

Yale University

DEPARTMENT OF SPANISH & PORTUGUESE

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## GRADUATE STUDENT HANDBOOK

This online Graduate Student Handbook supersedes and replaces all previous versions, and it applies to all graduate students enrolled in the departmental doctoral program, regardless of their year of entry.

The Department's Graduate Reading Lists constitute a separate document, also available on this departmental website.

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## INTRODUCTION

The Department of Spanish and Portuguese takes as its mission the training of doctoral students not only in research and scholarship but also teaching and pedagogy. In recognition of the ever-increasing demands of a highly competitive job market, the Department seeks to offer its students the best possible preparation in the discipline of literary studies, and, in addition, a level of training in the theories and skills that will allow them to become productive and successful classroom teachers.

Student progress through the program depends on successful completion of each phase of the program, each of which represents a new challenge in an ascending order of difficulty as the student progresses from enrollment in coursework through the writing of an independent, original doctoral Dissertation.

### **The Director of Graduate Studies**

The Department's Director of Graduate Studies serves as general advisor to the graduate students. This is the faculty member who advises the student about course work and language requirements and approves the student's course registration and continuous registration forms (including petitions for extended and in absentia registration) during the student's entire course of study. The Director of Graduate Studies supervises and coordinates all portions of the student's program including the Qualifying Examination, Dissertation Prospectus, and approval of the Dissertation, working in consultation with the other members of the faculty and the student's Dissertation advisor.

### **Graduate Student Representation**

There are two graduate student representatives to the Graduate Studies Committee of the Department. They will be elected by the students yearly at the start of the Fall semester and serve for that academic year. The current representatives will organize the election and inform their fellow students, the Director of Graduate Studies, and Chair of the Department of the results. There is also graduate student representation on the other standing committees of the Department pertinent to the graduate program.

### **General Meeting**

The Director of Graduate Studies, together with the graduate student representatives, will convene the graduate students and faculty to discuss matters of common interest at least once per semester.

### **Fields of Study**

The Department offers the Ph.D. in Spanish peninsular literature, Spanish American literature, and a combination of Luso-Brazilian and Spanish/Spanish American literatures, as indicated below, that allow the student to tailor the program to his or her interests.

There are five fields in Spanish: Medieval; Renaissance and Golden Age; Modern Spanish Peninsular (18th through 20th centuries); Spanish American Colonial; Spanish American Contemporary (19th and 20th centuries). Each has a separate required reading list.

Portuguese and Brazilian literatures are two fields which have both their own lists of required readings.

The doctoral program offers: (1) an area of concentration in Spanish specializing in a single field of study (Medieval, Renaissance-Golden Age, Modern Spanish Peninsular, Spanish American Colonial, or Spanish American Contemporary); (2) a joint concentration in Spanish and Portuguese offering the student the opportunity to work in both the Luso-Brazilian and Spanish/Spanish American fields.

In addition, the Department participates in: (3) a combined Ph.D. program in Spanish and Portuguese and African American Studies offered in conjunction with the African American Studies Department; and (4) a combined Ph.D. program in Spanish and Portuguese and Renaissance Studies offered in conjunction with the Renaissance Studies Program.

## **PART ONE: DOCTORAL PROGRAM OPTIONS**

**(1) An area of concentration in Spanish specializing in a single field of study (Medieval, Renaissance-Golden Age, Modern Spanish Peninsular, Spanish American Colonial, or Spanish American Contemporary):**

### **Course Work**

Students must satisfactorily complete a total of 16 courses at the graduate level during the first two years of study. Two of these courses are required: Spanish 500, History of the Spanish Language, and Spanish 790, Methodologies of Modern Foreign Language Teaching. As of Fall 2020, students are required to take two, and may take up to four, courses outside of the Department, to be determined in consultation with the Director of Graduate Studies. Two of those outside courses are to be taken in one Department (“minor”). In the case in which this is a Language Department, graduate proficiency in the language is strongly recommended.

### **Language requirements**

Students in this option must have a strong command of Spanish and English. In addition, the Department requires varying degrees of proficiency in two languages: (1) the demonstration of reading/translation knowledge in Latin, and (2) reading/translation competence in a second language. The language chosen by the student to satisfy the second language requirement should be selected in consultation with the Director of Graduate Studies and must be directly relevant to the student’s program of study.

Students may fulfill the Latin requirement by: (1) taking two semesters of Beginning Latin (110a and 120b) and earning a grade of honors or high pass on the final exam of 120b; or (2) taking the ten-week

summer course (Latin S110- S120) and earning a grade of honors or high pass on the final examination of S120. Alternatively, students may take the two-semester sequence, REL 628 Introduction to Medieval Latin and REL 667, Survey of Medieval Latin Literature; these two courses, completed successfully for course credit, will satisfy our program's Latin requirement.

The reading/translation requirement in the second language may be satisfied by taking either two semesters of a beginning language or an intensive beginning course in that language during the academic year or the summer. To satisfy our departmental requirement, the student must: (1) earn a grade of honors or high pass on the final exam of the second semester in the sequence or on the final exam at the end of the intensive course offered during the academic year or the summer, or (2) pass a reading/translation exam administered by the Department in question. This criterion applies to classical languages such as Greek, Hebrew, or Arabic as well as to the modern languages. Foreign language and literature departments periodically offer standard reading/translation exams that normally require registration with the pertinent department in advance. The student is responsible for information regarding the dates at which such exams are offered. The Department of French, for example, typically offers a translation exam early in each semester; alternatively, the student may wish to take the reading course in the French Department. A grade of high pass or honors on the final exam in that course is required to satisfy our departmental language requirement.

Timetable for fulfillment of language requirements: One language requirement must be satisfied prior to registration for the second year. The second language requirement must be satisfied prior to registration for the third year. The Graduate School will not permit registration for the third year, nor will the Department allow the student to take his or her Qualifying Examination, unless the course requirements for all three languages have been satisfied according to the afore-mentioned schedule.

### **The Qualifying Examination**

The written exam is taken on three consecutive days and is administered during the fall semester of each academic year. The written examination is administered on the Tuesday, Wednesday, and Thursday of the week following the end of fall semester classes. (If the student wishes to take it earlier, it is administered in October).

Upon successful completion of the written exam, the oral exam is scheduled separately and occurs within five to ten days after the written exam.

The Qualifying Examination consists of two exams: a written exam followed by an oral exam. The student is permitted to take the oral exam only upon passing the written exam in all its components.

Written exam: (1) A three-hour exam in the area of specialization, consisting of three questions (one often being an explication of a text, the other two, more general questions regarding the field), and (2) four one-hour exams representing each of the other four fields of Spanish and/or Spanish American literature.

Failure of **one or two of the hour-long** written exams:

1. The one-hour written exams that are failed are to be retaken within one month of original completion, around January 20. (If the student took and failed a portion or portions of the exam in October, the make-up exam must be taken in early December). The failed exams may be retaken only once.
2. If the student passes the retaken portion(s) of the written exam, the complete oral exam will follow approximately two weeks later. It is to be completed around the beginning of February, or in the middle of December if the student took and failed a portion or portions of the written exam taken in October.
3. If the student passes the retaken portion(s) of the written exam as well as the oral exam, the Prospectus is to be submitted on the regular schedule, that is, by Monday of the final week of classes of the second semester of the third year; it will be evaluated by the faculty in a week's time for approval or disapproval.

Failure of **three or four of the one-hour written exams** and/or **the three-hour written exam** in the student's specialization:

1. The whole written examination must be retaken in the second semester. The whole exam may be retaken only once; its failure, or failure of a portion or portions of the exam, results in dismissal from the doctoral program. If completed successfully, the written exam will be followed by the oral examination five to ten days later.
2. The Dissertation Prospectus must then be submitted by the following August 1 for evaluation and approval by the Department. If not approved, the student will have one month from the date of notification that the Prospectus was not approved to submit a revised Prospectus. If this second Prospectus is not approved, the student will be dismissed from the doctoral program. A student may revise and resubmit his or her Prospectus only once.

Oral exam:

A two-hour oral exam corresponding to the above fields and including the coursework taken by the student. This exam will serve both to cover material not covered, or not covered satisfactorily, on the written exam and including the course work taken by the student. The exam will be conducted in Spanish.

Failure of the Oral Exam:

The Oral Exam, if not passed, may be retaken only once. This will occur approximately one month after taking the Oral Exam for the first time. If the second Oral Exam is failed, the student will be dismissed from the doctoral program.

## **Prospectus**

The Prospectus is a preliminary statement of the dissertation project that outlines the topic, explains the reasons for its significance, and sets forth the theoretical and methodological framework to be employed.

After passing the qualifying written and oral examinations, candidates must choose a dissertation advisor or advisors. At least one advisor must be a member of the Graduate Faculty in Spanish and Portuguese. At the beginning of spring term and in consultation with the student, the advisor of the dissertation will form an ad hoc prospectus committee with two other ladder faculty of the department. This committee works with the student to produce a solid Prospectus, to provide the guidance and help necessary in choosing appropriate research paths and methods, and to make suggestions for improvement of the Prospectus. Students are also encouraged to consult with the relevant librarian and other members of the ladder faculty. After the Prospectus is accepted and approved by the committee, it is forwarded to the Director of Graduate Studies, who will circulate it to the remaining ladder faculty for their comments. The deadline for the submission of the Dissertation Prospectus to the Director of Graduate Studies is the Monday of the final week of classes of the second semester of the third year. Approval of the dissertation prospectus admits the student to doctoral candidacy.

The normal time to complete the Prospectus is the second half of the sixth semester. According to the Graduate School, the Prospectus must be completed and approved within the term following that of the qualifying examination. In exceptional cases, students may be permitted to continue work on the Prospectus in the seventh semester.

The Prospectus should be viewed as a preliminary statement of what the student proposes to do in his or her Dissertation and not as an unalterable commitment. However, substantive deviation from the dissertation project outlined in a Prospectus will require that the student draft a new Prospectus to be approved at least six months prior to the submission of the Dissertation.

In consultation with their faculty advisor and the Director of Graduate Studies, students should give serious thought to the scale of proposed dissertation topics. There should be a reasonable expectation that the project can be completed during the stipulated duration of the degree program.

The Prospectus should include:

A statement of the topic of the Dissertation and an explanation of its importance. What in general might one expect to learn from the Dissertation that is not now known, understood, or appreciated?

A concise review of what has been done on the topic in the past. Specifically, how will the proposed Dissertation differ from or expand upon previous work? A preliminary bibliography should be appended to the end of the Prospectus.

A statement of where most of the work will be carried out.

A tentative proposal for the internal organization of the Dissertation—for example, major sections, subsections, sequence of chapters.

A provisional timetable for completion of the Dissertation.

At the time of the submission of their prospectus, students must petition for permission to submit their dissertations in a language other than English. The petition should be submitted in the form of a letter explaining the academic reasons for using a foreign language and will be evaluated by the Director of Graduate studies and the appropriate Associate Dean. Petitions for writing and submitting a dissertation in a language other than English will not be accepted after students have advanced to candidacy.

## **Dissertation**

The Dissertation is prepared in close consultation with the advisor and the student is expected to complete the Dissertation by the end of the fifth or sixth year of study. In order to facilitate this, the Graduate School has made available the Dissertation Fellowship which provides students with full support in either the fifth or sixth year, depending on their progress, so that they may devote full time to the completion of the Dissertation during that final year. It is strongly recommended that students take the fellowship in the fifth year.

The student submits the completed Dissertation to the Graduate School upon approval by the Dissertation advisor. Final approval of the Dissertation is dependent upon three evaluations: first, the approval by the three readers of the Dissertation, who have been selected by the Director of Graduate Studies in consultation with the student's Dissertation advisor; second, the recommending vote of the Department, based on an oral reading of the Dissertation reports before the ladder faculty; third, the approval by the Graduate School's Degree Committee.

The Preparation and Submission of the Doctoral Dissertation, may be obtained online at <http://www.yale.edu/graduateschool/academics/forms/formatDissertation.pdf>. It provides important instructions to the student for the requirements of Dissertation submission to the Graduate School. Dissertations must be submitted to the Graduate School by October 1 for the awarding of a December degree, by March 15 for the May degree.

Failure of the Dissertation:

If the Dissertation is judged to be unsatisfactory by one or more of the appointed dissertation readers, the student may revise and resubmit only once, within six months.

**2) A joint concentration in Spanish and Portuguese which offers the student the opportunity to work in both Luso-Brazilian and Spanish/Spanish American literatures:**

## **Course work**

The course work component consists of a total of 16 courses at the graduate level taken during the first two years in the program. Two of these courses are required: Spanish 500, History of the Spanish Language and Spanish 790, Methodologies of Modern Foreign Language Teaching.

As of Fall 2020, students in the joint concentration are required to take two, and may take up to four, courses outside of the Department, to be determined in consultation with the Director of Graduate Studies. Two of those outside courses are to be taken in one Department (“minor”). In the case in which this is a Language Department, graduate proficiency in the language is strongly recommended.

### **Language requirements**

Students in this option must have a strong command of Spanish and Portuguese as well as English. In addition, they are required to demonstrate: (1) the demonstration of reading/translation knowledge in Latin; and (2) reading/translation competence in a second language relevant to the student’s program of study.

Students may fulfill the Latin requirement by: (1) taking two semesters of Beginning Latin (110a and 120b) and earning a grade of honors or high pass on the final exam of 120b; or (2) taking the ten-week summer course (Latin S110- S120) and earning a grade of honors or high pass on the final examination in S120. Alternatively, students may take the two-semester sequence, REL 628 Introduction to Medieval Latin and REL 667, Survey of Medieval Latin Literature; these two courses, completed successfully for course credit, will satisfy our program’s Latin requirement.

The reading/translation requirement in the second language may be satisfied by taking either two semesters of a beginning language or an intensive beginning course in that language during the academic year or the summer. To satisfy our departmental requirement, the student must: (1) earn a grade of honors or high pass on the final exam of the second semester in the sequence or on the final exam at the end of the intensive course offered during the academic year or the summer, or (2) pass a reading/translation exam administered by the department in question. This criterion applies to classical languages such as Greek, Hebrew, or Arabic as well as to the modern languages. Foreign language and literature departments periodically offer standard reading/translation exams that normally require registration with the pertinent department in advance. The student is responsible for information regarding the dates at which such exams are offered. The Department of French, for example, typically offers a translation exam early in each semester; alternatively, the student may wish to take the reading course in the French Department. A grade of high pass or honors on the final exam in that course is required to satisfy our departmental language requirement.

Timetable for fulfillment of language requirements: One language requirement must be satisfied prior to registration for the second year. Both remaining language requirements must be satisfied prior to registration for the third year. The Graduate School will not permit registration for the third year, nor will the Department allow the student to take his or her Qualifying Examination, unless the course requirements for all three languages have been satisfied according to the afore-mentioned schedule.

### **The Qualifying Examination**

The written exam is taken on three consecutive days and is administered during the fall semester of each academic year. The written examination is administered on the Tuesday, Wednesday, and Thursday of the week following the end of fall semester classes. (If the student wishes to take it earlier, it is administered in October).

Upon successful completion of the written exam, the oral exam is scheduled separately and occurs within five to ten days after the written exam.

The Qualifying Examination consists of two exams: a written exam followed by an oral exam. The student is permitted to take the oral exam only upon passing the written exam in all its components.

Written exam, as of Fall 2020: (1) a three-hour exam in the primary field (Spanish/Spanish American literature or Luso-Brazilian literature); (2) a two-hour exam in the secondary field (Spanish/Spanish American literature or Luso-Brazilian literature); (3) two one-hour exams, chosen from the remaining Portuguese, Brazilian, Spanish and/or Spanish American fields. The Luso-Brazilian exams are written in Portuguese; the Spanish/Spanish American exams, in Spanish.

Failure of the Written Exam:

Failure of **one or two of the one-hour** written exams:

1. The one-hour written exams that are failed are to be retaken within one month of original completion, around January 20. (If the student took and failed a portion or portions of the exam in October, the make-up exam must be taken in early December). The failed exams may be retaken only once.
2. If the student passes the retaken portion(s) of the written exam, the complete oral exam will follow approximately two weeks later. It is to be completed around the beginning of February, or in the middle of December if the student took and failed a portion or portions of the written exam taken in October.
3. If the student passes the retaken portion(s) of the written exam as well as the oral exam, the Prospectus is to be submitted on the regular schedule, that is, by Monday of the final week of classes of

the second semester of the third year; it will be evaluated by the faculty in a week's time for approval or disapproval.

Failure of **one or two of the two-and-a-half-hour written exams** in the student's joint specialization:

1. The whole written examination must be retaken in the second semester. The whole exam may be retaken only once; its failure, or failure of a portion or portions of the exam, results in dismissal from the doctoral program. If completed successfully, the written exam will be followed by the oral examination five to ten days later.
2. The Dissertation Prospectus must then be submitted by the following August 1 for evaluation and approval by the Department. If not approved, the student will have one month from the date of notification that the Prospectus was not approved to submit a revised Prospectus. If this second Prospectus is not approved, the student will be dismissed from the doctoral program. A student may revise and resubmit his or her Prospectus only once.

Oral exam:

A two-hour oral exam on the four fields chosen above that consists of questions based on material not covered or not covered satisfactorily on the written exam and including the course work taken by the student. The portions of the oral exam corresponding to fields listed above will be conducted in Portuguese and Spanish, respectively.

Failure of the Oral Exam:

The Oral Exam, if not passed, may be retaken only once. This will occur approximately one month after taking the Oral Exam for the first time. If the second Oral Exam is failed, the student will be dismissed from the doctoral program.

If the two courses taken outside the Department are in a third literature, meaning that that area (neither Spanish nor Portuguese) has been chosen as the language-literature minor, a one-half hour oral exam is conducted in the language of the minor field and administered by a faculty member of the appropriate department and specialty, typically the professor with whom the student has taken the two graduate-level courses.

### **Prospectus**

In this program option, as of Fall 2020 the Dissertation project addresses a topic either in Luso-Brazilian literatures (with Luso-Brazilian as the primary field), Spanish or Spanish/Latin American Spanish literatures (with Spanish/Spanish-Latin American as the primary field), or a comparative interest in both Hispanic and Luso-Brazilian literatures.

The Prospectus is a preliminary statement of the dissertation project that outlines the topic, explains the reasons for its significance, and sets forth the theoretical and methodological framework to be employed.

After passing the qualifying written and oral examinations, candidates must choose a dissertation advisor or advisors. At least one advisor must be a member of the Graduate Faculty in Spanish and Portuguese. At the beginning of spring term and in consultation with the student, the advisor of the dissertation will form an ad hoc prospectus committee with two other ladder faculty of the department. This committee works with the student to produce a solid Prospectus, to provide the guidance and help necessary in choosing appropriate research paths and methods, and to make suggestions for improvement of the Prospectus. Students are also encouraged to consult with the relevant librarian and other members of the ladder faculty. After the Prospectus is accepted and approved by the committee, it is forwarded to the Director of Graduate Studies, who will circulate it to the remaining ladder faculty for their comments. The deadline for the submission of the Dissertation Prospectus to the Director of Graduate Studies is the Monday of the final week of classes of the second semester of the third year. Approval of the dissertation prospectus admits the student to doctoral candidacy.

The normal time to complete the Prospectus is the second half of the sixth semester. According to the Graduate School, the Prospectus must be completed and approved within the term following that of the qualifying examination. In exceptional cases, students may be permitted to continue work on the Prospectus in the seventh semester.

The Prospectus should be viewed as a preliminary statement of what the student proposes to do in his or her Dissertation and not as an unalterable commitment. However, substantive deviation from the dissertation project outlined in a Prospectus will require that the student draft a new Prospectus to be approved at least six months prior to the submission of the Dissertation.

In consultation with their faculty advisor and the Director of Graduate Studies, students should give serious thought to the scale of proposed dissertation topics. There should be a reasonable expectation that the project can be completed during the stipulated duration of the degree program.

The Prospectus should include:

A statement of the topic of the Dissertation and an explanation of its importance. What in general might one expect to learn from the Dissertation that is not now known, understood, or appreciated?

A concise review of what has been done on the topic in the past. Specifically, how will the proposed Dissertation differ from or expand upon previous work? A preliminary bibliography should be appended to the end of the Prospectus.

A statement of where most of the work will be carried out.

A tentative proposal for the internal organization of the Dissertation—for example, major sections, subsections, sequence of chapters.

A provisional timetable for completion of the Dissertation.

## **Dissertation**

The Dissertation is prepared in close consultation with the advisor and the student is expected to complete the Dissertation by the end of the fifth or sixth year of study. In order to facilitate this, the Graduate School has made available the Dissertation Fellowship which provides students with full support in either the fifth or sixth year, depending on their progress, so that they may devote full time to the completion of the Dissertation during that final year. It is strongly recommended that students take the fellowship in the fifth year.

The student submits the completed Dissertation to the Graduate School upon approval by the Dissertation advisor. Final approval of the Dissertation is dependent upon three evaluations: first, the approval by the three readers of the Dissertation, who have been selected by the Director of Graduate Studies in consultation with the student's Dissertation advisor; second, the recommending vote of the Department, based on an oral reading of the Dissertation reports before the full faculty; third, the approval by the Graduate School's Degree Committee.

The Preparation and Submission of the Doctoral Dissertation, may be obtained online at <http://www.yale.edu/graduateschool/academics/forms/formatDissertation.pdf>. It provides important instructions to the student for the requirements of Dissertation submission to the Graduate School. Dissertations must be submitted to the Graduate School by October 1 for the awarding of a December degree, by March 15 for the May degree.

Failure of the Dissertation:

If the Dissertation is judged to be unsatisfactory by one or more of the appointed dissertation readers, the student may revise and resubmit only once, within six months.

### **(3) A Combined Ph.D. Program in Spanish and Portuguese/African American Studies: Admission**

Applications are to be submitted directly to the Department of Spanish and Portuguese with an indication that the student wishes to apply for the "Combined Degree Program in Spanish and Portuguese and African American Studies." At the time of receipt, a copy of the application is forwarded to the Department of African American Studies. Candidates whom the Department of Spanish and Portuguese wishes to admit will then be considered by the African American Studies Department. If admitted by the Department of Spanish and Portuguese and approved by the Department of African American Studies, the student will be permitted to register for the Combined Ph.D. Program in Spanish and Portuguese/African American Studies.

### **Course work**

Students in the combined Ph.D. program in African-American Studies and Spanish and Portuguese must take a total of 16 courses at the graduate level in Spanish and Portuguese and African-American Studies. Two of these courses are required by the Department of Spanish and Portuguese: Spanish 500, History of the Spanish Language and Spanish 790, Methodologies of Modern Foreign Language Teaching.

Three are requirements of the African American Studies Department and consist of core courses in theory, history, and the social sciences, respectively, including AFAM 505a, Theorizing the Racial Formation of the United States in the Early Twenty-First Century, and AFAM 895a/b, Research Workshop.

The Research Workshop is a non-credit, yearlong course required of all students in the third year. Since the Research Workshop is non-credit, it is not included in the sixteen-course total. As a requirement of the Department of Spanish and Portuguese, two courses relevant to the student's course of study must be taken outside the Department. Such courses are typically in American Studies, English, French, or Comparative Literature.

### **Language requirements**

Students in the combined Spanish and Portuguese/African American Studies program are required to demonstrate: (1) reading/translation knowledge in Latin and (2) reading/translation competence in another language relevant to the student's proposed field of study. Students may fulfill the Latin requirement by: (1) taking two semesters of Beginning Latin (110a and 120b) and earning a grade of honors or high pass on the final exam of 120b; or (2) taking the ten-week summer course (Latin S110- S120) and earning a grade of honors or high pass on the final examination in S120. Alternatively, students may take the two-semester sequence, REL 628 Introduction to Medieval Latin and REL 667, Survey of Medieval Latin Literature; these two courses, completed successfully for course credit, will satisfy our program's Latin requirement.

To fulfill the requirement of reading/translation competence in another language relevant to the student's proposed field of study, students may elect to demonstrate proficiency in an African language to fulfill this language requirement through course work or successful performance on a reading/translation examination approved by the Director of Graduate Studies of the Departments of Spanish and Portuguese and the African American Studies Department advisor.

### **The Qualifying Examination**

The written exam is taken on three consecutive days and is administered during the fall semester of each academic year. The written examination is administered on the Tuesday, Wednesday, and Thursday of the week following the end of fall semester classes. (If the student wishes to take it earlier, it is administered in October).

Upon successful completion of the written exam, the oral exam is scheduled separately and occurs within five to ten days after the written exam.

The Qualifying Examination consists of two exams: a written exam followed by an oral exam. The student is permitted to take the oral exam only upon passing the written exam in all its components.

Written exam: (1) a two-hour examination in the field of African Hispanic literature of the nineteenth and twentieth centuries OR a two-hour examination in the field of African Brazilian literature, (2) a two-hour examination in the field of African American literary and cultural studies, (3) four one-hour exams chosen from among the five fields of Spanish and Spanish American literatures and/or the field of Luso-

Brazilian literature. The African Hispanic or African Brazilian exams are written in English; the four exams in Hispanic and/or Luso-Brazilian literatures are written in Spanish and/or Portuguese, respectively.

Failure of the Written Exam:

Failure of **one or two of the one-hour** written exams:

1. The one-hour written exams that are failed are to be retaken within one month of original completion, around January 20. (If the student took and failed a portion or portions of the exam in October, the make-up exam must be taken in early December). The failed exams may be retaken only once.
2. If the student passes the retaken portion(s) of the written exam, the complete oral exam will follow approximately two weeks later. It is to be completed around the beginning of February, or in the middle of December if the student took and failed a portion or portions of the written exam taken in October.
3. If the student passes the retaken portion(s) of the written exam as well as the oral exam, the Prospectus is to be submitted on the regular schedule, that is, by Monday of the final week of classes of the second semester of the third year; it will be evaluated by the faculty in a week's time for approval or disapproval.

Failure of **three or four of the one-hour exams and/or one or two of the two-hour written exams** in the student's specialization:

1. The whole written examination must be retaken in the second semester. The whole exam may be retaken only once; its failure, or failure of a portion or portions of the exam, results in dismissal from the doctoral program. If completed successfully, the written exam will be followed by the oral examination five to ten days later.
2. The Dissertation Prospectus must then be submitted by the following August 1 for evaluation and approval by the Department. If not approved, the student will have one month from the date of notification that the Prospectus was not approved to submit a revised Prospectus. If this second Prospectus is not approved, the student will be dismissed from the doctoral program. A student may revise and resubmit his or her Prospectus only once.

Oral exam: A two-hour oral exam that consists of questions based on material not covered or not covered satisfactorily on the written exam and including the coursework taken by the student. The examination of the African Hispanic or African Brazilian and African American fields will be done in English. The portions of the oral exam corresponding to the Hispanic and Luso-Brazilian fields will be conducted in Spanish and/or Portuguese, respectively. Since no literature/language "minor" is required for this combined concentration, no minor field examination is given.

Failure of the Oral Exam:

The Oral Exam, if not passed, may be retaken only once. This will occur approximately one month after taking the Oral Exam for the first time. If the second Oral Exam is failed, the student will be dismissed from the doctoral program.

**Prospectus**

In this combined program, the Dissertation project is expected to reflect a comparative interest in African Hispanic or African Brazilian literatures and African American studies; it should be carefully planned with faculty members from the relevant departments specializing in the respective areas. The Prospectus should meet the approval of the student's advisor in the Department of Spanish and Portuguese and the student's advisor in the African American Studies Department, who will cooperate on the development of the student's project.

The Prospectus must be submitted to the Director of Graduate Studies in the Department of Spanish and Portuguese who will circulate it to the departmental faculty for their review and approval; the Prospectus will likewise be submitted to the African American Studies Department for review and approval by that Department's faculty member(s) working with the student.

The Prospectus is a preliminary statement of the dissertation project that outlines the topic, explains the reasons for its significance, and sets forth the theoretical and methodological framework to be employed.

After passing the qualifying written and oral examinations, candidates must choose a dissertation advisor or advisors. At least one advisor must be a member of the Graduate Faculty in Spanish and Portuguese. At the beginning of spring term and in consultation with the student, the advisor of the dissertation will form an ad hoc prospectus committee with two other ladder faculty of the department. This committee works with the student to produce a solid Prospectus, to provide the guidance and help necessary in choosing appropriate research paths and methods, and to make suggestions for improvement of the Prospectus. Students are also encouraged to consult with the relevant librarian and other members of the ladder faculty. After the Prospectus is accepted and approved by the committee, it is forwarded to the Director of Graduate Studies, who will circulate it to the remaining ladder faculty for their comments. The deadline for the submission of the Dissertation Prospectus to the Director of Graduate Studies is the Monday of the final week of classes of the second semester of the third year. Approval of the dissertation prospectus admits the student to doctoral candidacy.

The normal time to complete the Prospectus is the second half of the sixth semester. According to the Graduate School, the Prospectus must be completed and approved within the term following that of the qualifying examination. In exceptional cases, students may be permitted to continue work on the Prospectus in the seventh semester.

The Prospectus should be viewed as a preliminary statement of what the student proposes to do in his or her Dissertation and not as an unalterable commitment. However, substantive deviation from the dissertation project outlined in a Prospectus will require that the student draft a new Prospectus to be approved at least six months prior to the submission of the Dissertation.

In consultation with their faculty advisor and the Director of Graduate Studies, students should give serious thought to the scale of proposed dissertation topics. There should be a reasonable expectation that the project can be completed during the stipulated duration of the degree program.

The Prospectus should include:

A statement of the topic of the Dissertation and an explanation of its importance. What in general might one expect to learn from the Dissertation that is not now known, understood, or appreciated?

A concise review of what has been done on the topic in the past. Specifically, how will the proposed Dissertation differ from or expand upon previous work? A preliminary bibliography should be appended to the end of the Prospectus.

A statement of where most of the work will be carried out.

A tentative proposal for the internal organization of the Dissertation—for example, major sections, subsections, sequence of chapters.

A provisional timetable for completion of the Dissertation.

At the time of the submission of their prospectus, students must petition for permission to submit their dissertations in a language other than English. The petition should be submitted in the form of a letter explaining the academic reasons for using a foreign language and will be evaluated by the Director of Graduate Studies and the appropriate Associate Dean. Petitions for writing and submitting a dissertation in a language other than English will not be accepted after students have advanced to candidacy.

## **Dissertation**

The Dissertation in the combined Spanish and Portuguese/African American Studies program should be prepared in close consultation with the advisors from the respective departments. The student is normally expected to complete the Dissertation by the end of the fifth or sixth year of study. In order to facilitate this, the Graduate School has made available the Dissertation Fellowship which provides students with full support in either the fifth or sixth year, depending on their progress, so that they may devote full time to the completion of the Dissertation during that final year. It is strongly recommended that students take the fellowship in the fifth year.

The student submits the completed Dissertation to the Graduate School upon approval by the Dissertation advisor(s). Final approval of the Dissertation is dependent upon three evaluations: first, the approval by the three readers of the Dissertation, who have been selected by the Director of Graduate Studies in consultation with the student's Dissertation advisor; second, the recommending vote of the Department, based on an oral reading of the Dissertation reports before the full faculty; third, the approval by the Graduate School.

The Preparation and Submission of the Doctoral Dissertation, may be obtained online at <http://www.yale.edu/graduateschool/academics/forms/formatDissertation.pdf>. It provides important instructions to the student for the requirements of Dissertation submission to the Graduate School. Dissertations must be submitted to the Graduate School by October 1 for the awarding of a December degree, by March 15 for the May degree.

Failure of the Dissertation:

If the Dissertation is judged to be unsatisfactory by one or more of the appointed dissertation readers, the student may revise and resubmit only once, within six months.

#### **(4) A Combined Ph.D. Program in Spanish and Portuguese/Renaissance Studies:**

The objective of the Combined Ph.D. Program in Spanish and Portuguese/Renaissance Studies is to give the student exposure and training in the humanist thought and writing of Spain and/or Portugal and their overseas possessions in the Americas, Asia, or Africa in the sixteenth and seventeenth centuries.

#### **Admission**

Applications are to be submitted directly to the Department of Spanish and Portuguese with an indication that the student wishes to apply for the “Combined Degree Program in Spanish and Portuguese and Renaissance Studies.” At the time of receipt, a copy of the application is forwarded to the Renaissance Studies Executive Committee. Candidates whom the Department of Spanish and Portuguese wishes to admit will then be considered by the Renaissance Studies Executive Committee. If admitted by the Department of Spanish and Portuguese and approved by the Renaissance Studies Executive Committee, the student will be permitted to register for the Combined Ph.D. Program in Spanish and Portuguese/Renaissance Studies.

#### **Course work**

A total of sixteen courses at the graduate level is required. As of Fall 2020, eight correspond to requirements of the Department of Spanish and Portuguese, and six are requirements of the Renaissance Studies Program. Of the eight courses taken in the Department of Spanish and Portuguese, two are required: Spanish 500, History of the Spanish Language, and Spanish 790, Methodologies of Modern Foreign Language Teaching. Of the remaining six, three will be in Spanish and/or Portuguese literature, from the medieval period through the seventeenth century, and three will be in the literature of Spain's and/or Portugal's overseas empire. Two courses can be chosen from outside the Department of Spanish and Portuguese and the Program of Renaissance Studies. The student doing the Combined Degree Program may elect to devote his or her departmental course work to either Hispanic or Luso-Brazilian literatures, or do a combination of both, in a distribution to be determined by the student in consultation with his or her departmental advisor(s).

Of the seven courses taken in Renaissance Studies, a two-term core seminar in Renaissance Studies is required. (It counts as two of the seven required Renaissance Studies courses). Of the five additional courses in Renaissance Studies, two will be in a literature or literatures other than Spanish and/or Portuguese and three will be taken in other departments (History, History of Art, Religious Studies, Philosophy, etc.)

#### **Language Requirements**

Students selecting this option are expected to have a strong command of Spanish and/or Portuguese as well as English. In addition, the following requirements must be met:

1. Latin, as set by the Renaissance Studies program (passing a one-hour translation examination in Renaissance Latin prose);

2. Italian, as set by the Renaissance Studies program (successful completion of a one-hour translation exam in sixteenth-century Italian prose and a one-hour translation exam in modern Italian scholarship);

3. Demonstration of reading/translation proficiency in one of the following languages: French, German, Greek, Portuguese (available to students doing departmental course work exclusively in Spanish), Spanish (available to students doing departmental course work exclusively in Portuguese), or another language relevant to the student's specialization. Students doing their departmental course work in a combination of Spanish-language and Portuguese-language courses will be understood to have satisfied this third reading knowledge requirement only if the courses are taught and the readings done in the relevant Romance language. If the course work in either Hispanic or Luso-Brazilian literatures is done in English, then the student will be expected to demonstrate proficiency by taking a one-hour reading/translation exam in the sixteenth-century prose of the relevant language.

One language requirement must be satisfied prior to registration for the second year, if not upon entrance into the program (preferably Latin or Italian). The remaining language requirement (for students doing both Spanish- and Portuguese-language literatures) or requirements (for the student working exclusively in either Spanish or Portuguese) must be satisfied prior to registration for the third year.

### **The Qualifying Examination**

The written exam is taken on three consecutive days and is administered during the fall semester of each academic year. The written examination is administered on the Tuesday, Wednesday, and Thursday of the week following the end of fall semester classes. (If the student wishes to take it earlier, it is administered in October).

Upon successful completion of the written exam, the oral exam is scheduled separately and occurs within five to ten days after the written exam.

The Qualifying Examination consists of a written exam, composed of two, three-hour exams in the Department of Spanish and Portuguese followed by an oral exam, consisting of two, one-hour exams, one in the Department of Spanish and Portuguese, the other, in Renaissance Studies. The student is permitted to take the two-part oral exam only upon passing the written exam in both of its three-hour components.

The written exam in the Department of Spanish and Portuguese, to be taken in the fall semester of the third year, will be conducted by pertinent members of the departmental faculty: (1) a three hour examination in peninsular Spanish (medieval through seventeenth century) and/or Portuguese literatures (medieval through seventeenth century), (2) a three-hour exam in the colonial literatures of Spain and/or Portugal.

Failure of **one or two of the three-hour written exams** in the student's joint specialization:

1. The whole written examination must be retaken in the second semester. The whole exam may be retaken only once; its failure, or failure of a portion or portions of the exam, results in dismissal from the

doctoral program. If completed successfully, the written exam will be followed by the oral examination five to ten days later.

2. The Dissertation Prospectus must then be submitted by the following August 1 for evaluation and approval by the Department. If not approved, the student will have one month from the date of notification that the Prospectus was not approved to submit a revised Prospectus. If this second Prospectus is not approved, the student will be dismissed from the doctoral program. A student may revise and resubmit his or her Prospectus only once.

There are two oral exams, one in the Renaissance Studies Program (one hour), which consists of the student's prepared presentation and examination of it by a panel of three members of the Renaissance Studies faculty; and one in the Department of Spanish and Portuguese (one hour), which will be conducted by pertinent members of the departmental faculty, and consists of questions on Hispanic or Portuguese literature, medieval through seventeenth century, including the student's course work.

Failure of the Oral Exam:

The Oral Exam, if not passed, may be retaken only once. This will occur approximately one month after taking the Oral Exam for the first time. If the second Oral Exam is failed, the student will be dismissed from the doctoral program.

### **Prospectus**

In this combined Spanish and Portuguese/Renaissance Studies program, the Dissertation project should be carefully planned with faculty members from the relevant departments specializing in the respective areas. The Prospectus should meet the approval of the student's advisor in the Department of Spanish and Portuguese and the Renaissance Studies Program member advising the student.

The Prospectus is a preliminary statement of the dissertation project that outlines the topic, explains the reasons for its significance, and sets forth the theoretical and methodological framework to be employed.

After passing the qualifying written and oral examinations, candidates must choose a dissertation advisor or advisors. At least one advisor must be a member of the Graduate Faculty in Spanish and Portuguese. At the beginning of spring term and in consultation with the student, the advisor of the dissertation will form an ad hoc prospectus committee with two other ladder faculty of the department. This committee works with the student to produce a solid Prospectus, to provide the guidance and help necessary in choosing appropriate research paths and methods, and to make suggestions for improvement of the Prospectus. Students are also encouraged to consult with the relevant librarian and other members of the ladder faculty. After the Prospectus is accepted and approved by the committee, it is forwarded to the Director of Graduate Studies, who will circulate it to the remaining ladder faculty for their comments. The deadline for the submission of the Dissertation Prospectus to the Director of Graduate Studies is the Monday of the final week of classes of the second semester of the third year. Approval of the dissertation prospectus admits the student to doctoral candidacy.

The normal time to complete the Prospectus is the second half of the sixth semester. According to the Graduate School, the Prospectus must be completed and approved within the term following that of the qualifying examination. In exceptional cases, students may be permitted to continue work on the Prospectus in the seventh semester.

The Prospectus should be viewed as a preliminary statement of what the student proposes to do in his or her Dissertation and not as an unalterable commitment. However, substantive deviation from the dissertation project outlined in a Prospectus will require that the student draft a new Prospectus to be approved at least six months prior to the submission of the Dissertation.

In consultation with their faculty advisor and the Director of Graduate Studies, students should give serious thought to the scale of proposed dissertation topics. There should be a reasonable expectation that the project can be completed during the stipulated duration of the degree program.

The Prospectus should include:

A statement of the topic of the Dissertation and an explanation of its importance. What in general might one expect to learn from the Dissertation that is not now known, understood, or appreciated?

A concise review of what has been done on the topic in the past. Specifically, how will the proposed Dissertation differ from or expand upon previous work? A preliminary bibliography should be appended to the end of the Prospectus.

A statement of where most of the work will be carried out.

A tentative proposal for the internal organization of the Dissertation—for example, major sections, subsections, sequence of chapters.

A provisional timetable for completion of the Dissertation.

At the time of the submission of their prospectus, students must petition for permission to submit their dissertations in a language other than English. The petition should be submitted in the form of a letter explaining the academic reasons for using a foreign language and will be evaluated by the Director of Graduate Studies and the appropriate Associate Dean. Petitions for writing and submitting a dissertation in a language other than English will not be accepted after students have advanced to candidacy.

## **Dissertation**

The object of the Dissertation is to achieve a strong disciplinary (i.e., Spanish, Portuguese, or Spanish/Portuguese) identity while at the same time projecting a clear Renaissance Studies profile. The Dissertation normally will be directed from within the Department of Spanish and Portuguese, and there will be at least one reader from the Renaissance Studies Executive Committee.

It is strongly recommended that students take the fellowship in the fifth year.

The student submits the completed Dissertation to the Graduate School upon approval by the Dissertation advisor(s). Final approval of the Dissertation is dependent upon three evaluations: first, the approval by the three readers of the Dissertation, who have been selected by the Director of Graduate Studies in consultation with the student's Dissertation advisor; second, the recommending vote of the Department, based on an oral reading of the Dissertation reports before the full faculty; third, the approval by the Graduate School.

The Preparation and Submission of the Doctoral Dissertation, may be obtained online at <http://www.yale.edu/graduateschool/academics/forms/formatDissertation.pdf>. It provides important instructions to the student for the requirements of Dissertation submission to the Graduate School. Dissertations must be submitted to the Graduate School by October 1 for the awarding of a December degree, by March 15 for the May degree.

Failure of the Dissertation:

If the Dissertation is judged to be unsatisfactory by one or more of the appointed dissertation readers, the student may revise and resubmit only once, within six months.

## **PART TWO: GENERAL PROGRAM POLICIES**

The policies listed below are specific to the graduate program in the Department of Spanish and Portuguese. For general Graduate School policies, students should consult and familiarize themselves with the current year's online edition of the Graduate School of Arts and Sciences Programs and Policies, especially the section on "Policies and Regulations."

### **Advanced Standing Waivers**

The Graduate School does not award transfer credit for graduate work completed before matriculation at Yale. During the first year of enrollment, however, the student may petition the Department for the waiver of a maximum of two courses of doctoral-level course work in recognition of previous graduate-level course work done at other institutions. The Advanced Standing Waiver can be approved only by the Dean of the Graduate School on the basis of a petition and supporting documentation provided by the student and an endorsement by the departmental Director of Graduate Studies. Such courses will not appear on the student's Yale Graduate School transcript. The granting of such a waiver provides the opportunity for the student to pursue other relevant Yale course work to round out the student's program of sixteen graduate courses.

### **Grades and Temporary Incompletes**

The grades assigned in the Graduate School are: H=Honors, HP=High Pass, P=Pass, and F=Fail; Temporary Incomplete (TI), and Incomplete (I).

If a student and professor have agreed that an extension of the deadline for the completion of work in a graduate seminar is appropriate, the student must secure permission from the professor to submit to the Office of the Graduate Registrar a request for the Temporary Incomplete (TI) (available on the Graduate School web site). The form must include the intended completion date, and the signatures of the graduate seminar professor and the departmental Director of Graduate Studies. Only one TI is permitted per semester. Temporary Incompletes in an academic year must be converted to final grades by October 1 of the following academic year. If a grade is not received by the Graduate School Registrar by that date, the Temporary Incomplete (TI) will be converted to a permanent Incomplete (I) on the student's record.

### **Course and Honors Requirements**

Doctoral students are required to earn a minimum grade average of High Pass in their coursework and to meet an Honors requirement in each of the first two years of study after matriculation.

The Honors requirement will require the student to receive the grade of Honors in one-quarter of the courses taken during the academic year. The student takes eight courses per academic year, therefore needing to achieve a grade of Honors in at least two of these courses each year.

The student will maintain the High Pass average by ensuring that each grade of Pass is balanced by one grade of Honors and that each grade of Fail is balanced by two grades of Honors. Should the student receive a grade of Fail, the student has the option to take that course again. While the grade of Fail will remain on the student's transcript, only the new grade, given for the retaken course, will count in calculating the High Pass average.

### **Take-Home Exam in Lieu of Final Paper**

In order to avoid the problem of the late submission of papers when students are taking four graduate seminars, the Department makes available the option of a final take-home exam in lieu of the traditional final paper. The offering of this option is at the discretion of the individual faculty member and, if offered, students may take this option in no more than two courses per semester.

### **The Departmental Teaching and Pedagogy Program**

The Department has devised the following program in which the graduate student's preparation as a classroom teacher is carried out at specific points in the program of study. The sequence and substance of the teaching and pedagogy program are as follows:

The student does not teach during the first two years in the doctoral program, which are devoted exclusively to course work, including SPAN 790 (see below), which must be taken during the second year of coursework.

#### **Year 2: A Graduate-Level Course in Pedagogy (SPAN 790)**

This course, required of all graduate students in the Department, is designed with the following goals in mind:

1. that it provide overall guidance in teaching beyond the first-year level (i.e. that it be not merely preparatory to teaching SPAN 110 or PORT 110);
2. that the course reflect more distinctly the overarching and integrated "vision" that the undergraduate language program itself seeks, i.e. to move seamlessly from fundamental language skills to the areas in which language teaching is integrally related to the teaching of literature and culture;

1. that the course incorporate, as a segment of the practicum, a selection of materials (textbooks, course packs, etc.) used in our beginning and intermediate language courses for the purpose of articulating pedagogical theory with teaching practice;
2. that the course prepare the student for the important tasks of the selection and creation of materials and curricula for basic language.

### **Years 3 and 4: Language Teaching**

After having taken the pedagogy course in the second year, the student normally begins his or her engagement in the teaching program as follows:

Year 3: Normally, one section of SPAN 110 and one of SPAN 120, or one section of PORT 110 and one section of PORT 120, as a Part-Time Acting Instructor

Year 4: Normally one section of SPAN 130 and one of SPAN 140, or one section of PORT 130 and one section of PORT 140, as a Part-Time Acting Instructor.

The aims are to provide the student with specific training in the four graduated levels of Spanish-or Portuguese-language teaching.

The Director of the Language Program will supervise and coordinate the activities of the graduate students through the respective Course Directors in a system of class visitations, verbal feedback sessions, and written evaluations. The amount and frequency of these activities will be determined by the Director of the Language Program.

### **Years 3 and 4: Apprenticeship in Literature and Culture Courses**

The Department encourages and expects students to serve as Teaching Fellows in undergraduate courses in the division of the Humanities and related fields taught by members of the ladder faculty of Yale. We anticipate that every student will have one such teaching experience within the department. The Director of Graduate Studies will consult with faculty members and eligible student to determine which opportunities of this kind should be offered and to whom. As stated above, students in years 3 and 4 normally will teach in Spanish or Portuguese language courses, but exceptions may occur if a student identifies an appropriate opportunity outside the department or when a member of the department faculty is teaching a course (normally, a lecture course) that offers an especially beneficial teaching and learning experience for the student in his or her area of expertise or a related subject. Enrollments in such courses should normally be sufficient to merit the appointment of a teaching fellow or teaching fellows. Students in year six who have qualified for the guaranteed teaching in that year and who have not already taught in a literature or culture course will also be considered for such assignments.

Teaching opportunities as well as professional development opportunities (see below) may be searched at [https://yaleteachingopps.org/Find\\_AnOpportunity.aspx](https://yaleteachingopps.org/Find_AnOpportunity.aspx) .

All such assignments must be approved by our department's Director of Graduate Studies and by Director of the Teaching Fellows Program.

### **Year 6: Teaching Fellow Appointments**

Students who are not receiving the University Dissertation Fellowship in year 6 (having received it in year 5) are eligible for teaching appointments under certain conditions.

In her announcement of December 15, 2014, GS Dean Lynn Cooley stated:

“Eligibility for a sixth year of funding in the humanities and social sciences will be determined as follows: every year in May, humanities and social sciences graduate programs will identify fifth-year students who will complete their dissertations by May of the following year. These students will be guaranteed teaching positions or their equivalent. The teaching positions may be within, or in some cases, outside of their department or program, or in newly identified areas of professional development, such as assistantships in our collections, in digital humanities, and in the teaching of writing or other skills. Regardless of the nature of their assignment, students will receive the standard departmental stipend for the nine-month academic year. We expect most students in need of a sixth year will be eligible for this newly guaranteed funding. If a student is not eligible, he or she may continue to teach and to receive the standard departmental stipend for the academic year; however, the teaching position is not guaranteed, and if no teaching is available, the student will not receive a stipend.”

In our departmental program, after teaching in years three and four:

Eligibility for a sixth year of funding will be determined as follows: every year in May, the department, through the mechanisms of the yearly evaluation of graduate students and the Dissertation Research Seminar, will identify fifth-year students who will complete their dissertations by May of the following year. These students will be guaranteed teaching positions or their equivalent. Students receive the standard departmental stipend for the nine-month academic year.

Normally, teaching opportunities for students in the 6th year in Spanish and Portuguese will be in language courses unless the student has not had any opportunity to teach in a literature or culture course. Students in the spring term of fifth year should inform the DGS by late February if they DO NOT wish to be considered for a language teaching appointment and students in the fall term of sixth year should do so by early October.

If a student is invited by a professor or Director of Graduate Studies to serve as a Teaching Fellow in a course outside our department, the criteria of that department would apply. That is, if a student finds an opportunity, in a program outside our department to teach a literature or culture course, he or she may do so, even if already having done so in our department in year three or four.

All such appointments must be approved by our department's Director of Graduate Studies.

Students in year 6 are strongly encouraged to seek out "Professional Development Opportunities" in lieu of teaching. These opportunities are available only to students in year 6 who expect to submit their dissertations during that year. Professional development opportunities as well teaching opportunities outside the department may be searched at [https://yaleteachingopps.org/Find\\_AnOpportunity.aspx](https://yaleteachingopps.org/Find_AnOpportunity.aspx)

### **The Graduate School's Associates in Teaching Program:**

This program is administered by the Graduate School of Arts and Sciences. The professor interested in applying, with a student, should first inform the Director of Graduate Studies so that the proposed course may be provisionally reviewed and integrated into the department's undergraduate program.

### **Professionalization Opportunities at Yale**

The following five offices offer Student Fellow positions to work 5-8 hours a week creating and delivering services to their fellow graduate students: McDougal Graduate Fellows programs in Career Services (OCS), Development and Diversity (OGSDD), Graduate Student Life (GSL), Teaching (CTL Grad Teaching), and Writing CTL Grad Writing Lab. Applications are submitted in March of each year. For further details see the web site of the Graduate School.

### **Annual Evaluation of Graduate Students**

During the second semester of each academic year, the faculty reviews the progress of each currently enrolled student. The Graduate School requires an evaluation of each student's progress in fulfilling requirements and, in addition, the Department monitors the student's scholarly and professional development. This is done with particular care during the first three years of the student's enrollment, from the beginning of course work through the achievement of doctoral candidacy. Any student who has not met the requirements for good academic standing as defined below in years one through three may be dismissed from the program.

First-year students will be initially evaluated in January, after the completion of their first-semester's coursework, to be followed by the normally scheduled annual evaluation of all students in April. The DGS will meet with the four professors who taught first-year students during the Fall semester to discuss each student's progress, based on these criteria: 1. Analytical skills; 2. Written work; 3. Fluency; and 4. Class participation, including oral presentations. The DGS will then counsel students individually.

### **Academic Standing**

Good academic standing prior to registration for the second year consists of:

1. demonstration of satisfactory command of oral and written Spanish or Portuguese (or both, in the case of the joint concentration in Spanish and Portuguese),
2. satisfactory completion of a total of eight graduate courses with an average grade of HP (High Pass) and one grade of H (Honors) per semester, and
3. satisfactory completion of at least one of the language requirements.

Good academic standing prior to registration for the third year of study consists of:

1. demonstration, as appropriate, of improved command of oral and written Spanish or Portuguese (or both, in the case of the joint concentration in Spanish and Portuguese),
2. successful completion of all of the language requirements, and
3. successful completion of the total complement of sixteen graduate-level courses with an average grade of HP (High Pass) and at least four grades of H (Honors).

Good academic standing prior to registration for the fourth year of study consists of fulfilling two criteria, both of which must be completed within the deadlines described under the respective Program Options:

1. having successfully completed the Qualifying Examination,
2. having submitted, and received faculty approval of, the Dissertation Prospectus.

### **Annual Dissertation Research Seminar**

All students in the fourth year and beyond who have not yet submitted their doctoral dissertations to the Graduate School are required to present their on-going Dissertation research to the ladder faculty at an annual Dissertation Research Seminar, to be conducted during the final month of Spring semester classes. Students will give brief presentations of 15 minutes, summarizing research and writing accomplished to date, theoretical and critical issues addressed, and unresolved research problems; the student presentation is immediately followed by a round-table discussion with the ladder faculty.

### **Dissertation Fellowship**

The student normally should plan to take the Dissertation Fellowship during the fifth year of study. No teaching assignment or its equivalent may be held concurrently with the University Dissertation Fellowship.

### **M.A./M.Phil. Degrees**

The Department does not offer a separate Master's degree program; however, doctoral students may earn the M.A. and the M.Phil. degrees "en route" to the Ph.D. The M.A. Degree is awarded upon the satisfactory completion of eight term courses and the two language requirements (Latin and one other language). The M.Phil. is awarded upon satisfactory completion of all requirements for the Ph.D. except the Prospectus and Dissertation.

### **Leaves of Absence**

Students should consult the online *Graduate School of Arts and Sciences Programs and Policies* for information regarding Leaves of Absence.

### **Withdrawal from the Doctoral Program**

Policies regarding withdrawal from the graduate program are contained in the “Withdrawal and Readmission” section in the online *Graduate School of Arts and Sciences Programs and Policies*.

### **Graduate Student Conference and Research Travel Fund**

All current graduate students in the department may request an award from the Graduate Student Conference and Research Travel Fund **or from the MacMillan Center** at any time, limiting their requests to once in each year of registration, to participate in a conference (workshop, colloquium, etc.) or to conduct research at a location that requires travel.

Students in the sixth year may wish to focus their request on travel for the purpose of interviewing at the annual meeting of the MLA or a similar opportunity.

The maximum award will be \$500, and it is anticipated (but not guaranteed) that approximately 12 such awards can be made in most years.

To initiate a request, send the DGS and Chair an e-mail with your stated purpose and, to the extent possible, a detailed projected budget of costs for travel, lodging, registration, and other incidentals. Such requests should be initiated as far in advance of the proposed travel as is practical so that funds can be allocated to as many students as possible. In most cases, funds will be provided as reimbursement for actual expenses, so students must retain receipts for all expenditures.

### **Doctoral Program Timetable First Year:**

Eight term courses must be completed; Temporary Incompletes (a maximum of one per semester) must be completed by October 1 of the second year. A minimum of one language requirement must be satisfied prior to registration for the second year.

### **Second Year:**

All course work, consisting of sixteen term courses, must be completed; Temporary Incompletes (a maximum of one per semester) must be completed by October 1 of the third year. All three language requirements must be satisfied prior to registration for the third year.

*Petition to the Graduate School for the M.A. degree:* This may be done when the student has completed all language requirements and eight term courses.

### **Third Year:**

Fall semester: Qualifying Examination. The written exam will be given on Tuesday, Wednesday, and Thursday of the week following the end of fall semester classes. The oral exam will be administered the following week.

(If the student wishes to take the Qualifying Examination earlier, it will be administered in October. The oral exam is scheduled separately and occurs within five to ten days after the written exam.)

Spring semester: The Dissertation Prospectus must be submitted to the Director of Graduate Studies by Monday of the final full week of Spring semester classes. If the Prospectus is not approved, the student will have one month from the date of notification that the Prospectus was not approved to submit a revised Prospectus. If this second Prospectus is not approved, the student will be dismissed from the doctoral program. A student may revise and resubmit his or her Prospectus only once.

Upon departmental approval of the Prospectus, the student will be advanced to doctoral candidacy and will be expected to submit a Dissertation Progress Report (DPR) at this time.

*Petition to the Graduate School for the M.Phil. degree*: This may be done when the student has completed all Ph.D. requirements (including the Qualifying Examination) except the Prospectus and the Dissertation.

### **Fourth Year:**

Students will present their Dissertation research orally to the ladder faculty at the Annual Dissertation Research Seminar during the final month of classes of the Spring semester.

All fourth-year students must complete a Dissertation Progress Report by May 1.

All students who are making satisfactory progress on the Dissertation should apply for the University Dissertation Fellowship (check for deadline, on or about May 1).

### **Fifth Year:**

Students will present their Dissertation research orally to the ladder faculty at the Annual Dissertation Research Seminar during the final month of classes of the Spring semester.

All students submit a Dissertation Progress Report at the end of the second semester, unless they have successfully completed the Dissertation by March 15 and will be graduating with a May degree.

Students working toward a December degree must submit the Dissertation by October 1.

### **Sixth Year:**

Eligibility for a sixth year of funding is described above, in the section "Year 6: Teaching Fellow Appointments." According to the Dean of the Graduate School Lynn Cooley (12/15/14), it is expected that students receiving a sixth year of funding will complete their dissertations by May of the sixth year.