

Master of Arts in Spanish

Graduate Student Handbook

*Indiana University of Pennsylvania
Department of Foreign Languages*

*Sutton Hall, 455
1011 South Drive
Indiana, PA 15705-1046
724-357-2325
Fax - 724-357-1268*

Effective date: August 2012

*Please note:
Content subject to change as program develops*

Visit www.iup.edu/admissions/graduate/virtualorientation
for a virtual orientation experience

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Indiana University of Pennsylvania

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Department of Foreign Languages
Sutton Hall, Room 455
1011 South Drive
Indiana, PA 15705-1045
724-357-2325 Fax: 724-357-1268

Dear New Graduate Student:

Welcome to the IUP Department of Foreign Languages! We are very happy you have decided to join us and are confident you will find this program both challenging and rewarding. We look forward to working with you throughout your studies and wish you every success in earning a Master of Arts Degree in Spanish.

You should expect to spend much of your time with us on reading and thinking about the research and the literature that will be assigned to you. You should also take it upon yourself to read beyond only that material required for course work. The hallmark of the committed graduate student is keeping up with current work in your field of choice and reading as widely as possible. Successful graduates will be prepared to assume leadership roles in diverse teaching environments as professors and educators, or to pursue a doctoral degree. In addition, graduates are prepared for careers that require advanced knowledge of Hispanic language and culture, including many in the fields of travel and tourism, government, international business, and linguistics. Students will find their studies exciting, challenging, and rewarding, and appreciate the services and support provided by the department and the university.

Please realize that you are responsible for meeting all administrative deadlines and requirements for graduation, not your advisor or your committee. The various requirements and deadlines are listed and explained in the graduate student handbook and in various other resources available on-line. Please become familiar with them right away. You and your advisor should discuss all of the various requirements, but meeting them is your responsibility.

We wish you the best of luck and hope that your time with us proves to be stimulating, challenging, and very rewarding.

Sincerely,

Sean McDaniel, Professor and Chair

Financial Support

Some financial support is offered to graduate students on a competitive basis and is usually in the form of a Graduate Assistantship (GA). Stipends vary according to the availability of funds, either full- (20-hours per week) or half-time assistantships (10-hours per week) and provide a stipend for two semesters plus a tuition waiver for graduate classes in the following summer. Graduate assistants are expected to work by helping with research or engaging in departmental activities under the direction of a faculty member or administrator. More information about other possible forms of financial support such as loans can be obtained from the University Financial Aid Office in Clark Hall.

Non-Discrimination Statement

IUP does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning any of those regulations should contact the Equal Opportunity / Affirmative Action Office on campus.

Department of Foreign Languages Master of Arts in Spanish Mission Statement

The mission of the Master of Arts in Spanish Program is to provide opportunities to acquire in-depth knowledge of foreign language pedagogy, Hispanic literatures and cultures, and Spanish language and applied linguistics through high-quality graduate-level course work and professionally enriching academic and research opportunities. The following are reasonable expectations related to graduate student advising:

- Tenured/tenure-earning faculty with graduate status should be available for assistance on a regular basis that is accessible to most of their students.
- Tenured/tenure-earning faculty with graduate status should be involved in the direction and supervision of the graduate program by serving as Advisor, Committee Chair, and members of student committee.

Progression Requirements

University and Departmental Degree Candidacy

Students are reviewed for degree candidacy the semester following the completion of at least 12 hours of graduate credits. Students must be enrolled in course work to be considered for candidacy status. To be admitted to candidacy, students must have:

1. Achieved a cumulative grade point average of 3.0 or higher in all graduate course work
2. Met all program requirements to the satisfaction of the department
3. Completed a Departmental Program of Studies Plan.

The student and advisor will design a Program of Studies Plan that will direct the selection of courses throughout the program. A written copy will be given to the student and a copy incorporated into the student's advising file.

Student Advisement and Program Planning

Student Advisement:

Students are assigned an academic advisor within the Department of Foreign Languages at the time of admission. The advisor is then responsible for assisting the student with the development and implementation of the Program of Studies Plan. Students must meet with their advisor each semester prior to registering for course work. The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests in a timely fashion as well as give the student his/her Alternate PIN number. The Master's Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements. Students may also refer to the School of Graduate Studies and Research catalog for additional policy information.

Transfer of Credits

There are several requirements that must be met in order to receive transfer credit from other institutions for graduate courses at IUP. There are two procedures for transferring graduate credits to IUP. The first procedure, pre-approval, is recommended. The second procedure is for those students wishing to receive transfer credit for courses already completed. The official guidelines regarding graduate transfer credit are available in the School of Graduate Studies and Research Catalog, or at www.iup.edu/graduatestudies/students/creditreview/default.aspx. Further information may also be obtained from the Associate Dean for Administration in the Graduate School (724-357-2222).

General Policies and Procedures

Academic Credits and Student Status

Although many graduate students work part- or full-time, such work must not interfere with academic achievement or progress. Graduate education at IUP is offered only to students in a position to benefit from it, and students are expected to maintain a sensible balance between their graduate program and outside commitments.

Students may schedule full-time academic loads in most graduate programs. Full-time graduate student status is defined as nine to fifteen hours of graduate credits per semester, while part-time status is defined as eight or fewer semester hours per semester.

Academic Good Standing

To remain in good standing, students must maintain a minimum 3.0 (B) cumulative graduate quality point average. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dropped from their degree program as well as from the School of Graduate Studies and Research and will not be permitted to register for further courses. A student must be in good standing to be admitted to degree candidacy and to graduate.

Thesis Option: In accordance with the School of Graduate Studies and Research policy, a thesis is an option for students completing the MA in Spanish in the Department of Foreign Languages. The language of the thesis is the student's choice to make, either English or Spanish, and this decision should be made in consultation with the Committee Chair. If you should decide to opt for writing a thesis to complete your degree, then you should expect to spend most of your time on research, keeping up with current literature and course work. Most of your thought, effort, and time should be devoted to your thesis research project. Upon graduation, your scholarly work will mean much more to potential employers than will your grades.

Thesis: The culminating activity for those choosing this option will be the writing of a thesis. The process is the same for both the Literatures and Cultures and the Applied Linguistics/Teaching Methodology Tracks. The thesis involves two 3-credit hour blocks (=6 credit hours). For some, a thesis is the final project for the master's degree. A master's degree thesis demonstrates the student's level of critical and analytical thinking and defines the subject that he/she is most interested in pursuing within the field.

If the thesis option is elected, the student is required to complete six credits of **SPAN 795 Thesis**. The student selects a research problem for investigation and works with the master's Graduate Coordinator. Each student is responsible for approaching a graduate-eligible faculty member of the Spanish faculty who will agree to serve as Committee Chairperson. It is encouraged that the faculty member will be a specialist in the field of the thesis. It is the responsibility of the student to communicate the choice of chairperson to the graduate coordinator. Students who choose the thesis option may graduate with more than the required 36 credits. *Thesis/Dissertation Manual* is available in the School of Graduate Studies and Research, 120 Stright Hall, or at <http://www.iup.edu/thesismanual/default.aspx> to all graduate students and is free of charge. It includes guidelines, deadlines, and forms for students preparing theses or dissertations. If at some point a student wishes to change to a different Committee Chairperson, that change must first be approved by the Graduate Coordinator.

The First 3-credit hour block is dedicated to establishment of the research question(s) and the bulk of the research itself. The 3-credit hour block is considered completed with the successful submission of both the proposal and an annotated bibliography. The proposal should be approximately ten pages long, and contain a concise and cogent statement of the research question(s) and the methods and/or theories involved to be applied. The bibliography must be complete, in the appropriate format for the discipline involved, and its annotations must demonstrate how the work in question relates to the subject of the proposal.

During the first 3-credit hour block the thesis committee chairperson's responsibility is to consult regularly with the student and provide meaningful feedback on the student's progress. The proposal and bibliography are considered successfully completed when they are approved as such by the thesis director, at which point a copy is delivered to the graduate coordinator.

The Second 3-credit hour is dedicated to the writing and refining of the thesis. The thesis itself is considered completed when it is approved by the majority of the student's committee (committee chairperson, two other graduate-eligible faculty members, and the graduate coordinator). The

thesis should be no less than 30 pages and no more than 50 pages in length. While the organizing logic of many papers in the MA program is that of a conference paper, the organizing logic of the thesis is that of a full article submission. As such, the completed thesis should look and read like an article or monograph in the field.

The Committee Chairperson's responsibility will be to consult regularly with the student on the progress of the thesis. Once a completed thesis has been deemed acceptable in its final form by the chairperson, it is forwarded to the committee and to the Graduate Coordinator.

The thesis is considered successfully submitted when it has been approved by a majority of the student's committee, including the graduate coordinator. Should the thesis be rejected, the committee should provide feedback to the student on what would be required in order to make the thesis acceptable. Students can submit to the committee a revised thesis, and the committee can choose to accept or reject such a revised thesis.

Comprehensive Exam Option: In accordance with the School of Graduate Studies and Research policy, a comprehensive exam is also an option for students completing the MA in Spanish in the Department of Foreign Languages. The language of exam questions is either English or Spanish, depending upon the course and the individual faculty member writing the question(s). If you should decide to opt for the comprehensive exam to complete your degree, then you should concentrate on getting good grades and on reading beyond what is required of you. Plan your time accordingly.

Comprehensive Exam: Students who take the comprehensive exam will have successfully completed seven (7) courses outside the core. It is presumed that the core serves the function of providing a broad context in which to understand the specifics of the track. As such, the core itself will not be examined directly, but instead will be seen and assessed in the way in which the students talk about the track's specific content.

For each of the seven classes a student takes, an open-ended question will be solicited from the instructor of that course. In general, questions should ask students to address broad class themes through a discussion of some more discrete and/or specific elements presented in class. For classes outside the department, those questions will be solicited by the graduate coordinator during the semester that the student takes the course. The coordinator will also ask the instructor to provide some elements that ought to appear in the answer.

On the day of the exam, the student will be given a list of seven questions, and will need to respond to five (5) of them. The students will have all-day to answer questions (8:00 AM to 5:00 PM). They will be permitted to use a dictionary, but will not be permitted to use their notes or to have access to the internet. The exams will be graded by the track committee, where each answer is evaluated as either a PASS or a FAIL. The exam itself is considered passed if at least four of the five answers are passed. Students who fail the exam can request feedback from the committee, and may request to retake the exam. Students who do not appear to take the comprehensive exam at the assigned time and location will be excluded from taking the exam.

What You Can Expect From Faculty

The members of the Spanish faculty are here to help you, especially your major advisor. You can expect assistance in making timely progress towards your degree by having a responsive academic advisor. Your academic advisor will communicate regularly with you and will provide you with intellectual guidance and support for your scholarly efforts. Your advisor will also assist you in participating in scholarly and professional experiences that will add depth and breadth to your skills, and will help you in networking with professionals and potential employers.

Your graduate advisory committee will also be available to help you. Your committee will assist in defining your program of study and conduct periodic assessments of your progress. You can expect a reasonable level of timeliness in responding to your requests. “Reasonable” in this case means that your professors have duties they must perform, such as teach classes, or attend to time-sensitive documents that they must create, such as proposals; assessing draft chapters of your thesis will be done in the context of those pressing items.

You should expect that your academic advisor and graduate advisory committee will provide you with accurate and timely information about academic requirements and academic evaluation. The criteria used to evaluate you should also be stated *a priori*. The faculty should tell you about the availability of courses you wish to take, and the program of study requirements. There should be a mutually agreed upon set of meetings between you and your advisor (these could be *e*-meetings) so that you get the guidance you need. Every effort will be to review thesis proposals and chapters within four weeks of their submission to the committee chair. The same timeline will apply as well when the thesis is submitted to members of the thesis committee for their review. Students must keep in mind that certain times of the year are busier than others for faculty, and timelines would not apply during the summer or holiday breaks when faculty may not be on campus, unless previously arranged by the faculty member and the student.

You should expect to be asked to participate in professional activities such as graduate student committees, outreach functions that your degree program may host, and other such items. Your academic advisor will serve as your guide in these matters. Some participation is beneficial, but too much could detract from your ability to complete your degree in a timely manner.

You should expect that all professors will treat you professionally. Verbal abuse, hostile and threatening actions, and physical violence have no place among major advisors at IUP. Your major advisor should act like the paid professional that he or she is. You and your faculty must not become intimately involved. Such behavior is one of the most egregious violations of trust that any faculty member could engage in. The advisor/ advisee relationship is built on trust and anything that breaks that trust will damage the relationship. You should report to Graduate Studies any advisor or faculty who attempts to coerce you into an intimate relationship.

What the Faculty Expect From You

If this is your first experience as a graduate student, you should be aware that Graduate School is significantly different from your experience as an undergraduate. Grades should not be your primary motivation. You are here to gain expertise and learn new skills. Graduate School is not

an 8-5, Monday-Friday job. You can reasonably expect to work more than 40 hours per week if you are a full-time graduate student, with 55 or more hours being normal.

IUP expects that you want your degree and are willing to work hard to get it. We expect that you will have done the required readings and preparation prior to each graduate class. Your major advisor will expect you to multitask efficiently so that you can both do your class work and make progress on your scholarly work. You should take initiative to learn and act independently without being told what to do and this involves reading beyond only that which is required.

IUP expects that you will demonstrate professional integrity and academic honesty at all times. Civility is a valued trait at IUP and we expect every student to exhibit this trait. We expect you to take care of yourself, get enough exercise, nutrition, and rest so that you can perform well every day. We also expect you to be aware of happenings outside of your project or thesis topic. You should be aware of current world events and significant changes occurring at the university. Our goal is to produce well-rounded alumni whose knowledge and awareness has both breadth and depth.

It is to be expected that the level of formality between professors and students will vary from professor to professor, and you should make every attempt to get to know your professors before assuming, for example, that you may address them by his or her first name. As a graduate student you will likely get to know your faculty members very well, but be careful to maintain appropriate, mutually-agreed upon professional boundaries as well. Additionally, it is expected that you will respect your professors' posted office hours. Be sure to consult with them first concerning availability in person. It is always a good idea to make an appointment.

It is critically important that you communicate regularly with your academic advisor and committee. Many problems between you and your faculty can be avoided with regular communication.

Departmental Bulletin Board

It is suggested that students check the graduate bulletin board in the hallway area, fourth floor of Sutton Hall at least weekly for departmental announcements, notices, and other important information. Students should also check for announcements regularly (i.e., at least once a day) through their regular IUP email account.

Professional Organizations Below are listed a limited number of the professional organizations related to the general field of Spanish. We strongly recommend that students become familiar with them and their missions and purposes:

The Modern Languages Association www.MLA.org

American Council on the Teaching of Foreign Languages www.ACTFL.org

American Association of Teachers of Spanish and Portuguese www.AATSP.org

American Association for Applied Linguistics www.AAAL.org

Pennsylvania State Modern Language Association www.PSMLA.org

Northeast Conference on Teaching Foreign Languages www.NECTFL.org

Linguistics Society of America www.lsadc.org

The North American Catalan Society <http://nacs-catalanstudies.org>

The Honor Society of Sigma Delta Pi www.sigmadeltapi.org

Sigma Delta Pi, the National Collegiate Hispanic Honor Society (*La Sociedad Nacional Honoraria Hispánica*), was established on November 14, 1919, at the University of California--Berkeley. The Society's insignia is the royal seal of Fernando and Isabel, representing Castille, León, and Aragón. Sigma Delta Pi's colors are red and gold, its flower is the red carnation, and its motto is the Greek phrase "*Spanías Didagéi Proágomen*" meaning "Let's go forth/continue forth under the teaching/guidance of the Spanish language." The national headquarters is located at the College of Charleston in South Carolina.

The Society is governed by an Executive Council consisting of the seven aforementioned officials, the Immediate Past President, the Presidents Emeriti and one Executive Committee Member-at-Large. The sponsor of the chapter, preferably chosen by the student members, but sometimes appointed by the department head, is of the utmost importance, for his/her wisdom, imagination and dedication largely determine the success of the local branch of the Society.

The Honor Society of Phi Kappa Phi www.iup.edu/page.aspx?id=61441

Phi Kappa Phi is the oldest and most selective honor society in the United States that recognizes excellence in all academic disciplines. Founded in 1887, Phi Kappa Phi, along with Phi Beta Kappa, is a charter member of the Association of College Honor Societies. Today, Phi Kappa Phi has more than one million members around the world with more than 280 chapters on college and university campuses throughout the United States, Puerto Rico and the Philippines. The IUP Chapter was founded in 1993. Admission to the Honor Society of Phi Kappa Phi is by invitation only and requires nomination and approval by a chapter in accordance with the bylaws of both the chapter and the national organization. Both require superior scholarship and good character as criteria for membership. Graduate students are eligible for election to Phi Kappa Phi. The number elected must not exceed ten percent of the number of candidates for graduate degrees during the year.

INDIANA Campus Compass: Finding the Services You Need

Applied Research Lab 724-357-4530

Donna D. Putt Hall, Suite G10
1000 Grant

www.iup.edu/arl

- Research instrument design
- Statistical analysis assistance

Office of the Bursar 724-357-2207

Clark Hall

www.iup.edu/bursar

- Questions regarding billing, fees, charges and payments
- Refund questions

Campus Police 724-357-2141

850 Grant Street, University Towers

www.iup.edu/police

- Safety education and crime prevention program
- Campus safety
- Parking permits and auto services
- Operation ID
- Police services

Registrar 724-357-2217

Clark Hall

www.iup.edu/registrar

- Academic records and transcripts
- Student enrollment verification
- Change name on permanent record (maiden to married)

Coop Book Store 724-357-3145

Textbook Supervisor 724-357-3067

www.iupstore.com

Hadley Union Building (HUB)

Pratt Drive

- Purchase textbooks
- Purchase office supplies

Scheduling Center 724-357-2217 (at the extension prompt enter 2652)

Clark Hall

www.iup.edu/registrar

- Scheduling of academic courses
- Contact to have Banner PIN reset

Financial Aid Office 724-357-2218

Clark Hall

www.iup.edu/financialaid

- Financial aid counseling
- Financial aid applications
- Student loan information

Writing Center 724-357-3029

218 Eicher Hall

www.iup.edu/writingcenter

- Open to all students as a walk-in or by appointment
- No charge to students
- Assistance with research papers, analytical and persuasive writing
- Organizing and developing ideas, editing and proofreading
- Computers with MS Word available

Graduate Studies & Research 724-357-2222

101 Stright Hall

www.iup.edu/graduatestudies

e-mail:graduate_admissions@iup.edu

Academic Integrity/Disnonesty at IUP

<http://www.iup.edu/page.aspx?id=89615>

I-Card Office 724-357-1314

Hadley Union Building (HUB)

Lost or replacement I-cards

- Questions or suggestions about I-cards and vending services

IUP's Code of conduct

<http://www.iup.edu/studentconduct/policies/default.aspx>

Tenured/Tenure-Earning Spanish Faculty with Graduate Eligibility (AY 2012-2013)

<i>Faculty Member</i>	<i>Office Location</i>	<i>Phone Number</i>	<i>E-mail Address</i>
Dr. Frank B. Brooks	469 Sutton Hall	724-357-2326	fbrooks@iup.edu
Dr. Laura Delbrugge	464 Sutton Hall	724-357-5557	lauradel@iup.edu
Dr. Eileen W. Glisan	472 Sutton Hall	724-357-6452	glisan@iup.edu
Dr. Jason Killam	462 Sutton Hall	724-357-7530	jkillam@iup.edu
Dr. Sean McDaniel	463 Sutton Hall	724-357-7532	mcdaniel@iup.edu
Dr. Lydia Rodriguez	475 Sutton Hall	724-357-2321	rodrigl@iup.edu
Dr. Marveta Ryan-Sams	465 Sutton Hall	724-357-XXXX	mmryan@iup.edu
Dr. Dawn Smith-Sherwood	466 Sutton Hall	724-357-7529	smithshe@iup.edu
Dr. Marjorie Zambrano-Paff	467 Sutton Hall	724-357-3883	mzambran@iup.edu

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fbrooks@iup.edu

Dr. Laura Delbrugge
Advisor, students in Literatures/Cultures Track
Sutton Hall, 464
724-537-5557
lauradel@iup.edu

Ms. Linda Dickie, **Department Secretary**
Sutton Hall, 455
Telephone: 724-357-2325
Fax: 724-357-1268
dickie@iup.edu

**Program of Studies Plan
Spanish MA Literature and Cultures Track**

Name: _____ Banner ID: _____

<u>I. Core Classes (15 credits)</u>	<u>Credits</u>	<u>Semester taken</u>	<u>Grade</u>
SPAN 611 Teaching Spanish: Theories, Approaches, and Issues	3 cr.	_____	_____
SPAN 612 Introduction to Scholarship in Spanish Applied Linguistics and Hispanic Literatures	3 cr.	_____	_____
SPAN 613 Introduction to Spanish Linguistics	3 cr.	_____	_____
SPAN 614 History of the Spanish Language	3 cr.	_____	_____
SPAN 615 The Study of Hispanic Culture	3 cr.	_____	_____

II. Track Courses (15 credits)

a) Literatures and Cultures Track (12 cr.) FOUR of the following:

SPAN 510 Medieval Literature	3 cr.	_____	_____
SPAN 511 Golden Age Spanish	3 cr.	_____	_____
SPAN 512 Spanish Novel of the Nineteenth and Twentieth Centuries	3 cr.	_____	_____
SPAN 513 Spanish Poetry, Nineteenth Century to the Present	3 cr.	_____	_____
SPAN 520 Modern Hispanic Theater	3 cr.	_____	_____
SPAN 531 Spanish-American Poetry	3 cr.	_____	_____

PLUS

b) Seminar Course (3 cr.)

SPAN 750 Seminar: Current Topics in the Teaching of Hispanic Literatures and Cultures	3 cr.	_____	_____
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III. Completion Method (6 cr.)

a) Two more track courses and Comprehensive Exam (6 cr.)

Extra course _____	3 cr.	_____	_____
Extra course _____	3 cr.	_____	_____

Comprehensive Exam scheduled for _____ (date)

Comprehensive Exam successfully passed on _____ (date)

OR

b) SPAN 795 Thesis (6 cr.)

Topic/ Committee Chair _____

Scheduled completion _____ (date)

Thesis successfully completed _____ (date)

**MA Program Requirements
Applied Linguistics/ Teaching Methodology Track**

Name: _____

Banner ID: _____

<u>I. Core Classes (15 credits)</u>	<u>Credits</u>	<u>Semester taken</u>	<u>Grade</u>
SPAN 611 Teaching Spanish: Theories, Approaches, and Issues	3 cr.	_____	_____
SPAN 612 Introduction to Scholarship in Spanish Applied Linguistics and Hispanic Literatures	3 cr.	_____	_____
SPAN 613 Introduction to Spanish Linguistics	3 cr.	_____	_____
SPAN 614 History of the Spanish Language	3 cr.	_____	_____
SPAN 615 The Study of Hispanic Culture	3 cr.	_____	_____

II. Track Courses (15 credits)

SPAN 553 Spanish Phonetics and Phonemics	3 cr.	_____	_____
SPAN 625 Integrating Instruction and Assessment in the Spanish Curriculum	3 cr.	_____	_____
SPAN 630 The Discourses of the Spanish Classroom	3 cr.	_____	_____
SPAN 720 Seminar: Current Topics in the Teaching of Spanish	3 cr.	_____	_____
SPAN 725 Action Research in the Teaching of Spanish	3 cr.	_____	_____

III. Completion Method (6 cr.)

a) Two more track courses and Comprehensive Exam (6 cr.)

Extra course _____	3 cr.	_____	_____
Extra course _____	3 cr.	_____	_____

Comprehensive Exam scheduled for _____ (date)
 Comprehensive Exam successfully passed on _____ (date)

OR

b) SPAN 795 Thesis (6 cr.)

Topic/ Committee Chair _____
 Scheduled completion _____ (date)
 Thesis successfully completed _____ (date)

My signature below verifies that I received a hard copy of the M.A. in Spanish Program Graduate Student Handbook. I understand that any updated versions are available online at (URL).

I have read this document, will refer to the Handbook as I progress through the program, and agree to abide by the policies and procedures noted within.

Print Name

Signature

Date (dd/mm/year)