FRENCH STUDIES: FRENCH STUDIES SUMMER INSTITUTE, MFS

This is a named option in the French Studies MFS. (http://guide.wisc.edu/graduate/french-italian/french-studies-mfs)

The Professional French Studies Summer Institute program teaches interdisciplinary skills needed to operate in professional French settings around the world—this is particularly important to teachers, who collaborate with each other in the program as they hone their connections to those cultures and practices. Teachers intern in all fields, not just education, and are among the most connected colleagues in their schools to the "real world" using their French.

The Summer Studies Institute program is the Professional French Masters Program’s part-time pathway to the degree, for working French teachers. Our program is part-time hybrid program with online and face-to-face components. You will update your sense of current events in the French-speaking world, improve your speaking and writing, solidify your grammar and style, and intern in French in a professional setting—in a personalized internship in the final summer.

ADMISSIONS

GRADUATE SCHOOL ADMISSIONS

Graduate admissions is a two-step process between academic degree programs and the Graduate School. Applicants must meet requirements of both the program(s) and the Graduate School. Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/admissions).

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Deadline</td>
<td>April 20*</td>
</tr>
<tr>
<td>Spring Deadline</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Deadline</td>
<td>April 20</td>
</tr>
<tr>
<td>GRE (Graduate</td>
<td>Required.</td>
</tr>
<tr>
<td>Record Examinations)</td>
<td></td>
</tr>
<tr>
<td>English Proficiency Test</td>
<td>Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<a href="https://grad.wisc.edu/apply/requirements/english-proficiency">https://grad.wisc.edu/apply/requirements/english-proficiency</a>).</td>
</tr>
<tr>
<td>Other Test(s) (e.g., GMAT, MCAT)</td>
<td>n/a</td>
</tr>
<tr>
<td>Letters of</td>
<td>3</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Required</td>
</tr>
</tbody>
</table>

* Early acceptance deadline: January 15, 2019
Regular application deadline: April 20, 2019

- Graduate School Application
- French and Italian Department Application (p. 1)
- Deadlines (p. 1)
- Questions (p. 2)

Step 1: Graduate School Application

The following materials go to the Graduate School (Office of Graduate Admissions, 225 Bascom, 500 Lincoln Drive, Madison, WI 53706-1380):

1. Graduate School Application (https://grad.wisc.edu/apply) (online)
   On the online application, you will need to list 3 people who will write letters of recommendation for you. (Remember to check the "email request" box when listing recommenders on the application.) At least one of the letters should address your overall proficiency, creativity, and style of expression in the French language. These may be professors, instructors, supervisors, or anyone who is familiar with your work and may give us a sense of your readiness for our program. Since the Graduate School will contact your recommenders directly via email, be sure to contact each recommender at least a month prior to when the letter of recommendation is needed to let them know that they will be contacted directly by the Graduate School. 
   Recommanders may send an email version of their recommendation directly to the department (mdeitz@wisc.edu or ramer2@wisc.edu).

2. $75 Application Fee (waived for current and former TAPIF participants (http://pfmp.wisc.edu/TAPIF-scholarship))

3. For international students whose native language is not English: MELAB or TOEFL (http://www.toefl.org) scores

Step 2: French Department Application Procedure

Submit the following items to the Department of French and Italian (ATTN: Graduate Admissions Coordinator, 618 Van Hise Hall, 1220 Linden Drive, UW-Madison, Madison, WI 53706):

1. GRE Scores (http://www.ets.org) (not required for certificate program) institution code 1846 for UW-Madison
2. Writing sample in French
   (a graded undergraduate term paper or equivalent)
3. Complete official transcripts of all postsecondary study (TWO copies)
4. Any letters of recommendation that recommends prefer to send as a hard copy. (A signed nonconfidential recommendation form (https://pfmp.wisc.edu/apply) must accompany each letter that comes directly to us.)
5. Résumé (CV)
6. Completed Study Track Application Addendum (https://pfmp.wisc.edu/apply)
7. Statement of purpose (1 page, in French)
   What is your chosen concentration area, and how do you expect it, and the PFMP in general, to position you for a more satisfying professional life? Include any relevant experience you have had working or studying in your chosen concentration area. Although you may use dictionaries and other resources, we trust that this statement will be written without assistance.
8. An oral interview in French, either in person or by telephone. (In certain cases, the oral interview will be waived.)

DEADLINES

Spring 2019 admission deadline: November 1, 2018.
Fall 2019 admission deadline: January 15, 2019 if applying to live at the French House (http://uwfrenchhouse.org/residence) or for early decision; April 20, 2019 for all others.

QUESTIONS?
Contact Ritt Deitz, Director: (608) 262-4090 or mdeitz@wisc.edu.

FUNDING

GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding) is available from the Graduate School. Be sure to check with your program for individual policies and processes related to funding.

REQUIREMENTS

MINIMUM GRADUATE SCHOOL REQUIREMENTS

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.

NAMED OPTION REQUIREMENTS

MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Mode of Instruction Definitions

*Evening/Weekend:* These programs are offered in an evening and/or weekend format to accommodate working schedules. Enjoy the advantages of on-campus courses and personal connections, while keeping your day job. For more information about the meeting schedule of a specific program, contact the program.

*Online:* These programs are offered primarily online. Many available online programs can be completed almost entirely online with all online programs offering at least 50 percent or more of the program work online. Some online programs have an on-campus component that is often designed to accommodate working schedules. Take advantage of the convenience of online learning while participating in a rich, interactive learning environment. For more information about the online nature of a specific program, contact the program.

*Hybrid:* These programs have innovative curricula that combine on-campus and online formats. Most hybrid programs are completed on-campus with a partial or completely online semester. For more information about the hybrid schedule of a specific program, contact the program.

*Accelerated:* These on-campus programs are offered in an accelerated format that allows you to complete your program in a condensed time-frame. Enjoy the advantages of on-campus courses with minimal disruption to your career. For more information about the accelerated nature of a specific program, contact the program.

CURRICULAR REQUIREMENTS

Requirements Detail

Minimum 30 credits

Credit Requirement

Minimum Residence Credit Requirement

- Two-thirds of the degree coursework (20 of 30 total credits) must be completed in graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university’s Course Guide (https://registrar.wisc.edu/course-guide/).

Overall Graduate GPA Requirement

- 3.00 GPA required.

Other Grade Requirements

- B or better in FRENCH 615.

Assessments and Examinations

- Internship, oral examination, and professional portfolio.

Language Requirements

- No additional language requirements.

REQUIRED COURSES

SUMMER INSTITUTE TRACK

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRENCH 615</td>
<td>Grammaire avancee</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH 616</td>
<td>Social Responsibility in Contemporary French-Language Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH 617</td>
<td>Contemporary Skill Set Literature in French</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH 618</td>
<td>Career Strategies for the French-Speaking World</td>
<td>2</td>
</tr>
<tr>
<td>FRENCH 623</td>
<td>Communication orale en situations professionnelles</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH 642</td>
<td>Culture et sociétés dans le monde francophone</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH 793</td>
<td>Professional French Masters Program Internship</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH 799</td>
<td>Independent Study (Portfolio)</td>
<td>4</td>
</tr>
<tr>
<td>FRENCH/ITALIAN 821</td>
<td>Issues in Methods of Teaching French and Italian (SLA Concepts)</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH 901</td>
<td>Seminar-Materials and Methods of Research (Curricular Design and Assessment)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 30

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School’s Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.
NAMED OPTION-SPECIFIC POLICIES
GRADUATE PROGRAM HANDBOOK
A Graduate Program Handbook containing all of the program’s policies and requirements is forthcoming from the program.

PRIOR COURSEWORK

Graduate Work from Other Institutions
With program approval, MFS students in the Summer Institute are allowed to waive up to 10 credits of their required PFMP credits, to recognize graduate work done at colleges or universities other than UW–Madison, if those courses satisfy program requirements and are 6 taken after the student has begun PFMP coursework.

UW–Madison Undergraduate
No credits from a UW–Madison undergraduate degree are allowed to count toward the degree.

UW–Madison University Special
With program approval, University Special students enrolled in the capstone certificate "French Studies" may count up to 12 credits of coursework taken while they are capstone students toward the MFS degree. Coursework earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

PROBATION
The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

1. Good standing (progressing according to standards; any funding guarantee remains in place).
2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

ADVISOR / COMMITTEE
Students will work closely with the PFMP executive director.

CREDITS PER TERM ALLOWED
13 credits

TIME CONSTRAINTS
Students who have allowed a session to “lapse” without enrolling during that session, and without approval to take a leave of absence, must reapply to the program if they desire to continue. See program for more details.

Leaves of absence are viable for one semester only.

OTHER
PFMP and certificate students may not be simultaneously enrolled in other graduate programs, nor are they eligible for project assistantships, teaching assistantships, or other forms of graduate support that provide tuition remission. Full-time academic students are automatically eligible for PFMP internship travel funding in the form of a credit toward airline travel, and for selected private scholarships of roughly $1,000 each.

PROFESSIONAL DEVELOPMENT

GRADUATE SCHOOL RESOURCES
Take advantage of the Graduate School’s professional development resources (https://grad.wisc.edu/pd) to build skills, thrive academically, and launch your career.

PEOPLE

FRENCH FACULTY AND ACADEMIC STAFF
Professors Bousquet and Debaisieux
PFMP Director Ritt Deitz; other faculty from across campus also teach in the program.
PFMP Assistant Director Mandi Schoville