

# GERMAN

## DEUTSCH



### MAJOR

MINIMUM 33 CREDITS

all completed with "C-" or better, including:

- at least two** courses at 400 level
- at least 24 credits** at 300 level or above

*(AP/I.B. count toward this)*

### MINOR

MINIMUM 21 CREDITS

all completed with "C-" or better, including:

- at least one course at 400 level**
- at least 12 credits** at 300 level or above

*(AP/I.B. count toward this)*



#### 300 LEVEL CREDIT

##### NON-SEQUENTIAL

- 301 German Conversation
- 305 Society and Politics Today (SAC)
- 306 Contemporary Culture: Music, Film, and Media
- 310 German for Writing
- 311 Contemporary German Authors
- 315 German for Business
- 319 Germany: Land of Science and Innovation
- 320 Contemporary German Authors

- 322 The German Play
- 330 Children's Literature
- 335 German Studies I: Tradition and Innovation
- 340 German Studies II: Nation and Identity
- 342 German Studies III: Modernity and Tyranny
- 360 German Film
- 390 Topics in German Literature and Film\*

#### 400 LEVEL CREDIT

##### NON-SEQUENTIAL

- 467 Topics in German Studies: Age of Goethe (WAC)\*\*
- 470 Topics in German Studies: The 19th Century (WAC)\*\*
- 475 Topics in German Studies: The 20th Century (WAC)\*\*
- 490 German Seminar (WAC)\*,\*\*

*\*\* after achieving junior status*

#### MORE

- 401/2/3 Internships in German\*
- 491/2/3 Independent Studies in German
- 494 German in Indianapolis, Then and Now
- 499 Honors Thesis
- FL 390 Seminar\* (*in English*)
- FL 499 Senior Keystone

*\* repeatable with different topics*

#### FULFILLING CORE

- GR 305 – Speaking Across Curriculum
- GR 467, 470, 475, or 490 – Writing Across Curriculum if junior status already achieved
- any three German 300 level or 400 level courses exempt you from Text & Ideas req. (with the exceptions of internships, independent studies, GR494, GR499, and FL499)
- nine hours abroad exempt you from one Global & Historical Studies course

# GERMAN

## PLACEMENT AND DUAL ENROLLMENT CREDITS

### BUTLER LANGUAGE PLACEMENT CREDITS (BLPC)

Request 200-level elective BLPC **after completing**—each with a “C-” or better—**two 300-level Butler courses** in the same language.

- Begin in 203: eligible for three 200-level elective BLPC
- Begin in 204: eligible for six 200-level elective BLPC
- Begin at 300 level: eligible for nine 200-level elective BLPC

*Placement and transfer credits below the 300 level are capped at nine. If you transfer in 100- or 200-level credits from another institution or dual enrollment, you may not receive as many credits as listed above.*

### AP/I.B./CLEP

**Begin in a 300-level course at Butler** and credits can be **earned automatically** from Advanced Placement (AP), International Baccalaureate (I.B.), and CLEP (College Level Examination Program) exams.

- 4 or 5 on each AP exam: three 300-level elective credits (for each)
- 5–7 on I.B. Level 1 SL exam: three 300-level elective credits
- 5–7 on I.B. Level 2 HL exam: six 300-level elective credits
- 5–7 on I.B. Level 1 HL Native Speaker exam: six 300-level elective credits
- 50+ on CLEP exam: meet with MLLC department chair to discuss placement

*In addition to these, you'll possibly still be eligible for nine 200-level elective BLPC. Note: AP/I.B./CLEP elective credits do not count as Butler courses toward BLPC eligibility.*

**Important:** If you do not begin at the 300 level, you forfeit all language AP/I.B./CLEP placement credits.

### DUAL ENROLLMENT

Students who have completed dual enrollment course work in high school with an accredited higher education institution and plan to continue with that language should enroll in the next sequential course.

Course sequencing at Butler:

- 101 & 102 Beginning Language Sequence
- 203 & 204 Intermediate Language Sequence
- 300-320 Advanced Language Skills Courses

Advanced language skill courses are not sequential. Students whose next sequential course will be 300+ are encouraged to enroll in a course that they feel will improve their linguistic and cultural skills.

*You may also be eligible for some 200-level elective BLPC. See info at left.*

### Interested in studying even more languages?

Butler's Multilingual Major is a program in which you'll study three or more languages, as well as the countries and cultures in which they're spoken.

You'll develop proficiencies and intercultural competency, pursuing scholarly investigations in topics relevant to our disciplines, including: linguistics, literatures, cinema, contemporary culture, and people from around the world.

Sixty-six percent of job recruiters in the U.S. (and 90 percent elsewhere) say that multilingualism is crucial.

For information about the Multilingual Major:

- visit [butler.edu/mlc](http://butler.edu/mlc)
- click “Multilingual Major” in the right-column navigation menu



**MEOW**

### TRANSFER CREDITS

To transfer in another institution's language credits earned *while a student at Butler*, do the following:

1. Begin the transfer credit request or study abroad approval form for the course(s) you'll complete (**do not write in Butler equivalencies**)
2. Attach a syllabus for any course listed and bring the documents to the MLLC department admin
3. If course is completed during the final 30 hours at Butler, you will also need a permission to intrude form from the registrar's office.
4. Only Butler faculty can teach 400-level language courses.
5. All courses must be completed with a C- or better.

*Courses must be assigned “GR” or “FL” equivalencies by the MLLC department chair to transfer in to Butler.*

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*butler.edu/mlc*



Opportunities at Butler for immersive, global learning are endless. Over 100 programs serve students in all the languages we offer, coordinated by

Butler's study abroad office: the **Center for Global Education (CGE)**. Take advantage. Passport in hand, the lessons you learn venturing beyond the familiar

can't be taught in a classroom.

Surrounding yourself with native speakers is the best way to improve your fluency and utilize language confidently in real-world settings. Upon returning, your language ePortfolio, our FL 499 Senior Keystone, Career and Professional Success (CaPS), and the Engaged Learning Center can help guide you in marketing your study abroad experiences to employers, graduate schools, and more.

For more information and a link to **study abroad grants**, visit:

***butler.edu/mlc/study-abroad***

## WHERE TO BEGIN

- Talk to MLLC Faculty Academic Advisors**  
Discuss when to go and which courses to aim for.
- Attend a Study Abroad Info Session** (*required*)  
You'll learn about programs, locations, courses, finances, insurance, housing, passports, and more.
- Research Program Offerings**  
CGE's website includes over 200 program options:  
*butler.edu/global-education/where-can-i-go*
- Meet with the Study Abroad Advisor** (*if needed*)  
If you still have questions, please see the CGE advisor:  
*butler.edu/global-education/contact-center-global-education*
- Apply to a Program**  
Coordinate with the study abroad office.

For schedules and more, visit CGE online:

***butler.edu/global-education***

## FEATURED PROGRAM

### **Honors in Berlin**

Revolution, resistance, and restoration - three terms that sum up the tumultuous last century in Berlin's history. This experiential learning trip will explore the dynamic nature of the city. In Berlin, Leipzig and Potsdam, you'll visit sites highlighting World War II, Germany's Reunification, and refugee support to see how politics and culture co-mingle.



## INTERNSHIPS

Pre-professional experiences—both in the U.S. and abroad—are vital for resumes and applications. From a liberal arts perspective, experiential education offers time for self assessment and reflection.

Local internships have included the Marion County Prosecutor's Office, the Christian Neighborhood Legal Clinic, Salesforce, and Indianapolis Public Schools.

### To pursue a language internship:

- Find an internship: [butler.edu/career](http://butler.edu/career)
- Consult with a full-time MLLC faculty member on the internship (and how many credits it might be worth), and ask them to be your instructor *Note: Typically, per credit hour, a student spends a combined 42 hours on site and doing reflection work*
- Apply for the internship
- While awaiting a decision on your application, draft a syllabus (with your instructor), attaching the LAS internship contract (your instructor has access to all forms and sample syllabi on the MLLC Canvas page)
- Submit the syllabus, contract, and a blue registration card (from our administrative specialist) to the MLLC department chair for their approval and signature
- If accepted into the internship, complete the University agreement release form (with signatures from both your instructor and on-site supervisor) and turn it into our administrative specialist
- Then, obtain any remaining needed signatures on your blue registration card and take it to the registrar's office (Jordan Hall 180) *Note: It may take up to two weeks for the internship course to appear in my.butler and Canvas*

For internship databases, a professional guide to success, job data, a calendar of networking events, and more:

- visit [butler.edu/career/student-graduates/internships-jobs](http://butler.edu/career/student-graduates/internships-jobs)

## Senior Keystone



It's vital that you continue improving your language

proficiencies after graduation and know how to market your abilities in pursuit of scholarships, post-graduate apprenticeships, teaching positions, for-profit/non-profit/government careers, success with graduate school applications, and more.

In **FL 499 Senior Keystone**, you will:

- Complete the internationally-recognized STAMP Proficiency Assessment
- Work with CAPS, the Engaged Learning Center, and outside employment and marketing experts
- Apply for post-graduation opportunities
- Polish your online presence
- Organize your Departmental High/Highest Honors materials (if eligible)
- Create a plan for continued proficiency after Butler

FL 499 is a course for all senior language majors and minors. The course is one credit, pass/fail, and taught in English. *(It does not count toward your major/minor.)*

## RESEARCH OPPORTUNITIES

Our students and faculty collaborate on diverse research, exploring topics ranging from Europe's responses to recession, the Sephardic Jewish population in Spain, and the translation of humor between languages.

### 1.) The **Butler Summer Institute (BSI)**

is a research program that allows up to 30 students of any discipline to complete a nine-week research project alongside faculty. BSI Scholars receive a \$4,500 stipend, free housing on campus during the Institute, and admittance to cultural/community building events. **BSI Projects often form the basis of an Honors Thesis.**



2.) Butler offers a **competitive grants program** to fund students **traveling to present** their research findings up to \$250 and/or students conducting research for their **honors thesis research** up to \$500.

### 3.) The **Butler Undergraduate Research Conference**

(URC) provides you the opportunity to share your original research with others. You may submit a complete paper in any discipline for competitive review and the opportunity to earn \$300, \$150, or \$50 as Top Paper recipients. You may also submit an abstract of a current research project in any discipline as an oral presentation, poster presentation, or art exhibit. Competitive Paper and Presentation submissions must be sponsored by a faculty member.



For contacts, application deadlines, and more, visit: [butler.edu/chase](http://butler.edu/chase)



## PRESTIGIOUS SCHOLARSHIPS AND FELLOWSHIPS

Butler’s Engaged Learning Center (ELC, Jordan Hall 109) can guide you through the process of identifying awards suited to your strengths and help you develop competitive applications.

Below, you’ll find contact information for Butler’s Faculty

Director of Engaged Learning. Don’t hesitate to reach out!

You’ll also find a semester-by-semester breakdown of when to apply for important scholarships and fellowships. Deadline dates can vary year-to-year, so be sure to monitor them.

- **STUDY/TEACH ABROAD**  
Boren, Fulbright UK Summer Institute, Gilman, JET, TAPIF
- **RESEARCH ABROAD**  
Fulbright, DAAD
- **TUITION AND BOOKS**  
Goldwater, Udall
- **GRADUATE OR MEDICAL EDUCATION**  
DAAD, Fulbright, Gates Cambridge, Marshall, Mitchell, Rhodes, Truman, NSF GRFP, National Health Service Corps



Various prestigious scholarships/fellowships are described on the next page. For a full list, visit:

- [butler.edu/chase/scholarships-fellowships](http://butler.edu/chase/scholarships-fellowships)
- scroll down to “language study”

### Dr. Rusty Jones

Faculty Director, Engaged Learning Center  
Jordan Hall 109  
Email: [rejones@butler.edu](mailto:rejones@butler.edu)

FIRST YEAR	SOPHOMORE
Apply for:	Apply for:
<ul style="list-style-type: none"> <li>• <b>BSI/Chase Scholars</b></li> <li>• <b>Gilman</b></li> <li>• <b>Fulbright UK Summer Institute</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>BSI/Chase Scholars</b></li> <li>• <b>DAAD Rise</b></li> <li>• <b>Fulbright UK Summer Institute</b></li> </ul>
Submit to/Present at: <b>URC</b>	Submit to/Present at: <b>URC</b>
JUNIOR	SENIOR
Apply for:	Apply for:
<ul style="list-style-type: none"> <li>• <b>BSI/Chase Scholars</b></li> <li>• <b>DAAD Rise</b></li> <li>• <b>Truman</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Boren</b></li> <li>• <b>JET</b></li> <li>• <b>NSF GRFP</b></li> </ul>
Submit to/Present at: <b>URC</b>	Submit to/Present at: <b>URC</b>

Have others pay for your educational adventures, develop self-confidence, improve your communication skills, enhance your resume, and develop relationships with faculty mentors who will then be able to write detailed letters of recommendation for you!

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## **Prestigious Scholarships and Fellowships *continued***

If you have any questions about programs, applying, or interviewing, the ELC office (JH 109) should be your first stop. Some

programs require University nomination or endorsement, so be sure to inquire early. Some awards are open to alumni.

For a full listing of programs, scroll down to “language study” on this webpage:

*[butler.edu/chase/scholarships-fellowships](http://butler.edu/chase/scholarships-fellowships)*

## EXAMPLES

### **FULBRIGHT SUMMER INSTITUTE**

Offers funding to first year and sophomore students with a 3.7 GPA or higher and two years of undergraduate study left to complete. Students travel to the U.K. to participate in 3-6 week academic and cultural summer programs. The majority of the costs are covered, including tuition, room and board, and airfare.

Deadline: February

### **BOREN SCHOLARSHIPS FOR INTERNATIONAL STUDY**

Provides up to \$20,000 for U.S. undergraduate students studying in Africa, Asia, Central & Eastern Europe, Eurasia, Latin America, and the Middle East. Requires rigorous language study and the majority of awardees spend a full academic year overseas. In exchange for funding, recipients commit to working in the federal government for at least one year after graduation.

Deadline: February

### **UDALL SCHOLARSHIPS**

Provides \$5,000 to sophomores or juniors on the basis of leadership, public service, and commitment to issues related to the environment or American Indian nations. Applicants should be committed to a career related to the environment, tribal public policy, or American Indian health care as demonstrated through peer leadership, public service (paid or unpaid), and academic achievement.

Deadline: March

### **CRITICAL LANGUAGE SCHOLARSHIP**

Provides funding for a summer overseas language and cultural immersion program for U.S. undergraduate students in 13 critical need languages, including: Azerbaijani, Bangla, Hindi, Indonesian, Korean, Punjabi, Swahili, Turkish, Urdu, Arabic, Persian, Chinese, Japanese, and Russian.

Deadline: November

### **FULBRIGHT U.S. STUDENT GRANT PROGRAM**

Provides funding to graduates or graduate students to facilitate cultural exchange through direct interaction on an individual basis. Applicants may apply for a Study/Research or an English Teaching Assistantship grant. Funding covers transportation, room and board, and incidental costs.

Butler Deadline: mid-September

### **BARRY GOLDWATER SCHOLARSHIP**

Provides up to \$7,500 per year for a maximum of two years to outstanding undergraduates who are studying mathematics, natural sciences, or engineering who intend to pursue a research career. Sophomores or juniors with a 3.0 GPA or higher are invited to apply.

Deadline: January

### **GATES CAMBRIDGE SCHOLARSHIP**

Scholarships are awarded to extraordinary applicants with a 3.7 GPA or higher to pursue a full-time postgraduate degree in any subject at the University of Cambridge.

Deadline: October

### **MARSHALL SCHOLARSHIP**

Awards young Americans of high ability funding to study for a graduate degree in the U.K. (scholarship valued around \$47,000). Applicants must have a 3.7 GPA or higher and are evaluated on academic merit, leadership potential, and ambassadorial potential.

Deadline: October

### **HARRY S. TRUMAN SCHOLARSHIP**

Provides \$20,000 toward graduate school for future public service leaders, including careers in government, the nonprofit or advocacy sectors, and education. Juniors who plan to go on to careers in public service with outstanding service, academic records, leadership, and a GPA above 3.5 are invited to apply.

Deadline: February

### **GEORGE J. MITCHELL SCHOLARSHIP**

Provides scholarships to U.S. graduates to pursue a year of post-graduate study at institutions of higher learning in Ireland and Northern Ireland. Applicants must have a 3.5 GPA or higher and will be evaluated based on academic excellence, leadership, and a commitment to community or public service.

Deadline: October

### **BENJAMIN A. GILMAN INTERNATIONAL SCHOLARSHIP PROGRAM**

Provides undergraduate students receiving Pell Grants up to \$5,000 for study abroad or internship opportunities.

Deadline: March and October

## COURSE DESCRIPTIONS, TOPICS, AND PREREQUISITES

Butler offers a flexible German major and minor that include rigorous courses from the following catalog, as well as immersive study abroad and internship opportunities. Infused with the humanities, our program will challenge and develop your mind and heart, preparing you to lead a flourishing and socially productive life.

**GR101, Beginning German 1:** Development of speaking, listening, reading, and writing skills and insights into German-speaking cultures. Prerequisite: No previous formal German instruction or placement in GR101.

**GR102, Beginning German 2:** Development of speaking, listening, reading, and writing skills and insights into German-speaking cultures. Prerequisite: GR101 or placement in GR102.

**GR200, German Conversation:** Students will develop their oral proficiency by concentrating on pronunciation and practical vocabulary. Extensive use of class discussion to increase accuracy and fluency. Course cannot be counted toward the major or minor and does not fulfill the language requirement. Prerequisite: One year of college German or placement in GR203.

**GR203, Intermediate German I:** Review of the basic structures of German with an emphasis on active skills. Introduction to German literature through readings, film, and discussion in German. Prerequisite: One year of college German or placement in GR203.

**GR204, Intermediate German II:** Continuation of the review of the basic structures of German with an emphasis on active skills. Practice through readings, films, and discussions in German. Exploration of social, artistic, historical, and/or political topics. Prerequisite: Three semesters of college German or placement in GR204

**GR301, German Conversation:** Weekly practice in conversation in German to maintain and increase oral proficiency. Discussions of topics of current interest, based on readings of journalistic texts. Prerequisite: two years of German or equivalent.

**GR305, Society and Politics Today:** This course offers practice in oral German to develop accuracy and fluency through guided conversations, discussions, individual presentations, vocabulary building, and grammar review. Topics deal with contemporary German culture, society, politics, media, and business. Prerequisite: Two years of college German or placement at the 300 level.

**GR306, Contemporary Culture: Music, Film, and Media:** This course offers an introduction to contemporary cultural life in the German-speaking countries. Topics focus on music, film, TV, and advertising, as well as art and literature. Practice

in oral and written German to develop accuracy and fluency through analysis of cultural texts, discussions, vocabulary building, and grammar review. Prerequisites: Completion of GR204, placement at the GR 300 level, or permission of the department chair.

**GR310, German for Writing:** This course offers practice in written German to develop accuracy and fluency through the analysis of various writing styles and genres, vocabulary building, and grammar review. Emphasis is on the process of writing, guided corrections, and enhancement of self-evaluation. Prerequisite: Two years of college German or placement in German at the 300 level.

**GR315, German for Business:** This course offers an introduction to the structures, institutions, procedures, and terminology of the German business world. Current business news is explored through a variety of media, such as print, television, and the internet. Prerequisite: Two years of college German or placement at the 300 level.

**GR319, Germany: Land of Science and Innovation:** Today, Germany justifiably defines itself as an innovation powerhouse leading the world into a future of sustainability and interconnectedness. This course delves into the German-speaking world of science, innovation, and discovery. Through hands-on experiences and research students will be prepared for internships in STEM fields in German-speaking countries and the globally collaborative work environment of the 21st century. Prerequisite: completion of GR 204, placement at the 300 level, or permission of the department chair.

**GR320, Contemporary German Authors:** An introduction to literary studies in German through close readings and critical analysis of selected texts by post-war authors such as Grass, Durrenmatt, and Wolf. Prerequisite: Two years of college German or placement at the 300 level.

**GR322, The German Play:** A seminar in textual and performance studies in which students learn about all aspects of theatrical production from costume design, props, lighting, sound design, and stage management to directing and acting. The course will focus on a single dramatic work studied in depth, culminating in the staging of the play. Prerequisite: Two years of college German or placement at the 300 level.

**GR330, Children's Literature:** This course in literature for and about children and adolescents offers an introduction to German culture and history from 1800 to the present. Issues considered include social inequality, gender, family, education, and growing up in authoritarian regimes. Prerequisite: Two years of college German or placement at the 300 level.

**GR335, Germany Studies I: Tradition and Innovation:** A survey of the evolution of Germany from the Middle Ages to the Enlightenment through the study of literature, art, and other cultural material. Prerequisite: Two years of college German or placement at the 300 level.

**GR340, German Studies II: Nation and Identity:** A survey of the evolution of Germany from Storm and Stress to Realism through the study of literature, art, and other cultural material. Prerequisite: Two years of college German or placement at the 300 level.

**GR342, German Studies III: Modernity and Tyranny:** A survey of the evolution of Germany from Naturalism to the present through the study of literature, art, and other cultural material. Prerequisite: Two years of college German or placement at the 300 level.

**GR360, German Film:** Analysis and discussion of German films within their cultural, historical, political, and social contexts. Prerequisite: Two years of college German or equivalent or placement at the 300 level

**GR390, Topics in Literature and Culture:** Study of a selected topic in German literature or culture. Course may be repeated with each different topic. Prerequisite: Two years of college German or placement at the 300 level.

**GR401/GR402/GR403, Internship in German:** A faculty-supervised work experience in schools, hospitals, not-for-profits, government, media, business, or other institutions. Primary language must be German. May be completed abroad or in the United States. Prerequisites: Acceptance into the internship program and permission of the department chair. Available in 1, 2, or 3 credits.

**GR467, Topics in German Studies: Age of Goethe:** Study of select writers, genres, or themes within the context of German culture from the Enlightenment to Romanticism. Topics may include the Faust theme in literature, art, and music, the rebel and the genius, Goethe, and Schiller. Prerequisite: Three years of college German or equivalent.

**GR470, Topics in German Studies: The 19th Century:** Study of select writers, genres, or themes within the context of 19th-century German culture. Topics may include the German nation, fairy tales and fantastical literature, and the novella. Prerequisite: Three years of college German or equivalent.

**GR475, Topics in German Studies: The 20th Century:** Study of select writers, genres, or themes within the context of 20th-century German culture. Topics may include fin-de-siècle literature, Kafka, GDR literature, and multicultural Germany. Prerequisite: Three years of college German or equivalent.

**GR490, Seminar:** Investigation of a selected topic in German such as a genre, time period, writer, artist, or historical figure in its historical and social context. Course may be repeated with each different topic. Prerequisite: Three years of college German or equivalent.

**GR491/GR492/GR493 Independent Study:** An opportunity for qualified students to pursue a topic of special interest. Open to majors and minors in German,

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## DEPARTMENTAL HONORS

NOTE: PARTICIPATION IN THE UNIVERSITY HONORS PROGRAM IS NOT REQUIRED.

by permission of the instructor and department chair. Prerequisite: Three years of college German or equivalent. Available in 1, 2, or 3 credits.

### GR494, German in Indianapolis, Then and Now

This course enables German students to have an internship experience in Indianapolis. It consists of multiple components: on-site work at IGeL (Indianapolis German Language Institute); field work in organizations and institutions that foster the German language, history, and culture in Indianapolis; and academic research and readings to supplement the more practical parts of the course. The course is comprised of approximately half internship-type work and half independent study-type work. Prerequisites: At least two courses from GR 300-399, permission of the instructor, and permission of the department chair.

### GR499, Honors Thesis

## STUDENT MODERN LANGUAGE CENTER

Get free tutoring help or hang out with friends in Jordan Hall 391. Located inside our department's main office suite, the Center houses a vast foreign film and TV collection, as well as fun events—think sing-a-longs to Frozen in Chinese or acting out Star Wars in German.

Take advantage of our many viewing areas, including a big screen TV with comfy couches. Hop on PCs and Macs hooked up to a high-speed printer. Borrow one of our many dictionaries and grammar guides.

For office hours, tutoring schedules, ePortfolio help, an online database of our video library, and more:

- visit [butler.edu/mlc](http://butler.edu/mlc)
- click "Student Modern Language Center" in the right-column navigation menu.



### Departmental Honors (baseline)

3.6 GPA minimum in MLLC major *Awarded automatically. Requires no work on your part.*

### Departmental High Honors

3.7 GPA minimum in MLLC major AND

- Completion of Honors Thesis approved by both MLLC department chair and LAS Honors Board
- OR, examination process with written/oral components (Honors ePortfolio and STAMP Proficiency Assessment)

### Departmental Highest Honors

3.8 GPA minimum in MLLC major AND

- Completion of Honors Thesis approved by both MLLC department chair and LAS Honors Board
- AND, examination process with written/oral components (Honors ePortfolio and STAMP Proficiency Assessment)

For a GPA calculation tool, downloadable forms, ePortfolio instructions, and sample works:

- visit [butler.edu/mlc](http://butler.edu/mlc) and click "Departmental Honors" in the right-column navigation menu

### GR 499, HONORS THESIS

If writing an Honors Thesis, you may find this elective course helpful. It's best taken your penultimate semester. The objective is to equip you with research techniques, terminology, methodology, and other language-specific knowledge.

### FL 499, SENIOR KEYSTONE

Alongside planning for life after graduation, this elective course—open to all senior MLLC majors and minors—will have you polish your Honors ePortfolio, practice for your public presentation(s), and study for and take the internationally-recognized STAMP Proficiency Assessment language exam (info on following pages).



## ESTABLISH A PLAN AND GET STARTED

- Calculate the GPA within your MLLC major (*tool available at [butler.edu/mlc](http://butler.edu/mlc)*)
- Decide if you'll pursue an Honors Thesis, the examination process (including an Honors ePortfolio and the STAMP Proficiency Assessment), or both
- Acquire an Honors Advisor (or Advisors)
  - Approach and secure a full-time MLLC faculty member to be your advisor
  - Students completing an Honors Thesis should try to acquire an advisor (and second thesis reader) no later than the end of their third year
  - Students completing the examination process should try to acquire an advisor during their penultimate semester
- Apply for Honors Thesis grant money: [butler.edu/chase/student-grants](http://butler.edu/chase/student-grants)
- Consider enrolling in Honors Thesis and Senior Keystone courses
- Contact our student language center director to set up (if applicable):
  - your Honors ePortfolio
  - your STAMP Proficiency Assessment prep and exam time
- Decide roughly how and when you'll do your public presentation(s)

## HONORS THESIS REQUIREMENTS

Pursuing this route involves the following:

- Propose, Research, Write, and Submit Honors Thesis
- Present Honors Thesis Orally in Public Forum

**Your Honors Thesis can be written in English.** However, a significant portion of the primary sources and data collection/quotes should be in Spanish.

## CHOOSING A THESIS ADVISOR

Having a thesis advisor with whom you can work well is key to a successful thesis. You'll want someone conversant with the subject matter, who you understand easily, and who understands you.

If you aren't taking the SP 499 Honors Thesis course, find an advisor willing to meet regularly. (Your contacts should not be limited to chance meetings in the hall.)

Remember: You are expected to put your best work into the thesis. This is a time-consuming process.

## CHOOSING A TOPIC

Talk with your thesis advisor about possible ideas.

What themes or topics in your courses have most engaged you? What are you most curious about? What do you love?

It's important to select a topic that you truly care about, so that your thesis will continue to interest you during the year-and-a-half or more that you'll be working on it.

## HONORS THESIS PROPOSAL

Your thesis proposal will be read by the LAS Honors Board. Please write your proposal so that any educated person can easily read and understand it. This means avoiding jargon and special terminology where possible and completely defining all special terms that must be used. Please submit your thesis proposal electronically as a PDF and title the file as "lastnamefirstnameproposal." The proposal should be five-to-seven pages long (not including the bibliography). It must present the following information:

- Completed thesis proposal cover sheet and advisor form (*template available: [butler.edu/honors/honors-thesis-proposal](http://butler.edu/honors/honors-thesis-proposal)*)
- Title
  - This should accurately describe the focus of your thesis. You do not need a title page.
- Background
  - Briefly explain how you arrived at your thesis idea. If your thesis grew out of your previous academic work, please describe how. What have other scholars/artists had to say about this question or problem? How does your thesis fit into the work these scholars/artists have already done? What is the significance or importance of your thesis? How will this project contribute to your learning?

- Thesis description
  - Describe in a sentence or two the precise question or problem which you are going to address. Then, identify possible explanations based on the literature in your field. If appropriate, identify a position you will defend. It is insufficient to state simply that you are going to "research," "investigate," or "look into" a question or problem.
- Method and documentation
  - In this section, explain HOW you plan to get your project done. What will you do? Why? How will you support or refute your thesis statement? What are you looking for, specifically? Why have you chosen these texts/survey questions? Support with reasonable arguments (not "because I feel like it" or "my advisor told me to"). What will your scholarship consist of? It's not enough to simply state what you're going to read. Explain the questions you will pose and the methods (e.g., type of formal analysis, literary criticism, etc.) you intend to use to investigate, test, or interpret your thesis. Explain why these methods are feasible and adequate to demonstrate the validity of your work. What resources are necessary to undertake this type of research? Are they readily available? How do you plan to secure them?
- Schedule
  - List the dates by which you'll complete all aspects of the work on your thesis (e.g., gathering resources, initial research, analysis of data, interview times for subjects, completion of literature review, first draft, etc.). The Honors Program asks for a schedule in order to assess how well you and your advisor have thought through this project. How long will it actually take you? Breaking it up into smaller sections helps you to envision the process from beginning to end.

## HONORS THESIS REQUIREMENTS CONTINUED

- Bibliography
  - Append a bibliography of books, journal articles, and other sources that will convince the reviewers that adequate resources exist to do the thesis and that you have done initial background research in this area. Please divide your bibliography into two parts: works you have already consulted and works you plan to consult.
- Submission
  - The proposal should be submitted to the Honors Program. It will be reviewed by the LAS Honors Board. In no more than three weeks (provided you have met the submission deadline), your proposal will be accepted or returned with suggestions for revision. Failure to include any of the aforementioned information will be cause for return. (Any revisions of your proposal should be submitted to the honors office.) The Honors Program will notify you of the Honors Board's decision.

**A thesis approved for the University-wide Honors Program will only qualify for MLLC departmental honors if it has been approved by the MLLC department chair for that purpose.**

## THE THESIS

Advisors and students should decide on deadlines for drafts of chapters and sections of the thesis and observe them. Failure to meet such deadlines is grounds for abandoning the thesis.

Written drafts should be prepared as early as possible. Sometimes introductions can be written before research is completed.

The penultimate "final" draft is the completed thesis bearing your advisor's approval. It should be sent to the second reader via email (CC'ing the Honors Program director). Remember, your second reader may need a few weeks to read and return comments.

- If the second reader approves the thesis, they may still ask for revisions, including mechanical errors (typos, punctuation, grammar, etc.) and minor substantive problems (organization, refinement of terminology, etc.). They'll sign their approval, returning the thesis to you, requesting that you make the revisions (CC'ing your advisor).
- The reader may postpone approval until they see substantive revisions. In that case, the Honors Director should be notified, and the thesis will be returned to the student and advisor to discuss the needed changes.
- If there is a dispute, another reader may be assigned. The thesis must be acceptable to all readers before it is approved.

You'll then prepare the final version according to technical specifications, including the signed cover sheet (signed by your advisor, second reader, and the Honors Program director).

## THE ORAL PRESENTATION

You are required to give an oral presentation of the thesis publicly. Please inform both the MLLC department chair and Honors Office of the date and location of your presentation. The presentation may be made in any of several different settings:

- Butler's Undergraduate Research Conference
- a setting open and advertised to the MLLC department, arranged by you and your advisor (e.g., a lecture in our language center)
- a regional or national conference in our discipline

## TECHNICAL SPECIFICATIONS

- The thesis must begin with both the Honors Program's certification page (including your advisor's signature) and title page, both found here: [butler.edu/honors/thesis-guidelines](http://butler.edu/honors/thesis-guidelines)

- Footnotes, bibliography, table of contents, and other aspects of form and style must be consistent with standards of the discipline and uniformly applied throughout the thesis. It is up to your advisor to mandate the style to be followed.
- The body of the thesis must be double-spaced and single-sided (if printed). Extended quotations, footnotes, and bibliography should be spaced according to the style being used. Pages must be numbered consecutively.
- Margins must be uniformly 1.5 inches on the left and one inch on the other three sides. The top margin may be increased to reflect chapter and section divisions. (The larger left margin accommodates any binding process.)
- All figures, diagrams, and illustrative material must be clearly presented, numbered, labeled, and referenced in the text.

## EXAMINATION PROCESS REQUIREMENTS

Pursuing this route involves all of the following:

- Complete STAMP Proficiency Assessment
  - at least one "Advanced Low" score or higher (*info below*)
  - nothing below "Intermediate High"
- Construct Honors ePortfolio in the target language
- Present Honors ePortfolio in the target language
  - a faculty panel convened by your advisor
  - a roughly 30-minute presentation, including Q&A

## STAMP PROFICIENCY ASSESSMENT

The Standards-Based Measurement of Proficiency (STAMP) assessment is an internationally-recognized exam that determines your language proficiency in four domains (Reading, Writing, Listening, and Speaking). STAMP is web-based and computer-adaptive, with real-world questions on topics selected to be level-appropriate based on research into topics taught at each level. The questions will engage you. Because it's adaptive, you'll demonstrate your proficiency levels without pre-set upper limits.

For each of the exam's four sections, you'll receive a STAMP Benchmark Level score. The scores are grouped by major levels (Novice, Intermediate, and Advanced). Within each of those are three sub-levels, aligned to the American Council on the Teaching of Foreign Languages' (ACTFL) low, mid, and high designations.

You must score:

- at least one "Advanced Low" or higher
- AND, nothing below "Intermediate High"

For organization websites and scoring information:

- visit [butler.edu/mlc](http://butler.edu/mlc)
- click "Departmental Honors" in the right-column navigation menu

## HONORS EPORTFOLIO MATERIALS

This is expected to be a collection of material and experiential oral and written narrative descriptions of important moments and stages in development throughout your years of language study at Butler.

These "artifacts" and syntheses (**in the target language**) will serve to demonstrate a clear line of growth and improvement in key components of language study, as well as a careful reflection on your educational development in general.

Length of the project is flexible but the content should guarantee a comprehensive overview of your undergraduate experience.

# GERMAN

## EXAMINATION PROCESS REQUIREMENTS CONTINUED

The Honors ePortfolio must contain the following six sections of written narratives and “artifact” collections, based upon the listed criteria and examples:

### SPEAKING

You should, through your presentation and examples provided, offer evidence of the ability to conduct a sophisticated oral argument on abstract and concrete topics **in the target language**.

- How have you improved your skills in this area over time?
- Mention specific situational examples (presentations, trips, meetings with native speakers) which demonstrate this improvement.
- Is there a recent oral presentation of which you are particularly proud?
- How did in-class and study abroad experiences help in this area?

#### EXAMPLES:

- Narrative examples of positive growth or improvement: “After first-year French, I could not order wine in a restaurant, but after the 300 level, I was joking with the waiter about different kinds of caviar.” Or, “After 300-level French, I had this amazing discussion about communism in Paris with a guy named Jacques.”
- Audio/video recording of a 300- or 400-level class presentation.
- Note cards, visuals, and summaries of discussion from presentations.
- Accounts of participation/discussions/contributions in upper-level seminar classes.

### READING

You should show evidence of your ability to read extensive and authentic texts with a high degree of understanding.

- What have you read? Which texts have had deeper meaning for you?
- How has your progression in ability been reflected in the types of texts you read in the 200 level to the present level?
- How did in-class and study abroad experiences help in this area?

#### EXAMPLES:

- Offer texts you have read, novels, poetry, newspaper clippings, advertisements, letters, etc.
- Offer summaries of texts you have dealt with and how they have influenced you. For example, after reading Goethe’s *Werther*, what was your reaction? Emotional? Rational? Intellectual?
- Comment especially on the intellectual influence these texts have had on you.

### WRITING

You should be able to structure coherent and sophisticated arguments in the target language. Your writing should display sound acquisition of grammatical structures and vocabulary with competent linguistic accuracy.

- How have you improved your skills in this area over time?
- What examples of papers, compositions, essays, and homework assignments could you provide?
- What authentic writing experiences have you been able to accumulate (pen pal, applications, email, web chat)?

#### EXAMPLES:

- Compare a composition from SP 204 and a film review of the latest Almodóvar film for your 400-level Hispanic Films class. How has your writing changed? Show evidence of improvement and expansion.
- Synthesize your writing experience in a brief narrative. Are you satisfied today with the level attained? How might you continue to improve?

### LISTENING

You should demonstrate your ability to comprehend spoken utterances of native speakers with little difficulty.

- What contact have you had with real native speakers? Describe the experiences and how your comfort level has changed over time.
- Can you now watch a French movie without subtitles? Do you find yourself irritated by those subtitles or hate the dubbed voices of American productions?
- Describe your comprehension level of sophisticated auditory samples (i.e., news, DJ talk, songs, university lectures, etc.).

#### EXAMPLES:

- A narrative of your comprehension of Spanish news reports about recent elections in Mexico.
- Evaluate your development in understanding from beginning Spanish courses to later upper-division work. (“In Spanish 102, I could fill in the missing verb, and today I can complete ideas for my teachers before they finish the sentences.”)

### CULTURAL UNDERSTANDING

You should demonstrate knowledge of formal and informal aspects of international cultures, as well as the ability to think effectively about social, political, ethical, and moral issues.

- What impressions do you have of cultural differences and similarities?
- What particular literary, artistic, historic, cinematic movement/genres have you investigated in greater depth over the course of your career?
- What political, social, economic, religious issues have you encountered, studied, dealt with, discussed at parties or been moved to argue over at any length?

#### EXAMPLES:

- Give a concrete description of a moment in which you felt culturally sophisticated in your field, or in which you felt truly “at home” in the target language.
- What did you not know as a freshman that is in your back pocket today?
- Bring in the 1789 Declaration of the Rights of Man and compare it to your understanding of your own identity or idea of citizenship.
- Tell which German stereotypes are, after your closer inspection, completely untrue or unjustified.

### SUMMARY AND SYNTHESIS, INTELLECTUAL GROWTH

You are asked here to synthesize your experiences and comment on your intellectual growth during your studies.

#### EXAMPLES:

- How has your study of language, literature, and culture enhanced your life and your global appreciation?
- In the film *Dances with Wolves*, the Kevin Costner character experiences a gradual transformation from understanding virtually nothing of the language and the culture of Native Americans, to slowly understanding some things, and finally becoming culturally and linguistically fluent. Would you describe your experience with your language of study in these terms, or would you propose a different analogy which better fits your “transformation”?
- Have you had experiences throughout this language-learning process which you would describe as emblematic (Symbolic? Metaphoric?) for your development? Why?
- What were some of your motivations in learning this foreign language? Did these change over time? Which things helped you most along the way, and which impeded your progress? Were there things you would have done differently, if you were to go through the program again? Why?



# CORE CURRICULUM

<b>EN101</b> (if required)	Course: _____ Term Completed: _____
<b>MA101</b> or <b>MA102</b> (if required)	Course: _____ Term Completed: _____
<b>FYS: First Year Seminar</b> (2-semester sequence; 6 cr. hrs) No Exemption	FYS 101 _____ Transfer _____ FYS102 _____ Transfer _____ Other _____
<b>GHS: Global &amp; Historical Studies</b> (6 cr. hrs) Exemption for 1 semester (3 hours) after successful completion of 9 or more credit hours of coursework while studying abroad in a Butler-approved program. In addition, all International students automatically receive a 1-semester (3 hours) exemption for GHS.	GHS 201 _____ GHS 205 _____ GHS 209 _____ GHS 202 _____ GHS 206 _____ GHS 210 _____ GHS 203 _____ GHS 207 _____ GHS 211 _____ GHS 204 _____ GHS 208 _____ Transfer _____
<b>AR: Analytical Reasoning</b> (3 cr. hrs) Exemption after successful completion of at least 5 hours of mathematics or computer sciences courses above algebra and pre-calculus; students in professional colleges (COPHS or COB) with college mathematics requirements	Course: _____ Term Completed: _____ Transfer: _____
<b>NW: The Natural World</b> (5 cr. hrs) Exemption after successful completion of at least 8 hours of laboratory science.	Course: _____ Term Completed: _____ Transfer: _____
<b>PCA: Perspectives in the Creative Arts</b> (3 cr. hrs) Exemption after successful completion of at least 9 hours in the arts, including art; dance; theatre; music; digital media production; recording industry studies; or creative writing.	Course: _____ Term Completed: _____ Transfer: _____
<b>PWB: Physical Well Being</b> (1 cr. hr) No Exemption	Course: _____ Term Completed: _____ Transfer: _____
<b>SW: The Social World</b> (3 cr. hrs) Exemption after successful completion of at least 9 hours in the social sciences, including anthropology; education; international studies; journalism; organizational communication & leadership; media; rhetoric & culture; strategic communication; political science; sociology; economics; psychology; STS; or communication sciences & disorders	Course: _____ Term Completed: _____ Transfer: _____
<b>TI: Texts and Ideas</b> (3 cr. hrs) Exemption after successful completion of at least 9 hours in the humanities; including most English; history; philosophy; religion; or literature courses taught in classical and modern languages	Course: _____ Term Completed: _____ Transfer: _____
<b>SJD: Social Justice and Diversity</b> (3 cr. hrs) Effective for students matriculating Fall 2020 going forward No Exemption	Course: _____ Term Completed: _____ Transfer: _____
<b>Speaking across the Curriculum</b> (SAC) No Exemption	Course: _____ Term Completed: _____ Transfer: _____
<b>Writing Across the Curriculum</b> (WAC) No Exemption	Course: _____ Term Completed: _____ Transfer: _____
<b>Indianapolis Community Requirement</b> (ICR) No Exemption	Course: _____ Term Completed: _____
<b>Butler Cultural Requirement</b> (BCR) Exemption for JCA majors	Documented attendance at 8 events



## CORE CURRICULUM *continued*

### **Academic Advising Guidelines for the Core Curriculum**

- Emphasize the value of the Core Curriculum in terms of Butler's liberal arts education and critical skill development in addition to explaining the type and number of courses. Help your advisees understand that the Core is designed to be completed over four years.
- Please make sure your advisees know how to view their online audit and understand how they should monitor completion of their graduation requirements and plan their schedules using the audit each semester.
- Help your advisees understand that all parts of the Core Curriculum must be completed prior to graduation, including Writing Across the Curriculum, Speaking Across the Curriculum, the Indianapolis Community Requirement, and the Butler Cultural Requirement.
- New students should not register for Global and Historical Studies (GHS) since this is a sophomore-level course that builds on the skills developed during the First Year Seminar.
- Please encourage students to seek out ICR-designated courses early in their academic experience.
- Exemptions for Core courses are listed on the front page of this sheet. Students also may fulfill certain Core requirements through AP. You can find this information on the Registration and Record's website as well as through a link from the Core Curriculum website.
- In an effort to offer all students opportunity to enroll in Core courses, enrollment limits on Core courses are established during new student and continuing student registration and will be managed carefully. As new student registration events occur throughout the spring semester, enrollment limits will be increased.

### **First Year Seminar: First Year Students**

- All incoming first year students must register for FYS 101 in the fall semester and FYS 102 in the spring semester. All first year students must take a full year of the First Year Seminar. No exceptions.
- Since there is no AP course equivalent to FYS, advanced placement credit does not apply towards First Year Seminar. No university credits taken during high school can replace FYS.
- When advising incoming students, discuss the students' interests and how FYS is an opportunity to explore those interests during their first year at Butler. Topics vary widely so as to have broad appeal.
- If possible, consider the student's entire first year plan when choosing FYS, so that the student's year-long experience in the course can be maintained. This course is intended to be a year-long sequence; FYS 102 course descriptions will indicate which sections do not require FYS 101 as a prerequisite and are therefore open for enrollment in the spring semester.
- Students who fail FYS 101 will take FYS 102 in the spring and retake FYS 101 in the fall. First year students who fail FYS 102 will retake FYS 102 the following spring. Those students should enroll in a FYS 102 that does not require the corresponding FYS 101 as a prerequisite.

### **First Year Seminar: Mid-Year Enrollees and Transfer Students**

- A first year student entering college for the first time in spring semester or a first year transfer student will enroll directly into a section of FYS 102 that does not require FYS 101 as a prerequisite.
- To fulfill the FYS 101 portion of the Core requirement, the student can subsequently or concurrently enroll in an additional Text and Ideas or humanities course.
- These students will not enroll in FYS 101 the following semester or year.
- Transfer students who do not transfer in courses that replace FYS may substitute a TI or humanities course (beyond those required for other areas of the core) for each semester of the FYS requirement.

## CAMPUS RESOURCES

- ❑ **Academic Support - Center for Academic Success and Exploration (CASE) Jordan Hall 144:** Coordinates services and resources that promote academic success for Butler students. CASE is committed to providing a welcoming, student-centered environment that challenges all Butler students to reach their academic potential. Through developmental advising and process-oriented exploration and reflection, we encourage students to develop a plan and take action in support of their academic, personal, and professional goals. The office also supports students who may be in transition between majors, as well as students who have not yet decided on a particular field of study. For more information about CASE, call 940-9308, email [learning@butler.edu](mailto:learning@butler.edu), or visit the [CASE webpage](#).
- ❑ **Tutoring:**
  - **Departmental Study Tables** are open to all students seeking tutoring assistance. The study tables schedule is available to students from course instructors or on the [CASE study table menu](#).
  - **Individualized Peer Tutoring** is available upon professor recommendation. Contact the CASE office for more information.
  - **Speakers Lab (Fairbanks Center 114, 116, 140)** assists students with speeches and presentations (both individual and group). Peer tutors can help you or your group with refining and researching your topic, organizing your research, and effectively presenting your speech. To schedule an appointment, visit <https://booking.appointy.com/SpeakersLab>. For more information, email [speakerslab@butler.edu](mailto:speakerslab@butler.edu).
  - **Student Modern Language Center (Jordan Hall 391)** provides language and homework help, movie nights, cultural activities, and a video library. Language help is offered through faculty office hours and one-on-one tutoring. For more information, call 940-9754, or visit the [Modern Language Center webpage](#).
  - **Writers' Studio Peer Tutoring Program (Jordan Hall 304)** assists students with any writing task (generating ideas, forming a thesis, essays, lab reports, applications, resumes, etc.). Students may drop in or visit <https://butler.mywconline.com> for an appointment.
- ❑ **Center for Faith and Vocation (Blue House across from Schrott Center):** Provides students with space to reflect on faith and spirituality during their time at Butler. For additional information, call 940-8253, or visit the [Center for Faith and Vocation webpage](#).
- ❑ **Center for Global Education (Jordan Hall 133):** Provides information to students about obtaining a global education by studying abroad. For more information, contact the office at 940-8473, or visit the [Center for Global Education webpage](#).
- ❑ **Counseling and Consultation Services (Health and Recreation Complex 120):** Provides individual, couples, and group counseling for students dealing with issues related to personal, academic, career, and social areas of life. This is an excellent resource for students who have concerns about test anxiety or stress management. For more information, call 940-9385, or visit the [Counseling and Consultation Services](#) webpage.
- ❑ **Financial Aid (Robertson Hall, Lower Level):** Provides information about financial support and information on the cost and value of a Butler education, what to expect throughout the year, and financial aid tips and strategies. For assistance from a financial aid counselor, call 940-8200, email [finaid@butler.edu](mailto:finaid@butler.edu), or visit the [Financial Aid](#) webpage.

## CAMPUS RESOURCES (continued)

- ❑ **Greek Life (Atherton Union 310):** For more information regarding sororities and fraternities, contact the Office of Greek Life at 940-6590 or visit the [Greek Life](#) webpage.
- ❑ **Health Services (Health and Recreation Complex 110):** Provides enrolled students with outpatient health care services and patient education from a team of RN's and medical doctors. For information regarding health-related issues, contact the office at 940-9385 or visit the [Health Services](#) webpage.
- ❑ **Career and Professional Success (CaPS)(Business Building 102):** Provides the following services to students: career planning, internship and job search resources, career expo and job fairs, workshops and networking events, and on-campus employment services. Contact the office at 940-9383, [career@butler.edu](mailto:career@butler.edu), or visit the [Career and Professional Success](#) webpage.
- ❑ **Libraries:**
  - **Irwin Library** is available to students next to the Business Building. Using WorldCat Discovery, students have access to not only Butler owned materials, but a vast array of items through Interlibrary Loan or PALShare. Students can also check out equipment and other resources. For more information, call 940-9227, or visit the [Butler Libraries](#) webpage.
  - **Ruth Lilly Science Library** in the newly constructed Sciences Complex offers a vast selection of science related materials. Contact them at 940-9401, or visit them at the [Butler Libraries](#) webpage.
- ❑ **Diversity, Equity, and Inclusion (Efroymsen Diversity Center, Atherton Union 004):** DEI Focuses on collaborative work to advance diversity, equity, and inclusion at Butler in relationship to gender, disability, racial, sexual orientation, religion, and socioeconomic status. For more information, contact them at 940-4462, or visit their [DEI](#) webpage.
- ❑ **Student Involvement and Leadership (SIL) (Atherton Union 101):** Provides students with opportunities to learn about and get involved with campus events and organizations, and to work on team-building and goal-setting within organizations. For more information, call them at 940-9262 or visit their [SIL](#) webpage.
- ❑ **Registration and Records (Jordan Hall 180):** For information about the academic calendar, registration, grades, transcripts, transfer credits, and AP credits, call 940-9203, email at [registrar@butler.edu](mailto:registrar@butler.edu), or visit the [Registration and Records](#) webpage.
- ❑ **Department of Residence Life (Atherton Union 303):** Provides information about residence hall living, room and board agreements, etc. For more information, call 940-9458, email at [reslife@butler.edu](mailto:reslife@butler.edu), or visit the [Residence Life](#) webpage.
- ❑ **Student Accounts (Jordan Hall 102):** Provides electronic billing statements, payments, and free check-cashing service; administers student paychecks, and issues refund checks. For questions, call 940-9353 or visit the [Student Accounts](#) webpage.
- ❑ **Student Disability Services (SDS)(Jordan Hall 136):** To report a documented disability, request accommodations, or inquire about services, call the SDS office at 940-9308, email [sds@butler.edu](mailto:sds@butler.edu), or visit the [Student Disability Services](#) webpage.