GRADUATE STUDENT MANUAL

Spanish & Portuguese Program

A guide for graduate students and instructors

Effective 2016, updated 2018

Dr. George Cole, Spanish Graduate Advisor (Fall 2018-Spring 2020)
# SPANISH AND PORTUGUESE GRADUATE STUDENT MANUAL

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Overview to Spanish and Portuguese Graduate Program

The Spanish and Portuguese Graduate Student Manual is your guide to the policies and procedures of the Texas Tech University graduate program in Spanish and Portuguese. It explains curricula, contains sample forms, and communicates as much as possible how our programs work.

You may find an on-line copy of the Spanish and Portuguese Graduate Student Manual at the Graduate Studies in Spanish and Portuguese web page (https://www.depts.ttu.edu/classic_modern/spanish/spanishgradprograms.php). The Graduate Studies in Spanish and Portuguese web page also contains information about the graduate faculty; testimonies from former students; Frequently Asked Questions; a listing of graduate courses offered each semester; and information about the MA and PhD Programs, the program in Seville, and the graduate student organization, Céfiro.

In addition to the Spanish and Portuguese Graduate Student Manual, all graduate students should obtain and carefully read the Texas Tech Catalog as well as the Graduate School webpage, which contain updated policies, forms, deadlines and procedures required by the University.

Texas Tech University provides a quality graduate learning environment that will enable you to pursue your advanced studies in Spanish guided by graduate faculty with a passion for teaching, scholarship, and service.

The Spanish & Portuguese Program offers a wide range of compelling courses in the languages, literatures and cultures of the Spanish and Portuguese-speaking world. It also offers courses in linguistics, film, critical theories, and a variety of interdisciplinary courses that reflect the research and teaching interests of our dynamic faculty. As a community of active scholars, the Spanish and Portuguese graduate faculty provide graduate students the opportunity to develop critical and analytical skills, the acquisition of a theoretical foundation for their work, and the necessary skills to attain their professional goals.

In our M.A. program, we strive to provide our students with a comprehensive knowledge of major fields of expertise in the discipline through a curriculum that encourages them to learn broadly and think deeply. At the Ph.D. level, we endeavor to help our students build on that comprehensive knowledge, strengthen the theoretical framework of their research, and craft a contribution to the field through doctoral dissertations.
Portuguese Studies

The Luso-Brazilian languages, literatures and cultures share many similarities with those of Spanish America and Peninsular Spanish. Coursework in Portuguese enhances students' understanding and appreciation of Latin America and the Iberian Peninsula and can provide a competitive edge in the job market.

Graduate students in Spanish can integrate Portuguese into their M.A. or Ph.D. studies. Students may elect Portuguese as an area as part of their M.A. or Ph.D. examination. Texas Tech University also offers a Minor in Portuguese at the M.A. and the Ph.D. levels.

At the M.A. level, a minor in Portuguese is obtained by taking 6 hours of coursework (PORT 5341 and PORT 5342). If Portuguese is an M.A. exam area, 9 hours of coursework are required. Students can receive a Ph.D. Minor in Portuguese with 15-18 Hours of coursework.

For more information, contact Professor Antonio Ladeira (Antonio.ladeira@ttu.edu).
Graduate Student Organization: Céfiro

Graduate students in Spanish and Portuguese at Texas Tech University have the opportunity to participate in Céfiro, a graduate student organization that hosts an annual conference and publishes an academic journal.

Céfiro is a nationally-recognized Spanish and Portuguese graduate student organization. The students are a vital part of this organization, which is responsible for a variety of graduate student activities. Each Fall semester, they host an International Cultural Day in the Foreign Languages Building during which they spotlight the many cultures represented in the department. Every spring, Céfiro hosts an international graduate conference in which many faculty members and students present academic papers. In addition, the organization produces a yearly journal, giving graduate students opportunities for peer-reviewed publication and editorial experience.

Membership

Membership is open to any and all graduate students currently enrolled at Texas Tech whose areas or interests of study include Latin American and Iberian languages, literatures and cultures. Membership responsibilities vary depending upon the activity or duty for which each individual volunteers.

The annual fee is used to fund the yearly activities. Membership benefits include discounted registration rates for the annual conference and journal subscription. Updated information about Céfiro is available online.

Céfiro, the Journal

Since 1999, Céfiro Journal has been publishing insightful essays on the Luso-Hispanic literatures and cultures from the Iberian Peninsula and Latin America. Back issues of the Céfiro Journal are available on Dialnet.
Graduate Student Representatives

The Céfiro Graduate Student Association holds a meeting of all students enrolled in the Spanish and Portuguese Program as soon as possible in the Fall semester of every academic year in order to elect two graduate student representatives to the faculty. All efforts are made to select one student specializing in Linguistics and one in Literature and Cultural Studies. The elected representatives need to be students who plan on being on the Lubbock campus for the entirety of the academic year. They will hold the position of representative for both Fall and Spring.

The Election Process
The Chair of the Department of Classical and Modern Languages and Literatures sends out a call for nominations and the Céfiro President contacts all nominees to see who is interested in running. A secret ballot vote is held and the results are collected by Lloyd Allred or the person who is occupying the position of Chief Business Manager in the Main Office of the department.

Responsibilities
The responsibilities of the graduate student representatives include

1) attending all scheduled faculty meetings;
2) bringing issues that affect graduate students to the attention of the Director of the Program;
3) serving as a sounding board for the Program Director on graduate program curriculum decisions;
4) summarizing the faculty meetings and passing on information that has an impact on the graduate students to them via e-mail.
Research and Professional Development Workshops

The Graduate Faculty in Spanish and Portuguese offer workshops on research and professional development to Spanish and Portuguese graduate student each Fall and Spring Semester.

FALL WORKSHOPS FOR ENTERING MA AND PHD STUDENTS

The workshops will consist of a series of presentations, discussions and critiques of sample materials as well as guest visits from other faculty from the Department of Hispanic Studies, staff from Young Library and the Graduate School. Sessions will deal with the demands and expectations of graduate study and major issues confronting higher education in this country. The workshops will introduce students to the types of activities they will undertake as researchers and will familiarize them with current research methods, trends and opportunities. We will examine how to undertake research, how to document that research properly and how to present it in the form of an abstract, a written paper or a conference presentation, and a grant application.

Topics:  
The workshops are organized around two areas: Research and Professional Development

Research
Using the Texas Tech Library for graduate-level research  
How to write an abstract  
How to write an academic research paper  
Introduction to the MLA and APA documentation styles

Professional Development
Delivering a paper for a conference  
How and when to send work to a journal for publication  
Fellowships and grants  
Ethics

SPRING WORKSHOPS FOR ABDS ENTERING THE JOB MARKET THE SUBSEQUENT YEAR

The Spring workshops will consist of an overview of the job market and how to apply for academic and non-academic jobs with an introduction to the Connected Academics initiative of the MLA and ADFL. Sessions explain: how to update your CV; write a general letter of application; organize materials for a teaching portfolio; how and how to obtain letters of reference; how to interview in person, via Skype and navigate the interview process; and how to give a job talk.
Degree Plans for M.A. and Ph.D. Students

M.A. Degree Plan

After admission to a degree program, every applicant for the Master's degree is required to complete and submit one copy of a degree plan form to the Graduate School for approval before the second semester of enrollment in the program. See the Graduate School form in the Appendix or the Graduate School web page.

To help students keep track of the requirements of our program and the general university requirements, please follow the guidelines of the form applicable to your degree in the following pages. Using this form may answer many questions before visiting with the current Graduate Advisor.

Ph.D. Degree Plan

After admission to a degree program, every applicant for the Ph.D. degree is required to complete and submit one copy of a degree plan form to the Graduate School for approval no later than the beginning of the second year of doctoral work. See the Graduate School form in the Appendix or the Graduate School web page.

To help students keep track of the requirements of our program and the general university requirements, please follow the guidelines of the form applicable to your degree in the following pages. Using this form may answer many questions before visiting with the current Graduate Advisor.
Every Spring semester all M.A. and Ph.D. students must complete a report describing their activities for the past calendar year and plan for the year to come. Students fill out the Annual Report Form (see appendix) and also hand in at least one faculty evaluation of their teaching. They also may optionally hand in a copy of their CV. All documents are handed in the Graduate Advisor and placed in each student’s permanent file.

These annual reports provide the student with an opportunity to review his/her own progress in relation to expectations, and it also keeps the Graduate Advisor aware of a student's progress.
Admission Process

All interested applicants to the Texas Tech Graduate Program in Spanish must submit an application to the Texas Tech University Graduate School AND to the Program of Spanish and Portuguese.

1. Application to the Texas Tech University Graduate School

   • To be admitted within TTU graduate programs you must first apply to the Graduate School.
   • Obtain official transcripts from all universities attended.
   • Proof of English for International Students or students whose native language is other than English
     o Unofficial TOEFL/IELTS scores. Admitted students whose native language is other than English, and who do not submit GRE scores must complete one of the Texas Tech University approved English exams with a score of:
       o 50 on a TOEFL paper exam
       o 213 on a TOEFL computer exam
       o 79 on a TOEFL Internet exam
       o 6.5 on the IELTS
     • If the student has a degree from a U.S. university, the TOEFL and/or IELTS may be waived provided that he/she is proficient in English.

2. Application to the Program of Spanish and Portuguese.
Applicants should complete and submit their applications on time. The following needs to be included in the application:

   • GRE scores (for students whose undergraduate degree was completed within the United States).
   • Official transcripts from all previously-attended universities.
   • Proof of English Proficiency
   • Statement of Purpose (500-700 words in Spanish): State the reasons why you are applying to this program, including a) your experience with the Spanish language, b) your experience with Hispanic cultures and literatures and c) their relationship to your future plans (See details below).
   • Two letters of recommendations (at least one should be from a university professor).
   • Brief curriculum vitae (1-2 pages).
   • Academic writing sample in Spanish (5-7 pages for MA prospect students; 10-12 pages for PhD prospect students).

All applicants should state their reasons for applying to our graduate programs in a narrative format. This document is one of the most important components of the application and should be prepared thoughtfully. It may be written in either English or Spanish.
M.A. APPLICANTS

For applicants to the M.A. program, the statement should include a description of their undergraduate studies, their experiences with the Spanish language, Hispanic cultures, and any additional practical knowledge; which bear on their qualifications or interest in graduate studies. The narrative should state a clear indication of the reasons for pursuing a graduate degree. Applicants should describe their specific interests in the programs offered by the Spanish and Portuguese program within CMLL, and should indicate why they have chosen Texas Tech University. In addition, applicants should outline their future career plans in as much detail as possible. The M.A. is a professional degree, and applicants need to indicate why they are qualified to undertake this professional training and how they intend to use it in the future.

PH.D. APPLICANTS

The Ph.D. is a research-oriented degree in which the student undertakes sustained original research that includes publication, scholarly presentations, and teaching. Applicants to the Ph.D. program should outline previous graduate studies and its relevance to their proposed Ph.D. research agenda. Applicants should: explain how their academic background has prepared them for original in-depth research; describe their future professional plans and aspirations; and explain why Texas Tech University is the appropriate institution for pursuing their doctoral degree.

Language Interview

Applicants to our graduate program will be interviewed via Skype to establish an initial communication with the Spanish and Portuguese graduate recruiters. The interview will cover a variety of topics (i.e. interest in our program and university, previous academic experience, etc.) in both English and Spanish in order to determine language competency and suitability for our graduate program. This will also provide the applicant an opportunity to ask questions about our programs.

For questions about the application, contact:
Stephanie Santos
CMLL Advisor
Texas Tech University
Box 42071
Lubbock, TX 79409-2071
Fax: 806.742.3105
Email: stephanie.santos@ttu.edu
Graduate Credit Transfer from other Institutions

Students may transfer up to 21 hours of credit maximum. The graduate advisor will evaluate course transfer credits on a case by case basis. The syllabus for each course must be provided by the student as well as proof that the course was passed with a grade of B or higher. The graduate advisor will consult qualified members of the Texas Tech University Spanish and Portuguese faculty to determine the equivalence of the course content.
English Proficiency for Admitted Students

For admitted international students whose native language is not English, English proficiency will be determined by an approved ITA (International Teaching Assistant) staff member through a performance test or a Skype interview. All non-native speakers of English should contact Carla Burrus (Carla.burrus@ttu.edu) to comply with TTU requirements.
Each semester, courses offered for Spanish graduate students are posted on line (https://www.depts.ttu.edu/classic_modern/spanish/courses.php). Students should choose their courses in consultation with the Spanish graduate faculty.

After students choose their courses, they should notify the graduate advisor about their proposed coursework, either through a meeting in person with the graduate advisor, by e-mail, or by submitting the schedule approval form to the graduate advisor (see Appendix or the Graduate Program in Spanish and Portuguese web page). Students will have a hold on their account until the Graduate Advisor approves the courses.

All changes in registration (adding, dropping, changing credit hours, etc.) must be reported to the departmental Graduate Advisor BEFORE the change is made. Failure to obtain prior approval for changes from the Graduate Advisor could result in revocation of financial support.
All-But-Dissertation (ABD) Enrollment Process

ABDs must provide the following information in order to register:

1. who their dissertation advisor is;
2. which semester they need to enroll in; and
3. whether or not they are going to be distance students.

This information is necessary to create a section in the course schedule for each ABD.
As part of a successful degree program, many students take interdisciplinary and independent study courses to enrich and enhance the quality of their degree.

Certain restrictions exist for enrolling in independent study courses. Independent study courses are reserved for the following cases: 1) Students who have exhausted all normal course offerings in a given area and who wish to pursue an advanced topic, with the Graduate Advisor's approval; 2) Doctoral students preparing their dissertation proposal before taking their comprehensive exams, and 3) Students that teach in our Seville Center (See information about the Seville Teaching Appointment above).

M.A. students will generally find that each semester a sufficient number of graduate courses in each concentration are offered such that independent studies are rarely warranted for M.A. students. Under no circumstances are independent study courses offered in place of a normally offered course taught in another semester, or to improve an unsatisfactory grade.

A student who needs an independent study as part of the degree plan should fill out the Independent Study Course Petition Form (appendix). Once approved, the petition will serve as a syllabus for the course and should include (1) a brief description of the proposed course of study; (2) a working bibliography; (3) a description of the graded work that will be done, with dates for turning in work clearly indicated; (4) the signed agreement of the supervising professor.

Graduate students may be allowed to take a course outside of CMLL as long as the student's main advisor approves and justifies the need for it. Students seeking to minor in areas outside of CMLL or obtain a graduate certificate should also have their main advisor's approval prior to obtain the Graduate Advisor's approval and signature. For students wishing to take an interdisciplinary course outside CMLL, they should fill out the Interdisciplinary Course Request Form (appendix). All petitions will be directed to the Department Chair who will evaluate these requests in a case-by-case basis.

Written copies of any petitions must be turned in to the Spanish Graduate Advisor and the Departmental Advisor (domestic or international).
Continuous Enrollment

Graduate Students on Assistantships. Graduate students on an assistantship position (GA/TA/GPTI/RA) must enroll in at least 3 credits during each summer term of employment. If you have an appointment for summer II, you must be enrolled in at least 3 credits during summer II, for example.

Continuous Enrollment. Graduate students who have begun thesis or dissertation research must register for 6000 or 8000 courses, as appropriate, in each regular semester and at least once each summer until all degree requirements have been completed, unless granted an official leave of absence from the program for medical or other exceptional reasons. This means that if a doctoral or master’s (thesis option) student is off campus or does not have an assistantship this summer, they must enroll in 1 credit of 6000 or 8000, as appropriate, during the summer, unless they plan to graduate in August (see below for term of graduation requirements). If you did not enroll for 1 credit of 6000 or 8000, as appropriate, during the summer I, then you must enroll in credit during summer II.

Term of Graduation. Graduate students in a doctoral or master’s (thesis option) program must enroll in at least 3 credits during the term they graduate. Graduate students in a non-thesis master’s program must enroll in 1 credit of non-thesis coursework in the term they graduate. This means that doctoral or thesis master’s students must enroll in 3 credits this summer and that non-thesis master’s students must enroll in 1 credit this summer. If you did not enroll as required during summer I, then you must enroll during summer II.
Leave of Absence

Any student who fails to register during a Fall or Spring semester (or during either summer session once thesis or dissertation research has begun), and who does not have an official leave of absence from study is subject to review for readmission by the standards in effect at the time of reconsideration.

Official leave of absence, which is granted by the Dean of the Graduate School upon departmental recommendation, may be requested only in case of serious medical conditions and other exceptional reasons. Normally, leaves of absence will not exceed one year. Leaves of absence do not extend the maximum time allowed for completion of the degree. Request for leaves of absence must be sent to and approved by the Associate Dean and by the student’s faculty advisor including any supporting documentation prior to their leaving the university.
Readmission Process/Deferral Policies from the Graduate School

Students who fail to register or who leave school during a spring or fall semester must submit the “Graduate Application Change Form” (appendix) plus a non-refundable application change fee; the form and the current application change fee are both available on the website www.depts.ttu.edu/gradschool. Automatic readmission is not guaranteed. As specified in the TTU Catalog, departments will consider students on a case-by-case basis.

The Office of Graduate Admissions will notify the applicant of the department’s decision via the Raiderlink portal.

International and domestic students who wish to defer admission to a semester for which they did not originally apply must submit the “Graduate Application Change Form” plus a non-refundable application change fee; the form and the current application change fee are both available at www.depts.ttu.edu/gradschool. Deferral of admission is not guaranteed; departments will consider students on a case-by-case basis. The Office of Graduate Admissions will notify the student of the department’s decision via the Raiderlink portal.
Academic Probation and Suspension

Every student enrolled in the Graduate School, whether working toward a degree or not, is required to maintain a high level of performance and to comply fully with the policies of the institution.

The Graduate School reserves the right to place on probation or to suspend any post-baccalaureate or graduate student who does not maintain satisfactory academic standing or who fails to conform to the regulations of the university.

Students who are admitted to a degree program on condition of maintaining a required GPA are automatically on academic notice. Failure to fulfill the conditions stipulated at the time of admission will result in termination from the program.

A student whose overall graduate GPA falls below 3.0 is placed on academic probation. If the student’s overall GPA remains less than 3.0 and the term GPA is greater than 3.0, the student continues on probation. If a student has two consecutive terms in which the overall GPA is less than 3.0, the student is placed on academic suspension.

Any student who has been suspended must appeal to the Graduate School for reinstatement. A student who is placed on academic suspension twice will not be allowed to return to the Graduate School.
EMPLOYMENT AND FINANCIAL SUPPORT

Scholarships and Fellowships

The graduate faculty in Spanish and Portuguese encourage eligible students to apply for the following graduate student scholarships and fellowships:

❖ **General Fellowships/Scholarships.** Applicants do not have to be officially admitted to a TTU graduate program when applying for our fellowships. Additionally, applying to the Graduate School does not automatically qualify applicants for our fellowships.

There is only one application for all student-initiated Graduate School Scholarships and Fellowships. Deadlines are in the Spring of each year for awards for the upcoming Fall and Spring semesters. Average awards range from $3,000–$5,000/yr. The application process is student-initiated, and there is only one application for all General Fellowships. Application period opens mid-November; deadline is mid-January. Awards are announced mid-March.

❖ **Scholarships and Financial Assistance for International Students.** Texas Tech offers several scholarships for International Students such as:

- **Florence Terry Griswold Scholarship.** One award for $2,500 for a woman who is a citizen of a Pan American country (other than the United States). Check deadlines with the Office of International Affairs.

- **Good Neighbor Scholarship Program** (Number and amount of scholarships vary). Awards are based on academic merit. International students from countries in the Caribbean and North, Central, and South America are welcome to apply. Check deadlines with the Office of International Affairs.

- **Tuition Assistance for Students of Mexico** (Assistance amount varies). For citizens or permanent residents of Mexico. Deadline is always ten days prior to the start of each semester.

- **Study Abroad Competitive Scholarship (SACS).** All international students are eligible to apply for the Study Abroad Competitive Scholarship program. Applications are due by a designated deadline. For international student awardees, the SACS may provide a certain monetary award for an appropriate academic term or summer session. Every TTU student pays the SACS fee every academic term that he or she is enrolled at Texas Tech University, and therefore, is eligible to apply each term. Interested students can get more information here.

❖ **Gertrude Cross Suppe Spanish/Music Scholarship Endowment.** This scholarship is for undergraduate or graduate students who combine serious interests in music and Spanish. This might be evidenced by majoring in one area and
minoring in the other. Preference will be given to applicants who wish to work with the Gertrude C. Suppe Collection of Hispanic church music. The scholarship will be awarded only in years where there are worthy applicants. For more information, click here.

❖ **The Grant-in-Aid Program.** This program is for Texas Tech University graduate students who are in need of funds to successfully complete their research (thesis/dissertation or non-thesis based). Funds may only be used for expenses directly related to research (e.g., supplies, software, research-related training, etc.). Funds may not be used for tuition and fee purposes. It is anticipated that there will be two grant cycles during the academic year, one in the fall and one in the spring. The award range is expected to be $300-$500. Click here for details and the online application.

❖ **Doctoral Dissertation Completion Fellowship.** These awards are designed to increase the completion rate of Ph.D. students and to enhance recruitment of new students. Recipients must be advanced to candidacy for the Ph.D. and expect to complete their dissertation during the year of their fellowship. Support will be available for up to 12 months to enable students to dedicate their time exclusively to dissertation research. The stipend level will be the equivalent of their current assistantship stipend, and it may be augmented from other sources.

Per CMLL policy, applicants must have the approval of their main dissertation advisor prior to applying.

Application opens December 1st; deadline is mid-February. Awardees are notified by early March. For the online application and further information, click here.

❖ **External Fellowship, Scholarships and Grants.** External fellowships for graduate and postdoctoral studies are available from many organizations outside Texas Tech University, including state and federal agencies, private foundations, non-profit groups, and international organizations. A variety of support is offered, from one-time awards to multi-year support for living expenses, educational fees, conference travel and/or research for beginning to advanced graduate students and postdoctoral levels. In addition to helping fund your education, external grants and fellowships are a great academic honor and help distinguish your academic scholarship.

The Office of Graduate and Postdoctoral Fellowships will help you find and apply for fellowship opportunities that meet your needs. Click here for details, and here for resources.

Some examples of external funding are, but are not limited to:

- **Fulbright-Hays Doctoral Dissertation Research Abroad Program (DDRA).**
  The DDRA Program provides grants to colleges and universities to fund
individual doctoral students who conduct research in other countries, in modern foreign languages and area studies for periods of six to 12 months. Click here for details.

- **Harry Ransom Center.** The Ransom Center encourages discovery, inspires creativity, and advances understanding of the humanities for a broad and diverse audience through the preservation and sharing of its extraordinary collections. Click here for details.

- **The John Carter Brown Library fellowship program** was created to give scholars from this country and abroad an opportunity to pursue their work in proximity to a distinguished collection of primary sources. Approximately forty fellowships are awarded each year for periods of two to ten months. The fellowship competition is open to any qualified researcher, the main criteria for appointment being the merit and significance of the candidate’s proposal, the qualifications of the candidate, and the relevance of the project to the holdings of the Library. The fellowship selection committees look closely at the potential shown by the candidate for creative utilization of the Library’s resources. For more information, click here.
<table>
<thead>
<tr>
<th>Fellowship/Scholarship</th>
<th>Requirements</th>
<th>Amount/Duration of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Mexican Friendship -- Waterman Scholarship</td>
<td>Previously attended a Mexican university</td>
<td>$4,000 per year for Master’s students for two years $4,000 per year for Doctoral students for four years</td>
</tr>
<tr>
<td>Cash Family Endowed Fellowship</td>
<td>Any major</td>
<td>$3,000 - $3,500 per year for one year (Master's or Doctoral)</td>
</tr>
<tr>
<td>Health and Social Services Fellowship</td>
<td>Health and Social Services majors</td>
<td>$4,000 per year for one year (Master’s or Doctoral)</td>
</tr>
<tr>
<td>Helen DeVitt Jones Graduate Fellowship</td>
<td>Any major</td>
<td>$3,500 per year for Master’s students for two years $3,500 per year for Doctoral students for three years</td>
</tr>
<tr>
<td>Helen DeVitt Jones Part-time Graduate Fellowship</td>
<td>Any major, Part-time students</td>
<td>$1,500 per year -- can be split between two or three semesters <em>Semesters do not have to be consecutive</em></td>
</tr>
<tr>
<td>James D. and Mary Hazlewood Memorial Fellowships</td>
<td>Any major</td>
<td>$3,000 per year for one year (Master’s or Doctoral)</td>
</tr>
<tr>
<td>India Student Association/India Association of West Texas</td>
<td>Previous degree from an Indian University</td>
<td>$1,000 per year for one year (Master’s or Doctoral)</td>
</tr>
<tr>
<td>Peggy Gordon Miller Graduate Fellowship</td>
<td>Any Major</td>
<td>Award amount varies depending on available interest</td>
</tr>
<tr>
<td>Preston and Ina Smith Graduate Scholarship</td>
<td>West Texas Research - Any major, Full and part-time students</td>
<td>Award amount is typically $1,500 - $2,000 (Master’s or Doctoral), depending on full-time or part-time status</td>
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Assistantships and Instructorships

CMLL strives to offer financial support to promising graduate students enrolled via assistantships and instructorships. Support is often based on the typical academic year (Fall-Spring semesters), and may include summer teaching assignments. The Chair of CMLL makes all offers of financial support.

When financial support is offered, it is usually in the form of employment in one of two position types: Teaching Assistant (TA) or Graduate Part-time Instructor (GPTI).

A Teaching Assistant (TA) position is supportive in nature, both on the employment and professional development levels. Teaching Assistants typically provide support to a faculty member's instruction (completed a variety of duties), or may act as the leaders of discussion sections (which run in concert with large enrollment courses). Graduate students receive training, guidance, and mentoring on how to teach effectively in their discipline, manage a classroom, devise materials, and other important related tasks. A TA is not eligible to be the instructor of record for a course, and commonly has less than 18 graduate credit hours in the subject area being taught.

A Graduate Part-time Instructor (GPTI) is usually an instructor of record, meaning that the individual is generally responsible for the teaching and care of his or her own class(es). GPTIs also receive training, guidance and further professional development. As opportunities allow, advanced Graduate students (i.e. Ph.D. students and ABDs) may have the opportunity to teach upper level courses (beyond the lower-level "two-year" language sequence).

Funding Period for M.A. and Ph.D. Students

According to university policy, M.A. students may expect two academic years of support as a TA/GPTI. Ph.D. students may ordinarily expect four academic years of support as a GPTI after the M.A. degree or its equivalent. A fifth year of support may be granted, subject to satisfactory progress in the judgment of the graduate faculty, and with the approval of the Department Chair.
Stipend/Salary Requirements

All supported graduate students are expected to enroll full time, and to maintain that enrollment successfully (i.e., 9 credit hours or more in long semesters, at least 3 hours or more during any summer session in which employed). There is also the expectation, unless carefully articulated in advance, that all course enrollment will be within CMLL. Dual or interdisciplinary programs, courses for a minor or the pursuit of a professional certification needs to be approved by the student's committee Chair and the Graduate Advisor.

Most Teaching Assistants and Graduate Part-time Instructors work at half time (i.e., 50%), although exceptions occasionally occur. Continuous support as a TA or GPTI is contingent upon several factors, including academic performance, academic progress and teaching performance.

Fee & Tuition Waivers

Students who have a 50% appointment in the department are eligible for certain fee waivers. CMLL Advisors can assist individual graduate students with forecasting how such fee and tuition waivers will reduce their cost.

Please also see the Graduate School Financial Information Web page for updated information on tuition and related costs at TTU: www.depts.ttu.edu/gradschool/funding

Health Insurance

Texas Tech University requires non-immigrant students to maintain the health, evacuation, and repatriation insurance offered through the university. For more information, visit: www.depts.ttu.edu/international/isss/f1/healthinsinfo.php
CMLL offers a series of courses specifically designed with the Spanish heritage language learner in mind. Spanish heritage language learners are students who grow up speaking Spanish (or perhaps just listening to it) at home but whose dominant language is clearly English. With this initiative, CMLL joins a growing number of departments across the country that recognize the different needs of the heritage speaker population as opposed to those of the more traditional second language learner population.

The ultimate goal of our program is to provide a supportive and effective learning environment that not only considers the bilingual/bicultural background of our diverse student body but that also fosters and encourages its development. We hope to meet their specific needs by exploring topics related to their own cultural backgrounds and by offering exciting learning opportunities both inside and outside the classroom.

Every semester, the Spanish and Portuguese faculty will select at least one or two graduate students (this cannot be their first semester) to shadow our classes for bilingual/heritage students during the following semester. Only after successfully shadowing our courses for a semester, each selected student will be considered to teach this class in future semesters. Selected instructors will be expected to:

- shadow the current courses for at least 10 class periods;
- participate in 15 hours of service learning such as promote Spanish heritage courses, participate in events, attend schools, etc. The completion of these hours is flexible; the candidate will discuss how to complete these hours with director of the program.
- attend weekly meetings;
- play an active role in the preparation of teaching materials and exams as well as in grading a number of assignments.

Students interested in this teaching opportunity must submit a one-page description of why they want to teach Spanish courses for heritage speakers and a copy of their CV before the semester starts.

Applications will be evaluated by a committee using the following criteria (where applicable):

1. Quality of written proposal
2. Academic standing
3. Prior teaching experience

For more information, contact Professor Idoia Elola (idoia.elola@ttu.edu).
Seville Teaching Appointment Award

This teaching appointment is award given to Texas Tech University graduate students in Spanish. Awardees have the opportunity to teach in a study abroad context. Unlike on-campus teaching, study abroad involves having a sound teaching experience and effectiveness at TTU, understanding students’ needs when living abroad, raising students’ cultural awareness, providing a successful and long-lasting experience while learning the language and culture of Spain, and working well and respectfully with students and personnel at the Seville campus.

This study abroad program is a very important language experience for the Spanish program, and one which the Spanish faculty wants to preserve and expand.

This teaching appointment is the result of a competitive application process and reserved only for graduate students who demonstrate that they can work well on the Seville campus. For Forms for Seville Teaching Appointment, see Appendix.

After applications are received, the entire Spanish faculty discusses the applicants, votes, and agrees on the top candidates. The faculty considers the following:

- **Status in the program:** ABDs have a better chance to obtain the position, but only if the student can successfully fulfill the other areas (see below) that are also evaluated. ABDs need to include in the application a written letter from their thesis directors with their approval to apply for the Seville position. If the application does not have the written approval of the thesis director, the application will **not** be considered.

- **Excellent teaching skills:** students’ evaluations, teaching observations, ability to teach only in Spanish, being able to promote communicative interactions in the classroom, impartiality when providing grades, professional conduct with students (not fraternizing with their students). If the applicant does not fulfill this requirement, the applicant will not continue to the next step of the process.

- **Good academic standing:** grades, showing seriousness in studies and in the MA/PhD courses, and progressing successfully during her/his program and dissertation. Any concerns about the academic standing of the applicant will result in the applicant not being selected.

- **Good citizenship:** works well and respectfully with others—professors, colleagues, coordination team, the director of Spanish-lower courses, and other departmental administrative personnel. If the applicant does not show that he/she can work well with others, the applicant will not be selected. Good citizenship also means participating in the life of the department in the form of attendance at lectures, symposia, conferences and workshops.
Complete the form in a professional manner: complete sentences (no run-on sentences), providing clear statements and reasons for being on the Seville campus.

If the Spanish and Portuguese faculty believes that the applicant fails to complete one or more of the aforementioned requirements, the applicant will not be selected. You will have two times to apply during the academic year: (a) the September application is for the following Summer and Fall, and (b) the January application is for the following Spring semester. Fall applicants who have been accepted to teach in Seville will have preference to teach the following Spring semester in case their Seville assigned courses in the Fall do not reach minimum enrollment.
Dear Graduate Student:

It is a pleasure to write to you to confirm your selection by the Spanish & Portuguese graduate faculty to serve as a GPTI in the Texas Tech University Seville program. In order for this position to be awarded you need to continue being in good academic standing. We look forward to the contributions you will make to our teaching mission in the Seville Center.

This teaching position depends on whether the course makes (there is a 10 student per course minimum), if the enrollment is lower than 10, this position will not be available. You will be actively involved in recruiting students for the Seville program before your departure.

Graduate students teaching in Seville must agree to the following:

- Arriving a few days before the semester starts in Seville and not leaving until the semester is over.
- Staying in Seville during the entire semester. It is important to be available when you are not teaching in case someone needs to be substitute or needs additional help. There can be exceptions such as short research-related trips such as library visits, short trips for data collection and/or conference presentations. These visits need to be scheduled in advance and need to be reported to both the CMLL professor on the Seville campus and Dr. Elola.
- Writing a weekly report via e-mail to Dr. Elola about how the class that you are teaching is progressing.
- Maintaining all the class materials and the Grade Keeper in the Dropbox that Dr. Elola will create for you.
- Contacting Dr. Elola to discuss the curriculum in Seville and to prepare for your teaching duties in Seville before traveling to Spain.
Contacting the Office of International Affairs (Donna Wright) and Sara Pink, who is in Seville, with general questions about Seville and preparing for your time there. We will answer your questions and prepare you for your semester in Spain.

- Have a valid passport in order to accept this teaching assignment. You will also need a visa for Spain. We also recommend that you acquire the international student ID card, as it will often get you free entrance into museums and other sites.

In addition to your salary for the course you will teach, Texas Tech will pay for your round trip travel to Seville. If you choose to stay with one of our host families in Seville, TTU will pay for your room and board. If you choose to make an alternative housing arrangements, TTU will pay for your housing, up to a certain limit. When participation in the excursions is part of your teaching duties, TTU will pay for the cost of your participation during those excursions.

I ask that you sign this letter in writing to confirm that you accept this teaching assignment and pledge that you will follow the contract points listed above. We are very pleased to offer you this opportunity to teach in Spain and we know that our students will benefit from your excellent teaching skills and your wonderful enthusiasm and commitment.

Please let me know if you have any questions and I look forward to hearing from you soon.

________________________________________
Signature

___________________
Date
Conditions of Employment

EXPECTATIONS:

As graduate instructors and teaching assistants you serve as role models for your students. CMLL encourages you to act in a professional manner in and outside the classroom. It is also expected that you will support the department, the faculty, and fellow graduate students by attending and helping to organize departmental functions such as lectures, workshops, conferences and cultural events. Such active participation enriches your intellectual life and professional preparation and contributes to the vital exchange of ideas within CMLL and the University as a whole.

Note. All instructors who are non-native English speakers must comply with the International Teaching Assistant Workshop and Special Interviews and successfully pass their language assessment requirements in order to be qualified to teach for CMLL.

GENERAL CONDITIONS:

Deviation from the rules stipulated here constitutes a breach of contract and may result in termination.

All Teaching Assistants/Instructors will:

- Teach the class assigned by the Director of Lower-Level Spanish (DLLS) or Department Chair and follow the class schedule as specified in the syllabus.
- Follow all guidelines and rules of the syllabus.
- Attend all meetings called by the Director of Lower-Level Spanish and/or Department Chair.
- Attend Orientation Week activities conducted at the beginning of each semester (usually during week before a semester begins).
- Enroll in LING 5322: Theoretical and Research Foundations of Language Teaching, during the first fall semester of employment at CMLL, regardless of prior teaching or methodology experience elsewhere.
- Keep at least 120 minutes office hours per week (including summer semester), post these hours on the Blackboard page and the respective announcement boards.
outside the instructor's office. Remember: Encourage your students to attend your office hours.

- Keep office hours as posted, if office hours are changed, inform your supervisors, the coordination team or the DLLS. Communicate these changes to your students.

- If sick, or otherwise unable to teach an assigned class, contact your substitute (available on Blackboard page: Instructor training) and the coordination team. Upon your return, fill in the absence form and take it to the Director of Lower-Level Spanish.

- Follow any other rules or regulations set forth by the DLLS (in the Instructor Handbook), the Coordination Team, the CMLL Chair, and the Spanish Graduate Advisor.

- Graduate Instructors must maintain a minimum of 9 credit hours of approved graduate courses for the entire duration of the term for which the assistantship is awarded. Any change of registration which a) causes the total number of hours to drop below this minimum, or b) has not been appropriately approved by the Graduate Advisor may result in an immediate revocation of the teaching assistantship.

If you have difficulties with a student consult the Director of Lower-Level Spanish.
Code of Conduct

CMLL is committed to providing reasonable expectations of continued support for our graduate instructors. CMLL also is committed to provide training and mentoring that will enable TAs and GPTIs to perform their duties in a satisfactory manner.

Nevertheless, on occasion problems with TA/GPTI performance may be sufficiently severe that termination becomes necessary.

See CMLL Graduate Student Policy Acknowledgement and Consent (appendix).
The Romance Languages M.A. in Spanish

Degree Requirements

Texas Tech University offers the Romance Language M.A. in Spanish with two tracks: Hispanic Literature and Spanish Linguistics. Students are encouraged to minor in Portuguese by taking two graduate level courses in two consecutive semesters. Financial assistance is provided by the CMLL department via assistantships and instructorships to promising graduate students enrolled in our programs. Support is often based on the typical academic year (fall-spring), and may include summer assignments as long as students remain in good standing.

Degree Description

The Romance Languages M.A. in Spanish requires 36 credit hours in courses 5000 or above and pass an M.A. examination. All students must complete a professionalization workshop and a 2nd language requirement.

The Romance Language M.A. in Spanish is offered in two tracks: Hispanic Literature and Spanish Linguistics. The M.A. is offered under Option I: Thesis, and Option II: Coursework/Non-Thesis. The Thesis option requires 30 hours of coursework + 6 thesis hours, the Master's examinations (in two areas) and a thesis. The Coursework Option requires 36 hours of coursework and the Master's examinations (in three areas). All coursework counted toward the M.A. credit requirements must be in courses approved by the Department at the 5000-level or above.

1. Hispanic Literature Track (30-36 hours)

18-21 hours must come from Spanish American and Peninsular Spanish courses (See "Degree Plan Forms") from different time periods.

Required courses:

LING 5322 — Theoretical and Research Foundations of Second Language Teaching, for all current and prospect TAs/ GPTIs (Fall).
SPAN 5354 — Hispanic Literary Concepts (for incoming M.A. students with no prior Spanish literature courses at the undergraduate level, and at the discretion of the Graduate Studies Director).
SPAN 53XX — One Spanish Linguistics course

Other areas: 3-6 hours of elective courses such as:

SPAN 5345: History of the Spanish Language
SPAN 5381: Hispanic Literature of the Southwest/Mexican Literature (1821-1848)
2. Spanish Linguistics Track (30-36 hours)

18-21 hours must come from the core courses designated as Spanish Linguistics and/or Second Language Acquisition sections (See "Degree Plan Forms").

Required courses:

LING 5322 — Theoretical and Research Foundations of Language Teaching (for all
TAs/GPTIs. Encouraged for all others)*
SPAN 5340 — Spanish Language & Linguistics (Intro)
SPAN 5343 — Studies in Spanish as a L2 (Part 1&2)
SPAN 53XX — One Spanish Literature course

Other courses:

SPAN 6000  MA Thesis (Up to 6 credits)
SPAN 7000  Independent Study (Seville)

3. Minor

A Minor at the M.A. is optional. Any minor consists of 6 hours of coursework as part of the 30-36 hours for the degree. Should the student choose to be evaluated in the minor area in the M.A. exams; he/she may take up to 9 hours of coursework. A student can choose a minor in consultation with the Graduate Studies Director or his/her committee of studies' chair.

Recommended minors:

- Portuguese
- Applied Linguistics
- Comparative Literature
- Medieval and Renaissance Studies
- Women's Studies
- Classics, Greek or Latin
- English as a Second Language
• German, French or Russian

4. **Graduate Professionalization Workshop**

All M.A. candidates must possess reading knowledge must complete a professionalization workshop offered by the Spanish graduate faculty. Students receive a certificate upon completion of the workshop.

5. **Language Requirements for the M.A. Degree**

All M.A. candidates must possess reading knowledge of a third language other than English or Spanish. This requirement can be met in one of the following ways:

a. Students may fulfill the reading knowledge requirement by passing with a grade of C or better the second course of the sophomore sequence of the required language. Intensive language courses at the graduate level are usually offered in the summer sessions. Students that complete Summer I and Summer II of a particular language at the graduate level can waive this requirement.

b. Passing a standardized examination. Consult with the advisor in the Department of Classical and Modern Languages and Literatures for proficiency exams furnished by the department or the Educational Testing Service. Arrangements for these examinations should be made in the applicable unit. The CMLL faculty in charge will provide test results to the graduate advisor through an official letter or by using a "Foreign Language Requirement for the M.A. and Ph.D. " (See Appendix). Arrangements for testing for other foreign languages will be approved by the graduate dean.
Literature Track
Summary of Requirements
M.A. in Romance Languages

MUST COMPLETE:
- 36 HOURS of 5000-level or above (thesis option: 30 hours of coursework + 6 thesis hours)
- SPANISH GRADUATE STUDENT PROFESSIONALIZATION WORKSHOP
- 2nd Language Requirement
- Pass M.A. Exam

CORE - REQUIRED (6-9 credits):
LING 5322 — Theoretical and Research Foundations of Language Teaching
SPAN 5354 — Hispanic Literary Concepts (Leveling only)*
SPAN 53XX — Any Spanish Linguistics course
* Designed for students with no previous Spanish literature courses at the undergraduate level or a previous MA degree.

Choose 3-4 additional courses (9-12 credits),
with your Advisor:
Latin American Literature Courses
SPAN 5370 Colonial Spanish American Lit.
SPAN 5374 Nineteenth-Century Spanish American Lit.
SPAN 5375 Modernism
SPAN 5376 20th-21st-C Spanish Am. Prose
SPAN 5378 20th-21st-C Span. Am. Theater & Poetry

Choose 3-4 additional courses (9-12 credits),
with your Advisor:
Peninsular Literature Courses
SPAN 5361 Medieval Literature
SPAN 5362 Golden Age Literature
SPAN 5364 Nineteenth-Century Spanish Lit.
SPAN 5366 20th-21st-C Spanish Prose
SPAN 5368 20th-21st-C Spanish Theater & Poetry

Choose additional courses,
with your Advisor
SPAN 5355 Seminar in Hispanic Literature (1 course max.
SPAN 5381 Hispanic Literature of the Southwest
SPAN 6000 MA Thesis (Up to 6 credits)
SPAN 7000  Independent Study (Seville)

**MA Minor optional:** Applied Linguistics, Comparative LIT, Medieval & Renaissance St., Women's Studies, Portuguese, Classics, Greek, Latin, ESL, German, French, Russian. 

*Note.* A minor in a language other than Spanish or English replaces the 2nd Language Requirement.
Linguistics Track

Summary of Requirements
M.A. in Romance Languages

M.A. Thesis: 36 Hours (30 course hours + 6 thesis hours)
M.A. Non-Thesis: 36 Hours of coursework

**Note:** Hours earned at the M.A. level at a different institution are applicable and graduate students may transfer up to 21 hours of credit maximum. Texas Tech M.A. to Ph.D. students may count all hours earned at the M.A. level (B or better) except for the courses marked with an asterisk below (*).

**Required Core Courses for the M.A. Degree**

LING 5322 — Theoretical and Research Foundations of Language Teaching (for all TAs/GPTIs. Encouraged for all others)*
SPAN 5340 — Spanish Language & Linguistics (Intro)
SPAN 5343 — Studies in Spanish as a L2 (Part 1&2)
SPAN 53XX — One Spanish Literature course

**Spanish Linguistics Courses (21 hours)**

SPAN 5340  Spanish Language & Linguistics (Up to 2 courses)
SPAN 5343  Studies in Spanish (Part 3)
SPAN 5345  History of the Spanish Language
SPAN 5382  Spanish in the U.S.
SPAN 5383  Spanish in Contact with Other Languages
SPAN 5384  Acquisition & Development of Skills
SPAN 5385  Seminar in Hispanic Linguistics (Up to 3 courses)
SPAN 5386  Seminar in Second Lang Acquisition (Up to 3 courses)

-----------------------------------------------------
SPAN 6000  M.A. Thesis hours
SPAN 7000  Independent Study (Seville)

**MA Minor optional:** Applied Linguistics, Comparative LIT, Medieval & Renaissance St., Women's Studies, Portuguese, Classics, Greek, Latin, ESL, German, French, Russian.
**Note.** A minor in a language other than Spanish or English replaces the 2nd Language Requirement.
M.A. Thesis Option

M.A. candidates in Spanish have the option of writing a Master’s thesis in lieu of 6 hours of graduate coursework. Students taking the thesis option will still take two areas of the Master’s examinations. There are both pros and cons to writing a M.A. thesis: for some students, the additional coursework is vital, while for others, the ideas developed in a Master’s thesis may serve as a nucleus for a doctoral dissertation or may have practical applications. Students interested in pursuing the thesis option should consult the Spanish Graduate Advisor by the end of their second semester in their M.A. program.

All M.A. theses in literature shall use the style sheet of the Modern Language Association of America (MLA). All M.A. theses in linguistics shall use the style sheet of the Linguistic Society of America (LSA), as exemplified in its journal Language. Consult the Texas Tech Graduate School website for additional information on thesis preparation and format.

Students doing a thesis must turn in to the Graduate Advisor a Thesis Declaration form one month into the students third semester (See "Thesis Declaration Form” in the appendix).

Students registered for thesis hours (SPAN 6000) must continue to take thesis hours every semester (including one summer session) until they have completed the thesis and turned it in to the Office of Graduate Studies.

II. The PROPOSAL (see appendix). Students need to submit a proposal to their thesis advisor and the advisor must approve the proposal. The proposal should include, in the following order:

(a) Full Working Title

(b) Abstract or thesis statement: The abstract is limited to 350 words in length, on the central problem(s) and major aims of the study. What preliminary results have been found?

(c) Significance: What contributions will the thesis make to the particular area of study and to Hispanic studies in general? What are the broader implications of this project for the Humanities in general?

(d) Background: How is your project unique? Include a concise review of the most important literature on the proposed topic(s), method(s), and theoretical approaches of the study.
(e) **Data/ Sources**: An overview of the primary and secondary sources to be investigated. Indicate what data have been collected, what sources consulted, and what field contacts made to date (if appropriate).

(f) **Methodology/ Theory**: What methods of analysis will be employed? What working hypotheses will inform these analyses?

(g) **Pilot study**: Where applicable, include the results of a pilot study to illustrate how the analysis will be conducted and what the possible results are *(For Linguistics Students)*

(h) **Plan**: Outline the probable chapters with a brief notion of what is to be included in each.

(i) **Timetable**: Design a 6 to 12-month feasibility projection indicating the progress of your research and writing. How can this project be realistically completed in the time allotted?

### III. SELECT BIBLIOGRAPHY

For the Literature concentration: A list of published sources that are most pertinent to the proposed study (archival, manuscript, and field sources will be described under “Data” above). The entries should be divided into topic areas, and presented in a form consistent with the MLA citation style.

For the Linguistics concentration: A list of all sources cited in the paper. This should be a comprehensive review of the literature in the field. They should be presented in a form consistent with APA citation style.
M.A. Exams

The Master’s examination is designed to test the student’s ability to demonstrate extensive knowledge of the assigned texts, apply critical skills in the analysis of those texts and organize and write coherent, substantial essays in Spanish.

M.A. students must take courses in as many areas of specialization as possible before choosing their exam areas (see Appendix for complete list of works for all areas).

For **literature students**, the areas of specialization are:

1. Medieval Literature
2. Golden Age Spanish Literature
3. 18th & 19th-Century Peninsular Literature
4. 20th & 21st-Century Peninsular Literatures
5. Colonial Literature
6. 19th-Century Spanish American Literature
7. Spanish American Modernism and early 20th-Century Literature
8. 20th & 21st-Century Spanish American Literature
9. Chicano/US Latino Literature/ Portuguese

M.A. Thesis students select two exam areas: one from the Peninsular Group, and one from the Spanish American Group, and complete the Thesis project.

Non-M.A. Thesis students select three exam areas: one from the Peninsular Group, one from the Spanish American Group and one from another area (See "Other areas" in the curriculum above).

For **linguistics students**, the exam areas are:

1. Second Language Acquisition (**Required for all M.A. Students**) + one additional area from the list below for Non-Thesis Option, or two additional areas from the list below for Non-Thesis Option:
2. Applied Linguistics & SLA
3. Sociolinguistics and Dialectology
4. History of the Spanish Language
5. Phonetics and Phonology
6. Morphology and Syntax

**The Thesis Option**
After successfully completing 18 hours of coursework, the student must form his/her thesis committee (usually by the end of the second semester). A thesis committee consists of three members, including the committee chair, who will be the student’s major supervising professor. The chair must be a tenured or tenure-track member of the Spanish and Portuguese Division. The student, in consultation with the committee chair, selects the remaining committee members and chooses a tentative topic for the Master's thesis. The thesis topic may be chosen from any of the fields in literature or linguistics. The M.A. thesis proposal must be submitted by the end of the third semester to the committee members (See M.A. Thesis proposal guidelines in appendix). After completing the required coursework, degree candidates must take two comprehensive exams and complete a Master’s thesis. Literature students will select the two exam areas from number 1-9 above. For Linguistic students, the SLA area (1) is required for the M.A. degree. In addition, thesis students must select an additional area from numbers 2-5 above.

The Non-Thesis Option

After completing 18 hours of coursework, the student must select the three areas in which he/she will be tested. He/she will also select three graduate faculty members who will form his/her M.A. exams committee, one of which will be the committee chair. Each committee member will create his/her portion of the comprehensive exam. For Literature students, the three exams will include: One Peninsular literature area, one Spanish American Literature area and a third area from numbers 1-9 of the literature areas of specialization listed above. The third area could also be a minor in a third language (i.e. Portuguese, French, etc.) or a Spanish linguistics area (in which case it would be the SLA area). For Linguistic students, the SLA area (1) is required for the M.A. degree. In addition, non-thesis students must select two additional Linguistics areas from numbers 2-5 above.

Scheduling of the M.A. Exams

Exams will ordinarily be given during the fourth semester of the student's M.A. courses. Financial support (four semesters) is dependent on timely completion of the degree. Exams must not be postponed more than one semester beyond the fourth. Part-time students must complete the exams by the semester following the last course that counts toward the degree. Postponements will be granted only for unusual and extenuating circumstances.

The student must inform the Graduate advisor in writing, 8-10 weeks in advance of the day set for the exam of his/her intention to take the M.A. exams, the names of the three committee members and the areas in which he/she will be examined and the area in which he/she will write the thesis (for Thesis Option students).
All M.A. students must fill out the form “Letter of Intent to take the M.A. Exams” from our graduate academic assistant and have it signed by the Graduate Advisor (See Appendix).

Exams will be given three times yearly:

- The second Monday in October (December graduation)
- The first Monday after spring break (May graduation), and
- The first Monday in June (August graduation).

Exact dates will be determined at the beginning of each semester according to the current academic calendar. Any exceptions will require special permission from the graduate faculty.

Logistics

For Thesis Option students, the written portion of the two exams will be administered over a six-hour period (three hours per exam) during the scheduled date at the CMLL Language Laboratory. The thesis defense and M.A. exam will be given a few days following the written exams (no later than two weeks) at the discretion of the student's committee prior to the deadline set by the graduate school. The committee will meet then with the M.A. candidate, who will defend his/her thesis and will answer questions about the thesis and the content of the exams. It will be desirable that the student establishes connections between his/her thesis topic and critical approaches and the other areas in which he/she is to be examined.

For Non-Thesis Option students, the written portion of the three exams will be administered over a nine-hour period (three hours per exam) during the scheduled dates. The student will take two exams on the first day (Exam 1: morning, and Exam 2: afternoon), and one exam on the second day (Exam 3: either morning or afternoon) during the Language Laboratory schedule.

Oral Exam and M.A. Committee Chair

No later than ten class days after the written exams, the chair of the M.A. Exam will schedule an oral exam. After the oral exam, each committee member decides if the student fails or passes the written portion of the exam. If one area is not approved, the student will have to re-take that area after a period of at least four months and no later than twelve months. If the student fails two or more areas, the student will have to be re-examined in all three areas after a period of at least four months and no later than twelve months. If the student does not pass all three areas in the second examination, no degree will be granted.

The M.A. committee chairperson is responsible for directing the thesis (for the Thesis Option), organizing and administering the exam, and reporting the results to the Graduate
Dean, the student, and the Spanish Graduate Advisor. The M.A. candidate must pass both written and oral exams, and for the Thesis Option, the thesis must be approved in order for the student to earn the M.A. degree. The chair will notify the Dean of the Graduate School using the M.A. Comprehensive Exam Report from their website (See Appendix).
Ph.D. Degree Requirements
Spanish

The doctoral program in Spanish requires both greater breadth of study than the M.A. program and greater concentration in the area selected for specialization. To fulfill these requirements the student must demonstrate a reasonable comprehensive knowledge of literature and the ability to engage in original research.

Texas Tech University offers the Ph.D. degree at CMLL with major concentrations in Hispanic literature and Spanish linguistics. Financial assistance is provided via assistantships and instructorships to promising graduate students enrolled in our programs. Support is often based on the typical academic year (Fall-Spring), and may include summer assignments as long as the department has enough opened sections.

All prospective Ph.D. candidates must hold the M.A. in Spanish or an equivalent degree from another country.

Admission to the Ph.D. program in Spanish at Texas Tech is selective, and all applicants are required to follow the same procedures.

Degree Description

Candidates for the Ph.D. in Spanish (Linguistics or Literature) must complete at least 60 hours of graduate coursework and pass the Ph.D. examination. Students must also complete a graduate student professionalization workshop; and a Portuguese Minor OR a 2nd and 3rd Language Requirement.

Students that have obtained a Romance Language M.A. in Spanish at CMLL may count all hours earned at the Master's level with a B or better with the exception of some courses. Literature M.A. to Ph.D. students count all courses with a B or better except SPAN 5354: Hispanic Literary Concepts and LING 5322: Theoretical and Research Foundations of Second Language Teaching). Linguistics M.A. to Ph.D. students count all courses with a B or better except LING 5322. Hours earned at the M.A. level from a previous institution are applicable and graduate students may transfer up to 21 hours of credit maximum, at the discretion of the Spanish Graduate Advisor.

The Graduate School does not require a formal minor. However, the student may pursue a minor or one may be required by the student’s advisory committee. If a minor is taken, it must include at least 15 graduate hours in a program outside the student’s major (counted towards the 60 hours). The minor will be declared in the student’s doctoral degree plan. If a minor is taken, the major requires a minimum of 45 semester hours.
If a formal minor is declared, it must be represented on the student’s doctoral committee and must be covered on the doctoral examination. If no minor is selected, students can take all the necessary credits within the Spanish program.

The student must satisfy the preliminary examination requirement, pass qualifying examinations, and prepare and defend a dissertation to be admitted to candidacy.

1. Hispanic Literature Track (60 hours)

At least 45 hours of Hispanic literature courses from different periods and genres of Spanish American and Peninsular Spanish courses (See the literature curriculum above) are needed.

Required courses:

LING 5322 — Theoretical and Research Foundations of Language Teaching*
SPAN 5352 — Methods of Literary Criticism
SPAN 53XX — Any Spanish Linguistics course
* Ph.D. students that have taken these courses at the M.A. level at CMLL do not need to re-take them unless they want a grade change.

Other areas:

3-6 hours of elective courses such as:
SPAN 5355: Seminar in Spanish Literature (Latin America, Peninsular or Transatlantic).
SPAN 5356: Seminar in Hispanic Culture
SPAN 5345: History of the Spanish Language
SPAN 5381: Hispanic Literature of the Southwest/Mexican Literature (1821-1848)/ Mexican-American Literature (1821-1848)

SPAN 7000  Independent Study (Seville)
SPAN 8000  Dissertation Hours (ABD Students)

Language Requirement:

Ph.D. students must also possess reading knowledge of two languages other than English and Spanish. See "Language Requirement for the Ph.D. degree" below. A minor in a language other than Spanish and English waives this requirement.

2. Spanish Linguistics Track (60 hours) (45 hours in the "major area" + 15 in an optional "minor area")
At least 45 hours must come from the core courses designated as Spanish Linguistics and/or Second Language Acquisition sections.

**Required courses:**

LING 5322 — Theoretical and Research Foundations of Language Teaching*
SPAN 5343 (2) — Studies in Spanish as a L2 (Part 1&2)*
SPAN 53XX — One Spanish Literature course
EPSY 5380  Quantitative Analysis
EPSY 5382  Qualitative Analysis

* Students that have taken this course at the M.A. level at CMLL do not need to re-take it at the Ph.D. level unless they want a grade change.

**Other areas:**

SPAN 7000  Independent Study (Seville)
SPAN 8000  Dissertation Hours (ABD Students)

**Language Requirement:**

Ph.D. students must also possess reading knowledge of two languages other than English and Spanish. See "Language Requirement for the Ph.D. degree" below. A minor in a language other than Spanish and English waives this requirement.

3. **Minor**

A Minor at the Ph.D. level is optional, but encouraged. Any minor consists of 15-18 hours of coursework as part of the 60 hours for the degree. A student can choose a minor in consultation with the Graduate Studies Director or his/her committee of studies' chair.

**Recommended Minors:**

- Portuguese
- Applied Linguistics
- Comparative Literature
- Medieval and Renaissance Studies
- Women's Studies
- Classics, Greek or Latin
- English Linguistics
- German, French or Russian
4. Graduate Professionalization Workshop
Ph.D. students must complete a professionalization workshop offered by the Spanish graduate faculty.

5. Language Requirements for the Ph.D. Degree

All Ph.D. candidates must possess reading knowledge of two languages other than English and Spanish. This requirement can be met in one of the following ways:

a. Students may fulfill the reading knowledge requirement by passing with a grade of C or better the second course of the sophomore sequence of the required languages. Intensive language courses at the graduate level are usually offered in the summer sessions. Students that complete Summer I and Summer II of a two languages other than Spanish and English at the graduate level can waive this requirement.

b. Passing a standardized examination for each language. Consult with the advisor in the Department of Classical and Modern Languages and Literatures for proficiency exams furnished by the department or the Educational Testing Service. Arrangements for these examinations should be made in the applicable unit. The CMLL faculty in charge will provide test results using a "Foreign Language Requirement for the Ph.D. Degree Form" (See Appendix). Arrangements for testing for other foreign languages will be approved by the graduate dean.

c. Students that minor in a third language other than English and Spanish are waived from the two languages requirement.
Literature Track
Summary of Requirements

MUST COMPLETE:

- Minimum of 60 or more semester hours of 5000-level or above
- Spanish graduate student professionalization workshop
- 2nd and 3rd Language Requirement or Portuguese Minor

CORE - REQUIRED (12 credits):
LING 5322 — Theoretical and Research Foundations of Language Teaching
SPAN 5352 — Methods of Literary Criticism
SPAN 53XX — Any Spanish Linguistics course

Choose 7-8 additional courses (21-24 cr), with your Advisor:

Latin American Literature Courses
SPAN 5370 Colonial Spanish American Lit.
SPAN 5374 Nineteenth-Century Spanish American Lit.
SPAN 5375 Modernism
SPAN 5376 20th-21s-C Spanish Am. Prose
SPAN 5378 20th-21st-C Span. Am. Theater & Poetry

Peninsular Literature Courses
SPAN 5361 Medieval Literature
SPAN 5362 Golden Age Literature
SPAN 5364 Nineteenth-Century Spanish Lit.
SPAN 5366 20th-21s-C Spanish Prose
SPAN 5368 20th-21st-C Spanish Theater & Poetry

Choose 2 additional courses, with your Advisor:

SPAN 5355 Seminar in Hispanic Literature
(1 course max.)
SPAN 5381 Hispanic Literature of the Southwest
PhD Minor: Optional (15 hours): Applied LING, Comparative LIT, Medieval & Renaissance St., Women's Studies, Portuguese, Classics, Greek, Latin, ESL, German, French, Russia. *A minor in a language other than Spanish or English replaces the 2nd and 3rd Language Requirements.*
Linguistics Track
Summary of Requirements

MUST COMPLETE:
- Minimum of 60 or more semester hours of 5000-level or above
- Spanish graduate student professionalization workshop
- 2nd and 3rd Language Requirement or Portuguese Minor

Required Core Courses for the Ph.D. Degree

LING 5322 Theoretical and Research Foundations of Language Teaching (for all TAs/GPTIs. Encouraged for all others)*
SPAN 5343 (2) Studies in Spanish as a L2 (Part 1&2)
SPAN 53XX One Spanish Literature course
EPSY 5380 Quantitative Analysis
EPSY 5382 Qualitative Analysis

Spanish Linguistics Courses (42 hours)

SPAN 5340 Spanish Language & Linguistics (Up to 2 courses)
SPAN 5343 Studies in Spanish (Part 3)
SPAN 5345 History of the Spanish Language
SPAN 5382 Spanish in the U.S.
SPAN 5383 Spanish in Contact with Other Languages
SPAN 5384 Acquisition & Development of Skills
SPAN 5385 Seminar in Hispanic Linguistics (Up to 3 courses)
SPAN 5386 Seminar in Second Lang Acquisition (Up to 3 courses)

SPAN 6000 M.A. Thesis hours
SPAN 7000 Independent Study (Seville)
SPAN 8000 Dissertation Hours (ABD Students)

PhD Minor: Optional (15 hours): Applied LING, Comparative LIT, Medieval & Renaissance St., Women’s Studies, Portuguese, Classics, Greek, Latin, ESL, German, French, Russia. A minor in a language other than Spanish or English replaces the 2nd and 3rd Language Requirements.
The Ph.D. Candidacy Process

Establishing the Ph.D. Committee

Upon admission to the Ph.D. program, a student will begin planning his/her studies under the advice of the Graduate Studies Advisor. By the second semester, the student should begin planning to form his/her respective exam and dissertation committees. A dissertation committee consists of at least three members, including the committee chair, who will be the student’s supervising professor. The chair must be a tenured or tenure-track member of the Spanish and Portuguese Division. The student, in consultation with the committee chair, selects the remaining committee members and chooses a tentative topic for the dissertation.

Also in consultation with the committee chair, the student will select an exam committee (which may be different from the dissertation committee). When a student selects a minor as part of the Ph.D., he/she must be examined on the minor area and thus a faculty member from this area must form a part of the comprehensive exam committee.

Planning the Ph.D. Exam

In the semester prior to taking the Ph.D. comprehensive exams, the student should arrange to meet with the doctoral committee to review reading lists and details of the exam format. Together, they should decide the exam dates (within the deadlines stipulated below), fill out the form "Letter of Intent to take the Ph.D. Exams" from our graduate academic assistant and have it signed by the Graduate Advisor (See Appendix). A copy will be kept with the Graduate Advisor and another one will be placed in the student’s file.
External Committee Member

Students writing an MA Thesis or a PhD dissertation occasionally need to have an external member as part of their committee. If this member is outside of Texas Tech, the process to request permission from the Graduate School is as follows:

1. The student's dissertation advisor initiates the request by emailing the Dean of the Graduate School. The email must state a reason for adding an external member and include this member's credentials and current CV.
2. The Dean will review this petition and reply directly to the dissertation advisor.
3. The student must notify of the outcome to the Spanish Graduate Advisor.
The Dissertation Proposal

During the penultimate or final semester of coursework, the student may register for a 7000 course in addition to the required courses for his/her degree plan or his/her status as a GPTI. The purpose of taking a 7000 course this semester is to give the student time to prepare his/her dissertation proposal before taking the written exams the following semester. The dissertation proposal should be at least 20-25 pages along with a working bibliography and methodology. It must be turned in to all the dissertation committee members at the end of that semester. The dissertation proposal defense will be scheduled after the written exams.

A dissertation proposal provides an overview of the proposed plan of work, including the general scope of the project, the basic research questions, research methodology, and the overall significance of the study. It should be written in a grant application-style submitted to a review board of scholars not necessarily working in the same area, but with broad research interests in the Humanities. The writing should be straightforward, spare, and substantiated with carefully selected examples and citations that support your own project ideas.

It must fall within the parameters stated below and be presented in the following order:

I. COVER SHEET. The cover sheet model below should be completely filled out and accompany the proposal when turned into the dissertation committee.

II. PROPOSAL: 20-25 double-spaced pages (approx. 8,000 words).

The PROPOSAL text should include, in the following order:

(a) Full Working Title

(b) Abstract or thesis statement: The abstract is limited to 350 words in length, on the central problem(s) and major aims of the study. What preliminary results have been found?

(c) Significance: What contributions will the dissertation make to the particular area of study and to Hispanic studies in general? What are the broader implications of this project for the Humanities in general?

(d) Background: How is your project unique? Include a concise review of the most important literature on the proposed topic(s), method(s), and theoretical approaches of the study (including recent dissertations).
(e) **Data/ Sources**: An overview of the primary and secondary sources to be investigated. Indicate what data have been collected, what sources consulted, and what field contacts made to date (if appropriate).

(f) **Methodology/ Theory**: What methods of analysis will be employed? What working hypotheses will inform these analyses?

(g) **Pilot study**: where applicable, include the results of a pilot study to illustrate how the analysis will be conducted and what the possible results are (For Linguistics students)

(h) **Plan**: Outline the probable chapters with a brief notion of what is to be included in each.

(i) **Timetable**: Design a 6-, 12-, or 18-month feasibility projection indicating the progress of your research and writing. How can this project be realistically completed in the time allotted?

**III.** At least 3 pages of single-spaced entries with one line between each entry. (The MLA or APA styles SHOULD BE STRICTLY FOLLOWED.) SELECT

**BIBLIOGRAPHY**

For the Literature concentration: A list of published sources pertinent to the proposed study (archival, manuscript, and field sources will be described under “Data” above). The entries should be divided into topic areas, and presented in a form consistent with the MLA citation style.

For the Linguistics concentration: A list of all sources cited in the paper. This should be a comprehensive review of the literature in the field. They should be presented in a form consistent with the APA citation style.
Ph.D. Exams

Overview

The doctoral exams provide the student with the opportunity to demonstrate and integrate comprehensive knowledge of chosen fields of specialization, as well as to demonstrate his/her preparedness to enter candidacy and begin the process of researching and writing the dissertation.

Doctoral students must take courses in as many areas outside of their exam areas, but within their main field of studies as possible.

The Ph.D. examination is divided into: the written exams in the areas of specialization and minor (if one is previously declared), the oral exam(s) and the dissertation proposal defense.

The Written Exams

The written exams will be taken after the completion of all requirements on the degree plan. Exams must be scheduled to take place during a period when the student is enrolled (regular semesters or summer sessions).

Graduate students may take additional credits of 7000 courses the semester they are taking their exams, but this semester will count as part of their allowed funding period.

In order to comply with the university deadlines, Ph.D. exams will be given during:

- The first two weeks in October.
- The two weeks following Spring break.
- Summer term examinations depend on the availability of the committee.

Note: In order to become ABDs by the beginning of the Fall semester (for the academic calendar year), doctoral students must take their exams in the Spring or the Summer terms, with the committee's approval.

Areas of Specialization Exams—Literature

1. Dissertation area: The student and committee chair will draw up an individualized reading list related to the dissertation project, including the works of the author(s) in question, relevant critical/theoretical sources and secondary bibliography.
2. ONE area from the Peninsular Literature Group (Medieval, Golden Age, 18th-19th-Centuries and, 20-21st Centuries).

3. ONE area from the Spanish American Literature Group (Colonial, 19th-Century, Modernism, 20th-21st-Centuries Spanish American Literature, Chicano/Latino literature).

4. A minor chosen in consultation with the dissertation Committee Chairperson and Graduate Studies Advisor. If a minor is not selected, the fourth exam is a fourth literature area.

**Areas of Specialization Exams—Linguistics**

1. Dissertation area: The student and committee chair will draw up an individualized reading list presenting the dissertation project, including the works of the author(s) in question, relevant critical/theoretical sources and secondary bibliography.

2. ONE area from Second Language Acquisition.

3. ONE area from other Spanish Linguistics focus.

4. A minor chosen in consultation with the Dissertation Committee Chairperson and Graduate Studies Director. If a minor is not selected, the fourth exam is a fourth linguistics area.

**Reading Lists**

The student will develop his/her reading lists in consultation with the exam committee members. The Master's Exam reading list for the areas chosen by the student does not constitute the list for the doctoral exam, although it may be used as the basis for an expanded list in each area. The student should make sure that the committee chair and members have a final copy of the reading lists well in advance of the exam dates.

**Administration of the Exams**

The committee chair:

1) Arranges dates, times, and areas of written exams with student; exams must be scheduled to take place during the dates provided above.
2) Collects questions in envelopes corresponding to the days and topics of the exams.
3) Leaves questions with the staff member in charge who will also reserve rooms for the exam.
4) Distributes copies of answers to committee members.
5) Schedules and chairs oral exam (see below).
6) Informs the Graduate School of the exam results immediately upon completion.

The student:
1) Agrees upon date and time of written exams with the committee chair.
2) Makes arrangements with chair about special needs.
3) Turns in exam to the secretary before 5:00 P.M.

The committee members:
1) Submit questions.
2) Evaluate written exams.
3) Participate in oral exam.

Exams Logistics

Electronic equipment, backpacks, purses, books, notes, etc., are not allowed in the exam room.

Written examinations

The student may write the exams on four separate days (which may or may not be consecutive) during a two-week period, taking up to a maximum of eight hours each day.

A student who fails only one section of the written exams will be required to repeat that section. If two or more sections of the written exam are failed, the entire set of comprehensive examinations must be repeated and passed. The committee chair will inform the Dean of the Graduate School of the results. The student will be allowed to repeat the exam no sooner than four months and no later than twelve months after the failed exam. A second failure of any part or of all of the written exams terminates the student's candidacy in the department.

If any (or all) of the written answers are not satisfactory, the student will be examined orally as well. All exams must be graded as passing by the committee members before the dissertation defense can take place.

The Oral Exam(s) and Dissertation Proposal Defense

The exam committee will decide if: 1) All parts of the written exam are passed with no oral exams, or 2) One or more sections of the exams need to be defended orally. If oral
exams are deemed necessary, the student will have a 1-1.5 hours oral examination in the format of a formal interview, and based on the written exam contents.

If no oral exams are needed, the student will defend his/her dissertation proposal in front of the dissertation committee members. All the oral examinations must be scheduled at the discretion of the committee a few days following the written exam (Deadlines established in the TTU Academic Calendar).

All exams, written and oral, must be passed; and the dissertation proposal approved before the committee recommends the student be admitted to candidacy to the Graduate School.
Application for Doctoral Candidacy

After a successful comprehensive exam process, the committee will fill out the form "Qualifying Exam Report" from the Graduate School website (See Appendix). All forms are given to the departmental graduate academic assistant to be forwarded to the Graduate School. A copy should be provided to the Graduate Advisor.
Length and Style of Ph.D. Dissertation

There are no firm guidelines for the minimum or maximum length (in pages) for a doctoral dissertation in literature or linguistics. However, a survey of recent dissertations from comparable programs, particularly dissertations which are well received and whose authors have obtained satisfactory employment, suggests that dissertations containing substantially fewer than 200 pages are in the minority. Similarly, few dissertations in this category contain more than 400 pages.

All Ph.D. dissertations in literature shall use the style sheet of the Modern Language Association of America (MLA). All Ph.D. dissertations in linguistics shall use the style sheet of the American Psychological Association (APA). Students should consult with their chair to ensure that the proper formatting style is used for their topic. Consult the Texas Tech University Catalog and the Graduate School website for additional information on dissertation preparation and formatting.
ABD Report of Progress on Dissertation

All ABD (All But Dissertation) students enrolled in 8000-dissertation hours must fill out the form "Report of Progress on Dissertation" (see appendix) at the end of each regular semester (Spring/Fall).

Once the supervising professor’s grade and remarks have been added, a copy will be placed in the student's file, another copy will be kept by the supervising professor and the Graduate Advisor. The student will also receive a copy for his/her records. If this form is not submitted by the last day of each semester, a grade of NCR for the dissertation hours may result.
Changes in Dissertation Topic/ Changes in Dissertation Committees

After the exams, any and all changes (including changes in dissertation topic, reconstitution of the committee, or change of dissertation director) will require the consent of the committee chairs and the Graduate Advisor, and may require that the candidate be examined over other areas.

Students who change committees must fill out the "Form for Reporting Changes of Thesis/Dissertation Title and Committee" from the graduate school website (See Appendix).
The Dissertation Defense

After all members of the Dissertation Committee are satisfied that the dissertation is in acceptable final form, the dissertation is presented at an oral defense with the presence of a Dean's representative. The defense is publicly announced and is open to all interested observers. The purpose of the defense is to allow the candidate to answer specific queries concerning the work presented in the dissertation, to elaborate on points requested by members of the Dissertation Committee or other observers, and to make any additional comments or observations deemed appropriate. It is important that the defense not be scheduled until all members of the dissertation committee have read and approved all parts of the dissertation. Under no circumstances should a defense be scheduled while the candidate is still actively working on the dissertation, and that the necessary additions and improvements can be made after the defense.

The defense must be scheduled to take place before the Office of Graduate Studies filing deadline, and a complete draft of the dissertation (which must include all of the following: Table of contents, introduction, all chapters, conclusion, and complete bibliography) must be received by all Dissertation Committee members at least one month prior to the earliest possible date a defense may be scheduled. All material must be turned into the Graduate School in order for the student to graduate. There will be no exceptions to these deadlines.

Estimated deadlines (refer to the most updated TTU Academic Calendar for exact dates)

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<tr>
<th>To have the degree granted in the</th>
<th>Must have a complete dissertation to all committee members by</th>
<th>Have your oral defense by</th>
<th>Submit the final documents to the Graduate School by their deadline of</th>
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<td>Summer semester (August)</td>
<td>Early May</td>
<td>Mid-June</td>
<td>1st week of July</td>
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<td>Fall semester</td>
<td>Early August</td>
<td>Late September</td>
<td>Late October</td>
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<td>Spring semester</td>
<td>Early February</td>
<td>Mid-March</td>
<td>Early April</td>
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Schedule Approval Form

This form is to be filled out and approved BEFORE registering for any classes. The Course Registration Forms

Students must sign this form or send an email to the Graduate Advisor and the Graduate Administrative Assistant before the semester begins or before the add/drop period.

Name: _______________________________________

R#: _______________________________________

Date: _______________________________________

Proposed classes:

<table>
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<tr>
<th>Class number and title</th>
<th>CRN</th>
<th>Days</th>
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Approved:

________________________________________________________________________

Graduate Advisor Signature     Date
Independent Study Course Petition (SPAN 7000/ PORT 7000)

Date: ______________________________ Spanish_______ Portuguese_______

Student's name: ______________________________

Raider #: ________________________

Semester: __________________ Previous Independent Studies? No____ Yes*____
*If yes give dates and instructor of previous independent study:

________________________________________________________________________
________________________________________________________________________

Professor Endorsement: __________________________ Signature: __________________

Name

Graduate Committee Endorsement: __________________________

Chair's name and signature

Date: _______________________

Title of class:

________________________________________________________________________

Justification of need:

Course description:

Time line of course work/schedule of class meetings:

Graded work to be completed and due dates:

Attach working bibliography (MLA or LSA style)

Note: Under no circumstances should an independent studies course be given in replacement of a normally offered course taught in another semester, to improve an unsatisfactory grade, or to prepare for comprehensive examinations. Exceptions to this rule are only given to GPTIs that teach in the TTU Seville Center.
Interdisciplinary Course Request Form

Date: ____________________________

Student's name: ____________________________

Raider #: ____________________________

Semester: ____________________________

Previous course outside of CMLL? Yes*____

*If yes give dates, course title and instructor of previous course:

___________________________________________

___________________________________________

___________________________________________

Committee Chair
Endorsement: ____________________________

Chair's name and signature

Date: ____________________________

Title of class:

___________________________________________

Justification of need:

Course description:

Graduate Advisor Endorsement: ____________________________

Name and signature

Department Chair Approval: _____Yes _____No

Department Chair’s signature

Note: Provide a copy of this form to the Graduate Advisor.
Letter of Intent: M.A. Comprehensive Exams

<table>
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<tr>
<th>Members of the Committee</th>
<th>Area(s):</th>
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Proposed Date of Examination:

I prefer to:  □ Hand write  □ Use a Computer

Special accommodations during the examination:

□ I do not need any special accommodations
□ I need accommodations (describe):

Student's Signature __________ Date

Please submit this form to your Graduate Advisor.

Reviewed/Approved:

Graduate Advisor Signature ________ Date

—CMLL Administrative Use Only—

- Room scheduled  By ___, date:
  □ Exam Location: Room ______ or  □ Language Learning Laboratory & Resource Center
  □ Computer setup added to reservation (as and if requested by student)
    □ CMLL IT Coord., if 2 floor or  □ Language Learning Laboratory & Resource Center
- Exam materials will be given to student  □ by committee member(s)  □ staff proxy

Notes/Explain:
M.A. Thesis Declaration Form

The Thesis Declaration from should be completed the beginning of the third semester of study. Please complete the following form and attach a copy of your thesis proposal and return to the Graduate Advisor and your thesis committee Chair.

Student’s Name: __________________________________________________________

Proposed title of thesis:
_____________________________________________________
________________________________________________________________________

Date approved: ____________________________________________________________

Committee Members/ Print names                                      Committee Signatures

_____________________________________________________

Committee Chair                                    Committee Chair

_____________________________________________________

_____________________________________________________

Comments:
M.A. Thesis Proposal

Please complete the following form and attach a copy of your proposal and return to your thesis committee.

Student’s Name: ____________________________________________________________

Date M.A. exams:
________________________________________________________

Date M.A. Thesis proposal due:
________________________________________________________

Proposed title of thesis: ________________________________________________

Date approved: __________________________________________________________

Committee Members

<table>
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<tr>
<th>Print names</th>
<th>Committee Signatures</th>
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<tr>
<td>Committee Chair</td>
<td>Committee Chair</td>
</tr>
</tbody>
</table>

| ___________________ | ___________________ |
| ___________________ | ___________________ |
| ___________________ | ___________________ |
| ___________________ | ___________________ |

Comments: ______________________________________________________________

________________________________________________________________________
________________________________________________________________________
M.A. Exam Committee Form

1. The Committee should be named by the end of the first year of M.A. Program.
2. Select a chair of the committee (chair is student's major supervising professor)
3. A Committee consists of at least 3 members, including chair.

Student: ________________________________  R#_________________________
(printed)

___________________________ Date: _________________________
(signature)

Circle one: Thesis / Non-Thesis

Chair: Professor ______________________________  Date: ___________________
(printed)

_______________________________
(signature)

Member: Professor _____________________________ Date: ___________________
(printed)

_______________________________
(signature)

Member: Professor _____________________________ Date: ___________________
(printed)

_______________________________
(signature)

Major/ Areas of Examination : ______________________________________________

Minor: _________________________________________________________________

Language Requirement: ________________________________________________
Report on Comprehensive Exam

The following student:

Student Number: 

Full Legal Name: 
(last name) 
(first name)

Major: 

☐ Successfully
☐ Unsuccessfully

completed his/her comprehensive exam on _________

INDS STUDENTS ONLY

INDS Committee Members:

Submitted by (signature) ___________________________ Date: _________________

Return this form to Enrollment Management 03 Holden Hall

Box 41030 | Lubbock, Texas 79409-1030 | T 806.742.2781 | F 806.742.1746 | www.gradschool.ttu.edu

As an EEO/AA Affirmative Action Institution

Updated 1/26/2015
Ph.D. Degree Plan

Program for the Doctoral Degree

One copy of this form must be submitted to the Graduate School for approval no later than the beginning of the second year of doctoral work.

<table>
<thead>
<tr>
<th>CIF Code</th>
<th>Date</th>
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<td>609930.00.0</td>
<td>7/29/13</td>
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</table>

Full legal name

Current mailing address (include zip code)

Degree sought:

Major:

Minor (if declared):

Concentration:

Expected Graduation Date:

Previous Degree(s):

Institution(s):

Year(s) Awarded:

Doctoral advisory committee chair:

Other members (if known):

Dissertation Title (if known at this time, otherwise list area of dissertation research):

Indicate proposed enrollment pattern for residence.

Coursework (prefix and number of each credit hour are either included on official transcript; see TTU Graduate Catalog for hours required for degree sought):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Note</th>
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</thead>
</table>

In order for transfer courses to be entered on the TTU transcript, courses must be given the TTU equivalent number. For example, MGMT 635 at TAMU may be equivalent to MGT 5271 at TTU. Please indicate when course was (or will be) taken and provide an official transcript to the Graduate School. No more than 20 hours of an earned masters degree from another institution may be transferred. Grades from transfer courses will not appear on TTU transcripts. Grades below B are not accepted on transfer work.

Signature of Graduate Advisor for the major department:

Signature of Graduate Advisor for the minor department (if declared):

Graduate Dean:

Remarks or Conditions of Approval:

Approved [ ]

Conditional Approval [ ]

Not Approved [ ]

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the departments concerned and the Graduate School, using the form available in the Graduate School. Conditions for approval for admission to candidacy must be met before the proposed semester of graduation.

Revised 9/30/12
Ph.D. Exam Committee Form

1. The Committee should be named by the end of the first year of Ph.D. Program.
2. Select a chair of the committee (chair is student's supervising professor)
3. A Committee consists of at least 3 members, including chair.

Student: ________________________________  R#__________________________
(printed)
________________________________ Date: _________________________
(signature)

Chair: Professor ______________________________  Date: ___________________
(printed)
________________________________
(signature)

Member: Professor _____________________________ Date: ___________________
(printed)
________________________________
(signature)

Member: Professor* _____________________________ Date: ___________________
(printed)
________________________________
(signature)

* If a professor teaches in a different department/university, indicate so in the form.

Major/ Areas of Examination: ______________________________________________

Minor: _________________________________________________________________

Language Requirement: ________________________________________________
Ph.D. Dissertation Committee Form

1. The Committee should be named by the end of the third semester in the Ph.D. Program.
2. Select a chair of the committee (chair is student’s major supervising professor)
3. A Committee consists of at least 3 members, including chair.

Student: ________________________________  R#_________________________ (printed)

________________________________ Date: _________________________ (signature)

Chair: Professor ______________________________  Date: ___

_______________________________ (signature)

Member: Professor _____________________________ Date: ___________________

(printed)

_____________________________ (signature)

Member: Professor* ___________ __________________ Date: ___________________

(printed)

_____________________________   ________________________ (signature)

* If a professor teaches in a different department/university, indicate so in the form.

Major : ________________________________

Minor: ________________________________
# Dissertation Proposal

Please complete the following form and attach a copy of your dissertation proposal and return to your dissertation committee.

**Student’s Name:** __________________________________________________________

**Date doctoral exams:** 
----------------------------------------------------------

**Date dissertation proposal due:**  
----------------------------------------------------------

**Proposed title of dissertation:** ____________________________________________

**Date approved:** __________________________________________________________

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Committee Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print names</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Committee Chair**

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

**Comments:** __________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________
Letter of Intent Ph.D. Exams (submit to Graduate School)

| Form Routing: | Graduate Advisor | File Copy | Committee Chair |

| **Letter of Intent: Ph.D. Comprehensive Exams** |
| --- | --- |
| Name: | Today’s Date: |
| Dissertation/Genre: | |
| Minor: | |

<table>
<thead>
<tr>
<th>Members of the Committee</th>
<th>Area(s):</th>
</tr>
</thead>
</table>

**Proposed Date of Examination:**
- I prefer to: [ ] Handwritten [ ] Use a Computer

**Special accommodations during exam:**
- [ ] I do not need any special accommodations
- [ ] I need accommodations (describe)

**Student’s Signature** ____________ **Date**

*Please submit this form to your Graduate Advisor.*

**Reviewed/Approved:**
- **Graduate Advisor Signature** ____________ **Date**

---

*CMLL Administrative Use Only*

- **Room scheduled** By ______ date:
  - Exam Location: Room ______ or □ Language Learning Laboratory & Resource Center
  - Computer setup added to reservation (as and if requested by student)
    - □ CMLL IT Coord., 2nd floor or □ Language Learning Laboratory & Resource Center
  - Exam materials will be given to student □ by committee member(s) □ staff proxy

---

**Notes/Explain:**
ABD Report of Progress on Dissertation

Candidate’s name: ________________________________

Date of Comprehensive Exams: ________________________________

Date of Dissertation Proposal approved: ________________________________
Dissertation’s working title:

________________________________________________

Dissertation Committee Chair:

_______________________________________________

Current semester/year: ________________________________

Total number of chapters projected:

_______________________________________________

Chapters completed this semester: ________________________________

Chapters revised this semester:

_______________________________________________

Other research this semester: ________________________________

Chapters approved to date: ________________________________

Comments by student: ________________________________

_______________________________________________

Grade: CR_____ NCR_____

Signature of supervising professor:

_______________________________________________

Comments by supervising professor:

_______________________________________________

_______________________________________________
Form for Reporting Changes of Thesis/Dissertation Title or Committee (submit to Graduate School)

FORM FOR REPORTING CHANGES OF THESIS/DISSERTATION TITLE AND COMMITTEE

Date: ___________________________ Student ID Number: ___________________________

Student's Name: ___________________________

Check One: Master's __________ Doctorate __________

Major: ___________________________

Expected Graduation Date: ___________________________

Delete Title/Committee: ___________________________

Add Title/Committee: ___________________________

Required: ___________________________

Signature of Graduate Advisor: ___________________________

After obtaining the required graduate advisor signature as noted above, this form must be submitted to the Graduate School, Hidden Hall 02. Submissions will also be accepted by mail to: TTU Graduate School, PO Box 41030, Lubbock, TX 79409-1033. Please address to the appropriate attention as follows:

For Doctoral, Attn: Lora Lopez
For Master's, Attn: Lora Lopez

Revision: 07/01/2011

CLEAR THIS FORM
Fall Application

SEVILLE APPLICATION FORM
Please send via email to Dra. Elola before September 10, 10:00p.m.

Nombre: __________________________________________

1. Marcar la información correcta
   _______ estoy completando los cursos para mi MA
   _______ estoy completando los cursos para mi Ph. D
   _______ Cursos completos (ABD)

2. Marcar la información correcta. Éste es mi…
   _______ Primer semestre
   _______ Segundo semestre
   _______ Tercer semestre
   _______ Cuarto semestre
   _______ _______ semestre.

3. Me interesa ir a Sevilla (enumerar por orden de preferencia, 1, 2, etc.):
   _______ Verano
   _______ Otoño

*Note: Fall applicants who have been accepted to teach in Seville will have preference to teach the following spring semester in case their Seville assigned courses in the fall do not make.

4. Razones por las que quiero ir a Sevilla y razones por las que solicito el semestre X (200 palabras)

5. Durante mi estancia en Sevilla (50 palabras):
como ABD haré la siguiente
investigación…
como no soy ABD, haré la siguiente investigación con los cursos de 7000…

6. ¿Cuáles han sido tus logros académicos hasta este momento (ej. Presentaciones en conferencias, proyectos de investigación, publicaciones, etc.)?

7. ¿Qué servicio has prestado al departamento de CMLL?
January Application

SEVILLE APPLICATION FORM
Enviar por email esta información a la Dra. Elola para el 10 de septiembre a las 10:00 p.m.

Nombre: __________________________________________

1. Marcar la información correcta

_______ Estoy completando los cursos para mi MA
_______ Estoy completando los cursos para mi Ph. D
_______ Cursos completos (ABD)

2. Marcar la información correcta. Éste es mi…

_______ Primer semestre
_______ Segundo semestre
_______ Tercer semestre
_______ Cuarto semestre
_______ _______ semestre.

3. Me interesa ir a Sevilla (enumerar por orden de preferencia, 1, 2, etc.):

_______ Primavera

*Note: Fall applicants who have been accepted to teach in Seville will have preference to teach the following spring semester in case their Seville assigned courses in the fall do not make.

4. Razones por las que quiero ir a Sevilla y razones por las que solicito el semestre X (200 palabras)

5. Durante mi estancia en Sevilla (50 palabras):

como ABD haré la siguiente investigación…
como no soy ABD, haré la siguiente investigación con los cursos de 7000…

6. ¿Cuáles han sido tus logros académicos hasta este momento (ej. Presentaciones en conferencias, proyectos de investigación, publicaciones, etc.)?

7. ¿Qué servicio has prestado al departamento de CMLL?
CMLL Graduate Student Policy Acknowledgement and Consent

_____ University Policies  I understand that, as a Graduate Student at Texas Tech University, I will be held to university policies (“University Policies”) including, but not limited to the following:
  - Student Handbook & Code of Conduct
  - Texas Tech University Graduate Catalog
  - University Operating Procedures

I understand that violations of University Policies will have consequences, up to and including removal from the graduate program.

_____ Academic Standing  I understand that I must maintain a grade point average (GPA) of at least 3.0 to remain in good academic standing throughout my program and to graduate. If my cumulative GPA drops below 3.0, I will be subject to probation and, eventually, suspension (OP 64.04 Academic Probation and Suspension of Graduate Students).

_____ Attendance  I am expected to attend all scheduled classes and stay for the duration. In the exceptional circumstance when missing class is unavoidable, I must notify my professor prior to the absence.

_____ Communication  I understand Texas Tech University and the department of CMLL will use my TTU email as the primary method of contact for communications (see Consent to do Business Electronically issued by Student Business Services). I commit to monitoring my TTU email account regularly (at least once per day while classes are in session) throughout the duration of my time as a student in a CMLL graduate program.

_____ Contacts  I agree to keep the CMLL departmental office informed of any change in my address and phone number and to keep my contact information updated on Raiderlink.

_____ Professional Standards  I understand that I am expected to conduct myself professionally and ethically at all times through my behavior and judgement. Specifically, those expectations include, but are not limited to the following:

  - Fostering an atmosphere of learning and striving to achieve learning-related outcomes.
  - Avoiding behavior that interferes with classroom activities or the learning process.
  - Treating faculty, staff, and fellow students with courtesy and respect.
• Coming to class on time and prepared.
• Practicing proper etiquette (in both tone and format) in communication and treating e-mail communication as professional correspondence.
• Keeping scheduled appointments with group members, staff, and faculty.
• Abiding by University’s policies regarding academic dishonesty, which includes provisions regarding Academic Misconduct.
• Working effectively and honestly with group members, accepting a fair share of the workload.
• Actively utilizing conflict management protocols and programs provided by CMLL and TTU.
• Acting as a responsible caretaker of University facilities.
• Refraining from threatening or abusive language, profanity or behavior constituting bullying, intimidation, or harassment. This includes abusive language in emails and in social media as well as in personal interactions.

Any violations of these Professional Standards that are determined, through the appropriate processes, to constitute violations of University Policy may result in the removal of a student from a graduate program.

I have read and agree to abide by the above.

__________________________________________  ______________________
Sign                                      Date

__________________________________________
Printed name

__________________________________________
Student ID (R number)
Annual Report Form

SPANISH AND PORTUGUESE GRADUATE PROGRAM

_____________ (Academic Year)

- Fill out to the best of your ability.
- Include a copy of your Teaching Observation with this form.
- Send Annual Report and Teaching Observation to your Committee Chair with a cc to the Graduate Advisor by March 1. If you do not have a Committee Chair, then return to the Graduate Advisor by March 1.
- If you do not have an M.A. or Ph.D. Committee Chair, you will be assigned a committee who will sign this form. The form should be signed by the committee and sent to the Graduate Advisor by April 1.
- If you have an M.A. or Ph.D. Committee Chair, you should arrange to meet with your Committee Chair and Committee. They should sign the form and send it to the Graduate Advisor by April 1.

Student Name: __________________________________________________________

Dissertation OR M.A. Committee Chair:
________________________________________

Members: ____________________________________________

__________________________________________

Minor (Optional): __________________________

Give numbers in the following three categories for this academic year:

<table>
<thead>
<tr>
<th>Awards, scholarships</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentations (regional, national or international)</td>
<td></td>
</tr>
<tr>
<td>Publications (academic, creative)</td>
<td></td>
</tr>
</tbody>
</table>


Include the following information:

<table>
<thead>
<tr>
<th>Academic and Community Service (Céfiro; Sigma Delta Pi; Spanish Club)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals for the next academic year (presentations, grant applications, publications, courses):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Projected timetable (completed and/or anticipated work)</th>
<th>Year and semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>completion of coursework:</td>
<td></td>
</tr>
<tr>
<td>language(s) requirement:</td>
<td></td>
</tr>
<tr>
<td>dissertation proposal:</td>
<td></td>
</tr>
<tr>
<td>M.A. and / or Ph.D. exams:</td>
<td></td>
</tr>
<tr>
<td>completion of dissertation:</td>
<td></td>
</tr>
</tbody>
</table>

| Qualifying Examinations Area(s):                        |                   |

| Dissertation Topic:                                     |                   |

| Expected/Desired Graduation Date:                        |                   |
Part II: Teaching

1. What courses have you taught at Texas Tech?

☐ SPAN 1507: SPAN 2301

☐ SPAN 2303 SPAN 3306 Hispanic Life and Culture

☐ SPAN 3303 Intermediate Conversation SPAN 3305 Intermediate Grammar

☐ SPAN 3307 Intro to Hispanic Literatures Other:

2. Do you have a teaching portfolio (CV, teaching philosophy, teaching evaluations; activities you have created; video recordings of classes)?

3. When was the last time you had a teaching evaluation? What did the evaluation say? Have you made improvements to your teaching based on the evaluation?

4. What courses would you be interested in teaching in our program?
**Part III: Master / Dissertation Committees:** After reading the annual review (and dissertation materials, if applicable), all members of the committee meet with the student and discuss the report (and dissertation progress, if applicable).

**To be filled by faculty:**

<table>
<thead>
<tr>
<th><strong>Progress assessment:</strong></th>
<th>State if the student is on schedule and quality of work.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Recommendations to the student:</strong></th>
<th>(courses, professional activities, teaching, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signatures:**
Between March 1 and April 1 the student meets with his or her M.A. or Ph.D. Committee (chosen by the student or the Committee assigned by the Graduate Advisor). After the meeting the Committee signs this form and returns it the Graduate Advisor by April 1. The signed form will be part of the student’s permanent file.

________________________________________   __________________________
Faculty's signature                          Date

________________________________________   __________________________
Faculty's signature                          Date

________________________________________   __________________________
Faculty's signature                          Date

________________________________________   __________________________
Student's signature                          Date
FOREIGN LANGUAGE REQUIREMENT FORM

This form is to be used to report that a graduate student has taken a standardized examination in a language other than English or Spanish that is currently taught at the Department of Classical and Modern Languages and Literatures.

Student's Name: ________________________________ R# __________________

Administrator's Name: __________________________

Language: ______________________________________

Date of Exam: __________________________________

Assessment from the Exam's Administrator:

[ ] The student above has satisfactorily passed the reading and translation exam, and thus I recommend that he/she be considered to have met this language requirement of her degree plan.

[ ] The student above has not passed the reading and translation exam, and thus he/she needs to retake the exam on ________________ (date).

Evaluator's name (print) ____________________________________________

Evaluator's signature ______________________ Date ______

Cc.: Spanish Graduate Advisor
Cc.: Domestic and International Advisors at CMLL
M.A. Reading Lists: Peninsular Literature

Peninsular Literature: Medieval

Poema del Cid
Juan Ruiz: *Libro de buen amor*
Fernando de Rojas: *La Celestina*
Gonzalo de Berceo: *Milagros de nuestra señora*: los cuentos "El ladrón devoto," "La abadesa encinta," and "El clérigo embriagado"
Don Juan Manuel: *El conde Lucanor* (selecciones)
Jorge Manrique, "Coplas por la muerte de su padre"

Romances:
*Ciclo de don Rodrigo, último rey godo*: "El reino perdido: 'Los huestes de don Rodrigo / desmayaban y huían''
*Ciclo del Cid*: "Cabalga Diego Laínez," "--Morir vos queredes, padre," and "En Santa Gadea de Burgos," "Romance del Cid y del juramento que tomó al Rey don Alonso," "Romance de doña Urraca"
*Del infante Arnaldos*: "¡Quién hubiera tal ventura!"
*Del Prisionero*: "Que no por mayo era por mayo"
*De Abenámar*: "¡Abenámar, Abenámar, / moro de la morería!"
*De una morilla*: "Yo me era mora Moraima, / morilla de un bel catar"
*De la linda Alba*: "¡Ay cuán linda que eres, Alba!"
*De la linda Melisenda*: "Todas las gentes dormían"
"Fontefrida, Fontefrida, / Fontefrida y con amor"

Arcipreste de Talavera: *El Corbacho*
Teresa de Cartagena: *Arboleda de los enfermos and Admiracion operum dei*
Diego de San Pedro: *Cárcel de amor*
Alfonso el Sabio: selecciones de la *Primerá crónica general* (Estoria de España), *Siete partidas*, and *Cantigas de Santa María*
Peninsular Literature: Golden Age

*Lazarillo de Tormes*
Miguel de Cervantes: *Don Quijote de la Mancha*
Mateo Alemán: *Guzmán de Alfarache*
Lope de Vega: *Fuenteovejuna*
Ana Caro: *Valor, agravio y mujer*
Tirso de Molina: *El burlador de Sevilla*
Calderón de la Barca: *La vida es sueño*
Santa Teresa de Jesús, glosa: "Vivo sin vivir en mí"
Garcilaso de la Vega, sonnets X, XI, XXIII ("¡Oh dulces prendas...,!") "Hermosas ninfas que...," "En tanto que de rosa y azucena"); Egloga I and Egloga III
Fray Luis de León, Odas I, III, VIII ("Vida retirada," "A Francisco Salinas," and "Noche serena")
Fernando de Herrera, "Canción en alabanza de la divina majestad por la victoria del Señor Don Juan," and Soneto XXXVIII ("Serena Luz...")
San Juan de la Cruz, Canciones I, II, and III ("Cántico espiritual," "La noche oscura," and "Llama de amor viva")
Luis de Góngora y Argote, Sonetos CLXV and CLXVI, ("Ilustre y hermosísima María...," and "Mientras por competir con tu cabello"); romancillo XLIX ("La más bella niña"); "Fábula de Polifemo y Galatea"
Lope de Vega, romances: "Hortelano era Belardo," "A mis soledades voy"; sonnets LXII, CLXXXVIII, XIV ("Pasando el mar el engañoso toro," "Suelta mi manso, mayoral extraño," and "Pastor que con tus silbos amorosos")
Francisco de Quevedo y Villegas, Sonetos 2, 29, 471, 522 ("¡Ah de la vida!...¿Nadie me responde?""); "Miré los muros de la patria mía," "Cerrar podrá mis ojos...," and "A un hombre de gran nariz"
Leonor de la Cueva y Silva: Sonetos II and VIII ("Quiéros pintar el miserable estado," "Ni sé si muero ni si tengo vida"); octava XVII ("Cual sale el aljófares feriendo")
Peninsular Literature: 18th and 19th Century

Padre Feijoo, “Voz del pueblo” y “Defensa de las mujeres” del Teatro Crítico
Cadalso, Cartas marruecas (Introducción, 3, 4, 7, 21, 34, 41, 69, 70)
L. F. de Moratín, El si de las niñas or La comedia nueva o El café
Selecciones de Larra ("El castellano viejo," "Vuelva Ud. Mañana," "La Nochebuena de 1836," "El día de difuntos de 1836")
Duque de Rivas, Don Álvaro o la fuerza del sino
Zorrilla, Don Juan Tenorio
Juan Valera, Pepita Jiménez
Leopoldo Alas "Clarín":
  • Su único hijo
  • “Doña Berta,” “Adiós, Cordera” or “Pipá,” or La Regenta*
Emilia Pardo Bazán:
  • La cuestión palpitante (selections)
  • Los pazos de Ulloa, La madre naturaleza or Insolación (select TWO)
Benito Pérez Galdós:
  • Fortunata y Jacinta or "La novela en el tranvía"
  • La de Bringas
  • Doña Perfecta or another novel from the early novels or one Episodio Nacional

Poetry
Gaspar Melchor de Jovellanos. "Carta de Jovellanos a su hermano Francisco de Paula, dedicándole sus poesías"
Tomás de Iriarte. "El burro flautista"
Juan Meldez Valdés, “De la paloma de Filis”
Nicolás Álvarez Cienfuegos, "Mi paseo solitario de primavera"
José de Espronceda, "Canción del pirata", "El canto del cosaco", "A Jarifa en una orgía"
Rosalía de Castro, En las orillas del Sar (XXIX, L: II, LVI: I, II)
Gustavo Adolfo Bécquer, Rimas y Leyendas
  Leyendas: "El rayo de luna," "Los ojos verdes," and "La promesa"
  Rimas: Roman numerals refer to the 187a edition of Rimas and most subsequent editions; Arabic numerals to the order given the "Rimas" as included in Libro de los gorrones)
  IV (39), "No digáis que agotado su tesoro..."
  XVII (50), "Hoy la tierra y los cielos me sonrín..."
  XXI (21), "¿Qué es poesía?"
  XLI (26), "Tú eras el huracán y yo..."
  LII (35), "Olas gigantes que os rompéis bramando..."
  LIII (38), "Volverán la oscuras golondrinas..."
  LVI (20), "Hoy como ayer, mañana como hoy..."
  LXVI (67), "¿De dónde vengo?"...El más horrible..."
  LXVIII (61), "No sé lo que he soñado..."
LXXIII (71), "Cerraron sus ojos..."

*For your M.A. exam, you must read either *La Regenta* or *Fortunata y Jacinta*. If you read *La Regenta*, then you may read Galdós’ short story “La novela en el tranvía” instead of *Fortunata y Jacinta*, and vice-versa, if you read *Fortunata* then you may choose one of Clarín’s short stories instead of *La Regenta*. 
Peninsular Literature and Film: 20th-21st Century

Prose
Baroja, Pío: *El árbol de la ciencia* or *Camino de perfección*
Burgos, Carmen de. *La rampa*
Cela, Camilo José: *La familia de Pascual Duarte* or *La colmena*
Delibes, Miguel: *El camino* or *Cinco horas con Mario*
Gopegui, Belén: *La escala de los mapas*
Martín-Santos, Luis. *Tiempo de silencio*
Ndongo, Donato. *Las tinieblas de tu memoria negra*
Rodoreda, Mercè. *La plaza del Diamante*
Rosa, Isaac. *El vano ayer*
Unamuno, Miguel de. “San Manuel Bueno”

Theater
Buero Vallejo, Antonio. *Historia de una escalera*
García Lorca, Federico. *La casa de Bernarda Alba*
Mayorga, Juan. *Animales nocturnos*
Pedrero, Paloma. *Resguardo personal*

Film
Almodóvar, Pedro. *Todo sobre mi madre*
Buñuel, Luis. *Viridiana*
Bollaín, Iciar. *También la lluvia*
Rey, Florián. *La aldea maldita* (primera versión [muda] de 1930)

Poetry
Alberti, Rafael. *Marinero en tierra*: “Elegía del niño marinero”; y
*Sobre los ángeles*: “Los ángeles colegiales”
Cernuda, Luis. “Diré como nacisteis,” “No decía palabras,” “Peregrino”
Fuertes, Gloria. “Nací para poeta o para muerto,” “Ni tiro, ni veneno,
ni navaja...,” “Poeta de guardia” y “Sale caro ser Poeta”
Guillén, Jorge. “Más allá”; “Perfección,” “Primavera delgada”
soldado”
Hierro, José. “Marzo,” “Los claustros,” “El niño”
Jiménez, Juan Ramón. *Poemas agrestes*: “El viaje definitivo,”
“Inteligencia dame el nombre exacto...”
del Lago Eden”
Otero, Blas de. “Aquí tenéis en canto y alma,” “Crecida”, “Un relámpago apenas”
M.A. Reading Lists: Latin American Literature

Pre-Colombian and Colonial Spanish America

**Período precolombino**

  - Introducción pp. 3-9
  - Primera parte (Caps. I-IX)
  - Segunda parte (Caps. I-XIV)
  - Tercera parte (Caps. I-V)

**Período colonial**

Cristóbal Colón, *Diario del primer viaje y su testamento*. 1492-93
  - "Carta de Colón a Luis de Santangel," 1493 [www.elaleph.com]
Hernán Cortés, “Segunda carta de relación,” 1520
Alvar Nuñez Cabeza de Vaca, *Naufragios*, 1542
Alonso de Ercilla, *La araucana*, 1554:
  - Parte I, (1569). Prólogo, Cantos I, II y X
  - Parte II, (1578). "Al le(c)tor", Cantos XVI, XX, XXI, XXVII y XXVIII
  - Parte III, (1589). Cantos XXXIV y XXXVII
Bernal Díaz del Castillo, *Historia verdadera de la conquista de la Nueva España*, 1576
  (Edición recomendada de Alberto Yañez Rivas, ed. Madrid: Castalia Didáctica):
  - Prólogo y Caps. XIX al LXIII, LXIV- XCII, XCI- CLVI
Bartolomé de las Casas, *Brevísima relación de la destrucción de las Indias*, 1552
  —. Historia de las Indias (1527 - 1559 circulando en forma manuscrita)
  - Prólogo
  - Libro primero: Capítulos V, XL, XLI y XLIV
  - Libro tercero: Capítulos CXXV, CXXVI y CXXVII
Bernardino de Sahagún, *Historia general de las cosas de la Nueva España*, ca. 1570:
  - Prólogo, Introducción, Libro XII
Bernardo de Balbuena. *La grandeza mexicana*, 1604:
  - Introducción
  - Capítulo I: "De la famosa México el asiento"
  - Capítulo V: "Regalos, ocasiones de contento"
  - Capítulo VI: "Primavera inmortal y sus indicios"
  - Capítulo VII: "Gobierno ilustre"
Inca Garcilaso de la Vega, *Comentarios reales de los Incas*, 1609 (ed. Miró Quesada, Biblioteca Ayacucho):
- Proemio
- Libro primero: I-VI, VIII-X, XIV-XV
- Libro segundo: I-II, VII-IX, XIII, XXI, XXVII
- Libro tercero: XI, XIII
- Libro cuarto: I-VIII, IX
- Libro quinto: XII, XXI
- Libro sexto: VII-VIII, XXIV, XXXVI
- Libro séptimo: IV, VIII, XIV
- Libro nono: I, II, XIV, XXXI

Felipe Guamán Poma de Ayala, *Nueva corónica y buen gobierno*, 1615 (ed. Franklin Pease, Biblioteca Ayacucho):
- Folios: 1-3, 5-7, 8-10, 11, 15-18, 22-25, 42-59, 80-82, 120-21, 182[184], 264[266]-265[267], 298[300]-299[301], 302[304]-303[305], 307[309], 309[311], 312[314], 351[353], 358[360]-365[367], 366[368]-367[369], 370[372]-372[374], 376[378], 384[386]-385[387], 391[393], 454[456]-455[457], 504[508]-505[509], 521[526], 525[529]-526[540], 565[579], 574[588], 575[589], 590[604], 609[623]-610[624], 631[645]-632[646], 635[649]-636[650], 703[717], 704[718]-705[719]-710[719], 960[974]-962[976].

Catalina de Erauso, *Vida y sucesos de la Monja Alférez*, 1625
Sigüenza y Góngora, *Los infortunios de Alonso Ramírez*, 1690 o *Alboroto y motín*, 1692
Sor Juana Inés de la Cruz, “Respuesta de la poetisa a la muy ilustre Sor Filotea de la Cruz,” 1691
—. Romance: “Finjamos que soy feliz,” redondilla: “Hombres necios que acusáis”; sonetos: “Este que ves, engaño colorido,” “En perseguiért, Mundo, ¿qué interesas?” “Detente sombra de mi bien esquivo,” “Que no me quiera Fabio, al verse amado,” “Feliciano me adora y le aborrezco,” “Al que ingrato me deja, busco amante,” “Respondiendo a un caballero”
—. *Los empeños de una casa*, 1683
Juan del Valle y Caviedes, *Diente del parnaso*, 1693:
- “Para ser caballero”
- “Lo que son riquezas del Perú”
- “Coloquio que tuvo con la muerte un médico, estando enfermo de riesgo”
- “Respuesta de la muerte al médico” y "Décimas"
- “Habiendo enfermado el autor de tercianas...”
- “Dando los años a un viejo”
- “A una vieja del Cuzco”
- “Privilegios del pobre”
- “Para ser caballero”
- “Para labrarse fortuna en los palacios”
- “A una fea”
"Define la vida de los hombres"
"A una dama en un baño"
"Carta que escribió el autor a la monja de México..."

Terralla y Landa, Esteban. Lima por dentro y fuera
Alonso Carrió de la Vandera, Lazarillo de ciegos caminantes, 1773:

- “Prólogo y dedicatoria a los contenidos en él”
- “Buenos Aires: descripción de la ciudad”
- “El Cuzco, descripción de la ciudad”
- “Acusaciones a los españoles. Los repartimientos de indios”
- “El corregidor y el indio”
- “El nombre de Concolorcorvo”
- “El idioma castellano y el Quechua”
- “Los negros, cantos, bailes y músicas”
- “Comparación entre el imperio peruano y mexicano. Anécdota de las cuatro PPPP de Lima. Fin”

Terralla y Landa, Esteban. Lima por dentro y fuera, ca.1790

**Suggested secondary sources:**

For an updated list of literary, cultural and historical analysis of the canonical colonial texts, consult with Dr. Guengerich.
Latin American: 19th-Century

Simón Bolívar, “Carta de Jamaica” y “Discurso ante el Congreso de Angostura”
Andrés Bello, “La agricultura de la zona tórrida”
Gertrudis G. de Avellaneda, Sab (Editorial Cátedra)
Esteban Echeverría, “El matadero”
Domingo F. Sarmiento, Facundo
Ignacio Altamirano, El Zarco
Jorge Isaacs, María
Ricardo Palma, Tradiciones peruanas (Editorial Cátedra)
José Hernández, Martín Fierro
Juan León Mera, Cumandá
Clorinda Matto de Turner, Aves sin nido

Reference Books:
Latin American: Modernism- c. 1950

Essay
José Enrique Rodó: *Ariel*
José Carlos Mariátegui, *Siete ensayos de interpretación de la realidad peruana*

Narrative
Mariano Azuela, *Los de abajo*
Teresa de la Parra, *Memorias de Mamá Blanca*
Rómulo Gallegos, *Doña Bárbara*, o Ricardo Güiralde, *Don Segundo Sombra*
María Luisa Bombal, *La última niebla*
Jorge Luis Borges, *Ficciones*
Jorge Icaza, *Huasipungo*
Ernesto Sábato, *El túnel*
Miguel Ángel Asturias, *El Señor Presidente*

Poetry
José Martí, "Musa traviesa," *Poética*, "Yo soy un hombre sincero"
Manuel Gutiérrez Nájera, "La duquesa Job," "De blanco," "Non omnis moriar"
Rubén Darío, "Era un aire suave," "Yo soy aquel que ayer nomás decía," "A Roosevelt"
Julio Herrera y Reissig: "La iglesia," "Epitalamio ancestral," "El abrazo pitagórico"
Delmira Agustini, "Lo inefable," "La musa," "El vampiro"
Vicente Huidobro, "Arte poética," "Marino," "La raíz de la voz"
César Vallejo, "Los heraldos negros," *Trilce VI*, "Considerando en frío, imparcialmente...", "Intensidad y altura"
Pablo Neruda, "Sólo la muerte," "Walking around," "La verdad"
Gabriela Mistral, "Los sonetos de la muerte," "Dios lo quiere," "Puertas"
Selections from Alfonsina Storni, *Poesías* "Tú me quieres blanca," "La caricia perdida," "Ecuación"

Drama
Florencio Sánchez, *Barranca abajo* o *La gringa*
Alejandro Tapia, *La cuarterona*
Virgilio Piñera, *Electra Garrigó*
Xavier Villaurrutia, *Invitación a la muerte*
René Márquez, *La carreta*
Rodolfo Usigli, *El gesticulador*

Reference Books
Latin American: c. 1950-Present

Narrative
Carlos Fuentes: *La muerte de Artemio Cruz*
Alejo Carpentier: *Los pasos perdidos o El reino de este mundo*
José Donoso, *Historia personal del Boom*
Juan Rulfo: *Pedro Páramo*
José María Arguedas, *Los ríos profundos*
Julio Cortázar: *Rayuela, “Axolotl,” “Las babas del diablo,” “La noche boca arriba,” “Continuidad de los parques”*
Gabriel García Márquez: *Cien años de soledad o El otoño del patriarca*
Cristina Peri Rossi: *La nave de los locos*
Manuel Puig: *El beso de la mujer araña*
Elena Poniatowska: *Hasta no verte, Jesús mío*
Guillermo Cabrera Infante: *Tres tristes tigres*
Leonardo Padura Fuentes, una de las novelas de la serie de Mario Conde o *La novela de mi vida*
Arturo Uslar Pietri, *Las lanzas coloradas o La visita en el tiempo*
Mario Vargas Llosa: *La casa verde o La ciudad y los perros*
Juan José Saer: *El entenado*
Ricardo Piglia: *Respiración artificial*
Fernando Vallejo: *La virgen de los sicarios*
Roberto Bolaño: *Estrella distante*
Mario Bellatin: *Salón de belleza*
Augusto Monterroso: *El eclipse*
Sergio Ramírez: *Adiós muchachos o Castigo divino*
Gioconda Belli, *La mujer habitada*

Testimonio
*Me llamo Rigoberta Menchú y así me nació la conciencia*
*Sí me permiten hablar de Domitila Barrios de Chungara*

Drama
José Triana: *La noche de los asesinos*
Egon Wolff, *Flores de papel*
Emilio Carballido, *Yo también hablo de la rosa*
Roberto Ramos-Perea: *Malasangre*
Roberto Cossa: *La nona*
José Díaz: *El cepillo de dientes*
Griselda Gambaro, *Los siameses*
Myrna Casas: *El gran circo eucraniano o Cristal roto en el tiempo*

Poetry
Nicolás Guillén: "Llegada," "La muralla," “La ballada de los dos abuelos”
Octavio Paz: "Himno entre ruinas," "Viento entero," "El prisionero"
Ernesto Cardenal: "Oración por Marilyn Monroe," "En el lago de Nicaragua," "La noche"
Nacy Morejón: “Mujer negra” “Chiriboga” “Cimarrones”

**Essay**
Rosario Castellanos: “Mujer que sabe latín”
Roberto Fernández Retamar “Calibán”
Octavio Paz: *El laberinto de la soledad*
U.S. Latino Literature

Narrative
Sabine Ulibarri, short story collection (*El Cóndor and Other Stories; Governor Glu Glu and Other Stories*; Mi abuela fumaba puros; or *The Best of Sabine R. Ulibarri*)
Rolando Hinojosa-Smith, *Estampas del valle y otras obras* or *Klail City y sus alrededores*
Tino Villanueva, *Crónica de mis años peores*
Sandra Cisneros, *La casa en Mango Street* or *Woman Hollering Creek*
Gloria Anzaldúa, *Borderlands/La frontera*
Rosario Ferré, *Maldito Amor* or *Papeles de Pandora*
Cristina García, *Soñar en cubano*
Richard Rodríguez, *Hunger of Memory*
Esmeralda Santiago, *When I Was Puerto Rican*
Junot Díaz, *The Brief Wondrous Life of Oscar Wao*

Poetry
Sandra Cisneros, “You Bring out the Mexican in Me,” “Original Sin,” “Las Girlfriends”
Pat Mora, “Legal Alien,” “Desert Women,” “Aztec Princess”
Alurista: “We Have Played Cowboys,” “Nuestro barrio”
Piri Thomas, *Down These Mean Streets* (1967; 1997)
José Antonio Villarreal, *Pocho* (1959)
Rudolfo A. Anaya, *Bless Me, Ultima* (1972)

Drama
Luis Valdez, *Zoot Suit*
John Leguizamo, *Spic-O-Rama*
Culture Clash, *Life, Death and Revolutionary Comedy* or *Culture Clash in America.*

Essay
Luis Rafael Sánchez, “La guagua aérea”
M.A. Reading Lists: Spanish Linguistics

In addition to the books on the following reading list, students will meet with the professors to add pertinent articles or materials to prepare for the particular areas of the exams.

**Required Area (Second Language Acquisition):**

Ducate, Lara & Arnold, Nike. (2011). *Calling on CALL: From Theory and Research to New Directions in Foreign Language Teaching*. San Marcos, TX: CALICO.


Hualde, José Ignacio et al. (2010). *Introducción a la lingüística hispánica*. Cambridge: Cambridge University Press.


**Optional Areas**

**Area: Applied Linguistics And Second Language Acquisition**

**Subareas**

**Skills**


**Technology**

Ducate, L. & Arnold, N. (2011), *Calling on CALL: From Theory and Research to New Directions in Foreign Language Teaching*. San Marcos, TX: CALICO.


**Area: Bilingualism**


**Articles:**


**Area: History of the Spanish Language**


**Area: Morphology and Syntax**


**Reference Books**


Sociolinguistics M.A. List


Phonetics & Phonology M.A. Exam List


READING LIST: PORTUGUESE MINOR

M.A.

Memorial do Convento by José Saramago
Os Maias ou O Crime do Padre Amaro by Eça de Queirós
Memórias Póstumas de Brás Cubas by Machado de Assis
A Força do Destino by Nélida Piñon
O Eu Profundo e os outros Eus by Fernando Pessoa
(Rio de Janeiro: Nova Fronteira 1980)
Menino de Engenho by José Lins do Rego

For an updated list of references, consult with the area expert.

Ph.D.

José Saramago. Memorial do Convento
Almeida Garrett. Viagens na Minha Terra
Machado de Assis. Memórias Póstumas de Brás Cubas
Eça de Queirós. O Crime do Padre Amaro
Fernando Pessoa. O Livro do Desassossego
José Lins do Rego. Menino de Engenho
Fernão Mendes Pinto. Peregrinação
Luís de Camões. Os Lusíadas
Lídia Jorge. A Costa dos Murmúrios
Manuel Rui. Quem me Dera ser Onda
Manuel Lopes. Os Flagelados do Vento Leste
Mia Couto. Cada Homem é uma Raça
Camilo Castelo Branco. Amor de Perdição
Nélida Piñon. República dos Sonhos ou A Força do Destino
Clarisse Lispector. A Maçã no Escuro
Rachel de Queiroz. As Três Marias