

DEPARTMENTAL POLICIES ON THE PH.D. IN SPANISH

The PhD program in Spanish admits students holding either a B.A. or an M.A. at the start of their course of study. The requirements for the PhD in Spanish are stated in the graduate record, and outlined here:

<u>YEAR ONE</u>	
Fall Semester (1)	Spring Semester (2)
Course 1 (3 credits)	Course 5 (3 credits)
Course 2 (3 credits)	Course 6 (3 credits)
Course 3 (3 credits)	Course 7 (3 credits)
Course 4 (3 credits)	Course 8 (3 credits)
Intro to Grad Studies (1 credit)	Submit Statement of Research Interests by May 1
Summer	
Revise a Seminar Paper for Publication and/or Inclusion in Portfolio Begin Work on Reading Lists	
<u>YEAR TWO</u>	
First Semester (3)	Second Semester (4)
Course 9 (SPAN 8210, 3 credits)	Course 12 (3 credits)
Course 10 (3 credits)	Course 13 (3 credits)
Course 11 (3 credits)	Course 14 (3 credits)
Non-Topical Research (3 credits)	Non-Topical Research (3 credits)

Professional Life After Graduate School
(1 credit)

Submit Second-Year Portfolio by April 1

Summer

Develop Reading Lists and Exam Questions for Comprehensive Exams

YEAR THREE

Fall Semester (5)

Course 15: SPAN XXXX Comprehensive Exams (12 credits)

As part of this course, students will:

- Submit Reading Lists and Portfolio Contents by September 1
- Submit Comprehensive Exam Portfolio by November 15
- Complete Oral Exam by December 15

Spring Semester (6)

Course 16: SPAN XXXX Dissertation Proposal (12 credits)

As part of this course, students will submit and defend the Dissertation Proposal before the end of the semester.

Complete Language Requirement by the end of the semester

Summer

Begin Dissertation Research

YEAR FOUR

Fall Semester (7)

Dissertation Work

Spring Semester (8)

Dissertation Work

Summer

Continue Dissertation Work

YEAR FIVE

Fall Semester (9)	Spring Semester (10)
Dissertation Work	Submit and Defend Dissertation by the end of the semester

1. Advising and Mentoring

In August of the first year in the program, the DGS will assign a faculty advisor to each graduate student. In principle, that person will serve as the student's advisor until the student identifies a dissertation director in the second semester of the third year, although students are free to change advisors as they develop relationships with individual faculty members. The student should discuss such a change with the DGS and allow the DGS to notify faculty members of such a change.

Students will be provided with the mentoring and suggested work plan for Graduate Students in Spanish when they enter the program.

2. Coursework.

Students must complete 14 graded, three-credit courses, the 12-credit Comprehensive Exams course, and the 12 credit Doctoral Dissertation course, at the University of Virginia. They must also complete two one-credit courses, "Introduction to Graduate Studies" and "Professional Life After Graduate School." They are expected to pursue a diversified course of study that balances work in their prospective research field with work in other fields of literature and culture, as well as cognate disciplines. To achieve this end, each student must meet the following distribution requirements. A single course may fulfill more than one requirement. Students are expected to select their courses in consultation with their advisor. They are also encouraged to integrate part of their work into a coherent curriculum that will become the secondary field of interest in the comprehensive exams. If that field lies outside the department, it is expected that the student will work with faculty competent in that field.

1. One course on media (archival sciences, oral, manuscript and/or print culture).
2. One course in the History of the Spanish Language.
3. Two courses in theory in the humanities and/or social sciences.
4. One course from an area of study different from that of the student's proposed dissertation research (i.e. a student specializing in Latin America must take at least one course about Peninsular Spain).
5. A minimum of two graduate courses outside the Spanish program. Students are allowed to take up to 4 courses outside the department, including those that they used to satisfy

other coursework requirements stated here. Taking a fifth requires approval of the advisor and the DGS.

6. SPAN 8210, Teaching Foreign Languages

With prior approval of the DGS and the Graduate Committee, students may satisfy any of these requirements, except SPAN 8210, with Independent Study courses, keeping in mind that such courses may not reproduce standard courses offered by the department or the University, and require the participation of a supervising faculty member.

3. Introduction to Graduate Studies

First-year students are required to take "Introduction to Graduate Studies," a one-credit course that covers a variety of topics having to do with research, publication, wellness, and professionalization. The specific topics are established at the end of the previous spring semester by the DGS, in consultation with the faculty and the current graduate students. The DGS is the instructor of record for this course.

4. Statement of Research Interests

At the end of their first year, students are required to submit a two-page statement outlining their current research interests and their plans for pursuing them. The statement should include the student's plans for satisfying the language requirement (no. 9 below). This statement should be developed in consultation with the student's advisor and must be submitted to the advisor and the DGS by May 1. The advisor and DGS will provide written feedback to the student by May 15. The student should spend time over the summer reviewing the comments on the research statement and revising seminar papers written during the first year. The student may also choose to travel for research purposes. The student will revise this statement during second year, and include it in their Second-Year Portfolio (see below).

5. Professional Life After Graduate School

During the second semester of year 2, students will complete a 1-credit course that introduces them to professional life after graduate school. The specific topics are established at the end of the previous fall semester by the DGS, in consultation with the faculty and the current graduate students. The DGS is the instructor of record for this course. Students are encouraged to explore the Ph.D. Plus program offered at the University.

6. Second-Year Portfolio and Permission to Proceed

By April 1 of year 2, all students will submit a Second-year Portfolio for evaluation in order to receive permission to proceed. This portfolio will consist of the following:

1. Two heavily revised course papers and/or a published article
2. A revised Statement of Research Interests that includes a one-page bibliography (see above).
3. The names of 3 tenure-track professors who have agreed to serve as **comprehensive examination committee members** (See below for details).

The portfolio will be evaluated by those members of the tenure-track Spanish faculty who have taught the student, using an established rubric. By May 15, the DGS will inform the student of the faculty's decision regarding their permission to proceed, and will provide written feedback on the portfolio. If a student is not granted permission to proceed, a terminal MA will be granted. Students who are invited to continue are urged to spend their second summer developing the contents of the Comprehensive Exam Portfolio (see below).

7. Comprehensive Examination

General Description

During the Fall Semester of year 3, the student will enroll in 12 credits of Guided Research. A member of the student's comprehensive examination committee will serve as the instructor of record for that course. Under the direction of the committee, the student will develop a Comprehensive Exam Portfolio (contents described below), to be submitted by November 15. The committee will evaluate the written work included in the portfolio and conduct an oral exam (described below) no later than December 15.

The Comprehensive Exam Committee

The comprehensive exam committee must consist of at least two members of the department's tenure-track faculty. The third member must be a tenure-track faculty member, but may be from outside the department.

The Comprehensive Exam Portfolio

The Comprehensive Exam Portfolio will consist of three reading lists (a general area list, a primary field list; and a secondary field list) as well as the written work required for each list. A description of the lists and of the required written work follows below. The portfolio as a whole will be prefaced by a table of contents and an introductory statement (3-5 pages) framing the materials.

Reading Lists

The reading lists for the comprehensive exam will be composed of the following:

- 1) **General Area List:** This list encompasses a broad series of texts/objects from an identifiable field of Hispanic or Luso-Hispanic studies. Roughly 30 texts. Examples include but are not limited to: Modern Iberian Literary and Cultural Studies; Latin American Literature; Islamic Iberia; Modern Narrative; Text and Image
- 2) **Primary Field of Research:** Roughly 40 texts, including both primary and secondary sources. Fields can be organized in a variety of ways, including but not limited to period, genre, and/or theoretical approach.
- 3) **Secondary Field of Research:** This list may cover, but is not limited to, a theoretical approach, a cognate discipline or field, and/or a methodological approach, and will consist of roughly 30 texts, including both primary and secondary sources.

Students are encouraged to begin developing their lists during the first two years, while they are taking courses. The development of reading lists should be carried out in close consultation with the appropriate tenure-track faculty, who will then be asked to serve on the comprehensive exam committee. The lists must be finalized and approved by the comprehensive exam committee by September 1 of year 3. The student must inform the DGS by that date that the lists have been approved.

Field Papers and Teaching Materials

1. **General Area:** Each student will submit a set of teaching materials that corresponds to the area covered by the General Area List. These materials will include two course syllabi and a statement of teaching interests.
2. **Primary and Secondary Field Papers:** In conjunction with the comprehensive exam committee, the student will develop a broad exam question that covers the major texts, genres, themes, issues, and controversies of the field for each list. The student will answer that question in a paper of roughly 30 pages, including bibliography and notes. These essays are considered “open book,” and the student may consult with faculty members as necessary. Students are encouraged to draw upon written work completed in prior semesters, but they are expected to heavily revise whatever they submit.

The Oral Exam

The oral examination will be held no later than December 15 of the student’s third year. During the exam, the committee will be free to ask about any aspect of the comprehensive exam portfolio, including the three lists, teaching materials, and two field essays. Students should expect questions concerning the written work submitted as part of the portfolio, as well as

broader theoretical, methodological, and field-oriented questions relating to the student's three reading areas. The exam is expected to last about 80-90 minutes.

Oral exams in our Department are public; they are open to all members of the Department, as well as friends and relatives, and graduate students are encouraged to attend. If for some reason the student cannot attend an in-person meeting, the oral exam may be held online.

The committee will assess the student's work using a standard rubric, and inform the student of the results shortly after concluding the exam. The committee may require the student to make revisions to the written work included in the portfolio. In that case, the revised work must be submitted to the committee by February 15 of year 3. This evaluation will determine the grade that the student receives for the 3 credits of Guided Research to be taken during the Fall semester of year 3. Should the student be required to revise work, they will receive a grade of Incomplete for that course.

A note for students with disabilities: It is possible to alter the format and timing of the exams to meet accommodations that have been determined in consultation with the Student Disability Access Center (SDAC). Please make sure to speak with the SDAC, your advisor, as well as the DGS as soon as possible.

8. Dissertation Proposal

The Dissertation Committee

Following the comprehensive examination, the student will form a dissertation committee in consultation with the DGS. That committee must be composed of four tenure-track faculty members, at least one of whom must be from outside the department. The members may or may not include the individuals who comprised the comprehensive exam committee. One member will serve as the Dissertation Director and as the student's primary advisor in the program. That person will also serve as instructor of record for the 12 credits of Guided Research to be taken in the Spring semester of year 3. The committee may also include an additional committee member from another university with permission from the Graduate School. Students are expected to finalize their dissertation committee no later than January 30 of their third year.

Dissertation Proposal

During the spring semester of their third year, the student will develop an 8-10 page dissertation proposal under the supervision of the dissertation committee. Development of this proposal will constitute the course requirements for the three credits of Guided Research to be taken in the Spring semester of year 3. The proposal will clearly state the research question that the student proposes to answer, will describe the materials and the methods that the student will use in answering that question, and will state a preliminary hypothesis. The proposal will also include a

bibliography of relevant primary and secondary sources, as well as a research plan. The student must submit the proposal to the dissertation committee two weeks before the agreed-upon proposal defense date. The proposal defense must be held before the end of the Spring semester of year 3. The results of the defense will determine the grade for the three credits of Guided Research.

PhD Candidacy

A student who is at the dissertation stage is considered to be a Ph.D. Candidate, or to be in PhD Candidacy. In order to advance to candidacy for the Ph.D, students are expected to have completed all pre-dissertation requirements, including coursework, language proficiency examinations, the comprehensive exam, and the dissertation proposal defense, by the conclusion of their third year of study.

9. Language Requirement

Students will demonstrate a competent reading knowledge of two foreign languages (other than Spanish and English), or mastery of one. Students planning to fulfill the requirement with languages taught outside the department are urged to contact the relevant department for more details about the examinations they administer, or to speak with the DGS. Students using Italian should contact Prof. Cesaretti; for Portuguese, Prof. Carter.

The language or languages to be used will be decided by the student in consultation with his or her advisor. The language requirements should be met prior to entering candidacy. (Languages are intended to serve as research tools.)

Students who have not met the language requirements by the stated time or within the grace period allowed by the Graduate School, will be obliged to take a leave of absence or withdraw until they fulfill all requirements necessary to continue in the program.

10. Dissertation

The Dissertation

A student who is at the dissertation stage is considered to be a Ph.D. Candidate, or to be in PhD Candidacy. In order to advance to candidacy for the Ph.D., students are expected to have completed all pre-dissertation requirements, including coursework, language proficiency examinations, the comprehensive exam, and the dissertation proposal defense, by the conclusion of their third year of study.

The student will complete an original dissertation, guided by the Dissertation Director, and in close consultation with the rest of the dissertation committee. The dissertation must conform to the regulations of the Graduate School of Arts and Sciences as stated here:

<https://graduate.as.virginia.edu/thesis-submission-and-graduation>.

The dissertation may be written in English or Spanish. The final text of the dissertation must be provided to the Director and the other readers at least six weeks before the oral defense of the dissertation is scheduled. Students are encouraged to share chapters of the dissertation with committee members prior to final submission.

The Dissertation Defense

The student will defend the dissertation orally before the established dissertation committee, which will consist of a Dissertation Director, two other members of the department's tenure-track faculty, and a tenure-track faculty member from outside the department who will serve as the Dean's representative (see 8 above). It is expected that the student will defend their dissertation during Spring semester of the fifth year, and graduate that May, although it is also possible to delay the defense and the graduation until the summer after fifth year, provided the committee members are available.

Students who are in good academic standing and require additional time to complete their dissertation are eligible to apply for an additional year of fellowship support from the Graduate School and other sources external to the University. Students can also move to an affiliate status that allows them to retain access to e-mail and electronic library holdings while completing their dissertations remotely. (For details, see X below)

Dissertation Defenses in our Department are public: they are open to all members of the Department, as well as friends and relatives, and graduate students are encouraged to attend. If a student no longer resides in Charlottesville at the time the dissertation is defended, the defense may be held online.

11. Additional Matters

Statute of Limitations: Students are normally expected to complete the program within five or six years. Exceptions may be granted, where deemed necessary, by the DGS in consultation with the Department. Students planning to take a semester or year off must notify the DGS in writing by March 1. See the policy on Leaves of Absence below.

Progress toward the Degree: Students in the Ph.D. program must provide evidence of progress toward the degree; that progress is normally defined as the completion of all course work with a grade of B- or higher. Courses in which grades lower than B- are received do not count toward the credit hours required for the degree. For students beyond coursework, good standing will be determined by the comprehensive exam or dissertation committee.

