



Graduate Student Handbook

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April 2016

Graduate Student Handbook - 1

Graduate Programs

The department offers programs leading to the Master of Arts and the Doctor of Philosophy degrees with a major in Spanish. For those students in other departments, the Department of Spanish and Portuguese offers doctoral minors in Spanish and Portuguese.

Admission to all graduate programs requires the completion of a bachelor's degree with a major in the proposed field of study. Admission to the doctoral program in Spanish is dependent upon the completion of a Master of Arts degree in Spanish at the University of Arizona or elsewhere.

For questions regarding the graduate programs, please contact either the Director of Graduate Studies or Administrative Associate of the Graduate Studies Program:

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Information regarding admission and requirements for each of the graduate programs may be found on the following pages:

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MASTER OF ARTS

The Department of Spanish and Portuguese offers the M.A. with a major in Spanish. Students specialize in one of two concentrations: Hispanic literatures and cultures or Hispanic linguistics.

Hispanic Literatures and Cultures Concentration

Admission

The applicant must hold, or anticipate completing by the time of admission, a bachelor's degree from an accredited U.S. college or university or the equivalent degree from a university outside the U.S. The applicant is expected to have a minimum of 15 semester hours of Hispanic literature and culture courses at the advanced level and one advanced Spanish grammar and composition course or the equivalent of the undergraduate major in Hispanic literature and culture at the University of Arizona; to have a minimum grade-point average of 3.3 on a 4-point scale overall; and to have a minimum grade-point average of 3.4 on a 4-point scale in Spanish.

Requirements

Upon entering the program, the student establishes his/her degree study program in consultation with the Director of Graduate Studies. The student is required to complete a minimum of 33 graduate units, as follows:

- (1) An equal number of units in Spanish and Latin American literatures and cultures (15 units in each area)
- (2) A 3-unit Introduction to Hispanic Studies taken in the first semester of residence
- (3) Graduate Assistants in Teaching (GAs) in Spanish and Portuguese are required to complete a language teaching methodology course (SPAN-581A) before or during their first semester of classroom teaching. The methodology course may count for one of the courses in either Spanish or Spanish American literatures and cultures.
- (4) Courses in Brazilian literature and culture may count for courses for Latin American Literatures and Cultures.

In addition, the student must take a comprehensive written examination in the field of Hispanic literatures and cultures upon completion of all course work.

The Program of Study sheet for the M.A. in Hispanic Literatures and Cultures appears on the next page.

M.A. CONCENTRATION IN HISPANIC LITERATURES AND CULTURES

NAME: _____

Course Requirements: 33 Units *

SPANISH LITERATURE AND CULTURE: 15 units

	COURSE	SEMESTER	PROFESSOR
01			
02			
03			
04			
05			

LATIN AMERICAN LITERATURES AND CULTURAL STUDIES: 15 units

	COURSE	SEMESTER	PROFESSOR
01			
02			
03			
04			
05			

INTRODUCTION TO HISPANIC STUDIES: 3 units

	COURSE	SEMESTER	PROFESSOR
01			

LANGUAGE TEACHING METHODOLOGY *(Required for First Semester GATs)

	COURSE	SEMESTER	PROFESSOR
01	SPAN 581A		

* 3 units of SPAN 581A may be used in either SPANISH LITERATURE AND CULTURE or LATIN AMERICAN LITERATURES AND CULTURAL STUDIES area.

MASTER OF ARTS

Hispanic Linguistics Concentration

Admission

The applicant must hold, or anticipate completing by the time of admission, a bachelor's degree from an accredited U.S. college or university or the equivalent degree from a foreign university. The applicant is expected to have a minimum of one advanced Spanish grammar course and one advanced Spanish conversation and composition course; to have a minimum of 9 semester hours in areas including Spanish phonetics and pronunciation, advanced Spanish syntax, and general linguistic theory or their equivalent; to have a minimum grade-point average of 3.3 on a 4-point scale overall; and to have a minimum of 3.4 on a 4-point scale in Spanish.

Requirements

Upon entering the program, the student establishes his/her degree study program in consultation with the Director of Graduate Studies. The student is required to complete a minimum of 30 graduate units in Hispanic Linguistics distributed as follows:

- (1) 27 units in Hispanic Linguistics distributed according to the following program of study.
- (2) A 3-unit Introduction to Hispanic Studies taken in the first semester of residence
- (3) Graduate Assistants in Teaching (GAs) in Spanish and Portuguese are required to complete a language teaching methodology course (SPAN-581A) before or during their first semester of classroom teaching. This course counts as one of the student's requirements in Second Language Theories and Applications.

In addition, the student must pass a comprehensive written examination in the field of Hispanic linguistics taken upon completion of all course work.

The Program of Study sheet for the M.A. in Hispanic Linguistics appears on the next page.

M.A. CONCENTRATION IN HISPANIC LINGUISTICS

NAME: _____

Course Requirements: 30 Units

REQUIRED COURSES: 12 units

	COURSE	SEMESTER	PROFESSOR
01	SPAN 580A		
02	SPAN 580B		
03	SPAN 582A		
04	SPAN 582B		

ELECTIVE COURSES: 12 units (one from each category)

	COURSE	SEMESTER	PROFESSOR
01	SPAN 583A/B/C		
02	SPAN 584A/B/C		
03	SPAN 574A/B 581B		
04	SPAN 696D Seminar		

SECOND LANGUAGE ACQUISITION THEORIES AND APPLICATIONS: 3 units

	COURSE	SEMESTER	PROFESSOR
01	SPAN 581A		

INTRODUCTION TO HISPANIC STUDIES: 3 units

	COURSE	SEMESTER	PROFESSOR
01	SPAN 501		

DOCTOR OF PHILOSOPHY

The Department of Spanish and Portuguese offers the Ph.D. with a major in Spanish in the following concentrations: a) Hispanic Literature and Cultures, b) Hispanic and Luso-Brazilian Literatures and Cultures, and c) Hispanic Linguistics.

Admission

The applicant must hold, or anticipate completing by the time of admission, an M.A. degree from an accredited U.S. college or university or the equivalent degree from a university outside the U.S., have a minimum grade point average of 3.4 on a 4-point scale in the M.A. in Spanish, and meet the general requirements of the Graduate College.

Procedure for considering internal M.A. candidates for admission to the Ph.D. program

All internal M.A. candidates who wish to continue for the Ph.D. at the University of Arizona *must provide the following*:

- 1) Three letters of reference, at least one of which must be from a professor who did not serve on the student's M.A. examination committee
- 2) Curriculum Vitae
- 3) Statement of purpose written in Spanish by the student
- 4) A writing sample in Spanish
- 5) Graduate College Online Application

Requirements

Upon entering the Ph.D. program, the student establishes his/her degree study program in consultation with the Director of Graduate Studies. The student must complete the following:

- (1) A diagnostic qualifying oral interview during the first semester of study.
- (2) 51 graduate units of course work (up to 15 units of course work may be transferred from the M.A.). A minimum of six units must be 600-level seminars.
- (3) Present reading knowledge of one foreign language, other than English or Spanish, appropriate to the field of specialization (see page 13 for detailed information regarding the foreign language requirement).
- (4) Pass a comprehensive examination, partly written and partly oral, which will include primary and secondary areas within the declared major field of study.
- (5) Complete 18 doctoral dissertation units, write and defend a dissertation.

In addition, all Graduate Associates in Teaching (GAs) in Spanish and Portuguese are required to complete a language teaching methodology course (SPAN-581A) before or during their first semester of classroom teaching. This course counts as one of the student's electives for the Ph.D.

Qualifying Oral Interview

During the first semester of studies at the University of Arizona all incoming external Ph.D. students participate in the diagnostic oral qualifying interview. Each student, working in collaboration with the Director of Graduate Studies, propose two topics that represent knowledge in the relevant major and that reflect the student's academic preparation from the M.A. In addition, the student will submit a writing sample (that is, a Masters-level term paper written in Spanish) to the Director of Graduate Studies no later than three weeks prior to the date of the Qualifying Oral Interview. The writing sample will be read by the members of the Qualifying Oral Interview and will be discussed with the student during the interview. The interview lasts a minimum of one hour and a maximum of two hours. The interview starts with a brief fifteen-minute presentation by the student on the two chosen topics. During the interview, the committee, established by the Graduate Studies Committee, will question the student on these topics. The purpose of this interview is to assess a student's strengths and weaknesses so that s/he can be effectively mentored.

Ph.D. Coursework

In consultation with and the approval of the Director of Graduate Studies, the student selects one primary field of study from the following areas:

- (1) Medieval, Renaissance, and Golden Age Spanish literatures and cultures
- (2) Eighteenth through twenty-first century Spanish literatures and cultures
- (3) Spanish American literature and cultures from the Pre-Columbian period to Independence
- (4) Nineteenth through twenty-first century Spanish American literatures and cultures
- (5) Border Studies

- (6) Luso-Brazilian and Hispanic literatures and cultures
- (7) Language Structure 1
- (8) Language Use 1

In addition to the primary field, the student selects two secondary areas of study from the following:

- (1) Thirteenth-century through eighteenth-century Spanish literatures and cultures
- (2) Nineteenth through twenty-first century Spanish literatures and cultures
- (3) Pre-Columbian through eighteenth-century Spanish American literature and cultures
- (4) Nineteenth through twenty-first century Spanish American literature and cultures
- (5) Mexican and Mexican American literature and cultures
- (6) Luso-Brazilian literatures and cultures
- (7) Literary and cultural theories
- (8) Language Structure 2
- (9) Language Use 2

At least 18 units must be taken in the primary field of study and 6 units in each of the two secondary areas of study. The remaining 18 units are electives.

If the student elects his/her area in one of the Spanish Peninsular Primary Areas, at least one of the secondary areas must be in Latin American literatures and cultures and vice versa. Similarly, in Hispanic Linguistics, if the student elects his/her Primary Area in Language Structure, at least one of the secondary areas must be Language Use and vice versa.

The Program of Study sheet for the Ph.D. in Spanish appears on the next page.

Ph.D. in Spanish Program

NAME: _____

COURSE REQUIREMENTS	OTHER REQUIREMENTS
51 UNITS *: <ul style="list-style-type: none"> Primary Area of Study: 18 units First Secondary Area of Study: 6 units Second Secondary Area of Study: 6 units Electives: 18 units Introduction to Hispanic Studies: 3 units 	<ol style="list-style-type: none"> 1. Reading knowledge of one Foreign Language 2. 18 Dissertation units

For **CODE NUMBERS** of Primary and Secondary Areas of Study see next page:

PRIMARY AREA OF STUDY (18 units)

CODE NUMBER:

	COURSE	SEMESTER	PROFESSOR
01			
02			
03			
04			
05			
06			

FIRST SECONDARY AREA OF STUDY (6 units)

CODE NUMBER:

	COURSE	SEMESTER	PROFESSOR
01			
02			

SECONDARY AREA OF STUDY (6 units)

CODE NUMBER:

	COURSE	SEMESTER	PROFESSOR
01			
02			

ELECTIVES (18 units)

	COURSE	SEMESTER	PROFESSOR
01			
02			
03			
04			
05			
06			

INTRODUCTION TO HISPANIC STUDIES (3 units)

	COURSE	SEMESTER	PROFESSOR
01			

FOREIGN LANGUAGE REQUIREMENT: _____

COURSE	SEMESTER	PROFESSOR	GRADE

NOTE	*SEMINARS
In any Area of Study units may be satisfied by <ul style="list-style-type: none"> • TRANSFER units (18 max) • MASTERS units (15 max) • GRAD NON-DEGREE units (12 max) 	6 of the 51 total units must be satisfied by 600 level courses (i.e. 2 Seminars) in any Area of Study.

PRIMARY AREA OF STUDY

CODE NUMBER	AREA
01	Medieval, Renaissance, and Golden Age Spanish literatures and cultures
02	Eighteenth through Twenty-first Century Spanish literatures and cultures
03	Spanish American literature and cultures from the Pre-Columbian period to Independence
04	Nineteenth through Twenty-first Century Spanish American literature and cultures
05	Border Studies
06	Luso-Brazilian and Hispanic literatures and cultures
07	Language Structure 1
08	Language Use 1

SECONDARY AREA OF STUDY

CODE NUMBER	AREA
09	Thirteenth through Eighteenth Century Spanish literatures and cultures
10	Nineteenth through Twenty-first Century Spanish literatures and cultures
11	Pre-Columbian through Eighteenth Century Spanish American literatures and cultures
12	Nineteenth through Twenty-first Century Spanish American literatures and cultures
13	Mexican and Mexican American literatures and cultures
14	Luso-Brazilian literatures and cultures
15	Literary and cultural theories
16	Language Structure 2
17	Language Use 2

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Department of Spanish and Portuguese

Foreign Language Requirement

It is a necessary academic requirement that all Ph.D. candidates in Spanish demonstrate "reading knowledge" of a natural language other than Spanish and English, preferably a Romance language (otherwise, a language that has a direct bearing on the candidate's research and/or studies). The level of proficiency expected is that of passing an advanced 300-level grammar and writing course with a grade of B or higher.

The candidate must meet this language requirement BEFORE--and as a condition towards--taking the written Comprehensive Exams.

The foreign language requirement may be met in one of the following ways:

1. For students who complete the requirement at the University of Arizona: Successful completion of course work to the advanced level in a language other than English or Spanish, with an average grade of B or higher. The course work must include a 300-level intermediate/advanced grammar course taught and examined in the target language (typically xxxx-325 or 305, depending on the department).*
2. For students with course work in a language other than English or Spanish from an accredited institution: The student will meet with the Graduate Advisor to determine whether or not the course work satisfies the foreign language requirement. The Graduate Advisor may require, at his/her discretion, that the student takes additional course work and/or pass a proficiency exam in the language of choice. The format and content of the exam will be determined in conjunction with the Graduate Advisor and a qualified instructor of the chosen language.
3. Students who are native speakers of a language other than English and Spanish may have this requirement waived with the approval of the Graduate Advisor.

*Note: Students without any formal instruction in a language other than English or Spanish may complete the foreign language requirement in two semesters if they choose to study Portuguese. In this case, the student must complete the following courses with an average grade of B or higher:

PORT-305: Portuguese for Spanish Speakers

PORT-325: Intermediate Grammar and Conversation

PORT-305 and PORT-325 reflect the minimum course work required to complete the foreign language requirement. An exam or term paper may NOT be used in lieu of one of these courses. However, the student may substitute a 400- or 500-level Portuguese course for PORT-325 with the permission of the Portuguese faculty and the Graduate Advisor.

Department of Spanish and Portuguese

Procedures for Grade Appeals

(Approved: March 9, 2001)

If a student wishes to initiate an appeal of a final course grade, the student must follow specific University procedures, as described in the General Catalog, Academic Policies, Grade Appeal Process. The College of Humanities has a timetable for the appeal process that must be adhered to <http://humanities.arizona.edu/faculty-staff/instructional-affairs/grade-appeal-process/steps>

At the end of the semester, after consultation with both the instructor and the Department Head, the student may initiate a final course grade appeal with the College of Humanities at the Office of the Vice Dean. The first step, however, is to check with the course instructor to determine a possible error in determining the grade. If there was an error, a change of grade form can be completed by the Department.

If the student decides to file an appeal, however, the student must follow the steps outlined in the General Catalog. After Step 6 of the College of Humanities Grade Appeal Process is completed, the Department Head will consult with an ad-hoc Grade Appeal Committee selected by the Graduate Studies Committee before responding in writing to the student. This ad-hoc Committee will be composed of three faculty members of the Department of Spanish & Portuguese's Graduate Studies Committee. All decisions arrived at by this ad-hoc Committee will be by secret ballot.

Academic Standards

Grade Point Average. As per the University of Arizona Graduate Catalog, a student cannot receive an advanced degree without an overall grade point average (GPA) of 3.00 or higher on all graduate-level course work. In addition, a student who has a cumulative GPA of less than 3.00 will be placed on academic probation. A student on academic probation will not be allowed to be a graduate assistant/associate in teaching. A student who is on academic probation for two consecutive semesters will be converted automatically to non-degree status by the Graduate College.

Non-Degree Status. As per the University of Arizona Graduate Catalog, a maximum of 12 units of graduate credit taken as a non-degree seeking student may be applied toward a graduate degree program.

Incompletes. As per the University of Arizona Graduate Catalog, the grade of 'I' for 'Incomplete' may be awarded only at the end of the semester when all but a minor portion of the course work has been satisfactorily completed. Students have a maximum of one calendar year to remove an Incomplete. An Incomplete not removed within a year will be replaced by a failing grade of "E." <http://registrar.arizona.edu/gradepolicy/incomplete.htm>

Academic Integrity and Code of Conduct. It is the responsibility of the student to inform him/herself of the University of Arizona policies regarding the following: Academic Conduct and Academic Integrity. These can be found under the current Dean of Student's website: <http://deanofstudents.arizona.edu/policiesandcodes>

Satisfactory Progress toward Degree. Students enrolled in a graduate degree program are expected to make satisfactory progress toward completion of degree requirements each semester. Failure to do so may result in conversion to non-degree status by the Dean of the Graduate College. <http://grad.arizona.edu/academics/policies/academic-policies/satisfactory-academic-progress>

Continuous Enrollment Policy. Unless on a Leave of Absence, graduate students are required to enroll each semester until completion of degree. Continuous Enrollment Policy requires that graduate degree seeking students be enrolled each academic semester from original matriculation to final degree completion. <http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment>

Students are encouraged to consult the Graduate College website for more detailed information regarding general academic standards, policies and requirements: <http://grad.arizona.edu/>

Fulltime Status

- Fulfilling degree coursework requirements 9 graduate units (not including audit)
- Hired on an Assistantship 6 graduate units (not including audit)
- Working on thesis, dissertation, final project. . . . 3 units 900 level (no other courses)

Doctoral students may enroll for 1 unit of 900 level until degree is completed IF all the following are met:

- Passed Comprehensive exam
- Completed 51-unit coursework and 18 units of dissertation
- Not needing to maintain fulltime student status to defer loan repayment (federal aid supported students with 1 unit of 900 will NOT be considered fulltime and will need to request a forbearance through the lending agency)
- Not on F1 or J1 visas
- Not receiving University funding (except the Thesis/Dissertation Scholarship)

Halftime Status

5 – 8 graduate units (not including audit)

Transfer of Graduate Coursework from Other Institutions

Students who wish to transfer graduate-level courses to their M.A. or Ph.D. program must receive permission from the Graduate Advisor. When possible, the student should provide a copy of the course syllabus or other course materials so that the Graduate Advisor may more effectively evaluate the appropriateness of the course to the student's program.

As per the guidelines of the Graduate College of the University of Arizona, the following guidelines apply to the transfer of graduate-level course work:

Students may not receive graduate credit for undergraduate courses. In addition, the Graduate College does not accept correspondence courses or courses taken through Extension at other universities for credit. Students may not transfer course work for which they did not receive a regular grade (i.e., independent studies and courses taken pass/fail may not be transferred into a student's graduate program). Finally, transfer credit will not be given for courses in which the student received a grade of less than B (3.0 on a 4.0 scale).

The following program-specific guidelines regarding transfer credit also apply:

Master of Arts Candidates: The Graduate College allows M.A. students to transfer up to twenty percent of the minimum number of units required for a master's degree from another institution. This means that M.A. students may transfer a maximum of six graduate units from another institution to their M.A. program.

Ph.D. Candidates: The Graduate College requires that Ph.D. students complete a minimum of 30 units of graduate credit *in residence* at the University of Arizona. Thus, a Ph.D. student may transfer from an M.A. program to the Ph.D. program a maximum of 15 units from another institution upon approval by the Director of Graduate Studies.

Department of Spanish & Portuguese Advising

Students are required to meet regularly with the Director of Graduate Studies to discuss their plan of study and progress in the graduate program. In addition, students are encouraged to meet with the Director of Graduate Studies as often as necessary to discuss any questions or concerns they may have. Office hours are posted on the Director of Graduate Studies office door. Students may also contact the Administrative Associate for the Graduate Studies Program, Isela Gonzales, regarding general requirements and departmental or Graduate College deadlines.

The Department of Spanish and Portuguese requires that all graduate students meet with the Director of Graduate Studies in order to register for courses the following semester. Information regarding advising for course registration is sent out every semester, usually in October for the following Spring and in March for the following Fall.

Contact information for the Director of Graduate Studies:

Dr. Sonia Colina
Director of Graduate Studies
Department of Spanish & Portuguese
Modern Languages 554

Email: solina@email.arizona.edu
Phone: (520) 621-3798

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General Information and Important Reminders regarding Comprehensive Exam for Advancement to Candidacy

Continuous Enrollment. After completing all coursework students will proceed to taking their Comprehensive Exams. All students must be enrolled in a minimum of three units (six units for GATs) of Spanish 900 during the semester in which they take their Comprehensive Exams. Therefore, students must enroll in the requisite number of *continuous enrollment* during the semester of their Comprehensive Exams. Students may consult with the Director of Graduate Studies or Isela to register for continuous enrollment in Spanish 900.

Exam Committee. Students must submit a list of suggested Comprehensive Exam Committee members to Isela Gonzales, Administrative Associate, one semester prior to taking the exam. The student must contact the professors to request their participation prior to submitting their name as a suggested committee member. All Comprehensive Exam Committees must be approved in advance by the Graduate Studies Committee. If a student wishes to change the make-up of his/her exam committee, s/he must submit a written petition to the Director of Graduate Studies for approval by the Graduate Studies Committee (see Appendix for sample petition forms). Petitions for a change in committee for a Fall semester exam must be received by January, and petitions for a change in committee for a Spring semester exam must be received by August.

Exam postponements. A student may petition to postpone taking the Comprehensive Exam when compelling circumstances warrant such a request. A petition to postpone the Comprehensive Exam must be submitted in writing to the Director of Graduate Studies who will then refer the petition to the Graduate Studies Committee (see Appendix for sample petition forms). A student may petition to postpone taking the Comprehensive Exam only once. The final decision will be made by the Graduate Studies Committee depending on the rationale presented by the student.

M.A. Concentration in Hispanic Literatures and Cultures

Written Examination

The M.A. Written Examination in Hispanic Literatures and Cultural Studies will consist of a take-home exam in two parts. Part I covers Spanish Literatures and Cultural Studies and Part II covers Latin American Literatures and Cultural Studies. The student will have ten days to complete the M.A. Written Examination. The examination will be distributed to the student in hard copy form by the Department's Graduate Studies Office at 9:00 AM on the first Friday of the designated examination period. Both parts of the M.A. Written Examination must be returned in hard copy form the second Tuesday of the designated examination period by 11:30 AM to the Department's Graduate Studies Office. In addition to the hard copy the examinee also will submit at the same time the M.A. Written Examination a USB to the Department's Graduate Studies Office.

General format:

The questions for the M.A. Written Examination will pertain to general knowledge in the various fields of Hispanic Literatures and Cultural Studies and may require that the student demonstrate the ability to do close-reading and critical analysis. Both Parts I and II will have the same general format but will vary according to the content area of the questions asked. Each part of the exam will consist of three content areas, totaling six content areas to be tested. For each part of the exam, the student must answer one question in each of three content areas (chosen from two options within each area). Thus, the student will answer a total of three questions on each part of the examination. These content areas correspond to the content areas in the M.A. in Hispanic Literature and Cultural Studies, as follows:

Part I

- 1- Spanish Literatures and Cultural Studies: Medieval, Renaissance and Golden Age
- 2- Spanish Literatures and Cultural Studies: 18th through 21st Centuries
- 3- Spanish Literatures and Cultural Studies: Comprehensive

Part II

- 4- Latin American Literatures and Cultural Studies: Pre-19th Century (See note # 1.)
- 5- Latin American Literatures and Cultural Studies: 19th through 21st Centuries
- 6- Latin American Literatures and Cultural Studies: Comprehensive

* Please note: Courses in Luso-Brazilian Literatures and Cultural Studies and courses in Border Studies may count for student coursework in Latin American Literatures and Cultural Studies.

The student will answer the questions in essay form. Each of the essays must be 1000-1500 words each, typed in a standard font, double-spaced and include citations and a bibliography that follows the current MLA style sheet. Some questions, however, may include a list of items for identification. All parts of the M.A. Written Examination will be based on the student's course work in Hispanic Literatures and Cultural Studies and the required readings for these courses.

The student is asked to consult periodically with his/her appointed M.A. Written Examination Committee members up to the date of the examination. The student will receive official written notification of the results of the examination from the Director of Graduate Studies.

The student's appointed M.A. Written Examination Committee will consist of three members from the Department of Spanish and Portuguese affiliated with the graduate program in Hispanic Literatures and Cultural Studies. All M.A. Written Examination committees must be approved by the Graduate Studies Committee.

In compliance with Graduate College procedures, tenure-track or tenured faculty at the rank of Assistant Professor or higher must comprise the M.A. Examination Committee.

POLICY CONCERNING GRADUATE EXAMINATIONS DURING SUMMER:

By unanimous vote of the faculty, graduate examinations will not be offered during the summer **except** in the case of **dire** emergency. 5-4-95.

Standards for Grading the M.A. Comprehensive Exam in Hispanic Literatures and Cultures

The M.A. Examination is administered by a committee of three faculty members chosen by the Graduate Studies Committee after reviewing the student's proposed list of committee members. The exam is based on a reading list approved by the faculty that forms the baseline knowledge students are expected to have. Each student will bring to the exam a wide variety of readings above and beyond the readings for the exam. Students are also expected to bring to the exam an understanding of the trajectory of the development of Hispanic letters and with general theoretical concepts. A solid grounding in theory is necessary for students to receive a grade of High Pass.

A Master's candidate will be expected to present clear and coherent responses, written in correct Spanish. Answers should respond the questions posed. The answers should reflect a thorough familiarity with the texts under study, with general literary concepts, and with knowledge of the history of Spanish and Latin American Literatures and Cultures.

Each member of the committee shall read the entire M.A. Exam and present a written evaluation of it rating it as High Pass, Pass, Low Pass or Fail.

The categories of grading are defined as follows:

Fail: Deficient answers to the questions that contain errors in fact, a written exposition that makes it difficult to understand the answers, or answers that do not address the questions asked. The answers contain little or no support from primary and secondary sources.

Low Pass: Answers the questions posed in a minimally acceptable manner with minimal errors in fact, minimal support from primary and secondary sources, and a minimal understanding of theoretical concepts. The level of Spanish does not detract from the candidate's exposition but may contain some errors in usage.

Pass: The answers have a coherent introduction, exposition, and conclusion and are supported by documentation from primary and secondary source materials. The answers demonstrate a thorough knowledge of the material written in very good Spanish with some, but no major, errors in usage.

High Pass: High Passes are extremely rare. In addition to containing all the elements of a passing exam, the High Pass demonstrates mastery of the material, as well as an understanding of elements of theoretical concepts and related critical works. The

answers provide fresh insights on the subject addressed. The written Spanish is excellent with no significant errors in usage.

Grading Procedures

Each member of the committee will submit, as is current practice, a written evaluation of the exam.

Each member of the committee will assign a grade to the exam: 90 for High Pass, 80 for Pass, 70 for Low Pass, 50 for Fail in accordance with the grading matrix listed above. The student grade will be the average of the three scores. The student must receive a score of at least 70 to pass the exam.

After the chair of the committee has received all of the results, s/he will convene a meeting of the committee to discuss the student's performance. The chair of the committee will bring to the meeting a draft of the letter to be sent to the student assessing the student's performance on the exam and informing the student of the results.

M.A. Concentration in Hispanic Linguistics

Written Examination

The M.A. Written Comprehensive Examination in Hispanic Linguistics will consist of two parts: Part I will be taken on the first Friday of the designated examination period from 8:00 AM until 2:00 PM. Part II of the examination will be a take-home exam and will be distributed by the Department's Graduate Studies Office at 9:00 AM on the second Friday of the designated examination period. It must be returned the following Tuesday by 11:30 AM to the Department's Graduate Studies Office.

General format:

The questions for the Written Comprehensive Examination will pertain to general knowledge in the various fields of Hispanic Linguistics and may require that the student demonstrate linguistic argumentation skills and/or the ability to analyze linguistic data (from any language). Both Parts I and II will have the same general format but will vary according to the content area of the questions asked. For each part of the exam, the student must answer:

- one obligatory question (no option given)
- one question in each of two content areas (chosen from two options within each area)

Thus, the student will answer a total of three questions on each part of the examination. Each part of the exam will likewise consist of three content areas, and a total of six content areas will be tested. These content areas correspond to the content areas on the M.A. Reading List in Hispanic Linguistics, as follows:

- 1-Syntax/Morphology
- 2-Phonology
- 3-L2methods
- 4-Phonetics
- 5-Sociolinguistics
- 6-Bilingualism/HeritageLanguage
- 7-Seminar

The distribution of the questions and content areas for each part of the examination will be determined by the members of the student's Comprehensive Examination Committee.

Students who do not pass Part I of the Written Comprehensive Examination will not be allowed to take Part II.

In order to facilitate the coordination of examinations, the Department's Graduate Studies Office will establish specific examination dates and arrange for a room in which Part I of the examination is to be taken.

All parts of the Written Comprehensive Examination will be based on the student's course work in Hispanic Linguistics and on the M.A. Reading List in Hispanic Linguistics. The student is asked to consult periodically with his/her M.A. Written Comprehensive Examination Committee members up to the date of the examination period. The student is also asked to consult with Committee members after receiving official notification of the results of the examination in order to inform him/herself of the Committee's evaluation of the student's performance.

The student's M.A. Written Comprehensive Examination Committee will consist of three members from the Department of Spanish and Portuguese affiliated with the graduate program in Hispanic Linguistics. All M.A. examination committees must be approved by the Graduate Studies Committee.

In compliance with Graduate College procedures, tenure-track and tenured faculty at the rank of Assistant Professor or higher must comprise the M.A. Examination Committee.

The language of the Examination will be Spanish. However, if a particular question is written in English, the student will have the option of responding to that question in either English or Spanish.

To obtain a copy of the M.A. Reading List in Hispanic Linguistics, please see Isela Gonzales or the Director of Graduate Studies.

POLICY CONCERNING GRADUATE EXAMINATIONS DURING SUMMER:

By unanimous vote of the faculty, graduate examinations will not be offered during the summer **except** in the case of **dire** emergency. 5-4-95.

Standards for Grading the M.A. Comprehensive Exam in Hispanic Linguistics

(Approved: May 2, 2002)

In order to pass the M.A. Comprehensive Exam in Hispanic Linguistics, the student must meet the following **minimal** standards of performance with regard to the form and content of the exam:

Form: The student will be expected to present clear and coherent responses, written in correct Spanish or English. The language of the exam will be Spanish; however, if a particular question is written in English, the student will have the option of responding to that question in either English or Spanish.

Content: The questions on the M.A. Exam will be based on the M.A. reading list and the student's course work. Answers must respond to the questions posed. In addition, answers should reflect thorough understanding of the texts under study, as well as knowledge of general theoretical and methodological concepts in linguistics. For questions related to linguistic analysis, the student must show an ability to apply problem-solving strategies, perform data analysis, and develop coherent linguistic arguments.

Grading Scheme: The M.A. Exam in Hispanic Linguistics will be graded as follows:

Possible grades: Fail (F), Low Pass (LP), Pass (P), High Pass (HP)

Each question will be evaluated and assigned one of the above grades. Each grade will then be assigned a numeric value based on the following scale:

Obligatory Question:

F → 0 LP → 8 P → 9 HP → 10

Remaining Content Questions:

1.) F → 0 LP → 2 P → 3 HP → 4
2.) F → 0 LP → 2 P → 3 HP → 4

The minimum score necessary to pass Part I of the comprehensive exam will be **12 points**. It is therefore impossible to pass Part I if the student fails the Obligatory Question, since the total possible points with an F for the Obligatory Question would be 8 (0+4+4).

Possible combinations for the minimum score needed to pass Part I include, for example:

LP in the Obligatory Question + two LPs in the remaining Content Questions
(8+2+2=12)

HP in the Obligatory Question + LP and F in the Content Questions (10+2+0=12).

Students who do not pass Part I of the exam will not be allowed to take Part II.

Part II of the exam will be scored in the same way as Part I. The overall evaluation for both parts of the exam, adding the points received on Part I and Part II, will be as follows:

Fail:	less than 24 points
Low Pass:	24-28 points
Pass:	29-32 points
High Pass:	33-36 points

PH.D. IN SPANISH

POLICY CONCERNING GRADUATE EXAMINATIONS DURING SUMMER:

By unanimous vote of the faculty, graduate examinations will not be offered during the summer **except** in the case of **dire** emergency. 5-4-95.

PH.D. in Spanish

Comprehensive Examination for Advancement to Candidacy

The Graduate College specifies that: “Before admission to candidacy for the doctoral degree, the student must pass a written and an oral Doctoral Comprehensive Examination. This examination is intended to test the student’s comprehensive knowledge of the **major** and the **minor** subjects of study, both in breadth across the general field of study and in depth within the area of specialization. The Comprehensive Examination is considered a single examination, although it consists of written and oral parts.”

The Examination Committee

The examination committee will consist of four members. **Two examiners will represent the student’s Primary Area** and **two examiners will represent the student’s Secondary Areas of Study**. It is understood that if the student elects his/her area in one of the Spanish Peninsular Primary Areas, at least one of the secondary areas must be in Latin American literatures and cultures and vice versa. Similarly, in Hispanic Linguistics, if the student elects his/her Primary Area in Language Structure, at least one of the secondary areas must be Language Use and vice versa.

The examining committee must consist of at least four tenured or tenure-track faculty members, one of whom maybe from outside the department. The chair of the Doctoral Comprehensive Examination committee must be one of the departmental members; this person may direct the dissertation.

It is understood that after successful advancement to doctoral candidacy the director of the student’s dissertation must be a faculty member in the department.

Preparation for the Exam

- 1) The student will prepare a portfolio and submit four copies of it to the Director of Graduate Studies by week 3. This portfolio should reflect the student’s work as a student and instructor, in addition to his/her plans for the dissertation. The portfolio will be composed of the following documents:

- a) Updated CV

- b) Research:

Three research papers representing a variety of (but non-overlapping) scholarly research and analysis developed by the student during his/her course of studies in his/her chosen areas of study (see Graduate Student Handbook 13-14). The papers

could be written in at least two of the following languages: English, Spanish or Portuguese.

c) Teaching:

- c.1 Statement of Teaching Philosophy;
- c.2 A sample syllabus of a graduate course;
- c.3 A sample syllabus of an undergraduate course.

d) Reading List:

d.1 Rationale. A brief description (one to two pages) of the rationale, scope and focus of the reading list. Among other issues, this statement should address the reasoning behind the student's choices of **primary/secondary** areas of study.

d.2 A reading list of at least 100 titles but no more than 150 (at least 60 works of the **primary** area and 40 divided between the two **secondary areas**). The list will be generated by the student in consultation with the members of the committee who provide input and grant final approval of the reading list. The reading list will include primary works, secondary/critical studies and theoretical works. The list in its final form **must be approved** the semester **before** the exams are scheduled.

The Written Exam

- 1) The student is required to frame three critical questions—one on the primary area and two (one each) on the secondary areas. The questions will be developed in close consultation with the chair and members of the Ph.D. Comprehensive Examination Committee. It is crucial that the faculty on the committee work actively with the student to ensure that the questions are academically sound and reflect the Primary and Secondary Areas of Study in consonance with the departmental doctoral program of studies and also the Graduate College requirements that require that the exam test the breadth and depth of the student's preparation. Once formulated and the Written Exam Questions Approval Form has been signed by all examination committee, the questions must be submitted to the Director of Graduate Studies by Week 7.
- 2) After the questions have been **approved by the entire committee** and the Director of Graduate Studies, the student must answer the questions in the form of take-home essays over a period of 2 weeks and then submit the completed essays in hardcopy form to the Director of Graduate Studies. The student must work independently. The essay on the primary area must be 4000-5000 words, typed in a standard font, double-spaced and include a bibliography that follows the current MLA style sheet. The two secondary essays must be 2000-2500 words each, typed in a standard font, double-spaced and include a bibliography that follows the current MLA style sheet. The papers should be written in at

least two of the following languages that will be determined in advance by the examination committee: English, Spanish or Portuguese. Only one of the essays may be written in English. The take-home essays will be evaluated according to the departmental standards (rubric found on page 47 of our Graduate Student Handbook).

- 3) The student will then submit to the members of the committee a typescript, hardcopy draft of his/her preliminary dissertation proposal (2-3 pages). The proposal will be given to the members of the Committee at least one week prior to the oral examination. The proposal should include what the dissertation topic will be, why it is important, how it will be developed, and the preliminary working title. The final page of the dissertation proposal must indicate the preliminary working bibliography the student is considering.

The Oral

The student must pass the written examination before sitting for the oral portion. In accordance with Graduate College policy, the Comprehensive Examination will test the student’s breadth and depth of knowledge. The student’s overall performance will be evaluated in accordance with our established departmental standards.

The oral examination will consist of two parts. The first part of the examination will be based on the student’s portfolio, the reading lists, and the take-home essays. The second part of the examination will consist of discussion on the student’s dissertation topic.

The Graduate College stipulates that the entire Doctoral Comprehensive Examination Committee must be present during the entire Ph.D. Oral Comprehensive Examination.

Graduate College procedures require that the Oral Comprehensive Examination last at least one hour and that it not exceed three hours.

The student may retake failed oral exams only once and only upon the Committee’s recommendation. According to Graduate College policies and procedures, “If a reexamination is recommended, the committee members must be the same as those present at the first examination.”

Time-Frame Guidelines Exam Semester	The student must:
Week 3	Submit to the Director of Graduate Studies a portfolio composed of: CV; three research papers; one sample syllabus of a graduate course; and one sample syllabus of an undergraduate course; accompanied by a teaching philosophy and a reading list prefaced by a rationale.

Week 7	Submit to the Director of Graduate Studies three questions elaborated in close consultation with the members of the PhD committee and the Written Exam Questions Approval Form.
Week 8 and 9	Prepare three essays based on the questions approved by the members of the PhD Committee. The three essays must be submitted to the Director of Graduate Studies no later than Friday (week 9).
Week 11	Submit a draft of the dissertation proposal to the members of the PhD committee no later than Monday of week 11.
Week 12-15	Oral examination

Standards for Grading the Ph.D. Comprehensive Exam in Spanish

The Department believes that by the time they are ready to take their exams, doctoral candidates should have developed the skills necessary to be a successful scholar in the field of Hispanic and Luso-Brazilian Literatures and Cultures. The doctoral exams take for granted the requisite knowledge required for successful completion of the M.A. Comprehensive Examination.

Grades of High Pass are viewed as rare. To receive a grade of High Pass on the comprehensive examination the student should provide answers to the questions that:

- Are well written and contain a clearly defined thesis, a clear exposition, and a cogent conclusion. The Spanish in which the exam is expressed should contain few, if any, minor errors in usage.
- Are well documented and show skillful use of primary sources to defend the ideas expounded, as well as discussion and use of the important secondary sources on the subject.
- Provide a thorough coverage of the material argued in sufficient depth so as to be convincing.
- Are framed in such a way to demonstrate the student's command of theory and how it impacts the questions posed.
- Demonstrate clear understanding of the cultural and historical milieu in which the works analyzed exist (not applicable to Linguistics).
- Provide an innovative approach to the issues posed in the questions.

To receive a grade of Pass on the Comprehensive Examination, the student should provide answers that:

- Are well written but may contain some errors in usage but which do not detract substantially from the ability to comprehend the answers.
- Demonstrate a solid knowledge of the subject matter presented in a thorough exposition of the issues and supported by the skillful use of primary and secondary source materials.
- Demonstrate an understanding of theoretical constructs and contextual issues.

To receive a grade of Low Pass on the Comprehensive Examination, the student provides answers that:

- Are argued and written in a way that makes it hard to follow and which may also contain substantial problems of Spanish usage.
- Provide answers of insufficient depth to answer the question adequately and which contain an inadequate use of primary and secondary source materials.
- Have little grasp of theory or contextual issues.

Grades of Fail are assigned to exams that:

- Contain such substantive errors in Spanish usage as to lead to the conclusion that the student's command of Spanish is not commensurate with work at the advanced level.
- Provide essays that are poorly argued and demonstrate a lack of understanding of the primary texts and of the ability to analyze literary and cultural discourse.
- Provide no evidence of knowledge of secondary source material or theoretical constructs and conceptual issues.
- It doesn't answer the question as approved by the Faculty.

Grading Procedures

Each member of the committee will submit, as is current practice, a written evaluation of the exam.

Possible grades: Fail (F), Low Pass (LP), Pass (P), High Pass (HP)

Each area will be evaluated and assigned one of the above grades. Each grade will then be assigned a numeric value based on the following scale:

Primary Area:

F → 0 LP → 8 P → 9 HP → 10

Secondary Areas:

1.) F → 0 LP → 2 P → 3 HP → 4
2.) F → 0 LP → 2 P → 3 HP → 4

The minimum score necessary to pass the comprehensive exam will be **12 points**. It is therefore impossible to pass the exam if the student fails the Primary Area, since the total possible points with an F for the Primary Area would be 8 (0+4+4).

After the chair of the committee has received all of the results, s/he will convene a meeting of the committee to discuss the student's performance. The chair of the committee will bring to the meeting a draft of the letter to be sent to the student assessing the student's performance on the exam and informing the student of the results.

**DEPARTMENT OF SPANISH AND PORTUGUESE
PH.D. READING LIST - APPROVAL FORM**

1. Student Name: _____
Please print

2. Committee members of the primary and secondary area approve the attached reading list for the Ph.D. Written Comprehensive Examination.

Primary Area of Study:

_____ Date: _____
Please sign and print

_____ Date: _____
Please sign and print

First Secondary Area:

_____ Date: _____
Please sign and print

Second Secondary Area:

_____ Date: _____
Please sign and print

4. Reading list must be of at least 100 titles but no more than 150 (at least 60 works of the primary area and 40 divided between the two secondary areas.) It must include primary works, secondary/critical studies and theoretical works.

3. A signed copy of this form and the Ph.D. Reading List in its final form must be approved the semester before the exams are scheduled.

Exams Scheduled for:

SPRING YEAR: _____

FALL YEAR: _____

DEPARTMENT OF SPANISH AND PORTUGUESE PH.D. WRITTEN EXAM QUESTIONS APPROVAL FORM

Please return this form to the Director of Graduate Studies with the signatures of all examination committee members.

Student Name: _____
 Print name and last name Date

*As stated in the Graduate Handbook I have developed my three critical questions in close consultation with the chair and members of the Examination Committee.

To the Ph.D. Comprehensive Examination Committee:

Sign and print your name if you have read and approved the exam question in your area of study after consultation with the examinee.

Signature: Chair, Primary Area of Study	Print
Signature, Primary Area of Study	Print
Signature, Secondary Area of Study	Print
Signature, Secondary Area of Study	Print

Official Use Only

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Director of Graduate Studies Signature

Date

Dissertation

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PROCEDURES FOR INITIATING AND COMPLETING THE DISSERTATION

Please take time to read carefully the current procedures for our Department relevant to completing the steps to the Doctoral Degree.

Items 1, 6, 7 and 8 of the attached Post-Preliminary Examination: Completing the Steps to the Doctoral Degree. Please read these items over carefully so that you inform yourself of the steps that each dissertator needs to take in order to declare your committee and schedule the Final Oral Examination.

In addition, you can visit the Graduate College website for information on certain deadlines that are strictly adhered by them. However, for our purposes, these deadlines need further clarification.

In order to have the Ph.D. degree conferred during the semester in which the defense of the dissertation has taken place both the final dissertation must be presented to the Graduate College for the final format check by the appropriate deadline date listed for the relevant semester. However, to avoid delays, the Graduate College asks that the final copy and the library-ready copies be submitted 2-3 days to one week earlier than the stated deadline for the final format check. These deadlines only concern the final dissertation.

In complying with the deadlines and the wishes of the Graduate College, the Department tries to allow ample time for the dissertator to incorporate any revisions, to re-type revisions, and to prepare the dissertation so that it can be submitted to the Graduate College in its final state. Additionally and importantly, each dissertator needs to realize that revisions, retyping, etc., take time and that the more time you allow yourself the better off you will be. The Graduate College rule of thumb seems to be that everything takes three weeks longer than you thought it would originally.

Please discuss, well in advance, your projected plans for finishing your dissertation with your dissertation director, first, and the committee members, secondly. Make sure that both you and your director believe that your jointly projected timetable is realistic and feasible. You then need to check with your director and all of the committee members regarding any possible travel plans, sabbaticals, research leaves, etc., that each might have. Once you have established a prospective timetable, please notify the Director of Graduate Studies in writing. This will facilitate scheduling your defense.

In order to help facilitate scheduling of the Final Oral Defense of the Dissertation, the Department has set aside one week during each semester during which the oral defense could take place. By having the Final Oral Defense take place during the week set aside, or earlier than that week, the student will thus make all the deadlines established by the Graduate College.

Please remember that your director and committee need ample time to read and comment on your work. Please make sure that you facilitate their reading of your dissertation by allowing them time and also by finding out well in advance their schedules and plans. This is particularly relevant for scheduling the oral defense date of the dissertation. Also, please keep in mind that schedules change in the summer. If you are planning a summer defense, please consult all committee members well in advance.

Finally, regarding the format of the dissertation please follow the guidelines in the Graduate College Manual for Paper Submission or Manual for Electronic Submission of Theses and Dissertation from the GC website. Together with your dissertation director, you should carefully review the format of your dissertation to make sure that it complies with all relevant guidelines.

COMPLETING THE STEPS TO THE DOCTORAL DEGREE

1. Dissertation Committee Appointment Form and Change of Committee Form should be filed immediately after successful completion of the oral comprehensive examination.
2. While preparing the dissertation, the candidate must maintain registration in 920. A total of 18 units are required. He/she should apply for permission to work in absentia, if it is necessary to interrupt Tucson residence. A form is available in the Graduate Studies office.
3. Departmental Dissertation Prospectus must be filed with the Director of Graduate Studies as soon as possible during the first semester immediately following successful completion of the comprehensive examination. It should be of sufficient length (at most 1000 words) to explain the nature of the study, the present position of scholarship on the subject, the methodology to be used, and the nature and extent of the expected contribution to knowledge. The prospectus should include current bibliography. The signatures of approval of the Dissertation Director and readers are required at this time. Upon receipt of the approved Dissertation Prospectus, the Director of Graduate Studies will then be in the position to sign off on the prospectus.
4. The format of the dissertation must comply with that specified by the Graduate College official guidebook for formatting the dissertation entitled
Dissertations/Thesis Formatting Guide:
<http://grad.arizona.edu/degrecert/formattingguide>

In addition, the standard format for dissertations in literary and cultural studies will follow the latest edition of The MLA Style Manual.

5. Dissertation directors should file progress reports (Interim Report on Doctoral Dissertation) at the end of each semester during which the doctoral candidate has been working on the dissertation. Eligibility for teaching reappointment after the comprehensive examination will be based to a large extent, on the evidence of progress toward the degree.
6. The student is asked to schedule his/her dissertation defense date and time. The student is asked to contact each member of his/her dissertation committee and establish an examination date and time agreeable to all concerned. After the student and the dissertation committee have come to an agreement regarding the date and time of the dissertation defense, the student should then submit the Announcement of Final Oral Defense form with the dissertation committees' approval on GradPath. The Graduate Studies Office will arrange for a room in which the dissertation defense can take place.
7. In our Department, the Announcement of Final Oral Defense form must be completed no later than two weeks before the scheduled date for the final defense of the dissertation. This request is made only after the reading committee has given in writing to the Director of

Graduate Studies its approval of the penultimate draft. All committee members must approve the Announcement of Final Oral Defense form through GradPath. Since the scheduled date for the final defense of the dissertation will vary from semester to semester, please consult the Department/Graduate College Calendar.

8. The Graduate College requires that a copy of the penultimate draft of the dissertation be delivered to all committee members who will be in attendance at least one week before the Final Oral Examination date of the dissertation defense. The Dissertation Director and the candidate need to make sure that these deliveries take place.
9. Together with your dissertation director, you should carefully review the format of your dissertation to make sure that it complies with all relevant guidelines.
10. **Submission of the Dissertation:** Upon successful completion of the Final Oral Defense Examination, the candidate submits the dissertation electronically for forwarding to the Library of The University of Arizona and to University Microfilms, Inc. The department requires one print copy for department files and a small fee. A processing and microfilming fee also must be paid to the University Bursar. Upon receipt of the finalized dissertation, the Dean of the Graduate College will recommend conferral of the doctoral degree by the Arizona Board of Regents. Please remember to adhere to the Graduate College deadlines. Please consult the Graduate College Calendar:
<http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>
11. Candidacy fees are billed to the student's bursar's account upon passing the oral and comprehensive exam and when all course work has been completed. Questions concerning all billing must be directed to the Bursar's office.
12. All grades, including the final grade for the Dissertation units (920), must be submitted before submission of the dissertation to the Department of Spanish and Portuguese.

**DEPARTMENT OF SPANISH AND PORTUGUESE
DISSERTATION PROSPECTUS**

To be submitted the first semester immediately following successful completion of the Ph.D. Written and Oral Comprehensive Examinations.

Student Name _____ Date: _____

TITLE OF DISSERTATION:

STATEMENT OF PROBLEM:

METHOD OF TREATMENT:

APPROVED: _____

Director of Dissertation

Date

Reader

Date

Reader

Date

Official Use Only

Approved by Graduate Studies Committee:

Director of Graduate Studies Signature

Date

**DEPARTMENT OF SPANISH AND PORTUGUESE
INTERIM REPORT ON DOCTORAL DISSERTATION**

Please file this report with the Director of Graduate Studies during each academic semester.

1. Author of Dissertation _____
 2. Dissertation Title _____
 3. Director of Dissertation _____
 4. Started Ph.D. Program: _____
 5. Date Ph.D. Comprehensive Exams were taken: _____
-

I. How would you rate the progress of your Dissertator in compliance with the Ph.D. program?

- Not making progress Making some progress Making substantial progress

II. As of today the student has completed and I have read:

- Chapter 1 Chapter 2 Chapter 3 Chapter 4 Conclusion Final Report

III. Dissertation Director's Report: (Give a very brief concise statement indicating author's progress, etc.)

Signature _____ Date _____
Dissertation Director

Expected Defense Date: _____
Month/Year

**DEPARTMENT OF SPANISH AND PORTUGUESE
REQUEST TO DO DISSERTATION WORK IN ABSENTIA**

Rev. 4/23/12

1. Student Name: _____
Please print

2. Semester(s) of Absentia: _____

3. Reason for Request: _____

4. Director's Comments: _____

Student Signature: _____ **Date** _____

Name of Dissertation Director: _____

Signature: _____ **Date** _____

Name of Second Reader: _____

Signature: _____ **Date** _____

Name of Third Reader: _____

Signature: _____ **Date** _____

Signature:

Director of Graduate Studies		
<input type="checkbox"/>	APPROVED	<input type="checkbox"/> DENIED
		Date:

Signature:

Department Head		
<input type="checkbox"/>	APPROVED	<input type="checkbox"/> DENIED
		Date:

Financial Support

The Department of Spanish and Portuguese and the Graduate College offer several kinds of financial support, including:

Graduate Assistantship / Associateship (GA) Position provide part-time employment in teaching and provide benefits to our students while they work to complete their graduate degree. Assignments involve supervised teaching of undergraduate courses in Spanish and Portuguese, and the normal teaching load is three courses per year. Detailed information regarding the eligibility requirements and duties of GA can be found in the GA Handbook available from the Graduate Studies Office in the Department of Spanish and Portuguese, Modern Languages 545 (see Isela Gonzales-Cook). GA applications are also available from the Graduate Studies Office in the Department of Spanish and Portuguese.

Department of Spanish and Portuguese GA Funding Policies

M.A. Programs in Hispanic Literatures and Cultures and in Hispanic Linguistics

Assuming satisfactory academic progress, satisfactory teaching evaluations, and a stable financial situation, M.A. students are normally guaranteed two years of support to complete the M.A. degree. Funding beyond that time is not guaranteed, but is sometimes granted if extraordinary conditions occur. In such instances, the student must notify the Director of Graduate Studies in writing and explain why additional time is needed to take the comprehensive exams. If a student is granted permission by the Director of Graduate Studies to go beyond the fifth semester to complete the degree, s/he will be expected to continue to take course work beyond the fourth semester. That is, students who take their comprehensive exams in the sixth semester must register for courses during the fifth semester.

Ph.D. Programs in Spanish

Assuming satisfactory academic progress, satisfactory teaching evaluations, and a stable financial situation, students are normally guaranteed four years of support beyond the M.A. to complete all requirements for the Ph.D. Students can be granted a fifth year of support if circumstances warrant. Any funding beyond that time is contingent on the availability of funding and should not be expected.

GA workload reduction

Based on the availability of funding, the plan that the department follows for granting GA workload reduction is:

1. New M.A. students hired as .50 GA's for the academic year in their first year of study toward the M.A. receive a course reduction in the second semester of their first year of study. Students in the Department of Spanish and Portuguese M.A. programs are expected to take 9 credits in the Department during that semester.
2. Based on documented satisfactory progress toward completing the dissertation, ABD's may receive a one-course reduction. Usually this reduction will be offered in the Fall or Spring of the year in which they intend to complete their degree requirement.

Fellowships/Awards/Travel Grants

Graduate Tuition Remission provide a reduction of nonresident tuition and are available on a competitive basis.

Graduate Access Fellowships offer a maximum stipend of \$10,000 for one academic year and a waiver of nonresident tuition and are available on a competitive basis.

Peter W. Likins Graduate Fellowship Award: offer \$10,000.00 for one academic year, plus full tuition, excluding miscellaneous and health insurance and is available on a competitive basis.

Richard A. Harvill Graduate Fellowship: offer \$12,000.00 for once academic year, plus full base tuition, excluding miscellaneous and health insurance and is available on a competitive basis.

Marshall Foundation Dissertation Fellowships: to help graduate students complete doctoral dissertation. It offers a cash award stipend and in-state waiver of tuition for 2 semesters.

For additional information regarding the above awards, as well as other types of financial support offered by the Graduate College, please consult the Graduate College web site:

<http://grad/funding/opportunities>

Students are encouraged to consult the web site of the UA Area Center for Latin American Studies for additional financial aid opportunities, including:

Foreign Language and Area Studies (FLAS) Fellowship: this award is offered through the United States Department of Education and is for "...the graduate training of students who intend to make their careers in college or university teaching, government service, or other employment where knowledge of foreign languages and areas is a prerequisite for success." Priority is given to students who are interested in Portuguese or Latin American indigenous languages, as well as to students in professional schools (e.g., Business, Medicine, Law) taking intermediate and advanced Spanish classes.

Summer FLAS Fellowship: this award is for students who wish to study Portuguese or Latin American indigenous languages in a summer study abroad program or to carry out field research in Latin America.

Tinker Summer Field Research Grant. The Tinker Foundation supports travel expenses for masters and pre-dissertation fieldwork in Latin American during the summer (May through August). Applicants who plan to complete an MA or PhD thesis will be given priority over students who plan to utilize an examination option to complete their degree.

Please consult the Center for Latin American Studies web site for detailed information regarding these awards: <http://las.arizona.edu/>

Travel Grant Awards for graduate and professional students who are presenting research at academic or professional conferences:

Department of Spanish and Portuguese Travel Grant: submission deadlines are September 14th for travel during the Fall semester and February 11th for travel during the Spring semester. See rule and application form in the appendix.

The GPSC Awards Travel Grants: for more information see <http://www.gpsc.arizona.edu/travel-grants>.

These grants are available on a competitive basis and contingent upon the availability of funds.

The Department of Spanish and Portuguese also offers the following types of support on a competitive basis. For further information about the following fellowships, consult the Head of the department.

Ruth Lee Kennedy Fellowship: for students of Golden Age literature.

Karen L. Smith Fellowship: for graduate students in Linguistics.

Research Assistantships: these selective assignments allow a student to work with a professor on a particular research project or work as a member of the editorial board of the departmental journal, the *Arizona Journal of Hispanic Cultural Studies*.

Calls for applications will be sent out when Research Assistantships to work with a professor become available. Students interested in applying for a Research Assistantship must follow the following procedure:

1. Consult with the professor in charge of the research to find out more about the project, as well as your anticipated role.
2. Submit a letter of interest to the Graduate Studies Committee, which addresses:
 - How your interests fit the description of the proposed project
 - Why you would benefit from the research assistantship
 - A summary of your role in the project
3. The Graduate Studies Committee will review the applicants' letters of proposal and forward a recommendation to the Department Head, who will make the final decision in consultation with the professor directing the project.

Once awarded a Research Assistantship, a student will not be eligible to reapply for another one for one year.

Graduate Assistant in Alcalá de Henares, Spain: this award provides the opportunity to spend one or two semesters in Spain and serve as assistant to the resident director of our undergraduate study abroad program there. The assistantship is open to Ph. D. students who have passed their comprehensive exams and are making satisfactory progress toward completion of degree. Students should be in the *early* stages of writing their dissertation.

Graduate Assistant in Viña del Mar, Chile: this award provides the opportunity to spend one or two semesters in Spain and serve as assistant to the resident director of our undergraduate study abroad program there. The assistantship is open to Ph. D. students who have passed their comprehensive exams and are making satisfactory progress toward completion of degree. Students should be in the *early* stages of writing their dissertation.

In addition students also have the opportunity to serve as assistants to the directors of the Department's programs in Segovia (Spain), Heredia (Costa Rica) and Fortaleza (Brazil) during the summer.

Calls for applications will be sent out when the Graduate Assistant position/award are available. Students interested in applying for the assistantship must submit the following to the Head of the department:

1. A letter of interest which addresses why you would benefit from the experience abroad
2. A letter of support from your dissertation director

In addition, the student must show:

- Demonstrated competence in teaching
- Good ability to work with and advise undergraduate students
- Collegiality

While all students who have passed their doctoral exams are encouraged to apply, special consideration may be given to students who have a demonstrated need for access to archival resources in Spain or students who have not lived or studied abroad for an extended period of time.

Departmental Activities

Academic life in the Department of Spanish and Portuguese is vibrant. Periodic appointments of visiting scholars, the regular appointment of a visiting writer in residence, and conferences and colloquia with distinguished speakers nourish the intellects of faculty and students alike.

Graduate students play an active role in many of the intellectual pursuits of the Department. For example:

- ❑ Every year, graduate students organize the **Graduate Student Symposium** and publish selected proceedings from the symposium.
- ❑ Graduate students participate actively on the editorial board of the departmental journal, the *Arizona Journal of Hispanic Cultural Studies*, *Journal of Latin American Popular Culture* and the new e-journal *Divergencias*.
- ❑ Graduate students in Hispanic Linguistics organize the monthly Department of Spanish and Portuguese Linguistics Colloquium (DPSLC), where both students and faculty present their research. The DPSLC is open to the campus community, and usually takes place every last Friday of the month.
- ❑ Graduate students promote the Department of Spanish and Portuguese Film Festival.
- ❑ Graduate students are exceptionally active in language-related **outreach activities**, such as the Second Language Teachers' Symposium held each fall.

In addition, graduate students have the opportunity to participate in the affairs of the Department through their service and representation on various **departmental committees**.

Appendix:

Department of Spanish & Portuguese

Petition Forms

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DEPARTMENT OF SPANISH AND PORTUGUESE MASTERS EXAMINATION CHANGE OF COMMITTEE

Changes for **Fall Semester** exams are due by **January**.
Changes for **Spring Semester** exams are due by **August**.

1. Name _____

2. Program _____

3. Scheduled Exam Date _____
(Semester/Year)

4. Please make the following changes to my examination committee: **(Please print name after signature)**

Present Committee Members

New Committee Members

(Committee Chair)

(Committee Chair)

5. Reason(s) for the change(s): _____

I have notified the members of my present and new exam committee of the changes in the composition of the committee.

5. Student Signature _____ Date _____

Official Use Only

Approved by Graduate Studies Committee:

Director of Graduate Studies Signature

Date

**DEPARTMENT OF SPANISH AND PORTUGUESE
PH.D. COMPREHENSIVE EXAM CHANGE OF COMMITTEE PETITION**

1. Changes for **Fall Semester** (October) exams are due by **January** of same year.
2. Changes for **Spring Semester** (March) exams are due by **August** of previous year.

1. Name _____

2. Program _____ Scheduled Exam Date _____
(Semester/Year)

4. I plan to make the following changes to my examination committee: **(Please print name after each signature)**

Present Committee Members

New Committee Members

Primary Area of Study (Committee Chair)

Primary Area of Study (Committee Chair)

First Secondary Area of Study

First Secondary Area of Study

Second Secondary Area of Study

Second Secondary Area of Study

5. Describe change(s) and reason(s) for the change(s): _____

I have notified the members of my present and new comprehensive exam committee of the changes in the composition of the committee.

6. Student Signature _____ Date _____

Official Use Only

Approved by Graduate Studies Committee:

Director of Graduate Studies Signature

Date

**DEPARTMENT OF SPANISH AND PORTUGUESE
MASTERS PETITION TO POSTPONE EXAMS**

- 1. Must print legibly**
- 2. Must be approved by Examination Committee Chair and GS Advisor**
- 3. Submit to Graduate Studies Office for Graduate Studies Committee approval**

1. Name _____

2. Petition to postpone Masters Examination:
From (Semester/Year): _____
To (Semester/Year): _____

3. Reason:

4. Student signature _____

5. Approved (Please print after signature):

a. Committee Chair	_____	
	Signature	Date
b. Graduate Studies Advisor	_____	
	Signature	Date

Official Use Only

Approved by Graduate Studies Committee:	

Director of Graduate Studies Signature _____ Date _____

**DEPARTMENT OF SPANISH AND PORTUGUESE
PH.D. COMPREHENSIVE EXAM PETITION TO POSTPONE**

1. **Must print legibly**
 2. **Include a Letter of Support from Committee Chair**
 3. **Must be approved by Examination Committee Chair and GS Advisor**
 4. **Submit to Graduate Studies Office for Graduate Studies Committee approval**
- * Petitions to postpone exams will be granted on a case-by-case basis, one semester at a time.**

1. Name _____

2. Petition to postpone Ph.D. Written and Oral Comprehensive Examination:

From (Semester/Year): _____

To (Semester/Year): _____

3. Reason: **Please attach supporting documentation**

4. Student signature _____

5. Approved (Please print name after signature)

a. Committee Chair _____
Signature Date

b. Graduate Studies Advisor _____
Signature Date

Official Use Only

Approved by Graduate Studies Committee:

Director of Graduate Studies Signature

Date

DEPARTMENT OF SPANISH AND PORTUGUESE DISSERTATION CHANGE OF COMMITTEE PETITION

Changes for **Fall Semester** final defenses are due by **August** of same year.
Changes for **Spring Semester** final defenses are due by **December** of previous year.

1. Name _____

2. Scheduled Defense Date _____
(Semester/Year)

3. Please make the following changes to my examination committee: All **present** and **new** Dissertation Committee members must **sign** and **date** in the spaces below.

Present Dissertation Committee

New Dissertation Committee

Primary Area of Study (Director)

Primary Area of Study (Director)

First Secondary Area of Study

First Secondary Area of Study

Second Secondary Area of Study

Second Secondary Area of Study

4. Reason(s) for the change(s): **Please attach supporting documentation.**

I have notified the members of my present and new dissertation committee of the changes in the composition of the committee.

5. Student Signature _____ Date _____

6. Changes in rationale approved by present Dissertation Director: _____
(Dissertation Director **Sign** and **Date**)

Official Use Only 4/29/15

Approved by Graduate Studies Committee:	

Director of Graduate Studies Signature

Date

DEPARTMENT OF SPANISH & PORTUGUESE GRADUATE TRAVEL FUND GUIDELINES

Purpose: To assist Graduate Students who are presenting at conferences.

Eligibility: The applicant must be enrolled in a Ph.D. or M.A. in the Department of Spanish & Portuguese. A maximum of one award may be submitted per student per Academic year. Group applications will not be accepted. Each student will be responsible for creating his/her own application package. It is the student's responsibility to submit the final draft of the conference paper to the faculty member who will be writing the letter of recommendation, along with the Graduate Travel Faculty Approval form. The Faculty will then submit the Graduate Travel Faculty Approval form to the Graduate Studies Committee.

Award Amounts: Awards will be contingent upon the availability of funds.

Qualifications: Funding priority will be given to those applicants who meet the following criteria:

1. ABD (must be making satisfactory progress on dissertation)
2. Doctoral students who have not advanced to candidacy.
3. Second year students in the M.A. program.

Review Criteria: The Graduate Studies Committee will rank the proposals according to the criteria set by the committee.

What to Submit: A complete proposal consists of:

1. Application Form
2. Letter of Support from a faculty member.
3. A copy of the letter of acceptance from the conference.
4. A copy of a 400- 500 word abstract, double spaced.
5. A copy of the application form from outside sourcing you applied to. **(Students who do not apply for other sources of funding will be automatically disqualified.)*
6. Proposed budget sheet (detailed/ itemized budget)

Submission Deadline: *September 14th* for travel during the Fall semester. *February 11th* for travel during the Spring semester.

***Outside Source of Funding:**

Graduate and Professional Student Council Travel Grant Fund <http://www.gpsc.arizona.edu/travel-grants>
Women's Studies Advisory Council Travel Stipends <http://gws.arizona.edu/node/654>

**DEPARTMENT OF SPANISH & PORTUGUESE
GRADUATE TRAVEL FUND APPLICATION**

Name:	Last Name:
SID Number:	<input type="checkbox"/> M.A. <input type="checkbox"/> Ph.D. <input type="checkbox"/> ABD

Title of Conference:
Location of Conference:
Dates of Conference:
Indicate other sources of funding:
Which other Conferences have you attended in the last two years and who funded your trips:

Signature _____ **Date** _____

***Please note, incomplete and late proposal applications will not be considered.** If approved please retain all documentation, including receipts for airfare (including boarding passes), hotel, registration fees, tuition, transportation, food, etc. for submission after your completed trip.

Official Use Only:

Graduate Studies Committee
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> REAPPLY

**DEPARTMENT OF SPANISH & PORTUGUESE
GRADUATE TRAVEL FACULTY APPROVAL FORM**

Name:	Last Name:
SID Number:	<input type="checkbox"/> M.A. <input type="checkbox"/> PH.D. <input type="checkbox"/> ABD

Title of Conference:
Location of Conference:
Dates of Conference:

*FACULTY: PLEASE PROVIDE YOUR RECOMMENDATION AND RETURN THIS FORM TO Isela Gonzales.
Place a check next to the appropriate decision.*

- | | |
|--|---|
| <input type="checkbox"/> Recommend with Reservation
<input type="checkbox"/> Strongly Recommend | <input type="checkbox"/> Recommend after Revisions
<input type="checkbox"/> Do Not Recommend |
|--|---|

COMMENTS:

Faculty Signature _____ **Date** _____

