee will appoint another Examination Committee. If the decision is to dismiss the appeal, the case will be closed in the department.

## 2. Graduate School: Appeals of Academic Decisions

The Graduate School will only consider an appeal from a graduate student after all processes for appeals and grievance have been exhausted in his/her academic unit. The Graduate School accepts petitions for exceptions to regulations and policies that concern academic matters only. Disagreement with a grade assigned in a course is not a basis for appeal to the Graduate School but should be directed to the instructor. Appeals must be submitted in writing and must bear the name, student number, and signature of the appellant. Student appeals for reversal of departmental decisions are only accepted for consideration when questions such as inequitable application of regulation, bias, conflict with regulations, or extenuating circumstances are cited as grounds for appeal. Students may contact the Graduate School for guidelines on the appropriate form and content of appeals. Consult with the Graduate School for this and other appeals on Academic Standards and Procedures.

Graduate student appeals of disciplinary decisions reached under the Rule of Academic Responsibility procedures must be made to the University Committee on Academic Responsibility.

## Family Leave Policy

The University of South Carolina's Graduate Student Family Leave (GS-FL) policy establishes minimum standards for accommodation for a leave associated with childbirth or adoption. The policy is designed to assist a matriculated graduate student who is the primary child-care provider immediately following the birth or adoption of a child. It is designed to make it possible to maintain a student's enrollment status under a new category of the existing special enrollment, Z-status, and to facilitate the return to class work, and where applicable, research and teaching in a seamless manner. While this policy does not mandate that programs continue financial support during family leave and/or guarantee student support or resumption of an assistantship after returning from family leave, programs are strongly encouraged to do so whenever possible.

Medical complications or other extenuating circumstances are not included in this policy. Such situations are more appropriately covered by the University's current policies regarding course incompletes and withdrawal and/or leave of absence due to extenuating circumstances. These policies are located in the **Graduate Studies Bulletin**.

The [Graduate Student Family Leave Policy](#) (Z-status) has three components and applies to all admitted degree-seeking graduate students anticipating a birth or adoption as described below:

- Any graduate student is eligible for a one major term of leave from his/her graduate program the major term during or following the event.
- The graduate student will receive one year extension for all academic responsibilities including time to degree, removal of incomplete grades, and course in-date time.
- The graduate student will continue to be enrolled on **special enrollment status** and may elect to continue University health benefits if all applicable fees are paid prior to the term deadline.

### Eligibility

The Graduate Student Family Leave Policy applies to any matriculated graduate student enrolled at the University of South Carolina anticipating the birth of a child or adoption of a child less than 4 years old.

### Planning and Approval

It is essential that the student consult with their academic advisor(s) as far in advance as possible. It is the student's responsibility to make arrangements with faculty and departmental administrators for course completion and for continuation of teaching and research activities before and following the leave period.

The student should initiate discussion with her/his advisor(s) and academic unit **at least six (6) weeks prior** to the anticipated birth or adoption. This notice will provide academic units the necessary opportunity to rearrange or adjust duties of those students supported by a graduate assistantship. Students must be aware that their graduate assistantship position may not be available upon return from family leave.

Additionally, this six (6) week time period should be used for discussion to reach agreement on a timeline for degree requirements that will be affected by the birth or adoption of a child. These requirements include, but are not limited to:

1. PhD Qualifying Exams
2. Comprehensive Exams for both PhD and Master's Degrees
3. Field work
4. Funding on time sensitive research grants
5. Submission of time-sensitive research reports.

This planning stage should also be used to determine if any additional length of time beyond the one-year leave period will be needed for the student opting for family leave to complete degree requirements. While a one-year extension will be granted to any student on approved family leave, academic units often have specific timelines for exams, fieldwork, course sequences, etc., which may necessitate extension of the student's family leave. Graduate students with such circumstances may petition the Graduate School for extension of leave time. Academic unit requirements or limitations are a valid justification to petition for the extension. Petitions for extension of time beyond the one-year family leave should be supported by the student's academic unit and will be reviewed by the Graduate School on an individual basis.

For an international student, this policy is intended to allow the student to maintain special enrollment status as a full-time student and not affect current visa status. However, immigration regulations might dictate a different definition of enrollment than that defined as "special enrollment" for this policy. The Office of International Student Services is the authority on campus for interpreting current enrollment regulations for international students. For that reason, international students contemplating family leave would consult the Office of International Student Services to address proactively any individual or unique visa issues and/or to consider how the latest applicable regulations would affect eligibility for family leave. International students applying for family leave **must** discuss the intended leave period with the Office of International Student Services at the beginning of the planning period and **must** have a signed memo from the Office of International Student Services detailing immigration status and consequences of taking leave family leave included in the written request for family leave submitted to the student's program graduate director and to the dean of the Graduate School.

All family leave must be approved by the Dean of the Graduate School. Consultations with the student's academic unit and the signature of the program's graduate director are required for this approval. Family leave will be granted to eligible graduate students who have submitted a written request with appropriate documentation of the anticipated childbirth or adoption.

Appropriate documentation will include, but is not limited to:

1. For Childbirth –
  - a. Written certification from the student's health care provider verifying the student's health condition and impending birth

- b. Written permission from the student allowing an official of the University of South Carolina to contact the certifying health care provider if necessary
  - c. A signed memo from the Office of International Student Services detailing immigration status and consequences of taking family leave for international students.
2. For Adoption –
- a. Certification of child adoption
  - b. Written permission from the graduate student stating that an official of the University of South Carolina may contact the certifying individual or agency, if needed
  - c. A signed memo from the Office of International Student Services detailing immigration status and consequences of taking family leave for international students.

### **Notification**

Once the family leave has been approved, The Graduate School will notify the relevant academic unit and administrative offices giving the dates of the approved leave. A memo will be placed in the student's academic file of the time to degree extension approval. It is the student's responsibility to communicate with their academic unit while on leave. It is also the student's responsibility to work with faculty and department administrators on arrangements for course completion, degree requirements and for continuation of research and teaching activities before and following the period of the leave.

## **Absence from Campus Form**

This form must be completed and approved for any absence from campus. Absences from campus include sick days, professional pursuits, jury duty, or other related situations. This form is available on the [DLLC graduate website](#).

## Graduate Student Awards

The Department of Languages, Literatures and Cultures is pleased to offer a number of annual [awards to graduate students](#):

### Graduate Assistant Outstanding Teaching Award

The Outstanding Teaching Award recognizes up to three graduate assistants (MA, MAT, PhD) a year for outstanding teaching performance. Students are selected by the Graduate Council in consultation with Basic Courses Directors, Program Directors, and Graduate Advisors.

Outstanding Teaching performance is based on observations, and evaluations. Award winners receive \$250 to spend on books, supplies, travel.

#### Eligibility

To be considered for this award, you must:

- Be a graduate student in good standing in the Department of Languages, Literatures, and Cultures
- Have served as a graduate assistant for at least two semesters within the last two years. Degree candidates carrying the title of instructor or adjunct are not eligible for the award.
- Submit a letter outlining your accomplishments in teaching as well as a letter of support from a DLLC professor (teaching supervisor or basic courses director), and a copy of your teaching evaluations. Submissions are due electronically to the Graduate Director and to Mr. Christopher King by **April 1<sup>st</sup>**.

### Graduate Research Paper Award

The DLLC Graduate Research Paper Award is an annual prize of \$250 (toward books, supplies, travel, etc.) given to two students (one pursuing a PhD in comp lit; one pursuing a PhD in Spanish) designed to promote excellence in graduate research and to give visibility to the work of graduate students. The Graduate Research Paper Award will be awarded to a scholarly paper by a student in the DLLC (the paper cannot be part of the dissertation). A committee will determine which papers will receive the prize. Papers must be written in either Spanish (for the Spanish award) and English (for the comp lit award). A student must be recommended for the award by a DLLC professor.

#### Eligibility

To be eligible for this award, you must:

- Be a graduate student in good standing in the Department of Languages, Literatures, and Cultures
- Have served as a graduate assistant for at least two semesters within the last two years. Degree candidates carrying the title of instructor or adjunct are not eligible for the award.
- Include a letter of support from a DLLC professor (preferably from the course for which the paper was written) and the paper itself. Submissions are due electronically to the Graduate Director and to Mr. Christopher King by **April 1<sup>st</sup>**.

## **Graduate Student Dissertation Award (Course Release from Teaching)**

The DLLC Dissertation Award provides a single course release during one semester of the academic year as well as recognition to outstanding full-time doctoral students who have passed their qualifying exams and have successfully defended their prospectus. This prestigious award is available to DLLC students in good standing in a PhD program and recognizes outstanding achievement in scholarship and professional as well as significant progress on the Dissertation accomplishment. Two awards are available: 1 in Spanish and 1 in Comparative Literature.

### **Eligibility**

To be considered for this award, a graduate student must have met the following criteria:

- completed all course work and language requirements;
- completed the comprehensive examination;
- successfully passed the prospectus defense
- be currently registered for 899
- have not received the award previously

### **Application**

To apply for this award, a graduate student must prepare the following dossier containing:

- a current CV
- a statement of intent (why you feel you are a good candidate for this award and how time off will be spent)
- a letter of support from your dissertation director
- materials should be sent to the Graduate Director and Chris King by **April 1<sup>st</sup>**.

## **Cantey Award in Comparative Literature**

The Comparative Literature Program accepts applications from CPLT PhD students for the Carroll T. and Edward B. Cantey, Jr. Bicentennial Fellowship in Liberal Arts. The fellowship is normally awarded to two students each year, in the amount of \$2,500 each. Awards are made by application only. The application should be around 300-500 words in length. Proposals are judged on the merit of the proposal and on the feasibility of the project. Students should give a clear plan as to how the award will help to further their research. Students who received the award last year are not eligible this year. Applicants must be currently enrolled in the CPLT PhD program and in residence, and must have completed all MA requirements, including the MA thesis.

Applications should be submitted electronically to the CPLT program director and will be forwarded to the Cantey Award Committee. The application deadline is in **February** each year.

## LLC Graduate Student Organization

The [LLCGSA](#) was created in the fall of 2014 and its mission is to provide opportunities for the professional development of graduate students in LLC, to represent students as a “Student Body,” and to help build a further sense of community among students. They represent students from all graduate programs in the Department of Languages. It is their main interest to represent all programs equally, while understanding and providing for the specific needs of each language program.

The LLCGSA is formally recognized as a USC organization by USC Campus Life, the entity in charge of clubs and organizations at USC. As such, it is bounded by a constitution that determines its structure (with an Executive Board consisting of a President, Vice-President, Secretary, Treasurer, and a Representative for each graduate program in the LLC Department), its elections timeline and procedure, and the responsibilities of each member and of the association as a whole. Contact Thomas Alexander ([JTA9@email.sc.edu](mailto:JTA9@email.sc.edu)) for more information.

The officers for 2023–2024 are:

- President: Thomas Alexander
- Vice-President: Meagan Heath
- Secretary: Jiyuan Ren
- Treasurer: Rume Kpadamrophe

## Health Insurance

All USC graduate students enrolled in nine or more credit hours, graduate assistants and all international students are automatically enrolled in the University-sponsored Student Health Insurance Plan each fall and spring semester. These students must present evidence of satisfactory comparable health insurance coverage to decline or “waive out” of the insurance.

plan each semester to avoid the charge for it on their tuition bill. Students can visit: <https://www.sa.sc.edu/shs/billing/insurance/> to learn about comparable coverage requirements and find the link to “waive out” of the plan or visit: [www.studentinsurance.com](http://www.studentinsurance.com) for plan details and to “waive out”. Students enrolled in less than nine credit hours can purchase the University-sponsored Student Health Insurance Plan, but they are not automatically enrolled. In 2020-2021, the Faculty Senate voted to mandate the university to cover this fee, which amounts to about \$2,200 each year. The great news is that the College of Arts and Sciences is working on a way to fully cover this fee for students starting in Fall 2021.

## Other Campus Resources for Grad Students

The [Graduate School website](#) can answer many of your questions about programs of study, enrollment, professional development, etc. Their [Forms Library](#) can be an especially useful resource.

The University has a really helpful, constantly updated, page covering the impact of the novel [Coronavirus](#) on your life as a student and as a teacher at UofSC. This is supplemented by the Center for Teaching Excellence's "[Keep on Teaching!](#)" resource.

The [Center for Teaching Excellence](#) also provides dozens of free workshops, webinars, and other opportunities to improve your skills in the classroom.

The Graduate Bulletin has a [great list of all regulations that impact graduate students](#). It may be the first place to look if you are unsure about a university policy.

The [Thomas Cooper library](#) is full of librarians who would like to help you with your research plans.

If you know of other resources you'd like us to add here, please contact Chris King.

## Tips For When You Are Ready to Graduate

The [Graduate School website](#) can answer many of your questions about graduation generally, but the main thing to know is that you should [Apply to Graduate](#) early in the semester in which you plan to graduate! Make sure you let the Graduate Director and Chris King know that you are planning to graduate, as the Grad Director's Office also has steps to take behind the scenes when you apply to graduate.

Once you apply to graduate, you set in motion an audit of your paperwork, grades, etc., at the Grad School. The things they check include the following:

- Is your Program of Study ([MPOS](#) or [DPOS](#)) correct and up to date? If not, work with your advisor to update it using the [Program of Study Adjustment](#) form.
- Something they check on your POS is whether any of your coursework is out of date. For PhD students, courses on the POS cannot be over 10 years old your comps cannot be over 6 years old. There are processes for [revalidating courses](#) and re-taking exams if you find yourself in this position.
- For MA students, is there an MA Comps Verification form on file for you? For PhD students: is there a PhD Quals Verification Form and a PhD Comps Verification Form on file? This should have been filed by the department after you passed the oral and written comps.
- If a PhD student, is your G-DCA on file? This is the Committee Appointment form, and can be located on the [Grad School forms page](#). Note that the G-DCA has checkboxes for an exam committee and a diss committee. If you and your advisor only checked one of these boxes when you filed the G-DCA, you'll have to file a second G-DCA with the other box checked. If you change

your committee, you have to submit a new G-DCA. If you are using a committee member who is not from UofSC or who has left the institution, you need to have a memo justifying their presence on the committee, and a current CV for the individual.

- Most of our degrees require a second or third research language, which you will have discussed with your advisor. Evidence that you passed a reading exam or a 615 course in that language, or a memo explaining how you meet this requirement must be on file with the grad school, or you will not be allowed to graduate.
- You must, obviously, file your document by the deadline with the grad school. An essential step in this process is doing the format check for your thesis or dissertation. The grad school sets **enormous** store by [the format check](#), so you should start it as soon as you possibly can, even if the thesis/diss is not complete. The grad school may suggest revisions, which must be taken care of, or you will not graduate. This is NOT the same as having your thesis/diss advisor/committees say that they are satisfied with your revisions! The grad school is not concerned with substantive (content) revisions, but with the standard USC formatting of the thesis/diss. Read the format check guidelines and get started early.
- Is your Thesis or Dissertation Signature and Approval form signed and sent to Chris for filing? (This can only be done, of course, once you have actually defended the thesis or diss.) One form is called the G-TSF and the other the G-DSF, and both are in the [Grad School Forms library](#). Note that these forms allow you to delay the release of your thesis/diss for a short period of time. Should you decide to do so, your dissertation/thesis advisor must write a memo justifying this “embargo.” The Grad director also must approve of this.
- PhD students: Have you submitted your certificate of completion of the SED ([Survey of Earned Doctorates](#)) to the grad school?
- Is your GPA at least 3.0? If not, you will not be allowed to graduate.

## Websites, E-Mail Addresses, and Phone Numbers

USC Homepage and Main Number: [www.sc.edu](http://www.sc.edu) ..... (803) 777-7000

Graduate School: [www.gradschool.sc.edu](http://www.gradschool.sc.edu) .....777-4243

Department of Languages, Literatures, and Cultures: [www.cas.sc.edu/dllc](http://www.cas.sc.edu/dllc)

**LLC Office Manager:**

Shakila Mack [shakila@mailbox.sc.edu](mailto:shakila@mailbox.sc.edu) .....777-4881

**LLC Courses and Curricula Coordinator:**

Jada Daniel [jada.daniel@sc.edu](mailto:jada.daniel@sc.edu) .....777-4884

**LLC Business Manager (Travel):**

Evan Guess [guesser@mailbox.sc.edu](mailto:guesser@mailbox.sc.edu) .....777-4882

LLC Graduate Programs: [http://artsandsciences.sc.edu/dllc/graduate\\_program](http://artsandsciences.sc.edu/dllc/graduate_program)

**Graduate Director**

Dr. Alexandre Bonafos: [bonafos@mailbox.sc.edu](mailto:bonafos@mailbox.sc.edu)

**Graduate Student Services Coordinator**

Christopher King: [kingcj2@email.sc.edu](mailto:kingcj2@email.sc.edu) .....777-0473

**Graduate Advisors**

Comp. Lit.	Dr. Aria Dal Molin	<a href="mailto:dalmolin@mailbox.sc.edu">dalmolin@mailbox.sc.edu</a>
French	Dr. Jeanne Garane	<a href="mailto:garanej@mailbox.sc.edu">garanej@mailbox.sc.edu</a>
German	Dr. Agnes Mueller	<a href="mailto:acmuelle@mailbox.sc.edu">acmuelle@mailbox.sc.edu</a>
Spanish	Dr. Eric Holt	<a href="mailto:deholt01@mailbox.sc.edu">deholt01@mailbox.sc.edu</a>
MAT	Prof. Catherine Wiskes	<a href="mailto:wiskes@mailbox.sc.edu">wiskes@mailbox.sc.edu</a>

**Graduate Assistants Offices (Humanities Classroom Building):**

HUC 003)

(HUC 203) (HUC 213) (HUC 306) (HUC 406) (HUC 414)

**At the end of the school year, please make sure your office space is cleaned out. Otherwise, anything you leave behind will be thrown out.**

**Foreign Language Learning Center (HUCL 201D):**

[https://sc.edu/study/colleges\\_schools/artsandsciences/dllc/myllc/fllc/index.php](https://sc.edu/study/colleges_schools/artsandsciences/dllc/myllc/fllc/index.php)

Bill Fairchild, Director: [fairchild@sc.edu](mailto:fairchild@sc.edu) .....777-2636

Henning Liese, Instructional Technologist: [henning@sc.edu](mailto:henning@sc.edu) .....777-1363

Global Carolina Office: <http://www.ip.sc.edu/> .....777-7461