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IV-H. UCLA Slavic Department Graduate Student Handbook

UCLA Department of Slavic Languages & Literatures

Graduate Student Handbook

The Graduate Student Handbook is designed to bring together in one document the most critical information that students need as they pursue graduate studies in the Department of Slavic Languages and Literatures. In addition to reviewing Department academic programs, policies and procedures, it culls critical information from a wide variety of sources published by the Graduate Division and other University agencies, whose formulations are legally binding.

The Handbook is a dynamic document, one that will be reviewed and revised as necessary from year to year. Comments about the contents and suggestions for emendations are welcome and should be addressed to the Department Chair.

Academic Year 2001-2002

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Calendar of Deadlines, 2001-02

Students are responsible for observing the following dates and deadlines as published by the

Registrar's Office. Requests for exceptions to published deadlines are subject to a penalty fee of \$10. *URSA enrollment deadlines end at midnight on the published date.*

The calendar below and academic calendars to the year 2005 are available online at www.registrar.ucla.edu/calendar.

	Fall 2001	Winter 2002	Spring 2002
Filing period for undergraduate applications (file with UC Undergraduate Application Processing Service, P.O. Box 23460, Oakland CA 94623-0460)	November 1-30, 2000		
Last day to file application for graduate admission or readmission with application fee, with Graduate Admissions/Student and Academic Affairs, 1225 Murphy Hall, UCLA, Los Angeles, CA 90024-1428	Consult Department	Consult Department	Consult Department
Last day to file graduate change of major petitions with Graduate Division, 1255 Murphy Hall	Consult Department	Consult Department	Consult Department
First day to obtain Student Parking Request forms at Parking and Commuter Services	June 4	October 1	January 4
<i>Schedule of Classes</i> available online	June 4	October 29	February 4
First day for continuing students to check URSA at (310) 208-0425 or http://www.ursa.ucla.edu/ for assigned enrollment appointments	June 6	October 31	February 6
Reentering students eligible to enroll begin to receive URSA notification letter at their mailing address	June 11	November 5	February 11
<i>Schedule of Classes</i> goes on sale at UCLA Store	June 11	November 5	February 11
URSA enrollment appointments begin	June 20	November 13	February 20

Last day to submit Student Parking Request for campus parking permit	August 3	November 2	February 1
Last day to file Undergraduate Application for Readmission form at 1113 Murphy Hall (late applicants will pay a \$50 late payment fee)	August 15	November 26	February 25
Mailing of UCLA Billing Statement showing registration fee assessment to student's mailing address (verify your mailing address on record at http://www.ursa.ucla.edu)	September 1	December 1	March 1

First day of issuing UCLA Bruin Card to new and reentering students	September 4	December 3	March 1
Last day for continuing students to file 2002-03 undergraduate scholarship applications			March 1
\$50 late fee waived for students using loan/grant checks to pay registration fees	September 17-28	TBA	TBA
Financial Aid nonelectronic FFELP checks available	September 18	TBA	TBA
Registration Fee Payment Deadline	September 20	December 20	March 20
<i>LATE registration fee payment In person with \$50 late fee</i>	September 21-October 12	December 21-January 18	March 21-April 12
Quarter Begins	September 24	January 2	March 27
Classes are dropped if fee payment is not completed by 5 p.m.	September 28	January 4	March 29
Instruction Begins	September 25	January 7	April 1

Orientation meetings on format for master's theses and doctoral dissertations (see the Theses and Dissertations Adviser, 330 Powell Library)	October 11-13	January 17-19	April 11-13
Last Day (End of Second Week)	October 12	January 18	April 12
To drop impacted courses (L&S undergraduate students) To change Study List (add, drop courses) without fee through URSA To enroll in courses for credit without \$50 late Study List fee through URSA To check wait lists for courses through URSA To file advancement to candidacy petition for master's degree with major department To file graduate leaves of absence with Graduate Division, 1255 Murphy Hall To file undergraduate request for educational fee reduction with college or school			

or Nursing undergraduates to add/drop without school approval To declare bachelor's degree candidacy for current term (with fee depending on units completed -- see Degree Policies in the Academic Policies section for details) For full refund on textbooks with UCLA Store receipt (exception made with proof of drop or withdrawal up to 8th week; summer deadlines are end of first week of the session)			
Last Day (End of Third Week)	October 19	January 25	April 19

For all undergraduate and graduate students to ADD courses with \$3 per course fee through URSA			
For undergraduate and graduate students to file Late Study List with \$50 fee			
Undergraduates approved for reduced educational fee are audited (must be enrolled in 10 units or less to be eligible for reduction) as of this date			
<i>Last Day (End of Fourth Week)</i>	October 26	February 1	April 26
For all L&S undergraduates to DROP non-impacted courses without a transcript notation (\$3 per transaction fee through URSA)			
For HSSEAS, SOAA, and TFT undergraduate students to DROP courses with a \$3 per transaction fee through URSA			
Undergraduate course materials fees are assessed based on enrollment at end of fourth week (see Miscellaneous Fees section in "Registration")	October 26	February 1	April 26
Last day to submit final drafts of dissertations to doctoral committee for degrees to be conferred in current term	November 5	February 4	May 6
Last day for undergraduates to change grading basis (optional P/NP) with \$3 per transaction fee through URSA	November 9	February 15	may 10
Last day to submit final drafts of theses to master's committees for degrees to be conferred in current term	November 19	February 25	May 20

Last day to file completed copies of theses for master's degrees and dissertations for doctoral degrees to be conferred in current term with the University Theses and Dissertations Adviser, 330 Powell Library	December 3	March 11	June 3
<i>Instruction Ends</i>	December 7	March 15	June 7
<i>Last Day to Withdraw</i>	December 7	March 15	June 7
<i>Last Day (End of Tenth Week)</i>	December 7	March 15	June 7
For L&S undergraduates to drop non-impacted courses by petition with instructor approval, \$13 per course fee, and transcript notation For graduate students to change grading basis (optional S/U) with \$3 per course fee through URSA For graduate students to DROP courses with \$3 per course fee through URSA			
<i>Common Final Examinations</i>	December 8-9	March 16-17	June 8-9
<i>Final Examination Week</i>	December 10-14	March 18-22	June 10-14
<i>Quarter Ends</i>	December 14	March 22	June 14
Commencement weekend (by college/school)			
First day to obtain GPA for term grades through URSA	December 29	April 5	June 29

Academic and Administrative Holidays	November 12		
	November 22-23	January 21	March 25
	December 24-25	February 18	May 27
	December 31-January 1		

IMPORTANT TELEPHONE NUMBERS

Information (from off campus)	825-4321
Information (from on campus)	0 or 33
Emergency Information Hotline (24 hours. Takes reports on potential safety hazard and Broadcasts campus instructions during emergencies.)	206-7994
UCPD Information Line May be used to supplement 206-7994 during major incidents	206-8883
UCLA Emergency Medical Center (24 hrs)	825-2111
Helpline Counseling	825-IMLP
Graduate Division	
Police (Campus)	
Emergency	35 or 911
Police Desk	825-1491
LA Rape & Battery Hotline (24 hours)	392-8381
Suicide Prevention Line	(213) 381-5111
Kinsey Emergency Coordinator (Mila August, Kinsey 371) Office	(310) 206-6818
ASUCLA Switchboard	(825-0611
Campus Events (24-hour information line)	825-1070
Central Ticket Office	825-2101

Child Care Service	825-5086
Daily Bruin	825-98-98
Dental Clinic (Patient Care Area)	825-2337
Escort Service (dusk to 1 a.m.)	825-1493
	(call about 20 minutes before you need an escort)
Financial Aid Office	
Counseling	206-0400
Emergency Loans	825-9864
Gay and Lesbian Association	825-8053
Graduate Division	
Fellowships and Assistantships	825-1985
Student and Academic Affairs	825-3819
Graduate Student Association	206-8512
Lecture Notes	825-8016
Office of Instructional Development/EIP	825-6939
Office of International Students and Scholars (OISS)	825-1681
Ombuds Office	825-7627
Organizations Relations (Center for Student Programming)	825-7041
Parking Services - student information	825-9871
Placement & Career Planning Center	825-2981
Psychological Services	
(mid campus)	825-0768
(south campus)	825-7985
Student Health Service (Arthur Ashe Student Wellness Ctr.)	
Student Legal Service	825-9894
Student Stores (ASUCLA)	
Ackerman Union	825-7711
LuValle Commons	825-7238
UCLA Travel Service	825-9131
Undergraduate Students Association	825-7068

Women's Resource Center

825-3945

INFRASTRUCTURE

BUILDING MAINTENANCE

The Kinsey Hall Building Manager is located in Kinsey 371. Please report problems with heating/air conditioning, lighting, custodial services, etc. to your SAO at x55675.

BUILDING HOURS

Regular Session:

Monday through Saturday 8:00 a.m. to 10:00 p.m.

Sunday 1:00 P.M. to 10:00 P.M.

Inter-Session & Summer Hours:

Monday through Friday 8:00 a.m. to 10:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.

Sunday Closed

Holiday hours: Please refer to the signs posted on the various general bulletin boards.

For safety reasons, students are not permitted in Kinsey Hall when the building is closed. Campus Security officers have been instructed to enforce this policy.

Graduate students are permitted to use the central Slavic Department Office (Kinsey 115) for study and computer-related research both during and after business hours. The last person to leave should turn off lights, computers, and the printing and copying machines. The door leading into the main office should not be propped open when the office is officially closed.

No food or drinks should be consumed within the vicinity of computer hardware.

MAILBOXES

Department mailboxes for faculty and graduate students are located in Kinsey 115. Mail is generally delivered and picked up between 9 and 10 am. Students should check their mailboxes regularly for Department announcements.

ELECTRONIC MAIL

Each student is assigned an electronic mail address and account on the Humanities Computing Network (Humnet), and the Center for Digital Humanities (CDH) staff will facilitate access to Bruin On-Line accounts if needed. Departmental announcements such as meetings, fellowship and job opportunities, and conference information are now regularly disseminated via electronic mail. If you need assistance with logging on or instructions on how to receive and send electronic mail messages, please contact Inna Gergel.

COMPUTERS

Four computers and a printer, all of them networked to the Humanities Network (Humnet), are available for use by students in the main Slavic Department Office. Graduate students have first priority for use, followed by undergraduate majors needing them for research projects.

Individual student files should not be stored on the hard drives (they may be erased inadvertently), nor should any fonts or other software packages be installed without the consent of the Computer Committee (See "Departmental Officers and Standing Committees" below).

THE READING ROOM

The Slavic Department Reading Room, located in Kinsey 199D, houses an extensive research library, which includes standard reference materials and the major works of Slavic literature and studies in Slavic linguistics. It also houses the Markov Archive of Modern Russian Poetry, a unique collection of photocopies and photographs of rare works dating from the Russian Modernist period, and the James Ferrell Slavic Linguistics Collection.

The Reading Room library is not a circulating collection. Books may not be checked out; they may be removed briefly during working hours to be photocopied, but the name of the book and the time and date it has been removed must be noted in the registry on the main counter, and the book must be returned within two hours, and the time of return entered in the same registry. Food and drink may not be brought into the Reading Room.

A student librarian is generally assigned to the reading room four or five hours per day (hours are posted each quarter on the reading room door). The librarian can assist in finding research material, and is also responsible for cataloging new acquisitions. Students and faculty are encouraged to review the collection regularly; and suggestions for acquisitions as well as for the "retiring" of obsolete editions should be forwarded to the Library Committee.

The Reading Room operates on the honor system. All graduate students receive keys. Failure to

observe the rules noted above may result in the abrogation of Reading Room privileges.

THE RUSSIAN ROOM ("RUSSKAIA KOMNATA")

Opposite the Reading Room, in Kinsey 199C, is the Department's "Russkaia konmata," where students at all levels of proficiency have the opportunity to work with our resident tutor and native informant, Ms. Nelya Dubrovich, to improve oral, aural and compositional skills in Russian. The Russian Room also contains audio-visual equipment, tapes, records, slides, computers, and reading material for student use.

SLAVIC DEPARTMENT FACULTY 2001-2002

HENNING ANDERSEN

Professor. Comparative and historical Slavic and Baltic linguistics, general linguistics and semiotics. Member, Royal Danish Academy of Sciences and Letters.

Office: 115H Kinsey Hall E-mail: andersen@hurnnet.ucla.edu Tel. (310) 825-8123

GEORGIANA GALATEANU

Lecturer. Romanian language and culture, Romanian for heritage speakers, women and literature in Eastern Europe, foreign language pedagogy.

Office: 115A Kinsey Hall E-mail: farnoaga@humnet.ucla.edu Tel. (310) 825-45790

MICHAEL HEIM

Professor and Chair. Czech, Croatian, Serbian and Russian language and culture, translation theory and practice. Literary translator.

Office: 115L Kinsey Hall E-mail: heim@humnet.ucla.edu Tel. (310) 825-7894

VYACHESLAV V. IVANOV

Professor. Slavic, Baltic, and Indo-European linguistics, mythology and folklore, Russian literature and culture, languages of Los Angeles.

Office: 191 Kinsey Hall E-mail: ivanov@ucla.edu Tel. (310) 825-6397

OLGA KAGAN

Senior Lecturer. Foreign language pedagogy. Coordinator of the Russian Language Program and Director of the UCLA Language Resource Program.

115K Kinsey Hall E-mail: okagan@humnet.ucla.edu Tel. (310) 825-2947

EMILY KLENIN

Professor. Russian literature (Fet and his circle), metrics, verse theory, Russian language history, Old Russian, Church Slavonic, IT for poets, 19th-century Russo-German cultural ties.

Office: 115E Kinsey Hall E-mail: klenin@ucla.edu Tel. (310) 825-4448

ROMAN KOROPECKYJ

Associate Professor. Polish and Ukrainian language, literature and culture, Romanticism, anthropology and literary theory.

Office: 199B Kinsey Hall E-mail: koropeck@humnet.ucla.edu Tel. (310) 825-2135

SUSAN KRESIN

Lecturer. Czech and Russian language pedagogy, contrastive studies of contemporary Czech and Russian (definiteness, aspect, discourse).

Office: 115 A Kinsey Hall E-mail: kresin@humnet.ucla.edu Tel. (310) 267-2219

GAIL LENHOFF

Professor. Medieval and 17th-century Russian literature and culture (saints' lives, history writing, rhetoric, art), Russo-Tatar relations, political theology.

Office: 115 G Kinsey Hall E-mail: lenhoff@humnet.ucla.edu Tel. (310) 825-6974

DAVID MACFADYEN

Visiting Associate Professor. Post-war Russian literature, Soviet cinema and animation, popular entertainment, the "small stage" (estrada) and song, 20th-century philosophy, -literary theory.

Office: 190 Kinsey Hall E-mail: dmacfady@humnet.ucla.edu Tel. (310) 825-9212

ALEXANDER OSPOVAT

Professor. Late-18th- and 19th-century Russian literature and intellectual history (Pushkin, ARZAMAS, Tyutchev, Dostoevsky), cultural mythology.

Office: 190 Kinsey Hall e-mail: aospovat@humnet.ucla.edu Tel. (310) 825-8151
(Russia: a.ospovat@mtu-net.ru)

JUDITH SIMON

Lecturer. Hungarian language and culture

Office: 68K Kinsey Tel. (310) 825-2676

RONALD VROON

Professor. 20th-century Russian poetry (Symbolism, Futurism, the Peasant School); Baroque and Neoclassicism (Polotsky, Sumarokov, Derzhavin).

Office: 11M Kinsey Hall E-mail: vroon@humnet.ucla.edu Tel. (310) 825-8724

OLGA YOKOYAMA

Professor. Discourse pragmatics, Russian intonation, poetics, and folklore.

Office: 188 Kinsey Hall E-mail: olga@humnet.ucla.edu Tel.: (310) 825-6158

KINSEY HUMANITIES GROUP STAFF

The Slavic Department forms part of a cluster of Humanities Division departments, Kinsey Humanities Group, an administrative entity responsible for fiscal and personnel issues. Each Department has its own dedicated Student Affairs Officer. Duties are distributed as follows:

MILA AUGUST, MANAGER

Responsible for the overall administration of Kinsey Humanities Group and the supervision of the office staff. Maintains and controls all budget accounts as well as staff and faculty personnel and payroll matters. Oversees facilities, security, computer resources, and space utilization.

Office: 371 Kinsey Hall E-mail: maugust@humnet.ucla.edu (310) 206-6818

Hours: M-F 8 a.m. to 5 p.m.

INNA GERGEL, SLAVIC DEPARTMENT STUDENT AFFAIRS OFFICER

Provides administrative support for the Department Chair, faculty and students. Provides course information to students. Schedules rooms for departmental course meetings. Coordinates photo copying accounts, places book orders and coordinates annual schedule of classes. Coordinates parking for faculty, staff, and teaching assistants. Works with Chair and Russian Program Director in advising first-year graduate students. Coordinates graduate admissions and processing graduate student support awards. Requests electronic mail accounts for graduate students. Responsible for the maintenance and distribution of the departmental and university audio-visual

equipment, audio and videotape resources and data bases

Office: 115 Kinsey Hall E-mail: gergel@humnet.ucla.edu 825-3856
Hours: M-F 7 a.m. to 4 p.m.

CAROL GRESE, ACADEMIC PERSONNEL SPECIALIST

Under supervision of Carolyn Walthour, responsible for building permits, faculty identification cards, and housing information. Coordinate searches.

Processes sabbaticals/leaves, visas and visiting scholar paperwork.

Office: 371 Kinsey Hall E-mail: grese@humnet.ucla.edu 206-4686
Hours: M-F 7 a.m. to 4 p.m.

ERIKA CHAU', SENIOR FINANCIAL ANALYST

Processes hiring paperwork and payroll for Teaching Assistants and Graduate Student Research Assistants, and Senate research grants. Manages budgets and supervises two accounting specialists. Responsible for purchasing and reimbursement.

Office: 371 Kinsey Hall E-mail: chau@humnet.ucla.edu 206-6815
Hours: M-F 7:30 a.m. to 4:30 p.m.

SASHA MOSLEY, FINANCIAL ADMINISTRATIVE SPECIALIST Under supervision of Erika Chau, responsible for purchase orders (under \$2,500.00), Instructional Mini-Grants/OID applications, purchasing and reimbursement, recharges, and travel reimbursements. Responsible for hiring and time reporting of work-study assistants.

Office: 371 Kinsey Hall E-mail: smosley@humnet.ucla.edu 267-4956
Hours: M-F 7 a.m. to 4 p.m.

CAROLYN WALTHOUR, SENIOR PERSONNEL ANALYST Responsible for all academic personnel actions, including appointment, merit and promotion dossiers. Supervises academic personnel specialist.

Office: 371 Kinsey Hall E-mail: walthour@humnet.ucla.edu 206-6815
Hours: M-F 7 a.m. to 4 p.m.

COURTNEY KLIPP, FINANCIAL ADMINISTRATIVE SPECIALIST

Responsible for Office Depot Supply orders, departmental deposits, processing facilities and

phone repair requests. Responsible for purchase orders and reimbursements.

Office: 371 Kinsey Hall

E-mail: klipp@humnet.ucla.edu

206-6815

Hours: M-F 1 p.m. to 5 p.m.

GRADUATE PROGRAM POLICIES AND PROCEDURES

1. PRELIMINARIES

Practical matters. Housing. Orientation on Campus.

Initial Appointment. Before the beginning of the fall quarter new students should contact the Student Affairs Officer (SAO), whose job is to apprise students of general requirements, funding possibilities and practical matters. The departmental web site has useful links to the Student Housing Office, the Graduate Division, and other informational pages. The SAO will set up two further appointments: with the Russian Language Coordinator (RLC) and the Chair. The RLC will assess students' proficiency in Russian. The Chair will review the students' undergraduate records for strengths and deficiencies and, taking into account the RLC's assessment, assist them in setting up a specific program of study for the fall quarter and a preliminary plan for the entire academic year.

Placement Examination. Before classes begin in the fall quarter, new students will be given a written test and an oral interview in Russian to determine whether there are any weaknesses or deficiencies that should be addressed through course work or on a tutorial basis.

Reading Lists. All incoming students will receive a copy of the Department's reading lists for the MA or PhD in literature or linguistics, and will find it useful to review it regularly as they pursue their studies. The lists contain the works on which students will be tested in the written and oral MA and PhD examinations and include works not covered in courses. It is each student's responsibility to draw up a personal reading schedule to make sure the indicated works are covered by the time the examinations are taken.

Advising and Mentoring. First-year students receive their advising from the SAO, the RLC, and the Chair, as described above. Beginning with their second year, students may choose their own advisor. This system is designed to encourage mentorship of students by faculty members who share intellectual interests and insure a timely and expeditious progress to degree. It is the Students' responsibility to inform the SAO of the advisor selected. They may change advisors only at the beginning of the academic year. Once a student's doctoral committee is established

(see below) the chair of the committee assumes the role of advisor (Standards and Procedures, p. 5).

It is the duty of the advisor to review the students' academic progress, insuring that it remains within the guidelines of the degree programs, and to approve the courses selected for each quarter. To this end, a study sheet will be distributed to graduate students at the beginning of each quarter which must be filled out, signed by the advisor, and given to the SAO. Only after the graduate advisor and the student agree on a program of study for the quarter may the student enroll through URSA. Petitions to alter the study list (drop/add or change the number of credit units) after the program has been formulated must be approved by the graduate advisor before the student makes any changes through URSA. At the end of each academic year the advisor will provide students with brief written assessments of the progress they have made. Copies of the assessments will go into the students' files.

Course Load. Students are expected to enroll for 12 credit units per quarter. Requests for a reduced course load (less than 12 units per quarter) must be approved by both advisor and chair.

Academic Standards. The usual grade in graduate courses will range between "A" and "B." To be in good standing, students must maintain a "B" (3.0) grade point average in all courses taken in graduate status at the University. Courses in the 500 series (directed individual study or research), which are taken on an S/U (Satisfactory/Unsatisfactory), basis do not count towards the fulfillment of course requirements for the MA and PhD programs. The grade of S shall be awarded only for work which would otherwise receive a grade of "B" or better.

Students are considered in probationary status and subject to dismissal if the cumulative scholarship in all work falls below a "B," or if students' work in any two consecutive terms falls below a "B" average. The Dean of the Graduate Division determines students' eligibility to continue graduate study. If allowed to continue in probationary status, students must make expeditious progress. For additional information on probationary status, dismissal and the appeals process, students may consult *Standards and Procedures for Graduate Study at UCLA*.

Normative Time to Degree. The normative time to degree is the number of quarters established for students to complete the program from the time of matriculation. In the Slavic Department normative progress is defined as follows: six academic quarters from the onset of graduate study to the awarding of the MA degree; six academic quarters from the awarding of the MA degree to advancement to candidacy; that is, to passing the PhD qualifying examinations, and six academic quarters from advancement to candidacy to the completion of the dissertation. The PhD qualifying examinations must be taken within two years of admission to the Doctoral program, and the dissertation must be completed within three calendar years of the date when the qualifying examinations are passed. Students should be aware that time to degree is one of the factors that will play a role in determining the level of financial support they receive. Study

abroad or certain circumstances of a personal nature may require leaves of absence and extend normative time to degree without affecting decisions concerning support.

Study Abroad. Several intramural and extramural opportunities exist for study abroad. The Department encourages students to take advantage of these opportunities and will provide academic and financial support to the fullest extent possible.

11. COURSE WORK

Assignments. Students are expected to keep up with course assignments, submit course papers on time, and negotiate necessary absences from class before the fact. All assigned work is to be carried out in accordance with the University's Code of Conduct. Plagiarism in any form constitutes grounds for disciplinary action and possible dismissal from the graduate programs.

Students may expect instructors not only to carry out instruction at the highest professional level but also to make themselves available on a regular basis (a minimum of two hours a week) for academic consultation. Grading is the exclusive prerogative of the instructor; it is to be exercised impartially and based solely on academic performance. At the beginning of each course instructors will specify all course requirements and the criteria on which the final course grade will be assigned. They will also provide adequate feedback on papers in either written or oral form.

Independent Study. Independent study courses include the following: 596: Independent Study; 597: Preparation for MA or PhD Examinations, and 599: Dissertation Research. They are taught on a Satisfactory/Unsatisfactory (S/U) basis. The number of credits assigned to such courses may range from 2 to 12, as outlined in the UCLA Course Catalogue. Independent study courses (596), as well as Exam Preparation courses (597), are optional offerings: they are not required of students, nor are faculty obliged to teach them. They are arranged through mutual agreement of instructor and student, who together determine the course of study. They are meant to supplement, not replace, course offerings and cannot satisfy course or unit requirements. Students who have been advanced to candidacy are expected to register for 12 units of 599.

Incompletes. The grade "I" (Incomplete) is assigned when students' work is of passing quality but incomplete for good cause. Students are entitled to remove the Incomplete and to receive credit and grade points provided they satisfactorily complete the work of the course by the next full quarter that they are in academic residence. They need not be registered at the time the course work is completed.

If the work is not completed by the end of the next quarter of residence, the "I" grade will automatically be replaced with the grade "F" or "U" as appropriate. The work for a course for

which the "I" grade has lapsed to an "F" or "U" may, with the permission of the instructor, be completed in a subsequent quarter and the appropriate earned grade assigned. Until that time, however, the "F" or "U" grade appears on the record and the "F" is calculated in the grade-point average. Once a grade has been assigned, it will appear on the transcript for the quarter in which the change was made, but the "I" remains on the transcript for the quarter in which it was initially incurred. Students are strongly urged to avoid accumulating "I" grades, as they will diminish the impact of a otherwise excellent transcript.

III. REQUIREMENTS FOR THE MA DEGREE

Candidates for the MA degree should choose a specialization in either literature or linguistics, with Russian as the principal language in literature.

Foreign Language Requirement (Literature and Linguistic Specializations). Proficiency in Russian and in either French or German is required for the MA. Proficiency must be demonstrated by means of departmental translation examinations.

1. Students must pass a departmental Russian language proficiency examination which tests the ability to translate from Russian to English and vice versa. The MA comprehensive examination may not be scheduled until this examination has been passed. The examination is offered at the beginning of each quarter and may be retaken each quarter until a pass grade is achieved.
2. Students must demonstrate an ability to read scholarly literature in either French or German by translating a passage from either language. The use of a dictionary is permitted. Students in literature will be asked to translate a passage of literary criticism; students in linguistics will be asked to translate a passage from a scholarly work on Slavic linguistics. Although students may defer the examination until after passing the MA examinations, they will not receive the MA degree until they have passed it. Since normative progress is defined in terms of the awarding of degrees, students are strongly urged to begin studying either French or German as early as possible. Examinations in French and German are offered at the beginning of each quarter.

Course Requirements for the MA Program in Russian Literature. A minimum of 36 units is required for students in literature. The following courses (30 units) are required:

- Slavic 200: Proseminar
- Russian 211A: Literature of Medieval Rus'
- Russian 211B: Eighteenth-Century Russian Literature
- Russian 212A: The Golden Age
- Russian 212B: The Age of Realism
- Russian 213: Twentieth-Century Russia2 Literature (Modernism)

- Russian 215: Post-War Twentieth-Century Russian Literature
- Slavic 201: Introduction to Old Church Slavic

The remaining 6 course units are electives and may be drawn from any departmental offering in Russian literature: Russian 215 (Contemporary Literature); Russian 219 (Movements and Genres); C- 240 (Russian Folklore); Russian 270 (Russian Poetics), etc. Courses in the 500 series may not be applied towards the MA course requirements.

Course Requirements for the MA Program in Slavic Linguistics. The following courses (42 units) are required:

- Slavic 200: Proseminar
- Slavic 201: Old Church Slavic
- Slavic 202: Introduction to Comparative Slavic Linguistics
- Russian 204: Introduction to the History of the Russian Language
- Russian 212A: The Golden Age
- Russian 220A: Structure of Modern Russian: Phonology and Morphology
- Russian 220B: Structure of Modern Russian: Morphosyntax

One additional course from the following four is required:

- Russian 211A: Literature of Medieval Rus'
- Russian 211B: Eighteenth-Century Russian Literature
- Russian 212B: Age of Realism
- Russian 213: Twentieth-Century Russian Literature (1890-1945)

Three additional courses, one from each of the following clusters, are required:

Cluster 1: Russian 241: Topics in Russian Phonology; Russian 242: Topics in Russian Morphology; Russian 265: Topics in Russian Syntax.

Cluster 2: Russian 243: Topics in Historical Grammar; Russian 264: History of the Russian Literary Language.

Cluster 3: Russian 210: Readings in Old Russian Texts; Slavic 241A: Advanced Old Church Slavic- Advanced Readings in Canonical Texts; Slavic 241B: Advanced Old Church Slavic—East, West and South Slavic Recensions of Church Slavic.

Students are also encouraged to take courses that will help to provide them with a solid background in general linguistics, such as Linguistics 103, 110, 120A and 120B.

Comprehensive Examinations for the MA Degree: General Procedures. Students may request MA examinations at the beginning of the academic year as well as the end of each academic quarter. Applications to take the MA examination at the beginning of an academic year must be submitted to the SAO no later than the end of the previous academic year. Applications to take the MA examination at the end of any given quarter must be submitted to the SAO no later than the second week of the quarter in which they are to be taken. In both cases, applications are accepted only if students have passed the Russian language proficiency examination (see above) and have completed (i.e., have been assigned a final grade) or are enrolled to complete all remaining course requirements for the degree. Students should prepare to be tested on material covered by the required courses and any additional materials designated as required MA reading on the departmental reading lists (appended). In the quarter in which the examinations are to be taken, students may sign up for Slavic 597: Preparation for Comprehensive Examinations. This course is optional. Like every independent study course, it is arranged through the mutual agreement of individual instructors and students, and is not mandated by the department. After a student's application to take the examinations has been approved, the chair will appoint a committee consisting of three members of the faculty. The MA oral examination shall be open to observation by faculty members other than those constituting the examination committee should the examinee so desire.

The examination for both literature and linguistics consists of two parts: a written examination and an oral examination, which may be conducted partially in Russian. The oral examination is scheduled for the week following the written examination. No grade is assigned to the examination until both parts have been completed. A student's combined performance in the written and oral examinations is graded "high pass," "pass" or "fail." Students shall be given written notice of the results of the MA examination one hour after the conclusion of the oral portion of the examination and a written evaluation of their performance within one week.

Students who do not receive a high pass may repeat the MA examination once: there is a six month limit on retaking examinations graded "pass" and a one-year limit on retaking examinations graded "fail."

The Format of MA Examinations in Russian Literature. The MA written examination in Russian literature consists of three two-hour examinations, spaced one day apart over the course of a week. The first is devoted to medieval and eighteenth-century Russian literature, the second to nineteenth-century Russian literature, and the third to twentieth-century Russian literature. In

the oral examination, one to two hours in duration, students will be asked not only about their answers on the written examination but will also be given questions on other required material.

The Format of MA Examinations in Slavic Linguistics. The MA written examination in Russian linguistics consists of- one three-hour written examination, taken at one sitting, and a two-hour oral examination scheduled for the following week. In the oral examination, students will be asked not only about their answers on the written examination but will also be given questions on other required material.

IV. REQUIREMENTS FOR THE PHD DEGREE

Students preparing to enter the doctoral program choose a specialization in either literature or linguistics, with Russian usually as the principal language and literature. By special arrangement doctoral students may specialize in a language or literature other than Russian.

Students are formally admitted to the PhD program after passing all the departments requirements for the MA degree (see above). Students with MA degrees from other institutions must have passed the MA comprehensive examination with a high pass and satisfied the MA foreign language requirements for admission to the doctoral program. Students whose degree is in Slavic Languages and Literatures and who are continuing in the same area of specialization (literature or linguistics) should take the MA examination within three quarters after matriculation. Courses should be selected to fill in lacunae as determined by the requirements of the MA programs in either literature or linguistics. Students with MA degrees in disciplines other than that of their planned specialization, or students who do not have an MA but have taken graduate level courses equivalent to those required in our department at UCLA for an MA degree, must complete the required number of course units; course substitutions may be made with the permission -of the student's advisor.

Foreign Language Requirements for the PhD Program (Literature and Linguistics Specializations). Proficiency in both French and German are required for the PhD. Proficiency in one of these languages will have been formally tested prior to the awarding of the MA degree; proficiency in the second language is to demonstrated by the inclusion of texts in that language on the bibliographies prepared for the PhD examinations. Familiarity with said texts is to be attested to by the chair of the doctoral committee, who must submit a language examination report to the Graduate Division concurrent with the nomination of the doctoral committee. With departmental consent students specializing in linguistics may substitute a language important to the study of Slavic linguistics (Finnish, Hungarian, Lithuanian, Latvian, Romanian, or a Turkic language).

Students must demonstrate proficiency in a modern Slavic language other than Russian, either by completing one year of the language or by demonstrating through written and oral examinations that they have sufficient mastery of the language to access literary and scholarly work.

Course Requirements for the PhD Program in Russian Literature. A minimum of 28 units beyond those used to satisfy the MA is required from students in literature. These must include the following courses:

- Russian 204: Introduction to the History of the Russian Language
- Russian 220A: Structure of Modern Russian: Phonology and Morphology

Two courses from the following cluster:

- Slavic 230A: Topics in Comparative Slavic Literature: Middle Ages Through the Baroque
- Slavic 230B: Topics in Comparative Slavic Literature: Classicism to Romanticism
- Slavic 230C: Topics in Comparative Slavic Literature: Realism to Modernism

Three advanced courses or seminars in Russian or Slavic literature.

Students are also encouraged to acquire a sound general knowledge of non-Slavic literary theory, and literary traditions by availing themselves of offerings in other departments.

Russian 203 is required of all PhD students for two quarters a year.

Course Requirements for the PhD Program in Slavic Linguistics. A minimum of 20 units beyond those used to satisfy the MA is required from students in linguistics. The following courses are required:

- Slavic 221: Introduction to East Slavic Languages
- Slavic 222: Introduction to West Slavic Languages
- Slavic 223: Introduction to South Slavic Languages

Three advanced courses or seminars in Slavic linguistics.

Cluster 3: Russian 210: Readings in Old Russian Texts; Slavic 241A: Advanced Old Church Slavic—Advanced Readings in Canonical Texts; Slavic 241B: Advanced Old Church Slavic—East, West and South Slavic Recensions of Church Slavic.

Russian 203 is required of all PhD students for two quarters a year.

Sub-Specialization. Students have the option of choosing a sub-specialization at the PhD level, which consists of at least four courses selected by the student and approved by the student's advisor. The courses may be selected from graduate offerings in one or more UCLA departments

or programs (for example, Anthropology, Applied Linguistics, Art History, Classics, Comparative Literature, English, Film, Folklore and Mythology, French, Germanic, History, Indo-European Studies, Linguistics, Music, Philosophy, Psychology, Theater, Women's Studies and others) and may include courses from within the Department of Slavic Languages and Literatures (students in linguistics choosing from courses in literature and students in literature choosing from courses in linguistics).

Qualifying Examinations for the PhD Degree: General Procedures. Qualifying examinations are to be taken within two years of the date of admission to the doctoral program. Students

should start preparing for the examinations at least one year before they plan to take them. Students making normative progress will therefore start at the beginning of their fourth year.

The first step is to set up the doctoral examination committee, which consists of a minimum of four UCLA faculty members in the professorial ranks, three of whom must come from the Department and one of whom must come from outside the Department. Two of the four committee members must hold the rank of professor or associate professor. The chair of the committee must come from the Department. For further details on exceptions-the inclusion of non-UCLA professors, for example-see *Standards and Procedures for Graduate Study at UCLA*.

Students consult with the Chair about the prospective membership of the committee and the choice of the committee chair, who typically becomes the dissertation advisor. With the Chair's approval, the student secures the agreement of the prospective committee members to serve. The Chair then nominates the examination committee for approval by the Dean of the Graduate Division. Once the committee has been approved, students work closely with the chair of the examination committee to prepare for the qualifying examinations in their areas of specialization.

The qualifying examinations may be scheduled for any time mutually agreeable to all members of the examination committee. Students must be registered to take the examinations. If the examinations are scheduled for the summer, students must be registered in the immediately preceding spring term. In the period immediately preceding the examinations students may sign up for Slavic 597: Preparation for MA Comprehensive Examination and PhD Qualifying Examinations. This course is optional and arranged by mutual agreement of individual instructors and students.

No grade is assigned to the examination until both parts, written and oral, have been completed. A student's combined performance in the written and oral examinations is graded "high

pass", "pass" or "fail." Students receive written notice of the results of the PhD examination one hour after the conclusion of the oral portion of the examination and a written evaluation of their performance within one week.

The doctoral oral examination is open only to the committee members. All members of the committee must be present at the examination. It is the duty of the chair to see that all members of the committee are present. Each member of the committee must report the examination as "passed" or "not passed." A student may not be advanced to candidacy if more than one member votes "not passed," regardless of the size of the committee. Upon majority vote of the doctoral committee a student receiving a "not pass" may repeat the examination or any portion thereof once within one calendar year of the first attempt.

Format of the PhD Qualifying Examination in Literature. The PhD qualifying examination in literature consists of seven one-hour written examinations, taken over the course of two weeks, followed by a one to two hour oral examination.

The seven written examinations are structured around seven general fields: 1) the literature of medieval Rus'; 2) eighteenth-century Russian literature; 3) nineteenth-century Russian literature; 4) twentieth-century Russian literature; 5) literary theory; 6) the literature of another Slavic culture; 7) the provisional dissertation topic. Working with the all members of the doctoral committee,

students select specific topics in each field and compile bibliographies on each topic. When selecting topics, students should give priority to areas that will both be useful for writing the dissertation and provide sufficient breadth for entering the job market. All topics and bibliographies must be approved by all members of the doctoral committee.

Students are also responsible for all asterisked items on the Reading List in the subgroup most closely related to the dissertation proposal. The subgroups include: 1) the literature of medieval Rus'; 2) eighteenth-century Russian literature; 3) nineteenth-century Russian literature: Romanticism; 4) nineteenth-century Russian literature: Realism; 5) twentieth-century Russian literature: pre-war; 6) twentieth-century Russian literature: post-war; 7) Slavic literary theory.

The following is a sample examination scheme:

- 1) Medieval: Colonialism and the lives of missionary saints
- 2) Eighteenth-century: Enlightenment prose
- 3) Nineteenth-century: Romantic utopian fiction
- 4) Twentieth-century: Russian Futurism
- 5) Literary theory: Phenomenology and Russian Formalism
- 6) Slavic: Czech modernist fiction

7) Dissertation topic: "The Rise of Science Fiction and the Development of Science *infin de siècle* Russia"

Since the dissertation topic is based on material from the first half of the twentieth century, the student would be responsible for all asterisked items on the Reading List in pre-war twentieth century Russian literature.

Format of PhD Qualifying Examination in Linguistics. The PhD qualifying examination in linguistics consists of two three-hour written examinations and a two-hour oral examination. In the first of the written examinations, students are tested on the general area of the proposed dissertation research; in the second written examination, students are tested on comparative Slavic linguistics, the history and structure of Russian and the history and structure of a second Slavic language. The proposed area of dissertation research must have the approval of all members of the doctoral committee.

V. ADVANCEMENT TO CANDIDACY

Students are advanced to candidacy and awarded the Candidate in Philosophy (Phil) degree upon passing the written and oral qualifying examinations.

Formal Lecture. Students are required to deliver a formal lecture at the California Slavic Colloquium or at a major professional convention (AATSEEL, AAASS, MLA) or conference no later than two calendar years after advancement to candidacy.

VI. THE DISSERTATION

Immediately following the examinations the examining committee selects from its membership, by unanimous agreement, the certifying members whose duty it is to read, approve, and certify the dissertation. A minimum of three members must be certifying members, two of whom are

from the students' department and one from an "outside" department. The chair of the doctoral committee must serve as one of the certifying members.

The Dissertation Prospectus. Within two quarters (or one quarter and a summer) after passing the qualifying examinations, students are to submit a prospectus to the certifying committee. A prospectus typically ranges from twenty-five to fifty pages. Its purpose is to outline a preliminary structure for the dissertation and establish a core bibliography of works to be consulted. Once it is approved by the committee, students can commence writing the dissertation.

Writing the Dissertation. The dissertation is to be completed within three calendar years of the date when the qualifying examinations are passed. Students should submit their work chapter by

chapter to the chair of the certifying committee, who as the primary reader must be the first to approve it. Students may expect chapters to be critiqued in a timely manner, usually within one month of receipt. The chair of the certifying committee is the primary reader and therefore must be the first to approve chapters. The chapters are then submitted for review, commentary and approval by the other- certifying members. As members of the certifying committee may not be able to commit themselves to reading dissertation chapters in the summer months, students are well advised to schedule of chapter submissions well in advance.

Approval of the dissertation by the certifying committee must be unanimous.

Preparing the Final Manuscript. The length, content and arrangement of materials and certain aspects of style and format (such as footnote form and placement, transliteration, and the manner in which references are cited and listed) are to be determined by the student in consultation with the certifying committee. Students are urged to consult with the committee regarding stylistic preferences early in the preparation of the manuscript. They would do well to adopt one of the two common style manuals: the *Chicago Manual of Style* or the *MLA Style Sheet* as a standard. More specific aspects of format, including manuscript arrangement, the organization of specific preliminary pages, spacing, type face, margins, page number order, page number placement, the inclusion of a vita and abstract, and the requirement for permission to reproduce copyrighted material, are dictated by the UCLA Graduate Division. Students should consult the official *Policies and Procedures for Thesis and Dissertation Preparation and Filing*, accessible in hard copy or on the Graduate Division web site.

Filing Procedures. The deadline for filing the approved dissertation in final form is ten days to two weeks before the "degree date." The exact degree date for each quarter is printed in the *General Catalogue* calendar. Students are encouraged to file as early in the quarter as possible. The manuscript must be filed in person, either by the student or a representative. Filing procedures, including the forms that must be filled out and signatures that must be obtained, are set forth in *Policies and Procedures for Thesis and Dissertation Preparation and Filing*.

Defense of the Dissertation. The Graduate Division does not require a formal dissertation defense. The decision as to whether an informal defense will take place is made by the certifying committee. Normally this will entail a public presentation and defense of the dissertation thesis followed by members of the certifying committee and general discussion.

VII. STUDENT SUPPORT

All students are eligible for financial support. It is Department policy to offer newly admitted students four-year packages contingent upon timely progress. Such support will be equivalent in

monetary terms to a 50% teaching assistantship on the assistant level. The package may consist of fellowships, grants, unrestricted aid, research assistantships, teaching assistantships, or any combination of the above. Most favorable consideration for funding beyond four years will be given to students who maintain normative progress beyond advancement to candidacy.

Extramural Support. Every year a considerable number of extramural agencies such as the Ford Foundation, Fulbright-Hays, the American Council of Learned Societies and the Social Science Research Council offer funds for graduate study. Students are required to determine their eligibility for such extramural funds and to apply for them in a timely manner. The faculty pledges full support for such applications. If eligible students fail to apply for extramural grants and fellowships, the Graduate Division could curtail allocations to the Department, which would have a negative impact on funding for all students. Information on available extramural fellowships can be found in *Graduate and Postdoctoral Extramural Support (GRAPES)* and the Graduate Division web site.

Intramural Support. Support for graduate students from within the University may originate outside or inside the Department. The major sources for support outside the Department are research assistantships, teaching assistantships and consulting positions offered by: 1) the Center for Medieval and Renaissance Studies (CMRS); 2) the Center for Seventeenth and Eighteenth Century Studies; 3) the Center for European and Russian Studies (CERS); 4) other language departments and the Department of Linguistics; 5) the Department of English; 6) the Center for Digital Humanities (CDH). Other departments may also periodically open the door to applications. Students can find information about TAs in all departments on the Graduate Division web site.

Departmentally Nominated and Funded Awards. The Department is directly involved in the allocation of support in two ways. First, it nominates candidates for certain awards that originate outside the department. These include NDEA fellowships from CERS, FLAS fellowships for summer language study from CERS, CERS RAships, the Chancellor's Fellowship, divisional RAships and GSRships, research mentorships, and dissertation year fellowships. Nominations and rankings made by the entire faculty, though in the case of research mentorships and dissertation year fellowships the Chair ranks applications after consulting with students' advisors. The Department also has direct control over certain resources it receives from the Graduate Division, the Humanities Division and philanthropic sources. These include TAs, GSRships, summer mentorships, restricted funds (advanced-to-candidacy funds, monies restricted to the recruitment of incoming students, multiple year grants, etc.) and unrestricted funds.

Procedures for Applying for Aid. Students wishing to apply for special fellowships should note the deadlines published in the *Graduate Student Support for Continuing Students* handbook. Faculty members asked for recommendations should be provided with full information several

weeks ahead of time.

Applications for Departmental funding must be submitted to the SAO by February 15. The application consists of a self-evaluation statement that include the following information:

1. a list of all courses taken in graduate school and grades received
2. a) a statement of progress to degree to date, and b) information on circumstances adversely affecting that progress
3. a) a list of the TAs and RAs the student wishes to apply for, and b) any special qualifications for the positions the student may have
4. a) a statement of academic plans for the coming year, b) an outline of projected progress to degree, and c) a brief statement of long-term professional goals
5. a list of talks given, papers published, awards or honors received

Departmental Procedures for Allocating Financial Aid. Each spring the Support Coordinators calculate and make public to faculty and students the kinds and amounts of student funding the Department has at its disposal, and each fall they calculate and make public the number of students supported in category of aid, while observing the demands of confidentiality.

Both admissions and graduate support are decided by a committee of the whole: all faculty members review all candidates and rank them. They then report their rankings openly at a faculty meeting, where the results are tallied to form a ranking list, and the list is fine-tuned on the basis of an open discussion.

The Department has two Support Coordinators, one representing literature, the other representing linguistics. They perform the technical function of implementing the faculty's decisions, that is, dealing with programmatic concerns (for example, the suitability of students for specific TAs and RAs) and making the necessary adjustments as circumstances change (for example, if students learn that they have been awarded TAs or other kinds of funding outside the Department). The Graduate Student Support Coordinators work closely with the SAO and the Chair in determining such adjustments. The Department will make every effort to inform students of final decisions on funding by May 15. In some cases, however, the Department will not know what funds are available by then (for example, if funds offered as part of a recruitment package are not accepted and revert to the department for distribution to other students or if the administration is late in informing the Department of allocations and the results of competitions).

Criteria Considered in Allocating Aid to Continuing Students:

Level of Academic Performance. This will be evaluated on the basis of successful completion of departmental courses as indicated by grades as well as on the basis of evaluations of faculty members familiar with the student's work. Owing to the narrow range of grades given graduate

students, the GPA alone is not compelling evidence of academic success. The number and variety of courses completed are at least as important as the GPA.

Timely Progress to Degree. Progress to degree is measured by successful completion of course requirements, language examinations (Russian and French/German), and the MA and PhD examinations. (See Normative Time to Degree above.)

Support History. Since it is departmental policy to provide support for the first four years of all students' graduate careers and to make certain all students have the opportunity to serve as teaching assistants, funds will be allotted accordingly. Students in good standing beyond the fourth year - that is, student who have already received this guaranteed support - are eligible for support should funds be available.

Teaching Assistantships:

Funds for teaching assistantships are provided to the Department by the Dean of Humanities and may vary from year to year depending on enrollments. Although teaching assistantships constitute a major form of student support, their primary function is to provide relevant training experience for academic and academic-related careers in teaching and research. It is the policy of the Department to offer all students the opportunity to -teach for a full year once they have received the MA degree, contingent upon their meeting the eligibility criteria stipulated below.

Eligibility. Graduate students who are recipients of teaching assistantships must meet all registration and enrollment criteria established by the Department and must also maintain satisfactory academic progress throughout their appointments. Students become eligible for teaching assistantships once they receive the MA degree. Exceptions are made only in cases of extraordinary need on the part of the Department and/or extraordinary background on the part of the student. The University requires non-native speakers of English to pass an oral proficiency examination (the Speak Examination, which is administered by the Office of Instructional Development) before they begin service as teaching assistants.

Selection Criteria. The selection process for teaching assistantships follows the basic procedures outlined above for all forms of support assigned by the Department. However, two other criteria are also relevant and will play an important role: 1) a student's degree of mastery of the target language or subject to be taught, and 2) a student's ability to communicate effectively in English with undergraduates.

The Department is likewise governed by a number of other considerations. The first is the goal of providing every qualified student with the opportunity to teach. The second is to give all students exposure to language teaching, and where possible to give literature and linguistic students

teaching experience in their respective disciplines. Finally, the Department must consider the needs of the undergraduate program served by teaching assistants.

Types of Teaching Assistantships. Teaching opportunities are available both inside and outside the Department. In the Department students have the opportunity to teach two types of courses: 1) language courses, primarily elementary and intermediate Russian, but occasionally other Slavic languages as well, and 2) lower-division literature courses, where they usually serve as assistants to the primary instructor and to lead discussion sections, although on rare occasions a qualified student may be given some responsibility for preparing lectures.

Training. Graduate students who have fulfilled the criteria for appointment to teaching assistantships are provided with training experience and guidance through both University and departmental venues.

A Campus-Wide Foreign Language TA Orientation, which all departmental TAs are required to attend, is held before the start of each fall quarter. It features half-day workshops on the pedagogy of language instruction (for example, on teaching grammar, vocabulary, or listening and reading comprehension, on using visual aids and technology in language instruction, etc.). The Language Resource Program organizes workshops and symposia on topics relevant to language teachers throughout the year, and TAs are encouraged to attend. Updated information can be found on the web site: <http://www.humnet.ucla.edu/flr>.

The Department offers a variety of training sessions and courses required for its TAs. At the beginning of the fall quarter it holds an orientation meeting to instruct TAs in Department-specific issues. Two pedagogical courses, both graded S/U, are required of all TAs:

- Russian 375, "Teaching Apprentice Practicum" (I to 4 units). Preparation for teaching apprenticeship, providing instruction in teaching skills, supervision (visits to classes, weekly meetings to discuss methodology and the latest pedagogical techniques) by the Russian Language Coordinator.
- Russian 495, "Teaching Slavic Languages at College Level" (4 units). An introduction to the theory and practice of language teaching methodology as well as to problems of pedagogical grammar.

EXTRA-CURRICULAR DEPARTMENTAL ACTIVITIES

GRADUATE STUDENT COLLOQUIUM

The California Slavic Colloquium brings together graduate students from the four major Slavic

Departments in California: UCLA, the University of California at Berkeley, the University of Southern California, and Stanford University. The Colloquium venue alternates yearly between Northern and Southern California. It is typically held toward the end of April, on a Saturday and Sunday. The Colloquium provides an ideal opportunity for students to fulfill a major requirement of the PhD program: delivering a formal paper in public. All students are encouraged to participate by preparing papers (with a delivery time of no more than twenty minutes) reporting on original research for delivery at the Colloquium. To do so, they first work with a faculty sponsor—generally the instructor under whose auspices the paper has been written—who must approve the paper for presentation. The paper topic, a one-page abstract and note of approval from the faculty sponsor should be given to the Colloquium Coordinator (see "Departmental Officers and Standing Committees" below) no later than the end of February.

LECTURE SERIES

The Department sponsors lectures by noted scholars in the field. There are usually two or three per quarter, and they take place on Wednesdays at 3:00 pm, when no classes are scheduled. Students are strongly urged to attend these lectures, which are designed not only to familiarize our academic community with research developments in Slavic studies but also to facilitate personal contacts between students and visitors and begin the "networking" process crucial to success in academic life.

Any faculty member or student is welcome to recommend lecturers and possible topics for lectures. The Department is committed to providing the graduate student body with at least \$300 a year to support honoraria for speakers. In combination with funds available from the Graduate Student Association students may sponsor several lectures per year for speakers of their choice.

MEDIEVAL SLAVIC WINTER WORKSHOP

During the winter quarter, it has become a departmental tradition to organize an annual interdisciplinary medieval Slavic workshop. Co-sponsored by the Department, the Center for Medieval and Renaissance Studies (CMRS) and the Center for European and Russian Studies (CERS), the workshop is usually held on the Friday before the last week of the quarter in the Herbert Morris Seminar Room (306 Royce Hall). All fields of medieval Slavic are represented, including literature, history, art history and linguistics. Presentations are limited to ten minutes, followed by twenty minutes of group discussion. These workshops offer UCLA faculty members and advanced graduate students working on medieval topics the opportunity to discuss their fields with a distinguished roster of scholars. Inquiries are welcome at: lenhoff@humnet.ucla.edu.

CONFERENCES

The Department in cooperation with CERS sponsors regular mini-conferences on a wide variety of topics relating to the literature, language and culture of the Slavic area. Past conferences have included "Textual Intersections," a conference devoted to intertextuality in Russian nineteenth and twentieth century literature; "Russian Literature and European History," devoted to the impact and reception of major historical events in nineteenth-century Europe on Russian literature; and "Russia and the Russians through Russian Eyes," which explored the ways Russians regard themselves in terms of language and literature. These conferences bring together specialists from leading research universities as well as local faculty, and students who have conducted research in the thematic area of the conference are invited to participate as well.

DEPARTMENTAL OFFICERS AND STANDING COMMITTEES

Officers:

- The Chair conducts the Department's business in accordance with decisions of the faculty; represents the Department and its faculty to the Dean of Humanities and other departments; appoints faculty members to all standing committees in July of the new academic year; organizes the election of graduate student representatives; and acts as a liaison between students and faculty in cases that demand special attention and/or confidentiality (see also "Grievance Procedures" below).
- The Undergraduate Advisor counsels students regarding their course work and assists the Chair in finalizing the schedule of undergraduate courses.
- Two Support Coordinators, one representing literature and the other linguistics, work closely with the SAO and the Chair to administer support allocations to graduate students (see "Departmental Procedures for Allocating Aid" above).
- Two Recruitment Officers, one representing literature and the other linguistics, coordinate the recruitment of new students and promote diversity.

Faculty Committees:

- The Executive Committee, usually consisting of three members, advises the Chair on policy issues, organizational matters and long-range planning of personnel and programmatic issues. It also assists in the planning and preparation of faculty meetings.
- The Russian Language Committee, usually consisting of two members, administers the department's language proficiency tests in Russian.
- The Foreign Language Committee, usually consisting of two members, prepares and administers the department's foreign language examinations for graduate students (MA and PhD) in French and German. Its members also make recommendations to the Chair in those

exceptional instances where a graduate student applies for permission to substitute another foreign language for French or German.

- The Committee on Teaching, usually consisting of two members, offers advice to faculty whose teaching quality is deemed to be below departmental standards. It is available for consultation regarding grading policies and instructional improvement.
- The Computer Committee, usually consisting of two members, oversees the department's computer equipment and facilities, coordinates the maintenance, upgrading, and updating of hardware, software and electronic media, and oversees the Department's web site.
- The Curriculum Committee, usually consisting of two or three members, serves as a clearing house for proposals regarding the Department's undergraduate and graduate instructional programs, including the introduction or deletion of courses and modifications in the status and content of existing courses.
- The Library Committee, usually consisting of two members, supervises the management (student staffing, hours, rules) of the departmental Reading Room and the acquisition of books; it also acts as a liaison between the Department and the Slavic bibliographer at the Young Research Library.
- The Colloquium Committee, usually a committee of one, is responsible for helping to organize the yearly California Slavic Colloquium, assisting the Department's students to prepare colloquium papers (together with individual members of the faculty in their respective disciplines); and acting as a liaison among the coordinators from Stanford, USC and Berkeley to select the venue and date.

Student-Faculty and Student Committees:

- The Student-Faculty Liaison Committee consists of two graduate student representatives elected by the department's graduate students (see below) and two faculty members appointed by the Chair in consultation with the Executive Committee. The Committee is co-chaired by one faculty member and one student chosen by the Committee at the beginning of the academic year meets at least once a quarter to consider matters of concern to students and/or faculty and reports on its deliberations to the Chair and, when appropriate, to the department.
- Graduate Student Representatives, consisting of one linguistics student and one literature student, are elected by the graduate students at a meeting at the beginning of each academic year. Their responsibilities are: 1) to represent students at faculty meetings (except those conducted in executive session, for example, during personnel actions) and to report the substance of such meetings to all students; 2) to serve on the Student-Faculty Liaison Committee (see above).

Departmental Officers and Standing Committees, 2001-02:

Chair: Michael Heini

Undergraduate Advisor: Olga Kagan

Support Coordinators: Ronald Vroon, Olga Kagan

Recruitment Officers: Ronald Vroon, Olga Yokoyama

Computers and Web Site: Gail Lenhoff, Olga Kagan

Reading Room: Ronald Vroon

Teaching: Michael Heim, Vyacheslav Ivanov

Legislative Assembly: Ronald Vroon

Curriculum: Emily Klenin, Alexandr Ospovat

Foreign Language: Michael Heim, Emily Klenin

Executive: Gail Lenhoff, Chair; Vyacheslav Ivanov, Olga Yokoyama

Student-Faculty: Alexandr Ospovat, Olga Yokoyama

Russian Language: Olga Kagan, Susan Kresin

Alumni Relations: Michael Heim, Olga Yokoyama

Colloquium: Roman Koropecj

CODES OF CONDUCT AND MEDIATION OF GRIEVANCES

The Department wishes to promote an atmosphere of collegiality and cooperation conducive to the fulfillment of its academic mission. It will therefore address any concerns or grievances immediately, vigorously and in a nonpartisan spirit.

Codes of Conduct. Information on the code of conduct for students may be -found in *University of California Policies Applying to Campus Activities, Organizations, and Students* at <http://www.edu/ucophome/uwnews/aospol/toc.html> and UCLA Student Conduct Code at <http://www.deanofstudents.ucla.edu/SCC-Table%20oP/oContents.htm>. Information on the code of conduct for faculty may be found in the *UCLA Faculty Handbook* available at the Academic Personnel Office in 3109 Murphy Hall and also accessible on the Internet at <http://www.apo.ucla.edu/apoweb/facultyhandbook/9.htm#9c>.

Mediation of Grievances. Students believing they have a grievance involving a Faculty member, another student or administrator should first attempt to resolve the matter with the party involved. If the grievance remains unresolved or if students feel hesitant about confronting the other party, they should bring the matter to the attention of the Chair and request the Chair's mediation.

Students, faculty, and administrators may at any point avail themselves of the services of the Campus Ombuds Office. Acting impartially, ombuds officers may investigate unresolved conflicts or facilitate the resolution of problems for which there may be no established guidelines, and may also, where possible and when requested, assist in resolving an issue through mediation. The Ombuds Office is also a designated Sexual Harassment Information Center for students, faculty and staff as well as a campus Harassment Information Center (HIC) available to all UCLA students. The Ombuds Office is located in 105 Strathmore Building. For further details,

see their web site at <http://www.saonet.ucla.edu> or phone 825-7627.

Other courts of resort include the Graduate Division and the Office of the Dean of Humanities. In cases of grievances involving a potential violation of the faculty code of conduct, students may consult with a member of the Academic Senate Grievance and Discipline Procedures Committee (3125 Murphy Hall, 825-3891) for help in deciding on an appropriate course of action. For further details see the *UCLA General Catalogue*, Appendix A: "Charges of Violation."

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