

# Spanish MA Handbook



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# I. PRESENTATION OF MA SPANISH PROGRAM

## A. OVERVIEW OF THE MA PROGRAM

The Spanish MA requires the completion of 30 units of approved coursework as listed under the Department of Modern and Classical Languages in the General Catalog, a minimum GPA of 3.0 in applicable coursework and successful performance on the Spanish Language Exam.

The student will also decide on a culminating experience: either take the Spanish Comprehensive Exam or write a thesis or project. Please note that all students are required to know how to use either a computer. Additionally, all students are required to adhere to the requirements of the Division of Graduate Studies included toward the end the General Catalog (or <http://www.fresnostate.edu/academics/gradstudies/>). A five-year limit applies to the completion of all requirements for the degree. The purpose of the present *Spanish MA Handbook* is to provide useful, supplementary details concerning the MA Program in Spanish and does not substitute General Catalog statements concerning Graduate Studies at Fresno State, or the MA program in Spanish for which the student is responsible. It is also essential that students take the initiative and adhere to published deadlines in taking tests and submitting necessary paperwork. It is suggested that the student uses Appendix A to keep track of progress toward the degree.

## B. ADVISEMENT

Professors of Spanish who teach in the MA program are available to respond to general questions regarding the graduate program. However, it is recommended that MA Spanish students meet with Graduate Program Coordinator, Dr. Gloria Medina-Sancho, at least once each semester to review their progress toward the degree. Send an email to her at [gmedina@csufresno.edu](mailto:gmedina@csufresno.edu) for an appointment.

Students are asked to be mindful of appropriate protocol when speaking or writing emails to any faculty member.

\*Any student who has a specific issue or problem related to the program, including their progress, financial aid appeal letters, and signatures for required Graduate Studies paperwork should contact Dr. Medina-Sancho immediately for an appointment.

**Office hours and summer availability: Faculty members maintain regular office hours in Fall and Spring semesters. Over the summer, many faculty members travel to conduct research; therefore, faculty availability over the summer may be limited, and cannot be guaranteed. Please allow extra time for responses to emails in the summer.**

## C. DEGREE STEPS

### ADMISSION

To apply to the MA Spanish program, a student must possess:

- A BA in Spanish (otherwise students are assigned Spanish 119, 121A and/or 121B, 140, 142 and 143 as prerequisite coursework in Spanish to make up prior to Classified Standing);
- A GPA of 3.0 or higher in all previous coursework in Spanish;
- A GPA of at least 2.5 in the last 60 semester units of college work; • 3 letters of recommendation;
- A writing sample of 10–12 pages in Spanish or two essays (5-6 pages each); • A statement of purpose, in Spanish or English.

Complete the online application at [www.csummentor.edu](http://www.csummentor.edu), and submit any transcripts from other universities to Graduate Admissions as directed. The Graduate Admissions Office will forward your Application to the Department of Modern and Classical Languages and Literatures. There is no separate application to the MA Spanish Program, and GRE scores are not required; however, please submit the recommendation letters, writing sample, and statement of purpose directly to the Spanish Graduate Program Coordinator (Dr. Medina Sancho).

### CONDITIONALLY CLASSIFIED GRADUATE STANDING

Most students are admitted to the MA Spanish Program as “Conditionally Classified.” This means that they must satisfy certain conditions during their first semester(s) of graduate studies. For example, they must take and pass the Spanish Language Exam and complete a plagiarism workshop. Students who did not major in Spanish as undergraduates must complete prerequisite courses prescribed by the coordinator: Spanish 119, 121A and/or 121B, 140, 142, and 143.

### SPANISH LANGUAGE EXAM

All students are advised to take the Spanish Language Exam during their first semester in the program since it is a requirement to attain Classified Graduate Standing. The purpose of this test is to verify the ability of students to write effectively at an appropriate level in Spanish.

The M.A. Language Exam is a diagnostic exam that assesses knowledge of basic areas of Spanish grammar and writing relevant to a career path in this field. The exam covers fundamental grammar areas that students are expected to understand upon graduating with the B.A. in Spanish and/or upon entering the M.A. program in Spanish. The areas the exam assesses are taught in several of our undergraduate Spanish courses. Topics that may be covered on the exam include the following:

- Verb conjugation in all tenses and moods. Students need to know the names of verb tenses and how to conjugate regular and irregular verbs in all tenses.
- The uses of the pronoun *se*
- Correct spelling and rules of accent mark usage
- Subject and object pronouns
- The correct use of relative pronouns in relative clauses

- Formal and informal commands (= the imperative)
- Morphology reflecting agreement between words
- Essays of different styles
- Comprehension of reading texts

The Language Exam is given at the start of every semester, usually in late August or early September and late January or early February. Pre-registration is required.

A student may take the Spanish Language Exam a total number of **two** (2) times. If a student does not pass the exam twice, the student may write a formal letter to the Spanish Section to petition to take the exam for a third and **final** time. If a student does not pass the exam for a total number of three (3) times, the student will be disqualified from the Spanish MA program.

### **Plagiarism Workshop**

The Spanish MA program requires all new MA students to complete an on-line tutorial on plagiarism and academic integrity. To take the "Preventing Plagiarism (Advanced)" course, students must go to the Henry Madden Library website at <https://library.fresnostate.edu/info/guides-tutorials/canvas-tutorials> and register at <https://fresnostate.instructure.com/enroll/>

Please contact Dr. Medina-Sancho for more information regarding the procedure for fulfilling this requirement.

### **Classified Graduate Standing**

Once the Spanish Language Exam is passed, the student has taken and passed a total of 9.0 units with a GPA of 3.0 or above, and has completed any other conditions of "Conditionally Classified Standing," it is the responsibility of the student to notify the Graduate Coordinator to complete a "Classified Graduate Standing Request" to the Division of Graduate Studies on the student's behalf. This should happen no later than the end of the semester in which the student completes 10 units to be used toward the MA in Spanish (see General Catalog).

## **SPANISH MA: GRADUATE ENGLISH WRITING REQUIREMENT**

### **Goals:**

This is a University Requirement for Advancement to Candidacy. During their first year of graduate studies, MA Spanish students are required to write one research paper in English for the graduate seminar Spanish 203 (Applied Literary Theory). In this essay, students will be required to meet the writing objectives set forth in the Graduate Writing Requirement document endorsed by the Academic Senate, including "comprehensibility, clear organization of ideas, an ability to arrange ideas logically so as to establish a sound scholarly argument, thoroughness and competence in documentation, and an ability to model the discipline's overall style as reflected in representative journals." The student's research paper will be read and evaluated by the Spanish MA Coordinator. In the event that students demonstrate poor

English writing skills the first year of their graduate studies, they will be required to continue to work on those skills.

**Policy:**

In order to command scholarly and professional credibility, graduate students in Spanish must demonstrate writing skills commensurate with society's expectations of persons who hold advanced degrees and develop the ability to write in formats and styles appropriate to our discipline. In accordance with requirements of the State of California, students must demonstrate competence in written English before they apply for advancement to candidacy. For pedagogical reasons, they should demonstrate such competence as early in their programs as possible.

**Objectives:**

The student's writing should demonstrate:

1. Comprehensibility;
2. Clear organization and presentation of ideas;
3. An ability to arrange ideas logically so as to establish a sound scholarly argument;
4. Thoroughness and competence in documentation;
5. An ability to express in writing a critical analysis of existing scholarly / professional literature in the student's area of interest; and
6. An ability to model the discipline's overall style as reflected in representative journals.

**Standards:**

Writing competency should be measured against specific standards (e.g., representative journals in the field), which are stated in the program's catalog entry, and in similar material.

**Appeals process:**

The student will have two opportunities to turn in a research paper that meets the requirements stated above. If after two opportunities, the student's paper does not meet the requirements, the student may appeal for a third and final time to turn in work that meets the aforementioned standards established by the State of California and the University.

## ADVANCEMENT TO CANDIDACY

Once the student has achieved Classified Graduate Standing, the student must contact the Graduate Coordinator to advance to candidacy – the final step in completing the Spanish MA. The Advancement to Candidacy process provides you with a list of approved coursework, including a culminating experience, for you to complete your degree. To be eligible for the Graduate Program Coordinator to submit your Advancement to Candidacy form to the Division of Graduate Studies Office, you must first have accomplished the following:

1. Pass the Spanish Language Exam;
2. Achieve Classified Graduate Standing;
3. Satisfy the Graduate English Writing Proficiency Requirement;
4. Maintain a cumulative GPA of at least 3.0 in all coursework from the semester in which the first course is taken toward the MA Spanish degree; NOTE: “all courses” also includes courses not used toward the degree;
5. Maintain a GPA of at least 3.0 in courses taken toward the MA Spanish program; no grade below a “C” in program courses may count toward the degree;
6. Maintain a cumulative GPA of at least 3.0 on Fresno State coursework if part of your MA Spanish program includes coursework transferred from another university;

(Reference: General Catalog, “Division of Graduate Studies”). The Advancement to Candidacy form is available online at <http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>

**Please note: you must select “Spanish” and the year you entered the Spanish MA program for the form to be correct.**

**DEADLINE:** You must achieve Advancement to Candidacy by the Division of Graduate Studies no later than the semester prior to the one in which you plan to finish all requirements and formally apply for the granting of the MA degree.

Besides the Language Exam the student must pass, the student must also choose a culminating experience: Take the Spanish Comprehensive Exam or write a thesis or write a project.

## **The Culminating Experience (choose one): Comprehensive Exam, Thesis or Project**

To be eligible to take the Comprehensive Exam the student must be **ADVANCED TO CANDIDACY**. The same is true of those who enroll in Thesis 299 or Project 298 units.

### **COMPREHENSIVE EXAM**

A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination must evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained.

The Comprehensive Exam is normally taken during the student's final semester. Only one exam may be taken in a given semester.

All students who select this option will take an exam in Literature. In order to prepare for the Comprehensive Exam, it is highly advised that students become acquainted with the examination process, as described below:

1. Every academic year the Spanish graduate faculty will create a list of SIX (6) questions for the Comprehensive Exam. The questions will be based on recent graduate seminars and will originate from the following areas:
  - a. Spanish Peninsular Literature (Medieval and Early Modern)
  - b. Spanish Peninsular Literature (19th-20th century)
  - c. Latin American Literature (20th century)
  - d. Mexican Literature (20th-21st century)
  - e. Caribbean Literature
  - f. Poetry
2. The semester before the exam, the student must notify the coordinator of the student's will to take the Comprehensive Exam.
3. In dialogue with the coordinator, the student a) will receive the list of SIX (6) questions that the student should study in-depth for the exam, and b) must define a specific area of interest in Hispanic literature
4. In dialogue with the coordinator, and derived from the above, the student must contact a faculty member who is a specialist in the student's area of interest, and prepare a reading list with the faculty member's assistance.



5. The Comprehensive Exam will consist of two parts:

**Part I:** On the scheduled day for the Comprehensive Exam, the student will write on THREE (3) questions chosen at random. These three questions will come from the list of six questions created by the Spanish graduate faculty. Each question is to be answered as a formal essay where students must demonstrate their ability to effectively analyze literary works. Students will be allowed three (3) hours to answer the three questions. In order to pass this portion of the exam, a student must receive a minimum score of 80% on each of the three questions.

**Part II:** After finishing the first part of the exam, one research question will be given to the student. The topic and theme of this research question will be related to the list of readings that the student created in his or her area of interest. The student will have EIGHT (8) days to write a research essay in response to the question. The essay must have a minimum length of 12 pages (21,600 words) and must reference at least five (5) critical secondary sources that have undergone a professional editorial process (Wikipedia and similarly weak sources are not allowed), and five (5) quotes minimum. The essay must present a clear introduction with a clear thesis developed by the student; the student's original supporting arguments; and a clear conclusion based on the arguments developed.

**PLEASE NOTE:** Every semester an Examination Committee will be in charge of evaluating the three questions for Part I and the research question for Part II of the Comprehensive Exam. During the grading process, students should not discuss any aspect of their answers with any of the Spanish faculty members of the Examination Committee until after the exam results have been released. A breach of confidentiality is a serious matter; as a result, any student who fails to maintain this confidentiality may be disqualified from the exam for that semester. The student may take this exam a total number of two (2) times. If a student does not pass the exam twice, the student may write a formal letter to the Spanish Section to petition to take the exam for a third and final time. If a student does not pass the exam for a total number of three (3) times, the student will be disqualified from the Spanish MA program.

### **THESIS (SPAN 299)**

For those who intend to enter a doctoral program, or those who would like to leave a part of their own philosophy recorded for the years to come, the thesis is the best option. A thesis implies a time commitment and desire to develop an original and innovative thesis based entirely on the student's own research. The thesis gives the student the opportunity to present his or her own original interpretations and theoretically grounded analysis on a literary work. Students who desire to write a thesis should consult with available faculty as soon as possible to determine the viability of their ideas, and to plan the timeline for thesis completion, as a thesis normally takes at least two semesters to research and write. After a professor

of Spanish has been selected to direct the thesis, two additional readers may be found from among the Department of Modern and Classical Languages and Literatures Faculty, or according to Thesis Committee Policy, one member may be from another relevant discipline or profession. The thesis director and the second reader must be tenured or tenure-track. The third reader may be a full time lecturer with a terminal degree in the field. Thesis Information and Master's Thesis Committee Assignment Forms are available through the Graduate Division Office website:

<http://www.fresnostate.edu/academics/gradstudies/thesis/>

Before embarking on writing a thesis, a thesis candidate should view the thesis information session video posted by the Thesis Consultant, Chuck Radke: <http://www.youtube.com/watch?v=OTxmp9CsF7g>. Deadlines for submitting theses to the Graduate Office are published in calendars included in the General Catalog, the Schedule of Classes and on the Division of Graduate Studies website. An earlier deadline will be set by the thesis committee chair so that there will be sufficient time for all members of the committee to review the thesis prior to the deadline published by the Graduate Office. A maximum of 6 units of Thesis 299 may count toward the 30 units required for the degree.

### **SPANISH MA: GUIDELINES FOR WRITING THE THESIS:**

1. The thesis committee cannot guarantee that the student will be able to graduate by a specific date. The thesis will not be approved until and unless it meets the approval of all three thesis committee members.
2. It is solely the student's responsibility to download and learn how to use the thesis template from the Graduate Studies website and to put the thesis in the format required by Graduate Studies. It is also the student's responsibility to put the citations and bibliography in the format required by the latest MLA Handbook. It is strongly recommended that the student purchase the MLA Handbook.
3. The thesis must contain an original idea that the student will develop and support. The thesis must constitute an original, significant contribution to Spanish letters.
4. The student's thesis topic and bibliography must be approved by the advisor **before** the student begins writing the thesis. In addition, the student will write a proposal explaining the topic of the thesis in detail. Once the topic and proposal have been approved by the advisor, the student may not deviate from the content of the proposal without consulting the thesis advisor.
5. The student must turn in each chapter for the advisor's approval before beginning work on the following chapter. The topic and general content of each chapter must be approved beforehand by the advisor. It is advisable to turn in small portions of the thesis, rather than turn in sizeable sections or multiple chapters.
6. It is the student's responsibility to order all of the texts needed from the library or through interlibrary loan in a timely manner. It is also the student's responsibility to look for bibliographical sources by searching all of the relevant databases, including (but not limited to) MLA, JSTOR,

MLA, and Project Muse. Please see: <http://libguides.csufresno.edu/MCLL> and <http://xerxes.calstate.edu/fresno/databases/subject/languages-and-literatures>

7. The student must consult with his/her advisor in order to determine what Internet pages are valid sources of information.
8. **All deadlines are set by Graduate Studies, and it is the student's responsibility to keep track of all deadlines.**
9. All advisors are available while courses are in session, unless explicit arrangements have been made with the advisor to meet during the summer or the winter break.

## **PROJECT, SPANISH 298**

### **GUIDELINES**

This may be done in lieu of the Comprehensive Exam or Thesis, in particular if the student's goal in obtaining the MA is advancement in a job in the public school system. The Project should have practical application in the field of education, or be an original creative work. The Project, unlike the Thesis, is handled entirely through the Department of Modern and Classical Languages and Literatures, and is not submitted to the Division of Graduate Studies. Project students must follow procedures attached to the Spanish 298 Project Committee Approval Form.

#### **Membership on the Committee:**

1. Participation on project committees is an academic obligation for professors of graduate courses;
2. The committee chair shall be a faculty member in Spanish and shall have the primary responsibility for the supervision of the student's work.

#### **Responsibilities of the Committee:**

1. The primary concern of every committee member shall be the quality of the student's project research and writing. The chair of the project is assumed to attest to the high standards expected of a master's project when s/he signs the final copies. The University Catalog (2007-2008, p. 493), using the language of the CSU system, defines a project as follows:
  - The finished project must evidence originality, appropriate organization, clarity of purpose, critical analysis, and accuracy and completeness of documentation where needed.
  - Critical and independent thinking should characterize every project. Mere description, cataloging, compilation, and other superficial procedures are not adequate.
  - The quality of writing, format, and documentation must meet standards appropriate for publication in the scholarly journals of the field, or be consistent with the dictates of an authorized stylebook.

Furthermore, the Graduate Studies website (<http://www.fresnostate.edu/academics/gradstudies/>) defines the project as follows:

- A project reflects applied field research or creative effort, often suited to the student's individual and/or professional goals;
  - A project allows application of technical skills and knowledge with a practical emphasis.
2. The chair of the committee shall meet initially with the student to approve the project, bibliography and methodology. A timetable shall be established to include reasonable deadlines for completion;
  3. The chair of the committee will sign the project to indicate approval.

### **Eligibility for a Project (SPAN 298):**

To be eligible to enroll in thesis or project units, students must have:

- been advanced to candidacy for the master's degree;
- maintained a B (3.0) program grade point average;
- completed at least 9 units of their approved program on the Fresno campus;

### **Final Disposition of the Project:**

1. A copy of the project will be deposited in the Department files, in order to be made available to the committee that evaluates the Spanish MA program every five years;
2. Issuance of the MA Clearance Form is dependent upon filing the copy of the project in the Department;

**NOTE ON THESIS AND PROJECT GRADES:** Enrollment in Thesis or Project units requires that the student receive a final grade as is the case in any university course. However, each semester that the student is working on the Thesis or project an "RP" (Report in Progress) grade is automatically recorded on the student's transcript. The Spanish MA Coordinator forwards the final grade to the Division of Graduate Studies Office on a Graduate Degree Clearance form once the student has completed the Thesis or Project. Students may not drop Thesis 299 or Project 298 units once an RP grade has been awarded. Withdrawal from Thesis 299 or Project 298 must therefore take place by the published deadline for doing so in the initial semester of enrollment.

### **Timeline to Completion of Thesis or Project**

If the student has taken 6 units of Thesis (SPAN 299) or Project (SPAN 298) without completing the thesis or project, s/he must enroll in SPAN 299C Thesis Continuation (0 units) or 298C Project Continuation (0 units) until the Thesis or Project is finished, in accordance with University policy.

## MA COURSE WORK IN SPANISH

In addition to the Language exam and a culminating experience (comprehensive exam, thesis, or project), the MA Spanish degree requires students to complete 30 units of approved coursework. At least 18 of these units must be Spanish graduate level courses 201 and above. A minimum of 24 units must be at the 200 level. Two courses from the 100 series may therefore be applied toward the degree **if they were not taken and used previously toward the BA** in Spanish. Graduate students who wish to apply a 100 series Spanish course toward their program must do additional work in the course since it is designed primarily for undergraduates. Consult with the instructor for details. Three units are allowed for a course from another department (see Appendix B). Credential courses, including CTET 161, are not allowed as part of the 30 approved units. A maximum of 6 units of Spanish 290 (Independent Study) are allowed.

Spanish 203 (Applied Literary Theory) is the only **required** course for the Spanish MA. The student may choose the any of the rest of the courses to complete the 30 units required

**PLEASE NOTE:** 9 units per semester is considered “full-time” for graduate students. **Spanish MA coursework above 9 units will be dropped by the program** unless the student petitions the Graduate Coordinator for permission to take 12 units. Petitions will **only** be considered from students with a 4.0 in the previous semester of their graduate work.

***Culminating Experience:*** Again, for those who choose to enroll in Thesis or Project, a maximum of 6 units of Thesis 299 or Project 298 may count toward the 30 units required for the degree. No units are given for taking a Comprehensive Examination.

**Spanish courses that currently count toward the Spanish MA include:**

| 100 series courses (if not previously taken) |  | Any 200 series courses in Spanish |                        |
|--|--|-----------------------------------|------------------------|
| 145  | Mexican Literature   |                                   | The student MUST take: |
| 147  | 20 <sup>th</sup> Century Latin American Lit.                                     |                                   | Spanish 203            |
| 148T   | Major Figures in Hispanic Literature   |                                   |                        |
| 149  | Golden Age Literature  |                                   |                        |
| 150  | 20 <sup>th</sup> Century Peninsular Literature                                   |                                   |                        |
| 165  | Mod-1950   |                                   |                        |
| 170  | Senior Seminar <b>*If a different topic than previously taken by the student</b> |                                   |                        |

For the description of these courses, consult the General Catalog, Department of Modern and Classical Languages and Literatures.

### **Continuous Enrollment Requirement**

University policy requires graduate students to be continuously enrolled at the university: (1) while completing a grade of “RP” in either thesis or project, or a grade of “RP” or “T” in any other course; (2) while preparing to take a comprehensive examination; or (3) during the semester in which an application for the degree to be granted is filed. This policy does not apply to those who are either enrolled in a course for a letter grade or who have been officially granted a planned leave of absence. All students must maintain continuous enrollment during all Fall and Spring Semesters and during any Summer Term in which they apply to graduate. To maintain the required enrollment while completing a Thesis or Project, students must enroll in Graduate Studies Continuation through University Enrollment (SPAN 299C or SPAN 298C).

### **Application for Master’s Degree to Be Granted**

An application for the Master’s degree to be granted (which includes a graduation application fee payable at the Cashier’s Window in Joyal Administration Building) must be filed within the first two weeks of the semester in which the work is to be completed. Applicants must be enrolled (See “Continuous Enrollment” above). During the summer, the application must be filed before the end of the third week of the first summer session.

## **D. APPEAL PROCESS**

**Grade Protests and Spanish MA Exams (Language and Comprehensive) Appeals** are also handled through this process.

The University Student Academic Petitions Committee has the responsibility of handling grade protests for all students, undergraduate and post-baccalaureate/graduate. Students who believe they have been graded unfairly or incorrectly by an instructor should consult first with the faculty member concerned within the first 15 working days of the following semester and make every effort to resolve the issue. On many occasions when students contact the instructor about a grade thought to be assigned unfairly, they learn that the instructor actually made a recording error. This will be remedied when the instructor obtains a Grade Correction Request form from the departmental secretary and submits the completed form to the Admissions and Records Office. If the issue is not resolved, students should then consult with the Department Chair who will give the student an answer in ten working days. If a student still believes that the grade was assigned unfairly or incorrectly after completing this process, the student then may request that the Student Academic Petitions Committee review the issue. Before requesting such a review, students should make an appointment with an academic counselor in the Office of Advising Services (Joyal Building, Rm. 224; Phone 278-1787) to discuss their particular situation and to receive a copy of the

university's grade protest policy as well as additional procedural instructions. Students then must submit a written statement no later than mid semester setting forth all pertinent details to the Director of Advising Services, who chairs the Petitions Committee.

### **Graduate Program Requirement Appeals**

Appeals concerning State of California and University Graduate Program requirements are handled by the University Graduate Committee.

## **II. Financial Aid and Assistance for Graduate Students**

To find information on financial aid, go to the following web sites:

<http://www.fresnostate.edu/academics/gradstudies/financial/index.html>

<https://studentaffairs.fresnostate.edu/financialaid/contact-us.html>

## **III. Students with Disabilities**

The Department of Modern and Classical Languages and Literatures cooperates with the Office of Services for Students with Disabilities (SSD) to make reasonable accommodations for qualified students with disabilities. If you have a disability and have not registered with SSD, we encourage you to do so. After meeting with your SSD counselor, present your written accommodation request to your instructor as soon as possible. If you experience any problems getting reasonable accommodations, please contact the Chair of the Department of Modern and Classical Languages and Literatures, Dr. Natalie Muñoz (278-2387), [nmunoz@csufresno.edu](mailto:nmunoz@csufresno.edu) or SSD (278-2811).

## IV. Qualifications for the Position of Teaching Associate (TA) in Spanish

A number of teaching associateships and graduate assistantships are available to graduate students who are enrolled in a Master's degree program and whose previous records show outstanding achievement in academic work, outstanding subject matter competence in their major field(s), and the special qualities necessary to do the duties assigned. Graduate Associate teaching positions are intended primarily to provide financial support to students who demonstrate promise as future scholars and teachers. Under the supervision of the TA Coordinator, Graduate Associates in Spanish acquire teaching experience through paid teaching experience by teaching classes of elementary Spanish at Fresno State. Eligibility for an initial appointment as a teaching associate or assistant in Spanish requires possession of a baccalaureate degree and admission to the Master's degree program in Spanish, with at least Conditional Classified Graduate Standing. Subsequent appointments require that students maintain a minimum GPA of 3.0, and demonstrate satisfactory progress toward completion of their graduate degree.

Spanish TAs are awarded each semester by a selection committee comprised of three Department faculty members, one of whom shall be the TA Coordinator.

### **Minimum Qualifications:**

- Must have taken SPAN 201: Teaching Spanish at the Post Secondary Level, or concurrently take 201 the first semester of teaching;
- Past academic performance in relevant coursework and future academic promise;
- Ability to speak, read, and write Spanish **and English** at advanced levels;
- Enrollment in a minimum of six units of approved coursework for use toward the MA in Spanish (Note: In order to make satisfactory progress toward the MA degree, the student normally needs to take a minimum of nine units, or three courses, of MA coursework each semester.)

In addition to meeting the minimum requirements stated above, the ideal candidate:

- will have knowledge of the grammatical structures of Spanish
- will be able to teach at least two semesters
- will have a clear idea of what skills and knowledge he or she possesses that will contribute to making him or her an excellent language instructor

If interested, please contact the TA Coordinator, Elsa Castillo (elsac@csufresno.edu) for application deadline and materials.



### **Reappointment Criteria:**

- Availability of necessary funds in the Department of Modern and Classical Languages and Literatures;
- High academic performance;
- Satisfactory progress toward completion of the MA (not only in classes but on required MA exams as well. In other words, number of classes successfully completed, no Incomplete Grades, not putting off the taking of MA exams, etc.);
- Must maintain a minimum GPA of 3.0 in applicable coursework (See Advancement to Candidacy above);
- Satisfactory evaluations from the Coordinator, and good student evaluations.

**NOTE:** Once TAs have completed **30 units** of coursework, they are **not eligible** to continue as Graduate Associates (with exception of the possibility of one extension to complete a culminating experience: comprehensive exam, thesis or project).

## V. Professional and Ethical Behavior of Spanish MA students

Spanish M.A. students are expected to behave ethically and professionally as teachers and scholars. Therefore, these students must follow the University's Honor Code as listed in the latest version of the Academic Policy Manual. Additionally, these students must follow Spanish M.A. program's guidelines for professional and ethical behavior, which are based on excerpts taken from the Modern Language Association of America's "Statement of Professional Ethics" (2004 revision of that published in *Profession 92*). As M.A. students become full-time professional teachers and scholars, and their duties as such increase, they should become familiar with the MLA's Statement in its entirety.

The entire statement is available online at:

[www.mlajournals.org](http://www.mlajournals.org)

"[...]" marks a break between material, or a substitution of (or addition to) words excerpted verbatim from the Statement.

The following are excerpts that function as program guidelines:

As a community of teachers and scholars, [Spanish M.A. students] serve the larger society by promoting the study and teaching of the modern languages and literatures. In order to embrace this enterprise, we require freedom of inquiry. However, this freedom carries with it the responsibilities of professional conduct. We intend this statement to embody reasonable norms for ethical conduct in teaching and learning as well as in scholarship...

[...] Our integrity as teachers and scholars requires the responsible use of evidence in developing arguments and fairness in hearing and reading the arguments of both colleagues and students.

[...] As a community valuing free inquiry, we must be able to rely on the integrity and the good judgment of our members. For this reason, we should not

- exploit or discriminate against others on grounds such as [language], race, ethnicity, national origin, religious creed, age, gender, sexual preference, or disability
- sexually harass students, colleagues, or staff members
- use language that is prejudicial or gratuitously derogatory
- make capricious or arbitrary decisions affecting working conditions, professional status,
- or academic freedom

- misuse confidential information
- plagiarize the work of others
- practice deceit or fraud on the academic community or the public...

[...]

[...] Our teaching and inquiry must respect our own cultures and the cultures we study.

### **Ethical Conduct in Service and Scholarship**

[...] A [M.A. student] who borrows from the works and ideas of others, including those of students, should acknowledge the debt, whether or not the sources are published.

Unpublished scholarly material—which may be encountered when it is read aloud, circulated in manuscript, or discussed—is especially vulnerable to unacknowledged appropriation, since the lack of a printed text makes originality hard to establish.

[...] Such relationships impose on researchers a special responsibility to guard the students involved from such abuses as breach of confidentiality and research-related harm. [M.A. students] should inform themselves of and observe institutional regulations and guidelines on the use of human subjects in research.

[...]

## VI. Appendices

### APPENDIX A: MA Spanish Student's Check List

| <i>Date Completed</i>   | <i>Major Degree Steps</i>   | <i>Remarks</i>   |
|---|---|--|
| <b>TO APPLY TO THE SPANISH MA, COMPLETE THE FIRST THREE STEPS</b> |   |  |
| 1   | GRE   | <b>**NOTE: The GRE requirement is waived for the Spanish MA.</b>   |
| 2   | Submit <i>Graduate Post-baccalaureate Application</i>   | Fill out an application online through Cal State Apply:<br><a href="https://www2.calstate.edu/apply/Pages/default.aspx">https://www2.calstate.edu/apply/Pages/default.aspx</a>   |
| 3   | Submit 3 letters of recommendation to Dr. Medina-Sancho   | Address letters to <i>Dr. Medina-Sancho, Graduate Program Coordinator, MA Spanish.</i><br>*Email Dr. Medina-Sancho for more information: <a href="mailto:gmedina@csufresno.edu">gmedina@csufresno.edu</a>  |
| 4   | Submit a writing sample to Dr. Medina-Sancho  | The writing sample (written in Spanish) should be between 10 and 12 pages. A combination of essays will suffice, or a long essay will do as well. <b>*Please remove your name from the essay pages.</b>  |
| 5   | Submit a statement of purpose to Dr. Medina-Sancho  | You may submit the same statement of purpose you wrote for the University application; this document may be written in Spanish or English.   |
| <b>ONCE ADMITTED, FOLLOW THESE STEPS:</b>                         |   |  |
| 6   | Complete <i>Conditionally Classified Standing</i> prerequisites, if any.<br><br>Complete the on-line <i>Plagiarism Workshop</i> | *Take and pass <i>Spanish Language Exam.</i><br>*The <i>Spanish Language Exam</i> is administered <b>once a semester</b> , at the very beginning of the semester. Submit the registration form sent by email to all Spanish MA students.<br>*Email Dr. Medina-Sancho after completion of the Plagiarism Workshop: <a href="mailto:gmedina@csufresno.edu">gmedina@csufresno.edu</a><br>*Complete any course prerequisites prescribed. |
| 7   | Ask G. Coordinator to Request <i>Classified Standing</i>  | Email Graduate Coordinator for an appointment: <a href="mailto:gmedina@csufresno.edu">gmedina@csufresno.edu</a>  |
| 8   | Complete <i>Graduate English Writing Requirement</i>  | The research paper is described in Spanish MA Handbook. * Email Dr. Medina-Sancho concerning Advancement to Candidacy: <a href="mailto:gmedina@csufresno.edu">gmedina@csufresno.edu</a>  |
| 9   | Attain <i>Advancement to Candidacy (ATC)</i>  | Requirements are listed in Spanish MA Handbook.<br>Graduate Coordinator will recommend your candidacy to the Dean, Division of Graduate Studies.   |
| 10  | Complete All Coursework Listed on the ATC form.   | See details in Spanish MA Handbook.  |
| 11  | Complete <i>Culminating Experience</i> Listed on the ATC form.  | See details in Spanish MA Handbook.<br>*The <i>Comprehensive Exam</i> is offered <b>once a semester</b> , toward the end of the semester. Submit the registration form sent by Graduate Coordinator.   |
| 12  | Observe <i>Continuous Enrollment Requirement</i> , if Applicable.   | See details in Spanish MA Handbook.  |
| 13  | Observe Deadline for <i>Degree Application</i>  | See details in Spanish MA Handbook.<br>Deadline is published in General Catalog and Schedule of Courses.   |

## APPENDIX B

### Approved Courses From Other Departments

The following courses have been approved by the Spanish Graduate Committee for use toward the student's MA Spanish Program. Only three (3) units from this list may be used as part of the 30-unit program. To include any other course not on this list, the student must obtain the prior approval in writing from the Spanish Graduate committee. Note that credential courses in the Kremen School of Education, such as CTET 161, may not be used toward the MA degree in Spanish.

|                    |             |   |
|--------------------|-------------|---|
| <b>Art</b>         | <b>173</b>  | Pre-Columbian Mexico                                |
| <b>Art</b>         | <b>175</b>  | Pre-Columbian Andes                                 |
| <b>CLAS</b>        | <b>112</b>  | Pre-Hispanic Civilizations                          |
| <b>English</b>     | <b>250T</b> | Seminar in Literature                               |
|                    |             | Seminar in Critical Theory                          |
| <b>Geography</b>   | <b>170T</b> | Latin American Regions                              |
| <b>Geography</b>   | <b>172</b>  | Cultural Geography of Ancient America               |
| <b>History</b>     | <b>145</b>  | Spain and Portugal                                  |
| <b>History</b>     | <b>160</b>  | The Great American Civilizations: Maya, Aztec, Inca |
| <b>History</b>     | <b>162</b>  | South America                                       |
| <b>History</b>     | <b>166</b>  | United States-Latin American Diplomacy              |
| <b>History</b>     | <b>169T</b> | Studies in Latin American history                   |
| <b>History</b>     | <b>188</b>  | Early California                                    |
| <b>Linguistics</b> | <b>100</b>  | General Linguistics                                 |
| <b>Linguistics</b> | <b>139</b>  | General Phonetics                                   |
| <b>Linguistics</b> | <b>148</b>  | Sociolinguistics                                    |
| <b>Linguistics</b> | <b>165</b>  | Language Acquisition                                |
| <b>Linguistics</b> | <b>244</b>  | Curriculum Design and Classroom Evaluation          |
| <b>Linguistics</b> | <b>249</b>  | Field Methods in Linguistics                        |
| <b>Philosophy</b>  | <b>146</b>  | Philosophy of Language                              |