

The Official Unofficial Graduate Handbook
Created and Distributed by Ling Circle

First of all, welcome to the Department of Linguistics at the University of Arizona. We're excited that you've decided to join our program. We expect that these next few years will be a fun and enjoyable time. This unofficial handbook is intended to give you a short introduction to the program and the University as well as help prepare you for the transition to the grad program.

Program Structure

Requirements

- Core Curriculum: LING 503 & LING 510 plus one course from five of the six areas.
- The six areas are: Computational Group, Foundation Group, Phonology/Phonetics Group, Psycholinguistics Group, Syntax/Semantics Group, Typology/Morphology Group (please see the official Graduate Handbook, <http://linguistics.arizona.edu/programs/graduate/GradHandbookOct2004.pdf>, for the courses included in each category).
- Two colloquia (Ling 595A): take them in the 1st and 2nd semesters.
- Two seminars (Ling 696): take two seminars in your major area.
- One-credit course on professionalism: take it after the 6th semester.
- Two prelim papers: Write them in the 4th and 5th semesters in distinct areas. Consult your advisor and committee regarding just how distinct the areas need to be.
- One prelim course (LING 697A): take it when you are writing your first prelim paper. You are free to take the course again while writing the second prelim paper. It will be offered twice a year.
- Take oral exam five academic weeks after the completion of the second prelim. Upon successful completion of the oral exam you will be "ABD" (all but dissertated). Note that within the department we refer to this exam as the "oral exam", the Graduate College refers to it as the "Comprehensive Exam".
- Prior to taking the exam, students must fill out the "Application for Oral Comprehensive Examination for Doctoral Candidacy" form located at the following link: http://grad.arizona.edu/Current_Students/Forms/GC_Forms.php
This form must be completed and submitted to the Graduate College at least 7 working days prior to the date of the oral exam.
- Turn in your dissertation prospectus, which details the direction of your dissertation (See the official Graduate Handbook for more details).
- Earn 36 units in the major (Linguistics), 9 in the minor (if your minor is in Linguistics, if not see you minor department for details) and 18 dissertation units (total=63 units).
- The absolute last form one needs to fill out in one's PhD career at the UA is "The Announcement of Final Oral Examination," which can also be located on the above link. This form generates all of the paperwork your Committee needs to evaluate your Final Oral Defense; this final paperwork is sent to your Committee Chair.

Filing of Doctoral Plan of Study

At the end of the third semester, file the doctoral plan of study form with the graduate college. This form includes every course you have taken and plan to take later on. The total of units there

must be at least 63 (major=36, minor=9, and dissertation=18). Please see the Graduate College's website and create your plan in coordination with your advisor and the Graduate Coordinator. Don't worry, this can be modified at any time, so you're not "locked in" to those courses.

Master's Requirement

Upon completion of the requirements listed below you will receive a non-terminal Master's. Be sure to apply as soon as you've met the requirements. Applying involves the prior filing of the "Master's Plan of Study" form and the "Master's or Specialist degree completion" form.

- a. Completion of 30 units of graduate work in linguistics including the core course.
- b. A research paper on some topic which must be submitted and approved by a committee of 3 faculty before the beginning of the 5th semester. It can be the first prelim paper. This committee can be the same as your prelim committee.

Associate Status

Upon entry in the program, you are an "assistant". This classification pertains to your pay scale for TA (teaching assistantship) and RA (research assistantship) positions. After completion of the requirements listed below, you will advance to "associate" status and your base pay will increase accordingly.

- The total of 30 units at U of A
- Completion of the 4th semester
- Filing a MA paperwork by August 1st prior to the 5th semester

Advisors and Mentors

You will be assigned a faculty advisor for your first year whose interests will not necessarily coincide with your own. At the end of the first year, or beginning of the second, you may choose a Major Advisor. Also during your first semester, you will be assigned a graduate student mentor by Ling Circle. Your mentor will be a more senior graduate student who shares your interests. Your mentor is a good source of information and advice.

Things You Should or May Do . . .

1. Develop Relationships with professors

- find out who shares your research interests and do the following things: 1. take classes they offer, 2. try to work with them on their research, 3. discuss your research interests with them.
- consider doing an independent study with some professor (before 3rd year).
- don't be afraid to ask questions or talk to them outside of class/office hours.
- be prepared when you meet with professors (have a written plan to guide your meeting).

2. Start some Research early

- Join a lab in Linguistics, Psychology, or Cognitive Science.
- Find out what work various professors do in their labs and if you want to join them, go up to them, express your interest and volunteer your time. Ask if you can come to their lab meetings. Then they can decide what if anything they might do to get you involved; have

you participate in lab meetings, get lab-hours in, maybe even eventually hire you on as an official paid person.

- Independent studies are a great way to get focused early on your research and can be done with professors who don't have a lab.
- If you feel that you are "clueless" about your research, don't worry, that's a pretty normal feeling. A BAD solution is to drift around and wait for something to come to you. A GOOD solution (but not the only one) is to expose yourself to the different research and labs on campus. Try stuff. Even if you do a few projects and then change your mind about what you *really* want to do, at least you've been productive and probably have done some work that will get you a conference presentation or two.

3. Independent Study

- Professors are often more than willing to have students do independent studies/research with them. Options include working on what the professor is interested in, or working on stuff that you're interested in that coincides with the professor's interests. You can register for anywhere from 1-3 credits in an independent study. Often Independent Study in labs is expected to be 3 credits.

4. Funding

- Apply for anything and everything that you qualify for. Some big ones include Javits and NSF fellowships, but there are many other smaller grants out there too. It makes the department happy to have you being funded outside of the department, by freeing up more funding for more smart students like you!
- Get on the IRIS funding alert e-mail list. See Camilla Strausfeld. Her email is: cstrausf@u.arizona.edu
- When you meet with your advisor, ask them about funding possibilities, if they are aware of any opportunities that you should know about.
- The primary departmental funding source for students is Graduate Assistantships (TA or RA positions). You may not get the particular teaching or research position that you want, but whatever the assistantship, you will gain knowledge and experience which will benefit your academic development. (And you're getting funded, so YAY!)

5. Volunteer!

- Promote a culture of volunteerism in the department. Volunteer for anything that helps build your Curriculum Vitae (and it doesn't hurt to volunteer for things that are meaningless for your CV – like most Ling Circle stuff). Some stuff that doesn't look promising for your CV can turn into more official experience.
- If you want to teach stuff or get experience with a particular class, you can always volunteer to help the professor of that class with grading or whatever. Teachers are often open to free graduate help. The benefit for you is being able to become more acquainted with the professor and the content of the course.
- If you are on Fellowship through the department some given semester, take the opportunity to:
 - a.) take an extra course or two and/or
 - b.) volunteer to help some professor who has no Teaching Assistant and/or
 - c.) volunteer to help out some professor without a Research Assistant

- Get involved, Get involved, Get involved. It's great for fostering relationships with fellow students, but it's also visible outside the student circle. Professors and others will notice and it could make a difference at an important time in your career.

6. Professionalism/CV building

- Join LSA or any other interesting professional organization
- Start your CV (kind of like an academic resume) and continue updating it throughout your career. It's a major time saver to not have to do it all at once, and you avoid the risk of forgetting to add things.
- For ideas on structure and content, see online CV's from other grad students and professors in the field. You may want to put yours online too.
- Apply early and frequently to go to conferences. Ask around about which conferences are good to go to. Check the LinguistList for calls. There are many conferences that are very good for students, even early in your career. Don't think "conferences are for 3rd years and older". Go, go, go to conferences. You will learn a lot, have a lot of fun, get good stuff on your CV, make new and interesting connections, and generally make yourself much more employable. Travel funding is available from the department, College of Social and Behavioral Sciences, the graduate college and a million other sources. Ok, not a million, but lots.
- Graduate Student conferences/symposia are good and easy places to present work, and possibly get published. The U of A has several on an annual basis. Keep your eyes open.
- Start thinking about getting your work published early. By the end of your second year you should have submitted some work to some journal. Be prepared to revise and resubmit, but feedback is very valuable, and so too is the experience. Your prelim should be submitted as well. This initiative will show your professors your commitment and should result in even more guidance and help with your research.
- Make sure that you have at least a couple of semesters of teaching experience by the time you graduate. It will be important when you're looking for jobs.

7. Coyote Papers

- The Coyote Papers are the working papers journal of the linguistics department at the U of A, run completely by the grad student association, the Linguistics Circle. This means the grad students edit, publish, and have complete control over the journal. "Working papers" tends to designate university-sponsored journals that are not necessarily regular, and do not have a strict peer-review system, like the more prestigious journals in the field. However, this does not mean that working papers are not important or are ignored. Many important papers have appeared first in working papers, and they are a good way to get your research in print. In addition, working on the Coyote Papers as an editor or publisher is a great professional experience as well.
- If you would like to be an editor of the Coyote Papers, talk to previous editors and publishers (all are graduate students). You can find out who these individuals are by asking around or bringing it up at a Ling Circle meeting.

Advice

The Summer Before You Get Here

- Finding an apartment: The best place to find an apartment is through the off-campus housing list. Go to <http://www.union.arizona.edu/csil/csa/housingguide/index.php> and follow the PDF link “Off-campus housing guide.” Other options are checking the classified ads and driving around and looking for “For Rent” signs. Try to avoid areas that appear to be occupied largely by undergrads (they can be loud and inconsiderate!). You might want to choose a location that gives you access to a bike route or the CatTran.
- Calling the department: The best times to call are between 9am and 12pm. If you can’t get through to someone, send an e-mail to Jennifer Columbus (jennife2@email.arizona.edu) Jennifer can be reached by phone at 621-2113. Students can also feel free to contact Marian Wiseley, at 621-6897.
- Planning your schedule: Make your first year class plan in consultation with your first year advisor, who is assigned to you before you get here in the fall.

Getting To and From School

- Biking: Tucson is considered a bike friendly town, at least by American standards, and, particularly, the areas around the university are accessible to bikes. An important note: it’s the law in Tucson that you must use lights if you’re biking at night. The rear light must be red and the headlight white. Relatively inexpensive lights can be found in the myriad of bike shops around town and so can helmets if you don’t already own one.
- CatTran: The University offers a very convenient shuttle to a variety of stops off campus. To see a map of the shuttle stops and stop times, go to <http://parking.arizona.edu/alternative/cattran.php> and click on the link “CatTran Spring/Summer/Fall Service Guide”. This option is cheaper than on-campus parking and convenient for commuters.
- Driving: There are 3 or 4 parking garages within a reasonable distance to Douglass. You’ll need to buy a parking pass, which can be done at the Parking and Transportation Services Building, 1117 E. Sixth Street. For 2005-2006, Garage Permits are \$450. There is also limited street parking in the neighborhoods around campus (make sure to check the signs – a lot of parking is for residents only).
- Other: Many people take advantage of the city’s SunTran bus system, check out their website for schedule and route information (<http://www.suntran.com/>).

Extracurriculars

- Tucson offers a wide variety of athletic and outdoor activities such as hiking, rock climbing (both indoor and outdoor), yoga and basically any other sport that interests you. Check out the following websites for ideas:

Sabino Canyon, <http://www.sabinocanyon.com/>,

Madera Canyon, http://arizona.sierraclub.org/trail_guide/HIKE20.HTM, and

Mount Lemmon, <http://www.mt-lemmon.com/>.

Sierra Club Tucson, http://arizona.sierraclub.org/trail_guide/index.htm.

Rocks and Ropes Climbing Gym, www.rocksandropes.com/.

Spas and Resorts, <http://www.ci.tucson.az.us/>,

Tucson Yoga, <http://tucsonyoga.com/>

- Student Rec Center: The student recreation center is close to campus and offers more workout facilities, classes, and outdoor excursions than can be listed. Go to their website to check it out: <http://campusrec.arizona.edu/>.
- UofA Sports: UofA is nationally competitive in a number of sports, most notably women's and men's basketball. Tickets to men's basketball games are sold through a lottery system, but the best way to get them is to buy a Zona Zoo Pass, <http://zonazoo.asua.arizona.edu/index.htm>, which is useful for a variety of other sports, as well.

Cave Computers, Printing, and Photocopying

- You will need to get a key to the Douglass building and to the Cave.
- First, go to Marian or Rosemary to get the necessary paperwork. You will then take the paper work over to the key office (under the 6th street garage) and they will make your keys while you wait.
- As a graduate student in the department you have free use of the computers in the graduate student space called the Cave. These computers have internet access, MS Office, and a number of other programs of use to the grad student in general and the linguistics grad in particular.
- We also have a printer, which is to be used frugally. Both paper and toner are expensive.
- Each graduate student receives a personal copy code for personal photo-copying needs. The copier is located in the lounge upstairs on the first floor. Copies cost 3 cents a piece. You'll receive a bill at the end of each semester requesting payment. If you're a TA, you'll get a class copy-code, to use free of charge for copies made for that class.
- The Cave is a happy place, a place for meeting and chatting with other students, and a place for working. It is the sanctuary for all students who need one, physically, mentally, socially, and perhaps even spiritually. Help to keep it this way.

Listserves

- There are a number of listserves associated with the department. By default, you (a grad student) will be on LINGCIRCLE, LINGSTUD, and LINGUA.
- You can also request being added to the CogSci listserv by contacting Nova Hinrichs (nhinrich@u.arizona.edu). Other departments may have other listserves which you may want to join according to your interests.
- Listserv use: Please be prudent in your use of the listserves. LINGCIRCLE only addresses current linguistics graduate students. LINGSTUD addresses all linguistics graduate students (past and present) and undergraduate students as well. LINGUA addresses the linguistic community at large (including professors in and out of the department).

Health Care

- All students are eligible to purchase health insurance through the university. You register for health insurance via the same website that you register for classes (log into Student Link and click on Webreg).
- Some graduate students have noted that extending the health insurance offered by the University to spouses and children is more expensive (and perhaps lesser coverage) than

a private provider. Make sure to shop around and find out what is the best option for your situation.

Living in the Desert

- Drink lots of water, use sun-block, wear a hat and sunglasses.

Masters Program in Native American Linguistics

- Please see Masters Program in Native American Linguistics Supplement (Appendix “A”)

Joint Program

- Please see Joint Program Supplement (Appendix “B”)

Appendix “A” Masters Program in Native American Linguistics Supplement

First of all, welcome to the department! We look forward to working with you and getting to know you. It took a lot of hard work for you to get this far. We invite you to be an active part of our Linguistic community. By getting to know each other, we will build a support system which helps us all. As a first step at building our support system, we provide the following tips:

Culture

Some NAMA students, like myself (Stacey), may come from their reservation communities which are often rural (if you are an urban dweller, you can skip this part). The move from rural life to Tucson may be difficult because you are leaving your community, family and friends as well as cultural ties. This is a hard move to make because leaving your cultural center may involve losing the opportunity to participate in traditional social and religious events which help keep you balanced. This puts a strain on you emotionally, culturally and spiritually.

Do your best to find people and activities that will support you in these important areas. The local Native American communities include: the New Pascua Yaqui Reservation, the Old Pascua Yaqui community, the San Xavier reservation and the Tohono O'odham reservation (Sells, AZ). There are 763 Native American students on campus. Sells has a big fair in the spring. The Native American club hosts an annual powwow each April (if you are into powwows, want to hang out with a large group of Natives or just want some fry bread). There is the Native American Student Affairs (NASA) office in Nugent building which is just east of Douglass. Here is their mission statement and club information:

- **Native American Student Affairs (NASA)** Our mission is to provide culturally sensitive academic support and counseling services to American Indian/Alaskan Native students. By implementing innovative retention programs, strengthening inter-departmental collaborations and promoting student leadership, we strive to nurture student success in the university's academically competitive environment.
- Alpha Pi Omega Sorority, [American Indian Science and Engineering Society](#), American Indian Studies Graduate Association, [Beta Sigma Epsilon Fraternity](#), Miss Native American University of Arizona Committee, Native American Student Affairs Student Advisory, Native American Law Student Association (NALSA), [Native Nations In Christ](#), [Red Ink Student Publication](#), Society for Advancement of Chicano and Native Americans in Science (SACNAS), University of Arizona UNITY Chapter, Wildcat Pow Wow Committee

Dr. Tom Holm (holm@email.arizona.edu), from the AIS department, and his son, Mike, sponsor a drum group (Panther Creek) for U of A students. This drum group is open to any interested University student. The drum is Southern especially interested in gourd singing (but will convert Northern singers or train men and women with no singing background).

Health

Is the following for all grad students, or just the NAMA students?

If at all possible, purchase the UnitedHealth care insurance offered by the University (especially if you have children). If not, you will have to pay out of pocket for each visit to campus health (your children will have to go to a different doctor). Some graduate students have noted that extending the health insurance offered by the University to spouses and children is more expensive (and perhaps lesser coverage) than a private provider. Make sure to shop around and find out what is the best option for your situation.

The closest IHS is at the San Xavier mission, but the wait time is very long. They are very backlogged with appointments. Besides, if you get into an accident, you want to be taken to the nearest emergency room without having to worry about how you will pay for it.

Research

As members of Native American communities that witness the loss of our languages, we see a clear need to document our languages now. This is a necessary step but when you are writing a paper, don't get so carried away with documenting that you forget to do the analysis. This is very hard to balance.

For more information regarding the specific structure and requirements of the program (including deadlines) contact either Mary Willie (mwillie@email.arizona.edu) or Ofelia Zepeda (ofelia@email.arizona.edu).

Appendix “B” Joint Program Supplement

1. First things to do when you get here/General Advice

- You should have been assigned an advisor with your initial information packet. Your advisor could be any faculty in Linguistics or Anthropology, and you may end up with an advisor in each department. Make sure you get in touch with them before the semester starts, to make sure you are all set with classes and anything else that might come up.
- Your first year you may end up taking mostly Linguistics classes, and will get to know more Linguistics students and faculty, because of how the program is organized. It is really important to keep in touch with the Anthropology department as well. If you can manage to take a class in Anthro each semester of your first year, that is ideal, but if not, you should keep in touch with your Anthro advisor, and also try to meet the other professors and get to know them.
- The faculty in Linguistic Anthropology (right now Jane Hill, Norma Mendoza-Denton, and Jennifer Roth-Gordon) would really like to hear from new students as much as they can.
- Unlike the students in Linguistics or in Linguistic Anthropology, you don't need to have a minor in either department.

2. Required classes

- Students should consult with Simin Karimi and Jane Hill on requirements and a plan of study as soon as they arrive in Tucson.

3. Comprehensive/Prelim Exams

- You need to complete Comprehensive Exams in both departments. This is often done in your third or fourth year. The different departments have very different exams, and you can take either one first (though it is most common to do your Linguistics exam first, and your Anth exams after that).

Linguistics

- For your Linguistics Exams, sign up for Ling 697A, which is required to take, and is very helpful.
- The exam consists of writing one paper, on a topic of your choice. This topic often comes from a paper written for a class, that can be expanded on.
- Once you decide on your topic, you need to choose a committee of three people who will read your paper and give you feedback. Ideally these people should have a background in the area of your topic. One of your committee members should be your advisor, and one has to be the head of the committee (usually the same person).
- If the advisor originally assigned to you does not have a background in the area you have decided to look, you can change your advisor if necessary.
 - The 697A class should be able to answer your questions regarding this process, which basically includes writing multiple drafts of your paper, and

giving it to your committee members to read and give you comments on. At the end of the semester, you will pass your exam if all of your committee members agree that you have made sufficient improvements and incorporated their suggestions.

- You should meet with all of your committee members as often as you can during this semester, to make sure you are all on the same wavelength.

- **Anthropology**

- The exam in Anthropology has a very different structure from the Linguistics Prelim exam.
- You will need 3 committee members from Anthropology, but they don't all have to be from Linguistic Anthropology. You also don't have to have a minor committee in the Joint program. If, for example, you are looking into a specific area, you can have Archaeologists or Cultural Anthropologists who specialize in that area on your committee.
- Ideally you should ask the faculty you would like to have on your committee at the end of the previous semester.
- Once you have a committee, it is really important to keep in touch with them as often as possible.
- With each committee member, you will pick a topic. This topic should have something to do with your future research interests, as well as with the faculty member's area of study.
- There are two steps to the Anth. Comprehensive Exams, the Statements/Bibliography and the Written Exams:

The first step is to turn in a **statement and bibliography** to each committee member on your topics. The first part of the semester is spent compiling a comprehensive bibliography on your topic and obtaining and reading these sources. The statement is an overview of what you have read and should bring together common themes in such a way that you and your committee member can agree on a question that they will ask you for your written examination.

- Depending on the wishes of your committee members, these statements and bibliographies may need to go through several drafts before being accepted. It is very important to talk with each person and make sure you know what is expected, and give them plenty of time to give you feedback.
- It is also important to set a date for when you will turn in each draft and when you will turn in your final draft.

The second step is the **Written Examination**. You should have also set a date for when you want to start your exams. You will have two weeks to write about 10 pages on each of your topics. After all of your committee members have accepted your statements, and you have discussed questions, on the day you have set to start your exams, you will be given a

list of the questions you will have to answer in those two weeks. Once you turn it in, and they are accepted, you have passed your Comprehensive Exams.

4. Oral Exams

- After both your Prelim exam in Linguistics and your Comprehensive Exams in Anthropology are completed and passed, you can take your Oral Exams. You need to have 6 people on your Oral Exam committee, which will be the 3 from each of your previous committees. Setting the date for the Oral Exam is tricky: you have to find a three hour block of time that all of your committee members have free and which gives you a sufficient amount of time to prepare for the exam.
- Once you have set your date, there is a form you have to file with the Graduate College (on their website) at least three weeks before the date of your Orals. The exams themselves consist of you giving a presentation to your committee on your Prelim paper in Linguistics, and a question-answer period in which your committee asks you questions to test your general knowledge of Linguistics and Anthropology. It is also important to talk to each committee member before the Oral exams to make sure you know what is expected.

5. Funding Opportunities and Resources

- Make sure you apply for funding in both the Linguistics and Anthropology departments. You can apply for both TA-ships and RA-ships, and there are various funding opportunities advertised over the listservs in each department.
- Summer teaching jobs are available, but very competitive, in both departments.
- The Linguistic Anthropology Laboratory (Haury 317) is a great resource to utilize. You can check out video/audio recording equipment for fieldwork or research, and there is a lot of audio/video editing software to use as well. You will get very familiar with the lab when you take Anth 620, which entails carrying out a research project using video. You can also intern in the Lab during the semester, and there are some funding opportunities available there as well. Contact Norma Mendoza-Denton to find out about what you can do in the lab.