



UNIVERSITY of  
ROCHESTER



DEPARTMENT OF LINGUISTICS

# NEW STUDENT ONBOARDING

For PhD Students

# WELCOME TO THE UNIVERSITY OF ROCHESTER

The Department of Linguistics is excited to have you join our department and contribute to our academic community.

The purpose of this handbook is to provide a general overview of information to help get you acclimated to our department in the first year of your program. It will aim to answer any initial questions you may have and introduce you to our common processes and procedures, events, where to find resources, and more; however, this handbook is not intended to be the sole source of information throughout your program.

We encourage you to explore our graduate student resources hub, often referred to as “the hub,” on our website which will help guide you through your program at the university, and as always, your advisor, the department manager, and even your fellow students are great resources when you need help.

Congratulations again on your admission and welcome to Rochester!

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# THE GRADUATE STUDENT RESOURCES HUB

The brand new graduate student resources hub, launched in Spring 2024, serves as a toolbox that gives you the information and resources you need to guide you through your graduate program in linguistics.

## What you'll find there

- Important policies (both university-wide and departmental)
- Guidance and timelines for program-specific processes (QPs, dissertations, MA theses, program requirements, detailed sample schedules, etc.)
- Forms and internal tasks (graduate add/drop, advisor changes, QP extensions, annual self-evaluations, etc.)
- FAQs (compiled from questions you and your peers have asked)
- Course information, offering history, credit policies, etc.
- And so much more!

In addition to those resources, the hub will be used to make announcements, publish the semesterly Department Activity Report (DAR), and provide access to important departmental processes including but not limited to annual graduate student evaluations.

To get to the hub, go to our website at [www.ling.rochester.edu](http://www.ling.rochester.edu), and under the Graduate tab, there is a page titled Resources. We encourage you to bookmark the hub and reference it frequently as it's consistently being updated with important new information.

# DEPARTMENT EXPECTATIONS

## Learning outcomes

We expect PhD students in the Department of Linguistics to have gained the following outcomes:

- High proficiency in core knowledge in linguistics
- High proficiency in their area of specialization
- High proficiency in research and scholarship
- High proficiency in communication of research results (oral and written)

## General expectations

Students are expected to be active participants in the department. This includes attending department events, such as but not limited to colloquia and joint labs. Students who cannot attend on a particular occasion should give advance notice to the Director of Graduate Studies (DGS).

Every semester, there will be a handful of colloquia. A guest speaker from one of our peer institutions will come and give a talk to the department. These events also have one-on-one meetings if you'd like to have face time with the guest speaker and an RSVP graduate student lunch to follow. Attendance isn't taken at colloquia, but it's expected that graduate students make every effort to attend.

Alternating with colloquia are omnibus lab meetings where students and faculty can present ongoing research or work. This not only serves as a beneficial way to practice and receive feedback before presenting for a QP defense or presenting at a conference, but it also fosters discussion and interdepartmental collaboration. It is expected that PhD students present at least once per academic year.

Our graduate students are provided with a shared office space and lounge in Lattimore Hall, and they have access to lab space in Wegmans Hall. The department houses a phonetics lab, a quantitative semantics lab, a computational linguistics lab, and a language documentation lab. These labs provide space for student and faculty research.

Other general expectations including but not limited to teaching assistantships, qualifying papers, the dissertation, course registration, grading, and advising can be found in depth in the PhD handbook, which is housed in the hub on our website.

## **Self-evaluations**

Students complete self-evaluations in the Spring semester of each year, which gives them an opportunity to reflect upon their progress, their strengths and weaknesses, and also to consider their future directions and needs.

After receiving self-evaluations, the faculty meet to discuss students' performance in coursework, their progression in completing the Program of Study, and current and future research activity. Students then receive a progress report from the DGS.

## **Research**

During the first year in the PhD program, students will have limited responsibility as they acclimate to the university and to our department. For example, it is not likely or encouraged for a first-year PhD student to be a teaching or research assistant.

PhD students in their first year are expected to focus on their coursework and think about research possibilities. By the end of the second semester of the first year, it's expected that students have a general idea of what they want to research as the first qualifying paper (QP) must be completed in the second year.

There are two QPs, one in the second year, and one in the third year. They must be on separate topics. The QP process is outlined in detail on the graduate student resources hub.

Students should communicate and meet with their advisor frequently to discuss their progress and their research.

## **Forms and processes**

On the hub, there's a long list of forms. Common processes that require these forms include but are not limited to adding or dropping a course, deadline extensions, reaching certain program milestones, and paying research participants.

All forms must be sent to the department manager, regardless of where it says to send it on the form itself because the department must be involved in processing them, and the department needs the forms for appropriate record keeping.

# GENERAL PROGRAM OUTLINE

Below is a general outline of the doctoral program. Every student's program of study is unique and could differ slightly from this outline. More information including a program planning worksheet can be found on the hub.

First year	
Fall	Spring
<ul style="list-style-type: none"><li>• Draft initial program of study (POS)</li><li>• Begin coursework</li></ul>	<ul style="list-style-type: none"><li>• Continue coursework</li><li>• Begin research development</li><li>• Submit QP Plan by April 15</li><li>• Complete self-evaluation</li></ul>
Second year	
Fall	Spring
<ul style="list-style-type: none"><li>• Continue coursework</li><li>• Continue research</li><li>• Submit QP1 Proposal by September 15</li><li>• Teaching assistantship</li></ul>	<ul style="list-style-type: none"><li>• Continue coursework</li><li>• Continue research</li><li>• Submit QP2 Plan by April 15</li><li>• Defend QP1 before August</li><li>• Complete self-evaluation</li></ul>
Third year	
Fall	Spring
<ul style="list-style-type: none"><li>• Continue coursework</li><li>• Continue research</li><li>• Submit QP2 Proposal by September 15</li><li>• Teaching assistantship</li></ul>	<ul style="list-style-type: none"><li>• Continue coursework</li><li>• Continue research</li><li>• Defend QP2 before August</li><li>• Complete self-evaluation</li></ul>

## Fourth year

### Fall

- Continue coursework
- Continue research
- Form dissertation committee
- Submit dissertation proposal

### Spring

- Continue coursework
- Continue research
- Complete self-evaluation

## Fifth year

### Fall

- Continue research

### Spring

- Defend dissertation



# ACADEMIC CALENDAR

Below is the academic calendar for 2024-2025.

## FALL 2024

<b>Classes begin</b>	Mon. August 26, 2024
<b>Labor Day (no classes)</b>	Mon. September 2, 2024
<b>Fall break (no classes)</b>	Mon. and Tues. October 14-15, 2024
<b>Thanksgiving break (no classes)</b>	Wed. to Fri. November 27-29, 2024
<b>Classes resume</b>	Mon. December 2, 2024
<b>Last day of classes</b>	Mon. December 9, 2024
<b>Reading period</b>	Tues. to Thurs. December 10-12, 2024
<b>Final exams</b>	Fri. to Wed. December 13-18, 2024

## SPRING 2025

<b>Classes begin</b>	Tues. January 21, 2025
<b>Rochester Monday</b> (1st Friday of the spring semester, students attend Monday classes)	Fri. January 24, 2025
<b>Spring break</b>	Sat. to Sun. March 8-16, 2025
<b>Classes resume</b>	Mon. March 17, 2025
<b>Last day of classes</b>	Fri. May 2, 2025
<b>Reading period</b>	Sat. to Mon. May 3-5, 2025
<b>Final exams</b>	Tues. to Sat. May 6-11, 2025

# IMPORTANT CONTACTS

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