

REQUIREMENTS FOR GRADUATE DEGREES IN FRENCH

PROFESSIONAL FRENCH MASTERS PROGRAM
and
Capstone Certificate of French Studies for Teachers

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 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 Options

Upon application, all PFMP students apply to and pursue one of two study options: the **Full-Time Academic** option or the **Summer Institute for Teachers of French** option.

The Full-Time Academic Option

Students pursuing this option 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. (For study plans affected by the 2020 COVID-19 pandemic, see pages 9-11.)

The Summer Institute Option

This option 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 the form of a professional internship, on site or virtual) 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. (For study plans affected by the 2020 COVID-19 pandemic, see pages 9-11.)

3. Master of 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 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 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)

NOTE: Substitutions may be made in cases where required courses are unavailable and when the substitution meets allows for research meeting similar learning goals.

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.

Networking and required professional skills workshops

In addition to required courses, Full-Time Academic Track students must complete six professional skills workshops or their equivalents. Workshops are non-credit experiences, composed of some self-guided study (readings, videos, and other documents) and involving some live interaction with practitioners regularly working in those skillset areas. Students select workshops in advising.

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 include the write-ups in the Professional Portfolio at the end of the student's studies.

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. (For study plans affected by the 2020 COVID-19 pandemic, see pages 9-11.)

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**, or its approved virtual equivalent, in a business or organization directly related to their concentration area and requiring them to apply their professional French. 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 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 Internships Coordinator and Director, as part of the graded Individual Internship Issues directed study (1 credit per semester, for two semesters). The Internships Coordinator guides the student in the search and application process and also helps the student coordinate all necessary paperwork for the internship abroad with the International Academic Programs office. 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 periodic meetings with the Internships Coordinator, 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 Internships Coordinator, who continues to coordinate and advise throughout the student's internship.

The internship must be relevant to the student's concentration area. The Internships Coordinator 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 Internships Coordinator 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 Internships Coordinator 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. On-site internships occur in French-speaking regions—usually in France, but also in other Francophone regions in the world.

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.) For study plans affected by the 2020 COVID-19 pandemic, see pages 9-11.

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, with the exception of colleagues working for the organization at which the presenting student has interned. (This is to allow the presenting student maximum freedom in critiquing

practices witnessed at the internship organization). 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 and Capstone 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. Criteria for Satisfactory Progress: Capstone Certificate

To earn the Capstone Certificate of French Studies for Teachers, students must complete 9 credits of courses required by the MFS degree, in any combination approved by program advisors.

Students must earn a minimum grade of C in each course taken toward the certificate.

Courses in which a student elects the pass/fail or audit option will not count toward completion of Capstone Certificate requirements.

All of the Capstone Certificate credits must be earned “in residence” (which includes on campus and distance-delivered courses) at UW-Madison. In other words, all credits must be in program-approved, UW-Madison courses.

All of the Capstone Certificate credits must be earned while enrolled in the Capstone Certificate program.

6. 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.

7. 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.

8. Enrollment

Minimum Enrollment

All PFMP students 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.

9. 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.

10. 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. The per-credit rate is the same for both students in the MFS degree program (PFMP) and Capstone Certificate students, whose courses are all also requirements for the MFS degree. 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. They are also assessed a one-time document (transcript) fee (\$65) and a one-time administrative fee of \$650 if physically interning in a country other than the U.S. (This covers administrative service required for those students and done by the International Academic Programs office. Students interning virtually or in the U.S. pay no such fee.) For current PFMP tuition and/or segregated fees, see the program website or contact the Director or Registrar's Office.

11. Approved Internship Alternatives for Students Affected
by the 2020 COVID-19 Pandemic

The Spring 2020 COVID-19 pandemic's effects on international travel and university policy have cast doubt on PFMP students' ability to do their internships abroad as planned. Because (a) it is currently unclear when our students may resume their internship planning and (b) our students should always be able to complete their degree by completing no more than 30 total credits, we have created temporary options for all students whose study plans have been affected by the pandemic. Any of the following options will allow those students to complete the MFS degree in thirty credits as planned, per program and university policy.

NOTE: All options require continuous minimum enrollment toward the MFS degree. All options involving travel abroad will only be possible if university policy has once again allowed enrolled UW-Madison students to travel to their chosen country to intern. The majority of work done for credit in all options must be in French.

Option 1 - An internship abroad in a Francophone country, when traveling abroad is permitted by university policy, and finishing that semester or later.

Option 2 – A virtual internship for an organization abroad or for a francophone organization in the U.S., with the majority of work done in the French language. The option to physically travel to and intern at the on-site internship location can be implemented when approved travel is again possible.

Option 3 – An original research project of 30 to 35 pages (double-spaced, not including notes and bibliography), in French, on a professional question affecting French-language organizations in the student's concentration area and/or professional field. The topic should be relevant to the student's academic and professional development and recognizable to professionals in the field in which the student hopes to work after graduation. (For a detailed description of this alternative, see "PFMP Policy Addendum: Research-Based Alternative to the Internship Abroad" below.)

Option 4 – Students not pursuing one of the above options in the fall or spring semester following the conclusion of PFMP core courses must stay continuously enrolled for a minimum of 2 credits per semester towards the master's degree, in the form of ongoing internship research and preparation, with the goal of beginning work described in one of the above options by the following semester. (Option 4 not applicable to Summer Institute students.)

PFMP Policy Addendum: Research-Based Alternative to the Internship Abroad

*This policy describes program criteria for the successful completion of a research project in lieu of the internship and written *Projet de fin de parcours*. This option remains open to any student having planned to begin an internship during the worldwide coronavirus pandemic that began in 2020. It will remain an option for program students as long as the University, host organizations, or governments of countries where those host organizations are located perceive an ongoing threat to public health in or around internship sites.*

1. Definition

The research project is an original paper of 30 to 35 pages (double-spaced, not including notes and bibliography), in French, on a professional question affecting and recognizable to French-language organizations in the student's concentration area and/or professional field. The topic should be relevant and appropriate to the student's academic and professional development in the program. The student may treat a topic he or she has already studied, but the research must be fresh. Students submit their finished project as part of their Professional Portfolio then present it orally, following the format of the oral presentation of the standard *Projet de fin de parcours* (Final Internship Project). Any student whose studies have been affected or modified by the pandemic may request to do their oral presentation in a distance format.

The project bibliography must contain at least 30 entries, at least 75% of which must be in the French language. The entries should be varied in form and may include books, book chapters, scholarly or journalistic articles, films, case studies, or other approved types of texts that help the student answer the research question. The bibliography must include both primary and secondary sources.

2. Process

A. *The prospectus.* Students wishing to complete this alternative culminating project submit a prospectus to the program Director or a Faculty Co-Director for approval. The prospectus is a proposal that is 2-3 pages long, in French, with an additional sample annotated bibliography of at least 5 relevant sources in French. Students should submit the prospectus at least three months before the date they intend to complete the program. The prospectus should clearly articulate the research question and spell out the overall approach the student plans to take in attempting to answer that question, including a project timetable and a tentative date for oral presentation of the project.

B. *Communication with the program.* Students will arrange to discuss their regular progress on the paper individually, with the Director or a Faculty Co-Director, by appointment. The Director or Faculty Co-Director will read and comment on one full working draft per student prior to that student's final submission of the paper (as part of the full Professional Portfolio) and oral presentation. Students should submit the final version of their Professional Portfolio, which will include the research project in lieu of the *Projet de fin de parcours*, to the Director for approval, at least two weeks prior to the oral presentation date. The Director may approve the portfolio in the form it is presented or approve it contingent on further revisions following the oral presentation; both of these approvals allow the student to do the oral presentation. If the final version of the paper requires extensive revisions, the program may request that the student postpone the oral presentation until the program deems the paper ready to present.

C. *The Oral Presentation.* The oral presentation will take the same form as the standard PFMP oral presentation of the *Projet de fin de parcours*: 15 minutes for presenting the project, followed by 15 minutes of discussion. Students will present before an MFS committee, who will evaluate the quality of the oral presentation in terms of program learning goals. The questions raised by the members of the committee may focus on the research project itself and/or any other element of the student's Professional Portfolio or professional or academic development while in the program. At the end of the presentation, the committee will determine whether the presentation was sufficient to meet degree requirements.