



## **Catalog 2004-2005**

**... EQUIPPING TO SERVE IN TRANSLATION,  
LITERACY, LINGUISTICS AND  
SOCIOLINGUISTICS.**

The Graduate Institute of Applied Linguistics is a candidate for accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools to award Master's degrees.

For questions regarding the accreditation status of GIAL, the Southern Association of Colleges and Schools can be reached at:

Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, GA 30033  
Phone: 404-679-4500

The Texas Higher Education Coordinating Board has granted a Certificate of Authority to the Graduate Institute of Applied Linguistics to award the degrees listed below:

Master of Arts with Major in Applied Linguistics  
Master of Arts with Major in Language Development

This certificate is a license to operate in the State of Texas and does not constitute accreditation; the issuance of this certificate attests only to an institution's having met the Board's standards established for nonexempt institutions.

Questions or complaints about this institution should be addressed to:

Texas Higher Education Coordinating Board  
Box 12788, Capitol Station  
Austin, Texas 78711

or call: (512) 483-6225

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# Introduction

This catalog is an official bulletin of the Graduate Institute of Applied Linguistics and is intended to provide general information. It contains policies, regulations, procedures, and fees in effect as the publication went to press. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, faculty member or any other person and GIAL. GIAL reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine.

Students are individually responsible for complying with all requirements of the Graduate Institute of Applied Linguistics. This catalog does not contain all university rules, regulations, and policies for which a student is responsible. Students also should consult other publications, such as the *Student Handbook* and any specific contracts. This catalog becomes effective with the beginning of the Fall 2004 bimester. This catalog may be viewed in electronic form on the Internet: ([www.gial.edu/academics/index.htm405.pdf](http://www.gial.edu/academics/index.htm405.pdf)). For answers to questions or problems with the Internet access to this catalog, please contact GIAL at 972-708-7340.

Each currently enrolled student is eligible to receive one catalog each year beginning July 1.

## ***Welcome from the President***

Welcome to the world of Applied Linguistics! Here at the Graduate Institute of Applied Linguistics (GIAL) we try to share our excitement in learning about the thousands of minority languages spoken in the world today. There is so much to learn about cultures and peoples, as well as the languages they speak! Most of these different languages do not even have a written form yet.

The GIAL faculty bring a wide range of field experience to the classroom in addition to their expertise acquired through advanced studies. Along with a strong academic foundation, you will have opportunities to acquire a practical understanding of how languages work and the skills to learn an unfamiliar language. Our faculty will be available to discuss personal aspects of field work as well.

GIAL has affiliations with SIL, Inc. (an international educational and research organization specializing in the scientific study of vernacular languages) and with Wycliffe Bible Translators. We also participate in cooperative-type arrangements with several institutions of higher education.

We invite you to join us in learning to communicate better cross-culturally,

David A. Ross, Ph.D.  
President  
Graduate Institute of Applied Linguistics

## ***Mission***

The mission of the Graduate Institute of Applied Linguistics, as an institution of higher education, is to provide training and research opportunities leading to graduate degrees in applied linguistics and development of languages.

## ***Affiliations***

GIAL is a candidate for accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools.

The Texas Higher Education Coordinating Board has granted GIAL a Certificate of Authority to award Master's degrees with majors in Applied Linguistics and Language Development. This certificate is a license to operate in the State of Texas and does not constitute accreditation.

## ***Disabilities***

Students who have disabilities which are covered by the Americans with Disabilities Act (ADA) and who have been properly registered with the Dean of Students are called "qualified students" for the purposes of this policy. It is the responsibility of the student with disabilities to establish in writing at latest by the time of registration their status with respect to ADA to the satisfaction of the Dean of Students.

Upon receipt of appropriate documentation, the Dean of Students will issue to the student a Special Accommodation Letter to present to their instructors. This letter will contain information relative to the special needs of the student.

It is also the responsibility of the qualified student to notify each instructor, by the end of the first week of class, that options to standard methods of educational access will be needed. The form of accommodation will be determined by mutual agreement between the instructor and the student.

GIAL will work with each qualified student to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons with disabilities. While the integrity of academic standards must be upheld, the emphasis is on attainment of essential competencies in a subject or discipline.

Students who do not have a disability within the definition of the ADA are not entitled to special accommodation from GIAL. Further, the nature of some courses may preclude satisfactory participation by students with certain disabilities and, thus, be inappropriate for these students. This policy does not mean that GIAL recognizes any obligation to provide assistance for 'independent functioning' of students or for special medical needs of students.

## ***Equal Opportunity Policy***

Consistent with its theological convictions and mission, GIAL admits qualified students of any race, color, gender, and national and ethnic origin. A disabled person shall have all the rights, privileges, and access to programs and activities at GIAL. GIAL does not discriminate because of race, color, gender, or national or ethnic origin, in the administration of any of its educational policies, admissions policies, scholarships and loan programs, and other school-administered programs.



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## Classification of Students

### Graduate Students

Most students will be admitted as full Graduate students. These students have met all of the requirements for admissions including satisfactory GRE scores or a waiver of the GRE based on a previously completed graduate degree.

### Limited Enrollment Students

Limited Enrollment Students qualify for graduate admission and may take up to 15 semester hours of graduate level work. The GRE exam is not required for admission as a Limited Enrollment Student. If the student desires to continue past the limitations set for Limited Enrollment Students, they will need to upgrade their admission status before continuing GIAL graduate coursework. All necessary requirements for upgrading admission status must be met before an upgrade will be approved.

### Undergraduate Students (certificate only)

GIAL also offers a Certificate in Applied Linguistics. Most of these courses are undergraduate level. This program does not

allow completion of an undergraduate degree at GIAL, although the courses fulfill prerequisite requirements for the GIAL degree programs. Students wishing to receive a Certificate may be admitted under several options. Students who have completed a bachelor's degree at a regionally or professionally accredited institution of higher education may apply for either graduate or limited enrollment admission. If students have not completed a bachelor's degree but have at least 60 hours of undergraduate credit, they can apply for undergraduate admission. Students with undergraduate admission to GIAL will be eligible to study **ONLY** in the program leading to the Certificate in Applied Linguistics.

### DBU Students

Undergraduate students of Dallas Baptist University (DBU) may take the 21 hours of undergraduate-level certificate courses for a minor in applied linguistics as part of their DBU bachelor's degree. While the students who desire to take advantage of this program remain DBU students and register through the DBU Registrar, they must meet all GIAL admissions requirements for undergraduate-level admission to GIAL before registering for the certificate courses.

Because of the GIAL modular calendar, it is not feasible for students to plan to enroll for the full

certificate course load while taking courses at DBU. It is recommended that students plan to set aside one semester to commute to the GIAL campus to complete these courses. For further information, contact Dallas Baptist University.

### **DTS Students**

The primary degree programs for Dallas Theological Seminary (DTS) that include GIAL courses are the Master of Arts in Biblical Exegesis and Linguistics (MABEL) and the Master of Theology with a Bible translation emphasis, though certain GIAL courses may be considered as electives in other DTS degree programs. The MABEL program is a 62 credit hour program from Dallas Theological Seminary that includes 18 hours of linguistics and language, 12 hours in Greek grammar and exegesis, 12 hours in Hebrew grammar and exegesis, 3 hours in biblical manners and customs, 9 hours in Bible exposition, and 5 hours in systematic and historical theology. For further information, contact Dallas Theological Seminary.

A DTS student in one of these degree programs must enroll both at DTS and GIAL. At GIAL, the student will be classified as a limited enrollment student. In addition to fulfilling all of the published requirements for that admission, students must submit a letter from DTS indicating that they are students in good standing at DTS. This admission would allow DTS students to complete the 18 hours of graduate work required for their DTS degree only. Should they desire to take additional courses here at GIAL, students would need to upgrade to full graduate admission status.

Tuition is charged by the school offering the course. Courses taken at GIAL must be transferred to DTS for inclusion into their degrees. The 18 graduate-level hours taken at GIAL for these degrees have specified prerequisites that may increase the time required to complete the DTS degrees.

### **SWBTS Students**

A Southwestern Baptist Theological Seminary (SWBTS) student must enroll both at SWBTS and GIAL. Tuition is charged by the school offering the course. The primary GIAL degree program is the Master of Arts degree with a

Cross-Cultural Service Concentration in either the Applied Linguistics or Language Development major. Music majors may wish to take the ethnomusicology courses for transfer to SWBTS. Other GIAL courses may be considered as elective in SWBTS programs as well at the discretion of SWBTS. GIAL will accept up to 18 hours of transfer credits from SWBTS into its degree programs.

### **Special Students**

Students who, by a small margin, fail to meet the academic requirements for admission may be considered on an individual basis, for admission as special students with consideration given for special circumstances. Special Students may be allowed to take the undergraduate courses for credit, but can take graduate courses only for audit with the permission of the instructor. Special students will be on academic probation when taking credit-bearing courses. With a cumulative GPA of at least 2.8 after completing the undergraduate courses, a special student may be considered for admission as a limited enrollment graduate student. Such students should note that they still need to fulfill all the general admission requirements.

### **International Students (Non-U.S. Citizens)**

Due to complications with securing student visas, GIAL is not able to sponsor international students at this time.

## **Admissions Requirements**

### **General**

All new students should note that the following are required before they can be admitted to GIAL:

(a) completed application form, accompanied by a non-refundable application fee of \$20, payable to GIAL. (An additional, non-refundable \$25 late fee is charged for applications received later than six [6] weeks before the beginning of the course.) Applications are good for three bimesters from, and including, the first bimester of intended entry. The student must matriculate within this year or a new application form and fee will be required.

(b) official copies of all post-high school transcripts from a regionally or professionally accredited institution, sent directly to the Admissions Office of GIAL. All official academic records from outside the United States must be sent to both GIAL and to a credential evaluation service to verify U.S. equivalency. (Contact the GIAL Admissions office for more information regarding this evaluation service.)

(c) personal/character references from three individuals (non-family members), using the forms provided

(d) written statement of purpose

(e) Signed acknowledgement of receipt of Bacterial meningitis information

(f) where appropriate for non-native speakers of English, evidence of satisfactory performance on the TOEFL exam [550 paper test; 213 computer test] or on the IELTS test [6.5 overall band, with at least 6.5 on both academic reading and academic writing] OR successful completion of the Dallas Baptist University intensive English program.

### **Admission as a Graduate Student**

Students intending to pursue study towards the advanced degree programs at GIAL need to know that the following are the minimum admission requirements for these programs:

(a) completion of an undergraduate degree at a regionally or professionally accredited institution of higher education, with a cumulative GPA of 2.80 or better, AND

(b) satisfactory score on the GRE examination<sup>1</sup>, with a combined verbal and quantitative score of at least 1000, OR petition to waive the GRE based on a previously completed graduate degree.

(c) completion of all general admissions requirements.

Students admitted to GIAL upon completion of the admissions requirements will be awarded graduate admission to GIAL, which allows study in both the advanced degree programs of GIAL and/or the Certificate in Applied Linguistics program. Students are encouraged, whenever possible, to seek graduate admission to GIAL.

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<sup>1</sup> Send GRE. Scores directly to: GIAL (code 6605), 7500 W. Camp Wisdom Rd., Dallas, TX 75236. Note: this code (6605) will not appear on GRE listings yet, but it is valid and should be used. Remember to take it with you when you go to take the test.

### **Admission as a Limited Enrollment Student**

Students with no GRE exam results intending to take 15 hours or less of graduate credit may apply for admission to GIAL as a Limited Enrollment Student. Such students need to know that the following are the minimum admission requirements for Limited Enrollment admission:

(a) completion of an undergraduate degree at a regionally or professionally accredited institution of higher education, with a cumulative GPA of 2.80 or better, AND

(b) completion of all general admissions requirements.

Coursework requirements for Limited Enrollment Students are the same as for degree students. Limited Enrollment and Graduate Degree Students are expected to do the coursework, are graded, and upon satisfactory completion of the work, receive credit for the course. If the student desires to continue past the limitations set for Limited Enrollment Students, they will need to upgrade their admission status before continuing GIAL graduate coursework. All necessary requirements for upgrading admission status must be met before an upgrade will be approved.

### **Admission as an Undergraduate Student**

Students intending to pursue study towards the Certificate in Applied Linguistics at GIAL need to know that the following are the minimum admission requirements for this program:

(a) at least 60 semester hours (80 quarter hours) of undergraduate-level instruction at a regionally or professionally accredited institution of higher education, with a cumulative GPA of 2.80 or better, AND

(b) completion of all general admissions requirements.

Students admitted to GIAL under these criteria will be awarded undergraduate admission, valid only for the program leading to the Certificate in Applied Linguistics. This program does not allow completion of an undergraduate degree at GIAL.

Should students later wish to pursue studies towards one of the advanced programs of GIAL, they will need to upgrade their admission to graduate admission. It is possible, however, and

encouraged, for students to complete all requirements for graduate admission before commencing studies at GIAL, to allow smooth transition from the certificate program to advanced studies at GIAL.

## **Upgrading Level of Admission**

Some students elect to attend GIAL first as undergraduates and later as graduate students. (Note: only students with graduate admission may study in the advanced courses offered by GIAL.) A limited number of students with an undergraduate degree, who want to take some graduate courses, but who have no intention of completing a degree at GIAL, may enter as Limited Enrollment students (see previous section "Admission for Limited Enrollment Graduate Student").

Students who choose to upgrade their level of admission to GIAL during the same bimester in which they were originally admitted only need to submit a Change of Admission Status form. There will be no charge for an upgrade made during the same bimester in which the student was originally admitted.

Students who are upgrading in a bimester other than the one in which they were originally admitted, must submit a Change of Admission Status form to GIAL accompanied by a non-refundable fee of \$20, payable to GIAL. All necessary requirements for upgrading status must be met before an upgrade will be approved.

## **Readmission**

Students returning to GIAL after an absence of more than one bimester will need to reactivate their student file with the GIAL admissions office. This must be done by submitting an *Application for Readmission*, indicating that it is a reactivation of an earlier application, accompanied by a non-refundable fee of \$20 payable to GIAL. Students seeking readmission by this means will need to meet all admission requirements for the study program they are now proposing to pursue (which may involve an upgrading of admission - for example, from undergraduate to graduate admission). The *Application for Readmission* will be reviewed by GIAL, which may choose to readmit or deny readmission.

Students who had an Intended Plan of Study approved and filed with the Registrar **before** the absence began will not be assessed an application fee for reentry to that program if a Petition for Leave of Absence was approved prior to the beginning of the absence. Students enrolled prior to Fall 2001 who have a completed Intended Plan of Study on file that includes a planned absence will not be assessed the readmission fee.

For information about readmission after dismissal from GIAL, see Academic Probation and Dismissal section of this catalog.

## **Leave of Absence**

Degree-seeking students who have an Intended Plan of Study on file and who are planning to be absent for more than one bimester, must file a Petition for Leave of Absence for a leave of up to six bimesters. A student may petition for one extension of an additional two (2) bimesters if needed.

If the student has not commenced work on a thesis, the request for a leave must be approved by their Graduate Advisor and the Dean of Academic Affairs. If the student has commenced work on a thesis, the request for a leave must be petitioned by the Thesis Committee Chairperson to the Dean of Academic Affairs and will be approved only in rare and unusual circumstances. A student on a leave of absence may re-enter the degree program by filing an *Application for Readmission*. No readmission fee is required to return from an approved leave of absence.

A student on leave is not entitled to receive advice from a member of the faculty or to use GIAL facilities. A leave of absence does not alter the time limits for degree or coursework completion.

If a student fails to register for the next bimester and has not been granted a leave of absence, upon returning to GIAL that student must apply to be readmitted to the degree program and pay a readmission application fee. The *Application for Readmission* will be reviewed by GIAL, which may choose to readmit or deny readmission.

## **Alumni Association**

There are three types of membership in the association: Alumni Membership, Honorary Membership, and Friends of GIAL Membership.

**Alumni Membership** is open to all former graduate students, full- or part-time, who have studied at the Graduate Institute of Applied Linguistics.

**Honorary Membership** is open to any person who had or has direct relation with GIAL and has rendered meritorious services to GIAL.

**Friends of GIAL Membership** is open to all former students of an SIL school who voluntarily apply for membership.

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## Programs

Degree requirements published in this catalog are effective for all new students. Students who entered under a previous catalog are normally expected to complete their degree under the requirements of that catalog.

GIAL has two study programs leading to Master’s degrees and a certificate program. Information in this section describes these programs, including course requirements.

1. A 37-hour program leading to the **Master of Arts with Major in Applied Linguistics**.
2. A 36-hour program leading to the **Master of Arts with Major in Language Development**.
3. A 27-hour program leading to a **Certificate in Applied Linguistics**.

GIAL offers courses on a modular calendar, but awards credits on the basis of semester hours.

Typical semester-based courses meet 45 times, each ‘class hour’ being 50 minutes in length. Thus the total class minutes expected is:  $45 \times 50 = 2250$  minutes. In addition, holidays observed during the semester are often not made up in the class schedule. In an 8-week modular course at GIAL, with three semester-hour credits, a class typically meets every day for a total of 40 class sessions during the module. Each class meets 55 minutes. Thus the total class minutes expected is:  $40 \times 55 = 2200$  minutes. Every effort is made to ensure that no class days are lost due to breaks, holidays, etc. Students in the modular calendar receive as much classroom experience as do students in a semester course of equivalent credit.

## **Certificate in Applied Linguistics**

### Purpose

The Certificate in Applied Linguistics is designed both to prepare students for graduate-level studies at GIAL and to prepare persons to begin a cross-cultural, non-specialist career. Some organizations, such as SIL, consider a person who has completed this certificate program as having met the minimum pre-field academic requirements for field service with that organization.

### Goals

To enable students:

- to mimic and transcribe phonetically utterances in an unfamiliar language;
- to do a basic phonemic analysis for a previously unwritten language;
- to analyze and describe the grammatical structure of words, clauses, and sentences in a previously undescribed language;
- to work with mother-tongue speakers to elicit data relevant for linguistic analysis and organize that data in appropriate ways;
- to develop and implement a plan for self-directed language learning in any language, written or unwritten;
- to observe and describe cultural patterns in an unfamiliar cultural setting; and
- to describe sociolinguistic factors that affect language policy, language use, and language maintenance or shift.

### Waiver of Courses

The Certificate courses (also known as MOD20) are foundation courses, preparing students to study linguistics at GIAL at the graduate level. The specific Certificate courses required for admission to the Master's degree programs are different for each Master's degree (see the description of each degree for detailed information). As GIAL does not

offer an undergraduate degree or diploma, equivalent courses taken at other universities are not transferred into GIAL. Students who have taken equivalent courses at another university may petition, with proper documentation, to waive specific Certificate courses as prerequisites for graduate studies at GIAL.

### Petition to Receive the Certificate in Applied Linguistics

GIAL will grant the Certificate in Applied Linguistics to students who complete the certificate program at GIAL or who have taken at least 15 semester hours toward the Certificate at GIAL. Students wishing to receive the Certificate, who have not completed all coursework at GIAL, must petition GIAL to recognize no more than 12 semester hours of the Certificate based on courses taken elsewhere. Petition forms are available at the Student Services office.

### Curriculum

The prescribed curriculum for the Certificate in Applied Linguistics provides an introduction to the fields of study on which graduate-level studies at GIAL are built. Students are introduced to sociolinguistics, phonetics, and to phonological, grammatical, and ethnographic analysis. Building on these fields, the student learns about acquisition of a second language and culture, and guidelines for collecting and managing field data.

Students are encouraged to take the courses in the order in which they appear on the curriculum chart. This is to the student's advantage, as the courses are designed to build on the previous coursework.

While it is possible for some to take the Certificate courses in one bimester, many students find the load too heavy and choose to complete it in two bimesters. It is not recommended that students take the Certificate courses in one bimester if they need to work or if they have family responsibilities.

## Certificate Courses

### Certificate taken in one bimester:

<u>No.</u>	<u>Course</u> <sup>♦</sup>	<u>Sem.</u> <u>Hours</u>
<b>Session 1</b>		
AL4302 <sup>1</sup>	Principles of Articulatory & Acoustic Phonetics	3
LD4350	Language & Society	3
AL4410a	Principles of Grammatical Analysis (a)	2
<b>Session 2</b>		
AL4302	Principles of Articulatory & Acoustic Phonetics	Cont.
LD4330	Principles of Phonological Analysis	3
LD4505	Second Language & Culture Acquisition	5
<b>Session 3</b>		
AL4410b	Principles of Grammatical Analysis (b)	2
LD4330	Principles of Phonological Analysis – continued	Cont.
LD4505	Second Language & Culture Acquisition - continued	Cont.
<b>Session 4</b>		
AL4370	Cultural Anthropology	3
AL5406 <sup>2</sup>	Field Methods	4
AL5207	Field Data Management	2

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♦ COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

<sup>1</sup> The equivalent of courses numbered 4xxx are not transferable to the degree programs offered by GIAL. GIAL undergraduate-level courses may be waived on the basis of equivalent courses taken elsewhere. Satisfactory performance (defined as a minimum grade of 3.0) on specified Certificate courses or their equivalent is a prerequisite for admission to the degree programs of GIAL.

<sup>2</sup> Courses numbered 5xxx may be reserved for graduate credit in the degree programs of GIAL.

Certificate taken in two bimesters: First Bimester

<u>No.</u>	<u>Course</u> <sup>♦</sup>	<u>Sem. Hours</u>
<i>Session 1</i>		
AL4302	Principles of Articulatory & Acoustic Phonetics	3
AL4410a	Principles of Grammatical Analysis (a)	2
<i>Session 2</i>		
AL4302	Principles of Articulatory & Acoustic Phonetics	Cont.
LD4330	Principles of Phonological Analysis	3
<i>Session 3</i>		
AL4410b	Principles of Grammatical Analysis (b)	2
LD4330	Principles of Phonological Analysis – continued	Cont.
<i>Session 4</i>		
AL4370	Cultural Anthropology	3

Second Bimester

<u>No.</u>	<u>Course</u>	<u>Sem. Hours</u>
<i>Session 1</i>		
LD4350	Language & Society	3
<i>Session 2</i>		
LD4505	Second Language & Culture Acquisition	5
<i>Session 3</i>		
LD4505	Second Language & Culture Acquisition – continued	Cont.
<i>Session 4</i>		
AL5406	Field Methods & Linguistic Analysis	4
AL5207	Field Data Management	2

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<sup>♦</sup> COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

## **Master of Arts (M.A.) with Major in Applied Linguistics**

Master's degree with concentrations in Bible Translation, Ethnology, Descriptive Linguistics or Cross-cultural Service.

### Purpose

The Master of Arts with major in Applied Linguistics is designed to produce graduates qualified to serve in specialist cross-cultural roles in Bible translation, ethnology or descriptive linguistics or in general cross-cultural service. Some organizations, such as SIL, recognize graduates of this program as having completed the minimum academic training requirements to serve in the specialist roles of Bible translation, descriptive linguistics or ethnology. (Please note that employers may require field experience or impose other requirements in addition to what is required for this degree.)

### Goals

To enable graduates:

- to work with mother-tongue speakers to elicit data relevant for linguistic analysis and organize that data in appropriate ways;
- to analyze and describe the discourse structure of a text and identify the discourse functions of

morpho-syntactic features within a corpus of text material;

- to analyze and describe linguistic meaning; and
- to provide practical training to others in the area of their concentration.

### Prerequisites

Students are required to take, or have taken elsewhere, the following courses:

- AL4302 Principles of Phonetics
- AL4410 Principles of Grammatical Analysis
- AL4370 Cultural Anthropology
- LD4330 Principles of Phonological Analysis
- LD4350 Language & Society
- LD4505 Second Lang. & Culture Acquisition

### Curriculum

The Master's with major in Applied Linguistics requires a minimum of 37 semester hours. Of those hours, 13 are general core requirements, expected of all students earning this degree, and 24 are concentration-specific hours.

Students may generally elect to complete this degree either through coursework culminating in a comprehensive examination or through coursework plus a thesis.

## Degree Requirements

In order to complete a Master's with major in Applied Linguistics (AL), every student is expected to complete (1) the General Core requirements and (2) the requirements specific to his or her chosen concentration. All AL students are expected to complete the General Core. Each concentration has a set of "Common Courses," specific to that concentration, that are expected of all students working on a degree in that concentration. In addition, most of the concentrations provide for students to select either a thesis track or a non-thesis track (comprehensive exam) for completing their degree.

### ***General Core Requirements*** ♦

AL5406	Field Methods & Linguistic Analysis .....	4
AL5207	Field Data Management.....	2
AL5412	Discourse Analysis .....	3
LD5151	Cross-cultural Teaching Seminar.....	1
semantics	AL5314 Culture, Language & Mind <b>OR</b> AL5315 Semantics & Pragmatics	3
	<b>Total general core hours.....</b>	<b>13</b>

## Concentrations

The Master of Arts with major in Applied Linguistics has four concentrations: Bible Translation, Ethnology, Descriptive Linguistics, and Cross-cultural Service. The following discussion details the concentration-specific requirements for each concentration.

### **Bible Translation Concentration**

#### **Translation Concentration Common Courses**

semantics	(AL5314 or AL5315 if not taken in General Core) .....	3
AL5312	Discourse Analysis .....	3
Language	Hebrew <b>OR</b> Greek.....	6
Exegesis	AL5324 Principles of New Testament Exegesis <b>OR</b> AL5325 Principles of Old Testament Exegesis .....	3
AL5316	Theory and Practice of Translation.....	3
<b>Non-thesis track</b>		
electives	.....	9
<b>Thesis track</b>		
elective	.....	3
thesis	.....	6
	<b>Total translation concentration hours .....</b>	<b>24</b>
	<b>Total AL degree hours (minimum) .....</b>	<b>37</b>

### **Approved electives for Applied Linguistics major, Bible translation concentration:**

AL5313	Advanced Grammatical Analysis	LD5333	Principles of Literacy
AL5318	Applied Exegesis	LD5342	Statistical Methods
AL5319	Biblical Backgrounds	LD5352	Language Program Design & Mgt.
AL5320	Translation Consulting Skills	LD5353	Language Development
AL5321	New Testament Greek for Translators 1	LD5354	Language Contact
AL5322	New Testament Greek for Translators 2	LD5355	Scripture Use Methods
AL5326	Biblical Hebrew for Translators 1	LD5361	Principles of Language Survey
AL5327	Biblical Hebrew for Translators 2	AL5373	Religion and Worldview
AL5328	Discourse Features of Biblical Hebrew	AL5374	Christianity Across Cultures
AL5329	Readings: Biblical Texts & Practicum	AL5380	Area Studies
LD5332	Applied Phonology	LD5387	Training Across Cultures

♦ COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

**Approved electives for Language Development major, Ethnology concentration (cont'd):**

AL5392	Special Project in Applied Linguistics	AL5396	Conference Course in AL
AL5394	Readings in Applied Linguistics	AL5398	Seminar in Applied Linguistics

**Ethnology Concentration**

**Ethnology Concentration Common Courses<sup>♦</sup>**

AL5373	Religion & Worldview .....	3
AL5374	Christianity Across Cultures .....	3
AL5375	Social & Political Organization .....	3
AL5380	Area Studies .....	3
AL5381	Ethnographic Research .....	3

**Non-thesis track**

electives .....	9
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**Thesis track**

electives .....	3
thesis .....	6

**Total ethnology concentration hours..... 24**

**Total AL degree hours (minimum)..... 37**

**Approved electives for Applied Linguistics major, Ethnology concentration:**

AL5321	New Testament Greek for Translators 1
AL5322	New Testament Greek for Translators 2
AL5326	Biblical Hebrew for Translators 1
AL5327	Biblical Hebrew for Translators 2
LD5332	Applied Phonology
LD5333	Principles of Literacy
LD5341	Social Science Research Design & Methods
LD5342	Statistical Methods
LD5344	Comparative International Education
LD5352	Language Program Design & Mgt.
LD5353	Language Development
LD5354	Language Contact
LD5355	Scripture Use Methods
AL5371	Micro-economic Development
AL5376	Culture Change
AL5377	Oral Traditions and Literature
AL5378	Environment, Ecology, and Economies
AL5379	Sustainable Development and the Role of Change Agents
AL5382	History & Trends in Anthropology
AL5383	Urban Studies
AL5384	Field of Ethnomusicology
AL5385	Analysis of Non-Western Music
AL5386	Applied Ethnomusicology
LD5387	Training Across Cultures
AL5388	Theory & Practice of Community Development
AL5389	Readings in Ethnology
AL5392	Special Project in Applied Linguistics
AL5394	Readings in Applied Linguistics
AL5396	Conference Course in AL
AL5398	Seminar in Applied Linguistics

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<sup>♦</sup> COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

## Descriptive Linguistics Concentration

<b>Descriptive Linguistics Concentration Common Courses*</b>		
AL5312	Discourse Analysis .....	3
LD5332	Applied Phonology.....	3
AL5313	Advanced Grammatical Analysis .....	3
AL5395	Current Issues in Descriptive Linguistics.....	3
adv. ling.	other advanced linguistics courses .....	6
<b>Non-thesis track</b>		
electives	.....	9
<b>Thesis track</b>		
elective	.....	3
thesis	.....	6
<b>Total descriptive linguistics concentration hours .....</b>		<b>24</b>
<b>Total AL degree hours (minimum).....</b>		<b>37</b>

### Approved advanced linguistics courses for Applied Linguistics major, descriptive linguistics concentration:

AL5314	Culture, Language & Mind*	AL5394	Readings in Applied Linguistics**
AL5315	Semantics & Pragmatics*	AL5396	Conference Course in Applied Linguistics**
AL5323	Discourse Features of NT Greek	AL5398	Seminar in Applied Linguistics**
AL5328	Discourse Features of Biblical Hebrew		

\*Either AL5314 Culture, Language & Mind or AL5315 Semantics & Pragmatics may be used for the advanced linguistics course requirement if not taken to satisfy the General Core semantics requirement.

\*\*These may be taken for the advanced linguistics course requirement if they are a linguistic topic.

Any of the following courses taught at the University of Texas at Arlington may be accepted by transfer in fulfillment of the advanced linguistics course requirement.

LING5310	Sociolinguistics	LING5334	Morphology
LING5314	Historical & Comparative Linguistics	LING5335	Language Universals & Ling. Typology
LING5321	Advanced Phonological Theory	LING5350	Text Analysis
LING5322	Laboratory Phonology	LING5360	Non-Western Linguistic Structures
LING5330	Formal Syntax	LING5370	Survey of Linguistic Theories
LING5331	Advanced Formal Syntax		

### Approved electives for Applied Linguistics major, descriptive linguistics concentration:

(Note that any of the courses listed above for the advanced linguistics requirement may be used for electives if not used for the advanced linguistics requirement.)

AL5316	Theory & Practice of Translation	LD5341	Social Science Research Design & Methods
AL5321	New Testament Greek for Translators 1	LD5342	Statistical Methods
AL5322	New Testament Greek for Translators 2	LD5344	Comparative International Education
AL5326	Biblical Hebrew for Translators 1	LD5352	Language Program Design & Mgt.
AL5327	Biblical Hebrew for Translators 2	LD5353	Language Development
AL5373	Religion & Worldview	LD5354	Language Contact
AL5374	Christianity Across Cultures	LD5355	Scripture Use Methods
AL5377	Oral Traditions and Literature	LD5361	Principles of Language Survey
AL5380	Area Studies	LD5368	Seminar in Sociolinguistics
AL5381	Ethnographic Research Design & Mgt.	LD5387	Training Across Cultures
LD5333	Principles of Literacy		

\* COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

## Cross-Cultural Service Concentration

### Cross-cultural Service Concentration Common Courses\* (non-thesis only)

AL5373	Religion & Worldview.....	3
AL5374	Christianity Across Cultures .....	3
Language	Hebrew <b>OR</b> Greek .....	6
Missiology	.....	6
Bib Studies	.....	3
electives	.....	3
<b>Total cross-cultural service concentration hours .....</b>		<b>24</b>
<b>Total AL degree hours (minimum).....</b>		<b>37</b>

GIAL has a cooperative agreement with Southwestern Baptist Theological Seminary (SWBTS) whereby students with a prior relationship with SWBTS may be admitted to GIAL and, having successfully completed a specified program of study, graduate with a Master's degree from GIAL. These students may transfer up to 18 semester hours from SWBTS to GIAL toward the Master's degree with a Cross-cultural Service Concentration. Students in this concentration must be fully admitted at both GIAL and SWBTS. This concentration may be completed by coursework only. Approved courses for the Missiology and Biblical Studies components of this concentration are listed below.

GIAL	SWBTS
<b>Missiology</b> AL5316 Principles of Translation AL5384 Field of Ethnomusicology LD5333 Principles of Literacy LD5355 Scripture Use Methods	<b>Missiology</b> MISSN 3363 Intro to Missiology MISSN 4333 World Religions MISSN 4393 Church Planting MUMIN 5913 Applied Ethnomusicology
<b>Biblical Studies</b> OT or NT Exegesis AL5319 Biblical Backgrounds AL5314 Culture, Lang. & Mind (if not in core)	<b>Biblical Studies</b> BIBCK 3312 Biblical Backgrounds BIBCK 3323 Biblical Hermeneutics

In addition to the courses listed above, SWBTS students may also take MISSN 4373 Anthropology For Cross-cultural Evangelism at SWBTS in lieu of AL4370 Cultural Anthropology in the Certificate in Applied Linguistics.

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\* COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

## **Master of Arts (M.A.) with Major in Language Development**

Master's degree with concentrations in Literacy, Sociolinguistics, Ethnology, Language Survey, Scripture Use, or Cross-cultural Service.

### Purpose

The Master of Arts with major in Language Development is designed to produce graduates qualified to serve in specialist cross-cultural roles in literacy, sociolinguistics, language survey, Scripture use or ethnology or in general cross-cultural service. Some organizations, such as SIL, recognize graduates of this program as having completed the minimum academic training requirements to serve in specialist roles in literacy, sociolinguistics, language survey, or ethnology. (Please note that employers may require field experience or impose other requirements in addition to what is required for this degree.)

### Goals

To enable graduates:

- to do effective work in language development;
- to identify crucial issues in working cross-culturally, and adjust their style of life and work accordingly;
- to analyze, evaluate, describe, and work within complex sociolinguistic situations;

- to design and implement basic research programs, and interpret the findings;
- to be familiar with the technical literature pertinent to their concentration;
- to have mastered the core concepts, processes, methods, and applications of their concentration and be able to apply these in the field; and
- to provide practical training to others in the area of their concentration.

### Prerequisites

Students are required to take, or have taken elsewhere, the following courses:

AL4302 Principles of Phonetics  
AL4410 Principles of Grammatical Analysis  
AL4370 Cultural Anthropology  
LD4350 Language & Society  
LD4505 Second Lang. & Culture Acquisition

### Curriculum

The Master's with major in Language Development requires a minimum of 36 semester hours. Of those hours, 18 are general core requirements, expected of all students earning this degree, and 18 are concentration-specific electives.

Students may generally elect to complete this degree either through coursework culminating in a comprehensive examination or through coursework plus a thesis.

**Degree Requirements**

In order to complete a Master’s with major in Language Development (LD), every student is expected to complete (1) the General Core Requirements and (2) the requirements specific to his or her chosen concentration. All LD students are expected to complete the General Core. Each concentration has a set of “Common Courses,” specific to that concentration, that are expected of all students working on a degree in that concentration. In addition, most of the concentrations provide for students to select either a thesis track or a non-thesis track (comprehensive exam) for completing their degree.

<b>General Core Requirements ♦</b>	
AL5314	Culture, Language & Mind ..... 3
LD5353	Language Development ..... 3
LD5354	Language Contact ..... 3
LD5342	Statistical Methods..... 3
Research	LD5341 Social Science Research <b>OR</b>
	AL5381 Ethnographic Research..... 3
LD5387	Training Across Cultures ..... 3
	<b>Total general core hours..... 18</b>

**Concentrations**

The Master of Arts with major in Language Development has six concentrations: Literacy, Sociolinguistics, Ethnology, Language Survey, Scripture Use, and Cross-cultural Service. The following discussion details the concentration-specific requirements for each concentration.

**Literacy Concentration**

<b>Literacy Concentration Common Courses</b>	
LD5934	Literacy Megacourse..... 9
<b>Non-thesis track</b>	
LD5343	Principles of Multilingual Education ..... 3
electives	..... 6
<b>Thesis track</b>	
elective	..... 3
thesis	..... 6
	<b>Total literacy concentration hours ..... 18</b>
	<b>Total LD degree hours (minimum)..... 36</b>

**Approved electives for Language Development major, Literacy concentration:**

Any course offered by GIAL may be used to satisfy the elective requirements for the literacy concentration, provided the following conditions are all met:

1. The course may be included in a degree program of GIAL;
2. The course has not already been specified as a core requirement for the Master of Arts degree with major in Language Development; and
3. The course has not already been specified as a literacy concentration requirement.

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♦ COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

## Sociolinguistics Concentration

<b>Sociolinguistics Concentration Common Courses*</b>		
LD5352	Language Program Design & Management.....	3
LD5366	Theory & Practice of Sociolinguistics .....	3
<b>Non-thesis track</b>		
LD5368	Seminar in Sociolinguistics .....	3
electives	.....	9
<b>Thesis track</b>		
electives	.....	6
thesis	.....	6
<b>Total sociolinguistics concentration hours.....</b>		<b>18</b>
<b>Total LD degree hours (minimum) .....</b>		<b>36</b>

### Approved electives for Language Development major, Sociolinguistics concentration:

Any course offered by GIAL may be used to satisfy the elective requirements for the sociolinguistics concentration provided all of the following conditions are met:

1. The course may be included in a degree program of GIAL;
2. The course has not already been specified as a core requirement for the Master of Arts degree with major in Language Development; and
3. The course has not already been specified as a sociolinguistics concentration requirement.

## Ethnology Concentration

<b>Non-thesis track</b>		
AL5373	Religion & Worldview.....	3
AL5374	Christianity Across Cultures .....	3
AL5375	Social & Political Organization .....	3
AL5380	Area Studies.....	3
electives	.....	6
<b>Thesis track</b>		
Two of the following three courses: .....		6
AL5373 Religion & Worldview		
AL5374 Christianity Across Cultures		
AL5375 Social & Political Organization		
electives	.....	6
thesis	.....	6
<b>Total ethnology concentration hours .....</b>		<b>18</b>
<b>Total LD degree hours (minimum) .....</b>		<b>36</b>

### Approved electives for Language Development major, Ethnology concentration:

AL5312	Discourse Analysis	LD5355	Scripture Use Methods
AL5315	Semantics and Pragmatics	AL5371	Micro-economic Development
AL5319	Biblical Backgrounds	AL5376	Culture Change
AL5321	New Testament Greek for Translators 1	AL5377	Oral Traditions and Literature
AL5322	New Testament Greek for Translators 2	AL5378	Environment, Ecology, and Economies
AL5326	Biblical Hebrew for Translators 1	AL5379	Sustainable Development and the Role of Change Agents
AL5327	Biblical Hebrew for Translators 2	AL5382	History & Trends in Anthropology
LD5332	Applied Phonology	AL5384	Field of Ethnomusicology
LD5333	Principles of Literacy	AL5385	Analysis of Non-Western Music
LD5344	Comparative International Education	AL5386	Applied Ethnomusicology
LD5352	Language Program Design & Mgt.		

\* COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

**Approved electives for Language Development major, Ethnology concentration (cont'd):**

AL5388	Theory & Practice of Community Development	AL5398	Seminar in Applied Linguistics
AL5389	Readings in Ethnology	AL5383	Urban Studies

**Language Survey Concentration**

**Language Survey Concentration Common Courses<sup>♦</sup>**

LD5332	Applied Phonology.....	3
LD5361	Principles of Language Survey .....	3
LD5362	Advanced Language Survey Methods.....	3
<b>Non-thesis track</b>		
LD5366	Theory & Practice of Sociolinguistics.....	3
electives	.....	6
<b>Thesis track</b>		
elective	.....	3
thesis	.....	6
<b>Total language survey concentration hours.....</b>		<b>18</b>
<b>Total LD degree hours (minimum).....</b>		<b>36</b>

**Approved electives for Language Development major, Language Survey concentration:**

Any course offered by GIAL may be used to satisfy the elective requirements for the language survey concentration, provided the following conditions are all met:

1. The course may be included in a degree program of GIAL;
2. The course has not already been specified as a core requirement for the Master of Arts degree with major in Language Development; and
3. The course has not already been specified as a language survey concentration requirement.

**Scripture Use Concentration**

**Scripture Use Concentration Common Courses**

LD5355	Scripture Use Methods.....	3
LD5356	Scripture Use Consulting Skills .....	3
<b>Non-thesis track</b>		
AL5373	Religion & Worldview .....	3
AL5374	Christianity Across Cultures .....	3
electives	.....	6
<b>Thesis track</b>		
select one:	AL5373 Religion & Worldview <b>OR</b>	
	AL5374 Christianity Across Cultures .....	3
elective	.....	3
thesis	.....	6
<b>Total Scripture use concentration hours.....</b>		<b>18</b>
<b>Total LD degree hours (minimum).....</b>		<b>36</b>

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<sup>♦</sup> COURSE DESCRIPTIONS BEGIN ON PAGE 61 OF THIS CATALOG.

**Approved electives for Language Development major, Scripture Use concentration:**

Any course offered by GIAL may be used to satisfy the elective requirements for the Scripture use concentration, provided the following conditions are all met:

1. The course may be included in a degree program of GIAL;
2. The course has not already been specified as a core requirement for the Master of Arts degree with major in Language Development; and
3. The course has not already been specified as a Scripture use concentration requirement.

**Cross-Cultural Service Concentration**

<b>Cross-cultural Service Concentration ♦(non-thesis only)</b>	
Missiology .....	9
Bib studies .....	3
electives .....	6
<b>Total cross-cultural service concentration hours .....</b>	<b>18</b>
<b>Total LD degree hours (minimum).....</b>	<b>36</b>

GIAL has a cooperative agreement with Southwestern Baptist Theological Seminary (SWBTS) whereby students with a prior relationship with SWBTS may be admitted to GIAL and, having successfully completed a specified program of study, graduate with a Master’s degree from GIAL. These students may transfer up to 18 semester hours from SWBTS to GIAL toward the Master’s degree with a Cross-cultural Service Concentration. Students in this concentration must be fully admitted at both GIAL and SWBTS. This concentration may be completed by coursework only. Approved courses for the Missiology and Biblical Studies components of this concentration are listed below.

GIAL	SWBTS
<p><b>Missiology</b></p> <p>AL5316 Principles of Translation</p> <p>AL5384 Field of Ethnomusicology</p> <p>LD5333 Principles of Literacy</p> <p>LD5355 Scripture Use Methods</p>	<p><b>Missiology</b></p> <p>MISSN 3363 Intro to Missiology</p> <p>MISSN 4333 World Religions</p> <p>MISSN 4393 Church Planting</p> <p>MUMIN 5913 Applied Ethnomusicology</p>
<p><b>Biblical Studies</b></p> <p>OT or NT Exegesis</p> <p>AL5319 Biblical Backgrounds</p>	<p><b>Biblical Studies</b></p> <p>BIBCK 3312 Biblical Backgrounds</p> <p>BIBCK 3323 Biblical Hermeneutics</p>

In addition to the courses listed above, SWBTS students may also take MISSN 4373 Anthropology For Cross-cultural Evangelism at SWBTS in lieu of AL4370 Cultural Anthropology in the Certificate in Applied Linguistics.

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### **Student-crafted concentrations**

The student may elect to seek the Master's with major in Language Development without pursuing one of the pre-approved concentrations. The student must meet the General Core requirements for the Language Development major, then may generally select from any course offered by GIAL to satisfy the concentration-specific requirements for the degree. In order to select this option, the student should discuss it with a graduate advisor and meet at least the following requirements regarding courses selected:

1. The course may be included in a degree program of GIAL;
2. The course has not already been specified as a General Core requirement for the Master of Arts degree with a major in Language Development;
3. All courses chosen have been approved by the student's graduate advisor; and
4. A minimum of 50% of the courses incorporated into the concentration will be from the Language Development Department.

### **Cooperative Programs with Other Schools**

GIAL is developing cooperative programs with other schools whereby students take some courses at each school, building on the strengths of each. Programs with Dallas Theological Seminary, The University of Texas at Arlington, Southwestern Baptist Theological Seminary, and Dallas Baptist University are already available. Other are being finalized. Check the GIAL website for the latest offerings.

### **Distance Education**

The aim of the Graduate Institute of Applied Linguistics is to offer graduate courses through distance learning to students whose responsibilities, location or other circumstances prohibit their attendance at regularly scheduled classes. GIAL's distance education planning calls for courses rather than degree programs to be offered by distance education. Less than 50% of a degree may be completed by taking courses by distance learning. For further information regarding distance education at GIAL, contact the Dean of Academic Affairs ([dean-academic@gial.edu](mailto:dean-academic@gial.edu)) or the Dean of Students ([dean-students@gial.edu](mailto:dean-students@gial.edu)).

## **Standard Course Schedule**

The following schedule is that which is generally offered each bimester. This schedule is subject to change as some courses are cancelled due to insufficient enrollment or other courses are added due to sufficient demand.

### **Fall Bimester**

Certificate Courses	Advanced Courses
<b>Session 1</b>	
<b>AL4302</b> Phonetics <b>AL4410</b> Grammar (a) <b>LD4350</b> Language & Society	<b>AL5380</b> Area Studies
<b>Sessions 2-3</b>	
<b>Session 2</b>	
<b>AL4302</b> Phonetics (continued from Session 1) <b>LD4330</b> Phonology (requires enrollment in Session 3) <b>LD4505</b> Second Language/Culture Acquisition	<b>AL5312</b> Discourse Analysis <b>AL5314</b> Culture, Language & Mind <b>AL5316</b> Theory & Practice of Translation <b>AL5321</b> NT Greek 1 <b>AL5373</b> Religion and Worldview
<b>Session 3</b>	
<b>AL4410</b> Grammar (b) <b>LD4330</b> Phonology (continued from Session 2) <b>LD4505</b> Second Language & Culture Acquisition	<b>AL5395</b> Current Issues in Descriptive Linguistics <b>LD5151</b> Cross-Cultural Teaching Seminar <b>LD5342</b> Statistical Methods <b>LD5354</b> Language Contact
<b>Session 4</b>	
<b>AL4370</b> Cultural Anthropology <b>AL5406</b> Field Methods <b>AL5207</b> Field Data Management	<b>AL5315</b> Semantics & Pragmatics <b>AL5319</b> Biblical Backgrounds <b>AL5322</b> NT Greek 2 <b>AL5325</b> OT Exegesis <b>AL5374</b> Christianity Across Cultures <b>AL5398</b> Seminar in Applied Linguistics <b>LD5333</b> Principles of Literacy <b>LD5341</b> Social Science Research Design & Methods <b>LD5343</b> Multilingual Education <b>LD5368</b> Seminar in Sociolinguistics

NOTE: Course schedules for a specific bimester are posted on the GIAL website, [www.gial.edu](http://www.gial.edu)

## Spring Bimester

Certificate Courses	Advanced Courses
<b>Session 1</b>	
<b>AL4302</b> Phonetics <b>AL4410</b> Grammar (a) <b>LD4350</b> Language & Society	<b>LD5355</b> Scripture Use Methods <b>LD5361</b> Language Survey
<b>Sessions 2-3</b>	
<b>Session 2</b>	
<b>AL4302</b> Phonetics (continued from Session 1) <b>LD4330</b> Phonology (requires enrollment in Session 3) <b>LD4505</b> Second Language/Culture Acquisition	<b>AL5312</b> Discourse Analysis <b>AL5314</b> Culture, Language & Mind <b>AL5316</b> Theory & Practice of Translation <b>AL5326</b> Hebrew 1 <b>AL5381</b> Ethnographic Research Design & Methods
<b>Session 3</b>	
<b>AL4410</b> Grammar (b) <b>LD4330</b> Phonology (continued from Session 2) <b>LD4505</b> Second Language & Culture Acquisition	<b>AL5394</b> Readings in Applied Linguistics <b>LD5151</b> Cross-Cultural Teaching Seminar <b>LD5356</b> Scripture Use Consulting Skills <b>LD5362</b> Advanced Language Survey Methods <b>AL5366</b> Theory of Sociolinguistics <b>LD5934</b> Literacy Megacourse
<b>Session 4</b>	
<b>AL4370</b> Cultural Anthropology <b>AL5406</b> Field Methods <b>AL5207</b> Field Data Management	<b>AL5313</b> Advanced Grammatical Analysis <b>AL5315</b> Semantics & Pragmatics <b>AL5319</b> Biblical Backgrounds <b>AL5324</b> Principles of NT Exegesis <b>AL5327</b> Hebrew 2 <b>AL5374</b> Christianity Across Cultures <b>AL5375</b> Social & Political Organization <b>LD5332</b> Applied Phonology <b>LD5352</b> Language Program Design & Management <b>LD5353</b> Language Development <b>LD5387</b> Training Across Cultures <b>LD5934</b> Literacy Megacourse (cont.)

NOTE: Course schedules for a specific bimesters are posted on the GIAL website, [www.gial.edu](http://www.gial.edu)

## **Academic Calendar for 2004-2005**

### Fall Bimester 2004

July 19	Mon.	New Student Orientation & Registration
July 20	Tues.	Session 1 classes begin
Aug. 16	Mon.	Session 1 ends
Aug. 17	Tues.	Faculty/Staff Retreat
Aug. 18	Wed.	Registration for Sessions 2-3
Aug. 19	Thurs.	Session 2 classes begin
Sept. 6	Mon.	Labor Day – no classes
Sept. 16	Thurs.	Session 2 ends
Sept. 20	Mon.	Session 3 classes begin
Oct. 15	Fri.	Session 3 ends
Oct. 19	Tues	Registration for Session 4
Oct. 20	Wed.	Session 4 classes begin
Nov. 5-7	Fri.-Sun.	No Homework Weekend
Nov. 11	Thurs.	WBT Day of Prayer
Nov. 25-28	Thurs.-Sun.	Thanksgiving Recess
Dec. 17	Fri.	Session 4 ends

### Spring Bimester 2005

Jan. 5	Wed.	New Student Orientation & Registration
Jan. 6	Thurs.	Session 1 classes begin
Jan. 17	Mon.	Martin Luther King, Jr. Day – no classes
Feb. 3	Thurs.	Session 1 ends
Feb. 4	Fri.	Faculty/Staff Retreat
Feb. 7	Mon.	Registration for Sessions 2-3
Feb. 8	Tues..	Session 2 classes begin
Mar. 7	Mon.	Session 2 ends
Mar. 8	Tues.	Session 3 classes begin
Mar. 25-28	Fri.-Mon.	Easter Recess
Apr. 6	Wed.	Session 3 ends
Apr. 7	Thurs.	Registration for Session 4
Apr. 8	Fri.	Session 4 classes begin
May 13-15	Fri.-Sun.	No homework weekend
May 30	Mon.	Memorial Day – no classes
June 3	Fri.	Session 4 ends
June 4	Sat.	Commencement

## ***Academic Calendar for 2005-2008 (dates subject to change)***

<u><i>Fall Bimester</i></u>	<u><i>2005-2006</i></u>	<u><i>2006-2007</i></u>	<u><i>2007-2008</i></u>
Orientation & Registration	July 20	July 19	July 19
Session 1	July 21-Aug. 17	July 20-Aug. 16	July 20 -Aug. 16
Faculty/Staff Retreat	Aug. 18	Aug. 17	Aug. 17
Registration	Aug. 19	Aug. 18	Aug. 18
Session 2	Aug. 22-Sept. 19	Aug. 21-Sept. 18	Aug. 21-Sept. 18
Labor Day	Sept. 5	Sept. 4	Sept. 4
Session 3	Sept. 20-Oct. 17	Sept. 19-Oct. 16	Sept. 19-Oct. 16
Registration	Oct. 18	Oct. 18	Oct. 18
Session 4	Oct. 19-Dec. 16	Oct. 19-Dec. 15	Oct. 19-Dec. 15
Day of Prayer	Nov. 11	Nov. 10	Nov. 10
Thanksgiving Recess	Nov. 24-27	Nov. 23-26	Nov. 23-26
<u><i>Spring Bimester</i></u>			
Orientation & Registration	Jan. 9	Jan. 8	Jan. 8
Session 1	Jan. 10-Feb. 7	Jan. 9-Feb. 6	Jan. 9-Feb. 6
Martin Luther King, Jr. Day	Jan. 16	Jan. 15	Jan. 15
Faculty/Staff Retreat	Feb. 8	Feb. 7	Feb. 7
Registration	Feb. 9	Feb. 8	Feb. 8
Session 2	Feb. 10-Mar. 9	Feb. 9-Mar. 8	Feb. 9-Mar. 8
Session 3	Mar. 10-Apr. 6	Mar. 9-Apr. 5	Mar. 9-Apr. 5
Registration	Apr. 10	Apr. 11	Apr. 11
Session 4	Apr. 11-June 8	Apr. 12-June 7	Apr. 12-June 7
Easter Recess	Apr. 14-17	Apr. 6-9	Apr. 6-9
Memorial Day	May 29	May 28	May 28
Commencement	June 9	June 8	June 8

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## Procedures

### Course Load

All students should notify GIAL (via Student File card completed during registration) of the total number of courses/credit hours he/she is taking.

A full load is considered to be 12 semester hours/bimester in the degree programs and 13 hrs. for the Certificate in Applied Linguistics program. The maximum course load for full-time graduate students is 16 semester hours in a bimester, 7 semester hours in an eight-week module or 3 hours in a four-week module. It is recommended that full-time students in either the certificate or degree programs should not plan on undertaking any off-campus employment during the bimester.

### Academic Advising

GIAL considers the academic advising process an integral part of each student's program and provides academic advisors to assist students in selecting courses each bimester. All students should schedule an appointment with an academic advisor prior to initial registration and during each bimester's pre-registration time. A new student orientation meeting is scheduled prior to new student registration each bimester. Check in the Admissions Office for up-to-date details.

### Auditing Courses

Regularly enrolled students may choose to audit a course. Audited courses will not be credited for degree requirements. Audited courses will appear on the student's transcript marked 'AU' and will not be considered in the GPA calculation. Those interested in auditing courses must receive prior consent from the course instructor.

Auditing is designed to permit students to learn without necessarily meeting all course requirements. Students who are enrolled in GIAL may audit courses provided space is

available. Students enrolled for credit in a course will take priority over audit students for available space and resources. Normal GIAL policies governing prerequisites and academic load apply to course audits. In order to audit a course, students must obtain permission of the instructor prior to registration for classes and present this permission to the Registrar.

Currently applicable tuition and fees governing audits will apply. Audited courses do not qualify for financial aid. Courses that have been audited will appear on the student's transcript with the grade of "AU" and will not earn any credit or affect the student's GPA.

Auditors will be entitled to hand in papers and take part in discussion only at the invitation of the instructor. Students who wish to participate fully and engage in all instructional activities must register for credit. The minimum requirement for the designation "AU" to appear on their transcript is that auditing students must attend at least 75% of class meetings. Any additional requirements are at the sole discretion of the instructor and will be communicated to the student by the instructor when the student obtains the instructor's permission to audit.

Changes from audit status to credit or vice versa may be made only with the signed permission of the instructor on the Student Change Permit form, and no later than the end of the third day of class. Appropriate tuition and fee adjustments will apply. Such changes may affect the student's eligibility for financial aid.

**Students who wish to audit courses that are required by their sponsoring organization or intended organization of employment should consult with that organization concerning the wisdom of auditing a course versus taking it for credit.**

## Registration

### Registration Procedures

All students are to register following advisement at the beginning of the session during the regularly-scheduled registration period. Failure to do so will result in a late fee. All course fees,

tuition, etc. are due at registration. **Any student who has not made arrangements for payment of accounts by the end of the third day of classes will not be allowed to continue attending classes.** In addition, students must show proof of health insurance coverage at the time of registration. (See also the Health Insurance Options section of this catalog.)

#### New Student Registration

New student orientation is offered at the beginning of each bimester.

#### Returning Student Registration

Returning students should pre-register following advisement during the advertised period. Failure to do so will result in a late pre-registration fee.

#### Distance Education Student Registration

The distance education (DE) courses are 16-week courses that begin the fifth week of each bimester offered and finish at the end of the bimester. It is recommended that applicants begin six (6) months prior to the beginning of the bimester to allow time to complete the admission and registration process, and to receive any written materials to be sent prior to the course start. Completed GIAL application forms must be received six (6) weeks before the bimester begins or a late application fee of \$25 will also be required. Applicants must be fully admitted and registered by the beginning of the bimester or they will not be eligible to take the DE course during that bimester. The amount due at registration includes tuition, distance education fee and registration fee. A late registration fee of \$25 will apply if payment is not complete by the beginning of the bimester registration time. The distance education student is responsible to order books or CD's related to the course. Minimal technical requirements include CD ROM and sound. Some courses may have other requirements. All prerequisites must be met.

Student Advisement for Distance Education courses may take place via e-mail or phone.

#### Course Changes

Students who wish to change a schedule in any way must complete a Student Change Permit form under the guidance of their academic advisor. This form must be returned to the Registrar's office.

#### Adding Courses

Classes may only be added up through the second class day of the session in which the course is being offered.

#### Dropping Courses

Students dropping a course after the third business day and through the seventh business day in a four-week session, through the 15<sup>th</sup> business day in an eight-week session or through the 30<sup>th</sup> business day of a 16-week course, will receive a grade of WP only if they were passing (had a grade of A, B, or C) at the time of dropping; otherwise the grade WF will be recorded.

In most cases a student may not drop a course or withdraw from GIAL after the aforesaid dates. Under extreme circumstances, the Dean of Academic Affairs may consider a petition to drop a course or withdraw from GIAL after these dates.

(For refund information, see the Financial Information section of this catalog.)

#### Credit/Audit Changes

Students may not change from credit to audit (or vice versa) after the third class session for courses that meet on a regular basis or after completing 10% of a course that meets on an irregular basis.

## Grades

### Grading System

Evaluation is an integral part of the educational process and is designed to help students identify problem areas, to recognize and award achievement, and to identify students who are unable to meet the rigors of the curriculum. Final course grades are as follows:

<b>GIAL GRADING SYSTEM</b>		
GRADE	POINTS	GRADE DEFINITION
A+	4.000	Mark of distinction
A	4.000	Excellent academic achievement
A-	3.670	
B+	3.330	
B	3.000	Satisfactory academic achievement
B-	2.670	
C+	2.330	
C	2.000	Unsatisfactory graduate-level achievement
C-	1.670	
D+	1.330	
D	1.000	Unsatisfactory graduate-level achievement
D-	0.670	
F	0.000	Failure – Unacceptable for graduate-level credit
<b>THE FOLLOWING GRADES ARE NOT COUNTED IN THE GPA</b>		
TR		Transfer credit
S		Satisfactory
U		Unsatisfactory
I		Incomplete – Unremoved Incomplete changes to “F” at beginning of next bimester
WP		Withdrew Passing
WF		Withdrew Failing
R		Graduate Research
P		Pass
AU		Audit

### Incompletes

A temporary grade of Incomplete (I) may be assigned at the discretion of the course head. This grade indicates that the student was performing at an acceptable level but due to extraordinary circumstances, not all of the course requirements have been completed. The student must complete and submit all course requirements by the beginning of the next bimester or the I grade will automatically convert to an F. The professor must submit the final grade to the school office in a timely manner to process the grade change. An Incomplete will not be issued to a student simply to avoid a failing grade in the course.

### Grade Change Deadline

After bimester grades have been filed in the school office, they may be changed for sufficient reason as determined by the course head up to one year after the end of the term. A grade is considered permanent one calendar year from the date on which it was awarded. For grade appeals procedure, see the GIAL Policy Manual.

### Grade Reports

GIAL will mail grade reports at the end of each bimester. If students will not be at their local address, a forwarding address form must be submitted to the GIAL Registrar before the end of the bimester.

### Grade Requirements

#### **Certificate Courses**

Students taking the Certificate courses will be expected to maintain an overall grade point average of at least 2.8. Failure to do so will result in the student being placed on academic probation and possible dismissal from GIAL.

#### **Graduate Courses**

Students taking graduate courses will be expected to maintain an overall grade point average of at least 3.0. Failure to do so will result in the student being placed on academic probation and possible dismissal from GIAL.

## **Academic Probation and Dismissal**

#### **Certificate Courses**

If a Certificate student fails to maintain an overall 2.8 grade point average on his/her first 13 hours of coursework, the student must, during the remainder of his/her coursework, raise his/her grade point average to at least 2.8. During that period, the

student will be placed on academic probation. Failure to meet the minimum 2.8 grade point requirement at the end of his/her certificate coursework will result in dismissal from GIAL.

#### **Graduate Courses**

If the graduate student fails to maintain an overall grade point average of at least 3.0 on his/her first 9 hours of graduate coursework, or if the student's overall grade point average falls below 3.0 at any subsequent period of study at GIAL, then the student must, during the next 9 hours of coursework, raise his/her overall grade point average to at least 3.0. During that period, the student will be placed on academic probation. Failure to meet the minimum 3.0 grade point average requirement at the end of this period of probation will result in dismissal from GIAL. No student with an overall grade point average of less than 3.0 will be awarded a degree from GIAL. If the cumulative GPA drops below 3.0 during the final bimester before graduation, the student may be required to take additional coursework and bring the GPA above 3.0 in order to graduate.

### Dismissal and Readmission

A student who has been dismissed from GIAL for failure to meet the GPA requirement may be considered for readmission following at least one bimester of absence. Readmission into the same or different program is subject to the following:

1. The student must present a petition for readmission together with a complete record of all college or university work taken since the dismissal, and
2. The petition must be approved by both the head of the department under which the student is seeking readmission and by the Dean of Academic Affairs.

## **Transfer of Credit**

Up to 15 hours of credit, which correspond to the requirements of GIAL graduate degree programs of study and which have a minimum grade of "B", may be transferred from regionally or professionally accredited institutions. Courses submitted for transfer credit may not have been applied to another degree program at any academic level. Students requesting transfer of courses into a GIAL plan of study, must submit a written petition for transfer, along with formal evidence that the courses have been taken and satisfactorily completed. Upon request the student will provide a syllabus of the transfer course. Courses transferred

into GIAL toward completion of a GIAL degree may be no more than ten (10) years old at the time that the GIAL degree is completed.

Transfer of credits earned at GIAL and transferred to another institution is at the discretion of the receiving institution. Questions regarding the transfer of credits should be directed to the Dean of Academic Affairs.

### Transfer of Credit Approval Procedure

#### **Criteria**

The following ranked criteria will apply in considering courses taken elsewhere for transfer credit into a GIAL plan of study:

1. Commensurability – the proposed course closely approximates, in both content and scope, a course in the intended plan of study and will be accepted as a replacement for said course;
2. Relevant elective – the proposed course obviously complements the intended plan of study and will be accepted as an elective in replacement of an elective offered in the GIAL program.

(Note: Courses will not be considered for transfer which have been applied to another degree program at any level.)

#### **Process**

1. The student must submit a written petition for transfer of courses into a GIAL graduate plan of study along with formal evidence that such courses have been taken and satisfactorily completed;
2. Upon request, the student will also provide a syllabus of the transfer course to the appropriate academic department head;
3. The academic department head, in consultation with appropriate course heads, will decide whether or not to award transfer credit;
4. The student and the GIAL Registrar will be notified by the Dean of Academic Affairs in writing of the decisions reached.

### Credit for Prior Learning Outside Formal Collegiate Courses

Students will not gain academic credit towards a degree at this institution for learning outside formal collegiate courses.

### **Intended Plan of Study**

Students intending to complete a degree program must submit an Intended Plan of Study form no

later than the last class day of the first bimester the student is enrolled as a graduate student. A student should update this Plan of Study if changes occur. A new Plan of Study form is required if there is a major change to the study program such as a change from thesis to non-thesis or a change of concentration. See your graduate advisor or the Dean of Academic Affairs for more details.

### Time Limit for Degree Completion

In order to ensure that a degree, when granted, represents education that is current and reasonably focused (i.e., not acquired a little at a time over an unreasonably long period of time), requirements for a degree must normally represent credits earned within a ten (10) year period of time. That is, a student has ten years from the date of matriculation at GIAL to complete a degree. All credits applied toward a degree, whether transfer credit or work done at GIAL, must be no more than ten (10) years old at the time the degree is completed.

### **Thesis**

A student must have an approved Plan of Study, an approved Thesis Proposal, and be in good academic standing in order to register for thesis credits. After initial enrollment in the thesis course, a student must maintain continuous enrollment in thesis courses until the thesis has been accepted by the Dean of Academic Affairs. Failure to maintain continuous enrollment may invalidate previous thesis work (Summers excluded).

A student receiving advice and assistance from a faculty member in the preparation of a thesis must register for the appropriate course even if the student is not on campus. Each bimester, after consulting with his/her graduate advisor, the student must register for the amount of thesis credit(s) commensurate with the effort to be expended by the student and the thesis committee chairperson in preparation of the thesis.

A copy of the *Guide for Preparing Theses* may be obtained from the Dean of Students or the Dean of Academic Affairs. This will guide you in preparing your thesis for final submission to GIAL. It is the student's responsibility to be familiar with the guidelines contained in that document and to abide by them. The defense of the thesis may result in (a) unconditional pass, (b) pass with conditions, or (c) fail. "Pass with conditions" may result in rewriting substantial portions of the thesis. "Fail"

will result in the student not receiving the Master's degree.

Schedule your thesis defense only after all your committee members agree that you are ready and at least 15 days before the proposed date of the defense. Submit your required thesis copies at least six (6) working days before the end of the bimester in which you plan to graduate. THIS DATE IS NOT FLEXIBLE. Theses submitted after this deadline may result in delay of graduation.

Submit two unbound and signed copies of your thesis with the original signature of your supervisor(s) and committee members, as listed on your signed Intended Plan of Study along with the Thesis Binding Fee. The institution will do a mechanical check of these copies. You are required to make all necessary corrections before you may receive your degree. If the student wishes to register the copyright of the thesis, a copyright registration fee must also be paid. Copyright registration is optional.

### Human Subjects Research

The following statement of procedures has been prepared to guide GIAL faculty and students planning to engage in research that involves human subjects. This statement is published in both the faculty handbook and the Catalog. Any questions about the interpretation or application of the procedures should be taken to the faculty or administration of GIAL. Students or faculty members who have questions should contact the Human Subjects Research Consultant, Dr. Steve Walter.

#### **Background Material**

Any student or faculty member planning to undertake research activity involving human subjects should read the following documents:

1. The Belmont Report – Ethical Principles and Guidelines for the Protection of Human Subjects of Research. This report is available online at <http://ohsr.od.nih.gov/mpa/belmont.php3> and in hardcopy form in the GIAL library.
2. “The Implications of the Federal Policy on Human Subjects Research for GIAL Faculty and Students.” This is available from the Human Subjects Research Consultant.

#### **Responsibility for Implementation**

The question arises about who is responsible for implementing the GIAL guidelines regarding

human subjects research. The following points should guide in answering that question.

1. Everyone taking a course that entails research activity involving human subjects (e.g., Cultural Anthropology, Field Methods, Second Language and Culture Acquisition, Ethnographic Research Methods, Social Science Research Methods, and thesis) must be made aware of the GIAL policy on HSR.
2. In the context of the classroom, the professor will be responsible to ensure that no student projects violate GIAL policy and guidelines on HSR.
3. In the case of thesis research, the student’s Committee Chairperson is responsible to verify that the student is aware of and has observed GIAL HSR requirements.
4. In the case of professional research, the faculty member is responsible to GIAL to ensure that GIAL HSR requirements are observed.

#### **Procedures**

1. All faculty members will be made aware of the GIAL policies and procedures on HSR. Faculty members will be responsible to ensure that the data-gathering and other research activities incorporated into the curriculum of a course conform to GIAL policy and procedure on HSR.
2. Every individual researcher (whether student or faculty member) will be made aware of GIAL policy and procedures on HSR.
3. Any researcher (whether student or faculty member) working under the auspices of GIAL and planning to do research outside the context of a GIAL course that involves human subjects will complete and sign a simple form indicating that s/he has reviewed the HSR implications of his/her research, will review the form with his/her research supervisor (who signs off) and will file this form with the Dean of Academic Affairs.
4. If there are any general questions about HSR sensitivity, the proposed research shall be reviewed by the GIAL HSR Consultant.
5. If the research design involves research that comes under the HSR guidelines (i.e., not exempted under the provisions of Paragraph (b)) or IF there are any serious concerns about the research design, the proposal shall be reviewed by the GIAL HSR Review Committee whose recommendations and decisions shall be final.

### Hints & Practical Guidelines

1. The “fairness” issue implies that a data source or research participant should be compensated in some way if they are being asked to make more than a casual commitment of time and energy to one’s research.
2. When doing very general opinion surveys, consent is normally implied in the act of returning the questionnaire. If you feel a need to be more careful or to provide greater assurances to respondents, you can frequently handle the “consent” issue by including a statement in your survey form indicating that “Participation is voluntary and such participation constitutes permission for the resultant information to be used for research purposes.” Numerous other options exist as well. One is to include a line item on the survey form asking the respondent to check a box indicating that he or she is willing for the information supplied to be used for research purposes. Another option is to include a separately printed “half-sheet” which can be signed as an indication that the individual is willing for the information supplied to be used for research purposes. Note that this option potentially compromises “strict confidentiality.” Another common practice is to ask for verbal assent in person or by phone before giving or sending a questionnaire to an individual.
3. When is written consent necessary in the case of questionnaires or surveys? The following are some situations in which it is advisable to get written consent before administering a questionnaire or gathering research data: (1) The information to be gathered is of a very personal or sensitive nature and could potentially be misused to the detriment or embarrassment of the person who supplied the information; (2) Potential exists for legal action because of perceived loss of some sort; (3) Information is being gathered from a “non-autonomous” person or sample; (4) The researcher feels a need to have an extra measure of security because of the sensitive nature of the research being done. If you have questions or doubts on this matter, consult with GIAL faculty or published resources on doing survey research in the GIAL library.
4. It is normal policy in survey research to use some sort of coding scheme for participant identity so that respondent anonymity is preserved. Potential survey participants should be advised if and how this will be done.
5. Language data is something that normally falls in the category of exempted research. However, it is still wise to preserve the anonymity of sources.
6. Making cultural observations in a public setting is normally considered exempted research. Nonetheless, the researcher cannot assume that those being observed would want their identity to be known. Anonymity should be preserved by means of a coding scheme.
7. In those rare situations where research data and activity cannot be separated from the identity of participants and sources, careful arrangements need to be worked out regarding the use of research data and adequate protection of the participants. It is normal to use aliases and pseudonyms for this purpose. Real identities should be revealed only when sources insist that this be done for reasons important to them.

### Comprehensive Examinations

A student must have an approved Plan of Study and be in good standing in order to take the Comprehensive Exam. Non-thesis Master’s students must take the Comprehensive Exams during their final bimester at GIAL. These examinations cover subject matter in the student’s major and concentration, and are an opportunity for the student to demonstrate mastery of the subject matter. The format of the examinations differs somewhat between the departments, although the function is analogous.

The examinations take place, usually on Saturday, four to six weeks before the end of each bimester. Students are to register for taking the comps by the end of registration for Session 2 of the bimester in which they will take the examinations, thus notifying their department of the need to prepare their questions. Students should consult with their academic advisor for the specific time of the examinations and for advice in preparing for them.

If a student fails only one question on the comps, that student may take a replacement question within seven calendar days following notification of comps results. If the student elects to retake the question, he or she must notify the comps proctor in writing within two business days of receiving the comps results. The marks received on the retake question replace those for the original question and are final. A student who is required

to retake the full comps may do so no sooner than the next regularly scheduled comps date and no later than the deadline for completing the degree. Only one retake of the full comps is permitted. A student who fails the comps without permission to retake them will not receive the Master's degree.

## **Graduation**

### Requirements

To complete graduation requirements for any course of study, the student must maintain a cumulative grade point average of at least 3.00.

Students are responsible for meeting the graduation requirements set forth in the Course Catalog published at the time their Intended Plan of Study is approved. Students who change programs are responsible for meeting the graduation requirements in effect when they resubmit an Intended Plan of Study.

Students must present a satisfactory clearance of accounts from the GIAL Library and the GIAL Finance Office prior to graduation. Students must have made satisfactory financial arrangements to have access to any student services, including transcripts, degree checks, diploma, or transfer.

Students anticipating graduation must complete all necessary forms and submit them to the Dean of Academic Affairs no later than their respective deadlines. Students must be registered students during the bimester in which they graduate. Failure to meet specified deadlines may result in a postponement of graduation.

### Application for Graduation

Submit this form to the Dean of Academic Affairs by the end of registration for Session 2 of the bimester in which you will graduate. With this form, students will pay their graduation fee to the Business Manager. The Application for Graduation and fee are valid for one year only. The fee is non-refundable.

### Master's Degree Certification

Submit this form to the Dean of Academic Affairs by Friday, two full weeks before the end of the bimester in which you will graduate. If you are in the thesis option, you should submit this form at the same time you submit your completed thesis. A

loose title page and Thesis Approval Sheet (identical to those found in your finished thesis) should accompany this form.

### Library Clearance Form

Submit this form to the Dean of Academic Affairs by the last class day of the bimester in which you will graduate.

### Certificate of Financial Release

Submit this form, signed by the Business Manager, by the last class day.

### Copyright Disclaimer (thesis option students only)

Thesis students are required to sign and submit this form with their finished thesis.

### Degree Conferral

Degrees are conferred in December and June each year. A graduation ceremony is held each June. Students who are unable to complete their requirements in June, but can finish during Session 1 of the following bimester will receive degree conferral the following December. Such students are encouraged, if they desire, to participate in the June Commencement ceremony preceding the session in which they complete their work. Students who complete their degree requirements in December are invited to participate in the Commencement ceremony held the following June.

## **Withdrawal from GIAL**

A student who wishes to voluntarily withdraw from GIAL before the published deadlines must file a Student Change Permit Form in the office of the Registrar. After the published deadlines, a student is not permitted to withdraw from GIAL.

Only under extreme circumstances, the Dean of Academic Affairs may consider a petition to withdraw after the published deadlines. If the petition is not approved, the student remains responsible for all coursework requirements. *Therefore, students should not discontinue class attendance or class assignments unless they have been notified in writing that the Dean of Academic Affairs has approved the petition to withdraw.*

GIAL reserves the right to withdraw a student for cause in accordance with applicable policies and procedures at any time.

## **Academic Records**

### Transcripts

Official transcripts are issued by the GIAL Registrar only upon written request by the student and payment of the required fee (currently \$5.00), payable to GIAL. All accounts must be paid in full and there must be no encumbrances noted in the student's file before a student can be issued a transcript. Unofficial grade reports are also available through the GIAL Registrar's office. Transcript request forms are available in the GIAL Registrar's Office or at [www.gial.edu](http://www.gial.edu).

### Retention and Disposal

A detailed system of records is maintained by GIAL for each student. GIAL follows the federal and state guidelines of strict confidentiality. Information from academic records will only be shared with other individuals or institutions with signed permission from the student.

Official student academic records for credit and non-credit courses are maintained and stored where only the GIAL Registrar and staff have access to them. GIAL will take all steps necessary to ensure the security of its student records.

GIAL's policy for retention and disposal of permanent records stipulates that GIAL must keep application forms, transcripts submitted, and grade reports for seven years. After seven years, application forms submitted are shredded and disposed of and ONLY grade reports and transcripts are kept in perpetuity.

### Release and Disclosure

In accordance with the terms of the Family Educational Rights and Privacy Act of 1974 (FERPA), the Institute shall not disclose any student record to a third party except by written request by the individual to whom the record pertains.

Some of the information contained within a student record is considered public information and may be released in printed, electronic, or other form without prior consent of the student. Public information may include the following: the student's name, address, telephone and e-mail listing, major field of study, classification (e.g.,

MA or Certificate), dates of attendance, degrees and honors/awards received, the most recent educational institution attended, and a photograph of the student.

The student may request that public information be withheld from public disclosure by informing the Registrar in writing.

## **Academic Affairs**

### Academic Freedom

Faculty members of GIAL have freedom to teach, research, and publish, subject to their adequate performance of academic duties and in keeping with representation of GIAL. In the classroom, teachers have freedom in discussing their subjects but are to refrain from introducing matters unrelated to the subject and should not engage in personal criticism of their colleagues. Teachers and students are free as citizens to enter the forum of public debate and to participate in various gatherings and events, but should realize there is always the tacit representation of GIAL in whatever they say, write, attend, or sign.

### Evaluations

Students have the opportunity to evaluate each GIAL course, class instructor, and teaching assistant at the end of each course. The school welcomes and weighs the comments and recommendations of students.

## **Expected Standards of Conduct**

Bearing in mind that the conduct of faculty, staff, and students reflects on the good name of GIAL, their conduct should honor Christ in all activities on and off the campus. Employment and/or enrollment in GIAL is considered a privilege which carries obligations of conduct both inside and outside the classroom. Violations of Institute regulations and rules shall make a staff or faculty member or student a candidate for discipline or dismissal.

### Academic Honesty

Students, staff, and faculty members are expected to pursue their academic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other coursework and plagiarism. Anyone

found guilty of dishonesty in their academic pursuits is subject to penalties that may include dismissal from the Institute.

### Illegal Activities

It is unlawful for any person to intentionally disrupt classes or other official school activities (Tx Ed Code §37.123-124, §51.935). The term 'disruption' includes excessive noise.

Carrying a firearm, illegal knife, club or prohibited weapon on the campus of an educational institution is illegal (Tx Penal Code §46.03(a)(1), Tx Ed Code §37.125).

Conviction for any felony is grounds for dismissal from GIAL.

GIAL seeks to provide an environment for employees and students that is free from illicit drugs and the abuse of alcohol, and that clearly prohibits the unlawful possession, use, or distribution of alcohol and illegal drugs by faculty, staff, and students on all GIAL facilities and as part of any official GIAL function.

Sanctions may range from mandatory participation in drug counseling and rehabilitation programs to dismissal/termination from GIAL. Each case will be determined separately on its merits.

In addition to any penalty that GIAL might impose, GIAL may also refer any evidence of illegal activities by any student, faculty, or staff to the proper authorities for review and possible criminal prosecution.

### Smoke-free Environment

The International Linguistics Center (ILC) is a smoke-free environment. Consistent with the policy of SIL, from whom GIAL rents facilities, all GIAL facilities are no-smoking.

### Sexual Harassment

GIAL is committed to provide and maintain an environment that is characterized by loving respect for all and free from any form of gender prejudice of any sort. Any complaints of conduct under the definition of sexual harassment will be investigated and appropriate action taken, including the notification and involvement of law enforcement authorities when required.

## **Grievances**

### Grievance Procedure - Students

If a student has a complaint regarding the staff, faculty or administration of GIAL, that issue should be handled in accordance with the following procedure:

1. The student should first approach the particular person(s) with a view toward explanation or reconciliation.
2. If the student(s) does not feel the concern has been resolved, the complaint should then be presented to the proper department head.
3. If the student(s) still does not feel the concern has been resolved, then the student has the right to state his or her grievance in writing to the Dean of Students, giving the precise nature of the alleged improper treatment.
4. The Dean of Students will investigate the grievance, interviewing the parties as necessary and gathering sufficient information. He/she will then either deny the grievance or complaint or seek redress and will report the same to the president and the aggrieved party or complainant.
5. If resolution is not reached through the Dean of Students, either party may request a hearing before the Staff Committee. The committee will investigate the situation and report its findings to the GIAL President with a recommendation that:
  - no action be taken
  - the accused individual be reprimanded verbally or in writing
  - dismissal be initiated
  - any other necessary or reasonable action be taken.
6. The decision of the president is final.

### Grievance Procedures - Public

A member of the public who has a grievance against a faculty or staff member of GIAL is to use the following procedures. That grievance may be over an instance in which the member of the public is the object of perceived improper personal treatment or injurious action by a servant of GIAL.

NOTE: There may be situations in which the topic of a particular complaint is addressed by another GIAL policy (e.g. Sexual Harassment

Complaint Procedure, policy #9). In such cases the policy governing that particular situation will take precedence over this policy.

1. The aggrieved person should make every effort to resolve the problem privately with the accused person.
2. If the problem cannot be resolved privately, then the member of the public is to state his or her grievance in writing to the Dean of Academic Affairs, giving the date, location and precise nature of the alleged improper treatment.
3. The Dean of Academic Affairs will investigate the grievance, interviewing the parties as necessary and gathering information. He/she will then either deny the grievance or complaint or seek redress and will report in writing the same to the President and both parties no later than ten (10) working days from the date of receipt of the written grievance.
4. If a decision is not reached by the Dean of Academic Affairs, or either party is dissatisfied with the decision of the Dean, then either party may appeal to the President. Such appeal may be made no later than ten (10) working days after the date of the Dean's written decision, or, in the event the Dean does not reach a decision, the deadline specified in paragraph 3 of this policy.
5. The decision of the President is final.

## **Discipline**

### Disciplinary Enforcement

GIAL reserves the right to withdraw a student for cause in accordance with applicable policies and procedures at any time. The Office of the Dean of Academic Affairs administers disciplinary actions brought to their attention.

### Disciplinary Appeal

The Dean of Academic Affairs prepares and maintains an official document, *GIAL Discipline and Appeal Procedures*, which specifies the detailed procedures for staff, faculty, and student discipline and appeals. This document is the standard for administration of discipline.

The purpose of discipline at GIAL is to assist the individual to correct inappropriate or unacceptable behavior, and where applicable, to restore the individual. The procedure outlines a process for dismissal from the Institute in the event that restoration of the individual is not possible.

Integral to the discipline procedures is provision for appeal processes.

## **Communicable Diseases**

It is the policy of the administration to adhere to health and safety guidelines set forth by the Health Departments of the State of Texas and the City of Dallas and the U.S. Center for Disease Control as they relate to communicable diseases. Since communicable diseases pose both primary risks (to the infected person) and secondary risks (to those who come in contact with an infected person), each case will be handled with a balance of Christian concern for the individual as well as for the community.

Any staff, faculty member or student who is aware he or she has a communicable disease, either through diagnosis or because of obvious symptoms, should report this condition immediately to the Dean of Academic Affairs. The individual's right to privacy shall be protected in all reported incidents. Only communicable diseases that are required by law to be reported to local health agencies shall be reported.

All incidents of communicable disease will be handled on a case-by-case basis and with the strictest confidence. GIAL reserves the right to decide, based on all relevant information available, any restriction of campus activities of the infected individual.

## **Campus Security**

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Student Right-to-Know and Campus Security Act, GIAL has information available regarding specified campus crime statistics and campus security policies in development through the office of the Director of Institutional Research and Services. The International Linguistics Center, from whom GIAL leases space, has assumed responsibility for the security on the center.

Information regarding local registered sex offenders can be obtained by contacting the local police departments.

City of Dallas

[www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm](http://www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm)

(Search by zip code 75236 or Beat #435 and #436)

City of Duncanville

[www.ci.duncanville.tx.us/police\\_sex\\_offenders.shtm](http://www.ci.duncanville.tx.us/police_sex_offenders.shtm)

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## Library

### Hours of Operation

#### When GIAL is in session:

Monday - Thursday	8:00am–10:00pm
Friday	8:00am– 5:00pm
Saturday	11:00am–5:00pm
Sunday & Holidays	Closed

#### When GIAL is not in session:

Monday - Friday	9:00am– 5:00pm
Sat., Sun., Holidays	Closed

There may also be other special closed periods.

### Library Collection

The GIAL Library is a collection of approximately 24,000 titles, consisting primarily of books and journals. There are also several thousand more items in vertical and microfiche files. The Library's primary areas of collection development are linguistics and applied linguistics, minority languages, literacy, translation studies, Biblical studies, anthropology and ethnology, sociolinguistics, cross cultural training, and area studies. It is really a very specialized library and attempts to cover these few areas well.

The Library owns or has access to a number of the primary linguistic, anthropological, and educational indexes. Titles include the Modern

Language Association Bibliography (MLA), Linguistics and Language Behavior Abstracts (LLBA), Linguistic Bibliography, ERIC, and Anthropology Abstracts. These indexes are used to access specific bibliographic information in journals, anthologies, compilations, meetings and proceedings, theses and dissertations, etc. Please ask one of the librarians for the details on using these indexes. Some are in electronic format and others are in book format.

### Cooperative borrowing agreements with other libraries

GIAL Library has formal borrowing agreements with three other libraries. It is possible to use and borrow from the following libraries:

- Dallas Baptist University
- Dallas Theological Seminary
- Southwestern Baptist Theological Seminary

There is a borrowing limit of five or six items at one time.

It is necessary to obtain a library card from the specific institution, which can be done by showing your GIAL Library card or your student ID card at the circulation desk.

There is limited use of the UTA Library

### Interlibrary Loan

If the GIAL Library does not have in its collection what you need, it is possible to request it through interlibrary loan (ILL). The necessary

forms are at the circulation desk and also available on the library pages of the GIAL web site: blue for requesting the loan of an entire book and yellow for requesting a copy of an article or a chapter in a book. Please allow adequate lead time in requesting ILL books and articles.

GIAL Library does not charge for doing ILL, but has to pass on any charges made by lending libraries. Libraries that have agreed to not charge each other can fill most of the ILL requests that we receive.

If needed articles are not available within the lending groups to which GIAL belongs, they can usually be obtained through a commercial rapid document delivery system. There would usually be a charge of between \$10.00 and \$20.00 for this service.

### First Search

First Search is a bibliographic reference service that is available via password on the Internet. It is essentially a series of databases.

Of particular interest to the GIAL community is:

ERIC 1966 to date: ERIC is an index to reports and journal articles in education. This is an excellent index for topics in applied linguistics.

There are also available on First Search several more general databases, including *Article First* (an index to the articles in 12,500 journals) and *World Cat* (a database of close to 47 million books held by over 39,000 libraries around the world).

*First Search can be accessed by signing an agreement about not sharing the password and then by receiving the URL and password. Ask at the Library's Reference Desk. This process will need to be repeated each bimester, as the password will change.*

### EBSCOHost

EbscoHost is available on the Internet. Of special interest are:

#### MLA Bibliography:

1963 to date: MLA is one of the primary indexing services devoted to language and linguistics. Journal articles, edited books, dissertations and theses, conference proceedings, and entire books are indexed in MLA.

#### ATLA Religion:

1949 to date: ATLA supports Biblical studies, religious, and theological scholarship. Materials indexed include journal articles, essays in multi-authored works, and book reviews. It is international in scope. Full text access to more than 50 journals.

### Linguistics and Language Behavior Abstracts (LLBA)

LLBA is available only on campus. LLBA is a collection of non-evaluative abstracts, which reflects the world's literature in language behavior, linguistics, and related disciplines.

### Circulating Library Materials from the GIAL Library

Library materials, with the exception of reference books, journals, and microfiche, may be checked out for a period of two weeks. Journals are checked out for three days. Two renewals are allowed, assuming that nobody else has reserved the item.

Fines for overdue items will be charged at the rate of 25 cents per day per item.

### Course Readings (Reserves)

Course readings are materials (books, journals, reprints, tapes, etc.) that are in high demand because an entire class is required to read the same thing. Therefore the circulation period is two hours. Fines are 25 cents per hour.

The Library strives to put on one copy for every ten students in the class, which can be achieved by using either original copies or photocopies.

### Other Libraries

GIAL Library is a specialized academic library. For more general library needs, here is a list of local public libraries:

#### Dallas Public Library System

Central 1515 Young St.  
214-670-1400

Mountain Creek 6102 Mt. Creek Pkwy.  
214-670-6704

Hampton Illinois 2210 W. Illinois  
214-670-7446

#### Duncanville Public Library

Main 201 James Collins Blvd.  
972-780-5050

Texas residency requirements are in effect at these libraries. Proof of residency is required to get a library card.

## **Computing Services**

### **Computer Lab**

Student computing at GIAL is done at our laboratory of one Macintosh and 16 IBM-compatible computers. Lab assistants are available part-time to help with computer and program questions.

Students wishing to use the lab outside of course-required lab times, may do so during the day Mon.-Sat. and evenings Mon.-Thurs. There is generally space available except when classes are meeting there (about 15% of the time). There is a computer lab fee of \$88 per bimester (20 weeks), \$18 per 4-week session or \$35 per 8-week session. This allows use of the lab computers, limited only to availability. In addition, there is a per-page fee for printer use (currently laser printing is \$0.05 per page). Each user is assigned an account with personal private space on a server. A fast monochrome laser printer, a slow color printer, and a scanner with capability for file transfer to the student's personal space on the lab server are available. The laser printer is accessible to personal computers.

Recent versions of Microsoft software for general applications such as Windows XP and Office 2000 (including Publisher) are available on the IBM-compatibles in the computer lab. A Macintosh is available primarily for those who have prior Mac experience; support is not usually available.

### **E-mail & Internet Access**

E-mail and fast Internet are readily available in the computer lab, SIL Dorm (extra charge), and study cubicles.

### **Library Computers**

Computers are available in the Library for research using Internet and local sources and databases. The library also provides electrical power and Internet connections for users of personally-owned, portable computers. Establishment of an account may be required. Library computers may also be used for word processing when the computer lab is unavailable.

### **Personal Computers**

Many students have their own personal computer equipment. Recognizing this trend, and wanting to promote preparation for fieldwork, GIAL is considering requiring students to bring their own computers.



### Computer Lab Fee

There is a computer lab fee of \$88 per bimester (20 weeks) [\$18 per 4-week session; \$35 per 8-week session; \$53 per 12 weeks; \$70 per 16 weeks]. This allows use of the lab computers, limited only to availability. In addition, there is a per-page fee for printer use (currently laser printing is \$0.05 per page).

### Graduation Fees

Graduation fee, Degree Programs.....\$70

### Thesis Binding Fee

Students who write a thesis must pay a binding fee (currently \$25/copy) when the two copies of the final approved thesis are submitted to the School.

### Thesis Copyright Registration Fee (optional)

If the student wishes to register the copyright of the thesis copyright arrangements will be completed for a fee (currently \$55.00) payable when the final copies are submitted to the School Office.

## **Summary of Estimated Costs per Bimester**

GIAL Certificate in Applied Linguistics .....	\$150/sem hr.
GIAL Advanced/Degree courses .....	\$275/sem hr.
Course materials .....	\$5 /credit hr.
Library Fee .....	\$5 /credit hr.
Registration Fee.....	\$20
Language tutor.....	\$300
Computer lab (if applicable).....	\$88
Textbooks (estimate) .....	\$100
SIL-Room & Board (shared room).....	\$16/day/person
Personal (estimate) .....	\$240

## ***Financial Aid***

When funding is available, grants will be awarded on a first-come-first-served basis in one-bimester increments. Students can apply for as many bimesters as necessary. Financial need is the primary criterion for the distribution of institutional aid. Secondary criteria include academic load and academic performance. To be eligible for financial assistance, a student must be enrolled in the required number of hours and maintain the required grade point average.

### **Townsend Scholarship**

The Townsend Scholarship Fund (TSF) offers financial assistance to students enrolled in the Graduate Institute of Applied Linguistics (GIAL) on a bimester basis and is open to qualified, full-time students who have demonstrated a commitment to a career devoted to the Bible translation endeavor.

Students enrolled in less than four sessions during a bimester or taking courses at an affiliated school, should check with the GIAL Dean of Students for full-time status equivalents.

### **The King's Scholarship**

The King's Scholarship offers financial assistance to continuing students enrolled in the Graduate Institute of Applied Linguistics (GIAL) and is open to qualified students who have a financial need which threatens their continuing as a student. Applicants must be fully admitted and enrolled in at least three (3) hours of credit each session and maintain a cumulative and current GPA of 3.0. Applications are available in the Dean of Students Office.

## **The Henry M. Morris Scholarship**

Scholarship aid is available, up to \$500, to a student who meets the qualifications established by the funder of the scholarship. Further information and applications are available in the Dean of Students Office.

## **Other Scholarships**

For information regarding other non-GIAL scholarships that may be available, contact the Dean of Students.

## **Health Insurance**

Students enrolled at GIAL are required to carry health insurance for themselves and their immediate families during their time of study at GIAL and must show proof of coverage at the time of registration.

An optional health insurance plan is available through an insurance carrier. Those wishing information about this optional health plan should contact the Dean of Students Office.

## **Housing**

GIAL does not own or operate any student accommodations. Several options are available to GIAL students. The geographically closest housing is the SIL-owned dormitory located on the International Linguistics Center. There are three apartment complexes within a three-block radius of GIAL. In addition, the SIL Housing Office lists some apartment and house rentals other than the dormitory.

This listing of housing options is provided as a service to GIAL students and does not constitute a recommendation or endorsement of any of the listed accommodations. The following rates were effective as of January 1, 2004.

SIL Dormitory, 7500 W. Camp Wisdom Rd., (972) 708-7426 (\$3,235/bimester, single; \$2,465/bimester, double), email: [housing\\_dallas@sil.org](mailto:housing_dallas@sil.org).

Austin Bluff Apartment Homes, 7070 W. Camp Wisdom Rd., (972) 907-9878 (starting at \$540/month).

Ridge Parc, 6969 Clarkridge Dr., (972) 572-6801 (starting at \$620/month).

Rosemont at Bluff Ridge, 8125 Clark Rd., (972) 709-9790 (starting at \$673/month).

## **Refund Policy**

This refund policy specifies deadlines for requesting refunds, and amounts of refunds, for tuition and fees. Students can bring special requests for refunds to the Dean of Students. Functioning as an intermediary between the student and the Institute, the Dean of Student's role is to determine the validity of special student appeals, and to relate outcomes to established policies and procedures so as to protect the rights of both the student and the Institute. If resolution is not reached through the Dean of Students, the student shall follow the procedures as outlined under Grievance Procedures for students.

### **Refund for dropping a course & remaining in school:**

If a student remains enrolled in at least one course of the bimester, he/she will receive a refund\* of tuition and fees for any course dropped prior to the end of the first day of class. For a course dropped after the first day of class, the student will receive a refund\* of tuition only on the following scale (calculated separately for each course):

Before the end of the third business day: 75%  
Before the end of the sixth business day: 25%  
After the sixth business day: 0%

*\* Dropping coursework may result in ineligibility for the Townsend Scholarship and in the student being liable for repayment of tuition fees that had been covered by the Townsend Scholarship.*

### **Refund for withdrawal from all courses:**

If total withdrawal from the school is necessary, the student will receive a refund\* of tuition and fees for any course dropped prior to the first day of class. For all other courses, the student will receive a refund\* of tuition only, according to the following schedule (calculated separately for each course):

Before the end of the third business day: 75%  
Before the end of the sixth business day: 25%  
After the sixth business day: 0%

*\* Withdrawal from coursework may result in ineligibility for the Townsend Scholarship and in the student being liable for repayment of tuition fees that had been covered by the Townsend Scholarship.*

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## **History & Distinctives of GIAL**

In the late 1960's the Summer Institute of Linguistics (SIL) sought to establish year-round training in a central US location to augment its summer school training. In the fall of 1972, Texas SIL (TXSIL) classes commenced on the new campus of the International Linguistic Center with some of its students enrolled at the University of Texas at Arlington.

In 1997, the Board of Directors of SIL International decided to seek accreditation for its Texas SIL. It quickly discovered that, in order to do this, a new and separate institution would be required. Thus, the formation of the Graduate Institute of Applied Linguistics (GIAL) was approved and commissioned by the SIL International Board of Directors.

Fall 1999 marked a new beginning as GIAL opened its doors to students offering graduate degrees in Applied Linguistics and Language Development under a license from the Texas Higher Education Coordinating Board.

GIAL is located on the campus of the International Linguistics Center (ILC) in Dallas,

Texas. GIAL offers year-round training including advanced courses in linguistics, Bible translation, sociolinguistics, literacy, language survey, and ethnology. Spring courses include a nine-unit Literacy Megacourse for literacy specialists. GIAL offers a certificate program in Applied Linguistics and two degree programs: Master of Arts with Major in Applied Linguistics, with optional concentrations in Bible Translation or Ethnology and Master of Arts with Major in Language Development with optional concentrations in Literacy, Sociolinguistics, or Ethnology.

The ILC is a busy center of activity for many functions beyond the GIAL school. It serves as an administrative and resource center for SIL's international work and is also home to the International Museum of Cultures. There are countless opportunities to talk with and learn from a wide variety of people. You may meet them in the dining room, on the volleyball court, or in the classroom. The constant influx of experienced field personnel from around the world makes the International Linguistics Center and GIAL an ideal place to expand your own horizons.

GIAL does not provide housing accommodations. However, dormitory facilities owned and operated by SIL are located on the International Linguistics Center campus. SIL-

operated childcare facilities are adjacent to the dormitory. Located in a wooded area, just a mile or so from the Dallas Nature Center and Joe Pool Lake, the Linguistics Center provides a convenient, safe and quiet atmosphere for study and family life. There are numerous opportunities for outdoor activities including hiking and water sports.

For all its serenity, the International Linguistics Center is just minutes away from all that the Dallas-Fort Worth Metroplex has to offer--restaurants, malls, sports arenas, and theaters. Catch the cowboys at a Fort Worth rodeo or the Cowboys on the football field. Take in a concert or tour an art museum, arboretum or zoo.

## ***Campus Activities***

### **Academic Forum**

Twice monthly, on the second and fourth Mondays of the month from 12:40 - 1:35 p.m., interested parties are invited to gather in Mahler 7 to hear and discuss pertinent topics of academic interest. Usually a faculty member will present his/her recent research on subjects of interest to linguistics (often while formalizing a paper for presentation elsewhere) with an opportunity for those present to interact in the discussion. Sometimes a visiting scholar or graduate student will present a paper. Students and faculty are welcome to bring a sack lunch when they attend.

### **Spiritual & Fellowship**

#### Chapel

Chapel is held from 10:10 a.m. - 10:50 a.m. Mondays, Wednesdays, and Fridays in the Activities Center. Firmly committed to Christian spiritual vitality, the administration and faculty believe in the role of chapel and urge students to participate in its ministry of encouragement, worship, and community development.

#### Special-interest groups

Various staff members lead small groups of students in special-interest areas throughout each bimester. The primary purpose is to provide opportunity for fellowship. Students sign up during registration to participate in such groups.

#### Student-Staff Prayer Partnerships

All interested students are invited to participate in prayer partnerships with staff members throughout the bimester. The student and staff member mutually decide on time, place and frequency of meeting (usually weekly). Students sign up at registration to take advantage of this opportunity.

#### Area Prayer Fellowships

Numerous regular prayer times for countries/areas of the world are scheduled on the ILC campus. A list of current meetings is published occasionally in the Dallas Center News and is available in the ILC Chaplain's office. Students are encouraged to join the Center staff in any of these prayer fellowships.

#### Sing & Share

Each Sunday evening from 7:00 - 8:00 p.m., all Center personnel are invited to attend an informal service of praise, worship, and sharing. Hearing from field members provides opportunity to discover what God is accomplishing around the world.

### **Museum**

The International Museum of Cultures is also located on the ILC campus. The International Museum of Cultures is designed to increase the visitor's understanding and appreciation of the ways of life of peoples living on the margins of industrial society. The four permanent exhibits represent cultures from three countries; Papua New Guinea, Ecuador, and Peru. They feature life-size and miniature dioramas to depict stories of the Soniyo, Samo, and Kewa people of Papua New Guinea and of the Quichua, Waorani, and Shipibo peoples of South America in order to communicate something of their way of life.

The museum hours are Tuesday - Friday 10:00 a.m. to 5:00 p.m.; Saturday and Sunday from 1:30 p.m. to 5:00 p.m. (Gift shop remains open until 5:00 p.m.).

## ***Student Services***

### **Student Government**

GIAL has an active student government. The Student Body Association (SBA) serves primarily to give voice and representation to the student body, to provide channels of

communication to GIAL faculty and administration, and to integrate all phases of extracurricular life of the student body. Members of the SBA are selected by the student body. The Student Body Association also elects a student representative to the GIAL Board of Trustees, GIAL Faculty Forum, Computer Advisory Committee, and the Institutional Master Planning Committee (IMPC).

### **Student Handbook**

Every enrolled student receives a copy of the Student Handbook, a manual that includes instructions and policies regarding student life.

### **Student Employment**

A limited number of students may be eligible for student aid in the form of GIAL positions such as Computer Lab Assistant, Teaching Assistant, Library Assistant or Research Assistant. Students should contact the department in which they are seeking employment.

The SIL, Inc. may offer a limited number of campus jobs for students who need to work. Students should submit an application including all work experience and interests to the Center Personnel office of SIL for consideration of employment.

### **Mailroom**

A mailroom operated by SIL is located in the Mosher Building at the south end of the ILC campus. Services include mail distribution to offices and the dorm, metering of outgoing mail, stamp sales, forwarding and mailing of packages through U.S. Postal Service and/or UPS (United Parcel Service).

Window hours are Monday - Friday 9:00 a.m. - 12 noon and 1:00 p.m. - 5:00 p.m. Packages must be in before 9:45 a.m. to be mailed on the same day.

***Please inform the mailroom of your arrival and where to deliver your mail. Remember to leave a forwarding address prior to departure.***

### **Childcare**

GIAL does not operate childcare facilities. However, SIL, Inc. operates a pre-school facility on the ILC campus. Students at GIAL are eligible to use these facilities. The program is available Monday-Friday mornings for children (birth to 5 years) of students and staff. Children may be enrolled as needed according to parents' class or work schedules. Since childcare space is limited, early enrollment is encouraged. Preference of enrollment is given to children up to 4 years of age, since most 5-year-olds can attend kindergarten in local schools. If space is available, 5-year-olds are also welcome to attend. If afternoon childcare is needed, arrangements are to be made with the SIL Childcare Director.

Any questions regarding childcare can be addressed to:

SIL Childcare Director  
7500 W. Camp Wisdom Rd.  
Dallas, TX 75236  
(972) 708-7402

#### **Fees: (As of March 2004)**

**NOTE: This is not a GIAL program; costs are subject to change without notice.**

Infants under 18 months	\$2.75/hr.
Toddlers 18-36 months	\$9.00/morning
Children over 36 months	\$8.00/morning
Additional hours (any age)	\$2.75/hr.
Drop-in childcare	\$3.00/hr.
Charge for late pick-up	\$10.00/hr.
Registration fee	\$30 per family
Supply fee	\$10 per bimester

## **Directory**

### **Main Office**

Graduate Institute of Applied Linguistics  
7500 W. Camp Wisdom Rd.  
Dallas, TX 75236  
(972) 708-7340  
(800) 892-3356  
Fax: (972) 708-7358  
www: <http://www.gial.edu>  
GIAL President: [david\\_ross@gial.edu](mailto:david_ross@gial.edu)  
VP of Advancement: [jim\\_walton@gial.edu](mailto:jim_walton@gial.edu)

### **Accounting Office**

(972) 708-7321  
E-mail: [accounting@gial.edu](mailto:accounting@gial.edu)

### **Admissions Office**

(972) 708-7343 or (800) 892-3356  
E-mail: [admissions@gial.edu](mailto:admissions@gial.edu)

### **Alumni Office**

(972) 708-7340  
E-mail: [alumni@gial.edu](mailto:alumni@gial.edu)

### **Computing Services**

(972) 708-7564  
E-mail: [paul\\_griffith@gial.edu](mailto:paul_griffith@gial.edu)

### **Dean of Academic Affairs**

(972) 708-7340 ext. 7552  
E-mail: [dean-academic@gial.edu](mailto:dean-academic@gial.edu)

### **Dean of Students**

(972) 708-7379  
E-mail: [dean-students@gial.edu](mailto:dean-students@gial.edu)

### **Director of Development**

(972) 708-7338  
Fax: (972) 708-7358  
E-mail: [jim\\_rule@gial.edu](mailto:jim_rule@gial.edu)

### **Library**

(972) 708-7416  
E-mail: [library@gial.edu](mailto:library@gial.edu)

### **Registrar**

(972) 708-7536  
E-mail: [registrar@gial.edu](mailto:registrar@gial.edu)

# Faculty and Administration

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## Faculty

The faculty is GIAL's greatest asset. The faculty put feet to the mission of the school through meaningful content and interaction. GIAL students benefit from a faculty that brings to the classroom formal academic credentials, recent field experience, and dedication to anthropology, literacy, sociolinguistics, and translation. The faculty's desire to see that the students are prepared to succeed in applying linguistics is apparent in their teaching and interactions with the students.

### Resident Faculty

#### Andrew C. Bowling

*Professor of Applied Linguistics*

Since 2000.

B.A., University of Cincinnati, 1957; M.A., Brandeis University, 1960; Ph.D., Brandeis University, 1962.

Field work: Lebanon; Professor Emeritus, John Brown University.

#### Kathleen L. Bruce

*Associate Professor of Applied Linguistics*

Since 2000.

B.A., Columbia Bible College, 1966; M.A., Azusa Pacific University, 1986; D.Miss., Biola University, 1992.

Field work: Papua New Guinea.

#### Leslie P. Bruce

*Associate Professor of Applied Linguistics*

Since 1999.

B.A., John Brown University, 1967; M.A., Columbia Bible College, 1970; Ph.D., Australian National University, 1980.

Field work: Papua New Guinea.

#### Shin Ja J. Hwang

*Associate Professor of Applied Linguistics*

Since 1999.

B.A., Ewha Women's University, 1965; M.L.S., University of Oklahoma, 1968; M.A., University of Texas at Arlington, 1974; Ph.D., University of Texas at Arlington, 1981.

Field work: Korea

#### Gloria E. Kindell

Associate Professor of Language Development

Since 1999.

Diploma, Prairie Bible Institute, 1957; M.S., Georgetown University, 1980; Ph.D., Georgetown University, 1982.

Field work: Brazil.

#### Paul R. Kroeger

*Chairman of Applied Linguistics, Assistant Professor of Applied Linguistics*

Since 2001.

B.S., Yale University, 1975; M.A., University of Texas at Arlington, 1981; Ph.D., Stanford University, 1991.

Field work: Malaysia, Singapore.

#### Marlin R. Leaders

*Instructor in Applied Linguistics*

Since 1999.

B.A., Westmar College, 1973; M.A., University of Texas at Arlington, 1983.

Field work: Papua New Guinea, Philippines.

#### Kenneth A. McElhanon

*Associate Professor in Applied Linguistics*

Since 1999.

B.A., Wheaton College, 1961; Ph.D., Australian National University, 1970; post-doctoral research, University of Washington, 1971.

Field work: Papua New Guinea.

#### Carol V. McKinney

*Associate Professor of Applied Linguistics*

Since 1999.

B.A., University of California at Los Angeles, 1958; M.A., University of Michigan, 1961; M.A., Southern Methodist University, 1985; Ph.D., Southern Methodist University, 1985.

Field work: Nigeria, Kenya.

#### Ronald C. Morren

*Associate Professor of Language Development*

Since 1999.

B.S., Bryan College, 1964; M.A., Michigan State University, 1967; M.A.T., New Mexico State University, 1969; Ed.D., New Mexico State University, 1977.

Field work: Philippines, Guatemala, Colombia, Honduras.

**Robert B. Reed**

*Assistant Professor of Language Development*  
Since 1999.

B.A., Columbia Bible College, 1974; M.A., University of Texas at Arlington, 1978; M.S., University of Texas at Arlington, 1987; Ph.D., University of Texas at Arlington, 1986.

Field work: Colombia.

**Arden G. Sanders**

*Dean of Academic Affairs, Assistant Professor of Applied Linguistics*  
Since 2000.

B.A., Friends University, 1974; M.A., University of Texas at Arlington, 1976; M.A., Fuller Theological Seminary, 1983; Ph.D., Fuller Theological Seminary, 1988.

Field work: Papua New Guinea.

**Peter E. Unseth**

*Assistant Professor of Language Development*  
Since 2002.

B.A., St. Paul Bible College, 1978; M.A., University of North Dakota, 1981; Ph.D., University of Texas at Arlington, 2002.

Field work: Ethiopia.

**Stephen L. Walter**

*Chairman of Language Development, Associate Professor of Language Development*  
Since 1999.

B.A., Washington Bible College, 1969; M.A., University of Texas at Arlington, 1976; Ph.D., University of Texas at Arlington, 1980.

Field work: Colombia, Indonesia, Papua New Guinea, Philippines, Ghana, Burkina Faso, Kenya, Guatemala.

**Charles M. Walton**

*Instructor in Applied Linguistics*  
Since 1999.

Diploma, Philadelphia College of the Bible, 1955; B.A., Wheaton College, 1957; M.A., Temple University, 1984.

Field work: Philippines.

**Richard L. Watson**

*Associate Professor of Applied Linguistics*  
Since 2000.

Diploma, Prairie Bible Institute, 1958; M.A., Hartford Seminary Foundation, 1967; Ph.D., University of Texas at Arlington, 1980.

Field work: Sudan, Viet Nam.

## Adjunct Faculty

**Elinor Abbot**

*Adjunct in Applied Linguistics*

B.F.A., Massachusetts College of Art, 1964; M.A., Brandeis University, 1972; Ph.D., Brandeis University, 1990.

**Thomas L. Avery**

*Adjunct in Applied Linguistics*

B.Mus., Wheaton College, 1971; M.A., Indiana University, 1979; Ph.D., Indiana University, 1984.

**Katharine G. L. Barnwell**

*Adjunct in Applied Linguistics*

M.A. (Hons.), St. Andrew's University, 1960; Ph.D., University College, London, 1970.

**J. Fraser Bennett**

*Adjunct in Applied Linguistics*

B.A., Duke University, 1986; M.A., University of Illinois at Urbana-Champaign, 1988; Ph.D., University of Illinois at Urbana-Champaign, 1995.

**Herbert L. Brussow**

*Adjunct in Language Development*

B.S., California State University, Fresno, 1979; M.A., William Carey International University, 1988; Ph.D., William Carey International University, 1994.

**Eugene C. Burnham**

*Adjunct in Applied Linguistics*

B.S., United States Naval Academy, 1966; M.A., University of Texas at Arlington, 1976.

**Michael C. Cahill**

*Adjunct in Applied Linguistics*

B.S., Iowa State University, 1977; M.A., University of Texas at Arlington, 1985; Ph.D., Ohio State University, 1999.

**Patricia M. Davis**

*Adjunct in Language Development*

Diploma, Prairie Bible Institute, 1954; B.C.A., Dallas Baptist University, 1981; M.A., University of Texas at Austin, 1988; Ph.D., University of Texas at Austin, 1994.

**T. Wayne Dye**

*Adjunct in Language Development*

B.S.E., University of Michigan, 1957; M.A., University of Michigan, 1968; Ph.D., Fuller Theological Seminary, 1983.

**Stephen H. Levinsohn**

*Adjunct in Applied Linguistics*

B.Sc., University of Manchester, 1963; Diploma in Theology, University of London, 1965; M.A., University of Reading, 1973; Ph.D., University of Reading, 1980.

**M. Paul Lewis**

*Adjunct in Language Development*

B.D., Gordon College, 1973; M.A., University of Texas at Arlington, 1977; Ph.D., Georgetown University, 1994.

**Robert G. McKee**

*Adjunct in Applied Linguistics*

A.B., Harvard University, 1975; M.A., University of Rochester, 1985; Ph.D., University of Rochester, 1995.

**William R. Merrifield**

*Adjunct in Applied Linguistics*

B.A., Wheaton College, 1954; M.A., Cornell University, 1963; Ph.D., Cornell University, 1965.

**Mary M. Morgan**

*Adjunct in Language Development*

B.A., University of North Carolina at Chapel Hill, 1959; M.S., Georgetown University, 1977; Ph.D., Georgetown University, 1980.

**Frances B. Popovich**

*Adjunct in Applied Linguistics*

B.C.A., Dallas Baptist University, 1979; M.A., University of Texas at Arlington, 1980; Ph.D., Fuller Theological Seminary, 1988.

**S. Catherine Rountree**

*Adjunct in Applied Linguistics*

B.A., Columbia Bible College, 1966; M.A., Fuller Theological Seminary, 1993; Ph.D., Fuller Theological Seminary, 2001.

**Gary F. Simons**

*Adjunct in Language Development*

B.A., Seattle Pacific College, 1974; M.A., Cornell University, 1976; Ph.D., Cornell University, 1979.

**Keith W. Slater**

*Adjunct in Applied Linguistics*

B.A., Michigan State University, 1987; M.A., Michigan State University, 1989; Ph.D., University of California at Santa Barbara, 1998.

**Roland W. Walker**

*Adjunct in Language Development*

B.A., Biola College, 1974; M.A., California State University at Long Beach, 1977; Ph.D., University of California at Los Angeles, 1987.

**Faculty Emeriti**

**Norris P. McKinney, B.S.E.E., M.S.E.E., M.S., Ph.D.**

*Associate Professor Emeritus of Applied Linguistics*

**Administration**

**President**

David A. Ross, Ph.D.

**Dean of Academic Affairs**

Arden G. Sanders, Ph.D.

**Vice President Advancement**

James W. Walton, B.A.

**Vice President of Finance**

Douglas W. Maddocks, M.B.A.

**Dean of Students**

Ruth E. Schilberg, M.Ed.

**Library Director**

Claudia D. Griffith, M.L.S.

**Registrar**

Lynne M. Lamiman

**Dir. of Admissions**

Grace M. Fuqua

**Dir. of Computing Services**

Paul H. Griffith, Ph.D.

**Dir. of Development**

Jimmy R. Rule, B.S.

**Dir. of Institutional Research & Services**

Richard E. Lynch, Diploma, M.Mus.

**Business Manager**

Paul W. Setter

**Applied Linguistics Department Head**

Paul R. Kroeger, Ph.D.

**Language Development Department Head**

Stephen L. Walter, Ph.D.

## ***Board of Trustees***

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Mr. Jim Walton

# Course Descriptions

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The prefix of the course numbers represents the department offering that course: “AL” for Applied Linguistics and “LD” for Language Development. The first numeral in the course number represents the level of the course, 4xxx being senior-level undergraduate and 5xxx being graduate-level. Courses numbered “4xxx” are offered for credit only in the Certificate in Applied Linguistics program and may not be taken for credit in any other programs at GIAL.

The second numeral in the course number represents the number of semester-hours credit granted for that course.

Unless otherwise stated, courses are offered each bimester.

TBA = To Be Announced

## Applied Linguistics Department - Course Descriptions

### **AL4302 Principles of Articulatory and Acoustic Phonetics**

Using an augmented subset of the International Phonetic Alphabet (IPA), students will be able to identify, mimic, and transcribe sounds and prosodies in normal human speech and to describe the mechanisms by which a speaker produces these sounds. Students will also be introduced to basic techniques of acoustic analysis.

### **AL4410a Principles of Grammatical Analysis (a)**

By the end of Principles of Grammatical Analysis (a), students will be able to write a brief description of a grammatical topic; identify constituent structure, syntactic categories and grammatical relations within a sentence; analyze data in terms of a set of phrase structure rules and a lexicon; distinguish between indicative, imperative and interrogative sentences; distinguish between types of objects and obliques; and analyze the structure of noun phrases and verb phrases.

### **AL4410b Principles of Grammatical Analysis (b)**

By the end of Principles of Grammatical Analysis (b), students will be able to write a brief description of a grammatical topic; divide words into constituent morphemes; distinguish between inflectional and derivational morphemes; analyze case and agreement systems; and identify passive and recursive structures.

*Prerequisite: AL4410a Principles of Grammatical Analysis (a)*

### **AL4370 Cultural Anthropology**

After completing this course, students will be able to discuss the major areas within cultural anthropology, including social, political, economic, and religious

organization. They will be able to apply ethnographic field methods for collecting cultural data. (Students will complete a practicum in which they apply those field methods.)

### **AL5191 Thesis**

By permission of graduate advisor; graded P/F; may be repeated.

### **AL5207 Field Data Management**

After completing this course, students will be able to use computational tools for managing and presenting phonological, textual and lexical data collected in linguistic field research.

*Prerequisites: AL4302 Principles of Articulatory & Acoustic Phonetics, AL4410b Principles of Grammatical Analysis (b), LD4330 Principles of Phonological Analysis, LD4505 Second Language & Culture Acquisition*  
*Co-requisite: AL5406 Field Methods & Linguistic Analysis*

### **AL5312 Discourse Analysis**

After completing this course, students will be able to analyze the discourse structure of a text, using a specific approach to text analysis, and be able to compare this with other current approaches to text analysis. They will be able to describe typical features of different types of prominence and cohesion and coherence. They will be able to chart sample texts from different languages and analyze how a discourse may be segmented into hierarchical units. They will be able to indicate evidence for foregrounding and backgrounding (or mainline and supportive information) including differences in verb forms; to describe topic or participant reference; and to investigate constituent order variation. They will focus on the interface between syntactic forms and their

functions in discourse as they investigate grammatical structures of discourse, paragraph, sentence and clause.

*Prerequisite: AL4410b Principles of Grammatical Analysis (b)*

### **AL5313 Advanced Grammatical Analysis (SPRING)**

After completing this course, students will be able to analyze a language from a functional-typological perspective and write a grammatical description. They will be able to describe various topics of morphosyntax, e.g., morphological type, basic word order and implicational universals, grammatical categories, noun phrases, case system, verb phrases and tense/aspect/modality, voice and valence, clause combinations, and subordination. In the study of each topic, they will use naturally-occurring textual data as the primary basis of their description and look for the functional correlates in context. They will also have an understanding of markedness, grammaticalization, prototypes, and iconicity within the framework of morphosyntactic analysis and description.

*Prerequisite: AL 4410b Principles of Grammatical Analysis (b)*

### **AL5314 Culture, Language and Mind**

After completing this course, students will be able to formulate a principled basis for how people form concepts, structure their knowledge of the world and develop a worldview. They will be able to discuss such models as those of componential analysis, folk taxonomies, cultural and linguistic frames, prototypes, schemas, as well as worldview. They will be able to integrate the fact of cultural diversity and relativism with the notion of universals and absolutes. They will be able to articulate a model of how people think as they interpret their life experience and what motivates them to change their worldview for another. They will have completed either a field work project or an integrated paper demonstrating their ability to apply the concepts they have learned.

### **AL5315 Semantics and Pragmatics**

After completing this course, students will be able to explain and discuss relationships between form and meaning at various levels of language. They will be able to explain the difference between meaning and reference; describe and identify homonymy, polysemy, and ambiguity; analyze and describe word meanings, sentence meanings, utterance meanings and speech act functions; identify and describe presuppositions, entailments, implicature and ellipsis; identify components of meaning and write clear definitions based on componential analysis.

*Prerequisite: AL4410b Principles of Grammatical Analysis (b)*

### **AL5316 Theory and Practice of Translation**

Upon completing this course, students will be able to explain and practice the principles of transferring meaning across languages and cultures. They will be conversant with different theories and approaches to

translation. They will be able to critically analyze the meaning of a text from another language, translate that text, and evaluate the result for accuracy, communicative effectiveness, and naturalness. They will be conversant with methods for training and facilitating national colleagues in the process of translation. They will be able to recognize common translation problems and apply standard methods for solving them. They will be able to access current literature on translation theory and practice and the tools most commonly used by professional Bible translators.

*Prerequisites: AL5312 Discourse Analysis, and either AL5314 Culture, Language & Mind OR AL5315 Semantics and Pragmatics*

### **AL5318 Applied Exegesis (TBA)**

After completing this course, students will be able to analyze the structure and argumentation of selected Old or New Testament texts in Hebrew or Greek, with particular reference to exegetical and hermeneutical issues. (For those following the New Testament track, Romans is suggested. For those following the Old Testament track, selected narrative texts from Genesis or Exodus, selected Psalms and a minor prophet are suggested.)

*Prerequisites: Introduction to New Testament Greek 2 and Principles of New Testament Exegesis OR Introduction to Biblical Hebrew 2 and Principles of Old Testament Exegesis*

### **AL5319 Biblical Backgrounds**

After completing this course, students will have enhanced their ability to communicate the meaning of the biblical message to people of different cultural backgrounds through studying the geographical, historical, and cultural settings of the Bible. For the Old Testament period, students will be able to describe the history and civilizations of the Ancient Near East, and to compare the religions of the region. For the New Testament period, students will be able to describe and discuss the development of Second Temple Judaism and the influence of Greek and Roman cultures on the New Testament.

### **AL5320 Translation Consulting Skills (TBA)**

(This course is recommended only for students with field experience.)

After completing this course, the student will be able to describe the tasks and responsibilities of a translation consultant, as well as the techniques used for (1) training and guiding a translation team and (2) checking Bible translations for exegetical accuracy, communicative effectiveness, and naturalness in the receptor language. They will have applied these techniques, and worked alongside at least two experienced translation consultants.

### **AL5321 New Testament Greek for Translators 1 (FALL)**

After completing this course, students will be able to describe selected features of the phonology,

morphology and syntactic structure of New Testament Greek. They will be able to recognize and describe some common morphological and syntactic forms in New Testament Greek, and to readily access information on less-common forms. They will be able to recognize and explain the primary range of meaning of the three hundred most frequently used words (i.e., 300 dictionary entry forms) in the New Testament. They will also be able to use reference helps referring to the Greek text, such as Greek lexicons and commentaries.

#### **AL5322 New Testament Greek for Translators 2 (FALL)**

After completing this course, students will be able to describe the phonology, morphology and main syntactic features of New Testament Greek. They will be able to recognize and explain the primary range of meaning of the five hundred most frequently used words in the New Testament. They will be able to read fluently and with understanding a selected Greek text (minimum five chapters) that they have previously studied and to explain any grammatical form within that text. They will also be able to read and translate other New Testament texts with the help of reference aids.

*Prerequisite: AL5321 New Testament Greek for Translators 1*

#### **AL5323 Discourse Features of New Testament Greek (TBA)**

After completing this course, students will have applied methods for studying grammar at the discourse level to New Testament Greek texts. They will be able to describe discourse features of New Testament Greek in at least three of the following areas: theme, deixis (participant reference), coherence and cohesion; information structure (new and old information, backgrounding and foregrounding), and highlighting (contrast, prominence, and emphasis), and forms of quoted speech. They will also have used computer-based tools in studying the discourse structure of New Testament Greek texts.

*Prerequisites: AL5312 Discourse Analysis, AL5322 New Testament Greek for Translators 2*

#### **AL5324 Principles of New Testament Exegesis (SPRING)**

After completing this course, students will be able to describe the principles of sound exegesis, and will have applied these principles to the study of selected texts from at least three different New Testament genres. They will be able to describe the basic issues in New Testament textual criticism and will have had experience in recognizing, describing, and choosing between alternative exegetical interpretations. They will have exegeted a short New Testament book, or, in the case of longer books, a discourse unit comprising several chapters of a book.

*Prerequisites: AL5312 Discourse Analysis, AL5322 New Testament Greek for Translators 2*

#### **AL5325 Principles of Old Testament Exegesis (FALL)**

After completing this course, students will be able to describe the principles of sound exegesis, and will have applied these principles to the study of selected texts from at least three different Old Testament genres. They will be able to describe the basic issues in Old Testament textual criticism and will have had experience in recognizing, describing, and choosing between alternative exegetical interpretations. They will have exegeted a short Old Testament book, or, in the case of longer books, a discourse unit comprising several chapters of a book).

*Prerequisites: AL5312 Discourse Analysis, AL5327 Biblical Hebrew for Translators 2*

#### **AL5326 Biblical Hebrew for Translators 1 (SPRING)**

After completing this course, students will be able to describe selected features of the phonology, morphology and syntactic structure of Biblical Hebrew. They will be able to recognize and describe some common morphological and syntactic forms in Biblical Hebrew, and to readily access information on less-common forms. They will be able to recognize and explain the primary range of meaning of the three hundred most frequently used words (i.e. 300 dictionary entry forms) in the Hebrew Bible. They will also be able to use reference helps referring to the Hebrew text, such as Hebrew lexicons and commentaries.

#### **AL5327 Biblical Hebrew for Translators 2 (SPRING)**

After completing this course, students will be able to describe the phonology, morphology and main syntactic features of Biblical Hebrew. They will be able to recognize and explain the primary range of meaning of the five hundred most frequently used words (i.e., 500 dictionary entry forms) in the Hebrew Bible. They will be able to read fluently and with understanding a Biblical Hebrew text (minimum five chapters) that they have previously studied and to explain any grammatical form within that text. They will also be able to read and translate other texts from the Hebrew Bible with the help of reference aids.

*Prerequisite: AL5326 Biblical Hebrew for Translators 1*

#### **AL5328 Discourse Features of Biblical Hebrew (TBA)**

After completing this course, students will have applied methods for studying grammar at the discourse level to Biblical Hebrew texts. They will be able to describe discourse features of Biblical Hebrew in at least three of the following areas: theme, deixis (participant reference), coherence and cohesion; information structure (new and old information, backgrounding and foregrounding), and highlighting (contrast, prominence, and emphasis), and forms of quoted speech. They will also have used computer-

based tools in studying the discourse structure of selected texts from the Hebrew Bible.

*Prerequisites: AL5312 Discourse Analysis, AL5327 Biblical Hebrew for Translators 2*

### **AL5329 Readings in Biblical Texts and Translation Practicum (TBA)**

After completing this course, students will have read a selection of either Old or New Testament texts of different genres, and will have developed their skills in reading extended passages in the original language fluently and with understanding. They will have satisfactorily translated either (a) a text from the Hebrew Bible or (b) a New Testament text or a non-biblical Greek text of the New Testament period, into their mother-tongue, and have written explanatory notes on this translation, highlighting points of interest in the exegesis and in the translation process.

*Prerequisites: AL5315 Semantics and Pragmatics, either (a) AL5327 Biblical Hebrew for Translators 2 (for Old Testament options) OR (b) AL5322 New Testament Greek for Translators 2 (for the New Testament options).*

### **AL5371 Micro-economic Development (TBA)**

After completing this course, students will be able to: 1) discuss the process of establishing and administering a small business (including economics, accounting, management, and marketing); 2) identify challenges of operating a small business in the Third World; and 3) create a business plan for a family business in a Third World nation.

*Prerequisite: LD4350 Language & Society*

### **AL5373 Religion and Worldview (FALL)**

After completing this course, students will be able to demonstrate a basic understanding of a broad variety of religion systems of minority people worldwide including individualistic, shamanistic, ecclesiastical, and universal religion systems. They will be able to discuss the phenomenon of revitalization movements, including both the stages in and types of revitalization movements.

*Prerequisite: AL4370 Cultural Anthropology*

### **AL5374 Christianity Across Cultures**

After completing this course, the students should be able to discuss various concepts relevant to the intersection of Christianity, language, and culture. They will be able to identify and define concepts such as the need for contextualization of Christianity, dangers of a non-contextualized faith, church growth, and the role of language in worldview and contextualization. They should also be able to describe redemptive analogies, cross-cultural Christianity, the nature of indigenous churches, syncretism, new religious movements, and religious change.

*Prerequisite: AL4370 Cultural Anthropology*

### **AL5375 Social and Political Organization (SPRING)**

After completing this course, students will be able to demonstrate their understanding of social organization of cultures worldwide, including social units, kinship, descent, voluntary organizations, residence patterns, age-grade systems, and other social units within a society. They will be able to discuss rites of passage, including birth, initiation, marriage, and death. They will also be able to describe various political organizations, including power structures, authority, and laws in cultures, and be able to describe different decision-making processes utilized by people in various cultures.

*Prerequisite: AL4370 Cultural Anthropology*

### **AL5376 Culture Change (TBA)**

After completing this course, students be able to discuss culture change and its processes, including historical and theoretical approaches, such as revitalization movements and directed change.

*Prerequisite: AL4370 Cultural Anthropology*

### **AL5377 Oral Tradition and Literature (TBA)**

After completing this course, students will be able to describe different genres of oral traditions and the roles they serve in cultures worldwide. These oral traditions will come from cultures with both written and unwritten languages. Students will be able to describe both the process and the product of transmission of oral traditions. They will be able to use various field methods for collecting oral traditions.

*Prerequisite: AL4370 Cultural Anthropology*

### **AL5378 Environment, Ecology & Economies (TBA)**

After completing this course, students should be able to describe the different ecological niches within which human beings as individuals and groups reside and their subsistence strategies. They will be able to summarize how human beings and their cultural systems are constrained by their ecological contexts, and how they respond to those constraints.

*Prerequisite: AL4370 Cultural Anthropology*

### **AL5379 Sustainable Development and the Role of Change Agents (TBA)**

After completing this course, the students will have explored anthropological perspectives on community development. They should understand the concept of sustainable development and the roles that individuals (both insiders and outsiders) plan in that process. They will have applied ethnographic insights to the problem of how to responsibly and respectfully partner with local people in the process of sustainable development.

*Prerequisite: AL4370 Cultural Anthropology*

### **AL5380 Area Studies (FALL)**

After completing this course, students will be able to discuss the history and contemporary issues such as religion, political structures, social organization, and economics relevant to one culture area, whether Sub-

Saharan Africa, the Americas, Asia, Eurasia, or Oceania. They will be able to identify the language family or families present and the linguistic characteristics of each language family. The specific area(s) may vary from bimester to bimester.

*Prerequisite: AL4370 Cultural Anthropology*

#### **AL5381 Ethnographic Research Design & Methods (SPRING)**

After completing this course, students will be able to demonstrate their understanding of a wide variety of field methods for collecting ethnographic data. They will complete a practicum in which they apply field methods to particular social contexts, demonstrating their ability in specific field methods.

*Prerequisite: AL4370 Cultural Anthropology*

#### **AL5382 History and Trends in Anthropology (TBA)**

After completing this course, students will be able to demonstrate their understanding of the perspective and current directions of anthropology in relation to the history of its theoretical development and significant contributors. They will be able to enumerate and explain the major theories and research agendas of the discipline in their historical and contemporary contexts.

*Prerequisite: AL4370 Cultural Anthropology*

#### **AL5383 Urban Studies (TBA)**

After completing this course, students will be able to discuss the distinctives of urban cultures in various parts of the world, having examined questions such as the following: How does one define an urban area? What is over-urbanization? What is a primate city? What social and political mechanisms hold an urban area together? Students will complete an urban-based practicum.

*Prerequisite: AL4370 Cultural Anthropology*

#### **AL5384 Field of Ethnomusicology (TBA)**

After completing this course, students will be able to describe the major issues and scholars in the field of ethnomusicology, with special emphasis on studies of music culture. They will be able to discuss questions such as the following: What is the meaning of the traditional music to the people? Which types of music might be most appropriate to carry a Christian message? Who are the composers and how might they be encouraged to compose Christian songs? What are the factors that might affect the acceptance or rejection of indigenous-style hymns by the local people?

#### **AL5385 Analysis of Non-Western Music (TBA)**

After completing this course, students will demonstrate progress in becoming bimusical. Building on the seminal work of Vida Chenoweth in ethnomusicology, they will be able to do computer-aided transcription and analysis of a non-Western music system and be able to compose new melodies in that system. They will be able to facilitate the composition of Christian

music in non-Western music systems without using existing melodies.

*Prerequisite: B.A. in music, or permission of instructor*

#### **AL5386 Applied Ethnomusicology (TBA)**

After completing this course, students will be able to demonstrate their understanding of the philosophy and tools for cross-cultural music ministry in relation to the following topics: training other missionaries about music and missions, music ministry program planning and strategies, music workshops, project management styles, working within the context of a mission, and strategies for dissemination of indigenous Christian music. (This course provides the foundation and shows the motivation for the other ethnomusicology courses. Since it is non-technical, it can be taken by missionaries and other interested persons without formal music training.)

#### **AL5388 Theories & Practices in Community Development (TBA)**

After completing this course, students will be able: 1) to evaluate philosophies, processes and practices of community development; 2) to discuss several kinds of appropriate technologies at work; 3) to demonstrate one appropriate technology on campus; 4) to collect, analyze, and report on cases of introduced change; and 5) to formulate a plan for introducing an appropriate technology into a specific community.

*Prerequisites: LD4350 Language & Society, LD4505 Second Language & Culture Acquisition*

#### **AL5389 Readings in Ethnology (TBA)**

After completing this course, students will have read selected books and articles on one aspect of ethnology, chosen from a recommended set, and be able to discuss their content. They will have written a paper or have completed a practical project on that topic.

*Prerequisite: AL4370 Cultural Anthropology*

#### **AL5391 Thesis**

By permission of graduate advisor; graded P/F; may be repeated.

#### **AL5392 Special Projects in Applied Linguistics (TBA)**

May be repeated when topic changes, with permission of graduate advisor.

#### **AL5394 Readings in Applied Linguistics (SPRING)**

After completing this course, students will have read selected books and articles on one or more aspect of applied linguistics, chosen from a recommended set, and be able to discuss their content. They will have written a paper or have completed a practical project on that topic. With permission of graduate advisor.

**AL5395 Current Issues in Descriptive Linguistics (FALL)**

By the end of this course, students will demonstrate an in-depth understanding of one or more issues of current interest for linguistic analysis and description. Students will read and critically discuss a variety of articles on the selected topics(s) and will write and present a paper relating to the issues raised in the seminar.

*Prerequisites: AL5312 Discourse Analysis, AL5313*

*Advanced Grammatical Analysis, and LD5332*

*Applied Phonology, or by permission of instructor. (May be repeated when topic changes.)*

**AL5396 Conference Course in Applied Linguistics (TBA)**

With permission of graduate advisor.

**AL5398 Seminar in Applied Linguistics (FALL)**

May be repeated when topic changes, with permission of graduate advisor.

**AL5406 Field Methods & Linguistic Analysis**

By the end of Field Methods & Linguistic Analysis, students will be able to elicit, record and transcribe linguistic data by working with a speaker of a non-western language; use external sources plus the elicited data to formulate explanatory hypotheses; test those hypotheses against available data and refine them.

*Prerequisites: AL4302 Principles of Articulatory & Acoustic Phonetics, AL4410b Principles of Grammatical Analysis (b), LD4330 Principles of Phonological Analysis, LD4505 Second Language & Culture Acquisition*

*Co-requisite: AL5207 Field Data Management*

## Language Development Department - Course Descriptions

### **LD4330 Principles of Phonological Analysis**

By the end of this course, students will be able to recognize the difference between phonetic (etic) and phonological (emic) data and identify phonological hierarchy and intonation in data. They will be able to recognize the use of distinctive features, natural classes and phonetic plausibility; identify phones in complementary distribution, free variation and contrast in identical / analogous environment; recognize major phonological processes and common conditioning environments, including adjacent segments, syllables and larger prosodic units; and apply concepts of tone analysis, and morphophonemics to data.

Prerequisite: AL4302 Principles of Articulatory and Acoustic Phonetics

### **LD4350 Language & Society**

This course considers the relationship between language and society. After successfully completing the course, students will be able to articulate the multilingual nature of the world's societies, the function(s) of language(s) in nations, and how different languages are used alongside one another, including the idea of diglossia. They will also be able to identify the factors influencing the choice among language varieties for national and educational use. In addition, students will be able to explain how language attitudes and domains of language use influence the long-term maintenance and/or shift of language(s) in society. They will be able to discuss how all the aforementioned may possibly affect a language development program for a given linguistic community.

### **LD4505 Second Language & Culture Acquisition**

Students will learn to identify and apply their own language and culture learning styles; manage language learning; use appropriate techniques and activities to develop second language competence at the novice level while working with a native speaker in language learning sessions. They will be able to describe techniques and activities suitable for language learning at more advanced levels. Building on awareness of their own cultural values, they will be able to describe and will begin to implement strategies for dealing appropriately with differences in cultural values.

*Prerequisites: AL4302 Principles of Articulatory and Acoustic Phonetics (may be taken concurrently) and AL4410a Principles of Grammatical Analysis (a)*

### **LD5151 Cross-Cultural Teaching Seminar**

After completing this course, students will be able to analyze the teaching process used while learning a simple task in a cross-cultural context, and to use that process to teach another simple task in a similar context. They will be able to evaluate their degree of success at both learning and teaching.

*Prerequisites: LD4350 Language & Society, LD4505 Second Language & Culture Acquisition*

### **LD5191 Thesis**

By permission of graduate advisor; graded P/F; may be repeated.

### **LD5332 Applied Phonology (SPRING)**

Upon completion of this course, students will be able to analyze and describe the phonology of a language within various theoretical frameworks. They will have developed an understanding of factors influencing innovative and/or systematic sound change in a language. The students' analytical and descriptive skills will be developed through the study of phonological data from a variety of languages, with special attention to stress and tone.

*Prerequisite: LD4330 Principles of Phonological Analysis*

### **LD5333 Principles of Literacy (FALL)**

Upon completion of this course, students will be able to: (a) give a general description and explanation of the phenomenon of linguistic diversity around the world with respect to the facts of illiteracy; (b) identify and explain the major trends and movements in literacy and development; (c) discuss issues of language policy and language planning and give a range of examples from around the world; (d) explain issues and problems in developing a written system for a language; (e) make and evaluate proposals for a writing system for a language including orthographic issues beyond the representation of segmental features; (f) define and discuss the basic principles of adult learning; (g) define and discuss the major approaches to reading theory; (h) develop and train local teachers to use a Gudschinsky primer; (i) explain the general purpose of a transitional literacy program; (j) explain the general features of a literacy program and how to implement one; (k) explain the general process of developing a funding proposal; (l) develop basic materials for a transitional literacy program; (m) organize and run a writers' workshop.

*Prerequisites: AL4302 Principles of Articulatory and Acoustic Phonetics, LD4330 Principles of Phonological Analysis, AL4410b Principles of Grammatical Analysis (b), LD4350 Language & Society*

### **LD5341 Social Science Research Design & Methods (FALL)**

By the end of this course, the student will be able to apply the basic principles of the scientific method to the design of a research project; formulate an adequate research question; identify the variables related to research questions and provide operational definitions of those variables; develop testable hypotheses related to the research question; identify valid and reliable data-gathering instruments and methods, identifying the strengths and weaknesses of the established methods; demonstrate an ability to use the recognized data-gathering methods (both quantitative and qualitative) in an appropriate manner; demonstrate an understanding of the basic principles of data handling by transcription, coding, and databasing; demonstrate an ability to analyze data of various sorts in an appropriate way through the use of the basic principles of statistical analysis and the fundamental statistical techniques most commonly used by social science researchers. The student will demonstrate an ability to write a research report which documents clearly the principle elements of the research project, including the research question, the variables, the hypotheses, the data collection methods used, an analysis (statistical or otherwise) of the data, conclusions, and areas for further research.

### **LD5342 Statistical Methods (FALL)**

By the end of this course, students will be able to choose appropriate statistical methods for research in linguistics and discuss the claims that can and cannot be made with statistics.

### **LD5343 Principles of Multilingual Education (FALL)**

Upon completion of this course, students will be able to: (a) discuss in detail the intersection of education and multilingualism in developing countries; (b) discuss knowledgeably the major perspectives on bilingualism; (c) discuss and explain the phenomenon of bilingualism as a social pattern; (d) discuss and explain research findings on the cognitive dimensions of bilingualism; (e) discuss and explain research findings on the education consequences of bilingualism; (f) define and compare various models of multilingual education; (g) describe the major approaches to multilingual education which have been tried; (h) discuss and explain the strengths and weaknesses of the major approaches to multilingual education; (i) describe the major experiments in multilingual education which have been launched in the last 40 years; (j) discuss and describe in detail the implementational issues involved in organizing a multilingual education program, especially in a developing country.

### **LD5344 Comparative International Education (TBA)**

Upon completion of this course, students will be able to: (a) identify and explain varying philosophies of education in today's world; (b) explain the inter-relationship between educational policy and national aspirations; (c) explain the inter-relationship between educational policy and social objectives; (d) describe and compare, in a general way, educational outcomes among the countries of the world; (e) discuss and explain in detail the inter-relationship between linguistic diversity, educational outcomes, and educational policy; (f) discuss knowledgeably competing theories on improving educational outcomes; (g) discuss knowledgeably the problems of achieving universal primary education; (h) discuss knowledgeably the cost-benefit problem affecting educational choice in developing countries; (i) discuss the procedures and methodologies which underlie research in comparative international education.

### **LD5349 Readings in Literacy (TBA)**

After completing this course, students will have read six books on a particular aspect of the literacy task chosen from a recommended set and be able to discuss their content. They will also have written a paper or completed a practical project on that topic.

### **LD5352 Language Program Design & Management (SPRING)**

Students successfully completing this course will be able to design and manage a language development program. Students will conduct and interpret sociolinguistic research in order to identify the key national and local factors most likely to influence a language development program for a linguistic community. Students will demonstrate mastery of the strategic planning procedures taught during the class including setting goals, strategies (with rationale), objectives, activities and evaluation measures, by stating long-range program goals and designing tentative, short-term (1-2 years) language development plans appropriate to local language project needs. The course will highlight fundamental management skills crucial for partnering with any sponsoring agencies and the local community with attention given to training local citizens for greater involvement in language development program activities.

*Prerequisite: LD4350 Language and Society*

### **LD5353 Language Development (SPRING)**

After completing this course, students will be able to describe language planning principles from an interdisciplinary perspective and apply them in language development projects. They will be able to discuss: (1) status planning, involving language choice, policy and use decisions at the international, national and local levels; (2) corpus planning, involving graphization, standardization and

modernization; (3) acquisition planning, involving the provision of opportunity and incentive to adopt innovations; and (4) ethical issues relating to language rights and language ecology.

*Prerequisite: LD4350 Language and Society*

#### **LD5354 Language Contact (FALL)**

By the end of this course, students will be able to define and discuss phenomena which occur when speakers of different languages come in contact with each other, including such areas as multilingualism (societal and individual), creolistics (pidgins and Creoles), and obsolescence (language maintenance, shift, and death, language-contact-induced language change, reversing language shift, etc.).

*Prerequisite: LD4350 Language and Society*

#### **LD5355 Scripture Use Methods (SPRING)**

After completing this course, students will be able to discuss the sociolinguistic, socioeconomic, sociopolitical, and socioreligious factors that either hinder or foster the use of vernacular literature. They will be able to describe and implement strategies and activities that promote the use of Bible translations in public and private venues.

*Prerequisite: LD4350 Language and Society*

#### **LD5356 Scripture Use Consulting Skills (SPRING)**

After completing this course, the student will be able to describe the tasks and responsibilities of a Scripture Use consultant; investigate, analyze, and synthesize the factors which affect Scripture Use in a project or country; design and lead a Scripture Use workshop or seminar; explain the interaction between Scripture Use and other academic specialties, and advise others who wish to engage in more effective Scripture Use projects.

*Prerequisites: LD5355 Scripture Use Methods (or consent of instructor)*

*AL5373 Religion & Workview OR*

*AL5374 Christianity Across Cultures*

#### **LD5361 Principles of Language Survey (SPRING)**

After completing this course, students will be able to describe the linguistic and sociolinguistic criteria that can be used to define language and dialect boundaries and to determine the extensibility of existing literature in multilingual situations. They will be able to explain the methods used in language surveys to discover ethnolinguistic identity, determine linguistic similarity, measure inherent intelligibility, assess bilingual proficiency, and describe language attitudes and patterns of language use. They will be able to assess the requirements of a survey and select the methods that are appropriate for the survey. They will be able to read and evaluate language survey reports and to develop the proposal and initial plan for a language survey.

*Prerequisite: LD4350 Language and Society*

#### **LD5362 Advanced Language Survey Methods (SPRING)**

After completing this course, students will be able to describe and apply appropriate methods for linguistic and sociolinguistic surveys. Techniques will include rapid appraisal, collection and analysis of word lists, the comparative method, intelligibility testing, and language proficiency testing. Students will also be able to use observation, interviews, and oral questionnaires to ascertain ethnolinguistic identity, language vitality, language attitudes, and patterns of language use. They will be able to use language survey results to formulate language development strategy. Additional topics may include methods used for literacy surveys and assessing the potential for related language adaptation.

*Prerequisite: LD5361 Principles of Language Survey*

#### **LD5366 Theory and Practice of Sociolinguistics (SPRING)**

Upon completion of this course students will be able to discuss and describe various approaches to the field of sociolinguistics as they relate to areas such as education and language planning and policy. Topics may include dialectology, the ethnography of communication, discourse analysis, and language variation.

*Prerequisites: LD4350 Language & Society*

#### **LD5368 Seminar in Sociolinguistics (FALL)**

By the end of this course, students will be able to demonstrate an in-depth understanding of a selected topic in sociolinguistics through the production of a written, publishable paper on some aspect of that topic. Class discussions will focus on the areas of student interest within the selected topic and be student-led. (May be repeated when topic changes.)

#### **LD5369 Readings in Sociolinguistics (TBA)**

After completing this course, students will have read extensively in the published literature on one aspect of sociolinguistics, chosen from a recommended set after consultation with the course supervisor, and be able to discuss the content of those readings with the course supervisor. They will be able to demonstrate their mastery of the subject area by completion of a major written paper or a practical project (including the documentation thereof) on that topic. (May be repeated when topic changes.)

#### **LD5387 Training Across Cultures (SPRING)**

After completing this course, students will be able: 1) to review adult learning theory; 2) to design and teach learning sessions to people of their own culture and to people of another culture; and 3) to analyze some of the cultural factors affecting learning and teaching.

*Prerequisites: LD4350 Language & Society, LD4505 Second Language & Culture Acquisition*

**LD5391 Thesis**

By permission of graduate advisor; graded P/F; may be repeated.

**LD5393 Special Projects in Language Development (TBA)**

May be repeated when topic changes, with permission of graduate advisor.

**LD5395 Readings in Language Development (TBA)**

After completing this course, students will have read selected books and articles on one or more aspects of language development, chosen from a recommended set, and be able to discuss their content. They will have written a paper or have completed a practical project on that topic. With permission of graduate advisor.

**LD5397 Conference Course in Language Development (TBA)**

With permission of graduate advisor.

**LD5399 Seminar in Language Development (TBA)**

May be repeated when topic changes, with permission of graduate advisor

**LD5934 Literacy Megacourse (SPRING)**

Upon completion of this course, students will be able to: (a) explain in detail the profile of illiteracy in the world today; (b) explain in detail the inter-relationship between illiteracy, poverty, politics and environment; (c) develop an appropriate writing system for an unwritten language; (d) explain the factors that go into orthography design; (e) describe strategies for testing and evaluating orthography proposals; (f) explain the major theories of reading and the history of their evolution; (g) explain and teach the principles of adult education; (h) explain, describe and critique three different instructional

strategies for teaching reading; (i) design instructional materials from any one of three different strategies for teaching reading; (j) design a complete literacy program; (k) explain alternative strategies for designing and managing a literacy program; (l) evaluate the need for external funding in a literacy program; (m) write a funding proposal for a literacy program; (n) identify and describe the major movements and trends in literacy; (o) identify the major "players" in the field of adult literacy; (p) explain the major issues involved in developing a multilingual education program; (q) identify the major literature on adult literacy; (r) explain, with examples, change processes in traditional communities; (s) design teacher training protocols for adult literacy programs; (t) design testing protocols for reading materials; (u) develop instructional materials for transitional literacy programs; (v) use the LinguaLinks Electronic Performance Support system; (w) do detailed costing for a literacy program; (x) organize and direct a writer's workshop; (y) explain the need for post-literacy materials and how to develop these.

*Prerequisites: LD4350 Language & Society, AL4410 a & b Prin. of Grammatical Analysis, LD4330 Prin. of Phonological Analysis.*

*Note: Students should also be aware that there will be some scheduled activities outside normal class hours. These include occasional afternoon labs to be announced during the introduction of the class, and the initial 10-hour Laubach training given over the course of three evenings at the beginning of the course. In addition, there will also be Laubach tutoring sessions in the evenings once weekly for 1 1/2-2 hours. These sessions can be negotiated according to the trainer's other commitments and the schedule of the student/learner*

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# APPLICATION PACKET

## Guidelines for Admission to GIAL

Use the following checklist to ensure that your application is complete. This checklist is for your use and is NOT to be submitted with your application.

All applicants:

- a. \_\_\_\_\_ Complete application form and submit it to the address below. Include (\$20) application fee. An additional late application fee (\$25) is also payable if the application is not received at least 6 weeks before the start of the first GIAL course you wish to attend.  
MAKE CHECKS PAYABLE TO: G.I.A.L.
- b. \_\_\_\_\_ Request official transcripts of all post-high school training from regionally or professionally accredited institutions leading to a degree or pertaining to your expected study program at GIAL. Original transcripts only, please, sent directly to GIAL. Official academic records from outside the United States must be sent to both GIAL and to a GIAL-approved credentials evaluation service to verify U.S. equivalency. Contact the GIAL Admissions office for more information.
- c. \_\_\_\_\_ Photocopy reference form as needed. Fill in your name and complete the “Applicant’s Statement” section on each one. Ask three (3) people (non-family members) to complete a reference form and have them send it **directly** to GIAL. It is recommended that you include a stamped, addressed envelope for their use.
- d. \_\_\_\_\_ Write a statement of purpose and submit with application.
- e. \_\_\_\_\_ Sign and return Acknowledgement of Receipt of Bacterial Meningitis Information. (To be sent to you upon receipt of your application.)
- f. \_\_\_\_\_ Request TOEFL or IELTS scores to be sent to GIAL OR submit documentation of successful completion of the Dallas Baptist University intensive English program where appropriate for non-native speakers of English.

\_\_\_\_\_ **Additional requirement for graduate admission:** Request original copy of GRE scores to be sent directly to:

GIAL Admissions (code 6605)\*  
7500 W. Camp Wisdom Rd.  
Dallas, TX 75236

\* Note: this code will not appear on GRE listings yet, but it is valid and should be used. Remember to take it with you when you go to take the test.

\_\_\_\_\_ **Additional requirement for DTS students:** Request a letter of recommendation from DTS stating that you are a student in good standing there.

**NOTE: Applicants cannot be admitted until all requirements are complete. Students may not participate in classes for GIAL credit until admitted.** Students are responsible for the provision of their own health insurance coverage. Evidence of coverage will be required at registration.

### Non-discriminatory Equal Opportunity Policy

Consistent with its theological convictions and mission, the Graduate Institute of Applied Linguistics (GIAL) admits qualified students of any race, color, gender and national and ethnic origin. The disabled shall have all the rights, privileges, and access to programs and activities at GIAL. GIAL does not discriminate because of race, color, gender, or national or ethnic origin in the administration of any of its educational policies, admissions policies, scholarships and loan programs, and other school-administered programs.

**MAIL ALL DOCUMENTS TO: GIAL Admissions, 7500 W. Camp Wisdom Rd., Dallas, TX 75236**

**FOR OFFICE USE ONLY:** Date Admitted to GIAL \_\_\_\_\_ Approved by \_\_\_\_\_

*Type of Admission* \_\_\_\_\_ *Anticipated Matriculation Date* \_\_\_\_\_

### Application for Admission - Graduate Institute of Applied Linguistics

Date of Application \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Nickname \_\_\_\_\_ SS# \_\_\_\_\_ Birthdate \_\_\_\_\_

Sex \_\_\_\_\_ Marital Status: \_\_\_\_\_ Single \_\_\_\_\_ Single Parent \_\_\_\_\_ Married

Maiden Name \_\_\_\_\_ Name of Spouse \_\_\_\_\_

Will spouse take courses? \_\_\_\_\_ Yes \_\_\_\_\_ No (Spouses must apply separately.)

Ethnic origin: (check one)

\_\_\_\_\_ American Indian or Alaskan native \_\_\_\_\_ Black or African-American \_\_\_\_\_ White (non-Hispanic)

\_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ Hispanic \_\_\_\_\_ Other \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State and Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Citizenship \_\_\_\_\_

Anticipated Enrollment Year: \_\_\_\_\_ Session (check one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

I am currently applying for:

\_\_\_\_\_ Undergraduate admission

\_\_\_\_\_ Limited Enrollment Graduate admission (see catalog – Admissions)

\_\_\_\_\_ Graduate admission

If you are seeking admission in a cooperative program, please indicate:

the cooperative institution \_\_\_\_\_

the joint program you wish to complete \_\_\_\_\_

the institution(s) from which you hope to receive your degree \_\_\_\_\_

Are you currently enrolled as a student at another institution? If so, please indicate \_\_\_\_\_

List all post-high school training from a regionally or professionally accredited institution leading to a degree or pertaining to your expected study program at GIAL:

School	Location	Dates Attended	Degree received	GPA
--------	----------	----------------	-----------------	-----

Please list the GIAL classes you intend to take during your first bimester:

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Please list your references below:

_____ (Name of Reference)	- _____ (Relationship &/or /nature of contact: Teacher/Employer/Pastor/Friend/Advisor/Other)
_____ (Name of Reference)	- _____ (Relationship &/or /nature of contact: Teacher/Employer/Pastor/Friend/Advisor/Other)
_____ (Name of Reference)	- _____ (Relationship &/or /nature of contact: Teacher/Employer/Pastor/Friend/Advisor/Other)

Do you have any physical limitations that may hinder your work in a strenuous linguistic program?

\_\_\_ Yes \_\_\_ No If yes, explain (include pregnancy)

**Statement of Purpose:** On a separate sheet, explain why you are seeking this education in 150 words or less.

## Reference Form

### GRADUATE INSTITUTE OF APPLIED LINGUISTICS

\_\_\_\_\_ has applied for admission to the Graduate Institute of Applied Linguistics. To assist us in evaluating the application, will you please complete this form and send it to the Admissions Office at the Graduate Institute of Applied Linguistics, 7500 W. Camp Wisdom Rd., Dallas, TX 75236.

=====

**Applicant's Statement:** I am aware that under the Congressional Family Educational Rights and Privacy Act of 1974 (Sec.438 (a) (20) (B) c (c) ), I am not required to, but that I may voluntarily waive my right to access to confidential letters and statements of recommendation submitted to the Graduate Institute of Applied Linguistics in support of my application. I further understand that under the provision of the Family Educational Rights and Privacy Act, an unsuccessful applicant, regardless of whether such applicant has signed a waiver, has no right to inspect any of the admission application materials accumulated in his/her case. The giving of a waiver shall not be regarded as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the Institute. I hereby: ( ) do ( ) do not waive my rights of access to any and all letters or statements of recommendation which may be submitted by \_\_\_\_\_

**(Applicant must specify name of person submitting recommendation before sending form to that person)** in connection with my application to the Graduate Institute of Applied Linguistics.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

=====

How long have you known the applicant? \_\_\_\_\_

How well do you feel you know the applicant? \_\_\_\_\_ casually \_\_\_\_\_ well \_\_\_\_\_  
very well

What was the nature of your contact with the applicant?  
\_\_\_\_\_ Teacher \_\_\_\_\_ Employer \_\_\_\_\_ Pastor \_\_\_\_\_ Friend \_\_\_\_\_ Advisor  
Other (specify) \_\_\_\_\_

In completing this form, please rate the applicant in comparison to other graduate students you have known. For the items below, rank each item by marking a number according to the following scale:

- 1 = Top 10% of graduate students
- 2 = Next 10% (80th - 89th percentile)
- 3 = Middle 60% (20th - 79th Percentile)
- 4 = Next 10% (10th - 19th percentile)
- 5 = Bottom 10%

- \_\_\_\_\_ Intellectual ability
- \_\_\_\_\_ Leadership ability
- \_\_\_\_\_ Working relationships with others
- \_\_\_\_\_ Ability to express self orally
- \_\_\_\_\_ Likelihood of success in advanced graduate work
- \_\_\_\_\_ Likelihood of career success

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Please return directly to Admissions Office, GIAL, 7500 W. Camp Wisdom Rd, Dallas, TX 75236



## Townsend Scholarship Fund Invitation to Apply

**The Townsend Scholarship Fund (TSF) offers financial assistance to students enrolled in the Graduate Institute of Applied Linguistics (GIAL) on a bimester basis and is open to qualified students who have demonstrated a commitment to a career devoted to Bible translation.**

### Applications

1. Applications are made by filling out the required forms and sending them to the Dean of Students. Submissions will be accepted via e-mail or regular mail. They should be submitted no earlier than 6 months but at least 6 weeks prior to the beginning of classes.
2. Applications will not be considered complete until the applicant has been accepted for admission.
3. **Students must reapply each bimester.** For fullest consideration, students should complete application procedures at least three months prior to the start of the bimester.

### Eligibility

The rules of eligibility state that the applicant must:

1. have demonstrated his/her commitment to a career in a Bible translation organization. Such a commitment is demonstrated by holding active membership or applicant status with Wycliffe US or another Bible translation organization.
2. have been accepted for admission to GIAL.
3. maintain a minimum grade point average (GPA) of 3.00, on a bimester and cumulative basis.
4. be enrolled full-time (at least 12 hours of graduate credit OR 13 hours of undergraduate credits per bimester) Students enrolled in less than four sessions during a bimester or taking a course at an affiliated school, should check with the GIAL Dean of Students for full-time status equivalents.

**Dropping coursework may result in ineligibility** for the Townsend Scholarship and in the student being liable for repayment of tuition fees that had been covered by the Townsend Scholarship.

### Scholarship Amounts

Scholarships will be awarded for up to one-half (1/2) of the tuition cost per person per bimester and are granted for tuition only.

### Disbursements

All scholarship payments will normally be made at the start of the bimester. When available funds are exhausted for a particular bimester, all pending applications for that bimester will no longer be considered active and all additional applications for that bimester will no longer be valid. All notifications will be made by electronic mail, if an address is given on the application form. Applicants who do not have e-mail access should call the Dean of Students Office at 1-972-708-7379 no earlier than 3 weeks prior to the start of the bimester.

Disbursement of funds will not be made until payment has been made for the full set of courses required to meet full-time status. If a student is paying for only part of the bimester, the scholarship will not be applied until making the final payment required to meet full-time status.

Applicants are responsible for meeting IRS requirements and obligations entailed by their acceptance of scholarship funds. Before receiving such funds all scholarship recipients must sign a form outlining the terms and conditions of the scholarship, including the following:

*"If you have any questions regarding the taxability and reporting requirements of this payment, please refer to IRS publication 520. You can get this publication at <http://www.irs.gov/pub/irs-pdf/p520.pdf> or by calling the IRS at 1-800-829-3676 and requesting that they mail it to you."*

Further information may be obtained by contacting the Dean of Students at 972-708-7379 or e-mail: dean-students@gial.edu.

### Nondiscriminatory Equal Opportunity Policy

Consistent with its theological convictions and mission, GIAL admits qualified students of any race, color, gender, and national and ethnic origin. A disabled person shall have all the rights, privileges, and access to programs, and activities at GIAL. GIAL does not discriminate because of race, color, gender, or national or ethnic origin, in the administration of any of its educational policies, admissions policies, scholarships and loan programs, and other school-administered programs.

## Townsend Scholarship Fund Application Form

This application is for study at GIAL during:

Fall/Spring (circle one) \_\_\_\_\_(year)

### PART A: Background Information

Full Name \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current Telephone No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Permanent Mailing Address (if different from above) \_\_\_\_\_

Permanent Telephone No (if different from above): \_\_\_\_\_

Are you currently a US Citizen or Resident Alien?:

US Citizen     Resident Alien     Neither

If you are not a US citizen, please indicate citizenship of passport: \_\_\_\_\_

### PART B: Current Status

1. Which describes your application status?  new student     continuing student

As of today's date, check which applies to your status with GIAL:

(a) unconditionally admitted to GIAL

(b) provisional admission/conditional admission/probational admission

(c) degree plan accepted in \_\_\_\_\_ Department

(d) application & application fee has been sent to GIAL Admissions Office

(e) application & application fee have not been sent to GIAL Admissions Office

(f) Other: \_\_\_\_\_

NOTE: To be eligible for this scholarship you must have completed all requirements for admission – application, GRE scores, and references. You must also be admitted before the study period begins.

**PART C: Academic Plans**

Do you intend to carry a full course load for the study period for which this scholarship is requested?  
 Yes  No

NOTE: A full-time load consists of 12 graduate semester hours in advanced programs, or 13 hours in the certificate program

4. List the courses you intend to take (number & name):

----- : \_\_\_\_\_  
----- : \_\_\_\_\_  
----- : \_\_\_\_\_  
----- : \_\_\_\_\_  
----- : \_\_\_\_\_  
----- : \_\_\_\_\_  
----- : \_\_\_\_\_  
----- : \_\_\_\_\_

5. GPA Scores: Undergraduate: \_\_\_\_\_  
Graduate: \_\_\_\_\_ (if applicable)  
At TXSIL or GIAL: \_\_\_\_\_ (if applicable)

**PART D: Demonstration of Eligibility**

A student is eligible for the Townsend Scholarship Fund provided that he or she has demonstrated a commitment to a career in a Bible translation organization. Such a commitment is demonstrated by holding active membership (or applicant) status with the WBT U.S. or another Bible translation organization.

**What Bible translation organization are you affiliated with?** \_\_\_\_\_

Attach the evidence of eligibility or state from whom the evidence will be coming. (Evidence might include an e-mail from your Personnel Administrator (PA) or Branch Director or a copy of your membership card, your letter of acceptance or some other correspondence that would indicate your membership.)

## PART E: Financial Information

Have you applied for scholarship aid or other financial support from other sources?

Yes  No

If you do NOT receive help from this fund will you still be able to attend GIAL during the study period covered by this application? (One response only)

- Definitely yes
- Very likely
- Somewhat likely
- Somewhat unlikely
- Very unlikely
- Definitely not

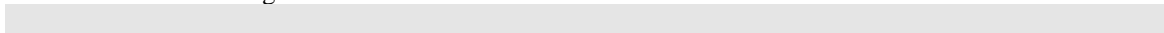
I have read and understand the information contained in this form. By signing below, I declare that to the best of my knowledge and belief, my information is accurate and complete.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

This form should be submitted to:  
Dean of Students  
Graduate Institute of Applied Linguistics  
7500 W. Camp Wisdom Rd  
Dallas, TX 75236

Phone: (972) 708-7379  
e-mail: dean-students@gial.edu



**FOR OFFICE USE ONLY:**

Readmission date \_\_\_\_\_ Approved by \_\_\_\_\_  
Type of Admission \_\_\_\_\_

## Graduate Institute of Applied Linguistics

### Application for Readmission

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

This Application is for: Bimester – Fall  Spring  Year \_\_\_\_\_

Name when last registered at GIAL: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

When were you first enrolled at GIAL? \_\_\_\_\_

When were you last enrolled at GIAL? \_\_\_\_\_

What was your major when you left? \_\_\_\_\_

Do you have a Petition for Leave of Absence on file with GIAL?  Yes  No

Have you taken, or do you plan to take courses prior to returning to GIAL?  Yes  No

If yes, list the school(s) below and submit official transcripts of your academic record(s).

#1: \_\_\_\_\_

#2: \_\_\_\_\_

Please list the classes you intend to take during your first bimester back at GIAL:

### Fee Information

Students applying for reentry are required to submit a nonrefundable readmission fee. This fee does not apply to students whose absence was included in their Intended Plan of Study on file with GIAL or who have submitted an approved Leave of Absence Form prior to their time away from GIAL.

### Return this form to:

Director of Admissions  
Graduate Institute of Applied Linguistics  
7500 W. Camp Wisdom Rd.  
Dallas, TX 75236

OR e-mail to [admissions@gial.edu](mailto:admissions@gial.edu)





GRADUATE INSTITUTE OF  
APPLIED LINGUISTICS

**Graduate Institute of Applied Linguistics  
7500 West Camp Wisdom Road  
Dallas, TX 75236**

**(972) 708-7340**

**(800) 892-3356**

**FAX: (972) 708-7358**

**e-mail: [admissions@gial.edu](mailto:admissions@gial.edu)**

**[www.gial.edu](http://www.gial.edu)**