

HISPANIC STUDIES
GRADUATE STUDENT HANDBOOK
Department of Spanish, French, Italian, and Portuguese
University of Illinois at Chicago

Fall 2008 - Spring 2009

Table of Contents:	Pages
Welcome	4
Mission Statement	5
The Graduate Advisor	6
1. GRADUATE DEGREE PROGRAM IN HISPANIC STUDIES	7
2. M.A. PROGRAMS	7
2.1 The M.A. Program in Hispanic Studies	7
2.1.1 Residence Requirements	7
2.1.2 Course Requirements for both Specializations	7
2.2 Hispanic Literary and Cultural Studies	8
2.3 Hispanic Linguistics	8
2.3.1 Spanish Descriptive & Theoretical Linguistics	8
2.3.2 Spanish Applied Linguistics	8
3. COMPLETING THE M.A. DEGREE IN HISPANIC STUDIES	8
4. M.A. EXAMINATIONS	9
4.1 Graduate Examination Procedures for the M.A. in Hispanic Studies	9
4.2 Written Examination in Hispanic Literatures and Cultures	9
4.3 Written Examination in Hispanic Linguistics	9

4.3.1	Descriptive & Theoretical Linguistics	9
4.3.2	Applied Linguistics	10
4.3.3	Qualifying Research Paper	10
4.4	Other Examination Conditions	11
4.5	M.A. Examination Schedule	11
5. THE PhD PROGRAM IN HISPANIC STUDIES		11
5.1	Ph.D. Requirements	12
5.1.2	Requirements for All Specializations	12
5.1.3	Residence Requirements	12
5.1.4	Teaching Requirements	12
5.1.5	Language Requirements	12
5.2	Hispanic Literatures and Cultures	12
5.3	Hispanic Linguistics	13
5.3.1	Descriptive and Theoretical Linguistics	13
5.3.2	Second Language Acquisition	13
5.3.3	Sociolinguistics	13
5.4	Completing the Ph.D. Degree Requirements	13
6. PhD PRELIMINARY EXAMS		14
6.1	Graduate Examination Procedures for the Ph.D. in Hispanic Studies	14
6.2.	Structure of the Ph.D. Preliminary Examination in Hispanic Literatures and Cultures	14-15
6.3	Structure of the Ph.D. Preliminary Examination in Hispanic Linguistics	15
7. THESIS PROPOSAL AND ORAL DEFENSE		16
7.1	Thesis proposal and oral defense in Hispanic Literatures and Cultures	16
7.2.	Theses proposal and oral defense in Hispanic Linguistics	16-17

8. FULFILLING THE DISSERTATION REQUIREMENT	17
8.1 Dissertation Review Guidelines	17
8.1.2 Dissertation Readers	17
8.2 Dissertation Readers Form	17
9. STATEMENT ON PLAGIARISM	18
10. ROUTINE EVALUATION OF GRADUATE STUDENTS	18
11. OPTIONS AND OPPORTUNITIES	18
11.1 Teaching Assistantships	18
11.2 Time limits on Teaching Assistantships	19
11.3 University & Outside Scholarships & Fellowships	19
11.4 Departmental Awards	19
11.5 CIC Travelling Scholar	20
11.6 Interdepartmental Concentration in Latin American and Latino Studies	20
11.7 Interdepartmental Concentration in Gender and Women's Studies	20
11.8 Interdepartmental Concentration in Second Language Teaching	20
11.9 Visitors and Conferences	21
11.10 Petitions	21
11.11 Leave of Absence	21
11.12 Graduate Student Representative	21
11.13 Listserv	21
11.14 400/500 level courses	22
11.15 Advance Enrollment	22
11.16 Guidelines for Independent Study	22
11.17 Incomplete Grades	22-23

WELCOME!

The Department of Spanish, French, Italian and Portuguese extends a warm welcome to you as you begin your graduate career in Hispanic Studies. The first few weeks of the semester will require some patience and flexibility as you adjust to the demands of the graduate courses you will be taking and (in most cases) to the undergraduate classes you will be teaching. Graduate school will also require more personal initiative on your part than you are accustomed to, as you fashion your studies towards your personal career objectives. This Graduate Student Handbook should provide answers to most of your questions, while your Graduate Advisor and the Director of Graduate Studies will be delighted to help you with any others you may have about the graduate program you have chosen.

The Head Coordinator of the Spanish Basic Language Program is also available to answer questions concerning the structure and day-to-day functioning of the classes you will be teaching.

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

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

Best wishes for a successful degree!

MISSION STATEMENT

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

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

THE GRADUATE ADVISOR

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

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

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

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

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

1. GRADUATE DEGREE PROGRAMS IN HISPANIC LITERARY AND CULTURAL STUDIES AND HISPANIC LINGUISTICS

The Department of Spanish, French, Italian and Portuguese offers work leading to degrees in Hispanic Studies at both the Master of Arts and the Ph.D. levels. You may enrich your education and better prepare yourself for academic and other positions by taking advantage of the Interdepartmental Concentrations offered in Gender and Women's Studies, Latin American and Latino Studies, and Second Language Teaching (see descriptions in sections 10.5, 10.6 and 10.7 of this Handbook). The Department also offers courses leading to the Master of Arts in French; doctoral candidates in Hispanic Studies may fulfill a second specialization in this area.

2. M.A. PROGRAMS

2.1 The MA Program in Hispanic Literatures and Cultures and Hispanic Linguistics

It includes two options: **Hispanic Literary and Cultural Studies** and **Hispanic Linguistics** (Descriptive and Applied).

2.1.1 Residence Requirements

The minimum semester hours required is 37. At least 29 semester hours must be earned as a degree candidate at UIC. At the discretion of the Director of Graduate Studies and in consultation with the Graduate Advisor, a maximum of eight semester hours of graduate credit earned elsewhere may be applied toward the completion of the M.A. If not applied to the undergraduate degree, up to eight hours of graduate-level credit earned at UIC may be applied to the M.A. degree. Note: You must be in the program at least ONE year before applying for transfer credit, you will need original transcripts plus a copy of the syllabus.

2.1.2 Course Requirements for Both Specializations

Fall semester of their first year of study:

Span 502 -Theoretical and Research Foundations of Communicative Language Teaching
Span 503-Professional Development Workshop

Spring semester of their first year of study:

Strongly recommend: Span 504 - Professional Development Workshop (Part II)

2.2 Hispanic Literary and Cultural Studies

Specialization requirements:

- Span 407 (Methods) or equivalent
- Four courses chosen from the following groups:
 1. Span 411 (Medieval and Early Modern) or Span 414 (Cervantes's Quijote)
 2. Span 421 (18th, 19th C Peninsular)
 3. Span 422 (20th, 21st C Peninsular)
 4. Span 430 (Colonial)
 5. Span 431 (19th LA)
 6. Span 434 (20th LA) or Span 435 (Contemporary LA)
- **Three additional courses at the 500-level chosen in consultation with the student's graduate advisor.**

Note: Span 502, Span 503, Span 504 and Span 596 (Independent Study) do not count towards these required 500 level credit hours.

2.3 Hispanic Linguistics

2.3.1 Descriptive and Theoretical Linguistics

Specialization requirements:

- Span 401 (Introduction to Linguistics)
- Span 402 (Span Syntax)
- Span 404 (Span Phonology/Morphology)
- Span 505 (Seminar in Descriptive Linguistics)
- **Two additional courses at the 500 level chosen in consultation with the student's graduate advisor.**

Note: Span 502, Span 503, Span 504 and Span 596 (Independent Study) do not count towards these required 500 level credit hours.

2.3.2 Applied Linguistics

Specialization requirements:

- Span 401 (Introduction to linguistics)
- Span 402 (Span Syntax)
- Span 404 (Span Phonology/Morphology)
- Span 556 (Second Language Learning),
- Span 507 (Seminar in Second Language Acquisition and Bilingualism)
- **One additional course at the 500 level chosen in consultation with the student's graduate advisor.**

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

To fulfill the requirements for the M.A. degree, candidates must pass a final M.A. Comprehensive

Examination which is offered April of the Spring semester. The M.A. degree must be completed within five consecutive years from the original date of registration for the degree at UIC.

4. M.A. EXAMINATIONS

4.1 Graduate Examination Procedures for the M.A. in Hispanic Studies

The Comprehensive Examination for the M.A. degree consists of **four take-home exams taken in consecutive weekends during the month of April.**

Students can waive up to **TWO** areas of the exam if:

- A) All students: They write a successful QRP (see 4.3.3) in that particular area.
- B) All students: They have taken a 400 **AND** a 500 course level course in an area and obtained an A in both courses.
- C) Hispanic Linguistics: They have taken 402 and 403 (Syntax) and obtained an A in both courses
- D) Hispanic Linguistics: They have 404 and 405 (Phonology) and obtained an A in both courses.

4.2 Written Examination in Hispanic Literatures and Cultures

The Comprehensive Examination in literary studies consists of **four** literary fields:

- Medieval and Golden Age
- Peninsular from 19th century to the present
- Latin American to 1880
- Latin American from 1880 to the present

The exam questions are based on the **M.A. Reading List**. Rocío García has copies of the reading list.

4.3 Written Examination in Hispanic Linguistics

4.3.1 Descriptive & Theoretical Linguistics

The Comprehensive Examination in Descriptive and Theoretical Linguistics covers four of the following fields:

- Morpho-Phonology (required)
- Syntax (required)
- Semantics and Pragmatics
- History of the Spanish Language
- Sociolinguistics
- Dialectology

Morpho-Phonology and Syntax are required areas. Students choose questions in two additional areas.

4. 3. 2 Applied Linguistics

The Comprehensive Examination in Applied Linguistics consists of the following fields:

- Morpho-Phonology
- Syntax
- Semantics and Pragmatics
- History of the Spanish Language
- Sociolinguistics
- Dialectology
- Second Language Acquisition (required)

Second Language Acquisition is a required area. Students choose questions in three additional areas.

4. 3. 3 Qualifying Research Paper

MA students are **allowed** to write a Qualifying Research Paper (QRP) as part of their comprehensive examinations. The students who choose this option will take comprehensive exams in only 3 areas, distinct from the area that the QRP belongs to. Only students who have maintained 3.75 GPA during their first year in the MA program may choose this option.

Procedure:

1. In **September** of the second academic year the student chooses a QRP advisor.
2. The QRP advisor and student propose a working title and a 200 word description of the project, which is filed in the graduate studies office by **September 30th**.
3. The QRP is **due the first Monday after Spring Break**. Both a hard and an electronic copy **MUST** be turned in to the office of graduate studies to Rocío García.
4. The student's QRP advisor and a second faculty member, chosen by the advisor, must read the paper and sign their approval on a Qualifying Paper Signature Form **before the last day of classes of the Spring semester**.
5. A copy of the final version must be deposited in the departmental graduate office to Rocío García.
6. In the event a student's paper is deemed unsatisfactory, he or she will have one semester to revise and rewrite. Revised QRPs are due **November 1** (the semester following after the original paper was vetted). If the student's paper is again deemed unsatisfactory, the M.A. degree will not be awarded.

Requirements:

- The QRP must be a research paper completed while in residence at UIC.
- This paper should represent work completed at the graduate level.
- It should reflect the model of published scholarship in its field.
- It should be approximately 30 to 40 pages in length.
- Typed in 12-point font.
- One-inch margins on each side.
- Double-spaced.

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

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

- accuracy of content;
- insight and innovation;
- expression of ideas, cogency and coherence in writing;

- appropriate style and tone for academic writing;
- use of appropriate tools for writing scholarly papers depending upon sub-discipline. This includes appropriate use of style manual for research papers.

4.4 Other Examination Conditions

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

4.5 M. A. Exam Schedule

The M.A. exam is regularly administered during month of April. The exam **may be** administered in the Fall semester at the discretion of the Graduate Committee.

5. The Ph.D. PROGRAM IN HISPANIC STUDIES

The Ph.D. program in Hispanic Studies offers two areas of specialization: **Hispanic Literary and Cultural Studies** and **Hispanic Linguistics**.

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

Students who choose **Hispanic Linguistics** as their area of specialization may select from the following concentrations: descriptive and theoretical linguistics, second language acquisition, and sociolinguistics. The Ph.D. program aims to:

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

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

5.1 Ph.D. Requirements

Minimum credit hours required: 96 from the baccalaureate.

5.1.2 Requirements for All Specializations

Fall semester of their first year of study:

Span 502 -Theoretical and Research Foundations of Communicative Language Teaching
Strongly Recommended: Span 503-Professional Development Workshop

Spring semester of their first year of study:

Strongly recommend: Span 504- Professional Development Workshop (Part II)

5.1.3 Residence Requirements

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

5.1.4 Teaching Requirements

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

5.1.5 Language Requirements

Students in the Second Language Acquisition Concentration: one year of study of a non-Romance language or languages. Students may take two semesters of one language to complete the requirement or students may take a semester each of two different languages.

All other students must present evidence of reading knowledge of **TWO** other Romance languages. This requirement can be satisfied in the following manner:

1. Port 240
2. Ital 240
3. Fr 401
4. By showing evidence from a prior record.
5. By passing a proficiency exam.

The language requirement must be satisfied before the preliminary exams begin and must be certified by the DGS.

5.2 Hispanic Literatures and Cultures

Over the course of the Ph.D. program, the student must complete:

- A minimum of eight graduate courses (32 credit hours). If related to your field of study, up to three courses may be taken outside the department.
- At least one course in critical theory, either through specialized courses offered by SFIP (Span 407 or Span 570) or the English Department. Substitutions to this requirement must be approved by student's advisor and certified by the DUGS.

5.3 Hispanic Linguistics

5.3.1 Descriptive and Theoretical Linguistics

Over the course of the Ph.D. program, the student must complete:

- A minimum of eight graduate courses (32 hours), which should include Span 403 and Span 405. Up to three of these courses may be taken outside the department.
- At least two courses in general linguistic theory.

5.3.2 Second Language Acquisition

Over the course of the Ph.D. program, the student must complete:

- A minimum of 10 courses (40 credit hours) distributed in three areas.
 1. SLA (Span 556, Span 557, and 2 other courses);
 2. Linguistics/Language Analysis (4 courses);
 3. Research Methods (2 courses).

5.3.3 Sociolinguistics

- A minimum of eight graduate courses (32 hours), which should include Span 403, Span 405, Span 406, Ling 551, and Ed 503.
- Students may concentrate in **one** of the following tracks:
 - Bilingualism and Heritage Language Development (BHL D)
Required additional courses: Span 507 and Span 540
 - Dialects and Variation (DV)
Required additional courses: Span 408 and Ling 480
 - Discourse Analysis (DA)
Required additional courses: Span 505 and Ling/Eng 553

5.4 Completing the Ph.D. Degree Requirements

Students can register in Span 599 with your future thesis director NO EARLIER than the semester that the preliminary exams are scheduled. Before registering in Span 599 the student must inform the thesis director. The thesis director together with the student must agree in writing as to what constitutes adequate progress each time you register in Span 599. You can register for 4 up to 12 hours, but it is your thesis director's decision how many hours you will actually receive at the end of the semester depending on the progress made on your dissertation during the semester.

There are two steps Ph.D. candidates must complete before starting the dissertation: 1) the **preliminary examination**, and 2) the **thesis proposal**, which includes an oral defense of the project.

- The **Ph.D. Preliminary Examination** is taken upon the completion of course work and

is the condition for “Access to Candidacy” which permits the candidate to engage in dissertation research. (See “Graduate Examinations” in the Catalog for more details as well as section 6 of this Handbook.)

- After the examination, **Ph.D. candidates have up to one additional semester to complete a Thesis Proposal.**
- With the approval of his or her dissertation advisor, the candidate should schedule an oral defense of the Thesis Proposal no later than the semester after the Preliminary Examination has been passed.
- The candidate is considered an A.B.D. only after the **oral defense** of the Thesis Proposal. At this point it is deemed that the candidate has completed all the requirements for the Ph.D., except for the dissertation, and the candidate is finally ready to start the dissertation writing process.

The Ph.D. degree must be completed –including the defense of the dissertation- within **seven consecutive years** from the original date of registration at UIC for students entering the Ph.D. program with an M.A.

6. PH.D. PRELIMINARY EXAMS

6.1 Graduate Examination Procedures for the Ph.D. in Hispanic Studies

Ph.D. Preliminary Exams are to be taken only after all course work is completed and the student is approved to proceed with the exam by his/her advisor. Scheduling of the exams will be determined by the student and his/her advisor.

You will then select a faculty member as **Chair of the Preliminary Examination Committee** to set the Preliminary Examination and the composition of the Committee. The Chair will also be responsible for contacting members to convene the Examination Committee. The Chair of the Examination Committee may, but does not have to, subsequently become your dissertation director.

The **Preliminary Examination Committee** will have a minimum of five members, three of which are UIC Graduate Faculty with full membership, and two of which must be tenured. The Examination Committee Chair must be a full member of the UIC Graduate Faculty.

The purpose of the **Ph.D. Preliminary Examination** is to determine your readiness to undertake dissertation research. In case a student does not pass one or more of the examination areas, he/she will have the opportunity in the following semester to retake the area or areas that she/he did not pass.

6.2 Structure of the Ph.D. Preliminary Examination in Hispanic Literary and Cultural Studies

The **Preliminary Exams in Literature** are structured in the following manner:

- PhD candidates will have to prepare one major area and two minor areas.
- They will need to cover at least two different fields of study (i.e.: students cannot take their major and the two minors in e.g. Peninsular literature).
- The three exams are take-home and taken over a three week period of time with one exam occurring per week. Exams are picked up on Friday at 10:00 am and returned on the following Friday no later than 10:00am to the main office of the department (pick-up and submission can also be done electronically).
- The three areas of examination shall be determined by the student and the student’s advisor in keeping with the principal interests of the student and with the student’s projected area of research

for the dissertation.

A) Fields: (major or minor)

Areas in Peninsular Literature:

1. Medieval Literature
2. Golden Age Literature
3. 18th and 19th Century Literature
4. 20th Century Literature

Areas in Latin American Literature:

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

Areas in US Latino Literature:

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

Optional Minor Fields:

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

You may also consult with your Graduate Advisor if you would like to propose any interdepartmental minor field(s), such as Gender and Women's Studies, etc.

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

C. After completing the preliminary exams, the PhD candidate must submit a **Thesis Proposal** (see 5.4 above).

6.3 Structure of the Ph.D. Preliminary Examination in Hispanic Linguistics

The preliminary exams in linguistics are structured in the following manner:

1. The candidate submits a 3-5 page dissertation **prospectus**, intended to guide the committee in designing the questions. It should be submitted two weeks before the first exam. The prospectus is a non-binding proposal that demonstrates an appropriate preliminary investigation of the dissertation topic. The prospectus should include:

- a sketch of the main hypothesis of no more than five pages
- a brief summary of recent scholarship
- a basic bibliography

2. PhD candidates in linguistics are examined in three areas.

Each area is given equal weight in the exam. The three exams are take-home and taken over a three week period of time with one exam occurring per week. Exams are picked up on Friday at 10:00 am and returned on the following Friday no later than 10:00am to the main office of the department (pick-up and submission can also be done electronically). The three areas of examination shall be determined by the student and the student's advisor in keeping with the principal interests of the student and with the student's projected area of research for the dissertation.

3. After completing the preliminary exams, the PhD candidate must submit a **Thesis Proposal (see 5.4 above)**.

7. THESIS PROPOSAL AND ORAL DEFENSE

7.1 Thesis proposal and oral defense for Ph.D. candidates in Hispanic Literatures and Cultures

1. The **Thesis Proposal** is expected to have a MINIMUM length of ten (10) pages, excluding bibliography:

- It should offer a coherent description of the project.
- It should include a review of the literature extant on the topic including bibliography.
- It should state your rationale for choosing the topic itself, stressing its originality and scholarly contribution to the field.

2. When the student's advisor deems his/her proposal to be sufficiently completed, the advisor will schedule an **oral defense** of the Thesis Proposal. Please note that the oral defense of the preliminary exam is separate from the oral defense of the Thesis Proposal. The thesis committee should remain the same throughout the dissertation process, present both at the defense of the proposal and at the final defense of the completed dissertation. The oral defense of the thesis proposal should take place within one semester after the preliminary exams are completed and defended. If this condition is not fulfilled without good reason, the student loses his/her "good standing" status, risking the loss of her/his TAship.

7.2. Thesis Proposal and Oral Defense for Ph.D. candidates in Hispanic Linguistics

Details on the final thesis proposal for Hispanic Linguistics vary for each area:

1. For students in **Descriptive/Theoretical** linguistics the final thesis proposal is expected to have a length of at least twenty (20) pages, excluding bibliography:

- There should be a clear statement of the hypothesis being explored, the kind of empirical evidence to bear on the hypothesis and the kind of analytical tools to be employed.
- It should include a review of earlier approaches to the problem. If there is a debate, there should be a clear exposition of the two sides and how the current thesis will fit in the debate.

2. For students in **Sociolinguistics** and **Second Language Acquisition** the final thesis proposal will consist of the first three chapters of the thesis.

- The first chapter motivates the study.
- The second chapter explains the methodological tools.
- The third chapter explains the different hypotheses being tested.

Each student should consult with his/her major advisor BEFORE beginning the exams process to be sure what is expected for the proposal once the written examinations are completed.

3. When the student's advisor deems his/her proposal to be sufficiently completed, the advisor will schedule an **oral defense** of the Thesis Proposal. Please note that the oral defense of the preliminary exam is separate from the oral defense of the Thesis Proposal. The thesis committee should remain the same throughout the dissertation process, present both at the defense of the proposal and at the final defense of the completed dissertation. The oral defense of the thesis proposal should take place within one semester after the preliminary exams are completed and defended. If this condition is not fulfilled without good reason, the student loses his/her "good standing" status, risking the loss of her/his TAsip.

8. FULFILLING THE DISSERTATION REQUIREMENT

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

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

According to college regulations, doctoral students must fulfill 28 thesis research hours. Please consult with Rocío García or the DGS for details.

8.1 Dissertation Review Guidelines

8.1.2 Dissertation Readers

- You will choose five dissertation readers, including your director or co-directors.
- At least two of the readers should be tenured.
- The readers' area of expertise should be closely related to your field and methodology.
- At least one reader must be from outside the department.
- A department reader from another institution must be willing to participate at their own expense.
- No more than one reader should be Non-UIC.

8.2 Dissertation Readers Form

The Dissertation Director must fill out a Department Dissertation Readers Form for the student files listing all dissertation readers. This form is for departmental records only.

9. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY

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

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

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

<http://www.uic.edu/depts/grad/regulations/index.shtml>

10. ROUTINE EVALUATION OF GRADUATE STUDENTS

In order to assess progress toward completion of degrees and academic performance, all students will be evaluated annually. Any student who is not meeting the academic expectations in one or several areas of their programs and whose GPA falls below 3.5 will be expected to show improvement the following semester. Students failing to meet these standards may be ineligible to continue in the program and, as a consequence, any financial aid and/or Teaching Assistantship may be rescinded.

11. OPTIONS AND OPPORTUNITIES

11.1 Teaching Assistantships

The department may appoint qualified graduate students as graduate teaching assistants. This financial assistance in the form of teaching assistantships is subject to annual review by the Graduate Studies Committee in conjunction with the office of Spanish Basic Language Instruction. Renewal is normally automatic for those students who (1) demonstrate satisfactory progress toward the degree and (2) demonstrate satisfactory work in teaching. However, factors may occasionally arise that prevent automatic renewal. The teaching of classes beyond the Basic Language Program, i.e., those at the 200 level, and the coordination of different sections of a class are assigned according to the availability of those positions, and to the experience and merit of the teaching assistants.

11.2 Time Limits on Teaching Assistantships

- **M.A. students** are awarded **no more than four semesters** (or two years) of teaching assistantship as support for completion of their degree.
- **Ph.D. students** who enter with an M.A. from another institution are awarded **no more than ten semesters** (or five years) of teaching assistantship as support for completion of their degree.
- Students who earn **both the M.A. and the Ph.D. in Hispanic Studies** will be awarded **a total of 14 semesters** (or seven years) of assistantship.
- In exceptional circumstances graduate students may apply to the Graduate Studies Committee for possible extension to the above limits. Extensions are subject to approval by the head.

11.3 University and Outside Scholarships and Fellowships

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

<http://grad.uic.edu/cms/?pid=1000079>

11.4 Departmental Awards

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

1) The **Ruth El Saffar Literary Essay Award** is designed to reward a literary essay of exceptional quality:

- Only essays written for UIC graduate courses and accompanied by a recommendation from a professor will be accepted.
- Students must be in good academic standing in order to participate in the competition.
- An ad-hoc committee composed of three faculty members will evaluate all essays and make the final decision.
- Students may submit only one essay per year.
- Students may submit corrected essays, but with no substantial changes in content.
- The next deadline for submissions is March 1, 2009.

2) **Audrey Lumsden-Kouvel Fellowship** Guidelines is designed to provide support for PhD students as they write their dissertations. Dependent on the performance of the stock market, it provides a stipend for one student for one semester or one year:

- Each recipient shall pass the graduate preliminary examinations with distinction.
- Each recipient shall maintain excellent academic standing.
- Each recipient shall submit for consideration three letters of reference and a copy of their dissertation proposal.
- In the event there are no candidates who have passed the Ph.D. preliminary exam with distinction, other candidates will be considered.

- The next Kouvel Fellowship will be awarded in May 2009. All candidates that defended their thesis proposals in late Spring Semester 2008 (after the 2008 deadline), Fall 2008 or Spring 2009 are eligible to apply.

11. 5 CIC Traveling Scholar Program

Sponsored by the Committee on Institutional Cooperation (CIC), this program enables doctoral students to take advantage of educational opportunities, specialized courses and unique library collections at any of the Big Ten universities, Northwestern University, and the University of Chicago. CIC traveling scholars must have completed at least one year of study in a doctoral program at UIC and must seek the written approval of the department head, their graduate advisor, and the UIC/CIC liaison officer. Since the scholar is registered at UIC while away at the other institution, credit earned is not considered transfer credit. In view of the varying academic calendars at CIC institutions, students considering applying for this program should plan well in advance. The typical length of stay at the CIC institution is one semester or quarter. Consult with the Director of Graduate Studies for more details.

11. 6 Interdepartmental Concentration in Latin American and Latino Studies

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

11. 7 Interdepartmental Concentration in Gender and Women's Studies

Candidates for the M.A. and Ph.D. Degrees in Hispanic Studies may enroll for a **Graduate Concentration in Gender and Women's Studies**. The requirements for this concentration are the following: an application to the graduate director of the Gender and Women's Studies Program, approval by a Women and Gender Studies graduate faculty member (preferably within our department), who becomes the student's Gender and Women's Studies advisor; and a total of 16 hours of graduate course work, including WS 501 and WS 502, plus 6 additional hours of women's studies or cross-listed courses at the graduate level. Up to 4 of these hours can be in directed study or thesis research on an appropriate topic approved by the student's Gender and Women's Studies advisor. Students pursuing this concentration must consult the graduate director of the Gender and Women's Studies Program.

11. 8 Interdepartmental Concentration in Second Language Teaching

This **Concentration in SLT** is intended for students whose focus is not Applied Linguistics or SLA. It provides skills that are highly appreciated in the current job market and leads to an official certificate in SLT. It consists of four courses, one of which can be SPAN 502.

11. 9 Visitors and Conferences

The Department frequently hosts conferences and invites numerous scholars and speakers from local universities and abroad. It is your responsibility as a graduate student and as a future professional in academia to seek out the intellectual and professional preparation opportunities that lectures, conferences, symposia, job talks, etc. provide. We expect that you will take full advantage of these activities and enthusiastically participate in and contribute to the intellectual life of the department and the university.

11. 10 Petitions

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

11. 11 Leave of absence

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

11. 12 Graduate Student Representative

A Graduate Student Representative is elected yearly by the graduate students as their representative and acts as liaison between the students and the Spanish Graduate Committee.

11. 13 Listserv

The Department manages two internet listservs to facilitate communication among faculty and students. **sfipnotes@listserv.uic.edu** goes out to Spanish, French, Italian, and Portuguese faculty and students. **spangrads@listserv.uic.edu** is a separate listserv for graduate students in Hispanic Studies only. Rocio García will add you to both before the beginning of Fall 2008 semester. Anyone can post messages.

11. 14 400/500 level courses

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

11. 15 Advance Enrollment

You will have a two week period close to the middle of the semester in which to pre-enroll for the following semester. Advance enrollment (or pre-enrollment) materials will be sent to you from the Office of Registration; you may complete the enrollment by telephone. You **must** confer with your Graduate Advisor at this time to select classes and update your enrollment records. **Advance enrollment is important to ensure that students find space in classes offered by the department and/or other units and that graduate classes are not cancelled due to low enrollment.**

11. 16 Guidelines for Independent Study

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

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

11. 17 Incomplete Grades

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

An incomplete grade may be given only if, for reasons beyond the student's control, required work has not been completed by the end of the term. An IN must be removed by the beginning of the next term in which the student is registered (including summer), or within twelve months of the end of the term in which the IN was received, whichever occurs sooner. In other words you have ONE semester to obtain a grade for your Incomplete (i.e. if you receive an Incomplete in Spring '08 and you do not register in the

Summer Session of '08 the deadline is the Fall '08. If you have an Incomplete in the Fall of '09 then the deadline is the Spring '09 term.)

An IN which is not removed by the deadline will remain on the student's record as an IN, with no credit earned. A course in which an IN was received and not removed by the deadline may be repeated for credit only once.

Revised July 11, 2008