



## Masters of Arts in Hispanic Studies Program Handbook

### Welcome

The M.A. in Hispanic Studies is flexible, allowing students to concentrate on culture, linguistics, literature or translation. The program aims to meet the needs of students interested in a wide variety of professions including teaching. Students in the program enjoy the personal attention that comes from small classes and a dedicated faculty who are specialized in a wide variety of areas. Classes are conveniently scheduled to need the needs of students who work.

### Mission Statement(s)

The M.A. in Hispanic Studies is a program committed to academic rigor and breadth. The curriculum is designed for students with different career and personal aspirations. Students are introduced to six areas of study from which they choose three for concentration. These areas allow them to deepen their knowledge and understanding of the Hispanic language, literatures, and cultures as well as to be presented with the basics of translation. The specific courses are aimed at enhancing students' analytical and research abilities and helping them strengthen their language skills. Additionally the courses familiarize students with literary tendencies, critical theories, and writers from different historical periods, with a variety of topics relating to Hispanic culture, and with the major concepts of Spanish linguistics. Our graduates will experience intellectual growth and an increased awareness of international realities. The benefits offered through the program will assist them in pursuing a variety of work opportunities, in entering more advanced university or professional study, and in appreciating the diversity of today's global society. The faculty enthusiastically accepts the challenge of shepherding and mentoring students through this program of graduate studies.

### Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: [valarie.burke@unlv.edu](mailto:valarie.burke@unlv.edu) or [GradAssociateDean@unlv.edu](mailto:GradAssociateDean@unlv.edu).

### Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

### Program Information

Master of Arts in Hispanic Studies

### Contact Information

Department website

[http://liberalarts.unlv.edu/Foreign\\_Languages/](http://liberalarts.unlv.edu/Foreign_Languages/)

*Department Chair*

Susan Byrne. Office: FDH, 435.

Email: [susan.byrne@unlv.edu](mailto:susan.byrne@unlv.edu)

*Graduate Coordinator*

Margarita Jara. Office FDH 535.  
Email: margarita.jara@unlv.edu

*Department Main Office*

Flora Dungan Humanities Building (FDH), room number 552.  
Department Phone Number: (702) 895-3431.  
Department Fax Number: (702) 895-1226  
Address: 4505 Maryland Parkway Box 5047, Las Vegas, NV 89154-5047

## **Program Requirements**

Program requirements regarding **admission, coursework and culminating experience** are found in the graduate catalog.

### **Advisory Committee Guidelines**

A student chooses three members of the examination committee, according to their area of specialization in the Department. The committee must be comprised of three different faculty.

### **Degree Program Benchmarks**

In consultation with the graduate coordinator, students will choose for their Masters examination three of the following six areas of concentration: Peninsular culture, Latin American culture, linguistics, Peninsular literature, Latin American literature, and translation theory. A student will choose faculty members by their area of specialization. The committee must be comprised of three different faculty members. Once these areas are chosen they may not be changed, nor may the option be changed.

The exam will be based on the courses taken as well as on a supplementary list of readings for each area available in the department. Although material covered in courses taken may appear on the exam, the reading list will be emphasized. The exam will include three ninety-minute sections drafted by the examination committee. Exams will be written in Spanish with the exception of translation.

Grammatical accuracy will also be a graded component of the exam. After passing all three parts of the written exam, students will take an oral examination covering these chosen areas. Students who do not pass any part(s) of the exam will be allowed to retake the failed part(s) only once. Students who do not pass all three parts and the oral examination the second time will be separated from the program.

[[Students with at least a 3.8 GPA may (upon the approval of the Spanish graduate coordinator) substitute a final project (six credits of SPAN 797) for the written examination. Before initiating the project, students will establish a three-member faculty examination committee and secure their approval of the project proposal. If the proposal is rejected twice, the student must take the written examination option. When accepted projects are completed, students will take the Final Examination, an oral examination covering the final project. The committee shall consist of the project director, two other members of the graduate faculty, and the graduate faculty representative. Students whose projects are not acceptable for defense will be allowed to resubmit their project the following semester. Students who do not secure approval the second time will be separated from the program. More detailed guidelines will be distributed to enrolled students.

### **Program Timeline**

The timeline varies, according to the number of classes taken each semester.

### **Annual Review Procedures**

Each spring term, graduate students are required to complete the Graduate Student Annual Review survey. This survey will be sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

## **Discipline Resources**

The MLA (Modern Language Association) Writing Style Guide is used in most classes, but in Linguistics the LSA (Linguistics Society of America) Style is used. Students are advised to consult with their individual professors.

## University Resources

### Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

### Alumni Association

With an alumni base 90,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

### Commencement Office

Located in the UNLV Registrar's Office, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.

### Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

### Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

### Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

### Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

### UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

### Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

### Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

### Office of Veteran Services

The UNLV Office of Veteran Services is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

### The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

### Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

## University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jeanne Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Catalog](#):

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Degree Progression Policies & Procedures](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

## **Handbook Information**

Revision Policies and/or Procedures

Last revised	Revised by	Changes summary
March 2017	Dr. Margarita Jara	Revision of statement of welcome