Interdisciplinary PhD in Hispanic Studies
Emory University

Graduate Handbook
2017-2018
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Program Profile
Interdisciplinary PhD in Hispanic Studies

Overview

The Ph.D. Program in Hispanic Studies prepares a highly select and diverse group of graduate students in the interdisciplinary study of language, discourse, and cultural production of the Spanish-speaking communities of the Americas and Spain (with an emphasis, albeit not exclusive, on Latin America). The program trains students to analyze a diverse range of historical and contemporary texts across a variety of media and genres. To accomplish this, our program introduces students to a range of theories and methods – drawn from the humanities and the qualitative social sciences – that facilitate the undertaking of projects related to one or more of three thematically-defined research foci:

- Narratives/performance of identity and citizenship
- Empire, colonialism and post-coloniality
- Translating language and culture

These foci represent central concerns for Hispanicists; they are areas of study shared by scholars from the humanities and social sciences, from which we draw our expanded faculty; and, while respecting established disciplinary traditions of Hispanism, they present unique opportunities to generate innovative research questions. Our conceptualization of Hispanic Studies is sufficiently broad to engage study of Lusophone cultures, particularly those of Brazil, and will permit students to engage in research and teaching on the Lusophone world, as a complement to their work in Hispanic Studies.

The program of study is likewise structured to support our interdisciplinary vision of Hispanic Studies. The curriculum is comprised of three core seminars and nine additional electives. The core seminars center on fundamental knowledge and skills: theories/methods relevant to the three research foci, scholarly writing, and pedagogy of language and culture. The electives foster in-depth study of topics that instantiate the three foci and/or develop students’ knowledge of disciplinary issues and approaches in Hispanic Studies or other disciplines/fields. The program of study also moves students early in their career toward design and implementation of dissertation research projects. Given the importance of teaching within Spanish/Hispanic Studies, students receive thorough training in the teaching of language, texts and culture, as well as a broad range of teaching experience. In accord with the changing parameters of graduate education, our program prioritizes professional development workshops and activities; these are ongoing throughout students’ careers in LGS.

Ultimately, we aim to graduate bilingual scholars, teachers and communicators who can successfully seek employment in academia or the public and private sectors, and, in alignment with Emory’s priorities, contribute in meaningful ways to the public good, within local communities as well as nationally and internationally.
Mission and Focus

The mission of the Ph.D. program in Hispanic Studies is to provide a cogently focused, intensive education to a select group of well-qualified doctoral students who will acquire knowledge and expertise in the study of language, discourses and cultural production of Spanish-speaking societies of the Americas and Spain (with an emphasis, albeit not exclusive, on Latin America), as well as a critical understanding of the evolving field of Hispanic Studies itself (and its connections with Lusophone Studies). The program will train students to creatively and rigorously apply a range of theories and methods drawn from the humanities and qualitative social sciences to a range of historical and contemporary texts. Setting aside rigid geographical and chronological divisions, this scholarly competence will be uniquely foregrounded in a program of study that centers on three thematic foci. These research foci were chosen because they capture existing commonalities in the research goals and interests of our faculty, but they are also intended to be generative of new connections and new lines of inquiry. All three reflect recognized areas or topics of research, though these are often presented in more fragmented form; our aim is to bring them together in novel ways that will enhance interdisciplinary scholarship and lead to the formation of innovative research questions and projects:

• **Narratives of identity and citizenship**: stories, histories and performances of (civic) belonging and exclusion throughout the Spanish-speaking world (and, in comparative perspective, the Portuguese-speaking world), with reference to contemporary questions of local, national, and global citizenship. We are particularly interested in negotiations and remappings of the relationship of the individual and the community (understood at the local, regional, national, international, and global levels), including exploration of nested and overlapping communities and the complex identities associated with them. There are, for instance, particular flashpoints which today are drawing the attention of scholars, such as medieval Spain, colonial Latin America (e.g., past and present contact between European and indigenous communities), and today’s migratory contact zones (e.g., US Latino communities, Muslims in contemporary Spain, and other diasporic communities in Latin America).

• **Empire, colonialism, and post-coloniality**: the discursive construction of empire/colony and post-independence nation-states within the Hispanic world, as well as the Hispanic world as it has participated in and generated discussions about the relationship between coloniality and modernity, with particular emphasis on how those discussions have emerged at different times and in various places, as well as their past and present impact. We are interested in promoting connections between domains that have been narrowly defined by chronology (e.g., early modern vs modern), geography (e.g., Spain vs Latin America), discursive genre (e.g., literary vs non-literary discourse) and discipline (e.g., literary/cultural studies vs history vs anthropology vs linguistics). Again, our approach moves between and beyond these divisions to foster new lines of inquiry which are not constrained by these established divisions.

• **Translating language and culture**: translation as a multi-functional phenomenon and a metaphor of communication that links literary and cultural studies with intercultural discourse analysis and notions of communicative and cultural competence in a wide...
range of contexts, with both theoretical and practical dimensions. Our aim here is not to train students in methods of translation, but rather to explore *translatio* (‘crossing from one side to another’), as a past and present practice of everyday life in the cross-cultural contacts that have characterized all Hispanic (and Lusophone) communities. We are interested in the study of translation in a broad sense, as a process of communication that entails (mis)understanding, negotiation and transformation. This critical approach to the study of translation and intercultural discourse will include exploration of literary translation, indigenous communities’ negotiation of imperial language and practices of power (e.g., as manifested in the legal system), and practices of bilingualism (e.g., Spanglish and similar phenomena as multifaceted sets of linguistic practices and as metaphors and emblems of cultural hybridity).

So organized around these interrelated research foci, and drawing on approaches from the humanities and qualitative social sciences, graduate education in our doctoral program positions students at the nexus of interdisciplinary and integrative study, which is the hallmark of evolving trends in Hispanic Studies. Students will pursue interdisciplinary work through individually-taught and team-taught seminars as well as through lecture series, graduate conferences, self-constituted research groups, collaborative undertakings between graduate students and faculty members, and additional opportunities for intellectual exchange with visiting faculty and peers in programs and departments which students themselves come to identify as cognate with our own. In support of interdisciplinary research, students will be introduced to a wide body of theoretical and methodological approaches. This training will enable students to create new understandings about the languages, discourses and cultures of the Hispanic/Latino world (along with the Lusophone world) and to communicate this knowledge to scholars and the general public. Students will also be trained in grant writing and -- depending on particular student interests -- will be encouraged to develop competency in individual and collaborative scholarship, digital humanities and/or community engagement. Pedagogical training will reinforce students’ training for effective communication and enable them to make informed decisions regarding classroom practice and curriculum design. By incorporating best practices in graduate education in the humanities – a well-developed plan for scholarly, pedagogical, and professional training and a system of multiple, interdisciplinary mentorship and advising – the Ph.D. program in Hispanic Studies will equip graduate students with the knowledge and skills necessary to assume leading roles in higher education as scholars, teachers and administrators, as well as occupy positions in non-academic career settings, which may include foundations, libraries, non-profits, and international/global institutions and businesses.

**Learning Outcomes**

For students to communicate persuasively research findings, arguments, and protocols to a wide variety of stakeholders, including fellow scholars, funding agencies, and the general public, their graduate training targets necessary methods and skills.

By the time they complete the Ph.D., students will be able to:

- demonstrate a broad knowledge of culture, history, theory and research across several sub-disciplines in the field, and in-depth knowledge of one area of expertise related to one or more of the doctoral program research foci.
• critically evaluate scholarly work and conduct and present original, publishable research in the field.

• prepare effective, audience-appropriate oral presentations as well as written short- and long-form publications.

• prepare effective grant applications.

• teach effectively across the curricular spectrum in Spanish, write a thoughtful teaching philosophy, and plan effective undergraduate courses.

The program trains graduate students to meet the challenges and opportunities of the professoriate, academia, and the global professional arena. Graduates can expect to find excellent positions in universities and colleges in a variety of capacities, and can also apply their research, planning, and communication skills to careers beyond the academy in libraries, museums, foundations, non-profits, consulting, government, international/global institutions, and business.

**Methods and Approaches**

To support interdisciplinary research, students are introduced to a wide body of theoretical and methodological approaches. This introduction to a range of theories and methods enables students to determine the approaches that best suit their research goals and plans, and to take necessary steps to deepen their knowledge of the most relevant approaches. It also encourages students to articulate new research questions and new approaches that respond to both old and new topics and questions. Ultimately, scholars graduating from the program will create new understandings about the languages, discourses and cultures of the Hispanic/Latino world and communicate this knowledge to scholars and the general public.

Aside from their own research projects, students pursue interdisciplinary work through individually-taught and team-taught seminars that reflect the uniquely interdisciplinary composition of the Hispanic Studies core faculty. These are supplemented with lecture series, graduate conferences, self-constituted research groups, collaborative undertakings between graduate students and faculty members, and additional opportunities for intellectual exchange with visiting faculty and peers in programs and departments that students themselves come to identify as cognate with our own.

Students will also be trained in grant writing and – depending on particular student interests – are encouraged to develop competency in individual and collaborative scholarship, digital humanities, and/or community engagement.

Pedagogical training reinforces students’ training for effective communication and enables them to make informed decisions regarding classroom practice and curriculum design. By incorporating best practices in graduate education – a well-developed plan for scholarly, pedagogical, and professional training and a system of multiple, interdisciplinary mentorship and advising – the Ph.D. program in Hispanic Studies equips graduate students with the knowledge and skills necessary to assume leading roles in higher education as scholars, teachers and administrators, as well as to occupy positions in non-academic career settings, which may
include foundations, museums, libraries, non-profits, and international/global institutions and businesses.

**Interdisciplinarity**

In the 21st century the advance of economic and cultural globalization, global migrations, and changing demographics in the United States converge in a way that positions graduate education in Hispanic Studies at the nexus of integrative and interdisciplinary study that responds to this changing environment. The languages, discourses, and cultures that we study are the patrimony of approximately 600 million people (including speakers of Spanish and Portuguese) spread across Europe, Latin America, Africa, and the U.S.

Recognizing this complexity, we offer a truly interdisciplinary program, applying both humanities and qualitative social sciences approaches to the study of questions that emerge from our three research foci, thereby creating new and generative spaces for the production and dissemination of knowledge about Hispanic (and Lusophone) cultures as well as contributions to theory based on such research. True to this vision, the program boasts an interdisciplinary faculty drawn from multiple Emory graduate programs and departments: Spanish and Portuguese, History, Anthropology, Religion, and Linguistics. Additionally, the core faculty is complemented by a group of affiliated faculty in departments and graduate programs from across the Laney Graduate School, including Comparative Literature, Sociology, French and Italian, Islamic Civilization Studies, German Studies, Political Science, the School of Public Health, and the School of Nursing.

This design will prepare students not only to produce cutting-edge interdisciplinary research but also to design equally innovative courses and curricula. Indeed, students in their fourth and fifth years of study will have opportunities to teach advanced interdisciplinary seminars cross-listed across two or more departments.

**Progression to Degree**

The program is designed to ensure thorough preparation and completion of degree within five years.

**Graduation Requirements at a Glance:**

- Coursework: 4 core courses and 8 electives
- Preliminary Exam
- Prospectus
- Dissertation

**Plan of Study:**

Year 1 Fall: 3 courses, Spring: 3 courses

Year 2 Fall: 3 courses, Spring: 3 courses
Year 3 Fall: Doctoral Exam, Spring: Prospectus
Year 4 Dissertation Research and Writing
Year 5 Completion of Dissertation and Job Applications

**Administrative Structure**

The Ph.D. program in Hispanic Studies is overseen by the Director of Graduate Studies (DGS), who collaborates with the Graduate Studies Committee and the Chairs of the participating departments and reports to the Dean of the Laney Graduate School. The DGS will be supported by the Graduate Program Coordinator who is a full-time staff member in the office of the Department of Spanish and Portuguese; his/her principal responsibilities include the fundamental procedural and administrative duties associated with the doctoral program.

The DGS will oversee the Graduate Studies Committee and the Graduate Admissions Committee, each of which will be composed of rotating subsets of 3-4 members of the entire graduate faculty. Decisions regarding the curriculum and procedures to advance students through the program will be vetted by the Graduate Studies Committee. Members of the Graduate Admissions Committee will plan and implement strategies for the recruitment of students, and will make preliminary recommendations based on their evaluation of applications that are received; all graduate faculty, however, will contribute to admissions decisions. The DGS will be responsible for forming these two committees in consultation with the entire graduate faculty. To facilitate discussion of planning and program policies and procedures, the full graduate faculty will meet regularly.
Graduate Recruitment and Admissions

Basic Admission Requirements: The Program considers a thorough mastery of the Spanish language the indispensable basis for undertaking graduate work in the Program successfully. At the time of admission, students should have an excellent command of Spanish and, preferably, a reading knowledge of another language.

Decisions on admission and special fellowships are based on all available applicant information: letters of recommendation, transcripts, a required writing sample in Spanish (term paper or thesis), and an interview.

The Application Process and Faculty Review: Prospective students may begin submitting applications (online or via postal mail) in September, concluding their submissions by the deadline in early December (please check the website for the specific deadline). Applications are accepted for only the fall of the coming academic year; no admissions are granted for the spring semester. All questions about the application process or the Program in general should be addressed to the Graduate Program Coordinator.

Shortly following the deadline for submitting applications, the Graduate Admissions Committee will meet to review the applications and make recommendations about admissions offers and special fellowship nominations. The full graduate faculty will evaluate candidates and weigh in on the decision whether to admit recommended candidates.

The Graduate Admissions Committee: The DGS will oversee the Graduate Admissions Committee, which will be composed of a rotating subset of 3-4 members of the entire graduate faculty. Members of the Graduate Admissions Committee will plan and implement strategies for the recruitment of students, and will make preliminary recommendations based on their evaluation of applications that are received; all graduate faculty, however, will contribute to admissions decisions. The DGS will be responsible for forming the committee in consultation with the entire graduate faculty.

Graduate Recruitment Weekend: Admitted students are usually invited to visit the Emory campus in February or March. The Department sponsors the invitees, providing airfare (or reimbursement for gas or mileage), lodging, and most meals during their visit.

During their visit, the candidates will participate in events such as the following:

- Interviews with the graduate faculty
- Dinner with select graduate faculty and grad students
- A symposium, lecture, or seminar with the current Graduate Students
- A tour (guided by current graduate students) of the Emory campus, community, and available housing
- A social evening with faculty, graduate students, and other members of the Program and the Department of Spanish and Portuguese
• Free time to explore the campus and the community

**Nomination for Special Fellowships:** Special fellowships for entering graduate students include the Woodruff Fellowship, the Emory Graduate Diversity Fellowship (EGDF), and the Laney Graduate School of Arts and Sciences Fellowship (please check the LGS website for current award amounts and descriptions). Qualifying applicants are automatically nominated by the Graduate Faculty. No action is needed on the applicant’s part.
Advising

All students must be familiar with the guidelines, rules and deadlines of the Graduate School, especially in matters such as registration, submission of materials for specific degree-granting dates, etc. It is not the responsibility of the DGS, the Chair, or the student's dissertation advisor to ensure a student's compliance with official Graduate School regulations. Exceptions and/or exemptions from any of the Department's or the Graduate School's requirements or schedules are granted, if at all, only under extenuating circumstances after consulting with and writing a request to the appropriate official.

Students should consult with the DGS as early as possible, and as soon as any question arises that concerns requirements, overall progress toward the degree, deadlines, etc. All students must consult with the DGS before preregistration or registration.

Faculty Advisors

Until a graduate student confirms an individual advisor, the DGS will serve as that student’s advisor. The student is encouraged to discuss with the DGS the process of selecting an individual advisor, and to try to choose a suitable faculty member as soon as possible. **No later than the fourth semester**—but earlier, if appropriate—each student will choose a faculty advisor who will chair the student’s preliminary doctoral exam committee and, under normal circumstances, will become the dissertation director. However, at all stages of their career students are strongly encouraged to seek advice from a range of graduate faculty beyond the DGS and primary advisor. They will also receive feedback from course coordinators and assigned teaching mentors, creating a system of multiple mentorship.

The Doctoral Exam Committee

**Form and Timing**

Each student should consult with their chosen faculty advisor and form the exam committee no later than the beginning of their fourth semester in the program. The exam committee will consist of three faculty members, including the faculty advisor, who will chair the exam committee. The student is charged with approaching the relevant faculty and asking if they will serve on the committee. The faculty member approached has the option of deciding whether or not to undertake the project. Any member of the Hispanic Studies program core or affiliated faculty may serve on the exam committee. Students may also, in consultation with their advisor, elect to invite Emory faculty who are not affiliated with the Hispanic Studies program whose research interests are germane to the focus and subject matter of the student’s project.

**Committee Functions**

**Guide Student Research:** The exam committee members will help guide students in the identification of the three topics that are an integral part of their emerging research interests. Reflecting the scholarly foci of program faculty, these areas might be defined by chronological period, geographical region, genre, theoretical or methodological approach, intellectual problematics, media, and/or language/linguistic study. Beginning normally in the fourth semester
of study, the student will work in close consultation with the members of the exam committee to design the reading lists corresponding to each of these three areas. These lists should be completed by the beginning of the semester during which exams will be written, and submitted with the one-page statement outlining the IRO.

**Review the IRO Plan:** Prior to the student sitting for the written exam, the exam committee will review the formalized IRO plan, which the student must submit for review no later than the beginning of the semester during which he or she will take the preliminary doctoral exam. The approved IRO plan will serve as the basis for the fourth section of the student’s written exam (the full IRO), which the student will complete and submit along with the other three sections of the written exam.

**Evaluate the Written and Oral Exam:** The exam committee will evaluate the three essay sections of the written exam and the full IRO to determine whether each is of passing quality before the student advances to the oral examination. Once it is determined that the student should proceed, the committee will oversee the oral examination, which will normally be conducted in both Spanish and English. Following the oral exam, the committee will discuss their observations of the student’s performance and determine whether the exam was of passing quality. The student’s advisor will contact the Director of Graduate Studies and the graduate program coordinator with the exam results, which will then be communicated to the student.

### Dissertation Committee

#### Form and Timing
Students beginning the process of writing the dissertation prospectus should consult with their advisor and confirm the faculty members who will serve as their dissertation committee. This committee will consist of the advisor and at least two other readers, consulted in advance by the advisor and/or student about their willingness to serve in this capacity. Usually the committee will be the same as those who served on their exam committee. Per LGS regulations, the dissertation committee must contain at least three faculty members in the Laney Graduate School of Arts and Sciences.

If a student wishes to have a professor from another university join his/her dissertation committee, the student should consult his/her advisor about the selection. The advisor or student must then submit a written request to the DGS (with cc to the Graduate Program Coordinator), petitioning permission for the external faculty member to be on the reading committee. A copy of the outside reader’s curriculum vitae must accompany the petition. The DGS will review the selection, and, if s/he agrees, send the request with a letter of support and the student’s dissertation committee form to the Dean of the Graduate School for approval.

Students may also invite members of the Emory community who possess expertise relevant to the dissertation project but who are not in the LGS to be a part of their exam committee. In these instances, the student should follow the same protocol as for requesting to include a reader from another institution. Once the committee members are confirmed, students should file a dissertation committee form (available on the LGS website) to obtain LGS approval for their committees.
Changes to the Committee

Students should submit a change of dissertation committee form as soon as possible in the event that the membership of their dissertation committee needs to change. Further, the Laney Graduate School requires that the membership of the dissertation committee upon degree completion match the members listed on the most recently filed dissertation committee form.
Status and Progress

Program Expectations

By April 15th of the spring semester each year, students are required to submit an Annual Activity Report to the Graduate Program Coordinator. The Annual Activity Form may be found on the Hispanic Studies program website under Resources as well as in the appendices of this program handbook. The form should be submitted electronically as a Word document. Students should contact the DGS or Program Coordinator with questions about the form.

We evaluate student work at every stage of progression through the program. Instruments include assessment of students’ performance in coursework, the preliminary doctoral exam, the dissertation prospectus and the dissertation writing and defense, as well as evaluation of students’ teaching. We will require students to present papers at internal seminars and professional conferences. Prior to graduating (at the latest, normally while still completing coursework), students will be expected to submit to a refereed journal at least one manuscript that will be accepted for publication. Additionally, close oversight of students by the DGS and their faculty advisors, as well as graduate faculty members and other colleagues involved in teaching supervision – all part of a system of multiple mentorship and advising – can be expected to keep students on track, minimize attrition and expedite timely progress to degree completion.

Degree Completion Time

Though most students will complete their degree in the program by the end of their fifth year, all students are required to complete their dissertation and apply for their degrees no later than the end of their seventh year in the program. If a student has not completed their degree by the end of their seventh year, the program may grant a one-year extension by filing a notice of extension to the Dean of the LGS no later than August 1st prior to the start of the student’s eighth year. Students seeking an extension should prepare a completion timeline to be signed by the student and the dissertation committee chair or co-chairs.

NOTE: Students enrolled during an extension year will be responsible for some tuition, as detailed in the LGS handbook.

The LGS allows that, “if a student has not completed the degree at the end of the eighth year, the student may continue work for at most one additional academic year and only with approval from the Dean. To obtain approval, the program must submit a request to the Dean no later than August 1 of the eighth year (before the ninth year). The request must (a) outline the reasons the student has not completed, (b) consider whether the student needs to repeat any part of the qualifications for candidacy or obtain approval of a new dissertation prospectus, and (c) present a detailed completion timeline signed by both the student and the dissertation committee chair or
co-chairs. Students who enroll for this extension year will be responsible for some tuition, as detailed in 2.2.1 (A).”

**Annual Student Evaluation**

We evaluate our graduate students and provide feedback to them at several points. Initially, the DGS serves as primary advisor for incoming students. During the second semester, students receive feedback on writing from the instructor of HISP 520 and from the specialist project advisor.

Annual review of students is conducted by the Hispanic Studies graduate faculty in the Spring semester. The DGS will collect Annual Activity Reports from all students, which will include a statement of dissertation research plans. Additionally, the DGS will solicit feedback from faculty who, having worked with students in any capacity, can evaluate their performance in such areas as coursework, independent study, exam/prospectus preparation, dissertation writing, or teaching. Based on the information collected, the DGS will provide the student with an annual review using an Annual Graduate Student Evaluation Form that indicates strengths and areas requiring improvement under the categories of Academic Performance, Teaching Performance, and Professionalization. In addition, reviews will also provide expectations for the summer and following academic year.

Students are required to meet with the DGS and their advisors as a follow-up to the annual review they have received. All students must meet the Laney Graduate School’s definition of good standing and due progress to continue in the program. Of course, students are strongly urged to consult with additional faculty, as noted above, and should seek assistance at their earliest opportunity if they are experiencing difficulty in the program.

Students who are teaching (beginning in the second year) will receive structured feedback from course coordinators (100- and 200-level classes), faculty observers, and/or designated teaching mentors (300- and 400-level classes). See Appendix for the Annual Graduate Student Evaluation Form.

**Advising and Evaluation of Students in Candidacy**

Once admitted to Candidacy, students will continue to receive annual evaluation feedback, as described in the preceding section, and are expected to meet regularly with their faculty advisor to discuss their dissertation progress and research. The student and dissertation advisor will establish a calendar of meetings with members of the dissertation committee, but these should take place at least once a semester. Each student’s progress will also be communicated to the Graduate Studies Committee, which will provide feedback during the annual review evaluation.

In addition to meeting the Laney Graduate School’s definition of good standing, students in Candidacy should be conducting research judged satisfactory by their dissertation advisor and dissertation committee. Each student should also meet at least once a semester with the DGS to discuss progress and plans. Any students not making sufficient progress are brought to the attention of the DGS, who will then work with the students and their advisors to get the student back on track to meet expected milestones. In addition, they will receive an Unsatisfactory in
799R and will be placed on probation by the Laney Graduate School. Students will also receive feedback on research through presentations at internal seminars and professional conferences.

**Evaluation of the Program**

The Graduate Admissions Committee and the Graduate Studies Committee will meet regularly to discuss and evaluate efforts in recruiting, program structure, student progress, graduation rates and placements. In addition, the DGS surveys students annually to gather information about each one’s progress, chosen specialization, and elective classes they would like to have offered in the Ph.D. program. The DGS regularly meets with program faculty and Laney Graduate School administrators to discuss any issues or needed improvements.

Our evaluation of success in placing students is conducted through regular monitoring and reporting of student placement outcomes. We track not only students’ first job placements but also their subsequent professional career development.
Ph.D. Program Requirements

Coursework

The curriculum includes three required core seminars (one, with variable content, taken twice) and eight additional electives. The core seminars center on fundamental knowledge and skills: theories/methods relevant to the three research foci; scholarly and professional writing; pedagogy of language and culture. The electives foster in-depth study of topics related to the three research foci and develop students’ knowledge of disciplinary issues and approaches to research in Hispanic Studies or related disciplines/fields.

Required core seminars:

1) HISP 510R: Understanding Hispanic Studies: Theories and Methods

Students are required to take this seminar twice, in Fall semester of their first and second years; content will vary.

Content in one iteration of the course foregrounds theoretical approaches as well as the history and polemics surrounding the field of Hispanism. It will introduce students to the contested boundaries of this evolving field, with particular attention to the program’s three research foci. It will also introduce them to the practice and ethics of public scholarship.

Content in the other iteration of the course focuses on methods of research in the humanities and qualitative social sciences, ranging from the close reading and critical analysis that is central to the study of literature, to archival and ethnographic research methods more traditionally associated with the fields of history, sociolinguistics, and anthropology. Study of these varied approaches highlights the analytical and ethical choices that confront researchers. Students are also introduced to grant writing and are expected to develop grant proposals for their own projects.

2) HISP 520: Research and Writing Workshop

All students are required to take this course in their second semester in the program. Instruction will focus on approaches to developing and writing research papers, with the final goal of submitting a publishable article to a peer-reviewed journal. Students may develop a paper written for a seminar in the previous semester or may initiate a new project. The course also addresses types of journals, journal audiences, the mechanics and ethics of manuscript submission, and the ethics and politics of choosing to publish in Spanish (Portuguese) or English.

3) HISP 610: Pedagogy of Language and Culture

All students are required to take this course in their third semester, at the same time as they begin teaching undergraduate Spanish courses. HISP 610 presents the fundamental theories and methods of teaching second/foreign languages, texts/discourse, and culture, with particular
attention to the goals and challenges of teaching language and Iberian/Latin American/Latin@ cultures within North American educational institutions. It integrates throughout critical approaches to the teaching of language, culture, and intercultural communication, along with attention to curriculum design for courses at all levels of the undergraduate language and culture program.

Elective courses:

The program offers elective courses related to the three research foci:

HISP 710: Topics in Identity and Citizenship
HISP 720: Topics in Imperial and Post/Colonial Culture
HISP 730: Topics in Intercultural Discourse and Translation

Students are required to take at least one of these courses during their course of study.

The program offers two additional elective topics courses:

HISP 740: Topics in Texts and Culture
HISP 750: Topics in Language and Communication

Plan of Study:

Students normally take three 3-credit courses per semester, during four semesters; six of these must be courses conducted principally in Spanish. Courses taken to satisfy program requirements must be taken for a letter grade.

All students entering with only the BA will complete 15 courses (45 credit hours) through regular graduate seminars (those entering with the MA must complete 12 courses, or 36 credit hours). Students who enter our program with an MA in hand and receive credit for prior graduate work (9 credit hours) will complete the required course work during Semesters 1-4 (assuming a standard load of 3 courses per semester), followed by exams in Semester 5 (9 credit hrs. of HISP 599R) and submission of the prospectus in Semester 6 (9 credit hours of HISP 797R). For students who enter with a BA, it will be a realistic option for them to take exams in Semester 5 and complete the prospectus in Semester 6 if they do some or all of the following:

- Take an overload in Semester 2 and Semester 4. Students do not teach in Semester 2, and all will be required to teach in Semester 3 while taking concurrently HISP 610 Pedagogy of Language and Culture. Normally, we want students to teach also in Semester 4 (in order to maintain a year-long focus on pedagogy), but entering BA-students may request to delay their second semester of teaching until Semester 6, allowing them to more easily manage an overload in Semester 4.
- Enroll in independent study with a professor during the summer (HISP 597R). Students may use up to six credits of HISP 597R to satisfy course requirements.
• Request permission to defer enrollment in one course until Semester 5 (while preparing for exams) or Semester 6 (while working on the prospectus).

A thoughtful combination of these options will allow entering BA-students to follow essentially the same calendar as entering MA-students, culminating in submission of the prospectus in Semester 6.

Following consultation with the DGS and/or their faculty advisors, students are encouraged to enroll in seminars in other Laney Graduate School doctoral programs that are relevant to their chosen field(s) of inquiry and/or continuing professional development. One of the required courses that students must complete may be fulfilled, with permission of the DGS, by enrolling in an Independent Study course (HISP 597R) with Hispanic Studies or other LGS faculty as well as scholars outside Emory University. Following completion of required coursework, students enroll in HISP 599R while preparing for their doctoral preliminary exam.

**Sequence of Study**

The following table provides a detailed overview of the prototypical sequence of study. Students may have opportunities to engage in collaborative research within the program or beyond it (e.g., with affiliated faculty), and these opportunities may require some flexibility in the application of this schedule.

<table>
<thead>
<tr>
<th>Progression of Study</th>
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<tbody>
<tr>
<td><strong>Semester 1</strong></td>
</tr>
<tr>
<td>Hispanic Studies Program Orientation</td>
</tr>
<tr>
<td>Three courses: 2 electives; HISP 510R Understanding Hispanic Studies: Theories and Methods</td>
</tr>
<tr>
<td>Jones Program in Ethics: JPE 600 and two JPE 610</td>
</tr>
<tr>
<td>One Professionalization Workshop</td>
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<tr>
<td><strong>Semester 2</strong></td>
</tr>
<tr>
<td>Three courses: 2 electives; HISP 520 Research and Writing Workshop</td>
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<tr>
<td>Laney Graduate School First-Year Grant Writing Forum</td>
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<tr>
<td>Jones Program in Ethics</td>
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<tr>
<td>Preparation and submission of grant applications</td>
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<tr>
<td>Two Professionalization Workshops</td>
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<tr>
<td>Annual Review with research statement</td>
</tr>
<tr>
<td>Summer after the first year</td>
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<td>-----------------------------</td>
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</table>
| Semester 3                  | Laney Graduate School Orientation to Teaching (TATTO 600)  
|                             | Hispanic Studies Teaching Orientation  
|                             | Three courses: 1 elective; HISP 510R Understanding Hispanic Studies: Theories and Methods; HISP 610 Pedagogy of Language and Culture (this seminar coincides with teaching of first undergraduate language-culture course; see Teaching for more information)  
|                             | 2 Professionalization Workshops  
|                             | Preparation and submission of grant applications |
| Semester 4                  | Three courses: electives  
|                             | Selection of faculty advisor; formation of exam committee  
|                             | Preparation and submission of grant applications  
|                             | 2 Professionalization Workshops  
|                             | Annual Review with research statement |
| Summer after the second year| Independent Study/Research (HISP 597R/599R) |
| Semester 5                  | Beginning of semester: Submission of formalized exam organization (plan for Independent Research Overview and readings lists for three topic areas)  
|                             | End of semester: doctoral exam  
|                             | Grant applications (if needed)  
|                             | 2 Professionalization Workshops  
|                             | Annual Review with research statement |
| Semester 6                  | Formation of dissertation committee  
|                             | Preparation and submission of dissertation prospectus; prospectus colloquium  
|                             | Completion of language requirement  
|                             | Grant applications (if needed)  
|                             | Annual Review with research statement |
Semesters 7 and 8 (fourth year)

- Dissertation research (including field or archival research) and writing
- Grant applications (if needed)
- Annual Review with research statement

Semesters 9 and 10 (fifth year)

- Completion of dissertation
- Job search workshops
- Job applications
- Dissertation defense

Registration

Students Enrolled by Graduate Program Coordinator:
The Graduate Program Coordinator will register all first-year graduate students and all graduate students who have completed required coursework. Students who have completed all required coursework will be registered for full-time credit in the following sections during the fall and spring semesters (students cannot register themselves in these sections):

- Students preparing their comprehensive doctoral exams: HISP 599
- Students writing their dissertation prospectus: HISP 797
- Students writing their doctoral dissertation: HISP 799
- Students who have finished all graduation requirements or who need to be enrolled during the summer: RES 999 GSAS

Summer Registration
Since all students in the program receive funding during the summer months, they are required to be enrolled year round. The Graduate Program Coordinator will register graduate students for the summer semester in RES 999 GSAS for full-time credit (9 hours).

Student may take courses during the summer at no extra cost. The course fees are included in the tuition scholarship. All students enrolled are required to pay fees for the term for which they are enrolled. If a graduate student wishes to take a course during the summer semester, s/he must contact the Graduate Program Coordinator, so she can adjust the registration hours to fit that student’s needs.

Directed Reading (HISP 597):

Students wishing to take an independent study or directed reading course should consult first with the DGS and then with the professor with whom they wish to study. Upon approval from
the DGS, the Graduate Program Coordinator (Amy Linenberger) will enroll the student in HISP 597. The student should ask the professor with whom they plan to work to send an email to the Graduate Program Coordinator with the following information:

- the name of the student who will be participating in the directed reading,
- the term in which the course will be taken,
- the number of credit hours, and
- whether the course will be graded or Satisfactory/Unsatisfactory.

Only two (six credit hours) of the minimum number of courses that students must complete may be fulfilled, with permission of the DGS, by enrolling in an Independent Study course (HISP 597R) with Hispanic Studies or other LGS faculty as well as scholars outside Emory University.
Professional Development Workshops

The program offers and expects students to participate in an ongoing series of professional development (or professionalization) workshops which will complement the required coursework. Some of these are oriented primarily towards beginning students, others primarily to more advanced students (such as those who are actively seeking employment). Topics included in these workshops, which are offered on annual or biennial basis, include the following:

- Publishing in refereed journals (in conjunction with HISP 520): choosing journals, expectations and protocols for submission of journal articles, and how these vary from journal to journal (particularly important in an interdisciplinary program).
- Conference presentations: why attend conferences, choosing the best conference for sharing one’s research, crafting an audience-appropriate presentation (particularly important in an interdisciplinary program, which can include reading aloud of papers as well as poster and semi-scripted PowerPoint presentations)
- Career pathways within the academy (especially geared to new students);
- Career pathways beyond the professoriate (especially geared to new students)
- Introduction to digital humanities and publishing: what they are, examples, and where to find resources on campus and beyond
- Introduction to public and community-engaged scholarship/pedagogy: ethics, goals, methods, campus resources
- Understanding university organization and cultures: how does they work, who does what, diversity of views and approaches
- Involving undergraduate students in research and integrating research into teaching (geared to more advanced students)
- Becoming a new faculty member: responsibilities and opportunities (especially geared to advanced students).
- Job market workshops: preparing the dossier, choosing where to apply, preparing and practicing for interviews (geared to students on the job market)
Language Requirements

Spanish and English Language Requirements

It is essential that all graduates of the Department have a strong command of both Spanish and English.

- Non-native speakers of one or the other language who need to improve their skills are expected to do so speedily and professionally.
- All incoming students should take every step to ensure that their Spanish and English skills are going to meet satisfactory standards by the end of their first year in the Program.

International Students Taking ESL Courses:

- Every Graduate student entering the Program whose first language is other than English is required to take the ESL assessment, regardless of citizenship status.
- During their first year, international students who are required to complete ESL coursework may choose to take 3, 6, or 9 credit hours of regular coursework per semester (that is in addition to the ESL courses) in Spanish or other Emory Graduate Programs with the advice and approval of the Director of Graduate Studies.

For specific information regarding the ESL Program, please visit: http://www.gs.emory.edu/academics/elsp/index.html.

Foreign Language Requirement

Students are required to demonstrate an appropriate level of proficiency in at least one language other than Spanish and English (the research and career goals of some students may require them to acquire some level of proficiency in more than one language other than Spanish and English). For each student, the language(s) and type/level of proficiency to be attained will be determined in consultation with the DGS and/or dissertation advisor, keeping in mind the research and career goals of the student. Minimum types/levels of proficiency will range from functional reading proficiency to advanced proficiency in spoken and written communication.

Fulfilling the Language Requirement

This language requirement must be satisfied by the sixth semester, by means of one of the following:

a) Evidence of research successfully conducted in the language(s)

b) Completion of relevant coursework. A student may gain approval from the DGS for a foreign language course credit earned at an institution prior to the student’s coming to Emory or may take an approved foreign language course at Emory: The language requirement may be fulfilled by passing with a grade of “B” or better an approved graduate or advanced undergraduate course in a foreign language. Students who select this option must have the permission of the DGS and/or Graduate Committee prior to taking the course.
c) Passing a translation examination (for reading knowledge). Students may repeat an exam without penalty until they pass.

d) A written and oral exam (for advanced proficiency).

**Translation Exams for other Programs**

Students in other departments who wish to take a translation exam in Spanish should send an email to the Graduate Program Coordinator, stating their desire to take a translation exam in Spanish and indicating their specific study area. Once the translation exam has been prepared (usually by the DGS), the Graduate Program Coordinator will contact the student to set an exam date. Students are given two hours in which to finish the exam. Use of a dictionary is allowed.
Pedagogical Training

Within Hispanic Studies, teaching ability, experience at a range of curricular levels, and pedagogical vision tend to be highly valued. Teaching and pedagogical training therefore play an important role in the program as we strive to prepare students for the job market. Such training also enhances students’ communication and leadership skills.

Key features of the teaching program include:

• Limited teaching. Students teach four semester-long undergraduate courses during their five years of study.

• Range of teaching. Students teach a wide range of courses, from lower-level language-culture classes to an advanced undergraduate seminar of their own design, normally related to their dissertation research. This unique sequencing of teaching assignments provides students with a range of teaching experience that is not commonly found among recent PhDs in Hispanic Studies and therefore constitutes a tremendous advantage for graduates when they seek academic or other employment.

• Initial course assignment. Doctoral students with no previous teaching experience normally begin by teaching Spanish 101 (Elementary Spanish and Hispanic Cultures). Students entering with more experience may begin their teaching experience at Emory in Spanish 201 (Intermediate Spanish and Hispanic Cultures) or Spanish 212 (Introduction to Hispanic Texts and Contexts).

• Teaching schedule. First-year students do not teach, nor do those who are preparing exams (normally in the fifth semester). Students normally teach during the third and fourth semesters. This allows them to spend an entire year focusing on the development of their teaching and communication skills at an opportune moment during their Emory career, prior to exams and immersion in individualized dissertation research. More advanced courses are taught during years 3, 4, or 5, depending on the students’ research schedule.

• Autonomy. Graduate students normally teach their own sections (i.e., they do not serve as assistants to other faculty, but rather take full charge of the teaching of their own section of 15-18 students). At advanced levels, doctoral students are responsible not only for classroom teaching but also for all content and design.

• Seminar on pedagogy. All students enroll in HISP 610 Pedagogy of Language and Culture during the third semester, at the same time that they teach their first undergraduate Spanish class. The course prepares new instructors to teach language and culture at a variety of levels in the curriculum, from beginning to advanced.

• Teaching mentors. At every level, doctoral students are assigned teaching mentors. In 100- and 200-level courses, course coordinators serve as mentors. While teaching at the Spanish 300 and 400 levels, graduate student instructors are assigned an individual teaching mentor—normally from the tenure-track or lecture-track faculty of the
Department of Spanish and Portuguese—to help them with their teaching responsibilities, provide feedback on their teaching, and to further their pedagogical development.

- Ongoing development. Students have ample opportunities to further their pedagogical development by attending presentations, workshops, and other training experiences organized by the Emory College Language Center, the Emory Writing Center, the Emory Center for Faculty Development and Excellence, the Emory Center for Digital Scholarship, and the Laney Graduate School. This programming includes attention to such topics as online teaching, digital pedagogy, heritage language teaching, languages for the professions, and community-engaged learning.

- Flexibility. Some students may wish to acquire other sorts of teaching experience in other departments, perhaps serving as a teaching assistant in a large lecture class or co-teaching (in Spanish or English) with a faculty member from Spanish and Portuguese or some other department. Those students who plan to pursue non-academic careers may also substitute the teaching of the fourth course with other experience that is relevant to their career goals, such as team research, community engagement, and digital scholarship.

- Summer teaching. Opportunities exist for additional teaching assignments during the summer, when doctoral students may request to teach (for extra pay) on-campus summer courses or online courses (which can be taught while traveling), or to participate as assistants on study abroad programs in Argentina, Brazil, or Spain.

**Teaching Responsibility**

All students are expected to teach four full courses during their five years of study. First-year students will not teach, nor will those who are preparing exams (normally in the fifth semester). Students will normally be expected to teach two courses during their second year, but students may petition to delay teaching in Semester 4 until Semester 6 in case of need.

This is a reasonable expectation in that it allows students to spend an entire year focusing on the development of their teaching skills at an opportune moment during their Emory career (prior to exams and immersion in individualized dissertation research).

**Teaching Schedule**

Following the tradition of language studies departments, graduate students normally teach their own sections (i.e., they do not serve as actual assistants to other faculty). In their first year of teaching they are assigned sections of lower-level multi-section courses which have a common syllabus, textbook and exams, as well as an experienced course coordinator who serves as supervisor and mentor. This allows our second-year graduate students to focus on methods and issues of effective classroom teaching. Students entering without teaching experience will teach Spanish 101, Elementary Spanish and Hispanic Cultures, and then progress in the Spring semester to the intermediate course Spanish 202. Students entering with prior teaching experience will begin with Spanish 201 (third-semester intermediate level) and progress to
Spanish 202, or they will begin directly in Spanish 212, Introduction to Hispanic Texts and Contexts, the multi-section introductory course to the undergraduate major in Spanish.

The decision about what level the student will begin teaching will be taken jointly by the DGS, the Director of the Spanish Language Program, and the Chair of the Department of Spanish and Portuguese. During their final three years, doctoral students will teach two more classes (timing will vary, but a likely schedule would include one course in Spring of the third year (following exams) and another course during the fourth year or the first semester of the fifth year (before entering the job market).

Graduate students in the program will not normally repeat teaching of lower-level courses, but rather progress to advanced-level teaching. Normally, this teaching will include one of the 300-level “foundational courses” of the undergraduate major in Spanish as well as a 400-level research seminar on a topic relating to the student’s dissertation research. The 300-level courses provide structure but also allow much more autonomy than lower-level courses at the 100 and 200 levels. The 400-level seminar requires that the student take full responsibility for the design of a syllabus while taking into account how it will fit within the undergraduate curriculum; syllabi must be approved by the DGS and/or Chair of the Department of Spanish and Portuguese. While teaching at the 300 and 400 levels, graduate student instructors will be assigned a teaching mentor (normally from the tenure-track or lecture-track faculty of the Department of Spanish and Portuguese) to help them with their teaching responsibilities and to further their pedagogical development.

**Alternative Teaching Opportunities**

We are committed to ongoing organization of workshops and other experiences (in collaboration with other Emory programs and centers, particularly the Emory College Language Center and the Center for Faculty Development and Excellence) that will allow students to develop expertise in online teaching and digital humanities, heritage language teaching, languages for the professions, and community-engaged learning; these may all influence the design of courses which our graduate students choose to teach.

We are aware that students may wish to acquire other sorts of teaching experience in other departments, perhaps serving as teaching assistant in a large lecture class or co-teaching (in Spanish or English) with a faculty member from Spanish and Portuguese or some other department. Those students who plan to pursue alternative careers may also substitute the teaching of the fourth course with other experience that will be relevant to their career goals, such as team research, community engagement, and digital scholarship. All these options are open to discussion and will need to be decided on a case-by-case basis in collaboration with the DGS and the dissertation advisor. Some students may also wish to add a fifth semester of teaching experience in order to strengthen their dossier.
The following table summarizes a prototypical plan for teaching and pedagogical training which will prepare Hispanic Studies doctoral students to become excellent teachers and communicators.

<table>
<thead>
<tr>
<th>Year and semester</th>
<th>Teaching Assignment</th>
<th>Accompanying Training and Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fall and Spring</td>
<td>No teaching</td>
<td>No required training</td>
</tr>
<tr>
<td>2 Fall</td>
<td>Spanish 101 or 201 or 212, according to level of experience and training (=TATT 605)</td>
<td>TATTO 600 (prior to teaching) Program Teaching Orientation (before classes begin) HISP 610 (while teaching) Guidance and mentoring from course coordinator and other experienced instructors</td>
</tr>
<tr>
<td>2 Spring</td>
<td>Spanish 202, 212 or 300-level course (=TATT 610)</td>
<td>Guidance and mentoring from course coordinator and other experienced instructors Optional workshops on teaching, including those sponsored or co-sponsored by the Emory College Language Center, the Writing Center, and the Center for Faculty Development and Excellence (CFDE).</td>
</tr>
<tr>
<td>3 Fall</td>
<td>No teaching (exams)</td>
<td>NOTE: Students who delay exams may teach during this fifth semester; they will not teach while taking exams in the sixth semester.</td>
</tr>
<tr>
<td>3 Spring</td>
<td>One 300-level foundational course or alternative career preparation experience</td>
<td>Teaching Mentor Optional workshops on teaching, including those sponsored or co-sponsored by the Emory College Language Center, the Writing Center, and the Center for Faculty Development and Excellence (CFDE).</td>
</tr>
<tr>
<td>Years 4 or 5</td>
<td>One 400-level undergraduate research seminar or alternative career preparation experience</td>
<td>Teaching Mentor Optional workshops on teaching, including those sponsored or co-sponsored by the Emory College Language Center, the Writing Center, and the Center for Faculty Development and Excellence (CFDE).</td>
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Pedagogical Training

TATTO
Before teaching their first class, doctoral students will complete the TATTO Summer Teaching Workshop (TATTO 600). The Graduate School requires all graduate students, including those who are on merit-based fellowships granted either by Emory or by outside agencies or foundations, to participate in the Teaching Assistant Training and Teaching Opportunity (TATTO) program. This program trains students in effective pedagogical methodologies which are applicable across the university in many different types of programs. It begins with a Summer Teaching Workshop (typically held in late August just before beginning of Fall semester) which includes presentations on the Liberal Arts curriculum, the media and its effects on conceptions of good teaching, working with students with special needs, attention to diversity issues, and hands-on practice through microteaching. The workshop usually runs for several days prior to the beginning of the Graduate School Orientation period before the student’s second year of study. Hispanic Studies graduate students are expected to enroll in the summer workshop following their first year of graduate study at Emory.

Program Training and Pedagogy Seminar
Students will also attend a two-day Program Orientation to Teaching (led by the Director of the Spanish Language Program). While teaching their first class (during Fall semester of year 2) they will enroll in HISP 610 Pedagogy of Language and Culture. Given the many challenges and particularities of teaching in a second language, students benefit most by taking the pedagogy course at the same time that they begin teaching; this rich integration of experience and reflection is reinforced by teaching again in the spring semester of year 2.

Ongoing Pedagogical Preparation. The responsibilities and activities listed above are understood to form part of the graduate student’s professional development and socialization into academic life. Many of the most important aspects of teaching are acquired through interaction and dialogue with other professionals, and by talking to students about their learning. Specific ways in which pedagogical training is carried out include:

Professional Concerns Seminars focused on Teaching. These may include presentations or panel discussions on issues related to teaching (e.g., a presentation/workshop on how to respond fairly and clearly to student essays, or a panel discussion on the place of teaching in the academic career). At least one of these is organized each semester by the Committee on Teaching. The Emory College Language Center, the Center of Faculty Development and Excellence and other university units also organize workshops and presentations on teaching and learning, and Spanish graduate students are encouraged to attend these when relevant to their interests.

Teaching Observation Pairs. The Committee on Teaching organizes a series of teaching observation pairs for more advanced graduate students. Typically, graduate students in their second year of teaching will pair with a more advanced graduate student, and graduate students
in their third year of teaching will pair with any instructor (graduate or faculty) who has experience teaching at the level the graduate student is teaching. Participants observe one class taught by the other participant, and then meet to discuss each class, strengths and areas for improvement as well as alternatives. A one-page report is submitted by each participant to the Committee on Teaching.

**Discipline-specific graduate seminars on pedagogy.** Graduate students are encouraged to consider coursework in other departments focusing on teaching in other disciplines which may be relevant to teaching Spanish language and Hispanic cultures. Possible courses of interest include:

- **Linguistics 585** Critical Approaches to the Teaching of Language and Culture (for experienced graduate student instructors within a year or two of seeking employment; includes preparation of teaching portfolio, design of undergraduate and graduate seminars)
- **French 505** Problems in Foreign Language Teaching (focusing on first-year language teaching)
- **English 791** Teaching of Composition
- **English 789** Special Topics in Literature: Pedagogy of Literature
- **Comparative Literature 753** Teaching of Literature
- **Women’s Gender and Sexuality Studies 720** Teaching Women’s Studies
- **Art History 790** Teaching Art History

**MLA Job Interview Preparation.** Each December, faculty lead workshops and mock interviews for graduate students who will be interviewing at the MLA and help prepare them for interviews. These training sessions include significant attention to discussion of teaching, a major topic of discussion during most job interviews. In line with changes that characterize how many institutions now conduct academic job searches, faculty also organize mock Skype interview sessions.

**Summer Teaching Opportunities.** Graduate students may apply to work as course instructors or program assistants in the summer months. All assignments are contingent upon the quality of the graduate student’s scholarly work as well as teaching and administrative performance. Such opportunities include the following:

- **Teaching on Emory campus.** Graduate students can acquire useful experience teaching other Spanish courses they have not taught previously (e.g., Spanish 201 or other courses focusing on Spanish in the professions, such as health professions, law, and business).
- **Study Abroad.** The Department and the Center for International Programs Abroad (CIPA) organize several undergraduate summer programs in which Hispanic Studies graduate students may serve as assistants and/or instructors. These include the Summer Program in Spain (Salamanca) and the Summer Program in Argentina (Buenos Aires). Other departments sometimes offer summer study abroad programs which visit Spanish-speaking countries; Hispanic Studies graduate students are encouraged to contact CIPA regarding these possibilities.
Evaluation of Teaching/Administrative Performance

Movement through the sequence is contingent upon a) demonstrated excellence in teaching at each level and b) demonstrated responsible and collegial behavior, including prompt and careful completion of all administrative responsibilities associated with teaching in the department, in order to guarantee high-quality undergraduate teaching. In particular, only students with clearly excellent teaching records will be allowed to design and teach a 400-level seminar.

Like faculty, graduate student instructors are evaluated at least once a year by the departmental Committee on Teaching (usually in the Fall semester), and receive official feedback from the committee on their teaching and administrative performance. These annual evaluations are distributed to graduate students by the DGS.

The Committee on Teaching utilizes undergraduate student course evaluations, class observation reports by faculty, and feedback from coordinators in making its annual evaluation. Graduate student instructors are expected to demonstrate excellence in classroom teaching as well as in administrative performance. Administrative responsibilities include the following:

- Attendance at all meetings scheduled by the coordinator, and active participation in all aspects of activity and test design.
- Participation in design and discussion of the course syllabus or, if assigned a 400-level seminar, submission and discussion of a course syllabus to the Chair and/or DUS for feedback.
- Soliciting of mid-term evaluations from pupils taught and discussion of results with course coordinator, the Director of the Language Program, or other members of the Committee on Teaching.
- Maintaining clear and timely communications with colleagues, course coordinators, Director of the Language Program, DGS, and Chair.
- Active participation in teaching observation and teaching pair activities organized by the Director of the Language Program and/or the Committee on Teaching.

In cases in which there are identifiable problems with a graduate student instructor’s performance in or out of the classroom, the Committee on Teaching will ask a faculty member to observe that instructor’s class and/or meet with the instructor to consider ways of improving his/her performance.
Comprehensive Doctoral Examination

Preparing for the Exam
The doctoral exam is prospective in orientation, designed to help students establish a base for their dissertation research. It is composed of four parts: an Individualized Research Overview (IRO) and three related topic areas. In consultation with a three-member exam committee, the student will identify three topics that are an integral part of the student’s emerging research interests, as laid out in the IRO (see below). These areas might be defined by chronological period, geographical region, genre, theoretical or methodological approach, intellectual problematics, media, and/or language/linguistic study. Beginning normally in the fourth semester of study, each student works in close consultation with the members of the exam committee to design reading lists corresponding to each of these three areas. These lists should be completed by the beginning of the semester during which exams will be written, and submitted with the one-page plan for the Individual Research Overview.

Individualized Research Overview (IRO)
The IRO is a key unifying element of the doctoral exam. In preparation for this part of the written section of the exam, the student writes a one-page single-spaced statement explaining his/her core research interest and including a two-page single-spaced bibliography. Development of this statement begins in the student’s first year of the program, at the end of which each student turns in a first long-term research plan. Each student will be asked to submit annually a one-page research statement as part of their annual activities report; these statements will serve as a stimulus to begin thinking about the dissertation project, provide a basis for faculty feedback, and aid each student in identifying grant opportunities.

The one-page IRO plan must be submitted no later than the beginning of the semester during which the student will take the exam; it will be circulated among members of the exam committee for approval and serves as the basis for the IRO, which constitutes the first section of the doctoral exam. The IRO should take the form of an extended discussion of the problematics that will figure prominently in the student’s future research endeavors, and should include a review of the bibliography submitted with the initial statement.

Exam Schedule and Structure
Students usually sit for written and oral preliminary doctoral exams at the end of their fifth semester of study.

The written exam consists of the IRO (prepared without time limitations) and three extended essays written in response to one of two questions for each of the three areas of scholarly inquiry. Students will be given 5 business days (Monday to Friday) to complete the three extended essays. The IRO may be written in Spanish or English; of the three exam sections based on areas of research inquiry, two must be written in Spanish and the remaining one in English.

The oral exam consists of a two-hour discussion of the student’s written responses and the readings included in the bibliography, with particular emphasis on the relation of these to the IRO. The oral exam is normally divided into parts conducted in Spanish and other parts conducted in English. The linguistic flexibility governing the exam structure is consonant with
the program’s objective of producing bilingual scholars whose research, teaching and future employment will depend on their ability to communicate effectively, both in writing and orally, in Spanish and English, with diverse audiences in academia and the public and private sectors.

Logistics: The written exams will be scheduled within the first two weeks of November, in the case of the Fall semester, or within the last week of March and the first week of April, in the case of the Spring semester. Normally a student will receive an electronic copy of the exam via e-mail at 8:00 am on Monday, and send the typed answers by email in attachment form by Friday, 3:00 pm to the Graduate Program Coordinator. The length of each of the answers should be 10-15 pages long, double-spaced, Times New Roman, 12 point (excluding any bibliographical references). Upon receiving the student’s email, the Graduate Program Coordinator will circulate the answers among the members of the graduate faculty, who will in turn submit their comments to the Graduate Program Coordinator and the DGS by the stipulated deadline. Before being allowed to proceed to the oral exam, a student may be asked to rewrite any section of the written exam if the first effort is judged to be unsatisfactory by a simple majority of the members of the graduate faculty, in which case the DGS will consult with the graduate faculty before proceeding.

Appeal to retake the Doctoral Exam

A student who fails any one of the exam sections dedicated to the three areas of scholarly inquiry will be allowed one additional opportunity to rewrite the response. Similarly, a student whose IRO is judged not to be of passing quality will be allowed one opportunity to rewrite it. The rewritten sections must be submitted by a date that will be determined by the exam committee, generally no later than the third week of the following semester. A student who fails three or more sections of the exam on the first attempt (either the IRO and two of the three sections devoted to the areas of scholarly inquiry, or all three of latter) will not be allowed to continue in the Ph.D. program. Likewise, a student who does not succeed in passing all sections of the exam on the second attempt will not be allowed to continue in the doctoral program. A student may appeal a failing grade on the written exam to the Graduate Studies Committee.

Prospectus and Dissertation

Prospectus

The prospectus must be completed during the semester following successful completion of the doctoral exam (normally Spring semester of the third year). This document will be prepared in consultation with the dissertation advisor and the dissertation committee, which must be constituted and approved by the LGS by mid-semester (optimally, by March 15th) during this same semester.

The prospectus is a 20-30 page document with bibliography that proposes:

- Dissertation topic and significance
• Methods, approaches, object of study
• Scholarship review
• Preparation and qualifications for studying topic
• Preliminary chapter outline

After receiving approval of the written version of the prospectus, each student presents her or his work in a “prospectus colloquium.” In communicating the premises and initial/possible results of their research, and explaining the latter’s significance, students gain useful feedback and participate in a culture of scholarly collaboration. The prospectus colloquium consists of an oral presentation made by the student to the faculty members who comprise his/her dissertation committee, as well as faculty and students from the program who wish to attend, along with other guests the student wishes to invite.

**Dissertation Defense**

The dissertation defense is the final requirement for the Ph.D. degree. It is an academic exercise open to the general university public.

A date is set in consultation with the dissertation advisor, members of the committee, and the DGS. In most cases the doctoral exam committee will become the dissertation committee, but there may be exceptions. The student should complete the Dissertation Committee Form (available on the LGS website) and submit it to the Graduate Program Coordinator as soon as possible.

Upon completion of the full dissertation manuscript and its approval of by the committee, a public presentation and defense of the dissertation is scheduled.

The defense consists of:

• Short presentation by the student
• Questions and comments by the committee
• Additional questions or comments by others present
• The committee meets privately to vote. If the vote is positive, the student will proceed to prepare the final version for presentation to the Graduate School, with emendations suggested by the dissertation committee during the defense proceedings.

Approved dissertations are archived in an online database: [https://etd.library.emory.edu/](https://etd.library.emory.edu/).
Candidacy and M.A. upon Candidacy

In order to qualify for candidacy, students must successfully complete the following:

- Complete all program requirements for candidacy: coursework and other training required by the degree program (including program professional development and professional concerns workshops)

- Demonstrate an appropriate level of proficiency in at least one language other than Spanish and English (the research and career goals of some students may require them to acquire some level of proficiency in more than one language other than Spanish and English).

- Have earned at least 54 credit hours at the 500 level or above

- Complete TATTO 600, TATT 605, JPE 600, and program required JPE training

- Resolve any Incomplete (I) or In Progress (IP) grades

- Be in good standing with a minimum cumulative 2.70 GPA

- Complete a doctoral preliminary exam (both written and oral portions)

- Approval of a dissertation prospectus

Per the Laney Graduate School requirements, “Students must reach candidacy by September 15 of their fourth year. Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.”

How to Apply

Students apply for Candidacy by completing and submitting to the Graduate Program Coordinator the Application for Admission to Candidacy, available on the LGS website.

At this juncture, a student may also apply for an MA upon Candidacy. To apply students must fill out and submit to the Graduate Program Coordinator the Application for the MA Degree and the Report of Completion of the Requirements for a Master’s Degree, also available on the Laney Graduate School website.
Residence

The Program in Hispanic Studies offers graduate students five years of funding for residence. Full residence in any semester requires satisfactory completion of a minimum of 9 semester hours of course work, research, or directed study acceptable for graduate credit. PhD candidates in the Program in Hispanic Studies are expected to maintain residence both for their own benefit and for the benefit of the program. The presence and participation of graduate students in our academic community contributes to the timely completion of the dissertation, as it ensures ready access to research materials and other important services, and facilitates contact with advisors and committee members.

While in residence, PhD candidates also have greater opportunity to explore their own important contributions to the community of scholars and mentors, both students and faculty at Emory. graduate students’ regular presence enables them to actively engage in ongoing conversations and participate in the intellectual and social events that enhance individual and group training in the Program, including colloquia; workshops (pedagogy, grant writing, dissertation writing, the job market); guest speaker lectures; town hall meetings; recruitment weekend; and graduate student group meetings. This interaction and immediate access to resources equips advanced graduate students to make optimum progress in the research and writing of their dissertations and can better prepare them for the realities of their future academic careers.

Leave for Fieldwork

The Program in Hispanic Studies recognizes that some students will need to spend one or two semesters outside of Atlanta to complete fieldwork necessary to their dissertation research. Students who wish to be exempted from residency requirements for fieldwork must petition the Graduate Studies Committee before the end of the semester prior to the semester(s) they are planning to be away. By the time the student submits this petition, s/he must have met the following criteria:

- Have passed their comprehensive doctoral exams,
- Have had their dissertation prospectus accepted by the Graduate Studies Committee, and
- Have presented to the Graduate Studies Committee the intended research project (explaining the necessity of fieldwork), with a letter from the student’s advisor supporting the student’s plan.

The petition must then be approved by the Graduate Studies Committee.

To petition for this type of leave, the student must submit a letter addressed to the graduate faculty, including the information listed in the three bullets above. The student must also submit
supporting documents to validate the fulfillment of all requirements (these documents may be sent as an attachment via email to the Graduate Program Coordinator.

For more information about petitioning for a leave of absence, please review the Laney Graduate School handbook.
Going on the Job Market

For nearly all students in the Program, a graduate education is also pre-professional training for employment in an institution of higher learning as a scholar and teacher. Although the job search is a few years away for incoming graduate students, they should begin taking preparatory steps for it. Graduate students at all stages of the program should:

- maintain contacts at their undergraduate institutions;
- establish a new network of contacts from readings, conferences, and lectures;
- submit papers to conferences and for publication;
- periodically consult relevant professional publications and *The Chronicle of Higher Education* to keep abreast of the kinds of positions available, trends in the profession, type and number of hiring institutions, and so on;
- try to obtain a broad range of teaching experience;
- cultivate a network of supporting Program faculty (candidates need four, even five strong letters of recommendation);
- attend any meetings scheduled by the Program (or the Graduate School) regarding the job market;
- and, finally, start reserving funds for the job search.

**Funding:** Students who are on the job market may apply to the Laney Graduate School for Professional Development Support (PDS) funds to attend the MLA for interviews. See the LGS website for the PDS application for conference funding.

The LGS also provides a subsidy and free membership to *Interfolio* for students to manage their job applications and recommendation letters. Each year the Graduate School sends students updated instructions to access the *Interfolio* credit.

**Finding Jobs:** Students seeking jobs in academic fields should consult the *MLA Job List*, the *Chronicle of Higher Education* and other relevant professional lists, announcements sent via e-mail, and the Program’s graduate student bulletin board.

**Planning:** Since students apply for as many jobs as possible, they need to set aside a great deal of time for assembling materials to send off to each school. Faculty members usually need several weeks to write letters of recommendation because of their own busy schedules; it is incumbent on the student to provide recommenders with the information needed to write a strong and detailed letter (updated cv – including dissertation title and abstract, copy or draft version of cover letter, and any supporting statements on research or teaching).

**Establishing a Dossier:** The candidate must establish a dossier with the Emory Career Center. Typically, the dossier includes a detailed form with information much like that on a curriculum vitae, a list of courses taken, and four to six letters of recommendation—which hiring institutions seem to emphasize most. Veterans of job searches encourage candidates to work on
their dossiers the summer before the fall in which they intend to apply for jobs. The letter of application takes a long time to write and should be prepared weeks before any announced deadlines.

**Documents in the dossier:**

a) **The curriculum vitae:** The cv needs to be carefully constructed and edited because it summarizes, at a glance, the applicant’s qualifications and achievements. The cv will either open the door for extended scrutiny and consideration by a search committee of the materials in an applicant’s dossier, or will promptly shut that door if it appears that the student lacks the required qualifications or is a mismatch with the advertised position. Students should look at various models of cvs and, if possible, have one or more faculty members review the cv for accuracy, clarity, and thoroughness of the presentation of their credentials.

b) Students may have to compose additional documents in support of their applications, including a **Statement on Teaching and/or a Statement on Research.** The former discusses teaching philosophy re language and culture/literature; the latter summarizes areas of research interest, gives a summary of the dissertation (questions asked, conclusions arrived at, contributions it makes to the field), and outlines one or more future research projects (beyond the revision and publication of the thesis).

c) **Recommendation letters from faculty:** students must indicate on the Career Center forms whether or not they choose to waive access to these recommendations. Search committees generally lend far greater credence to confidential letters. A student should therefore think carefully before deciding that s/he wants to retain the right to access his/her letters.

d) Some departments request that students send one or more **writing samples** in support of their applications. Appropriate samples include published articles or a chapter (complete or in progress) of the dissertation.

**The Application Letter:** Since students normally apply to a variety of positions/institutions, they shouldn’t try to use a standard cover letter. Each student’s letter should be tailored to emphasize his/her strengths based on the type of institution to which they plan to apply. An application to a Class I research university, for example, may emphasize very heavily the dissertation and scholarship/research, while an application to a liberal arts college may emphasize teaching experience and the reciprocity between the applicant’s teaching and research interests. Because of the way jobs are subdivided by fields, and because of the ways in which some dissertations overlap these fields, it also may happen that students need different versions of their cover letter to best highlight their qualifications for a multiplicity of positions.

**Keeping track of applications:** When applying to multiple positions, students need to keep track of different deadline dates, search committee contact information, required application materials, etc. Many students find that entering this data into an Excel spreadsheet allows them to keep a record of what they need to send and when and to whom they need to send it.
An MLA Boot Camp is usually held each fall to help students compose job application documents and prepare for interviews.
Appendix

Graduate Student Annual Activity Form
Ph.D. in Hispanic Studies

Graduate Students must complete this form and submit it by April 15 to the Graduate Program Coordinator. Failure to submit this form may affect enrollment eligibility and program status.

Academic Year 20_____ - 20 ______

Student name ____________________________________________
Date____________________________________________________

1. List graduate courses taken during the current academic year (course number, title, instructor). Also list grades, if known. Note: taking the preliminary doctoral exam should be recorded as HISP 599R; dissertation prospectus preparation=HISP 797R; dissertation writing in progress=HISP 799R.

2. List courses you taught (if applicable). Include course number and title; specify your role (instructor of record, discussion section leader, TA to regular College faculty, co-teacher). Specify if classes are small discussion or large lecture format.

3. Conference presentations. For each, include (in MLA format) title of your paper, name of conference or sponsoring institution/professional association; location (city/state or, if international, city/country), dates of conference.
4. Scholarly work(s) published or currently under review. For each, indicate title, journal or other venue, and status (published, in press, accepted, under review). When listing work already published, please use correct MLA format or other accepted editorial style to give complete bibliographic information.

5. Participation in Emory-led workshops and seminars for graduate students on research, teaching and/or ethics. For each, indicate title of workshop, name of sponsoring unit, date.

6. Grants/fellowships you applied for. Indicate name of fellowship, sponsoring unit, status of application.

7. Leadership roles (graduate student representative to committees, conference organizer, assistant director or program assistant to summer study abroad programs, mentoring roles, etc.)

8. Awards and other distinctions received. Give relevant details.
9. Other professional development activities, including those you participated in during the previous summer.

**Research progress.** Please respond in brief to the following questions about your research project plans and implementation.

a. What are your present dissertation plans? i.e., topic, fields/foci, advisor(s).

b. What work have you done during the current academic year that has helped prepare you to undertake your project?

c. What steps will you take next year to further prepare and develop your ideas?
Annual Graduate Student Evaluation Form
Interdisciplinary Ph. D. Program in Hispanic Studies

Students in the Ph.D. program in Hispanic Studies receive an annual evaluation at the conclusion of the Spring semester, which becomes a part of the official record of their Emory career. The evaluation is based on input from all relevant graduate faculty. Additional input is gathered from the Committee on Teaching of the Department of Spanish and Portuguese (or other appropriate committee or supervisor, if a student is teaching in a different department/program) as well as from course coordinators and teaching mentors. The intent of the annual evaluation process is diagnostic; evaluations are designed to ensure that students are meeting expected learning goals and making progress toward fulfillment of degree requirements. Students are required to discuss their annual evaluations in a follow-up meeting with the DGS (and primary advisor, if already selected), who may make recommendations for improvements as needed. The annual evaluation process is a mechanism for opening and sustaining an ongoing dialogue with faculty. Students are highly encouraged to seek additional advice and assistance from a range of graduate faculty and/or teaching supervisors; achieving success in the program is more likely in the context of an established partnership between graduate students and their advisors/mentors.

A. Academic performance

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### B. Teaching performance (for 2nd-year and more advanced students)

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<th>Exceeds program expectations</th>
<th>Meets program expectations</th>
<th>Some improvement needed</th>
<th>Deficient</th>
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</thead>
<tbody>
<tr>
<td><strong>Teaching effectiveness.</strong> Demonstrated understanding of course content and methods of delivery; application of relevant instructional strategies in the classroom setting; creation of learning environment that fosters student engagement; capacity to model expectations for student performance; successful classroom management; timely feedback on student work.</td>
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<td><strong>Cooperation/collaboration (in multisection courses).</strong> Attendance at required meetings; fulfillment of assigned responsibilities/contributions (i.e., exam construction, materials preparation, Blackboard site management, etc.).</td>
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<tr>
<td><strong>Syllabus design (if applicable).</strong> Ability to develop a course syllabus based on clearly defined learning objectives; identification of the relationship between course objectives, course content, and sequencing of materials; statement of clearly-defined mutual expectations.</td>
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<tr>
<td><strong>Teaching philosophy (if applicable).</strong> Ability to prepare a concise narrative that conveys teaching beliefs/values; communicates your goals as instructor; describes methods you use; provides evidence of teaching effectiveness; shows you are reflective and purposeful about your teaching.</td>
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### C. Professionalization

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<th>Deficient</th>
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<tbody>
<tr>
<td>Presentation of papers at highly-regarded national scholarly conferences</td>
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<td>Submission of scholarly research for publication in refereed journal</td>
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<td>Activity</td>
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<tr>
<td>Attendance and participation in workshop(s) of ECLC, CFDE, LGS (pedagogy, research, ethics); participation in Hispanic Studies Professionalization Workshops</td>
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<tr>
<td>Participation in activities sponsored by Hispanic Studies program (lectures, conferences, etc.)</td>
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<td>Leadership roles (i.e., student representative to committees, conference organizer, assistant director or program assistant to summer study abroad programs, mentoring roles, etc.)</td>
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</table>

**D. Progress**

**Progress.** Timely completion of program requirements, following schedule outlined for years 1-5 in the program

Comments/Observations (including expectations for following summer and academic year):