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 meet 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 or 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/

Department Chair
Email: susan.byrne@unlv.edu
Program Handbook

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 winter break and early spring term, graduate students are required to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students’ graduate coordinators and advisors to foster opportunities for discussion about students’ strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students. 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**

*Leadership and Professional Development Academy*
The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

*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 120,000 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 Office of the Registrar, 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. It is the students' responsibility to ensure they apply for graduation on time and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College Student Services Team and questions regarding required forms should be directed to the Graduate College RPC Team.

*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.

The Intersection
The Intersection is a one-stop resource for UNLV’s highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

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 and Gateway Building PDAC Room. 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.

Military and Veteran Services Center
The Military and Veteran Service Center 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 sounding board 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 Graduate Student Handbook, and following websites:

- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jean 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

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV’s Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at Title IX Reporting Form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Student Handbook:

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Progression and Completion Policies (listed alphabetically)

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

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<th>Revised by</th>
<th>Changes summary</th>
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<tr>
<td>March 2017</td>
<td>Dr. Margarita Jara</td>
<td>Revision of statement of welcome</td>
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