MASTER OF ARTS IN FOREIGN LANGUAGE TEACHING ONLINE

maflt.cal.msu.edu

Graduate Program Handbook

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Quick Reference

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SpartanMail: spartanmail.msu.edu  
Online Course Platform: d2l.msu.edu  
MAFLT Community: d2l.msu.edu/d2l/home/115561

Student Dashboard: stuinfo.msu.edu  
Schedule of Courses: schedule.msu.edu  
MSU Graduate School: grad.msu.edu

MSU Library Account: lib.msu.edu/general/account  
MAFLT Library Guide: libguides.lib.msu.edu/maflt/  
Distance Learning Services: lib.msu.edu/dls/

Microsoft Pro for MSU: spartan365.msu.edu  
Google Apps for Education: googleapps.msu.edu/  
Virtual Meetings: msu.zoom.us

Public Facebook Page: facebook.com/mafltmusu  
Private Facebook Page: facebook.com/groups/MAFLTCommunity  
Twitter Feed: twitter.com/MSU_MAFLT
PROGRAM OVERVIEW

The online Master of Arts degree in Foreign Language Teaching (MAFLT) (www.maflt.cal.msu.edu) provides the aspiring foreign language teacher with the fundamental background and practical experience to teach a specific target language, while also offering current foreign language teachers opportunities to continue or enhance their education. With its focus on solid foundations in second language acquisition (SLA) and the intersection of SLA with the practice of foreign language teaching, this program prepares students to design task-based lesson plans, courses, and curricula that support teaching for high levels of language proficiency. In addition, students will be prepared to integrate technology effectively into the teaching of language and culture. Students also work with faculty to create praxis-oriented “Experiential Modules” that are designed not only to enhance each student’s plan of study, but also to contribute substantially to preparation for career placement and advancement.

Educational Objectives and Student Learning Outcomes of the Masters in Foreign Language Teaching Program

The program enables students to do the following:

• Integrate theories of second language acquisition with the practice of teaching the target foreign language.
• Integrate theories of teaching culture and world knowledge within foreign language education.
• Examine critically one’s own teaching through articulated reflections on one’s teaching and demonstrations of excellence in teaching.
• Develop a solidly grounded personalized philosophy of teaching the target language and culture(s).
• Integrate technology into the teaching of the target foreign language and culture(s).
• Examine and evaluate current language and culture teaching materials and practices to better inform one’s selection or use of them.
• Create, review, and use reliable and valid methods of assessment for classroom (formative) purposes and for standardized, higher-stakes tests (such as final exams, placement tests, and diagnostic assessments).
• Design and implement an Experiential Module or Modules that enrich or expand their professional development beyond the backgrounds they bring into the program.
• Provide leadership in their chosen language area (Arabic, Chinese, French, German, Japanese, Spanish, etc.) of language teaching.

The MAFLT Program provides the highest quality online graduate and professional education entirely within the parameters of MSU’s Mission Statement, as well as within the educational objectives statement of graduate programs in the College of Arts and Letters. The online format provides maximum flexibility for completion of the program, regardless of the student’s location. This program has been designed with a high degree of interactivity, both
in coursework and in advising/mentoring, which provides a unique virtual environment for the engagement of students and faculty in learning and scholarly inquiry.

PROGRAM REQUIREMENTS

General Overview

This Masters in Foreign Language Teaching Program is available only online and only under Plan B (without thesis). Plan A (with thesis) is not available. The online format provides maximum flexibility for students with many different career aspirations in the field of foreign language teaching. The degree is comprised of the following components: eight core courses, one or two Experiential Module(s) (for a total of five credits), and an online Portfolio (for one credit) that provides the basis for the certifying examination. These components are explained in greater detail below.

Goals and Purposes of the Online Portfolio

A Portfolio developed during the course of study must be submitted for evaluation after or near the completion of the core courses and Experiential Module(s). Through this Portfolio the student demonstrates the coherence and impact of the program of study, while the faculty uses it as the primary vehicle for evaluation of the student’s successful completion of program goals. The student begins the Portfolio during the first year, continues to contribute artifacts to it throughout the program of study, and then finalizes and presents it during the last semester while enrolled in FLT 898. Design of the Portfolio enhances professional development as well as educational practice and career goals. Thus, the completion of the Portfolio not only meets a requirement of the program, but also provides a tool for continuing professional growth. The Portfolio also provides a supportive structure for students and faculty advisors to monitor and maintain program coherence and completion.

The purpose of the Portfolio more specifically is to provide the student with the opportunity to:

a. Demonstrate an understanding of second language acquisition theories and their application to student learning and to the practice of teaching the target language;
b. Demonstrate an understanding of theories of culture and their application to the practice of teaching target culture(s) in the target language classroom;
c. Integrate technology in task-based and communicative language teaching materials and language assessment materials; and
d. Articulate the integration of learning from the Experiential Module(s) into the program of study and career objectives.

The expectations of faculty evaluators for the successful completion of the Portfolio, including grading criteria, are made clear in the document “Portfolio Guidelines,” which is available via the MAFLT Community site on MSU’s Desire2Learn learning management system (http://d2l.msu.edu). Students will gain access to this site when they are enrolled and
retain access throughout their time in the MAFLT program. Required elements of the Portfolio are included in that same document available via D2L. Because the Portfolio contains many artifacts from coursework throughout the program, students receive frequent input into the quality of their production during the course of their studies.

The submission of a Portfolio determined to be acceptable by the MAFLT faculty satisfies the University requirement of a final examination.

DEGREE REQUIREMENTS

A total of 30 credits is required for the Masters in Foreign Language Teaching. The student’s program of study must be approved by the Program Director. Up to nine graduate credits may be transferred from other accredited institutions toward the fulfillment of these credits with approval from the Program Director. Thus, the program requires that a minimum of 21 credits be completed through MSU. Up to nine Lifelong Education credits may be transferred, but no more than a combined total of nine Lifelong Education credits and credits from another institution may transfer. For further information, see “Transfer Credit” section under “Admission Procedures.”

The student must meet the requirements specified below:

Regular Courses, 24 credits

MAFLT students may enroll in these courses freely. These courses may be taken in any order.

<table>
<thead>
<tr>
<th>Course Subject Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLT 807</td>
<td>Foreign Language Teaching Methods</td>
<td>3</td>
<td>Summer &amp; Fall</td>
</tr>
<tr>
<td>FLT 808</td>
<td>Assessment for Foreign Language Teaching</td>
<td>3</td>
<td>Spring &amp; Summer*</td>
</tr>
<tr>
<td>FLT 815</td>
<td>Teaching Culture in Foreign Language Classes</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>FLT 817</td>
<td>Foreign Language Program Development &amp; Administration</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>FLT 841</td>
<td>Topics in Foreign Language Teaching*</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>FLT 845</td>
<td>Language Concepts for Foreign Language Teaching</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>FLT 860</td>
<td>Foreign and Second Language Acquisition</td>
<td>3</td>
<td>Summer &amp; Spring</td>
</tr>
<tr>
<td>FLT 881</td>
<td>Teaching Foreign Language with Technology</td>
<td>3</td>
<td>Fall</td>
</tr>
</tbody>
</table>

*The topics of FLT 841 are determined by the professor teaching the course. The topics may vary from year to year. We offer FLT 808 in the summer when enrollment warrants it. Note: Prior to Fall 2014, these courses (listed above) were taught under LLT and AL subject codes. Therefore, any of the courses taken under the LLT or AL subject code prior to Fall 2014 count toward the MAFLT degree. These were LLT 807, LLT 808, AL 815, AL 817, LLT 822 (which is equivalent to FLT 845), LLT 841, AL 845, LLT 860, and AL 881.
Experiential Module(s), 5 credits

MAFLT students may enroll in an Experiential Module with approval of the Program Director (who approves an override for the student to enroll in the course). Experiential Modules should be taken during the student’s final year in the program. (Prior to Fall 2014, the Experiential Module was taken as an Independent Study course).

<table>
<thead>
<tr>
<th>Course Subject Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLT 885</td>
<td>Experiential Module in Foreign Language Teaching</td>
<td>2, 3 or 5</td>
<td>Spring, Summer, &amp; Fall</td>
</tr>
</tbody>
</table>

Five credits are required that consist of one Experiential Module for five credits or two Experiential Modules, one for three credits and one for two credits. Students may choose from the list of Experiential Modules that appears in the MAFLT Community folder for Experiential Modules online in Desire2Learn or design other Experiential Modules in consultation with the Experiential Module Mentor (the professor offering the Experiential Module course). Selections will be based on the individual background and professional goals of the student. An Experiential Module Contract (found online in the MAFLT Community D2L site) must be completed and approved by the student, the EM Mentor, and the Program Director. Currently available Experiential Modules include the following project types:

- Action Research Project (5 credits)
- Ethnographic Research Project (5 credits)
- Community Outreach/Service Learning (5 credits)
- Language or Area Studies Immersion (5 credits)
- Teaching Practicum (5 credits)
- Internship in Program Administration or Teacher Supervision (5 credits)
- Developing an Assessment Tool (5 credits)
- Professional Seminars for Teachers (2 or 3 credits)
- Materials or Curriculum Design (2, 3, or 5 credits)
- Conference Participation (2 credits)
- Self-Designed Module (2, 3, or 5 credits)

Comprehensive MAFLT Portfolio Exam, 1 credit

MAFLT students may enroll in the MA Comprehensive Exam (Portfolio Exam) with approval of the Program Director (who approves an override for the student to enroll in the examination). The Comprehensive (Portfolio) Exam should be taken during the student’s final semester in the program. This exam involves review and approval of the portfolio content by appointed faculty members.

<table>
<thead>
<tr>
<th>Course Subject Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLT 898</td>
<td>MA Comprehensive Exam</td>
<td>1</td>
<td>Spring, Summer, &amp; Fall</td>
</tr>
</tbody>
</table>
The Possibility to Take Other Graduate Courses (Such as a Required Reading Course)

All students in the program are allowed to transfer in up to 9 graduate credits from outside the MAFLT Program if those credits fulfill the requirements explained in this handbook under the heading “Transfer Credit” (see below). Please note that if you are required by law to take a specific graduate-level course to retain your state license to teach K-12 language in the public schools, please directly contact Dr. Lanier to explain the required course that you need and to discuss with her ways in which you can take that course at another institution (or at MSU) and have it transfer in to the MAFLT Program at MSU. Note that this is only possible if you have not already transferred in 9 credits. For example, if you are a certified Michigan K-12 teacher, you might need to take a reading course if you are striving for the Professional Certificate. (See the State of Michigan Reading Requirements, listed here: http://education.msu.edu/certification/teachers-administrators/reading-requirements.asp).

With the MAFLT Director’s approval, you may take MSU’s TE 846, “Accommodating Differences in Literacy Learners” (3 credits) to meet the new 2009 requirement for both certified elementary and secondary teachers in Michigan. There are several enrollment options for completing this course. It is offered online both semesters and in the summer, and there are specific sections depending on the level of student that you teach. Students who take this course may transfer it in as FLT 841, or beginning in 2017, as FLT 890.

Master’s Certifying Examination (Plan B in MSU requirement language)

The Portfolio serves as the foundation for the Master’s Certifying Examination. During the student’s final semester, the student must enroll in FLT 898 for one credit. (Prior to Fall 2014, the course was AL 898). Throughout the MAFLT program, students will contribute documentation to the portfolio. In the portfolio exam semester, the student will revise these documents, produce any materials that have not already been created, and compile these along with a reflective essay into an online presentation or site that can submitted to faculty. Ideally, this presentation or site will also be viewable by current and potential employers and peers. Required documents may include a current resume or curriculum vitae (CV); a statement of teaching philosophy; activities, lesson plans, and/or materials created during MAFLT courses; a substantial paper; and a video of the graduate student teaching his or her target language. A current list of required portfolio artifacts will always be accessible via the MAFLT Community site on MSU’s Desire2Learn platform (http://d2l.msu.edu).

The examination committee will consist of two MAFLT faculty members who will review the Portfolio according to the MAFLT Portfolio Evaluation Rubric (also provided in the MAFLT Community D2L site) and recommend HIGH PASS, PASS, or FAIL. The grade will be communicated to the student within two weeks after the examination committee completes its evaluation. Students who fail no more than one section may rewrite the failed section during the semester in which the Portfolio was submitted. If a student does not pass the retake, she or he must enroll for FLT 898 for one credit and retake the entire exam the following semester. A candidate who fails the certifying exam may retake it once during the following semester. If a student fails the exam a second time, she or he is dismissed from the program.
Example Course Plans for MAFLT Program

The following sample trajectories are intended to clarify your options for the pace and sequence of courses. Certainly many other paths through the program are possible, however. With that in mind, we have provided below several possible trajectories. These are meant as guides to help you envision how you will proceed; you can adapt them as needed. We find that most students in the MAFLT program who are employed full-time choose to take one or two courses at a time; others can take more. You can and should discuss your course scheduling with the director and/or other faculty early and often.

Two or more courses per semester:

<table>
<thead>
<tr>
<th>Semesters</th>
<th>Two-course load, year-round</th>
<th>Fast track year-round</th>
<th>Two-course load, spring start</th>
<th>Two-course load, summer start</th>
<th>Two-course load, no summers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>FLT 807 LT Methods</td>
<td>FLT 807 LT Methods</td>
<td>FLT 807 LT Methods</td>
<td>FLT 807 LT Methods</td>
<td>FLT 807 LT Methods</td>
</tr>
<tr>
<td></td>
<td>FLT 845 Language Concepts</td>
<td>FLT 845 Language Concepts</td>
<td>FLT 841 Special Topics</td>
<td>FLT 845 Language Concepts</td>
<td>FLT 845 Language Concepts</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>FLT 808 Assessment</td>
<td>FLT 817 Program Admin</td>
<td>FLT 860 Intro to SLA</td>
<td>FLT 815 Culture in LT</td>
<td>FLT 808 Assessment</td>
</tr>
<tr>
<td></td>
<td>FLT 815 Culture in LT</td>
<td>FLT 808 Assessment</td>
<td>FLT 815 Culture in LT</td>
<td></td>
<td>FLT 815 Culture in LT</td>
</tr>
<tr>
<td>Summer</td>
<td>FLT 860 Intro to SLA EM at 3 credits</td>
<td>LLT 860 Intro to SLA EM at 3 credits</td>
<td>FLT 807 LT Methods</td>
<td>FLT 807 LT Methods</td>
<td>FLT 860 Intro to SLA</td>
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</tr>
<tr>
<td>Year 2</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Fall</td>
<td>FLT 881 Tech in LT</td>
<td>FLT 881 Tech in LT</td>
<td>FLT 881 Tech in LT</td>
<td>FLT 881 Tech in LT</td>
<td>FLT 881 Tech in LT</td>
</tr>
<tr>
<td></td>
<td>FLT 841 Special Topics</td>
<td>FLT 841 Tech in LT EM at 2 credits</td>
<td>FLT 845 Language Concepts</td>
<td>FLT 841 Tech in LT</td>
<td>FLT 841 Special Topics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Portfolio Exam²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>FLT 817 Program Admin</td>
<td>FLT 808 Assessment</td>
<td>FLT 808 Assessment</td>
<td>FLT 808 Assessment</td>
<td>FLT 860 Intro to SLA</td>
</tr>
<tr>
<td></td>
<td>EM at 2 credits³</td>
<td>FLT 817 Program Admin</td>
<td>FLT 817 Program Admin</td>
<td>FLT 817 Program Admin</td>
<td>FLT 817 Program Admin</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td>4 semesters</td>
<td></td>
<td></td>
<td>4 semesters</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 semesters</td>
</tr>
<tr>
<td>Year 3</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>FLT 841 Special Topics</td>
<td>Portfolio Exam²</td>
<td>EM at 5 credits³</td>
<td>EM at 5 credits³</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portfolio Exam²</td>
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</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
<td>2 years</td>
<td>2 years</td>
<td>2 ½ years</td>
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<td></td>
<td></td>
<td></td>
<td>2 years</td>
<td>2 years</td>
<td>2 ½ years</td>
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</tbody>
</table>

1 Experiential Modules (EMs) can be completed in one semester, registering for 5 credits, or in two semesters, registering for 2 and 3 credits each. You may complete them at any point in the program, but we strongly recommend that you begin them after completing at least 12-18 credits of other coursework.

2 The portfolio exam demonstrates learning across the entire program and is equivalent to 1 credit.
## Two or fewer courses per semester:

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>One-course load, no summers</th>
<th>One-course load, with summers</th>
<th>One to two course load, avoid summers</th>
<th>One to two course load, summer intensive</th>
<th>One to two course load, summer start</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>FLT 807 LT Methods</td>
<td></td>
<td>FLT 807 LT Methods</td>
<td>FLT 841 Special Topics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>FLT 808 Assessment</td>
<td></td>
<td>FLT 860 Intro to SLA</td>
<td>FLT 815 Culture in LT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td></td>
<td>FLT 807 LT Methods</td>
<td></td>
<td>FLT 860 Intro to SLA LLT 807 LT Methods</td>
<td>FLT 807 LT Methods</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>FLT 860 Intro to SLA</td>
<td>FLT 808 Assessment</td>
<td>FLT 817 Program Admin</td>
<td>FLT 808 Assessment</td>
<td>FLT 815 Culture in LT</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td></td>
<td>FLT 860 Intro to SLA</td>
<td>EM at 5 credits¹</td>
<td></td>
<td>FLT 860 Intro to SLA</td>
</tr>
<tr>
<td>3</td>
<td>Fall</td>
<td>FLT 881 Tech in LT</td>
<td>FLT 881 Tech in LT</td>
<td>FLT 881 Tech in LT</td>
<td>FLT 845 Language Concepts</td>
<td>FLT 881 Tech in LT</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>FLT 815 Culture in LT</td>
<td>FLT 817 Program Admin</td>
<td>FLT 808 Assessment</td>
<td>FLT 817 Program Admin</td>
<td>FLT 817 Program Admin</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td></td>
<td>EM at 3 credits¹</td>
<td>EM at 2 credits¹</td>
<td></td>
<td>3 years</td>
</tr>
<tr>
<td>4</td>
<td>Fall</td>
<td>FLT 841 Special Topics</td>
<td>FLT 841 Special Topics</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>FLT 808 Program Admin</td>
<td>FLT 815 Culture in LT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td></td>
<td>EM at 2 credits¹</td>
<td>Portfolio Exam²</td>
<td></td>
<td>2 years + 1 semester</td>
</tr>
<tr>
<td>5</td>
<td>Fall</td>
<td>EM at 3 credits¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td></td>
<td>EM at 2 credits¹</td>
<td>Portfolio Exam²</td>
<td></td>
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</tr>
</tbody>
</table>

5 years
ADMISSION PROCEDURES

Application Deadlines

All information for applying to the MAFLT Program is on the MAFLT website. The address to see the steps in apply is here: http://maflt.cal.msu.edu/apply/

The Masters in Foreign Language Teaching Program accepts applications at any time; admissions decisions are made as soon as possible after submission of all application materials. However, applications must be complete and received in full (including letters of recommendations, test scores, and official transcripts that explicitly state the applicant’s BA or BS degree conferral date) by the following dates if the student wants to begin coursework in the immediately following semester (the student must indicate on his or her application when (during which semester) he or she would like to start coursework):

For fall enrollment (to start coursework in late August), all application materials must be received by:
- June 1

For spring enrollment (to start coursework in January), all application materials must be received by
- October 15

For summer enrollment (to start coursework in the summer), all application materials must be received by:
- April 1

In sum, prospective students may apply at any time, but the last date by which applications must be completed for consideration for the immediately-upcoming enrollment periods are:
- June 1 (for fall enrollment)
- October 15 (for spring enrollment)
- April 1 (for summer enrollment)

Admission

Applications for admission to the MAFLT Program are reviewed by a committee of faculty members who look for evidence of preparation for advanced professional study at the master’s level and the likelihood of academic success, as indicated by an applicant’s educational record, work experience, statement of professional goals, and letters of recommendation from persons familiar with the applicant’s academic and professional experience and potential.

Basic Requirements to Be Considered for Admission

To be admitted to the program on regular basis, applicants must have:
- A baccalaureate degree or its equivalent from a recognized educational institution.
• Satisfactory scores on either the GRE or TOEFL test, as described on the maflt.cal.msu.edu/apply/ website. Non-traditional, domestic (U.S. based) applicants can request a GRE waiver from the Program Director if they believe they qualify. (For questions about this, please email the director.)

**Steps in the Application Process**

The steps in the application process are outlined in detail on the MAFLT website. To apply, applicants should follow the steps listed there: [http://maflt.cal.msu.edu/apply/](http://maflt.cal.msu.edu/apply/)

**Provisional Acceptance to the Program**

The Program faculty reserves the right to grant provisional acceptance to the program in the case of any student whom they perceive to have deficiencies that preclude outright acceptance, but which are not so great that rejection would be the appropriate admissions decision. At the time of provisional acceptance, the manner in which the student can meet the provisions will be clearly outlined.

**Transfer Credit**

Michigan State University allows the transfer of up to nine graduate credits from other institutions and/or from LifeLong Education at MSU.

For courses to transfer:
- A grade of 3.0 or better must have been earned.
- The course(s) must be a graduate level course.
- The course(s) may not have been used towards another graduate degree.
- The course(s) must be no older than five years at the time of graduation.
- The course must meet degree requirements as approved by the MAFLT Director.
- The course must be from another similarly accredited institution.

For example, it may be possible to take a summer course at another university and transfer that course for credit into the MAFLT Program, as long as that same course is not offered in the MAFLT Program during that same summer. However, courses can only be transferred in to the MAFLT Program after the course has been completed and a grade of 3.0 or better has been achieved.

Transfer credits are evaluated by the MAFLT Program Director and then by the Registrar’s Office. If you took MAFLT courses as Lifelong Education credits before being admitted into the program, Dr. Lanier and the academic coordinator will work on automatically transferring the Lifelong credits in for you during your first semester in the MAFLT Program. You can confirm the status of those transfers by referring to MSU StuInfo or your unofficial transcript.

To begin the process of transferring in credits from MSU (but not Lifelong) or from another institution, send a request for transfer credit to the Program Director. To do this, send an email to maflt@cal.msu.edu with the subject Lifelong Transfer and the following information:
• Information as to which course or courses you would like to transfer in, and for which MAFLT course or courses you would like the course or courses to transfer in.
• A copy of the course description and syllabus for each course for which credit is requested. The Director will need to know the dates (from when to when) of the course or courses you took, and whether the course was a semester-long course or a quarter-system-based course.
• If an official transcript with the course information is not already on file in the MAFLT Program Office, have the host university mail an official transcript in a sealed envelope with the following indicated on the official transcript: the course title, the course department, the course number (and section number, if appropriate), the grade you received, the number of credits awarded, and the semester or term of the course. If the university can send in an electronic version of the transcript (an e-transcript), it must be sent to the MSU Office of Admissions at this email address: admis@msu.edu. Emailed, scanned, or faxed transcripts are not considered official and will be rejected. The MAFLT can only accept transcripts that are mailed directly from the university to the MAFLT, care of CeLTA. (Address on last page of Handbook.)

Please note that the final acceptance of transfer credit rests with the Registrar’s Office. Approval from the MAFLT Program Director does not guarantee transfer. Transfers are official when they are fully approved by the Registrar’s Office and show up on your official MSU transcript.

ADVISING

As stated in the Guidelines for Graduate Student Advising and Mentoring Relationships, “graduate education, research, and creative activities take place within a community of scholars where constructive relationships between graduate students and their advisors and mentors are essential for the promotion of excellence in graduate education and for adherence to the highest standards of scholarship, ethics, and professional integrity. The effective advising and mentoring of graduate students is the joint responsibility of the graduate degree-granting and program units, the faculty advisors, and the students.”

Primary Advisor and Mentors

The Program Director acts as primary advisor for all students in the Masters in Foreign Language Teaching Program. In addition, students will have a faculty mentor for their Experiential Module(s) and for the Portfolio project. Students are expected to consult with the Program Director via email to complete their program plans, request transfer credit approval, select courses, and discuss matters related to program, College, and University policies. In consultation with the Program Director, the student must designate the semester in which he or she will complete the Portfolio (which serves as a certifying examination) no later than the end of the first year of the student’s program. The Program Director is responsible for advising and providing guidance on the inclusion of items in the Portfolio during the student’s program of study that meet the goals and expectations set for the Portfolio project described above under “Program Requirements.” The Director is also
responsible for assembling a faculty Masters Certifying Examination Committee for purposes of grading the Portfolio as completion of the exam requirement. There is no “Guidance Committee” for the MAFLT Program. Progress toward degree completion for the MAFLT Program can be maintained on the form “MAFLT Degree Progress Overview” (Appendix A).

POLICY ON ACADEMIC PERFORMANCE

Annual Evaluation Process

The Program Director is responsible for formally evaluating a student’s academic performance on an annual basis. The Director will seek input from course faculty and faculty mentors for the student’s Experiential Module(s) and Portfolio project, where appropriate, before completing the Director’s Annual Progress Report for each student. The Director will share the completed evaluation form with the students no later than May 15 of each year. The Director and graduate student may discuss this evaluation electronically or by phone. The annual progress report will be placed into the graduate student’s file.

The annual evaluation should be viewed as a positive occasion to foster student/director dialogue and to help students think through where they’ve been during the year, where they’re going next, and what they need to get there. The minimum academic standards and resulting consequences are provided for the rare cases in which standards may not be met. In such cases, the policy is designed to assure equitable consequences for all students. A student whose performance does not meet the standards of quality will not be permitted to continue to enroll in the degree program.

Criteria for Annual Student Evaluation

According to University policy, the minimum grade for credit to be awarded at the graduate level is 2.0. In addition, students are expected to maintain a minimum 3.0 cumulative grade-point average or above to continue matriculation in the Master of Arts in Foreign Language Teaching program. If a student’s cumulative grade point average falls below 3.0, the student will be designated as being on academic probation. Students so designated will be required to discuss their circumstances with their advisor and to develop a plan to address their academic problems. The university will remove students from probation when their cumulative average rises to 3.0 or above. Beyond the minimum grade point average, other factors that will be taken into consideration in the annual evaluation are: number and status of deferred grades, and progress toward degree completion.

For each category, students will receive a highly satisfactory, satisfactory, or unsatisfactory rating on their Annual Evaluation according to the following standards:

GPA

Courses counted for the GPA are those recognized by the department and the university as applicable to the graduate degree. A minimum GPA of 3.0 is required for graduation. Anyone falling below this standard during the degree program will be advised by letter and
given two semesters (or 9 credits) to remedy the deficiency before dismissal from the program.

- Above 3.5: highly satisfactory
- 3.0 – 3.5: satisfactory
- Below 3.0: unsatisfactory

**Special Grade Markers (Deferred and Incomplete)**

If a MAFLT graduate student is unable to complete a course, there are two options that are possible as special grade markers. For information on these grade markers, please see [https://www.msu.edu/~ombud/grade-codes.html](https://www.msu.edu/~ombud/grade-codes.html). These are DF (Deferred grade), I (Incomplete grade), and NGR (No grade reported). Below is information on the two more common special grade markers.

1. **Deferred grades** (discouraged unless extenuating circumstances exist)

   - No deferred grade in program: highly satisfactory
   - No current deferred grades: satisfactory
   - Any DF not removed in more than 12 months: unsatisfactory
   - More than two DFs in previous two semesters: unsatisfactory

   **According to university policies, required work must be completed and a grade reported within six months with the option of a single six-month extension.** If the required work is not completed within the time limit, the DF (deferred) will become U (unfinished) and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system.

2. **Incomplete grades**

   To qualify for an I-Incomplete, a student must:
   - have completed 12 weeks of the semester but cannot complete the semester and/or take the final exam for a compelling reason;
   - be passing the course;
   - in the instructor's opinion, be able to complete the course without repeating the course.

   Instructors who issue an I-Incomplete must file, at the time final grades are due, an Agreement for Completion of I-Incomplete form, detailing the course work the student must complete and citing the deadline for submitting this work.

**Degree Completion Progress**

MAFLT courses are scheduled to allow students with a six-credit load/semester during the academic year and at least three credits during summer semesters to finish the program within two years. The maximum time allowed for completion of the MA is seven years from the beginning of the student’s first semester. Failure to complete the MA requirements,
including the exam, will result in dismissal from the program. Students not completing the program after five years will receive a written reminder regarding the time limit. Progress toward the degree will be evaluated on the following basis:

<table>
<thead>
<tr>
<th>On track to complete within 2-5 years</th>
<th>highly satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>On track to complete within 6-7 years</td>
<td>satisfactory</td>
</tr>
</tbody>
</table>

Anything beyond a seven-year projected completion time frame is considered unsatisfactory, but an extension for up to nine years is possible.

**Student Files for the Masters in Foreign Language Teaching Program**

Graduate students have the right to inspect their MAFLT Program files, except as waived by the graduate student (e.g. confidential letters of recommendation). Student educational records include their program application materials, official transcripts, student disciplinary records, and records regarding academic performance.

**Delayed Enrollment**

Students must notify the Admission Coordinator of their decision to defer their enrollment. According to University policy, if a person files an application for admission to a graduate program for a specific semester and is accepted but does not enroll for that semester, that person may renew his or her application within a period of one year. If after one year that person still has not registered at Michigan State University, that person must file a new application for admission. See Academic Programs-Graduate Education under the Office of the Registrar.

**Readmission**

According to University policy, graduate students whose enrollment at Michigan State University is interrupted for any reason so that they have not been enrolled for three consecutive semesters, including the Summer Sessions, must apply for readmission via at least one month prior to the first day of registration for the semester in which the student expects to resume graduate studies. Information concerning readmission may be found on the Registrar’s website. The basic procedure to re-enroll is the following:

1. Go to the Readmission website:
   https://reg.msu.edu/StuForms/ReAdmission/ReAdmission.aspx
2. Click on the link “Validate” and apply using your MSUNet ID and password. If you for some reason don't have your MSUNet ID and password, you can click on the second link: “Validate and apply using PID (student number), or SSN and date of birth.”
3. Fill out the information asked on the form.

Please then email Dr. Amanda Lanier and tell her you have applied for readmission. Our academic coordinator, Ben Lampe, will need to go into your online profile with the Registrar’s Office and click that the MAFLT Program agrees to validate your readmission.
After that, your MSU email address should re-appear in the student directory, and you will be re-enrolled in the program.

INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

Standards for Student Conduct

Students are expected to conduct themselves in appropriate ways, intellectually, professionally, and socially, by adhering to acceptable standards for graduate student participation in online programs. According to the MSU Privacy Statement, “MSU expects that you will respect the rights of faculty and other students as you participate in the educational process. Participating in an online course means that you may have access to personal information and academic work produced by other students and faculty members, such as discussion board postings, drafts of papers and other work produced in the course. Academic norms and MSU policy require that you must not reveal any information about classmates, course work content, or its authors to anyone outside the course.”

Academic Integrity

Students are expected to follow the University requirements for academic integrity outlined in the document Guidelines for Integrity in Research and Creative Activities (see http://grad.msu.edu/publications/docs/integrityresearch.pdf).

Two notable kinds of academic dishonesty are falsification of data and plagiarism.

**Falsification of data** includes changing or making up data and presenting these data as though they were the result of an experiment, questionnaire, or fieldwork collection project.

**Plagiarism** is the use of another’s work, ideas, or writings (including things found on the Internet) without proper attribution. If you are in doubt as to when you need to cite a source, and the form your citation should take, you can check the Publication Manual of the American Psychological Association (6th edition, published in 2009). Your professors will provide you more information about this manual and how to use it.

Michigan State University’s various policies on academic honesty state:

“If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.” (Academic Programs 2007-2009. pg. 92)

“In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the student’s academic dean in writing of the circumstances. (Academic Programs 2007-2009. pg. 93)”

“A student who receives a penalty grade based upon a charge of academic dishonesty, even if
not referred for disciplinary action, may seek a hearing according to the procedures in this Article. In such a hearing, the burden of proof shall rest upon the instructor whose prior assignment of the penalty grade will constitute a charge of academic dishonesty. The hearing board shall proceed in compliance with applicable academic legislation on the integrity of scholarship, grades, and professional standards, and the procedural and appeal provisions of this document shall apply.” (Refer to Academic Freedom for Students at Michigan State University article 6 (http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university/article-6-academic-hearing-board-structures)

You can find additional information about academic dishonesty, including official MSU policies, at: http://www.rio.msu.edu and http://grad.msu.edu/researchintegrity/. Any graduate student in the Masters in Foreign Language Teaching Program at MSU who is discovered to have plagiarized or falsified data will be dismissed from the program.

A student may not submit the same paper for two different courses. According to MSU policy: “Unless authorized by their instructors, students are expected to do their own, original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty.”

**Procedure for Dealing with Academic Dishonesty**

Within the Masters in Foreign Language Teaching Program, the procedures for dealing with academic dishonesty are as follows:

- Any suspected instance of a violation of academic integrity by a graduate student will be reported to the MAFLT Program Director.
- The instructor may give a failing grade to the student on the assignment or for the course.
- Any graduate student in the Masters in Foreign Language Teaching Program at MSU who is discovered to have plagiarized or falsified data will be dismissed from the program.

Students conducting research with human subjects will need approval from the University Committee on Research Involving Human Subjects, if they anticipate presenting their results publicly (e.g., at a professional conference). Failure to complete this form prior to research or any evidence of forgery or backdating will be viewed as academic dishonesty and could result in dismissal from the program. Details on the application process can be found at: [http://www.humanresearch.msu.edu/](http://www.humanresearch.msu.edu/).

All students in the College of Arts and Letters who engage in research with human subjects will need to follow the training protocol described on the College website: [http://www.cal.msu.edu/faculty/research/responsible-conduct-of-research/](http://www.cal.msu.edu/faculty/research/responsible-conduct-of-research/)

**Observation/Recording of Online Materials and Tools**

Students should be aware that their use of online materials and communication tools in a particular course will be observed and might be recorded by the instructor of that course. These observations and records may include a student’s access to online library materials linked
through the online course website. Use of these observations and records must conform to the use and release of confidential student records as described in MSU’s Guidelines Governing Privacy and Release of Student Records.

Additional information about student rights under the Family Educational Rights and Privacy Act (FERPA) can be found at http://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp.

CONFLICT RESOLUTION

The University has established a judicial structure and process for hearing and adjudicating alleged violations of recognized graduate student rights and responsibilities (Graduate Student Rights and Responsibilities, Article 5). The first venue to resolve such conflicts informally or formally rests within the academic unit.

Resolving complaints or grievances

Occasionally, a student in the Masters in Foreign Language Teaching Program may wish to register concerns, complaints, or grievances with an instructor or with the administration of the Program, College, or University. Whenever possible, we hope to handle these concerns in an informal and timely manner. When a conflict with a faculty member arises, a student should first try to resolve the issue with that faculty member. When that is not possible, the student should consult the MAFLT Program Director, who may meet with one or both of the parties involved. Conflicts that remain will be reported to the Associate Dean for Graduate Studies of the College of Arts and Letters. Conflicts concerning the Program Director must be referred to the Associate Dean for Graduate Studies.

University Ombudsperson

Students should consult Graduate Student Rights and Responsibilities for guidance in determining the viability of a formal grievance. At any point during this process, students may contact the University Ombudsperson’s Office for advice or assistance. As stated in the Spartan Life Handbook, “The University Ombudsperson is an official, chosen from among senior faculty, to whom students at all levels may appeal for assistance in resolving complaints involving academic or non-academic matters. The Ombudsperson has broad powers of investigation, including direct and ready access to University officers, faculty and official records. Operating in a confidential, independent and neutral manner, the Ombudsperson assesses the validity of each complaint, advises on possible remedies, and, where indicated, actively assists students in resolving their disputes. The Ombudsperson also assists students in requesting formal academic grievance hearings in situations where students remain dissatisfied with suggested resolutions. Contact at: http://www.msu.edu/unit/ombud, ombud@msu.edu.” Specific information about how to file a request for an academic grievance hearing can be found at: https://www.msu.edu/~ombud/grievance-procedures/index.html
Dismissal Policy

As stated in the Spartan Life Handbook, “Academic honesty is central to the educational process and acts of academic dishonesty are serious offences within the University community. Suspension from the University could be the consequence for acts of academic dishonesty. Students should be familiar with Graduate Student Rights and Responsibilities 1.00 on Scholarship and Grades, and with the all-University policy on Integrity of Scholarship and Grades. In addition, it is important that students clearly understand the specific expectations of their individual instructors with regard to this important matter.” The process for adjudicating cases of academic dishonesty is outlined in Section 2.4 of Academic Freedom for Students at Michigan State University.

The following are examples of reasons for which a student may be dismissed from the program: violations of academic integrity guidelines, academic deficiencies, misconduct, felony convictions, violations of professional standards, and falsification of admission and academic records.

Beyond these more general examples, the following specific reasons for dismissal apply:

- Failure to raise cumulative grade point average to 3.0 or above within one year or nine additional credits of falling below 3.0 GPA.
- Failure to remove any deferred grade within one year of receiving it.
- Failure to complete the program within seven years of beginning.
- Failure to pass all components of the MAFLT Portfolio (Comprehensive) Exam.
UNIVERSITY RESOURCES

Academic Calendar: http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp

Academic Freedom for Students at Michigan State University
http://www.vps.msu.edu/SpLife/acfree.htm

Academic Programs: http://www.reg.msu.edu/AcademicPrograms

College of Arts and Letters: http://www.cal.msu.edu

Counsel of Graduate Students: http://cogs.msu.edu

Graduate School: http://grad.msu.edu

Graduate Students Rights and Responsibilities (GSRR):
http://vps.msu.edu/SpLife/default.pdf

Guidelines for Graduate Student Advising and Mentoring Relationships:
http://grad.msu.edu/ric/docs/ris04relations.pdf

Integrity of Scholarship and Grades:
https://www.msu.edu/~acadgov/documents/ISGACapproved2_24_09final_polished_editedversion3_3_09.pdf

Master of Arts in Foreign Language Teaching: http://www.maflt.msu.edu

Michigan State University: www.msu.edu


Michigan State University Libraries: http://www.lib.msu.edu/

Office of the Ombudsman: http://www.msu.edu/unit/ombud

Required Forms for Graduate Students:
http://www.educ.msu.edu/students/graduate/graduateforms.htm

Resource Center for Persons with Disabilities: www.rcpd.msu.edu

Spartan Life Handbook:
http://www.vps.msu.edu/SpLife/default.pdf
## Appendix A. MAFLT Degree Progress Overview

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
<th>Semester taken (circle one)</th>
<th>Year</th>
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<tbody>
<tr>
<td>FLT 807</td>
<td>Foreign Language Teaching Methods</td>
<td>3</td>
<td>Summer or Fall</td>
<td></td>
</tr>
<tr>
<td>FLT 808</td>
<td>Assessment for Foreign Language Teaching</td>
<td>3</td>
<td>Spring or Summer</td>
<td></td>
</tr>
<tr>
<td>FLT 815</td>
<td>Teaching Culture in Foreign Language Classes</td>
<td>3</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>FLT 817</td>
<td>Foreign Language Program Development &amp; Administration</td>
<td>3</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>FLT 841</td>
<td>Topics in Foreign Language Teaching</td>
<td>3</td>
<td>Fall</td>
<td></td>
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<td>FLT 845</td>
<td>Language Concepts for Foreign Language Teaching</td>
<td>3</td>
<td>Fall</td>
<td></td>
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<td>FLT 860</td>
<td>Foreign and Second Language Acquisition</td>
<td>3</td>
<td>Summer or Spring</td>
<td></td>
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<tr>
<td>FLT 881</td>
<td>Teaching Foreign Language with Technology</td>
<td>3</td>
<td>Fall</td>
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<table>
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<th>Experiential Module(s), 5 credits</th>
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<td>---------------------</td>
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<td>FLT 885</td>
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<table>
<thead>
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<th>Comprehensive MAFLT Portfolio Exam, 1 credit</th>
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<tr>
<td>Course Subject Code</td>
</tr>
<tr>
<td>---------------------</td>
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<td>FLT 898</td>
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