<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
</tr>
<tr>
<td>Description of the Department of Foreign Languages and Literatures</td>
</tr>
<tr>
<td>Department Administration and Spanish Graduate Faculty</td>
</tr>
<tr>
<td>M.A. Degree Requirements</td>
</tr>
<tr>
<td>M.A. Comprehensive Exams</td>
</tr>
<tr>
<td>Bachelor’s/Master’s in Spanish Combined Program Description</td>
</tr>
<tr>
<td>Requirements for Post-Baccalaureate Certificate in Hispanic Studies</td>
</tr>
<tr>
<td>Academic Policies and Information</td>
</tr>
<tr>
<td>Other Information</td>
</tr>
<tr>
<td>Graduate Assistants – Duties and Responsibilities</td>
</tr>
<tr>
<td>Appendix: Forms and Checklists</td>
</tr>
<tr>
<td>Checklist for M.A. Degree in Spanish</td>
</tr>
<tr>
<td>Checklist for Post-Baccalaureate Certificate in Hispanic Studies</td>
</tr>
<tr>
<td>Form for Faculty Member to Request Work</td>
</tr>
<tr>
<td>Spanish Graduate Assistant Timesheet</td>
</tr>
<tr>
<td>Graduate Assistant Evaluation</td>
</tr>
<tr>
<td>Useful Contact Information</td>
</tr>
</tbody>
</table>
PREFACE

The Spanish Graduate Student Guide contains information on important aspects of the graduate programs in Spanish in the Department of Foreign Languages and Literatures, such as graduate school and program policies, regulations, requirements, etc. Although most of this information is specifically departmental, some of it also concerns the Graduate School, the College of Arts and Sciences and the university as a whole. For further details in these areas, you should consult the Graduate Catalogue (http://catalogue.uncw.edu/). The current catalogue will give the most reliable information, but if a previous catalogue governs your degree requirements, you should consult the appropriate one accessible by clicking on “Previous Catalogues.”

THE DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES

The Department of Foreign Languages and Literatures falls within the College of Arts and Sciences and offers the B.A. degree in French, German and Spanish and the M.A. degree in Spanish as well as a Post-baccalaureate Certificate in Hispanic Studies. The Department services the language requirement within University Studies as well as the requirements for certain other majors and/or schools. Also available are minors in French, German, and Spanish, and, in conjunction with other departments, classical studies, film studies, European studies, International Studies and Latin American studies, which complement students’ majors.

Languages regularly taught at the undergraduate level are American Sign Language, Chinese, French, German, Latin, Portuguese, Russian and Spanish.

As a fundamental part of the academic mission of the Department of Foreign Languages and Literatures, the graduate programs in Spanish provide students with a foundation for further graduate work as well as skills and cultural knowledge needed in professions other than academia. The M.A. degree meets entry-level requirements for teaching Spanish in community colleges, many four-year colleges, as well as benefiting career teachers in the public schools and members of the community engaged with the local Hispanic community and the Spanish-speaking world.
DEPARTMENT ADMINISTRATION
DEPARTMENT OFFICE:
Department Chair – Raymond Burt
Administrative Staff – Martha MacLennan
Gina Kelley

COORDINATORS FOR SPANISH:
Spanish Graduate Coordinator and Advisor and Graduate Chair – Brian Chandler
Spanish Section Coordinator – Christopher Dennis
Coordinator of Lower-division Spanish – Lizzy Irvin
Coordinator for Teacher Licensure (French and Spanish) – L.J. Randolph

FOREIGN LANGUAGE RESOURCE CENTER:
Director – Yoko Kano

SPANISH GRADUATE FACULTY

Jess M. Boersma, associate professor of Spanish, B.S., University of Wisconsin-Madison; Ph.D., Emory University

Amanda R. Boomershine, associate professor of Spanish, B.A., University of Virginia; M.A., Ph.D., Ohio State University

Maria A. Cami-Vela, professor of Spanish, B.A., M.A., Ph.D., University of Florida

Brian T. Chandler, associate professor of Spanish, B.A., Lenoir-Rhyne College; M.A., University of South Carolina; Ph.D., The University of North Carolina Chapel Hill

Amrita Das, associate professor of Spanish, B.A., M.A., University of Delhi, India; Ph.D., Florida State University

Christopher C. Dennis, associate professor of Spanish, B.A., Depauw University; M.S., Ph.D., The Ohio State University

Denise M. DiPuccio, professor of Spanish, B.A., Ohio University; M.A., Ph.D., University of Kansas

Emmanuel D. Harris, II, associate professor of Spanish, B.A., Indiana University, Bloomington; M.A., Ph.D., Washington University, St. Louis

R. Terry Mount, professor of Spanish, B.A., Vanderbilt University, M.A., University of North Carolina Chapel Hill, Ph.D., University of Kentucky

Norma A. Mrak, associate professor of foreign languages and literatures, B.S., M.A., Ph.D., University of Houston

L. J. Randolph, assistant professor of Spanish, B.A., M.A., Ed.D., University of North Carolina at Chapel Hill

Peter N. Thomas, professor of Spanish, B.A., M.A., Ph.D., University of New Mexico
M.A. DEGREE REQUIREMENTS

The M.A. program requires a minimum of 30 semester hours of graduate study (only six of which may be transferred from another institution) and the successful completion of capstone written and oral individualized comprehensive exams based on coursework. The 30 hours of coursework must be distributed as follows:

1. Core requirements (12 credit hours)
   - SPN 500 – Advanced Writing Techniques. Credits: (3)
   - Three of the following:
     - SPN 507 – Spanish Phonetics and Phonology. Credits: (3)
     - SPN 511 – Topics in Spanish Civilization. Credits: (3)
     - SPN 512 – Studies in Spanish American Civilization. Credits: (3)
     - SPN 521 – Studies in Spanish Literature. Credits: (3)
     - SPN 522 – Studies in Spanish American Literature. Credits: (3)

2. Electives (18 credit hours)
   - Choose from any of the remaining SPN graduate courses.
   - Note: SPN 511, SPN 512, SPN 521, SPN 522 (variable topics) may be taken to satisfy the electives requirement provided the topic is different from the topic used to satisfy the core requirements. Established topics for 521 are “Spanish Literature: Medieval and Golden Age” and “Spanish Literature: Eighteenth Century to the Present.” Established topics for 522 are “Spanish American Literature: Discovery to Independence” and “Spanish American Literature: Independence to the Present.” Only three credits of SPN 591 may be counted toward the degree.

Additional information:

A student must maintain no less than a 3.0 GPA on all graduate-level courses and has five calendar years to complete the degree program. This five-year period begins with the student’s first term of work after formal admission to the program.
M.A. Comprehensive Exams (Spanish)

The M.A. comprehensive exams will consist of a written exam followed in a timely manner by an oral exam; both exams are designed to test students on their course work and their oral and written expression in Spanish. Since students taking the exams at a given time will not have taken the exact same courses, each student will be given a set of questions compiled especially for him or her. Professors will be asked to submit questions based on the content of the course(s) which he or she taught and which one or more of the candidates completed.

Students should study and/or review content of all courses taken and are advised to consult the individual professors for suggestions as to possible approaches they might expect.

The FLRC (LH 253) will be reserved for the written exams, which will be monitored. Students may bring and use a dictionary to the written exam but they may not use books, notes, the Internet or any other outside help. Questions and answers on the written exam will be in Spanish. Students taking the exam are subject to UNCW’s Academic Honor Code. (See the Code of Student Life and the Graduate Catalogue “Academic Honor Code.”)

On the day of the written exam, each student will receive five questions chosen at random from the appropriate submissions of the professors with whom s/he has studied. Each of the five questions will represent a distinct class. The students will choose three of the five questions to answer.

The day’s schedule will be as follows:

8:00-10:00 Question 1
10:15-12:15 Question 2

[12:15-1:15 Lunch break] [Students should bring own lunch and plan to eat together as a group.]
1:15-3:15 Question 3
Once the exams have been collected, the student responses to each question will be turned over to the professor who wrote the question. The professor will evaluate and complete his/her review of the student’s essay within 3 days. After this review each professor will make a recommendation regarding the student’s proceeding to the oral comprehensive exam. If there is one recommendation NOT to proceed, the student will attempt to recuperate his/her status by answering a question based on one of the two courses originally omitted. This recuperation attempt shall be made within one week of the student’s receipt of notification that recuperation is necessary. If the student fails the recuperation attempt, s/he must wait until the following semester to retake the exam. A student who receives two or more recommendations NOT to proceed is not eligible for an immediate recuperation attempt but must wait and repeat the entire test procedure the following semester.

The oral comprehensive examination committee will be comprised of three faculty members with whom the student has had classes. The oral examining committee will not be assigned until after the student takes the written in order for at least two of the committee members to be professors whose questions were answered on the written exam. During the oral exam, the student may be asked to clarify, defend or expand upon his/her written responses, be asked to respond to questions on courses taken but not covered by his/her written exam, and to comment/elaborate on connections among the courses s/he has taken in the program. The oral exam will be conducted in Spanish. It will be scheduled to last for up to an hour.
Bachelor's/Master's in Spanish Combined Program

The bachelor’s/master’s degree program in Spanish is designed to provide a student means to complete the requirements for both degrees in a period of five years. The key feature of the program is that a student can count up to 12 hours of graduate-level courses in order to fulfill requirements for the B.A. and use those same 12 credits toward the M.A. in Spanish.

This program is designed for students currently in the B.A. in Spanish program at UNCW who have:

1. Completed a minimum of seventy-five (75) and a maximum of ninety-eight (98) credit hours in their undergraduate program leading toward a major in Spanish, including credits earned from advanced placement if they start at UNCW or are transfer students and have completed a minimum of two semesters as a full-time student at UNCW, a minimum of 24 hours.

2. Completed a minimum of fifteen (15) hours of 300-400 level Spanish courses at the time of application. These 15 hours must include at least one course from each of the following pairs: SPN 307 or SPN 308 ; SPN 311 or SPN 312 ; SPN 321 or SPN 322 ; and one of the following 400-level courses: SPN 411 , SPN 412 , SPN 421 , SPN 422 , SPN 485 , SPN 495 or SPN 496 .

3. A minimum accumulated grade point average (GPA) of 3.2 and minimum grade point average (GPA) of 3.2 on all 300-400 level Spanish courses at UNCW.

Students who meet the above criteria may request permission from the department chair to apply up to 12 hours of graduate-level credit earned during their senior year towards their future master’s degree in Spanish. Departmental permission to apply to the bachelor’s/master’s degree program does not guarantee admission to the Graduate School. Admission to the Graduate School is contingent upon meeting eligibility requirements at the time of entering the graduate program.

Students accepted into the combined program:

- Must submit the standard application for admission to the Graduate School during the first semester of their senior year including: an application form for Graduate School, application fee, transcripts, letters of recommendation and writing samples. Two voice samples, one in English and one in Spanish, must be submitted separately to the graduate coordinator who will organize the review of the application.

- Must submit a Graduate Degree Plan during the second semester of their senior year, signed by the prospective student, the department chair, and the graduate coordinator.
The Graduate Degree Plan for the master’s degree must clearly indicate:

- The specific 500-level SPN courses (maximum of 12 graduate credit hours) that will be double-counted for both bachelor’s and master’s degrees;
- Additional graduate courses that will be taken during the senior year but not counted toward the bachelor’s degree;
- The student’s intention to fulfill course requirements for the master’s degree no later than a year after receiving the bachelor’s degree; and
- The intended graduation date for the master’s degree.

Upon the Graduate School’s review of the submitted materials, a letter of acceptance (or denial) to the master’s program will be sent to the student and copied to the department chair and the graduate coordinator. Acceptance will be provisional and contingent on meeting specified degree requirements; including completion of the bachelor’s degree.

A student who is ineligible to participate or continue in, or withdraws from the bachelor’s/master’s program cannot double count any courses for both bachelor’s and master’s degrees. For more details see the department chair or the graduate coordinator.

**REQUIREMENTS FOR POST-BACCALAUREATE CERTIFICATE IN HISPANIC STUDIES**

**I. Core (9 hours) (choose one from each category)**

- a. SPN 500 Advanced Writing Techniques (3)
- b. SPN 511 Topics in Spanish Civilization (3)
  
  or
  
  SPN 512 Topics in Spanish American Civilization * (3)
- c. SPN 521 Studies in Spanish Literature (3)
  
  or
  
  SPN 522 Studies in Spanish American Literature * (3)

* Students must choose at least one Spanish and one Spanish-American related course from these two categories.

**II. 9 hours of electives.** Choose from any of the remaining graduate SPN courses.

SPN 511, 512, 521, and 522 (variable topics) may be taken to satisfy this requirement provided the topic is different from the topic used to satisfy the literature/civilization core requirement above. No more than three hours of SPN 591 (offered on a limited basis) will be accepted for credit.

N.B. If a student has taken SPN 401 or SPN 405 at the undergraduate level, she/he must meet with the graduate director in order to be permitted to enroll in SPN 501 or SPN 505.
ACADEMIC POLICIES AND INFORMATION

The following policies are for informational purposes only. The governing document for all students is the official university Graduate Catalogue (http://www.uncw.edu/catalogue/).

Academic Honor Code
The University of North Carolina Wilmington is a community of high academic standards where academic integrity is valued. UNCW students are committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. This commitment begins when new students matriculate at UNCW, continues as they create work of the highest quality while part of the university community, and endures as a core value throughout their lives.

Adding, Dropping
Courses may be added or dropped only during the official drop/add period, which is noted in the current University Calendar, linked from http://www.uncw.edu/catalogue/.

Advising and Mentoring
The Graduate Advisor advises and mentors all Spanish graduate students regarding registration, degree requirements and other matters of concern such as career opportunities and goals. The student is encouraged in addition to develop a professional relationship with one of the faculty members whose expertise coincides with the student’s own interests. Such a relationship provides opportunities for the student to dialogue and perhaps collaborate with an experienced professional in the field.

Early in the program, students should contact the advisor who can provide assistance with curriculum questions, career development, travel opportunities, and other personal and professional concerns. Students should meet regularly with the advisor to discuss their progress in the program.

Class Attendance
Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.

Degree Time Limits
A graduate student has five calendar years (masters) or six calendar years (Ph.D.) to complete his or her degree program. The period begins with the student’s first term of work after formal admission to a degree–granting program. Work completed as a non–degree student does not initiate the five–year period for completing a degree program.

Courses taken more than five calendar years prior to the admission of a student into a degree program at UNCW normally are not accepted for credit toward fulfilling the requirements of
the student’s degree program. In some cases, however, with approval of the student’s advisory committee and department/unit chair, a student may petition the Graduate School to accept for credit work that is more than five years old.

When extenuating circumstances warrant, an extension of the time limit for completing a graduate program may be granted to a student upon his or her petition to the Graduate School. Such petitions must include an explanation and the endorsement of the student’s advisory committee and academic unit’s chair or dean.

**Graduate Grading**

The University of North Carolina Wilmington uses the quality point system and semester hour credit for calculating student achievement. Plus (+) or minus (-) grades may be awarded at the discretion of the faculty. Only courses approved by the Graduate Council will be eligible for S/U grading. Up to six credit hours of S/U may be applied to any degree program. Grade symbols and equivalent quality points used are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 qp</td>
</tr>
<tr>
<td>A-</td>
<td>3.67 qp</td>
</tr>
<tr>
<td>B+</td>
<td>3.33 qp</td>
</tr>
<tr>
<td>B</td>
<td>3.00 qp</td>
</tr>
<tr>
<td>B-</td>
<td>2.67 qp</td>
</tr>
<tr>
<td>C+</td>
<td>2.33 qp</td>
</tr>
<tr>
<td>C</td>
<td>2.00 qp</td>
</tr>
<tr>
<td>F</td>
<td>0 qp</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory progress (thesis)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory progress (thesis)</td>
</tr>
<tr>
<td>I</td>
<td>Work incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw passing</td>
</tr>
</tbody>
</table>

*Earned grade points = quality points*

The grade point ratio is determined by dividing the accumulated number of grade points earned (quality points) by the accumulated number of quality hours.

**Grievance Procedures**

If a graduate student has a grievance concerning course work or another matter, he or she should first discuss the complaint directly with the instructor or supervisor involved. If this action does not resolve the problem, the student should then consult the Graduate Coordinator, and then the chair of the Department. Procedures for Grade Appeal and Academic Grievance are found in the graduate catalogue.
Retention Policy
Three grades of C, one grade of F, or one grade of U (e.g. thesis/dissertation) results in dismissal from the graduate program. Further, if a student falls below a 3.0 GPA at any time, he or she goes on academic probation and has either three subsequent courses or nine hours to bring the GPA up to at least a 3.0. In addition, a student must have at least a 3.0 GPA in order to begin any program specific comprehensive examination and/or thesis work.

A graduate student who is required to take undergraduate courses, whether as a requisite for admission or for other reasons, or who takes such courses in the field of his or her graduate major, must make grades of at least B on all such courses in order to maintain eligibility as a graduate student.

Student Conduct
The filing of an application of admission shall be construed as both an evidence and pledge that the applicant accepts the standards and regulations of the University of North Carolina Wilmington and agrees to abide by them. Each student, by the act of registering, is obligated to obey all rules and regulations of the University as stated in the Code of Student Life, the university catalogue and other university publications. The University reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

The UNCW Honor Pledge
All students enrolled at UNCW are subject to the UNCW Student Academic Honor Code (hereafter referred to as the Honor Code), which is intended to help every member of the UNCW community appreciate the high value placed on academic integrity and the means that will be employed to ensure its preservation. Students are expected to perpetuate a campus culture where each student does his or her own work while relying on appropriate resources for assistance. In such a climate students enjoy a special trust that they are members of a unique community where one’s thoughts and words are attributed correctly and with proper ownership, and where there is little need for systems to sanction those who cheat. As such, all UNCW students shall commit to the principles and spirit of the Honor Code by adhering to the following pledge:

“As a student at The University of North Carolina Wilmington, I am committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. I pledge to uphold and promote the UNCW Student Academic Honor Code.”

A graduate student assigned a course grade of “F” as a result of an Honor Code offense will be deemed ineligible to continue in the UNCW Graduate School. The full UNCW Student Academic Honor Code may be viewed at http://www.uncw.edu/policies/documents/03_100FINALHONORCODE_Aug2009.pdf
Withdrawal Policy for Graduate Students

Students who simply withdraw from an individual class after the drop/add period receive NO refund or reduction of fees whatsoever. A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. From the second week through the twelfth week of the semester, any student who withdraws will receive a grade of W. A grade of W will not affect the student’s grade point average.

Beginning with the thirteenth week of the semester, a grade of WF will be assigned for each course withdrawal. The instructor will assign the grade of F at the end of the semester for any student that has not gone through the withdrawal process. Should extenuating circumstances warrant, the grade of WF or F assigned for course withdrawal may be changed to a W. This determination will be made by the Graduate School. It is the student’s responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred. The grade of WF and F will affect the student’s grade point average.

If the term of an individual course does not conform to the standard 15 week semester, the withdrawal period is calculated based upon the course term’s equivalence (i.e., a student is allowed to withdraw from the course through the first 1/15 of the course term without having a grade entered; between 2/15 and 12/15 of the course term, a student who withdraws will receive a W; beginning 13/15, a grade of WF will be assigned for a withdrawal).

A student who plans to withdraw from a course or all courses for the term, but plans to return to the University, should complete the “Graduate School Course(s)/Term Withdrawal” form before or on the last day for withdrawal as indicated in the University Calendar of Events. If the student does not plan to register in the following term, then a leave of absence form must be completed (refer to the leave of absence guidelines below). This form is located at http://www.uncw.edu/gradschool/currentstudents/forms.html and, upon completion, should be sent directly to the Graduate School.

A student who plans to withdraw from all courses and the University, and does not plan to return to the University, should complete the “Graduate School Complete Withdrawal” form. This form is located at http://www.uncw.edu/gradschool/currentstudents/forms.html and, upon completion, should be sent directly to the Graduate School.

Students who choose to completely withdraw from the University, but later decide to return, must reapply to the Graduate School and pay all applicable fees.

Faculty who wish to register an accusation of academic dishonesty or misconduct against a graduate student should immediately notify the Graduate School in writing. Graduate students may not withdraw from any course for which such an allegation of academic dishonesty or misconduct has been filed with the Graduate School. Should the student subsequently be found
innocent of these charges and if the withdrawal date has passed, the student may petition the dean of the Graduate School for withdrawal from the course.

**OTHER INFORMATION**

**Career Goals**
Students are encouraged to discuss career goals with their graduate advisor and at least one other member of the faculty as soon as they begin their program. It is also helpful to visit Career Services, which provides access to many resources available for career planning. Many professions need employees who not only speak and write Spanish, but who are also knowledgeable about the lives and cultures of the people who communicate in the language. Remember that the courses you take, the professional experiences you take advantage of, and the relationships that you establish while in graduate school will have a large impact during your job search and future career.

**Departmental Activities**
The Department of Foreign Languages and Literatures sponsors activities of a professional, cultural, and sometimes social nature. It sponsors lectures on language, literature, and culture, and frequently invites guests who give presentations in these areas. These activities are sometimes sponsored individually and sometimes in conjunction with other departments, programs or university units, such as the Office of International Programs and the Centro Hispano. The department recognizes that language-related activities and cultural events contribute significantly to the learning experience of the student. Graduate students are encouraged to participate in these activities as part of their professional preparation. Many of the activities provide an excellent opportunity for graduate students to practice Spanish, to get better acquainted with other students, professors, and colleagues, and to become a more integral part of the Department overall. There are a number of informal activities that regularly take place at the university and in the greater Wilmington community. A few examples include:

1) Mesa Española: Graduate students are strongly encouraged to attend this informal gathering at a local restaurant for meals and conversation. Times and locations are announced at the beginning of each semester.
2) Festival Latino: The Festival Latino is sponsored annually by the Centro Latino and takes place in a local park. Look for announcements in the media.
3) Intercultural Week is sponsored by UNCW’s Office of International Programs and culminates with an Intercultural Fair on Saturday. This is an informative cultural exchange where numerous international and language groups set up tables to provide informational brochures, activities, food, music, and demonstrations for the community.
4) Sigma Delta Pi, NATIONAL SPANISH HONOR SOCIETY: The Department sponsors a chapter of Sigma Delta Pi, founded in 1919. The local Rho Lambda chapter was chartered in 1988. Membership is open to both undergraduate and graduate students. Some Spanish professors are also members. Those interested in membership in the society should see Dr. Terry Mount or Dr. Joann Mount for information.
Graduate School Grants

Students who are presenting a paper, participating in a panel discussion, or giving a poster presentation at a professional conference may be eligible for up to $400 in Graduate School travel funding through this grant program. The eligibility details and application form for these grants are on the Graduate School website http://www.uncw.edu/gradschool/currentstudents/forms.html. Students must be presenting, not simply attending, to be eligible for these grants. Students normally will be awarded no more than one such grant per academic year.

Graduate Student Association Travel Grants

The Graduate Student Association provides graduate students with a travel grant of up to $250 to attend professional conferences, workshops, or to complete thesis research. These grants are designed to reward excellence in scholarship and to increase the visibility of the University of North Carolina Wilmington’s graduate programs within the academic communities. Funds are limited, and all guidelines are strictly enforced.

In the event of limited funds, preference will be given to students beyond their first year of graduate study who have not received a travel grant from either the Graduate School or the Graduate Student Association. Students are only eligible to receive one travel grant per semester, and students who have received a grant are automatically ineligible for this travel grant award if applying for the same event.

Parking

In order to park on campus you must have a valid parking permit for which there is an annual fee. Once you are registered for classes, you may go to http://uncw.edu/parking/index.htm to process your application for the permit. The parking office (Auxiliary Services) phone number is 962-3178.

Professional Organizations and Activities

Graduate students should acquaint themselves with the major professional organizations and societies and their publications. Of special interest are the American Association of Teachers of Spanish and Portuguese (AATSP), which publishes Hispania; and the Modern Language Association (MLA), which publishes the MLA International Bibliography, and the MLA Handbook, the standard reference for graduate student papers. Also of interest are the American Council for Teachers of Foreign Languages (ACTFL), which publishes Foreign Language Annals and administers the official Oral Proficiency exams, and the National Federation of Modern Language Teachers Association (NFMLTA), which publishes the Modern Language Journal. These organizations have low student membership rates, and students should consider joining at least one of them. There are also regional MLA organizations and regional groups affiliated with other national associations (SAML, AATSP-NC). North Carolina has very strong
and active foreign language teachers association (FLANC). The local Cape Fear Foreign Language Collaborative (CFFLC) meets four times a year at UNC Wilmington and provides a forum for high school and university language instructors to share ideas. A very reasonable student rate is available for graduate and undergraduate foreign language students.

Special areas within Hispanic studies have their own organizations. Notable examples are the Instituto Internacional de Literatura Iberoamericana (Revista Iberoamericana), Linguistic Society of America (LSA, Language), the American Association for Applied Linguistics (AAAL, Applied Linguistics) and the Latin American Studies Association (LASA, Latin American Research Review - LARR). For additional information on these groups, consult any faculty member whose focus is the area in question.

**Useful Forms and Information Accessible from the Graduate School Homepage**

All graduate students should familiarize themselves with the graduate catalogue as explained above in the preface of this guidebook. In addition, you should also explore the graduate school’s homepage found at [http://www.uncw.edu/gradschool/index.html](http://www.uncw.edu/gradschool/index.html). From this page there are many useful links which will take you to important dates, policies and procedures, tuition and fees, graduation information, etc. Of particular practical interest are the array of forms that are used (required) by the graduate school for certain procedures: applying for graduation or certificate completion; registration for directed individual study; enrolling for GRC 600; admission deferment; leave of absence; extension of time to degree; transfer credit request; withdrawal from individual courses; withdrawal from all courses; request for in-state residency status, etc. The URL for access to these forms is [http://www.uncw.edu/gradschool/currentstudents/forms.html](http://www.uncw.edu/gradschool/currentstudents/forms.html). In addition to these forms there are some program-specific forms in the appendix to this guidebook.
GRADUATE ASSISTANTS – DUTIES AND RESPONSIBILITIES

The Department of Foreign Languages and Literatures employs graduate assistants who contribute to the professional needs of the department and gain experience working in a professional environment as they assist in the maintenance of high quality instruction at the undergraduate level. This arrangement may be looked at as a form of financial aid which benefits the department as well as the student: the department gains additional part-time staff while the students acquire valuable experience.

1) ORIENTATION: Graduate Assistants have the responsibility to be on campus taking care of administrative details and participating in orientation activities during the week prior to the beginning of fall and spring semester classes.

2) HOURS PER WEEK: A graduate assistant has two or more areas of responsibility which must be fulfilled within a weekly time commitment. Students on full assistant stipends are required to provide a minimum of 20 hours of service to the department per week. Holders of partial stipends may be required 5, 10, or 15 hours per week depending on availability of funds and the particular agreement made between the student and the graduate school. Work duties will extend until the end of the final exam period each semester.

3) WORK ASSIGNMENTS:
   (a) All graduate assistants should expect to work in the Spanish Conversation Center. Individual work hours will follow a fixed weekly schedule established at the beginning of each semester. This center provides conversation practice for undergraduate students and others interested in improving language and cultural skills in Spanish. It is designed especially to supplement classroom instruction, but students and others not currently enrolled in Spanish classes may also attend the sessions.
   (b) All graduate assistants should expect to provide assistance to full-time Spanish faculty. Depending on the individual professor’s needs, the assistant generally is asked to assist with grading of papers (exams, tests, compositions, etc.), preparing classroom materials, and occasionally to be available for assistance within the classroom itself.
   (c) Graduate assistants with 18 graduate credit hours or more in Spanish may be eligible to serve as the instructor of a Spanish class (typically SPN 120). Students interested in having this experience must meet the following additional requirements by the beginning of the semester in which they will enter the classroom: (1) they must have the support of the lower division coordinator and the graduate coordinator and the approval of the department chair and the dean of the College of Arts and Sciences; (2) they must have taken SPN 550 or its equivalent; (3) they must receive additional training (6 hours per week) during the semester prior to entering the classroom. The immediate supervisor of this group of assistants is the Spanish lower-division coordinator.

4) OFFICES AND BUILDING ACCESS: All graduate assistants currently have assigned offices, which they may share with other assistants in Spanish. They will receive keys that give them
access to their offices and other spaces essential for the fulfillment of their duties. After-hours access to Leutze Hall entrances will be via ID card permit. All keys must be returned before the assistant leaves his/her position. Assistants serving as classroom instructors must hold office hours as outlined by university and Spanish lower-division regulations.

5) PROFESSIONALISM: Teaching assistants are employees of the Department of Foreign Languages and Literatures at UNC Wilmington. Behavior should reflect in a positive way all the policies, goals and objectives of the department. A graduate assistant shows professionalism in fulfilling all assigned duties and responding to all requests for attendance at meetings, submission of forms, and other requests for information. Decisions about appropriate behavior should be based on university policies and common sense. An assistant is both a student and an employee. While you empathize with undergraduate students, do not lose sight of the fact that your responsibility is to objectively contribute to their academic success. You should be careful not to undermine the authority of department policies and procedures. You should not participate in or encourage complaints about course requirements, expectations and methodologies. Socializing with undergraduate students whom you meet in your capacity as a teaching assistant is risky. Dating such a student is unacceptable behavior under university policies. Be extremely careful not to encourage a relationship which may later be perceived as a conflict of interest with a younger student or to put yourself in a compromising situation with him/her. Although UNCW does not have a dress code, you are expected to dress appropriately for the professional activity in which you are involved.

6) ACADEMIC STANDING: The Graduate Coordinator reviews the academic standing of all graduate students at the end of each semester. The Graduate School requires a minimum overall grade point average of 3.0 (B). Three grades of C or one grade of F result in dismissal from the program. Students who fall below 3.0 will be placed on academic probation and must raise their average to 3.0 or above within the nine additional credit hours. A student on academic probation cannot preregister for classes in the upcoming term, but must wait until after a review of his/her grades is made at the end of the current term. If a student receives an F in any class he or she is dismissed from the program.

7) ACADEMIC INTEGRITY: The Spanish graduate faculty assumes that all students qualified to enter an M.A. program in a field involving research and writing are familiar with the basic tenets of academic integrity and have learned how and why to avoid plagiarism. In order to ensure absolute clarity and to avoid errors, it is the responsibility of each student to know what constitutes plagiarism after consulting the university catalogue and student handbook. If any doubts remain, you should always speak with the graduate advisor and individual professors for clarification. Failure to conform to research norms will result in established honor code violation procedures being invoked.

8) MAINTAINING RECORDS: You are expected to record your assistantship activities on a weekly basis and to submit them to the graduate coordinator. Include all assistantship
activities (including conversation center hours) in which you were involved for each week. A form for this is found in the appendix.

9) ORGANIZING YOUR WORK WEEK: It is understandable that some weeks you may work more than your required number of hours and other weeks you may work less, depending primarily on the requests that you have from professors for grading, preparing, etc. You should aim for an average so that if one week you work more than your required time, the next week you should attempt to work less in order to balance or average it out. The professors for whom you work are generally understanding but you should keep communications lines open so that they will know when you are overworked and when you may have ample time to dedicate to them. For your convenience in organizing your weekly activities, a planning sheet is found in the appendix.
APPENDIX

FORMS AND CHECKLISTS

Checklist for M.A. Degree in Spanish
Checklist for Post-baccalaureate Certificate in Hispanic Studies
Form for Faculty Member to Request Work
Spanish Graduate Assistant Timesheet
Graduate Assistant Evaluation
Useful Contact Information
Checklist for M.A. Degree in Spanish  
University of North Carolina Wilmington

1. **SPN 500 Advanced Writing Techniques.** Taken __________________. Grade ____________  
   Credit hours: 3

2. Three of the following:  
   - **SPN 507: Spanish Phonetics and Phonology.** Taken __________________.  
     Topic: ___________________________  Grade ____________ Credit hours: 3
   - **SPN 511: Topics in Spanish Civilization.** Taken __________________.  
     Topic: ___________________________  Grade ____________ Credit hours: 3
   - **SPN 512: Topics in Spanish American Civilization.** Taken __________________.  
     Topic: ___________________________  Grade ____________ Credit hours: 3
   - **SPN 521: Studies in Spanish Literature.** Taken __________________.  
     Topic: ___________________________  Grade ____________ Credit hours: 3
   - **SPN 522: Studies in Spanish American Literature.** Taken __________________.  
     Grade ____________ Credit hours: 3

3. Eighteen elective SPN hours:  
   - **SPN _______.** Course title: ___________________________  
     Taken __________________  
     Topic (if applicable): ___________________________  Grade: ____________ Credit hrs. ____________
   - **SPN _______.** Course title: ___________________________  
     Taken __________________  
     Topic (if applicable): ___________________________  Grade: ____________ Credit hrs. ____________
   - **SPN _______.** Course title: ___________________________  
     Taken __________________  
     Topic (if applicable): ___________________________  Grade: ____________ Credit hrs. ____________
   - **SPN _______.** Course title: ___________________________  
     Taken __________________  
     Topic (if applicable): ___________________________  Grade: ____________ Credit hrs. ____________
   - **SPN _______.** Course title: ___________________________  
     Taken __________________  
     Topic (if applicable): ___________________________  Grade: ____________ Credit hrs. ____________
   - **SPN _______.** Course title: ___________________________  
     Taken __________________  
     Topic (if applicable): ___________________________  Grade: ____________ Credit hrs. ____________
   - **SPN _______.** Course title: ___________________________  
     Taken __________________  
     Topic (if applicable): ___________________________  Grade: ____________ Credit hrs. ____________

**Graduation application.** Date of application __________________________ *

**Written comprehensive exam.** Date of written exam. __________________________

**Oral comprehensive exam.** Date of oral exam. __________________________

*Application deadline for a Spring graduation is mid-November of the previous Fall semester. Deadline for a Summer or Fall graduation is mid-April of the previous Spring semester. Check the University calendar for exact date.
Checklist for Post-baccalaureate Certificate in Hispanic Studies

___1. SPN 500 Advanced Writing Techniques. Taken _____________. Grade ________ Credit hours: 3

___2. One of the following pairs:

PAIR A:
___SPN 511: Topics in Spanish Civilization. Taken _____________.
  Topic: ______________________________
  Grade ________ Credit hours: 3

and

___SPN 522: Studies in Spanish American Literature. Taken _____________.
  Topic: ______________________________
  Grade ________ Credit hours: 3

PAIR B:
___SPN 512: Topics in Spanish American Civilization. Taken _____________.
  Topic: ______________________________
  Grade ________ Credit hours: 3

and

___SPN 521: Studies in Spanish Literature. Taken _____________.
  Topic: ______________________________
  Grade ________ Credit hours: 3

___3. Nine elective SPN hours:

___ SPN _______. Course title: ______________________________
  Topic (if applicable): ______________________________
  Taken _____________. Grade: ________ Credit hrs. ________

___ SPN _______. Course title: ______________________________
  Topic (if applicable): ______________________________
  Taken _____________. Grade: ________ Credit hrs. ________

___ SPN _______. Course title: ______________________________
  Topic (if applicable): ______________________________
  Taken _____________. Grade: ________ Credit hrs. ________

___ SPN _______. Course title: ______________________________
  Topic (if applicable): ______________________________
  Taken _____________. Grade: ________ Credit hrs. ________

Completion of Graduation Paperwork to be submitted early in the semester PRIOR to the one in which you intend to graduate (i.e. submit in fall if you plan to graduate in spring): http://www.uncw.edu/gradschool/graduation/application.html
FORM FOR FACULTY MEMBER TO REQUEST WORK

TA’s Name _______________________________ Week of _______________________________

<table>
<thead>
<tr>
<th>Faculty member’s name</th>
<th>Type of work needed*</th>
<th>Date/time TA to begin task</th>
<th>Date/time for completion of task</th>
<th>Estimate of time required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Examples: grading; materials search; web search; assistance in classroom; student interviews; etc.
**SPANISH GRADUATE TEACHING ASSISTANT TIMESHEET.**

Assistant’s Name: ______________________________

Week of _____________________________ (inclusive dates): Year _____________ Total hours for the week: ________

<table>
<thead>
<tr>
<th>Name of professor</th>
<th>Date</th>
<th>Type of work</th>
<th>Amount of time spent</th>
<th>Professor’s initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>xxxxxxxxxxxxx</td>
<td>xxxxxxxxxxx</td>
<td>xxxxxxxxxxxxxxxxxxxxxxxxxxx</td>
<td>Column total:</td>
<td>xxxxxxxxxxxxxxxxxxxxx</td>
</tr>
</tbody>
</table>
GRADUATE ASSISTANT EVALUATION
UNCW Department of Foreign Languages and Literatures (Spanish)

Semester/Year__________________________
Name of Teaching Assistant ______________________________
M. A. _________ Graduate Certificate Program.__________
Name of evaluating faculty member ____________________________
Course(s) for which I requested assistance: ______________________________

Instructions: Please rate this individual on the following characteristics as best you are able. You may elaborate on any of the characteristics or comment on additional attributes of the Teaching Assistant on the back of this form.

Rating (1 = Poor ↔ 6 = Excellent; N = Not applicable OR No opportunity to observe)

Work Skills
- Preparation 1 2 3 4 5 6 N
- Organization 1 2 3 4 5 6 N
- Communication 1 2 3 4 5 6 N
- Efficiency 1 2 3 4 5 6 N
Language Skills 1 2 3 4 5 6 N
Promptness in completing tasks 1 2 3 4 5 6 N
Acceptance of suggestions/criticism 1 2 3 4 5 6 N
Eagerness to improve 1 2 3 4 5 6 N
Interaction with students 1 2 3 4 5 6 N
Motivation 1 2 3 4 5 6 N
Integrity 1 2 3 4 5 6 N
Dependability 1 2 3 4 5 6 N
Overall Ability 1 2 3 4 5 6 N

Notable Strengths:

Notable Weaknesses:

Recommendations:

_____________________________________________ Date________________
Signature of evaluating faculty member

(Please complete, sign and return to Graduate Director.)
Useful Contact Information

DEPARTMENT OFFICE

Dr. Raymond Burt  
Department Chair  962-3340  burtr@uncw.edu
Martha Maclennan  
Administrative Associate  962-3340  maclennanm@uncw.edu
Ms. Gina Kelley  
Administrative Associate  962-7684  kelleyg@uncw.edu

COORDINATORS FOR SPANISH

Dr. Brian Chandler  
Graduate Coordinator and Advisor  962-3341  chandlerb@uncw.edu
Dr. Christopher Dennis  
Spanish Section Coordinator  962-3048  dennisd@uncw.edu
Lizzy Irvin  
Coordinator for Lower-division Spanish  962-7664  irvine@uncw.edu
Dr. Joann McFerran Mount  
Coordinator for Teacher Licensure and Liaison with Watson School of Education  962-3349  mountj@uncw.edu

FOREIGN LANGUAGE RESOURCE CENTER

Yoko Kano  
Director of FLRC  962-7575  kanoy@uncw.edu

PERMANENT SPANISH FACULTY

Dr. Ashlee Balena  
Lecturer  962-2175  balenaa@uncw.edu
Dr. Jess Boersma  
Associate Professor  962-2322  boersmaj@uncw.edu
Dr. Amanda Boomershine  
Associate Professor  962-7922  boomershinea@uncw.edu
Dr. Maria Cami-Vela  
Professor  962-3342  camivelam@uncw.edu
Dr. Brian Chandler  
Associate Professor  962-2299  chandlerb@uncw.edu
Dr. Keri Chandler  
Lecturer  962-7214  chandlerke@uncw.edu
Dr. Amrita Das  
Associate Professor  962-2430  dasa@uncw.edu
Dr. Christopher Dennis  
Associate Professor  962-3048  dennisd@uncw.edu
Jacquie Galbraith  
Lecturer  962-3885  galbraithj@uncw.edu
Dr. Emmanuel Harris  
Associate Professor  962-3341  harrise@uncw.edu
Elizabeth Irvin  
Lecturer  962-7664  irvine@uncw.edu
Marianella Jara  
Lecturer  962-2485  jaram@uncw.edu
Dr. Joann McFerran Mount  
Associate Professor  962-3349  mountj@uncw.edu
Dr. R. Terry Mount  
Professor  962-3344  mountt@uncw.edu
Dr. Ariana Mrak  
Associate Professor  962-2310  mrakn@uncw.edu
Valerie Rider  
Lecturer  962-2174  riderv@uncw.edu
Dr. Linwood (LJ) Randolf  
Assistant Professor  randolfj@uncw.edu
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lew Rosenbloom</td>
<td>Lecturer</td>
<td>962-7025</td>
<td><a href="mailto:rosenblooml@uncw.edu">rosenblooml@uncw.edu</a></td>
</tr>
<tr>
<td>Dr. John Stevens</td>
<td>Associate Professor</td>
<td>962-7595</td>
<td><a href="mailto:stevensj@uncw.edu">stevensj@uncw.edu</a></td>
</tr>
<tr>
<td>Dr. Peter Thomas</td>
<td>Professor</td>
<td>962-3346</td>
<td><a href="mailto:thomasp@uncw.edu">thomasp@uncw.edu</a></td>
</tr>
</tbody>
</table>

**PART-TIME LECTURERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Armiñana</td>
<td>Lecturer</td>
<td><a href="mailto:arminananap@uncw.edu">arminananap@uncw.edu</a></td>
</tr>
<tr>
<td>Vivian Ferreyra</td>
<td>Lecturer</td>
<td><a href="mailto:ferreyrav@uncw.edu">ferreyrav@uncw.edu</a></td>
</tr>
<tr>
<td>Mercedes Hyman</td>
<td>Lecturer</td>
<td><a href="mailto:hymanm@uncw.edu">hymanm@uncw.edu</a></td>
</tr>
<tr>
<td>Olga Joachim</td>
<td>Lecturer</td>
<td><a href="mailto:joachimo@uncw.edu">joachimo@uncw.edu</a></td>
</tr>
<tr>
<td>Martina Jonsson</td>
<td>Lecturer</td>
<td><a href="mailto:jonssom@uncw.edu">jonssom@uncw.edu</a></td>
</tr>
<tr>
<td>Marcio Moreno</td>
<td>Lecturer</td>
<td><a href="mailto:morenom@uncw.edu">morenom@uncw.edu</a></td>
</tr>
<tr>
<td>Tanesha Parker</td>
<td>Lecturer</td>
<td><a href="mailto:parkert@uncw.edu">parkert@uncw.edu</a></td>
</tr>
</tbody>
</table>