

REQUIREMENTS FOR GRADUATE DEGREES IN FRENCH

PROFESSIONAL FRENCH MASTERS PROGRAM

and

*CAPSTONE CERTIFICATE OF
PROFESSIONAL FRENCH STUDIES*

Requirements and Policies

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1. PFMP Study Tracks

Upon application, all PFMP students choose one of two study tracks: the **full-time academic** track or the **summer institute** track. All admitted PFMP students, regardless of study track, complete the professional internship.

The Full-Time Academic Track

This is the on-campus graduate cohort, in which PFMP students typically live in or near Madison, take classes full-time for two semesters and participate in networking events on the UW-Madison campus while here. These first two semesters are extremely intensive (24 credits), and are followed by the professional internship and oral presentation of the professional portfolio. For latter components, students remain enrolled at the minimum number of credits required (usually 2-3, depending on the project length) until they have completed the 30 credits required and obtained permission from the Executive Director to present the professional portfolio.

The Summer Institute Track

This track has a built-in schedule of three years (two for the certificate), and is designed for teachers and working professionals who can attend at least two consecutive sessions of coursework on campus (or approved affiliated summer programs elsewhere), while studying part-time in various nontraditional forms during the academic year.

(Certain courses are offered in distance formats and may be taken, with approval, by students on either study track. In cases where professional commitments make attendance at summer sessions impossible, summer institute students may substitute distance coursework for summer work on campus.)

2. Master of Professional French Studies (MFS)

Course Requirements in French

Students must complete at least 14 credits of coursework in French, in the following areas: interdisciplinary cross-cultural analysis (French 642) advanced oral communication (French 623), advanced grammar (French 615), research methods (French 901), and a 2-credit independent-study tutorial (French 799, or *Tutorat*). Students complete another six credits in French, in the form of the professional internship and research toward completion of the professional portfolio. This coursework represents a total of 20 credits in French.

Course Requirements in the Concentration Area

Students must complete 10 credits in the concentration area and at the 300 level or above, to be selected in consultation with the PFMP Executive Director. Students are encouraged to add a 1-credit independent-study project to one of their concentration-area courses, at the instructor's discretion. For this credit, the student completes a supplementary project on an issue relevant to the course topic (i.e. international marketing, democracy movements, the use of technology in foreign-language teaching), specific to a particular French-speaking region or activity. This additional credit must be approved by (1) the instructor of the course and (2) the PFMP Executive Director.

Advising

Upon enrollment, PFMP and Certificate students choose classes through advising by the PFMP Executive Director and any relevant concentration-area advisors. The latter are consulted less formally and may be either a UW-Madison instructor or a professional in the student's field of study.

Professional Internship

All students complete a professional internship abroad in a business or organization directly related to their concentration area. The internship period consists of a minimum of 8 weeks abroad and is may be completed during any session following the completion of coursework. Students submit a final internship project as the centerpiece of their professional portfolio, following their return from the internship.

Students register for internship credit (French 793) while working as interns: 3 credits for internships beginning and ending within a single UW-Madison semester, and 2 credits each semester for internships beginning in one UW-Madison semester and ending in another (see Minimum Enrollment, below). Students are assisted in their internship application process (and in the search itself) by the PFMP Internship Coordinator (in France), and by the Internship Liaison (on campus). Students are expected to communicate regularly with both, when called upon, during the internship hunt. Internships take place within the student's concentration area and are competitive.

Every attempt is made to help students locate internships in their desired area of professional activity. Internships occur in French-speaking regions—usually in or around Paris, or in Europe, but also other Francophone regions. In consultation with their PFMP advisors, MFS students who are native French speakers may arrange to do their internship anywhere appropriate internships are available, provided the internship is relevant to their degree and concentration area.

Minimum Enrollment Policy

All PFMP students, in both tracks, must remain enrolled while working on their master's degree. Beginning in their first semester of enrollment, PFMP students must be enrolled for a minimum of 2 credits per semester every fall and spring semester they are studying until they complete all degree requirements. They do not need to enroll in summer sessions unless they are taking coursework during that session or are finishing (presenting their professional portfolio) during that session. Summer institute students who have been given permission to waive certain credits pending a certain grade in an approved course at another college or university must apply for re-entry to the program following the semester in which they are not enrolled here.

Networking Events and IT Skills Workshops

MFS students must attend at least ten extracurricular *networking events*, either on or off campus, by the time they defend their master's thesis. Networking events can be defined as campus talks, workshops, conferences, or any sort of group project or academic/professional activity involving a specialist, practitioner, witness, or working professional from the student's concentration area, and who works primarily outside the UW-Madison. Students will write a 1-page narrative report for each of ten networking events in which they have participated. Each report should (1) describe the event, with all relevant names, places, and titles and (2) evaluate the event in terms of its relevance to the student's own career objectives. All ten networking event narratives should be in the student's professional portfolio (see below) at the time of the thesis defense. They may be either in French or in English. Students should be prepared to discuss any of these events in either language during the thesis defense.

Applicants to internships are expected to be well-versed in the main information-technology (IT) skills required by future employers, and to have developed a keen sense of the issues created by the rapid evolution of these skills in international workplaces. Such skills, and the ability to discuss them in French throughout the internship-hunting process, are crucial to student performance in the PFMP. Therefore, all PFMP students must attend skills workshops offered several times per semester, on campus and free, by the Division of Information Technology Software Training for Students program (<http://www.doit.wisc.edu/training/student/>). **During their first semester, all Full-Time Academic students should attend four hands-on workshops, at the level appropriate to their current understanding of these skills, in:** (1) web page software and/or design, (2) spreadsheets (Excel), (3) presentation software (Power Point), and (4) databases. Students should of course report participation in these workshops on their résumé/CV, which they submit in their professional portfolio. By the last class day of their first semester, **students should submit a one-page report for each workshop, in French, describing and evaluating each workshop they have taken that semester.** These reports go to the Graduate Coordinator, who will put them in the student's file. (If a student is particularly experienced in a particular IT skill, he or she may find and substitute a more relevant one, or request to write a report based on his or her recent regular use of this particular technology.)

Professional Portfolio Guidelines

1. To graduate, eligible PFMP students must successfully complete two things:
 - (1) a *professional portfolio / portefeuille professionnel*, after all required coursework and the internship are completed and the student has registered for or completed the 30 credits required to graduate from the program; and
 - (2) an oral presentation of the student's *final internship project / projet de fin de parcours*, a central part of the *portfolio*.
2. The *portfolio* does not require a director, but students may elicit feedback from anyone, inside or outside the UW-Madison, whose work or research is professionally relevant to the student's professional profile and who may advise the student on their *final internship project* and / or attend the *oral presentation*.
3. The Executive Director must approve the student's entire *portfolio* before the student may schedule the *oral presentation* of the *final internship project*.
4. The *portfolio* must include the following items (all in French, unless otherwise specified):
 - A. Final Internship Project (35-40 pages), which will contain :
 - i. **a developed description of the internship / description du stage** (10 pp.), including dates, names, major projects, and all relevant aspects of the organization that merit reflection (in the event of confidentiality agreements, the student must specify this, and the document remains internal to the department);
 - ii. **analytical reflexion / réflexion analytique** (20-25 pp.) on important aspects of the organization, nourished by experience done in the internship and by humanities-based research represented in the student's bibliography and in PFMP coursework;
 - iii. **recommendations / recommandations** (5-10 pp.), by the student, on ways that at least one major aspect of the organization's major projects might be improved;
 - iv. **a bibliography / bibliographie** of student research on questions that allow the student to analyze and interpret aspects of the host organization's mission, style, culture, and major projects involving the student. (The bibliography must contain at least twenty-five different sources, representing a variety of books, articles, websites, and other sources useful for such a report. At least half of the sources must be in French.)

- B. Executive summary of the *final internship project*, in English (5-10 pages total)
 - C. 2 letters of recommendation, in French and/or English
 - D. Business card or draft of business card (in French and/or English, depending on hire or language of current job search)
 - E. Professional Profile / *profil professionnel* (2-3 pages), describing the student's main skills, experience and professional goals upon graduation
 - F. English-language version of *professional profile* (2-3 pages)
 - G. CV / résumé (in either French or English, depending on hire or language of current job search)
 - H. Ten 2-page networking reports / *rappports d'événements*. Up to three of these may be written in English; the rest must be in French
 - I. The four required IT skills workshop reports / *rappports d'ateliers informatiques*, in French, following successful completion of four approved IT skills workshops on campus
 - J. A critical commentary / *commentaire critique* (2000 words) on the 3-5 titles on the MFS reading list that students find most relevant to their *final internship project*
 - K. Any other document relevant to the student's research or professional plans
5. *Oral presentations* take place in a panel format, at the end of the spring and fall semesters (May and December). In order to qualify for the *oral presentation*, the student must submit the *portfolio* to the Executive Director by April 1 (spring) or November 1 (fall). If the student's *portfolio* is approved, the student will be scheduled to do the *oral presentation* that semester.
 6. The *oral presentation* is open to program faculty, staff, students and alumni. Students present one after another, in a 90-minute panel format; the panel contains up to three presenters, and the Executive Director moderates the discussion. Each *oral presentation* should last approximately 15 minutes, with 15 minutes devoted to answering questions from committee and other audience members.
 7. The *oral presentation* is judged by a committee of faculty and academic staff, who attend the presentation alongside other audience members, participate in the discussion following it, and decide as a committee whether the *oral presentation* has been sufficient to grant the student a master's degree.
 8. Students who do not pass the *oral presentation* will not have to redo their *final internship project* or any other part of the portfolio. However, they will have to redo their *oral presentation* the following semester.
 9. The *mémoire*, as required of all students prior to May 2009, is no longer part of the *portfolio*. (Any student who has begun studies in the PFMP prior to January 2010 and wishes to write and defend the *mémoire* per previous guidelines may do so.)
 10. French 901 ("Méthodes de recherche: perspectives humanistes sur les questions professionnelles") trains students in methods of applied analysis and presentation necessary for creating a successful *final internship project* following the internship.
 11. French 623 ("Communication orale en situations professionnelles") trains students, in part, to prepare for the *oral presentation* –that is, in skills required to successfully present their *final internship project* after their *portfolio* has been approved by the Executive Director.

3. Capstone Certificate of Professional French Studies

Course Requirements in French

Students must complete at least 9 credits of coursework in French, in the following areas: interdisciplinary cross-cultural analysis (French 532) advanced oral communication (French 524), and advanced written communication (French 523).

Course Requirements in the Concentration Area

Students must complete 2-3 courses, or at least 8 credits, in the Concentration Area and at the 300 level or above, to be selected in consultation with the PFMP Executive Director and any relevant concentration-area advisor.

Advising

Certificate students are advised by the PFMP Executive Director.

Professional Internship

All Certificate students complete a professional internship abroad in a business or organization directly related to their field of concentration. The internship period may run from 4 to 12 weeks and may be completed during any UW-Madison session. Certificate students submit a detailed internship report, for evaluation and approval upon their return. The internship report should be 10-15 pages, plus any relevant appendices.

Students register for internship credit (French 793) while working as interns and earn 3 credits for their work and internship report. Students are assisted in their internship application process (and in the search itself) by the PFMP Internship Coordinator, and are encouraged to communicate directly with the Internship Coordinator as often as necessary during the search and, if necessary, during the internship itself.

Certificate students are not required to present a professional portfolio but are encouraged to do so, according to norms outlined for MFS candidates, if they so choose.

No thesis is required for completion of the certificate.

Minimum Enrollment Policy

The minimum enrollment policy for the Capstone Certificate of Professional French Studies is the same as that for the Master of Professional French Studies.

4. Criteria for Satisfactory Progress: MFS

Minimum of a 3.0 grade average, including a grade of B or higher in French 615.

At least four IT skills workshop reports, written in French, and submitted to the Graduate Coordinator by the last day of class the first semester of study.

Minimum each semester of 12 credits at the appropriate level (including both courses in French and concentration-area courses) until coursework is completed, after which minimum enrollment is maintained through the internship and oral presentation of the portfolio. The portfolio must be presented before the end of the semester following the student's completion of the internship.

PFMP students may not be simultaneously enrolled in other graduate programs, nor are they eligible for PAships, TAships, or other forms of graduate support that provide tuition remission.

5. Criteria for Satisfactory Progress: Certificate

Minimum of a 3.0 grade average

Minimum each semester of 6 PFMP-related credits at the appropriate level, including both courses in French and concentration-area courses. (For the summer institute study track, see below.) Minimum enrollment rule observed through completion of the certificate.

Students meeting criteria for satisfactory progress during their first 12 months may automatically enroll for an additional semester, in order to finish any additional coursework.

Certificate students may not be simultaneously enrolled in other UW-Madison graduate programs, nor are they eligible for PAships, TAships, or other forms of graduate support that provide tuition remission.

6. Summer Institute Study

Summer institute students may enroll in up to 6 credits of PFMP coursework per semester during spring and fall semesters, and up to 8 credits over the course of any summer. **Summer institute** students must complete all requirements listed for the MFS/Certificate but may take up to 36 months to complete their degree or course of study.

In cases where professional commitments make attendance at summer sessions impossible, **summer institute** students may substitute distance coursework for summer work on campus.

7. Credit Waiver Policy

Because of the unique mission of each of its two study tracks, and in order to be able to offer all required PFMP courses at an optimum frequency for each track, there are distinct rules governing how much completed credit the PFMP will recognize from colleges or universities other than the UW-Madison.

The PFMP may allow MFS students on the **summer institute** track to waive up to 10 required PFMP credits, for courses done at colleges or universities other than UW-Madison, if those courses are taken after the student has begun PFMP coursework. Students present a proposal for each such course off-campus to the PFMP Curriculum Committee, via the Executive Director, before enrolling in the course.

Full-time academic MFS and certificate students may not apply credit earned outside their PFMP curriculum to their program of study. Any courses taken previous to enrolling in the PFMP should be used as prerequisite experience for higher-level concentration-area courses.

8. Spring Admission to the PFMP

Full-time academic students beginning their studies in the PFMP in the spring semester must sometimes adjust their professional internship plans. In this event, the internship coordinator will work with the student to arrange for the internship at the earliest possible available time.

9. Enrollment

Minimum Enrollment

All PFMP students, in both tracks, must remain enrolled while working on their master's degree. Beginning in their first semester of enrollment, PFMP students must be enrolled for a minimum of 2 credits per semester every fall and spring semester they are studying until they complete all degree requirements. They do not need to enroll in summer sessions unless they are taking coursework during that session or are finishing (i.e. defending their thesis) during that session. Summer institute students who have been given permission to waive certain credits pending a certain grade in an approved course at another college or university must apply for re-entry to the program following the semester in which they are not enrolled here.

The minimum enrollment policy for the Capstone Certificate of Professional French Studies is the same as that for the Master of Professional French Studies.

Leaves of Absence

A leave of absence is the only way a student may be exempted from the Minimum Enrollment Policy. All leaves of absence must be requested by the student and approved by the PFMP Executive Director and Faculty Co-Directors. Leaves of absence are granted in two types of cases: (1) when summer institute students off-campus are taking an approved concentration-area course at another university; and (2) when health-related emergencies in a student's life make it too difficult to reasonably expect a student to do program-related work during a particular semester (this includes maternity and paternity leave and other health-related forms of leave).

Leaves of absence are viable for one semester only. Subsequent leaves of absence may be granted but must be formally requested.

Unapproved Lapses in Enrollment

Students who have allowed a session to "lapse" without enrolling during that session, and without approval to take a leave of absence for that session, must reapply to the program if they desire to continue. Students reapplying in this case must prepare a complete, updated application. MFS candidates in this category must pass an additional oral examination (of one hour in length), during which they must present their research thus far in their concentration area.

10. Travel Funds

Some Internship Travel Funds are available, on a competitive basis, to all full-time PFMP students. Funds may be higher for recipients classified by the University as **Residents** or **Minnesota Compact**

Students. Available funds are based on merit, financial need, and the relative value of remuneration offered by the student's professional internship agreement. All full-time PFMP students are automatically considered as a pool and need not make a special application. If they so wish, interested students can submit a letter by January 31, outlining reasons for which they believe they deserve such funding.

Funds are for internship travel only, between the U.S. and the country in which the internship takes place.

No other form of financial assistance or support is offered by the PFMP.

11. Fees

All PFMP fees are charged per credit and are the same, whether a student is pursuing an MFS or the Certificate, and regardless of study track. These fees are similar to those of other graduate professional programs, in that they are "differential fees," not "tuition" (which must be different for residents and nonresidents). For current PFMP fees, see the program website or contact the Executive Director or Registrar's Office.

MFS Worksheet

<i>PFMP requirement area</i>	<i>Course</i>	<i>Credits</i>	<i>Semester and Year</i>
<input type="checkbox"/> Interdisciplinary cross-cultural analysis	<i>French 642</i>	3	_____
<input type="checkbox"/> Advanced oral communication	<i>French 623</i>	3	_____
<input type="checkbox"/> Advanced written communication	<i>French 615</i>	3	_____
<input type="checkbox"/> Applied research methodology	<i>French 901</i>	3	_____
<input type="checkbox"/> Tutorial	<i>French 799</i>	2	_____
<input type="checkbox"/> Concentration area	_____	_____	_____
<input type="checkbox"/> Concentration area	_____	_____	_____
<input type="checkbox"/> Concentration area	_____	_____	_____
<input type="checkbox"/> Concentration area	_____	_____	_____
<input type="checkbox"/> Professional internship	<i>French 793</i>	_____	_____
<input type="checkbox"/> Professional internship	<i>French 793</i>	_____	_____
<input type="checkbox"/> Professional internship	<i>French 793</i>	_____	_____
<input type="checkbox"/> Thesis research	<i>French 799</i>	_____	_____
<input type="checkbox"/> Thesis research	<i>French 799</i>	_____	_____
<input type="checkbox"/> Thesis research	<i>French 799</i>	_____	_____

TOTAL (must be at least 30): _____

- 4 IT skills-workshop reports submitted by end of semester 1
(web software design / databases / Excel / Powerpoint)
- Thesis and Professional Portfolio submitted, bound together (at least 1 week prior to defense)
- Thesis Defense date set

(Eligibility to defend thesis: must have at least 14 credits in French core courses, 10 credits in concentration-area courses, 3 credits in internship credit, and 3 credits in thesis research credit.)

Certificate Worksheet

<i>PFMP requirement area</i>	<i>Course</i>	<i>Credits</i>	<i>Semester and Year</i>
<input type="checkbox"/> Interdisciplinary cross-cultural analysis	<i>French 642</i>	3	_____
<input type="checkbox"/> Advanced oral communication	<i>French 623</i>	3	_____
<input type="checkbox"/> Advanced written communication	<i>French 615</i>	3	_____
<input type="checkbox"/> Other	_____	_____	_____
<input type="checkbox"/> Concentration area	_____	_____	_____
<input type="checkbox"/> Concentration area	_____	_____	_____
<input type="checkbox"/> Concentration area	_____	_____	_____
<input type="checkbox"/> Professional internship	<i>French 793</i>	_____	_____
<input type="checkbox"/> Professional internship	<i>French 793</i>	_____	_____

TOTAL (must be at least 20): _____

(Eligibility for certificate: must have at least 9 credits in French core courses, 8 credits in concentration-area courses, and 3 credits in internship credit.)