



TEXAS TECH UNIVERSITY

Classical & Modern Languages & Literatures

GRADUATE MANUAL

Spanish & Portuguese Program

A Guide for Graduate Students and Instructors

Effective Spring 2023



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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, Céfireo.

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.



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.

Applicants for the Master of Arts in Romance Languages degree with a concentration in Spanish may complete 30 hours of graduate courses and a thesis or 36 hours of coursework. The degree may include a 6-hour minor. For Spanish and French, areas of interest include literature, comparative literature, linguistics, and cultural studies.

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.

MUST COMPLETE:

36 Hours of 5000-level or above (thesis option: 30 hours of coursework + 6 thesis hours)

Degree Description

The Romance Languages M.A. in Spanish requires 36 credit hours in courses 5000 or above and pass an M.A. examination.

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.

Language Requirements for the M.A. Degree

All M.A. candidates must possess reading knowledge of second 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 Director of Graduate Studies 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 and Cultural Studies M.A. Track (30-36 hours)*****Required courses:**

LING 5322 —Theoretical and Research Foundations of Second Language Teaching, for all current and prospect TAs/ GPTIs (Fall).
SPAN 5352 —Methods of Literary Criticism
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)
SPAN 5355: Seminar in Hispanic Literature (1 course max.)
SPAN 6000: M.A. Research (for Thesis Option only) SPAN 7000: Independent Study (Seville)

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 Director of Graduate Studies or his/her committee of studies' chair.

Recommended minors:

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

Literature and Cultural Studies M.A. Thesis Option

M.A. candidates in Spanish have the option of writing a MA thesis in Spanish, English or Portuguese language in lieu of 6 hours of graduate coursework.

All M.A. theses in literature shall use the style sheet of the Modern Language Association of America (MLA). Consult the Texas Tech Graduate School website for additional information on thesis preparation and format.

Students writing a MA thesis must enroll in 2 SPAN 6000 courses for 3 credits each, during the 3rd and 4th semesters, for a total of 6 MA thesis hours and 36 credit hours total.

Thesis Proposal

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:



Full Working Title

- (a) **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?
- (b) **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?
- (c) **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.
- (d) **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).
- (e) **Methodology/ Theory:** What methods of analysis will be employed? What working hypotheses will inform these analyses?
- (f) **Plan:** Outline the probable chapters with a brief notion of what is to be included in each.
- (g) **Timetable:** MA theses must be completed and defended within 2 semesters.
- (h) **Selected Bibliography**
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.

Thesis writing and defense

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 MA thesis.

After completion of the thesis, a public defense must be scheduled with the thesis advisor and the other two committee members. The committee must decide, unanimously, if the thesis is a pass or fail. Other options include the request, by the committee, to make minor or major changes to the thesis before it is accepted.

A MA thesis in Romance Languages with a concentration in Spanish should demonstrate mastery of the literature in a given subfield, as well as mastery applying relevant theory and concepts in a given subfield. A MA thesis is not required to make an original contribution to the current field of knowledge.

Literature and Cultural Studies Non-Thesis Option



Students opting to graduate in the non-thesis route must announce this decision in their second semester to their advisor.

The qualifying exam is a take-home exam to be conducted during the last semester of a student's MA degree plan.

Early in the semester, the degree candidate is asked by his or her M.A. director to select three courses (normally taught by three different professors, and not including LING 5322) taken as part of the degree program on whose subject matter the student will be examined. The M.A. director approaches the course instructors on the candidate's behalf, confirms their willingness to act as examiners, and solicits from each instructor a set of exam questions based on the literary, cultural, theoretical and/or methodological knowledge that the student should have acquired in the relevant course. Examiners are free to structure and frame their questions in a variety of ways, and to specify the language (Spanish or English) in which particular questions should be answered, but all exam questions will be reviewed by the M.A. director to ensure that they are reasonable in content and number.

On a pre-arranged date agreed upon by the Graduate Advisor and the degree candidate, the candidate receives the three sets of exam questions. **The candidate then has one week to produce full written responses to all three question sets and submit them to the M.A. director.**

Candidates are free to use books, course notes, dictionaries and other scholarly resources in preparing their answers. Normal standards of academic honesty and integrity apply. The use of translation software (Spanish to English or English to Spanish) is not allowed. Each examiner evaluates the candidate's responses to his or her question set on a pass/fail basis.

If all of the candidate's answers are entirely satisfactory, the exam is passed. If any of the answers are deemed unsatisfactory, then the M.A. director returns only the unsatisfactorily answered questions (along with any feedback from the examiners) to the candidate, who has at most one additional week to revise and resubmit the unsatisfactory answers.

If the revised answers are deemed satisfactory, the exam is passed. If the revised answers are still unsatisfactory, the exam is failed and the degree candidate must wait until the following semester to retake the comprehensive exams

Hispanic Linguistics M. A. Track (30-36 hours)

Required courses:

1. LING 5322: Theoretical and Research Foundations of Second Language Teaching
2. SPAN 5343: Studies in Spanish: Second Language Acquisition
3. SPAN 5340: Spanish Language and Linguistics (*or* LING 5312: Linguistics for 2nd Language Educators)
4. SPAN 53xx: One Cultural Studies/Literature course

Recommended minors:

- Portuguese
- Applied Linguistics

Any other minor requires approval by linguistics faculty.

M.A. Thesis Option for Linguistics

Overview: M.A. candidates have the option of writing a M.A. thesis in Spanish, Portuguese, or English to complete the degree. The thesis will take the place of the three comprehensive exams. Students are expected to write a high-quality M.A. thesis with the goal of sending the revised thesis to a journal for publication. M.A. thesis candidates must enroll in 6 credits of *SPAN 6000: Master's Thesis* in addition to



30 hours of coursework. Students must be given approval by a linguistics faculty mentor to conduct a M.A. thesis instead of the comprehensive exams. That is, a student in their first year of the program must demonstrate through work ethic and critical thinking that they are capable of carrying out a high-quality thesis. The M.A. thesis is expected to make an original contribution to the field.

Timeline: By the end of the 2nd semester, students must advise their faculty mentor of their intention to follow the M.A. option. Once the faculty mentor approves to work with the student on the M.A. thesis, the next step is to form a thesis committee at the end of the 2nd semester or no later than the first week of the 3rd semester. To graduate on time, during a student's second year in the program, it is recommended that students take one 3-credit SPAN 6000 course in the fall and one 3-credit SPAN 6000 course in the spring. Of note is that this is not a rule, but rather a suggestion. The student's thesis director, depending upon the specific of the project (timeline of IRB, data collection, data analysis, etc.), will decide when the two SPAN 6000 courses will be taken. For example, additional options would involve: (a) two 3-credit SPAN 6000 courses in the spring of year 2; or (b) one 3-credit SPAN 6000 course in the spring and one 3-credit SPAN 6000 course in the summer of year 2 (this latter option would involve an August graduation and both student and thesis director would have to discuss how to acquire summer funding). In consultation with the faculty mentor, students must write a thesis proposal. The thesis proposal should be handed in to the thesis committee 10 days prior to the oral defense of the proposal. Students must defend their thesis proposal no later than the last class day of the 3rd semester. Upon a successful defense, the student and faculty mentor should schedule a M.A. thesis oral defense date during the 4th semester for a time when the student and three committee members are all available. Per Texas Tech graduate school, thesis defenses must be prior to the end of March in order to graduate in May. The finalized M.A. thesis must be handed to the committee no later than 14 days prior to the oral defense.

Format of proposal: The proposal should follow APA format and include the following sections: Introduction, Background, proposed Methods (including statistical analysis if a quantitative study and type of qualitative analysis to be completed for qualitative studies), expected Results, Rationale for the study/Implications of such a study, Timeline, and References. The students should seek the guidance of their faculty mentor for the details of each section.

Proposal oral defense: The oral defense will take place one week after the proposal is handed to the committee. There will be no presentation, but rather the committee will ask the candidate questions regarding their proposed study and they are expected to defend their methodological decisions. The point of the defense is two-fold: (i) for the candidate to demonstrate their critical thinking skills regarding their proposed study; and (ii) to allow the committee to provide the candidate with all the feedback possible prior to them collecting data for their study.

Format of thesis: The M.A. thesis should follow APA format and include the following sections: Introduction, Background, Methods, Results, Discussion, Conclusion, References, and Appendices (if necessary). The student will follow the official M.A. thesis template of Texas Tech University. Students should seek insights from their faculty mentor as to how to follow the norms of the specific subfield of their research.

Committee: An M.A. thesis committee consists of three members, including the committee chair, who will be the director of the student's thesis. The director must be a tenured or tenure-track member of the Spanish and Portuguese Division or Applied Linguistics (CMLL). The student, in consultation with the committee chair, selects the remaining committee members and chooses a tentative topic for the MA thesis.

Thesis oral defense: The oral defense will take place two weeks after the M.A. thesis is handed to the committee. The candidate will be given 15-20 minutes to present the thesis for their committee and public audience. Following the presentation, the committee will then ask the candidate questions dealing



with the student's thesis. The student is expected to demonstrate their critical thinking skills in dialogue with their committee.

M.A. Non-Thesis Option for Linguistics

Students opting to graduate in the non-thesis route must announce this decision by the end of their 2nd semester to their linguistics advisor. Students will take three qualifying exams in a take-home format in March of the 4th semester. At the start of the 3rd semester, the student will inform their mentor which three subfields of linguistics in which they chose to have the exams. These areas currently include, but are not limited to: SLA, L2 Multiliteracies, L2/SHL Writing, L2 and SHL Pedagogical Perspectives, Eye tracking, Phonetics & Phonology, Quantitative Sociolinguistics, and Translation Theory & Practice. Based on the fields chosen, the student, in consultation with the faculty advisor, will approach other faculty members to form part of the committee.

Examiners are free to structure and frame their questions in a variety of ways, and to specify the language (Spanish or English) in which questions should be answered (for example: many exams involve one required question followed by 4 questions of which two should be selected). On a pre-arranged date agreed upon by the Graduate Advisor and the degree candidate, the candidate receives the three sets of exam questions. The candidate then has one week to produce full written responses to all three question sets and submit them to the M.A. director. Candidates are free to use books, course notes, dictionaries and other scholarly resources in preparing their answers. Normal standards of academic honesty and integrity apply. Students should speak with their committee about which programs are permitted for each specific exam. Each examiner evaluates the candidate's responses to his or her question set on a pass/fail basis.

If all of the candidate's answers are entirely satisfactory, the exam is passed. If any of the answers are deemed unsatisfactory, then the M.A. director returns only the unsatisfactorily answered questions (along with any feedback from the examiners) to the candidate, who has at most one additional week to revise and resubmit the unsatisfactory answers.

If the revised answers are deemed satisfactory, the exam is passed. If the revised answers are still unsatisfactory, the exam is failed and the degree candidate must wait until the following semester to retake the any of the failed comprehensive exams.

Ph.D. Degree Requirements Spanish

To qualify for admission to candidacy for the Ph.D. degree in Spanish, applicants must complete a graduate minor in another language or demonstrate a reading knowledge of one approved language other than English or Spanish. Any substitution must be submitted in writing to the Spanish graduate advisor and approved by the candidate's doctoral committee.

Students in the Ph.D. program normally minor within the department in one of the above-mentioned minor areas, but they may select a combination of courses within and outside the department if approved by the Spanish graduate advisor. Students should consult with a graduate advisor for approved options. A Ph.D. minor consists of 15 to 18 hours of coursework in approved areas.

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 series of workshops; and meet 2nd Language Requirement (other than Spanish or English).

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 Director of Graduate Studies.

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 proposal to be admitted to candidacy.

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 a language 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.

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 one language 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.

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 Director of Graduate Studies 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 Professionalization Workshops

Ph.D. must attend two (2) of the workshops organized by the Graduate School and/or TLPDC per semester. And at least two (2) sponsored by the Spanish & Portuguese Graduate Program.

Language Requirements for the Ph.D. Degree

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

- 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 two languages other than Spanish and English at the graduate level can waive this requirement.
- 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.
- Students that minor in a language other than English and Spanish are waived from the two languages requirements.

Summary of Requirements

MUST COMPLETE:

- Minimum of 60 or more semester hours of 5000-level or above
- 2nd Language Requirement or a Language 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 16 additional courses (48 credits), with your Advisor

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

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

SPAN 7000 Independent Study (Seville)

SPAN 8000 Dissertation Hours (ABD Students)

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.*

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.

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

The Ph.D. Qualifying Exam

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. In order to comply with the university deadlines.

The written exams for the Spanish PhD consist of a completing a **portfolio**. Under the guidance of their advisor, students must hand in the completed portfolio by middle of the 5th semester. For students starting the program in the fall, the deadline for handing in the portfolio is Columbus Day. Students admitted in the spring must hand in their portfolio immediately after spring break.

Content of the Portfolio

1. Article, submitted to a peer reviewed academic journal in the primary field;
2. Literature review of complementary field;
3. At least one fully developed syllabus;
4. Diversity Statement;
5. Teaching Philosophy.

There will be an oral defense of the portfolio immediately following the submission, thus still during the 5th semester.

The exam committee is composed of the dissertation committee. The participation of the outside member of the dissertation committee in the exam is voluntary.

No oral portfolio defense shall occur as long as the students has not handed in the 5 required portfolio



components and the committee has agreed to admit them to an oral defense thereof.

Advancement to PhD Candidacy

After passing the oral exam, students will be advanced to PhD candidacy. If students fail to submit a complete and satisfactory portfolio and/or fail the oral portfolio defense, they can resubmit their portfolio once, in the following semester, and defend it. After a second failure, students have failed the qualifying exam and will be dismissed from the program.

Dissertation Proposal

During their 6th semester, after passing the qualifying exam, PhD students must submit their dissertation proposal to their dissertation committee.

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:

Full Working Title

- (a) **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?
- (b) **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?
- (c) **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).
- (d) **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).
- (e) **Methodology/ Theory:** What methods of analysis will be employed? What working hypotheses will inform these analyses?



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

Defense of the Dissertation Proposal

Students must defend their dissertation proposal to their dissertation committee in the semester following the passing of the PhD exam, thus ideally in the 6th semester.

They can only advance to conducting dissertation work once all committee members have agreed to the proposal.



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 be written in Spanish, English or Portuguese language and use the style sheet of the Modern Language Association of America (MLA). 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 Director of Graduate Studies. 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 Director of Graduate Studies and may require that the candidate be examined over other areas.

Students who change committees must inform the Director of Graduate Studies in writing to obtain the Director's approval and to process those changes.

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



Classical & Modern Languages & Literatures

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)

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



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.

Graduate Student Organization: Céfiro

Graduate students in Spanish and Portuguese at Texas Tech University can 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; when 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.

Graduate Student Annual Report

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 to the Director of Graduate Studies 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 Director of Graduate Studies aware of a student's progress.

Graduate Credit Transfer from other Institutions

Students may transfer up to 21 hours of credit maximum. The Director of Graduate Studies 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 Director of Graduate Studies 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.



Courses and Enrollment

Registration for courses

Each semester, courses offered for Spanish graduate students are posted online. Students should choose their courses in consultation with the Spanish Graduate Faculty.

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

All changes in registration (adding, dropping, changing credit hours, etc.) must be reported to the departmental Director of Graduate Studies **BEFORE** the change is made. Failure to obtain prior approval for changes from the Director of Graduate Studies could result in revocation of financial support.

All-But-Dissertation (ABD) Enrollment Process

ABDs must provide the following information in order to register:

- a) who their Dissertation Advisor is;
- b) which semester they need to enroll in; and
- c) 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.

Independent and Interdisciplinary Study Courses

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 Director of Graduate Studies' 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 Director of Graduate Studies and the Departmental Advisor (domestic or international).

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.

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.

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/Deferment 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

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.

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](#).

Scholarships and Fellowships

Fellowship/Scholarship	Requirements	Amount/Duration of Award
American Mexican Friendship -- Waterman Scholarship	Previously attended a Mexican university	\$4,000 per year for Master's students for two years \$4,000 per year for Doctoral students for four years
Cash Family Endowed Fellowship	Any major	\$3,000 - \$3,500 per year for one year (Master's or Doctoral)
Health and Social Services Fellowship	Health and Social Services majors	\$4,000 per year for one year (Master's or Doctoral)
Helen DeVitt Jones Graduate Fellowship	Any major	\$3,500 per year for Master's students for two years \$3,500 per year for Doctoral students for three years
Helen DeVitt Jones Part-time Graduate Fellowship	Any major, Part-time students	\$1,500 per year – can be split between two or three semesters <i>*Semesters do not have to be consecutive</i>
James D. and Mary Hazlewood Memorial Fellowships	Any major	\$3,000 per year for one year (Master's or Doctoral)
India Student Association/India Association of West Texas	Previous degree from an Indian University	\$1,000 per year for one year (Master's or Doctoral)
Peggy Gordon Miller Graduate Fellowship	Any Major	Award amount varies depending on available interest
Preston and Ima Smith Graduate Scholarship	West Texas Research - Any major, Full and part-time students	Award amount is typically \$1,500 - \$2,000 (Master's or Doctoral), depending on full-time or part-time status

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 (completing 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.

In the case of doctoral students transferring credits from our M.A. program, they can expect **three academic years** of funding. A potential fourth 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.

Spanish 1000 and 2000 courses at the Lubbock campus.

For graduate students not yet admitted to the Spanish and Portuguese Program, selection will be made by the Graduate Recruiter(s) in coordination with the Department Chair. For graduate students admitted to the Spanish and Portuguese Program, selection will be made by the Director of the Spanish Foundations Program in coordination with 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 Director of Graduate Studies.

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/iss/fi/healthinfo.php

Teaching for the Spanish Heritage Language Program and upper-level courses

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 and Upper Level 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 and upper-level 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 these courses and a copy of their CV before the semester starts to the Director of the Spanish and Portuguese Program.

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

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

For more information related to the Spanish Heritage Program, contact Dr. Idoia Elola (idoia.elola@ttu.edu) or the SHP Coordinator Sylvia Flores (sylvia.flores@ttu.edu).

For more information related to the Spanish for the Professions courses, contact Dr. Jorge Zamora (jz.zamora@ttu.edu).

For more information related to the upper-level courses, contact each course Coordinator.

Spanish 3000 and 4000 level courses. Selection will be made by the Spanish and Portuguese Faculty in coordination with the Department Chair.

Seville Teaching

Appointment Award

This teaching appointment is an 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.

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

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 Spanish Foundations Program (DSFP) 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 Spanish Foundations Program 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 DSFP. 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 the Spanish Foundations Program.
- Follow any other rules or regulations set forth by the DSFP (in the *Instructor Handbook*), the Coordination Team, the CMLL Chair, and the Director of Graduate Studies.
- 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 Director of Graduate Studies may result in an immediate revocation of the teaching assistantship.**

If you have difficulties with a student consult the Director of the Spanish Foundations Program

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.