



MASTER OF ARTS IN HISPANIC STUDIES PROGRAM HANDBOOK

Welcome!

Purpose of the handbook

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 outlined in this document as well as those in the [UNLV Graduate Catalog](#), the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: Dr. Valarie Burke at valarie.burke@unlv.edu or gradassociatedean@unlv.edu

Benefits of pursuing a Master in Hispanic Studies at UNLV

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. 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.

An M.A. in Hispanic Studies:

- Fosters the study of culture, language, literature, and linguistics together. • Provides further development in Spanish language skills, including in translation and interpretation.
- Offers preparation for further graduate study toward the Ph.D., and for other professional fields, such as law, medicine, translation, business and government, and for the teaching of Spanish.
- Allows you to experience Las Vegas as you build local and global relationships. • Makes you more competitive in today's job market.

Mission Statement

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. The specific courses are aimed at enhancing students' analytical and research abilities while 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, translation and interpretation and 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.

Kinds of job you can get

An M.A in Hispanic Studies allows you to choose from many different career paths:

- *Communication*. TV stations, radio stations, webpages, journals.
- *Government*. All levels of government need an increasing number of Spanish-speaking employees.
- *Diplomatic Affairs*. Understanding other cultures and languages is crucial for work in an embassy or in other diplomatic roles.
- *Medical Field*. Hospitals, clinics and doctors' offices need culturally-informed Spanish speakers.
- *Translation and Interpreting Services*. These services are needed in a range of settings, including business, government, health industry, law, hospitality, and publishing.
- *Hospitality and Travel*. Whether you run a hotel or work in one or in a travel agency, or even if you go on holidays this degree will be beneficial to you.
- *Writing and Content Development*. Spanish-language media needs individuals to create and publish content in official pages, blogs, and documents.
- *Education*. To teach Spanish, or to teach other subjects in Spanish.
- *Creativity and Art*. Dubbing for the movie industry, cultural readers, creative work, and more.

Program Information

[Master of Arts in Hispanic Studies](#)

Admission Requirements

[Program requirements regarding admission are found in the graduate catalog](#)

Entry exam

GMAT or GRE are not required. We do have a free pre-qualifying exam, in which you will be asked to write a short piece in Spanish and to read a text and answer a few questions about the reading.

Financial help

The Graduate College page hosts all [financial](#) information. To learn more about Graduate Assistantships and other financial options, contact Dr. Margarita Jara at margarita.jara@unlv.edu

Department Graduate Faculty

A current listing of the graduate faculty can be found in the [UNLV Graduate Catalog](#). For up-to date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

Contact Information

Department Chair: Dr. Margaret Harp

Office: BEH 360

Email: margaret.harp@unlv.edu

Graduate Coordinator: Dr. Margarita Jara

Office BEH 358

Email: margarita.jara@unlv.edu

Department Main Office

Frank and Estella Beam Hall Building (BEH), room number 342
Address: 4505 Maryland Parkway Box 5047, Las Vegas, NV 89154-5047
Phone Number: (702) 895-3431.
Fax Number: (702) 895-1226

Application to Graduate School

The Graduate College provides a lot of information about all processes in different webpages. You can start [here](#).

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, translation and interpretation. 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 are not encouraged to 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 the selected areas. Students who do not pass all parts of the exam will receive an F and be placed on probation (as required by the Graduate College) and allowed to retake the failed part(s) only once, the following semester or within the timeframe set by the Advisory Committee, provided that overall time to degree established by the Graduate College is met. The Committee Chair will specify in the “Culminating Experience” and Probation form the time period when the student has to retake the exam. Students who do not pass all three parts and the oral examination the second time will be separated from the program.
- In consultation with the graduate coordinator, instead of taking the exam, students with at least a 3.8 GPA may substitute a final project (six credits of SPAN 797) for the written examination. Before initiating the project, the student has to obtain consent and approval from a Committee Chair and two other faculty members, who will constitute the Graduate Advisory Committee. Following the Committee’s approval, the Graduate Coordinator will approve the proposal. If no faculty member agrees to chair the committee or 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. Students whose final research projects are not acceptable for defense will be placed on probation and allowed to resubmit their project the following semester or within the timeframe set by the Advisory Committee, provided that overall time to degree established by the Graduate College is met. Students who do not secure approval the second time will be separated from the program. More detailed guidelines will be distributed to enrolled students as needed.

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 from the department and a graduate college representative from a different department or college. Please see the [graduate catalog](#) for information about graduate advisory committees.

Program Timeline

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

Continuous Enrollment and Time Limits

To adhere to Department and Graduate College enrollment guidelines, students must be registered for a minimum of six semester hours of graduate credit over three consecutive rolling semesters (including summer). The expectation of the Department is that the full-time graduate student will be able to complete the PhD program in three to four years. The Graduate College has a six-year and eight-year guideline which can be found in the [Graduate Catalog](#). It is a student's responsibility to maintain continuous enrollment and meet program benchmarks as described in the previous sections. If a student has exceeded the timelines limits as described by the Graduate College, the student may request an additional year by submitting a One Year Extension Request Form (this form can be obtained from the main office or the Graduate Coordinator). The Graduate Studies Committee in consultation with a student's Advisory Committee will make a decision on the request.

Annual Mandatory Individual Development Plan (IDP)

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead.

Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgement that they have reviewed the IDP.

Reported student data are 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 UNLV metrics related to the annual productivity of all students.

University Resources

The Graduate Academy: Innovative Leadership, Professional, and Career Development

The goal of the Graduate 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.

Alumni Engagement

With an alumni base 150,000+ strong, the UNLV Alumni Engagement 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](#).

Institutional Engagement and Experience

The vision of the [Institutional Engagement and Experience](#) is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission is to provide leadership and support for UNLV's engagement mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office is housed under the Division of Human Resources and 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.

Graduate Appeals and Issue Resolution

The Office of Graduate Student Services at the Graduate College assists graduate and professional students with addressing concerns and overcoming personal, academic, or financial challenges that might hinder their ability to be successful in their program. The office also provides information and student-centered issue-resolution services and offers guidance, information, and assistance when regular channels have failed to provide graduate students with the information they need to solve problems. Please see website for more information: <https://www.unlv.edu/graduatecollege/appeals-issue-resolution>

UNLV Global and the Office of International Student and Scholar Compliance

[International Student and Scholar Compliance \(ISSC\)](#) 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.

The Care Center

The [Care 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 is 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 Rights and Responsibilities

The [Office of Student Rights & Responsibilities](#) is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Rights & Responsibilities 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 veteran education benefits-experienced staff to assist more than 1,800 veterans, dependents, active-duty service members, National Guard members, and reservists attending UNLV. 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
- 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](#), 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 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

Last revised	Revised by	Department Vote Tally: Yes/No/Abs. (date of vote)	Changes summary
Spring 2025	Dr. Susan Byrne	No vote – personnel changes only	Edits made: change in Department Chair, and Coordinator of graduate programs