UNT Linguistics
Handbook for Master's students

version: August 27, 2020

Important contact information:

- *Graduate faculty advisor in Linguistics: Dr. Konstantia Kapetangianni* (konstantia.kapetangianni@unt.edu) - for LING MA and LING ESL students, Dr. Kapetangianni should be the first point of contact for determining your degree plan and course sequence

- *Faculty director and advisor for Interdisciplinary MS with Computational Linguistics concentration: Dr. Alexis Palmer* (alexis.palmer@unt.edu) - for students in the INSD-CL MS program, as well as students pursuing the concentration in Computational Linguistics, Dr. Palmer is the person to talk to about degree plans and course sequences

- *Chair of Linguistics: Dr. Sadaf Munshi* (sadaf.munshi@unt.edu) - Dr. Munshi is a good person to ask general questions about the department

- *Administrative coordinator for Linguistics*: *Trevor Sisk* (trevor.sisk@unt.edu) - Trevor can help with all sorts of administrative and logistical issues and questions

- *College of Information graduate advising: Rachel Hall* (rachel.hall@unt.edu) - once you've met with the relevant faculty advisor, see Rachel to file your official degree plan (exception: INSD-CL students should do this with Jasmine Quezada). Rachel can also help with all sorts of administrative questions about graduation requirements, deadlines, paperwork, etc.

- *Toulouse Graduate School Interdisciplinary Studies advising: Jasmine Quezada* (jasmine.quezada@unt.edu) - if you are a student in the INSD-MS with a CL concentration, once you've met with your faculty advisor, see Jasmine to file your official degree plan. She can also help with graduation requirements, deadlines, paperwork, etc.

A. Overview: Requirements for MA/MS degrees in the Linguistics Dept.

In order to be granted an MA in Linguistics, an MA in ESL, or the Interdisciplinary MS with a concentration in Computational Linguistics, you must:

1. Complete course work with a minimum GPA of 3.0. For required courses, please refer to the LING website. A suggested sequence of courses for each of our programs is included later in this handbook.
   a. MA in Linguistics
   b. MA in ESL
   c. MA in Linguistics, concentration in Computational Linguistics
   d. MA in Linguistics, concentration in Language Documentation
   e. Interdisciplinary MS, concentration in Computational Linguistics
2. Complete LING 5990 (Professional Development for Linguists) in your 4th semester.
3. Submit either (a) or (b):
   a. Professional portfolio with drafts of two research papers that you write, working in conjunction with a professor. One of these papers should be of publishable quality, and the other should be a work-in-progress which, if completed, will lead to a paper of publishable quality. If you choose this option, you must finish drafts of your papers by the 4th semester. Please refer to the "Guidelines for the two publishable papers option" later in this handbook for deadlines, details, and further instructions.
   b. Professional portfolio with draft of MA thesis. If you elect to write a thesis, you must finish a draft of your thesis by the 4th semester. Barring unforeseen circumstances, you are expected to have completed the thesis by your 5th semester. Please refer to the "Linguistics Thesis Guidelines" later in this handbook for deadlines, details, and further instructions.

The following pages provide guidelines for:

- Advising timeline and guidelines
- Preparing your portfolio
- The two research papers option (3a)
- The MA thesis option (3b)
- Possible course sequences for different degree programs and focus areas
- Guidelines for submitting an IRB application

B. Advising timeline and guidelines

When you enter the Linguistics department as a graduate student, your first step is to meet with Dr. Kapetangianni, our Graduate Advisor. Here you will discuss your interests within Linguistics and the courses you need to take for the degree you are pursuing. This first meeting needs to happen before you start your first semester, so that you can decide which courses to take in your first semester. Some entering students will need to take LING 5040 in the Summer prior to the first semester; the Graduate Advisor can help you determine whether you are one of those students. If you are not in Denton yet, it is usually possible to have this meeting virtually.

Based on your interests, the Graduate Advisor will connect you to a member of the Linguistics faculty who will help you to refine your degree plan (that is, your schedule of courses) and also potential research directions you could pursue.

Finally, you will meet with Rachel Hall (College of Information Advising) to file your official degree plan. Ideally, this will happen before the end of your first semester.

C. Guidelines for Preparing your Professional Portfolio

Over the course of your two-year MA/MS program, you will prepare a professional portfolio. This will be an e-portfolio created using Foliotek, which can be accessed from your my.unt.edu homepage. Begin planning the structure and content of the portfolio from your first semester. This portfolio can be used for job applications.

Your portfolio should include:
1. A chronicle of discovery in four essays covering the following topics, written at the end of the semester indicated:
    - Semester 1: Exploring – What is linguistics? What fields and applications are of interest to you?
    - Semester 2: Focusing – Which topics will you investigate in detail now and in your career?
    - Semester 3: Investigating – What challenges exist in planning and implementing your research?
    - Semester 4: Writing – What process did you follow in writing up your results?
2. A list of courses, instructors, syllabi, all major assignments and your reflections on the assignments.
3. What you learned from each course, especially as it relates to your interests.
4. Journaling of selected activities related to linguistics, including talks, conferences, presentations and posters, and SLANT meetings you have attended. Provide context and commentary for each entry.
5. Cataloging puzzles (e.g., problem sets) you have solved in your classes, as well as other data analyses done for your classes, computer programs written for classes, etc.
6. Draft of either your thesis or of two research papers.

Your portfolio will be evaluated by a committee of the LING faculty and scored using the following rubric:

A = 18-20 points; Superior level of competence demonstrated in meeting the requirements; **PASS with distinction**

B = 15-17 points; Satisfactory level of competence demonstrated in meeting the requirements; **PASS**

C = 14 points and below; Minimal level of competence demonstrated in meeting the requirements; **FAIL**

F = 0 points; The portfolio was not submitted or not submitted on time; **FAIL**

The scores will be based on:

Quality of content	5 4 3 2 1
Completeness of information	5 4 3 2 1
Evidence of appropriate effort	5 4 3 2 1
Demonstrated growth in the field	5 4 3 2 1

D. Guidelines for the two publishable papers option

Most students choose to complete their MA/MS by submitting two research papers, each written by working in conjunction with a professor who has relevant expertise. One of these papers should be of publishable quality, and the other should be a work-in-progress which, if completed, will lead to a paper of publishable quality.

From the beginning of your program, you should be thinking about topics you might like to work on for these papers. It often works well to do preliminary work in a course term paper and expand on that for your final papers. Drafts of both papers must be finished by the 4th semester, but the standards for the two drafts are rather different.

Paper One - Publishable quality

The first paper must be ready (or very close to ready) to be submitted to a publication venue suitable to the relevant subfield of linguistics. This means it should be written according to the conventions of that subfield, and in a format that is widely used in that subfield. If you are not familiar with the conventions, formats, and stylistic particularities of the subfield you're working in, don't guess - ask the professor with whom you are working on this paper. Identify one or two relevant publication venues within the subfield. The manuscript should be submitted only after your professor has agreed that it is ready for submission for review and possible publication.

This paper must be fully formatted, with references in the appropriate format, and ready or nearly ready to be submitted to the appropriate venue.

Paper Two - Work in progress

The second paper must be a work in progress that, if completed, could lead to a paper of publishable quality. As with the first paper, this should be developed together with a professor with expertise in the relevant subfield of linguistics. The particulars of this paper are likely to vary from one subfield to another, but at a minimum it should include a decent literature review and some preliminary data and analysis. For example, a paper in computational linguistics might consist of introduction, background, data, proposed methods, and expected findings.

Suggested schedule: This schedule is put together with a Fall start date. Discuss with your advisor how to modify these dates for a Spring start date.

FALL: First semester
- Explore different ideas and subfields and discuss with peers and professors topics which may be of interest.
- As you think about possible topics, remember that this is an MA, not a PhD. Talk to professors to understand what kind of project would be a reasonable size for the MA.
- Most professors have lots of ideas about potential research projects! Listen to their suggestions.

SPRING: Second semester
- Decide on the subfield of linguistics for Paper One (the paper of publishable quality). Discuss appropriate paper topics with any of the Linguistics professors; the topics should fit with the professor's current research interests.
- Determine when and how often you will meet with your supervising professor for Paper One.
- Decide on the data you will use for Paper One. Try to use or build on existing data sets.

FALL: Third Semester
- Beginning of the semester: prepare a draft of Paper One, either as part of a class or outside of a class, but in both cases under the supervision of a professor. You should be having regular meetings (minimum: once per month) with this professor.
- Decide on the subfield of linguistics for Paper Two (the work-in-progress paper); it can be the same subfield as Paper One or a different subfield. As before, this topic should fit with the interests of the professor who will work with you on the paper (can be the same professor as Paper One or a different professor).
- Decide when and how often you will meet with your supervising professor for Paper Two.
- Prepare an outline for Paper Two.
- End of the semester: finalize the analysis and/or experiments for Paper One.

SPRING: Fourth semester
- Finalize Paper One as part of the requirements for the Professional Development class (LING 5990).
- Finish a draft of Paper Two, to meet the requirements described above.
- Both papers must be submitted to their respective supervising professors in order to graduate.

E. Guidelines for the MA thesis option

You may choose to write a thesis instead of the two papers described above, but the thesis option should not be chosen lightly. Students wishing to write a thesis must have a specific research question that they wish to explore. We strongly suggest that students expand on an existing term paper rather than starting a new project.

Sample theses are available via the UNT digital library. Here are some examples from recent students, with links to the documents:

- Alexander Smith, <u>Burushaski Case Marking, Agreement and Implications: An Analysis of the Hunza Dialect</u>
- Lisa Jeon, <u>Drawing Boundaries and Revealing Language Attitudes: Mapping Perceptions of Dialects in Korea</u>
- María Teresa Martínez García, <u>A Corpus-Based Approach to Gerundial and Infinitival Complementation in Spanish ESL Writing</u>
- Jennifer Seale, <u>An Analysis of the Syntactic and Lexical Features of an Indian English Oral Narrative: A *Pear Story* Study</u>

You must enroll for the Professional Development course, even if you are working on a thesis and taking thesis hours. You will work on your thesis chapters in fulfillment of course requirements.

The following schedule must be followed. This schedule is put together with a Fall start date for the MA. Discuss with your advisor how to modify these dates for a Spring start date.

FALL: First semester
- Survey courses and discuss with peers and professors topics which may be of interest.

SPRING: Second semester
- Discuss an appropriate topic with any of the Linguistics professors; the topics should fit with the professor's current research interests.
- Attend a Master's Thesis orientation session. Orientation sessions are offered during approximately the sixth week of every semester by the graduate school.
- Last week or earlier: submit to your professor a 5-page prospectus with your research question and bibliography. File an "Intent to Do a Master's Thesis" form once your professor has approved your prospectus.
- With your thesis advisor (who will serve as the Chair of your thesis committee), determine two additional faculty members interested in and knowledgeable about the topic and willing to assist you. They must also be available for the two consecutive semesters when you will be writing the thesis. These two faculty members may be from another department or from outside of UNT, but they must be approved by the thesis committee chair, and, if not from UNT, by the Toulouse Graduate School in the spring semester of the second year or at least two semesters prior to graduating. The thesis committee chair will then confer with the members of the proposed thesis committee to

see if they feel that the thesis proposal is viable and compelling enough for you to pursue. A sample proposal can be found on the LING website.

FALL: Third Semester
- 1st week: submit a proposal for the thesis (minimum of 15 pages, double-spaced, plus a bibliography). See sample on the LING website.
- Attend an orientation session at the graduate school for MA thesis candidates.
- IRB: In case the methodology of the proposed thesis requires use of human subjects, approval must be obtained from the Human Subject Review Board. When the thesis proposal is submitted to the chair of the thesis committee, the student must attach a note stating whether or not Human Subject approval will be necessary for the thesis research, and, if so, when the application will be submitted to the Human Subject Review Board. It takes a minimum of 15 days to get IRB approval so the application should be submitted prior to submitting the proposal.
- You must meet periodically with your committee and document those meetings. This documentation will be needed for appeals, extensions and the like. You need to meet regularly with **all** the members of the committee.

SPRING: Fourth semester
- 1st week turn in full draft: you should have prepared a draft over the fall semester.
- 6th week: your defense can be scheduled if your committee members feel you are ready. You must submit the final draft to your committee members at least two weeks before the defense date to allow all members adequate time to read and make comments on the draft. Students must consult the Toulouse Graduate Information for all information related to graduation, including deadlines for submission of the final defended copy of the thesis.
- Submit a completed thesis to the Graduate Studies office in the required format by the relevant deadline.

SUMMER or FALL: Fifth Semester (if necessary)

F. Required courses and suggested course sequencing

Each degree program within our department has a different set of required courses, drawn from the three groups of **core** courses, **foundation** courses, and **electives.** Note that there are two different groupings of courses into categories: one for the LING MA and one for the ESL MA.

1. MA in Linguistics, Fall start

MA in LING with a focus in General Linguistics - one suggested course sequence
A 36-hour program (15 hrs. core, 12 hrs. foundation, 6 hrs. elective, 3 hr. research seminar)
Students choosing the MA thesis option will take 6 hours of thesis (LING 5950) in lieu of the 6 elective hours.
Prerequisite: LING 5040 Principles of Linguistics

Semester 1
LING 5070 Research Design in Linguistics (Core)
LING 5300 Phonology I (Core)
Foundation or Elective
Semester 2
LING 5310 Syntax I (Core)
LING 5075 Quantitative Research Methods in Linguistics (Core)
Foundation or Elective
Semester 3
LING 5530 Semantics and Pragmatics I (Core)
Foundation or Elective
Foundation or Elective
Semester 4
LING 5990 Professional Development for Linguists
*Foundation or Elective
*Foundation or Elective

*Thesis hours in lieu of Electives if completing a thesis

Foundation courses (not all courses will be offered every semester; what counts as Foundation is different for ESL and LING):

LING 5020 Historical Linguistics (Spring course)
LING 5060 Second Language Acquisition (Spring course)
LING 5090 Pedagogical Grammar (Fall course)
LING 5330 Sociolinguistics (Spring course)
LING 5350 Typology (Fall course)
LING 5405 Python for Text (Fall course)
LING 5410 Computational Linguistics I (Spring course)

2. **[MA in LING with a focus in General Linguistics -- Spring start](#) - one suggested course sequence**
A 36-hour program (15 hrs. core, 12 hrs. foundation, 6 hrs. elective, 3 hr. research seminar)
Students choosing the MA thesis option will take 6 hours of thesis (LING 5950) in lieu of the 6 elective hours.
Prerequisite: LING 5040 Principles of Linguistics

Semester 1 (Spring)
LING 5310 Syntax I (Core)
LING 5075 Quantitative Research Methods in Linguistics (Core)
Foundation or Elective

Semester 2 (Fall)
LING 5070 Research Design in Linguistics (Core)
LING 5300 Phonology I (Core)
Foundation or Elective

Semester 3 (Spring)
LING 5990 Professional Development for Linguists
Foundation or Elective
Foundation or Elective

Semester 4 (Fall)
LING 5530 Semantics and Pragmatics (Core)
*Foundation or Elective
*Foundation or Elective

Foundation courses (not all courses will be offered every semester; what counts as Foundation is different for ESL and LING):

LING 5020 Historical Linguistics (Spring course)
LING 5060 Second Language Acquisition (Spring course)
LING 5090 Pedagogical Grammar (Fall course)
LING 5330 Sociolinguistics (Spring course)
LING 5350 Typology (Fall course)
LING 5405 Python for Text (Fall course)
LING 5410 Computational Linguistics I (Spring course)

3. MA in English as a Second Language (ESL)

A 36-hour program (24 hrs. core, 6 hrs. foundation, 3 hrs. elective, 3 hr. research seminar)
Prerequisite: LING 5040 Principles of Linguistics

Semester 1
LING 5070 Research Design in Linguistics (Core)
LING 5080 Teaching English as a Second Language (Core)
LING 5090 Pedagogical Grammar (Core)

Semester 2
LING 5060 Second Language Acquisition (Core)
LING 5310 Syntax I (Core)
LING 5075 Quantitative Research Methods in Linguistics (Core)

Semester 3
LING 5300 Phonology I (Core)
Foundation or Elective
Foundation or Elective*

Semester 4
LING 5340 Practicum in ESL (Core)
LING 5990 Professional Development for Linguists
Foundation or Elective*

*Thesis hours in lieu of Electives if completing a thesis

Foundation courses (not all courses will be offered every semester; what counts as Foundation is different for ESL and LING)
LING 5305 Morphology
LING 5330 Sociolinguistics
LING 5390 Psycholinguistics
LING 5530 Semantics and Pragmatics I
LING 5550 Corpus Linguistics

4. [MA in LING - Language Documentation concentration](#) - one suggested course sequence
A 36-hour program (15 hrs. core, 12 hrs. foundation, 6 hrs. elective, 3 hrs. research seminar
Prerequisite: LING 5040 Principles of Linguistics

Semester 1
LING 5070 Research Design in Linguistics (Core)
LING 5300 Phonology I (Core)
Foundation or Elective
Semester 2
LING 5310 Syntax I (Core)
LING 5075 Quantitative Research Methods in Linguistics (Core)
LING 5020 Historical Linguistics (Foundation)
Semester 3
LING 5380 Linguistic Field Methods (Foundation)
LING 5350 Typology (Foundation)
LING 5530 Semantics and Pragmatics (Core)
Semester 4
LING 5990 Professional Development for Linguists
LING 5400 Tools for Lexicography (Elective)
Foundation or Elective*

* Thesis hours in lieu of Electives if completing a thesis

Foundation courses (not all courses will be offered every semester; what counts as Foundation is different for ESL and LING)
LING 5020 Historical Linguistics
LING 5060 Second Language Acquisition
LING 5090 Pedagogical Grammar
LING 5330 Sociolinguistics
LING 5350 Typology
LING 5380 Linguistic Field Methods
LING 5405 Python for Text

5. [MA in LING - Computational Linguistics concentration](#) - one suggested course sequence
A 36-hour program (15 hrs. core, 12 hrs. foundation, 6 hrs. elective, 3 hrs. research seminar
Prerequisite: LING 5040 Principles of Linguistics

Semester 1
LING 5070 Research Design in Linguistics (Core)
LING 5300 Phonology I (Core)
LING 5405 Python for Text (Foundation)
Semester 2
LING 5310 Syntax I (Core)
LING 5075 Quantitative Research Methods in Linguistics (Core)
LING 5410 Computational Linguistics I (Foundation)
Semester 3
LING 5530 Semantics and Pragmatics I (Core)
LING 5412 NLP in Linguistics (or CSCE 5290 Natural Language Processing) (Foundation)
Elective*
Semester 4
LING 5990 Professional Development for Linguists
LING 5415 Computational Linguistics II (Foundation)
Elective*

* Thesis hours in lieu of Electives if completing a thesis

Elective courses selected through consultation with your faculty advisor (most likely Dr. Palmer or Dr. Rama). For this concentration, electives may come from Linguistics, Computer Science, or Information Science, and must be approved by your faculty advisor.

6. **Interdisciplinary MS in Computational Linguistics – one suggested course sequence**

NOTE: This is one proposed course sequence. At the start of the program, the student will make a specific degree plan together with the program advisor.

A 30-hour program
Prerequisite: LING 5040 Principles of Linguistics *OR*
        LING 5045 Introduction to Linguistics for Natural Language Processing
If necessary: LING 5405 Python for Text (necessary for most students)

Semester 1
LING 5070 Research Design in Linguistics (primary)
LING 5300 Phonology I (primary) OR LING 5305 Morphology (primary)
[a course from the secondary or tertiary area, as approved by advisor]
Semester 2
LING 5310 Syntax I (primary)
LING 5410 Computational Linguistics 1 (primary)
[a course from the secondary or tertiary area, as approved by advisor]
Semester 3
CSCE 5290 Natural Language Processing (secondary)
LING 5530 Semantics and Pragmatics (primary)
[a course from the secondary or tertiary area, as approved by advisor]
Semester 4
LING 5415 Computational Linguistics 2 (primary)
LING 5990 Professional Development for Linguists (primary)
[a course from the secondary or tertiary area, as approved by advisor]

Potential courses for secondary area (Computer Science):
CSCE 5210 Artificial Intelligence
CSCE 5215 Machine Learning
CSCE 5216 Pattern Recognition
CSCE 5380 Data Mining

Potential tertiary areas (course sequences to be determined in conjunction with advisor):
Information Science
Learning Technology
Other area of interest to student

G. IRB application instructions

When conducting research with human subjects, your research study has to comply with ethical research requirements and has to be approved by the Institutional Review Board.

"The UNT Institutional Review Board, by action of the President, is responsible for ensuring the rights and welfare of all research participants in accordance with regulatory and ethical principles established by the 'Belmont Report' and by the regulations of the U.S. Department of Health and Human Services (DHHS) found in 45 Code of Federal Regulations, Part 46".

Faculty and student investigators should complete the following steps:

1) Request access to Cayuse (the online submission system for IRB applications) by completing the online request form:
   https://research.unt.edu/cayuse-access-access-change-request
2) Complete the CITI online training course

To register for a Human Subjects Research course through CITI, follow these steps:

1. Go to https://www.citiprogram.org
2. Click "Register" (top right hand corner of website)
3. Complete Step 1 - Under "Select Your Organization Affiliation" begin typing University of North Texas and when the list is presented, click "University of North Texas (Denton, TX)
   a. Click the checkbox "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials."
   b. Click the checkbox "I affirm that I am an affiliate of the University of North Texas (Denton, TX).
   c. Click "Continue To Create Your CITI Program Username/Password"
4. Complete Step 2 – Personal Information (*Important Note: Use your University issued email address. The Secondary email address can be a personal email account.*)
5. Complete Step 3 – Create your Username and Password
6. Complete Step 4 – Country of Residence
7. Complete Step 5 - Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?
8. Complete Step 6 - Please provide the following information requested by University of North Texas (Denton, TX) *Note: You must provide your EUID.
9. In Step 7, Question 1, you must choose Social & Behavioral Research - Basic/Refresher or Biomedical Research - Basic/Refresher depending on which is applicable to your study.
   a. Completing UNT RCR Basic course or the UNT RCR Refresher course will NOT satisfy human subjects training requirements.
   b. Answer "No" to the other course offerings unless you have been instructed to register for other courses.

10. After all questions to Step 7 are completed, click "Complete Registration"
11. After registration is complete, select "Finalize Registration" on the next page to continue.
12. The UNT Social & Behavioral Research - Basic/Refresher course and/or Biomedical Research - Basic/Refresher you selected should now appear on your "Main Menu" page. You may need to expand the drop-down box for them to appear. You may enter the course (by   clicking the name of the course) and complete individual modules at your convenience, re-entering the course as needed. You will receive a "Completion Certificate" upon successful completion of all required modules.

3) Visit UNT's IRB page for information and frequently asked questions regarding the use of humans in research and different types of application forms:
https://research.unt.edu/faculty-resources/integrity-compliance/irb

 4) Select the appropriate Template for the Informed Consent Form that fits your research study and fill out all the different sections providing information about your research. You can find the different templates in the following page:
https://research.unt.edu/faculty-resources/integrity-compliance/irb

 5) Log in to Cayuse IRB Online Submission System to fill out your application:
https://unt.cayuse424.com/rs/irb/

Your faculty advisor should initiate the online application for you by creating a new study and adding you as a student investigator. After you fill out all sections of the application, ask your faculty advisor to review it and provide you with feedback in case revisions/corrections/changes should be made. Your faculty advisor will submit the application, once all revisions are made.