# Germanic Studies Ph.D. Program Completion Plan (including M.A. year)

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<tr>
<th>Year</th>
<th>Program Requirements</th>
<th>Timeline for Meeting Program Requirements</th>
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| 1    | Take a minimum of 8 courses, all for a quality grade, including:  
     a. CCTE 50100: Language Pedagogy for the Contemporary Classroom  
        (Winter Quarter)  
        i. Observe two sessions of GRMN 10200  
        ii. Teach two sessions of GRMN 10200, under guidance of Language Program Director (LPD)  
     b. One course each quarter from departmental faculty, and at least two additional courses from departmental faculty during the year (for a total of 5 courses with departmental faculty)  
2. Meet with all faculty members during office hours at least once  
3. Participate actively in department seminar (if offered this year)  
4. Complete oral proficiency exam with LPD with Advanced-High rating  
5. Complete M.A. exam to satisfaction of committee |  
|      |                      | Autumn Quarter  
|      |                      |   • Week 2: schedule oral proficiency interview with the language program director (LPD)  
|      |                      |   • Week 8: select 3 examiners for M.A. exam  
|      |                      | Winter Quarter  
|      |                      |   • Take CCTE 50100  
|      |                      |   • Observe 2 sessions of 10200  
|      |                      |   • Teach 2 sessions of 10200  
|      |                      |   • Week 4: submit M.A. exam list for approval  
|      |                      |   • Week 7: schedule meeting with examiners to discuss exam preparation  
|      |                      | Spring Quarter  
|      |                      |   • Week 8: complete written M.A. exam  
|      |                      |   • Week 9: complete oral M.A. exam  
|      |                      | Summer Quarter  
|      | Complete all outstanding coursework from Year 1 |  
| 2    | Take 4-6 courses  
     a. 8 courses total must be taken in years 2 and 3, of which 5 must be taken within the department. 6 of these must be taken for a quality grade; remaining courses may be taken on a pass/fail basis.  
     b. At least two extensive research papers (20-30pp) must be completed in the context of required seminar work in the department. Student will consult with instructor and DGS to determine the seminar for which a research paper will be submitted.  
      (See Genres of Writing.)  
2. Participate in department seminar (if not offered in year 1)  
3. Attend Teaching@Chicago and Germanic Studies Orientation  
4. Teach first-year sequence  
     a. Attend weekly course meetings, led by LPD  
     b. Schedule 2-3 classroom observations by LPD as formative assessment |  
|      |                      | Autumn Quarter  
|      |                      |   • Orientation week: attend Teaching@Chicago and Germanic Studies Orientation  
|      |                      |   • Teach GRMN 10100 (incl. one observation by LPD)  
|      |                      | Winter Quarter  
|      |                      |   • Teach GRMN 10200 (incl. one observation by LPD)  
|      |                      | Spring Quarter  
|      |                      |   • Teach GRMN 10300 (if necessary, incl. one observation by LPD)  
|      |                      | Summer Quarter  
<p>|      | Complete all outstanding coursework from Year 2 |</p>
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<th>5.</th>
<th>Students intending to complete the CCT's certificate in Second Language Pedagogy participate in an Inclusive Teaching workshop, offered by the CCT</th>
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| 3 | 1. Complete remaining coursework  
a. 8 courses total must be taken in years 2 and 3, 4 of which must be taken within the department  
2. Attend multiple workshops offered by CLC, CCT or LPD (at least one workshop each quarter)  
4. Take HUMA 50000: Pedagogies of Writing  
5. Establish Ph.D. exam committee in consultation with DGS  
6. Prepare for and complete Ph.D. exam  
7. Establish dissertation committee  
8. Develop 2 syllabi (one upper-level undergraduate seminar and one graduate-level seminar) |
| Autumn Quarter |  
• Be aware of autumn deadlines for external funding (DAAD, Fulbright, etc.)  
• Establish Ph.D. exam committee and identify exam committee chair in consultation with DGS  
Winter Quarter  
• Week 1: submit preliminary exam list to Ph.D. exam committee and schedule meetings with committee members to discuss list  
Spring Quarter  
• Take HUMA 50000: Pedagogies of Writing  
• Week 2: submit final draft of Ph.D. exam list to exam committee and DGS. Exam committee chair should now schedule exam meeting for week 8  
• Week 7: complete written Ph.D. Exam  
• Week 8: meet with exam committee to discuss exam  
• Week 10: identify dissertation advisor and:  
  o consult with her/him regarding other 2 committee members  
  o discuss dissertation proposal  
  o discuss the 2 syllabi to be developed during the summer  
• Week 11: contact and confirm final 2 committee members  
Summer Quarter  
• Complete all outstanding coursework from Year 3  
• Develop 2 syllabi  
• Conduct research for proposal  
| 4 | 1. Meet regularly with dissertation advisor  
2. Meet at least twice with full dissertation committee, typically in Autumn and Spring. Students are responsible for setting up these meetings with help from the departmental coordinator.  
3. Complete dissertation proposal (roughly 15 pages + bibliography)  
4. Pass Academic Reading Comprehension Assessment (ARCA) in a foreign language other than German  
| Autumn Quarter |  
• Be aware of autumn deadlines for external funding (DAAD, Fulbright, etc.)  
• Week 2: meet with advisor to discuss syllabi developed during the summer and plans for proposal  
• Week 8: submit proposal to committee and department administrator  
• Week 10: Defend proposal before the committee and present the final drafts of 2 syllabi developed during the summer  
Winter Quarter |
| 5. | Teach one self-designed course at the third-year level (Erzählen, Drama, Film, Gedichte, Medien, or Philosophie)  
   a. Meet with coordinator of the third-year language sequence on a regular basis.  
   b. Schedule and complete Individual Teaching Consultation (CCT)  
   c. Schedule one observation by 3\textsuperscript{rd}-year coordinator or LPD  
   d. Schedule one observation by dissertation advisor | Spring Quarter  
   - Register for and complete ARCA exam  
   Summer Quarter |
|---|---|---|
| 6. | In consultation with the LPD, develop plan for teaching in sixth year | Autumn Quarter  
   - Be aware of autumn deadlines for external funding (DAAD, Fulbright, etc.)  
   Winter Quarter  
   - Confirm plans for 6\textsuperscript{th}-year teaching option with LPD  
   Spring Quarter |
| 5 | 1. Meet regularly with dissertation advisor |  
2. Meet at least twice with full dissertation committee, typically in Autumn and Spring  
3. Confirm plans for 6\textsuperscript{th}-year teaching option with LPD  
4. Ad hoc pedagogical training. Students may wish to work on developing a teaching philosophy (with CCT workshop) and other portfolio materials for potential job market. |  
| 6 | 1. Complete one of the following:  
   i. Course assistantship within the department, ideally in a SIGN course or outreach course  
   ii. Teach an LxC session, either in the department or outside of it  
   iii. Teach a German language course not previously taught (e.g. GRMN 20100)  
   iv. Teach a self-designed course in the department in German, designed for learners beyond the language sequence  
   v. Teach a self-designed course in the department in English, similar to a Signature or outreach course  
   vi. Teach or CA in another division or program  
   vii. Teach a course awarded through a TAVE | Autumn Quarter  
   - Week 10: schedule dissertation defense for next quarter  
   Winter Quarter  
   - Week 1: apply to graduate  
   - Week 4: submit dissertation to committee  
   - Week 6: defend dissertation  
   Spring Quarter  
   - Week 7: submit final draft of dissertation to dissertation office  
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<th>Defend dissertation</th>
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