



**Hispanic and Lusophone Literatures, Cultures, and Linguistics**

**GRADUATE HANDBOOK**

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Department of Spanish and Portuguese Studies

51 Folwell Hall

9 Pleasant St. SE

Minneapolis, Minnesota 55455

PHONE: (612) 625-5858

FAX: (612) 625-3549

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## FACULTY

The Graduate Faculty has conducted research and published in various aspects of: the semiology of culture; symbolic anthropology; institutionalization and the literary canon; the historical function of literary forms; literary historiography; comparative literature and modern critical theory; sociolinguistics; language variation, syntax and discourse, second language acquisition, social approaches to literature; ideological analysis of texts; feminist theory and criticism.

**Fernando Arenas**, Director of Graduate Studies (2006-2008) Ph.D., Luso-Brazilian Literatures, University of California at Berkeley. Specialties: Africa, Brazil, Portugal, Film, Globalization and nationhood, Popular Music, Film and Literature, Comparative Studies in the Lusophone world, Postcolonialism, Sexuality and Gender.

**Timothy Face**, Ph.D., Hispanic Linguistics, Ohio State University. Specialties: Phonology, Laboratory Phonology, Speech Perception, Phonetics, Second Language Phonology, and Prosody.

**Ofelia Ferrán**, Ph.D., Hispanic Literature, Cornell University. Specialties: Autobiography, Contemporary Spanish Peninsular Literature and Women Writers, Exile Literature, Feminist Theory, Literary Theory and Criticism.

**Ana Paula Ferreira**, Chair. Ph.D., Luso-Brazilian Literature, M.A. Hispanic Literatures, New York University. Specialties: Portuguese and Brazilian Literatures, Luso-Hispanic Literatures, Comparative Studies, Feminism and Gender Studies, Critical Race Studies, Colonial/Postcolonial Studies.

**Ana Forcinito**, Ph.D., Latin American Literature and Culture, University of Pittsburgh. Specialties: 19<sup>th</sup> and 20<sup>th</sup> Century Latin American Literature, Testimonial Literatures, Latin American Film Studies, Women's Writing, Feminist Theory, Cultural Theory, Subaltern Studies, Memory, Human Rights, Southern Cone.

**René Jara**, Ph.D., Spanish American Literature, Arizona State University. Specialties: XVII Century Narratives and Poetry, Baroque and Postmodern Semiotics in Literature and Public Discourses, Chilean and Spanish American Literary Historiography, Post-colonial Studies and Latin America.

**Amy Kaminsky**, *Affiliate Graduate Faculty Member from the Department of Gender, Women and Sexuality Studies*. Ph.D., Spanish, The Pennsylvania State University. Specialties: Gender and Sexuality in Latin American Literature and Film, Women Writers in Spain and Latin America, Exile and National Identity, and Feminist and Literary Theory and Criticism.

**Carol A. Klee**, Ph.D., Hispanic Linguistics, University of Texas, Austin. Specialties: Spanish language contact, Sociolinguistics, Second Language Acquisition and Applied Linguistics.

**Francisco Ocampo**, Ph.D., Hispanic Linguistics, University of Southern California. Specialties: Language Variation, Syntax, Pragmatics.

**Joanna O'Connell**, Ph.D., Comparative Literature, University of California at Berkeley. Specialties: African and Caribbean writing in French and English, Feminism and Feminist Theory, Indigenous Revitalization Movements and Writing, Latin American Writing and Culture, Mexico, the Caribbean, Women's Writing.

**Luis Ramos-García**, Ph.D., Hispanic Literatures/Theater, M.A., Hispanic Literatures/Theater, University of Texas at Austin. Specialties: Latin American / U.S. Latino Theater; Latin American/U.S. Latino Literatures and Cultural Studies; Peninsular Literature and Theater (XVIII-XX); Popular Dance and Music; Human Rights.

**Nicholas Spadaccini**, Ph.D., Spanish Literature, New York University. Specialties: Spanish Renaissance and Baroque Literature and Culture; Colonial Literature and Culture; Comparative Literature.

**Hernán Vidal**, *Professor Emeritus*, Ph.D., Spanish-American Literature, University of Iowa. Specialties: Novel, Short Story, Theater, Social Theory of Literature, Cultural Studies and Cultural Issues Related to Human Rights.

**Barbara Weissberger**, **Director of Undergraduate Studies**. Ph. D., Romance Languages and Literatures, Harvard University. Specialties: Medieval and Renaissance Spanish Literature, Ideology of Gender, Sexuality, Ethnicity, Isabel the Catholic and Female Sovereignty, Feminist Theory.

# Graduate Studies in Hispanic and Lusophone Literatures, Cultures and Linguistics

The graduate program in the Department of Spanish and Portuguese Studies at the University of Minnesota offers the Master of Arts degree and the Doctor of Philosophy degree with concentration in four areas: Spanish, Spanish American, and Lusophone literatures and cultures, and Hispanic Linguistics. The four specialized area components are fully integrated in these degree programs, so that the M.A. candidates and Ph.D. candidates may follow courses of study involving the various fields. The close integration of these areas makes this department unique in the United States.

The department has a strong tradition of fostering socio-historical perspectives on literatures and cultures. Our faculty are committed to comparative and interdisciplinary study and they engage a variety of contemporary theoretical approaches, with strengths in postcolonial theory, feminisms, critical race theory, queer theory, hermeneutics of human rights, and theories of globalization. The Hispanic Linguistics faculty are specialists in the fields of sociolinguistics, second language acquisition, syntax, pragmatics, phonetics, and phonology. The program in Lusophone literatures and cultures is one of the few in the nation that focuses on the Portuguese-speaking world as a whole and in its parts. Graduate students may also take courses in related departments and programs, such as **Gender, Women and Sexuality Studies, Linguistics, History, the Human Rights Program**, among others.

The Department of Spanish and Portuguese Studies sponsors several renowned publications such as *Hispanic Issues*, *Medieval Encounters*, and *Ideologies & Literatures*. Faculty organize major international conferences and symposia (some on a regular basis such as the “State of Ibero-American Theater”).

The library collection at the University of Minnesota, one of the largest in the nation, provides strong research support. Of particular interest to students in the Department is the prestigious **John Ford Bell Library**’s collection of rare books, maps, and manuscripts documenting the overseas expansion of early modern Europe. The newly acquired Tretter GLBT collection in Spanish and Portuguese is one of the most exhaustive in the country.

Minneapolis/St. Paul constitute a dynamic and cosmopolitan urban area boasting rich cultural offerings that complement and enhance the teaching and scholarly mission of the department, ranging from the cutting-edge **Walker Art Center** and the esteemed **Guthrie Theater** to the **Weisman Museum, Minneapolis Institute of Arts, Teatro del Pueblo, Cedar Cultural Center, Intermedia Arts**, among many others.

# MASTER'S PROGRAMS

## M.A. DEGREE

The master's degree is awarded in recognition of academic accomplishment as demonstrated by a coherent program of course work, passing of the required examinations, and the preparation of either a thesis (Plan A) or two star papers (Plan B).

The M.A. programs are designed to help students acquire an understanding of the issues that constitute the areas of Spanish and Spanish-American Literatures, Hispanic Linguistics, or Luso-Brazilian Literatures. This objective is to be accomplished by reading and study leading to a comprehensive knowledge of the disciplines, both through the required sequence of 5xxx-level courses and through the student's individual research and preparation. While there is no reading list for the M.A., students should expect to do substantial reading beyond the requirements of their courses in order to acquire a historical foundation in their fields, familiarity with the topics and problems of the disciplines, and the necessary critical and theoretical tools to communicate ideas.

## COURSE REQUIREMENTS

There are 11 courses required for each M.A.: 8 courses from the core sequences in the major areas, 2 courses outside the program, and the required pedagogy seminar SpPt 5999. Students are expected to complete these courses in two years and to take the M.A. written and oral examinations in the Spring semester of their second year. For complete descriptions of courses, see the Graduate School Catalogue.

The courses for each M.A. degree are distributed as follows:

### Hispanic Literatures

- w 4 of the core courses in Peninsular Literature to be chosen among the following: Span 5106, 5107, 5108, 5109, 5111. ONE of the listed courses may be replaced by a 5xxx-level Topics course OR by an 8xxx-level seminar.
- w 4 of the core courses in Spanish American Literature to be chosen among the following: Span 5525, 5526, 5527, 5528, 5529, 5532. ONE of the listed courses may be replaced by a 5xxx-level Topics course OR by an 8xxx-level seminar.
- w 2 courses (minimum 6 credits) in one or more related fields outside the major program.
- w SpPt 5999: The Teaching of College-Level Spanish: Theory and Practice

### Luso-Brazilian Literature

- w 4 core courses in Luso-Brazilian Literature (Port 5520, 5530, 5540 and a 59xx Topics course or their equivalent).
- w 4 core courses from Spanish or Spanish-American Literature sequences (see above).

- w 2 courses (minimum 6 credits) in one or more related fields outside the major program.
- w SpPt 5999: The Teaching of College-Level Spanish: Theory and Practice

### **Hispanic Linguistics**

- w 3 Linguistics prerequisites: SLHS 5304, Ling 5302, Ling 5201 (Note: Ling 5302 can be replaced with Span 5721 and Ling 5201 can be replaced with Span 5713.)
- w 5 core courses in Hispanic Linguistics: Span 5701, 5711, 5714 or 5716, a course in language variation, and an elective course in Hispanic Linguistics.
- w 2 courses (minimum 6 credits) in one or more related fields outside the major program.
- w SpPt 5999: The Teaching of College-Level Spanish: Theory and Practice

## **CORE COURSES**

The following is a catalog of the courses which are identified as “core-courses,” in each area of concentration. For complete descriptions, see the Graduate School Bulletin.

### **PENINSULAR LITERATURE:**

- 5106. The Literature of the Reconquest and Feudal Spain
- 5107. The Literature of the Spanish Empire and its Decline
- 5108. Don Quixote
- 5109. The Crisis of the Old Regime: Spanish Literature of the Enlightenment and Romanticism
- 5111. Contemporary Spanish Literature Since 1915

### **SPANISH -AMERICAN LITERATURE:**

- 5525. Caribbean Literature: An Integral Approach
- 5526. Creole Consciousness and Mercantilist Culture (Colonial)
- 5527. National Literary Consciousness and Free Trade (19th Century)
- 5528. Popular Consciousness (1900-1950)
- 5529. National Affirmation and Transnationalization (1950-1970)
- 5532. Literature and National Disintegration (1970-present)

### **LUSO-BRAZILIAN LITERATURE:**

- 5520. Portuguese Literary and Cultural Studies
- 5530. Brazilian Literary and Cultural Studies
- 5540. Literatures and Cultures of Lusophone Africa
- 59xx. Topics or Figures Courses

### **HISPANIC LINGUISTICS:**

- SLHS 5304. Phonetics
- LING 5302. Introduction to Phonology or Span 5721 Spanish Laboratory Phonology
- LING 5201. Introduction to Syntax or Span 5713 The Structure of Modern Spanish: Syntax

- SPAN 5701. History of Ibero-Romance
- SPAN 5711. Phonology
- SPAN 5714. Theoretical Foundations of Spanish Syntax or SPAN 5716 The Structure of Modern Spanish: Pragmatics
- SPAN 5xxx. Language Variation, such as Span 5732, Span 5985

Substitutions of other 5xxx or 8xxx level courses for core classes in the program may be made by petition to the Graduate Studies Committee.

## **LANGUAGE REQUIREMENTS**

For the master's degree, students must have a reading knowledge of a foreign language outside of their principal area of study. Competence in both Spanish and Portuguese satisfies this requirement. Students who wish to continue to the Ph.D. after the M.A. are strongly encouraged to begin their study of Portuguese immediately so as to be prepared for the Ph.D. requirement of two Portuguese courses.

The Graduate School monitors the fulfillment of this foreign language proficiency and students are required to submit one of two Certification of Language Proficiency forms prior to graduating. These certification forms are completed by either the student's graduate department or by the language department in which the student took courses to acquire the foreign language proficiency. This proficiency will only be recorded on the official transcript if the language department completes the certification. Certification forms are available on the Graduate School's website: [http://www.grad.umn.edu/current\\_students/forms/masters.html](http://www.grad.umn.edu/current_students/forms/masters.html).

## **DIRECTED READINGS**

Students interested in developing a directed reading project must file a Directed Reading form with the Department of Spanish and Portuguese Studies. This form must be approved by the faculty evaluator and the Director of Graduate Studies (DGS). Directed Readings may be taken only after the required course work (33 credits) for the M.A. has been completed; directed readings may not act as substitutes for required course work at the M.A. level.

## **General Graduate School requirements for the M.A. degree**

### **Registration Requirements**

- Students must complete at least 60% of the coursework for their official degree programs (excluding thesis credits), which accounts for a minimum of 14 credits in the major field and a minimum of 6 credits in one or more related fields outside the major as registered University of Minnesota Graduate School students.
- Students may have a maximum of 8 credits in common between two master's-level degrees.

### **Transfer of Credits**

- A maximum of 40% of the of the coursework for the official degree program may be in the form of transfer from graduate-level study at other institutions or from U of M Extension and Adult Special courses, with the approval of the DGS. In the case of credits transferred from non-U.S. institutions, the credits must have been earned in a

- program judged by the Graduate School to be comparable to a graduate degree program in a graduate school of a regionally accredited institution in the U.S.
- The Plan A (thesis) option requires registration for a total of 12 master's thesis credits.
  - Two thirds of the courses in the MA program must be taken for an A-F grade.
  - A minimum GPA of 2.80 must be maintained for good standing in the Graduate School; the department requires a minimum GPA of 3.5.

## **THE M.A. DEGREE PROGRAM**

All incoming graduate students are assigned a faculty advisor based upon the student's area of specialization.

The Graduate School requires each student to file an official degree program by the time they have completed 10 credits or at least one semester prior to the M.A. Oral Examination. The department's policy is that the MA students should file the Degree Program in the Spring semester of their first year. The Degree Program acts as a contract between the student, the department and the Graduate School about which courses s/he will take to satisfy all of the degree requirements. On the Degree Program form, the student designates the exam committee members, lists all course work to be taken to satisfy the MA degree requirements, and lays out a plan of work for the Plan A thesis or Plan B research projects.

If a student will receive an MA in another program at the University of Minnesota, s/he may have a maximum of 8 semester credits in common between two Plan A master's degrees or two Plan B master's degrees or between a Plan A and Plan B master's degree.

When the student is ready to file the Degree Program form, s/he should review the Graduate School *Catalog*, available online at: <http://www.grad.umn.edu/catalog/index.html> and the degree requirements as stated in this Handbook for complete information on requirements, obtain the Graduate School Degree Program forms 89a and b (see below) and make an appointment with the advisor in order to finalize the list of courses for the program and select an examining committee. Students should bring an unofficial copy of their University of Minnesota transcript when meeting with the advisor.

After meeting with the adviser, the student should make an appointment with the DGS to review the program and ensure that all departmental and Graduate School requirements have been met. The DGS's signature is required before the forms can be filed with the Graduate School. Once approved, the degree program must be fulfilled in every detail. Changes may be made by petition to the Graduate School.

Students may obtain the Graduate School forms 89a and b either online from the Graduate School's website, under Current Students and Forms; [www.grad.umn.edu/current\\_students/forms/index.html](http://www.grad.umn.edu/current_students/forms/index.html) or in person from the Graduate School Student Services office in 316 Johnston Hall.

**Degree Program Transmittal.** Do not fill in the bottom section of this form. The DGS will write in the exam committee names and sign the form after the student, advisor, and DGS have agreed on a committee.

**Degree Program Course Work Form.** This form lists all courses the student will take (or has taken) to fulfill the degree requirements along with any thesis credits. Students are advised to use a photocopy as a worksheet until the final course list has been developed with the adviser. Note that the Graduate School makes the final decision on approval of transfer courses. List those courses you wish to have approved, and the Graduate School will consult the official transcripts it has in your file. No more than 40% of the program can be in transfer credits.

## **Plan A Thesis or Plan B Papers**

The Graduate School provides two options for the M.A.:

### **Plan A Thesis:**

The Plan A thesis should be undertaken only if the student has a clear idea of the thesis topic and the active collaboration of an adviser by the Spring semester of the first year. The Thesis proposal must be submitted for approval as part of the official degree program. Students doing the Plan A option must register for a total of twelve (12) master's thesis credits.

### **LANGUAGE OF THESIS**

The thesis may be written either in English or in the language of instruction. If the thesis is to be written in a language of instruction other than English, a letter should be attached to the degree program form when it is submitted to the Graduate School, 316 Johnston Hall (612-625-3490). The letter should confirm that the recommended thesis reviewers (including the outside reviewer) are qualified to read, comprehend, and criticize a thesis in a foreign language.

### **PUBLISHED WORK INCLUDED IN OR IN LIEU OF THESIS**

The thesis may include materials that students have published while University of Minnesota graduate students, provided the research was carried out under the direction of the graduate faculty and approved by the adviser for incorporation into the thesis. In cases where the thesis research is to be presented to the examining committee in the form of one or more articles that have been published, or are in a form suitable for publication, the student should contact the Graduate School, 316 Johnston Hall (625-3490), for information accommodating such a presentation to the required thesis format.

### **REGISTRATION OF THESIS TITLE**

When the draft of the thesis is ready to be distributed to the thesis reviewers, the student must register the title with the Graduate School, by submitting a copy of the thesis title page as it will appear in the final document. Upon submission of the thesis title page, the Graduate School confirms that the degree program has been approved by the Graduate School and that the student has maintained active status. If so, the student is provided with the thesis reviewers report form and the other forms and information necessary to graduate.

## **THESIS REVIEW**

The thesis is read by the entire examining committee. To allow faculty members on the committee sufficient time to read the thesis and decide whether it is ready for defense, students must notify their adviser and other members of the final oral committee at least two weeks in advance that the thesis will be delivered on a particular date. The entire committee must be unanimous in certifying that the thesis is ready for defense, as indicated by their signatures on the thesis report form. When the signed form is returned to the Graduate School, 316 Johnston Hall, the student may proceed to take the examination.

## **PREPARATION AND SUBMISSION OF COPIES OF THESIS**

Two unbound copies of the thesis must be submitted to the Graduate School, 316 Johnston Hall. The student's adviser(s) must sign both bound copies of the thesis to confirm that they are complete and satisfactory in all respects and that all revisions required by the final examining committee have been made.

### **Plan B Papers:**

Students choosing this option must write and submit two approved Plan B projects. For students in Hispanic Literature, one paper must be in Peninsular literature and the other in Spanish-American Literature. For students in Hispanic Linguistics, at least one of the papers must involve the collection and analysis of linguistic data. The papers should involve a combined total of approximately one hundred and twenty hours (equivalent of three full-time weeks) of work.

Plan B papers usually are about 20-40 pages in length, and must be submitted to the adviser for approval. The research papers may be written for regular courses or seminars or may be done by independent arrangement with a faculty member. All papers must conform to the guidelines of the MLA Handbook, the LSA Style Sheet, or the APA Style Sheet. Star papers must be submitted to the examining committee at least two weeks prior to the written examination date. It is understood that the star papers will have received approval from the professors who have directed the writing of the papers.

## **Master's Written and Oral Examinations**

A written and an oral examination are required for all MA degrees. The candidate will normally take these exams in the fourth semester in residence (Spring semester of the second year). No examinations are scheduled during the first and last weeks of the semester, finals week, between quarters or during the summer. *Any exceptions to this policy must be approved by the DGS and will be made only if all members of the committee are in agreement.*

### **Examining Committee**

The examining committee is appointed by the dean of the Graduate School on the recommendation of the faculty in the major field at the time the official degree program is approved. The committee consists of at least three members: two representatives from the major field and one from the student's minor or related field. Final examinations are coordinated by the chair of the student's examining committee. A majority vote of the committee, with all members present and voting, is required to pass the examination. A student who fails the examination may be terminated from the program or may be allowed, on unanimous recommendation from the committee, to retake the examination.

**Changes in the Examining Committee:** Substitutions may be necessary if a faculty member is on leave. The adviser or DGS must request the Graduate School's approval of such substitutions well in advance of the examination.

**Scheduling the Exams:** During the semester in which a student intends to take the exams, s/he must complete and submit an Exam Intent form to the Graduate Program Assistant no later than the end of the fifth week of the semester. This form lists the thesis or Plan B paper titles and the dates for the written and oral exams. It is expected that students will take their exams while completing the coursework in the second semester of their second year. No student will be allowed to proceed to the exam if they have Incompletes on their transcript in their program.

**Scheduling will be done by the student in conjunction with his or her adviser following consultation with the committee.** The oral exam is scheduled at least one week after the written exam is completed.

### **Written Examination**

The MA written exam questions cover a broad range of graduate course work on the official degree program reflecting the core requirements. The examination will consist of four questions submitted by members of the student's committee. In those instances where students would require exam questions from another professor, then that person should be added to the examination committee. A total of eight hours may be spent answering those questions over a two day period in a room designated by the department. Notes and books are not allowed in the examination room.

### **Oral Examination**

The MA oral exam is based on the Plan B research papers or the Plan A thesis as well as the responses to the written exam. The oral exam lasts a maximum of one and a half hours. Before reporting to the Oral Exam, students must pick up the Final Examination Report form and the graduation packet from the Graduate School. In addition, students need to obtain the departmental MA "red" or Examining Committee Recommendation form from the main office. After the oral exam, students should take both forms to the Graduate Program Assistant and s/he will file the red form and copy the Final Examination Report and return the original to the student. The Final Examination Report should be returned to the Graduate School no later than one business day after the completion of the oral exam.

### **Examination Results**

The results of examinations are reported to the Graduate School on the Final Examination Report Form. The committee may make one of three recommendations:

- § Pass and recommend continuation for the Ph.D. program
- § Fail with the option to retake the exam (one time the following semester)
- § Pass, but not recommend continuation to the Ph.D.

Examination results are also reported on the departmental MA Examining Committee Recommendation form. This form is completed by the advisor upon consultation with the exam committee and reports whether the student passed the oral exam and whether the student desires and is recommended by the exam committee to continue to the Ph.D. The position of the exam committee regarding the admission of the candidate to the Ph.D. program is communicated to the

candidate by the major advisor immediately after the MA oral exam. Students must also file an Application for Degree form, which they will receive in the graduation packet, on or before the first workday of the month in which the student intends to graduate.

### **Change of Status to the Ph.D.**

Students recommended for the Ph.D. program are required to file a Change of Status/Readmission Application with the Graduate School. This is an online form that is accessible from the Graduate School's website:

[http://www.grad.umn.edu/current\\_students/registration/readmission.html](http://www.grad.umn.edu/current_students/registration/readmission.html). Applications must be accompanied by a fee paid by credit card at the time of submission and must meet the semester deadline for the semester in which the student wishes to transfer to the Ph.D. When students transfer to the Ph.D. they must wait to register for the next semester of classes until they have filed all of the M.A. paperwork and the Change of Status Application with the Graduate School. Students receive confirmation by email once their paperwork is processed.

### **PROGRAM TIME LIMITS**

All requirements for the master's degree must be completed and the degree awarded within seven years. The seven year period begins with the earliest work included on the official degree program, including any transfer work.

### **EXTENSIONS**

Students who are unable to complete the degree within the seven year limit may petition to the Graduate School, 316 Johnston Hall (612-625-3490), for an extension of up to one additional year. To insure timely consideration by the Graduate School, petitions should be filed no later than early in the term in which the time limit will expire.

### **TERMINATIONS**

If the seven year time limit elapses or a petition for extension is denied the student is terminated from the graduate program. Students who have been terminated under such circumstances may apply for readmission to the Graduate School, 316 Johnston Hall (612-625-3490). The faculty in the major field and the Graduate School would set any readmission conditions on the student's resumption of work toward the degree.

# **Ph.D. PROGRAM**

A Doctor of Philosophy is expected to make scholarly contributions that will expand and enrich his or her own field of specialization through the development of new areas of research. The degree is awarded in recognition of high attainment and ability in a special subject field as demonstrated by passing the required examinations and successfully defending a thesis that is based on original research and that makes a significant contribution to knowledge in the candidate's field.

## **DEGREE PROGRAM**

The Department of Spanish and Portuguese offers a Ph.D. in Hispanic and Luso-Brazilian Literatures and Linguistics. Within the Ph.D. Program there are four areas of emphasis:

- Spanish Peninsular Literature
- Spanish-American Literature
- Luso-Brazilian Literatures
- Hispanic Linguistics

While the student's program involves at least some work in all areas within the department, the focus shall be in his or her area of emphasis.

## **GENERAL REQUIREMENTS**

The Ph.D. Program in Hispanic and Luso-Brazilian Literatures and Linguistics has the following specifications:

- § A minimum of seventeen graduate courses (3 or 4 credit courses) beyond the B.A. is required.
- § Those students entering our Ph.D. program with an MA from other institutions must take a minimum of seven semester courses within our program.
- § Students may be asked to take additional courses for a total of twenty-one if, upon a formal review of the student's program by the Director of Graduate Studies, this measure is deemed to be necessary for the purpose of completing the student's preparation;
- § Students are encouraged to work with as many professors as possible;
- § The Graduate School requires all doctoral students to complete a minimum of 12 credits in a minor or related field **outside the Department of Spanish and Portuguese**. Whether students satisfy this requirement through completing an official minor or taking related field courses is decided jointly by the student and the adviser, and is approved by the Director of Graduate Studies on the degree program.

## **REQUIRED COURSES**

In order to fulfill requirements toward the Ph.D., a minimum of seventeen graduate courses (excluding SPPT 5999 and GRAD 8100) are taken in the major area after the B.A. Those courses will be distributed as follows:

### **LITERATURE**

**For Spanish:** Four 5xxx survey courses in Spanish-American and four in Peninsular.

**For Portuguese:** Four 5xxx survey courses (or 8xxx) in Portuguese and four 5xxx in Spanish-American or Peninsular. Portuguese Ph.D. students have the option to petition out of **one** of the four required Spanish courses if the advisor and student consider it appropriate in accordance to the student's intellectual needs with regard to his/her dissertation project. Ph.D. candidates may use this one course to solidify their knowledge of theoretical or cultural components through courses offered in other departments. Petitions should be addressed to the Director of Graduate Studies from the student and his/her advisor.

**For all Literature Ph.D. Students:**

§ Two 5xxx or 8xxx level courses in Portuguese (In exceptional circumstances courses may be substituted with the approval of the adviser if such substitution strengthens the student's program. For example, Latin may be substituted for programs in Medieval; Italian and/or Latin for programs in Golden Age.) Students taking a 5XXX or 8XXX level course in Portuguese, should make every effort to have adequate preparation in the language and it is strongly recommended that they have taken the course PORT 3001 "Portuguese for Spanish-Speakers" or the equivalent.

§ SpPt 5999: The Teaching of College-Level Spanish: Theory and Practice

§ Ideally six 8xxx level courses in order to strengthen and further define the student's area of concentration. These courses can include courses taken to satisfy the Minor or Related Field requirement. The final make-up of the program is decided by the student with the consent of his/her academic adviser.

**LINGUISTICS**

§ Ten 5xxx and 8xxx-level courses in Hispanic Linguistics.

§ Three courses outside the department relating to linguistics

§ SpPt 5999: The Teaching of College-Level Spanish: Theory and Practice

§ Three 5xxx or 8xxx level courses in order to strengthen and further define the student's area of concentration. These courses can include courses taken to satisfy the minor or related field requirement. The final make-up of the program is decided by the student and his/her academic adviser.

**LANGUAGE REQUIREMENTS**

**LITERATURE**

For literature students proficiency in Spanish and/or Portuguese as well as a good reading knowledge and oral comprehension in the minor language (i.e., Portuguese for those emphasizing Peninsular or Spanish American literatures, Spanish for those emphasizing the Luso-Brazilian area) is required. The department strongly recommends work in other national languages and literatures. Other languages may be substituted with the approval of the Adviser if such substitution(s) strengthen the student's program. For example, Latin may be substituted for programs with an emphasis on Literature and Culture; Medieval; Italian and/or Latin for programs in Golden Age; and so on.

## **LINGUISTICS**

Students in Hispanic Linguistics are expected to acquire:

- § Proficiency in a second Ibero-Romance language;
- § Reading knowledge of a third language;
- § LAT 3111 (Intensive Latin) or equivalent (e.g., LAT 1001 and 1002).

## **Ph.D. DEGREE PROGRAM**

Students are expected to file an official program for the degree during their second year of study. The form should list all course work, completed and proposed, that will be taken in fulfillment of degree requirements in the major field as well as in the minor field or supporting program. The form should also list transfer credits, if any. If the student's major field requires proficiency in one or more foreign languages, these should be specified as well. The degree form is available in 316 Johnston Hall. The members of the student's preliminary oral examining committee are appointed by the dean of the Graduate School on recommendation of the faculty in the major field at the time the student's official degree program is approved.

Students may request from the Graduate School, 316 Johnston Hall (612-625-3490) the transfer of course credits by including the courses on the degree program. In all cases, official transcripts of the work must be attached to the degree program form, unless they have already been included in the student's Graduate School file. Transfer of graduate credit is not allowed for courses completed through independent (correspondence) study, completed through extension or special categories at other institutions, or taken before the awarding of a baccalaureate degree.

**From Adult Special or Summer Session:** Students admitted to and registered in the Graduate School may transfer to their doctoral programs the graduate-level credits earned in their first academic semester as adult special students (or in their first summer session, including both summer terms if registered in the same calendar year) at the University of Minnesota.

**From Continuing Education and Extension:** A maximum of 12 credits of graduate-level work completed in Continuing Education (CEE) may be transferred to the doctoral program. This applies only to credits earned at the University of Minnesota; extension credits earned at other institutions may not be transferred.

**CEE Tuition Differential:** For all Continuing Education and Extension (CEE) coursework taken fall of 1980 or later and then transferred to a graduate degree program, students must pay the difference between the CEE rate and the Graduate School rate in effect at the time the credits were taken.

### **From Other Graduate Institutions**

Graduate credits earned at other recognized graduate institutions may be applied to doctoral degrees if the coursework was taken as an enrolled, graduate-degree-seeking student and the credits appear on official graduate school transcripts. In case of a transfer from a non-U.S. institution, the credits must have been earned in a program judged by the Graduate School to be

comparable to a graduate degree program of a regionally accredited institution in the United States.

### **Changing Approved Program**

Once approved, the program must be fulfilled in every detail to meet graduation requirements. Changes in the program that are found necessary or desirable should be requested by completing a Graduate School petition form. Any course substitution must be approved by the adviser.

### **Minor or Supporting Fields requirement**

For the doctoral degree, at least 12 credits must be taken in the Minor field or supporting program. Related field courses constitute classes taken in other departments or programs that relate to the student's field of research, but do not constitute an official minor or program that is printed on the student's transcript. An official minor represents a series of courses in one department or program that is part of the student's degree and is recorded on the transcript. The department in which the student acquires a minor typically requires a specific number and series of courses, including an application for the minor. Whether students work toward an official minor or take related field courses is decided jointly by the student and the adviser, and is approved by the Director of Graduate Studies on the degree program.

**SUPPORTING FIELDS PROGRAM:** The Supporting Fields program for the Ph.D. involves completion of at least four courses chosen to complement the student's program. These courses, which may include cross-listed offerings, must be chosen from programs in other departments. The credit work must be composed of a coherent pattern of courses, possibly embracing several disciplines.

**MINOR PROGRAM:** The Ph.D. minor program is defined by the programmatic unit in which the minor is taken. It usually entails completion of several more courses than does the Graduate School 12 minor or related field credits minimum and requires prior consultation with the Director of Graduate Studies of that department or program who must approve the program. The minor option may require students to take written preliminary examinations in the minor as well as major field.

### **PROGRAM TIME LIMIT**

All requirements for the doctoral degree must be completed and the degree awarded within five calendar years after passing the preliminary oral examination.

### **EXTENSION**

Students who are unable to complete the degree within the five-year limit may petition the Graduate School for an extension of up to one additional year. To ensure timely consideration, petitions should be filed no later than early in the quarter in which the time limit expires. If a petition is approved, the student is notified of the expectations for progress and completion of the degree.

## **TERMINATION**

If a petition for extension is denied, the student is terminated from the doctoral candidacy and from the graduate program. Students who have been terminated under such circumstances may apply for readmission to the Graduate School. The faculty in the major field and the Graduate School would set any readmission conditions on the student's resumption of work toward the degree.

When performance is unsatisfactory in terms of grades or normal progress toward the student's degree objective, graduate student status may also be terminated by the Graduate Studies Committee.

## **PH.D. PRELIMINARY EXAMINATION**

### **OVERVIEW**

The Ph.D. preliminary examination offers students an opportunity to demonstrate a thorough understanding of the main topics, critical principles, areas, trends, and problems that constitute their fields of study. By passing the examination, a student qualifies as a Ph.D. candidate. This examination, which has both a written and oral part, takes place after the student has completed all the courses listed on the Graduate School Degree Program form #89b. No student will be allowed to proceed to the exam if they have Incompletes on their transcript in their program.

### **EXAMINING COMMITTEE**

A Ph.D. Preliminary Examining Committee is comprised of at least four members, three of whom represent the examinee's major field, and one represents the minor or related field. The Chair of the Examining Committee sets specific times and dates for the written examination, collects the answers to questions for distribution to other Committee members, and convokes the Committee for the subsequent oral examination. The protocol and the evaluation for the written and the oral parts of the preliminary examination follow the Graduate School Regulations as outlined in the Graduate School Catalogue.

### **PRE-EXAMINATION PAPERS**

Students prepare for the Ph.D. preliminary examination by writing a total of three papers. These include a dissertation proposal and two other papers developed in conjunction with Examining Committee members. The topics will vary depending upon a student's field of study and special interests. The papers must be completed and submitted to the Examining Committee at least three weeks prior to the Ph.D. preliminary examination. They provide a basis for framing examination questions, and serve as indices for ascertaining a student's capacity to address a broad set of issues. It would be a mistake to assume that the Ph.D. preliminary examination will strictly address the content of the papers.

### **HISPANIC LITERATURE AND CULTURE FOCUS**

The **doctoral dissertation proposal** reviews and explains the importance of the issue or issues to be researched, sets forth one or more tentative hypotheses, and includes a select bibliography of primary and secondary texts. In two other papers focused on the **Iberian Peninsula** and **Latin-**

**America**, students are expected to demonstrate a comprehensive knowledge of literary trends and discursive directions concerning both the Spanish-speaking and Portuguese-speaking worlds. Students should show that they are well acquainted with areas of scholarship pertaining to popular culture, ethnic and cultural diversity and identity, redefinition of aesthetics and the canon, mass media, etc.

### **HISPANIC LINGUISTICS FOCUS**

The **doctoral dissertation proposal** prepares a student to explain on the Ph.D. Preliminary Examination how to research a problem of major theoretical significance by applying a particular **research methodology**, either qualitative or quantitative. Writing a **doctoral dissertation proposal** and **two other papers** under the Examining Committee's direction will also help the student answer Ph.D. preliminary examination questions pertaining to **language variation** or **language acquisition, morphosyntax** or **pragmatics**, and **phonology**.

### **LUSOPHONE LITERATURES AND CULTURES FOCUS**

The **doctoral dissertation proposal** reviews and explains the importance of the issue or issues to be researched, sets forth one or more tentative hypotheses, and includes a select bibliography of primary and secondary texts. In two other papers on a **Hispanic** and/or **Luso-Brazilian comparative topic** and a **Portuguese, Brazilian** and/or **Lusophone African topic**, the student must display knowledge and competence in the field of Luso-Brazilian literatures and cultures, and be able to work with period concepts and historical problematization. Students are encouraged to demonstrate familiarity with areas such as popular culture, ethnic and cultural diversity and identity, redefinition of aesthetics and the canon, film, mass media, etc.

**Scheduling the Exams:** During the semester in which a student intends to take the exams, s/he must complete and submit an Exam Intent form to the Graduate Program Assistant no later than the end of the fifth week of the semester.

### **WRITTEN Ph.D. PRELIMINARY EXAMINATION**

The Ph.D. written preliminary examination, which is open-book and take-home, consists of four questions that are agreed upon by the members of the Examining Committee prior to the examination. Literature students answer all four questions over the period of one week. Hispanic linguistics students receive two questions from the Graduate Program Assistant at 3:00pm on a Thursday, and return their answers to the Examining Committee by 9:00 am the next Monday. Examinees receive two additional questions on the following Thursday afternoon at 3:00pm. Again, the answers are due by 9:00 am Monday morning.

### **ORAL Ph.D. PRELIMINARY EXAMINATION**

Before the oral examination can be scheduled, a degree program approved by the Graduate School must be on file and the candidate must have completed and passed the Ph.D. written preliminary examination. The Graduate School issues the Ph.D. preliminary oral examination report form and instructions for conducting the examination to the Chair of the Examining Committee. A copy of the student's degree program form is also sent to both the Chair of the Examining Committee and the student. This form is useful to the Examining Committee in reviewing the student's preparation and in confirming the completion of all coursework and language requirements for the degree. It is the responsibility of the student to schedule the

preliminary oral examination with the examiners and with the Graduate School at least one month prior to the examination date.

The Ph.D. oral preliminary examination lasts up to two-and-one-half hours and, unlike the final oral examination, it is attended by only the student and the Examining Committee. Immediately prior to the preliminary oral examination, the committee chair stipulates the objectives of the examination and, in consultation with other members of the examining committee, determines how the examination is to be conducted. Immediately after the examination, the candidate is excused from the room and a written secret ballot is taken before discussing the student's performance. Following the discussion, a second and final vote is taken, and the examiners sign in the appropriate place on the report form, which is returned to the Graduate School no later than the first workday after the examination.

The outcome of the examination, with all committee members present and voting, is recorded in one of three ways:

Pass,  
Pass with reservations,  
Fail.

A vote to pass the student with reservations still constitutes a passing vote. If the student passes the examination with reservations, the student is informed immediately, but the Chair of the Examining Committee has seven days to send a letter to the student fully describing the nature of the reservations and how they can be satisfied. A copy of this letter is also sent to the Graduate School. When the student has successfully answered all reservations, the Chair informs both the student and the Graduate School by letter.

If the Examining Committee members disagree as to whether the reservations have been satisfactorily removed, the Chair asks for another vote, the results of which are subject to the same voting proportions as the initial vote. If the student is unable to satisfy the committee's reservations, his or her doctoral candidacy and graduate student status may be terminated.

Students who fail the examination may be excluded from candidacy for the degree or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, providing the reexamination is conducted by the original Examining Committee. In no case may the reexamination take place before at least one full academic semester has passed. No more than one reexamination is allowed.

If the preliminary oral examining committee recesses without having determined whether a student has passed the examination, the Chair must send a letter to the Dean of the Graduate School explaining the reasons for the recess and noting the date on which the Examining Committee will reconvene. If the recess will be longer than one week, the examination report form must be returned to the Graduate School. A new examination report form will be mailed to the Chair one week before the date on which the Examining Committee will reconvene. The reconvened committee is composed of the same members as the original preliminary oral Examining Committee.

## **PRELIMINARY ORAL EXAMINATION**

Students take the preliminary oral examination after completing all coursework and passing the preliminary written examination.

### **SCHEDULING EXAMINATION**

Before the oral examination can be scheduled, a degree program approved by the Graduate School must be on file and the candidate must have completed and passed the written examination.

It is the responsibility of the student to schedule the preliminary oral with the examiners and with the Graduate School at least one month prior to the examination date.

If these documents are on file and the student has active status, the Graduate School issues the preliminary oral examination report form and instructions for conducting the preliminary oral examination to the chair of the examining committee. A copy of the student's degree program form is also sent to both the chair of the examining committee and the student; this may be useful to the committee in reviewing the student's preparation and in confirming the completion of degree requirements, including coursework and any language requirements. All requirements must be completed before the final oral examination may be scheduled.

### **OUTCOME**

All doctoral students are required to pass an oral examination in the major field. Unlike the final oral examination, the preliminary oral is conducted as a closed examination, attended by only the student and the examining committee.

Immediately prior to the preliminary oral examination, the committee chair stipulates the objectives of the examination and, in consultation with other members of the examining committee, determines how the examination is to be conducted. Immediately after the examination, the candidate is excused from the room and a written secret ballot is taken before discussing the examination. Following the discussion, a second and final vote is taken, and the participants sign in the appropriate place on the report form, which is to be returned to the Graduate School, no later than the first workday after the examination.

The outcome of the examination, with all committee members present and voting, is recorded in one of three ways:

- Pass,
- Pass with reservations,
- Fail.

A vote to pass the student with reservations still constitutes a passing vote.

### **PASS WITH RESERVATIONS**

If the student passes the examination with reservations, the student is informed immediately, but the committee is permitted one week in which to convey its reservations to the student in writing, informing the student of the steps that must be taken to remove them. A copy of this letter must be sent to the Graduate School. When the student has satisfied the committee's reservations, a

second letter informing the student and the Graduate School that the reservations have been removed and that the student may proceed toward the degree is also required. Both letters should be written by the committee chair. The final oral examination may not be scheduled until the Graduate School has received a copy of the letter indicating that the reservations have been removed.

If the committee members disagree as to whether the reservations have been satisfactorily removed, the committee chair asks for another vote, the results of which are subject to the same voting proportions as the initial vote. If the student is unable to satisfy the committee's reservations, his or her doctoral candidacy and graduate student status may be terminated.

### **FAILURE OF EXAMINATION**

Students who fail the examination may be excluded from candidacy for the degree or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, providing the reexamination is conducted by the original preliminary oral examining committee.

In no case may the reexamination take place before at least one full academic semester has passed. No more than one reexamination is allowed.

### **RECESS OF EXAMINATION**

If the preliminary oral examining committee recesses without having determined whether a student has passed the examination, the chair of the committee must send a letter to the dean of the Graduate School explaining the reasons for the recess and noting the date on which the examining committee will reconvene. If the recess will be longer than one week, the examination report form must be returned to the Graduate School. A new examination report form will be mailed to the chair of the committee one week before the date on which the committee will reconvene. The reconvened committee is composed of the same members as the original preliminary oral examining committee.

## **THE DOCTORAL DISSERTATION**

The first stage in the elaboration of a dissertation topic is connected with the Ph.D. Preliminary Examination (See Topic 1 above). No later than the first semester after passing the preliminary oral examination, students must file a thesis title and the thesis proposal form with the Graduate School. This form must include the proposed thesis title and a thesis proposal, about two-hundred and fifty words in length, describing the research to be undertaken and the methods to be employed. The thesis reviewers and other members of the final oral examining committee are appointed by the dean of the Graduate School upon recommendation of the faculty in the major field at the time the student's thesis proposal is approved.

### **CHANGES IN TITLE OR PROPOSAL**

Changes in the wording of the thesis title may be made without special approval, but changes should not be made after the thesis title is registered. If substantive changes are made in the nature of the thesis research itself, the student must submit a revised thesis proposal immediately.

### **LANGUAGE OF THESIS**

Theses must be normally written in English or in the language of instruction. If a thesis is to be written in a foreign language, including a language of instruction other than English, a letter should be attached to the thesis proposal form when it is submitted to the Graduate School, 316 Johnston Hall (612-625-3490). The letter should confirm that the recommended thesis reviewers (including the outside reviewer) are qualified to read, comprehend, and criticize a thesis in a foreign language.

### **PUBLISHED WORK IN LIEU OF THESIS**

The thesis may include materials that students have published while University of Minnesota graduate students, provided the research was carried out under the direction of the graduate faculty and approved by the adviser for incorporation into the thesis. In cases where the thesis research is to be presented to the examining committee in the form of one or more articles that have been published, or are in a form suitable for publication, the student should contact the Graduate School, 316 Johnston Hall (612-625-3490), for information accommodating such a presentation to the required thesis format.

### **REGISTRATION OF TITLE**

Student's must register the thesis title with the Graduate School, 316 Johnston Hall (612-625-3490) by submitting a copy of the thesis title page as it will appear in the final document. Upon submission of the thesis title, the Graduate School provides the student with the thesis reviewers report form and the other forms necessary to graduate, on condition that the student has maintained active status.

### **THESIS REVIEWERS**

The designated thesis reviewers consist of the adviser, representing the major field, and at least two other members of the final oral examining committee, including at least one representative from the major field and one representative from the minor or supporting program. All members of the final oral examining committee read the thesis, although only those designated as thesis reviewers sign the report form certifying that the thesis is ready for defense.

### **DELIVERY OF THESIS TO THESIS REVIEWERS**

At the time the candidate submits a draft of the thesis to the thesis reviewers, copies must also be provided to all other members of the final oral examining committee. The thesis abstract, signed by the adviser, must be included with the thesis when it is distributed to the committee. To permit faculty to allocate sufficient time to read the thesis and decide whether it is ready for defense, students must notify their adviser and other members of the final oral committee at least two weeks in advance that the thesis will be delivered on a particular date.

When signing the thesis reviewers report form, the reviewers have three options:

- u The thesis is acceptable for defense as presented;
- u The thesis is acceptable for defense with minor revisions;
- u The thesis requires major revisions and is not acceptable for defense as presented.

The reviewers must be unanimous in certifying that the thesis is ready for defense, whether as presented or with minor revisions. If this is the case, and all other requirements have been met, the Graduate School authorizes the final oral examination.

## **FINAL ORAL EXAMINATION**

All students are required to defend the thesis successfully in a final oral examination. To be eligible for the final oral examination, a student must have:

- § Completed all work on the official doctoral degree program form, including the language requirement, if any;
- § Passed both the written and the oral preliminary examinations;
- § Maintained active status;
- § Satisfied both the thesis credit and the residency requirements.

In addition, the thesis must have been certified by the readers as ready for defense.

### **SCHEDULING FINAL ORAL WITH GRADUATE SCHOOL**

The student must schedule the examination at least one month in advance with both the committee and the Graduate School. If the student is cleared to take the examination, the report form for the final oral examination will be forwarded to the chair of the examining committee. If difficulties are apparent, the Graduate School staff will contact the adviser and the student immediately. A minimum of one semester must intervene between the preliminary oral and the final oral examinations.

### **EXAMINING COMMITTEE**

The committee must consist minimally of four members; three from the major field (including the student's adviser) and one from the minor field or supporting program. The faculty from the minor field or supporting program should represent a graduate program and budgetary unit other than that of the student's major.

Although the student's adviser serves as a member of the final examining committee, another member of the committee is designated as the chair and functions in this capacity at the final oral examination. The chair must be a full member of the graduate faculty and may be from either the major field or the minor field or supporting program. The chair and other members of the final oral examining committee are appointed by the dean of the Graduate School upon recommendation of the faculty in the major field at the time of the student's thesis proposal is approved.

### **CHANGES IN EXAMINING COMMITTEE**

Substitutions on the examining committee may be necessitated by such circumstances as a faculty member's temporary absence or leave from the University or an emergency situation. The adviser or the director of graduate studies must request approval from the Graduate School, 316 Johnston Hall (612-625-3490) concerning such substitutions well in advance of the examination.

### **FORM OF FINAL EXAMINATION**

The final oral examination consists of a seminar in which the candidate presents the thesis and to which the scholarly community is invited. The seminar may take place only after the thesis has been judged ready for defense. The examination is limited to the candidate's thesis subject and relevant areas. It will not exceed three hours. A closed meeting between the candidate and the appointed examining committee immediately follows the thesis presentation. The candidate is then excused and a vote is taken on whether the candidate passed the examination.

### **REPORTING RESULTS OF FINAL EXAMINATION**

Upon the completion of the examination, a formal vote of the committee is taken. If the student has clearly passed or clearly failed the examination and all members have signed the final examination report form, the report form must be returned to the Graduate School, 316 Johnston Hall (612-625-3490) no later than the first workday following the examination. The final oral examination report form should not be signed and submitted to the Graduate School until all reservations have been satisfied. If the form will be held for more than one week, a letter must be sent to the Graduate School stating that the form is being held pending required revisions.

Once the final form has been returned to the Graduate School indicating that the student has either passed or failed the final oral examination, a hold is placed on the student's record to prevent further registration in the Graduate School. If the adviser indicates that the student needs additional time to make minor revisions to the thesis before it is submitted to the Graduate School, the student is permitted to register for one additional quarter. Once the thesis has been submitted, no further registration in the Graduate School is permitted unless the student has been admitted to professional development status or to another major field.

### **RECESS OF FINAL EXAMINATION**

On rare occasions, the examining committee may conclude that the final oral examination should be recessed, to be reconvened at a later date. Guidelines for such circumstances are sent to the chair of each examining committee along with the final oral examination report form.

If the recess is to last longer than one week, the committee must inform the student in writing of the reasons for recessing the examination, including any deficiencies noted in the student's thesis or defense, and must indicate when they expect to reconvene and resume the examination. A copy of this letter must be sent to the Graduate School, 316 Johnston Hall (612-625-3490) along with the unsigned final examination report form. When the student and the committee are ready to reconvene the examination, it should be scheduled in the normal way with the Graduate School. A new examination report form will be mailed to the chair of the committee one week before the date on which the committee will reconvene.

### **PREPARATION AND SUBMISSION OF COPIES**

Two unbound copies of the thesis must be submitted to the Graduate School, 316 Johnston Hall (612-625-3490). The student's adviser(s) must sign both copies of the thesis to confirm that they are complete and satisfactory in all respects and that all revisions required by the final examining committee have been made.

# ADVISING

## DEPARTMENTAL ADVISERS

### **DIRECTOR OF GRADUATE STUDIES (DGS)**

The Director of Graduate Studies handles the graduate advising for all newly admitted students. The DGS also coordinates and oversees the advising of all other graduate students.

### **ACADEMIC ADVISER**

Students are urged to select an academic adviser, no later than Spring Semester of the first year, from among the faculty in the intended area of specialization. The academic adviser plays the central role in the student's immediate and long-range program planning in the following key aspects:

- § Orienting the student in the selection of the courses that best suit the student's academic interests within departmental requirements;
- § Structuring a set of required and elected courses that will constitute the MA and Ph.D. programs the student must file with the Graduate School;
- § Aiding the student each quarter in the selection of courses that will advance the intended program, and signing the registration form.

Students can change academic adviser at any time. Divergences in interpretation of departmental guidelines, documents or practices regarding graduate study are adjudicated by the Committee on Graduate Study, which, in turn, must act according to Graduate School regulations in carrying out its adjudication.

### **YEARLY EVALUATION**

Yearly evaluations of each graduate student are conducted during early Spring Semester according to the following procedures:

- 1) Students fill out the Graduate Students Activities Report (see "Sample Forms") and return them to the main office by January 30;
- 2) Advisees meet with their advisers with the optional presence of another student;
- 3) Advisers write an evaluation, addressed to the Director of Graduate Studies, based on the meeting described in item 2 no later than February 15;
- 4) Advisees receive a copy of this evaluation and are entitled to reply;

- 5) The Director of Graduate Studies collects Activities Reports (item 1), Advisers' evaluations (item 3), and Advisees' replies (item 4) and, with other official documents provided by the Graduate School, calls a meeting of the Graduate Faculty;
- 6) The Committee on Graduate Studies meets to examine all evaluations. The Committee on Graduate Studies will pass to students any additions to their adviser's evaluations. In the event that there are problematic cases, students will be called to discuss their case with the Committee. Based upon these discussions, a recommendation will be made regarding renewals or terminations.

## GENERAL REGISTRATION INFORMATION

### REGISTRATION

The Graduate School operates on a semester system and registration ordinarily begins about six weeks before the opening of the term. Courses are also offered in a variety of fields during two summer terms. New graduate students must receive notification of admission from the Graduate School before attempting to register and must obtain first-quarter registration materials from the Graduate School, 316 Johnston Hall (612-625-3490).

**Requirements**—To maintain their active status, graduate students must register every fall and spring term. Those who do not register in the Graduate School every fall and spring are considered to have withdrawn and their Graduate School records are deactivated.

Students may register for classes at 202 Fraser Hall or 130 Coffey Hall or on the University of Minnesota Webpage, whichever is more convenient for them.

### SPECIAL REGISTRATION (formerly known as "Adult Special")

Students who are not currently enrolled in a graduate program may register for graduate credits by doing the following: Download and fill out the "Graduate Credit Form" located at

<http://onestop.umn.edu/Forms/pdf/RequestforGraduateCredit.pdf>

The Director of Graduate Studies then signs the form which is delivered to the Graduate School. With approval, these credits are transferred to the Masters Program.

### MAXIMUM CREDITS

Graduate students may register for no more than 16 credits during each Fall and Spring semester or a single summer term of 8 credits. **TA tuition remission will be the dollar value of the Graduate School's tuition band (6-14 credits: \$2,520 (Resident) or \$4,950 (Non-Resident) for 1999-2000).**

### COURSE LOAD

The department considers a normal course load for a TA to be at least three programmatically-valid, approved courses per semester. In any academic year (summer through spring), students must register for at least six courses that are directly applicable to degree requirements. Students

may complete the program more rapidly by enrolling in additional program courses, or may choose to complete language requirements or other degree related work.

### **MINIMUM GRADE REQUIREMENTS**

While the Graduate School requires a minimum GPA of 2.80 (on a 4.0 scale) for courses included on any official master's degree program, the department requires a minimum GPA of 3.5 (on a 4.0 scale). Students taking thesis credits (8777) should be aware that these courses are not graded and therefore can not be used to meet course credit requirements. Courses with Grades of "S" may be included in the official degree program, but are not calculated in the GPA. At least two-thirds of the course credits included on any degree program must be taken A-F.

### **EXAM ONLY REGISTRATION**

The department recommends exam-only registration for not more than one semester during M.A. or Ph.D. work.

**DOCTORAL PRE-THESIS CREDITS (8666):** These credits are available for doctoral students who have not yet passed their preliminary oral examination but need to be registered in the Graduate School to meet requirements of agencies or departments outside the Graduate School (e.g., loan agencies). Doctoral pre-thesis credits are not graded. *Note:* Registration for doctoral pre-thesis credits cannot be used to meet any Graduate School degree requirements other than to maintain active status (refer to Registration Requirements).

**THESIS CREDITS:** All students are required to register for 24 additional "thesis credits" (Span 8888) in order to complete a Doctoral Dissertation. Students may not register until the semester after they have passed their preliminary oral examinations.

### **RESIDENCY**

Students must register **once a year** to maintain active status. Recognized residency period for M.A. students is two years. Renewal of in-progress departmental assistantships up to those limits will depend on the student's satisfactory progress toward the degree.

Recognized residency period for Ph.D. students is three years. Renewal of in-progress departmental assistantships up to those limits will depend on the student's satisfactory progress toward the degree.

## **STUDENT STANDING**

### **ACTIVE STATUS**

To maintain their active status, graduate students must register at least once every year. Students who do not register in the Graduate School once each year are considered to have withdrawn and their Graduate School records are deactivated. There is a fee for readmission.

Graduate students holding appointments as teaching assistants, research assistants, or administrative fellows must be registered each semester of their appointment; this applies to appointments of any percentage or any number of hours.

### **HOLDS**

Students who maintain active registration but fail to submit a program and a thesis proposal, fail to meet academic achievement, or degree progress requirements may have their registration placed on hold by the Director of Graduate Studies. The student will not be allowed to register until all holds have been cleared.

### **LEAVE OF ABSENCE**

A student can apply for a departmental Leave of Absence from the program by petitioning the Graduate Studies Committee. However, even with an approved departmental Leave of Absence, if the student does not register each year, he/she will automatically be withdrawn from the program by the Graduate School.

### **GRADUATION**

Degrees are awarded at the end of each month. To qualify for graduation for a particular month, students must submit an Application degree form to the Graduate School on or before the first workday of that month and must complete the final examination and all other requirements (including the submission of all necessary forms) by the last workday of that month.

### **COMMENCEMENT**

Two Graduate School commencement ceremonies are held each year--in late spring (for January through June graduates) and in late fall (for July and December graduates). Graduates are encouraged, but not required to attend. To make sure their names appear in the program distributed at the commencement ceremony, graduates must submit the Application for Degree to the Graduate School.

### **TRANSCRIPTS**

The Office of the Registrar, 150 Williamson Hall (612-625-5333), maintains and releases the official University of Minnesota transcript. Requests must be submitted in person or in writing, accompanied by the appropriate fee. An unofficial copy of the transcript may be obtained at no charge by presenting a valid picture ID.

## **CHANGE OF REGISTRATION**

### **ADDS**

During fall and spring semesters, Friday of the second week is the last day to add a course, change a course section, or change a grading option (pass/fail or grade) without a "W" (indicating withdraw) appearing on the student's transcript.

### **CANCELLATIONS**

During fall and spring semesters, students may cancel courses through the first week of the semester; To cancel a course during the second week requires instructor approval; canceling

courses during or after the third week requires a signature from both the adviser and the instructor, as well as approval from the Graduate School. *If, at any time, you have questions regarding cancellations/deadlines, please call the Graduate School at 612-625-0068.*

### **DEADLINES**

All graduate students must register before the term-specific, University-wide registration deadline. For University calendar and registration deadline information and the University-wide policy governing cancel/adds, refer to the *Class Schedule* or [www.onestop.umn.edu/registrar/registration/index.html](http://www.onestop.umn.edu/registrar/registration/index.html). For information about the summer term, including registration deadlines, refer to the *Summer Session Catalog* or the *Class Schedule* Web site above. Exceptions to University-wide registration deadlines will be considered only by written request to the Graduate School; such requests are not routinely granted. All graduate students must register before the first day of the term to avoid a late registration fee. *If, at any time, you have questions regarding cancellations/deadlines, please call the Graduate School at 612-625-0068.*

### **OVERRIDES/MAGIC NUMBERS**

The department does not issue overrides or create waiting lists for classes that are full. The student must attend the first day of class, and it is up to the instructor to either issue an override or give the student a "magic number" so that they can then register.

## **GRADING POLICY**

### **INCOMPLETES**

Students are expected to do everything possible to avoid taking Incompletes in their graduate course work. Instructors may designate deadlines for completion of course work. Students with more than two incompletes in their program may be placed on probation and may not be given TAs until all incompletes have been cleared up.

### **GRADE CHANGES**

To preserve the integrity of the graduate transcript as an accurate record of a student's academic progress, the Graduate School does not approve requests to change final grades assigned to students in prior semesters.

## **INFORMATION FOR NEW STUDENTS**

### **HOUSING**

Students interested in living in a residence hall on campus or in off-campus housing in Minneapolis or St. Paul should contact the Housing Services Office, Comstock Hall-East (612-624-2994). Listings of residence hall information, apartments, duplexes, houses, sleeping rooms, shared units, and sublets are maintained. Information on temporary housing, living costs, transportation and daycare centers is also available.

## **HEALTH COVERAGE**

The graduate assistant health care plan is University-subsidized health insurance. It is available to most Graduate School or professional school students who hold an appointment as a teaching assistant, research assistant, or administrative fellow. For these students the University pays fifty to one-hundred percent of the insurance premium during the academic year, the percentage depending on the level of appointment. An eligible student's spouse and children may also be enrolled (at student expense). To apply, or get further information, contact the Graduate Assistant Insurance Office, W-328 Boynton Health Services (612-626-9536).

## **INTERNATIONAL STUDENTS**

**Students with F-1 Visas** and an I-20 authorizing them to attend the University of Minnesota are eligible to work on the campus, which refers to employment that is either performed on the school's premises or at an off-campus location that is educationally affiliated with the university. F-1 students may only work 20 hours per week (equivalent to teaching one class per semester) while school is in session and up to full-time during semester breaks and summer. They are not permitted to work off-campus unless they have received work authorization from International Student and Scholar Services (ISSS) or the immigration service.

Additional information available from ISSS: <http://www.iss.umn.edu/ProspectiveSt/default.html>

**Nonnative speakers of English who wish to be graduate instructors of Spanish or Portuguese** are required to take the SPEAK Test administered by the Center for Teaching and Learning at the University of Minnesota once they have been admitted to the graduate program and offered a graduate instructor position.

The SPEAK Test is available free of charge and measures the ability of nonnative speakers to communicate orally in English. The University of Minnesota requires students who will work as graduate instructors to obtain a minimum score of 55 on the SPEAK Test (=ELP (English Language Proficiency) rating of 1). You may provide official documentation of your score on the Test of Spoken English (TSE) to satisfy this requirement. Students who receive an ELP rating of 2 or 3 may work as graduate instructors but must enroll in GRAD 5105: Practicum for University Teaching for Nonnative English Speakers during the first semester in which they teach. If students receive a score of 4 or lower, they will be required to retake the SPEAK Test. Other courses such as GRAD 5105 offered through the International TA Program of the Center for Teaching and Learning are open to all graduate students who nonnative English speakers.

Additional information about the International TA Program and the SPEAK Test is available at: <http://www1.umn.edu/ohr/teachlearn/itap/index.html>.

All international students are required to take the TOEFL, the IELTS, and/or the Speak exam before they will be considered for the program. Exceptions are transfer students, who have completed 24 quarter credits (16 semester credits) in residence as at a recognized institution of higher learning in the United States before entering the University of Minnesota. These transfer students may, however, may be asked to take locally administered English tests after arrival on campus.

## **U TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)**

The Test of English Language is an exam that tests the student's comprehension of the English language. The operational standard for admissions to Graduate School is a score of 550 (paper) or the computer equivalent score of 213. The test is required of all international applicants whose native language is not English.

## **U INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)**

The IELTS is another test given to satisfy the English proficiency requirement for international students. This exam is jointly managed by the University of Cambridge Local Examinations Syndicate, the British Council, and IDP Education Australia. Approval of the IELTS option has been unanimously endorsed by the University of Minnesota's Graduate School Policy and Review Councils and Executive Committee. Minimum acceptable score for IELTS will be 6.5, which is roughly equivalent to 230 on TOEFL (570 paper-based test). This examination contains reading, listening, and writing components like TOEFL, and also has a speaking component that involves a 10-15 minute interview with an in-person examiner. There are 251 test centers in 105 countries, and the test can be arranged at any time. This test is also offered in some countries, such as Iran, where TOEFL is not offered. Test scores are issued two weeks after the test is taken and are valid for two years. The fee is set locally but the cost is comparable to the cost of TOEFL. Notice of the IELTS has been posted on the Office of Admissions web site and is also included in both the online and paper Graduate School applications. The IELTS web site is available at <http://www.ceii.org>

## **U SPEAK EXAMINATION**

The Speak exam is an exam that tests the student's ability to speak the English language. All international students who are employed as teaching assistants and whose native language is not English are required to take the exam. Students can contact the Minnesota English Center, 101 Klaeber Court (612-624-1503), for test information.

# DEPARTMENTAL STRUCTURE AND GOVERNANCE

## EXECUTIVE COMMITTEE

- § **CHAIRPERSON:** The department Chair is the executive officer of the department and is responsible for carrying out its policy decisions.
- § **DIRECTOR OF GRADUATE STUDIES (DGS)**  
The Director of Graduate Studies oversees the graduate programs and serves as the administrative link between the department and the Graduate School. He/she also acts as the admissions officer for the graduate programs of the department. The Director signs each student's program before it is filed with the Graduate School and certifies that all departmental requirements and procedures have been fulfilled. The DGS chairs the Graduate Studies Committee.
- § **DIRECTOR OF UNDERGRADUATE STUDIES (DUS):** The Director of Undergraduate Studies oversees the upper division undergraduate program and, in consultation with the DLP, the 3xxx level courses. The DUS is also responsible for interviewing and appointing the Assistant Academic Advisor and supervising their activities through regularly-scheduled meetings. The Director chairs the Undergraduate Studies Committee.
- § **DIRECTOR OF LANGUAGE PROGRAMS (DLP):** The Director of Language Programs supervises and is responsible for first- and second-year language courses and takes primary responsibility for development of the undergraduate language curriculum in Spanish and Portuguese. He/she consults with the DUS on issues relating to 3xxx level courses. The Director is responsible for the training and supervision of Teaching Assistants and Education Specialists and participates in the scheduling of language courses. The DLP serves as a consultant to the Undergraduate Studies Committee.

## **DEPARTMENTAL COMMITTEES**

**COMMITTEE OF THE WHOLE:** The Department meets at least once every semester to review matters concerning departmental and academic policy. The committee is comprised of: Tenured and tenure-track faculty, faculty on special appointment, one Education Specialist, two Graduate Students and one civil service representative.

**GRADUATE STUDIES COMMITTEE:** The committee consists of the DGS, three members of the Department holding graduate faculty appointments, and one graduate student. Faculty members are appointed by the Chair for a one-year term and may not serve more than three consecutive terms. Whenever possible, all four sub-areas within the Department shall be represented. The purpose of this committee is to review and recommend program revisions along with student applicants and faculty appointments to the Department.

**UNDERGRADUATE STUDIES COMMITTEE:** The committee consists of the DUS, three faculty members, and one elected undergraduate student. The DLP shall serve as a consultant to the committee. Faculty members are appointed by the Chair for a one-year term and may not serve more than three consecutive terms. Whenever possible, all four sub-areas within the department shall be represented. The purpose of the committee is to review the Undergraduate Handbook every three years and recommend course and program revisions to the department.

**GRIEVANCE COMMITTEE:** Membership to the committee will consist of representatives of all ranks, including graduate and undergraduate students and civil service staff. The departmental chair will not be a member of this committee. Each representative will be elected annually by his/her peers.

## **STUDENT REPRESENTATIVES**

**GRADUATE STUDENTS ON SEARCH COMMITTEES:** At least one elected graduate student will be on every search committee.

**GRADUATE STUDENT REPRESENTATIVES:** All graduate student representatives for departmental committees will be selected by the graduate students in residence during the academic year.

## **GRADUATE ASSISTANTSHIPS**

Graduate assistantships are academic appointments and departmental fellowships that are reserved for graduate students. To be eligible the recipient must have been accepted to the graduate program and registered in the Graduate School each semester of the appointment, in addition to making good time-to-degree progress and holding no Incompletes on the degree program. Graduate assistants at twenty-five percent time or more qualify for resident tuition rates. The same is true for their immediate family (spouses and children). The Graduate Assistant office, 1313 5th St. S.E., Suite 317 (612-627-1075), has all current graduate assistantships benefit information.

### **GRADUATE INSTRUCTORSHIP**

A graduate instructor teaches one first- or second-year language course per semester on a 50% appointment and receives a stipend plus tuition benefits and the opportunity to receive health insurance. Summer teaching appointments are available for those graduate students who are in good standing in their degree programs. Graduate instructors are expected to register fulltime in the Graduate School for a minimum of nine credits each semester of employment, while still completing coursework.

## **GRADUATE FELLOWSHIPS**

Graduate fellowships, awards based on academic merit, are available to new and currently enrolled graduate students. The Graduate School Fellowship Office, 321 Johnston Hall (612-625-7579), administers several fellowship programs; departments also administer field-specific fellowships. Entering students should contact their prospective graduate program. Current students should contact the Fellowship Office and their graduate program office for current information on fellowship opportunities.

### **GRADUATE SCHOOL FELLOWSHIPS**

Intended for recruiting outstanding new students to the University's graduate programs, these fellowships provide stipends for the academic year plus tuition for up to fifteen credits per semester. Prospective students must be nominated by their chosen major field in early February through procedures announced by the Graduate School during fall semester. Applicants should contact the Director of Graduate Studies in their major field in advance. Please note that GRE scores must be submitted to be eligible for this competition.

### **DOCTORAL DISSERTATION FELLOWSHIP**

These fellowships are available to Ph.D. candidates who have completed all degree requirements except the dissertation. Currently the fellowship provides a stipend of \$14,000 for the academic year plus tuition for thesis credits. Candidates must be nominated by their graduate program through procedures announced by the Graduate School during fall semester.

### **OPPORTUNITY FELLOWSHIPS FOR DISADVANTAGED STUDENTS**

The purpose of this scholarship is to promote educational opportunity for disadvantaged students at the University of Minnesota. Those planning to enter the Graduate School for the first time in the fall semester are eligible for one-year stipend plus tuition for the academic year. Applicants

must be nominated by their prospective graduate program in January. Approximately ten fellowships are awarded each year. Contact the Office of Graduate School Outreach, Johnston Hall-3rd Fl. (612-625-6858) for information on other fellowships.

### **RESIDENT BENEFIT FOR GRADUATE FELLOWS AND TRAINEES**

Graduate students who hold fellowships or traineeships are eligible for resident tuition rates provided the award is administered by the University and the stipend is equal to a twenty-five percent time graduate assistantship. The eligibility also extends to members of the immediate family (spouses and children).

### **FULL-SUPPORT AWARDS**

Recipients of any full-support Graduate School awards may concurrently hold an assistantship or other position, or an additional partial stipend without reduction of their current award. However, they may not hold other fellowships, scholarships, grants, or similar awards that duplicate the benefits of the fellowship.

## **ENDOWED FELLOWSHIPS**

Endowed fellowships, most available only to currently enrolled graduate students, are supported by endowed income from wills, trusts, and gifts from organizations or individuals. Not all are offered every year, and stipends vary each year depending on interest income. Recipients are expected to register in the Graduate School every quarter during the year for which they receive an award. The deadline is generally early March. Unless otherwise noted, students apply through the Graduate Fellowship Office, 321 Johnston Hall (612-625-7579).

### **GRANTS FOR RESEARCH ABROAD**

For graduate students who are U.S. citizens or permanent residents to carry out research abroad. Preference will be given to doctoral students for dissertation research.

### **NORMAN JOHNSTON DEWITT FELLOWSHIP**

Stipends for an advanced graduate student in the humanities.

### **WILLIAM W. STOUT FELLOWSHIP**

Stipends for graduate students in the intermediate years of the Ph.D. program in humanities or social sciences. Relevant graduate programs may nominate one student.

### **THOMAS F. WALLACE FELLOWSHIP**

Stipends for graduate students in the intermediate years of the Ph.D. in humanities or social sciences. Relevant graduate programs may nominate one student.

### **WOMEN'S CLUB OF MINNEAPOLIS FELLOWSHIP**

Available to a graduate student with high scholarship and leadership qualifications. Must be U.S. a citizen. Special consideration will be given to students who are planning to remain in the metropolitan area.

## **SCHOLARSHIPS**

The Graduate Fellowship Office, 321 Johnston (612-625-7579) processes applications and, when appropriate, conducts interviews for several competitions for graduate study abroad. All awards require U.S. citizenship and completion of a bachelor's degree before study begins. Applicants should have an outstanding academic record, leadership potential, a carefully formulated study proposal, flexibility to adjust to new cultures and educational systems, and a wide range of interests. Each award has its own additional requirements. Applications for all awards are available in the office.

### **TUITION SCHOLARSHIPS**

Partial and full waivers of tuition for one semester are available to U.S. citizens or permanent residents who have been registered for at least three semesters, preferably with twenty-four graded credits completed, in the University's Graduate School. Awards are based on merit and financial need. Students should submit applications directly to the Fellowship Office, 321 Johnston Hall (612-625-7579) by the deadline specified in advance of each semester.

### **FULBRIGHT PROGRAM**

Offers a variety of full and partial grants for one year of study or research abroad. Information on the location, number, and types of awards is available in May. Applications for all awards are available in the Graduate School Fellowship Office, 321 Johnston Hall (612-625-7579).

### **CHURCHILL SCHOLARSHIPS**

Support one year of graduate study at Churchill College, Cambridge University. Most are in engineering, mathematics, and the sciences; some are in the social sciences and humanities. Applicants must be nineteen to twenty-six when the award begins, and must have earned a baccalaureate degree, but not a doctorate. GRE scores are required. Ten awards are offered nationally. Campus deadline is mid-November. For more information contact the Institute of Technology Honors Office, 136 Lind Hall (612-625-2800).

### **MARSHALL SCHOLARSHIPS**

Support two years of graduate study at any of ninety-seven British universities. Applicants should have a GPA of 3.7 beyond freshman year and be no more than twenty-six when the award begins. Up to forty awards are offered nationally. Campus deadline is late September. For more information contact the CLA Honors Office, 115 Johnston Hall (612-624-5522).

### **RHODES SCHOLARSHIPS**

Support two or three years of study at Oxford University. Applicants must be eighteen to twenty-four at the time of application. Thirty-two awards are offered nationally. Campus deadline is late September. For more information contact the CLA Honors Office, 115 Johnston Hall (612-624-5522).

# GRANTS

## **SPECIAL GRANTS FOR DOCTORAL DISSERTATION**

Grants to support dissertation research are available to students who have passed written and oral prelims. Final typing and binding costs, tuition, general living expenses, and computer time available through the University are not allowable. Students conducting research involving human subjects must obtain prior approval of the Human Subjects Committee. Applications must be submitted to the Graduate Fellowship Office, 321 Johnston Hall (612-625-7579) by the specified deadline in May or December.

# LOANS

To apply for financial aid, graduate students must complete the Free Application for Federal Student Aid (FAFSA), available in the Office of Scholarships Financial Aid, 210 Fraser (612-624-1665). Graduate students will be considered for funding from the University Trust Fund Loan (UTFL), Perkins Loan, College Work-Study (CWS), Stafford Student Loan, and Student Educational Loan Fund (SELF) programs.

Most awards are based on financial need and full-time enrollment status. Aid from the UTFL, Perkins and CWS program is awarded as applications become complete, and until all funds have been spent. Students should apply as soon after January 1st as possible for aid for the next academic year. United States Steel Foundation loans for graduate students are approved on the basis of a recommendation from the dean of the Graduate School.

# STUDY ABROAD

## **INSTITUTE OF INTERNATIONAL STUDIES AND PROGRAMS**

Assists students in searching for funds to pursue research projects abroad. For more information contact ISP at 190 Hubert H. Humphrey Center (612-626-7100).

## **INTERNATIONAL STUDY AND TRAVEL CENTER**

Maintains a library of advising service for those who want to study, work, or travel abroad. The resources include materials on financial aid for studying or conducting research abroad. The Dunn Peace Research Scholarship, an award for foreign research relevant to issues of international peace, is administered by ISTC. The deadline is mid-March. The scholarship is open to graduate and undergraduate students. For more information contact ISTC at 48 Coffman Memorial Union (612-626-4782).

# PROFESSIONAL OPPORTUNITIES

## PUBLICATIONS AND CONFERENCES

Students are encouraged to participate in/or organize symposia which often lead to papers and publications. In this sense students can become actively integrated into the considerable publishing activities of the department, including the collaborative book series, Hispanic Issues.

## TEACHING MENTORING ARRANGEMENT FOR ADVANCED GRADUATE STUDENTS

The department is committed to the early professionalism of graduate students. For this purpose they are offered the opportunity to teach at the 3xxx level in literature, culture, and linguistics as circumstances may allow. Experience shows that having a teaching portfolio at the undergraduate level increases good employment opportunities. If interested, advanced graduate students should take the following steps:

1. At the end of the first year in the Ph.D. program interested students should address a letter to the departmental Executive Committee stating their desire to participate in the mentoring program.
2. After approval the student must contact a member of the regular faculty involved in the teaching of the targeted courses (Span 3104; Span 3105; Span 3107; Span 3512; Span 3510) in a particular semester in order to set up a mutually agreeable program of course development.
3. The process of course development should result in a course syllabus that clearly stipulates
  - a. the issues to be raised
  - b. the theoretical underpinnings
  - c. the role of each of the readings selected
  - d. method of teaching, class activities and assignments, grading system

4. The Director of Undergraduate Studies gives final approval of the syllabus
5. The student is assigned to teaching the course at the earliest opportunity available

## **THE MLA JOB INFORMATION LIST**

The MLA Job Information List is a publication containing education and teaching opportunities in the U.S. and Canada. The Job Information Lists are published four times during the academic year--in October, December, February and April. All issues provide information about four year colleges and universities; the February issue contains supplementary two-year college listings. Copies of the publication are kept in the Department of Spanish and Portuguese, 34 Folwell Hall (612-625-5858) or contact the Editor, Job Information List, MLA, 10 Astor Place, New York, NY 10003 (212-614-6321).

# **STUDENT RESOURCES**

## **DEPARTMENTAL STUDENT ORIENTATION**

### **T.A. WORKSHOPS**

T.A. workshops traditionally take place the week before the scheduled beginning of classes. At that time graduate students will be introduced to the Graduate Programs, meet with faculty members and fellow T.A.s, participate in an intensive orientation to the lower-division language program, and be given a tour of the campus and its facilities.

## **DEPARTMENTAL RESOURCES**

### **GRADUATE INSTRUCTOR GUIDELINES**

Graduate Assistants will also find important information in the T.A. Guidelines (teaching and training obligations, course work as T.A.s, evaluation of T.A.s as graduate students, graduate work vs. teaching responsibilities. Copies of the guidelines are kept in the Department of Spanish and Portuguese.

## **UNIVERSITY STUDENT COUNCIL**

### **COUNCIL OF GRADUATE STUDENTS (COGS)**

The Council of Graduate Students is the official governing body representing graduate students at the University. COGS provides opportunities for graduate students to participate actively in University administrative and policy decisions. Graduate students in each degree-granting program are entitled to elect one representative to serve on the Council, which also recruits for the Graduate School Policy and Review Councils, the University Senate, and other University-wide committees. Interested students should contact the COGS office, 329 Johnston Hall (612-626-1612).

## **UNIVERSITY STUDENT ORIENTATION**

**GRADUATE SCHOOL ORIENTATION (GSO):** Designed to ease the graduate student's transition to the University, the Graduate Student Orientation provides information about University policies and services in an atmosphere in which graduate students can meet each other. Students should contact the Graduate Student Orientation, 324 Coffman Memorial Union (612-624-0666), for more information.

## **UNIVERSITY PUBLICATIONS**

**THE MINNESOTA DAILY** is a free University of Minnesota daily newspaper that covers University news and information. Copies are distributed throughout campus. The main office is located at 725 Washington Ave S.E. Suite #349 (612-625-6666).

**THE BRIEF** is a University of Minnesota weekly, electronic bulletin serving all campuses that all faculty, staff and students receive by email.

**THE GRADLETTER** is a publication put out by the Council of Graduate Students. COGS uses the newsletter as a way of posting information concerning updates in University policy and procedures that effect the status of graduate assistants at the University of Minnesota. For more

information, students should contact the Council of Graduate Students, 329 Johnston Hall (612-626-1612).

## **UNIVERSITY RESOURCES**

**GRADUATE SCHOOL CATALOG:** For more information students and advisers can also refer to the Graduate School Catalog. A copy of the catalog can be picked up at the Graduate School Admissions Office, 309 Johnston Hall or call 612-625-3014 to have one mailed out.

**GRADUATE SCHOOL SUMMER BULLETIN:** Students should refer to the Summer Session Catalog for summer session information and guidelines. A copy of the catalog can be picked up at the Summer Session office, 333 Johnston Hall or call 612-624-4000 to have one sent out.

# UNIVERSITY HUMAN RIGHTS STATEMENT

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Veteran Readjustment Assistance Act of 1972, as amended, and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to the Director, University of Minnesota Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall (612-624-9547), or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, 330 Independence Avenue S.W., Washington, D.C. 20201.

## GRIEVANCE POLICY

Informal resolution of grievances should first be attempted. The student or faculty member should discuss the complaint with a faculty adviser or the student(s) involved and, if unresolved, the department chair.

Grievances which have not been resolved through informal means may be brought for hearing before the department Grievance Committee. The complainant initiates the procedure by filing a written complaint and request for hearing. The statement should specify the nature of the complaint and include a description of the informal means employed to resolve the grievance. The complaint should be submitted to the department chair and the chair of the Grievance Committee.

The hearing will ordinarily be held at the departmental level, but a request may be made to the collegiate grievance officer to hold the hearing at the collegiate level. The collegiate grievance review officer's decision on whether the hearing will be held at the departmental or collegiate level shall be final.

The complainant may be assisted by faculty, student, or legal adviser serving as counsel. The complainant must be informed of and shall be given the opportunity to rebut allegations by others that might reflect adversely on the complaint. He or she should be afforded the opportunity to be present when witnesses are testifying and to ask questions of the witnesses concerning the matter. The complainant shall be afforded reasonable opportunities to submit his or her testimony and testimony by others and documentary evidence in support of the complaint and in rebuttal. Reasonable requests for the production of documents or the inspection of files that are not privileged should be honored.

In the interest of resolving the complaint as quickly as possible, and with attention to fundamental fairness, the proceedings should be conducted simply and informally. A formal grievance should be filed within thirty days after the occurrence of the alleged grievance; a response should be filed by the designated respondent within ten days of receipt of the formal grievance. The Grievance Committee report should be submitted within thirty days after the end of the hearing of a complaint.

At the conclusion of the proceedings, the Grievance Committee shall write a report which shall include: the names of committee members, a detailed and complete statement of each matter of fact relevant to the proceedings and, in the case of disputed facts, the committee's conclusions of fact and reasons for its conclusions; a statement evaluating the merits of the complaint in the light of the facts found to be true; and a statement of recommendations to the department chair (or other appropriate administrator) on the actions, if any, to be taken. The disposition and recommendations should be submitted simultaneously to the parties to the grievance, the department chair, the collegiate review officer, and the dean of the collegiate unit (normally, either of CLA or the Graduate School).

If the department chair does not fully implement the recommendation of the Grievance Committee, he or she shall state the reasons in writing, with copies to the parties, the chair of the Grievance Committee, the collegiate grievance review officer, and the appropriate dean.

Any party to a grievance may, within ten days, appeal the action of the department chair. The appeal shall be made in writing to the appropriate dean, with copies to all parties to the departmental Grievance Committee hearing, the departmental chair, the chair of the departmental Grievance Committee, and the collegiate grievance review office.

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