

FIU 2021-2022
Linguistics Program
Department of English
Graduate Student Handbook

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USEFUL CONTACT INFORMATION

Linguistics Program Director
Dr. Ana Luszczynska
E-Mail: luszczyn@fiu.edu

Linguistics Program Coordinator
Prof. Yaobin Liu
Email: yaobliu@fiu.edu

Graduate Office Specialist
Mr. Christian Gomez
Office: DM 441A
Phone: (305) – 348 – 2881
Email: chrgomez@fiu.edu

English Department Office Supervisor
Ms. Gretter Machin
maching@fiu.edu
(Contracts, registration, etc.)

IMPORTANT LINKS

University Graduate School:
<http://gradschool.fiu.edu/>

My.fiu.edu

Your portal to academics, finances, etc.

ORIENTATIONS

The orientations offered at FIU include:

- 1.) Teaching Assistants' Orientation
- 2.) Immigration Orientation

TEACHING ASSISTANT ORIENTATION

The Center for the Advancement of Teaching, a great resource for learning about all aspects of teaching, offers a workshop for new TAs:

<https://cat.fiu.edu/programming/ta-development/orientation/index.html>

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES ORIENTATION

All students at FIU in F-1 or J-1 student status are required to attend an International Student Orientation conducted by the Office of International Student and Scholar Services:

<https://iss.fiu.edu/international-students/new-f-1-students/international-student-sessions/index.html>

REGISTRATION

Each student is assigned a unique 7-digit Panther ID that is needed for enrollment, registration, transcript request, application for scholarships and other curriculum activities.

If you do not have your Panther ID, you can get it online by going to my.fiu.edu and clicking on the Panther ID Look Up link.

If your Panther ID does not come up, call the Office of the Registrar at 305-348-7000.

REGISTERING FOR CLASSES

To register for classes, follow these steps:

1. Log onto my.fiu.edu
2. Click on Academics.
3. Click on Enroll/Drop a Class.
4. Click on the Term of your choice.
5. To Add, Drop or Swap classes, links are provided at bottom.

REGISTRATION DEADLINES

Fall 2021:

Last Day to Register (without a \$100 Late Fee): August 22, 2021

Last Day to Add/Drop Courses (without financial liability): August 30, 2021

Last Day to Apply for Fall, 2021 Graduation: September 3, 2021

FIU REGULATIONS FOR EMPLOYMENT

According to the Graduate Assistant employment agreement, the following rules apply: A Graduate Research Assistant shall be a degree seeking graduate student who performs research duties related to his or her academic program. The RA will perform general duties related to research, documentation, experimentation, interviews and other activities that support the academic endeavor of the supervising faculty. For some positions assigned to this class, special qualifications may be added to the minimum such as completion of a specified number of graduate credit hours or a master's degree or specialization in an appropriate area of research.

A Graduate Teaching Assistant shall be a degree seeking graduate student who may 1) be the instructor of record on a course; 2) be a research methods lab section instructor; 3) assist a faculty member teaching a large lecture course; 4) be a LIN 3013 or LIN 4680 teaching assistant; 5) be assigned to assist a faculty member teaching an online course. The duties differ depending on the assignment and may include, but are not limited to, preparing lectures, grading assignments, researching class topics and substituting for Faculty of Record on select class days. TAs are expected to provide up to 20hours/week to their TA assignment. They are not expected to be asked or expected to provide assistance with anything that is not related to the course to which they are assigned. A graduate assistant cannot accept employment outside of FIU and cannot accept payment for work outside FIU without prior approval of the Dean of the University Graduate School.

GRADUATE ACADEMIC PROGRESS REQUIREMENT

All graduate students are expected to maintain good academic standing. A GPA of 3.0 or better is required. Students who fail to maintain a 3.0 may lose their funding and be dismissed from the program. A grade of B- or above is considered passing. A grade below B- is considered failing. Students are required to attain a grade of B- or above in all courses in order to remain in good academic standing.

HOUSING

The Department of Housing & Residential Life at FIU offers several living options. Graduate students have the option to live in University Park Towers and the University Park Apartments at the Modesto A. Maidique Campus (MMC), and Bay Vista Housing at the Biscayne Bay Campus (BBC). Accommodations consist of single or double apartments and single or double suite-style housing. For more information, see:

<https://housing.fiu.edu/>

CHILD CARE SERVICES

CHILDREN 'S CREATIVE LEARNING CE N T E R

Children's Creative Learning Center (CCLC) at FIU is a nationally accredited educational preschool for children 2 ½ to 5 years old. The hours of operation are 7:45am to 6:00pm from Monday through Friday. The children of FIU students are given enrollment priority.

<https://studentaffairs.fiu.edu/campus-services/childrens-creative-learning-center/>

EXPRESS DAY CARE

CCLC also provides an express day care service for children of students who need to attend class. Students should register with CCLC and present their course schedule. Children must be between 3 and 6 years of age. This service is available from 8 a.m. to 8 p.m. in GC 169. Charges are applicable by the hour.

FUNDING

UNIVERSITY GRADUATE SCHOOL SCHOLARSHIPS AND FELLOWSHIPS

There are many University fellowships, scholarships, and awards that are available to graduate students. Details and instructions for applying can be found here:

<https://gradschool.fiu.edu/students/funding/>

TRAVEL AWARDS

If you are presenting your research at a professional conference, you may be eligible for funding through the Graduate & Professional Student Committee. You must apply for the funding six weeks (42 days) before the date of travel research. You also must attend a workshop on the funding application process before applying for the funds. GPSC will only fund airfare and registration. For more information please visit:

<https://studentaffairs.fiu.edu/get-involved/student-government-association/committees/graduate-and-professional-student-committee/>

The College of Arts, Sciences and Education offers travel support for students who have another funding source (GPSC). This funding is offered once a year from July 1st-June 30th. The funding application is due to the Dean's office four weeks prior to the travel date but must be received to the Graduate Director and Graduate secretary a minimum five weeks prior to travel for processing. You do not need to wait for your GPSC funding to be approved to apply for the matching funds. You may go ahead and apply while waiting for your GPSC decision.

ACADEMIC SUPPORT

LINGUISTICS LAB, GC 470

The Linguistics Lab provides a location for Grad Students and Teaching Assistants in Linguistics to work with undergraduates, as well as a source of caffeine and commiseration. Contact Debbie Hew, Coordinator of the Linguistics Lab, for information about the Linguistics Lab and TA Student Hours:

dhew001@fiu.edu

WRITING ASSISTANCE

Center for Excellence in Writing

The center offers individual consultations about any writing you do throughout your years at FIU. Whether you are brainstorming, drafting, revising or polishing, writing consultants can assist you with projects such as:

1. Papers, reports, and projects for any course in any department
2. Master's theses, dissertations
3. Proposals
4. Resumes and applications for fellowships and employment
5. Personal Statements
6. Group projects
7. PowerPoint presentations and other non-print projects

It also provides space for working in groups and is furnished with computers, large work- tables and reference materials.

Workshops are also held during the semester on the following topics:

1. CV Writing
2. Proposals
3. Evaluating
4. Documenting and Citing Sources
5. Thesis/Dissertation Defense Announcements
6. Research Strategies
7. Avoiding Plagiarism
8. Overcoming Writer's Block

See their website below:

<https://case.fiu.edu/writingcenter/index.html>

A space for graduate students working on group projects is provided. Meet your group members at the Center to work on your own, or schedule an appointment with a graduate consultant who will help guide your group through its project.

LIBRARY WORKSHOPS

The FIU Library offers several workshops targeted to enhance research strategies for literature reviews, managing citation software and how to get the most from the library. For more info and a calendar of events, visit:

<https://library.fiu.edu/gradstudies>

PROFESSIONAL DEVELOPMENT

UNIVERSITY GRADUATE SCHOOL (UGS)

UGS Professional Development Program (PDP) assists students in their career development by serving as a gateway to campus-wide resources. They also provide direct services and many workshops to prepare graduate students for a highly competitive and demanding job market and to assist with career development. UGS workshops help to build skills in communication, mastering scientific writing and writing for the thesis and dissertation, including how to conduct a thorough review of the literature, grant writing, and mastery of professional presenting and teaching. Leadership workshops are offered as well. You can see the following for more information:

<http://gradschool.fiu.edu/professional-development/>

GRADUATE STUDENT ORGANIZATIONS

GRADUATE LINGUISTICS STUDENTS ASSOCIATION

The Graduate Linguistics Association provides a forum for students interested in furthering their knowledge and comprehension of linguistics and related disciplines. We strive to promote intelligent, language-related discussion and seek to form ties with the larger academic community.

Monica Winkler, President, GLA
mwink008@fiu.edu

UGS GRADUATE STUDENT ADVISORY BOARD

The Graduate Advisory Board (GAB) is to serve as the voice for the graduate student community. The GAB facilitates the success of FIU's graduate students by providing feedback to the University Graduate School, Graduate Student Funding Committee, Student Government Association and other campus entities invested in graduate education.

The GAB is charged with conveying graduate student needs - personal, professional and academic - programming ideas and policy concerns to the UGS. While the Graduate Student and Professional Committee (GPSC) is the recognized advocacy group for graduate students at FIU, the UGS would like input from an array of students and disciplines.

If you are interested in applying to be a member of this year's Graduate Advisory Board, please review and complete the GAB application. All applications must be submitted online by the application deadline. More information can be obtained here:

<http://gradschool.fiu.edu/graduate-student-advisory-board/>

GRADUATE & PROFESSIONAL STUDENT COMMITTEE (GPSC)

The Graduate & Professional Student Committee (GPSC) helps facilitate and enhance the overall graduate student experience by advancing the University's academic goals and promoting quality presentations and research efforts. They also work in conjunction with other Graduate Student Organizations and departments, in order to present educational workshops, symposiums, and scholarly forums.

Contact Information:

<https://studentaffairs.fiu.edu/get-involved/student-government-association/committees/graduate-and-professional-student-committee/>

LINGUISTICS COLLOQUIUM SERIES

Speakers in various areas are invited approximately every month. ATTENDANCE AT LINGUISTICS COLLOQUIUM LECTURES IS MANDATORY FOR GRADUATE STUDENTS.

HEALTH AND WELLNESS RESOURCES

OFFICE OF SOCIAL JUSTICE AND INCLUSION

The Office of Social Justice and Inclusion celebrates diversity and promotes inclusion by creating a campus community that encourages social responsibility, honors equality, and fosters student success. Link:

<https://studentaffairs.fiu.edu/get-involved/social-justice-and-inclusion/>

VICTIM EMPOWERMENT PROJECT

The Victim Empowerment Program's (VEP) mission is to provide free, confidential assistance to FIU students, faculty, staff and university visitors who have been victimized through threatened or actual violence and to support the healing process. In addition, the center seeks to enhance safety and promote healthy relationships by sponsoring awareness activities, prevention education, peer education and collaborating with university officials. The link is here:

<https://studentaffairs.fiu.edu/get-support/victim-empowerment-program/>

DISABILITY RESOURCE CENTER (DRC)

The goal of the Disability Resource Center is to guide and support students with disabilities throughout their college experience. From transitioning into FIU to graduating from our university, the DRC's goal is to assist in helping students become successful.

<https://studentaffairs.fiu.edu/get-support/disability-resource-center/index.php>

HEALTH INSURANCE

For those graduate students receiving Assistantships, a university-subsidized health insurance plan is included. The payments for the plan are deducted over several salary payments. If you have your own health insurance and plan to use it, you must fill out a waiver form through the university insurance provider. This opt out form must be submitted each academic year.

HEALTH CARE CENTER

The University Health Services provides professional, accessible, and cost-effective primary care services to registered students, with an emphasis on health education, prevention and self-care. The center provides a number of free services (covered under the Student Health Fee), including:

1. Routine medical exams for illness and injury
2. Physical examinations not requiring documentation
3. Individual medical consultations
4. Family planning consultations
5. Health education; access to a resource library
6. Screening for high blood pressure and other conditions

Other services are also available for a nominal fee, including:

1. Laboratory tests: strep screen, chemistries, blood count, mono test, cholesterol, urinalysis, pregnancy tests and others.
2. EKG Testing and treatment for sexually transmitted diseases, respiratory therapy, vision screening, pap smears, prescription and over-the-counter medications at the Pharmacy.
3. Immunizations: measles, mumps, rubella, hepatitis, influenza, tetanus, TB screening.

Some services are not provided by the center; however if these services are needed or requested, referrals will be made to local hospitals, pharmacies and physicians. The student must assume financial responsibility for these services, as the Student Health Fee only covers services that are performed at the campus clinics. The health insurance plan recommended by the university typically covers most of these other services and students are strongly encouraged to be enrolled in either this program or a suitable alternative.

THE COUNSELING CENTER

The staff of the Florida International University office of Counseling and Psychological Services (CAPS) provides assistance to help you have the most rewarding and successful university experience while at FIU. They offer a range of services to that end.

The services and programs offered by CAPS are provided by licensed psychologists and licensed clinical social workers that retain expertise in dealing with student concerns and development. Registered students are qualified to make use of services at no additional cost, as the center is funded by the Student Health Fee. All services provided adhere to confidentiality requirements as stipulated by the state of Florida.

For more information, please visit the website:

<https://studentaffairs.fiu.edu/health-and-fitness/counseling-and-psychological-services/>

LINKS FOR GRADUATE STUDENTS IN CRISIS

The following provides connections for any graduate student who would like to reach out to someone for help.

<https://www.apa.org/helpcenter/crisis>

FIU 2021-2022 ACADEMIC CALENDAR

https://onestop.fiu.edu/_assets/calendars/2021-2022-academic-calendar.pdf

MAP OF FIU:

Detailed map of the MMC campus can be found here:

<https://campusmaps.fiu.edu/docs/MMC.pdf>