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## **THE MASTER OF ARTS PROGRAM IN SPANISH**

The Masters Degree in Spanish is a two-year program designed to expose the beginning graduate student to all periods of Peninsular, Latin American, and U.S. Latino/Chicano literatures and cultures. The degree is awarded upon the successful completion of coursework and written and oral comprehensive exams. The program functions primarily as preparation for doctoral study insofar as it provides graduate students with the requisite knowledge of literature, linguistics, and critical theory that the Department considers fundamental to any subsequent graduate work, irrespective of field and/or emphasis. Moreover, performance in the Masters program will determine whether a graduate student is granted permission to proceed to the doctoral program after completion of the Masters Exam cycle (see Permission to Proceed below). Masters candidates must complete a minimum of 3 quarters of coursework in the Department. **The maximum time to complete the Masters program is 2 years.**

**The department does not offer a terminal MA, but rather, grants the MA to students who successfully complete the requirements as a part of their trajectory towards a PhD.**

### **MASTERS ADVISOR**

The Graduate Director will assign a professor to each new incoming student as Masters Advisor. In contrast with the Ph.D. Advisor, the Masters Advisor does not necessarily need to have a relation to the student's field of interest. The main functions of the Masters Advisor are to provide orientation to the student, to sign and approve the quarterly academic plan of study, to advise the student of degree requirements and procedures, to guide the student in preparing for the Masters Exam, and to serve as a faculty mentor for the student. In this latter capacity, the advisor provides academic orientation and guidance to the student (study strategies, methods of research, etc.) during the first year; it is recommended that the Masters Advisor and the student meet 2-3 times a quarter during the first year. The student petitions the Graduate Director or, in special cases, the Chair for a change of faculty advisor. **At the beginning of the academic year, all new Masters students should meet with their Masters Advisor during Welcome Week.**

### **REQUIRED COURSEWORK**

A minimum of **8 courses** must be completed with a passing letter grade of B or better (a B- is not a passing grade; if the course is required, it must be retaken). Coursework completed with an S(=Satisfactory) or IP(=In Progress) does not fulfill required coursework but does count for workload credit for the Masters.

Required coursework includes:

1. Hum 398A and 398B will fulfill the Linguistics requirement. This sequence will be completed over the course of two quarters; [HUMAN 398A](#) will be completed during the spring quarter of the first year, and [HUMAN 398B](#) in the fall quarter of the second year.
2. Spanish 239A or B (Introduction to Literary Theory). Equivalent courses from other institutions may satisfy this requirement.

All graduate students must enroll for a minimum of 12 units or three courses each quarter. At least 8 units must be in regularly scheduled graduate courses. Any exception must be approved by the Associate Dean of Graduate Studies. **Students on a fellowship or grant are responsible for meeting the specific requirements of their individual situation.**

### **Departmental Policy on Directed Readings and Individual Studies (M.A.)**

#### Directed Reading

Directed Readings (Span 291) are designed for students to prepare themselves for the M.A. exam by closely reading a number of texts under the close guidance of a faculty member. Only ONE Directed Reading can be taken at the M.A. level. A Directed Reading course is taken for S/U and it does NOT count towards the required 8 courses for the M.A. degree. An extra Directed Reading will be allowed in cases of Masters students who must retake the exam or part thereof. Directed Readings must be petitioned in writing and should include the following:

1. A detailed rationale for taking the course
2. Reading list
3. Course objective
4. Evaluation components

This document must be approved by the instructor, the student's M.A. Advisor, and the Graduate Director before the first week of classes. Please see the Graduate Coordinator for further details.

#### Individual Study

The purpose of an Individual Study (Span 290) is to further explore a chosen field or topic under the close guidance of a faculty member. The end result should be a research paper. Only ONE Individual Study (Span 290) can be taken at the M.A. level. A Masters student may upgrade an upper-division undergraduate course to a graduate Individual Study course by attending regularly scheduled class sessions and completing a final research paper. This arrangement must be petitioned in writing and approved by the instructor, the student's M.A. Advisor, and the Graduate Director before the first week of classes (at the very latest). Note: This type of arrangement will not convert the undergraduate course to a graduate course (it

does NOT count towards the required 8 courses for the M.A. degree). Please see the Graduate Coordinator for further details.

### **Departmental Policy on Incompletes**

Students who received an Incomplete have up to one quarter to complete and hand-in the required course assignment. The Instructor has the right to require an earlier due date on Incompletes. Should the Incomplete occur in the spring quarter, the student has until date of notification from the Graduate Dean's Office in mid August to complete all required coursework. Students must file with the Graduate Program Coordinator a "Contract" appropriately completed and signed by both the student and professor. This contract should be honored no later than the ninth week of the quarter following the request for an Incomplete, so as to allow the professor enough time to evaluate the work and document the change of grade.

### **Transfer Coursework**

1. A Masters student may transfer up to 1 approved course completed as a graduate student at another university and a maximum of 4 courses completed at another campus of the University of California. To appeal a course that has not been approved for transfer, a student should submit a petition to the departmental Graduate Studies Committee with supporting documentation (syllabus, written work, exams, letter from instructor). **Note that we allow a graduate course taken by an advanced undergraduate student to cover a requirement, but the course does not count towards the 8 course requirement for the MA.** For example, if an advanced undergraduate takes a graduate level (Spanish 239A or B (Introduction to Literary Theory) and is subsequently admitted to the Masters program, the student has satisfied a required Literary Theory course, but must substitute a literature course in order to complete the 8 course requirement for the Masters.

### **Miscellaneous information about coursework**

Through their graduate representative, graduate students may design and petition one graduate course offering each year. This petition should be submitted to the departmental Graduate Studies Committee by the first week of Winter Quarter in order to be implemented the following year (contingent on departmental resources)-

### **MASTERS EXAM**

Since the maximum time to obtain the Ph.D. degree is 7 years, and the M.A degree is two years, **the MA exam must be taken no later than the 5<sup>th</sup> quarter of graduate study.**

### **Masters Committee**

The three faculty members of the Masters Committee are selected by the student and approved by the Graduate Director. They do not necessarily include the student's Masters Advisor. The members should represent the three parts of the exam (Spanish Medieval & Golden Age, Spanish 18<sup>th</sup> – 20<sup>th</sup> centuries, and Latin America). The Masters candidate is encouraged to select the Masters Committee as soon as possible, certainly by the end of Fall

Quarter of the second year, and submit the committee membership and chair to the Graduate Director for approval. One of the three members of the committee may be an Emeritus professor, provided the student has taken one regularly scheduled graduate seminar with this professor. If the student is required to retake the exam, the composition of the Masters Committee may not be altered by the student.

### The Exam

The Masters Exam is based on the Masters Reading List. The exam, written in Spanish, is divided into three parts (two hours in each case) given on Monday, Wednesday, and Friday (as pointed above: Spanish Medieval & Golden Age, Spanish 18<sup>th</sup> – 20<sup>th</sup> centuries, and Latin America). The student can opt out of two sub-fields (one hour of the exam, in each case), one from Peninsular and one from Latin America, by taking at least one graduate course in each corresponding sub-field. (See Graduate Coordinator for Form) The student will request the approval and signatures of the professors who taught the two courses. Each part of the written exam takes one to two hours (taken in the following sequence):

- (1) Spanish Medieval and Golden Age  
Sub-fields: Medieval (1 hour) and Golden Age (1 hour)
- (2) Modern Spanish literature  
Sub-fields: 18<sup>th</sup> –19<sup>th</sup> (1 hour); 20<sup>th</sup> century (1 hour)
- (3) Latin America  
Sub-fields: Pre-Colonial and Colonial; 19<sup>th</sup> century; Modernismo (1 hour); 20<sup>th</sup> – century (1 hour)

In addition to the written exam, students take an oral exam lasting one hour. The Masters Exam is scheduled to take place during the sixth and seventh weeks of the quarter. Once a student files with the Graduate Program Coordinator an official intent to take the exam, **no postponement** of the exam will be allowed unless there is a valid excuse or some type of emergency.

Between the written and the oral exams, the student may access a copy of the written exam in the departmental office of Graduate Studies to prepare for the oral exam. The oral exam allows the student to correct inaccuracies, strengthen any weaknesses, and expand in more depth on any part of the written exam. The Masters Committee has the discretion to query the student on other questions as well. After completion of the oral exam, the student will leave the room so the Committee may deliberate. The Committee Chair then informs the student of the outcome of the exam.

The Masters Committee may opt not to give an oral exam if parts or all of the written exam are deemed unsalvageable. In this case, the time allotted for an oral exam will be devoted to a discussion of the written exam to help prepare the student for a retake. Masters students who must retake part or all of an exam may enroll in one Directed Reading course (Spanish 291) to prepare for the retake.

If the student does not pass part or all of the written exam, s/he must retake the parts not passed during the sixth and seventh week of the following quarter. In this case, both the written and oral are mandatory.

If a student fails the oral exam, s/he is permitted to re-take it again within two to four weeks after taking the original exam. The oral exam, just like any other part of the MA exam, can be repeated only once.

### **Permission to Proceed**

The Masters Exam also functions to determine whether students can proceed towards the Ph.D. After the student successfully passes the written and oral exams, the Masters Committee reviews the student's performance on the Masters Exams, and makes a recommendation regarding permission to proceed. Permission to proceed is granted by unanimous vote of the entire faculty; it is not determined by the Masters Committee. If denied permission to proceed, the student is awarded a terminal M.A. degree, and cannot reapply for admission to the doctoral program.

The possible outcomes of the MA exam may be, then, summarized as follows:

- (1) Pass with approval to continue to the Ph.D.
- (2) Pass without approval to continue on to the Ph.D. (terminal MA)
- (3) No Pass (with the option of repeating the exam only once)

### **THE PH.D. PROGRAM IN SPANISH**

The Department of Spanish and Portuguese offers a Ph.D. degree in Spanish with a specialization in Spanish, Spanish-American, or U.S. Latino literatures. The program integrates period and genre studies with work in Critical Theory, Linguistics, Socio-historical Studies, and Cultural Studies. The Department seeks to professionalize its Ph.D. candidates not as narrow specialists but rather as scholars and critics acquainted with a range of fields that relate to and enhance their discipline. For this reason, Ph.D. students are encouraged to take courses outside of the Department. Graduate emphases in the programs in Critical Theory, Gender and Sexuality Studies, Visual Studies and Latin American Studies are available. Other emphases may be designed with the approval of the Guidance Committee. The Department has traditionally been committed to excellence in teaching, both in regard to faculty performance and in the preparation of its graduates.

### **THE PH.D. ADVISOR**

Upon acceptance to the doctoral program and in consultation with the Graduate Director, the Ph.D. student is assigned a primary Advisor and an alternate Advisor (in case the primary advisor is temporarily absent). The **Ph.D. Advisor** will head the Ph.D. Guidance Committee and presumably direct the dissertation. The Ph.D. Advisor in conjunction with the Guidance Committee guides the student in preparing for the qualifying exams, informs the student of departmental and university requirements, signs and approves the Academic Planning Guide each quarter, and serves as faculty mentor for the student. In addition, the Ph.D. Advisor informs the Graduate Director about the qualifying exam (dates, committee membership, outcome). If necessary, the Ph.D. Advisor may convoke a meeting of professors with whom the student has studied to evaluate academic progress and performance. All students are required to meet bi-annually with their Advisors during the second week of instruction in the

Fall and, once again, during the second week of Spring quarter. The purpose of these meetings is to advise students in their courses of graduate study and monitor their progress towards the timely completion of the Ph.D. degree. The student may petition the Chair or Graduate Director for a change of advisor or committee (except between the qualifying exam and any retake); any change must be approved by the Graduate Director. The Ph.D. Advisor chairs the Exam Committee and organizes and coordinates the qualifying exam.

## **COURSEWORK**

The doctoral program comprises a minimum of 16 courses, that is, 8 courses beyond the 8 courses required for the M.A. degree. Unless the requirements have already been completed as part of the MA, all students must take the following as part of the 8 courses required for the Ph.D.:

1. Hum 398A and 398B will fulfill the requirement in Linguistics. This sequence will be completed over the course of two quarters; [HUMAN 398A](#) will be completed during the spring quarter of the first year, and [HUMAN 398B](#) in the fall quarter of the second year.
2. Spanish 239A or B (Introduction to Literary Theory). Equivalent courses from other institutions may satisfy this requirement.

## **Departmental Policy on Directed Reading and Individual Study at the Ph.D. level**

### Directed Reading

Students preparing to take the Ph.D. qualifying examination may enroll in a **maximum of two Directed Readings** (Span 291). All requests for Directed Readings must be **formally petitioned** no later than the first week of classes. Formal petitions comprise of:

1. A detailed rationale for taking the course
2. Reading list
3. Course objective
4. Evaluation components

Note that Directed Readings are taken on a S/U basis and do not count towards coursework.

### Individual Study

Doctoral students are expected to enroll in regularly scheduled graduate seminars. However, whenever a topic is not available, either in whole or in part, in a graduate seminar offered in our department or in another department at UCI, students can enroll in a **maximum of two Individual Studies** (Span. 290). Individual Study courses are for the purpose of expanding an existing paper or a longer project. The following rules are to be strictly observed:

1. It is recommended that students complete the required minimum coursework towards the Ph.D. before taking an Individual Studies.

2. Individual Studies **MUST NOT** be taken for the purposes of preparing readings for the Ph.D. qualifying examination (see Directed Reading above).

All requests for an Individual Study course must be **formally petitioned** no later than the first week of classes. Formal petitions comprise:

1. A detailed rationale for taking the Individual Study with appropriate documentation of eligibility (i.e. completion of all required minimum coursework for the Ph.D.)
2. A course description and complete reading list for the course
3. Evaluation components, which must include a research paper
4. An endorsement from the Ph.D. advisor

After considering the petition, the Graduate Director submits it to the Chair of the Department for final approval.

Any petition for an exception to the maximum number of 2 Individual Studies and 2 Directed Readings allowed per doctoral student will only be considered in special circumstances, which must be **officially documented** and **properly endorsed** in writing by the student's Ph.D. advisor.

### **Departmental Policy on Incompletes**

Students who received an Incomplete have up to one quarter to complete and hand-in the required course assignment. The Instructor has the right to require an earlier due date on Incompletes. Should the Incomplete occur in the spring quarter, the student has until date of notification from Graduate Dean's office in mid August to complete all required coursework. Students must file with the Graduate Program Coordinator a "Contract" appropriately completed and signed by both the student and professor. This contract should be honored no later than the ninth week of the quarter following the request for an Incomplete, so as to allow the professor enough time to evaluate the work and document the change of grade.

### **Transfer Courses**

**A student who transfers into the doctoral program from elsewhere must take 8 graduate courses at UCI**, of which 6 must be in the Department of Spanish and Portuguese. See also miscellaneous information about coursework under the Masters program above (p. 4).

### **Foreign Language Requirement**

A foreign language (equivalent to completion of 2C) is required; this requirement may be satisfied by exam or by taking one course numbered 97 (example: Fundamentals French). **The courses to satisfy the language requirement must be taken in addition to the regular graduate student course load.** The selection of the foreign language must be approved by the Guidance Committee and should be based on the specific research interests and field of study of the candidate.

## Doctoral Teaching Requirements

The Department recognizes its responsibility to train all Ph.D. candidates as teachers and requires that all doctoral students with no prior teaching experience complete a minimum of 3 quarters of language teaching (Spanish 399, University Teaching). All doctoral students with no previous coursework on teaching methodology must take HUM 398A (2 units; Spring quarter of their first year) and HUM 398B (2 units; Fall quarter of their second year) to gain knowledge and experience on the best approaches to foreign language teaching.

Moreover, students are encouraged to complete a teaching practicum course (Spanish 292) by co-teaching an upper-division course with a professor (maximum of 2 which must be taken prior to advancement). The purpose of this course is to gain professional training in teaching literature and culture. Prior to the quarter, the professor and student will meet to design the syllabus and objectives of the course; in addition to attending class sessions, the student will also teach a minimum of three, maximum of five, class hours under the supervision of the professor. It is recommended that the student prepare a class plan for discussion with the professor prior to teaching a class. The student may also hold office hours, conduct review sessions, give exams, and help in the grading of papers and exams. The doctoral student will enroll in Spanish 292 (Teaching Practicum) for a letter grade of S/U.

## PH.D. QUALIFYING EXAMINATION

The Ph.D. student advances to candidacy by passing the Ph.D. Qualifying Examination by a unanimous vote. The exam is administered by the Ph.D. Exam Committee appointed by the Department on behalf of the Dean of Graduate Studies and the Graduate Council. The Ph.D. Exam Committee comprises five members. Of these five members, one must be regular-rank faculty from another department at UCI. This committee is chaired by the candidate's Ph.D. Advisor. Ph.D. exams must be completed within **two quarters** after finishing coursework. Failure to do so will result in termination of Teaching Assistantship.

The student must submit the Ph.D. Exam Reading List (with the rationale for the two topics explained on page 13) for approval of all members of the Committee at least one quarter before the intended exam date. After the Reading List has been approved, it is considered final. The final version of the Reading List must be submitted to the graduate coordinator; he/she will date the final version and place a copy in the student's file.

## The Ph.D. Exam Committee

There are several faculty Ph.D. committees which should be distinguished to avoid confusion. Remember that the student has the right to petition changes in advisor, director, and committee membership so the configuration of any given committee may change considerably over the course of time. The **Ph.D. Guidance Committee** is the initial committee of three faculty members selected by the student and approved by the Graduate Director. Students who have completed the Masters program at UCI will participate in the selection of the committee members. Those students entering the doctoral program after attaining their Masters elsewhere, in consultation with the Graduate Director will be assigned a temporary Guidance Committee in accordance with the student's stated interests on the application for admission. The Ph.D. Guidance Committee will evaluate the transcripts of transfer students to determine how many courses will apply toward coursework requirements for the Ph.D. For all

beginning Ph.D. students, the Guidance Committee convened by the Ph.D. Advisor will help the student map out an appropriate course of studies that will prepare the student for the qualifying exams and the writing of the doctoral thesis. As the date of the qualifying exams approaches, the Ph.D. Guidance Committee will form the core of the **Ph.D. Exam Committee**. The Exam Committee comprises five faculty members, including a professor from another department at UCI. The committee, chaired by the Ph.D. Advisor, will read the student's written exams and participate in the oral exam. The Exam Committee, by unanimous vote, will determine if the student passes the qualifying exam. After successful completion of the qualifying exams, the three core members of the Exam Committee may comprise the **Ph.D. Dissertation Committee**, chaired by and including the Ph.D. Dissertation Director (the student can opt to choose members of his/her dissertation committee, as deemed adequate to his/her topic). The main functions of this committee are to participate in the dissertation proposal, read drafts of the dissertation distributed by the Dissertation Director or the student, propose changes or comments, and participate in the dissertation defense. Upon successful completion of the defense the committee will accept the finished dissertation by signing on the title page.

### Objectives

The Ph.D. Qualifying Examination is an important part of a graduate education. It requires that students demonstrate an appropriate level of scholarly competence in their chosen fields, independently of knowledge acquired through coursework and of their specific interests for doctoral dissertations. It is designed to help students develop the following professional skills:

- (1) The ability to work independently, to gather information and process it critically.
- (2) The transmission of knowledge acquired in the form of written responses, as well as the ability to expand upon these in an intellectual dialogue with professors during the oral part of the exam.

Students' competency in their fields of expertise must be proven at four basic levels in the Ph.D. Qualifying Examination:

- (1) Knowledge of texts, authors and literary movements.
- (2) Familiarity with historical contexts and intellectual currents relevant to the above
- (3) Ability to draw from and critically engage major secondary texts relevant to the chosen fields of study
- (4) Capacity for theoretical discussion of themes, topics or problems recurrent in those fields

Any student unable to demonstrate adequate capacity in any of the four areas outlined above and/or unable to comment or discuss texts included on the Ph.D. Examination Reading List will be subject to failure in the exam, and be required to repeat it either in whole or in part. The Ph.D. Examination or any part thereof can only be repeated once.

Please note that performance in coursework is independent of and will be evaluated apart from performance in the Ph.D. Qualifying Examination.

After successfully passing the Comprehensive examination, students will be required to meet with their Dissertation Committee and present a Dissertation Prospectus. This meeting should occur the quarter immediately following the PhD examination. The Committee will make comments and provide guidance to the student.

Advancement to candidacy must occur at least one quarter before the final quarter of enrollment.

### **The Exam**

The Ph.D. Comprehensive Examination will consist of the following three major components:

1. Part One: A written examination in the Major Field to be studied. The student is required to propose a critical problem or topic in the form of a rationale of about 5-8 pages double space, followed by a complete bibliography of both primary and secondary sources. The critical problem must have a historical (diachronical) perspective that will cover one of the representative fields in the profession, such as Modern and Contemporary Latin American literature, Medieval Spanish literature, Modern and Contemporary Spanish literature, and the like. The student will develop the problem in close consultation with the main advisor and the members of the PhD Exam Committee. Initial versions of the draft will circulate among members of the committee so that all will provide input. Later on, the members of the committee will draft a number of questions that the student must answer in the form of an essay of no more than 20 double-spaced pages in a period of 24 hours. This part of the exam is designed to provide students with an extended knowledge of their chosen field of study.
2. Part Two: A written examination in a Topic or critical problem, which may cover a specific research interest within the major field. Students will be required to write a 5-8 page rationale (double space) for the topic accompanied by pertinent bibliography. The student will develop the topic in close consultation with the main advisor and the members of the PhD Exam Committee. Initial versions of the draft will circulate among members of the committee so that all will provide input. Later on, the members of the committee will draft a number of questions that the student must answer in the form of an essay of no more than 20 double-spaced pages in a period of 24 hours. This part of the exam is designed to provide students with the opportunity to develop a more specific topic that should form part of their future dissertation project. Students will be encouraged to approach the topic from theoretical and/or interdisciplinary perspectives.
3. Oral Examination: The oral exam is approximately 2 hours long and includes discussion of the written exams. Students will also be asked to respond to other questions based on their reading lists. At the conclusion of the oral exam, the committee will issue an oral evaluation on the exams and inform the student if (s)he has been advanced to candidacy or if one or more parts of the exam must be retaken.

Procedures: The Ph.D. Advisor chairs the Exam Committee and organizes and supervises the qualifying exams. The written exams must be taken within the same week (i.e., Sunday - Saturday, but not Tuesday - Tuesday, etc.) and the oral exam is scheduled within 2 weeks of the written exams. Two or three questions shall be given on each of the written sections. The Graduate Division stipulates that a student can only take the Qualifying Exam twice. "If the student does not pass the written examination, the student may not proceed with the third part of the exam, i.e., the oral portion. Once the student has taken the written exams, the membership of the Exam Committee cannot be altered. The student must retake any part(s)

of the exam within 2 quarters of the first exam. The student will be provided with a copy of the exam to prepare for the oral; this copy is for the private use of the student and must not be circulated for commentary.

### **The Dissertation Director**

Upon the successful completion of the qualifying exam, a Ph.D. student must choose a Dissertation Director. Normally, that Director is the same individual as the Ph.D. Advisor, but students—if they so desire—have the option of choosing a different faculty member as their Dissertation Director.

The Dissertation Director, in consultation with the Dissertation Committee, helps the student choose a topic, prepare a dissertation proposal for committee feedback and approval, coordinates and chairs the dissertation defense, and oversees the preparation and completion of the doctoral dissertation. The director acts as liaison between the student and other faculty members of the committee and also informs the Department of the plans and progress of the student.

### **Ph.D. Dissertation**

A dissertation topic will be chosen by the candidate in consultation with her/his Dissertation Director and Dissertation Committee and will normally fall within the major field covered by the qualifying exams. Three faculty members are chosen by the student and appointed by the Department Chair, on behalf of the Dean of Graduate Studies and the Graduate Council, to constitute the Dissertation Committee that supervises the preparation and completion of the doctoral dissertation. The Dissertation Committee assumes the academic direction of the thesis, and the Dissertation Director wields the administrative responsibility for supervising the thesis and for informing the Department of the plans and progress of the student.

Procedure: In an initial meeting between the committee and the student, the candidate presents a formal dissertation proposal to the committee, who will evaluate and approve it. The proposal should be 8-15 pages, double-spaced, not including bibliography. The meeting must take place during the quarter following the successful completion of the Ph.D. Comprehensive Examination. A copy of the proposal will be kept in the student's file. The student will then submit drafts of chapters or sections of the thesis to the Dissertation Director who will evaluate and correct the drafts. When the Dissertation Director approves the draft, the student will circulate the draft to the other members of the Dissertation Committee who will submit their commentary and suggestions to the student with a copy to the Dissertation Director. While writing the dissertation, the student enrolls in Spanish 299.

Dissertation Length: The dissertation must be at least 170 pages, not including bibliography. It must be written in 12-point font (Times New Roman or equivalent), and follow the UCI Theses and Dissertations Manual:

(<http://special.lib.uci.edu/dissertations/paper/tdmanual.html>).

Dissertation Defense: In order to be able to meet the deadlines for graduation, the dissertation defense must take place one week prior to the quarter deadlines established by the Office of Graduate Studies (see webpage for guidelines and deadlines at - <http://www.rgs.uci.edu/grad/students/thesis.htm>) during the residency of the candidate. For example, if a student plans to graduate in the spring, the filing deadline for all documents is usually during the first week of June. The student must turn in a complete draft of the

dissertation to his/her committee **at least five weeks before the planned defense date**. At that time, a copy must also be turned in to the Graduate Program Coordinator, who must confirm by email to the respective committee the completion of the draft of the dissertation, so that the exact defense date can be established.

The committee certifies the acceptance of a completed final dissertation with the signatures of the individual members on the title page. The finished dissertation is then forwarded to the Graduate Division.

## **GRADUATE STUDENT REPRESENTATIVES**

The objective of the graduate student representatives position is to provide an opportunity for students to voice their ideas, opinion, concerns, and problems to faculty members. Students have a chance to vote on who will be their representatives during any particular year. Students who have a problem of any kind will be directed to the students' representatives so that it can be heard in the faculty meetings. Representatives will be responsible for reporting any relevant information from the faculty meetings to the students. Students must be in good academic standing in order to serve as a representative. There are three types of representatives:

### **1. Ph.D. Representative**

Any Ph.D. student can run for this position.

### **2. Masters Representative**

Students who want to run for this position must not have taken their M.A. Exam.

### **3. T.A. Representative**

Candidate for this position must hold a TA appointment.

## GRADUATE FELLOWSHIPS

More fellowships might become available. Please be mindful of all communications from Graduate Division and from the School of Humanities.

All fellowships are based on funding availability.

***For continuing students:***

### **Faculty Mentor Program**

The Faculty Mentor Program (FMP) Fellowship is designed to increase the number of students who complete their Ph.D. degree and successfully acquire a faculty appointment:

- Fellows are expected to participate in meaningful research during the fall quarter of their award year and develop an independent project for the winter and spring quarters of the award year
- Fellows are prohibited from being employed above 24% time during the tenure of this fellowship
- Fellowship award recipients will be required to participate in UCI's tracking of programs to assess student progress and eventual job placement

### **Award Information**

- One year of fellowship support paid directly by the Graduate Division, including a yearly stipend of \$21,600 (paid over a nine-month period, Oct. 1 to June 1) and full resident tuition and fees
- Graduate programs also provide a minimum 20% supplement to the fellowship (\$4,320)
- \$500 academic travel stipend
- Non-resident tuition is NOT covered by this fellowship award

### **President's Dissertation Year Fellowship**

The President's Dissertation Year (PDY) Fellowship is intended for students in their final year of graduate study who are planning to pursue teaching and research appointments soon after their dissertation fellowship year. This award assists graduate students with the completion of their dissertation, and enhances their qualifications as candidates for university faculty teaching and research appointments by professional opportunities needed to successfully obtain a faculty appointment.

### **Award Info**

The Funding package includes:

- One year of fellowship support paid directly by the UCI Graduate Division, including a yearly stipend and full resident tuition and fees.

- Departments also provide a minimum 20% supplement to the fellowship.
- \$500 academic travel stipend.
- Non-resident tuition is NOT covered by this fellowship award.

## RESEARCH AND TRAVEL GRANTS

\$500 is available to students invited to present a paper at a conference (pending available funding). Acceptance letter and department approval are required. Awards are up to \$500 per trip (maximum of 2 trips per academic career).

## SUMMER DISSERTATION FELLOWSHIP

Summer Dissertation Fellowship will be awarded to students who have been Advanced to Candidacy and who have not received a Summer Dissertation Fellowship before. The stipend will be somewhere between \$1,000 and \$3000, depending on the number and impressiveness of the nominees. The call for nominations can be in winter or spring.

## TEACHING ASSISTANTSHIPS

The Department offers Teaching Assistantships to qualified candidates for the, MA/PhD, and Ph.D. degrees. This award covers health insurance and partial student fees, plus a quarterly stipend. The Teaching Assistantship does not cover non-resident tuition, and it is renewable with good standing, satisfactory academic progress toward degree objective, and according to the number of quarters of support already received from the Department. Teaching appointments are for one quarter, two quarters, or an academic year, and are self-terminating. **Prior to advancement to candidacy for the Ph.D., the total length of service rendered by a graduate student may not exceed four years (12 academic quarters).** After advancement to candidacy for the Ph.D., a graduate student may be appointed for an additional 6 quarters. A 19th quarter will not be approved. All applicants whose primary language is not English are required to demonstrate proficiency in English for admission consideration. However, this requirement will be waived automatically for applicants who have received an advanced degree from an accredited U.S. college or university. Proficiency in English may be demonstrated by passing one of two standardized, internationally administered tests: TOEFL (the Test of English as a Foreign Language); or IELTS (International English Language Testing System). The applicant should take one of these tests at the earliest available date to ensure that the scores are reported in time to meet application deadlines.

## OFFICE OF GRADUATE STUDIES REFERENCE LINKS

Graduate Division

<http://www.grad.uci.edu/>

Graduate Policy and Procedures

<http://www.grad.uci.edu/faculty-and-staff/index.html>

Career Center

<http://www.career.uci.edu/>

Graduate Resource Center

<http://www.grad.uci.edu/services/grc/index.html>

UC Irvine Libraries

<http://www.lib.uci.edu/>