

REQUIREMENTS FOR GRADUATE DEGREES IN FRENCH

PROFESSIONAL FRENCH MASTERS PROGRAM

Requirements and Policies

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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*. (NOTE: The *education* concentration is only available to students on the Summer Institute Track.)

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 for Teachers**.

The Full-Time Academic Track

Students on this track live in or near Madison for two semesters, completing required classes and professional skills workshops full-time over a nine-month period. 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, currently under redevelopment but slated to reopen in Summer 2019, is for primary- and secondary-level French teachers, who earn their degree by completing three consecutive summer sessions of study in person (the first two in Madison, the third in France) and the remaining required coursework in distance formats during the intervening semesters. This full course of study is designed to take twenty-five months to complete.

3. Master of Professional French Studies (MFS)

Course Requirements

Before enrolling in their professional internship, students must complete the following credits of French-language UW-Madison coursework:

FULL-TIME ACADEMIC TRACK STUDENTS:

- French 615, *Advanced Grammar* (3 credits)
- French 901, *Research Methods* (3 credits)
- French 799, *Individual Special Purposes Tutorial* (2 credits)
- French 799, *Individual Internship Issues* (1 credit each semester for 2 semesters)
- French 616, *Social Responsibility in Contemporary French-Language Professional Writing* (3 credits)
- French 617, *Concepts, Discours, Pratiques du monde professionnel* (3 credits)
- French 618, *Career Strategies for the French-Speaking World* (2 credits)
- French 623, *Oral and Written Communication in Professional Settings* (3 credits)
- French 642, *Culture and Society in the Francophone World* (3 credits)

SUMMER INSTITUTE TRACK STUDENTS:

- French 615, *Advanced Grammar: Writing Workshop* (3 credits, summer)
- French 901, *Research Methods: Curricular Design and Assessment* (3 credits, online)
- French 799, *Individual Research: Portfolio* (4 credits)
- French 616, *Social Responsibility in the French-Speaking Workplace* (3 credits, online)
- French 617, *Concepts, Discours, Pratiques du monde professionnel* (3 credits)
- French 618, *Career Strategies for the French-Speaking World* (2 credits, online)
- French 623, *Oral and Written Communication in Professional Settings* (3 credits, summer)
- French 642, *Culture and Society in the Francophone World* (3 credits, summer)
- French 821, *SLA Concepts* (3 credits, online)

Concentration Area Requirements

Individual research

Specific concentration-area training is built into the curriculum of the coursework, which requires both *cohort-wide research* and *individual research projects* in the fields.

Required professional skills workshops

In addition to required courses, Full-Time Academic Track students must complete six of the following short professional skills workshops options:

(three of these five in the fall semester):

- Introduction to Entrepreneurship*
- Strategic Communication*
- Translation Techniques and Strategies*
- Data Analytics*
- Distributed Technology Workshops* (a personalized suite of three short technology workshops selected by students during advising, in the areas of web, data analysis, graphic design, program, productivity and multimedia)

(three of these five in the spring semester):

- Fundraising, Grant Writing and Non-Profit Organizations*
- Market Research Techniques*
- Project Management*
- International Education, Partnerships and Student Mobility*
- Distributed Technology Workshops*

For each workshop option completed, each student must produce a **1- to 2-page write-up**, in English, describing and evaluating what the student has learned in the workshop, in terms of both the skills themselves and the value the student expects those skills to have in his/her professional development (including the active internship hunt) and in the field the student is preparing for. The student must **deliver all workshops write-ups, together as a pdf or Word document, to the PFMP Assistant Director** by the end of the semester in which the workshop has taken place, and must also include the write-ups in the Professional Portfolio at the end of the student's studies. Fall write-ups must be delivered by noon on December 20, Spring write-ups by noon on May 20. Students missing these deadlines will no longer be considered to meeting criteria for successful progress toward the degree.

Professional internship

Following successful completion of the courses and skills workshops, students complete another three to six credits in French, in the form of the *professional internship abroad* and research toward completion of the *professional portfolio*. Students must successfully complete thirty credits to be eligible to graduate.

Advising

Upon enrollment, PFMP students choose their professional skills workshops during advising, in concert with the PFMP Director. In addition to regular advising with the Director, students are urged to consult regularly with program alumni working in fields that interest them, as well as with practitioners or other UW-Madison faculty and staff knowledgeable about student research, projects or professional development. Each semester during the academic year (excluding summer), all students complete a *pre-MFS assessment sheet*, which charts their own academic and professional development goals, as well as the ways PFMP coursework and other activities help them get closer to those goals. Students discuss these goals in academic advising, as well as in their own networking.

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**.

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 and Director, as part of the graded Individual Internship Issues directed study (1 credit per semester, for two semesters). 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 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 specific 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.

The Final Internship Report must be approved by the Director in its written form, as part of the Professional Portfolio. Oral presentation of the Final Internship Report must be approved by the student's full master's committee. (See *Professional Portfolio Guidelines*, page 5.)

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 on campus, interning (which is also a for-credit course), or otherwise finishing (presenting their professional portfolio, including the oral presentation) during that session.

Networking Events

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 in-person 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. (Networking event reports may be submitted on particular events occurring in required professional skills workshops.) 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) when the portfolio is submitted. 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.

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 (30-35 pages), which will contain :
 - i. a **developed description of the internship** (*description du stage*) (10 pages), 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*) (15-20 pages) 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 pages), 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*), if necessary, of any student research on questions that have allowed the student to analyze and interpret aspects of the host organization's main projects involving the student.
 - B. Executive summary of the **Final Internship Project**, in English (5 pages total);
 - C. 2 **letters of recommendation**, in French and/or English (recommenders should not be program 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. Six **Professional Skills Workshop reports**, in English, 1-2 pages each, following successful completion of required skills workshops on campus during the student's first two semesters. *NOTE: Summer Institute students are exempt from this requirement.*
 - J. a critical **commentary** (*commentaire critique*), 2000 words total, reviewing 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 (at least two of the reviewed books must be in 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 during Fall Orientation Week (late August or early September). Portfolios for those presentations must be submitted by July 15.
 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.

4. 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 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 allowed by university policy to work in PAships, TAships, or other forms of graduate support that provide tuition remission.

5. Summer Institute Study

Summer Institute students are trained French teachers and may enroll toward the degree in any PFMP concentration area. They 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, but must complete their degree within 36 months of beginning their program.

Summer Institute students submit their Professional Portfolio during their final session of enrollment or, at the latest, during the semester following the internship. Summer Institute students may present their Final Internship Project via videoconference but are welcome to present in person in the Full-Time Academic format if they prefer. Summer Institute students are exempt from the Professional Skills

Workshop requirement and must meet Summer Institute Named Option course requirements. See "Course Requirements" in Section 3 above.

6. 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.

7. 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.

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 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), or for extenuating circumstances approved by the program.

Leaves of absence are granted for one semester only. The program may grant subsequent leaves of absence, but students must formally request them.

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 may be required to pass an additional oral examination (of one hour in length), during which they must present their research or professional activity 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.

8. Grievances

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, s/he should consider the following steps:

1. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action.
2. If the student is uncomfortable making direct contact with the individual(s) involved, s/he should contact the Associate Chair for French and/or the Department Chair.
3. If the student wishes to file an official complaint, s/he should consult with and send the following information to the Graduate Coordinator within 45 days from the date of the incident:

- A detailed written statement on the events that resulted in the grievance and any efforts to resolve the matter prior to official complaint;
- Copies of any relevant communications regarding the events that resulted in the grievance.

Upon receipt of all of the above materials:

- The Graduate Coordinator will forward the formal grievance to the Associate Chair for French (if the complaint is about the Associate Chair for French, the documents will be forwarded to the Chair).
- The student will be notified in writing, within 5 business days after the materials arrive in the Graduate Coordinator office, acknowledging receipt of the formal complaint and giving the student a time line for the review to be completed.
- If necessary, the Associate Chair for French (or Chair) will request additional materials relevant to the issues raised in the student's grievance.
- The Associate Chair for French (or Chair) will request and conduct formal interviews with the people named in the written statement.
- If necessary, the Associate Chair for French (or Chair) will arrange a meeting with the student, the PFMP Director and/or a PFMP Faculty Co-Director and/or the Department Chair.
- If the student wishes, s/he may present his/her case at a meeting of the French Instructional Committee.
- The Associate Chair for French (or Chair) will inform the student in writing of the decision within 45 business days of the submission of the grievance by the student.

If a student believes that his/her grievance was not appropriately handled or resolved at the program/department, the student may file an appeal with the Graduate School (<https://grad.wisc.edu/acadpolicy/>). The appeal must be filed within 30 days from the moment the student receives the decision of the department.

9. Fees

All PFMP 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. For current PFMP tuition and/or segregated fees, see the program website or contact the Director or Registrar's Office.