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## Unit Directory

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This manual provides information concerning the graduate program of the Department of Spanish and Portuguese. It refers to Graduate Studies guidelines but does not include all regulations applicable to graduate students at the University of Kansas. Please refer to the Graduate Studies Section of the [KU Academic Catalog](#) as well as the [KU Policy Library](#) for official information and requirements.

## Key Offices at KU

Your Unit's Director of Graduate Studies or Graduate Academic Advisor is your first stop for any questions related to graduate study or requirements. If you would like to research an issue in advance of speaking with your department or if you still have questions, the following offices can provide assistance:

### College Office of Graduate Affairs (COGA)

COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and Sciences. The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding [enrollment changes or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#). The College of Liberal Arts & Sciences' [Master's Hooding Ceremony](#) is coordinated by COGA.

COGA reviews all [student petitions](#) of University and College policy, issuing decisions on behalf of the College or referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to [Enrollment](#), [Graduate Credit](#), [Leave of Absence](#), and [Time Limit Extensions](#).

COGA is a resource if you have questions about petitions or graduation requirements that your department is unable to answer. Refer to the COGA website for current staff contact information.

### Office of Graduate Studies

Graduate Studies is the office of the Dean of Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study and offers various programs for graduate students throughout the year. While COGA should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#). The University's [Doctoral Hooding Ceremony](#) is coordinated by Graduate Studies.

### Graduate Admissions (within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding KU Online Application for Graduate Study, ADMIT system/ Prospect, English proficiency requirements, and official transcripts.

### Office of the University Registrar (OUR)

Contact OUR for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

## Financial Aid

Contact Financial Aid for questions related to the disbursement of scholarships, fellowship award, loans, and FAFSA.

## International Support Services (ISS)

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

## Center for Teaching Excellence (CTE)

The Center for Teaching Excellence (CTE) is a University office dedicated to assisting instructors, including GTAs, to develop effective instructional techniques. The expert staff of CTE can introduce instructors to the pedagogical technology available at the University and help instructors develop new approaches to teaching.

CTE specialists work with instructors individually, and also offer a diverse array of workshops and discussions. They also can guide instructors to useful scholarly literature on the subject of college teaching and learning.

## University Policies & Degree Requirements

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

### General Policies

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

### Admission

Degree or non-degree seeking applicants must have a bachelor's degree (as evidence by an official transcript from the institution the degree was obtained) and a minimum GPA of 3.0 in the most recent degree that was obtained.

Students\* not meeting these requirements *may* be admitted provisionally upon recommendation by the department; however, restrictions on certain type of funding, including GTA/GRA/GA funding, apply to students on provisional admission status. Students should consult the program admissions advisor or Director of Graduate Study (DGS) on their eligibility for funding with admission.

\*By Federal regulation, International students seeking F-1 status must meet the standards of Regular Admission. Provisional admission is not sufficient to issue the Form I-20.

*Related Policies and Forms:*

[Admission to Graduate Study](#)

### English Proficiency Requirements

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are three ways to prove English proficiency:

1. Declaration of native speaker status on the online application for graduate study.

2. Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university or a college or university in the United Kingdom, Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted in English.
3. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.

Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old.

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission and petition processes based on exceptional circumstances.

Applicants should submit their scores directly to the Office of Graduate Studies:

Office of Graduate Studies  
213 Strong Hall  
1450 Jayhawk Boulevard  
Lawrence KS 66045-7535

### *Related Policies and Forms:*

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)
- [Graduate Credit](#)

## Enrollment

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

### *Fall and Spring semesters:*

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). \*See Doctoral post-comprehensive enrollment.

### *Summer sessions:*

- Enrollment in 6 credit hours;



- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill– Active Duty (MGIB-AD) and Post-9/11 GI Bill– Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

*Student not enrolled by 11:59pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any not enrolled by the last Friday in October (for Fall) or last Friday in April (for Spring). Students who wish to enroll after that must pay a fee to be reactivated.*

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf.

Deadlines for adding, changing, dropping, or withdrawing from courses entirely, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

The College Office of Graduate Affairs' (COGA) website has a very useful [Enrollment Changes Guide](#), which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

*Related Policies:*

[Discontinued Enrollment](#)

[Enrollment](#)

[Enrollment Regulations](#) (CLAS)

[Full-time Enrollment for Graduate Students](#)

[Graduate Coursework Expiration Dates](#)

[Master's Enrollment Requirements](#)

## Graduate Credit (Including Transfer Credit)

The Office of Graduate Studies [policy](#) on Graduate Credit defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

## Transfer Credit

The transfer credit option allows master's students to count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another institution or relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

## Reduced Credit Hour Degree

Kansas Board of Regents policy defines 30 hours as the minimum for master's degrees at KU. Departments may petition for a reduced hour degree Master's degree for individual students. A reduction in hours is distinct from a transfer of credit and is reserved for those students especially well-prepared to complete a graduate-level degree and able to maintain a superior grade point average. Reduced credit hour degrees are also distinct from transfer credit in that they may be based on non-coursework (e.g. internships, work experience, study abroad, previously completed degrees, etc.) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS.

Because there is no minimum number of required hours for the Ph.D., reduction of required hours based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

## Count Toward Degree

The [Count Toward Degree form](#) is an Office of the Registrar Form that allows graduate credit hours taken at KU as a non-degree seeking student to count towards a later degree at KU.

As with transfer credit and reduced hour degrees, restrictions apply, so students should carefully review the information in the link above and the related policies below, and consult with their DGS.

### *Related Policies:*

[Graduate Credit](#)

[Count Toward Degree Form](#)

[Co-enrollment](#)

[M.A. and M.S. Degrees](#) (on Reduced Hour Master's Degree)

## Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

**No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.** This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

If a student elect to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the COGA office.

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling. In cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

*Related Policies and Forms:*

[University Senate Rules and Regulations \(USRR\), Section 2.2.8](#)

## Probation & Dismissal

Probation is an academic status that can be assigned to a graduate student if they are not making [satisfactory progress](#) toward completing their degree. The department initiates the probation process and will inform the student what they must do to return to good standing.

**Students are most commonly placed on probation if their graduate cumulative [GPA](#) drops below a B average (3.0 on a 4.0 scale).** In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's overall graduate average is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to; failure to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department's annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the [Good Academic Standing policy](#) or graduate students at KU for more information on what constitutes satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook and with their program advisor for more information.

If a student is unable to raise their GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, they may be dismissed from the graduate program. Once dismissed, a student will no longer be able to be enrolled in coursework and cannot complete their degree. Students dismissed from any College graduate program may not be admitted to any other graduate programs in the College.

*A student on probation or facing dismissal should discuss their status with their advisor.*

*Related Policies:*

[Academic Probation](#)

[Dismissed Enrollment](#)

[Probation and Dismissal](#)(CLAS)

[Good Academic Standing policy](#)

## Grading

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies. Students should review the [College-specific grading information](#) and consult their adviser and the departmental section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Additional information pertaining to graduate grading can be found on COGA's pages for [Retroactive Withdrawal](#), [Incomplete Grades](#), and [Graduate GPA](#). The Registrar's Office's also offers information on the [Credit/No Credit](#) option.

### *Related Policies:*

[University Senate Rules & Regulations](#)

[Grading](#)

[Academic Probation](#)

[Dismissed Enrollment](#)

[Probation and Dismissal](#) (CLAS)

## Time Limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, COGA offers DGSs and advisors a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's expected time limits, or simply as an advising tool for all their students. It is especially useful for doctoral students in the dissertation phase.

### *Related Policies and Forms:*

[Master's Degree Program Time Restraints](#)

[Doctoral Program Time Constraints](#)

[Doctoral Comprehensive Exam Time Constraints](#)

[Doctoral Program Profiles with Time To Degree Information](#)

[Graduate Degree Completion Agreement](#) (PDF)

[Mentoring Agreement Template](#) (Doc)

## Leaves of Absence

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while “stopping the clock” on their time to degree.

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department’s internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student’s need for a leave of absence; however, the only document that COGA requires for the petition is the Leave of Absence Petition form, linked below.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU [Academic Calendar](#) for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave was supposed to end they may contact their department to be reactivated early.

### *Related Policies and Forms:*

[Leaves of Absence](#)

[CLAS Leave of Absence Petition Form](#) (PDF)

## Oral Exams

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the University has several policies pertaining to the following exams:

- Master's Exam/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

Before a student is allowed to sit for any of these three exams, pre-approval from COGA is required. This approval must be sought by the department at least two weeks prior to the exam date. COGA checks to ensure that the student has fulfilled certain University requirements. The

full list of requirements that COGA checks for may be found via the link in the heading above. Students should begin communicating with their COGA advisor, Director of Graduate Study, and faculty advisor early in the semester in which they plan to take an exam, to ensure that their exams are administered in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

In many cases, programs may have additional exams, such as a written pre-qualifying exam. Exam pre-approval by COGA applies ONLY to the oral portions of the three exams listed above.

**The following are University policies pertaining to these oral exams:**

### *Oral Exam Committee Composition*

For all oral exams, the committee members must be appointed members of the Graduate Faculty of KU. In addition, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty or, in the case of doctoral committees, dissertation faculty status in the candidate's department/program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee.

### *Oral Exam Attendance (Physical Presence)*

The Oral Exam Attendance policy describes rules for physical versus mediated attendance (e.g. Skype or phone) at oral exams.

In all cases, a majority of committee members must be physically present with the student for an exam to commence. Both the chair and outside member (for doctoral exams) must form part of this majority. In cases where the student prefers that all committee members are physically present, the student's preference shall be honored.

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

### *Related Policies and Forms:*

[Master's Student Oral Exam Committee Composition](#)

[Doctoral Student Oral Exam Committee Composition](#)

[Oral Exam Attendance](#)

[Graduate Faculty Appointments](#)

## Doctoral Degree Requirements

In addition to the student's individual Ph.D. program's degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

### *Residency Requirement*

Two semesters, which may include one summer session, must be spent in full-time resident study at the University of Kansas. During this period of residence, fulltime involvement in academic or professional pursuits may include an appointment for teaching or research if the teaching/research is directed specifically toward the student's degree objectives.

### *Related Policies and Forms:*

[Doctoral Program Time Constraints](#)

## Continuous Enrollment for Post-Comprehensive Students

During the semester in which the comprehensive exam is completed and each Fall and Spring semester follows, doctoral candidates must enroll in at least 6 credit hours per semester until all requirements for the degree are completed OR until 18 post-comprehensive hours have been completed, whichever comes first. At least one of these credit hours each semester must be a dissertation hour (or an approved dissertation equivalent).

During the semester in which the student will complete this requirement, enrollment may be dropped to only the number of hours required to complete the 18. For example, if a student is entering the Fall semester having completed 15 post-comprehensive hours, they need only enroll in 3 credit hours.

After fulfilling the post-comprehensive enrollment requirement, enrollment may be reduced to as little as 1 dissertation hour per semester or summer session up to and including the semester of graduation.

Students are strongly advised to closely review the University regulations on continuous enrollment for post-comprehensive students (found in the above heading or the policy links below). Failure to properly comply with the policy could result in additional enrollment requirements and tuition expense near the end of your degree program.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment and submitting the certification form on the student's behalf through the Progress to Degree (PTD) system **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full-time enrollment, as well as the enrollment requirements of their employment contract.



*Related Policies and Forms:*

[Doctoral Program Time Constraints](#)

[Doctoral Candidacy](#)

## Graduate Certificate Requirements

The University offers a variety of [Approved Graduate Certificate Programs](#) (search for “certificate”) to encourage current graduate students to pursue interdisciplinary study. Certificate programs also provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. There are certain restrictions on the timing of admissions to a Graduate Certificate program and the granting of credit for courses completed.

Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University’s policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

*Related Policies and Forms:*

[Graduate Certificate Programs: Eligibility and Admission Criteria](#)

[Policies & Procedures for Graduate Certificate Programs](#)

## Graduation Requirements (M.A. & Ph.D.)

In addition to all program requirements, students [planning to graduate](#) must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA's graduation checklists contain a comprehensive list of all University requirements for graduation and should be used by every graduating master's or doctoral student in the College:

[M.A. DEGREE GRADUATION CHECKLIST](#)

[PH.D. DEGREE GRADUATION CHECKLIST](#)

Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the [College Office of Graduate Affairs](#) (COGA) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA

staff member, verify that the Application for Graduation and Thesis/Dissertation submissions have been completed, and receive guidance on any pending items.

## Graduate Studies Funding Opportunities

The Office of Graduate Studies offers [funding opportunities](#) in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies. **Some** of the available funding includes:

- **Dissertation Fellowships:** intended for doctoral students who have passed their comprehensive examinations; for one academic year, non-renewable.
- **Summer Fellowships:** intended primarily for doctoral students.
- **Graduate Scholarly Presentation Travel Fund:** intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (\$500) only once, and funds are available on a first-come, first-served basis.
- **Doctoral Student Research Fund:** Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students should check the link above for additional information and restrictions.
- **Alva V. Ebersole Award:** Those eligible for the **Alva V. Ebersole Award** for Excellence in Research are graduate students in the department of Spanish and Portuguese who have completed at least one year of courses in the program. Previous awardees are excluded. Faculty nominations are based on a student's final research paper. The award is announced once a year, typically in the spring semester. Approximately six weeks prior to announcement, the awards committee will invite graduate faculty to nominate graduate students who they have taught in the Department of Spanish and Portuguese in the past academic year. The nomination includes a statement from the professor and the final unrevised paper submitted for the course.
- **The Hall Center** for the Humanities offers fellowships and award opportunities for graduate students to support dissertation research, conference funding, excellence in teaching, and community engagement. Application deadlines occur throughout the year. Award details, eligibility and application materials are available through [The Hall Center website](#).
- **Robert Granberg Award** (see section on Graduate Teaching Assistantships)
- **Grad Student Emergency Fund**, managed through [Kansas University Endowment Association](#) (KUEA), exists to provide financial assistance to students who have an **immediate unexpected expense due to circumstances beyond their control**. The unexpected expense can be of an emergency or an unplanned non-discretionary expense. Funding is usually in amounts of \$500 or less. A limited amount of funding is available for each semester and can sometimes be exhausted before semester's end.

*While some summer opportunities do exist, most GTA, GRA and GA appointments are for the academic year only. Graduate students may need to identify additional methods of funding for the summer months.*

# Master's Degree Program

## Degree Goals

- Study the major cultural expression and literary movements from Spain and the Latin/o American region;
- Acquire the theoretical tools necessary to engage critically in literary and cultural analysis and research;
- Develop as a scholar, reflecting on the ties between cultural engagement, pedagogy, and research.

## Requirements

Students who are admitted to the Master's program in Spanish and Portuguese must complete a total of **30 graduate credit hours (approx. 10 courses)**, the majority through courses in the Department of Spanish and Portuguese. In addition, GTAs are required to take SPAN 801 (Teaching Spanish in Institutions of Higher Learning) during their first semester of teaching, and complete the requirements for reading knowledge of a language other than English and Spanish. For a complete list of courses, see the [University Academic Catalogue](#). Minimum enrollment for GTAs: 15 hours per year.

## Courses

### *30 credits of coursework in literary and cultural analysis*

When planning the course in consultation with the advisor, students should make sure that the 30 credits include:

- 1 ONE Seminar (preferably after having completed a 700 level course or other courses on a related topic)
- 2 A minimum of one course with a focus on each of the following:
  - a) Medieval/Early morning Peninsular
  - b) Colonial Latin America (prior to 19<sup>th</sup> Century)
  - c) Modern/Contemporary Peninsular (19<sup>th</sup>-21<sup>st</sup> Century)
  - d) Modern/Contemporary Latin/o America

### *Please note:*

- Students in the MA considering pursuing a Ph.D. should enroll in SPAN 795, or an alternative course with a focus in literary theory.

- It is highly recommended that students seek to take at least one course with a focus on film studies or/and cultural studies.
- Two of the required 30 hours of coursework may be taken outside of the department with the approval of the graduate advisor.

### *Spanish 801: Teaching Spanish in Institutions of Higher Learning*

This course is required of all GTAs during their first semester of teaching.

### *Reading knowledge of another foreign language as approved by the Department*

Graduate Students must speak to their academic advisor for questions regarding possible languages and equivalencies. Ultimately, an argument must be made of how knowledge of that language ties to the students' interests in the Spanish speaking world. Graduate students must show a grade no lower than a B in the courses towards fulfillment of this requirement.

#### **To complete this requirement, the student can:**

1. Take one **reading knowledge language course** in the chosen language at KU (courses focused on reading comprehension).
2. Show third semester college course work from another institution with an average grade of A or B.
3. Pass an examination in the chosen language administered by the corresponding department at KU.
4. Passing the GSFLT at the requisite level.

The department highly recommends Accelerated Portuguese (POR 612), which should be taken during the second semester of the MA program.

## **Qualifying Master's Exam**

Students will take a qualifying examination (Master's exam) once they have passed or registered for the 30 hours of coursework (typically the fourth semester of the program). The exam assesses the students' command of the Master's Degree [reading list](#).

### *Content*

The examination includes a written and an oral format over a two-day period. The written examination evaluates your knowledge and understanding of the Master's Reading list. The oral examination is a more general evaluation of the students' ability to engage with the reading list by conveying complex ideas orally and in Spanish. It also provides the student an opportunity to follow up on some of the answers provided in the written exam.

The written examinations will be administered over a two-day period. The exams will be divided into four areas with one and a half hours allocated for each category. There are two questions for each area.

- Medieval/Early Modern Spain
- 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> Centuries Spain
- Colonial Through 19<sup>th</sup> Century Latin America
- Contemporary Latin America (20<sup>th</sup> and 21<sup>st</sup> Centuries)

Students can opt out of ONE of the four by taking two courses in any one category, and passing them with a grade of B or above. In order to opt out, the student must inform the Director of Graduate Studies in writing (via email) anytime in the semester **prior** to taking the exams. The additional course will not count towards the required 30 credit hours of coursework.

### *Procedures and Grading*

The department offers the examination once each semester. Exams will be scheduled in the third week of September for the Fall semester, and on the second week of April for the Spring semester. Exams are usually scheduled in the conference or seminar room, and are typed in computers provided by the department. The Graduate Academic Advisor and Director of Graduate Studies will ensure that the exam adheres to any individual accommodations communicated through the AAC. The M.A. Examination Committee designs, administers and grades the examination. Qualifying examinations consist of two questions, and the students must answer both questions in order to pass the examination.

All students will be notified of the written exam results within two weeks following the exam. If the student received a passing grade, the Graduate Director will inform the student of the time, date and location for the oral examination. Students will be notified of their grade within a week following their oral exam. All students will be notified of qualifying exam results, including comments from qualifying examination committee members, via letter sent through the University of Kansas email system no later than two weeks after the conclusion of the exam. The Director of Graduate Studies will send out confirmation of the exam to the committee and will inform the Graduate Academic Advisor who will submit the required forms to the graduate school for approval.

Qualifying Exams can be deemed a failure, a pass, or a pass with honors. Generally, an outcome of honors indicates that the student demonstrates an exemplary understanding of the material with dexterity and fluency. An outcome of satisfactory indicates that the student demonstrates an understanding of the majority of the texts and concepts in the MA reading list. An outcome of unsatisfactory indicates that the student failed to demonstrate an understanding of course texts and concepts. For more information about these three outcomes, students should consult with their faculty advisor or the Director of Graduate Studies.

Those who do not pass one section of the written exam may retake that section, but only if completed before the end of the current semester. Those who do not pass two or more sections will be asked to retake the entire exam. Students who fail the exam may take it a second time, but not a third; at least 90 days must elapse between exams and a second attempt must be completed within six months of the failure.

Should the student fail the oral section, the examination committee will decide what kind of remedial work may be necessary before the student can repeat the oral exam. This may include writing a research paper under the supervision of a faculty member in the weak area, and/or the requirement to take a particular class. After a failed exam, a student must meet with all members of the exam committee before retaking the exam. Failure of the exam will not result in an MA. Students who fail the qualifying exams once retain their initial funding package. After the completion of a second exam, oral and/or written, the student must meet with the Director of Graduate Studies to discuss their future in the program; those who fail the exam twice must either voluntarily leave the program or will be dismissed from the program.

Students who commence the exam but are unable to finish it for highly unusual or extenuating circumstances, such as documented medical issues or death in the family, should retake the exam within 90 days and will be given new questions. Students should inform the Director of Graduate Studies at the earliest possible time if an exam must be rescheduled.

## Ph.D. Degree Program

The Department of Spanish and Portuguese has developed a Ph.D. to address the needs of a new generation of doctoral students in the humanities. The program provides a rigorous and comprehensive education in the traditional disciplines of Iberian and Latin American literary and cultural studies, while also allowing for engagement with larger transdisciplinary and transnational approaches relating to the role of the humanities in the contemporary world. Students admitted to the doctoral program will have the opportunity to develop research interests under the guidance of diverse faculty and to acquire the skills to teach successfully at the University level.

### Degree Goals

- Broaden and deepen knowledge of literary and cultural movements, as well as engaging students in larger issues pertaining to the role of the humanities in the contemporary world;
- Develop the research, analytical, and writing skills necessary for producing a solid dissertation and publishable articles;
- Acquire working knowledge of major theoretical trends and critical issues (past and current) in the fields of specialization;
- Increase knowledge of broader historical, cultural, and socio-political issues surrounding the fields of specialization;
- Develop understanding of current foreign language pedagogy and instruction, as both theory and praxis.

### Requirements

Students who are admitted to the Ph.D. program in Spanish and Portuguese must enroll in 18 credit hours per year (three courses per semester) during their first two years in the program. In addition, GTAs are required to take SPAN 801 (Teaching Spanish in Institutions of Higher Learning) during their first semester of teaching, and complete the requirements for reading knowledge of a language other than English and Spanish. For a complete list of courses, see the [University Academic Catalogue](#). Students are also required to pass the Ph.D. qualifying exams (oral and written components), and to successfully complete a dissertation.

### Courses

The coursework for the Ph.D. in Spanish at KU requires:

*A minimum of 24 credit hours of graduate coursework* (approx. 8 courses)

Within the Department of Spanish and Portuguese, and beyond the 30 hours required for the MA degree. The total credit hours should include:

- Five seminars
- One literary theory course, preferably in the Department (i.e. SPAN 795)

**Please note:** *Students who are non-native speakers of Spanish will submit at least one doctoral seminar paper in Spanish, and non-native speakers of English will submit at least one doctoral seminar paper in English.*

### **Exceptions/Accommodations**

- One of the five seminars can be approved as transfer credit from another institution.
- One of the five seminars can be a 700-level class, with the added requirement of written seminar quality paper.
- If an appropriate seminar is not offered during the last semester of coursework and preparation period for the qualifying exams, students can take an independent study course with a faculty of their choice to strengthen the preparation of their Ph.D. paper (see section on Ph.D. exams).

### *A minimum of 9 credit hours of graduate coursework*

towards a minor or a Certificate (Minors = minimum of 9 credit hours; certificates = usually a minimum of 12 credit hours, but varies by department).

The Department of Spanish and Portuguese strongly encourages Ph.D. students to attain a minor or a certificate through courses outside of the Department. Many students pursuing a Ph.D. in the Department of Spanish and Portuguese, for instance, complete a certificate in Latin American Studies with a minor in Lusophone studies. The graduate advisors, guided by the student's interests, will offer suggestions. The Department's flexibility in allowing graduate students to integrate a wide variety of certificates and minors is key to our commitment to the transdisciplinary and transnational perspective that is at the root of the Humanities. Courses taken to acquire proficiency in a language *cannot* count towards the minor. Browse the list of [approved graduate certificate programs](#) (search for "certificate") to find a certificate that may closely match your research interests.

### *Spanish 801: Teaching Spanish in Institutions of Higher Learning*

This course is required of all GTAs during their first semester of teaching.

### *Reading knowledge of TWO foreign languages other than Spanish, and as approved by the Department*

A language used to satisfy the MA requirement counts towards this requirement. With counted exceptions (such as a focus on French Guyana), students planning to write a dissertation on either Peninsular or Latin American literature should select Portuguese as one of the two required languages. Yet, the choice of languages and the mode of achieving this level will be decided in consultation with the student's advisory committee. Graduate students must show a grade no lower than a B in the courses towards fulfillment of this requirement.



To complete the requirement for each language, the student can:

1. Take a **reading knowledge language course** in the chosen language at KU (courses focused on reading comprehension).
2. Show third semester college course work from another institution with an average grade of A or B.
3. Pass an examination in the chosen language administered by the corresponding department at KU.
4. Pass the GSFLT at the requisite level.

## PH.D. Qualifying Exams:

### *Ph.D. Paper (Area A) and Oral and Written Qualifying Exams (Areas B and C)*

The Ph.D. exams require completion of three areas, a research paper (Area A), and oral and written qualifying examinations (Areas B and C), plus an oral examination. All areas must be completed after having passed or registered for the 24 hours of required coursework in the department (typically the third year of the program). The DGS and the COGA advisor will make sure that the qualifying exams adhere to the ACA rules.

### *General timeline*

First two semesters/Completion of coursework Period → the student works closely with her or his doctoral advisor in all matters related to course selection and program planning. By the end of the second semester of course work at KU, the student will meet with her or his doctoral advisor to plan her or his exam areas and select two additional Advisory Committee members. Once formed, the student will meet with the Advisory Committee to ensure the fulfillment of all required coursework, supporting languages, and the doctoral minor (see Advisory Committee form. Appendix A, p. 48). In addition, the Advisory Committee and the student will decide on the topics for the written paper (A) and two examinations (B and C):

- I. Paper (Area A): the student will submit a paper that shows their critical engagement with a genre (novel, poetry, essay, drama, etc.) or critical/theoretical area (e.g. poetics; performance studies; narrative and narratology; cultural studies; romanticism). This paper can be the continuation/finished form of a project initiated in any of the Ph.D. seminars.
- II. Examination (Area B): Based on a bibliography put together by the student on a specific field, Understood as a focus on a specific region (i.e. Caribbean literature) and temporal framework (i.e. Colonial Latin America).

III. Examination (Area C): Based on a bibliography put together by the student on a theoretical framework as it relates to a specific corpus of literary and cultural expression from the Latin American and Peninsular contexts (i.e. transatlantic studies, circum-Caribbean studies, border studies, reading and readership, etc.).

The committee will ensure that these three areas are complementary but not redundant, and that neither of them is too broad, nor too narrow. The materials from Areas A, B, and C will conform the 'academic profile' of the student as an up and coming scholar, and are the foundations for the dissertation work. Thus, it is imperative that the student can articulate how each area complements the others, and how altogether shape the process of inquiry in the fields of literary and cultural studies.

Ph.D. students are required to seek feedback on their paper (Area A) and to work with their principal advisor on preliminary drafts prior to turning in a draft to the full Advisory Committee no later their last semester of coursework. Students must turn in a draft to the full Ph.D. Advisory Committee by November 1 prior to the Spring Semester exam or by April 1 prior to the Fall Semester exam. Faculty are not expected to provide feedback on Ph.D. papers after the end of the semester prior to the Exam.

Immediately AFTER last semester of coursework → Both the paper AND examinations are due at the exam period immediately following the last semester of coursework. Note:

- Students completing coursework in May will be examined and turn in their paper in the second full week of the following Fall semester;
- Students completing coursework in December will be examined and turn in their paper the second full week of the Spring semester.

Students will turn in the final version of their paper (Area A) on the date that the first Ph.D. written exam is administered.

### *Area A: Ph.D. Paper*

The student will write one substantive, and potentially publishable research essay (10,000-12,000 words) under the supervision of the doctoral advisor and additional members of the Advisory Committee. Ideally, the paper for area A will constitute the basis for a dissertation proposal and possibly even a chapter in the dissertation.

To be accepted towards fulfilment of the Ph.D. requirement, the essay must demonstrate breadth and depth of understanding of the topic in question and a mastery of the relevant critical corpus, in addition to the ability to formulate an original inquiry, and offer a strong thesis. The expectation is that students undergo multiple revisions of their work prior to the final submission. The Advisory Committee will have sole responsibility over determining whether the paper is a pass or a fail. In addition, if the student fails to turn in the paper at the set timeline, they will receive an F on this Area of the Ph.D. Qualifying exams.

Students can undertake further revisions and present the finalized paper for reconsideration the following semester, and must present an acceptable research essay to be allowed to advance to the dissertation-writing stage.

### *Areas B and C: Written Examinations*

These areas include two three-hour written examinations (in Spanish), followed by a Comprehensive Oral Examination.

Written examinations for areas B and C are based on reading lists agreed upon in advanced by the student and the Advisory Committee. The examinations will be given twice a year, to be scheduled the second full week of classes in the Spring and Fall semesters. The dates for these exams will be announced at least four weeks before they are to take place. The Graduate Academic Advisor and Director of Graduate Studies will ensure that the exam adheres to any individual accommodations communicated through the AAC.

Students who do not pass Areas B and/or C will be able to retake either one or both during the semester immediately following the first attempt. A student may not take any part of the comprehensive written examination for areas B or C more than three times.

Examination questions will be written for the student by at least two Advisory Committee members, who may solicit input from other faculty members with expertise in a specific area. All members of the Advisory Committee will proof-read and approve the questions. Once the written exam is completed, the Advisory Committee will have sole responsibility for its assessment. The chair of the Advisory Committee must communicate in writing the results of each examination process to the director of Graduate Studies, who will in turn communicate in writing with the student; these letters constitute a record of the written examination process and are placed in the student's academic file as evidence of progress toward the degree.

### *Policy on Postponement of the Written Ph.D. Written Examinations*

If a student signs up for the Ph.D. Examination for a subsequent semester and does not take the Examinations on the scheduled dates, and/or fails to present the Examination paper, the student will fail the relevant portions of the Examination. Students are encouraged to work with their committees to set realistic exam dates. In strenuous circumstances, students may petition for an alternate date. If such a petition is granted, the student will be allowed to postpone the Examination with no penalty. Unusual circumstances include serious medical conditions, family emergencies, and sudden changes in the composition of the Department faculty.

Although students retain their legal right to petition for any reason, failure to make sufficient progress on a paper in the months prior to a scheduled exam does not in itself qualify as an "unusual circumstance." A petition should explain the justification for postponement in detail and be accompanied by appropriate documentation, including a

letter of endorsement from the Chair of the student's examination committee. Since unusual circumstances can arise quite suddenly, the Graduate Committee cannot set a firm deadline for petitions. A student should act expeditiously, however, if considering such a request, in order to allow sufficient time for the Advisor and the Committee to consider it. If a student has petitioned to postpone the examination once and is unprepared to take it the following semester, it is recommended that he or she take a leave of absence from the Ph.D. program.

### *Comprehensive Oral Examination and Dissertation Prospectus*

After the student has passed all three written components of the examination (Areas A, B, and C), the Director of Graduate Studies will request the KU Office of Graduate Affairs to schedule the oral examination. The oral exam must take place during the same semester as the written portions of the Comprehensive Examination, and at least two weeks following notification to the Office of Graduate Affairs. Failure to take the oral examination within that time period will require repetition and successful completion of all components of the written examination.

### *Oral Examination Committee*

The examination committee will consist of at least five members, including the members of the student's planned Dissertation Committee, an additional faculty representative from the Department, and one faculty from outside the Department. The expected dissertation director chairs this committee. In addition, all members of the senior staff are invited to participate in the examination.

### *Content and Assessment*

For the oral examination, students must prepare a **dissertation prospectus** (approximately 12-15 pages). This narrative should:

- Outline the central question towards the formulation of a solid thesis.
- Explain the choice of primary sources (literary works, cultural expression) under analysis,
- Offer a theoretical framework and reflection on methodology.
- Situate the proposed research within previous scholarship.
- Provide a general outline of the dissertation.
- Include a bibliography that further shows the candidate's dialogue with other theoretical and critical works on the subject.

The members of the oral examination committee will receive copies of the dissertation prospectus at least ten days prior to the scheduled examination date. The oral examination will focus on the proposal, but its larger purpose is to assure that the candidate has adequate control of the general field of the dissertation. Thus, the committee may wish to follow up in some of the weaker areas of the written examinations, or probe further aspects related to the dissertation not covered in the written examinations. The candidates

will be expected to consult with their committees to ascertain if there are any specific areas needing special attention.

At the oral examination, questions may be asked by any member of the senior staff, but the decision to pass or fail the candidate is made by the oral exam committee (consisting on five graduate faculty; one an external member to the department). According to the regulations of the KU Office of Graduate Affairs, if the student fails the comprehensive examination in any of its areas (written -areas A, B, C- and/or oral) it may be repeated on the recommendation of the department, but under no circumstances may it be taken more than three times. And it may not be repeated until at least ninety days have elapsed since the last unsuccessful attempt. Normally, a student would repeat the oral examination before the end of the semester following the semester in which the previous oral examination was given. After the student passes this examination, his/her status, as far as the KU Office of Graduate Affairs is concerned, is changed from that of Ph.D. aspirant to that of a candidate for the Ph.D.

If the student changes the dissertation topic after this examination has been successfully completed, a new dissertation proposal must be prepared and approved by the student's dissertation committee and by the department's Graduate Studies Committee.

## Enrollment After Completion of Ph.D. Qualifying Exams

After passing all areas of the Qualifying exams, the Office of Graduate Studies requires that doctoral candidates be continuously enrolled in at least six hours each fall or spring semester, including at least one dissertation hour, until 18 hours have been completed or until graduation, whichever comes first. After the 18 hours are completed, the student must enroll in at least one dissertation hour per semester until all requirements of the degree are met. Enrollment during this period may include the semester in which the exam was passed provided that it was taken before the first day of the term's final exam period.

Students who have completed their qualifying exams are not required by the Office of Graduate Studies to enroll during summer session. Doctoral students should consult with their advisors and departmental graduate staff to determine whether any other policies require them to enroll during the summer.

## Dissertation

Prior to beginning work on the dissertation, students are asked to consult carefully the 'Guidelines for Dissertations' appended to this document (see Appendix B, page 50).

### *Dissertation Committee*

Membership on the dissertation committee is designated by the KU Office of Graduate Affairs on the basis of recommendations by the Department. The dissertation committee shall consist of at least three members who are specialists in an area related to the topic of dissertation. One of them

can be from outside the Department, particularly if the dissertation topic engages with other disciplines. The chair of the candidate's committee is the director of the dissertation.

The three-person Graduate Advisory Committee may become the core of the student's Dissertation Committee. Yet, the student can change the composition of their committee after the Ph.D. examination process is complete, and in consultation with their doctoral advisor and Director of Graduate Studies.

### *Final Oral Defense*

As stipulated by KU's Office of Graduate Affairs, each member of the committee must read and approve the dissertation before the degree can be awarded. Each member should, thereof, have the opportunity to read the dissertation and to make suggestions before it is typed in its final version.

During the last semester of writing the dissertation, the student should contact the Graduate Academic Advisor to begin the defense scheduling process. The Graduate Academic Advisor will communicate on behalf of the student to schedule the defense, reserve a room, and complete pre-approval work prior to the exam. The dissertation defense scheduling process should begin no later than two months prior to the earliest possible defense date.

The student should send the final draft of their dissertation to each committee member via email (or in hard copy by request) at least four weeks prior to the scheduled date of the dissertation defense to enable committee members to examine it fully. The grade (satisfactory, honors, or unsatisfactory) for the defense is determined by majority vote of the five-member dissertation committee.

After the final oral defense, the dissertation, prepared in accord with KU Office of Graduate Affairs and departmental guidelines, must be submitted electronically to the KU Office of Graduate Affairs. In addition, one bound and signed copy of the dissertation must be turned in to the Department for permanent filing. The KU Graduate Catalogue states that students who do not complete the dissertation within the eight-year time limit, must petition for an extension of the deadline.

## Leaves of Absence and Extensions

To request a leave of absence from the Ph.D. program a student must submit a written petition to the Graduate Committee. Leaves normally are for a maximum of one year. Such leaves are intended to accommodate students for personal reasons, i.e. illness, family crises, etc., and in special cases for full-time professional activities related to the student's doctoral program and long-range career goals. The Committee normally will not endorse any professional activities request submitted after May 15 for a leave beginning in the fall semester, or after November 1 for a leave beginning in the spring semester. Normally the graduate committee will recommend approval for single one-year extension to complete a dissertation, and to qualify for such an extension the candidate will be expected to have submitted to his or her committee a minimum of one half of the dissertation prior to the request. Dissertation directors are urged to remind students approaching the eight-year limit of this policy. Retroactive requests will not be considered.

# General Department Policies and Procedures

## Admissions

### *Deadlines*

Applications for the fall semester are due no later than **May 15<sup>th</sup>** for the Fall semester and **October 15<sup>th</sup>** for the Spring semester for domestic applicants. International applicants must submit all materials by **December 15<sup>th</sup>** to be consider for the following Fall semester, and by **May 15<sup>th</sup>** to be considered for the following Spring. Everyone applying within the above dates will be considered for departmental funding in the form of Graduate Teaching Assistantship (GTA) or Graduate Research Assistantship (GRA). However, applicants -domestic or international- wishing to be considered for additional university funding should apply by no later than **February 1<sup>st</sup>**.

### *Minimum Admission Criteria*

In addition to the general requirements of the Graduate School (see page 6) candidates to the graduate program in the Department of Spanish and Portuguese must meet the criteria below.

#### **For the M.A. Program:**

- B.A. degree, preferably in Spanish literatures and cultures, or related fields.
- Minimum GPA of 3.0 (on a 4.0 scale) in overall undergraduate coursework.  
Please note that students applying to the MA degree must be fluent in oral and written Spanish.

#### **For the Ph.D. Program:**

- MA in Hispanic Literatures or a related field.
- Minimum GPA of 3.0 (on a 4.0 scale) in overall undergraduate coursework.

### *Internal M.A. Applications to Ph.D. Program:*

- The Department's Graduate Studies Committee oversees the application process. This Committee consists of the Director of Graduates Studies, faculty committee members, COGA advisor and GRASP representative.
- Applications for the Ph.D. program are due on the first Friday after the semester starts (MA exam to be taken later that semester). Students should submit their completed application to the COGA Advisor for review by the M.A. to Ph.D. Admissions Committee. A completed application includes:
  - Statement of Ph.D. goals, including likely committee members;

- Current degree progress report by signing in through <http://my.ku.edu>;
  - Writing sample from M.A. work;
  - One-paragraph letters from 2 faculty members with whom the student would work; applicants request these letters from faculty, to be delivered to the Department of Spanish and Portuguese main office.
- In addition to reviewing the application materials, the committee contacts the Co-Directors of the Language Program for an assessment of the candidate's teaching qualifications.

### *Application Materials & Procedures*

In addition to the [KU graduate application](#), the following components should be included in your online application:

- A statement of academic objectives describing your intellectual development, previous academic training, and areas of academic interest, and identify the faculty member(s) you are interested working with based on your subject area of interest. The quality of this statement is an especially important factor in the decisions of our admissions committee. The statement should be a maximum of two pages, single spaced.
- A resume/curriculum vitae
- Copy of an official transcript from all post-secondary institutions attended
- A Spanish writing sample (not to exceed 30 pages)
- Three letters of recommendation with the appropriate [waiver form](#)

### *Proof of English Proficiency*

The Office of Graduate Studies requires all applicants to demonstrate proof of English proficiency. See "Admissions" under the University Policies & Degree Requirements section of this document for more information regarding the University's requirements for providing proof of English Proficiency.

### *Provisional Admission*

In exceptional cases, the department may recommend an applicant for provisional admission who does not meet the University's minimum requirements for admission. This may occur, for example, if a student's overall undergraduate GPA is deficient but the major GPA, GRE scores, and statement of academic objectives suggest strong potential for success in graduate student. All recommendations for provisional admission are contingent on approval by the College and University.



To continue in the program, students admitted provisionally must meet with the Director of Graduate Studies at the start of the academic term, must comply with any requests for additional meetings or communications, and must earn at least a 3.0 GPA in the first semester of graduate coursework at KU.

### *Admissions Contact Information*

If you have questions about the academic program or curriculum, contact the Director of Graduate Studies. If you have questions about the application process or required materials, contact the Graduate Academic Advisor.

## General Guidelines

### *Grading*

See “Grading” under the University Policies & Degree Requirements section for further information regarding University minimum grading requirements.

### *Academic Integrity & Misconduct*

In the Department of Spanish and Portuguese, we consider academic integrity essential to our work, and we expect students to adhere to its principles in conducting research. This means that students acknowledge the sources they use in their academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism. Students should consult with faculty well before due dates if they are not sure how to handle a source. Academic integrity also means that work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University of Academic Misconduct if they violate these principles. Definitions are provided in the [University Senate Rules and Regulations](#).

### *Good Standing*

To be considered in “good standing” in any graduate program, the University requires graduate students to maintain a minimum GPA of 3.0 (or “B” average) and be making timely progress toward meeting their degree requirements. For additional information on good standing, as well as probation and dismissal procedures for those students who do not meet the requirements for good standing, see the University Policies & Degree Requirements section of this document.

### *Advising & Mentorship*

The Director of Graduate Studies advises entering graduate students. New students are also assigned a faculty mentor for their first year of study. By the end of the first year of graduate

study leading toward the Ph.D., students should ask a faculty member to serve as their advisor. The faculty advisor must be a core faculty member in Spanish and Portuguese. The faculty advisor will work closely with the student to develop a coherent plan of study, which should be in writing and included in the student's file as early as possible in the student's graduate career. Each graduate student will meet with their faculty advisor a minimum of once a year to discuss their course performance and timely progress toward the degree.

Graduate Students will complete a mentoring agreement with their advisor, which will be revisited at least once a year to assure an appropriate degree timeline. The webform for a [Degree Completion Agreement](#) can serve as a template for creating an appropriate timeline.

### *Change of Faculty Advisor*

Under some circumstances, it is beneficial for a graduate student to be paired with a new faculty advisor. These situations may come about for varied reasons, including changes in thematic focus, need for additional expertise, incompatibility of student and advisor, or leave, departure, or retirement of the faculty advisor. Successful change in advisor will be contingent upon the identification of an appropriate new advisor and the willingness of the prospective new advisor to assume the responsibilities. If necessary, the Director of Graduate Studies can serve as an advisor on an interim basis for up to three months while the student identifies a permanent advisor.

To initiate this process students should take the following actions:

1. Notify your current advisor that you would like to change advisors.
2. Contact the potential new advisor to see if they are willing to serve as your advisor.
3. Contact the Director of Graduate Studies (DGS) and Graduate Academic Advisor (GAA) and communicate your plans to them; provide a reason for pursuing a change in advisor.
4. If your current advisor is the DGS, communicate your plans to the department chair and GAA.
5. The DGS and GAA will assist in the transition by verifying the change in advisor with the former and new advisor, and communicating the change in advisor to the student's dissertation committee members.

Students are free to communicate independently with their committee members outside of the official communications documented in the steps above. In addition, students can also consult extra-departmental resources such as the [Ombuds Office](#), who can provide support in the process.

## *Annual Review*

The Spanish and Portuguese Department engages in a process of annual reviews for each graduate student in the program. These reviews are intended to identify areas for improvement, and to give students helpful guidance as they progress through the program. Advisors should be giving students ongoing advice and support that both identifies challenges and helps identify sources of support. The annual review, in slight contrast, is intended to assess students' progress in the program from a more macro-level viewpoint.

The Director of Graduate Studies, in collaboration with the COGA advisor, will conduct annual oral reviews drawing from the combined feedback on each student's performance from a combination of sources, including: graduate advisor, collaborating faculty (for GRAs and co-teaching opportunities), Director and Assistant Director of the Spanish Language Program (for GTAs), and other funding sources (in the case of Graduate fellowships). The annual review will not include comments about personal issues. You will receive a notification at the end of the Spring semester if needing to schedule an appointment with the Director of Graduate Studies. All information tied to the annual reviews is internal. Students should feel free to meet with the DGS and their advisor to discuss their annual reviews.

## *Grievance Procedures*

The Department of Spanish and Portuguese advises that graduate students make an attempt to resolve issues, especially matters concerning grades, directly with the instructor or party involved, or with the department chair. If a grievance arises that cannot be resolved directly, or if the student does not feel comfortable attempting to resolve the issue with the department chair, the student should then follow the department's official grievance procedure, which has been approved by the University and may be found at the following link: [Spanish and Portuguese KU Grievance Procedure](#).

## *Petitions*

If a graduate student has a compelling reason to seek exemption from a program requirement or University policy, they may submit a petition to the graduate faculty. Petitioners should write a letter, addressed to the graduate faculty, explaining the reasons why the student is seeking exemption from specific rules, as well as how the educational goals of the rules reflect will still be fulfilled. Where applicable, this petition should be accompanied by a letter of support from the student's advisor and/or the appropriate supporting materials. The letter should be sent to the Director of Graduate Studies, who then refers the petition to the graduate faculty, which will convene to consider the petition.

In cases where the policy or requirement is a departmental requirement (for example, a course requirement for a degree), the graduate committee will issue a final decision (for example,

that the student may be exempt from a doctoral course requirement based on coursework taken at the master's level at a previous institution).

In cases where the policy or requirement being petitioned is a University policy, the graduate committee will decide whether to support the student's petition. If the faculty is in support, the Department will submit a petition form to the College Office of Graduate Affairs (COGA) accompanied by supporting materials as required. The petition form specifies the supporting material needed for each kind of petition. These materials must accompany the petition sent to COGA. COGA's petitions webpage provides additional information regarding University petitions, including supplemental documentation that may be required by the University. Additional information regarding the more common University petitions, such as leaves of absence, enrollment requirements, and time limit extensions, may also be found in the University Policies & Degree Requirements section of this document.

In cases where the graduate faculty declines to support a University petition, no paperwork may be submitted to COGA. COGA only accepts student petitions in cases where there is documented departmental support and when the petition itself is submitted by a representative of the department.

Students should always consult with the DGS prior to submitting a petition to the graduate faculty to ensure that a petition is necessary and that all the appropriate supporting documentation is accounted for.

## Professional Development and Research

### *Hall Center Seminars*

The [Hall Center](#) sponsors seminars that should interest graduate students in Spanish and Portuguese: Gender, Early Modern, Latin America, Modernities, Nature and Culture, Digital Humanities, Peace, War & Global Change. Faculty in Spanish and Portuguese often co-host the Hall Center's Seminars, and it is expected that graduate students make use of these opportunities. Seminars provide a forum for faculty, graduate students, and visitors to present work in progress as well as to discuss issues of mutual interest.

### *The Center for Latin American and Caribbean Studies*

The [Center for Latin American Studies](#) offers a variety of courses in partnership with other disciplines around KU. Graduate students in the Department of Spanish and Portuguese often obtain a minor or a certificate in Latin American Studies. In addition, CLACS offers opportunities and funding to study and research abroad. Many of the faculty in Spanish and Portuguese are affiliated with CLACS, and courses are often cross-listed. Students are expected to attend and participate in "Charlas de Merienda" (community talks on pressing topics), "Coffee and Tea Talk"

series, the Hall Center seminars on “Colonialism” presenting faculty and graduate student research, and more.

### *Graduate Association for the Department of Spanish and Portuguese (GRASP)*

[GRASP](#) aims to foster the intellectual life and create a welcoming atmosphere for graduate students in the Department of Spanish and Portuguese. In addition to organizing gatherings and representing graduate students before the KU Senate, the group organizes on-campus conferences and talks, coordinates internal colloquiums on research and teaching, and collaborates with other KU departments and public institutions in Lawrence to promote the cultural diversity of Spanish speaking communities. To keep in touch with GRASP, email ([graspkuspan@ku.edu](mailto:graspkuspan@ku.edu)) and/or check the GRASP website regularly (<https://spanport.ku.edu/grasp>) for further information and details on short and long-term projects.

### *Latin American Graduate Organization (LAGO)*

LAGO offers a space for Latin American graduate students to share social, cultural, and academic experiences. LAGO also promotes opportunities for collaboration amongst graduate students with interests in Latin America, the campus community, and Lawrence community at large. For further information, email: [lagostudentsku@gmail.com](mailto:lagostudentsku@gmail.com)

## Communications, Office Use, and Supplies

### *Orange Room*

The Orange Room (2655 Wescoe) has a security lock system. Once you receive the passcode, please don't share it with anyone. All faculty and graduate students are welcome to use the refrigerator, microwave, and Keurig coffee maker, but please help us keep the space clean.

### *Mailboxes, Mail and E-mail*

Faculty mailboxes, an outgoing federal, and campus mail drop can be found in the main office. Graduate students have their mailboxes in the Orange Room, and should check them **daily** for information relating to [Graduate Students Association of Spanish and Portuguese](#) (GRASP) and graduate-level courses. We encourage students to use their home address for federal mail, but should that not be a viable option, the departmental address is:

*The University of Kansas  
Department of Spanish & Portuguese  
1445 Jayhawk Blvd.  
Wescoe Hall, Room 2650  
Lawrence, KS 66045*

### *Campus Telephones*

All university numbers have the prefix 864- or 312-. To dial a campus number from on-campus, dial 4 and then the last four digits of the number. Phones have been replaced by Skype for Business, but numbers have remained the same.

### *University Online People Search and Personal Information*

If you change your home address or telephone number, be sure to notify the office manager. Then to update your personal information on the KU databases as follows: 1) login to <https://sa.ku.edu/>, go to 'Student Center', then click on 'Personal Information', and finally select 'last Current Jayhawk Address'; and 2) login to <https://hr.ku.edu>, click on 'myKU', select 'HR/Pay', and then select 'Personal Information Summary'. KU People Search is updated each fall, and includes your email and campus address.

# Graduate Employment

All applicants to the Master's and Ph.D. programs will be considered for departmental funding in the form of Graduate Teaching Assistants (GTA). Offers of financial assistance are contingent on approval by the College and the University, and on the availability of funds from the State.

## Graduate Research Assistants (GRAs)

Graduate Research Assistantships in the Department of Spanish and Portuguese are usually tied to fellowships or funding obtained by a Faculty member to work in collaboration with a student. In addition, all graduate students are encouraged to seek fellowship funds that will support their research experiences. See the section 'Graduate Studies Funding Opportunities' (p. 14). For all awards and fellowships where the Department is responsible for nominating graduate students (i.e. Graduate Summer Research Scholarships), the Department will first advertise the opportunity and the graduate committee will create an ad hoc committee to review all applications.

## Graduate Teaching Assistants (GTAs)

The Memorandum of Agreement made between the University of Kansas and the Board of Regents with the Kansas Association of Public Employees (representing the Graduate Teaching Assistants) states that a 50% Full Time Employment (FTE) should entail a maximum of 20 hours per week, including teaching, preparation, and assessment. Stipends for the 2019-2020 academic year start at \$17,000. Those holding an assistantship benefit from a 100% remission of tuition and payment of up to 3 hours of student fees.

### *Length for GTA Appointments*

Providing that both academic work and teaching are satisfactory, Master's students are eligible for four semesters of support as GTAs, and Ph.D. students will receive support for twelve semesters. Students who are required to take additional coursework to make up deficiencies, or under extenuating circumstances, may petition the Graduate Studies Committee for a corresponding extension of up to six semesters for Master's students, and of no more than twelve semesters for Ph.D. students.

### *Teaching Assignments*

All 50% GTAs with one-year contracts teach five or six contract hours per semester during the regular academic year. In addition, the Department shares a commitment to assure that all Ph.D. students are exposed to a variety of courses as part of their professional

training. Thus, the twelve semesters as a GTA should include, at a minimum, exposure to three different courses, of which at least one should be above the 200 level courses. With these principles in mind, the following course assignments are 5-6 contact hours per week, and as such, are the equivalent of a 50% GTA appointment:

- Any one section of: SPAN 104, SPAN 111, PORT 104, POR 105
- Two sections of SPAN 212 or of SPAN 216
- One section of SPAN 324 (Intermediate Grammar and Composition) + One section of SPAN 328 (Intermediate Conversation)
- One section of SPAN 340 Textual Analysis and Critical Reading + One section of SPAN 328 (Intermediate Conversation) or SPAN 428 (Advanced Conversation).
- Any one section of: PORT 106, PORT 110, PORT 212, PORT 216 + One section of PORT 388 (Intermediate Brazilian Portuguese Conversation)

### *Summer GTA Appointments*

Summer GTA appointments are not guaranteed and are contingent on each course meeting minimum enrollment numbers. In addition, the availability of summer teaching is subject to the administration and varies from year to year. The department will inform students when summer GTA appointments become available, as well as of other available opportunities in the Department's summer language institutes. Positions will be announced no later than mid-April, aware that last-minute changes are contingent on enrollment. The graduate committee, with the input of the Assistant Director and the Director of Language Instruction, will review all applications. GTAs are selected to fill these positions on a competitive basis, and the criteria includes, among other factors, consideration of the impact of teaching the course on the students' professional trajectory, as the students' access to other employment opportunities during the Summer months. **Students interested in teaching over the Summer must send a written request via email to the Director of Graduate Studies by November 15<sup>th</sup>.** The email should include an expression of interest (one-two sentences) and a list of courses already taught by the student to date.

**Graduate Teaching Assistants for Study Abroad Programs Include:** Barcelona, Buenos Aires, Salvador de Bahía.

Students interested in serving as Graduate Teaching Assistants in either of the three Study Abroad Programs directed by faculty in Spanish and Portuguese, must apply by **November 15<sup>th</sup>.**

**The application materials must include:** A statement of interest (max. of 2 double-spaced pages), where you answer the following: Which Study Abroad Program are you interested in? Why are you interested in serving as a GTA in a study abroad experience in general, and in this one in particular? How do you feel this experience will contribute to your professional goals



(research and pedagogy)? In addition, please indicate whether you have worked for other Study Abroad Opportunities, and/or participated in the past as a student in a study abroad program.

**Review of applications:** Applications will be reviewed by a committee composed of members of the graduate committee AND assigned directors of each of the programs. The selection criteria include, among other factors, the students' academic standing, and the impact of this Teaching Assistantship on their professional trajectory, with attention to both teaching and research. Students with 'incompletes' in any of their courses will not be considered for summer teaching positions abroad. Teaching Assistantships for Study Abroad Programs will be announced no later than **February 15<sup>th</sup>**.

### *GTAships and Non-returning students*

Students who are not planning to return to the department at the start of following academic year may apply for these positions, albeit continuing students will have priority. Students awarded with a summer GTA, and who subsequently decide not to return to the department, will be moved to the end of the priority ranking of applicants so that another continuing graduate student may receive the summer GTA.

Notifying one's graduate advisor or a member of the faculty in the Department of Spanish and Portuguese, either orally or in writing, of a decision not to return the following Fall semester is taken as a notification of one's plan to relinquish the GTAship. For a non-returning student to remain eligible to serve out the term of the initial GTA contract, all continuing graduate students in the applicant pool must have been placed with summer GTAships.

### *Out-of-field GTAs*

Out-of-field GTAs are normally hired on a semester-by-semester basis depending on enrollment and budget. The teaching load for out-of-field GTAs is the same as for GTAs seeking degrees. Out-of-field GTAs are also expected to complete SPAN 801 (Teaching Spanish in Institutions of Higher Learning), and must receive a grade of B or better in order to be considered for future reappointments. While we consider the needs of out-of-field GTA appointments, the Department's priority is meeting the instructional needs of our undergraduate courses.

### *Lecturer Positions*

The department supports graduate students in good standing who are making progress towards the completion and defense of their dissertation. Contingent on enrollments and instructional funding, 50% lecturer appointments may be available to Ph.D. students who are ABD in Spanish for a maximum of one year while they complete and defend their dissertation. In order to be considered for this position, applicants must have established solid teaching

credentials and their graduate advisor must confirm satisfactory progress towards completion of the dissertation.

In addition, and in response to enrollment demands, and when staffing shortages and instructional funding permit, the department will invite and review applications from recent Ph.D. graduates for possible one-year lecturer appointments at a rate of 50% or higher. An appointment above 50% as a lecturer and appointments to teach undergraduate courses at the 300 level or higher are only considered if the dissertation is defended and the final, corrected dissertation submitted before the start of classes for the term in which the appointment begins.

### *Observations and Annual Evaluations of GTAs*

As an integral part of professional development, GTAs will receive regular feedback on their teaching. Once per year, the Director and Assistant Director of Language Instruction AND an assigned faculty (whenever applicable, the students' graduate advisor) will observe a complete class. The GTA is responsible for communicating with either the Director or Assistant Director of Language Instruction or with the Director of Graduate Studies to set up a date and time for these observations. Copies of the observation forms (See Appendix D, p. 53) and any additional written comments will be turned in to the Graduate Director. The GTA should be sure to seek feedback on their teaching observations, ideally from the two faculty members who observed the class.

### *Robert Granberg Award for Excellence in Teaching*

Eligibility: GTAs in the department of Spanish and Portuguese who have completed at least one year of teaching in the program. Previous awardees are excluded. The award is announced once a year, typically in the Spring semester. The awards committee will invite all departmental faculty, including lecturers, to nominate GTAs in the Department of Spanish and Portuguese. Self-nominations are also strongly encouraged.

#### **Decision Criteria:**

- Student evaluation scores
- Evaluation from the course coordinator and/or faculty observer(s)
- Assessment of collegiality with other GTAs and supervisors
- Academic standing in the department of degree program

#### **Application:**

GTAs must submit a teaching portfolio, which should include:

- Student evaluations
- A statement of teaching philosophy (250-500 words)
- Current Degree Progress Report
- List of all Spanish and/or Portuguese instructional responsibilities and courses taught at KU

- Supporting materials (i.e. copies of original class activities, exams, unsolicited letters from former students)

Applicants and GTAs can access the Center for Teaching Excellence for resources on how to prepare a teaching portfolio. See [www.cte.ku.edu](http://www.cte.ku.edu) for more information.

### *Resources for GTAs and GRAs*

- [GTA Memorandum of Agreement \(PDF\)](#)
  - All GTA/GRA appointments are governed by the MOA between the University of Kansas, Lawrence, the Kansas Board of Regents, and the Kansas Association of Public Employees.
- [GRA, GTA and GA Appointments: General Guidelines and Eligibility](#)
- [Office of Graduate Studies information on mandatory training](#)
- [Full list of GTA/GRA Benefits](#)
- [GTA/GRA Health Insurance Information](#)
- [HR/Pay System for viewing paychecks](#)

# Graduate Teaching Assistants: Best Practices

## Pre-Semester Orientation and Meetings with Course Coordinators

In the week prior to the start of classes, and in addition to the general [Graduate Studies mandatory training](#), GTAs in the Department of Spanish and Portuguese are required to attend and complete two days of orientation with the Director and Assistant Director of Language Instruction. **Attendance is mandatory.** Please contact the Department Chair if you have any questions about this policy.

In addition, meetings for the purpose of discussing and planning course procedures and assignments (including exams) are convened by the course coordinators. Attendance to these meetings is imperative to assure the consistency of multi-section courses.

## Office Hours

Each GTA is required to hold three office hours per week. Office hours must be held at different times and on different days for the convenience of the students. GTAs must post their office hours on the door to their office, and include them in the class syllabus along with their name, office location and email address. Should you be unable to attend your office hours due to an emergency, please notify both, students and the office staff.

## Retroactive Credit

Inform students that the KU foreign language requirement is fulfilled upon completion of the fourth semester of Spanish (SPAN 216). In certain cases, the university will count retroactive credit for high school Spanish. GTAs should encourage students to speak to their academic advisor. Incoming students from high school should know the following:

- If enrolled in SPAN 212 (3<sup>rd</sup> semester) at KU, and if they obtain a grade of C or above, they can receive 3 hours of retroactive credit PLUS the three credits from KU.
- If enrolled in SPAN 216 (4<sup>th</sup> and last required semester) at KU, and if they obtain a grade of C or above, they can receive 6 hours of retroactive credit PLUS three credits from KU.
- If enrolled in SPAN 216 (4<sup>th</sup> and last required semester) at KU, and if they obtain a grade of C or above, they can receive 9 hours of retroactive credit PLUS three credits from KU.

## Exams

The department gives common final exams to students in SPAN 104, 111, 212 and 216. The course coordinator will provide GTAs with the dates and times for the exam. For all

other levels, GTAs will receive instructions of when to meet with their course coordinator to plan and submit the exam for review and approval.

## Student Grade Records

GTAs are responsible for keeping accurate and updated records of students' attendance and grades on all evaluated work. These should be accessible in the Blackboard grade book. It is imperative that GTAs use the grade recording system designated by the course coordinator. Student work, including final assignments and exams, will be returned to the department within thirty (30) days of the deadline.

## Student Academic Misconduct

GTAs should notify the course coordinator immediately and in writing of situations of student misconduct (i.e. plagiarism, cheating in an exam, disrespectful behavior towards instructor or students). The university's [policy for academic misconduct](#) should be included in the syllabus, and discussed during the first day of class. GTAs will work with the course coordinator on the steps that follow any event of Academic Misconduct.

## University Policies

As employees of the University of Kansas, GTAs must follow [KU Employees' Policy](#). Below are some of its most salient stipulations:

### *Consenting Relationships*

As stated in the "[consenting relationships policy](#)", the University of Kansas disapproves of consenting relationships where a professional power differential exists (i.e. administrator and faculty, faculty and student, supervisor and employee).

### *Religious Observances*

Examinations and tests should not conflict with mandated religious observance days. In cases of conflicts between regularly scheduled class activities and mandated religious observances, the student is responsible for initiating discussion with the instructor to work towards a mutually acceptable solution. GTAs should advise students to identify themselves privately so that necessary adjustments be made.

## *Privacy and Student Records*

According to the Family Education Rights and Privacy Act (FERPA), information on a student's academic performance should be made available only to the student, the student's designee (designation in writing), or to those within the institution who need to know the information in order to carry out their official professional responsibilities. No external (non-KU) website can be used for student submission, grades, or coursework. Below are some of the most salient practices to assure abidance to FERPA:

- Use a secure server for storage of all student information.
- Use secure encryptions and recommended formats provided by the university, (e.g. Blackboard).
- Return tests/papers individually, or with a self-addressed stamped envelope.
- Obtain a written release prior to sharing students' work or photo for any purpose.
- Never e-mail student information.
- Never share a students' information—students controls their records.
- Never post grades, class photos, nor any information regarding students' records (i.e. student roster).
- System access ≠ permission to read a file! Check with the course coordinator prior to accessing ANY student information.

## *Tutoring*

In addition to the support students receive from their instructors during office hours, there is a list of private tutors available at the main office for those seeking further help. A GTA is forbidden from tutoring students enrolled in their class for pay.

## *Teaching Resources*

- [A GTA's Essential Guide to Teaching at KU](#)
- [Academic Achievement and Access Center](#)
- [Center for Service Learning](#)
- [Instructional Development and Support](#)
- [KU Writing Center: Instructor Writing Resources](#)
- [University in the Art Museum: Teaching Resources for Graduate Students](#)
- [Center for Teaching Excellence](#)

The CTE is a University office dedicated to assisting instructors, including GTAs, to develop effective instructional techniques. The expert staff of CTE can introduce instructors to the pedagogical technology available at the University, and help instructors develop new approaches to teaching. CTE specialists work with instructors individually, and also offer a diverse array of workshops and discussions. They can also guide instructors to useful scholarly literature on the subject of college teaching and learning. See also the CTE Guide to Teaching at KU: A Handbook of Resources (PDF).

- See also Appendix C, p. 51 for a list of Libraries, Museums and Other Educational Resources.

## Office Logistics for GTAs

### *Orange Room*

This room is off limits to all undergraduate students because of security needs (exams, quizzes, etc.). GTAs should not meet with undergraduate students in this space, nor require them to drop anything in their mailboxes. Instead, undergraduate students must turn in their work to the instructor in class, electronically, or directly to the GTA's office. If a student needs to make up an exam, the GTA can ask the office staff to book a date/time for the Conference Room (2648 Wescoe) or the Seminar Room (2600 Wescoe).

### *Mailboxes, Mail and E-mail*

GTAs are expected to check their mail and email daily. Undergraduate students are not allowed to drop assignments off for their instructors at the main office or at their mailboxes. The student alone, not the office staff, is responsible for properly delivering his/her assignment to the GTA or GTA's office.

### *Office Keys*

Each GTA will receive keys from the office manager to the outside door of Wescoe Hall and to each individually assigned office. We ask graduate students to be very security-conscious, and to please make sure that the office is locked in their absence. Deadbolts should be used when you exit your office. There will be a \$10.00 fee to replace each lost key.

### *Copying and Supplies*

GTAs have access to the all-in-one copier, printer, and scanning device in the Orange Room at the department's expense, exclusively for course-related documents associated with their employment. The course coordinators for the 100 and 200 level courses will request and distribute copies for GTAs. For course related materials, GTAs may also request assistance from Don Allmon at ([tsc\\_clas\\_hiis@ku.edu](mailto:tsc_clas_hiis@ku.edu)) or call 758-864-8282 IT to connect their personal laptops to the main departmental printer. GTAs may also request office supplies as needed, like pens, markers, paper clips, rubber bands, staples, tape, etc. from office staff.

### *Computer Use*

By September 1, 2019, you are required to have your DUO login setup. The office manager will provide a DUO device. All GTA offices in Wescoe have at least one computer to be shared with no more than one other GTA. GTAs may also choose to use computers in the Ermal Garinger Academic Resource Center (EGARC) language lab and at various locations in other KU buildings. Also, it is possible to access the V Drive and G Drive from off-campus computers via the internet. For instructions, please visit <https://technology.ku.edu/services/central-file-storage>. If you are still unable to access the V and G drives off-campus, please contact Don Allmon at ([tsc clas hiis@ku.edu](mailto:tsc_clas_hiis@ku.edu)) or call 758-864-8282 for IT Support.

### *Changing Class Location for a Day; Cancelling a Class*

Classes at the 100- or 200-level must ONLY meet at the regularly scheduled place and time. Beyond the 200-level, GTAs must notify the course coordinator and the office staff via email if a class will take place at an alternate location or time. Graduate Teaching Assistants can NEVER cancel class for any reason. If unable to deliver the class, GTAs are responsible for notifying the course coordinator and the office staff via email, and for arranging a substitute following the procedures outlined at the GTA orientation.

**Snow days:** Call (785) 864-SNOW or check [www.alert.ku.edu](http://www.alert.ku.edu) for updates on cancellations due to snow.



# Appendices

## Appendix A: Advisory Committee Form (Ph.D. Advisory form)

### Student

<b>Name</b>	<b>Student ID</b>	<b>Email Address</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Advisory Committee

<b>Chair</b>	<b>Grad Studies Rep</b>	<b>Member</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Member</b>	<b>Member</b>	
<input type="text"/>	<input type="text"/>	

### Courses taken (24 hours of graduate credit recommended)

	<b>Course</b>	<b>Semester</b>	<b>Instructor</b>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Courses to be taken

	<b>Course</b>	<b>Semester</b>	<b>Instructor</b>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has the Ph.D. theory requirement been satisfied? **[y/n]**

Minor

---

*Seminars* (5 required, at least 4 at KU)

KU \_\_\_\_\_

KU \_\_\_\_\_

KU \_\_\_\_\_

KU \_\_\_\_\_

Other \_\_\_\_\_

*Languages*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

*Areas for written examinations*

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

*Dissertation topic*

\_\_\_\_\_

*Projected date of Ph.D. exams*

\_\_\_\_\_

*Approved by Director of Graduate Studies*

**Signature**  
\_\_\_\_\_

**Date**  
\_\_\_\_\_

## Appendix B: Guidelines for Dissertation

1. The dissertation is expected to be an original contribution to knowledge, demonstrating in-depth mastery of the latest scholarship in the field of study.
2. Follow dissertation format (in punctuation, bibliography, etc...) beginning in the early drafts, so that valuable time is not wasted in the course of the dissertation process. Please consult the MLA Style Manual and the KU Office of Graduate Affairs guidelines ([http://www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml)). Rigorously edit your own work before submitting drafts so that your committee can focus on your ideas rather than your writing. Consult the MLA's Line by Line on how to edit your own writing.
3. Form your Committee, in consultation with your Dissertation Director, when you complete the written portion of the Ph.D. exams (if not before). This committee does not have to be identical to the Ph.D. Advisory Committee. Your director will be a specialist in your field of concentration, but the other members of the Committee may be chosen for their expertise in related areas of study (e.g. a theoretical problem, a genre). It can be helpful to have a reader who is not an expert in the particular field, who might be able to see problems in the communication of ideas.
4. With your committee, formulate a plan of action and a time-line. Normally, the director will read all chapters as they are finished, and the committee will decide which of the other two readers will read which portions on the dissertation along the way. Make sure that everyone involved is aware of how things will proceed, and keep your lines of communication open with each of your committee members. If you get "stuck" at any point in the process, the best approach is to consult with your advisor and other members of the committee in order to discuss strategies to get yourself going again. It is your responsibility to convene meetings of the dissertation committee, when needed.
5. Dissertation writing depends on revision. It is not unusual for some chapters to require more than one rewrite. In some cases, material will have to be shifted from one chapter to another, or changed to be made consistent with claims made in other parts of the dissertation. It is necessary to allow time in the plan of action to undertake such revisions.
6. After the Director approves a penultimate draft, the two other readers will have the opportunity to view this draft. Make sure you allow for enough time (at least three weeks) for them to read the dissertation and make comments, before you set a final defense date.
7. After you have incorporated the revisions suggested by your readers, you can set up a date for the defense. Consult Jill Mignacca for procedures. Six copies of a final version of the dissertation must be in the Department office at least three weeks before you defend.
8. The last stage of the process is to discuss with your director any minor revisions resulting from the defense (the correction of typographical errors, for example) required before the final version of the dissertation is submitted to the KU Office of Graduate Affairs (COGA).

## Appendix C: Campus Libraries and Institutes

### *Campus Libraries and Institutes*

The University of Kansas library system, with more than two million volumes, has several libraries of major importance to research in Spain, Latin/o America, and U.S. Latinx Histories, Literatures and Cultural Expression.

- **Watson Library** on the Lawrence campus houses the humanities and social science collections. With subscriptions to the major scholarly journals and micro-reproduction series and its book collection, the library is a major research center in the Midwest. In addition to the standard bibliographic reference services offered to graduate students, the libraries offer computer-assisted information retrieval in a variety of fields.
- Because the University of Kansas is a Federal Depository Library, Government Documents in the **Anschutz Science Library** contains copies of the voluminous publications of the federal and state governments, including legislative hearings and reports, studies by executive branch agencies, and extensive economic and demographic data.
- The **Kenneth Spencer Research Library**, also located on the main campus, was completed in the fall of 1968. It houses the Department of Special Collections, the University of Kansas Archives, and the Kansas Collection and provides an outstanding environment for graduate research. The Department of Special Collections includes about 160,000 volumes and many thousands of manuscripts in the humanities, the social sciences, and the history of science and technology. The Kansas Collection, concerned with the social, political, cultural, and economic history of Kansas and the surrounding region, includes about 78,000 volumes and about three million manuscript pieces that offer a lens into Kansas' Latinx and Spanish speaking histories.
- The Spencer Museum of Art houses the University's **Art & Architecture Library**, with extensive holdings related to visual history.
- The **Dole Institute of Politics** (<http://www.doleinstitute.org/>) on the University of Kansas west campus, a non-partisan center for politics and the media, houses Senator Robert Dole's papers, state-of-the-art exhibits, broadcast facilities capable of facilitating conferences, lectures, debates, and other programs on a global scale, and meeting rooms capable of hosting nationally significant programs. The 4,000 boxes of Dole's papers comprise the largest congressional collection in the world. The Dole Lecture Series, held each November on successive Sunday evenings, features the nation's top presidential scholars, historians, journalists, former presidents, cabinet members and white house members. Each April, the Dole Lecture features a nationally prominent figure who will address aspects of contemporary politics or policy. The institute is a great resource for students of 20th century government and politics.
- Other branch libraries on campus include the **Maps Library**, the **Music Library**, the **Law Library**, and the **Engineering Library**.

## *Regional Libraries*

Lawrence is within a two-hour drive of many libraries of use to scholars in the fields of literary and cultural studies.

- In downtown Lawrence, the **Watkins Community Museum** contains material on local topics.
- The **Harry S. Truman Library** in Independence, Missouri (one hour away), is a branch of the National Archives. It offers quick and easy access to all types of documents, and a large and permanent collection of its own, especially strong in matters relating to the history of American diplomacy.
- The **Library of the Kansas State Historical Society** in Topeka, Kansas (30 minutes away), has extensive manuscript and newspaper collections. The Society's museum is especially rich in material culture resources.
- The **Central Plains Regional Branch of the National Archives and Records Service** in Kansas City, Missouri (45 minutes away), is the depository for the records of the Federal Courts of this region (Iowa, Kansas, Missouri, and Nebraska), the Bureau of Indian Affairs, and the Army Field Establishment, which was created during World War II and the Korean War.
- The **Linda Hall Library of Science** in Kansas City, Missouri (one hour away), contains an excellent collection of materials in the history of science with major emphasis on the physical sciences. The library includes an outstanding group of rare editions in early and modern science and an unusually complete set of periodicals of the learned scientific societies of the world.
- The **Western Historical Manuscript Collection** at the University of Missouri in Kansas City, is a joint collection of the University of Missouri and the State Historical Society of Missouri. It contains more than 12,000 cubic feet of primary source documents relating to the history and culture of Kansas City, western Missouri, and the Midwest.
- The **Marr Sound Archives**, at the University of Missouri in Kansas City, hold almost 250,000 sound recordings focusing on the American experience as reflected in recorded sound. Recordings date from the beginning of recorded sound in the 1890s up to 1980.

## *Museums*

Important holdings in American art can be found throughout the region.

- The **Spencer Museum of Art** on the Lawrence campus provides a facility that is widely recognized as one of the foremost teaching museums in the United States. The new building's ten galleries and central court include 29,000 square feet of exhibition space; its collections number more than 25,000 objects. The museum works with instructors on setting up special exhibits tailored to specific courses.

## Appendix D: GTA Observation Form

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### PART I: General Information

Name of GTA:

Name of Supervisor/Reviewer:

Review Period:

Course(s) Taught in this Review Period:

Department or Program Providing Appointment:

Academic Department or Graduate Program Home of GTA:

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### PART II: GTA Self-Evaluation, Course Observation Evaluation, and Student Course Evaluations

The GTA may provide a self-evaluation (optional) of his or her performance for the review period. Samples can be found at the following URL: <http://>

1. Did the GTA complete a self-evaluation? [Future online version: Upload this document button]  
 Yes       No
2. Did the supervisor or faculty advisor review the specific position description(s) upon which this evaluation is based before meeting with the GTA?  
 Yes       No
3. Did the supervisor or faculty advisor complete at least one course observation evaluation that was also provided to the GTA? [Future online version: Upload this document button]  
 Yes       No
4. Were student course evaluations included in this GTA evaluation and made available to the GTA for review?  
 Yes       No

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### PART III: Evaluation

Please rate the performance of the GTA in this review period only in each of the following five areas. **Examples of core competencies or performance factors for each area are available as links, or are enclosed at the end of this form.**

#### 1. Teaching and Presentation Ability

Unsatisfactory    Needs Improvement    Satisfactory    Exceeds Expectations    Outstanding

#### 2. Quality of Work

- Unsatisfactory    Needs Improvement    Satisfactory    Exceeds Expectations    Outstanding

**3. Oral and Written Communication**

- Unsatisfactory    Needs Improvement    Satisfactory    Exceeds Expectations    Outstanding

**4. Accountability and Self-Management**

- Unsatisfactory    Needs Improvement    Satisfactory    Exceeds Expectations    Outstanding

**5. Subject Knowledge and Learning Ability**

- Unsatisfactory    Needs Improvement    Satisfactory    Exceeds Expectations    Outstanding

Please provide some specific information related to **the GTA's strengths:**

Please provide some specific feedback on **areas in which the GTA can improve:**

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**PART IV: Overall Rating**

Please rate the **overall performance** of this GTA for the current review period.

- Unsatisfactory    Needs Improvement    Satisfactory    Exceeds Expectations    Outstanding

\_\_\_\_\_  
**Signature of Graduate Teaching Assistant\*   Date**

\_\_\_\_\_  
**Signature of Reviewer   Date**

## GTA Competencies/Performance Factors for Evaluation

**The following performance factors, or core competencies, reflect University expectations, values and priorities for graduate teaching assistants. These factors should be reviewed in conjunction with any unit-specific factors prior to the beginning of the review period, as well as at the conclusion of the period in which the performance is to be evaluated.**

**1. Teaching and Presentation Ability:** able to monitor and evaluate student progress and assignments; able to develop and organize relevant teaching materials; able to utilize approved texts or other instructional materials; capable of preparing and administering examinations; provides opportunities for student engagement; team-oriented attitude; regular attendance at other related lectures and course meetings as specified by supervisors; effective working relationships with diverse constituencies; knowledge of student perspectives.

**2. Quality of Work:** Completes work thoroughly and accurately; pays attention to details; well-organized; completes work on time; provides prompt responses to supervisors, colleagues and students; consistent and high level of performance; accepting of constructive criticism by demonstration of the ability to listen and incorporate the critique of others; understands the importance of confidentiality and the academic and privacy rights of students (e.g., FERPA, University Rules and Regulations); able to provide clear assignment instructions; well-prepared to teach each class.

**3. Oral and Written Communication:** able to communicate with a diverse range of people; provides accurate information and teaches course content with enthusiasm; deals effectively with stress; active listening skills; courteous and patient; able to understand and constructively respond to student needs; clarity in both oral and written skills with the ability to talk/write at the appropriate level; capable of providing clear and constructive feedback regarding colleagues upon supervisors' request.

**4. Accountability and Self-management:** Possesses organizational and time management skills; holds office hours at the specified time and location; maintains on-going communication regarding workload to supervisor; able to multitask, prioritize and respond promptly to requests of supervisors (e.g. the submission of grades, meetings to review work, updating of BlackBoard, etc.); takes responsibility for all aspects of their work; willing to ask for help and to help others; able to adhere to the course outline and schedule on the syllabus; able to meet the department and university criteria for holding a GTA position; punctual and reliable.

**5. Subject Knowledge and Learning Ability:** demonstrates the ability to learn new content quickly especially new scholarship in the field as it relates to the course; interested in learning more than the basics of teaching pedagogy; capable of responding to student questions in a timely manner; open to new technology related to the implementation of the course (e.g., BlackBoard, PowerPoint, Excel, laboratory hardware and software, etc.); able to write clear examinations that are consistent with learning outcomes and course goals.



## University of Kansas – GTA Course Observation Form

Instructor: \_\_\_\_\_ Class: \_\_\_\_\_

Observer: \_\_\_\_\_ Date: \_\_\_\_\_

**Rating Scale:**

5 – Strongly Agree   4 – Agree   3 – Neutral   2 – Disagree   1 – Strongly Disagree

The GTA actively engages students with the course material(s) and subject matter.

5                      4                      3                      2                      1

The GTA uses whole class, group, and/or individual activities effectively.

5                      4                      3                      2                      1

The GTA asks questions or makes comments that generate a high level of critical thinking.

5                      4                      3                      2                      1

The GTA interacts well with students and addresses students' needs and questions.

5                      4                      3                      2                      1

The GTA is knowledgeable in key terms, concepts, ideas, and theories and conveys them in a manner that is understandable to the average student.

5                      4                      3                      2                      1

The GTA is professional, appropriately dressed, punctual, and prepared for class.

5                      4                      3                      2                      1

The GTA adheres to the course schedule and syllabus.

5                      4                      3                      2                      1

The GTA makes appropriate use of (*technology/instruments/texts/readings*).

5                      4                      3                      2                      1

**Overall Assessment of Instruction:**

Unsatisfactory   Needs Improvement                      Satisfactory   Exceeds Expectations   Outstanding

*Comments:*

\_\_\_\_\_  
Instructor's Signature/Date

\_\_\_\_\_  
Observer's Signature/Date

*Provide one copy to the GTA. Retain original in departmental files. New GTAs should be observed a minimum of once a semester, and continuing GTAs once a year.*