The Department of
Slavic Languages and Literatures
University of Michigan

Graduate Student Handbook

812 East Washington Street
3040 Modern Languages Building
Ann Arbor, MI 48109-1275

t: 734-764-5355
f: 734-647-2127

slavic@umich.edu
www.lsa.umich.edu/slavic

Welcome to the Department of Slavic Languages and Literatures!

This handbook has been provided to you not only to help you through your initial adjustment to the University of Michigan and the Department of Slavic Languages and Literatures, but also to serve as a resource for you as you progress through the graduate program. Please take the time to read through the handbook in its entirety, and reread sections as questions arise. If you have any questions regarding the contents of this handbook, or anything about the Department or the U of M, feel free to contact the Graduate Student Services Coordinator, your Graduate Faculty Advisor, Graduate Faculty Advisor, or other faculty.

In addition to this handbook, three reliable **Departmental sources of information** about the Graduate Program and other matters of interest to graduate students are:

● the "Graduate" portion of the **Department website** (www.lsa.umich.edu/slavic),
● the Graduate **bulletin board** (located outside of room 3035 MLB), and
● the Graduate **Sites page**

These sources are updated frequently by the Graduate Student Services Coordinator. The Graduate Student Services Coordinator will also communicate to you via e-mail Departmental announcements, information about campus events, possible funding opportunities, etc. Therefore, it is important that you check your e-mail account often.

<u>**Administrative Procedures**</u>
You should make a habit of keeping in contact with the Graduate Student Services Coordinator and the Graduate Faculty Advisor regarding your progress through the program. It is particularly important that you communicate with the Graduate Student Services Coordinator about your plans at the following stages so that he/she can assist you with the appropriate paperwork:

● Formation of your Preliminary Examination Committee
● Establishment of your Preliminary Examination start and oral defense dates
● Completion of the 2nd Language Requirement
● Formation of Dissertation Committee
● Plans to go on leave (see page 20)
● Changes in your Committees

<u>**Department Staff**</u>
While most of your questions about the graduate program (and any other questions where you don't know whom to ask) should be directed to the Graduate Student Services Coordinator, you should also become familiar with the roles and responsibilities of the other staff members.

Carolyn Dymond, dymond@umich.edu: Student Services Coordinator and Assistant to the Chair
Sheri Sytsema-Geiger, sytsema@umich.edu: Administrator

Your Graduate Career
DEPARTMENT OF SLAVIC LANGUAGES AND LITERATURES
MASTER'S AND PH.D. DEGREE REQUIREMENTS

The first three years of the Slavic Department Ph.D. program are intended to give students an overview of and scholarly grounding in their chosen areas of specialization. The development both of a knowledge base and of fundamental research skills is essential if a student is to write and defend a first-rate doctoral dissertation -- the primary goal of the program. Therefore, in their first three years, students are required to write at least six research papers of a substantial size in the range of 8,000 words. These papers are the product of extensive scholarly research, show good command of the scholarship on the chosen topic, and, within the context of that scholarship, offer an original approach to questions posed. Ideally, these research papers will eventually form the basis of future publications and/or contribute to a student's doctoral dissertation. Most of these research papers should be written for seminar-style courses, where the exchange of ideas among fellow graduate students and the development of new approaches are important parts of weekly course work, but some can be completed as independent studies. During their first three years (six Academic-Year semesters and two summers) students are expected to take twenty full courses and two mini-courses fulfilling the following requirements:

For students whose main interest is in Russian language, literature and culture:

Students must achieve Russian language proficiency equivalent to five years of college study, as demonstrated by passing a proficiency exam or successfully completing Russian 520 (second semester of fifth-year Russian). Proficiency is required in all four areas of language skill: speaking, listening, writing, and reading.

Students must also demonstrate proficiency in a second Slavic, East European or Eurasian language equivalent to at least one year of college-level study (two years are recommended, and can be fit into the requirements as indicated below). Proficiency can be achieved by completing one year of course work at Michigan or elsewhere, or by passing an exam.

The following core courses are required:

Slavic 549. Research Methods (3 cr).
Slavic 500. Teaching Slavic Languages (3 cr.)
Russian 510. Language Pedagogy Workshop (1 cr.)
Writing 993. Teaching Writing. (1 cr.)
Russian 551. Old Russian Literature (3 cr.)
Russian 552. 18th Century Russian Literature (3 cr.)
Seminar on 19th Century Russian Literature (800 level; 3 cr.)
Seminar on 20th Century Russian Literature (800 level; 3 cr.)
Slavic 865. East European Literary Theories (3 cr.)

In addition, seven additional courses are required, distributed as follows:

At least one graduate course on 19th Century Russian literature and culture (3 cr.)
At least one additional graduate course on 20th Century or 21st Century Russian literature and culture (3 cr.)

At least one more course (besides the above two) in either 19th or 20th century Russian literature (3 cr.)

At least four additional graduate courses in total in a combination of a second Slavic literature and/*or* a cognate discipline or disciplines relevant for the student's research plan and/or Russian literature and/or cross-cultural Slavic literatures (12-16 cr.) Additional semesters of language study may also count here, but no more than two language courses (8 cr.) will be counted in this category.

For students whose principal Slavic language, literature and culture is Russian, but who wish to engage substantially with another Slavic, East European or Eurasian literature and culture or with significant material from another discipline or both:

Students must achieve Russian language proficiency equivalent to five years of college study, as demonstrated by passing a proficiency exam or successfully completing Russian 520 (second semester of fifth-year Russian). Proficiency is required in all four areas of language skill: speaking, listening, writing, and reading.

Students must also demonstrate proficiency in a second Slavic, East European or Eurasian language equivalent to at least one year of college-level study (two years are recommended, and can be fit into the requirements as indicated below). Proficiency can be achieved by completing one year of course work at Michigan or elsewhere or by passing an exam.

The following core courses are required:

Slavic 549. Research Methods (3 cr).
Slavic 500. Teaching Slavic Languages (3 cr.)
Russian 510. Language Pedagogy Workshop (1 cr.)
Writing 993. Teaching Writing. (1 cr.)
Slavic 865. East European Literary Theories (3 cr.)
Seminar in 19th Century Russian Literature (800 level; 3 cr.)
Seminar in 20th Century Russian Literature (800 level; 3 cr.)

In addition nine additional courses are required, distributed as follows:

At least one graduate course on pre-19th century Russian literature and culture (3 cr.)
At least one course on 19th, 20th, or 21st century Russian literature and culture (3 cr.)

At least seven courses total in a combination of a second Slavic literature and culture and/or in other disciplines relevant to the student's research and/or in Russian literature and culture and/or in cross-cultural Slavic literatures (21-25 credits). Additional semesters of language study may also count here, but no more than four additional language courses (16 credits) may count in this category.

For students whose principal Slavic language, literature and culture is a language other than Russian (i.e. Polish, Czech, Bosnian-Serbian-Croatian, Ukrainian):

Students must achieve proficiency in the principal Slavic language equivalent to completion of five years of college-level study. Proficiency can be achieved through coursework at Michigan (including independent study courses) or elsewhere, or by passing an exam.

Students must demonstrate proficiency in a second Slavic, East European or Eurasian language equivalent to at least one year of college-level study (this second Slavic language may be Russian). Proficiency can be achieved by completing a year of course work at Michigan or elsewhere or by passing an exam.

Core courses:

Slavic 549. Research Methods (3 cr).
Slavic 500. Teaching Slavic Languages (3 cr.)
Russian 510. Language Pedagogy Workshop (1 cr.)
Writing 993. Teaching Writing. (1 cr.)
Slavic 865. East European Literary Theories (3 cr.)

In addition eleven more courses are required, distributed as follows:

Two courses in pre-20th century literature in the student's major language (6 cr.)
Two courses in 20th and 21st century literature in the student's major language (6 cr.)

At least five research papers in total should be written for the research seminars and independent studies.

At least two of the above should be graduate research seminars dealing in part with the student's major culture and/or independent studies for which the student does a major research project in that literature or culture.

At least seven additional courses in total in a combination of the student's primary literature, a second Slavic or East European or Eurasian literature or in other disciplines related to the student's research interests (15 cr.) No more than four additional language courses (16 cr.) may count in this category

General Ph.D. Requirements
<u>**Candidacy**</u>
- Qualifying exams.
- One course in the second Slavic literature related to the period of the student's dissertation.
- One research seminar in the Department.
- Two cognate courses numbered 400 or above (courses outside the Department but related to the field of study).
- Four semesters' knowledge of another Slavic language.
- Submission of a case study related to the projected dissertation (within two months after prelim).
- Prospectus defense (in the beginning of the semester that follows achieving candidacy).

- Production of at least three research papers during the course of their Master's degree and Ph.D. study.

Graduation
- Completion of dissertation.
- Successful dissertation defense.
- If necessary, completion of post-defense dissertation corrections.

ACADEMIC GUIDELINES

I. **Guidelines for Satisfactory Progress**
The Department's goal is to provide an environment in which our graduate students can thrive, and to support students in making satisfactory progress to degree according to the following guidelines:

Annual Progress Reports
1. In addition to submitting grades, faculty members who teach a student in the first or second year of our graduate program submit a progress report on the student's academic performance to the Slavic Department office within three weeks of the end of each semester, for inclusion in the student's files.
2. The Graduate Advisor will review transcripts and progress reports at the end of each semester, and will contact students who fail to receive a minimally acceptable grade of B+[1] in any course.
3. The Annual Review Committee will review all progress reports along with transcripts and discuss students' progress and their future course of study with the student. The Annual Review Committee consists of Department Chair, Graduate Advisor, and student's primary mentor.

Incomplete grades
1. Incompletes ("I") remain on students' transcripts even after a final grade has been given for a course, and students are strongly advised to **avoid** them. The presence of Incompletes on a transcript can significantly harm students' prospects when applying to fellowships and academic positions alike. Incompletes also handicap students in fellowship competitions. If you anticipate having to take an Incomplete, it is important to speak with the faculty member teaching the course well in advance to consider possible alternatives: do not wait to request an Incomplete until the day of a final paper is due! Before requesting an Incomplete, students should consult with the Graduate Advisor, and when a request for an Incomplete has been approved by a faculty member the student must **notify the Graduate Advisor by email**. The Graduate Advisor will then contact the faculty member to confirm the timeline for completion of the course. A "Y" grade is used for a course that has been approved to extend past one term and is not a recognized grade basis in the department. You must inform the GA if you expect a "Y" grade.
2. Students may accrue no more than one incomplete grade during any academic year.
3. Students who anticipate having to take an Incomplete should speak with the faculty member teaching the course and the Graduate Advisor before the end of the semester, to consider possible alternatives.
4. Students who receive an Incomplete must confirm with the faculty member teaching the course a clear plan and deadline for completion of the coursework, and the Incomplete must be cleared during the next full *academic semester immediately following* the one in which it was given.
5. Any student failing to complete an Incomplete in the semester after which it was given and/or accruing a second Incomplete will be notified by the Graduate Advisor (see *Procedures* below).

Milestones
1. Each graduate student will be assigned a provisional mentor during the first semester of study, based on broadly declared interests. Student can change provisional mentor and select the

primary mentor at any point in their study, but by the end of the second semester of their first year of graduate study.

2. Students should select their second mentor by the end of the second semester of their second year.
3. Annual Progress Review will take place in January each year, as a mentoring conversation between the student and a faculty committee, followed by a written summary report on academic progress. If the outcome of the review reveals that the student's progress in the program has stalled, the student will no longer be considered to be in good standing. (See *Procedures* below).
4. Proficiency language examination in student's primary Slavic language must be completed by the end of the second year of study at the advanced-mid level in all four language skills.
5. Students should also complete a minimum of 2 years of study of a second Slavic, Central European or Eurasian language with at least a B+ by the end of their fourth year.
6. The reading list for the primary literature should be submitted by the end of April of the first year of graduate study. The reading list for the second literature should be submitted by the end of April of the second year of graduate study. The reading list for the third area is submitted by the end of August of the second year of graduate study.
7. The Qualifying Exam must be taken no later than end of April of the third year of graduate study.
8. The Case Study should be submitted by August 15 of the student's third year of graduate studies, and approved by the primary advisor by August 30 for the purpose of Advancement to Candidacy.
9. The Prospectus should be submitted as soon as possible after the successful completion of the Case Study, and no later than November 30 of the fourth year of study.
10. Circumstances may arise that cause students to fall one semester behind in reaching any of these milestones. Students in these situations should consult with and gain approval from their academic committee chair, who should communicate that approval to the Graduate Advisor.
11. In extenuating circumstances students may petition for an extension of any of the Graduate Program deadlines but only in truly exceptional cases will any extensions into the fourth year of graduate study be granted. (See *Procedures* below).

Post-Candidacy Progress Reports
1. For students in their fourth year and beyond, an annual Post-Candidacy Progress Report must be submitted by the student and by the academic committee chair no later than January 15 each year.
2. Annual Progress Reports will be reviewed by the Graduate Advisor and the Department Chair to determine satisfactory progress.
3. Any student failing to demonstrate satisfactory progress will be notified by the Graduate Advisor. (See *Procedures* below).

Procedures
1. Any student failing to demonstrate satisfactory progress as defined above will be notified by the Graduate Advisor, who will convene a meeting with the student and the student's academic committee chair (if there is one).
2. The purpose of the meeting will be to set forth the conditions under which the student may be returned to good academic standing, including a deadline for completion of these conditions.
3. If the student has not fulfilled the conditions by the date set forth at this meeting, the Graduate Advisor will convene the Graduate Committee. After reviewing the student's record, the

Graduate Committee may determine unsatisfactory progress (at which point the student is no longer eligible for teaching or tuition support in Slavic Department). The Graduate Committee may also decide to discontinue the student's participation in the program (at which point the student will follow Rackham's procedures for Discontinuation and possible later Reinstatement).

4. As always, it is the responsibility of the student to communicate to the Graduate Advisor, his or her academic committee chair, and the Department Chair any circumstances, personal or otherwise, that may prevent the student from fulfilling either the requirements to remain in good standing or those conditions set forth to return to good academic standing.

II.   Petitions

Requests for exceptions to any departmental regulations may be made only with a written petition to the GA, who will present the petition to the Graduate Committee for discussion and a decision. Requests for exceptions to any Rackham regulations must be granted by the Rackham School of Graduate Studies.

III.   Statement on Academic Integrity

Rackham provides its policies on academic standards and integrity in its Student Handbook, as well as in a separate document on Academic Integrity. Among rules that need particular emphasis is the one concerning multiple submission of term papers. Please note that the Slavic Department does not allow submission of the same paper in two courses.

PURPOSE OF THE QUALIFYING EXAMINATION

In order to be advanced to candidacy for the PhD degree, students in the doctoral program of the Department of Slavic Languages and Literatures are required to pass a Qualifying Examination and submit a case study.

The purpose of the **Qualifying Examination** in the Slavic Department is
1) to assess the student's **working knowledge** of the primary and secondary literature from the reading list(s) and
2) to evaluate the student's
   - **ability** to integrate and **utilize the knowledge and skills** critical for independent and creative research,
   - **ability** to synthesize **ideas and concepts** at an advanced level of proficiency in areas being examined,
   - **skills** to construct **critical arguments**, and to **present them** in a direct and comprehensive manner.

Exam Format and Administration

The Ph.D. Examination committee will consist of the three faculty members administering the written and oral examinations in the chosen subject areas. Students are tested in two subject areas of their primary interests, with equal numbers of questions devoted to each area. Upon a student's request, an examination on three subject areas may be designed, with 50% of the questions devoted to the area of his /her primary interests and 25 % of questions devoted to the second and third areas, respectively. Regardless of whether a student chooses to be tested on two or three subject areas, the Department recommends that all students focus their graduate course work on three subject areas (for example, Slavic literature of his/her primary interest, Slavic Literature of his/her secondary interest, and, as a third area, Judaic Studies, or Comparative Literature, or History, or Gender Studies, or Film).

Students will have two take-home exams, with a 60 hour period for each (e.g. from Friday evening to Monday morning or some other equivalent time period) to submit two essays per exam. In each written exam, students will select two out of four topics for their essays. The two written exams should be scheduled, in coordination with all parties involved, during a period of no more than a month, with a maximum interval of two weeks between the written exams. An oral exam would follow the evaluation of the essays by the examining committee.

One member of the three-person examining group, presumably the graduate student's primary mentor, takes the responsibility for designing the exam from questions submitted by each member of the Qualifying Exam Committee.

Expectations for the Written Exam

A good essay:

- Directly addresses the question chosen for the essay
- Acknowledges the seminal research in the field and refers to relevant secondary studies at appropriate points in the paper
- Situates its central argument within the primary and secondary sources relevant for the issue the essay addresses
- Goes beyond a simple summary of primary or secondary sources to construct and support its central argument
- Has a clear overall structure, and is written in a readable and understandable way
- Formats the bibliography using Chicago style

Expectations for the Oral Exam
Students should demonstrate ability
- to contextualize their research interests in the subject area(s) they have chosen and to outline how the reading lists lead to their dissertation project,
- to discuss the primary and scholarly literature from the reading list(s).

The discussion will last 1-2 hours. Questions posed usually follow up on aspects of the student's written answers and also raise issues presented in the questions that the student chose not to answer. Thus, students are advised to think about all the questions on the written exam, whether or not they choose to answer them.

Evaluation system
The Ph.D. Exam Committee will assess the student's overall performance on the exam and will assign a qualifying exam grade, which may be Strong Pass, Pass, Conditional Pass, or Fail. A grade of Fail means that the student will be required to retake the entire qualifying exam. A Conditional Pass means that the student may be required to retake one or more sections of the exam, enroll in additional coursework to strengthen weak areas, or complete a special project to address any deficiencies. Students who fail the exam twice will be expelled from the Ph.D. program.

COGNATE COURSES
Cognate courses are a very important component of your degree requirement that should be chosen with great care. Most of our students find relevant courses in History, Linguistics, Screen Arts and Cultures, and the Center for Middle Eastern and North African studies and in Comparative Literature; the possibilities are, however, extremely broad.

CERTIFICATE PROGRAMS
A Certificate of Graduate Studies is a non-degree credential that is less extensive than a master's program and provides a specialized set of courses that supplements a primary field of study. A student must apply to the Graduate School for a certificate program. Students already enrolled in a Rackham or non-Rackham graduate degree program must complete at least one term before applying. Between 15 and 19 graduate credit hours of coursework are required to earn a certificate.

Listed below are some Rackham certificate programs in which you may be interested:
Russian, East European, and Eurasian Studies
Screen Arts and Cultures (formerly Film and Video Studies)
Medieval & Early Modern Studies
Judaic Studies
Museum Studies
Women's Studies

Because program requirements can vary greatly, information about a specific certificate program should be obtained from the department or institute sponsoring the program.

Teaching as a Graduate Student
GRADUATE STUDENT INSTRUCTORSHIP (GSISHIP)
The department is strongly committed to its students and regards graduate teaching not only as a source of financial support but also as an essential part of their professional training which makes them more competitive on the job market. All students in our graduate program should gain some teaching experience, especially if they are thinking about jobs in education. Ideally, this experience should be diversified; the department offers positions in the following language classes:

Russian 101 (First-year Russian I)
Russian 102 (First-year Russian II)
Russian 123 (Intensive First-year Russian; summer only)
Russian 201 (Second-year Russian I)
Russian 202 (Second-year Russian II)
Russian 223 (Intensive Second-year Russian; summer only)
Russian 303(Intensive Third-year Russian; summer only)
Polish 121 (First-year Polish I)
Polish 122 (First-year Polish II)

And in the following literature and film classes:

Polish 314 (Polish Cinema)
Slavic 312 (Central European Cinema)
Slavic 313 (Russian & Ukrainian Cinema)
Czech 315 (Czech New Wave Cinema)
Russian 322 (Russia Today)
Russian 347 (Survey of 19th-century Russian Literature I)
Russian 348 (Survey of 19th-century Russian Literature II)

We also welcome graduate students' assuming GSI positions in other departments; students should pursue these opportunities in order to broaden their range of teaching experience. In the past our students have worked in the following departments:

Asian Languages & Literatures
CREES (Center for Russian and East European Studies)
Screen Arts & Cultures
Great Books
Romance Languages & Literatures
Women's Studies
Linguistics

GSI positions are considered a form of departmental financial support – they provide a 100% tuition waiver and a stipend for the semester (stipends are set annually; in 2015-2016 the stipend is $9,675.21 per term for a 50% appointment) –and may be included in a funding package as such. According to school guidelines, no student may be supported by LS&A funds for more than 10 semesters – this includes any semesters that the student works as a GSI, but does not include any of the fellowships or scholarships described below as being administered by Rackham. Summer teaching, however, is exempt from these rules. The Slavic department offers classes in both the Spring and Summer half-terms, so graduate students can teach throughout the summer break if they wish to diversify their experience, and broaden their teaching portfolio.

The Sweetland Writing Center seeks to support and improve the teaching of writing at the University of Michigan. Sweetland Writing Center workshops introduce instructors to the challenges of teaching writing in courses that both instruct students in particular fields of study and help students develop the sophisticated writing skills they will need throughout their undergraduate careers. Sweetland workshops for GSIs cover the following topics:

- responding effectively to and evaluating student writing, both in drafts and in final versions;
- working with multilingual students;
- designing and sequencing writing and research assignments;
- reviewing grammar, mechanics, and style issues;
- integrating technology into the classroom;
- designing and evaluating online course projects; and
- citing sources and preventing plagiarism.

SWC 993: GSI Training: Writing in the Disciplines
SWC 993 is a one-credit hands-on workshop for GSIs teaching and grading Advanced Writing in the Disciplines courses which undergraduate students use to fulfill the Upper-Level Writing Requirement. This course is mandatory for GSIs working in the Advanced Writing in the Disciplines courses, but may be taken by other GSIs interested in the course with permission of the Sweetland Writing Center.

In addition to readings, the course materials include student papers, sample assignments, and samples of student/teacher interactions. Topics addressed include AWDP standards, writing assignment design, English as a Second Language issues, as well as responding to students' writing, getting students involved in their writing and revising, conferencing with students, and grading. The course is graded S/U.

SWC Library
The Sweetland Writing Center's lending library houses journals and books related to writing and writing pedagogy. All university faculty and graduate student instructors are invited to use the library, located inside the Sweetland Writing Center in North Quad.

STIPEND PAYMENTS
Departmental fellowships stipends for the academic year are dispersed to students on a monthly basis. You will receive one installment of your stipend at the beginning of each term (September and January) and then you will receive the remaining installments at the end of each month. For example, disbursements for the 2012-2013 academic year is as follows: August 30, September 23, October 21, November 18, December 13, January 6, January 20, February 17, March 17, and April 14.

GSI PAYCHECKS
Dispersal occurs on the *last* business day of each month. For example, you will receive your October stipend on October 30th, *not* October 1st.

DIRECT DEPOSIT
You are strongly encouraged to arrange to have your stipend deposited directly into your bank account. The following website includes details on how to authorize direct deposit, http://www.finops.umich.edu/payroll/forms/directdepositauthorizationform or the Graduate Student Services Coordinator can assist you with this process.

Departmental fellowships, most Rackham fellowships, and Graduate Student Instructorships above a .25 appointment provide students with health coverage known as GradCare. Graduate Student Instructors may also be entitled to additional benefits, such as dental coverage and retirement accounts.

- The Benefits Office may be reached via phone 734-615-2000 (5-2000 from the Ann Arbor campus) or
  1-866-647-7657 (toll free for off-campus long-distance calling within the U.S.).
- The Benefits Office website also provides information about coverage as well as downloadable enrollment forms: http://www.benefits.umich.edu/.

Candidacy
RACKHAM'S DISSERTATION HANDBOOK
It is Rackham, and not the Department, which sets and enforces most policies and deadlines concerning submitting and defending the dissertation. Rackham's Dissertation Handbook is designed to help you comply with the administrative requirements relating your dissertation.

1) *Dissertation Handbook*, a guide that covers all aspects of the dissertation writing process, from formatting to printing to defense. http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf

SWEETLAND WRITING CENTER AND RESEARCH
The Sweetland Writing Center offers a variety of writing courses and support for graduate students. Among our services and courses, Sweetland Writing Workshop faculty offer skillful, supportive advice to graduate students as they draft their course papers, projects, and theses.

Graduate Student Writing Support
Whereas most writing centers around the country are staffed with graduate and undergraduate students, the SWC Writing Workshop is staffed primarily by professional writing teachers with faculty status.

The English Language Institute offers courses and writing assistance for graduate students who are non-native speakers of English.

Writing 630: Advanced Writing for Graduate Students
This advanced writing course for graduate students is designed as a review of the basics of clear academic writing and an introduction to the demands of writing in graduate school. Topics include argumentation; drafting and revising; grammar and mechanics; audience and tone; and incorporating sources and quotations. Students will receive extensive feedback on their writing from the instructor and their peers. This course is not designed to provide intensive language study for non-native speakers of English.

Funding Sources
DEPARTMENTAL FUNDING
Commitment
The offer letter you receive at the beginning of your graduate career determines what kind of financial support you can expect from the department for your first five years. A typical support package would be one year of fellowship, two years of GSI support, and two years of dissertation fellowships, under LS&A guidelines. LS&A has a ten-term cap on the amount of aid you can receive from them. This limit does not apply to departmental discretionary or Rackham funds. A complete description of the ten-term rule is available at http://www.lsa.umich.edu/facstaff/graduate/policies/10term.

Summer Support
All support stated in your offer letter is for the academic year only, and includes predetermined stipends as well as a tuition waiver. Summer support, however, is not guaranteed by the department. In order to be eligible for departmental summer funding, you must apply. Support can be in means of a summer GSIship, stipend, etc. An email will prompt you when and how to apply. Benefits continue for students who have an appointment for the following Fall term, have had appointments during the prior Winter and Fall terms, or through separate arrangements. Further support may be obtained from internal university sources and external fellowships (Fulbright, IREX, etc.).

Travel Grants
Funding for conferences, dissertation research trips, summer study programs, etc. is usually acquired through multiple sources including CREES, the International Institute and Rackham, and sometimes other departments/centers as well (Judaic studies, Center for the Education of Women, etc. as appropriate).

In order to apply for departmental travel funding, it is necessary to write a budget totaling expected expenses and requirements, listing other sources from which you are requesting funds, the conference you plan to attend as well as if you plan to present a paper. Requests are due by October 1 for any travel taking place in the fall term and February 1 for any travel taking place in the winter term. Please request funding prior to travel by sending an email the Chair of the Department and copy the Administrator.

Emergency Funds
Emergency funds are available for students demonstrating serious and unseen financial need due to circumstances beyond their control, and are distributed on a case-by-case basis. This funding can assist students with last-minute plane tickets, unforeseen medical expenses, etc. If such a situation arises, inform the chair immediately and he or she can act on your behalf to help secure not only departmental but also Rackham or other funding.

OUTSIDE SOURCES
Rackham Funding
To see a complete list of Rackham available funding and their deadlines, please navigate to their website, https://secure.rackham.umich.edu/Fellowships/support/list.php.

International Institute Funding
To see a complete list of the International Institute available funding (Travel Grants, Individual Fellowships, Fulbright) and their deadlines, please navigate to their website, http://www.ii.umich.edu/ii/fellowshipsandgrants/graduate.

Center for Russian, East European, and Eurasian Studies (CREES)
FLAS Fellowships
A Foreign Language and Area Studies (FLAS) Fellowship provides tuition and a stipend to students studying designated foreign languages in combination with area studies or international aspects of professional studies. The priority is to encourage the study of less commonly taught languages. The Slavic Department's FLAS Fellowships are administered by CREES and are awarded competitively through annual fellowship competitions.

- *Academic Year FLAS awards* are for graduate students to study modern foreign languages and related area or international studies. FLAS fellowships are generally not tenable for dissertation research or writing. Recipients receive full tuition, mandatory fees, and a stipend during the academic year fall and winter terms. FLAS awards cannot be deferred. The stipend is normally dispersed in 10 equal payments over an eight-month period.
- *Summer FLAS awards* are designed to support summer modern language study. These awards are given only for intensive language classes that teach the equivalent of a University of Michigan academic year language class. Authorization must be obtained in order to take a course not offered at the University of Michigan. The summer stipend is dispersed as a lump sum.

Eligibility: Must be a U.S. citizen or permanent resident enrolled in a program specializing in languages of the former Soviet Union and Eastern Europe.
N**omination**: Students should apply directly to CREES; see website (http://www.ii.umich.edu/ii/fellowshipsandgrants/graduate/graduateflas_ci) for details.

CREES Research, Internship, and Fellowship (CRIF) Program Grants
Eligibility: Students must be in a REES-focused program, and may be at preliminary or more advanced stages of their research. Grants are intended to support summer or semester-long research projects or internships at institutions in Eastern Europe or the former Soviet Union.
Terms and Provisions of Appointment: Grants range from $500 to $1,500.
N**omination**: Students should apply directly to CREES; see website for details.

The Institute for the Humanities: Michigan Graduate Student Fellowships
Eligibility: Applicants must have attained candidacy at the time of application, or provide a letter from their department vouching for the fact that they have successfully completed all of the requirements for candidacy; former or current holders of Rackham Predoctoral Fellowships are not eligible.
Number of Fellowships: Varies; usually around six fellowships.
Terms and Provisions of Appointment: Fellows has furnished office space and a personal computer at the Institute's new quarters in the South Thayer Building. Graduate Student Fellows receive a stipend of $2,640 per month for ten months, beginning in either July or September, according to the individual Fellow's preference. The Institute pays each Fellow's candidacy tuition and fees for the two terms, usually fall and winter terms, and GradCare health insurance for the fellowship period.
N**omination**: Students should apply directly to the Institute for Humanities; see website for details.

Sweetland Dissertation Writing Institute
Eligibility: This program is designed for Ph.D. students whose research is complete or nearly complete, who have conceptualized the principal elements of the dissertation, who have already begun to write the dissertation, and who may be stalled in completing their dissertations.
Terms and Provisions of Appointment: Participants will be required to attend the Sweetland Writing Center for at least six hours each day during the eight weeks of spring term; they will be supplied with a dedicated computer workstation and work space. Fellows will be expected to participate in group discussions, where they will share their writing and receive feedback. In addition, a Sweetland faculty member will be available for writing consultation. Fellows must work fulltime on their dissertations during this time. Rackham and LS&A will support each graduate student selected with a stipend of $3,000.

Resource Guide
ACADEMIC RESOURCES
Graduate Faculty Advisor
The Graduate Faculty Advisor has oversight of the graduate program. The Graduate Faculty Advisor is responsible for monitoring and evaluating the progress of students in the program and developing policy issues concerning the graduate program, making recommendations for the whole faculty to consider.

The Department designates a Graduate Faculty Advisor to assist students throughout the course of their studies in the program. Students should meet with the Graduate Faculty Advisor at least once at the beginning of every term to discuss the courses they plan to take and are free to meet with him/her more frequently whenever the need occurs. The responsibilities of the Graduate Faculty Advisor include:

- meeting with students in residence at the beginning of each term to help them carry out a course of study appropriate to their interests and conform to departmental requirements and to discuss the students' ideas, desires, and concerns
- ensuring that students fulfill their course requirements in a timely manner
- assisting them in selecting a dissertation committee
- mediating when conflicts arise with other members of the faculty

The Graduate Faculty Advisor does not make any decisions regarding finances (such as awarding financial support, GSI appointments, etc.). Such decisions are made by the Chair of the Department.

Faculty Mentor
Students are strongly encouraged to choose a mentor early in their graduate career. This Mentor will assist them in preparing for the qualifying examination, in developing a dissertation topic, and writing the case study and the dissertation prospectus. It is hoped that the mentor might become the Dissertation Advisor. Students should choose a faculty member with whom they can get along and who roughly shares their interests. Students can change their mentor at any time by asking another professor to become their mentor and by notifying the Graduate Faculty Advisor. Faculty have the right to decline being a mentor if they feel that there is not enough overlap in interests.

Rackham offers a brochure that provides helpful advice on how to receive good advice. It is called How to Get the Mentoring You Want: A Guide for Graduate Students at a Diverse University and can be

downloaded from the following website:
http://www.rackham.umich.edu/downloads/publications/mentoring.pdf.

Rackham's Graduate Student Handbook of Policies and Procedures
This handbook provides further information about Rackham policies, such as coursework, advancement to candidacy, registration, etc.
- Available online at: http://www.rackham.umich.edu/policies/gsh/

Rackham's Dissertation Handbook
It is Rackham, and not the Department, which sets and enforces most policies and deadlines concerning submitting and defending the dissertation. Rackham's Dissertation Handbook is designed to help you comply with the administrative requirements relating your dissertation.

2) *Dissertation Handbook*, a guide that covers all aspects of the dissertation writing process, from formatting to printing to defense. http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf

CREES
The University of Michigan Center for Russian, East European, and Eurasian Studies (CREES, http://www.umich.edu/~iinet/crees/) is one of the nation's foremost institutes for interdisciplinary research and training on Russia, Central and Eastern Europe, Central Asia, and the Caucasus. CREES organizes over 50 public events each year, including lectures, conferences, films, and mini-courses. The study of Russia, other successor states to the former Soviet Union, and Eastern Europe constitutes the Center's core curriculum. The current CREES director is Douglas Northrop, Associate professor of modern Central Asian studies and Center for Middle Eastern and North African Studies.

Library
The Hatcher Library has a good collection of Slavic materials that will suffice for teaching needs and basic research but will probably require some supplementing once you reach the dissertation level. The Head of the Slavic Division is Janet Crayne. You can email her at jcrayne@umich.edu, call her (936-2348), or visit her in the Area Studies Reading room on the first floor of the North building of Hatcher library. She would be the person to contact when you experience difficulties locating Slavic materials. She is in charge of acquiring Russian, Polish, and Czech books and covers also the entire former Soviet Union. If you spot any important gaps, bring them to the attention of faculty.

NON-ACADEMIC RESOURCES
In addition to the academic resources listed above, there are several other sources of information that target non-academic aspects of life at the U of M and in Ann Arbor.

The Guide
This Rackham publication targets all graduate and professional students, and provides information about the abundant university offices, departments, and resources on campus. This guide can serve as a "handbook of handbooks," as it introduces the resources available from the Housing Office, University Health Systems, Information Technology Division, University Libraries, etc.

- Available in hard copy from Rackham's OARD or online at: http://www.rackham.umich.edu/student_life/the_guide/

Online Campus Directory
The *Online Campus Directory* (https://mcommunity.umich.edu/) is a web-based directory of faculty, staff and students at all U-M campuses. You may use this directory to locate the contact information of your professors, classmates, etc. Be sure to keep your own information on the directory up to date so that others will be able to contact you.

Addresses and Contact Information
It is your responsibility to keep your addresses up to date. **You should update your addresses in three places:**

1) via *Wolverine Access*. To do this, go to http://wolverineaccess.umich.edu, and click on *Student Business*. Log on, and choose the most recent term listed. Click on *Personal Information* and *Address and Phone Number*. Changing your addresses on *Wolverine Access* will automatically change your address at the *Office of Financial Aid*, the office responsible for the disbursement of fellowship awards, and the *Payroll Office*, the office responsible for the disbursement of GSI stipends.
2) at the Department. See the Graduate Student Services Coordinator to do this.
3) on the *U of M Online Campus Directory*. This is an online database of contact information for students, faculty and staff at all U of M campuses. To change your own entry, go to https://mcommunity.umich.edu/. Enter your uniqname in the search field and click on *Search.* Click on *View or edit entire entry*. Log in, click on the appropriate heading for the information that you would like to change, and follow the instructions.

ADDITIONAL HELPFUL INFORMATION
GRADUATE STUDENT ORGANIZATIONS
Rackham Student Government (RSG)
http://www.umich.edu/~rstugov/
RSG is the student governing body representing the interests of students enrolled in the Rackham Graduate School through representatives on various University committees. RSG is a potential source of funding for other graduate student groups or organizations affecting graduate students, and can also provide assistance information of new groups or projects on the issues widely affecting graduate students.

Graduate Employees Organization (GEO)
http://www.umgeo.org/
The Graduate Employees Organization is the union that represents approximately 1,600 Graduate Student Instructors (GSIs) and Graduate Student Staff Assistants (GSSAs) at the University of Michigan. It is one of 13 graduate employee unions in the United States and the second oldest in the country.

Michigan Student Assembly (MSA)
http://www.umich.edu/~msa/
The Michigan Student Assembly (MSA) is the central student government at the University of Michigan, representing students from every school and college. It is the official student voice at the University. MSA facilitates communities between students and the University administration and advocates student issues and concerns.

Maize Pages
http://www.umich.edu/~maizepgs
Maize Pages is the University of Michigan's online directory of student organizations.

STUDENT INVOLVEMENT IN DEPARTMENT GOVERNANCE
Students can get involved in Department Governance by serving as student representative at the departmental Executive Committee. The student representative at the Executive Committee participates in all discussions except those that involve personal matters about fellow graduate students or faculty. He or she serves as a conduit between faculty and students. Often the representative will be asked to sound out fellow graduates. The student representative is expected to report to other graduate students about meetings of the Executive Committee.

In addition, consistent with its emphasis on informal interaction between students and faculty, the Department welcomes initiatives, comments, and suggestions from its students and students in related fields. Such contributions can be addressed formally and informally to the Chair, the Graduate Faculty Advisor, or any faculty, or, more formally, to the Executive Committee. Students, for example, may propose to organize workshops or conferences and solicit funding from various units on campus if the Department deems that the proposal merits support.

REGISTRATION AND CLASSES
Course Descriptions and Time Schedules
There are two sets of information that will help you determine whether you are interested in registering for a given class. The first is the class's **course description**, which describes the content of the class and might list prerequisites and some assigned readings. Course descriptions are available on the *LS&A Online Graduate Course Guide* (http://lsa.umich.edu/cg/).

The second set of information is the **time schedule**, which provides the time and location of a class and is unique to a specific semester. The time schedule is subject to frequent change (given changes in instructor schedules and room availability, etc.), so you are advised to check the time schedule frequently. Time schedules are available at the following locations:

- The online time schedule (always the most up-to-date) is available at *Wolverine Access* (for instructions, see below).
- Printed time schedules for classes in the Department of Slavic Languages are posted on the bulletin board inside 3040 MLB).

Michigan Time
All classes start at 10 minutes after the time that is posted in the time schedules. For example, if a class is listed as running from 9:00am to 10:00am, the class will actually start at 9:10am and run until 10:00am. Likewise, a class listed for 2:30pm will actually start at 2:40pm.
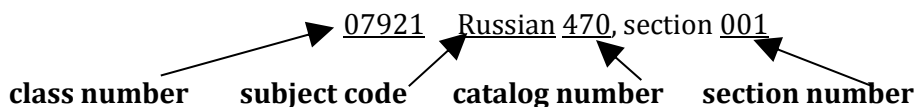
Wolverine Access

Wolverine Access is the web-based vehicle through which you will do many things: update personal information (*although you will need to update this with the Department as well*), view class time schedules, register for classes, print out or view your class schedule, check your grades, print out or view your unofficial transcript, and view your financial information. The following will focus on how to check the time schedule and register for classes. For information and instructions about the other functions of *Wolverine Access*, consult the opening section of the LS&A time schedule, or click on the *Help* link after you have logged on to *Wolverine Access*. For information about how to change your addresses, see "Addresses and Contact Information" below (page 20).

How to Check Time Schedules Using "Wolverine Access"

After you find a class on the Online Course Guide or posted at the home department, you may want to check the class time and location on *Wolverine Access*. Go to http://wolverineaccess.umich.edu. Click on *U-M Course Catalog*, and then on *Class Search*. Enter either the **class number,** or the **subject code** and **catalog number** of the class you are interested in.

- The **class number** is a 5 digit number unique to each class for each term. The most common way of referring to a class is by using the **subject code** and **catalog number**.

<div align="center">

07921   Russian 470, section 001

class number   subject code   catalog number   section number

</div>

How to Register for Classes Using "Wolverine Access"

You will be issued (via email) a registration date and time by the Registrar's Office. You may register any time after this appointment, until the final drop/add deadline (approximately the 3rd week of the term).

Use the following video tutorials to help you register, drop, swap, or modify your courses using Wolverine Access, http://lsapeeradvising.wordpress.com/wolverine-access-tutorials/.

Minimum Credits Per Term

During the academic year, students should plan to register for 15 credit hours when on a fellowship before achieving candidacy; students who are teaching (on a GSIship) are expected to register for 6-9 credits per term. These credits may include 990 (preliminary examination preparation) and undergraduate-level language classes. You will need to obtain permission from the Graduate Faculty Advisor to enroll for less than 12 credits in a given term when on a fellowship. These requirements are in line with Rackham and LS&A regulations.

Class Permissions

You will need to be issued an **electronic permission** in order to register for the following classes:

- Independent Studies,
- 990 (preliminary examination preparation),
- 995 (dissertation work), and
- Permission-of-Instructor-Required classes.

In these cases, the instructor of the class must notify the Graduate Student Services Coordinator that he/she has given you permission to register for the class. The Graduate Student Services Coordinator will then enter this permission into the system for you. Once the permission has been entered, *you still must register* for the course on *Wolverine Access.* If you are registering for a Permission-of-Instructor-Required course in another department, it is the Graduate Student Services Coordinator (or other designated staff member) in the host department who must enter the electronic permission for you.

Registration Fees

If you are on a department fellowship, the department pays for all the registration fees. However, the department does make a distinction if you get a departmental GSI appointment. Under GEO's contract, it states "Employees will pay no fees other than Michigan Student Assembly, school and college government, course fees and lab fees, and Registration fee; the amount of the registration fee assessed to the Employee shall be no more than eighty dollars ($80.00)." If you fail to pay these fees by the date noted on the Account Statement, you will be charged a late payment fee of $30.00.

Late Registration Fees

The late payment fee ($30.00) and the regular registration fee ($80.00) described above are different from a **late registration fee**. In order to avoid being charged a late registration fee, you *must* register for courses *before* the 1st day of the term. This does not mean that you must have a final class schedule in place. You merely need to register for any class in order to get your name into the system. After this initial registration, you are free to adjust your course selections as frequently as you would like, until the end of Drop/Add (approximately the 3rd week of the term; see *Drop/Add* below). If you fail to register for any class before the 1st day of the term, you will be charged a late registration fee of $50.00. This fee will increase an extra $25.00 for each month after the 1st day of classes that you continue to delay your registration.

Drop/Add

As stated above, you may alter your schedule freely until the end of the Drop/Add period (approximately the 3rd week of the term). If you would like to **add** a class to your schedule after Drop/Add, you may do so at no penalty fee. There is, however, leg work involved. Instead of dropping and adding on *Wolverine Access*, you will need to pick up a Drop/Add form (from the Graduate Student Services Coordinator or from the Registrar's Office - 1st floor LS&A building), fill it out, and have the course instructor sign it. Your advisor or one of your mentors must sign the form as well. Then, take the form over to the Registrar's Office, and they will make the change.

Adding a class might increase the amount of tuition that you owe, depending on the number of credit hours for which you were already registered. But since for most of you tuition is paid for by LS&A (GSI's) or a fellowship source (Rackham or the Department), this tuition increase will not affect you directly.

If you would like to **drop** a class after the end of Drop/Add, you may do so following the same procedure for adding a class. *However*, a "W" will appear on your transcript. You (or the University department that is paying your tuition) will *not* receive a tuition refund for the dropped class.

Continuous Enrollment
Beginning with the Fall Term 2010, Ph.D. students will register for each fall and winter semester from matriculation to degree completion, unless on an approved Leave of Absence or with Extramural Study status. Students who do not register will be presumed to have withdrawn and will be discontinued from the program.
As in the past, students will register for one of the spring or summer semesters when they are taking or auditing a course or taking preliminary, comprehensive, or qualifying examinations. Students conducting the oral defense of the dissertation or completing degree requirements register for a full spring/summer term.
Ph.D. students will have 12 month privileges for University services whether or not they register in the spring and summer semesters.

Leaves of Absence
Ph.D. students who need to temporarily suspend all work toward their degrees for reasons of health, dependent care, family needs, or military service will be able to take a Leave of Absence. In addition, Ph.D. students may take a Leave of Absence for personal reasons. During the period of the leave, students will be considered to be active in the Ph.D. program but will not have to register and are not expected to make any progress on their degree work. Students can apply for a leave of up to 12 months; when circumstances persist, most leaves can be extended to a total of 24 consecutive months. However, students are limited to one term of personal leave during their Ph.D. studies.

While on a Leave of Absence, students are eligible for limited University services. At the conclusion of a leave, students will automatically return to active study status. Funding and other commitments made to students prior to the leave will carry over and are available as they resume active work toward their degrees.

For questions about Leaves of Absence, contact rackham.loa@umich.edu.

Handbook last revised 10.31.2016