

**University of Kentucky**

**Department  
of  
Hispanic Studies**

**Graduate Student  
Handbook**

**2007-2008**

## 2007 Graduate Student Handbook

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## **I. Introduction**

The purpose of this handbook is to aid graduate students by providing answers to questions regarding the graduate program of the Department of Hispanic Studies at the University of Kentucky. While it is not designed to be exhaustive in scope, it does seek to clarify the requirements and expectations for students pursuing a graduate degree. More recent information on the life of the Department of Hispanic Studies can be found on-line at <http://www.as.uky.edu/HispanicStudies>.

Information contained in this handbook has been taken from many sources, including the *Graduate School Bulletin* located on-line at:

<http://www.research.uky.edu/g/bulletin/bullinfo.shtml>

and the web pages of the Graduate School, which can be found at:

<http://www.research.uky.edu/g/>.

Students are advised to consult these sources for more detailed information, as needed. This handbook is intended as a guide to department procedures, not as a substitute to the *Graduate Student Bulletin* or other official publications of the University of Kentucky.

## **II. Degrees and Requirements**

### **II.A. The Ph.D. Degree with M.A. granted *en passant***

Degree requirements include the following:

I) 18 courses (54 hours) to include: SPA 553 Pedagogy and the Teaching of Spanish; SPA 602 Introduction to Hispanic Linguistics; SPA 606 Introduction to Critical Theory and Cultural Studies; and SPA 782 Introduction to Hispanic Studies (1 credit)

Remaining 15 courses consist of

at least 5 in the Major Field:

1 seminar

1 700-level Independent Study to write dissertation proposal  
(basis of future dissertation chapter)

3 more courses in major field

at least 2 courses outside Department of Hispanic Studies (these constitute the Minor Area)\*

further courses in the department (or outside the department, in pursuit of Graduate Certificate), to complete the 54-hour requirement

\*The Minor Area consists of at least two graduate-level courses taken outside of the department. This requirement exists in order to better prepare students for an increasingly interdisciplinary research arena, and the reflection of this shift in today's job market. These two courses must be defined within the same area, although not necessarily within the same department. (Example: two courses in the area of Latin American Studies, 1 in Sociology and 1 in Political Science.)

The two courses must also contribute to the theoretical approach of the proposed dissertation, and therefore the selection of the Minor Area should be discussed with the Director of Graduate Studies or the Dissertation Director. Students are strongly encouraged to pursue a Graduate Certificate in this area, where relevant (e.g. Gender & Women's Studies, Social Theory). At least one of the Minor Area courses must be taken onsite at U.K, in order to establish a relationship with the professor from that area who will serve on your Advisory Committee.

For information on Graduate Certificates, consult the following websites:

[http://www.uky.edu/AS/WomenStudies/New/graduate\\_certificate.html](http://www.uky.edu/AS/WomenStudies/New/graduate_certificate.html)

<http://www.as.uky.edu/socialtheory/certificate.htm>

II) An overall grade point average of 3.0 or higher

Each semester's funding from the Graduate School (i.e. teaching assistantship, research assistantship, or any fellowship) is contingent upon earning at least a 3.0 GPA in the preceding semester.

III) Reading proficiency in two foreign languages besides Spanish and English  
(if the Major Field is Medieval, one of these languages must be Latin)

This requirement may be satisfied in one of several ways:

- completion of one of the accelerated graduate level language courses (011 courses in French, German, or Italian) with a grade of B or better
- completion of the fourth semester of a foreign language with a grade of B or better at an accredited college or university
- completion of a more advanced foreign language course (beyond the fourth semester level, with all coursework and readings in the target language) with a grade of B or better at an accredited college or university
- completion of an accelerated graduate level language course for reading knowledge with a grade of B or better, at another accredited university
- transfer of a language taken to satisfy the requirements for a master's degree at another accredited university
- completion of special examinations given for graduate reading courses with a grade of B or better. Forms may be obtained from the Registrar's Office, Funkhouser Building . Other types of special examinations are scheduled in the Graduate School
- completion of a placement test (e.g. in Portuguese or other approved languages) administered by the foreign language programs of the University, and testing to a level beyond the fourth semester of foreign language study, which is the equivalent of a grade of B or better. This method may be appropriate for students with significant life experience in the foreign language culture, and requires the approval and recommendation of the Director of Graduate Studies

NOTE: the 011 courses do not constitute graduate credit, and therefore must be taken in addition to a graduate 9-credit course load during the Fall or Spring semester; alternatively, they can be taken in the Summer terms when offered.

Please consult the Director of Graduate Studies or the Graduate School Bulletin for further information:

<http://www.research.uky.edu/gsbulletin/bullinfo.shtml>

IV) Successful completion of the written and oral Qualifying Exams (Parts I and II) as well as Exam B (see description below).

V) Completion and approval of a dissertation

The University of Kentucky Graduate School's detailed requirements for the preparation of the dissertation are contained in "Instructions for the Preparation of Dissertations and DMA Projects" available at [www.gradschool.uky.edu/thesdissprep.html](http://www.gradschool.uky.edu/thesdissprep.html). Decisions about the length, scope and nature of the dissertation will be made by the Dissertation Director of each student.

VI) two consecutive semesters of full-time residence prior to qualifying exams

VII) two consecutive full-time semesters of post-qualifying dissertation research.

#### **Ph.D. Curricular Requirements, with MA *en passant*:**

##### **Major Area (15 credits)**

15 credits, to consist of at least one 700-level seminar, one Independent Study and 3 additional classes

**Minor Area** (outside of the Department of Hispanic Studies; see description, above)  
(at least 6 credits)

##### **Allied Field I**

(at least 6 credits)

##### **Allied Field II**

(at least 6 credits)

Plus coursework in areas not covered above, to complete 54 total credit hours.  
Distribution of courses should include both Peninsular and Spanish American courses.

#### **II.B. Sample Graduate Program Schedule for those entering without an M.A. (The schedules of those entering with an M.A. will vary)**

##### **First year:**

##### 1<sup>st</sup> semester:

(10 hours)

SPA 553 Teaching of Spanish

SPA 602 Introduction to Hispanic Linguistics,

SPA 606 Introduction to Critical Theory and Cultural Studies

SPA 782 Introduction to Hispanic Studies (1 credit)

2<sup>nd</sup> semester:  
3 courses (9 hours)

### **Second year:**

3<sup>rd</sup> semester:  
3 courses (9 hours)

Committee reviews a student's portfolio in 3<sup>rd</sup> semester.

The portfolio consists of transcripts, teaching evaluations, and two revised versions of research papers written in the previous year in different areas. At least one must be written in Spanish.

4<sup>th</sup> semester:  
3 courses (9 hours)

Once the student is admitted to Ph.D. program at beginning of 4<sup>th</sup> semester, the student must form a dissertation committee consisting of a director, at least two additional members in the department, and one member from a related field of study external to the department. In consultation with the committee, student will begin to plan the Qualifying Exam reading list.

Students accepted to the Ph.D. program who elect to take the M.A. Exam, or students choosing to complete only the M.A., would take the M.A. exam at the end of the 4<sup>th</sup> semester or before the beginning of the 5<sup>th</sup> semester.

### **Third year:**

5<sup>th</sup> semester:

Recommended time to take **700-level Independent Study**. The final paper produced during this semester will constitute a draft or a finished version of the Dissertation Proposal. The student's committee reviews said proposal and reading list at the end of 5<sup>th</sup> semester or beginning of 6<sup>th</sup>. Student also takes 2 other courses.

6<sup>th</sup> semester:

3 courses (a one-course reduction here is permitted during the Fall semester if exams are to take place in January immediately following that semester, and if all requirements have been completed)

The "A Exam" portion of the Qualifying Exams are taken in August after the third year, or January of the fourth year.

"B Exam": a chapter or polished introduction of the dissertation must be presented and approved by the student's committee during the semester following "Exam A." (If Exam A is taken in August, Exam B should take place in late November or early December; if Exam A is taken in January, Exam B occurs in late April or early May.)

**Fourth year:**

The Graduate School requires that each department define and then monitor doctoral students' progress toward completion of the dissertation. The departmental expectation, or definition of satisfactory progress, is the drafting of at least one chapter per semester, or equivalent progress as determined by the dissertation director. The dissertation director must inform the student, the Director of Graduate Studies, and the committee members in writing, each April, as to whether progress has been satisfactory.

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**III. Areas of Concentration****Outline of Areas of Specialization**

Each student, in consultation with the Director of Graduate Studies and the Dissertation Director, selects four areas of specialization:

Major Area

Minor Area\* (which is outside of the Department of Hispanic Studies)

2 Allied Fields inside the Department of Hispanic Studies

\* The Minor Area involves training in a separate theoretical framework which will contribute substantively to the dissertation's interdisciplinary focus; see full description, above.

Major Areas and Allied Fields must be selected from among the following departmental Areas:

Medieval Literary and Cultural Studies

Early Modern Literary and Cultural Studies

18<sup>th</sup> / 19<sup>th</sup>-Century Peninsular Literary and Cultural Studies

20<sup>th</sup> / 21<sup>st</sup>-Century Peninsular Literary and Cultural Studies

Colonial 19<sup>th</sup>-Century Spanish American Literary and Cultural Studies

20<sup>th</sup> / 21<sup>st</sup>-Century Spanish American Literary and Cultural Studies

**IV. The M.A. Degree**

Students who either decide or are advised not to pursue the Ph.D. degree can opt for a terminal M.A. degree. They must pass an M.A. exam which is based both on coursework and on the M.A. Reading List. This list is available on-line at

<http://www.as.uky.edu/HispanicStudies/mareadinglist.html>.

**IV.A. M.A. Requirements**

1) Completion of a total of 36 credit hours (12 courses)

At least half of the minimum course requirements must be in 600- or 700-level courses.

Required courses include

- SPA 553 Teaching of Spanish (3 credits)
- SPA 602 Introduction to Hispanic Linguistics
- SPA 606 Introduction to Critical Theory and Cultural Studies (3 credits)
- SPA 782 Introduction to Hispanic Studies (1 credit)

2) An overall grade point average of 3.0 or higher

Each semester's funding from the Graduate School (i.e. teaching assistantship, research assistantship, or any fellowship) is contingent upon earning at least a 3.0 GPA in the preceding semester.

3) Demonstrated reading knowledge of one language other than Spanish and English.

This requirement may be satisfied in one of several ways:

- completion of one of the accelerated graduate level language courses (011 courses in French, German, or Italian) with a grade of B or better
- completion of the fourth semester of a foreign language with a grade of B or better at an accredited college or university
- completion of a more advanced foreign language course (beyond the fourth semester level, with all coursework and readings in the target language) with a grade of B or better at an accredited college or university
- completion of an accelerated graduate level language course for reading knowledge with a grade of B or better, at another accredited university
- transfer of a language taken to satisfy the requirements for a master's degree at another accredited university
- completion of special examinations given for graduate reading courses with a grade of B or better. Forms may be obtained from the Registrar's Office, Funkhouser Building . Other types of special examinations are scheduled in the Graduate School
- completion of a placement test (e.g. in Portuguese or other approved languages) administered by the foreign language programs of the University, and testing to a level beyond the fourth semester of foreign language study, which is the equivalent of a grade of B or better. This method may be appropriate for students with significant life experience in the foreign language culture, and requires the approval and recommendation of the Director of Graduate Studies

NOTE: the 011 courses do not constitute graduate credit, and therefore must be taken in addition to a graduate 9-credit course load during the Fall and Spring semester, or they can be taken in the Summer terms when offered.

Please consult the Director of Graduate Studies or the Graduate School Bulletin for further information:

<http://www.research.uky.edu/gs/bulletin/bullinfo.shtml>

- 4) a maximum of 9 credit hours may be transferred from another accredited M.A. program, with a minimum grade of B.
- 5) Successful completion of the M.A. Exam See full description, below.
- 6) Students must take M.A. Exams no later than six years after the initiation of coursework. Petitions for extension must be accompanied by documentation as to how the student has remained current in the field over this extended time period.

## **V. Doctoral Advisory Committees**

When students begin their course of study at the University of Kentucky, they will be advised by the Director of Graduate Studies. This role will continue throughout the first year of the student's graduate work, and will mostly likely cease by the third or fourth semester of coursework. At that time, the student will form an Advisory Committee comprised of three faculty members from inside the department. All Advisory Committees are constituted through consultation between the student and the Director of Graduate Studies, with the student's academic interests in mind. Do not be concerned if you are unacquainted with some of the members of your committee: it is expected that committee membership will vary as you clarify professional goals and establish working relationships.

Students are expected to focus on their long-range plan to complete the Ph.D. degree. Students qualify automatically for M.A. candidacy after completing the M.A. Requirements (see above), or upon passing the "A Exam" portion of the Ph.D. Qualifying Exam.

For students entering with a B.A., the Graduate Studies Committee (which is made up of the Director of Graduate Studies and two other Hispanic Studies faculty) reviews each student's portfolio by the middle of the third semester. Student portfolios consist of two revised versions of research papers, written for different courses. At least one of these papers must be written in Spanish. Regardless of whether or not a student begins graduate study at UK with an M.A. degree in hand, students will be notified of their academic progress and of existing problems during their third semester.

### ***V.A. For students entering with a B.A.:***

By the beginning of the fourth semester of course-work, the Graduate Committee recommends to the faculty as a whole to allow progress towards the Ph.D., or else recommends that the student take a terminal M.A. degree. The entire faculty then votes on this recommendation. These decisions, of course, presuppose consultation with the student about his/her intent to proceed to the Ph.D. Decisions are based on the following criteria: course performance, assessment of the student's portfolio, teaching performance, the Graduate Committee's monitoring of the student's progress during the previous three semesters, and overall assessment of the student's probability of success in the Ph.D. program. The Graduate Committee will share the evaluation with the student at the beginning of the student's fourth semester.

**V.B. *For students entering with an M.A.***, the Graduate Committee will notify students of whether or not their work is deemed acceptable to continue on towards a Ph.D. by the middle of their second semester at UK.

### **V.C. Role of the Doctoral Advisory Committee**

Once a student has been formally approved for doctoral study, the student is responsible for forming an Advisory Committee, in consultation with the Director of Graduate Studies. The dissertation director and at least two additional members of the committee (one of whom will be designated as the second reader) must be specialists in the general dissertation area. After a student has begun to take courses outside of the department, a fourth faculty member from outside the department will be added to the Advisory Committee. Ideally, this outside member is a faculty member with whom the student has taken at least one class and has developed a good working relationship.

In consultation with the dissertation committee, through a meeting ideally held during the penultimate semester of coursework, the student will plan his or her Ph.D. Reading List. The student's dissertation committee is responsible for the questions and for evaluating the student's performance on the Ph.D. exam. Once a student has formed an advisory committee, it is expected that students will rely primarily on the advice of their dissertation director, and members of their advisory committee, for questions regarding additional coursework or research, scholarships and grants, conferences and publications, and job information.

### **VI. Dissertation Proposal**

The dissertation proposal is produced during the semester of the 3-credit Independent Study (SPA 782, section 001), taken ideally during the penultimate semester of coursework. The dissertation proposal is a statement that aims to show the appropriateness, significance and manageability of the research you propose to undertake. It is presented for approval to the entire Advisory Committee during the semester before Qualifying Exams are taken, and it is expected that the student will have discussed earlier drafts of the proposal with his or her dissertation director. In writing the proposal, the student is responsible for making a convincing case, at least in general terms, for the significance of the project, the appropriateness of its scope, and the originality of its contribution to the field. The proposal should deal with the following issues, though not necessarily in the order of their listing here:

1. State the subject and propose a thesis (although your thesis may change, and it certainly will be revised, in the course of your research). The Proposal must demonstrate that the inquiry you propose belongs within the field of literary or cultural criticism, or literary and cultural theory. You must also demonstrate that adequate direction for the project is available within the department faculty as constituted at this time. If a student cannot find at least one member of the Department with significant expertise in the field, and at least one other member with some expertise in the area proposed, the student should be encouraged not to pursue the proposed topic.

2. The historical, literary and cultural background of the project. As briefly as possible, place the subject of your inquiry in the context of earlier research on the subject or problem. In other words, having demonstrated the need or the originality for your project, show what has been done in related areas.
3. Describe why the problem you propose to explore is significant. Give a preliminary statement of the problem or thesis and show how the project has some promise of making a significant contribution to our knowledge and/or understanding of Hispanic literature and/or culture.
4. The proposal should map out a coherent line of inquiry. While chapter outlines may be premature at this stage, the student should have a sense of how s/he plans to develop his/her thesis.
5. Define the scope of the project. Show that the projected inquiry is restricted enough to be manageable and large enough to be significant.
6. Show that the initial resources necessary to carry out the project are available here at UK (in Young Library or through ILL), and that you will have access to the remaining materials you need in the near future.
7. Outline the methodological framework. The student should indicate that s/he has acquired the critical and theoretical competencies necessary for carrying through with the inquiry have been acquired and that the proposed method is adequate for the project proposed.

Suggested length: 10-12 pages

## **VII. EXAMS**

### **VII.A. Ph.D. Qualifying Exams**

The Ph.D. Qualifying Exams are intended to demonstrate students' breadth of preparation for a career in teaching and research, as well as their readiness to undertake focused research and begin writing the dissertation. Qualifying Exams are taken at the conclusion of all coursework, including the Independent Study course that focuses on the dissertation; the Reading List is built around the M.A. reading list as well as the dissertation topic; and a significant portion of the qualifying exams also examine the specific area of the dissertation.

### **VII.B. Preparation**

At least three months before the written and oral portions of the Qualifying Exam, students must present their Reading List and a Dissertation Proposal to their committee. The committee may then request that the student clarify, change or develop portions of the Dissertation Proposal and revise the reading list at the pre-exam meeting that takes place early in the final semester of coursework. The M.A. Reading List should serve as the core or foundation for the customized Ph.D. Reading List prepared to reflect the research interests of the student. Qualifying exams are given in August or early January of each year. (Note: students who take exams in January, and

who have completed all Coursework Plan requirements, are permitted a one-course reduction, and would thus only enroll in 2 courses during their final semester of coursework.)

### **VII.C. Structure**

#### I) Exam A

- a) Dissertation and Minor Area Take-Home Exam
- b) 10 hours of written examination in other 3 fields
- c) Oral Exam

#### II) Exam B

##### **Part I.a.: Take-Home Exam**

The student will be given questions written by the Dissertation Director and the Outside Member of the Core Committee, and will write the responses at home. Students will receive the question(s) on a Thursday before noon, and must turn in the responses no later than the following Monday at noon. The Take-Home questions will require the student to take an intellectual position with respect to central issues of the dissertation area, as informed by the theoretical framework of the Minor Area. It is expected that the responses will be the independent work of the student, without assistance from other individuals, although consultation with bibliographic sources is permitted. This Take-Home Exam will take place the week before the first day of the written exam. The response to the entire set of questions should be limited to 8-10 double-spaced pages.

##### **Part I.b.: Written Examination**

One week after the submission of the Take-Home Exam responses, the student will take a written examination on the Major Field, consisting of four hours and involving 2-3 questions. Within the same week, s/he will take two three-hour exams, each of which will contain 1-2 questions covering each of the Allied Fields. The questions for these exams will be provided by the members of the committee, under the supervision of the Dissertation Director.

##### **Part I.c.: Oral Exam**

Ideally, the two-hour oral exam takes place within one to two weeks following the last written exam, though problems of scheduling may prevent this practice in every case. This part of the examination gives the candidate the opportunity to clarify and expound upon aspects of the take-home and written exams, and allows the committee members an opportunity to better assess the candidate's understanding of the key concepts tested.

##### **Part II: Dissertation Introduction or Chapter (Exam B)**

The committee meets to review the dissertation introduction or chapter (Exam B), ideally by the end of the semester that the written exams have been taken. Revisions to the chapter should be made by the middle of the following semester. Exam B must be approved no later than the end of the second semester after the Qualifying Exam.

#### **VII.D. Observations and Other Advice**

Students are free to schedule presentation of the Dissertation Research Essay (Exam B) as early as they wish, but no later than the second semester after taking the Qualifying Exam (Part I), and not later than the end of their doctoral residency period. Exceptions to this rule would have to be approved by the department's Graduate Committee.

The Director of Graduate Studies notifies the Graduate School of the date and time of the examination, ensures that all degree requirements have been met, and sees that all committee members are duly informed. Also, the Director of Graduate Studies notifies the Graduate School of the candidate's success or failure in the exams.

The candidate takes the written and oral exam in a place designated by the Director of Graduate Studies. Usually candidates write their responses in a single room, though individual rooms may be assigned when possible. The candidate may write the responses by hand, or type the responses on a laptop computer provided by the department. If typed, the exam should be double-spaced and backed up frequently on the computer and on a flashdrive provided by the department; if handwritten, ample space should be allowed for ease of reading. The student will need to answer all questions in the language in which they are written; at least one-third of the questions will be written in the student's non-native language.

#### **VII.E. Expectations**

It is expected that students taking the Qualifying Exam will be able to do the following:

1. define and describe in substantial detail major movements, authors, major trends, and basic concepts of critical theory and criticism;
2. speak articulately and with significant authority about the thesis area, both in terms of the primary texts and the critical (secondary) reading;
3. discuss with authority texts on the reading list;
4. recall important critical debates about texts in the dissertation area;
5. respond with accuracy to questions about the historical, political and social context of the works on the student's reading list;
6. perform with written and spoken fluency in both Spanish and English.

#### **VII.F. Evaluation**

The Ph.D. Qualifying Exam grading system is as follows:

Excellent – The student has distinguished him/herself in all areas of the exam.

Very Good – The student has distinguished him/herself in at least three areas of the exam.

Good – The student has performed competently, but not with distinction, on all areas of the exam.

Fair – The student has performed with some competence in at least three areas of the exam but has performed poorly in one area. May require additional work.

Poor/Marginal – Requires additional work, requires retaking the entire exam, or requires retaking portions of the exam.

### **VII.G. M.A. Exam Expectations and Evaluation**

M.A. exams are administered either in January, May, or August. M.A. exams are based on the M.A. Reading List as well as the coursework taken by each student. Students are responsible for the works included on the Reading List whether or not these have been covered in courses.

It is expected that students taking the M.A. exam will be able to do the following:

- 1) define and describe in detail major movements, major authors, major trends, and some basic trends in critical theory and criticism;
- 2) discuss themes, characters, and significant formal and stylistic aspects of any work included in the reading list;
- 3) comfortably and confidently use literary terms;
- 4) express him/herself competently and articulately in Spanish and in English.

The **M.A. exam will be evaluated** as follows:

High Pass – the student has performed well in all areas of the exam.

Mid Pass – the student has performed adequately in most areas of the exam.

Terminal Pass – the student has failed to perform adequately in some areas of the exam but will receive an M.A.. However, the committee will recommend that the student not be admitted to the Ph.D. exam and a note to this effect will remain in the student's academic file.

Fail – the student must retake the exam (students may retake the M.A. exam once, at least six months after the initial exam date).

### **VIII. Dissertation and Defense**

The *Graduate Student Bulletin* and the *Handbook for Doctoral Students* (both available on the Graduate School's web page, <http://www.research.uky.edu/gs/>) list in detail the rules and regulations for the preparation of the dissertation. Generally speaking, the dissertation is an original contribution to scholarship in the student's area of specialty. It must provide ample evidence of research done in the field, and it must be guided by a clear and sustained theoretical or interpretive framework. It is written in close consultation with the student's Dissertation Director after successful completion of the entire Qualifying Examination. The second reader must be actively involved in the process at every stage of the dissertation. The candidate must defend the dissertation before a committee normally composed of his/her Advisory Committee and an additional outside member appointed by the Dean of the Graduate School. The outside member votes with the other members of the Advisory Committee and makes a report on the dissertation defense to the Dean of the Graduate School. The dissertation must be defended within five years of the date of the "A Exam" portion of the qualifying examination.

Students with an outstanding dissertation project may apply to invite a distinguished scholar from another university to be a member of the dissertation committee. These are competitive Graduate School opportunities and must be applied for in consultation with the Director of Graduate Studies.

## **IX. Financial Support and Funding**

### **IX.A. Departmental Financial Support**

Provided that a student's academic progress and teaching performance are satisfactory, the following departmental support is customary (in the form of Teaching Assistantships or recommendations for fellowships):

M.A.: 2 years

Ph.D.: 5 years for students who began the program without the M.A.  
(not to exceed 2 semesters beyond the Qualifying Exam)

4 years for students who began the program with the M.A.  
(not to exceed 2 semesters beyond the Qualifying Exam)

The above time periods do not include Summer Session Assistantships.

For summer teaching assignments, alongside teaching performance, priority will be given to the following groups:

1. students taking M.A. or Qualifying Exams in August;
2. students defending their dissertation in August of the same summer;
3. other enrolled students
4. other ABD students

### **IX.B. Post-Qualifying Residency and Tuition Obligations**

Students must be enrolled in the university for at least two semesters after they pass their Qualifying Exams. (The Summer session can count as one of these semesters.) Failure to do so will require payment of all tuition and fees.

Students first enrolled in a doctoral program in the Fall 2005 semester and beyond will be required to enroll in a 2-credit hour course after successfully completing the Qualifying Examination, SPA 767: Dissertation Residency Credit. They will be charged tuition for these two hours, at the in-state tuition rate plus mandatory fees, during each semester until the dissertation is defended, although students who hold a Teaching Assistantship will have their tuition paid by the Graduate School. Students must remain continuously enrolled in this course every Fall and Spring semester until they have completed and defended the dissertation. This will constitute full-time enrollment. Students will be required to complete a minimum of two semesters of 767 before they can graduate.

According to university rules, any student who was first enrolled in a doctoral program before the beginning of the Fall 2005 semester may opt to follow either the “old” or “new” post-qualifying residency rules. The “old” rules consist of two semesters of full-time enrollment (9 hours per semester) in SPA 749 or SPA 769, followed by continuous enrollment in 749 or 769 for zero hours. Tuition obligations are incurred during the two 9-hour semesters, but are not incurred after the end of the second post-qualifying semester. Again, students who hold a Teaching Assistantship will have their tuition paid by the Graduate School.

Pre-qualifying students who are re-admitted to a program after stopping out will be subject to the new rules (767), to complete their post-qualifying semesters of credit.

### **IX.C. Health Insurance**

All students are strongly advised to have some kind of health insurance coverage, and international students are required to carry health insurance.

Domestic and international students who hold full-time Teaching Assistantships are automatically enrolled in the student health insurance plan, at no cost. For complete information regarding coverage, please consult

<http://www.research.uky.edu/gs/fellowship/healthcoverage.html>.

It should be noted that this health insurance plan is not the same as the “mandatory student health fee,” which each student must pay and which entitles him/her to outpatient services at Student Health, at no cost. The Student Health Fee is optional during the summer and for part-time students, but is required of full-time students.

International students whose eligibility for teaching assistantships has expired, but who continue to work on dissertations and to work as part-time instructors, may submit a waiver to request exemption from the requirement to carry a separate policy. The waiver requires that students demonstrate that they carry an equivalent level of coverage from their home countries or from an international health insurance policy. The waiver and specific required levels of coverage may be found at

<http://www.uky.edu/IntlAffairs/oiaPDF/Fall%202006%20Waiver%20Application.pdf>. Some national healthcare plans do meet these required levels of coverage, and can thus result in substantial savings for international students who are part-time instructors. Documentation of the levels and types of coverage is required in order for the waiver to be granted.

### **IX.D. Senior Teaching Assistantships**

In practice, the Department of Hispanic Studies has always been able to support students who have passed their Qualifying Exams until the completion of their Ph.D. as long as they can demonstrate steady progress toward the completion of the dissertation. This support comes in the form of part-time instructorships (PTI) rather than Teaching Assistantships. Part-time

instructorships carry nearly the same salary as Teaching Assistantships, but do not include the payment of tuition or the benefit of health insurance, both of which are provided by Teaching Assistantships.

A limited number of Senior TA positions are available, to provide two additional semesters of Teaching Assistantship support to doctoral students who are making consistent and steady progress on their dissertations. The Senior TA-ship provides a stipend, tuition payment, and payment of the health insurance premium. These lines will be available on a competitive basis, and are also contingent upon a satisfactory teaching performance. Applications--including sample dissertation chapters, letters of recommendation from dissertation directors and a CV--will be considered by the Graduate Committee of the Department of Hispanic Studies. Announcements of the award will be made in November and April. Students who do not receive Senior TA positions will have first priority for PTI positions, which have always been available in sufficient supply to support students through at least their second year of post-qualifying residency.

### **IX.E. University and Graduate School Awards and Fellowships**

The Graduate School has several awards for which graduate students may be recommended by the Department of Hispanic Studies. A complete list of the awards and fellowships for prospective and current graduate students can be found on-line at <http://www.research.uky.edu/gs/fellowship/fellowassist.html>.

### **IX.F. Conference Travel Funds**

Graduate students are strongly encouraged to begin to participate in their field by attending and presenting at respected conferences and by sending in their best work for consideration for publication. Students are strongly encouraged to consult with the faculty member for whom they wrote the original paper, in order to conduct the appropriate revisions.

Graduate School support is available to cover a predetermined amount of expenses, for students who present papers at professional conferences. In 2006-2007 this amount was \$340. Students are limited to one request per academic year. (It should be noted that income tax is automatically withheld from this stipend, for international students with visas.) Additional funding may be available from the Professional Services account within the Department of Hispanic Studies (see section XII.C, below).

A more generous award for conference presentation is available, for students who attend conferences that may be defined as “the premier conference affiliated with the student’s discipline.” The Graduate School outlines this award as follows: “The Commonwealth Research Award (CRA) is designed to promote the development of graduate students as researchers and scholars, to encourage graduate students to conduct research and scholarship of the highest quality, and to allow graduate students to learn the traditions and values of disseminating new knowledge. Funding is available for graduate programs to nominate outstanding graduate students who have engaged in cutting-edge research to make a presentation

at the premier conference affiliated with the student's discipline. The student should be the major contributor to the research being presented, and must be the actual presenter. Awards will be made for travel expenses (transportation, lodging, food, registration fees) necessary to attend a meeting and will range from \$500-\$1000.”

### **IX.G. Dissertation Enhancement Funding**

Dissertation Enhancement Awards, in the form of grants of up to \$3,000.00, are available from the Graduate School, to facilitate travel to scholarly or international libraries, for students who have passed their qualifying examination and are actively working on the dissertation. The Graduate Committee may nominate up to two candidates per year for this award, and we encourage graduate students to avail themselves of this opportunity to conduct international research.

A further opportunity for research distinction is provided in the form of the Visiting Distinguished Faculty program, which allows students the opportunity to invite a leading scholar in their field, to serve as the outside member of their dissertation defense committee. The Graduate School summarizes this award as follows:

The Visiting Distinguished Faculty (VDF) program is intended to enhance the scholarly environment for doctoral students and graduate faculty. The goals of the program are to enrich the dissertation experience for selected doctoral students whose dissertations are judged to be especially meritorious, and to publicize for academic leaders at other institutions the high quality of scholarship achieved by our doctoral students. The Graduate School will provide the funding to bring a nationally recognized academic leader to campus to serve as the Graduate School's Outside Examiner for a student's dissertation. As the Outside Examiner, the distinguished visitor will serve as the Dean's representative at the final examination. The visiting scholar will also give a colloquium on his or her research. Priority should be given to identifying scholars whose work has the potential for benefiting as broad a campus audience as possible. In order to maximize the impact of this program, dissertations should be well publicized and scheduled for locations that can accommodate larger than usual attendance. The Graduate School will provide a \$500 honorarium to the visiting faculty and also cover the travel and per diem costs associated with the visit up to \$1,000.

Programs are invited to nominate dissertations that are believed to have unusually high merit for this award. Nominations should be made by the student's major professor and include a letter of support from the Director of Graduate Studies and an appended copy of the nominee's current *curriculum vitae*. A department or program may submit no more than two nominations per academic year.

## **X. Departmental Awards**

The Department presents two major awards every year in recognition of students' academic excellence. These are the McCrary Award for the outstanding second-year graduate student (in terms of academics, teaching, and leadership) and the John E. Keller Award for the best research paper or published article, as determined by the Graduate Committee.

All decisions regarding internal fellowships, grants, awards and scholarships are made by the department's Graduate Studies Committee, based on the following criteria in this order of importance:

1. professors' evaluations of students' course work;
2. quality of research papers included in student's portfolio. Papers will be evaluated on the depth and breadth of the research, the student's analytical/critical skills and relevance or originality of research topic. Similar criteria will be applied to the evaluation of dissertation proposals and/or chapters. The portfolio must include either two research papers, or one research paper and one major paper detailing a theoretical or critical approach to a text or problem. One of these papers must be written in Spanish.
3. student participation in professional conferences and student publications;
4. student attendance and participation in departmental lectures and other academic activities;
5. proof of a responsible and satisfactory teaching record;
6. service to the Department of Hispanic Studies.

Similar criteria will apply to department recommendations for external scholarships whenever more than one student applies for an external scholarship that requires pre-selection by the Department.

## **XI. Teaching**

Teaching is an essential part of your training as a future professional in the field. The Department of Hispanic Studies expects excellence in teaching, as well as in scholarship. All Teaching Assistants are supervised by the Director of Elementary Language Instruction and the Coordinator of Elementary Language Instruction, both of whom will maintain a file for each graduate student. This file will be the basis for the teaching component of future letters of recommendation written by UK faculty members for graduate students seeking employment. The teaching of graduate students is evaluated every semester by Hispanic Studies faculty and monitored by the Director and the Coordinator of Elementary Language Instruction.

### **XI.A. Audio-Visual Resources**

Overhead projectors are available in all classrooms, and slide projectors and VCR/DVD monitor setups are available for teachers by reservation only. The Teaching and Academic Support Center (TASC) has a website full of information on how to incorporate technology into your

classroom: <http://www.uky.edu/TASC/about/services.php>. It is from here that you can order any special Audio-Visual Resources you might need.

### **XI.B. Teaching Aids and Materials**

HIGSA has organized a resource of files that contain all types of worksheets and ideas to aid in teaching Spanish. These materials are available for all TAs. Should you decide to use anything from these files, you must sign your name to the list and return the material promptly. Also, if you have anything to donate to these files, please feel free to do so.

## **XII. Professional Development**

A career as a faculty member, regardless of institution type or location, will involve three fundamental areas of work: teaching, research, and service. With this in mind, it is essential that your graduate program prepare you in each of these arenas. We have carefully structured the language learning program within the department, so that the pedagogical training and experience you receive here will ensure your qualifications as a teacher. In terms of research, it is hoped not only that you will hone your analytical and writing skills through your coursework and research papers, but also that you will seek outside ratification of these skills through presentations at refereed conferences or publication in refereed journals. It is increasingly important that beginning assistant professors demonstrate that they have already begun their career in independent research, by listing articles and conference presentations on their curriculum vitae. Finally, service to the department, college, and university will demonstrate not only your collegiality but also your commitment to the constant building process that academic programs require. Additionally, there is a process of professionalization that occurs naturally, when you are placed in situations where you deal with faculty on a daily basis, either within or beyond the department. This service experience, too, will serve you in good stead once you enter the job market. For these reasons, we recommend that you keep the tripartite academic mission in mind throughout your time of study, and ensure that your c.v. reflects accomplishments in all three areas.

### **XII.A. Attendance and Participation in Departmental Academic Activities**

Students are invited to attend all departmental lectures and guest lectures. Students are required to attend and participate actively in the Kentucky Foreign Language Conference, held in April of each year, and the Kentucky State Language Festival, held the second weekend of each May, before the graduate students' contracts for the Spring semester expire.

### **XII.B. Kentucky Foreign Language Conference**

In April of each year, the University sponsors the Kentucky Foreign Language Conference. This internationally known scholarly meeting offers a unique opportunity for graduate students to hear outstanding scholars present papers and lectures, and the Department of Hispanic Studies is

extremely privileged to offer graduate students this annual opportunity. A graduate student assists her is chosen every year to serve as Assistant Director of the Conference, and applications of those interested in this opportunity are considered in early Fall of every year. You will find more information on the nation's longest-running foreign language and literature conference at <http://www.uky.edu/AS/KFLC/>.

### **XII.C. Professional Services**

The Department of Hispanic Studies serves as a clearinghouse for area businesses or community organizations that seek assistance with Spanish classes for specific professional purposes, translation or interpretation services, or other endeavors that involve relationships to the Hispanic world in Lexington or on a broader scale. When such entities contact the Department of Hispanic Studies (via chairperson Ana Rueda), a description of the job and the requirements is sent to all graduate students. You may participate in these jobs, and will be remunerated accordingly.

Such experience is an excellent enhancement of your professional dossier, as it demonstrates not only a commitment to local engagement and outreach, but also a varied range of experience.

An additional benefit of the Professional Services arrangement is that a percentage of the remuneration is set aside as a pool of supplementary resources, for graduate students presenting papers at professional conferences. These funds can assist with expenses if the Graduate School conference fund does not cover 100% of your costs. Reimbursements from the Professional Services Fund is limited to \$100 or the registration cost of the conference, whichever is higher, and appropriate receipts must be presented to the Director of Graduate Studies to receive this reimbursement. However, since this is a particular account established for this purpose, funds may only be disbursed when they are available; if funds are requested and not available, the request will be held pending renewal of the Professional Services account.

### **XIII. Scholarly Resources**

#### **XIII.A. The MLA Handbook**

The latest edition of the *MLA Handbook* serves as the final authority on matters of style, documentation, and bibliography in the preparation of papers in the Department of Hispanic Studies. Students are required to consult the Handbook for all written work submitted for a grade. Students might also find convenient the University of Wisconsin Writing Center website, which contains examples of appropriate MLA-style footnotes/endnotes and bibliographic entries: <http://www.wisc.edu/writing/Handbook/DocMLA.html>

#### **XIII.B. Library**

The William T. Young Library serves as the main branch of UK's libraries. It can be accessed on the internet ([www.uky.edu/Libraries](http://www.uky.edu/Libraries)). Graduate students can request books to add to the already-existing holdings of Young Library by filling out the on-line form [http://www.uky.edu/Libraries/page.php?lweb\\_id=35](http://www.uky.edu/Libraries/page.php?lweb_id=35). The Hispanic Studies acquisitions

specialist in Young Library is Judy Fugate. Feel free to consult with her about our library holdings in your area. You may also find out which departmental faculty member currently serves as library acquisitions liaison, and request the purchase of materials through him/her.

To search the Audio-Visual resources in Spanish in Young Library, consult [http://www.uky.edu/Libraries/page.php?lweb\\_id=265](http://www.uky.edu/Libraries/page.php?lweb_id=265).

#### **XIV. Department Publications**

*Romance Quarterly* publishes historical or interpretive articles dealing with the Romance Languages and their literatures. The current Editor-in-Chief is Dr. Aníbal Biglieri.

*Studies in Romance Languages*, published by the University Press of Kentucky, is a monograph series devoted to scholarly studies in the Romance Languages and their literatures.

Graduate students are encouraged to participate in the creation of the annual scholarly journal *DisClosure: The Journal of Social Theory*, which is put together by those affiliated with the University of Kentucky Committee on Social Theory. The website of the publication can be found at <http://www.as.uky.edu/socialtheory/whatisdisclosure.htm>.

#### **XV. Department Organizations**

##### **XV.A. Sigma Delta Pi**

The Department of Hispanic Studies is an official member of Sigma Delta Pi, the Spanish honors society. The Sigma Delta Pi society (SDP) is composed of undergraduate and graduate students who are interested in furthering their knowledge of the Hispanic language and cultures, and who meet the academic criteria specified below. The University of Kentucky has been a member of this national society since 1969, and continues to initiate new members each Spring using the traditional initiation ceremony.

In addition, SDP will sponsor many cultural events throughout the academic year. Members of the Honor Society will also be invited to departmental receptions for speakers, cultural events, and other activities which might be suggested by the members. The national honor society also offers various scholarships and benefits to its members, and UK students are encouraged to take advantage of these opportunities. The annual initiation of members into SDP usually takes place in April. Interested students must meet eligibility requirements and must participate in the initiation ceremony in order to become an active member. Pins and certificates are distributed, and there is usually a special guest presentation.

##### **XV.B. Hispanic Studies Graduate Student Association (HIGSA)**

The Hispanic Studies Graduate Student Association (HIGSA) is formed by all of the graduate students of the Department of Hispanic Studies. HIGSA's purpose is to facilitate the lives of the

graduate students by addressing common concerns and promoting unity among graduate students. There is a small annual fee, payable at the beginning of the academic year in the Fall. The matters that HIGSA covers are related to the wellbeing of the graduate students. The association is in charge of taking care of the different propositions of the graduate students and addressing them to the different entities of the Hispanic Studies Department. A president, vicepresident, secretary, and treasurer are elected every year around April.

HIGSA runs a website (<http://www.as.uky.edu/HispanicStudies/sigmadeltapi.html#HIGSA>) with useful links, the M.A. Reading List, dates for conferences, and an anonymous message board. The website provides our graduate students with a forum for ideas and comments concerning the department. The HIGSA President is responsible for periodically checking and updating the website for posted comments and keeping the faculty informed. He/she is also responsible for updating the website.

HIGSA also, in conjunction with Hispanic Studies faculty, organizes professionalization workshops for advanced graduate students.

[How to prepare a Curriculum Vitae](#)

[How to create a Teaching Portfolio](#)

[How to get a Paper Published](#)

[Advice on taking \(and passing\) M.A. & Ph.D. Exams](#)

[Embarking on the Job Search](#) (several)

[Mock Interviews for the Job Search](#)

## **XVI. Study Abroad**

The Department of Hispanic Studies encourages our graduate students to spend a semester or a year abroad, preferably after finishing their coursework. Students must have at least a B average to apply. Preference will be given to students who are perceived to be promising candidates for completing the Ph.D. Students must petition the Graduate Studies Committee before making any plans to study abroad. The Director of Graduate Studies will need to approve the application, once the Graduate Studies Committee has considered the student's potential for completing the graduate program successfully upon returning to the University of Kentucky.

Students are not limited to UK-sponsored programs, but students who participate in UK-sponsored programs will receive financial support while abroad. Such programs include study abroad or exchange programs in Valladolid, Segovia, Morelia and Oaxaca. Students are also encouraged to pursue graduate work at the Middlebury Spanish School graduate program in Guadalajara, Mexico during the summer session; generous scholarships are available, and M.A. students may transfer up to nine credits into their U.K. Plan of Study.

## **XVII. GRADUATE SCHOOL INFORMATION**

### **XVII.A. Registration**

All students expecting graduate credit must be enrolled in the Graduate School. Graduate students in Hispanic Studies follow the University's general registration schedule. Before registering, a student must obtain approval for proposed courses from their Advisory Committees and the Director of Graduate Studies. Students taking their Qualifying Exams in January will be allowed to take only 6 credits during the Fall semester if the DGS petitions the Graduate School and the petition is accepted. Students taking the Qualifying Exams in August will take a full load of courses (9 credits) the Spring semester before the exams are taken.

### **XVII.B. Degree Application**

Each student must formally file an application for degree, directly with the Graduate School, in order to receive a degree. The deadline for application is normally two months prior to the graduation date. The *Graduate School Bulletin* lists the deadlines for graduations taking place in May, August, and December.

### **XVII.C. Transfer Credits**

M.A. students can transfer up to 9 credits of coursework that they have completed elsewhere during their terms as M.A. students at the University of Kentucky. It is not uncommon for Hispanic Studies students to transfer courses that they take during the summer in study abroad programs, programs at other institutions or at a Middlebury Language School. Ph.D. students are not permitted by the Graduate School to transfer such credits. However, courses taken elsewhere may be counted as equivalency credits.

### **XVII.D. Equivalency Credits**

The Department of Hispanic Studies does acknowledge coursework done while completing an M.A. elsewhere. These credits are called equivalency credits. Students coming to the University of Kentucky with a prior M.A. degree can take the Qualifying Exams after meeting two distinct but overlapping criteria: a) completing the Coursework Plan sheet through coursework taken at the University of Kentucky and in the student's previous M.A. program\*; and b) taking 18 hours of classes at the University of Kentucky. There are no exceptions to this rule. The Coursework Plan sheet, put together in consultation with the Director of Graduate Studies, acknowledges all M.A. coursework done elsewhere, as long as the course is a legitimate fit for the section on the Coursework Plan in which it is placed. Syllabi and/or final papers may be requested by the Director of Graduate Studies in order to determine a course's eligibility for equivalency credit.

*\*At least one course in the Minor Field must be taken at the University of Kentucky.*

### **XVII.E. Incompletes**

A student may not take the M.A. or Qualifying Exams if an “I” grade remains on the transcript. The department further stipulates that a student who takes an incomplete in a course must remove the “I” within one month of the end of the semester in which the course is taken. Failure to complete this work will result in the assigning of an “E” for the course. The DGS (M.A. candidates) or the student’s Advisory Committee (Ph.D. candidates) may consider an extension. In the rare case that an “Incomplete” were to be granted, the professor of the course for which the grade is given must alert the DGS via the “Incomplete Approval Form” available in the Main Office of the Department of Hispanic Studies, 1145 Patterson Office Tower.

### **XVIII. Additional University Information**

#### **XVIII.A. Grades and Probation**

A graduate student may not receive a degree with a grade-point average of less than 3.0. **A student holding a Teaching Assistantship or fellowship must maintain a B average for financial support to continue, and for the tuition scholarship to remain in effect.** The grading system for graduate students is A B C E; the Grade of D does not exist for graduate students. See the Graduate School Bulletin for a complete outline of Graduate School policies.

#### **XVIII.B. Pre-Registration**

Each semester every presently enrolled student is required to pre-register for the following semester. The student must prepare his/her schedule in consultation with the DGS. Descriptions of courses and the dates for pre-registration are listed in the *GSB* and posted in the department.

#### **XVIII.C. Placement Service**

UK’s James W. Stuckert Career Center (408 Rose Street, near the corner of Rose and Euclid, ext 7-2746) offers a placement service. The Career Center offers assistance in preparing your resumé and file. The Career Center can also be accessed at [www.uky.edu/CareerCenter](http://www.uky.edu/CareerCenter).

#### **XVIII.D. E-mail Accounts**

The University of Kentucky provides all students with an internet accessible email account at “u-connect.uky.edu”. It is highly recommended that graduate students sign up for a UK email account for professional purposes. To set up a new email account, go to the web page and click on “New Student” and follow the instructions. Also, TAs are provided access to the Arts and Sciences Server. To access the Arts and Sciences Server, the student must have a user ID and password, which the departmental secretary will provide.