



DEPARTMENT *of* SPANISH ITALIAN & PORTUGUESE

# GRADUATE HANDBOOK

2020-21

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## **INTRODUCTION**

This handbook serves as a guide to policies and procedures governing graduate education in the Department of Spanish, Italian, and Portuguese at the University of Virginia, and is meant for use by faculty, staff, and students. Every effort has been made to assure that it is accurate and up-to-date. In case of apparent errors, inconsistencies, or omissions, please notify the Director of Graduate Studies in Spanish.

The policies stated herein apply to students who matriculate in the Fall Semester of 2020. Returning students have the option of following the policies stated in the edition of the Graduate Handbook that was in effect when they first matriculated, or the ones stated in this edition.

All members of the SIP community should be aware that the graduate program is currently undergoing revision, and may look different in future years. Students enrolled during the 2020-21 school year will have the option of continuing the program under the policies that were in place when they matriculated, the policies stated in this edition of the Handbook, or whatever new policies are adopted in the process of program revision and reform.

Any questions about the graduate program should be referred to the Director of Graduate Studies.

## FACULTY AND STAFF LISTING

For a full listing of department faculty, staff, and graduate students, with respective administrative responsibilities, see the [“Contacts”](#) and [“People”](#) pages on the department website. Here are some key people with their responsibilities:

<u>Department Chairperson</u> Samuel Amago
<u>Associate Chair</u> Enrico Cesaretti
<u>Associate Dean for the Arts and Humanities</u> Alison Levine
<u>Directors of Undergraduate Program in Spanish</u> Gustavo Pellón
<u>Director of Language Program, 1000-2000 level</u> Emily Scida
<u>Director of Graduate Studies (DGS), Spanish</u> Ricardo Padrón
<u>Director of Graduate Admissions, Spanish</u> Charlotte Rogers
<u>Director of Diversity and Inclusion (Acting)</u> Allison Bigelow
<u>Casa Bolívar Liaison</u> Laura Aguilar Garcia
<u>Shea House Liaison</u> Enrico Cesaretti
<u>Graduate Student Representative 2020-21</u> Rachel West
<u>Del Greco Librarian 2020-21</u> Elizabeth Dorton
<u>Casa Bolívar Director 2020-21</u> Ignacio Ognian
<u>Representative to GSAS Grad Student Council, 2020-21:</u> Caroline Whitcomb
<u>Department Staff:</u> Tally Sanford, Business Administrator Linda Newman, Senior Student Administrator
<u>Ombudsman</u> Enrico Cesarretti

## DEPARTMENT POLICIES ON THE M.A. IN SPANISH

Note: A terminal, stand-alone Master of Arts (M.A.) degree in Spanish is only offered for self-supporting students.

### I. MASTER'S DEGREE REQUIREMENTS

The conditions for granting the Master of Arts degree in Spanish are outlined in the Graduate Record for 2020-21 and include the following:

Degree Requirements for the Master of Arts (M.A.) in Spanish
<ul style="list-style-type: none"> <li>• Complete 30 credits of courses at the 5200 level or above, at least twelve of which must be at the 7000 level or above; none of the thirty credit hours may be derived from non-topical research.</li> <li>• Take no more than 5 core courses (courses that correspond to the eight examination fields).</li> <li>• Take SPAN 7220 (<i>History of the Language</i>) and SPAN 8210 (Teaching Foreign Languages).</li> <li>• Complete the M.A. comprehensive examinations (written and oral).</li> </ul>



The department suggests the following schedule. However, a self-funded student, studying full-time, could potentially complete the program of study in three semesters. If a student wishes to deviate from the schedule outlined below, prior written approval must be obtained from the Director of Graduate Studies (DGS); it is the student's responsibility to ensure the minimum number of semester hours have been completed in any given semester.

<u>YEAR ONE</u>	<u>YEAR TWO</u>
<p><b>First Semester</b></p> <p>Course 1 (3 hours)                      Course 2 (3 hours)                      Course 3 (3 hours)                      Course 4 (3 hours)</p> <p><b>Second Semester</b></p> <p>Course 5 (3 hours)                      Course 6 (3 hours)                      Course 7 (3 hours)                      Course 8 (3 hours)</p> <p><b>Summer</b></p> <p>Work on Reading List</p>	<p><b>First Semester</b></p> <p>Course 9 (of SPAN 8210; 3 hours)                      Course 10 (3 hours)                      SPAN 8998 (Non-Topical Research; 6 hours)<sup>1</sup></p> <p><b>Second Semester</b></p> <p>SPAN 8999 (Non-Topical Research; 12 hours)                      Masters Comprehensive Exams</p>

<sup>1</sup> Non-Topical Research is a class that does not meet and carries no requirements.

## II. M.A. COMPREHENSIVE EXAMINATIONS

The Director of Graduate Studies oversees the M.A. Examinations (“comprehensive exams” or “comps”). Questions about the exams should be directed to the DGS. Unless otherwise noted, the exams begin the week immediately following Spring Recess in March.

- A. **Written M.A. Examinations:** These are based on the Departmental M.A. Reading List (see Department’s website). The Examinations are given twice a year, in November (for special cases) and in March. Students required to retake one or more periods may do so by May 1, with the permission of the DGS. Students will be allowed to retake a period more than once only if there has been a serious procedural problem with the administration of the exam. Students intending to take the M.A. examination must inform the DGS, in writing, at least four weeks before the test date. Students with an outstanding grade of Incomplete (IN) in one of the courses for the MA degree will not be allowed to take the exams.

The examination will cover the following periods:

1. Spanish Middle Ages to Early Renaissance
2. Spanish Early Modern
3. Spanish Enlightenment to Romanticism
4. Spanish Realism and Modernism
5. Spanish Modern
6. Spanish American Colonial
7. Spanish American Romanticism, Realism, Modernism
8. Spanish American Modern

Students may request to be exempted from up to three periods, if they have obtained a grade of A in the corresponding core course. Each period will be covered in a 2-hour written examination; these examinations will be given on Monday, Tuesday, Thursday and Friday of the week the MA comprehensive exam are scheduled (2 exams each day).

<u>Day 1</u> Monday	<u>Day 2</u> Tuesday	Wednesday	<u>Day 3</u> Thursday	<u>Day 4</u> Friday
<b>Morning</b> Spanish Middle Ages & Early Ren	<b>Morning</b> Spanish Enlightenment to Romanticism	<i>No Exams Scheduled</i>	<b>Morning</b> Spanish Modern	<b>Morning</b> Spanish American, Rom. Real. Mod
<b>Afternoon</b> Spanish Early Modern	<b>Afternoon</b> Spanish Realism and Modernism		<b>Afternoon</b> Spanish American Colonial	<b>Afternoon</b> Spanish American Modern

Each two-hour examination will consist of three pairs of essay questions, covering the period chronologically and by genre; the student must choose one question from each pair and write three essays of 40 minutes each. The questions are designed to test the students’ ability to analyze and organize the material and their mastery of both large topics and detailed information about specific works. At least one of the three essays on each examination must be written in Spanish. All students will take the exam in a prescribed

order. Students are identified only by an assigned number, so the correcting faculty members do not know who wrote the exam. Students will receive more details at the informational meeting held by the DGS for examinees at the beginning of the exam semester. Sample exams are available in the Department Library and on the department Collab site. In case of emergency during exams, contact DGS or the department office.

- B. **The Oral Examination:** The oral exam will be based on answers to the written exams and on the M.A. Reading List more generally. It will last no more than one hour and will take place after the written exams have been graded; each written exam is read and graded by at least two members of the faculty. Oral examinations in this Department are public; they are open to all members of the Department, and students are encouraged to attend them.
- C. **Successful Completion:** The oral committee will determine which sections the student has passed, taking into account his or her scores on the written exams, and his or her performance in the oral exam. In order to receive an M.A., the student must pass all sections of the exam. Students who fail one or more sections may retake them once in accordance with the schedule above.
- D. **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 SDAC. Please make sure to speak with the Student Disability Access Center as soon as possible.

### III. ADDITIONAL MATTERS

- A. **Statute of Limitations:** Students are normally expected to complete the M.A. degree within four semesters; 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](#) on page 18.
- B. **Progress toward the Degree:** Students in the M.A. 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 30 hours required for the degree.

## DEPARTMENTAL POLICIES ON THE PH.D. IN SPANISH

There are two tracks (courses of study) within the Ph.D. in Spanish, one for students holding a B.A. degree at the time of the start of their course of study, the other for students holding an M.A. (or equivalent) from another institution at the time of the start of their course of study.

### I. DOCTORAL DEGREE REQUIREMENTS

The requirements for the Doctorate of Philosophy (Ph.D.) degree in Spanish are outlined in the Graduate Record and include:

Starting with a B.A. degree
<ul style="list-style-type: none"><li>• Complete a minimum of 18 courses (54 credit hours).</li><li>• Complete the qualifying examinations and be invited to proceed.</li><li>• Complete one formal course each semester until the Ph.D. comp. exams are successfully completed.</li><li>• Complete a minimum of 36 credit hours (out of the 54) at the 7000-level or above.</li><li>• Complete at least two courses at the 8000-level.</li><li>• Complete one course on literary theory.</li><li>• Complete SPAN 7220 (<i>History of the Language</i>) and SPAN 8210 (<i>Teaching Foreign Languages</i>).</li><li>• Demonstrate a reading knowledge of two other foreign languages (or mastery of one) pertinent to the major research area.</li><li>• Complete the Ph.D. comprehensive examination (written and oral).</li><li>• Complete an approved dissertation and an oral defense examination on the field of the dissertation.</li></ul> <p><b>Note: No courses need to be taken on a formal basis after the comprehensive examinations have been completed.</b></p>

Starting with an M.A. degree
<ul style="list-style-type: none"><li>• Complete a minimum of 12 courses (36 credit hours).</li><li>• Complete one formal course each semester until the Ph.D. comprehensive exams are successfully</li><li>• Complete all course work at the 7000-level or above.</li><li>• Complete at least two courses at the 8000-level.</li><li>• Complete one course on literary theory.</li><li>• Complete SPAN 7220 (<i>History of the Language</i>) and SPAN 8210 (<i>Teaching Foreign Languages</i>).</li><li>• Demonstrate a reading knowledge of two other foreign languages (or mastery of one) pertinent to the major research area.</li><li>• Complete the Ph.D. comprehensive examination (written and oral).</li><li>• Complete an approved dissertation and an oral defense examination on the field of the dissertation.</li></ul> <p><b>Note: No courses need to be taken on a formal basis after the comprehensive examinations have been completed.</b></p>



## II. Ph.D. COURSE SCHEDULE

The department suggests the following schedule for students with a **B.A. in Spanish** and who hold Teaching Assistantships. If a student wishes to deviate from this schedule, prior written approval must be obtained from the Director of Graduate Studies (DGS); it is the student's responsibility to ensure the minimum number of semester hours have been completed in any given semester. NB: SPAN 8998, 8999, 9998, 9999, "Non-Topical Research" has no requirements and never meets. Its purpose is to fulfill the state requirement that all graduate students be enrolled in 12 hours of course work per semester.

<b>STARTING WITH A B.A.</b>	
<p><b><u>YEAR ONE</u></b></p> <p><b>First Semester</b>            Course 1 (3 hours)            Course 2 (3 hours)            Course 3 (3 hours)            Course 4 (3 hours)</p> <p><b>Second Semester</b>            Course 5 (3 hours)            Course 6 (3 hours)            Course 7 (3 hours)            Course 8 (3 hours)</p>	<p><b><u>YEAR TWO</u></b></p> <p><b>Third Semester</b>            Course 9 (of SPAN 8210; 3 hours)<sup>2</sup>            Course 10 (3 hours)            SPAN 8998 (6 hours)</p> <p><b>Fourth Semester</b>            SPAN 8999 (Non-Topical Research; 12 hours)            Masters Comprehensive Exams</p>
<p><b>Summer</b>            Work on Reading List</p>	<p><b>Summer</b>            Work on Reading List</p>
<p><b><u>YEAR THREE</u></b></p> <p><b>Fifth Semester</b>            Course 11 (3 hours)            Course 12 (3 hours)            Course 13 (3 hours)</p> <p>SPAN 9998 (3 hours)</p> <p><b>Sixth Semester</b>            Course 14 (3 hours)            Course 15 (3 hours)            Course 16 (3 hours)            SPAN 9999 (3 hours)</p>	<p><b><u>YEAR FOUR</u></b></p> <p><b>Seventh Semester</b>            Course 17 (of SPAN 8210; 3 hours)            Course 18 (3 hours)            SPAN 8998 (6 hours)</p> <p><b>Eighth Semester</b>            SPAN 8999 (12 hours)            Present Dissertation Prospectus            PhD Comprehensive Exams</p>
<p><b>Summer</b>            Work on Reading List</p>	<p><b>Summer</b>            Dissertation Research</p>

<sup>2</sup> SPAN 8210 must be taken during the first semester a student is required to teach, usually the third semester in program.

The department suggests the following schedule for students with an ***M.A. (or equivalent) in Spanish from another institution*** and who hold Teaching Assistantships. If a student wishes to deviate from this schedule, prior written approval must be obtained from the DGS and the departmental business administrator; it is the student’s responsibility to ensure the minimum number of semester hours have been completed in any given semester.

For those students entering the program holding an M.A. (or equivalent) from another institution, the Graduate Committee will review their transcripts and, at its discretion, may require that a student take between 1 and 4 of the 12 courses in certain specified areas or periods (the other 8 remaining at the discretion of the student in consultation with the DGS). Furthermore, towards the end of their second semester in the program, the Graduate Committee will review the progress of these students and may make recommendations based on this review.

<b>STARTING WITH AN M.A.</b>		
<b><u>Year ONE</u></b>	<b><u>Year TWO</u></b>	<b><u>Year THREE</u></b>
<p><b>First Semester</b>            Course 1 (3 hours)            Course 2 (3 hours)            Course 3 (3 hours)            Course 4 (3 hours)</p> <p><b>Second Semester</b>            Course 5 (3 hours)            Course 6 (3 hours)            Course 7 (3 hours)            Course 8 (3 hours)</p>	<p><b>Third Semester</b>            Course 9 (3 hours)            Course 10 (3 hours)            Course 11: SPAN 8210 (3 hours)            SPAN 9998 (3 hrs)</p> <p><b>Fourth Semester</b>            Course 11 (3 hours)            Course 12 (3 hours)            SPAN 9999 (6 hours)</p>	<p><b>Fifth Semester</b>            SPAN 9998 (12 hours)            Prepare exams and prospectus</p> <p><b>Sixth Semester</b>            SPAN 9998 (12 hours)            Present Prospectus            PhD Comprehensive Exams</p>
<b>Summer</b>	<b>Summer</b>	<b>Summer</b>
Work on Reading List and/or Article	Work on Reading List and/or Article	Dissertation Research

All students are encouraged to take at least one 7000- or 8000-level course offered by another department. Some students may wish to take more. All students should consult with their advisor or the DGS before committing to their course schedule. These guidelines apply to courses enrolled in for credit. It should be remembered that courses outside (and inside) the department may also be audited: see the section on auditing below.

### **III. DISSERTATION PROSPECTUS**

Doctoral students must propose a general dissertation topic by the end of the fall semester prior to the Ph.D. comprehensive exams. They must produce a written proposal of a prospectus (2–5 pages, excluding bibliography), presented for discussion at the beginning of the following spring semester with the probable dissertation director and two other members of the graduate faculty.

## IV. PHD COMPREHENSIVE EXAMINATIONS

**Note:** Those students who start the program with a B.A. will be required to take the [M.A. Comprehensive examinations](#), normally in their fourth semester in the program. Upon successful completion of these exams and all other [requirements for the M.A.](#), students will be awarded an M.A. degree. Furthermore, on the basis of the results of these examinations, and other factors, the Spanish faculty will decide whether to invite students to proceed on in the program. It is assumed that for most students this milestone will constitute an en-route M.A. towards the Ph.D. However, it should be noted that not being invited to proceed does not preclude the awarding of an M.A. degree.

The Director of Graduate Studies oversees the Ph.D. Comprehensive Exams and questions about the exams should be directed to the DGS. Unless otherwise noted, the exams begin two weeks following Spring Recess in March.

- A. **Timing of the Exams:** Under normal circumstances, students starting with a B.A. degree will be expected to complete these examinations before the end of their eighth semester, and students starting with an M.A. degree will be expected to complete the examinations before the end of their sixth semester. The Comprehensive Examinations are given twice a year, in November (for special cases) and in March. Students required to retake one or more periods may do so by May 1, with the permission of the DGS. Students intending to take an exam must inform the DGS, in writing, at least four weeks before the test date. Students with an Incomplete (IN) grade will not be allowed to take the exams.
- B. **Content of the Written Examinations:** The doctoral comprehensive exam will include three periods closely connected to the dissertation, one of them transatlantic, in addition to a *Clase magistral*. No exceptions to the transatlantic requirement will be allowed. The periods are:

- 1) Spanish Middle Ages to Early Renaissance
- 2) Spanish Early Modern
- 3) Spanish Enlightenment to Romanticism
- 4) Spanish Realism and Modernism
- 5) Spanish Modern
- 6) Spanish American Colonial
- 7) Spanish American Romanticism, Realism, Modernism
- 8) Spanish American Modern

The period exams are based on the Departmental Reading Lists. **All students are expected to have mastered both the MA and the PhD lists for their chosen examination fields.** The Department has also prepared a bibliography of useful critical books and articles dealing with works on the Reading List, as an aid to students preparing for the comps; this bibliography, which is updated as frequently as possible, is not required, but students should be prepared to demonstrate knowledge of critical and cultural trends. Sample examinations are available from the DGS.

- C. **Format of the Written Examinations:** Each of the 3 periods will be covered by a three-hour exam. Each three-hour examination will consist of three sections, each containing two questions. One section requires an *explicación de texto* for a prose or verse passage; one section deals with the comparative analysis of works from the period; and one section tests the student's knowledge of the literary and intellectual history of the period. Students must choose one question from each of the three sections and write a 60-minute essay on it. At least one of the three essays for each period must be written in Spanish. In case of emergency during exams, contact DGS or Department Coordinator for Graduate Studies.
- D. **The Clase Magistral:** The *clase magistral* offers the student an opportunity to display mastery of a primary text that is directly relevant to his or her dissertation topic. The text should be chosen in close consultation with the prospective dissertation director. In a presentation of 30 to 40 minutes, the student should place the text in a context (historical, social, aesthetic, etc) appropriate to the dissertation project, survey the existing scholarship on the text, and carry out an analysis using whatever methods will inform the thesis work. The presentation should be geared toward other members of the discipline (faculty and fellow graduate students). It should *not* take the form of a course for undergraduates. Students are free to use audiovisual aids if they like, and are not expected to adopt any particular presentational style. The prospective dissertation director must be present for the student's *clase magistral*.
- E. **The Oral Examination:** The oral exam will be based on answers to the written exams specifically and on the Departmental Reading List more generally. Students are expected to have mastered both the MA and the PhD lists for their chosen examination fields. During the oral exam, students will be expected to demonstrate knowledge of the literary history and major critical issues in their area of specialization. They will also receive comments and questions about their *Clase magistral*, which takes place on a different occasion. The oral examination will take place after each of the written exams has been read and marked by at least two members of the faculty, usually within one week. Questions may refer to the whole reading list of the selected areas, and include questions included but not responded in the written exam. Written exams are only identified by a number, so the faculty reading and grading them does not know the identity of the writers. Oral examinations in our department are public; they are open to all members of the Department, and students are encouraged to attend. Usually the oral exam lasts around 80 minutes.
- F. **Successful Completion:** Ph.D. candidates must pass all the written examinations, the *Clase magistral*, and the oral exam. Final assessment of all components of the exam is made by the oral examination committee. Students who fail one or more of these sections of the comps may retake them once. The schedule for doing so is determined by the DGS in consultation with the student's dissertation advisor.
- G. **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 SDAC. Please make sure to speak with the Student Disability Access Center as soon as possible.

## V. THE DISSERTATION

- A. **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 with a B.A. are expected to complete all pre-dissertation requirements, including coursework, language proficiency examinations, and all examinations, by the conclusion of their eighth term of study. Students who have entered the Ph.D. program with an M.A. from another institution will be expected to complete all pre-dissertation requirements, including coursework, language proficiency examinations, and examinations by the conclusion of their sixth term of study.
- B. **General Requirement:** The student will complete an original dissertation, guided by the Dissertation Director. The student may ask any member of the Department's tenure-track faculty to serve as their Dissertation Director. The dissertation must conform to the regulations of the Graduate School of Arts and Sciences concerning 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.
- C. **Oral Defense of the Dissertation:** The student will defend the dissertation orally before a committee consisting of the Dissertation Director, two other members of the Department faculty (the Second and Third Readers), and a member of another department serving as the Dean's representative. The committee will be chosen by the student and the Dissertation Director. Oral 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.
- D. **Continued Matriculation and Degree Conferral in Absentia:** Students who need to continue working on the dissertation beyond the five years of guaranteed funding, or who cannot meet the deadline to graduate in a specific term, have the option of applying for these special statuses. See [Continued Matriculation](#) and [Degree Conferral in Absentia](#), below.

## VI. LANGUAGE REQUIREMENT

- A. Doctoral 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. Students using Italian should contact Mr. Cesaretti; for Portuguese, Mr. Carter.

- B. 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 the comprehensive examinations and entering candidacy. (Languages are intended to serve as research tools.)
- C. 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.

#### **IV. ADDITIONAL MATTERS**

- A. **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.
- B. **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.

## POLICIES RELEVANT TO ALL GRADUATE STUDENTS

### I. Funding

- A. **Financial Support:** Students are guaranteed five years of support, contingent upon satisfactory progress toward the degree. That progress is normally defined as the completion of all course work, with a grade of B- or higher, and of the Comprehensive Examinations at the M.A. level (where required) and the Ph.D. level. Courses in which students receive a grade lower than B- do not count toward the degree. Students who require a sixth year in program may apply to the Director of Graduate Studies. A sixth year of funding, with teaching, is often available but is not guaranteed. Preference will be given to students who entered the program with a B.A. over those who entered with an M.A. Students should not rely on this possibility being available. All fifth-year students are eligible to apply for a GSAS Dissertation Completion Fellowship, which provides a sixth year of funding and requires a 1-1 teaching load.
- B. **Fellowship Years:** The standard funding package of five years includes two years of full funding with no teaching obligations, the first and the fifth.
- C. **Teaching:** Years 2-4 of the funding package require teaching in the department. The normal teaching load is 2-1 or 1-2. Details about teaching responsibilities and opportunities can be found in the section on "[Teaching and Working in the Department](#)".
- D. **Summer Funding:** The standard funding package includes a summer stipend. Students are free to supplement their summer stipend with teaching.
- E. **Employment Outside the Department:** Teaching, taking courses, and preparing for exams is a full-time job. The department cannot prevent TAs from taking outside employment, but strongly discourages it. We particularly discourage tutoring for the Athletic Department, which can easily create extremely serious real or potential conflicts of interest. The department does occasionally learn of temporary, part-time teaching or translating jobs, and the Chair or the DGS will notify qualified students of these options. Professors with grant money will also occasionally hire graduate students as part-time research assistants, but such positions are personal rather than departmental. Many jobs require permission from the Graduate School, so consult with the DGS.
- F. **Additional Support:** The department has a small number of research fellowships. For more information, see the section on "[Fellowships and Prizes](#)." Students are encouraged to apply for funding from sources outside the department and beyond U.Va. U.Va.'s Institute for Humanities and Global Cultures and its Center for Global Inquiry and Innovation are among the units that regularly provide funds for conference and research. Links to these institutes, and to some other sources of funding can be found in "[Resources Outside the Department](#)." All students are eligible for conference travel money. Details are available in the section on "[Travel to Academic Conferences](#)."

## II. Course Registration, Grades, and Auditing

- A. **Registration for Courses:** New students will register during orientation in August. Continuing students must register by May 1<sup>st</sup> for Fall courses and by December 1<sup>st</sup> for Spring courses. Every student should meet with his or her advisor before registering.
- B. **Dropping or Withdrawing from a Course:** Check the U.Va. website for GSAS deadlines and procedures.
- C. **Auditing a Course:** Audited courses do not count toward full-time status. As such, students will typically need to add audited credits as a course overload beyond the twelve credits required for full-time status. In order to register for an audit, the student will submit a request via e-mail to the Director of Graduate Studies, **including the course name and five-digit SIS class number**. If the DGS approves the request, the DGS will forward this e-mail to the GSAS Registrar, who will enroll the student as an auditor in the course.
- D. **Incomplete Grades:** Graduate students may request a grade of “Incomplete” (IN) from their instructor in any course. If the request is granted, then the student will have 200 days from the end of the term in which the Incomplete was received to finish all coursework. **At the completion of 200 days, SIS will automatically convert any IN to an F on the student's transcript.** To avoid a failing grade (thus jeopardizing enrollment and good standing status in the Graduate School), students must thus complete the coursework for an IN grade prior to the 200 day deadline. Upon completion of the coursework, the instructor of the course must submit a grade change through SIS, indicating the old IN grade as well as their new earned grade. Students who receive more than one grade of IN in a single semester will be placed on academic probation by the Graduate School. Students with an Incomplete (IN) grade in any class will not be allowed to take the comprehensive exams.
- G. **Passing Grades:** No grade below a B- is considered passing in the Graduate School of Arts and Sciences. In our department, a grade of B or B- represents marginal work.

## III. Teaching and Working in the Department

- A. **Teaching is considered to be an essential part of graduate training**, so all graduate students are required to teach, usually during their second, third, and fourth years in the program. Fellowship support is provided for years one and five. Opportunities to extend into a sixth year usually come with teaching responsibilities.
- B. **Teaching Assignments** are up to the department according to departmental needs, although every effort will be made to help students diversity their teaching portfolio.
- C. **Supervision:** All graduate teaching assistants who are assigned to the 1000 and 2000 levels will be supervised by the Director of the Language Program. All those teaching at the 3000 and 4000 levels will be assigned to a faculty mentor responsible for the specific course to which he or she has been assigned.



- D. **Cancellation of Classes** is NOT allowed. You are expected to teach your class every day. If you cannot teach your class due to an emergency or university business (illness, job interview, conference), you must find a substitute from the list of other TAs who teach Spanish and Italian in our department. If you cannot find a substitute, call your preceptor. As a last resort call the Director of Language Programs, Emily Scida, on her cell phone. There is no reason to cancel a class, since there are plenty of teachers who will be willing to take over for you. Please call the Director of Language Programs or the faculty member in charge of your class to tell them who will be substituting for you and when.

1<sup>st</sup> Year graduate students who are not teaching may not serve as substitutes.

- E. Please note that failure to show up to even a single class is considered a serious offence and may constitute sufficient grounds for loss of your Teaching Assistantship, although allowances will be made for health and personal emergencies related to the current pandemic.

**Inclement Weather:** In case of extreme weather conditions (such as snow storms), UVA may cancel classes. Check the university website or call 434-924-SNOW (7669). If classes are not cancelled, but it is too dangerous for you to drive into work, please find a substitute – there are plenty of TAs who live within walking distance of the grounds.

- F. **Summer Teaching** represents an excellent opportunity to gain experience with new classes and earn extra income. Only students who have completed SPAN 8210 are eligible for these opportunities, which are [described in a separate section](#).
- G. **Employment beyond the Teaching Assistantship:** Teaching, taking courses, and preparing for exams is a full-time job. The department cannot prevent TAs from taking outside employment, but strongly discourages it. We particularly discourage tutoring for the Athletic Department, which can easily create extremely serious real or potential conflicts of interest. The department does occasionally learn of temporary, part-time teaching or translating jobs, and the Chair or the DGS will notify qualified students of these options. Professors with grant money will also occasionally hire graduate students as part-time research assistants, but such positions are personal rather than departmental. Many jobs require permission from the Graduate School, so please consult with the DGS before making concrete plans.

#### IV. How to Leave the Program with a Degree or Without One

- A. **Petition to Receive Degree:** University regulations require students to be registered in the semester in which they expect to receive the degree. Degree Application forms and information on the important deadlines in the degree process are available from the Graduate School. Students who take jobs while finishing their dissertations should remember that it is vitally important to register as non-resident students.

- B. **Leaves of Absence:** A student who wishes to suspend enrollment temporarily may request approval from the Director of Graduate Studies to undertake a leave of absence and postpone his or her expected date of graduation. The student should first review the Leave of Absence policy in the Graduate Record. The student should then provide a statement via e-mail to the DGS indicating the reason for the request and the proposed period of the leave. The DGS will forward this request to the assistant dean with the department's recommendation. Depending on the circumstances of the leave, a student may be required by the Graduate School to meet with the associate dean of students as part of the approval process. If the request is approved by the Graduate School, the GSAS Registrar will place the student on leave. The student must affirm his or her intent to return from leave via e-mail to the DGS and GSAS Registrar by November 1 to return in the spring term and by March 1 to return in the fall term. Students returning from leave must submit a reinstatement form that is reviewed by the Dean of Students.

Note that the March 1 deadline is a departmental policy that students are asked to observe as a courtesy. The official GSAS deadline is April 1.

- C. **Withdrawal from Program:** A student who wishes to withdraw voluntarily from the Graduate School must discuss the circumstances with his or her director of graduate studies and submit a formal notice of withdrawal via e-mail to the assistant dean. The student must complete a required form available at the Graduate School for withdrawal in good standing to be recorded. The assistant dean will provide formal notice of the effective date of the withdrawal. Students withdrawing during an academic term must do so at least one week prior to the examination period in order to receive notations of "W" on the transcript.
- D. **Reinstatement into Program:** A student who voluntarily withdraws from the Graduate School, undertakes a leave of absence or otherwise ceases to enroll while completing a degree program for a period of one semester up to two years must petition for reinstatement by submitting the requisite [Request for Reinstatement form](#) to his or her director of graduate studies by November 1 to return in the spring term and by March 1 (Departmental deadline; GSAS deadline is April 1) to return in the fall term. A student who has been absent for longer than two years must reapply through the standard process to his or her program of study. Reinstatement is only required for a student returning from an approved leave of absence or who needs to complete credit and residency requirements for the degree.
- E. **Continued Matriculation:** A student who has completed all degree requirements except the dissertation, is registered full time, and is actively developing a dissertation under the direction of a U.Va. faculty member, is eligible to apply for "Doctoral Completion" status. This will allow the student to continue working on his or her dissertation beyond the period of guaranteed funding without incurring the responsibility of paying full tuition. The student will be responsible only for an associated fee that is substantially lower than full tuition. He or she will retain access to U.Va. email and electronic library resources for four terms, but will not receive health insurance coverage, have access to facilities, or be eligible for teaching assistantships.

Students in Dissertation Completion status must apply each term to renew their status for up to four terms (two for the master's degree). Such students are not eligible to return to full-time enrollment. Further information can be found at <http://graduate.as.virginia.edu/registration-procedures>. Note that students with outstanding federal student loans will no longer be in deferment and should contact Student Financial Services before petitioning for this status if they have questions in that regard. International students should contact the International Studies Office before petitioning for this status to determine what effect it may have on their eligibility to maintain a visa.

- F. **Degree Conferral in Absentia:** An advanced graduate student who has completed all degree requirements after the graduation deadline for a given term or after ceasing full-time enrollment will be eligible to apply for Degree Conferral in Absentia. This status will enable the student to receive a degree without requiring reinstatement as a full-time student, paying instead an associated fee that is substantially lower than tuition and comprehensive fees. Because a student is eligible for this status for one term only, he or she will not be approved for this status until the satisfaction of all degree requirements has been recorded formally by the department. A student may request this status up to 15 days before the graduation deadline for that term, but in such cases may be subject to late enrollment fees. This category will be useful for Summer graduations. Further information can be found at <http://graduate.as.virginia.edu/registration-procedures>.

## V. Orientation, Professionalization, and the Job Market

- A. **Orientation Colloquium:** The department will run a series of biweekly events on a broad range of topics, chosen with input from the graduate students via the Grad Student Representative. These events aim to provide training in research and publishing skills, and to advance graduate student professionalization. Graduate students are free to lead such events, if the topic is appropriate.
- B. **Job Market Preparation:** The department offers various services to students planning to enter the academic job market, including feedback on cover letters CVs and mock interviews. Please discuss your intentions with regard to the job market with your dissertation advisor and the DGS **no later** than the beginning of the year in which you plan to go out, preferably the spring before. The first MLA Job List comes out in early October, but many departments are now conducting their searches on a schedule that anticipates the one determined by the MLA interview process.
- C. **Employment within the Department:** Students who have received their Ph.D. from this Department will not normally be considered for a tenure-track employment in the Department of Spanish, Italian, and Portuguese for a period of five years following their graduation from the program. They are eligible for one year positions as General Faculty members, and are encouraged to apply.

## VI. Summer Employment Possibilities

### **Summer teaching in Valencia (Faculty and Graduate Students)\***

*Submit letter of interest CV to Mr. Operé by January 20, 2021*

Two or three positions are generally available to lead the summer program in Valencia (late May-early July). Responsibilities include advertising the program among UVA students, teaching two classes in Valencia (four hours per day), and travel with participating students from Washington, D.C., and working with the resident faculty in Valencia. Ideal candidates should have a high level of energy, good organizational skills, generosity of spirit, and knowledge of Spanish and Spanish institutions, demonstrated leadership qualities, and teaching skills, plus a deep sense of responsibility, maturity, and patience. The positions require a round-the-clock commitment to the program. Compensation includes a salary for teaching, accommodation in Valencia, and round-trip transportation.

### **Summer Teaching in Costa Rica (Graduate Students)\***

*Information available from Ms. Sprague, Apply by January 20, 2021*

One position is available to teach Spanish in Costa Rica. The five-week program is in Alajuela, Costa Rica's second largest city, about 15 kilometers from San José, the capital. The dates are roughly May 20-June 30. The position provides:

- Housing with a host family, with private room and bath
- RT airfare – The TA to travel with the group on all in-country excursions
- \$30 / day incidental/food allowance in addition to a stipend of \$3,000.

Responsibilities include teaching, assisting with group travel, leading daily afternoon activities, and being generally available to work with 15-20 program participants. Applicants should have a high degree of fluency in Spanish, an advanced knowledge of Spanish grammar and structure, plus possess an equally high level of personal maturity and resourcefulness.

### **The Spanish Summer Language Institute in Charlottesville \***

*Application process usually begins in October. Consult with Mr. Rini.*

*January 20, 2021*

Two or three graduate students may be employed in this program. Students will be notified at the time the application process begins, usually in October, so that they may express an interest in participating. The selection of instructors is based on demonstrated excellence in all teaching duties (meeting deadlines, participation in staff meetings, assessment writing, etc.), recent and past student evaluations, class observations, and other related factors such as excellent interpersonal skills, good leadership abilities, the ability to handle challenges professionally, and a sense of responsibility, maturity, compassion, and patience.

**Summer School Teaching in Charlottesville \***

*Applications requested in October for following summer. All materials due January 20, 2021*

Applications will be requested in October for the following summer; it will not be clear until some time after that date exactly how many positions exist, and firm assignments will not be made until the spring. The selection is made by the Summer Session Chair (presently Ms. Scida) together with the Graduate Committee, and is based upon (1) excellence in teaching and in all teaching-related duties in current and past teaching, and (2) seniority in the graduate program. When a choice must be made between candidates with equal seniority, it may be made on the basis of teaching experience or by drawing lots. New teaching jobs sometimes appear late in the spring, and teachers on the "stand-by list" will be offered those positions.

\* All Summer Teaching Positions Are Offered Contingent upon Enrollment.

\* *All summer opportunities are normally restricted to graduate students who will be returning as full-time students the following year. Only TA's who are currently enrolled as students can apply for summer session teaching.*

## VII. Fellowships and Prizes

All fellowships, deadlines, and approximate amount of the awards will be announced by the DGS in October each year. Granted fellowships and teaching summer positions will be announced on the same day in February. Look in "[Resources Beyond the Department](#)" for other U.Va. sources of research funding.

### **Charles Gordon Reid, Jr. Summer Travel Fellowship (Graduate Students)\*\***

*Submit materials to the DGS by January 20, 2021*

The Charles Gordon Reid, Jr., Summer Travel Fellowship provides a stipend of approximately \$3,000 for a selected student who wishes to pursue a research project or course of study in a Spanish-speaking country. Proposals include a description of the project, how the fellowship would contribute to your professional development, and a budget. All students are invited to apply, regardless of year in the graduate program. This award may be used for study or research in any Spanish-speaking country.

(Please note that academic credits earned while abroad cannot be transferred to your UVa degree).

### **Del Greco Library Travel Stipend for Summer Study in Salamanca (Graduate Students)\*\***

*Submit materials to DGS by January 20, 2021*

Non-native speakers who wish to enhance their proficiency in Spanish may apply for a summer stipend to study in Salamanca for the summer. The purpose of the fellowships is to support graduate students in Spanish for 5-6 weeks of study at the University of Salamanca where they enroll in courses conducive to improving their skills in the language.

These funds are available thanks to a bequest from the family of Arnold Del Greco, who was a professor in the department for many years. The bequest specifies that the study take place in Salamanca.

The number of fellowships offered every year will depend on the availability of funds.

### **Charles Killian Woltz Summer Fellowships (Graduate Students)\*\***

*Submit materials to DGS by January 20, 2021*

Non-native speakers who wish to enhance their proficiency in Spanish may apply for a summer stipend to study in a Spanish American country of their choice for the summer.

The number of fellowships offered every year will depend on the availability of funds.

**Summer Language/Research Fellowships (Graduate Students) \*\***

*Submit materials to DGS by January 20, 2021*

**SUMMER FOREIGN LANGUAGE STUDY**

In this category “foreign” refers to a language other than English or Spanish. Please note that this program is not intended to assist graduate students with their preparation for the proficiency or mastery exams in foreign languages. Rather, it is designed for those few graduate students who need to develop advanced skills in a foreign language other than English or Spanish and which will be necessary for the successful completion of their doctoral dissertation. To give just one example, if your doctoral research were to be concerned with a topic such as the presence and influence of Chateaubriand in Spanish Romanticism, you would likely be a candidate for this program.

Application should be made to the DGS late in the fall semester (by January 20, 2021 at the latest), after a specific call for applications has been sent out. We will need your name, a brief description of your proposed doctoral research, a rationale for the proposed advanced language study and how it relates to the research, and a budget detailing the cost of the language program you intend to enroll in, travel, accommodation, etc. Total stipends will likely be in the general area of \$5000. It is not anticipated that more than two such stipends will be awarded in a given year. Applications will be considered and decided upon by the Graduate Committee in the department.

**SUMMER RESEARCH, TRAVEL, AND LANGUAGE STUDY.**

Funding under this category covers a range of activities similar to those associated with the Charles Gordon Reid, Jr., Del Greco, or Charles Killian Woltz awards, and will generally be awarded to graduate students not successful in those competitions. Applications to these are not automatically passed on to this competition, so a separate application will need to be made. Research travel is given priority. Application should be made to the DGS early in the spring semester, after a specific call for applications has been sent out. We will need your name, a brief description of your research, a rationale addressing how the proposed research travel is germane to and will contribute to your overall project, and a detailed budget covering travel, accommodation, and any other ancillary costs. For advanced language study, we will need your name, a statement addressing your need and intent to engage in advanced study in Spanish, the name and nature of the program you intend to enroll in, and a budget detailing the cost of the program, travel, accommodation, etc. There is no set amount for these stipends. It is anticipated that proposals will vary considerably in scope (and hence cost), for instance between a week of study at the Newberry Library in Chicago, to a month or six weeks at the Biblioteca Nacional in Madrid, Santiago de Chile or Buenos Aires. Not all proposals will be funded. The decision on funding, and the level of funding, will depend on how compelling the proposal is. Applications will be considered and decided upon by the Graduate Committee in the department. *Submit materials to DGS by January 20, 2021*

\*\* All summer opportunities are normally restricted to students who will be returning as full-time students the following year, unless they have just completed their PhD degree. Only TA's who are currently enrolled as students can apply for summer school teaching and these programs.

### **The Annual Del Greco Graduate Essay Prize**

*Submit to the DGS by April 1 of each year*

A prize consisting of a cash award conferred annually at the end of the spring semester for the best essay written by a graduate student on any topic having to do with Spanish and/or Spanish American language, literature, or culture.

Entries may be written in English, Spanish, or Portuguese and should be submitted to the Director of Graduate Studies by April 1 of each year. All entries should have been written during the previous calendar year (from April 2 of the prior year to April 1 of the year of submission)

Each entry should not exceed 9,000 words, including notes and bibliography, and should be composed according to the norms of either the MLA or University of Chicago style sheets.

The author's name should appear only on a cover page submitted with the essay and there should be no internal references to the identity of the essay's author.

A three-member faculty committee appointed by the Director of Graduate Studies will judge the entries and select a winner. The membership of the Committee will consist of one representative each from Peninsular, Latin American, and/or Italian and Portuguese Studies. The winner will be announced on or before the last day of classes of the academic year.

The Del Greco Essay Prize may be conferred upon one essay, may be split between two winners in the event of a tie, or may not be awarded at all in any given year if the entries are deemed to be unmeritorious.

## **VIII. Travel to Academic Conferences**

It is expected that graduate students will present scholarly papers at multiple national and regional disciplinary association conferences throughout their time at U.Va. Conferences are spaces not only for sharing scholarly work but also for developing professional networks and accessing publication opportunities. You should strategize your conference plans with your advisor from an early date. Both the University and the Department are committed to helping graduate students identify appropriate conferences, prepare and submit their abstracts, prepare their presentation, and secure the necessary funding.

Prioritize national annual meetings such as the Modern Languages Association (MLA) or the Latin American Studies Association (LASA), followed by regional disciplinary conferences such as the South Atlantic Modern Language Association (SAMLMA) annual meeting or the Kentucky Foreign Languages Conference, followed by graduate student organized conferences hosted at UVA or other universities. Consider that conference costs often include membership in the national organization hosting the conference, a conference registration fee, airfare, lodging, and food for up to five days depending on the length of the conference. Instructions for securing departmental support follow below.

Before delivering a paper at a conference, students are encouraged first to present it publically in the Graduate Student Lecture Series. See the Student Representative for information and scheduling.



### **Department and Society of Fellows Travel Funds**

*Submit request to DGS (see deadlines below)*

The Department and the Society of Fellows have travel funds available to support graduate student conference travel.

The Department will support travel to scholarly conferences when you are giving a paper. Application should be made to the DGS prior to departure to the conference; we will need significant lead time if the stipend is to be processed and disbursed prior to your departure. Funding will generally be in the range between \$200 and \$600, depending on budget and other factors. Each request should include:

1. Your name
2. The name of the conference
3. Location and dates of the conference
4. The title of the section in which you are participating
5. The title of your paper
6. A detailed budget, with information on conference registration, travel, and

## **IX. Graduate Student Representative**

The Spanish Graduate Student Representative is elected by the Spanish graduate students in the department, including both TAs and non-TAs. The responsibilities of the Graduate Student Representative are:

1. Attending departmental faculty meetings, both to present student input and to report to the graduate students on those meetings.
2. Discussing general concerns of the graduate students as a whole with the Director of Undergraduate Language Instruction, the DGS, and the Department Chair. Graduate students with specific, personal concerns should bring those concerns directly to the Director of Undergraduate Language Instruction, the DGS, or the Department Chair.
3. Organizing and running the student lecture series (once in the fall, once in the spring); this series enables graduate students to present the results of their research to the Department as a whole, and also provides valuable practice for those preparing to give papers at national meetings.
4. Serving as a channel for information about upcoming conferences and meetings of interest to graduate students.
5. Serving in the Departmental Sponsored Events Committee.
6. Consultation with the DGS in August about material to be covered in departmental orientation workshops.

## **X. Graduate Student Profiles**

Graduate Student Profiles are published on the Department's webpage. It is the student's responsibility to keep his/her information current. Please forward information when requested.

## **XI. Library Carrels**

The Department is allowed to use a few carrels in Alderman Library each year. These carrels are currently unavailable, thanks to the ongoing renovation of the library and the COVID crisis, but they may come back online before you leave U.Va.

## **XII. Departmental Activities**

*The Gerszten Family Visiting Professor:* Each year, through the generosity of SIP alumni Peter and Robert Gerszten, the department hosts a noted scholar or writer for three-day visit, during which our guest teaches a graduate seminar, gives a public lecture, and meets with faculty and students on an informal basis. Graduate students are encouraged to participate in all these events.

*Departmental Lectures, Workshops, Symposia:* Faculty and/or graduate students often organize a variety of events that take place throughout the academic year, often in collaboration with other units like the Institute for Humanities and Global Cultures. All graduate students are encouraged to think of these events as a vital part of their education, and to attend all they can.

*Sigma Delta Phi* is an honor society for Spanish undergraduates and graduate students are eligible for membership. Please contact Matthew Street for information about membership and activities.

*The Spanish Tertulia* is held weekly at Casa Bolívar. It is designed to foster relaxed conversation in Spanish, bring together native speakers in the Charlottesville area, graduate students, and undergraduates. This is a very useful activity for language students, even in first-year courses; you are urged to persuade your students to go, and to attend regularly yourself. There is also a Mesa Portuguesa. For more information, contact Lilian Feitosa.

*Noche Bohemia at Casa Bolívar:* The Casa Bolívar regularly sponsors a Noche Bohemia, or an evening of literary readings, skits, and other entertainments by students and faculty.

*The Spanish Department Play, Mr. Operé* organizes and directs a play in Spanish in the spring of each year. Casting begins in the fall. Those interested in participating in any way should contact Mr. Operé directly.

*SIP Film Festival:* The department sponsors an annual festival of films in Spanish, Italian,

and Portuguese. There are also film showings at Casa Bolívar over the course of the academic year.

### **XIII. Resources Outside the Department**

U.Va. offers all sorts of resources and services for graduate students. The following represents a partial list of some of the most prominent ones. Remember, just because you don't see it here doesn't mean it does not exist!

#### **Student Health**

U.Va. health and wellness service for students, covering medical, counseling, and disability access services.

#### **Student Disability Access Center**

Part of Student Health. The place to go if you need to arrange for accommodations surrounding a disability, or simply have questions about disability access.

#### **Office of Equal Opportunity and Civil Rights**

The place to go if you have a hostile workplace issue to report or discuss.

#### **PhD Plus**

An internship and mentoring program designed to enhance career success.

#### **Graduate Diversity Programs**

A host of programs designed to address issues of diversity and inclusion, and to support students from underrepresented groups.

#### **The Graduate School of Arts and Sciences**

The school in which you are enrolled! Lots of information about policies and funding opportunities.

#### **Institute of the Humanities and Global Cultures**

Speakers, workshops, humanities labs, and funding opportunities.

#### **The Center for Global Inquiry and Innovation**

Like IHGC, but different.

#### **The Scholar's Lab**

One of the most important hubs for work in the Digital Humanities.

#### **The Center for Poetry and Poetics**

Poetry in a global age.

#### **Latin American Studies**

LAST is an undergraduate program, but it runs a lunchtime speaker series for faculty and grad students.