

**HISPANIC LITERARY AND CULTURAL STUDIES
GRADUATE STUDENT HANDBOOK
Department of Hispanic and Italian Studies
University of Illinois at Chicago**

Fall 2016 - Spring 2017

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WELCOME!

The Department of Hispanic and Italian Studies extends a warm welcome to you as you begin your graduate career in Hispanic Literary and Cultural Studies. The first few weeks of the semester will require some patience and flexibility as you adjust to the demands of the graduate courses you will be taking and (in most cases) to the undergraduate classes you will be teaching. Graduate school will also require more personal initiative on your part than you are accustomed to, as you fashion your studies towards your personal career objectives. This Graduate Student Handbook should provide answers to most of your questions.

The Director of Graduate Studies and your Graduate Advisors will help you with any questions regarding your graduate program. For questions regarding the structure and day-to-day functioning of the classes you will be teaching, consult the Head Coordinator of the Spanish Basic Language Program.

For the regulations governing graduate study at the University of Illinois at Chicago, you may consult the Graduate College Catalog. If you do not already have a copy of the current Catalog, you may pick one up at the Graduate College or download it from <http://www.uic.edu/gcat/>. The Catalog contains a wealth of information covering all aspects of graduate study, from admission policies, scholarship competitions, and maximum times to complete degrees, to petition processes and course descriptions. Some of this information in various forms is present in this Handbook. Since the Catalog is not published annually, it does not reflect the latest changes to our graduate program; you should, therefore, consult this Handbook together with the Catalog for the most current information.

Finally, a few definitions. The Graduate College is the chief governing and legislative body for graduate matters at the University. The Director of Graduate Studies in Hispanic Studies acts as a liaison between the Graduate College and the Spanish graduate faculty and sets the agenda for the regular meetings of the Spanish Graduate Committee. Chaired by the Director of Graduate Studies and composed of members of the Spanish graduate faculty, this committee is responsible for the specific regulation of graduate studies in Spanish. The committee is charged with processing all graduate applications, the administration of M.A. and Ph.D. degree examinations and the ongoing review of regulations governing the Spanish graduate section.

Best wishes for a successful degree!

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MISSION STATEMENT

The Spanish faculty at UIC has as one of its primary missions the education of graduate students in their chosen fields of study: literary and cultural studies and linguistics, including language use and second language acquisition. Masters students are provided with the opportunity to enter into a deeper albeit still broad understanding of a particular area of study while doctoral students should be engaged in the development of expert knowledge of a given field and topic.

More specifically, the goals of the masters programs are to prepare students for successful careers in education, publishing and others open to graduates in foreign languages (see section 11 of this handbook) and to prepare students who so desire to succeed at the doctoral level. The Ph.D. program seeks to provide doctoral students with the tools to become successful scholars and teachers at research-oriented institutions. To this end, the Department is able to admit only the best possible candidates into the graduate program and to graduate only those that hold true promise in their chosen areas of study.

THE GRADUATE ADVISOR

This Handbook has been designed to help answer the immediate questions you may have on the requirements for the graduate programs. It is not meant to replace your Graduate Advisor.

You have been assigned an advisor to guide you through your graduate career, give advice and assistance with course selections, and generally serve to articulate the graduate policies of the Hispanic Studies program. The Graduate Advisor is concerned with your welfare in your double role as student and instructor and should be considered a first recourse in the event of any doubts, difficulties or misunderstandings you may have in these roles.

For the M.A. it is general policy that students have the same advisor through the duration of the program to ensure continuity and ongoing familiarity with students' academic progress. When the student enters the Ph.D., the student will be assigned an advisor closely familiar with the area of specialization the student has chosen. Occasionally, however, circumstances such as faculty leaves of absence or changes in the interests of a student may recommend reassignment to another advisor. Students should feel free to ask for a reassignment at any point and should consult with the Director of Graduate Students in order to make effective a change.

You should meet with your advisor during the advance enrollment periods **and** at the beginning of each semester. You are encouraged to do so more frequently. It is also important to establish contact with other members of the faculty whose interests overlap with yours.

Your first responsibility as a student in our graduate program is to meet with your Graduate Advisor.

1. GRADUATE DEGREE PROGRAMS IN HISPANIC STUDIES

The Department of Hispanic and Italian Studies offers work leading to degrees in Hispanic Studies at both the master's and doctoral levels. The M.A. and Ph.D. programs offer two concentrations: Hispanic Literary and Cultural Studies and Hispanic Linguistics. Interdepartmental concentrations in Gender and Women's Studies, Latin American and Latino Studies, and Second Language Teaching are available to students in both the master's and doctoral programs.

The department also offers a master's in the Teaching of Spanish; more information under the Spanish section of the UIC Graduate Catalogue.

This handbook contains information pertaining to the program in Hispanic Literary and Cultural Studies. If you want information regarding the other programs consult with the DGS.

1.1. Routine Evaluation of Graduate Students

In order to assess progress toward completion of degrees and academic performance, the Graduate Studies Committee will evaluate all students annually.

- Each student will receive a progress report at the end of every semester. Warnings regarding academic standing should be taken very seriously and discussed with the academic advisor and the DGS.
- Any student whose GPA falls below 3.5 in **concentration courses** in two different semesters (not necessarily consecutive) may be recommended to the graduate college for dismissal and, as a consequence, any financial aid and/or Teaching Assistantship may be rescinded.

2. M.A. PROGRAM IN HISPANIC LITERARY AND CULTURAL STUDIES

In addition to the Graduate College minimum requirements, students must meet the following program requirements:

- **Minimum Semester Hours Required:** 37 hours
- **Course Work:**
 - LCSL 502 or equivalent;
 - LCSL 503;
 - SPAN 407 or the equivalent;
 - Four courses chosen from the following: SPAN 411, 414, 421, 422, 430, 431, 434 or 435;
 - Plus three additional courses at the 500-level chosen in consultation with the graduate advisor.

NOTE: Registration in three SPAN classes per semester is required, except for the first semester when student need to take LCSL 502 and two SPAN classes.

NOTE: SPAN 502, LCSL 503, LCSL 504, SPAN 596, SPAN 590, SPAN 598, and SPAN 599 cannot satisfy any of the above listed requirements.

Electives may be taken in the Department of Hispanic and Italian Studies, e.g., SPAN 494, or in other UIC programs and departments as long as they relate to the student's concentration.

- **Comprehensive Examination:** Required.
- **Thesis:** Not required. If student wishes to write one, permission of the Department's graduate committee is required.
- If a student who is completing his or her M.A. wishes to continue with the Ph.D. he or she must write a State of Purpose (250-300 words) and it must be approved by a prospective dissertation advisor.

2.1. COMPLETING THE M.A. DEGREE IN HISPANIC STUDIES

In order to help students monitor their progress in the program, the Department has established new evaluation guidelines.

First Year:

At the end of the first year students are expected to present a written report of their activities to their advisors. This report should include:

- The courses she/he has taken and the grades obtained in those courses;
- A plan of the courses she/he will take the following year and;
- A one-page essay detailing the long-term plan for the PhD degree as part of their internal application for the Ph.D. program (if applicable).

This report will be signed by both student and advisor and filed with the Graduate Program Administrator.

Second Year:

To fulfill the requirements for the M.A. degree, candidates must pass a final M.A. exam. The M.A. degree must be completed within five consecutive years from the original date of registration for the degree at UIC.

Literature and Cultural Studies Exams:

- Three take-home exams from the following areas:
 - Medieval and Golden Age
 - Peninsular from 19th century to the present
 - Latin American to 1880
 - Latin American from 1880 to the present
- The exam consists of three essay questions. Each answer should be between 5 and 7 pages long.
- The exam questions for the take-home exams are based on the **M.A. Reading List** included in your handbook package. We recommend that you start familiarizing yourself with the works on this list as soon as possible, either by taking classes that present those works or by reading them independently.
- The final date for handing-in the last of the MA take-home exams will be the last Friday before Spring Break.

Other Examination Conditions for MA Students:

- Failure in **one** field will require that the candidate be re-examined in that field at the next scheduled opportunity.
- Failure in **more than one field** of the written examination will require that the candidate be **re-examined in all fields** at the next scheduled opportunity.
- The Comprehensive Examination may be attempted **no more than**

two times.

- If the student is applying for our Ph.D. program, he or she has to have his or her area of specialization as one of her M.A. exams.

3. THE PH.D. PROGRAM IN HISPANIC STUDIES

The Ph.D. program in Hispanic Studies offers two areas of specialization: **Hispanic Literary and Cultural Studies** and **Hispanic Linguistics**. This handbook only addresses the requirements for the Literary and Cultural Studies program.

Students who choose **Hispanic Literary and Cultural Studies** as their specialization may focus on the study of **Latin American, U.S. Latino** or **Peninsular literature**.

The Ph.D. program in Hispanic Literary and Cultural Studies aims to:

- provide students with specialized and professional-level knowledge of their fields;
- train students through theory and practice to teach at the university level;
- prepare them to participate in the various activities that pertain to their professional field;
-
- publishable papers;
- guide them in their choice of dissertation topic;
- and supervise the writing of the dissertation.

Degree Requirements:

- **Minimum Semester Hours Required** 96 from the baccalaureate.
- **Course Work:** In addition to the above stated 37 hours for the master's degree or their equivalent, candidates must complete the following:
 - LCSL 504;
 - Plus a minimum additional 32 hours of didactic course work at the 400 and 500 levels.
- **Concentration Courses:**
A minimum of eight graduate courses under the SPAN rubric (32 hours), which must include:
 - SPAN 535;
 - Two additional 500-level courses and;
 - Five electives at the 400- or 500-level chosen in consultation with the graduate advisor, excluding independent studies, LCSL 502, 503, 504, SPAN 596, 590, 598, and 599.

NOTE: LCSL 502, LCSL 503, LCSL 504, SPAN 596, SPAN 590, SPAN 598, SPAN 599, and any prerequisite courses for required concentration courses cannot satisfy any of the above listed requirements.

Electives may be taken in other UIC programs and departments as long as they relate to the student's concentration and are approved by the student's academic advisor.

- **Examinations** *Preliminary Examination*: Required.
- **Dissertation** Required. No more than 31 hours of SPAN599 can be applied to the degree. The dissertation should be based on original research in the candidate's concentration, Hispanic Literary and Cultural Studies.
- **Other Requirements (See section 5).**

The awarding of the doctoral degree will depend on your successful completion of the required credits of coursework, on meeting the departmental language requirements, on your professional behavior as a student and a teaching assistant, and on the completion, defense and filing of your doctoral dissertation.

3.1. Evaluation of academic progress throughout the Ph.D. program.

In order to demonstrate adequate progress in the Ph.D. program students need to comply with the following additional requirements:

- A Qualifying Research Paper in the first year.
- A written progress report at the end of the second year.
- Preliminary exams, including an oral examination, in the Fall semester of the third year.
- For **all PhD candidates**, the dissertation proposal defense no later than the Spring semester of the third year.
- A written progress report for each consecutive year after.

Candidates are not considered ABDs until they have successfully defended the dissertation proposal.

The defense for the final dissertation should be scheduled **before the end of the fifth year of study.**

3.1.1. Qualifying Research Paper

PhD Students are required to write a Qualifying Research Paper (QRP) in the format of a peer-reviewed journal article. This may be a more developed version of a term or class paper produced during the student's first year.

Procedure:

1. At the beginning of the Spring Semester the student must chose a QRP advisor and register for a 1 credit independent study with him or her to work on a proposal and a bibliography for the

QRP.

2. On the first Monday after Spring Break of the first academic year in the PhD program the student must propose a working title and a 200-word description of the project, which is filed in the graduate student's file with the Graduate Program Administrator.
3. The final manuscript of the QRP is due the first day after Labor Day.
4. The student's QRP advisor and a second faculty member, chosen by the advisor must read the paper and sign their approval on a Qualifying Paper Signature Form before the last Friday of the month of October.
5. A copy of the final version must be deposited in the departmental graduate office with the Graduate Program Administrator.
6. In the event that the student's paper is deemed unsatisfactory, he or she will have a second opportunity to revise the paper and resubmit the following **January**. Revised manuscripts are due on the first Monday after the Winter break.

Requirements:

- The QRP must be a research paper completed while in residence at UIC.
- It should reflect the model of published scholarship in its field.
- It should be approximately 20 to 30 pages in length.
- Typed in 12-point font.
- One-inch margins on each side.
- Double-spaced.
- It should be written with a specific journal in mind, following the formatting guidelines for that journal.

The above length limit excludes prefatory pages (table of contents, abstract and preface), and bibliography. The nature of the topic will dictate the length of the paper.

The faculty will use discipline-appropriate criteria for reviewing the paper, which may include:

- accuracy of content;
- insight and innovation;
- expression of ideas, cogency and coherence in writing;
- appropriate style and tone for academic writing;
- use of appropriate tools for writing scholarly papers depending upon the sub-discipline. This includes appropriate use of style manual for research papers.

3.1.2. Preliminary Exams

1. **Ph.D. Preliminary Exams** are to be taken only after all course work is

completed and the student is approved to proceed with the exam by his/her advisor. Scheduling of the exams will be determined by the student and his/her advisor, but should take place no later than the third year/fifth semester of the PhD program.

2. You will select a faculty member as **Chair of the Preliminary Examination Committee** to set the Preliminary Examination and the composition of the Committee. The Chair will also be responsible for contacting members to convene the Examination Committee. The Chair of the Examination Committee may, but does not have to, subsequently become your dissertation director.
3. The **Preliminary Examination Committee** must be comprised of a minimum of five members; it is possible to include additional members in consultation with the Examination Committee Chair. The Examination Committee Chair must hold at least a 50% appointment at the Department of Hispanic and Italian Studies and be a full member of the UIC Graduate Faculty. In addition to the Chair, two other members of the committee must hold at least a 25% appointment at the Department of Hispanic and Italian Studies. Overall, at least three members must be recognized as Graduate Faculty with full membership; additionally, at least two must be tenured.
4. The purpose of the **Ph.D. Preliminary Examination** is to determine your readiness to undertake dissertation research. In case a student does not pass one or more of the examination areas, he/she will have the opportunity in the following semester to retake the area or areas that she/he did not pass. The exam may be taken no more than two times.
5. The **Preliminary Exams in Literary and Cultural Studies** are structured in the following manner:
 - PhD candidates will have to prepare one major area and two minor areas.
 - They will need to cover at least two different fields of study (i.e.: students cannot take their major and the two minors in e.g., Peninsular literature).
 - The three exams are take-home and taken over a three-week period of time with one exam occurring per week. Exams are picked up on Friday at 10:00 am and returned on the following Friday no later than 10:00 am to the departmental graduate office with the Graduate Program Administrator (pick-up and submission can also be done electronically).
 - The student in consultation with the student's advisor, in keeping with the principal interests of the student and with the student's projected area of research for the dissertation, shall determine the three areas of examination.
 - Within a semester after completing the preliminary exams, the PhD candidate must **submit and defend a Dissertation Proposal**. This second part of the examination should take place no later than the Spring semester (sixth semester) of the third year of the PhD program.

A) Fields: (major or minor)

Areas in Peninsular Literature:

1. Medieval Literature and/or Early Modern Spanish Literature
2. 18th and 19th Century Literature
3. 20th Century Literature

Areas in Latin American Literature:

1. Colonial to 1800
2. Emancipation to modernismo
3. Avant-garde literatures to present

Areas in US Latino Literature:

1. Literature before 1960s
2. Chicano and Chicana Literature
3. US Puerto Rican Literature
4. Cuban-American Literature
5. Other Latino Literature
6. Latina Literature

Optional Minor Fields:

1. French Literature (open period)
2. Italian Literature (open period)
3. Luso-Brazilian Literature (open period)
4. English Literature (open period)
5. German Literature (open period)
6. Critical and/or Film Theory
7. Gender and Women's Studies
8. Linguistics

A student may seek approval from the Chair of their Examination Committee if he/she wishes to propose an alternative interdisciplinary area of content for one of the minor examinations.

B) Oral Examination

An **oral examination of the area exams** is scheduled one week after the last written exam is turned in.

3.1.3. Thesis proposal and oral defense.

NOTE: In order to remain in "good standing," the student must defend the thesis proposal within one semester after the preliminary exams are completed, and no later than the Spring semester of the third year of study. Not remaining in "good standing" may lead to the loss of the T.A.ship.

- The **Thesis Proposal** is expected to have a MINIMUM length of fifteen (15) pages, excluding bibliography:
 - It should offer a coherent description of the project.
 - It should include a review of the literature extant on the topic including bibliography.
 - It should state a rationale for choosing the topic itself, stressing its originality and scholarly contribution to the field.

- When the student's advisor deems his/her proposal to be sufficiently completed, the advisor will schedule an **oral defense** of the Dissertation Proposal. Note that the oral defense of the preliminary exam is separate from the oral defense of the Thesis Proposal. The student does not progress to ABD status until the both the Preliminary Exam and the Thesis proposal oral defenses have been successfully completed.

- **Composition of the Committee:** The Preliminary Exam Committee and the Thesis Committee may, but need not, be identical. The Thesis Proposal is officially considered a part of the PhD Qualifying Exams. Therefore, the Preliminary Exam Committee that prepared and was present at the oral defense of the preliminary exams remains intact throughout the defense of the thesis proposal; any other faculty from within or outside of the Department who will become an official member of the dissertation committee (once the student progresses to ABD status) must also be invited to evaluate the thesis proposal and, if possible, should be present for the oral defense of the thesis proposal. (See section 4.2. for details about the composition of the Dissertation committee).

3.1.4. Subsequent years—Advisor Reports

After Ph.D. candidates have successfully defended their proposals they are officially ABDs. Every year they need to write a report by April 1st for their advisors with a clear explanation of the progress of their project during that year. The advisor needs to sign the report and file a copy with the Graduate Program Administrator.

4. THE DISSERTATION

FULFILLING THE DISSERTATION REQUIREMENT

Doctoral students should begin considering a dissertation topic during their first year and enroll in courses that will better prepare them for their specialization. Research on your thesis should begin as soon as possible. Students need to be aware of departmental and university faculty strengths; advisors should encourage students to choose a topic for which there will be strong faculty guidance.

Thesis Manual. Before starting the dissertation, you should request a copy of the manual from the Graduate College (6th floor of UH) to familiarize yourself with the required dissertation format.

According to college regulations, doctoral students must fulfill a minimum of 28 thesis research hours. Please consult with the Graduate Program Administrator or the DGS for details.

4.1. Dissertation Review Guidelines

PhD Candidates and their advisors should follow these procedures to ensure a smooth oral defense process for the dissertation:

- The student should consult at least once a semester with the dissertation director regarding progress on the project and the evaluation of working drafts of each chapter.
- The student is required to turn in a **complete dissertation document** to the advisor when both student and advisor deem that the full document is ready for review.
- The advisor then has up to four weeks to read the complete dissertation document and decide if its scope, the analysis of the data, and the quality of the arguments presented are satisfactory and can to be passed along for evaluation by the rest of the dissertation committee.
- Once the committee receives a copy of the complete dissertation document, they have four weeks to determine if the dissertation is acceptable and can be publicly defended.
 - By "acceptable" the Department understands that the readers do not find any major objections with the dissertation and that they will only suggest minor revisions before the dissertation is filed.
 - If committee members find substantial issues with the document, they must send their comments and suggestions to the Chair of the Dissertation Committee for review.
- Only when all members of the Dissertation Committee agree that the document is acceptable can the Chair of the Dissertation Committee set the date for the oral public defense.

4.2. *Dissertation Committee Members*

- The student will choose five dissertation committee members, including a director or co-directors. Additional members from UIC or other institutions may be invited as readers (see below).
- The director (or one of the co-directors) of the dissertation must hold at least a 50% appointment with the Department of Hispanic and Italian Studies.
- At least two members must hold appointments with the Department of Hispanic and Italian Studies.
- At least four must be full members of the UIC Graduate Faculty
- At least two members should be tenured.
- The members' area of expertise should be closely related to your field and methodology.
- At least one member of the committee must be from outside the Department of Hispanic and Italian Studies. Ideally, this member will be able to fully advise on and contribute to the evaluation of the dissertation. At a minimum, this member's role is to ensure that all processes and criteria employed are fair and equitable.
- If one of the committee members comes from another institution, he or she must be willing to participate at his or her own expense.
- Students, with the approval of the Chair of the Dissertation Committee, may invite additional readers. These readers do not form part of the official committee and will not sign the final approval form. They also will participate at their own expense.

Dissertation Committee Members Form

The Chair of the Dissertation Committee must fill out a Department Dissertation Committee Members Form to be placed in student's file listing all dissertation committee members. This form is for departmental records only.

5. OTHER REQUIREMENTS

5.1. Residence Requirements

No more than 25 percent of the hours required for the Ph.D. degree may be transferred from another program.

Graduate students who fail to register for two terms in a row MUST REAPPLY to the Graduate Program. Readmission is not guaranteed.

International students must be registered in both Fall and Spring semester every academic year.

5.2. Number of courses per semester

- Full time students who have not complete their required coursework and who are not teaching any courses or are teaching one course must register in a minimum of three courses, two of which must be in the Hispanic Studies program.
- Full time students who have not complete their required coursework and who are teaching two courses must register in a minimum of two courses in the Hispanic Studies program.
- Any exceptions must be consulted with and approved by your advisor and the DGS.

5.3. Teaching Requirements

Unless exempted by the Director of Graduate Studies, all Ph.D. students must serve as teaching assistants for at least a year teaching elementary or intermediate Spanish.

5.4. Language Requirements for Hispanic Literary and Cultural Studies

- All students will need to demonstrate reading knowledge at a scholarly level of two languages other than Spanish and English. One of these needs to be a Romance language.
- These requirements will be fulfilled by a translation exam of a brief scholarly text.
- Alternatively, a student may petition the Department on a case-by-case basis to have the requirement fulfilled if the student earns a satisfactory or passing in a *reading* course and if the instructor provides a written statement that the student has reading knowledge in the language. Earning a satisfactory grade in a *language* course cannot fulfill the reading proficiency requirement.

- The language requirements must be satisfied before the end of the student's 2nd year in the Ph.D. program.

5.5. Completing the Ph.D. Degree Requirements: Span 590 and Span 599

Span 590, Preliminary Examination and Dissertation Prospectus Preparation

When students are preparing for their PhD qualifying exams (Hispanic Literary and Cultural Studies candidates only) and writing their dissertation proposal (all PhD candidates) they may register for credit hours in Span 590. SPAN 590 is not an independent study course. Students will be allowed to apply a maximum of 16 credit hours for this course towards the degree.

Span 599, Thesis Research

Students can register in Span 599 with their future thesis director NO EARLIER than the semester after the dissertation proposal has been successfully defended. Before registering in Span 599 the student must inform the thesis director. The thesis director together with the student must agree in writing as to what constitutes adequate progress each time you register in Span 599. You can register for 4 up to 12 hours, but it is your thesis director's decision how many hours you will actually receive at the end of the semester depending on the progress made on your dissertation during the semester. Students will be allowed to apply a maximum of 31 credit hours for this course towards the degree.

6. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY

Fundamentally, plagiarism is a deceit, an act of intellectual dishonesty that consists of passing off another's words as one's own. We understand that many students are still not aware that by not correctly citing the sources of their references, they are, in effect, plagiarizing from those sources. For this reason, we include the following statement from the MLA Style Manual:

Derived from the Latin *plagiarius* ('kidnapper' and also 'plagiarist' in the modern sense) plagiarism is defined by Alexander Lindley as "the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own" (Plagiarism and Originality). Plagiarism may take the form of repeating another's sentences as your own, paraphrasing someone else's argument as your own or even presenting someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use other persons' words and thoughts, they must be acknowledged as such.

Please make certain that your work clearly acknowledges that of others. Sanctions for infractions of plagiarism are serious, and you are referred to the statement on Student Disciplinary Procedures that appears in the Graduate College Catalog. Academic dishonesty more generally is described at the website:

<http://www.uic.edu/depts/dos/conductforstudents.shtml>

7. TEACHING ASSISTANTSHIPS & OTHER ASSISTANTSHIP AND TEACHING OPPORTUNITIES

The Department may appoint qualified graduate students as graduate teaching assistants. This financial assistance in the form of teaching assistantships is subject to annual review by the Graduate Studies Committee in conjunction with the office of Spanish Basic Language Instruction. Renewal is normally automatic for those students who (1) demonstrate satisfactory progress toward the degree and (2) demonstrate satisfactory performance in teaching. Performance is assessed through class observations and teaching evaluations filled out by students. Other factors may occasionally arise that prevent automatic renewal.

Students are awarded funding in the form of Teaching Assistantships so that they may concentrate on developing their research agenda and professional training while at UIC. **The teaching assistant's first obligation and commitment is to the academic program and primary employing unit.**

- Any additional employment shall not interfere with responsibilities assigned or inherent in the assistant's teaching position or with satisfactory and timely progress in the Hispanic Studies academic program, as defined by the articles 1.1., 2.1., 3.1. and 4.1. of this handbook.
- It is our experience that graduate students in our programs with teaching assistant duties at UIC who engage in additional employment elsewhere invariably take longer to complete their degrees. Graduate students must be aware of the fact that Teaching Assistantships WILL NOT BE EXTENDED past the 5th year and take this into account in deciding whether or not to seek additional employment elsewhere.

7.1. Time Limits on Teaching Assistantships

- **M.A. students** are awarded **no more than four semesters** (or two years) of teaching assistantship as support for completion of their degree.
- **Ph.D. students** who enter with an M.A. from another institution are awarded **no more than ten semesters** (or five years) of teaching assistantship as support for completion of their degree.
- Students who earn **both the M.A. and the Ph.D. in Hispanic Studies** will be awarded **a total of 14 semesters** (or seven years) of assistantship.
- As a rule, Teaching Assistantships ARE NOT extended past the 7th year for the students in the M.A./PhD program. Only in exceptional circumstances graduate students may apply to the Graduate Studies Committee for possible extension to the above limits. Extensions are subject to approval by the Head.

7.2. Teaching Assistantship Course Assignment

The teaching of courses beyond the Basic Language Program, i.e., at the 200 level, represent an opportunity for students to build their teaching profile. It is the Department's goal to provide teaching experience at the 200 level or above to all doctoral students (although this cannot be guaranteed). The opportunity for teaching at this level will greatly depend on the availability of courses and the needs of the Department.

When these opportunities are available, the Department uses the following criteria for course assignment:

- To be considered for a teaching assignment at the 200 level, teaching assistants must have (a) an outstanding teaching record in the Department and (b) an excellent academic record in the Department.
- Provided that (a) and (b) are fulfilled, offers will be made according to seniority of the students who express interest in teaching at this level. Assignments will start with the more senior graduate students, e.g., fourth year PhD students, and move towards the least senior students, e.g., first year MA students. Note that PhD students who have more than five years in the program will have last priority.

7.3. Other Teaching and Research Assistantship Positions

Additional opportunities for professional development include teaching assistantships above the 200 level, teaching assistantships in the Heritage Language Program, coordination positions in the Basic Language Program and the Heritage Language Program, and research assistantships. In all these cases, positions are assigned at the discretion of the individual faculty and staff members who oversee these positions.

7.4. Summer Teaching Assignments

The UIC teaching assistant contract is a 9-month contract and does not include summer employment as a teaching assistant. However, there are generally a number of teaching positions available each year in the Summer Session. The number of positions may vary widely from year to year based on enrollment and administrative decisions made by the UIC Summer Session office. Thus, although the Department attempts to assign summer teaching positions to those students who would like them, the Department is *not* able to guarantee summer teaching positions. When positions are available, they will be assigned according to the following criteria:

- Assignments will be made according to seniority starting with the more advanced graduate students, e.g., fourth year PhD students, and moving towards the least senior students, e.g., first year MA students. Note that PhD students who have just completed and are beyond their fifth year and non-continuing second-year MA students will have last priority.
- When a decision has to be made in regard to students who are matched in seniority, overall performance in the graduate program and in previous teaching assignments will be considered.

- Note that the Department may not be able to accommodate requests to teaching either in the 4- or 8- week session, to teach at particular times, or to teach particular courses. Thus if a summer assignment is offered to you and you do not accept it, your name will be moved to the bottom of the priority list for summer assignments.

8. ADDITIONAL FUNDING OPPORTUNITIES, THE CIC TRAVELING SCHOLARS PROGRAM, AND OPTIONAL CONCENTRATIONS AND CERTIFICATES

8.1. *University and Outside Scholarships and Fellowships*

The University at large and the Graduate College in particular offers scholarships and fellowships in recognition of student scholarship and promise. Such awards are usually made in open competition within the university. In addition, other non-University scholarships of a more restricted nature are available according to conditions of eligibility related to ethnic or national background or group affiliation. Precise information on the types of awards available, questions of eligibility, and deadlines can be found at the Graduate College web page:

<http://grad.uic.edu/funding-your-education>

8.2. *Departmental Awards*

In order to recognize excellence in teaching and in academic endeavors, the Department awards several prizes to graduate students, including awards for excellence in teaching and the **Ruth El Saffar Literary Essay Award**. Students may also qualify for tuition waivers, as well as for the **Audrey Lumsden-Kouvel Fellowship**.

- 1) The **Ruth El Saffar Literary Essay Award** is designed to reward a literary essay of exceptional quality:
 - Students may only submit essays written for UIC graduate courses.
 - Students must be in good academic standing in order to participate in the competition.
 - An ad-hoc committee composed of three faculty members will evaluate all essays and make the final decision.
 - Students may submit only one essay per year.
 - Students may submit corrected essays, but with no substantial changes in content.
 - The next deadline for submissions is March 1, 2016.

- 2) **Audrey Lumsden-Kouvel Fellowship** is designed to provide support for PhD students as they write their dissertations. Depending on funds availability, it provides a stipend for one student for one semester or one year:
 - Each recipient shall pass the graduate preliminary examinations with distinction.
 - Each recipient shall maintain excellent academic standing.
 - Each recipient shall submit for consideration three letters of reference and a copy of their dissertation proposal.

- In the event there are no candidates who have passed the Ph.D. preliminary exam with distinction, other candidates will be considered.
- The Kouvel Fellowship submission is due April 1st of each academic year. All candidates who defended their thesis proposals after the Kouvel Fellowship deadline from the previous academic year are eligible to apply.

8.3. Traveling Scholar Program

This program enables doctoral students to take advantage of educational opportunities, specialized courses and unique library collections at Northwestern University and the University of Chicago. Traveling scholars must have completed at least one year of study in a doctoral program at UIC and must seek the written approval of the Department Head, their graduate advisor, and the UIC CMEP liaison officer. Since the scholar is registered at UIC while away at the other institution, credit earned is not considered transfer credit. In view of the varying academic calendars, students considering applying for this program should plan well in advance. The typical length of stay is one semester or quarter. Consult with the Director of Graduate Studies for more details.

8.4. Interdepartmental Concentration in Latin American and Latino Studies

The Latin American and Latino Studies Program of the University of Illinois at Chicago allows graduate students enrolled in Hispanic Studies to earn a Graduate Concentration in LALS by successfully completing four Latin American or Latino Studies-oriented courses (one concentration core course plus 3 approved electives in, or affiliated with, LALS). While the concentration core course is a required course for the Certificate, certain graduate courses in Latin American literature may satisfy the electives. The Certificate and course credit are designed to complement and enhance your primary graduate degree preparation; they will signal special expertise and qualifications. For further information about the concentration contact a Latin American and Latino Studies Graduate Faculty Advisor.

<http://catalog.uic.edu/gcat/colleges-schools/liberal-arts-sciences/lals-conc/>

8.5. Interdepartmental Concentration in Gender and Women's Studies

Candidates for the M.A. and Ph.D. Degrees in Hispanic Studies may enroll for a **Graduate Concentration in Gender and Women's Studies**. The requirements for this concentration are the following: an application to the graduate director of the Gender and Women's Studies Program, approval by a Women and Gender Studies graduate faculty member (preferably

within our department), who becomes the student's Gender and Women's Studies advisor; and a total of 16 hours of graduate course work, including WS 501 and WS 502, plus 6 additional hours of women's studies or cross-listed courses at the graduate level. Up to 4 of these hours can be in directed study or thesis research on an appropriate topic approved by the student's Gender and Women's Studies advisor. Students pursuing this concentration must consult the graduate director of the Gender and Women's Studies Program.

<http://catalog.uic.edu/gcat/colleges-schools/liberal-arts-sciences/gws-conc/>

8.6. Interdepartmental Concentration in Second Language Studies

Candidates for the M.A. and Ph.D. Degrees in Hispanic Studies may enroll for a **Graduate Concentration in Second Language Studies**.

Candidates interested in this concentration must successfully complete a total of four courses, whose distribution is outlined in the Graduate Catalog, chosen from particular areas of study useful to the development of the candidate's knowledge and skill in language teaching, such as Introduction to Language Teaching, Foundations in Second Language Acquisition, and Specific or Special Topics in Language Teaching.

<http://catalog.uic.edu/gcat/colleges-schools/liberal-arts-sciences/slt-conc/>

8.7. Teaching Certificate

The Language and Culture Learning Center in conjunction with the Foreign Language Departments in Foreign and Classical Languages offers foreign language pedagogy workshops and supports the preparation of a teaching portfolio.

The certificate is meant for graduate students and lecturers in the foreign language departments. This certificate, as well as the teaching portfolio (reviewed by a committee), can be useful for foreign language instructors when they apply to academic positions.

Requirements to receive the certificate: Complete 8 (eight) workshops, approved by the respective department, that focus on foreign language teaching technology and other foreign language teaching related issues. Two instruction-focused workshops will be required; the other six workshops are selected based on the interest of the graduate student and lecturer. Specific workshop schedule for the year TBA.

9. ADDITIONAL INFORMATION REGARDING VISITORS AND CONFERENCES, COURSE ENROLLMENT, PETITIONS, LEAVES OF ABSENCE, INDEPENDENT STUDIES, AND GRADUATE STUDENT REPRESENTATION.

9.1. Visitors and UIC Conferences

The Department frequently hosts conferences and invites numerous scholars and speakers from local universities and abroad. We urge you to take full advantage of these visits and conferences to our campus, and to participate as much as possible in the intellectual life of the Department and the University.

- Attendance to any and all lectures, symposia, and conferences organized by the Department, the School, and the College is expected as part of the ongoing student's professional development, and will be taken into account when the graduate studies committee performs the annual evaluation of the student's performance for the year.

9.2. Petitions

Petitions are used to request waiver or modification of departmental or Graduate College regulations. Students must consult first with their advisors and the Director of Graduate Studies and secure their signatures prior to submitting the petition to the Graduate College for final approval. Petition forms may be obtained from the Graduate College. In all cases, all petitions must be accompanied by a full explanation of the circumstances and any appropriate forms and supporting documents required for processing a requested change. Normally, such requests should be filed within 30 days from the time that a student knows that his or her status will be affected.

9.3. Leave of absence

Students who may need to interrupt their graduate studies should inform the Director of Graduate Studies, in writing, of the need for a leave of absence, specifying the reasons for the request. All degree-seeking students may take one semester off without formal approval of the Graduate College **except** for international students, who must have continuous registration, and doctoral students who have passed their preliminary examinations. If a student desires to take two semesters off, he or she must file a Graduate Petition for Leave of Absence no later than the tenth day for which leave is requested. International students may take one or two semesters off but must maintain continuous registration and also must obtain written authorization on the petition from the Office of International Services. Leave will not be granted to doctoral candidates who have passed the preliminary exam, except under special

circumstances as specified in the Graduate College Handbook. Leaves have duration of up to one year maximum. A second leave may be approved only under very extraordinary circumstances. Students should consult the appropriate section of the handbook for more information. Petition forms may be obtained from the Graduate College.

9.4. Grievances

Academic Grievance Procedures define a process by which students, faculty and academic employees can seek resolution of complaints. It is important that these procedures be reviewed for both eligibility and process. **Please become familiar with the UIC Academic Grievance Procedures.** We encourage students to resolve their differences with the individual(s) involved prior to initiating a grievance procedure. There is a 60-day deadline to resolve any matter informally before moving to the formal grievance stage.

The document with the guidelines is available in the Graduate College, 600 University Hall or online at:

<http://grad.uic.edu/grievance-procedures>

9.5. Accommodations

The University of Illinois at Chicago and the Department of Hispanic Studies are committed to an environment that is accessible to all students. Students who need accommodations due to a disability should contact the Disability Resource Center or Phone (312) 413-2183 for verification and determination of reasonable accommodations as soon as possible.

9.6. 400/500 level courses

400-level courses are open to graduate and upper level undergraduate students, whereas 500-level seminars are restricted to graduate students. The precise demands to be made upon students in all graduate courses can be expected in written syllabi by the end of the first week of classes.

9.7. Advance Enrollment

You will have a two-week period close to the middle of the semester in which to pre-enroll for the following semester. Advance enrollment (or pre-enrollment) materials will be sent to you from the Office of Registration; you may complete the enrollment by telephone. You must confer with your Graduate Advisor at this time to select classes and update your enrollment records.

- Advance enrollment is important in order to ensure that students are able to take the courses they need, and to prevent the undue cancellation of graduate courses by the college due to low enrollment numbers.

9.8. Guidelines for Independent Study

Independent study provides you the opportunity to explore areas of study and research that cannot easily be accommodated by a particular course. Independent study cannot be a substitute for a regular class and it always proceeds from a particular idea that the graduate student proposes. If you wish to consider the possibility of an independent study, you must follow these guidelines:

- Since independent study is not part of a faculty member's normal teaching load, you should contact the professor with whom you wish to study **ONE semester ahead**.
- Approach the professor whose field and interests are closest to the topic under consideration with a **written, concise proposal, including a bibliography**. The faculty member will then decide as to the advantages of the topic proposed and the amount of direction the study requires.
- The faculty member must confirm the acceptance of the independent study topic by filling and signing an **Independent Study Form** that can be obtained from the Graduate Program Administrator. This form along with your proposal and bibliography must be submitted to the graduate director for final approval. **No more than two** independent study courses are permitted during a student's graduate career spanning both the MA and the PhD.

9.10. Incomplete Grades

The Department follows the Graduate College's rules concerning incomplete grades. In order to avoid misunderstandings about the circumstances in which an incomplete grade may be granted, the following is quoted directly from the UIC Graduate Catalogue:

- An incomplete grade may be given only if, for reasons beyond the student's control, required work has not been completed by the end of the term. An I must be removed by the beginning of the next term in which the student is registered (including summer), or within twelve months of the end of the term in which the I was received, whichever occurs sooner. In other words you have **ONE semester** to obtain a grade for your Incomplete (i.e. if you receive an Incomplete in Spring '14 and you do not register in the Summer Session of '14 the deadline is the Fall '14. If you have an Incomplete in the Fall of '14 then the deadline is the Spring '15 term.)
- An I that is not removed by the deadline will remain on the student's record as an I, with no credit earned. A course in which an I was received and not removed by the deadline may be repeated for credit only once.

9.11. Graduate Student Representative

A Graduate Student Representative is elected yearly by the graduate students as their representative and acts as liaison between the students and the Spanish Graduate Committee. Issues regarding graduate student life or questions regarding department policy should be brought to the attention of **the DGS and the Graduate Representative** for consultation with the graduate studies committee and the Head of the Department.

9.12. Listserv

The Department manages two internet listservs to facilitate communication among faculty and students. **Hipnotes@listserv.uic.edu** goes out to Hispanic Studies and Italian faculty and students. **Spangrads@listserv.uic.edu** is a separate listserv for graduate students in Hispanic Studies only. The Graduate Program Administrator will add all new incoming students each term to the listservs. Anyone can post messages.

9.13. Travel support for professional conferences

It is in the interest of the advanced graduate student to present at professional conferences. This affords the student the opportunity to present their own work, to receive feedback on their work, to network with colleagues and to learn about the profession more generally. However, travel to conference should be targeted and should not be excessive, as it could impede the student's progress through the degree program. In addition, because students represent both themselves and UIC when presenting at conferences, it is important that their work is reviewed and approved before they present a conference.

Given the above as well as financial constraints on the Department and the University, we will be adopting the following policy about supporting graduate student petitions for financial compensation for conference travel (effective **January 11, 2016**).

- *Phd students* – Applications for travel support will be accepted for no more than **two** conferences per year if all requirements below are met. (This includes any petition for support from the Department, School, Graduate College, etc.)
- *MA students, 2nd year* – Applications for travel support will be accepted for no more than **one** conference per year if all requirements below are met. (This includes any petition for support from the Department, School, Graduate College, etc.)
- *MA students, 1st year* - Applications for travel support will NOT be accepted, unless the conference is scheduled to take place after the student has completed two semesters of graduate course work and all requirements below are met. (This includes any petition for support from the Department, School, Graduate College, etc.)

Requirements to be met to submit a travel support application:

- Students must submit their presentations for approval by their advisors at least one month before the conference. Students should assume that they must submit the complete and final version of their presentation, unless they arrange otherwise with their advisor. This will give the advisors time to review the work and provide feedback.
- Students who will be missing a seminar class must seek the professors' permission to do so in order to attend the conference.
- Students who are teaching classes must obtain approval from Liz Aguilar (Basic Language Program), Kim Potowski (Heritage Language Program) or the Director of Undergraduate Studies (advanced courses) and make arrangements for a substitute.

Revised August, 2016 by Kara Morgan-Short, Director of Graduate Studies, and Margarita Saona, Head of the Department, in consultation with the Graduate Committee