

# **TEMPLE UNIVERSITY**

**DEPARTMENT OF SPANISH AND PORTUGUESE**

**MASTER OF ARTS**

**AND**

**DOCTOR OF PHILOSOPHY**

**STUDENT**

**HANDBOOK**



College of Liberal Arts  
TEMPLE UNIVERSITY®

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The materials in this Student Handbook are intended to answer some of the questions most frequently raised by those applying to and enrolled in the Spanish graduate program at Temple University. The information included in the Handbook supplements and, on occasion, restates sections of the Temple University Graduate Bulletin. Students should consult the Graduate Bulletin in conjunction with this handbook for the most complete and detailed information concerning policies and procedures (<http://www.temple.edu/grad/policies/gradpolicies.htm>). If both of these sources appear to fail to address an issue, please contact the departmental Associate Chair for Graduate Studies or the Department Chair.

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## I. GENERAL INFORMATION

### 1. MISSION

The Graduate Program in Spanish integrates the study of the three fundamental fields of Hispanic Studies: Peninsular Spanish Literature, Spanish American Literature and Hispanic Linguistics. At the level of the Master of Arts (MA), it provides a solid program developing advanced Spanish-language skills for diverse careers (in secondary education, business, health and government services, etc.) and trains students in the exercise of pedagogical and research skills necessary for the pursuit of a PhD. At the Doctor of Philosophy (PhD) level, the program provides opportunities for advanced study and research in selected fields in Hispanic studies, and trains scholar/teachers for careers principally at institutions of higher learning.

The MA and PhD degree may be completed on a full-time or part-time basis.

### 2. ORGANIZATION

**Fields and Areas:** The Graduate Program in Spanish is organized in three fields: Peninsular Spanish Literature, Spanish American Literature and Hispanic Linguistics. Within each of these fields there is a variable number of areas that categorize historically and theoretically the subject matter. Awareness of this distribution is important since it becomes the basis for course requirements, reading lists and both the MA and PhD exams.

**Peninsular Spanish Literature:** The field of Peninsular Spanish Literature is distributed in four areas: (1.) Medieval through Renaissance; (2.) Early Modern Period or Golden Age; (3.) 18<sup>th</sup> and 19<sup>th</sup> centuries; (4.) Contemporary or 20<sup>th</sup> and 21<sup>st</sup> centuries.

**Spanish-American Literature:** The field of Spanish-American Literature is distributed in three areas: (1.) Colonial period; (2.) 19<sup>th</sup> and early 20<sup>th</sup> century; (3.) Contemporary or 20<sup>th</sup> and 21<sup>st</sup> centuries.

**Hispanic Linguistics:** The field of Hispanic Linguistics is distributed in three areas: (1.) Applied Linguistics; (2.) Sociolinguistics and Dialectology; (3.) History of the Spanish Language.

## II. ADMINISTRATIVE INFORMATION

### 1. ADMISSION DEADLINES

To be considered for a teaching assistantship, an applicant must apply by January 15<sup>th</sup> for admission during the following fall. Applications for admission only (but not for financial assistance) may be accepted until September 30<sup>th</sup> for the spring and April 1<sup>st</sup> for the fall semester.

### 2. REQUIRED DOCUMENTS

The Department requires the following items from all applicants. However, Temple University may request additional documentation for admittance in the Graduate School:

- The Temple University On-line Graduate Application Form  
[https://prd-wlssb.temple.edu/prod8/bwskalog.P\\_DisplLoginNon](https://prd-wlssb.temple.edu/prod8/bwskalog.P_DisplLoginNon)
- Official transcripts are sent directly by the student's home university to Temple, either electronically or via ordinary mail. In the latter case, transcripts must arrive in an unopened envelope sealed or signed by an official on the back flap. NOTE: unofficial transcripts will be accepted for admission purposes, but the student is responsible for providing official transcripts once he or she is admitted.
- [GRE](#) scores (applicants from Spanish speaking countries may present instead the [EXADEP](#) scores)
- International applicants are required to provide scores in one of the following tests: [Test of English as a Foreign Language \(TOEFL®\)](#), the [International English Language Testing System \(IELTS™\)](#), or the [Pearson Test of English Academic \(PTE Academic™\)](#).
- Letters of recommendation from three individuals familiar with the applicant's abilities and scholarly potential (these letters normally must be from professors).
- A letter of intent reflecting the applicant's plans and goals.
- An undergraduate major in Spanish or its coursework equivalent (advanced standing may be given to students possessing an MA in Spanish).
- A minimum undergraduate grade point average of 3.0 overall or a minimum of 3.25 to be considered for financial aid.
- Application fee.
- Writing sample in Spanish.

### 3. FINANCIAL SUPPORT

**Assistantships and Fellowships:** Financial support is available to graduate students in the form of departmental teaching assistantships and university fellowships. Teaching assistantships and fellowships carry a stipend plus full waiver of tuition; they also provide health coverage. All applicants are automatically considered for financial aid unless otherwise stated.

**Other Financial Support:** In addition to the competitive awards and employment listed above, support is available to full-time graduate students solely on the basis of need through loan programs such as the Federal Perkins and Stafford Loans. Further detail and financial aid applications may be obtained by contacting: Student Financial Services, Conwell/Carnell Halls, Temple University, Philadelphia, PA 19122. Telephone: 215-204-2244 (<http://www.temple.edu/sfs/>).

#### 4. ADVISING

**Associate Chair for Graduate Studies:** The Associate Chair for Graduate Studies of the Department serves as advisor to all MA students. He/she also serves as principal advisor for PhD students until they have successfully completed the PhD Preliminary Exam. Appointments must be made with the Associate Chair for Graduate Studies prior to course registration for each semester or to request a leave-of-absence.

**Dissertation Advisor:** In the final year of coursework, each PhD student selects a dissertation advisor. Upon successful completion of the PhD Preliminary Examination, the Dissertation Advisor becomes the principal advisor of the student. With the assistance of the Dissertation Advisor, a Dissertation Committee is formed and a research proposal formalized and presented for approval by the Graduate Committee and the Graduate School.

#### 5. GRADUATE READING LIST

“The Graduate Reading List upon which the MA comprehensive examination is based is available in the Department website for downloading.” So is the PhD Preliminary Examination List, although the student may opt for a customized reading list that must be approved by the examination committee. Questions about exam areas as they relate to the Reading List should be directed to the Associate Chair for Graduate Studies.

#### 6. FOREIGN LANGUAGES EXAM

Demonstration of knowledge of foreign languages other than Spanish and English for the purposes of the MA or PhD requirements may be satisfied either by examination or by successful completion of language courses through the third semester level with a grade of B- or higher. Acceptance of a particular language other than a Romance or Germanic language may be petitioned to the Graduate Committee of the Department. The reading knowledge requirement must be satisfied before the MA comprehensive or the PhD preliminary exam may be taken.

#### 7. SATISFACTORY PROGRESS

No more than 2 grades of less than B- will be accepted. Only one grade of F (not counted for credit) is allowed while engaged in any graduate program. These standards are those of the Graduate School and must be adhered to; any deviation results in dismissal from the graduate program. At the time of graduation from the MA or the PhD program, the student must have a GPA of at least 3.00.

## 8. INCOMPLETES

**Procedures:** An Incomplete (“I”) will be handled in the following manner. Instructor and student will sign a contract form containing a description of what is lacking for completion of the course and the final date for finishing this coursework. The date will be at most one calendar year from the date of issuing the “I”; the “I” will become F after the date specified. A file of graduate Incomplete contracts is kept in the departmental office.

**Registration:** Students with 2 or more Incompletes on their records may not register for new courses. Graduate students must have removed all “I”’s before they will be permitted to take the written degree exam.

## 9. ANNUAL ASSESSMENT

**Annual Review:** At the end of the spring semester and based on course evaluations, the Associate Chair for Graduate Studies will inform each graduate student in writing of the general faculty’s assessment of his/her work to date. The purpose of the annual review is to assist students determine their progress by informing them of their strengths and areas in which improvement is desirable.

**Open Meeting:** If requested by students or professors, an annual open meeting involving all graduate students will be held by the Graduate Committee in order to exchange ideas about the Graduate Program.

## 10. GRADUATION

At the beginning of the semester preceding a student’s intended graduation (January, May or August), the student must apply for graduation. The deadline for graduation registration will be early in the semester. Students applying for an August graduation should register by the deadline in early June.

### III. MASTER OF ARTS (MA) IN SPANISH

#### 1. ADMISSION

Students may enter the Spanish MA Program after completing a B.A. program in Spanish. For additional required documentation see section II.2. above.

#### 2. TIME LIMIT FOR DEGREE

**Time Limits:** The time limit for completion of the MA degree is three consecutive years from the date of admission. The Master's degree may be completed on a full-time or part-time basis.

**Extensions:** The College may grant one extension for one additional year. All extensions have to be sanctioned eventually by the Graduate School. Any additional extension beyond this time limit must be granted by the Graduate Board's Student Appeal Committee.

**Leave-of-absence:** Every fall and spring semester between admission and graduation all students in the Master's program must be enrolled for coursework or request a leave-of-absence. A leave-of-absence does not extend the time limit to complete the degree.

#### 3. REQUIREMENTS FOR GRADUATION

**Credit Hours:** Students must earn a minimum of 30 semester hours of credit (ten 3-credit hour courses).

**Foreign Language:** Students must demonstrate reading knowledge of a foreign language by having taken at least three semesters of a foreign language other than Spanish and English with a grade of B- or higher or passing a written foreign language exam.

**MA Comprehensive Examination:** Students must complete satisfactorily a six-hour comprehensive written examination.

#### 4. COURSE LOAD

**Full-Time:** Students are expected to take three courses per semester except in the last semester of coursework; during their last semester they may take a two-course load in combination with one credit in Spanish 9994 (Preliminary Exam Preparation).

**Part-Time:** Students take fewer than 9 credit hours per semester. A part-time student must plan accordingly the development of his/her graduate studies in order to fulfill the requirements to obtain the MA degree. Part-time status does not extend the three year period established as a limit to complete the coursework and pass the comprehensive examination.

#### 5. REQUIRED COURSEWORK

**Advanced Courses:** At least six courses must be taken at the advanced—8000—graduate level. 5000-level Spanish courses, which are cross listed as undergraduate courses, are non-advanced courses. Portuguese 5000-level courses, however, are considered to be at the advanced graduate level.

**Spanish 8001:** "Hispanic Bibliography and Research" must be taken during the first year of study.



**Spanish 8385:** “Internship in the Teaching of Spanish” (or equivalent) must be taken during the first semester in which it is available to students. This requirement only affects Teaching Assistants.

## **6. COURSEWORK OUTSIDE THE DEPARTMENT**

One course may be taken at Temple University outside of the Department with the permission of the Associate Chair for Graduate Studies.

After acceptance into the MA program, one graduate course may be taken at a university in a Spanish-speaking country.

Nine credits (three courses) earned at Temple University through the Continuing Education Program may be used to satisfy the MA degree requirements

## **7. MA COMPREHENSIVE EXAMINATION**

**Incompletes and foreign language requirement:** Before the MA examination may be attempted, all grades of I (Incompletes) must be removed and the foreign language requirement must have been fulfilled.

**Description:** The MA exam is in written form and is based on the departmental reading list. All exams must include questions representing the three course fields. The student will select three examination areas from within these course fields. For the field and area distribution of the program see I.2. above.

**Duration:** The exam and will be four hours long. One area will be designated for a two-hour question.

## **8. MA COMPREHENSIVE EXAMINATION RESULTS AND PROCEDURES**

**Pass:** In the opinion of the Examination Committee, the student has answered satisfactorily all sections of the exam, and he/she has successfully completed the Comprehensive Exam requirement for the MA degree. There will be no oral Exam.

**Pass pending additional oral or written testing:** If up to two hours of the MA exam are, in the judgement of the faculty readers, marginally passing or failing, the following procedure will be followed. The student may opt for an oral exam on the sections in question, to be administered within two weeks of receiving the results of the original exam, or he/she may opt to wait until the next exam period in order to retake a written exam on the weak or failed sections.

**Fail:** If more than two hours of the original written exam are failures, the entire exam must be repeated. The exam may not be attempted more than twice in whole or in part.

## **9. TRANSITION TO PHD**

For students wishing to continue at the doctoral level, the MA examination results are an important component for admission. Students must indicate to the Associate Chair for Graduate Studies, before taking the exam, their intention to seek admission into the PhD Program. MA students who have passed the comprehensive exam and have been approved for continuation must also officially apply to enter the PhD Program.

## IV. DOCTOR OF PHILOSOPHY (PHD) IN SPANISH

### 1. ADMISSION

Students may enter the Spanish PhD Program from an MA program in Spanish; students with very strong qualifications may be accepted into the PhD Program without the MA degree. For additional required documentation see section II.2. above.

### 2. TIME LIMIT FOR DEGREE

**Time Limit:** The PhD Program (courses, examinations and dissertation) is expected to be completed within seven years from the time of admission. The PhD degree may be completed on a full-time or part-time basis.

**Extensions:** The College of Liberal Arts may grant extensions beyond the seven year limit; a student can be approved for one year on the initial leave (year 8), and each subsequent leave will be approved for six months only. In all instances, extensions have to be sanctioned eventually by the Graduate School. Any additional extension can only be granted by the Graduate Board's Student Appeal Committee.

**Leave-of-absence:** Students in the PhD program must be enrolled for courses or request a leave-of-absence every fall and spring semester between admission and graduation. Students should understand that a leave-of-absence does not extend the time limit to complete the degree.

### 3. ADVANCED STANDING

When graduate students from other universities are admitted to Temple's doctoral program, the Department will determine the amount of advanced standing to be awarded for previous graduate work. The amount of advanced standing may not exceed the number of credits required for a Temple Master's degree in Spanish (that is, thirty credits).

### 4. REQUIREMENTS FOR GRADUATION

**Credit Hours:** Students must complete a minimum of 63 credit hours or 21 courses plus a combination of 6 credits in Exam Preparation (9994), Predissertation Research (9998) and Dissertation Research (9999) beyond the undergraduate degree. This number of credit hours includes accredited MA courses.

**Foreign Language:** Students must demonstrate reading knowledge of a foreign language beyond the one required for the MA by having taken at least three semesters of a foreign language other than Spanish and English with a grade of B- or higher or by passing a written foreign language exam.

**Doctoral Preliminary Examination:** Students must complete satisfactorily a written preliminary doctoral examination.

**Dissertation and Oral Defense:** Students must write a dissertation and pass the oral dissertation examination with the approval of her/his Dissertation Committee.

## 5. COURSE LOAD

**Full-Time:** Student's are expected to take three courses per semester except in the last semester of coursework, in which case they may take a two-course load in combination with one credit in Spanish 9994 (Preliminary Exam Preparation).

**Part-Time:** Students may take fewer than 9 credit hours per semester. A part-time student must plan accordingly the development of his/her graduate studies in order to fulfill the requirements to obtain the PhD degree. Part-time status does not extend the seven year period established as time limit to complete the coursework and pass the comprehensive examination.

## 6. REQUIRED COURSEWORK

**Advanced Courses:** Students must complete a core of six courses at the 8000 level. Two advanced courses must come from each of the three subject areas: Peninsular Spanish literature, Spanish American literature and Hispanic Linguistics. These courses will be drawn from a list approved by the Department for this purpose. 5000-level Spanish courses, which are cross listed as undergraduate courses, are non-advanced courses. Portuguese 5000-level courses, however, are considered to be at the advanced graduate level.

**Spanish 8001:** If not taken previously, students must take "Hispanic Bibliography and Research" in the first year of study.

**Spanish 8161:** "Critical Approaches to Hispanic Literature" must be taken during the first semester in which it is available to students.

**Spanish 8385:** If not taken previously, students must take "Internship in the Teaching of Spanish" during the first semester in which it is available. This requirement only affects Teaching Assistants.

**Dissertation Field:** Students must complete five to six courses in the dissertation field beyond the six-course core distribution.

**Electives:** Students may complete four to five course electives beyond the six-course core distribution.

## 7. COURSEWORK OUTSIDE THE DEPARTMENT

Two (literature concentration) or three (linguistics concentration) approved courses to be done in related fields outside of the Department may be taken with the permission of the Associate Chair for Graduate Studies. This requirement may be reduced by one course for individuals with MA degrees from other institutions.

Nine credits (three courses) earned at Temple University through the Continuing Education Program may be used to satisfy the PhD degree requirements.

## 8. DOCTORAL PRELIMINARY EXAMINATION

**Incompletes and foreign language requirement:** Before the written examination may be attempted, all grades of I (incomplete) must be removed and the foreign language requirement must be fulfilled.

**Description:** A written preliminary examination is required after the candidate has completed the mandatory coursework for the PhD.

the exam is designed to test the student's knowledge and understanding in one Primary Area and in one Supporting Area. The primary area will coincide with the field of course concentration for the dissertation (i.e., Peninsular Spanish literature, Spanish American literature or Hispanic Linguistics) and the supporting area will be drawn from the same or from another course field. For the field and area distribution of the program see I.2. above.

**Duration:** The written exam is 10 hours long and will be composed of 6 hours in the primary area and 4 hours in the supporting area.

**Coordination:** The Associate Chair for Graduate Studies serves as the Preliminary Exam Coordinator. Students who are preparing to write their preliminary examinations must meet with the Associate Chair for Graduate Studies to register and to confirm dates and times for the examination.

**Committee Formation:** In consultation with the Associate Chair and affected faculty members, the student will confirm the subject areas of examination and the composition of the Doctoral Preliminary Examination Committee. Only Graduate Faculty members are eligible to prepare and evaluate exam questions.

## 9. DOCTORAL PRELIMINARY EXAMINATION RESULTS AND PROCEDURES

**Pass:** In the opinion of the Examination Committee, the student has answered satisfactorily all sections of the exam, and he/she has successfully completed the Doctoral Preliminary Examination and she/he is recommended to the Graduate Board for advancement to PhD degree candidacy.

**Pass pending additional oral or written testing:** If no more than two hours of the exam are deemed failures or very weak 'passes', the PhD Examination Committee may recommend the student to opt for an oral exam on the sections in question, to be administered within two weeks of receiving the results of the original exam, or to wait until the next written exam period in order to retake the weak or failed sections.

**Fail:** If more than two hours of the original written exam are failures, the entire exam must be repeated within one academic year. By requirement of the Graduate School, the exam may not be attempted more than twice in whole or in part.

## 10. DISSERTATION PROCEDURES AND POLICIES

**Description:** The doctoral dissertation is the defining component of a doctoral education. Thus, it should make a significant contribution to the body of knowledge that it addresses.

**Dissertation Advisor:** After passing the Doctoral Preliminary Examination, the student must select a faculty member from the Department of Spanish and Portuguese who agrees to serve as Advisor and to supervise the writing of the dissertation.

**Dissertation Advisory Committee:** The Dissertation Advisory Committee must be made up of at least three Temple professors including the Advisor. At least two of the committee members must belong to the Department of Spanish and Portuguese.

**Dissertation Proposal:** Formal preparation of the dissertation begins upon successfully completing the Doctoral Preliminary Exam. With the assistance of his/her Dissertation

Advisor and of his/her Dissertation Advisory Committee, the student will prepare the dissertation proposal. The Dissertation Proposal will be approved by the Dissertation Advisory Committee and submitted to the Graduate School along with a Dissertation Proposal Transmittal Form bearing the signatures of the committee members. In addition to a preliminary bibliography, this form must include a copy of the proposal in English. Upon approval of the proposal by the Graduate School, the student will be formally advanced to candidacy for the doctoral degree.

**Defense of Doctoral Dissertation:** A formal, public and oral examination of the dissertation is scheduled after, in the judgment of the Dissertation Advisor and the other committee members, the dissertation draft has culminated into a well-developed dissertation. The evaluation of the dissertation and of its oral defense is conducted by a Dissertation Examination Committee made up of the members of the Dissertation Committee and one additional member, who must be from outside of the department (this professor may also be from outside of the University). The date, time and place of the Dissertation Examination along with the membership of the Dissertation Examination Committee must be submitted to the Graduate School for approval at least ten work days prior to the examination. Public announcements must also be placed in the Department at least two weeks before the examination date.

**Procedures after Defense:** As a result of the Dissertation Examination, the dissertation may be approved, approved with required revisions, or failed pending major revisions. An approved dissertation with any necessary revisions must be submitted to the Graduate School within four weeks of the examination. The Dean of the Graduate School and the Graduate Board must approve all completed dissertations. Please consult the Graduate Bulletin for more information about the dissertation.