

TEMPLE UNIVERSITY

DEPARTMENT OF SPANISH AND PORTUGUESE

MASTER OF ARTS AND DOCTOR OF PHILOSOPHY

GRADUATE STUDENT HANDBOOK





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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. 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.

Temple Graduate School Policies:

<https://bulletin.temple.edu/graduate/graduate-policies/#text>

Temple Graduate Bulletin information on the Spanish M.A. program :

<https://bulletin.temple.edu/graduate/scd/cla/spanish-ma/>

Temple Graduate Bulletin information on the Spanish Ph.D. program:

<https://bulletin.temple.edu/graduate/scd/cla/spanish-phd/>

Revised September 2020

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I. GENERAL INFORMATION

1. MISSION

The Graduate Program in Spanish integrates scholarship within three core fields of Hispanic Studies: Peninsular Spanish Literature, Spanish American Literature and Hispanic Linguistics. Both the M.A. and Ph.D. degrees may be completed on a full-time or part-time basis.

At the level of the Master of Arts (MA), it provides a solid program developing advanced Spanish language skills for a variety of careers, including education, business, health, law, and government services. It also trains students in the pedagogical and research skills necessary for pursuing a Ph.D. At the Doctor of Philosophy (Ph.D.) 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.

2. ORGANIZATION

Fields and Areas: The Graduate Program in Spanish is divided into three primary fields: Peninsular Spanish Literature, Spanish American Literature and Hispanic Linguistics. Within each field are a variable number of areas that organize the subject matter within historical and conceptual categories. Awareness of the areas within fields is important because they serve as the basis for course requirements within the M.A. and Ph.D. degree programs, and the preparatory readings and format of the M.A. and Ph.D. comprehensive exams.

Peninsular Spanish Literature:

- 1) Medieval through Renaissance;
- 2) Early Modern Period or Golden Age;
- 3) 18th and 19th centuries
- 4) Contemporary, or 20th and 21st centuries.

Spanish-American Literature:

- 1) Colonial period
- 2) 19th and early 20th century
- 3) Contemporary or 20th and 21st centuries

Hispanic Linguistics:

- 1) Applied Linguistics
- 2) Sociolinguistics and Dialectology
- 3) History of the Spanish Language

II. ADMINISTRATIVE INFORMATION

1. ADMISSION DEADLINES

Applications for admission to the M.A. or Ph.D. programs may be submitted until September 30 for the following spring semester or April 1 for the fall semester. However, doctoral applicants wishing to be considered for a competitive **teaching assistantship** or **fellowship**, must apply by **January 15** for admission the following fall.

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://apply.temple.edu/cla/pages/welcome.aspx>
- Official transcripts 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 scores¹. Note that scores on the Spanish-language EXADEP exam may be submitted instead of the GRE, although the Educational Testing Service has announced that it will no longer offer it after 2020.
- 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. Normally these letters come from professors, although a professional reference may also be appropriate if it has been many years since the applicant last attended university.
- A letter of intent reflecting the applicant's plans and goals.
- An undergraduate major in Spanish or a related discipline with accompanying advanced proficiency in Spanish. Students possessing an M.A. in Spanish or relevant graduate coursework may be awarded a credit transfer and "Advanced Standing," subject to approval of the Graduate School, after they have been admitted to the program.
- A minimum undergraduate grade point average of 3.0 overall or a minimum of 3.25 to be considered for financial aid.
- Application fee.
- A writing sample in Spanish.

¹ Note that due to the Covid-19 pandemic, the Temple Graduate School has announced that the requirement for submitting GRE will be waived for applicants during the 2020-2021 academic year.

3. FINANCIAL SUPPORT

Assistantships and Fellowships: Financial support is available on a competitive basis to doctoral applicants in the form of departmental teaching assistantships and university fellowships. Teaching assistantships and fellowships carry a full waiver of tuition, a stipend that is renewable for up to five years, designated funds for research expenses, and health insurance coverage. All doctoral applicants who apply for fall admission by the January 15 deadline are automatically considered for these financial awards unless otherwise stated.

Other Financial Support: In addition to the competitive awards listed above, need-based financial support is available to full-time M.A. and Ph.D. students through loan programs such as the Federal Perkins and Stafford Loans. Further details and financial aid applications may be obtained by contacting: Student Financial Services, 1801 N. Broad Street, Temple University, Philadelphia, PA 19122. Telephone: 215-204-2244 (<https://sfs.temple.edu>)

4. ADVISING

Associate Chair for Graduate Studies: The Associate Chair for Graduate Studies in the Department serves as advisor to all M.A. students. He/she also serves as principal advisor for Ph.D. students until they have successfully completed the Ph.D. 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, while preparing for the Ph.D. Preliminary Exam, each Ph.D. student selects a dissertation advisor. Upon successful completion of the Ph.D. 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 M.A. and the Ph.D. Examinations are based on a customized reading list that must be approved by the examination committee. For the Ph.D. exams, these committees often become members of the candidate's dissertation 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

The demonstration of a reading knowledge of languages other than Spanish and English to meet the M.A. or Ph.D. program 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. The reading knowledge requirement must be satisfied before the M.A. comprehensive or the Ph.D. preliminary exams are taken. Students should consult with the Temple department where the language is offered to schedule a language exam before the M.A. or Ph.D. exams are taken. To be tested in a language other than a Romance or Germanic language, students should obtain permission of the Associate Chair of Graduate Studies.

7. SATISFACTORY PROGRESS

No more than 2 grades of less than B- will be accepted. Only one grade of F is allowed while engaged in any graduate program. Course credits associated with a grade of F cannot count toward the degree. 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 M.A. or the Ph.D. program, the student must have a GPA of at least 3.00.

8. INCOMPLETES

Procedures: Assigning a grade of Incomplete (“I”) must be handled in the following manner: The instructor and student complete and sign an “Agreement for Issuing an Incomplete Grade” form from the Graduate School 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,” and the instructor must indicate on the contract what grade the “I” will become after the date specified, based on the work already completed for the course. (In most cases, the grade is an “F”.) A file of graduate Incomplete contracts is kept in the departmental office. Faculty cannot grant an Incomplete without prior approval of the Incomplete contract by the CLA Graduate Affairs Office. Incompletes are strongly discouraged and can jeopardize the renewal of a student’s Teaching Assistantship.

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

9. ANNUAL ASSESSMENT

Annual Academic Review: At the end of each academic year 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 in determining their progress by informing them of their strengths and areas in which improvement is desirable.

Review of Teaching: If the student is a TA or adjunct instructor in the department, their teaching will also be reviewed periodically through classroom observations by department faculty, and student evaluations. The outcomes of these teaching reviews are taken into account when decisions to renew TA and adjunct instructor contracts are made.

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 of a student’s intended graduation (January, May or August), the student must apply for graduation following the guidelines of the [Office of the Registrar](#). Note that the deadline for graduation registration is always early in the semester, so that students applying for a May graduation must register by early February, those aiming for an August graduation must register by early June, and those targeting a December graduation must do so by early October.

III. MASTER OF ARTS (M.A.) IN SPANISH

1. ADMISSION

Students may enter the Spanish M.A. Program after completing a B.A. program in Spanish or a related discipline in the humanities or social sciences. For additional required documentation, see section II.2. above.

2. TIME LIMIT FOR DEGREE

Time Limits: The time limit for completion of the M.A. 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 an 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, usually fulfilled by taking ten 3-credit hour courses.

Foreign Language: Students must demonstrate a 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 foreign language reading comprehension exam.

M.A. Comprehensive Examination: Students must satisfactorily complete a four-hour comprehensive written examination, as described in Section III.7, below.

4. COURSE LOAD

Full-Time: Students are expected to take three courses per semester except in the last semester of coursework, when they may, with the permission of the Associate Chair for Graduate Studies, take a two-course load in combination with one credit in Spanish 9993 (M.A. Exam Preparation).

Part-Time: Students take fewer than 9 credit hours per semester. A part-time student must plan the development of his/her graduate studies accordingly in order to fulfill the requirements to obtain the M.A. 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 level of courses numbered 8000 or above. Courses numbered at the 5000-level, which are usually cross-listed as undergraduate courses, are non-advanced courses. Portuguese 5000-level courses, however, are considered to be at the advanced graduate level.

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 M.A. 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 M.A. degree requirements

7. DIRECTED READINGS & DIRECTED RESEARCH COURSES

The courses SPAN 5083 Directed Readings, SPAN 9083 Directed Readings, and SPAN 9991 Directed Research are intended for students whose academic needs cannot be met by the department's regular course offerings and must be approved by the Associate Chair of Graduate Studies. They are generally reserved for extenuating circumstances and can only be undertaken if a graduate faculty member is available and agrees to design an individualized course plan for the student. Faculty members are under no obligation to accommodate requests for a directed readings or research course.

8. M.A. COMPREHENSIVE EXAMINATION

Prerequisites: The M.A. comprehensive examination is taken after the student fulfills the 30-credit course requirement and passes the reading comprehension exam in one language other than Spanish or English. Before the M.A. examination may be attempted, all grades of I (Incompletes) must also be removed and the foreign language requirement must have been fulfilled.

Description: The purpose of the comprehensive exam is to evaluate the breadth and depth of students' knowledge of the discipline. Students must take a four-hour written examination that covers one area of inquiry within each of the Department's three disciplinary fields (Spanish Peninsular Literature, Spanish American Literature, and Hispanic Linguistics), as outlined in Section I.2.). Among the three examination areas, the student will designate one for a two-hour question.

The student will prepare for each section of his or her exam based on a customized reading list agreed upon in consultation with three graduate faculty members, each representing a different one of the Department's three disciplinary fields. Faculty from the three fields will write the questions and evaluate responses on a scale of "A" to "F." To be evaluated as passing, a grade of "B-" or higher must be achieved in response to each examination question. Comprehensive examinations are scheduled and administered once a term by the Graduate Chair, with whom students must register.

9. M.A. COMPREHENSIVE EXAMINATION RESULTS AND PROCEDURES

The three members of the student's Examination Committee will deliberate on the student's performance and decide whether the student has overall passed or failed the exercise.

Pass: A passing grade is awarded if the Examination Committee determines that the student has answered all sections of the exam satisfactorily. The student will then have completed the Comprehensive Exam requirement for the M.A. degree.

Fail: If one or more of the three exam areas are failures, the failed parts of the 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. TRANSITION TO PH.D.

Students enrolled in the M.A. program who wish continue on to the doctoral program should indicate their intention to do so to the Associate Chair for Graduate Studies. They will have to submit an official application to the Ph.D. program and be considered on a competitive basis with the other program applicants.

IV. DOCTOR OF PHILOSOPHY (PH.D.) IN SPANISH

1. ADMISSION

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

2. TIME LIMIT FOR DEGREE

Time Limit: All components of the Ph.D. Program, including courses, the preliminary examination, and the dissertation, are expected to be completed within seven years from the time of admission. The Ph.D. 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 extension (year 8), and each subsequent leave will be approved for six months only. In all instances, extensions ultimately have to be sanctioned by the Graduate School. Any additional extension beyond those approved by the Graduate School can only be granted by an appeal to the Graduate Board's Student Appeal Committee.

Leave-of-absence: Students in the Ph.D. program must be enrolled for courses every fall and spring semester between admission and graduation, or else request a leave-of-absence. 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 30 credits required for a Temple Master's degree in Spanish.

4. REQUIREMENTS FOR GRADUATION

Credit Hours: Students must complete a minimum of 54 credit hours beyond the undergraduate degree, or 18 courses (48 credits) plus a combination of 6 credits in Exam Preparation (9994), Predissertation Research (9998) and Dissertation Research (9999). This credit-hour requirement includes accredited M.A. courses.

Foreign Language: Students must demonstrate reading knowledge of a foreign language beyond the one required for the M.A. 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 satisfactorily complete a written preliminary doctoral examination, as described in Sections IV.8 and IV.9.

Dissertation and Oral Defense: Students must write a dissertation and pass the oral dissertation examination with the approval of her/his Dissertation Committee, as described in Section IV.10.

5. COURSE LOAD

Full-Time: Students are expected to take three courses per semester except in the last semester of coursework, when they may, with the permission of the Associate Chair for Graduate Studies, take a two-course load in combination with Spanish 9994 Preliminary Exam Preparation.

Part-Time: A part-time student may take fewer than 9 credit hours per semester and must plan the development of his/her graduate studies accordingly to fulfill the requirements for the Ph.D. 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. One advanced course must come from each of the three subject areas: Peninsular Spanish Literature, Spanish American Literature and Hispanic Linguistics. Courses at the 5000 level, 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.

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

Electives: Students may complete four to five course electives beyond the three course core distribution. Graduate courses transferred in from other institutions after admission to the Ph.D. program will count as elective courses.

7. COURSEWORK OUTSIDE THE DEPARTMENT

A small number of courses in related disciplines outside of the Department may be taken with the permission of the Associate Chair for Graduate Studies. For students in Spanish Peninsular or Spanish American literature, the limit is two courses; for Hispanic linguistics students the limit is three. These allowances may be reduced for individuals with M.A. degrees from other institutions.

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

8. DIRECTED READINGS & DIRECTED RESEARCH COURSES

The courses SPAN 5083 Directed Readings, SPAN 9083 Directed Readings, and SPAN 9991 Directed Research are intended for students whose academic needs cannot be met by the department's regular course offerings and must be approved by the Associate Chair of Graduate Studies. They are generally reserved for extenuating circumstances and can only be undertaken if a graduate faculty member is available and agrees to design an individualized course plan for the student. Faculty members are under no obligation to accommodate requests for a directed readings or research course.

9. DOCTORAL PRELIMINARY EXAMINATION

Incompletes and foreign language requirement: Before the preliminary 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 Ph.D. The exam is designed to test the student's knowledge and understanding in one primary area and one supporting area. Whereas the primary area will reflect the particular area within the field where the student intends to conduct dissertation research, the supporting area may be drawn from another area within the same disciplinary field (i.e., Spanish Peninsular Literature, Spanish American Literature, or Hispanic Linguistics) or from another field. For the field and area distribution of the program see Section 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. The 10 hours are usually spread over two exam periods.

Coordination: The Associate Chair for Graduate Studies serves as the Preliminary Exam Coordinator. Students who are preparing for their exams must meet with the Associate Chair for Graduate Studies in the preceding semester to register and 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. Usually, the exam committee consists of two faculty evaluators each for the primary and secondary areas of the student's exam. Only Graduate Faculty members are eligible to prepare and evaluate exam questions.

10. DOCTORAL PRELIMINARY EXAMINATION RESULTS AND PROCEDURES

Pass: If in the opinion of the Examination Committee, the student has satisfactorily answered all sections of the exam, he/she will have successfully completed the Doctoral Preliminary Examination and will be recommended to the Graduate Board for advancement to Ph.D. degree candidacy.

Fail: If either the primary or the supporting area of the exam are failures, the failed parts of the 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.

11. DISSERTATION PROCEDURES AND POLICIES

Description: The doctoral dissertation is the culminating component of a doctoral education. It should therefore make a significant contribution to the body of knowledge that it addresses.

Dissertation Advisor: While choosing a Primary Area for the Doctoral Preliminary Examination, the student should approach a faculty member from the Department of Spanish and Portuguese to serve as his or her Advisor to supervise the student's dissertation research through to completion. This selection must be confirmed before the preliminary exam is completed.

Dissertation Advisory Committee: The members of the student's Dissertation Advisory Committee should be selected and confirmed shortly after he or she passes the preliminary exam. The committee must be made up of at least three Temple professors including the Advisor, and 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 or her Dissertation Advisor and 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 "external" member, who must come from either another department at Temple, or another institution of higher education.

To choose an external member from another university, the student must first consult with his or her Dissertation Advisor and the Chair of Graduate Studies. The proposed external committee member must then submit a CV to the Chair of Graduate Studies, who passes it along with a formal request for approval from the Graduate School.

The date, time and place of the Dissertation Examination along with the final membership of the Dissertation Examination Committee must be submitted to the Graduate School for approval at least ten working days prior to the examination. Public announcements must also be posted 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. There may be less time for submission of the final draft if a student has a defense toward the end of the semester when he or she wishes to graduate. Please consult the [Graduate Bulletin](#) for submission deadlines within the desired semester of graduation. The Dean of the Graduate School and the Graduate Board must approve all completed dissertations.