



DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS  
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SIGNATURE APPROVAL ROUTING FOR MEMOS – GRADUATE PROGRAMS COMMITTEE

DATE: 18 September 2012

SUBJECT: Change in Application Requirements for Master's Programs in the  
Department of Languages, Linguistics, and Comparative Literature

FROM: Nancy Kason Poulson  
Director of Graduate Studies in LLCL

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Dr. Michael Horswell  
Chair, Department of Languages, Linguistics, and Comparative Literature

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Dr. Nancy Kason Poulson  
Chair, Dorothy F. Schmidt College of Arts and Letters Graduate Programs Committee

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Dr. Heather Coltman  
Interim Dean, Dorothy F. Schmidt College of Arts and Letters

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Dr. Nancy Kason Poulson  
Chair, University Graduate Programs Committee

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Dr. Barry Rosson  
Dean, The Graduate College



*Nancy Kason Poulson, Ph.D.*  
*Professor of Spanish and Latin American Studies*  
*Dorothy F. Schmidt College of Arts and Letters*  
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**MEMORANDUM**

**DATE: 18 SEPTEMBER 2012**

**RE: ADD A VIDEOCLIP COMPONENT TO THE APPLICATION FOR THE MASTER'S DEGREES IN THE DEPARTMENT OF LANGUAGES, LINGUISTICS, AND COMPARATIVE LITERATURE**

**FROM: NANCY KASON POULSON, LLCL DIRECTOR OF GRADUATE STUDIES**

Handwritten initials 'NKP' inside a hand-drawn circle.

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In the past, the Department of Languages, Linguistics, and Comparative Literature has evaluated applicants' language skills through a variety of means. If the applicant was an undergraduate in our department, a faculty member attested to the applicant's language abilities in a letter of recommendation. If the student graduated from another institution, we often asked that they take a language placement examination, but this was administered irregularly because it was impossible for international applicants to come to campus for the test. Over the past year, the department examined other options that it could implement to standardize how we evaluate applicants' foreign language skills as well as their English language skills. With the popularity of video capabilities on cell phones, we thought that most applicants would be able to record a short video clip in which they responded to standardized questions. They would email the Director of Graduate Studies the video clip, which would be sent to all faculty to view prior to making their recommendations for acceptance into a graduate program, and prior to recommending that the applicant be awarded a Graduate Teaching Assistantship. To ensure that there would be no legal issues involved, we sent the proposed instructions to one of FAU's attorneys, who confirmed that it looked fine.

# FLORIDA ATLANTIC UNIVERSITY™

*Department of Languages, Linguistics, and Comparative Literature*

## **INSTRUCTIONS FOR VIDEO CLIP COMPONENT OF APPLICATION TO A MASTER'S DEGREE PROGRAM**

As a part of our department's supplemental application, the faculty would like to evaluate each prospective student's language skills in both English as well as the language of intended study. If you are a monolingual English speaker, please respond to all of the questions in English. If you plan to study a language other than English at the graduate level, or if you wish to be considered for a Graduate Teaching Assistantship teaching a foreign language, please respond to the questions indicated (*in lingua*) in that language. If you are fluent in more than one foreign language, and would like to be considered as a Graduate Teaching Assistant in either or both languages, please answer the questions indicated (*in lingua*) twice - first in language A, then again in language B. We offer Graduate Teaching Assistantships in Spanish, French, Italian, German, Hebrew, Arabic, and Chinese. The entire video clip should be approximately 2 minutes in length and be a maximum of 10MG in size, and should be emailed as an attachment to [lclgradstudies@fau.edu](mailto:lclgradstudies@fau.edu). Please respond to the questions spontaneously. Do not read a prepared written response. If you need an alternative format, please contact us at the email above.

1. [respond in ENGLISH] – Why do you wish to earn a Master's Degree in your chosen field? Why would you like to study at Florida Atlantic University?
2. [respond (*in lingua*)] – Tell us about your undergraduate background in your intended field of study.
3. [respond in ENGLISH] – Do you plan to study part-time, or full-time, and if you plan to study full-time, would you like to be considered for a Graduate Teaching Assistantship? If so, in which language(s) would you be comfortable teaching as part of your graduate training?
4. [respond (*in lingua*)] – After you finish your Master's degree, what are your future professional goals?

## Nancy Poulson

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**From:** Audra Lazarus  
**Sent:** Thursday, September 13, 2012 2:12 PM  
**To:** Michael Horswell  
**Cc:** Nancy Poulson  
**Subject:** Re: Question about a new requirement in our graduate program

Yes, this is fine.

Sent from my iPhone.

On Sep 12, 2012, at 1:24 PM, "Michael Horswell" <[HORSWELL@fau.edu](mailto:HORSWELL@fau.edu)> wrote:

Dear Audra,

Did you have a chance to look at this issue?

Thanks,

Michael

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**From:** Michael Horswell  
**Sent:** Tuesday, August 21, 2012 9:36 AM  
**To:** Audra Lazarus  
**Cc:** Nancy Poulson  
**Subject:** Question about a new requirement in our graduate program

Dear Audra,

I wanted to get your opinion on this new requirement we would like to add to our admissions process. Since a candidate's linguistic ability in a second language is so important to our decision, we wanted to standardize how we evaluate all candidates. (In the past we interviewed some, but not all...which seemed too arbitrary). Our graduate committee and graduate director, Dr. Poulson, drew up this instruction sheet that we would include on our webpage and our admissions materials.

Would you look over this and see if there are any legal concerns?

Thanks,

Michael