REQUIREMENTS FOR GRADUATE DEGREES IN FRENCH

PROFESSIONAL FRENCH MASTERS PROGRAM

and

CAPSTONE CERTIFICATE OF
PROFESSIONAL FRENCH STUDIES

Requirements and Policies

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Revised 8/15
1. PFMP Learning Goals

Each PFMP student undergoes master’s-level training in French and one of six concentration areas: business, education, European Union affairs, international development, international education, and media/arts/cultural production.

Students obtaining a Master of Professional French Studies should be able to do the following things by the time they obtain their degree:

1) Speak, read, listen and write in French at a level sufficient to work successfully among native French speakers in the student’s concentration area.
2) Identify, select and retrieve primary and secondary sources in research projects, using techniques expected by professionals working in the student’s concentration area.
3) Demonstrate a thorough understanding of the relationship between practices and perspectives in the cultures of the world’s major French-speaking regions.
4) Articulate, critique, and elaborate the major professional approaches and best practices in the student’s concentration area.
5) Demonstrate understanding of the student’s concentration area in its historical and cultural context.
6) Successfully apply major professional approaches and best practices to professional projects in a French-speaking organizational setting outside the United States, in the student’s concentration area.
7) Use the most appropriate methodologies for success when beginning or returning to work in the student’s concentration area.

2. 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 submission of the full professional portfolio. Upon approval of the portfolio, students must present their Final Internship Project (a major part of the professional portfolio), at a public oral presentation. Students must remain continuously enrolled until they have completed the 30 credits required and successfully completed all these requirements.

The Summer Institute Track

This track has a built-in schedule of three years (two for Certificate students) and is designed for teachers and working professionals who can attend at least two consecutive summer sessions of coursework on campus, while studying part-time in various nontraditional forms during the academic year.
3. 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 also complete 10 credits in the concentration area, at the 300 level or above, to be selected in consultation with the PFMP Director during advising, with the understanding that in all such coursework our students will be expected to do graduate-level work.

Advising

Upon enrollment, PFMP and Certificate students choose classes during advising by the PFMP Director, in concert with instructors or other professionals in the student's concentration area. (The latter are consulted less formally and may be either UW-Madison instructors or working professionals in the student’s field of study.) The Director approves student coursework following advising.

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 may be completed during any session following the completion of coursework. (The internship may be slightly shorter for Summer Institute track students, pending advising.) Students submit a Final Internship Project as the centerpiece of their professional portfolio, following their return from the internship. The internship is a required, graded graduate-level course.

Students register for internship credit (French 793 and French 799) while working as interns, according to the following guidelines:

- An internship beginning and ending in the summer session: 3 credits (summer session).
- An internship beginning in the summer session but continuing at least eight weeks into the fall semester: 2 credits (summer), then 4 credits (fall).
- An internship beginning in the fall semester: 4 credits (fall).
- An internship beginning in the spring semester: 4 credits (spring).
- An internship that continues at least four weeks into a summer session: 2 credits (summer).
- The same is true for fall or spring (for example, a September – April internship will be 4 credits in the fall, 2 in the spring.)
- The second, third or fourth consecutive semester or session of any PFMP form of internship is always 2 credits per semester or session.

Students develop their individual internship plan in regular meetings with the PFMP Assistant Director. The Assistant Director guides the student in the search and application process and also helps the student
coordinate all necessary paperwork for the internship abroad. This paperwork includes all necessary visas and/or work permits required by the host country, required health insurance while abroad, and all waivers acknowledging student risk and responsibility. In addition to regular planned meetings with the Assistant Director, students are expected to produce periodic written work related to their search and also respond to all internship-related email queries within one working day. Students are responsible for finding their own housing during the internship abroad, but alumni and other program network stakeholders often help a great deal informally during this process. While interning, students must also communicate regularly with the Assistant Director, who continues to coordinate and advise throughout the student’s internship.

The internship must be relevant to the student’s concentration area. The Assistant Director makes every attempt to help students locate internships in their desired area of professional activity, but internships at this level are very competitive and are not often available until a few months before the intern is likely to start. Students must therefore keep the Assistant Director abreast of all changes to their experience or skill sets, as those changes occur, and should remain flexible in terms of dates. The process is collaborative and labor-intensive, so once an internship offer is made, the Assistant Director is no longer expected to hunt further internships for that student except in the case of an extenuating circumstance, which must be approved by the Director. Internships occur in French-speaking regions—usually in France, but also in other Francophone regions in the world. In consultation with the Assistant Director and Director, native French-speaking MFS and Certificate students 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. (Full-Time Academic Track students must enroll for a minimum of 12 credits for each of their first two semesters in the program.) They do not need to enroll in summer sessions unless they are taking coursework, interning, or otherwise finishing (presenting their professional portfolio, including the oral presentation) during that session. Summer Institute Track 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 submit their professional portfolio. 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 2-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. Up to three of these may be written in English; at least seven must be in French. Students should be prepared to discuss any of these events in French during the oral presentation of their final internship project.

Applicants to internships are expected to be well-versed in the main information technology (IT) skills most likely to make them marketable for hire in their fields, 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 year, all Full-Time Academic students should attend four hands-on workshops, at the level appropriate to their current understanding of these skills. These workshops may be in areas such as (1) web design, (2) spreadsheets, (3) presentation software (Power Point), (4) databases, (5) graphic design (such as illustrator or PhotoShop), or (6) other specialized IT skills required by specialized internships in the student's field. Students should include, in their professional portfolio, a one-page report for each workshop, in French, describing and evaluating each workshop they have taken during their first year. (Students particularly experienced in a particular IT skill may find and substitute a more relevant one, or request to write a report based on their 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), which is the central part of the Professional Portfolio.

2. While composing their Professional Portfolio, 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 Director must approve the student’s entire Professional Portfolio before the student may schedule the oral presentation of the Final Internship Project. In certain cases, approved beforehand, the oral presentation may be scheduled prior to completion of the Professional Portfolio, but such cases require approval by the Director.

4. The Professional 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 reflection (réflexion analytique) (20-25 pp.) on important aspects of the organization, nourished by the internship experience and the student’s understanding of the organization as a recent intern there;
      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 and/or on things a future intern would need to consider before interning or working in this particular organization; and
      iv. a bibliography (bibliographie) of any student research on questions that have allowed the student to analyze and interpret aspects of the host organization’s mission, style, culture, or major projects involving the student.
   B. Executive summary of the Final Internship Project, in English (5-10 pages total);
C. **2 letters of recommendation**, in French and/or English (recommenders should not be department faculty or staff);

D. a **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 (rapports 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 (rapports d'ateliers informatiques)**, in French, following successful completion of four approved IT skills workshops on campus and/or approved online tutorials in these skills;

J. a critical **commentary (commentaire critique)**, 2000 words total, on 3-5 books the student has studied while in the PFMP and which have been most helpful in furthering that student's understanding of contemporary issues in the Francophone world and of the student's own professional and intellectual development as a professional user of French;

K. **any other document** relevant to the student's research or professional development.

5. **Oral presentations** take place in a panel format, at the end of the spring and fall semesters (May and December), before a master’s committee and general public. 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. If faculty members are available to form the committee, oral presentations may occasionally occur in late August.

6. The **oral presentation** is open to program faculty, staff, students, alumni and guests of the presenters. Students present one after another, their presentations part of a panel format; the panel contains up to three presenters, and the Director moderates the discussion. Each **oral presentation** should last no more than 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, unless it has not already been approved by the Director.

9. In addition to its professional applications, 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.

10. In addition to its professional applications, French 623 ("Communication orale en situations professionnelles") trains students 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 Director.
4. 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 642) advanced oral communication (French 623), and advanced grammar (French 615).

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 Director and any relevant concentration-area advisor.

Advising

Certificate students are advised by the PFMP 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 Assistant Director, with whom they meet regularly prior to the internship.

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.

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.

5. Criteria for Satisfactory Progress: MFS

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

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.

Minimum of a 3.0 grade average

Prior to the internship, a 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.

7. 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.

8. 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 Director, before enrolling in the course. The PFMP considers each such proposal separately and does not guarantee approval of any proposal.

**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 work, individual research or internship development.

9. Spring Admission to the PFMP

Most Full-Time Academic students begin the PFMP in the fall. Those beginning in the spring semester must sometimes adjust their professional internship plans for slightly later starts the following spring semester.
10. 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, on their internship, or finishing their last program requirement during that summer 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 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 granted 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 wish 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. Such students may be required to retake certain required program courses, if enough time has elapsed since they have last taken them.

11. 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 Wisconsin Residents. Available funds are based primarily on academic performance in the student’s first year 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.

Besides these funds, private or program scholarships, and occasional support for travel to professional conferences, no other form of financial assistance or support is offered by the PFMP.

12. Fees

All PFMP/Capstone tuition is charged per credit and is the same for all students, regardless of residency status, study track, or type of degree or certificate they are pursuing. In addition to per-credit tuition, PFMP and Capstone students are assessed UW-Madison segregated fees, which are administered separately and pay for several services on campus and in Madison which are available to all UW-Madison students. PFMP and Capstone students are also assessed a one-time document fee ($65), which covers any future transcript printing. International students are also assessed a $75 special International Student Services administrative fee, once per semester while they are enrolled. For current PFMP tuition and/or segregated fees, see the program website or contact the Director or Registrar’s Office.