

Middlebury College
DOCTOR OF MODERN LANGUAGES IN JAPANESE
LANGUAGE AND CULTURE

GUIDELINES AND PROCEDURES FOR STUDENTS

INTRODUCTION

The Doctor of Modern Languages (DML) degree program, established in 1927, is unique to Middlebury College and reflects a commitment to the promotion of excellence in second language acquisition, literature, linguistics, and language pedagogy. The DML in Japanese language and culture prepares leading Japanese language educators who will advance the field of teaching and learning Japanese language and culture as leading educators and researchers. This program builds upon the School of Japanese's MA program and offers students the opportunity to further develop advanced research skills in order to deeply engage with the field of Japanese as a Second Language.

The following guidelines are designed to clarify DML procedures for current and prospective Japanese DML candidates.

Note: For the purpose of these guidelines, the abbreviations L1 (first DML Language) and L2 (second DML Language) will be used. L1 is Japanese; L2 options include Arabic, Chinese, German, French, Hebrew, Italian, Korean, Portuguese, Russian, and Spanish.

ADVISING

The School of Japanese Director is normally a candidate's general advisor during the full course of study.

INQUIRIES

Inquiries about the DML program may be directed to the Assistant Director of the School of Japanese. The School of Japanese administration and the L2 Assistant Director are responsible for administrative support only. Questions on academic matters and fulfillment of degree requirements should be addressed to the Director of the School of Japanese (SoJ).

The SoJ Director, in consultation with the office of the Dean of Language Schools, has primary responsibility for the DML in Japanese.

APPLICATION/ADMISSION PROCESS

A prospective student applying to the DML program in Japanese should normally have an MA in Japanese or Linguistics or Teaching or may, with the approval of the Dean of Language Schools and the Director of the School of Japanese, substitute an MA in a related field.

The deadline for applying to the DML program is March 1st. DML applicants will submit an application to the School of Japanese (L1) only.

In addition to supporting documents described in the Language Schools application instructions, DML applicants must complete a Japanese placement exam and undergo oral interviews in the School of Japanese. A sample of the applicant's academic writing in Japanese, letter of intent, and a proposal explaining the applicant's future research goals must also be submitted. Only applicants who have demonstrated doctoral-level (minimum of Advanced-Mid) proficiency in Japanese will be admitted to the program. (See appendix: checklist of application requirements).

The enrollment and rooming form and tuition deposit must be submitted to the L1 School.

DEGREE REQUIRMENTS:

Students must earn a minimum grade of B+ in all **course work** applied toward DML requirements.

(The minimum grade for the Qualifying Paper (Reflection Paper) completed during the first academic year is A-). A student who receives a grade lower than B+ for any course will not be permitted to continue in the program. A Middlebury College Language School unit equals 3 semester hours or 4.5 quarter hours of credit.

All courses taken for credit towards the DML degree, at Middlebury or other institutions, must be 600- level or above. Courses in language practice (such as conversation and composition courses) cannot be applied toward the DML degree.

DML CANDIDACY PROCEDURE

The candidacy procedure in the School of Japanese DML program consists of two steps: (1) The summer of candidacy and (2) the qualifying paper (reflection paper).

Summer of Candidacy: Before formal admission to the DML program, an accepted applicant successfully completes the second language requirement (see below).

Qualifying Paper (Reflection Paper): After completion of the second language requirement, students must successfully complete the Qualifying Paper (Reflection Paper). DML applicants enroll in the L1 Qualifying Paper course in the fall semester immediately following the L2 summer. Once the Qualifying (Reflection) Paper topic and bibliography are approved, the School of Japanese informs the student, and the Director appoints a member of the school's faculty to advise the student in the preparation of the paper. The paper, written in Japanese (or English), will be approximately 25 pages in length, excluding introduction, bibliography, and appendices, conform to the *MLA Handbook for Writers of Research Papers* or the *Manual of the American Psychological Association*, and be of **publishable quality**. The Qualifying Paper must be a new, original work by the student, not a revision of a paper the student has written earlier, either at Middlebury or at another institution. Students submit the Qualifying (Reflection) Paper to the Assistant Director of the School of Japanese by the end of the first half of the fall semester which immediately follows the second language requirement. The Director of the School and the advisor grade the paper jointly.

A student must earn at least an A- on the Qualifying (Reflection) Paper. If the paper does not qualify for DML candidacy, the student will be alerted that they are not accepted into the DML program.

After successful completion of the summer of candidacy and the qualifying paper, the student will receive a letter from the Assistant Director of the SoJ formally admitting them to candidacy in the Doctor of Modern Languages program. The letter includes an explanation of the ten-year limit for completion of the degree.

COURSE WORK

A minimum of **12 units** (courses) of credit are required for the DML in Japanese including the three units of credit of the L2 that you are beginner in and the one credit reflection paper on that learning experience which serves as your qualifying exam. The minimum grade of B+ is required in all L2 units. A- is required to successfully complete the qualifying (reflection) paper requirement. An additional eight units (courses) will be required to complete the first phase of the program in the School of Japanese. Credit (up to three courses) may be transferred only for L1 (Japanese) work and must be requested in accordance with the transfer credit policy (minimum grade of B+). A student who wishes to transfer courses should contact the School of Japanese Assistant Director to request the Transfer of Credit form.

Students are eligible for federal financial aid if they are taking two graduate courses in a summer or academic year semester. However, in semesters where students are taking a single course, they are still eligible for financial aid through the Language Schools.

SECOND LANGUAGE REQUIREMENT

Students in the School of Japanese DML program fulfill the second language requirement by enrolling as non-degree seeking students in one of the following Middlebury Language Schools other than Japanese: Arabic, Chinese, German, French, Hebrew, Italian, Korean, Portuguese, Russian, and Spanish. Students complete a summer as full-time students in the program. Students should enroll in the beginner or advanced beginner level courses.

During the L2 summer, DML School of Japanese students are required to participate in the community of the L2 school and reside for the duration of the entire program on campus in dormitories associated to the L2 school. They are obligated to follow the Language Pledge and are not allowed to use any other language than the language they are studying in the L2 school for the duration of the entire summer.

DML students taking courses in the L2 have to submit an application on the website for “Master of Arts and DML in Japanese” to the School of Japanese only.

No transfer credit may be applied toward L2 requirements.

TRANSFER OF CREDIT

DML candidates may apply up to three units (courses) of transfer credit to their Middlebury degrees. Candidates wishing to transfer course credit should request “Transfer of Credit Forms” from the School of Japanese and must receive written approval in advance from the Language Schools Registrar for each course they intend to transfer.

Transfer Course Requirements:

1. Only courses taken *after* successful completion of the summer of candidacy and formal admission to degree candidacy may be transferred, i.e., courses taken at other institutions before the first summer of study may not be transferred toward a Middlebury degree.
2. A student must obtain written permission from the Registrar **before** registering at another institution for a course that is intended for transfer to Middlebury. To request permission, a student must submit to the SoJ Assistant Director a completed **Transfer Course Description Form**. (The SoJ Assistant Director will consult with the SoJ Director and/or the Registrar as to the suitability of a particular course.)
3. Courses in language practice (such as conversation and composition courses) are not transferable.
4. All courses intended for transfer must be taken at the graduate level (600-level or above) of an accredited institution offering graduate credit toward an advanced degree. Correspondence courses are not acceptable.
5. To be transferred as one unit, a course must carry at least 3 semester hours or 4.5-quarter hours of credit; courses that exceed this minimum will generally be accepted for no more than one unit of transfer credit.
6. A maximum of three transfer units can be applied toward the eight units of course work required for the L1. The transfer courses may not duplicate courses previously taken for degree credit, and may not have been counted toward any other degree.
7. **No grade below B+ may be applied toward the DML degree.** All transfer courses counted toward the degree must have been taken on a graded basis, not “pass/fail.”
8. Special Middlebury two and three-week seminar courses may not be counted toward the DML degree.
9. At the conclusion of an approved transfer course, an official transcript showing the course title and grade must be forwarded to the SoJ Assistant Director to complete the formal transfer of credit toward the Middlebury degree.

RESIDENCY ABROAD OR CULTURAL RESIDENCY

Residency Abroad: Each DML student spends **at least one semester or two summers** residing in Japan in order to gain greater familiarity with the target culture. (For the purposes of this requirement, a summer is understood to consist of at least 6 weeks of continuous residency.)

Prior approval of plans for residency abroad must be obtained by writing to the Associate Dean of Language Schools. Upon completion of the residency abroad, students must document their stay in a letter to the Dean, who will confirm that requirements have indeed been met.

Documented residence abroad within 10 years prior to the summer of candidacy may be considered toward fulfillment of this requirement, at the discretion of the SoJ director.

Cultural Residency: If students are unable to visit Japan, they can opt to fulfill the residency abroad requirement through a cultural residency, at the discretion of the SoJ director.

Cultural residency in the U.S. consists of a sustained series of immersive experiences. The exposure to authentic language and culture must be in scope and depth equivalent to spending one semester or two summers in Japan. Candidates choosing the cultural residency must receive pre-approval both from the Director of the SoJ and from the Associate Dean of the Language Schools. Upon completion of the cultural residency, students must document their experience in a letter to the Dean, who will confirm that requirements have indeed been met.

TEACHING EXPERIENCE

All School of Japanese DML candidates must demonstrate competence in teaching Japanese, and the Teaching Practicum serves as the usual means of demonstrating teaching competence. Experienced language teachers may seek a waiver of the practicum requirement by having three letters from colleagues or supervisors submitted on official letterhead to the School of Japanese. Teaching experience prior to the candidate's summer of candidacy may be counted. DML candidates planning to seek a waiver of the practicum requirement should notify the SoJ director prior to submitting letters. A waiver can only be granted by the Dean of the Language Schools.

COMPREHENSIVE EXAMINATIONS

Each candidate must pass both written and oral examinations (Comprehensive Examinations) in Japanese, prior to beginning the dissertation. The SoJ Director appoints a committee, which writes and grades the examinations.

WRITTEN EXAMINATIONS

Written exams are typically scheduled during the first half of July and students may take the examinations:

- On a Mac or PC computer (with internet disabled) OR
- By writing their answers in the examination booklets. Students must use a separate examination booklet ("blue book") for each question and write the number of the question on the cover. Pens and pencils will be provided.

Students may not bring textbooks, reference books, or their electronic devices into the exam room. They are permitted to leave the exam room to call the SoJ Director if they have questions concerning the exam. The Director should be available for consultation on the designated exam days.

We recommend that students contact the School of Japanese if they wish to review previous exams from one of the Language Schools.

ORAL EXAMINATIONS

The SoJ Director schedules oral exams on the Monday or Tuesday following the written examinations.

ACADEMIC REVIEWS

Upon completion of oral examinations, the SoJ Director will review the student's file to assess progress toward completion of course requirements and fulfillment of other degree requirements such as teaching experience, cultural residency, and second language study. All course work must be completed no later than the end of the seventh summer.

PROSPECTUS AND DISSERTATION

Upon successful completion of all course work and of both written and oral exams, so at the end of the third summer at the earliest, and no later than the end of the candidate's seventh summer, the candidate will submit a formal dissertation prospectus, written in Japanese.

The SoJ Director, in consultation with the candidate, nominates a dissertation advisor from the Japanese School faculty, who will oversee the candidate's dissertation preparation. Once the prospectus has been approved, and the advisor appointed, the SoJ Director, dissertation advisor, and candidate sign the DML Prospectus Form, which is kept in the student's file.

The dissertation advisor communicates regularly with the candidate and is available for telephone, mail, or e-mail consultation as needed during the academic year. The advisor, in consultation with the SoJ Director, develops a reading list for the candidate's use in dissertation preparation. The SoJ Director and dissertation advisor review the candidate's status regularly. Failure to make adequate progress may result in the candidate's dismissal from the program.

The candidate is responsible for making timely progress on the dissertation and for keeping the advisor informed as to the status of the work. The advisor will respond in a timely fashion to communications from the student. The SoJ Director is responsible for monitoring the progress of the dissertation and, where necessary, facilitating communication between the candidate and the advisor. The office of the Dean of Language Schools will respond to any procedural questions or problems.

A Middlebury Japanese DML dissertation is a scholarly paper of at least one hundred pages in length (excluding front- and end-matter), written in Japanese. Up to 30% of the dissertation will be permitted to be in English. The style may follow either the *MLA Handbook for Writers of Research Papers* or the *Manual of the American Psychological Association*.

The dissertation author raises an important pedagogical, linguistic, or cultural problem, reviews the work of other scholars in the area of this problem and identifies a question or questions for close examination. The author proposes a thesis (an answer or answers to the questions), considers evidence, and makes a well-structured argument in the context of a sound theoretical framework in order to draw appropriate conclusions that illuminate the pedagogical, linguistic, or cultural, problem.

The dissertation should be written on a computer, preferably one compatible with equipment available on the Vermont campus.

It is the responsibility of the dissertation advisor to recommend the dissertation for defense, when he or she considers that it is ready.

The candidate must submit three copies of the Dissertation, along with one electronic copy (to speed up distribution if necessary) to the SoJ Assistant Director by **June 1st** of the summer during which it is to be defended. There will be no extensions granted. The dissertation fee is due at this time. three copies are required to be bound; spring-loaded thesis binders may be used. The SoJ Assistant Director will give the copies to the School of Japanese Director. The Director distributes copies to members of the dissertation defense examination committee.

One final, corrected version must be submitted electronically to the SoJ Assistant Director before August 7th.

The defense is typically scheduled during the fourth or fifth week of the session. The SoJ Director determines the date, time, and location of the defense and informs the Dean of Language Schools. The SoJ Director normally appoints two readers in addition to the dissertation advisor.

The defense normally consists of a brief introduction by the dissertation advisor, a presentation of about fifteen minutes in length by the candidate, and comments and questions by members of the committee from the School of Japanese. If the dissertation advisor is not present, the SoJ Director conducts the defense or designates a director of the defense. Following the defense, the committee votes on acceptance of the dissertation. A majority vote is required for passage, broken in case of a tie by the SoJ Director or his or her designate.

The SoJ Director, dissertation advisor, or faculty member appointed to conduct the dissertation defense is responsible for the proper conduct of the examination. He or she must guarantee that the candidate is provided a reasonable opportunity to defend the dissertation must ensure that it is the candidate alone and not any member of the examination committee who defends the dissertation and must protect the candidate from harassment.

A Dissertation Report Form is completed at the end of the defense by the SoJ Director. Results of the dissertation defense are transmitted to the Registrar's Office by the SoJ Assistant Director for recording on the student's transcript. In case of failure, the student may choose to rewrite the dissertation and submit it for a second defense no later than the following summer.

If the dissertation is accepted, a final, corrected electronic copy of the dissertation (in PDF or Word format) is submitted to the SoJ Assistant Director before August 7th. The SoJ Assistant Director delivers the electronic dissertation to the library, where it is placed in the College Archive.

EXTENSIONS

In exceptional cases, the Dean of Language Schools may grant an extension to the ten-year limit for completion of the degree. A candidate who, for reasons beyond his or her control, is unable to

complete the degree within ten years may address a written request for an extension to the Dean of Language Schools, who will issue a written decision after consultation with the SoJ Director.

Appendix

Checklist of Application Requirements:

- **Recommendation Letters:** The candidate will provide three letters of recommendation – two letters from current or previous professors who can describe the candidate’s academic abilities and one letter from a professional who can evaluate the candidate’s ability to contribute to the field.
- **Interviews:** Two interviews with two or more academics chosen by the School of Japanese.
- **Letter of Intent:** A letter explaining the candidate’s reason for applying to this program (2-3 pages, in Japanese).
- **Written Research Proposal:** A proposal explaining the candidate’s future research goals, including a description of the candidate’s previous research. (if applicable) (at least 2 pages, in Japanese).
- **Language Assessment:** A written exam to assess the candidate’s fluency in Japanese (if required by the SoJ Director).
- **Academic Writing:** A sample of the applicant’s academic writing in Japanese (A chapter or short article).
- **C.V.**