

THE OHIO STATE UNIVERSITY

GRADUATE HANDBOOK

2009-2010

DEPARTMENT OF SPANISH AND PORTUGUESE

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WELCOME
to the
Graduate Programs of the
Department of Spanish and Portuguese
at The Ohio State University

Whether you are a prospective, new, or returning student, it is the aim of this *Graduate Handbook* of the Department of Spanish and Portuguese to provide you, the reader, with essential information regarding the graduate programs of the Department and the various policies and procedures that govern those programs. It serves as a supplement to the *Graduate School Handbook*, which contains more extensive information concerning the Graduate School of The Ohio State University, and which is available both in printed form and on the Internet at: <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>. The two handbooks should always be used in conjunction. Whenever there is a perceived conflict between departmental practice and regulations established by the Graduate School or the College of Humanities, it is always these latter regulations that prevail. Departmental requirements may be more specific with regard to a given point, but they are never meant to undercut the rules of the Graduate School and the College of Humanities. Please note that policy changes in this year's *Handbook* are indicated, for the most part, in *italics*.

We trust that the information contained both in this *Handbook* and in the *Graduate School Handbook* will make it possible for you to know what is expected of you as a student in one of our graduate programs, as well as to learn how you may best negotiate your way through the complex institutional system. It may be useful to remind yourself that the regulations and restrictions included here, in the *Graduate School Handbook*, and in other similar publications, have the intent of guiding you with as few problems as possible along the challenging path of postgraduate education and professional training. The rules are firm where the substance of the programs is concerned; they are flexible where it is a matter of recognizing needs created by individual academic circumstances. It is very important that graduate students and faculty cooperate closely in the sometimes daunting, but always rewarding, enterprise of learning. As advisers, instructors and staff we look forward to a stimulating and fulfilling relationship with you. We wish you every success in your graduate studies here.

For all questions which relate to graduate studies, you are encouraged to get in touch with the people who can answer them: the Director of Graduate Studies, Professor Lisa Voigt; the Graduate Secretary, Ms. Judy Manley; and your faculty adviser.

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I. DEPARTMENTAL STRUCTURE

Organizational Outline of the Department of Spanish and Portuguese

Graduate School
Patrick Osmer, Dean

Colleges of the Arts and Sciences

College of Arts and Humanities
John Roberts, Dean

Department of Spanish and Portuguese
Fernando Unzueta, Chair
Scott Schwenter, Vice-Chair
Susan Farquhar, Fiscal/Human Resources Officer
Ginnetta Lucas, Secretary to Chair, Department Secretary
Judy Manley, Graduate/Undergraduate Secretary
Melinda Robinson, Receptionist
Jenny Fourman, Media Program Coordinator

Departmental Faculty

Graduate Studies
Lisa Voigt, Director

Undergraduate Studies
Scott Schwenter, Director
Rachel Sanabria, Academic
Program Specialist

Language Program
Jan Macián, Director
Rob Robison, Academic
Program Specialist

Graduate Faculty, Faculty, GTAs, Lecturers, Graduate Studies Committee, Advisers

M.A. Programs in Spanish

Degree Offered: Master of Arts (M.A.) in Spanish

Specialization One: Spanish and/or Latin American Literatures and Cultures

Possible Fields of Concentration:

Spanish Literatures and Cultures

Middle Ages to Baroque [SP CLASS]

Enlightenment to Postmodernity [SP MOD]

Latin American Literatures and Cultures

Indigenous, Colonial, and National: Colonial to 1880 [LA COL]

Modernity, Postmodernity: Approximately 1880 to Present [LA MOD]

Specialization Two: Hispanic Linguistics

Possible Fields of Concentration

Phonetics and Phonology [PHON]

Syntax and Semantics [SYNT/SEM]

Sociolinguistics and Pragmatics [SOCIO/PRAG]

Historical Spanish and Comparative Hispanic and Romance [HIST]

Language Acquisition [ACQ]

Psycholinguistics [PSYCH]

Ph.D. Programs in Spanish

Degree Offered: Doctor of Philosophy (Ph.D.) in Spanish

Specialization One: Spanish and/or Latin American Literatures and Cultures

Possible Fields of Primary Concentration

Spanish Literatures and Cultures

Middle Ages to Baroque [SP CLASS]

Enlightenment to Postmodernity [SP MOD]

Latin American Literatures and Cultures

Indigenous, Colonial, and National: Colonial to 1880 [LA COL]

Modernity, Postmodernity: Approximately 1880 to Present [LA MOD]

Possible Fields of Secondary Concentration

One of the Above Fields

Literary and Cultural Theory

Luso-Brazilian Literatures and Cultures

Specialization Two: Hispanic Linguistics

Possible Fields of Primary Concentration:

Phonetics, Phonology, and Morphology (Synchronic and Diachronic)
[PHON]

Syntax and Semantics (Synchronic and Diachronic) [SYN/SEM]

Sociolinguistics and Pragmatics [SOCIO/PRAG]

Historical linguistics (Spanish & Romance) [HIST]

Language Acquisition [ACQ]

Psycholinguistics [PSYCH]

Possible Fields of Secondary Concentration:

One of the above fields

Romance Linguistics [ROMLG]

Portuguese Linguistics [PORT]

II. DOCUMENTS AND FORMS REGULATING DEPARTMENTAL GRADUATE OPERATIONS

Below is a list of some of the most important forms and regulatory pamphlets applicable to Graduate Studies, together with an indication of where they may be obtained.

Available from a web site and/or the Departmental Administrative Associate (298D Hagerty Hall)

Pattern of Administration of the Department of Spanish and Portuguese

(<http://sppo.osu.edu/faculty/resources/default.cfm>)

University By-Laws and Rules of the Faculty

(<http://trustees.osu.edu/index.php>)

Pattern of Administration of the College of Humanities

(<https://humanities.osu.edu/cohi/FacultyDocuments/poa/>)

Available from a web site and/or from the Departmental Graduate Secretary (298C Hagerty Hall)

Change of Program Form (Add/Drop)

Forms Applicable to Ph.D. Prospectus, Candidacy Examinations, Dissertation

Graduate School Handbook: <http://www.gradsch.ohio-state.edu>

Graduate School Orientation Handbook (.pdf): <http://www.gradsch.ohio-state.edu>

At <http://sppo.osu.edu/studentinfo/grads/default.cfm>, you will find the Departmental Graduate Handbook (.pdf) and other important information

At <http://sppo.osu.edu/languageprogram/irp>, you will find the Instructor's Resource Page with information on special assignments and opportunities for GTAs.

Useful information from the Student Advocacy Center (600 Lincoln Tower, 1800 Cannon Drive) **and/or their web site** <http://studentaffairs.osu.edu>, especially the page with links to the Registrar, etc.: http://studentaffairs.osu.edu/info_for_students/info_guide.asp

Available from the following web sites, information on:

Nondiscrimination <http://hr.osu.edu/policy/policyhome.htm>

Academic Misconduct <http://oaa.osu.edu/procedures/1.0.html>

Sexual Harassment <http://hr.osu.edu/policy/policyhome.htm>

An overview of relevant information included in the print version of the *Master Schedule of Classes* or from the appropriate web sites:

Disability Services <http://www.ods.ohio-state.edu>

Plagiarism/Academic Misconduct <http://oaa.osu.edu/procedures/1.0.html>

Office of Information Technology <http://www.oit.ohio-state.edu>

Student Health Insurance <http://shi.osu.edu/>

Counseling & Consultation Services <http://www.ccs.ohio-state.edu/page/counseling/>

International Students and Scholars <http://www.oie.ohio-state.edu>

Transportation and Parking <http://www.tp.ohio-state.edu/info.html>

Code of Student Conduct http://studentaffairs.osu.edu/resource_csc.asp

III. DEPARTMENTAL GRADUATE FACULTY

Literatures and Cultures of Spain (SP)

Samuel Amell	Twentieth Century Narrative and Theater. Literature and Society. Film.
Jonathan Burgoyne	Medieval literature. Textual Criticism. Codicology.
Vicente Cantarino	Medieval Literature. Hispano-Arabic Studies. Culture.
Elizabeth Davis	Sixteenth and Seventeenth Century Poetry and Prose. Trans-Atlantic Studies. Women's Studies.
Salvador García	Eighteenth and Nineteenth Century Prose, Poetry, and Theater. Popular Literature and Culture.
Rebecca Haidt	Eighteenth and Nineteenth Century Literature. Culture. Theory. Gender Studies.
Donald Larson	Sixteenth and Seventeenth Century Theater. Culture. Zarzuela.
Eugenia Romero	Twentieth Century Literature; Peripheral Nationalisms; Galician culture; Emigration, Immigration and Exile.
Stephen Summerhill	Twentieth Century Literature, especially Poetry and Essay. Modernism and Postmodernism. Critical Theory.
Dionisio Viscarri	Twentieth Century Narrative. Franco-Falangist Literature. Film. Catalan.

Literatures and Cultures of Latin America (LA)

Maureen Ahern	Indigenous and Colonial Literatures and Cultures. Mexico and Peru. Translation.
Lúcia Helena Costigan	Luso-Brazilian Language, Literatures and Cultures. Colonial Literatures and Cultures.
Ignacio Corona	Contemporary Mexican Literature and Culture. Latino/a Literatures in the U.S. Semiotics.
Ana Del Sarto	Contemporary Southern Cone literatures and cultures. Latin American Cultural Studies. Critical Theory.
Richard Gordon	Brazilian and Spanish American Film and Colonial Studies. Historical Cinema and Cinematic Adaptation. Comparative Studies of Latin Am. Lit. and Cultures.
Laura Podalsky	Latin American Film. Cultural Studies.
Ileana Rodríguez	Caribbean Literature. Women's Studies. Narrative and Poetry. Subaltern Studies.
Abril Trigo	Nineteenth Century Literature. Río de la Plata Literatures and Cultures. Popular Culture and Cultural Studies. Film.
Fernando Unzueta	Nineteenth Century Literature and Cultures. National and Formation. History and Literature.

Lisa Voigt	Colonial Latin American Literatures and Cultures. Comparative Luso-Hispanic Studies. Transatlantic and Hemispheric Studies.
Ulises Juan Zevallos-Aguilar	Indigenous Literatures and Cultures. Amazonian Studies. Transnational Studies. Critical Theory.

Hispanic Linguistics (HL)

Rebeka Campos-Astorkiza John Grinstead	Experimental Phonology and Phonetics Developmental Syntax and Psychology. Language Impairment. Formal Theories of Syntax and Morphology. Second Language Acquisition.
Javier Gutiérrez-Rexach Donna Long Fernando Martínez-Gil	Syntax. Semantics. Pragmatics. Spanish Language. Second Language Acquisition. Phonology and Morphology. Historical Phonology. Galician.
Terrell Morgan	Phonology. Dialectology. Materials for Teaching Spanish Linguistics.
Wayne Redenbarger	Morphology and Phonology of Portuguese, Latin, and Romance.
Scott Schwenter Dieter Wanner	Sociolinguistics. Discourse Analysis. Pragmatics Historical and Romance Linguistics. Syntax.

Portuguese (PG)

Lúcia Helena Costigan	Luso-Brazilian Language, Literatures and Cultures. Colonial Literature.
Richard Gordon	Brazilian and Spanish American Film and Colonial Studies. Historical Cinema and Cinematic Adaptation. Comparative Studies of Latin Am. Lit. and Cultures.
Pedro S. Pereira	Modern and Contemporary Portuguese, Brazilian and Lusophone African Literatures. Philosophy and Literature. Luso-Hispanic literary relations.
Wayne Redenbarger	Morphology and Phonology of Portuguese, Latin, and Romance.
Scott Schwenter Lisa Voigt	Sociolinguistics. Discourse Analysis. Pragmatics Colonial Latin American Literatures and Cultures. Comparative Luso-Hispanic Studies. Transatlantic and Hemispheric Studies.

This list intends to give a general perspective on the distribution of teaching and research interests of the faculty. The area classifications refer to the primary teaching activities of the various professors; they are not meant to exhaust or limit individual research or teaching interests.

IV. GRADUATE ADMISSION

IV.1. General Information for All Applicants

Admission of students to the program is the dual responsibility of the Graduate School and the Departmental Graduate Studies Committee. The prerequisite for admission to the M.A. program in Spanish as a regular degree student is completion of a B.A. in Spanish, or its equivalent, at an accredited college or university. The prerequisite for admission to the Ph.D. program in Spanish as a regular degree student is completion of an M.A. relevant to the prospective field(s) of specialization, or its equivalent. The Graduate School requires a minimum cumulative point-hour ratio (CPHR) of 3.0 on the 4.0 scale for work done as an undergraduate; for all previous relevant graduate work, if any, a CPHR of 3.0 or above is required. The Department normally expects candidates for its Ph.D. program to have a CPHR of 3.5 or higher.

Graduates of U.S. and Canadian universities are obligated to submit GRE scores. Any student, international or domestic, wishing to be considered for nomination to one of the University's Fellowship awards must also submit GRE scores.

Application is done through the University's Admissions Office at: <http://gradadmissions.osu.edu>.

IV. 2. International Students

Students whose first language is not English, and who have not earned a degree in an English-speaking country, are required, as a condition of admission, to take and pass the Test of English as a Foreign Language (TOEFL) with a score of 550 or above (paper/pencil version); or 213 or above (computer-based version); or 79-80 or above on the web-based version. The Michigan English Language Assessment Battery (MELAB) may be taken in lieu of the TOEFL, in which case a score of 82 or above is required.

International students who fall into the category specified above and who wish to be given appointment as a Graduate Teaching Associate (GTA) must, additionally, according to the laws of the State of Ohio, certify their proficiency in spoken English before assuming GTA duties involving direct student contact. They may become certified by scoring acceptably on the Test of Spoken English (TSE) or the SPEAK test, or by passing the mock-teaching test. The SPEAK test and the mock-teaching test are administered by the Ohio State University on campus. The TSE is administered by the Educational Teaching Service, and should be taken in the applicant's home country in conjunction with the application process. Applicants from abroad are encouraged to take the TSE, since it may not be possible to delay the offer of appointment as GTA until the Department has received the results of the SPEAK test or the mock-teaching test.

International students whose first language is not English, and who have not earned a degree in an English-speaking country should also be aware that they are required to take a written English placement examination upon arrival on this campus. Based on the testing result, students needing English instruction will be placed in English 106, 107G, or 108.02. These courses do not count toward graduation. All students enrolled in the English sequence are expected to complete English 108.02 within four quarters after beginning graduate school. For further information of importance to students from abroad, please see the website of the Office of International Students: <http://www.oie.ohio-state.edu>.

IV. 3. Telephone Interviews

Applicants who are candidates for Graduate Teaching Associateships will be given a telephone interview during the evaluation period in order to determine if their mastery of spoken Spanish and/or English is sufficient to warrant such an appointment.

IV. 4. Application Procedures

All applications for admission to the graduate programs of the Department of Spanish and Portuguese are processed through the Admissions Office. Among the materials that all applicants, both domestic and foreign, are required to submit are: 1) the completed application; 2) a current *curriculum vitae*; 3) a statement of purpose detailing your past achievements, present research interests, educational objectives, career plans, and reasons for choosing your field of study; 4) a sample of academic writing -- preferably related to your anticipated field of concentration; 5) three letters of recommendation, preferably from faculty members who are familiar with your work; and 6) two official transcripts from each college or university attended; if from a foreign university the transcript must be accompanied by an English translation. The statement should be concisely written and not exceed two pages in length. Certain applicants from foreign countries (see paragraph IV.2) must also submit the results of either the TOEFL or the MELAB examination, and all international applicants must submit a certified statement indicating that financial resources are available to defray the cost of graduate education. (Ordinarily, the awarding of a GTAship is sufficient to meet the requirements of this statement.) As stated earlier, graduates of U.S. and Canadian universities must submit GRE scores, as is also the case for all applicants from other countries who wish to be considered for nomination for a University Fellowship. All those who wish to be considered for appointment as GTA are asked to fill out a separate application for that position. This application is available at the Departmental web site at: <http://sppo.osu.edu/studentinfo/grads/adminfin.cfm>.

Application materials are found at the Office of Admissions website: <http://gradadmissions.osu.edu>. Application is done on-line only.

All materials should be sent to the Office of Admissions except the following: the curriculum vitae, the statement of purpose, the writing sample, the letters of recommendation, and one set of original transcripts, which should be sent to the Department of Spanish and Portuguese. Photocopies of transcripts and GRE scores will facilitate the Department's evaluation process (Transcripts, translations of transcripts, and GRE scores sent to the Office of Admissions MUST be originals). For full consideration for admission to the 2009-2010 academic year, all materials must be received no later than December 15, 2009. Applicants interested in a fellowship must submit complete documentation no later than December 15, 2009 (Nov. 30, 2009 for foreign applicants). To the degree possible, applicants should submit a complete dossier rather than have materials arrive separately.

The Graduate School Handbook: Section II.1 (Admission) contains important additional information on admission requirements. See, in particular, these paragraphs:

- II.1.2 Admission Criteria
- II.1.3 Admission Credentials
- II.1.5 Admission Decision Procedures
- II.1.6 Application and Admission Information Admission

NOTE: When a student is accepted into a graduate program and defers acceptance and/or the teaching associateship for the year of offer, s/he will have to compete with the new cadre of applicants or potential GTAs in order to be re-instated. Likewise, graduate students who take a leave of absence for 3 or more quarters may be asked to re-apply to the program.

V. M.A. IN SPANISH

V. 1. General Requirements

The M.A. in Spanish requires a minimum of 55 graduate credit hours, at least 36 of which must be completed on this campus, plus appropriate written and oral examinations. All students must take two 800-level courses, one in each of their two areas of concentration. Spanish 801 is required of all new GTAs. This course does not count toward the degree.

The *Graduate School Handbook*: Section II.5 (Master's Degree Programs) contains important additional information on M.A. requirements. See, in particular, these paragraphs:

- II.5.1.6 Credit Hours and Residence Requirements
- II.5.2 Master's Examination
- II.5.5 Additional Graduation Requirements
- II.5.6 Summary of Master's Degree Graduation Requirements.

V. 2. Academic Standards

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio of 3.0 or better in all graduate courses and must maintain reasonable progress toward fulfilling graduate program requirements.

V. 3. M.A. Curricula

V. 3. 1. Specialization in Spanish and/or Latin American Literatures and Cultures

Possible Fields of concentration:

Spanish Literatures and Cultures

- a) Middle Ages to Baroque [SP CLASS]
- b) Enlightenment to Postmodernity [SP MOD]

Latin American Literatures and Cultures

- c) Indigenous, Colonial, and National: Colonial to 1880 [LA COL]
- d) Modernity, Postmodernity: Approximately 1880 to Present [LA MOD]

Schematic Course Requirements:

Requ	5G	required course in literary and cultural theory/analysis (Span 702 or equivalent)
Conc 1	15G	field of concentration I (3 courses from one field listed above)
Conc 2	15G	field of concentration II (3 courses from a second field above)
Div 1	5G	field of diversification I (1 course from a third field above)
Div 2	5G	field of diversification II (1 course from the remaining field)
Elect	10G	electives—two courses from any of the fields (a) through (d), or from Linguistics, or Luso-Brazilian Literatures and Cultures, or from other depts.
TOTAL	55	graduate credit hours in fulfillment of M.A. requirements.

N.B. The following courses are required, but do not count toward the degree.

- Requ. regular enrollment in 840, colloquium (see VII.6, infra.)
- Requ. Span 801 is required of all new GTAs

V.3.2. Specialization in Hispanic Linguistics

Possible Fields of Concentration:

- a) PHON: Phonetics and Phonology
- b) SYN/SEM: Syntax & Semantics
- c) SOCIO/PRAG: Sociolinguistics & Pragmatics
- d) HIST: Historical Linguistics (Spanish & Romance)
- e) ACQ: Language Acquisition

Schematic Course Requirements:

Conc 1	15G	field of concentration I (3 courses from one field above)
Conc 2	15G	field of concentration II (3 courses from a second field above)
Div 1	10G	field of diversification I (2 courses from a third field above)
Div 2	10G	field of diversification II (2 courses from a fourth field above)
Div 3	05G	field of diversification III (1 course from a fifth field above).

TOTAL 55-60 graduate credit hours in fulfillment of M.A. requirements

N.B. The following courses are required, but do not count toward the degree.

- | | |
|-------|---|
| Requ. | regular enrollment in 830, colloquium (see VII.6, infra.) |
| Requ. | Span 801 is required of all new GTAs |

V.3.3. Entry Requirements for Specialization in Hispanic Linguistics

Students entering the M.A. in Hispanic Linguistics are expected to have taken undergraduate course work in Spanish phonetics and phonology (narrowly equivalent to Spanish 604), and also in Spanish syntax (narrowly equivalent to Spanish 601). Students without this background need to take Spanish 610 or Linguistics 601 or Spanish 730 (if available) as early as possible in the M.A. curriculum (normally in the Autumn quarter of entry). Spanish 610 serves to cover the areas of both 604 and 601; if only one of the two areas needs to be addressed, Spanish 601 or 604 can also be chosen, but these two courses do not count towards fulfillment of the minimum M.A. credit requirements.

V. 4. Time Frame for the M.A. Program

A full-time student is expected to complete all requirements for the degree of M.A., including the Master's Examination, with 6 quarters of study (e.g., Autumn, Winter, and Spring quarters of Academic Year 2009-10, and Autumn, Winter and Spring quarters of 2010-2011). If the course load undertaken is increased, or if summer study is included, the program can be completed earlier.

For students who have been awarded financial support as a Graduate Teaching Associate (GTA), a maximum of six quarters of assistance are given. A summer appointment as a GTA is additional and does not count as one of the six quarters.

The usual course load is as follows: In the first Autumn quarter, GTAs enroll in Spanish 801, plus two other graduate courses in fulfillment of M.A. requirements; in all subsequent quarters, two courses each quarter in fulfillment of requirements are a minimum load, plus 840, the colloquium course (830 for linguistics students), except in the quarter of the Master's Examination, when the colloquium is not required. To maintain an Associateship the Graduate School mandates at least 9 graduate credit hours each quarter. Since departmental courses usually carry 5 hours this requirement is easily met.

Part-time students and those not receiving financial support must finish all work on the M.A. degree, including the examination, within six years.

M.A. students who pass the examination and do not go on to the Ph.D. program may continue to register in departmental courses through the end of the summer quarter of their second year of Master's studies.

Students in Hispanic linguistics who wish to be considered for the Ph.D. must present a paper in a colloquium (Spanish 830).

V.5. Master's Examination or *Research Paper/Presentation*

V.5.1 Purpose

The Master's Examination is a test of the student's knowledge of his/her two areas of concentration. *The Research Paper (for students in Hispanic Linguistics) is a test of the student's knowledge of his/her chosen area of concentration.* They are the ultimate validation of performance within the M.A. program. Students receive authorization to take the examination *or paper* only after they have presented to the Director of Graduate Studies an updated M.A. Curriculum Plan endorsed by their adviser. This document, of which two copies are to be filed with the Graduate Secretary, should be submitted by the end of the quarter preceding the quarter in which students intend to take the examination and *must* be submitted by the time of the filing of the Application to Graduate form. (For further information on this point, see section V.5.7) A student must be registered for at least three graduate credit hours during the quarter in which the examination is taken.

V.5.2. Structure of the Examination *and of the Research Paper/Presentation*

I. For students specializing in Spanish and/or Latin American Literatures and Cultures as well as for some students specializing in Hispanic Linguistics, the Master's Examination is a single examination consisting of two portions, written and oral. Both portions deal with the student's two areas of concentration. The written portion consists of two take-home examinations, which are separated in time by a period of no more than five days. Students are expected to pick up the envelope containing the examination questions from the Graduate Secretary at 9 a.m. on the date specified for each of the examinations (see the schedule given in V.5.7), and to submit their written responses, which may be in either English or Spanish, in word-processed, printed-out, and carefully proof-read format at 12:00 noon the next day. The oral portion of the examination is approximately 75 minutes in length, and is scheduled to take place no later than one week after the completion of the second written examination. Copies of previous Master's Examination questions are available for review in the office of the Graduate Secretary.

II. With the approval of their advisor, M.A. students in Hispanic Linguistics may choose an alternative to the take-home examination. Upon receiving written approval from his/her advisor by the Autumn quarter of his/her second year in the program, a student may write a conference-quality research paper which s/he will present at a colloquium (SPAN 830) by early Spring quarter of that same year. The paper will count as the written exam and the colloquium will count as the oral exam. Both the paper and the oral presentation will be evaluated by the student's Master's Examination Committee.

V.5.3. Preparation for the *Take-Home* Master's Examination

Students completing the take-home examination (I. listed above in V.5.2) should note that it is based on the course work that the student has taken and on the M.A. reading lists relevant to his or her areas of concentration. The reading lists that cover both the required primary and the required secondary sources for each field of M.A. concentration are available from the Graduate Secretary. Candidates should familiarize themselves early in their M.A. career with the lists relevant to their areas of concentration, since they are ultimately responsible for all works included on those lists.

The best preparation for the examinations is the graduate courses themselves and the readings included in them. The introductory and broad topic courses at the 700-level are geared towards providing essential help toward mastery of the reading lists, while the advanced 800-level courses focus on specific issues and theoretical applications. In addition to preparing themselves through the taking of relevant courses and the reading of those texts on the pertinent reading lists not covered in course work, students should regularly consult with the faculty members who represent the areas that will be included on their examinations. Such consultation should begin early in the second year of study, and certainly no later than the beginning of the fifth quarter in the program.

V.5.4. Master's Examination Committee

For both the take-home exam and the research paper/presentation, the student will be guided by the recommendations of their Master's Examination Committee. Appointed by the Director of Graduate Studies upon recommendation by the student and the adviser, the committee will normally consist of three or four departmental faculty members, at least two of whom will represent the areas comprising the candidate's fields of concentration. The M.A. adviser chairs the Master's Examination Committee which is charged with conducting and evaluating the written and oral portions of the examination. For students completing the take-home examination, their adviser is responsible for: 1) soliciting and collecting questions for the written portion from the other members of the committee; 2) putting the written examination in final, fully edited, form; and 3) delivering the examination to the Graduate Secretary by the date required. If necessary, the chair may solicit questions for the written examination from area specialists other than those of the committee. To allow for any adjustments or corrections requested by the other members of the committee, the adviser should submit the semi-final version of the exam to those colleagues for their comments prior to turning the exam into the Graduate Secretary.

V.5.5. *Take-Home* Master's Examination Procedures

As indicated earlier, each Master's *Take-Home* Examination consists of two written examinations and an oral examination. Examinations are offered three times a year (Autumn, Winter and Spring) on a schedule established by the Director of Graduate Studies. To the extent possible, all written examinations on a given area are taken at the same time. The date and time of the oral portion of each student's examination is scheduled by the chair of the individual Master's Examination Committee, after consultation with the committee members and the candidate and within the time period set forth in the Master's Examination schedule. Rooms for the oral examinations are scheduled by the Graduate Secretary.

The oral examination is not restricted to the questions asked on the written examination. It may, in fact, include any topic covered in the courses that the student has taken or included on the reading lists relevant to the chosen areas of concentration. The oral examination is regarded as an integral part of the total examination, and is not graded separately from the written portion. The language of the oral examination may be English or Spanish, depending on the conditions set by the examining committee. All

members of the Master's Examination Committee must be present during the entire oral examination and are expected to participate fully in the questioning and the discussion of and decision on the result.

V.5.6. Result of the Master's Examination

In case of the take-home examination, the two areas of the examination, each corresponding to one of the student's areas of concentration, are evaluated on a scale of HIGH PASS, PASS, LOW PASS, FAIL. To pass the examination, both areas must be at least LOW PASS, as recorded on the departmental Master's Examination Result form. In order for a student to be recommended for admission into the doctoral program within the Department, at least one of the two areas must be accorded a HIGH PASS (see section VI.3.1). At the conclusion of the oral portion of the exam, the examining committee will determine if the student has passed the entire examination and will inform the student of the examination result. The student is considered to have completed the Master's Examination successfully only when the decision of the committee is unanimously affirmative. Each examiner indicates judgment by signing the Master's Examination Report that must be submitted to the Graduate School no later than two weeks prior to commencement.

If the Master's Examination Committee does not evaluate the examination as passing, the committee will recommend whether the student may retake the examination, and which portions will be retaken. If a second examination is held, the Master's Examination Committee must be the same as the original one, unless a substitution is approved by the Dean of the Graduate School. The second examination will normally be scheduled no earlier than the quarter following the quarter of failure, particularly in the event that both areas of the examination need to be retaken. The timing of the second examination is left to the discretion of the Examination Committee.

On written appeal by the student or a member of the Master's Examination Committee, the Policy and Standards Committee of the Council on Research and Graduate Studies reviews the Master's Examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student.

In case of the research paper/presentation, the student's Master's Examination Committee will evaluate the work on a scale of HIGH PASS, PASS, LOW PASS, FAIL. In order for a student to be recommended for admission into the doctoral program within the Department, the research paper/presentation must be accorded a HIGH PASS (see section VI.3.1). At the conclusion of the oral presentation, the examining committee will determine if the student has passed the entire examination and will inform the student of the examination result. The student is considered to have completed the Master's Examination successfully only when the decision of the committee is unanimously affirmative. Each examiner indicates judgment by signing the Master's Examination Report that must be submitted to the Graduate School no later than two weeks prior to commencement.

V.5.7. Master's Examination Schedule for 2009-2010

Students planning to take the Master's Examination must sign up to do so. There is a requisite form, called the Application to Graduate, which must be filled out and submitted to the Director of Graduates Studies for approval by the quarterly deadlines indicated below. The Application to Graduate form is available from the Graduate Secretary.

It is essential that all course requirements for the degree be verified prior to submitting the Application to Graduate form. To this effect, an updated M.A. Curriculum Plan should be prepared by the adviser and the candidate and two copies filed with the Graduate Secretary by the end of the quarter

preceding the quarter in which the student intends to graduate; in no circumstances may it be filed later than the filing of the Application to Graduate form.

At any time during this process, if candidates have any questions concerning their program of study or the structure of the examination, they should feel free to consult the Director of Graduate Studies. The schedule of Master's Examinations for the academic year 2009-2010 is as follows:

Autumn 2009: An Application to Graduate form must be submitted to the Director of Graduate Studies by Wednesday, September 30, 2009, 12:00 p.m. The approved form will be transmitted to the Graduate School by Friday, October 2, 2009, 5:00 p.m.

Monday, November 9, 2009: date by which examination questions, in final format, should be given to the Graduate Secretary. Also, by this date the day and time of the oral portion should be confirmed.

Written examinations will take place on Monday-Tuesday, November 16-17, 2009 and Thursday-Friday, November 19-20, 2009.

The oral portion of each examination, lasting approximately 75 minutes, will take place on Monday or Tuesday, November 23-24, 2009, during regular operating hours of the University. The examination report is due in the Graduate School by Wednesday, November 25, 2009, 5:00 p.m.

Winter 2010: An Application to Graduate form must be submitted to the Director of Graduate Studies by Wednesday, January 13, 2010, 12:00 p.m. The approved form will be transmitted to the Graduate School by Friday, January 15, 2010, 5:00 p.m.

Monday, February 8, 2010: date by which examination questions, in final format should be given to the Graduate Secretary. Also, by this date the day and time of the oral portion should be confirmed.

Written examinations will take place on Thursday-Friday, February 18-19, 2010 and Monday-Tuesday, February 22-23, 2010.

The oral portion of each examination, lasting approximately 75 minutes, will take place on Monday, March 1 or Tuesday, March 2, 2010, during regular operating hours of the University. The examination report is due in the Graduate School by Wednesday, March 3, 2010, 5:00 p.m.

Spring 2010: An Application to Graduate form must be submitted to the Director of Graduate Studies by Wednesday, April 7, 2010, 12:00 p.m. The approved form will be transmitted to the Graduate School by Friday, April 9, 2010, 5:00 p.m.

The following schedule is for students who do not wish to continue into the doctoral program.

Monday, April 19: date by which examination questions, in final format, should be given to the Graduate Secretary. Also, by this date the day and time of the oral portion should be confirmed.

Written examinations will take place on Thursday-Friday, April 22-23, 2010 and Monday-Tuesday, April 26-27, 2010.

The oral portion of each examination, lasting approximately 75 minutes, will take place on Thursday, Friday, Monday, or Tuesday, April 29, 30, May 3, or 4, 2010, during regular operating hours of the University. The examination report is due in the Graduate School by Wednesday, May 19, 2010, 5:00 p.m.

Students desiring consideration into the doctoral program will be expected to take the Master's Examination according to the following schedule: Questions, in final format, must be given to the Graduate Secretary by Monday, March 29, 2010. Also, by this date the day and time of the oral portion should be confirmed.

Written portion will take place on Thursday-Friday, April 8-9 and Monday-Tuesday, April 12-13, 2010.

Oral portion, lasting 75-min, will take place on Thursday, Friday, Monday, or Tuesday, April 15, 16, 19, 20, 2010.

The examination report is due in the Grad. School by Wednesday, May 19, 2010, 5:00 p.m.

Summer 2010: There are no Master's Examinations scheduled during the Summer Quarter.

VI. Ph.D. IN SPANISH

VI.1. General Requirements

The Ph.D. in Spanish requires a minimum of 135 graduate credit hours, at least 90 of which must be completed beyond the Master's degree. Of the 90 graduate credit hours required beyond the M.A., a minimum of 45 must be completed at The Ohio State University. For a specialization in Spanish and/or Latin American Literatures and Cultures, 50 graduate hours of doctoral coursework, plus 40 graduate hours of Spanish 999 (Thesis research) will fulfill program requirements. For a specialization in Hispanic Linguistics, 60 graduate hours of doctoral coursework in Hispanic Linguistics, plus 30 hours of Spanish 999 (Thesis research) will fulfill program requirements. In order that they may have a period of concentrated study beyond the M.A., all students are required by the Graduate School to be enrolled during three out of four consecutive quarters, carrying at least ten graduate credit hours each quarter. After successful completion of the Candidacy Examination, 20 graduate credit hours over a period of at least two quarters are required.

The *Graduate School Handbook*: Section II.6 (Doctoral Degree Programs) contains important additional information on Ph.D. requirements. See, in particular, these paragraphs:

- II.6.2 Credit Hours and Residence Requirements
 - II.6.4 Candidacy Examination
 - II.6.8 Candidacy
 - II.6.9 Dissertation
 - II.6.10 Final Oral Examination
 - II.6.12 Dissertation—Final Copy
 - II.6.13 Additional Graduation Requirements
 - II.6.14 Summary of Ph.D. Graduation Requirements
- <http://www.gradsch.ohio-state.edu>

VI.2. Academic Standards

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio of 3.0 or better in all graduate courses and must maintain reasonable progress toward fulfilling graduate program requirements.

VI.3. Admission to the Ph.D. Program

A minimal requirement for entrance to the Ph.D. program is a Master's degree or equivalent graduate work in the discipline and area(s) of desired doctoral specialization. The Graduate School requires a CPHR of at least 3.0 (on a scale of 4.0) in previous graduate-level work for admission to all doctoral programs. Normally, however, the expectation of the Department of Spanish and Portuguese is that successful applicants to its doctoral program will have a CPHR of 3.5 or higher in previous graduate-level work.

The Graduate Studies Committee will evaluate foreign degrees according to the following criteria: a) a five-year *Licenciatura* in the field of desired doctoral specialization will normally be the equivalent of the M.A. degree; b) in the case of four-year *Licenciaturas*, or other degrees, the Graduate Studies Committee will take into account the writing sample(s) and the presence or absence of a *tesina*, and evaluate related academic experience in order to determine admission to the Ph.D. programs; c) students with a five-year *Licenciatura* or equivalent degree in another field (e.g., Anthropology, History,

Education, English, French) will be required to enter the Master's program, unless their studies included a significant concentration in the field of desired doctoral specialization.

M.A. students who petition to be advanced to the Ph.D. program during their first year must submit to the Graduate Studies Committee a one-page research statement outlining their interests and goals. If the student does advance to the Ph.D. program, time already used as a GTA counts against available support in the Ph.D. program.

VI.3.1. Procedures for Departmental M.A. Candidates:

Students wishing to continue on in the Department and pursue the doctoral degree must submit by December 15 of the academic year in which they will receive the M.A., the following materials:

1. A statement of purpose. This should consist of: a) a statement of the student's research interests and objectives in pursuing doctoral work in Hispanic Literatures/Cultures or Hispanic Linguistics; b) the tentative areas of primary and secondary concentration; and c) educational and professional goals and plans. It should include, additionally, a brief discussion of the student's prior experiences of Hispanic culture(s) and/or experiences that he or she wishes to gain in the future. Applicants may also take this opportunity to comment on their progress as graduate students. A neat, accurate and professional presentation is always appreciated.
2. A sample of the student's best scholarship –preferably in the proposed area of concentration. This writing sample may consist of one or more of his or her finest course papers, and the submission of papers written in Spanish is encouraged. If the writing sample presented is in English, it is expected that the letter of intent (see above) will be in Spanish.
3. Three letters of recommendation from faculty members whom the applicant considers to be most familiar with his or her work in our program, of which at least one must be from a professor in the proposed area of concentration. These letters should be submitted on an official OSU recommendation form.
4. A copy of the applicant's most recent Advising Report.
5. As noted earlier, students in Hispanic linguistics who wish to be considered for the Ph.D. program must write and present a paper in a colloquium (Spanish 830).

The recommendation for admission to the doctoral program is made by the Graduate Studies Committee, normally during the Winter Quarter, in connection with the admission of external candidates for the coming academic year. The recommendation is contingent upon satisfactory performance in the student's M.A. examination or *research paper and presentation*, and a positive recommendation from the student's Examination Committee. See Section V.5.6. for more information.

As with the evaluation of external candidates, the evaluation of internal candidates will consider such factors as academic distinction and promise for successful and timely completion of the requirements for the Ph.D. In all cases, official acceptance into the doctoral program is contingent upon fulfilling all requirements for the M.A. degree, as stipulated by the Graduate School. Entrance into the doctoral program may not be undertaken until those requirements have been completed.

Students not admitted to the Ph.D. program will be deactivated for registration at the end of the summer quarter of their second year of Master's studies.

VI.3.2. Procedures for External Candidates

Like those applicants from within the Department of Spanish and Portuguese at The Ohio State University, all applicants who have received, or will be receiving, their Master's degree or equivalent from another institution must submit with their application the following documents: 1) a statement of purpose (see the specifications given in VI.3.1); 2) a sample of their best scholarship, possibly a paper, or papers, prepared during the candidate's M.A. program (see the specifications given in VI.3.1); and 3) three letters of recommendation, utilizing the official OSU recommendation form. (Consult Section IV for more specific information on admissions requirements).

To the extent feasible, the same criteria for assessing the applicant's doctoral potential applied to internal candidates will be applied to external candidates as well.

VI.4. Ph.D. Curricula

VI.4.1. Specialization in Spanish and/or Latin American Literatures and Cultures

Fields of Primary Concentration:

Spanish Literary and Cultural Discourses

- a) Middle Ages to Baroque [SP CLASS]
- b) Enlightenment to Postmodernity [SP MOD]

Latin American Literary and Cultural Discourses

- c) Indigenous, Colonial and National: Colonial Period to 1880 [LA COL]
- d) Modernity, Postmodernity: Approximately 1880 to Present [LA MOD]

Fields of Secondary Concentration

Another area from the four fields above, a to d

Literary and Cultural Theories

Luso-Brazilian Literatures and Cultures

Schematic Course Requirements

A Minimum of 50 graduate credit hours in courses leading to Candidacy Examination

Requ	0-15G	requirement of any of the following not taken in the MA program: Spanish 702; 803 (formerly 703); one course in Literary and Cultural Theory
Conc 1	20G	field of primary concentration chosen from options above; must include a minimum of 10 hours of 800-level courses
Conc 2	15G	field of secondary concentration chosen from options above; no overlap with requirement courses is possible if Theory is chosen
Minor	9-15G	3 courses in a field complementing the primary and secondary concentrations. Choices include:

Another area from the four fields above, a to d

Literary and Cultural Theories (no overlap with requirement courses)

Luso-Brazilian Literatures and Cultures

Hispanic Linguistics

A discipline in another department

Courses from various departments forming a well-defined minor

specialization (e.g. Film Studies, Gender Studies, Ethnic Studies, etc.)

Note: Theory and Luso-Brazilian are only available as minor areas if not chosen under Secondary Concentration

TOTAL 50-65 graduate credit hours in fulfillment of Ph.D. requirements

N.B. The following courses are required, but do not count toward the degree.

Requ. regular enrollment in 840, colloquium (see VII.6, infra.)

Requ. Span 801 is required of all new GTAs

Fields of secondary concentration (other than Spanish and Latin Am. Literary and Cultural Discourses)

For students interested in concentrating in Literary and Cultural Theory

In consultation with their advisor, students should select appropriate courses from our own department as well as from others, such as Comparative Studies, English and Women's Studies, to complete the concentration. In order to count toward this concentration, a particular class must be designated as a theory course and the research undertaken by the student while in that course must primarily address theoretical issues.

For students interested in concentrating in Luso-Brazilian Literatures and Cultures

The following options are three possible ways of completing this concentration in a timely fashion.

OPTION 1 (ACCELERATED)

- Begin Winter: → Portuguese 501 (Portuguese for Spanish Speakers)
→ *Note:* Early January deadline for OSU summer study abroad program: Apply for the directed-research study abroad program in Brazil. Fourth-Quarter tuition waiver can be used to help cover costs of this OSU study abroad program. For more information, contact Rachel Sanabria, sanabria3@humanities.osu.edu.
→ *Note:* Foreign Language and Area Studies (FLAS) fellowships can be requested from other universities. FLAS fellowships can cover the cost of participating in various study abroad programs in Brazil. Deadlines are usually in February or March. For more information, contact Rachel Sanabria (see above), or Carol Robison (robison.26@osu.edu)
- Spring: → Portuguese 502
→ (5 CREDITS) 600- or 700-level course in Portuguese
- Summer: → (10 CREDITS) FLAS or directed-research study abroad program in Brazil. Students with strong language skills already could focus their work in Brazil on developing research agenda and honing very adv. language skills.

OPTION 2

- Begin Summer: → Portuguese 501 (Portuguese for Spanish Speakers)
→ Portuguese 502
- Autumn: → (5 CREDITS) 600- or 700-level course in Portuguese or independent study with Portuguese faculty member
- Winter: → (5 CREDITS) Spanish 759 (see above)
→ (Optional) Deadlines for FLAS and directed-research study abroad program in Brazil (see above)
- Spring: → (5 CREDITS) 600- or 700-level course in Portuguese or Independent study with Portuguese faculty member
- Summer: → (Optional) FLAS or directed-research study abroad program in Brazil

OPTION 3

- Begin Winter: → Portuguese 501 (Portuguese for Spanish Speakers)
→ (Optional) Deadlines for optional FLAS and directed-research study abroad program in Brazil (see above)
- Spring: → Portuguese 502
- Summer: → (Optional) FLAS or directed-research study abroad program in Brazil
- Autumn: → (5 CREDITS) 600- or 700-level course in Portuguese or independent study with Portuguese faculty member
- Winter: → (5 CREDITS) Spanish 759 (see above)
- Spring: → (5 CREDITS) 600- or 700-level course in Portuguese or Independent study with Portuguese faculty member

Language Requirement

A dictionary reading knowledge of two languages other than English and Spanish is required. The languages should be pertinent to the student's chosen area of research. This requirement may be fulfilled in a number of ways: by passing Portuguese 501/502; by passing the 571/572 course series of a language with a grade of B or better; by passing 103 in a language where the 571/572 series is not offered with a grade of B or better; by written proficiency testing; by previous college credit, or by demonstrated native competence. Students are encouraged to use the summer to complete their language requirements.

Graduate students in Spanish who elect to fulfill this requirement with Catalan, French, Galician, German, or Portuguese may choose to translate from these languages to Spanish rather than to English. If this option is chosen, the translation examination will be administered by the Department of Spanish and Portuguese. Arrangements for this option must be made well in advance of the examination date with the Director of Graduate Studies.

VI.4.2. Specialization in Hispanic Linguistics

Fields of Concentration:

- a) PHON: Phonetics, Phonology and Morphology
- b) SYN/SEM: Syntax and Semantics
- c) SOCIO/PRAG: Sociolinguistics and Pragmatics
- d) HIST: Historical Linguistics (Spanish and Romance)
- e) ACQ: Language Acquisition

Schematic Course Requirements:

Minimum of 60 graduate credit hours in courses leading to Candidacy Examination

Conc 1	15G	field of primary concentration chosen from options above; must include a minimum of 10 hours in 800-level courses
Conc 2	15G	field of secondary concentration chosen from options above
Divers	15G	3 additional courses in linguistics, including one on the linguistic analysis of one of the required additional languages
Ling	15G	3 courses in general and theoretical linguistics to complement the areas of Concentration; these courses must be taken outside the Department of Spanish and Portuguese, e.g., Department of Linguistics, Department of Philosophy, etc.
TOTAL	60	graduate credit hours in fulfillment of Ph.D. requirements

N.B. The following courses are required, but do not count toward the degree.

- Requ. regular enrollment in 830, colloquium (see VII.6, infra.)
- Requ. Span 801 is required of all new GTAs

N.B. A minimum of 35 graduate credit hours of required coursework must be taken in Spanish, Portuguese, or Romance Linguistics courses.

Language Requirements

Basic Knowledge of morphophonemic and syntactic patterns of Latin (this can be fulfilled by passing Latin 101 or Latin 571 with a grade of B or better).

Advanced Reading knowledge (at least equivalent to passing a 573 course) of a language, other than Spanish or English, sufficient to take a graduate course on its linguistic analysis.

Dictionary reading knowledge of an additional language, other than Spanish and English. A dictionary reading knowledge of two languages other than English and Spanish is required. The languages should be pertinent to the student's chosen area of research. This requirement may be fulfilled in a number of ways: by passing Portuguese 501/502; by passing the 571/572 course series of a language with a grade of B or better; by passing 103 in a language where the 571/572 series is not offered with a grade of B or better; by written proficiency testing; by previous college credit, or by demonstrated native competence. Students are encouraged to use the summer to complete their language requirements.

Graduate students in Spanish who elect to fulfill this requirement with Catalan, French, Galician, German, or Portuguese may choose to translate from these languages to Spanish, rather than to English. If this option is chosen, the translation examination will be administered by the Department of Spanish and Portuguese. Arrangements for this option must be made well in advance of the examination date with the Director of Graduate Studies.

VI.4.3. Entry Requirements for Hispanic Linguistics

Students entering the Ph.D. program in Hispanic Linguistics from another university are expected to have a competency equivalent to that acquired by those who have been awarded a Master's degree in Hispanic Linguistics from The Ohio State University. A core group of subjects that should have been covered for successful doctoral studies includes the narrow equivalents of:

Syntax/Semantics	Spanish 732
Phonetics/Phonology/Morphology	Spanish 734
Historical Linguistics	Spanish 736
Sociolinguistics/Pragmatics	Spanish 738
Language Acquisition	pending

Additionally, students should have taken at least one second-level or advanced course in two out of the five areas mentioned above, i.e., the equivalents of Spanish 833/834 (Phonology II) and/or Spanish 833/832 (Syntax & Semantics II), and/or Spanish 833/836 (Historical Linguistics II) and/or Spanish 833/838 (Sociolinguistics & Pragmatics II) and/or equivalent courses in Language Acquisition II. Such a set of courses covers two out of the applicable M.A. reading lists on which the departmental Master's Examination in Hispanic Linguistics is based.

Before embarking on doctoral studies, candidates with an external M.A. degree must attain this competency level by taking appropriate courses where needed. Not more than one course in Spanish linguistics at the 700-level may be counted towards fulfillment of the minimal course requirements at the doctoral level. Any preparatory course work at the 800-level needs to be completed within the first year after entry into the program. Course work at the 600-level in the Department of Linguistics, and at the 700-level in any department other than Spanish and Portuguese is applicable to the doctoral program.

After acceptance into the Ph.D. program, external M.A. graduates, together with the departmental faculty in linguistics, will establish the appropriate amount and sequence of course work to be undertaken, if any, in pursuit of this minimum competency level as specified above.

VI.5. Time Frame for Graduate Associates in the Ph.D. Program

Graduate Associates in the Department of Spanish and Portuguese are allowed a maximum of twelve quarters of departmental support while they are enrolled in the doctoral program. The manner in which the post-M.A. quarters of support are allotted is as follows:

- a) eight quarters are permitted for completing course requirements and for passing the Candidacy Examination;
- b) a ninth quarter of support is permitted, after successfully passing the examination, to prepare and present the Dissertation Prospectus;
- c) after approval of the prospectus, three more quarters of support are normally permitted for the writing of the Dissertation.

The usual period of study up to the Candidacy Examination is six to eight quarters. The Examination should take place in the quarter following the fulfillment of all course and language requirements. Students are not permitted to take Spanish 803 during the same quarter as the Candidacy Examination.

The minimum course load for those receiving departmental support is two graduate level courses per quarter plus a colloquium (830 or 840), totaling no fewer than nine graduate credits, as required by the Graduate School, and normally amounting to *twelve* graduate credits.

Only during the quarter preceding the Candidacy Examination and during the examination quarter itself may candidates register for Spanish 999 (Research in Spanish Language or Literature) for part or all of the minimum course load. The colloquium (Spanish 830 or 840) is not required during either of these two quarters. Registration in Spanish 999 requires that the adviser submit written approval of such registration to the Director of Graduate Studies, as well as confirmation of the anticipated examination date. After passing the Candidacy Examination, students who hold a GAsip must register for a minimum of twelve credits of Spanish 999, as required by the Graduate School. They must also resume taking the colloquium (Spanish 830 or 840).

Note to students who received their Master's degree from the Department of Spanish and Portuguese at The Ohio State University: The twelve quarter time limit cannot be extended by carrying over into the Ph.D. program any unused quarters of support from the M.A. program. Also, if for any reason support was granted beyond the standard six for reaching the M.A., such excess time will be deducted from the twelve permitted for the Ph.D.

VI.6. Candidacy Examination

VI.6.1. Nature of the Candidacy Examination

The Candidacy Examination is a single examination consisting of two portions: written and oral. Neither is graded separately from the other. The examination is administered under the auspices of the Graduate Studies Committee in conjunction with the candidate's Advisory Committee and the Graduate School. The examination is a test not only of students' over-all comprehension of the primary and secondary fields of concentration, but also of their capacity to undertake independent research (as demonstrated, for example, in the research proposal), to analyze critically, to synthesize cogently, to articulate ideas clearly, and to generate original thinking. Candidates will be expected to demonstrate a convincing command of their reading lists, which, as a whole, should reflect the scope of their fields of concentration. In all instances examining committees will expect students to demonstrate the ability to conceptualize and contextualize beyond the contents of course work and/or class notes.

The written portion of the Candidacy Examination consists of two take-home examinations of four days' duration each, covering both the primary and secondary fields of concentration. In conjunction with the written examination, students are required to write and submit a research proposal (maximum of 1500 words/10 pages) or research paper of publishable quality. The oral portion of the examination is approximately two hours in length and deals with all aspects of the various areas of study, including the proposal or paper.

All portions of the written examination, including the research paper or the research proposal, are kept on file in the office of the Graduate Secretary when completed. Copies of previous Candidacy Examination questions are maintained by the Graduate Secretary and may be consulted by the candidates.

VI.6.2. Timing of the Candidacy Examination

The Candidacy Examination may be taken at any time thought to be appropriate by the student's Advisory Committee and the Graduate Studies Committee, but not later than two quarters before graduation. The usual period of study up to the Candidacy Examination is six to eight quarters. All course and language requirements need to have been satisfied before taking the exam. Students are not permitted to take Spanish 803 during the same quarter as the Candidacy Examination.

Both the written and oral parts of the Candidacy Examination must be taken and completed within the same quarter. A student must be enrolled for at least three graduate credit hours during the quarter in which the examination is taken.

During the Summer Quarter a Candidacy Examination may take place only if all members of the Advisory Committee agree to be available for the occasion.

VI.6.3. Advisory Committee and Its Role

The Advisory Committee guides the student to the Candidacy Examination and is responsible, in addition, for the generating, administering, and scoring of the written portion of the Examination. Given its significant role in the student's doctoral program, it should be constituted as soon as possible after entrance into the program. The Advisory Committee is appointed by the Director of Graduate Studies, with the concurrence of the Graduate Studies Committee. This appointment takes place after the candidate, in consultation with his/her adviser and other prospective Advisory Committee members, has submitted to the Director of Graduate Studies a petition, endorsed by the adviser, containing the proposed committee membership.

Each student's Advisory Committee is chaired by the student's adviser, who must be of Category P status. The adviser has the responsibility for coordinating the preparation and conduct of both the written and oral portions of the Candidacy Examination. The Advisory Committee includes, in addition, a minimum of three other Graduate Faculty members who are area specialists; of these, at least two must be of Category P status. For candidates in Hispanic Linguistics, the Advisory Committee is composed of three Graduate Faculty members from Hispanic Linguistics and an additional specialist from the Department of Linguistics.

VI.6.4. Candidacy Examination Committee

The Candidacy Examination Committee is composed of the student's Advisory Committee and is responsible for conducting the oral portion of the Candidacy Examination and for evaluating the entire Examination. A Graduate Faculty Representative may be assigned to an initial candidacy exam at the request of the student and advisor.

VI.6.5. Preparation for the Candidacy Examination

Permission to proceed to the Candidacy Examination is contingent upon the student's submitting to the Director of Graduate Studies for his/her approval an updated Ph.D. Curriculum Plan, endorsed by the adviser, detailing all coursework taken in fulfillment of the minimum requirements. This document, two

copies of which are to be filed with the Graduate Secretary, should be submitted to the Director of Graduate Studies at least six months in advance of the tentative date of the Candidacy Examination, and must be submitted no later than the second Friday of the quarter preceding the quarter in which the examination is to be taken. If the Advisory Committee has not already been officially constituted, it must be approved by this same date. Failure to meet this deadline will normally prevent the student from taking the Candidacy Examination.

A. Reading Lists

Once the Advisory Committee has been established, the candidate must consult with each member in order to establish with those area specialists a list of texts and/or topics and issues that are considered essential. Although there are no standardized reading lists for doctoral preparation, the texts, topics, and issues indicated by members of the Advisory Committee are to be thought of as the appropriate and essential guidelines. The reading lists should NOT merely replicate and amplify the M.A. reading lists. It is advisable that these lists be drawn up well in advance of the Candidacy Examination, and they should be submitted in preliminary form to the various members of the Advisory Committee no later than the fourth Friday of the quarter preceding the quarter in which the Candidacy Examination is to be taken. Candidates should then arrange to consult with each member of the Committee about possible additions, deletions, and modifications. After this consultation, it is incumbent upon the student to put together in a standardized format the definitive version of each of the reading lists and to provide each Committee member with a copy of all lists. This should be done in a timely manner, and must be done no later than one month prior to the first written examination.

B. Reading/Research Courses to Prepare for Examination

Students may choose to enroll in Spanish 999 (Thesis research) upon completion of all other requirements in order to make significant progress on the reading list/exam preparation for the degree sought. The scope and requirements of this course will be drawn up in conjunction with the student's Advisor. The contract agreed upon must include the specific goals of the course and the bibliography to be covered. Work will include attendance at discussion sessions and the submission of reports on the readings completed.

C. Independent Study

Preparation for the Candidacy Examination should begin when the student enters the program; it proceeds with each graduate course taken, since these courses, as a group, constitute the optimum opportunity for in-depth study of specific texts and issues. As a general rule, doctoral students should not anticipate approval of 893 Independent Study courses to fulfill degree requirements, as they are solely intended to resolve unique problems. For further information on Independent Study, see section VII.7.

VI.6.6 Structure of the Written Portion of the Candidacy Examination

As indicated earlier, the written portion of the Candidacy Examination consists of two take-home examinations of four days' duration each, in addition to the writing and submission of either a research paper of publishable quality or a research proposal (see section VI.6.8., below). Each of the written take-home examinations will require that the student compose two essays selected from the list of choices set by the Advisory Committee. The list of choices will normally consist of no more than three or four options. For example, for a written examination in an area of concentration that has two subsections, the student may be asked to answer one out of two options for each subsection; alternatively, the examination

could require two essays out of a total of three options, or the examination could require two essays in response to two questions that contain choices offered within each question structure.

Questions on the written portion of the Candidacy Examination provide full coverage of the primary and secondary fields of concentration. The student's adviser, in consultation with the Advisory Committee, has responsibility for the coordination of the examination. Not later than one week prior to the date requested for submission, the adviser solicits questions for the written portion from the other members of the Advisory Committee. To allow for any adjustment or corrections requested by the committee members, the adviser is subsequently responsible for providing each of them with a draft text of the proposed complete examination at least three full working days before the deadline for submission of the examination to the Graduate Secretary. If any committee member wishes further discussion, the adviser should convoke a meeting to finalize the definitive examination text. The exam questions must always be submitted to the Graduate Secretary in final, fully edited, form.

VI.6.7. Administration of the Take-Home Examinations

Each of the two take-home examinations is taken during a four-day period, usually comprising an extended weekend. The second of these examinations must be taken within that period of thirty days that directly precedes the Oral Examination. The student will pick up the envelope containing the examination questions from the Graduate Secretary at a time specified by the adviser (normally 9 a.m.) on the first day of the take-home period, and will submit the written examination in word-processed, printed-out, and carefully proof-read format 96 hours (i.e., four days) later. If the department office is closed on either day, the student will pick up and/or deliver his/her examination to the Director of the Graduate Studies or his/her designated faculty member, usually the adviser.

VI.6.8. Research Component of the Written Portion of the Candidacy Examination

The research component of the written portion of the Candidacy Examination fulfills the Graduate School mandate that the Examination evaluate the capacity to formulate original research questions and argue the evidence. When the research component takes the form of a research proposal, it also serves the important function of generating preliminary research both for the dissertation and for the dissertation prospectus which is presented in the quarter following the Candidacy Examination (see section, VI.8.: Dissertation). Whether the research component takes the form of a research proposal or a publishable research paper, it must be submitted to all members of the Candidacy Examination Committee, including the Graduate Faculty Representative (if the inclusion of such a representative has been requested by the student and advisor; see VI.6.4) no later than one full week before the scheduled oral portion of the examination. The quality of the proposal or publishable paper is given full consideration in the evaluation of the written examination.

VI.6.9. Guidelines for the Research Proposal

The research proposal focuses on a topic in the candidate's major field of concentration. It identifies the problem under consideration, analyzes its relevance to the field and the discipline at large, and proposes a methodology for its investigation. The topic may deal with any aspect of research activity in the area, from data collection to theoretical application. However, it is obvious that a topic that explores an issue directly related to the tentative dissertation topic is in the candidate's best interests, since the preliminary exploration that such a topic entails can serve to advance definition and development of the prospectus that must be submitted in the quarter following the Candidacy Examination. It should be understood, however, that the research proposal is not the dissertation prospectus, which is a fully developed and much more extensive document.

In writing the research proposal, it is recommended that students follow the outline listed below:

1) Abstract

The abstract is a short paragraph describing the proposal so that the general academic reader who is unfamiliar with the area can understand it.

2) Statement of Research Objectives and Significance

This section presents the research problem and/or working hypothesis, explains why the problem is important in the field, and discusses how this study relates to other work in the field in general and to the candidate's own prior research. It does not require full review of the existing literature; rather, it attempts to place the formulation of the problem in the context of research on the topic or text to date. The approach should be synthetic and critical, and not just enumerative and descriptive.

3) Theoretical Framework and Methodology

This section describes the theoretical and/or analytical applications used to achieve the research objectives. It first proposes the corpus, data or text base and the method of collection and/or selection, and then sets forth the approach or approaches to be used in studying the basic materials, dividing the research task into sequences and establishing a hypothetical calendar for completing them.

4) Expectations and Summary

This section specifies the results expected from the study, unless the project is purely exploratory. It serves as a recapitulation of the significance and need for the study.

5) Selective Bibliography

This section lists the publications with greatest relevance to the proposed study and/or referred to in the proposal (one page maximum).

6) Short CV of the candidate

This section is optional but highly recommended (one page maximum).

Parts 2-4 should total approximately 1000-1500 words and should not exceed seven pages, double-spaced. Parts 1, 5, and 6 should be appended. The total number of pages should not exceed ten.

The evaluation of the research proposal will be expressed on a scale of 1 to 5 according to the following approximate values:

- | | | |
|---|-----------|---------------|
| 1 – excellent, strongly recommended | } passing | } not passing |
| 2 – very good, should be approved | | |
| 3 – good, may need some revision | | |
| 4 – some merit, but not recommended in present form | | |
| 5 – not recommended | | |

Criteria for the Evaluation will generally include the significance of the project to scholarship in the field; the effectiveness with which the candidate places the research problem within the framework of the discipline and argues for the significance of the project; the appropriateness and organization of the theoretical application or methodology proposed; command of critical issues; and feasibility.

VI.6.10. Guidelines for the Publishable Research Paper

The research paper of publishable quality has the following characteristics:

- ... is a self-contained piece of research in finished form
- ... deals with a well-defined topic of interest in the current research scene
- ... reviews the pertinent literature (old to current) for effective embedding of the problem in its field
- ... delimits the essential questions to be asked in dealing with this problem
- ... makes an original contribution to the understanding/solution of the problem
- ... typically postulates a hypothesis, presents arguments for and/or against this hypothesis, and assesses the effectiveness of the new hypothesis with regard to the prior state of the question
- ... draws relevant conclusions from the discussion in the body of the article
- ... strictly follows an appropriate style sheet, ready for professional editing
- ... contains a fully developed reference section representing a relevant, if not exhaustive, bibliography of the topic, used in a critical apparatus
- ... has a topical abstract (less than 200 words) as first paragraph

The research article will be independently evaluated by two readers with a written report assessing its merits and its publish-ability. The evaluation of the research article will be expressed on a scale of 1-5 according to the following approximate values:

- | | | |
|--|---|-------------|
| 1 – publishable as is | } | passing |
| 2 – needs minor revision | | |
| 3 – needs extensive detail revisions | | |
| 4 – not yet publishable, needs major revisions | } | not passing |
| 5 – not publishable | | |

VI.6.11. Waiver of the Oral Portion of the Candidacy Examination

If, based on evaluating the written portion, the Advisory Committee members see no possibility for a satisfactory overall performance on the Candidacy Examination, the student may waive the right to take the oral portion. The Advisory Committee may not, however, deny a student the opportunity to take the oral portion. If the student decides to waive the right to take the oral portion, a written statement must be presented to the Advisory Committee. In such a case the Advisory Committee records the outcome of the examination as “unsatisfactory” on the Candidacy Examination Report form and returns it with a copy of the student’s waiver to the Graduate School.

VI.6.12. Scheduling of the Oral Portion of the Candidacy Examination

The oral portion of the Candidacy Examination, which lasts approximately two hours, is held after the completion of the written portion. The oral portion normally must be completed within one month of the written portion. The adviser, with the cooperation of the student, will consult with the committee to make arrangements for the day and time of the oral examination, preferably on the half-hour schedule at which class meeting times are set throughout the University. It must be scheduled at least two weeks in advance, and the Graduate School must be notified of its time and place by the chair of the Advisory

Committee. It is expected that every candidate will have sufficient knowledge of both English and Spanish to be able to conduct the examination in either language.

The chair of the Advisory Committee is responsible for providing both the other committee members and the Graduate Secretary with written confirmation of the date and time of the examination. Upon receiving this confirmation the Graduate Secretary will obtain the room required.

VI.6.13. Nature of the Oral Portion of the Candidacy Examination

At the time appointed, the members of the Candidacy Examination Committee convene under the direction of its chair, the student's adviser. The committee first deliberates for a short while to review the results of the written portions and to establish the procedure to be followed in the oral portion.

Questions on the oral portion are, in principle, open to any aspect of the areas constituting the written portion. Normally, the examination proceeds through the areas one-by-one, with the examiner representing a particular area leading the questioning in that area; the other committee members may also intervene at any point. It is a frequent, although not invariable, procedure to start out with some questions following up answers to the written portion of the examination (clarifications, corrections, expansion, further aspects, etc.), then passing on to additional points of interest in the course of the discussion. The research proposal or publishable paper will be discussed as well. The questions asked may also be unrelated to the written questions and answers in order to cover other topics in the areas of concentration or on the reading lists.

The aim of the questioning is to explore what is known by the student and to determine whether the student can articulate his/her knowledge in a coherent and critical fashion. It is essential for students to respond to all questions as directly as possible, while displaying mature understanding of the topic under discussion. If responses do not come quickly to mind, or if all aspects of a question cannot be dealt with in a straightforward way, students should so inform the examiners. In general, it is best to regard the questions and answers as an exchange of information and ideas. It is not helpful to delay the discussion over some minute or forgotten detail, or by trying to second-guess the questions.

Attendance at the oral portion of the Candidacy Examination is limited to the student and members of the Candidacy Examination Committee. All members of the Candidacy Examination Committee must be present during the entire oral examination. Videoconferencing is possible with prior approval from the Graduate School and under the following conditions: a) only one site may be videoconferenced in and the student and adviser must be in the same room (along with the Graduate Representative –if so requested) and b) all members of the committee must be in continuous audio and visual contact; and c) the costs of the videoconferencing should be covered by the student. (See Sections II.6.6.8, II.6.10.9 and Appendix B of the Graduate Student Handbook for more information.) All committee members are expected to participate fully in the questioning and the decision on the result.

At the end of the oral portion of the Candidacy Examination, the candidate will be asked to leave the room while the committee deliberates about the result of both parts of the examination. The candidate will then be called in and informed about the outcome. For specific feedback on any section of either the written or oral portion of the Candidacy Examination, the student may speak after the examination with the adviser and any other member of the committee.

VI.6.14. Result of the Candidacy Examination

The Candidacy Examination is evaluated as either Satisfactory or Unsatisfactory. Each examiner indicates his/her judgment by signing the Candidacy Examination Report form that is submitted to the

Graduate School. The student is considered to have completed the Candidacy Examination successfully only when the decision of the Candidacy Examination Committee is unanimously affirmative.

If the examination is judged unsatisfactory, the Candidacy Examination Committee must decide whether the student will be permitted to take a second Candidacy Examination and must record that decision on the Candidacy Examination Report form. The nature of the second Candidacy Examination is determined by the examination committee, but it must include a written and an oral portion. If a second examination is held, the Candidacy Examination Committee must be the same as the original one, unless a substitution is approved by the Dean of the Graduate School. This occurs only in exceptional circumstances (see Sections II.6.7 and Appendix C of the Graduate School Handbook for further information). The second Candidacy Examination must be completed no later than two quarters before graduation. No student is permitted to take the Candidacy Examination more than twice.

On written appeal by the student or a member of the Candidacy Examination Committee, the Policy and Standards Committee of the Council on Research and Graduate Studies reviews the Candidacy Examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student.

VI.7. Candidacy

Provided that the candidate is in good standing at the end of the quarter in which the Candidacy Examination is completed, satisfactorily completing that examination admits the student to candidacy for the doctoral degree at the end of that quarter. Admission to candidacy signifies that the student is judged to be properly prepared to undertake work on the dissertation. If a student fails to submit the final copy of the dissertation to the Graduate School within five years of being admitted to candidacy, the candidacy is cancelled. In such a case, with the approval of the adviser and the Graduate Studies Committee, the student may take a Supplemental Candidacy Examination. If this Supplemental Candidacy Examination is passed, the student is readmitted to candidacy and must then complete the dissertation within two years.

Please note that, starting in Autumn 2008, post-candidacy doctoral students should register for NO MORE than three credit hours per quarter whether they are funded by the department or self-funded. Post-candidacy doctoral students who take three credit hours per quarter are considered full-time students.

For those admitted for Autumn 2008 and after, continuous academic year registration is now required for post-candidacy doctoral students.

VI.8. Dissertation

VI.8.1 Purpose

The dissertation is a scholarly contribution to the candidate's area of specialization. It should demonstrate knowledge of the field of study, the ability to work independently, and the capacity to make an original contribution to scholarship. The argumentation should be clearly and convincingly presented and should be supported with appropriate critical discourse. The dissertation may be written in either English or in Spanish.

VI.8.2. Dissertation Committee

The Dissertation Committee is composed of the student's adviser, who must be a Category P Graduate Faculty member, and a minimum of two other Graduate Faculty members. The adviser serves as the dissertation director and chair of the Dissertation Committee. The candidate, in consultation with the adviser, proposes the composition of the Dissertation Committee to the Graduate Studies Committee for approval. This must be done no later than the end of the first week of the quarter that follows the advancement to Candidacy. The committee should be formed so as to provide appropriate advice and support to the candidate in the development of the dissertation. The various members may or may not be the same as those who served on the Advisory Committee.

VI.8.3. Prospectus

After the Dissertation Committee has been formed, a student who has been advanced to candidacy will develop in conjunction with her/his adviser and the other Dissertation Committee members a formal prospectus for the dissertation. The purpose of this document is to provide a detailed description of the scope and methodology of the proposed dissertation, as well as a bibliography of those works that will be utilized in the writing of the dissertation.

The specific form that the prospectus takes is a matter that is worked out between the student and the adviser. At the very least, however, it should contain: 1) a discussion of the objectives and potential significance of the project; 2) a brief review of the existing literature on the topic; 3) a substantial description of the theoretical framework and methodology of the study; 4) an outline of the organization and structure of the work, with some explanation of what the various sections might contain; 5) a summary presentation, if feasible, of what the most important conclusions of the project are likely to be; and 6) a substantial bibliography of works both consulted and to be consulted. It should be emphasized that even if the dissertation prospectus grows out of a research proposal that was presented in conjunction with the Candidacy Examination, it represents both a deepening and a widening of that proposal, requiring a considerable amount of further investigation.

The prospectus must be submitted to the Dissertation Committee for approval no later than the end of the first quarter following advancement to candidacy; failure to meet this deadline may jeopardize the candidate's continued financial support. After provisional approval by the adviser, indicated by his or her signature on the cover page of the document, a draft of the prospectus is made available to the committee members no less than one full week before the formal meeting of the committee that is called for the purpose of discussing the prospectus with the candidate. This meeting will be organized and chaired by the candidate's adviser. The committee may request submission of a substantially revised prospectus, or it may approve the prospectus with no, or only minor, revisions. Within three days of the meeting, the adviser submits to the Director of Graduate Studies a written report, in duplicate, of the outcome of this discussion, utilizing the Approval of Dissertation Prospectus form. A copy of the approval form, and the

dissertation prospectus as approved by the Dissertation Committee, is then appended to the agenda of the next regular meeting of the Graduate Studies Committee. If the members of the Graduate Studies Committee have questions about the prospectus, they may clarify those questions by inviting the adviser to a future meeting. After it has been approved, a copy of the prospectus is kept on file in the office of the Graduate Secretary, along with the corresponding Approval of Dissertation Committee.

VI.8.4. Writing the Dissertation

Once the prospectus has been approved the candidate may proceed with the completion of the dissertation. During the writing of the dissertation, the Dissertation Committee provides the candidate with advice and guidance, as appropriate and necessary. Naturally, the major guidance on the dissertation remains in the hands of the adviser who keeps the other members of the Committee informed about the progress of the dissertation and submits the annual narrative report on the candidate. If there are major changes in scope, topic or methodology that substantially modify a dissertation, the initial prospectus procedure must be repeated, and the revised prospectus must be submitted to the Dissertation Committee. During all stages in the completion of the dissertation, effective communication between the adviser and the other committee colleagues is essential.

VI.8.5. Schedule for Approval of the Dissertation

In order to ensure that the readers have sufficient time to read the dissertation and that the candidate has sufficient time to make requested changes in the manuscript, **the provisional complete draft must be in the hands of the Dissertation Committee no later than the end of the first week of the quarter in which the candidate expects to graduate.** The Application to Graduate form must be submitted to the Director of Graduate Studies by 12:00 noon on the Wednesday preceding the second Friday of that same quarter, so that it may be submitted to the Graduate School by the second Friday, the established deadline. It must be accompanied by a final, revised Ph.D. Curriculum Plan, duly checked and signed by both student and adviser. The adviser's signature on this document stands as his or her guarantee that all curricular requirements for graduation have been met, and that after successful completion of the Final Oral Examination, the student is eligible to graduate. There are no exceptions to this rule.

The Final Oral Examination, sometimes called the dissertation defense, is scheduled when the dissertation adviser and the readers of the Dissertation Committee have approved the draft version by signing the Draft Approval / Notification of Final Oral Examination form. This form must be submitted to the Graduate School at least two weeks before the date of the Final Oral Examination. At this time, the student must also submit the complete, typed dissertation to the Graduate School for format review. For a description of the required format, see the *Graduate School Handbook*, Part III.

Once the Final Oral Examination is scheduled, the Dean of the Graduate School appoints the Graduate Faculty Representative. The Graduate Faculty Representative is a Category P Graduate Faculty member who is neither a faculty member in the Department of Spanish and Portuguese nor a member of the Dissertation Committee. It is the responsibility of the student to deliver a copy of the complete, typed dissertation to the Graduate Faculty Representative no later than one week before the final oral examination.

VI.9. Final Oral Examination

VI.9.1 Nature of the Final Oral Examination

The Final Oral Examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of research presented. It includes but is not limited to discussion of the dissertation and the specific field of investigation on which it is based. The examination lasts approximately two hours, and is open to the public. Videoconferencing is possible with prior approval from the Graduate School and under the follow conditions: a) only one site may be videoconferenced in and the student and adviser must be in the same room (along with the Graduate Representative –if so requested) and b) all members of the committee must be in continuous audio and visual contact; and c) the costs of the videoconferencing should be covered by the student. (See Sections II.6.6.8, II.6.10.9 and Appendix B of the Graduate Student Handbook for more information.) The student must be enrolled for at least three graduate credit hours during the quarter in which the examination is taken.

VI.9.2. Final Oral Examination Committee

The Final Oral Examination Committee is composed of the student's Dissertation Committee, plus the Graduate Faculty Representative. In addition to being a full voting member of the Final Oral Examination Committee, the Graduate Faculty Representative reports to the Graduate School a judgment of the quality of the examination, the dissertation, and the student's performance. It is expected that every candidate will have sufficient knowledge of both English and Spanish to be able to conduct the examination in either language. The Department will request that the Graduate Faculty Representative have adequate reading competency in Spanish if the dissertation is written in that language. The adviser serves as chair of the Final Oral Examination Committee.

All members of the Final Oral Examination Committee must be present during the entire oral examination. All committee members are expected to participate fully in the questioning and the decision on the result.

VI.9.3. Result of the Final Oral Examination

The student is considered to have completed the Final Oral Examination successfully only when the decision of the Final Oral Examination Committee is unanimously affirmative. Should the Graduate Faculty Representative cast the only negative vote, or find that the examination does not meet the required standards, the examination should be halted and referred to the Graduate School for review. The examination may then be rescheduled without prejudice to the student once the issues raised by the Graduate Faculty Representative have been satisfactorily resolved. Each examiner indicates judgment by signing the Final Oral Examination Report form that must be submitted to the Graduate School no later than Wednesday two weeks prior to commencement.

If the examination is judged unsatisfactory, the Final Oral Examination Committee must decide whether the student will be permitted to take a second Final Oral Examination, and must record that decision on the Final Oral Examination Report form. If a second examination is held, the Final Oral Examination Committee must be the same as the original one unless a substitution is approved by the Dean of the Graduate School. This occurs only in exceptional circumstances (see Section II.6.11 and Appendix C of the Graduate School Handbook for more information). No student is permitted to take the Final Oral Examination more than twice.

On written appeal by the student or a member of the Final Oral Examination Committee, the Policy and Standards Committee of the Council on Research and Graduate Studies reviews the Final Oral Examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student.

After successfully passing the examination, a definitive version of the revised dissertation must be approved by the members of the Dissertation Committee. The committee members indicate their approval by signing the form Final Approval of Dissertation form, which must be submitted to the Graduate School no later than one week before commencement (see Appendix A for exact dates for the academic year 2008-08). At this time, the student must also submit to the Graduate School the definitive version of the dissertation, along with an abstract of 350 words. All dissertations are required to be submitted electronically in PDF format. Please see the following Internet site for detailed instructions: <http://www.gradsch.ohio-state.edu/Content.aspx?Content=27&itemid=1> **We strongly urge students to check the box for delaying the electronic dissemination of their dissertations.**

VII. GRADUATE ADVISING

VII.1. Preamble

Overall responsibility for advising at the M.A. and Ph.D. level lies with the Director of Graduate Studies. The Director is also responsible for dealing with any difficulties and problems that students may encounter as they progress through their graduate programs. The Director organizes productive and effective interaction between graduate students, the Graduate Faculty of the Department, and the Graduate Studies Committee. The Director also acts as liaison with the Graduate School.

VII.2. M.A. Advising

All MA incoming students will be assigned a faculty member as adviser, based as closely as possible on the students' expressed interests. To the extent possible, students will be given the name of their assigned adviser *during the spring or summer prior to their arrival on campus*. Faculty advisers will contact the students assigned to them as part of the recruiting process and be available to respond to the students' queries from that point forward. Students should feel free to request a change of advisers at any time during their programs. To change advisers, the student will speak with the involved parties (the former and future adviser) and then notify the Director of Graduate Studies in writing of the desired change. (See Section VII.4. for more detailed information). In the temporary or prolonged absence of the regular M.A. adviser, the Director will assume advising duties for the student, or assign a different advisor on a temporary or regular basis.

VII.3. Ph.D. Advising

All incoming PhD students will be assigned a faculty member as adviser, based as closely as possible on the students' expressed interests. To the extent possible, students will be given the name of their assigned adviser in their letter of admittance. Faculty advisers will contact the students assigned to them as part of the recruiting process and be available to respond to the students' queries from that point forward.

As soon as they are able to decide on an area of primary concentration, but no later than the end of the Spring Quarter of their first year of doctoral studies, students choose a member of the Graduate Faculty of the Department who has Category P standing as regular adviser (and prospective dissertation director). The student should talk directly to the faculty member with whom he or she wishes to work. Once assent has been obtained, the student and the new adviser should then inform the Director of Graduate Studies in writing of the agreement obtained.

Once a regular adviser has been chosen, the student and adviser jointly submit the composition of the student's Advisory Committee to the Director of Graduate Studies for approval. This should be done as early as possible in the doctoral program, and, as stated earlier, must be done no later than the second Friday of the quarter preceding the Candidacy Examination. The Advisory Committee consists of the adviser plus at least three other Graduate Faculty members who are area specialists. Its task is to guide the student toward the Candidacy Examination, and eventually, to conduct the written portion of that examination. Naturally, the adviser has primary responsibility for advising the student in all matters.

In the temporary or prolonged absence of the regular M.A. adviser, the Director will assume advising duties for the student, or assign a different advisor on a temporary or regular basis. Students

should feel free to request a change of advisers at any time during their programs. (See Section VII.4. for more detailed information).

VII.4. Change of Adviser

There are reasonable situations in which a student may choose to request a change of adviser (e.g. as a result of the alteration of disciplinary orientation, pursuit of a specific research interest, prolonged absence of an adviser, difficulties of communication, and so on). Whatever the reason for a desired change, the student should discuss the situation with the Director of Graduate Studies, whose responsibility it is to oversee the advising of all graduate students in the Department. The Director will help the student to decide on the correct course of action and to arrange the necessary paperwork.

VII.5. Advance Enrollment

Advance Enrollment for Autumn, Winter, and Spring quarters takes place during each preceding quarter. It is essential for all continuing students to consult with their adviser during this period to formalize the choice of courses for the next quarter and to register on-line during the individual window of enrollment.

Prior to each enrollment period, descriptions of the courses to be offered in the upcoming quarter will be made available to students and faculty advisers on the departmental web page. In addition to familiarizing themselves with these descriptions, it is recommended that students and their advisers consult the annual Handbook, which lists all graduate courses being taught during the entire academic year. By so doing, students are able to make curricular decisions that ensure their making appropriate progress toward their degree. By the end of the first year of M.A. or Ph.D. studies, a plan for the remaining curriculum should be on file. This Curriculum Plan is subject to change whenever necessary, but a final revision must be in the hands of the Director of Graduate Studies no later than the filing of the Application to Graduate form, in the case of M.A. candidates, and no later than the second Friday of the quarter preceding the quarter of the Candidacy Examination, in the case of Ph.D. candidates. Students must fill out an Advanced Enrollment form for SPAN 893 and SPAN 999; for other courses, students only need to register through OSU's on-line registration system.

At the beginning of each academic year, and, if necessary, quarterly, the Director of Graduate Studies meets with faculty advisers to discuss the advising process and any special features of the current year's program.

VII.6. Course Selection

Except for the special circumstances to be noted, the Department requires all GTAs to register each quarter for a minimum of two courses that carry graduate credit and that *count toward* the degree sought. As stipulated by the rules of the Graduate School, the two courses together must total at least 9 hours. Students who are on a fellowship must register for a minimum of 15 graduate credit hours in order to maintain a full-time program.

During the quarter of initial appointment, GTAs must register for three courses, including Spanish 801, which does not count toward a graduate degree.

Graduate students in the Department who entered their program during or after Autumn Quarter, 2003, are required to enroll each quarter in a Colloquium course, Spanish 840, for students in Spanish Peninsular and Latin American Literatures and Cultures, and Spanish 830, for students in Hispanic

Linguistics. These colloquia carry 2 hours credit and will meet no more than once a week for two hours. Their purpose is to encourage professional development through increased opportunities for exchange of ideas, exposure to new areas of interest, and public presentation of scholarly work. All students are required to enroll in these courses, including those who have been admitted to candidacy, with the exception of the following: a) students enrolled in three graduate-level, 5-credit courses that are pertinent to their program of study or curricular interests (e.g. SPAN 801); b) students in the quarter of their M.A. or Ph.D. candidacy examination; c) doctoral students in the quarter prior to their candidacy examination.

With the exception of 600-level courses in Portuguese, and Spanish 610 as an introductory course in the M.A. program in Hispanic Linguistics, all courses taken within the Department of Spanish and Portuguese in fulfillment of curricular course requirements must be at the level of 700 or above. Courses taken outside the Department must be at the level of 600 or above.

Reading courses in a foreign language may be at the 500 level; such courses count as graduate credit, but not in fulfillment of curricular course requirements. When students enroll in these courses, it is expected that they will take at least one other course that carries graduate credit and that counts in fulfillment of curricular course requirements

In selecting the courses for a given quarter it is very important that the formal prerequisites of the various courses be strictly observed. These prerequisites are stipulated in *The Ohio State University Course Offerings Bulletin*. It is essential that M.A. students take prerequisite courses early in their program; only in this way will they be prepared to take within the time allotted for their degree the two 800-level courses required for the completion of their program.

Please note that, starting in Autumn 2008, post-candidacy doctoral students should register for NO MORE than three credit hours per quarter whether they are funded by the department or self-funded. Post-candidacy doctoral students who take three credit hours per quarter are considered full-time students. Such students are required to take SPAN 830 or SPAN 840 (2-hr) and thus should register for SPAN 999 for 1-credit hour.

For those admitted for Autumn 2008 and after, continuous academic year registration is now required for post-candidacy doctoral students.

VII.7. Independent Study Courses (Autumn, Winter, and Spring Quarters)

During the Autumn, Winter, and Spring Quarters, Independent Study courses, labeled 893, are not generally available for the purpose of fulfilling degree requirements and students should not anticipate their approval. Approval for these courses during the quarters specified is given only in those unusual circumstances where departmental offerings are clearly insufficient to serve the curricular needs of the student. Students and advisers alike should realize that it is in the best interest of the student to enroll in a regular course which normally offers more effective preparation for the degree examination and which represents a more substantial element on the academic transcript (893s are not identified by topic on the transcript, and the only grade given is S/U). If departmental offerings within a given period of time do not allow for the possibility of taking a certain course to meet an area requirement, students may petition the Graduate Studies Committee for substitution of another course of related content.

If, ultimately, a student and adviser determine that an Independent Study Course is essential during one of the quarters specified in order to make progress toward the degree sought, the petition must be submitted as early as possible on the departmental request form (available from the Graduate Secretary). Only when approval has been given by the Director of Graduate Studies may registration be completed. If students plan their program well in advance and take courses as they are offered, rather than

waiting for them to be given during future quarters, they should experience little, if any, need for requesting an Independent Study Course. In this way, the Department will also be better able to offer a variety of advanced courses that meet the stringent enrollment minimums mandated by the College of Humanities.

VII.8. Summer Courses

Because of severely reduced course offerings throughout the University during the summer, certain courses are made available under circumstances in which they are not normally approved during the other three quarters of the academic year. Those courses include 893 (Independent Study) and 999 (Research in Spanish Language or Literature). Students may enroll for up to ten credits in some combination of the courses specified (in rare cases, up to fifteen credits), and they may choose from among three different options. Those options are:

1. Independent Study (893) to fulfill graduate degree requirements. This option is available only when departmental offerings have been or are clearly insufficient to complete requirements for the degree sought, and it requires that the usual request form be filed. The grade at the end of the Summer Quarter will be assigned by the supervising Instructor.
2. Independent Study (893) to prepare a publishable paper or a research proposal (limited to doctoral level students.) The purpose of this option is to enable the student to research and write a scholarly paper for submission for a conference or for publication, or to prepare a research proposal. This option must be contracted with the Advisor and the Instructor involved (if different from the Advisor), and the usual request form must be filed. The grade at the end of the Summer Quarter will be assigned by the supervising Instructor.
3. Independent Study (893) in order to prepare for an upcoming M.A. or Ph.D. (Candidacy) examination. The purpose of this option is to read and take notes upon a portion of the reading list that will constitute a significant part of the upcoming M.A. or Ph.D. examination. Prior to the commencement of the Summer Quarter, students will, in consultation with their advisors, draw up a list of the titles that they propose to cover during the summer. To register for this course, the usual Independent Study request form must be filed. The grade at the end of the Summer Quarter will be based upon the successful completion of the work agreed upon by the student and the Advisor, as verified by submission of reading notes. It will be assigned by the individual Advisor.
3. Research (999) for the purpose of preparing the M.A. or Ph.D. exam reading list. The purpose of this option is to enable the student to make significant progress on the reading list for the degree sought. The scope and requirements of this course will be drawn up in conjunction with the student's Advisor. The contract agreed upon must include the specific goals of the course and the bibliography to be covered. Work will include attendance at discussion sessions and the submission of reports on the reading completed.

To enroll in SPAN 893 over the summer, students should seek written approval (via electronic mail) from both their advisor and the instructor and forward a copy of that approval to the Graduate Secretary in a timely fashion. To enroll in SPAN 999, students must fill out an Advanced Enrollment form and turn it in to the Graduate Secretary in a timely fashion.

VII.9 Grade Grievances

A graduate student who believes a grade received in a course is inappropriate should first discuss and try to resolve the matter directly with the instructor, if at all possible. If the graduate student is not satisfied with the results of this discussion, he or she can appeal the grade to the chair. The chair will investigate the situation and may appoint a special review committee if he or she believes it necessary.

VIII. GUIDELINES FOR GRADUATE ASSOCIATES

VIII.1. Preamble

Each year the Department of Spanish and Portuguese at The Ohio State University awards a number of Graduate Associateships to students who are working toward the degree of M.A. or Ph.D. The most numerous of these Associateships, by far, are Graduate Teaching Associateships. The position of Graduate Teaching Associate (GTA), essential to the functioning of the Department, carries with it important responsibilities. Chief among these is the maintaining of a proper balance between academic studies—the first priority for the Associate—and professional preparation, i.e., teaching.

The *Graduate School Handbook*, Section II.8 (Graduate Associates) contains important additional information regarding the position of Graduate Associate. See, in particular, these paragraphs:

- II.8.1.5 Eligibility
- II.8.2 Terms of Appointment, Reappointment or Termination
- II.8.3 Employing Unit Responsibilities
- II.8.4 Grievance procedures
- II.8.5 Benefits Information

VIII.2. Eligibility

In order to hold an appointment as Graduate Teaching Associate every student in the Department of Spanish and Portuguese must satisfy the following eligibility requirements. The appointee:

1. must have been officially admitted to and be enrolled in the Graduate School, and be pursuing a degree program in the Department;
2. must, in the case of certain international students, certify proficiency in spoken English before assuming GTA duties involving direct student contact (see paragraph IV.2);
3. must, prior to the quarter of initial appointment, attend and successfully complete a training workshop, held in conjunction with Spanish 801 (The Teaching of College Spanish), and also attend throughout the quarter demonstration classes as assigned by teaching supervisors;
4. must register during the quarter of initial appointment for three graduate level courses, including Spanish 801, which does not count toward a graduate degree, and two others that lead toward the degree that she or he is pursuing;
5. must, except in the case of doctoral students who have advanced to Candidacy, register during all subsequent quarters for a minimum of two graduate level courses leading toward the degree pursued that together total at least 9 graduate credit hours;
6. must, in the case of doctoral students who have advanced to candidacy, register for 12 graduate credit hours each quarter, including Summer Quarter;
7. must be in good standing in the Graduate School (i.e., have a cumulative point-hour ratio [CPHR] of 3.0 or better) when the appointment or reappointment becomes effective;
8. must maintain reasonable progress toward the degree.

Note: While the appointment of a graduate degree candidate as GTA is the normal form of financial aid in the Department of Spanish and Portuguese, students may on occasion be appointed to the position of Graduate Research Associate (GRA), which involves assisting a faculty member with research, or to the position of Graduate Administrative Assistant (GAA), which involves carrying out specified administrative tasks. Such appointments are not usual and are normally supplementary to an appointment as GTA. In general, GRAs and GAAs must meet the same standard of eligibility as GTAs. If they have no

teaching duties, however, GRAs and GAAs are exempt from the requirements of attending the training workshop, enrolling in Spanish 801, and certifying proficiency in spoken English.

VIII.3. Initial Appointment

All Graduate Associates, including Graduate Teaching Associates, must be enrolled in the Graduate School. Applicants for an Associateship who are not enrolled must make simultaneous application for admission. As explained earlier, application materials for admission are available from the Admissions Office of the University: <http://gradadmissions.osu.edu>

Application forms for an Associateship are available from the Graduate Secretary of the Department of Spanish and Portuguese (spanport@osu.edu) or from the departmental web site: <http://sppo.osu.edu/studentinfo/grads/gtapplication.cfm>

As part of the admissions process, in the Winter Quarter of each year, the Graduate Studies Committee of the Department evaluates all applications for Associateships, taking into account academic achievement in previous course work, letters of recommendation, previous experience in the culture, use and command of the language (travel, study abroad, and so on), prior teaching experience, if any, and any other information which seems useful and pertinent. Applicants to whom an Associateship is awarded are subsequently sent a letter stating the terms of the appointment. This letter is signed by the Chair of the Department, and, if accepted, by the applicant.

Offers for new Associateships are normally made late in the Winter Quarter, although circumstances may on occasion oblige the Department to make additional appointments later in the academic year. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time prior to April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the Chair of the Department.

GTAs normally are appointed for three quarters: Autumn, Winter, and Spring. Summer appointments may also be available (See below VIII. 14). The Department will rescind the contract of those who relinquish their appointment in the absence of extenuating circumstances. Associates who wish to interrupt their teaching duties must so inform the Department on a form available from the Graduate Secretary; they must also petition the Graduate Studies Committee to be allowed to resume their GTAship by the beginning of advance enrollment for the quarter in which they plan to return. It should be understood that such a petition does not, however, guarantee a Teaching Associateship for the desired quarter. Associates who are absent from the program for more than three quarters may be asked to reapply for admission to the program.

There may be instances where the Department needs to fill a one- or two-quarter appointment. In all cases, those who are given such an appointment must meet the standards of eligibility outlined earlier.

VIII.4. Reappointment

The contracts of Graduate Teaching Associates are renewed by the Chair of the Department upon the recommendation of the faculty. The faculty recommendation results from an annual review, usually carried out at the end of the Winter Quarter, of both the teaching and the academic record of all GTAs. Subsequent to the review, academic advisers meet with their advisees to discuss the outcome of the review and to inform them of any specific suggestions for improvement that may have emerged from the review.

Graduate Teaching Associates may expect to be reappointed provided that:

1. they are in good standing in the Graduate School (i.e., their Cumulative Point Hour Ratio (CPHR) is 3.0 or better;
2. they are making satisfactory progress toward their degree, which is defined, among other ways, as meeting the various deadlines outlined earlier in the descriptions of the M.A. and Ph.D. programs;
3. their teaching performance has been satisfactory;
4. course enrollments and the departmental budget permit such reappointment.

N.B.: A student whose graduate CPHR falls below 3.0 after 15 graduate credit hours have been completed is placed on probation by the Dean of the Graduate School. Once this is raised to 3.0 or better, the student is removed from probation and placed in good standing in the Graduate School. As long as a student is in good standing and teaching evaluations are satisfactory, the appointment as a GTA can be continued; if a student is not in good standing, the appointment becomes null and void.

Letters of reappointment are normally sent early in the Spring Quarter of each year. Acceptance or rejection by the candidate must be received in written form by the Chair of the Department no later than two weeks after receipt of the offer. The letter of acceptance is considered binding upon the individual and cannot be rescinded without the approval of the Chair.

Associates who are not reappointed will be so informed in writing by the Chair of the Department, who will state the reasons for non-reappointment. Among other possible reasons is the Associate's acceptance of outside employment without prior consultation with his/her adviser. (See section VIII.7.: Outside Employment.) If the Associate wishes to appeal the non-reappointment, the appeal must be put in writing, and it must be received by the Chair within two weeks of the date of the non-reappointment notice. If the appeal is denied by the Chair, grievance proceedings may then be initiated according to the guidelines given below in Section VIII.6.

VIII.5. Termination

It is the responsibility of the Chair of the Department of Spanish and Portuguese to ensure that the quality of teaching in the Department is maintained at a high level. Upon receiving evidence that termination of a GTA's appointment is called for, the Chair shall carefully investigate the situation and, if the evidence gathered from all interested parties is sound and substantial, shall terminate the Associateship.

A GTA appointment may be terminated prior to the end of the appointment period for any of the following reasons:

1. the GTA is not in good standing in the Graduate School;
2. the GTA is no longer enrolled in the Graduate School;
3. the GTA is registered for fewer than the number of credit hours stipulated in the section on Eligibility;
4. the GTA is not performing his/her assigned duties in a satisfactory manner, and has been given at least two written warnings that his/her performance is unsatisfactory
5. the GTA graduates;
6. the Department has insufficient funds to continue the appointment

A GTA whose appointment is terminated will receive notification of the termination in the form a letter from the Chair, stating the reasons for the termination. If the Associate wishes to appeal the

termination, the appeal must be put in writing, and it must be received by the Chair within two weeks of the date of the notice of termination. If the appeal is denied by the Chair, grievance proceedings may then be initiated according to the guidelines given in section VIII.6.

Note: According to a policy adopted by the Research and Graduate Council of the Graduate School on May 29, 2002, Graduate Associate appointments may be terminated prior to the end of the appointment period only with the written approval of the Graduate School.

VIII.6. Grievance Procedures

Graduate Associates should report grievances related to their appointment directly to the Chair of the Department. If the Chair cannot resolve them to the satisfaction of the Associate, they may be remanded to the Graduate Studies Committee or to an ad hoc committee appointed by the Chair. If a resolution cannot be obtained through departmental procedures, the established procedures of the Graduate School will apply (See Sections II.8.4, V.9.5.2, and Appendix C of the Graduate Student Handbook for more detailed information).

VIII.7. Outside Employment

A Graduate Associate who is considering additional employment outside the University should consult with his/her adviser who will in turn consult with the Director of Graduate Studies. A careful evaluation of the impact of the additional commitments on the student's academic progress will then be made. If this evaluation reveals that the outside employment will significantly slow the student's academic progress, the employment will be strongly discouraged. If the student accepts the employment in spite of the negative recommendation of the Department, and if it is later determined that his/her academic progress has been affected, reappointment as a GA may not be offered.

VIII.8. Length of Appointment

Financial support for Graduate Associates and fellowship recipients for whom fees are waived will be provided for no more than six quarters in the case of M.A. candidates, and no more than twelve quarters in the case of Ph.D. candidates. In no case may a student receive more than eighteen total quarters of support when both the M.A. and the Ph.D. are undertaken at The Ohio State University. These limits are set by the College of Humanities. (Note: Appointments for Summer Quarter are not included in these counts. **However, University and other fellowships are included. If a student initially accepted into the M.A. program is advanced to the Ph.D. during his or her first year, support already used as a TA counts against available support in the Ph.D.**)

VIII.9. Workload for Graduate Associates

A GTA in Spanish and Portuguese is normally assigned to teach one language course (normally SPAN 101-104) per quarter involving five hours of in-class instruction; this is considered a 50% appointment. If awarded, a GRA or GAA appointment in the Department normally consists of a 25% contract for a specific quarter, in addition to a basic 50% GTA appointment. The 25% appointment entails approximately 10 hours of work each week during the ten-week quarter.

GTA's work under the supervision of the Director of the Language Programs. For each section of teaching, there are five hours per week in the classroom, one hour for office appointments (plus being available for occasional additional student appointments), and two service hours assisting with the conversation tables and/or in the tutoring room. Approximately twelve additional hours are spent

preparing class, attending staff meetings, grading, and, in general, performing those tasks which are expected of a university teacher. Total hours reach about twenty per week.

GTAs will normally be assigned to teach SPAN 101-104. More senior GTAs may occasionally be assigned to teach SPAN 240 or 250.

TAs who must be absent from teaching duties must obtain prior permission from the Director of the Language Program and arrange for coverage of their class. Substitutions may not be made except through this process.

The Department adheres to the Graduate School policy on short-term absences and leaves of absence. See the following website for more detailed information: <http://www.gradsch.ohio-state.edu/Depo/PDF/Leave.pdf>

VIII.10. Evaluation of Performance

All GTAs are periodically visited in their classrooms by a teaching supervisor. The purpose of such visits is to evaluate the Associate's performance as a teacher and to offer helpful advice. After each classroom visit, the supervisor meets with the GTA to discuss the visit and the substance of the supervisor's evaluation. The evaluation is then put in written form and two copies are made: one of these is given to the student; the second is retained in the files of the Director of the Language Programs, where it forms part of the record that is considered at the time of annual review. Associates are evaluated on such areas as preparation for class, appropriateness of techniques to class content, use of the target language in the classroom, adherence to the guidelines established by the Department, and general professionalism.

VIII.11. Stipends

Stipends are determined by the College of Humanities. Levels of compensation are set according to College policy and a departmental protocol that is based in part on degrees earned and in part on amount and type of teaching experience. In addition to the stipend, the University authorizes payment of the entire tuition of the Graduate Associate appointed for at least 50%.

The Stipend Schedule for 2008-2009 for a 50% appointment is:

	<u>per month</u>	<u>per quarter</u>	<u>per 9 month contract</u>	<u>over 4 quarters*</u>
Level I	\$1,583.00	\$4,749.00	\$14,247.00	\$18,996.00
Level II	\$1,602.00	\$4,806.00	\$14,418.00	\$19,224.00
Level III	\$1,715.00	\$5,145.00	\$15,435.00	\$20,580.00

*Includes summer. Summer appointment is common but not guaranteed. See below Section VIII. 14.

Level I students are those who are working for their M.A. degree; Level II students are those who have entered the Ph.D. program; Level III students are those who have successfully passed the doctoral Candidacy Examination.

Payments are made in monthly installments on the last working day of the month. For a 9-month appointment payments are made from the end of October through the end of June. If the appointment is for less than 9 months, payments are made on the last working day of each month of the specific quarter(s) hired. Appointments for a percentage of time other than 50% carry proportional salaries.

VIII.12. Benefits

Students holding GA appointments of at least 50% receive authorizations that include Instructional fees (resident and non-resident) and General Fees. Thus, the amount of support provided to students holding 50% GAships is much greater than the amount of the stipend alone.

Fees, other than Instructional and General Fees, including parking costs and late penalties, as well as health insurance (see next paragraph for details), college computing fees, recreation fee, activity fee, and the mandatory COTA fee, must be paid by the student.

OSU Health Insurance is a requirement of all students enrolled at OSU. Upon registration students are automatically enrolled in Comprehensive Student Health Insurance Coverage if they are enrolled at least half time each quarter unless they complete the online waiver form by the deadlines for each quarter. Funded graduate students are subsidized 85% of the cost of the health insurance. The remaining balance is deducted monthly from their paycheck (approximately \$24/mo.). Graduate students are also eligible for OSU Prime Care Insurance at a considerably higher premium (\$261.00 per mo.). Graduate students with dependents (e.g. wife, family, child/ren) should contact the student Health Center for premiums. Funded graduate students receive a 85% subsidy of health insurance costs for dependents and the remaining balance is payroll deducted.

Students who have held regular 50% GA appointments for three consecutive quarters are eligible for a fee authorization during the immediately following fourth quarter without being on appointment. Typically, this will permit GAs who held a position during the regular academic year to enroll for full-time studies (minimum of 7 graduate hours) during the Summer Quarter, without a teaching appointment and without paying tuition and fees.

As noted earlier, the Department adheres to the Graduate School policy on short-term absences and leaves of absence. See the following website for more detailed information: <http://www.gradsch.ohio-state.edu/Depo/PDF/Leave.pdf>

VIII.13. Facilities

The Department of Spanish and Portuguese makes every effort to provide all Graduate Associates with appropriate facilities. These include, but are not limited to use of office space, use of an office phone, use of office machinery as required by teaching duties, and so on.

VIII.14. Summer Appointments

Depending upon enrollments and available funds, a number of Summer Quarter positions are available for Graduate Teaching Associates. Summer appointments are made by the Chair of the Department, in consultation with the Vice Chair, and take into consideration both the applicant's academic progress and his/her effectiveness as a teacher. Registration for two courses leading to the degree sought is required for Summer Quarter appointments in the same way as during any other quarter.

Guidelines for establishing priorities for Summer GTA appointments are parallel to those for teaching upper-level classes (see VIII.15, below). They take into account Departmental and programmatic needs, as well as student seniority and rotation. In addition, the Department needs to meet its contractual obligations and takes into account the specific needs of international students who are not allowed to seek employment outside the University.

Note: Most international students are offered a fourth quarter of support as part of their initial appointment in order to satisfy financial requirements imposed by the U.S. Government.

VIII.15. Teaching Upper-Level Classes

Facilitating a GTA's development as a professional is a top priority of the Department. Coupled with this is the goal of helping instructors in our program be successful candidates for tenure-track positions. Teaching advanced-level courses (400-level and above as well as GEC courses taught in English) is an opportunity offered to the best prepared students for their enhanced professional preparation. It does not constitute an entitlement, and having taught at the advanced level is not a guarantee that one will continue to teach at that level. Decisions regarding assignment of GTAs to advanced-level courses will be made on the basis of the following considerations:

- 1) Departmental need (defined in this context as the persons who are best qualified to teach a particular course, on the basis both of academic success in the relevant area(s) and of teaching success, as verified by teaching evaluations and supervisory reports, either in the course requested or in other courses).
- 2) Seniority, according to the following rank order:
 - a) Departmental ABDs making regular progress toward their degree, including those who have a one-year appointment as lecturer
 - b) Continuing departmental PhD students who have not yet achieved candidacy, but who are making regular progress toward their degree
 - c) Second-year departmental MA students
 - d) Extra-departmental TAs, and lecturers, other than those mentioned in category a) who possess the necessary qualifications
- 3) Rotation, the goal of which is to afford as many students as possible the chance to teach advanced courses.

Assignments of GTAs and lecturers to advanced level courses will be made by the departmental Vice Chair, in consultation with the course coordinators and the Chair. They will be based on recommendations received from the relevant course coordinator(s) who will, when appropriate, consult with the faculty who have taught the course(s) in question.

All those who wish to request assignment to an advanced-level course should consult with the appropriate course coordinator at least one full quarter before the course is to be given. At this time, appropriate arrangements are to be made for the instructor to make regular visits to a section of the course taught either by the course-coordinator or another faculty member, and, if possible, to give a guest-lecture or two.

In order to be considered for an advanced-teaching assignment, GTAs must submit a completed request form (available on the departmental Instructor's Resource Pages: <http://sppo.osu.edu/languageprogram/irp/guidelines.cfm>) to their Academic Advisor. The Advisor will then present the petition to the Director of Graduate Studies and Director of Language Studies. Before making requests applicants should consult the [Master Schedule of Classes](#) for availability of times/courses. Because of limited availability, advanced teaching assignments may not occur in the same quarter in which they are requested.

VIII.16. Assignment to a Second Course

GTAs may request assignment to a second course beyond the one-course standard load. Such assignment may only be for two sections of the same course below the 250-level. It will entail approximately 10 hours of additional work per week (five hours in the classroom and five hours grading). The stipend for such a course is 25%, i.e., half of the 50% rate for the first course. As with other special assignments, opportunities for a second course are infrequent and depend on program needs, enrollments and available budget. A second course during one quarter does not guarantee a second in any subsequent quarter. Because of the increased time demands, students should consult closely with their advisor before requesting a second course. They must also submit the form “Guidelines for Special Teaching Assignments” with appropriate signatures (<http://sppo.osu.edu/languageprogram/irp>). Assignment is made by the Chair in consultation with the student’s advisor and the course coordinator, and follows the order of preference indicated above in section VIII.15.

VIII.17. Opportunities for Professional Development

Facilitating a GTA’s professional development is a top priority of the Department. In addition to the opportunities already noted (summer courses, upper level courses, second courses), GTAs may apply to participate in special Departmental summer projects and for support to attend teaching workshops. For further information and access to required application forms, consult the Instructor’s Resource page referenced earlier at <http://sppo.osu.edu/languageprogram/irp>.

VIII. 18. Extra-Departmental Teaching Associates

The appointment of extra-departmental teaching associates is becoming increasingly rare. Awarding of Graduate Teaching Associateships to students enrolled in a graduate degree program in other departments at Ohio State is based upon staffing needs and each applicant’s potential for effective teaching. As with all new GTAs, extra-departmental Associates must attend and successfully complete a training workshop prior to the beginning of Autumn Quarter and enroll in Spanish 801 (The College Teaching of Spanish) during the Autumn Quarter of the first year of teaching. In subsequent years of appointment they are required to take a minimum of five graduate credit hours annually in the Department of Spanish and Portuguese.

Previous support as a Teaching Associate in another department of The Ohio State University will be counted in calculating time of support in the Department of Spanish and Portuguese. Students who have exhausted their time of support in another department could be given an appointment in the Department of Spanish and Portuguese as long as the total amount of support received while enrolled at OSU does not exceed guidelines established by the College of Humanities. Maximum support for an extra-departmental GTA who is working on a Ph.D. will be twelve quarters beyond the M.A..

In general, all conditions affecting GTA appointments that were mentioned earlier apply equally to extra-departmental GTAs, with the following exception: letters of appointment and reappointment are normally sent no later than May 15 of each year, but in some cases may be considerably later, depending upon the date of the submission of the application and/or the oral interview given (see IV.3.). Acceptance or rejection by the candidate must be received within two weeks of receiving the letter of offer. The letter of acceptance is considered binding upon the individual and cannot be rescinded without the approval of the Chair of the Department.

IX. LECTURESHIPS

The lectureship is not intended to extend the period of departmental support for doctoral students who are working on their dissertations. Nevertheless, in certain circumstances, the Graduate Studies Committee may recommend to the Chair that a student who has exhausted the 12 quarters of support allowed at the doctoral level be granted an appointment as lecturer. Such appointments are made on a quarter-by-quarter basis, and the maximum number of quarters of appointment is three.

The Graduate Studies Committee will consider for recommendation for appointment as Lecturer only those applicants who:

1. have exhausted all allowable GTA support (except a final quarter that may be reserved for defense of the dissertation);
2. have passed their Candidacy Examination and successfully defended their dissertation prospectus;
3. have a distinguished academic record, as well as a strong record of teaching;
4. have made significant progress toward completion of their dissertation as attested by a detailed statement from their adviser.

Ultimately, all appointments as lecturer depend on departmental need. No lecturer who is pre-degree may teach more than two courses per quarter, and no appointment is renewed beyond the three-quarter maximum. Students who have completed all their doctoral requirements and graduated, may apply for a renewable position as lecturer along with all other post-degree applicants.

Students who wish to be appointed to a lectureship should submit a written application to the Director of Graduate Studies, which includes a cover letter and three letters of recommendation. One of the letters, as explained above, must be from the student's adviser, and it should both describe precisely how much of the dissertation has been written and specify the expected date of completion. A second letter must be either from the Director of the Spanish Language Program or from the Academic Program Specialist.

All new, non-departmental applicants or internal applicants who have completed an M.A. in the department and are not continuing on in the department's Ph.D. programs are required to submit a cover letter, three letters of recommendation, a current CV, a transcript and if possible, student and supervisory evaluations of teaching. All new applicants receive a phone or personal interview to assess their language skills (Spanish and/or English) by at least three members of the Language Studies Committee. These applications should be submitted to the Director of the Spanish Language Program.

Periodical observations are performed by all members of the Language Studies Committee during the academic year and written and/or oral feedback is provided. While teaching is a very important component of the lecturer employment profile, we also seek candidates who possess additional employment experiences in other areas that will help us enhance our language program, e.g., we have interviewed and hired lecturers with experience in health, law, business, professional translation, and Portuguese.

Student evaluations of teaching are an important component of the evaluation process. However, the Language Studies Committee also looks for additional participation in teaching related activities. For continuing lecturers we consider supervisory reports and contributions to the department (coordination and supervisory duties; presenting Professional Development Workshops within the department; attending and presenting at state and national conferences; participation in teaching related courses and/or activities on campus). For new lecturers we also look for related activities in their previous employment history.

X. FELLOWSHIPS

X.1. Preamble

Applicants to, and advanced students in, the Department of Spanish and Portuguese are eligible for various fellowships awarded by the Graduate School of the Ohio State University. These fellowships are awarded on a competitive basis, without respect to financial need, and they are of two types: First-Year Fellowships and Dissertation Fellowships. First-Year Fellowships include the Dean's Distinguished University Fellowship (DDU), the Distinguished University Fellowship (DUF), the University Fellowship (UF), the Dean's Graduate Enrichment Fellowship (DGE), and the Graduate Enrichment Fellowship (GE). They provide support for students applying to begin a graduate program at Ohio State for the first time. Dissertation (Presidential) Fellowships provide support to students completing the final year of the doctorate. The purpose of the First-Year Fellowship is to attract and retain a diverse graduate student population of the highest quality. The Presidential Fellowship supports students so that they may complete the dissertation unencumbered by other duties. The award recognizes the student's research potential and scholarly achievements.

X.2. Eligibility

Eligibility criteria for a Graduate School fellowship vary by kind of fellowship. However, recipients of all fellowships must meet the following minimal eligibility criteria. The student:

1. must be admitted to the Graduate School;
2. must be pursuing a graduate degree at this university on a full-time basis;
3. must maintain good standing in the Graduate School during the period in which the fellowship is held;
4. must maintain reasonable progress toward a graduate degree;
5. must hold no other appointment or outside employment during the term of the appointment, with the exception of a possible supplemental 25% appointment as Graduate Associate.
6. must be registered in the Graduate School for at least 15 hours of graduate credit (excluding audited courses) during any quarter in which a fellowship appointment is held. Any exceptions to this policy must be approved in advance by the Graduate School.

The following additional eligibility criteria apply to the First-Year Fellowship. The student:

1. must have no prior graduate enrollment at this university (excluding graduate non-degree status);
2. must meet minimum undergraduate grade-point average (GPA) and GRE or GMAT test score requirements as specified for the type of fellowship

The following additional eligibility criteria apply to the Presidential Fellowship. The student:

1. must have passed the Candidacy Examination prior to the Presidential Fellowship competition deadline;
2. must have completed all Ph.D. coursework;
3. must enroll for fifteen hours of 999 and no other coursework.

X.3. Nomination

Candidates for the First-Year and Presidential Fellowships in the Department of Spanish and Portuguese do not apply for them directly, but rather are nominated by the Graduate Studies Committee. However, all applicants for admission to the Graduate School who are interested in being considered for a First-Year Fellowship should indicate that interest by checking the appropriate box on the Graduate School admission application. The majority of these First-Year Fellowships require an undergraduate CPHR of 3.6 or higher and an average percentile on the three parts of the GRE exam of 75% or above. Slightly different criteria apply, however, to those fellowships that the Graduate School reserves each year for incoming students who show significant potential for contributing to the diversity of the University. In evaluating nominations for these fellowships, the Graduate School takes into account various features of the student's file, including, although not necessarily limited to, ethnic background, social or economic disadvantage, and disability.

Students interested in being considered for the Presidential Fellowship should state their interest to their adviser and/or the Director of Graduate Studies.

X.4. Benefits

Students holding First-Year and Presidential Fellowships receive a fee authorization for each quarter on appointment. The authorization covers payment of tuition, Instructional Fees (resident and non-resident) and General Fees. Other fees, including parking, insurance, laboratory and computer usage fees, and the mandatory COTA fee, as well as penalties for late registration and late fee payment, must be paid by the student.

X.5. Eleanor Bulatkin / Aristóbulo Pardo Fellowships

In addition to the fellowships described above that are granted by the Graduate School, students entering the M.A. or Ph.D. programs in the Department of Spanish and Portuguese are eligible for certain one-quarter fellowships funded by the Eleanor Bulatkin / Aristóbulo Pardo Endowment. These fellowships are administered by the Department itself, and are given on the basis of academic excellence. In addition to those students applying from outside the University, internal M.A. recipients who are admitted to the Ph.D. program are also eligible for some of the awards available.

The *Graduate School Handbook*: Section II.9 (Graduate Fellowships and Financial Aid) contains important additional information on fellowships. See, in particular, these paragraphs:

- II.9.2 Graduate School Funded Fellowships
- II.9.3 Terms of Appointment and Termination
- II.9.4 Benefits Information
- II.9.5 Non-Graduate School Funded Fellowships/Traineeships

XI. GUIDELINES FOR GRADUATE STUDENT TRAVEL AND RESEARCH SUPPORT

XI.1. Eligibility for Departmental Travel Funds

All regularly enrolled graduate students who are in good standing in the Department and who are presenting a paper at a recognized academic conference are eligible to apply for travel support up to a maximum amount of \$300 each academic year from the Travel Support Fund of the Department. Additional support for travel is also available from the Karpus Fund (restricted to travel undertaken in connection with a research project relating to Peninsular Studies) and the LoAnne Crane Award.

XI.2. Application Procedure for Departmental Travel Funds

Applications for support from the Department's Travel Support Fund must be submitted on the appropriate Travel Request form to the Director of Graduate Studies **at least three weeks** before the time of travel. All requests for conference travel support must be endorsed by the student's adviser and accompanied by an official letter of acceptance from the conference organizers *as well as by a budget of estimated travel expenses*. Students are **strongly encouraged to submit A TYPED COPY** of the Travel Request form to the Graduate Secretary by downloading the on-line form available on the departmental website.

Applications will be reviewed by the Graduate Studies Committee on an ongoing basis through the academic year.

If their application is approved, students must then fill-out a Travel Expense form and submit it to Ginnetta Lucas before the time of travel in order to receive a "T number." If students do not receive a T number **before** traveling, they cannot receive funding.

The necessary forms are available at: <http://sppo.osu.edu/studentinfo/grads/travel/default.cfm>.

XI.3. Basis of Evaluation of Applications for Departmental Travel Funds

The merit of each proposal will be evaluated on the basis of the following criteria:

1. Relevance of the paper to the student's main field of concentration;
2. Prestige of the conference for which the funds are requested (to be assessed by the Graduate Studies Committee);
3. *Estimated costs of travel (transportation; hotel; food);*
4. Applicant's stage of advancement within the graduate program.

XI. 4 Other Sources of Travel and Research Support

In addition to travel funds provided by the Department, there are a considerable number of other sources of travel and research support at the university of which the student should be aware. These include, but are not limited to the following:

- the Graduate Research Small Grants Program, administered by the College of Arts and Humanities (<http://humanities.osu.edu/studentinfo/grads/genfunding.cfm>);
- the G. Michael Riley International Academic Fund, administered by the College of Arts and Humanities (<http://humanities.osu.edu/studentinfo/grads/genfunding.cfm#RILEY>);
- the Dr. Gordon P.K. Chu Memorial Scholarship, administered by the College of Arts and Humanities (<http://humanities.osu.edu/studentinfo/grads/genfunding.cfm#CHU>);
- the Edward F. Hayes Graduate Research Forum and the Edward J. Ray Travel Award for Scholarship and Service, administered by the Council of Graduate Students (<http://cgs.osu.edu/funding/>);

- the Alumni Grants for Graduate Research and Scholarship, administered by the Graduate School (<http://www.gradsch.ohio-state.edu/Content.aspx?Content=55&itemid=2>);
- numerous grants and other awards, including the Arts & Sciences International Travel Grants, Critical Difference for Women Awards, OIA International Affairs research travel grants, and the Presidential Fellowship, administered by various units at Ohio State University. A summary of these grants and awards is available on the College of Arts and Humanities website: (<http://humanities.osu.edu/studentinfo/grads/OSUgradfunding.cfm>);
- the Fulbright Scholar program. For more information, see the following website, administered by the Office of International Affairs: <http://oia.osu.edu/content/blogcategory/71/455/>
- other external grants. For more information, see the following webpage, administered by the College of Arts and Humanities:
<http://humanities.osu.edu/studentinfo/grads/gradexternalfunding.cfm>

Announcements about the opening of competitions for these various awards are made periodically throughout the year. Further information may be obtained by consulting the Director of Graduate Studies of the Department.

XIII APPENDICES

- A Reminders about Procedures and Deadlines
- B. List of Graduate Credit Courses Offered in the Department of Spanish and Portuguese in the Academic Year 2008-2009 According to Field and Level

Appendix A

Reminders about Procedures and Deadlines for Ph.D. Students and Advisers

Advisory Committees for Examinations

Should be constituted as soon as possible after entrance into the program.

Must be constituted no later than the second Friday of the quarter preceding the quarter in which the examination is to be taken, and submitted for approval to the Director of Graduate Studies.

Ph.D. Curriculum Plan

Should be submitted to the Director of Graduate Studies at least six months in advance of the tentative date of the Candidacy Examination.

Must be submitted no later than the second Friday of the quarter preceding the quarter in which the examination is to be taken.

Individual Reading Lists

Should be submitted in preliminary form to all members of the Advisory Committee for their suggestions no later than the fourth Friday of the quarter preceding the quarter in which the Candidacy Examination is to be taken.

Must be submitted to all members of the Advisory Committee in definitive form no later than one month prior to the first written examination.

Dates for the Written and Oral Portions of the Candidacy Examination

Should be arranged by the student's adviser in consultation with the student and the other members of the Advisory Committee, and then submitted to the Graduate Secretary.

Must be scheduled no later than the eighth quarter of the doctoral program, if the student holds a GTAship, unless a petition for postponement has been approved by the Graduate Studies Committee.

Candidacy Examination Report Form

Must be submitted to the Graduate School immediately upon completion of the examination.

Dissertation Committee

Must be constituted no later than the end of the first week of the quarter following advancement to Candidacy, and submitted to the Director of Graduate Studies for approval.

Dissertation Prospectus

Must be submitted to the Dissertation Committee for approval no later than the end of the first quarter following advancement to candidacy.

Dissertation Prospectus Meeting

Should be arranged by the student's adviser in consultation with the student and the other members of the Dissertation Committee.

Dissertation Prospectus Approval Form

Must be submitted to the Director of Graduate Studies within three days of the Dissertation Prospectus Meeting.

Provisional Draft of Dissertation

Must be in the hands of the members of the Dissertation Committee no later than the end of the first week of the quarter in which the candidate expects to graduate.

Application to Graduate

Must be submitted, along with a final, revised Curriculum Plan, to the Director of Graduate Studies by 12:00 noon on the Wednesday preceding the second Friday of the quarter in which the candidate expects to graduate.

Draft Approval/Notification of Final Oral Examination

Must be submitted to the Graduate School at least two weeks prior to the date of the Final Oral Examination; at this same time, the student must submit the complete, typed dissertation to the Graduate School for format review.

Final Oral Examination Report Form

Must be submitted to the Graduate School immediately upon the completion of the examination.

Definitive Version of the Revised Dissertation

Must be submitted to the various members of the Dissertation Committee in time for the appropriate filing of the Final Approval of Dissertation Form.

Final Approval of Dissertation Form

Must be submitted to the Graduate School no later than one week before Commencement.

Appendix B

List of Courses According to Field and Level for 2009-2010

1. Literature/Culture

<u>Field</u>	<u>Lvl</u>	<u>Autumn 2009</u>	<u>Winter 2010</u>	<u>Spring 2010</u>
THery	1	702 Lit. & Cultural Theory (Rodríguez)	---	---
			882 <i>Semiotic Approaches to Visual Culture</i> (Corona)	803 <i>Research Design and Methods</i> (Ahern)
SP Clas	1	---	753 Studies in Sp. Literature of the 18th and 18th c. (Haidt)	752 <i>Las Musas al pie del monte Olimpo: Contextualización cultural del texto poético en la 1ª modernidad española</i> (Davis)
	2	852 <i>Public/Court Theater in Spain in the 17th c.</i> (Larson)	851 Seminar in Medieval Literature (Burgoyne)	---
SP Mod	1	761 <i>La figura del "otro" en la lit. y cine españoles de las últimas décadas</i> (Amell)	754 <i>Modern and Postmodern Spanish Theatre, 1900-2010</i> (Summerhill)	---
	2	---	---	853 Seminar in Spanish Literature of the 18th and 19th c. (García) 854 Seminar in 20th c. Spanish Literature (Romero)
LA Col	1	755 <i>Fronteras coloniales: Internas/externas</i> (Ahern)	---	756 <i>Discursos de la independencia latinoamericana</i> (Unzueta)
	2	---	855 <i>Historiografía mestiza</i> (Voigt)	759 Comparative Topics in Iberian and Latin Am. Literature (Costigan)
LA Mod	1	760 <i>Latin American Cognitive Mapping</i> (del Sarto)	758 Studies in Contemp. Spanish Am. Literature (Zevallos)	---
	2	858 <i>Neoliberalismo y literatura</i> (Corona)	---	865 <i>Jóvenes, cultura, y culturas juveniles</i> (Podalsky)
Lu-Br	0	---	P 501 Pg<Span I (Costigan)	P 502 Port<Span II (Redenbarger)
	1	P 750 <i>Brazilian Cinema</i> (Gordon)	P 750 <i>The Western 'Tertulia': lit., historiography, and politics of Iberianism</i> (Pereira)	
	2	---	---	---
Lang Ped		801 College Teach of Span (Robison)	---	---
Colloq		840 Colloquium (Zevallos)	840 Colloquium (Zevallos)	840 Colloquium (Zevallos)

- Level: 0 no preconditions, introductory course to field at undergraduate level
 1 introductory or non-advanced topics course; normally repeatable for credit as topic changes
 2 seminar/advanced topics course; course repeatable for credit as topic changes
 3 colloquium for professional development

Fields Th(eory) Literary/Cultural Theories (available as separate field only at Ph.D. level)

Sp(ain) Clas = Literary/Cultural Discourses: Middle Ages to Baroque
 Mod = Literary/Cultural Discourses: Enlightenment to Postmodernity

L(atin) A(merica) Col = Indigenous, Colonial, and National: Colonial to 1880
 Mod = Modernity, Postmodernity: Approximately 1880 to Present

Lu-Br Luso-Brazilian Literatures and Cultures

2. Hispanic Linguistics

Field	Lvl	Autumn 2008	Winter 2009	Spring 2009
LG Hist	1	---	---	---
	2	---	834 Studies in Synchronic Spanish Phonetics, Phonology, and Morph. (Martínez-Gil)	---
LG Syn	1	---	---	---
	2	839 <i>Topics in Spanish Syntax and Semantics</i>	832 <i>Discrete Infinity, the Dual Mechanism, and Constuctional Idioms</i> (Grinstead)	---
LG Phon	1	734 Spanish Phonology and Morphology. (Morgan)	---	---
	2	---	---	839 <i>Sem. in Spanish Phonology</i> (Campos)
LG Soc	1	738 Spanish Sociolinguistics (Schwenter)	---	---
	2	---	838 <i>Spanish Pragmatics</i> (Schwenter)	---
LG Psych		---	---	---
		---	---	837 <i>The Acquisition of Semantics and Pragmatics</i> (Grinstead)
Lang Ped	1	801 College Teach of Spanish (Robison)	---	---
Lang Pg	0		P501 Pg<Span I (Costigan)	P502 Pg<Span II (Redenbarger) RL 831 <i>Latin Foundations of Romance Linguistics</i> (Redenbarger)
Colloq	4	830 Colloquium (Campos)	830 Colloquium (Campos)	830 Colloquium (Campos)

- Level: 0 no preconditions, introductory course to field at undergraduate level
1 systematic introductory or survey course
2 presupposes knowledge gained in corresponding introductory course; course normally repeatable for credit as topic changes
3 advanced specialized course, seminar; normally presupposes corresponding level 2 course; repeatable as topic changes
4 colloquium for professional development

Fields

- a) PHON: Phonetics, Phonology and Morphology
- b) SYN/SEM: Syntax and Semantics
- c) SOCIO/PRAG: Sociolinguistics and Pragmatics
- d) HIST: Historical Linguistics (Spanish and Romance)
- e) ACQ: Language Acquisition
- f) PSYCH: Psycholinguistics
- g) GEN: General introduction (not a field of study)
- h) PED: Pedagogy (not a field of study)