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Department of Spanish and Portuguese Directory

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INTRODUCTION

I. General Program Information

The Department of Spanish and Portuguese at Brigham Young University is guided by a desire to provide its students with a strong, enriching, and broad education in the classroom and with exciting opportunities outside of it. The MA programs in the Department of Spanish and Portuguese are designed so that a student can complete the degree in 24 months of intensive work. With nearly 30 graduate faculty members, the department offers one of the largest and most academically diverse MA-level language programs in the country. The department admits about 15 graduate students each year, some of whom, upon completion of the program, continue their studies on the doctoral level or seek jobs in secondary education. Other students have secured positions with government agencies or in the business sector.

II. Introduction to the *Graduate Handbook*

The present *Graduate Handbook* is revised yearly and is designed to answer many of the questions that students have about the graduate program in the Department of Spanish and Portuguese. This handbook is intended to be a supplemental guide to the *Graduate Catalog* published online by the Office of Graduate Studies (and to other policies and information found on the Graduate Studies website). Students are responsible for familiarizing themselves with information contained in both locations. It is imperative that candidates refer to these sources frequently. Questions should be directed to the student's Thesis Advisor, to the Head of his or her section, to the Graduate Program Manager, or to the Graduate Coordinator. All of these individuals are available to help students progress toward degree completion. Understand, however, that it is the graduate student and NOT department representatives who holds the primary responsibility for the planning and completion of all degree requirements.

The department makes every effort to ensure the accuracy of the contents of this handbook but reserves the right to make changes at any time without prior notice. Students will be notified via e-mail of any alterations to the *Graduate Handbook* and may petition for exemption if they feel that the change will affect them adversely. It is the candidate's obligation to provide the Graduate Program Manager with new contact information each time he or she changes address, phone number, or e-mail account.

How to access important publications and forms:

Graduate Handbook: http://spanport.byu.edu/; hardcopy available in 3190 JFSB.
Graduate Catalog: https://gradstudies.byu.edu/
Department Forms: Available from Grad. Program Manager; select sample forms available in Appendix D.
University Forms: Select forms are available in Appendix E. Download the most up-to-date versions of these forms as needed from the Graduate Studies website https://gradstudies.byu.edu/.

Where to locate important offices:

Dept. of Spanish and Portuguese: 3190 JFSB; online: http://spanport.byu.edu/.
Office of Graduate Studies: 105 FPH; online: https://gradstudies.byu.edu/

How to apply:

Application online: https://gradstudies.byu.edu/; see the Department of Spanish and Portuguese listing in the *Graduate Catalog* for application requirements.

PROGRAM OF STUDY

I. Areas of Emphasis

Applicants to the Spanish and Portuguese MA programs must indicate an area of emphasis and, if successful, they are admitted into that particular field. Prospective students are encouraged to consult with faculty about this important decision. The areas of emphasis of the Spanish and Portuguese MA Programs are as follows:

Spanish MA Program:
Hispanic Linguistics
Hispanic Literatures
Spanish Pedagogy

Portuguese MA Program:
Luso-Brazilian Literatures
Portuguese Linguistics
Portuguese Pedagogy

Changing Areas of Emphasis:

A student who has been admitted to the department and later wishes to change his or her area of emphasis must petition through the Graduate Coordinator. The petition must include a timeline indicating how the student will advance toward degree completion. A change in the area of emphasis that will significantly delay a candidate's graduation is unlikely to be approved. The petition is attached to the student's original application packet and considered in February during the normal new student selection process. Exceptions to this timeline may be made at the Graduate Coordinator's discretion based on the strength of the request and the needs of the department. The graduate faculty of the area to which the student seeks admittance will be primarily responsible for deciding whether the student's petition is granted. At the time of the petition the candidate must have a faculty member willing to serve as his or her mentor in the new area of emphasis.

II. The Thesis Advisor and Thesis Committee

New graduate students should begin immediately to consider the graduate faculty member with whom they would like to work. This faculty member (referred to as the Advisor, the Thesis Advisor, the Graduate Advisor, or the Committee Chair) will be the student's primary mentor and the faculty representative most responsible for guiding the student through the process of writing the thesis, project, or two-paper option.

Choosing the Thesis Advisor:

Although students are asked to choose their Thesis Advisor soon after beginning the MA program (see "Documenting the Program of Study"), the decision should not be made arbitrarily. Students should consult with multiple professors about possible thesis topics and about appropriate advisors. In particular, students should meet with the Head of the Section (area of emphasis) into which they have been accepted. The Section Head will function as a new student's mentor until another has been identified. He or she will be able to give a student valuable advice about faculty available to serve as advisors and must give his or her consent before another professor can be listed officially as a student's Committee Chair. The Graduate Coordinator is another important mentor and can answer questions and respond to concerns.

Students should understand that there are a number of factors that might prevent a professor from being able or willing to accept a request to serve as a Thesis Advisor or Committee Member. By departmental policy, for example, faculty are not allowed to direct simultaneously the theses of more than four graduate candidates. Additionally, individual sections may choose to implement policies that require section approval before thesis committee assignments are finalized (Hispanic Linguistics MA candidates, for example, should see the additional requirements listed below under "Deadlines for Submitting the Program of Study List").

Choosing Committee Members:

After a Committee Chair has been selected, the student will work with that individual to identify faculty to serve as additional Committee Members (also referred to as Readers). The Chair and additional Members together form the Graduate Committee (also known as the Thesis Committee). A Graduate Committee—whether a student chooses the thesis, project, or two-paper option—consists of at least three individuals. However, Graduate Committees of more than three members generally are not recommended. The Thesis Advisor must be a graduate faculty member of the Department of Spanish and Portuguese and normally should be selected from graduate faculty that belong to the student's area of emphasis. The remaining Committee Members may be chosen, as appropriate, from any section of the Department of Spanish and Portuguese or from the faculty of other departments. The Thesis Advisor will be invaluable in helping to select suitable Committee Members.

Working with the Thesis Advisor:

The "Graduate Student Advisement Checklist" included in Appendix B outlines the steps that might be included in a successful mentoring relationship between a graduate student and his or her Advisor. Although intended as a guide only, this checklist can help students and faculty mentors better understand the MA program and the timeframe in which certain requirements should be completed.

III. Documenting the Program of Study

The "Program of Study for Graduate Students" (ADV Form 3), also referred to as the study list, is a carefully considered plan that documents the credits a student will take to complete the graduate degree. The study list may include the following components:

- Prerequisite Courses
- Transfer, Non-Degree, and Senior Courses
- Major Courses
- Minor Courses
- Graduate Committee Members

Explanations of Course Types:

Prerequisite Courses include credits taken for the second-language requirement and any courses required of students admitted provisionally. These credits do not count toward the graduate GPA.

Transfer, Non-Degree, and Senior Courses require approval to be counted toward degree completion. With the consent of all members of the Thesis Committee and of the Graduate Coordinator, students may apply up to 10 hours of graduate-level transfer credit from another institution. Nine credit hours of graduate courses taken during a student's senior year may be applied to the MA program as long as these do not count toward any requirements for other degrees. Non-degree and senior credit combined cannot exceed 10 semester hours. The University requires that at least 20 credit hours, including thesis hours, must be completed through BYU. For the Department of Spanish and Portuguese at least 23 credit hours must be completed through BYU. Independent Study courses will not count toward the MA degree.

A Note of Consideration for M.A. Students of Hispanic Literatures: While many of the graduate level courses are cross-listed with undergraduate sections, we also offer graduate-only seminars on a specific topic each semester. We strongly encourage MA students to enroll in these graduate-only courses as they will prove intellectually enrichening and rigorous. These courses follow the model of a doctoral seminar with a smaller group of students and more opportunities for in-depth discussion with the professor. This style of course also breaks away from the traditional lecture format and demands more student participation. We recommend all of our MA students to give special consideration to these graduate-only courses as they will help prepare them for doctoral study.

Completing the Program of Study List:

Instructions for completing the study list (Form 3) are found on its reverse side. It should be completed under the direction of the Thesis Advisor and must be signed by all members of the Thesis Committee as well as by the Graduate Coordinator. Although students may choose to take more than the 33 credits required for graduation, only those classes specific to the student's course of study (including required prerequisite courses) should be included on the study list. Once completed, the list is submitted to the Graduate Program Manager who will enter the information into the university system. The student then will have access to his or her study list online through AIM (BYU'S online student information and registration system). Sample study lists for each graduate area of emphasis are included in Appendix C.

Deadlines for Submitting the Program of Study List:

The completed study list should be submitted to the Graduate Program Manager no later than the Monday before Thanksgiving break in November of a student's first semester. Candidates who are unable to choose a Thesis Advisor by this deadline should complete the study list under the direction of their Section Head who will sign as the Committee Chair. In this situation, the Section Head will suggest two faculty members who can examine and sign the study list as temporary Committee Members. Students who follow this path should later choose an appropriate Thesis Chair and Committee Members and turn in a "Request for Program of Study Change" (see below) with the new information as early as possible during the second semester.

Special guidelines for MA Candidates in Hispanic Linguistics: Students specializing in Hispanic Linguistics are required to submit to the Graduate Program Manager, by 31 October of their first semester, the names of their preferred thesis advisor and thesis committee members. They should also identify at this time their proposed general area (or areas, if they prefer the two-paper option) of research. This information will be discussed at the November meeting of the section and decided upon before the end of the month. Any subsequent changes to the composition of the thesis committee or nature of the research project will be processed and decided upon in the same manner.

Making Changes to the Program of Study List:

Classes and Committee Members may be added to or deleted from the study list by submitting a "Request for Program of Study Change" (Form 3b), also referred to as the study list change form. Form 3b must be completed and submitted to the Graduate Program Manager each time a student makes changes to the study list. Course changes require the approval of all members of the Thesis Committee and of the Graduate Coordinator.

Students may find it necessary or desirable to modify the membership of the Thesis Committee. Changes should not be made arbitrarily, however. While Thesis Advisors must approve substitutions of Committee Members, a student's Section Head must support a change of Committee Chair. The Graduate Coordinator may assist in this process if a student or faculty member has any concerns. Only new and continuing members of the Thesis Committee need sign a study list change form when a membership adjustment has been made. It is the student's responsibility to notify a Thesis Advisor or Committee Member who is being removed from a committee assignment.

IV. Degree Requirements

The Spanish MA program consists of 27 hours of graduate course work and 6 hours of thesis credits (Spanish/Portuguese 699R), for a total of 33 hours. Degree requirements for each of the various areas of emphasis are listed in the charts on the following pages:

Spanish MA: Hispanic Literatures	CR
CORE REQUIREMENTS: SPAN 601B: Literary Theory and Research Methodology (must be taken during first semester) Five (5) courses in Hispanic Literature: • At least two (2) courses from each of the two regional emphases, Peninsular and Spanish American Literature. Span 638 and 602 may not be used to fulfill this minimum regional requirement • Three (3) 1-credit Mini-Courses (3 in Literature or 2 in Literature and 1 in either Linguistics or Pedagogy). • Any combination that includes at least two offerings from the same region (i.e. Spain or Spanish America) may count as a regional requirement as described above. • All courses require the approval of the student's Advisor	**21**
ELECTIVE COURSES: Two (2) Graduate-Level Courses. Choose: • One (1) Hispanic Linguistics course (Note: Spanish 529R, 622, 625, 626, and 629R may not be appropriate selections for candidates without significant experience in linguistics): SPAN 520: Problems in Spanish Grammar SPAN 521: Romance Philology SPAN 522: History of the Spanish Language SPAN 529R: Special Topics in Hispanic Linguistics SPAN 622: Hispanic Dialectology SPAN 625: Spanish Morphosyntax SPAN 626: Spanish Phonetics and Phonology SPAN 629R: Seminar in Spanish Linguistics • One (1) Spanish Pedagogy course: SPAN 671: Principles of Foreign Language Learning and Teaching SPAN 672: Media and Technology in Foreign Language Instruction SPAN 674: Teaching Hispanic Culture SPAN 676: Assessing Language and Culture Learning SPAN 677: Teaching Second Language Speaking and Listening SPAN 678: Teaching Second Language Reading and Writing • SPAN 673R does not count for this requirement. • All courses require the approval of the student's Advisor.	**6**
THESIS OR TWO-PAPER OPTION and ORAL DEFENSE • Spanish 699R: Master's Thesis	**6**
SPECIALTY EXAM: • Comprehensive, culminating, written exam in specialty • Traditional track students are required to take the specialty exam on the second Thursday of January during the fourth semester of study.	
TEACHING REQUIREMENT: • Students must teach at least one Spanish or Portuguese language class (100/200 level)	
SECOND-LANGUAGE REQUIREMENT (Prerequisite): • Students must complete or already have completed through the third-semester (college level) of a second language, or its equivalent, earning a B or better. Challenge exams are available in some languages. The second language normally should be in one of the commonly taught languages (e.g., French, German, Portuguese). Consult with your Advisor.	
TOTAL PROGRAM CREDITS	**33**

Spanish MA: Spanish Pedagogy	CR
CORE REQUIREMENTS: SPAN 601C: Research Designs in Hispanic Lang. Teaching (must be taken during 2nd semester) SPAN 671: Principles of Foreign Language Learning and Teaching SPAN 676: Assessing Language and Culture Learning Three (3) 1-credit mini-courses (2 in Pedagogy and 1 in Literature, Linguistics, or Pedagogy) Three (3) courses in Spanish Pedagogy from the following: SPAN 577: Spanish Language Teaching Procedures SPAN 672: Media and Technology in Foreign Language Instruction SPAN 674: Teaching Hispanic Culture SPAN 677: Teaching Second Language Speaking and Listening SPAN 678: Teaching Second Language Reading and Writing SPAN 679R: Seminar in Teaching Spanish • SPAN 673R does not count for this requirement. • All courses require the approval of the student's Advisor.	**21**
ELECTIVE COURSES: Two (2) Graduate-Level Courses. One (1) course in each of the two emphases below: • One (1) Hispanic Literature course: SPAN 639R: Hispanic Theatre Production SPAN 640: Medieval Spanish Literature SPAN 643R: Golden Age Literature SPAN 644: *Don Quijote* SPAN 646R: Nineteenth-Century Spanish Literature SPAN 648R: Twentieth-Century Spanish Literature SPAN 649R: Seminar in Spanish Literature SPAN 650R: Early Spanish American Literature SPAN 654R: The Spanish American Novel SPAN 655R: Spanish American Poetry SPAN 656R: Spanish American Drama SPAN 658R: The Spanish American Short Story SPAN 659R: Seminar Spanish American Literature • One (1) Hispanic Linguistics course (Note: Spanish 529R, 622, 625, 626, and 629R may not be appropriate selections for candidates without significant experience in linguistics): SPAN 520: Problems in Spanish Grammar SPAN 521: Romance Philology SPAN 522: History of the Spanish Language SPAN 529R: Seminar in Hispanic Linguistics SPAN 622: Hispanic Dialectology SPAN 625: Spanish Morphosyntax SPAN 626: Spanish Phonetics and Phonology SPAN 629R: Seminar in Hispanic Linguistics • All courses require the approval of the student's Advisor	**6**
THESIS OR PROJECT OPTION and ORAL DEFENSE • Spanish 699R: Master's Thesis	**6**
SPECIALTY EXAM: • Comprehensive, culminating, written exam in specialty • Traditional track students are required to take the specialty exam on the second Thursday of January during the fourth semester of study. The dates of the Specialty Exam for Professional Track students are under review by the Pedagogy Section.	
TEACHING REQUIREMENT: • Students must teach at least one Spanish or Portuguese language class (100/200 level) • Professional Track Pedagogy students are exempt from this requirement.	
SECOND-LANGUAGE REQUIREMENT (Prerequisite): • Students must complete or already have completed through the third-semester (college level) of a second language, or its equivalent, earning a B or better. Challenge exams are available in some languages. The second language normally should be in one of the commonly taught languages (e.g., French, German, Port.). Consult with your Advisor.	
TOTAL PROGRAM CREDITS	**33**

Spanish MA: Hispanic Linguistics	CR
CORE REQUIREMENTS: SPAN 601A: Hispanic Ling. and Research Methodology (must be taken during first semester) SPAN 625: Spanish Syntax SPAN 626: Spanish Phonology History of the Spanish Language (one course): SPAN 521 or 522 Spanish Language Variation (one course): SPAN 529R, 622, or 629R Three (3) 1-credit Mini-Courses (2 in Linguistics and 1 in Literature or Pedagogy) One (1) additional course in Linguistics from the following: SPAN 520: Problems in Spanish Grammar SPAN 529R: Special Topics in Hispanic Linguistics SPAN 622: Dialectology SPAN 629R: Seminar on Hispanic Linguistics • All courses require the approval of the student's Advisor. • MA candidates generally should complete all coursework by the end of their third semester in the program (taking the Specialty Exam and writing the Thesis in the final semester). In order to complete the degree in two years, Linguistics candidates must plan their study lists carefully to ensure that required courses are taken when available. Failure to register for and complete required courses in a timely manner may result in poor progress evaluations and a withdrawal of tuition assistance.	**21**
ELECTIVE COURSES: Two (2) Graduate-Level Courses. Choose: • One (1) Spanish Pedagogy course: SPAN 671: Principles of Foreign Language Learning and Teaching SPAN 672: Media and Technology in Foreign Language Instruction SPAN 674: Teaching Hispanic Culture SPAN 676: Assessing Language and Culture Learning SPAN 677: Teaching Second Language Speaking and Listening SPAN 678: Teaching Second Language Reading and Writing • One (1) Hispanic Literature course: SPAN 639R: Hispanic Theatre Production SPAN 640: Medieval Spanish Literature SPAN 643R: Golden Age Literature SPAN 644: *Don Quijote* SPAN 646R: Nineteenth-Century Spanish Literature SPAN 648R: Twentieth-Century Spanish Literature SPAN 649R: Seminar in Spanish Literature SPAN 650R: Early Spanish American Literature SPAN 654R: The Spanish American Novel SPAN 655R: Spanish American Poetry SPAN 656R: Spanish American Drama SPAN 658R: Spanish American Short Story SPAN 659R: Seminar in Span American Literature • SPAN 673R does not count for this requirement • All courses require the approval of the student's Advisor	**6**
THESIS OR TWO-PAPER OPTION and ORAL DEFENSE • Spanish 699R: Master's Thesis	**6**
SPECIALTY EXAM: • Comprehensive, culminating, written exam in specialty • Traditional track students are required to take the specialty exam on the second Thursday of January during the fourth semester of study.	
TEACHING REQUIREMENT: • Students must teach at least one Spanish or Portuguese language class (100/200 level)	
SECOND-LANGUAGE REQUIREMENT (Prerequisite): • Students must complete or already have completed through the third-semester (college level) of a second language, or its equivalent, earning a B or better. Challenge exams are available in some languages. The second language normally should be in one of the commonly taught languages (e.g., French, German, Portuguese). Consult with your Advisor.	
TOTAL PROGRAM CREDITS	**33**

Portuguese MA: Luso-Brazilian Literatures (credit hours shown in parentheses)	CR
CORE REQUIREMENTS: PORT 601B: Literary Theory and Research Methodology (must take in 1st semester) (3) Five courses in Luso-Brazilian Literature: PORT 638: Luso-Brazilian Cinema (3) PORT 639R: Luso-Brazilian Theatre Production (3) PORT 642: Camões (3) PORT 647: Fernando Pessoa and Portuguese Literature (3) PORT 649R: Seminar in Portuguese Literature (3) PORT 652: Machado de Assis (3) PORT 653: 20th Century Brazilian Literature (3) PORT 659R: Seminar in Brazilian Literature (3) PORT 661R: African Literature in Portuguese (3) PORT 662R: Literature of the Lusophone World (3) Three mini-courses (two in literature and one in linguistics, pedagogy, or literature) (1 credit each) • All courses require the approval of the student's advisor • PORT 673R does not count for this requirement	**21**
ELECTIVE COURSES: Two graduate-level courses. Choose: One Portuguese Linguistics course: PORT 520: Advanced Portuguese Grammar (3) PORT 521: Romance Philology (3) PORT 522: History of the Portuguese Language (3) PORT 529R: Special Topics in Portuguese Linguistics (3) PORT 625: Portuguese Morphosyntax (3) PORT 626:Portuguese Phonetics & Phonology (3) One Pedagogy course: SPAN 671: Principles of Foreign Language Learning and Teaching (3) SPAN 672: Media and Technology in Foreign Language Instruction (3) PORT 674: Teaching Lusophone Cultures (3) SPAN 676: Assessing Language and Culture Learning (3) SPAN 677: Teaching Second Language Speaking and Listening (3) SPAN 678: Teaching Second Language Reading and Writing (3) PORT 679R: Seminar in Teaching Portuguese (3) • SPAN/PORT 673R does not count for this requirement • All courses require the approval of the student's Advisor	**6**
THESIS OR TWO-PAPER OPTION and ORAL DEFENSE • Portuguese 699R: Master's Thesis (6)	**6**
SPECIALTY EXAM: • Comprehensive, culminating, written exam in specialty • Traditional track students are required to take the specialty exam on the second Thursday of January during the fourth semester of study.	
TEACHING REQUIREMENT: • Students must teach at least one Spanish or Portuguese language class (100/200 level)	
SECOND-LANGUAGE REQUIREMENT (Prerequisite): • Students must complete or already have completed through the third-semester (college level) of a second language, or its equivalent, earning a B or better. Challenge exams are available in some languages. The second language normally should be in one of the commonly taught languages (e.g., French, German, Spanish). Consult with your advisor.	
TOTAL PROGRAM CREDITS	**33**

Portuguese MA: Portuguese Linguistics (credit hours shown in parentheses)	CR
CORE REQUIREMENTS: PORT 601A: Portuguese Linguistics and Research Methodology (must take in 1st semester) (3) PORT 520: Advanced Portuguese Grammar (3) PORT 625: Portuguese Morphosyntax (3) PORT 626: Portuguese Phonetics and Phonology (3) One course in History of the Portuguese Language: PORT 521: Romance Philology (3) PORT 522: History of the Portuguese Language (3) One course in Language Variation: PORT 529R: Special Topics in Portuguese Linguistics (3) SPAN 622: Hispanic Dialectology (3) SPAN 629R: Seminar in Spanish Linguistics (3) • All courses require the approval of the student's advisor • PORT 673R does not count for this requirement	**18**
ELECTIVE COURSES: Three graduate-level courses: Two Luso-Brazilian Literature courses: PORT 638: Luso-Brazilian Cinema (3) PORT 639R: Luso-Brazilian Theatre Production (3) PORT 642: Camões (3) PORT 647: Fernando Pessoa and Portuguese Literature (3) PORT 649R: Seminar in Portuguese Literature (3) PORT 652: Machado de Assis (3) PORT 653: 20th Century Brazilian Literature (3) PORT 659R: Seminar in Brazilian Literature (3) PORT 661R:African Literature in Portuguese (3) PORT 662R: Literature of the Lusophone World (3) One Pedagogy course: SPAN 671: Principles of Foreign Language Learning and Teaching (3) SPAN 672: Media and Technology in Foreign Language Instruction (3) PORT 674: Teaching Lusophone Culture (3) SPAN 676: Assessing Language and Culture Learning (3) SPAN 677: Teaching Second Language Speaking and Listening (3) SPAN 678: Teaching Second Language Reading and Writing (3) SPAN 679R: Seminar in Teaching Portuguese (3) • PORT 673R does not count for this requirement • All courses require the approval of the student's advisor	**9**
THESIS OR TWO-PAPER OPTION and ORAL DEFENSE • Portuguese 699R: Master's Thesis (6)	**6**
SPECIALTY EXAM: • Comprehensive, culminating, written exam in specialty • Traditional track students are required to take the specialty exam on the second Thursday of January during the fourth semester of study.	
TEACHING REQUIREMENT: Students must teach at least one Spanish or Portuguese language class (100/200 level)	
SECOND-LANGUAGE REQUIREMENT (Prerequisite): Students must complete or already have completed through the third-semester (college level) of a second language, or its equivalent, earning a B or better. Challenge exams are available in some languages. The second language normally should be in one of the commonly taught languages (Spanish is highly recommended). Consult with your advisor.	
TOTAL PROGRAM CREDITS	**33**

Portuguese MA: Portuguese Pedagogy (credit hours shown in parentheses)	CR
CORE REQUIREMENTS: PORT 601C: Research Design in Portuguese Language Teaching (must take in 2nd semester) (3) SPAN 671: Principles of Foreign Language Learning and Teaching (3) SPAN 676: Assessing Language and Culture Learning (3) Three mini-courses (two in pedagogy and one in linguistics, pedagogy, or literature) (1 credit each) Two courses in Spanish or Portuguese Pedagogy: SPAN 672: Media and Technology in Foreign Language Instruction (3) PORT 674: Teaching Lusophone Cultures (3) SPAN 675: Teaching Literature (3) SPAN 677: Teaching Second Language Speaking and Listening (3) SPAN 678: Teaching Second Language Reading and Writing (3) PORT 679R: Seminar in Teaching Portuguese (3) • SPAN/PORT 673R does not count for this requirement. • All courses require the approval of the student's advisor.	**18**
ELECTIVE CREDITS: Three graduate-level Courses: • Two Luso-Brazilian Literature courses: PORT 638: Luso-Brazilian Cinema (3) PORT 639R: Luso-Brazilian Theatre Production (3) PORT 642: Camões (3) PORT 647 Fernando Pessoa and Portuguese Literature (3) PORT 649R: Seminar in Portuguese Literature (3) PORT 652: Machado de Assis (3) PORT 653: Twentieth-Century Brazilian Literature (3) PORT 659R: Seminar in Brazilian Literature (3) PORT 661R: African Literature in Portuguese (3) PORT 662R: Literature of the Lusophone World (3) • One Portuguese Linguistics course PORT 520: Advanced Portuguese Grammar (3) PORT 521: Romance Philology (3) PORT 522: History of the Portuguese Language (3) PORT 529R: Special Topics in Portuguese Linguistics (3) PORT 625: Portuguese Morphosyntax (3) PORT 626:Portuguese Phonetics & Phonology (3) • All courses require the approval of the student's advisor	**9**
THESIS OR PROJECT OPTION and ORAL DEFENSE • PORT 698R: Master's Project (6) or PORT 699R: Master's Thesis (6)	**6**
SPECIALTY EXAM: • Comprehensive, culminating, written exam in specialty • Traditional track students are required to take the specialty exam on the second Thursday of January during the fourth semester of study. • The dates of the Specialty Exam for Professional Track students are under review by the Pedagogy Section.	
TEACHING REQUIREMENT: • Students must teach at least one Spanish or Portuguese language class (100/200 level) • Professional Track Pedagogy students are exempt from this requirement.	
SECOND-LANGUAGE REQUIREMENT (Prerequisite): • Students must complete or already have completed through the third-semester (college level) of a second language, or its equivalent, earning a B or better. Challenge exams are available in some languages. The second language normally should be in one of the commonly taught languages (e.g., French, German, Spanish.). Consult with your advisor.	
TOTAL PROGRAM CREDITS	**33**

V. Miscellaneous Course Work Information

Completing Prerequisite Courses: MA candidates who have not fulfilled the required courses for program eligibility (e.g. the second-language requirement) or for teaching eligibility (e.g. Spanish 376 or Portuguese 377) by the beginning of their program will need to make plans to complete these courses in a timely manner (see "Financial Aid and Employment" for more information about teaching prerequisites). Some students may be asked to complete additional prerequisites. Prerequisite courses are not arbitrary requirements or "hurdles." They represent knowledge and skills, useful (and often necessary) for completing the MA degree and for future work in the discipline.

Students should consult with the Graduate Program Manager and/or the Graduate Coordinator if they have any questions about when and how these prerequisites might appropriately be satisfied. Where possible, aspiring or recently admitted MA candidates are encouraged to take these courses before completing their undergraduate degree (speak with the Graduate Coordinator beforehand if there is a question about whether a class will fulfill prerequisite requirements). Students who have completed their undergraduate degree and would like to take prerequisite courses prior to the start of the MA program may seek permission to register through BYU's Post-Baccalaureate Studies (PBS) program (see https://admissions.byu.edu/post-baccalaureate-program) or contact an admissions counselor at 801-422-4104 for more information). Please note that PBS tuition is equivalent to graduate tuition. Although PBS courses are not eligible for departmental scholarship funding, some students may be eligible for other BYU financial aid (see your financial aid counselor for more information).

Second Foreign Language Requirement for M.A. Students

As a program requirement, all M.A. students in the Department of Spanish and Portuguese are required to demonstrate proficiency in a second foreign language. Spanish-speaking students are strongly encouraged to learn Portuguese, and vice-versa; however, any modern language may fulfill the requirement. Students are expected to demonstrate proficiency in speaking, listening, reading and writing at the Intermediate High level (for Spanish-speaking students learning Portuguese and vice-versa) or the Intermediate Mid level (for students learning all other languages).

This requirement has several purposes: (1) to strengthen students' candidacy for Ph.D. programs and employment in university foreign language departments; (2) to enhance students' research skills by enabling them to consult source documents in an additional language; and (3) to enhance students' awareness of the language learning process through experience as a student of an additional language, thus strengthening both their language learning skills and their skills as language instructors. These purposes contribute to the M.A. program-level learning outcomes of Conducting Research and Professional Preparation.

The second foreign language requirement may be fulfilled in one of two ways:

1. **Complete course work** through the third-semester level in the language. For Spanish and Portuguese, the requirement is fulfilled by Span 205 or Port 205; for most other languages, by the 201 course. Students must earn a grade of "B" or better in this course.

2. **Pass a challenge exam** for one of the above courses. For Span 205 and Port 205, the challenge exam consists of a written exam administered in the Humanities Testing Lab as well as an Oral Proficiency Interview.
   a. The *written exam* tests listening comprehension, grammar, vocabulary, cultural knowledge, and writing. The writing section is scored by the supervisor for Span 205 or Port 205 according to a rubric specifying the assessment criteria. Students must score 83% or better on the written exam.
   b. The *Oral Proficiency Interview* is administered by a trained faculty member. Students must score Intermediate High or better.
   c. Both the written and the oral component of the exam may be taken only once. Students who fail to pass either component must take Span 205 or Port 205 to fulfill the language requirement.
   d. Students desiring information about the content of the challenge exam should consult the syllabus and course materials for Span 205 or Port 205, on which the challenge exam is based.

e. For information on challenge exams in other languages, please consult the respective BYU language department.

Students who plan to fulfill the requirement by taking a challenge exam must do so *prior to beginning their third semester* in the M.A. program. Traditional track students are expected to complete the second foreign language requirement *prior to beginning their fourth semester* in the M.A. program. Professional track students are expected to complete the second foreign language requirement by August of their second year in the program.

The Graduate Course Rotation Schedule, available from the Graduate Program Manager, projects which graduate courses will be taught during the next few semesters. The schedule is intended only as a guide to assist students as they plan which classes they hope to take during their MA program and does not represent a contract between students and the department. Course offerings are subject to change without notification.

500-level Courses in Spanish and Portuguese can be counted for graduate credit unless completed previously as part of another degree. Both graduate and undergraduate students usually take these classes. Graduate students will be required to complete additional work as decided by the instructor.

Spanish/Portuguese 601 is divided into three distinct sections according to area of emphasis. Each course is designed as an introduction to many of the foundational concepts (theories, practices, etc.) that a student should understand as he or she begins graduate-level work in that field of study. This course is reserved for graduate candidates only. Also, each course will review important bibliographic techniques and research methodologies. Students who change their area of emphasis must take the course that corresponds to the new specialty even if they have completed previously a different version of Spanish/Portuguese 601. Students should complete, in the appropriate timeframe, the 601 course that corresponds with their area of emphasis as follows:

Linguistics (Portuguese or Hispanic): Spanish/Portuguese 601A (Hispanic Linguistics and Research Methods) is offered each Fall and must be taken in a student's first semester of study.

Literature (Luso-Brazilian or Hispanic): Spanish/Portuguese 601B (Literary Theory and Research Methodology) is offered each Fall and must be taken in a student's first semester of study.

Pedagogy (Portuguese or Spanish): Spanish 601C (Research Designs in Hispanic Language Teaching) is offered each Winter and must be taken in a student's second semester of study..

Spanish/Portuguese 673R (Directed Teaching of Spanish) is a required course for all student instructors and must be taken each semester that a student teaches for the department. It is a one-credit class designed to help student instructors manage the daily tasks of teaching. It provides instruction in teaching specific grammar concepts, disseminates crucial departmental information, and functions as a support group for students during the teaching experience. This course should not be included on the study list.

Spanish/Portuguese 680R (Directed Research in Spanish or Portuguese) allows a student, under the direction of a faculty member, to design a unique, individualized course that covers material not included in the department's normal graduate offerings. Courses designed as 680R are the exception, rather than the rule, and should be adequately justified. The contract that must be completed to register for 680R includes additional information (see Appendix D). Students should understand that faculty receive no compensation for their work with students on 680R and are under no obligation to accept a request to direct such a course. (Policy and contract approved August 2005).

Spanish 699R/Portuguese 699R (Master's Thesis) is designed to be taken as a student works on the thesis, project, or two-paper option. A student should register for 699R credits only after consulting with his or her Advisor. These credits may be added by using a "Registration Permission-to-add Code" that a student can receive from the Graduate Coordinator, generally after a short interview to discuss the student's progress in the program.

Students must complete a total of 6 hours of thesis credit. No more than that amount will be considered for funding through department scholarship funds nor count toward graduation. Students normally are discouraged from taking thesis credits until the prospectus has been presented successfully (the Committee Chair may advise differently). Upon approval, students may register for 0.5 to 6 thesis hours per semester. However, it is seldom advisable to take all 6 credits at once. Students should remember that the university requires students to register for at least 2 credit hours the semester in which they defend the thesis and —if the defense and graduation occur in different semesters— an additional 2 credit hours the semester in which they graduate. Most students will use thesis hours to fulfill this requirement.

Mini-Courses are one-credit seminars taught by visiting professors. Each semester the department invites one to three internationally recognized scholars to teach weeklong seminars. These mini-courses are an opportunity for students to meet these individuals, learn from their expertise, and begin the process of "networking" that can be so valuable in the academic profession. Mini-course credits may be added by using a “Registration Permission-to-add Code” that a student can receive from the department office. Professional Track students have the option of substituting another 3-hour course for the three mini-courses if they’re unable to attend the mini-courses.

Courses taken outside the department. Students may feel that a class taught outside the Department of Spanish and Portuguese would be a valuable addition to their studies. To count such an offering toward graduation, a student should submit a petition that describes the course, justifies its inclusion on the student’s study list, and explains which degree requirement it will replace. The petition must be approved by the student’s Committee Chair and Members and submitted for consideration to the Graduate Coordinator. (Policy approved October 2005).

VI. Reading Lists

The various MA Reading Lists are designed to give students a broad, basic exposure to some of the most influential texts in their chosen area of specialization. All students are expected to read and carefully consider all of the works included on their corresponding list (see individual lists for specific instructions). The specialty exam will, and the final oral exam may, include questions related to the reading list. Copies of these lists are available from the Graduate Program Manager or from the department website.

VII. MA Minor (Policy approved February 2005)

Students may choose to minor in a related graduate program (English, Linguistics, Portuguese, Spanish Pedagogy, etc.). Students should use the “Program of Study” and/or the “Request for Program of Study Change” forms to declare a minor and to identify the minor classes to be taken. Students who wish to minor should be reasonably prepared to enter an advanced program in their chosen minor field. For example, a Hispanic literature major should not expect to minor in Portuguese literature without significant previous experience (academic and/or other) in that area. Students may be asked to provide evidence of such preparation. A decision to declare a minor must be approved by the student’s Thesis Committee and the Graduate Coordinator (upon reviewing the above-mentioned forms). Additionally, a student must obtain in writing the approval of the Chairs of the major and minor departments.

A minor should include at least nine credit hours that are logically related to the declared minor area. These courses must be at the 500 or 600 level and may not count or have counted toward any other undergraduate or graduate degree requirements. Students who declare a minor must include a graduate faculty member from the minor department (with approval of the Chair of that department) as a member of the Thesis Committee. Additionally, students must pass an oral or a written comprehensive examination in the minor field (prepared by the minor Committee Member). This exam will be taken either separately or as part of the student’s major specialty exam (with an appropriate amount of time added to the normal time limit).

MA candidates who graduate with a minor are the exception since declaring a minor often is not in their best interest. The MA program is already demanding and a minor should not be undertaken if it would require a student to take longer than two years to graduate. Most students will find that their time is better spent preparing for their specialty exam and thesis. Classes taken for minor requirements are not eligible for scholarship funding.

VIII. Registration

Once accepted into the graduate program, a student may register for classes. For further information, students should consult the "Registration" section of the *Graduate Catalog*. New students should confer with their Section Head or with the Graduate Coordinator about registration questions (appropriate classes to take, etc.). Returning students should consult with their Thesis Advisor.

During each of their first two semesters, first-year students should normally take 9 credit hours of courses that count toward the 33 hours required for graduation. Some students will need to take unfulfilled prerequisite courses at the same time (Spanish 376 or Portuguese 377 to fulfill the teaching methods requirement; other courses to fulfill the second language requirement). New students should realize that graduate courses require significantly more work than undergraduate courses and they should plan accordingly. First-year students who wish to register for less than 9 or more than 13 total credit hours (including prerequisites) should consult first with their Thesis Chair, Section Head, and/or the Graduate Coordinator.

Full-time Graduate Status:

In order to be considered full-time, graduate students must register for at least 8.5 (for US students) and 9 credit hours (for international students) during Fall and Winter semesters or at least 4.5 credit hours during Spring and Summer terms. Students are expected to develop and follow a plan that will allow them to graduate within two years (see "Time Limit" below).

Registration Requirements:

Graduate students who do not meet the minimum registration requirements cannot retain their graduate status. Students must register for, and complete, at least 2 credit hours during the semester for which they have been accepted (or readmitted) to the program and during the semester in which they graduate. They must also maintain continuous registration by completing at least 6 credit hours during each academic year (September to August). See "Financial Aid and Employment" for registration requirements for teaching eligibility.

Leave of Absence:

A student may request a Leave of Absence for the following reasons: 1) Medical (for a period of up to one year at a time, a doctor's letter is required), 2) Military (for a period of up to one year at a time, military orders are required), and 3) Mission (for a period of up to three years, mission call is required). Students seeking a Leave of Absence should speak with the Graduate Coordinator.

XI. GPA and Review of Performance (Policy approved October 2006)

An overall program GPA of 3.0 is required to receive a graduate degree. No "D" credit will apply.

The Office of Graduate Studies requires departments to evaluate the performance of graduate students twice each year and to report each student as "satisfactory," "marginal," or "unsatisfactory". These evaluations may consider, among other things, a candidate's timely progress toward graduation, academic achievement, and citizenship within the department. The Graduate Coordinator will suggest a rating for each MA candidate but final evaluations require the approval of the graduate faculty in meetings held at the beginning of each Fall semester (normally September) and at the end of each Winter Semester (March or April).

Students receive written notice of their status. Those who receive a low rating ("marginal" or "unsatisfactory") will have the opportunity to respond to the assessment or to comply with any stated conditions for remaining in the program. A student's inability or unwillingness to meet these conditions may result in a change in his/her rating and/or in termination of their graduate status. Additionally, according to Office of Graduate Studies policy, a student who receives a marginal and an unsatisfactory or two unsatisfactory ratings in succession is subject to degree termination. In such a case, however, the department might choose to support a student in a petition to the Office of Graduate Studies (OGS Form 2) that would include a contract listing student and faculty responsibilities and an appropriate timeline for degree completion. Review carefully the additional information contained in the *Graduate Catalog* under the heading "Academic Standards."

Description of Evaluations

Satisfactory: A "satisfactory" evaluation indicates that a student is making clear, consistent, and acceptable progress toward degree completion.

Marginal: A "marginal" evaluation indicates that a student is performing below standard. A student who receives this evaluation will be asked in writing to meet specific obligations.

A "marginal" evaluation may be given for reasons that include, but are not limited to: failure to complete program requirements in a timely manner, failure to submit/update required documents, failure to meet with thesis chair and/or committee members, failure to present the prospectus by October of the second year, poor performance in coursework and/or research.

Unsatisfactory: An "unsatisfactory" evaluation indicates that the department has serious concerns about a student's performance. A student who receives this evaluation will be asked in writing to meet specific obligations.

An "unsatisfactory" evaluation may be given for reasons that include, but are not limited to: failure to correct problems indicated in a previous evaluation, failure to complete program requirements in a timely manner, failure to submit/update required documents, failure to meet with the thesis chair and/or committee members, poor performance in coursework and/or research, concerns about ethical or professional behavior.

X. Time Limit **(Policy amended/approved September 2007)**

The MA programs in the department of Spanish and Portuguese are designed so that a student can complete the degree in 24 months of intensive work. Students should consult carefully with their Advisor to create a study plan that will allow them to graduate in that time frame (see the "Graduate Student Advisement Checklist" in Appendix B). Students who exceed the two-year limit must justify their extension. These candidates must complete the "Petition/Contract to Exceed the Two-year Graduation Requirement" (see Appendix D) before the Department meets in early September to evaluate graduate student progress and performance and may be asked to meet with the Section Head of their area of emphasis and/or with the Graduate Coordinator to explain their plan for completing the program. Students who go beyond the two-year limit and who fail to make adequate progress may receive a low evaluation ("Marginal" or "Unsatisfactory") and may be subject to termination from graduate study as described in the above section ("GPA and Review of Performance")."

The Office of Graduate Studies requires that graduate candidates complete their program within five years of the first semester of enrollment. Only credit taken within this time limit counts toward the degree. Students who exceed the five-year limit will be dropped automatically from the program. The following section ("Program Termination and Readmission Procedures") explains how students may petition for readmission.

XI. Program Termination and Readmission Procedures

A student's graduate candidacy may be terminated based upon marginal or unsatisfactory evaluations (see "GPA and Review of Performance" above). The *Graduate Catalog* lists other factors that may contribute to termination of graduate status and outlines a process by which a student may request a review of termination or submit a grievance (see "Academic Standards").

Additionally, the Office of Graduate Studies will deny graduate status to any student who fails to maintain satisfactory progress through active registration or who exceeds the five-year limit for successful completion of the MA degree. A student who hopes to complete his or her degree after having been denied candidacy for violations of the registration requirements or the five-year limit may reapply for admission to the program through the process described below (see the "Outdated Credit and Time Limits" section of the *Graduate Catalog* for further information and limitations):

Step 1: Letter of Intent and Graduation Timeline. The student must prepare a letter declaring an intent to graduate. This letter should include a detailed timeline that indicates how the student will complete all requirements. The petition must conform to department guidelines and to university graduation requirements. The letter and timeline will act as a contract and must be signed by the student and the Graduate Committee.

Copies of the signed letter and timeline will then be turned in to the Advisor, to the Section Head of the student's area of emphasis, and to the Graduate Coordinator.

Step 2: Section Meeting. The student's petition must be approved by the section to which the student belongs, with possible input from the Graduate Coordinator. The student's Thesis Advisor will coordinate the section vote and notify the Graduate Coordinator and the Graduate Program Manager of the result. If the request is denied at the section level, the student will not be readmitted to the program. If the section accepts the petition, the student will be asked to complete Step 3 (if applicable) and Step 4 below.

Step 3 (if applicable): Written Petition for 5-year Limit Violation. The department, using OGS Form 2, may petition the Office of Graduate Studies on the student's behalf to extend time limits and outdated credit (see "Time Limit" above). The rules governing these petitions can be found in the "Outdated Credit and Time Limits" section of the *Graduate Catalog*.

The Thesis Advisor is responsible for writing this petition (included as part of Form 2) and the student should work closely with him or her to ensure that all petition requirements are met and that adequate documentation is provided. Once completed, Form 2 should be turned in to the Graduate Coordinator for approval. Form 2 also requires the support of the Chair of the Department of Spanish and Portuguese and of the Dean of the College of Humanities.

Step 4: Application to Resume Graduate Studies. After the section approves the readmission petition, the Thesis Advisor and the Graduate Coordinator complete Form 2 (if applicable) while the student completes and submits GS Forms 6 and 6a (available at https://gradstudies.byu.edu/page/form-list) and pays a $600, nonrefundable processing fee. International students will also need to submit new Financial Certification forms. See the "Readmission" section of the Graduate Catalog for additional information.

Step 5: Office of Graduate Studies Consideration. The Office of Graduate Studies will consider and accept or reject a student's application to resume graduate studies and, if applicable, any petition to extend time limits and outdated credit.

Step 6: Student Completes all Degree Requirements. A candidate whose petition is approved must register for at least 2 credit hours the semester or term in which he or she is readmitted to graduate study and must complete all degree requirements according to the proposed timeline. Failure to comply with the provisions of this contract after being readmitted to the program normally will result in a second termination from graduate study.

THE SPECIALTY EXAM

Policy approved April 2004/Revised September 2015

The specialty exam is designed to test mastery of a student's chosen area of specialization. It is composed by members of the graduate faculty and based on the reading list that corresponds to the students area of specialty (Literature, Linguistics or Pedagogy). In the case of Linguistics, the exam is based on a question bank, a copy of which can be obtained from the Graduate Program Manager. Students should consult the appropriate reading list (available online or from the Graduate Program Manager) during the first semester and begin immediately to read and study the works included on that list. It is recommended that students form study groups to review the works on the reading list beginning in the summer after the second semester.

I. Preparing for the Specialty Exam

1. The student generally should meet with his or her Committee Chair during the second semester to discuss plans for taking the exam during the fourth semester of study. At the end of the third semester the student should remind the Committee Chair of the approaching exam.
2. A student's Chair (or the student's Section Head) coordinates the writing of the specialty exam, creating questions that reflect primarily the student's reading list, graduate coursework, and in the case of Linguistics, the question bank (students should speak with their Committee Chairs and/or Section Heads for more specific instructions on the content and format of their exams.
3. The Chair or the Section Head will request additional questions from appropriate graduate faculty (e.g., instructors of the student's graduate-level courses, members of the student's Committee, or other members of the student's section).
4. Although the specialty exam is designed to last three hours, a student is allowed to take up to, but no more than, four hours. The exam often will include two separate sections as follows:
   Section I: (Two hours) Shorter essays (normally a combination of suggested 15- and/or 30-minute questions).
   Section II: (1 hour) One or more longer essays.
5. In each section, students generally are given a number of essay topics from which they can choose (e.g., "Choose 1 of 3"). Nonetheless, students of Spanish literature should be prepared to answer questions on both Peninsular and Spanish American literature; those of Portuguese should be prepared to answer questions on the literatures of Portugal and Brazil.
6. The Chair should give the prepared exam to the Graduate Coordinator and Graduate Program Manager no later than one week before the exam date.
7. Graduate students in Linguistics take a Mock Specialty Examination on the second Thursday of January in their second semester of study. For more details, consult the Graduate Program Manager or the head of the Linguistics Section.

II. Taking the Specialty Exam

1. Traditional track students in Literature and Pedagogy will take the Specialty Exam on the fourth Thursday in September during their third semester of graduate work. Linguistics students, however, will take the exam on the fourth Thursday of January during their fourth semester. Professional track pedagogy students will be required to take the exam during August after their first year of study. In extenuating circumstances only, a student may submit a written petition for an exception no later than two weeks prior to the designated exam period. Such a petition must include the reasons for the desired exception and a suggested deadline for taking the exam. Approval (which is not automatic) must be granted by the Graduate Coordinator in collaboration with the student's Section Head and Committee Chair. A student who does not take the exam during the designated exam period (or an alternate date granted upon petition) will be assigned a failing grade for the exam and will be subject to the rules for retaking the specialty exam listed below.
2. A graduate faculty member assigned by the Graduate Coordinator will administer the exam. Exams not given during the designated exam period (including petitioned exams, retake exams,

and exams taken in August by Professional Track Pedagogy graduate students) will be coordinated and administered by the student's Committee Chair.

3. During the exam, students may not consult any form of notes, books, internet sites, or individuals. A student caught cheating will receive a failing grade and will be subject to termination as an MA candidate.

III. Grading the Specialty Exam

Procedure for Grading the Examination and Reporting Results

- Exams will be graded independently by at least three examiners selected by the relevant section.
- Examiners will meet formally to discuss each exam and determine the result.
- In the event of disagreement, a decision will be reached by majority vote.
- Examiners will communicate their decision to their Section Head and to the Graduate Coordinator.
- The Graduate Coordinator will inform the students of their scores within two weeks of the exam.

Criteria for Passing the Examination

- In order to pass the specialty examination, candidates must follow the instructions and pass every question answered (see below suggested criteria for evaluating individual questions).
- If a candidate fails every question, s/he will be required to retake the whole examination. A second failure of any portion of the examination will result in the candidate's removal from the program.
- If a candidate fails a portion of the examination (one or more questions), s/he will be re-examined in those areas only. · Students are automatically required to retake any question on which they received a mean score of less than 5.0 (meaning that they scored in the Unsatisfactory range on that question).
- No candidate will be allowed to take the specialty examination more than twice.

- Students are automatically required to retake any question on which they received a mean score of less than 5.0 (meaning that they scored in the Unsatisfactory range on that question).
- In the case that students' overall mean score on the exam is less than 7.0, their committee will decide whether to require them to retake the entire exam or only specific questions. It is recommended that in addition to retaking the questions on which they received a mean score of less than 5.0 (as required by the department), students also be asked to retake those questions on which they received a mean score between 5.0 and 7.0 (meaning that they scored in the Marginal range on those questions), if not the entire exam.

Criteria for Passing Individual Examination Questions

- Candidates must address the question as written.
- Where relevant, candidates must provide illustrative material in the form of appropriate examples.
- The amount of accurate, relevant material must be sufficient to satisfy the examiners.
- Answers should be coherent and couched in language that is clear and grammatical.

THE WRITING COMPONENT

I. Thesis, Project, or Two-Paper Option

All MA students in the Department of Spanish and Portuguese are required to complete a culminating writing component that offers a substantial, original contribution to scholarship. Students may fulfill the writing component requirement by completing a thesis, a project, or a two-paper option (the term "thesis" is used often throughout this handbook and elsewhere to refer to the writing component in general). Students should consult with their Thesis Advisor on the availability and appropriateness of each option. Copies of previous theses, projects, and two-paper options can be found in the Harold B. Lee Library and the department office. Students must complete and present a prospectus (see below) before beginning in-depth work on the writing component proper.

Thesis. Traditionally, the thesis has been the primary way in which candidates have fulfilled the writing requirement. The thesis is a significant research project that develops one primary topic. It is normally divided into two to four chapters plus an introduction and a conclusion.

Project. The project is the least common means of fulfilling the writing component requirement and is normally restricted to students of Pedagogy and Linguistics. In the case of Pedagogy, the project is developmental in nature and requires the preparation and evaluation of a significant body of course work, teaching materials, or other suitable resources which is tested and evaluated. Examples of successful projects in the past include CAI programs, course materials for specialized language programs, and integrated curriculum designs. M.A. students in Pedagogy who are teaching foreign languages at the K-12 level and who do not intend to pursue a Ph.D. might consider completing (in consultation with the Thesis Advisor) a Teacher Work Sample (TWS) project. In the case of Linguistics, students occasionally undertake a transcription of original manuscript material in Spanish and/or in Portuguese, or a translation and/or commentary of older texts in these languages. However, it should be noted that even in Pedagogy and Linguistics, the project is not how most students complete the writing component requirement. For more information, students should confer with their section head or thesis adviser. Projects are subject to the same rigorous assessment procedures are as theses, including the formal defence.

Two-Paper Option. The two-paper option involves the development of two compositions that may or may not be related in their subject matter. While this option may seem easier because the papers often begin as class research projects, the rigor necessary for the writing component is of an entirely different order from that of such projects. It is expected that each paper will be comparable in quality and length to articles published in professional journals. This standard requires significant work beyond the typical term-paper level. Students should be aware as well that, depending on the topics chosen, the two-paper option might require mastery of two entirely separate bibliographies.

II. Prospectus

The prospectus is an overview and justification of the thesis and is the first step in completing the thesis, project, or papers. Students should start thinking about the writing component early, perhaps in conjunction with the 601A, B, or C class taken in the first (Span/Port 601 A and B) or second semesters (Span 601 C). Examples of previously filed prospectuses can be found in the department office.

The Prospectus Format:

The prospectus is normally 5+ pages in length, plus the bibliography, and can be written in English, Spanish, or Portuguese. Please consult with your thesis advisor for an adequate length and specific instructions. The prospectus is an expository essay that introduces the thesis, project, or paper topic(s). Although the format is somewhat flexible, each prospectus should include the following components:

- **Proposed Title of the Writing Component**
- **Proposal** (The proposal is the most important part of the prospectus. Here the student will introduce the topic, describe the plan of investigation, and define important theoretical or methodological

considerations. It is imperative that a student's plan of investigation be professional and, above all, manageable.)

- **Justification of the Problem** (In this section the student validates his or her research. In other words, what contribution will the final product make to its particular field of study? The student may also describe the limitations of his or her research by acknowledging related topics that will not be covered.)
- **Proposed Organization** (This section outlines a student's plan of development. A prospectus for a thesis, for example, will include a list of proposed chapters and a brief explanation of the argument presented in each.)
- **Preliminary Bibliography** (This early bibliography, although not exhaustive, should indicate that the student has thought seriously about the research topic and that he or she is becoming acquainted with research in the field. Students should use an appropriate bibliographic style approved by the Thesis Chair.)

Scheduling and Presenting the Prospectus:

The prospectus is planned and written in close consultation with the Thesis Advisor. When the prospectus is complete, the student provides copies to all members of the Thesis Committee and to the Graduate Program Manager. The student, after consulting with his or her Committee Chair and members, schedules, through the Graduate Program Manager, a time and place for the prospectus presentation (also known as the prospectus defense). This presentation is a conversation between the student and his or her Committee Chair and members about the value and appropriateness of the student's research plan. It requires the student to explain in detail his or her proposal and allows Committee Members to comment on the strengths and weaknesses of the prospectus. The prospectus should be completed and presented by November 18th of the third semester of study. Although this process is often labeled a "Prospectus Defense," students should view it as a valuable opportunity to plan the thesis or project with his or her entire committee. The Prospectus represents an essential step in receiving guidance and feedback on research plans; students should not view it as a hurdle to be feared. The Graduate Coordinator will review the prospectus and sign the "Thesis Prospectus" form after the Thesis Committee has approved and signed it. The Graduate Coordinator may offer comments and suggestions.

If a student fails to present his/her prospectus successfully by October 10th of their third semester, they will receive a "Marginal" or "Unsatisfactory" evaluation. Please refer to the Graduate Studies evaluation policies.

After the prospectus has been presented and approved, the candidate may begin in-depth work on the thesis, project, or two-paper option.

III. Writing Component: Policies, Procedures, and Timelines

The policies and procedures governing the writing component are very specific. Failure to meet the requirements and deadlines set by the Office of Graduate Studies, the College of Humanities, and the Department of Spanish and Portuguese may delay the thesis defense and/or graduation. Although the Thesis Advisor is a valuable resource, it is the student, not the advisor, who is primarily responsible for meeting all thesis and graduation obligations. Individual faculty are not authorized to and may not contradict university, college, or departmental policies and procedures. Students must review all relevant requirements and refer to them as they work with faculty mentors to complete the writing project and apply for graduation. Students should see the Graduate Program Manager for a list of thesis deadlines at the very beginning of the semester (or earlier) in which they hope to defend and graduate. They are also found on p. 72 of this handbook.

Prerequisites to the Thesis Defense. Students who have not successfully presented their prospectus and passed their specialty exam may not schedule a thesis defense. Additionally, students must apply for graduation before a thesis defense can be scheduled.

Minimum Standards for Submitting the Writing Component. At the beginning of the writing process students should familiarize themselves with, and follow carefully, the instructions and formatting rules for theses outlined in the following documents:

- Minimum Standards for Submitting Dissertations, Theses, or Selected Projects" (ADV Form 11)
- Sample Preliminary Pages (ADV Form 11a)

- Preliminary Pages Template – Thesis (ADV Form 11b)

Although sample copies of these forms are available in Appendix F, students should ask for the most recent versions from the Graduate Program Manager or download them from https://gradstudies.byu.edu/page/form-list. Students whose written projects do not conform to these standards will not be allowed to schedule a defense. Note: The directory at the beginning of this handbook may be used to identify and use faculty members' professional names on the thesis.

When is the Writing Component Ready to Be Defended? It is the Thesis Advisor's responsibility, in consultation with other Committee Members, to determine when the thesis, project, or two-paper option is complete and ready to be defended. Students need to rely on the Thesis Advisor's counsel as to when the thesis, project, or two-paper option is ready. An external deadline imposed by work schedule, Graduate School requirements, PhD program, or change of residence cannot determine whether the student's writing component is finished and ready to be defended.

A complete thesis includes all introductory pages, tables, bibliographies, etc. and meets all of the required standards listed in the "Minimum Standards" document described above. When the thesis is ready, the student should give the Advisor and Committee Members a final copy, determine together with these individuals an acceptable defense date, and ask each to sign Form 8c if they agree that the thesis is complete and ready to be defended. The thesis given to the Committee must be the final, defensible version. Students should not revise the thesis further prior to the oral examination.

After receiving approval from the Committee Chair and Members (indicated by the signatures on form 8c), the student must present an additional (electronic or hard) copy of the thesis to the Graduate Coordinator for review no later than two weeks before the tentative defense date (see below).

At Least Two Weeks before the Tentative Oral Examination (Thesis Defense) Date. The Office of Graduate Studies requires that final oral examinations be scheduled at least two weeks in advance. (Students who feel that they may need an exception to this two-week rule should speak early with the Graduate Coordinator.) Before a defense can be programmed, however, the Graduate Coordinator must examine the thesis and confirm that it meets all departmental and university standards. It is the student's responsibility to ensure that the Graduate Coordinator receives, before the two-week deadline, a final, defensible copy of the complete thesis (i.e. the same final version given to the Committee) and Form 8c signed by all Committee Members. It is recommended that the student schedule an appointment with the Graduate Coordinator at least two or three days before the two-week deadline so as to avoid a delay in the thesis defense.

After the Graduate Coordinator has approved the thesis and signed Form 8c, the student may schedule through the Graduate Program Manager a time and place for the thesis defense. Note that university policy does not permit oral examinations between semesters. Additionally, the university requires that the candidate and all members of the Thesis Committee be physically present during the Thesis Defense (i.e. no conference calls or other such arrangements are allowed).

Avoiding July and August Defenses. Students should be aware that many faculty members are away from campus during the Spring and Summer terms. It is preferable, therefore, that students defend their writing projects during Winter semester. Students who hope to defend during Spring or Summer should consult with all members of their Thesis Committee and understand that delays caused by the unavailability of faculty mentors during this period will not excuse them from meeting all university and departmental graduation deadlines.

IV. Oral Examination (Thesis Defense)

The oral examination, also known as the thesis defense, is designed to determine a student's understanding of the content of his or her thesis, project, or papers. Although the writing component is the primary focus of the defense, a candidate may be asked to address failed portions of the specialty exam or to comment on works included on the reading list. The Thesis Advisor is responsible for determining the format of the defense itself and should be consulted as the student prepares for it. The student, his or her Advisor, and other Committee Members must all be present in the oral examination. The defense is open to the public, and candidates should therefore expect that other faculty and students may attend. Candidates may invite friends or

family. While the Thesis Chair may open the floor to questions from the audience, only members of the Committee may evaluate the student's performance.

Results of the Final Oral Examination (Thesis Defense). At the conclusion of the thesis defense, the Committee issues one of the following decisions:

Pass indicates that a student performed satisfactorily and that no major revisions of the writing project are required.

Pass with qualifications indicates that the Committee may require revisions of the thesis, strengthening of the candidate's preparation in subject matter areas, or both. When these qualifications are cleared and the Committee Chair has recorded the clearance with Graduate Studies (through the Graduate Program Manager), the student is judged to have passed the examination.

Recess means that at least two of the examiners want the candidate to prepare more. The defense is recessed for at least one month, after which the student may reschedule a final oral examination.

Fail indicates that two or more examiners felt that a student's performance on the exam and/or thesis fell significantly below standard. A student who fails is immediately dropped from the graduate program and may not retake the final oral exam.

V. Submission of the Thesis

Electronic Theses & Dissertations (ETD). Students are required to submit their theses (or project or two-paper option) electronically (ETD) rather than in paper format. Information about the ETD, including tutorials and submission instructions, is available at http://etd.lib.byu.edu/. It is the student's responsibility to ensure that the ETD format is followed exactly. All ETD submissions must be approved by the Graduate Coordinator and the Associate Dean of the College of Humanities assigned to supervise graduate issues. An ETD with errors (even very minor ones) will be rejected.

Final Revisions and Submission of the Final Version of the Thesis. Students will work with the Thesis Advisor to complete any revisions required after the oral examination. Most theses that are successfully defended call for at least minor corrections. Some require more substantial changes. Students should keep this in mind and allow ample time for making changes before the ETD submission deadline. ADV Form 8d (Appendix E) includes additional instructions and must be completed by the student. Most students choose to print a few hard copies of their thesis for themselves and for their Thesis Advisor. The Department also requests that students provide a hardcopy of the thesis that can be added to the departmental library for use by future students. The departmental copy will be paid for by the department.

VI. GRADUATION

Applying for Graduation

Students apply for graduation online (see ADV Form 8a for instructions) early in the semester or term in which they intend to graduate (or earlier). Students must be registered during that semester or term for at least two hours of credit (normally Spanish/Portuguese 699R) and must have a current Ecclesiastical Endorsement. A thesis defense cannot be scheduled unless a student has applied for graduation. Graduation deadlines for each semester are available through the Office of Graduate Studies website (ADV Form 8) and can be found on p. 72 of this handbook. Students should review these deadlines the semester before their intended graduation and note how early the dates are. Caution: The graduation deadlines are firm. Students submitting materials after the deadlines will be candidates for the *next* graduation (see "Graduation Policies and Instructions" in the *Graduate Catalog* for this caution and for additional graduation information).

Graduation Ceremonies

Students should contact the Graduate Program Manager in a timely fashion to ensure that all graduation requirements have been fulfilled and are cleared on the university records. Additionally, students must be registered for two credits (normally thesis hours) during the semester in which they graduate.

Students who successfully defend after the graduation deadlines but before the end of a semester or term that includes graduation ceremonies (i.e. Winter Semester) may petition to "walk" through the ceremonies although their names will not appear on the official program (see the Graduate Program Manager to complete this petition).

Missed Graduation Deadlines

Candidates who do not meet all deadlines will be removed from the graduation list and will have to apply for a later graduation date.

FINANCIAL AID AND EMPLOYMENT

Policy revised/approved March 2015

I. Scholarships

The money that the department uses for scholarship tuition waivers comes from the College of Humanities and the Office of Graduate Studies. Past experience has shown that these amounts fluctuate and students should understand that previous assistance may not indicate future support.

Eligibility for Scholarship Funding

New and continuing students are considered automatically for scholarship funding in the form of tuition waivers. Monies received from the College of Humanities and the Office of Graduate Studies typically allow us to fund 50 to 80% of tuition costs. We hope that second-year awards (as a percentage of tuition costs of required courses) prove to be commensurate with the amounts received during a student's first year (the fourth semester assistance is lower since students normally should have only 6 required credits left to complete by that time). However, students should understand that second-year awards are not automatic and may be reduced or denied (although this is rare) based on a poor evaluation report. Additionally, second-year awards may fluctuate up or down according to the money the department receives from the College of Humanities and the Office of Graduate Studies.

Disbursement of Scholarship Funding

Students receive scholarship funding during their first two semesters (Fall/Winter) and again, subject to satisfactory progress, during their second two semesters (Fall/Winter). Professional Track candidates also receive funding during their first two summer terms due to part-time enrollment during Fall/Winter, and full-time enrollment during the summer. To be able to access the funding that is placed in their accounts, students must be registered for at least 2 credit hours. Nonetheless, students are expected to make appropriate progress toward degree completion (generally 9 credits completed during each of the first three semesters) and anyone who does not adhere to this funding policy is unlikely to receive future financial support.

The Department's policy of disbursing scholarship funding only four times during a student's MA program (i.e. during the four semesters of a two-year program) requires that students carefully consider both their academic and financial plans to ensure a timely completion of the program and a wise management of financial assistance. This is particularly true for students whose academic plan requires them to take classes during the Spring/Summer terms (indeed, students are encouraged to take courses during their first summer, as appropriate) or beyond the standard four-semester degree period. Although such variations will not reduce the amount of funding that a student receives from the Department, they will create a situation in which an individual will receive funding before or after the moment that courses are actually taken. Each student is responsible for the complete and timely payment of all tuition costs.

Current departmental policy stipulates that students who teach lower-division Spanish and/or Portuguese classes for the department will receive the maximum scholarship funding/tuition waiver that our budget allows each year; students who choose NOT to teach these classes for the department will receive scholarship funding at 50% of this amount. Consequently, we operate two separate financial support models, one for each category of students. Detailed information on these models for Fall semester 2018 is contained in the Financial Assistance Information Sheet already mailed to you with your acceptance letter. Additional questions about scholarship funding can be directed to the Graduate Program Manager and/or the Graduate Coordinator.

II. Student Instructor Positions

In order to graduate, all students are required to teach at least one Spanish or Portuguese class (at the 100 or 200 level) during the course of their graduate program. However, most MA candidates request one or two teaching assignments each semester as a way of supporting themselves financially. Indeed, we encourage our MA candidates to teach classes each semester during their two years in the program as part of their professional development and as an important service to the Department. Professional track pedagogy candidates who are practicing teachers may be exempt from the one-semester teaching requirement, although

they are welcome to teach a class during their Summer term if one is available. Assignments as a student instructor require certain prerequisites (Portuguese 377, Spanish 376) and depend upon a student's availability and performance. Additionally, salary as a student instructor can vary according to a number of factors (e.g. credit hours and type of course taught). A limited number of teaching assignments are also available during the Spring and Summer terms and are assigned competitively.

Application for Teaching Assignments

Graduate students are required to apply for teaching assignments each semester or term in which they hope to teach. Questions about the application process and deadlines should be directed to the Department Secretary. To be considered for a position as a student instructor, individuals must complete the following:

- Spanish 376/Portuguese 377 (or Spanish 377 and 378). Students who have not taken these courses prior to entering the MA program normally take them during their first semester. Exceptions to this rule are rare and require the approval of the Pedagogy Section. Students should take these courses seriously since the Department may choose not to accept a grade of B- or lower as adequate evidence that students have mastered the requisite knowledge and skills.
- Attendance at the mandatory Student Instructor Workshop in August (This workshop, held during the week prior to the formal start of Fall classes, must be completed before a student's first teaching assignment and repeated each August.)
- Submission of official application materials (Application is required for each semester that a teaching assignment is desired.)

Assignments and Compensation

Student instructor salaries are based on the number of courses taught and on the student's status as an MA candidate. In other words, second-year students earn more than their first-year counterparts. Students may contact the Department Secretary for information on current compensation rates. Course assignments are decided by the Department (through the Pedagogy Section) and are dependent upon departmental need and an MA candidate's teaching performance. Courses at the 200 level are typically reserved for second-year graduate students. There are fewer teaching opportunities during Spring and Summer terms and available courses are generally reserved for students in their second year of study.

As an added incentive for student instructors to increase their Spanish or Portuguese language proficiency and teaching skills, the department will pay an additional stipend of $200 per course taught, over and above the standard salary, to student instructors who have completed the following courses with a grade of "B" or better:

- For instructors of Spanish: Span 326 and either Span 421 or 520
- For instructors of Portuguese: Port 326 and Port 520

This enhanced payment will be applied to student instructors' contracts at the beginning of the semester after they complete the above courses, and will be applied in all subsequent semesters in which they teach as student instructors in the department. Students must complete both relevant courses in order to qualify for the enhanced payment.

In-service Course for Student Instructors

In addition to the above-mentioned mandatory teacher training workshop held each August, student instructors are required to register for one credit hour of Spanish or Portuguese 673R (Directed Teaching of Spanish or Portuguese) each semester they are employed as student instructors. This course does not count toward graduation requirements.

Teaching Assignment Limits

Qualifying students are limited to four semesters of teaching assignments. In special cases, dependent upon departmental needs and as approved by the Pedagogy Section and the Graduate Coordinator, a fifth and final semester of teaching may be awarded. Courses taught during Spring and Summer do not count against the four-semester limit.

Individuals who are not permitted to or who choose not to teach during one or more semesters of their

program normally are considered to have reached the four-semester limit once they have completed two years in the program. (Policy approved October 2005)

Registration Requirements

Students who work in the department as student instructors or as research assistants/graders must be enrolled in at least 6 credits of graduate course work the semester in which they are employed (during a student's final semester the requirement drops to 2 credit hours) or in at least 2 credits during Spring or Summer terms.

International students must meet more strict registration and employment conditions. They must register for 9 credits each Fall and Winter semester (whether employed or not) and may work no more than 20 hours per week. To be employed during the Spring or Summer terms, international students must be registered for at least 4.5 credit hours in both Spring and Summer, or 9 credit hours during the following Fall. International students should consult the *Graduate Catalog* for more information and direct questions to the Department Secretary (3190 JFSB, 801-422-2838) or to International Services (1351 WSC, 801-422-2695).

NOTE: The FICA deduction is collected from students who teach during a semester or term for which they are not registered for classes. The FICA deduction does not apply to international students. Generally this is only a concern during the Spring and Summer terms when a student might register for classes in one term but teach in the other. Although the department and the university allow students to register for either term and thus fulfill any registration requirements needed during the Spring/Summer period (to teach or to graduate, for example), the government tax collectors do not follow that same policy. Students might keep this in mind as they register for courses during the Spring/Summer terms.

NOTE: Student instructors should be registered by the time the teaching or research contract is prepared by the Department Secretary to avoid having that contract terminated by the university. All contracts must be signed before the first day of class. See "Expectations of Student Instructors" in Appendix G.

Students should make sure their ecclesiastical endorsement is current in order to register for future semesters.

III. Graders, Research Assistants, and Mentoring Grants

Individual faculty members frequently apply for and receive funding to hire research assistants or to involve students in research projects. Additionally, the department often has a limited amount of money to fund graders or research assistants. For more information on these opportunities, students should consult with individual faculty members or with the Department Secretary.

IV. Travel Support (Policy approved September 2005)

Some MA candidates may choose to participate in one or more professional conferences (normally those organized for graduate students) during their MA program. Students should work closely with a faculty mentor to ensure that the research they hope to present meets high academic and professional standards. Students whose work is accepted for presentation may submit a request to the Graduate Coordinator for a travel grant. This request should include the following:

- The name and date of the conference
- A brief proposed budget
- A copy of the acceptance letter to participate in the conference
- A brief summary of any previous travel support received
- A copy of the abstract and/or paper to be read
- A brief note (one paragraph) of support from a faculty mentor

Travel awards are funded based on the strength of a student's project and proposal, on the support of a faculty mentor, on the results of previous funding, on the student's standing in the department, and on available funds. Past travel grants typically have been around $200-$400. Future grants may be higher or lower and may vary from one student to the next. Students are encouraged to seek additional funding from other sources (ORCA, BYUGSS, etc.).

Upon returning from a department-funded research presentation, MA candidates MUST submit to the Graduate Coordinator a brief (1/2 page) summary of the experience.

The College of Humanities offers additional travel support (generally matching the department amount) to eligible graduate students. Forms to apply for this money are available from the Graduate Program Manager.

GRADUATE ORGANIZATIONS AND EXTRACURRICULAR ACTIVITIES

Graduate Association of Spanish and Portuguese (GASP)

Upon admission to the Spanish and Portuguese MA Program, all students become members of the Graduate Association of Spanish and Portuguese. The Association serves as a liaison between graduate students and the Department of Spanish and Portuguese. It provides an organized approach to meeting the needs of the department's graduate candidates.

The Graduate Coordinator is the faculty advisor for GASP. A President, Vice-President, and Secretary direct the affairs, activities, and meetings of the Association. They attend designated meetings with faculty and inform them of student needs, perspectives, and opinions relating to the graduate program. They are also responsible for both general and specific Association objectives and for seeing that activities are planned to meet them. The secretary records the minutes of meetings and keeps track of all decisions and changes in Association policy. To be eligible to hold office in the GASP Presidency, an individual must be a second-year graduate student in good academic standing, working actively toward graduation. In addition, the Association works generally to:

- Create a sense of professional community among Spanish and Portuguese MA Students
- Increase and improve student-faculty relations
- Assist with information dissemination
- Offer practical service in career and graduate school placement

2017-2018 Presidency

President:	Dustin Hemsath
Vice President:	Gabriela Oliveira
Secretary:	Jeannette Fuhriman

BYU Graduate Student Society (BYUGSS)

All BYU graduate students belong automatically to the BYU Graduate Student Society (http://gss.byu.edu/).

Lectures and Cultural Activities

The Department of Spanish and Portuguese frequently sponsors lectures, plays, film showings, and other academic programs related to the Spanish and Portuguese languages, literatures, and cultures. Graduate students are expected to attend these activities as part of their professional preparation.

Entremundos

First published in 1990, this annual student publication sponsored by the department offers a quality venue for critical and creative writing produced by graduate and undergraduate students. Interested students receive valuable experience as they work in various capacities to promote, edit, and publish the journal.

Sigma Delta Pi

Sigma Delta Pi is a national honor society for students of the Spanish language, Hispanic cultures and literatures. The departmental chapter of this organization is one of the most active and has received numerous national awards. Although dedicated in large part to meeting the needs of the department's numerous undergraduate majors and minors, Sigma Delta Pi relies heavily upon graduate student participation.

Instituto de Estudios Vallejianos

Founded and directed by Professor Mara L. García, the local chapter of the Instituto de Estudios Vallejianos is named in honor of Peruvian poet César Vallejo. The institute, with help from interested student, faculty, and community volunteers, organizes numerous cultural and academic events throughout the year that prove of interest to BYU's academic community and to the area's extensive Hispanic population.

Spanish Foreign Language Fair

All graduate students assist in the execution of the region's largest foreign language fair. As many as three thousand elementary and secondary school students attend the activity to participate in a number of

academic and cultural events and competitions. The half-day fair is held each winter semester on the second reading day and offers graduate students a unique look at numerous elementary and secondary Spanish-language programs throughout Utah and elsewhere. All graduate students (including those in the Portuguese program) are REQUIRED to provide service for the Foreign Language Fair as requested by the department. Any exceptions need to be approved two weeks in advance by the Graduate Coordinator.

APPENDIX A: Graduate Faculty Areas of Specialization

Alba, Orlando Prof. PhD, U Complutense de Madrid, 1988. Hispanic Sociolinguistics; Dialectology.

Alvord, Scott M. Assoc. Prof. PhD, University of Minnesota, 2006. Hispanic Linguistics; Phonetics; Phonology; Sociolinguistics; Language Contact; Spanish in the U.S.; Second Language Acquisition of Phonology.

Bateman, Blair Assoc. Prof. PhD, University of Minnesota, 2002. Teaching Culture; Language Teaching Methodology; Portuguese Pedagogy; Immersion Education.

Child, Michael W. Asst. Prof. PhD, University of Arizona, 2014. Second and Third Language Acquisition; Bilingualism; Language Contact; Portuguese Linguistics; Corpus Linguistics.

Fails, Willis C. Assoc. Prof. PhD, University of Texas, Austin, 1984. Experimental Phonetics; Spanish and Portuguese Linguistics.

García, Mara Lucy Prof. PhD, University of Kentucky, 1997. Spanish American Literature; Contemporary Women Writers; Andean Writers, Fantastic Literature.

Hague, Daryl R. Assoc. Prof. PhD, State University of New York, Binghamton, 2002. Translation Theory and Pedagogy.

Halling, Anna-Lisa. Asst. Prof. PhD, Vanderbilt University, 2012. Early Modern Iberian Literature; Convent Theater; Women Writers; Feminist Theory; Spatial Theory.

Hegstrom, Valerie Assoc. Prof. PhD, University of Kansas, 1992. 16th and 17th-Century Spanish Literature; Spanish Theater Performance and Performance Criticism; Iberian Women Writers; Literary Translation; Women's Studies; Comparative Literature.

Knapp, Nieves Assoc. Teaching Prof. PhD, University of Oviedo, Spain, 2003. Spanish Language and Cultures; Language Teaching Methodology; Materials Development.

Krause, James Remington Asst. Prof. PhD, Vanderbilt University, 2010. Brazilian & Spanish American Narrative & Poetry; Comparative Latin American & Inter-American Literature; Translation Studies.

Laraway, David Assoc. Prof. PhD, Cornell University, 1998; PhD, European Graduate School, 2015. Spanish American Poetry; Philosophy; Basque Literature and Culture; Borges.

Larson, Erik M. Asst. Prof. PhD, University of California, Davis, 2012. Latin American Literature; Contemporary Southern Cone Narrative; Detective Literature and Roman Noir; Post-Dictatorial Literature; Critical Theory.

Lopez-Alcala, Samuel Asst. Prof. PhD, U Pontificia Comillas, Madrid, 2012. English into Spanish Translation and Interpretation.

Martinsen, Rob A. Assoc. Prof. PhD, University of Texas, Austin, 2007. Foreign or Second Language Acquisition/Teaching Methods; Teaching and Learning Languages through Study Abroad and Technology.

Montgomery, Cherice Asst. Prof. PhD, Michigan State University, 2009. World Language Education, Pedagogy, Curriculum Development, & Professional Development; Literacy, Transliteracy, and Social Technologies; Project-based Language Learning; Dual Language Immersion.

Nielson, Rex P. Asst. Prof. PhD, Brown University, 2010. 19th, 20th, and 21st Century Luso-Brazilian Narrative; Masculinity and Gender Studies; Ecocriticism; Comparative Literature.

Pratt, Dale J. Prof. PhD, Cornell University, 1994. 19th and 20th Century
Spanish Literature; Realism; Generation of '98; Literature and Science; Theater Performance; Comparative Literature; Science Fiction.

Price, Brian L. Assoc. Prof. PhD, University of Texas, Austin, 2007. 20th and 21th Century Mexican and Spanish American Cultural Production With an Emphasis on Literature, Music, Film, and Literature in Mexico.

Rosenberg, John R. Prof. PhD, Cornell University, 1985. 19th and 20th Century Spanish Literature; Art and Literature.

Sherman, Alvin F. Jr. Prof. PhD, University of Virginia, 1990. 18th and 19th Century Spanish Literature; 21st Century Spanish Novel; Medieval Literature; Romanticism; Spanish Civil War.

Smead, Robert N. Assoc. Prof. PhD, University of Texas, Austin, 1988. Spanish-English Language Contact; Hispanic Bilingualism; Spanish Linguistics; Variationism.

Stallings, Gregory C. Assoc. Prof. PhD, University of California, Irvine, 1999. 20th and 21st Century Spanish Literature and Film; Literary Theory.

Thompson, Gregory L. Asst. Prof. PhD, University of Arizona, 2006. Second Language Acquisition; Code-switching in the Foreign Language Classroom; Heritage Language Learners; Service-learning and Language Acquisition; Bilingualism and Languages in Contact; Placement Exams and Language Testing.

Turley, Jeffrey S. Assoc. Prof. PhD, University of California, Berkeley, 1992. Spanish Linguistics; Romance Philology; Semantics.

Weatherford, Douglas J. Assoc. Prof. PhD, Pennsylvania State University, 1997. Contemporary Spanish American Narrative and Film, with special emphasis on Mexico; Colonial Literature; Historical Novel.

Williams, Frederick G. Prof. PhD, University of Wisconsin, 1971. Portuguese, Brazilian, and Mozambican Literatures.

Williams, Lynn Prof. PhD, University of London, 1978. Spanish Linguistics; History of the Spanish Language: Spain as a Multilingual State; Medieval Literature; Seventeenth-Century Diplomatic History.

Wilson, Mac J. Asst. Prof. PhD, Rutgers University, 2015. Spanish American Ecopoetry; Poetry; Ecocriticism; Southern Cone Literature and Culture; Visual Studies.

APPENDIX B: Graduate Student Advisement Checklist

Department of Spanish & Portuguese
Graduate Student Advisement Checklist

Student: _____ Chair: _____

Committee: _____, _____, _____

Note: This document, which is intended as a guide, lists steps that may be followed in a successful mentoring relationship between a graduate student and his/her advisor. Although changes may be made, both the student and the faculty member must comply with all departmental and university graduate regulations (see the *Graduate Handbook* and other official documents). Although this document suggests ways a faculty advisor can help a student progress toward degree completion, the graduate student, not the advisor, is ultimately responsible for planning their progress and complying with all degree requirements. **UPDATED: 7/15**

1st Semester: Fall

Student Responsibilities as Semester Begins:

_____Attend New Graduate Student Orientation
_____ Take Spanish/Portuguese 601 (A or B) (Pedagogy students will take 601 C during the 2nd semester)
_____ Study *Graduate Handbook* (GH)
_____ Meet with Section Head (i.e. Linguistics, Literature, Pedagogy)
  _____ Discuss potential Thesis Advisor (GH 5-6)

Student Responsibilities:

_____ Choose Thesis Advisor (Chair must be approved by Section Head) (GH 5-6).
_____ Meet with Thesis Advisor
_____ Discuss possible Thesis[2] Committee Members w/ Committee Chair/Advisor
  _____ Meet w/ Committee Members, obtain signatures on Program of Study
_____ Create and turn in Program of Study[1] (GH 6-7)
_____ Consider thesis topics & set goals to prepare for prospectus defense (GH 22-23)
_____ Review Specialty Exam procedures and set goals for completing reading list (GH 16, 20-21)
_____ Apply for Student Instructor Position for Winter semester (as applicable)[3] (GH 26-28)
_____ Other:

Faculty Advisor Checklist:

_____ Discuss M.A. Program; review *Graduate Handbook* (GH)
_____ Discuss Program of Study (GH 6-13)
_____ Review and sign Program of Study
_____ Discuss student's goals/plans during and after MA (PhD, etc.)
_____ Discuss thesis & set goals in preparation for prospectus defense (GH 22-23)
_____ Discuss Specialty Exam procedures and goals for completing reading list (GH 16, 20-21)
_____ Discuss & Approve Thesis Committee
_____ Review student's performance as Student Instructor (if applicable)
_____ Report on student's progress during Section Meeting
_____ Other:

Notes:

[1]Program of Study should be completed and turned into the Graduate Program Manager no later than the Monday before Thanksgiving break in November. Linguistics students should turn in their Programs of Study to the Graduate Program Manager no later than October 31st of their first semester, together with the names of their preferred thesis advisor and thesis committee members. They should also identify at this time their proposed general area (or areas, if they prefer the two-paper option) of research (GH 22-24).
[2]This document uses only the term "thesis" although you may decide to complete the Two-Paper Option or a Project instead.
[3]In order to graduate, each student must teach at least one 100/200 level Spanish/Portuguese class during the graduate program. Exceptions must be approved by the Graduate Coordinator.

2nd Semester: Winter

Student Responsibilities:

_____ Meet with Thesis Advisor
_____ Review Program of Study; make changes as needed (GH 6-7)
_____ Consider ideas for thesis & set/review goals in preparation for prospectus defense (GH 22-24)
_____ Review Specialty Exam procedures and set/review goals for completing reading list (GH 16, 20-21)
_____ Schedule an interview (toward the end of the semester) with the Section Head to review 1st year progress
_____ Apply for Student Instructor Position for Spring/Summer terms and Fall semester (as applicable) (GH 26-28)
_____ Make sure ecclesiastical endorsement is current for upcoming 3rd semester
_____ Assist with Foreign Language Fair (GH 30)

_____ Other:

Faculty Advisor Checklist:

_____ Review performance in 1st semester classes
_____ Review Program of Study; make changes as needed (GH 6-7)
_____ Review Specialty Exam procedures & timeline; encourage goals[4] (GH 16, 20-21)
_____ Review prospectus procedures & timeline; review goals (GH 22-24)
_____ Discuss ideas for prospectus
_____ Discuss student's progress towards completing the reading list
_____ Visit and evaluate class that student is teaching as Student Instructor (if applicable)
_____ Review student's performance as Student Instructor (if applicable)
_____ Report on student's progress during Section Meeting
_____ Other:

Notes:

Writing Component Timeline

Chapter or Section	Completion Goals:	Draft #1	Draft #2	Draft #3	Final Draft
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____		_____	_____	_____	_____

[4]Traditional track students are required to take the Specialty Exam on the second Thursday in January during their fourth semester of study. Professional Track Pedagogy students will take the Specialty Exam during the first week of August of their first year.

3rd Semester: Fall

Student Responsibilities:

_____ Attend 2nd Year Orientation
_____ Meet with Thesis Advisor
_____ Review Program of Study; make changes as needed (GH 6-7)
_____ Take Specialty Exam (Literature and Pedagogy students in traditional track)
_____ Complete "Writing Component Timeline" (below) and review with Thesis Advisor
_____ Thesis Prospectus (GH 22-23)
    _____ Meet early with Thesis Chair: Review Prospectus procedures & set goals for completion
    _____ Turn in first draft of prospectus to Committee Chair/Advisor
    _____ Make revisions to prospectus
    _____ Give prospectus to Committee Members and schedule presentation
    _____ Present prospectus by October 10th.
_____ Review applicable graduation deadlines (online, see GH Appendix H; notice how early the dates are)
_____ Review "Minimum Standards for Submitting Theses" (GH Appendix F) and other options and standards for Writing Project
_____ Apply for Student Instructor Position for Winter semester (as applicable) (GH 26-27)
_____ Other:

Faculty Advisor Checklist:

_____ Review performance in 2nd semester classes
_____ Review Program of Study; make changes as necessary (GH 6-7)
_____ Review Specialty Exam procedures and discuss student's progress towards completing the Reading List (GH 16, 20-21)
_____ Visit and evaluate class that student is teaching as Student Instructor (if applicable)
_____ Review student's performance as Student Instructor (if applicable)
_____ Discuss student's goals: PhD programs vs. other options
_____ Discuss importance of and procedure for requesting letters of recommendation
_____ Complete "Writing Component Time-line" (below)
_____ Thesis Prospectus (GH 22-23)
    _____ (Early in semester) Review Prospectus procedures & set goals
    _____ Receive Prospectus & suggest revisions (if applicable)
    _____ Supervise Prospectus Presentation
_____ Discuss applicable Graduation deadlines (online, see GH Appendix H; emphasize how early the dates are)
_____ Discuss "Minimum Standards for Submitting Theses" (GH Appendix F) and other options and standards for Writing Project
_____ Report on student's progress during Section Meeting
_____ Other:

Notes:

_____

4th Semester: Winter

Student Responsibilities:

_____ Meet with Committee Chair/Advisor
_____ Take Specialty Exam (Linguistics)
_____ Review Program of Study; make changes as needed (GH 6-7)
_____ Review applicable Graduation deadlines (online, see GH Appendix H; notice how early the dates are)
_____ Apply for Graduation (as appropriate)
_____ Thesis (Early in semester)
    _____ Review and follow goals listed on "Writing Component Timeline" (above)
    _____ Review "Minimum Standards for Submitting Theses" (GH Appendix F) and other options and standards for Writing Project
_____ Apply for Student Instructor Position for Spring/Summer terms (as applicable) (GH 26-27)
_____ Assist with Foreign Language Fair (GH 30-31)
_____ Other:

Faculty Advisor Checklist:

_____ Review performance in 3rd semester classes
_____ Review Study List; make changes as necessary (GH 6-7)
_____ Thesis
    _____ (Early in semester) Review "Writing Component Time-line" (above)
    _____ Follow "Writing Component Time-line" to complete thesis
_____ Review applicable graduate deadlines (online, see GH Appendix H)
_____ Review student's performance as Student Instructor (if applicable)
_____ Follow "Writing Component Timeline" to track student's writing progress
_____ Report on student's progress during Section Meeting
_____ Other:

Notes:

_____

Spring/Summer (if applicable)

Student Responsibilities:

_____ Meet with Thesis Advisor
_____ Thesis
    _____ Review and follow goals listed on the "Writing Component Time-line"
    _____ Review "Minimum Standards for Submitting Theses" (GH Appendix F) and other options and standards for Writing Project
_____ Other:

Faculty Advisor Checklist:

_____ Review student progress (see above items) & set goals to fulfil all requirements in timely manner
_____ Other:

APPENDIX C: Sample Study Lists

Instructions

1. If you are uncertain about any specific requirements, ask your graduate committee chair for help. Doctoral students cannot include skill hours toward the minimum hours required.

2. If a minor is to be pursued, it must be approved by both the major and the minor departments.

3. List each course to be included in your graduate program by department abbreviation (as used in the class schedule), course number, credit hours, and course title. List prerequisite courses first. If a course designated with an "R" will be repeated, list it only once with the total hours to be earned. For example, do not list Psych 799R nine times for 2.0 hours each, rather once for 18.0 hours. If additional space is needed, use a second form.

4. In the "Requirement type" column, identify the requirement each course fills using the following:

   Prereq: Prerequisite courses
   PhD Skill: Skill requirement courses (may be required for doctoral students). List the courses you have taken or plan to take to fulfill the doctoral skill requirement, or describe in the space provided how you will complete the requirement.
   Major: Major courses
   Minor: Minor courses, if declared. Master's Minor must include at least 6 credit hours of graduate level (500–600) course work.
   Elective: Elective courses
   Thesis: Thesis
   Project: Project
   Dissertation: Dissertation

5. In the "Requirement satisfied by" column, identify the courses you plan to count toward your degree using the following:

   Post-BACC/Post Baccalaureate Studies (non-degree): Courses taken after receiving your bachelor's degree but before you were admitted to your current graduate program.

   Senior: Courses taken before receiving your bachelor's degree which you wish to count as part of your graduate degree. If any course was applied to another degree previously, do not list it. Check with your undergraduate advisement center to make sure there is no double application of credit.

   Note: With departmental approval, master's students may count a limited number of 300–400 level courses taken as either an undergraduate or graduate student. Doctoral students may not count any undergraduate level courses toward their program of study.

   Transfer: Transfer courses from other accredited schools. (Entered under "Transfer Courses" on bottom of ADV08.)

   Note: Transfer credit (TRN) may constitute no more than 25 percent of the required credits for the degree, and may not exceed 15 credit hours in any program. Up to 10 senior and/or post-baccalaureate studies (PBS) credit hours may count toward a degree. If senior and/or post-baccalaureate studies credit is used in conjunction with transfer credit, the total may not exceed 15 credit hours. For example:

Required Program Hours	Combined Transfer, Senior, PBS Credit Limit
30	10 (max. 7 Transfer)
36	10 (max. 9 Transfer)
40	10 (max. 10 Transfer, Senior/PBS)
50	12 (max. 10 Senior/PBS)
60	15 (max. 10 Senior/PBS)
>60	15 (max. 10 Senior/PBS)

   The time limit for completion of a degree (5 years for a master's, 8 years for a doctoral) begins with the first course taken and applied to the degree.

6. Obtain signatures of the graduate faculty who will serve as your committee. Master's committees must consist of at least three graduate faculty; doctoral committees must have five graduate faculty. If you have received approval to declare a minor, one of the committee members must be from the minor department.

7. After completing the Program of Study form and obtaining committee member signatures, submit it to your department for computer entry. When the revised Program of Study is approved, you will be able to access the updated progress report through Route Y (https://ry.byu.edu/); type in ADV09 in the "Quick URL" box.

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Fax: (801) 422-0270
Web: http://graduatestudies.byu.edu
Email: gradstudies@byu.edu

Program of Study
ADV Form 3

IMAGING: GRSStudylist
Admit Year/Term:

Student Information

Name

BYU ID

Current Mailing Address

City | State or Province | Postal Code | Country

Telephone Number | E-mail Address

Semester/Term and Year Admitted:
☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

SPANISH & PORTUGUESE
Department
HISPANIC LINGUISTICS
Graduate Program
SPANISH MA
Graduate Degree
THESIS
Program Type (Dissertation, Thesis, Project, Non-thesis)

Master's credit hours to apply toward doctorate:

Course Work Information

Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title
SPAN 601A	MAJOR		3	HISPANIC LING. AND RESEARCH METHODOLOGY
SPAN 625	MAJOR		3	SPANISH SYNTAX
SPAN 626	MAJOR		3	SPANISH PHONOLOGY
SPAN 521	MAJOR		3	ROMANCE PHILOLOGY
SPAN 529R	MAJOR		3	SEMINAR IN HISPANIC LINGUISTICS
SPAN 622	MAJOR		3	DIALECTOLOGY
SPAN 680R	MAJOR		1	LINGUISTICS MINI-COURSE
SPAN 680R	MAJOR		1	LINGUISTICS MINI-COURSE
SPAN 680R	MAJOR		1	LITERATURE OR PEDAGOGY MINI-COURSE
SPAN 671	ELECTIVE		3	PRINCIPLES OF FOREIGN LANGUAGE LEARNING AND TEACHING
SPAN 643R	ELECTIVE		3	GOLDEN AGE LITERATURE
699R	THESIS		6	THESIS

*See page 2 for *Program Type*, *Requirement Type*, and *Requirement Satisfied By* descriptions.

33 Total Hours

Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)

Doctoral Skill Requirements
(See item 4 on page 2.)

Graduate Committee Approval

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.

Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

8/12

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Tel: (801) 422-4091
Fax: (801) 422-0270
Web: http://graduatestudies.byu.edu
Email: gradstudies@byu.edu

Program of Study
ADV Form 3

IMAGING: GRSStudylist
Admit Year/Term:

Student Information

Name

BYU ID

Current Mailing Address

City | State or Province | Postal Code | Country

Telephone Number | E-mail Address

Semester/Term and Year Admitted:
☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

SPANISH & PORTUGUESE
Department
HISPANIC LITERATURES
Graduate Program
SPANISH MA
Graduate Degree
THESIS
Program Type (Dissertation, Thesis, Project, Non-thesis)

Master's credit hours to apply toward doctorate:

Course Work Information

Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title
SPAN 601B	MAJOR		3	LITERARY THEORY AND RESEARCH METHODOLOGY
SPAN 644	MAJOR		3	DON QUIJOTE
SPAN 640	MAJOR		3	MEDIEVAL SPANISH LITERATURE
SPAN 648R	MAJOR		3	20TH CENTURY SPANISH LITERATURE
SPAN 650R	MAJOR		3	EARLY SPANISH AMERICAN LITERATURE
SPAN 655R	MAJOR		3	SPANISH AMERICAN POETRY
SPAN 680R	MAJOR		1	LITERATURE MINI-COURSE
SPAN 680R	MAJOR		1	LITERATURE MINI-COURSE
SPAN 680R	MAJOR		1	LINGUISTICS, LITERATURE, OR PEDAGOGY MINI-COURSE
SPAN 520	ELECTIVE		3	PROBLEMS IN SPANISH GRAMMER
SPAN 674	ELECTIVE		3	TEACHING HISPANIC CULTURE
699R	THESIS		6	THESIS

*See page 2 for *Program Type*, *Requirement Type*, and *Requirement Satisfied By* descriptions.

33 Total Hours

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(See item 4 on page 2.)

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Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
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Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

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Email: gradstudies@byu.edu

Program of Study
ADV Form 3

IMAGING: GRSStudylist
Admit Year/Term:

Student Information

Name

BYU ID

Current Mailing Address

City | State or Province | Postal Code | Country

Telephone Number | E-mail Address

Semester/Term and Year Admitted:
☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

SPANISH & PORTUGUESE
Department
LUSO-BRAZILIAN LITERATURES
Graduate Program
PORTUGUESE MA
Graduate Degree
THESIS
Program Type (Dissertation, Thesis, Project, Non-thesis)

Master's credit hours to apply toward doctorate: ____

Course Work Information

Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title
PORT 601B	MAJOR		3	LITERARY THEORY AND RESEARCH METHODOLOGY
PORT 638	MAJOR		3	LUSO-BRAZILIAN CINEMA
PORT 652	MAJOR		3	MACHADO DE ASSIS
PORT 653	MAJOR		3	20TH CENTURY BRAZILIAN LITERATURE
PORT 647	MAJOR		3	FERNANDO PESSOA AND PORTUGUESE LITERATURE
PORT 661R	MAJOR		3	AFRICAN LITERATURE IN PORTUGUESE
PORT 680R	MAJOR		1	PORTUGUESE MINI-COURSE
PORT 680R	MAJOR		1	PORTUGUESE MINI-COURSE
PORT 680R	MAJOR		1	LINGUISTICS, LITERATURE, OR PEDAGOGY MINI-COURSE
PORT 522	ELECTIVE		3	HISTORY OF THE PORTUGUESE LANGUAGE
PORT 674	ELECTIVE		3	TEACHING LUSOPHONE CULTURES
PORT 699R	THESIS		6	THESIS

*See page 2 for *Program Type*, *Requirement Type*, and *Requirement Satisfied By* descriptions.

33
Total Hours

Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)

Doctoral Skill Requirements
(See item 4 on page 2.)

Graduate Committee Approval

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.

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Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

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Program of Study
ADV Form 3

IMAGING: GRSStudylist
Admit Year/Term:

Student Information

Name

BYU ID

Current Mailing Address

City | State or Province | Postal Code | Country

Telephone Number | E-mail Address

Semester/Term and Year Admitted:
☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

SPANISH & PORTUGUESE
Department
PORTUGUESE LINGUISTICS
Graduate Program
PORTUGUESE MA
Graduate Degree
THESIS
Program Type (Dissertation, Thesis, Project, Non-thesis)

Master's credit hours to apply toward doctorate:

Course Work Information

Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title
PORT 601A	MAJOR		3	PORTUGUESE LINGUISTICS AND RESEARCH METHODOLOGY
PORT 520	MAJOR		3	ADVANCED PORTUGUESE GRAMMER
PORT 625	MAJOR		3	PORTUGUESE MORPHOSYNTAX
PORT 626	MAJOR		3	PORTUGUESE PHONETICS AND PHONOLOGY
PORT 522	MAJOR		3	HISTORY OF THE PORTUGUESE LANGUAGE
SPAN 622	MAJOR		3	HISPANIC DIALECTOLOGY
PORT 642	MAJOR		3	CAMOES
PORT 662R	MAJOR		3	LITERATURE OF THE LUSOPHONE WORLD
PORT 674	MAJOR		3	TEACHING LUSOPHONE CULTURE
PORT 699R	THESIS		6	THESIS

*See page 2 for *Program Type*, *Requirement Type*, and *Requirement Satisfied By* descriptions.

33 Total Hours

Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)

Doctoral Skill Requirements
(See item 4 on page 2.)

Graduate Committee Approval

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.

Printed Name	Signature	Date
Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

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Email: gradstudies@byu.edu

Program of Study
ADV Form 3

IMAGING: GRSStudylist
Admit Year/Term:

Student Information

Name

BYU ID

Current Mailing Address

City | State or Province | Postal Code | Country

Telephone Number | E-mail Address

Semester/Term and Year Admitted:
☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

SPANISH & PORTUGUESE
Department
PORTUGUESE PEDAGOGY
Graduate Program
PORTUGUESE MA
Graduate Degree
THESIS
Program Type (Dissertation, Thesis, Project, Non-thesis)

Master's credit hours to apply toward doctorate:

Course Work Information

Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title
PORT 601C	MAJOR		3	RESEARCH DESIGN IN PORTUGUESE LANGUAGE TEACHING
SPAN 671	MAJOR		3	PRINCIPLES OF FOREIGN LANGUAGE LEARNING AND TEACHING
SPAN 676	MAJOR		3	ASSESSING LANGUAGE AND CULTURE LEARNING
SPAN 672	MAJOR		3	MEDIA AND TECHNOLOGY IN FOREIGN LANGUAGE INSTRUCTION
PORT 674	MAJOR		3	TEACHING LUSOPHONE CULTURES
PORT 639R	ELECTIVE		3	LUSO-BRAZILIAN THEATRE PRODUCTION
PORT 680R	MAJOR		1	PEDAGOGY MINI-COURSE
PORT 680R	MAJOR		1	PEDAGOGY MINI-COURSE
PORT 680R	MAJOR		1	LINGUISTICS, LITERATURE, OR PEDAGOGY MINI-COURSE
PORT 661R	ELECTIVE		3	AFRICAN LITERATURE IN PORTUGUESE
PORT 521	ELECTIVE		3	ROMANCE PHILOLOGY
PORT 699R	THESIS		6	THESIS

*See page 2 for *Program Type*, *Requirement Type*, and *Requirement Satisfied By* descriptions.

33 Total Hours

Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)

Doctoral Skill Requirements
(See item 4 on page 2.)

Graduate Committee Approval

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.

Printed Name	Signature	Date
Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
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Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

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Email: gradstudies@byu.edu

Program of Study
ADV Form 3

IMAGING: GRSStudylist
Admit Year/Term:

Student Information

Name

BYU ID

Current Mailing Address

City | State or Province | Postal Code | Country

Telephone Number | E-mail Address

Semester/Term and Year Admitted:
☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

SPANISH & PORTUGUESE
Department
SPANISH PEDAGOGY
Graduate Program
SPANISH MA
Graduate Degree
THESIS
Program Type (Dissertation, Thesis, Project, Non-thesis)

Master's credit hours to apply toward doctorate:

Course Work Information

Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title
SPAN 601C	MAJOR		3	RESEARCH DESIGN IN SPANISH LANGUAGE TEACHING
SPAN 671	MAJOR		3	PRINCIPLES OF FOREIGN LANGUAGE LEARNING AND TEACHING
SPAN 676	MAJOR		3	ASSESSING LANGUAGE AND CULTURE LEARNING
SPAN 577	MAJOR		3	SPANISH LANGUAGE TEACHING PROCEDURES
SPAN 672	MAJOR		3	MEDIA AND TECHNOLOGY IN FOREIGN LANGUAGE INSTRUCTION
SPAN 674	MAJOR		3	TEACHING HISPANIC CULTURE
SPAN 680R	MAJOR		1	PEDAGOGY MINI-COURSE
SPAN 680R	MAJOR		1	PEDAGOGY MINI-COURSE
SPAN 680R	MAJOR		1	LINGUISTICS, LITERATURE, OR PEDAGOGY MINI-COURSE
SPAN 656R	ELECTIVE		3	SPANISH AMERICAN DRAMA
SPAN 522	ELECTIVE		3	HISTORY OF THE SPANISH LANGUAGE
699R	THESIS		6	THESIS

*See page 2 for *Program Type*, *Requirement Type*, and *Requirement Satisfied By* descriptions.

33
Total Hours

Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)

Doctoral Skill Requirements
(See item 4 on page 2.)

Graduate Committee Approval

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.

Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

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APPENDIX D: Select Department Forms

THESIS PROSPECTUS APPROVAL FORM

DEPARTMENT OF SPANISH AND PORTUGUESE

3190 JFSB

Name: _____ BYU ID _____

Last Name First Name

Address: _____

Street City State Zip

Proposed title:

Please attach the following:

- Proposal
- Justification of the Problem
- Proposed Organization
- Preliminary Bibliography

Signed _____ Date _____

Chairman, Advisory Committee

Signed _____ Date _____

Committee Member

Signed _____ Date _____

Committee Member

Signed _____ Date _____

Graduate Coordinator

Student Checklist
To qualify for a reimbursement you must do all of the following:

Before Travel:

- □ **Print and clearly fill out the Graduate Assistance Application**

- □ **Please attach:**

  - **A copy of your acceptance letter as proof of acceptance to the conference**
  - **A copy of the abstract and/or paper to be read**
  - **A brief note (one paragraph) of support from a faculty mentor**

  (*Graduate Handbook*, pg.27)

- □ **Your application must be approved by the department as well as the college prior to travel to the conference. BEFORE you travel take your application to:**

  1. **The Graduate Coordinator for Department Approval**
     Spanish & Portuguese – **Dr. Price (3158 JFSB)**

  2. **Ray Clifford's office (3086 JFSB) for College Approval**

- □ **Leave your application in the Dean's Office (4002 JFSB) and wait for an acceptance e-mail**

Please note: You will not be reimbursed for any of your travel expenses *unless* you have the Dean's Office approval *before* you travel.

After Travel:

- □ **Bring all receipts to the Dean's Office**

- □ **At the Dean's Office you will fill out the remainder of the application on pg. 2**

- □ **Make sure your address is up-to-date because your reimbursement will be mailed to you by check**

For any questions concerning your reimbursement please call the Dean's Office at (801) 422-2775.

GRADUATE TRAVEL ASSISTANCE APPLICATION
BYU COLLEGE OF HUMANITIES

Name: _____

Address: _____
Street City State Zip

E-mail: _____

Telephone: _____ U.S. Citizen? Y or N

Department/Program: _____

Faculty Mentor: _____

1. Title/Description of your presentation.

2. Name of conference, conference sponsor, location, and dates.

3. How will you participate in the conference?

4. Are you presenting your own work, a group work, or a joint project with a faculty member? Please explain.

5. Have you attended other conferences this year? Please explain.

6. If you have attended other conferences, did you receive travel assistance this year from the College? If yes, please include how much.

7. Please fill in the estimated expenses for this conference.

	Transportation (Air Fare or Mileage)	Lodging	Meals	Registration Fee	Total
Estimated Expenses					

The amount funded by departments will vary, as each department may fund differently. The College will match the department amount up to $400. For example if the department approves the amount of $450, the college will approve $400, and the total amount a student will be reimbursed is actual expenses up to $850.

REMEMBER: Please attach a copy of your acceptance letter as proof of acceptance to the conference.

For Department use only:

This graduate student has been approved by the Department of Spanish and Portuguese for a travel expense reimbursement up to a maximum of $_____.

_____
Signature of Graduate Coordinator Date

_____
Department Account Number

NOTE: Following Department approval, please send to 4002 JFSB for College approval.

For College use only:

This graduate student has been approved by the College of Humanities and qualifies for the matching amount of up to $_____.

Total amount of travel assistance approved is a maximum of: $_____.

_____
Signature of Dean Date

BRIGHAM YOUNG UNIVERSITY—TRAVEL REIMBURSEMENT REQUEST

Date_____

I, _____, request reimbursement for travel expenditures made by me
(Your Name)
on behalf of Brigham Young University to _____.
(Destination and conference name)

Date	Registration Fee	Lodging	Meals	Transportation (Air Fare or Mileage)	Other	TOTAL
TOTAL						

All claims above are legitimate and correct according to BYU Travel Policy.

_____ _____

APPENDIX E: Select University Forms

GRADUATE STUDIES
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Fax: (801) 422-0270
Web: http://graduatestudies.byu.edu
Email: gradstudies@byu.edu

Program of Study
ADV Form 3

IMAGING: GRSStudylist
Admit Year/Term:

Student Information

Name

Department

BYU ID

Graduate Program

Current Mailing Address

Graduate Degree

City | State or Province | Postal Code | Country

Program Type (Dissertation, Thesis, Project, Non-thesis)

Telephone Number

E-mail Address

Semester/Term and Year Admitted:

☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

Master's credit hours to apply toward doctorate: ☐

Course Work Information

Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title

*See page 2 for *Program Type*, *Requirement Type*, and *Requirement Satisfied By* descriptions.

☐ Total Hours

Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)

Doctoral Skill Requirements
(See item 4 on page 2.)

Graduate Committee Approval

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty.
If a minor has been approved, one of the committee members must be from the minor department.

Printed Name	Signature	Date
Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

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Instructions

1. If you are uncertain about any specific requirements, ask your graduate committee chair for help. Doctoral students cannot include skill hours toward the minimum hours required.

2. If a minor is to be pursued, it must be approved by both the major and the minor departments.

3. List each course to be included in your graduate program by department abbreviation (as used in the class schedule), course number, credit hours, and course title. List prerequisite courses first. If a course designated with an "R" will be repeated, list it only once with the total hours to be earned. For example, do not list Psych 799R nine times for 2.0 hours each, rather once for 18.0 hours. If additional space is needed, use a second form.

4. In the "Requirement type" column, identify the requirement each course fills using the following:

   Prereq: Prerequisite courses
   PhD Skill: Skill requirement courses (may be required for doctoral students). List the courses you have taken or plan to take to fulfill the doctoral skill requirement, or describe in the space provided how you will complete the requirement.
   Major: Major courses
   Minor: Minor courses, if declared. Master's Minor must include at least 6 credit hours of graduate level (500–600) course work.
   Elective: Elective courses
   Thesis: Thesis
   Project: Project
   Dissertation: Dissertation

5. In the "Requirement satisfied by" column, identify the courses you plan to count toward your degree using the following:

   Post-BACC/Post Baccalaureate Studies (non-degree): Courses taken after receiving your bachelor's degree but before you were admitted to your current graduate program.

   Senior: Courses taken before receiving your bachelor's degree which you wish to count as part of your graduate degree. If any course was applied to another degree previously, do not list it. Check with your undergraduate advisement center to make sure there is no double application of credit.

   Note: With departmental approval, master's students may count a limited number of 300–400 level courses taken as either an undergraduate or graduate student. Doctoral students may not count any undergraduate level courses toward their program of study.

   Transfer: Transfer courses from other accredited schools. (Entered under "Transfer Courses" on bottom of ADV08.)

   Note: Transfer credit (TRN) may constitute no more than 25 percent of the required credits for the degree, and may not exceed 15 credit hours in any program. Up to 10 senior and/or post-baccalaureate studies (PBS) credit hours may count toward a degree. If senior and/or post-baccalaureate studies credit is used in conjunction with transfer credit, the total may not exceed 15 credit hours. For example:

Required Program Hours	Combined Transfer, Senior, PBS Credit Limit
30	10 (max. 7 Transfer)
36	10 (max. 9 Transfer)
40	10 (max. 10 Transfer, Senior/PBS)
50	12 (max. 10 Senior/PBS)
60	15 (max. 10 Senior/PBS)
>60	15 (max. 10 Senior/PBS)

   The time limit for completion of a degree (5 years for a master's, 8 years for a doctoral) begins with the first course taken and applied to the degree.

6. Obtain signatures of the graduate faculty who will serve as your committee. Master's committees must consist of at least three graduate faculty; doctoral committees must have five graduate faculty. If you have received approval to declare a minor, one of the committee members must be from the minor department.

7. After completing the Program of Study form and obtaining committee member signatures, submit it to your department for computer entry. When the revised Program of Study is approved, you will be able to access the updated progress report through Route Y (https://ry.byu.edu/); type in ADV09 in the "Quick URL" box.

GRADUATE STUDIES
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Fax: (801) 422-0270
Web: http://graduatestudies.byu.edu
Email: gradstudies@byu.edu

Program of Study Change

ADV Form 3b

IMAGING: GRSStudyList
Admit Year/Term:

Student Information

Name

BYU ID number

Current Mailing Address

Department

City | State or Province | Postal Code | Country

Graduate Program

Telephone Number

Email Address

Graduate Degree

Semester/Term and Year Admitted:

☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

Program Type (Dissertation, Thesis, Project, Non-thesis)

Coursework Information

Courses to Delete

Department and Course Number*	Requirement Type†	Requirement Satisfied By§	Credit Hours	Course Title

Courses to Add

Department and Course Number*	Requirement Type†	Requirement Satisfied By§	Credit Hours	Course Title

*List prerequisite courses first. If a course designated with an 'R' will be repeated, list it only once with the total hours to be earned. If more space is needed, use a second form.

†Identify the requirement type with one of the following designations: **Dissertation**, **Elective**, **Major**, **Minor**, **PhD Skill**, **Prereq**, **Project**, **Thesis**.

§If applicable and approved, identify courses to count toward your degree using one of the following designations: **Transfer** (courses from other accredited schools), **Senior** (courses taken before receiving your bachelor's degree), **Post-Baccalaureate** (courses taken after receiving your bachelor's degree but before you were admitted to your current graduate program).
Note: Transfer credit may constitute no more than 25% of the required credits for the degree, and may not exceed 15 credit hours. Up to 10 senior and/or post-baccalaureate studies credit hours may count towards a degree. If senior and/or post-baccalaureate studies credit is used in conjunction with transfer credit, the total may not exceed 15 credit hours.

Graduate Committee Approval

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty.
If a minor has been approved, one of the committee members must be from the minor department.

Printed Name of Graduate Committee Chair | Signature of Graduate Committee Chair | Date

Printed Name of Graduate Committee Member | Signature of Graduate Committee Member | Date

Printed Name of Graduate Committee Member | Signature of Graduate Committee Member | Date

Printed Name of Graduate Committee Member | Signature of Graduate Committee Member | Date

Printed Name of Graduate Committee Member | Signature of Graduate Committee Member | Date

Printed Name of Graduate Coordinator or Department Chair | Signature of Graduate Coordinator or Department Chair | Date

☐ Check here if these signatures constitute a change in the graduate advisory committee.

GRADUATE STUDIES
105 FPH, Provo, UT 84602
Tel: (801) 422-4091
Fax: (801) 422-0270
Web: http://www.byu.edu/gradstudies
E-mail: gradstudies@byu.edu

Graduate Student Request for No-Cost/No-Credit Religion Course

ADV Form 6

IMAGING: GRSNoCost Rel
Admit Year/Term:

Please return the completed form (with instructor approval) to Graduate Studies (105 FPH) within the first 10 days of a semester or the first 6 days of a term.

Eligibility

Graduate students enrolled in a degree-seeking graduate program and registered for at least 2 credit hours in a semester or 1 credit hour in a term are eligible (on a space available basis and with instructor approval) to attend religion courses without incurring any additional tuition costs.

Note: This no-credit, no-cost option does not carry official registration recognition. It is not necessary to register for the course through AIM. It will not appear on official records or be considered in calculating enrollment verifications. It does not fulfill the minimum registration requirement for graduate degree-seeking students.

Student Information

Name _____ BYU ID number _____

Current Mailing Address _____ Graduate Department _____

City _____ State or Province _____ Postal Code _____ Country _____ Graduate Program _____

Telephone Number _____ E-mail Address _____ Graduate Degree _____

Country of Citizenship _____ US Permanent Resident # (If applicable) _____

Semester/Term and Year Admitted:
☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

Course Information

Religion Course number _____ Section number _____ Title of course _____

Semester/term and year of course: ☐ Fall ☐ Winter ☐ Spring ☐ Summer _____ Year

Instructor Approval

The above named student has my approval to attend the above named religion course.

Printed Name of Instructor _____ Signature of Instructor _____ Date _____

Office Use Only
☐ ADV06 Initials:_____ Date:_____

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GRADUATE STUDIES
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Fax: (801) 422-0270
Web: http://graduatestudies.byu.edu
Email: gradstudies@byu.edu

Departmental Scheduling of Final Oral Examination

ADV Form 8c

IMAGING: GRSExams
Admit Year/Term:

ADV Form 8c must be submitted to your department and the exam scheduled in AIM (ADV08) at least two weeks prior to the final oral examination.

Student Instructions

In order to schedule your final oral examination, you must:

1. Apply for graduation (GRADAPP in AIM).
2. Submit copies of your work to each member of your graduate committee, your Graduate Coordinator or Department Chair.
3. After obtaining approval to have a final oral examination, work with your major department to arrange the date, time, and location of the exam. (Final oral examinations may not be held during semester breaks.)

Note: All members of the academic community will be invited to attend the examination.

☐ The Graduate Committee names listed below match the approved committee on my progress report.

This work: ☐ involves a patent **OR** ☐ has export control restrictions

Student Information

Name | Graduate Department | BYU ID number

Graduate Committee Recommendation

The graduate committee has reviewed and read the manuscript and certify that the student is ready for the final oral examination.

Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date

Note: Only graduate committee members may question the candidate or vote on performance at the examination.

Examination Information for Publication

Proposed title of dissertation or thesis (use uppercase and lowercase letters):

Date of Examination | Time | Place

Note: All graduate committee members as well as the student must be physically present at the oral defense.

Department Approval

☐ I have confirmed, on behalf of the department and the University, that (1) the work's format, citations, and bibliographic style are consistent, acceptable, and fulfill university style requirements; (2) its illustrative materials, including figures, tables, and charts, are in place; and (3) the manuscript is satisfactory to the graduate committee, thus suggesting that the student is ready for the final oral examination.

☐ I have discussed with the student the needed form, 'Request to Secure Dissertation or Thesis' (ADV Form 8e).

Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

Department Instruction

Provide a copy of this form to the student and keep the original for department records. If you need assistance, contact Graduate Studies at 422-4541.

☐ Check ADV08 to verify or update correct committee names.

Office Use Only

Distribution of Copies: ☐ Department (original) ☐ Student (copy) ☐ ADV08 Initials:_____ Date:_____

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APPENDIX F: Minimum Standards for Submitting the Writing Component

GRADUATE STUDIES
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Fax: (801) 422-0270
Web: http://graduatestudies.byu.edu
Email: gradstudies@byu.edu

Checklist for Preparing ETD (PDF) for Submission
ADV Form 11

Graduate students must submit their dissertation or thesis electronically. The ETD website, http://etd.lib.byu.edu, has detailed information on the electronic submission requirements and formatting guidelines. It also has comprehensive tutorials to help you prepare your electronic document.

- ETD - Converting Word to PDF Mainstream Method
- ETD - Converting Word to PDF Alternate Method
- ETD - Using Word Styles
- ETD - Properly Formatting Page Numbers
- ETD - Generating an Automatic Table of Contents

To ensure the uniformity and continuity of style and format of all dissertations and theses submitted to the university, please follow the university requirements listed here as well as the guidelines in the style manual required by your department. The work's citations, references, and bibliographic style are to be consistent and follow the department's or the discipline's style guide. Please do not use a past work submitted to your department as your guide. Check your work carefully against the following university format requirements before submitting it to your committee, department, and college for final approval.

A. University Format Requirements

MARGINS

- [ ] 1. Margins: 1 inch on all sides. (Change automatic margins and spacing set by Microsoft Word.)

FONT

- [ ] 1. Font should be black, a standard size (12 point for text, including titles and headings and 10 or 11 point for tables and figures).
- [ ] 2. Use a standard, easily readable serif typeface such as Times New Roman or Palatino. Ornamental typefaces, including script, may not be used.
- [ ] 3. No bold fonts. No running headers in preliminary pages.
- [ ] 4. When converting your work to a PDF, embed all fonts, using the full professional version of Adobe Acrobat. Failure to embed all fonts will result in many font errors in a printed and bound document.

SPACING

- [ ] 1. See the sample for correct spacing: Sample Preliminary Pages for Dissertations and Theses (ADV Form 11a).
- [ ] 2. Use the correct template (choose thesis or dissertation).
  Preliminary Pages Template - Thesis (ADV Form 11b)
  Preliminary Pages Template - Dissertation (ADV Form 11d).
- [ ] 3. The title page is a combination of single and double-spaced lines, evenly spread from top to bottom with 1" margins (please use sample and template to ensure correct spacing).
- [ ] 4. The abstract is single-spaced with a double space between each paragraph.
- [ ] 5. The body of the work is double-spaced.

PAGE NUMBERING

All pages are counted and numbered correctly according to the following:

- [ ] 1. No roman numeral page numbers are to be on the first three preliminary pages (title page, abstract, and optional acknowledgements page).
- [ ] 2. Preliminary pages are to be counted in the pagination and, except for the first three preliminary pages, numbered with lowercase roman numerals.
- [ ] 3. The body of the work should be numbered consecutively with arabic numerals, beginning with 1 and continuing into any appendices (1a, 10c, B1, etc., are not acceptable).
- [ ] 4. Pages should be numbered according to the following sequence, with a page number included on the page as indicated:

Title page	no number, but counted; begin with roman numeral i, number consecutively
Abstract	no number, but counted
Acknowledgments (if included)	no number, but counted
Table of Contents	number; continue with lowercase roman numerals as appropriate (iii or iv)
List of Tables (if included)	number
List of Figures (if included)	number
Body of work and appendices	number; begin with arabic numeral 1, continue consecutively

TITLE

Use the Sample Preliminary Pages for Dissertations and Theses (ADV Form 11a) and Preliminary Pages Template - Thesis (ADV Form 11b) or Preliminary Pages Template - Dissertation (ADV Form 11d).

- ☐ 1. The title on the title page PDF is double-spaced and in an inverted pyramid format.
- ☐ 2. The title on the abstract page PDF is single-spaced and in an inverted pyramid format.
- ☐ 3. The words and capitalization of the title must be exactly the same on the title page and on the abstract page.
  - a. Capitalization is correct.
    - i. Capitalize both words in hyphenated words (i.e. Reversed-Phase Liquid).
    - ii. Capitalize prepositions 5 letters or more (i.e. After, Between, Through).
  - b. Spelling is correct.
  - c. Punctuation is correct (i.e. no period at end of title; capitalize the first letter after a colon; include commas and periods inside quotation marks; and colons and semicolons come after quotation marks).
  - d. Italicize titles of books, periodicals, movies, and plays.
- ☐ 4. The title on the title page PDF matches the title on the ETD metadata online.

ABSTRACT

- ☐ 1. The title and body of the abstract are single-spaced with a double space between each paragraph.
- ☐ 2. Add keywords at the bottom of your abstract. Key words should include pertinent place names and full names of persons as well as descriptive words useful in automated retrieval. Capitalize proper nouns only. (See template for abstract spacing.)

NAME OF STUDENT

Enter your name as it appears on your university record and include appropriate punctuation. Please note that your name must be the same in the following places:

- ☐ 1. Approval for Final Dissertation or Thesis (ADV Form 8d)
- ☐ 2. Title page PDF in two places: a) after the title; b) after copyright (Copyright © 2014 David A. Hill).
- ☐ 3. Abstract PDF

Note: If you made an official name change after you applied for graduation, contact Graduate Studies when you are in the ETD system.

COMMITTEE MEMBERS

The committee members must be the same people on all of the following:

- ☐ 1. ADV Form 8d signature page
- ☐ 2. Title page PDF
- ☐ 3. Progress Report online

TITLES OF COMMITTEE MEMBERS

- ☐ 1. "Dr." or degree titles (PhD etc.) are not used with any committee member's name.
- ☐ 2. "Chair" is listed after committee chair's name following the comma (i.e. John R. Smith, Chair).

DATE

The month and year of the Dean's signature must match on all of the following:

- ☐ 1. Title page PDF
- ☐ 2. ADV Form 8d

RELEASE STATUS

Release status/availability (secured is for patents or export controls only) must match on the following:

- ☐ 1. ETD metadata online
- ☐ 2. ADV Form 8d

OTHER

- ☐ 1. Copyright year and name on title page PDF are in correct order (Copyright © 2014 David A. Hill).

- ☐ 2. All signatures on ADV Form 8d must be original and on one page; if you have any electronic signatures, obtain them first (see Echosign Instructions: http://graduatestudies.byu.edu/content/electronic-thesis-and-dissertation-information).
- ☐ 3. Bookmarks are listed on left-hand side of the PDF and open automatically.
- ☐ 4. ADV Form 8d must be original, not a copy.

B. Preparing Your Work for Approvals

- ☐ 1. Give a copy of your entire work, following the university format requirements specified, to each member of your committee two weeks prior to your oral defense.
- ☐ 2. After your defense, complete Approval for Final Dissertation or Thesis (ADV Form 8d), pages 1 and 2. This form will be provided by your department and is also available online at the Graduate Studies website.
- ☐ 3. Once your work has been defended, corrected, and approved, present your work and the completed ADV Form 8d to each member of your graduate committee and to your graduate coordinator or department chair for final approval and signatures. Signatures should be in black or blue ink so they image properly. All signatures on ADV Form 8d must be original, on one page, **with electronic signatures obtained first** (see Echosign Instructions: http://graduatestudies.byu.edu/content/electronic-thesis-and-dissertation-information).
- ☐ 4. After obtaining the signatures of your committee and your graduate coordinator or department chair, present your work to the dean or associate dean in your college who is designated to review and sign the ADV Form 8d. Allow enough time to meet the submission deadline for your intended graduation. Refer to the Graduate Studies website for the current deadline dates: Graduation Deadlines (ADV Form 8).

C. Preparing and Submitting Your ETD and Forms

All dissertations and theses must be submitted on the ETD website: http://etd.byu.edu.

- ☐ 1. After your content has been approved by all levels, including correctly formatted preliminary pages, convert your work to PDF format using the full professional version of Adobe Acrobat, embed all fonts, add bookmarks, and save your document. The Multimedia Lab in the Library (422-5627) has computers with Adobe Acrobat and can assist in converting files.
- ☐ 2. Log in to the ETD website and complete the required metadata information about your work and desired level of access.
- ☐ 3. Upload your work and submit for approval. An email is sent to your department approver, who will then log into the ETD website and review your document. If it is approved, it moves on to the college approver. If your document is disapproved for any reason, at either level, you will receive an email about the disapproval. You must make the requested changes, convert to PDF, embed fonts, add bookmarks again, and resubmit for another review cycle. Be sure to only use one account on the ETD website.
- ☐ 4. After your document is approved by the college, your ETD status will display "Grad Office Review." At this status, you must take your ADV Form 8d to Graduate Studies (105 FPH). Graduate Studies will review and approve each ETD for cataloging in the digital library. If Graduate Studies finds errors in the first three preliminary pages (title page, abstract, or acknowledgements), they will need to be corrected. Please bring a thumb drive with your ETD, just in case you have to make minor edits.

DOCTORAL STUDENTS ONLY

- ☐ Complete this step once your ETD has the status of "Grad Office Review" before bringing ADV Form 8d to Graduate Studies. Submit your ETD to UMI by going to: http://www.etdadmin.com/byu for Proquest/UMI Dissertation Publishing. Follow the instructions to login, upload your ETD on the UMI website, and print the confirmation email verifying the completed submission. If you wish UMI to register your copyright, you may do so in the UMI website. See Publishing Your Doctoral Dissertation with UMI Dissertation Publishing (ADV Form 13)

- ☐ Complete Survey of Earned Doctorates (SED) and print off SED certificate. See Survey of Earned Doctorates (ADV Form 14)

- ☐ Deliver your copy of the UMI confirmation email, SED certificate, and ADV Form 8d to Graduate Studies (105 FPH).

- ☐ 5. If you need bound copies (departmental or personal) you may submit a PDF to gradworksonline.com.

NOTE for all ETDs: The BYU library catalogs and preserves the digital ETD. The library will print a single copy from the submitted ETD PDF file, bind it, and deposit that copy in Special Collections (Archives). There will not be a bound copy on the library shelves for check out.

All information should be centered horizontally between the margins as shown, and sections spaced evenly between the top and bottom one inch margins. **NOTE:** Because the length of your title and number of faculty will fluctuate, please adjust your title page to be as evenly spaced as possible.

The title must be in mixed case letters and located one inch from the top edge of the page. If the title is longer than six inches, it must be split and placed on two or more lines (double-spaced), with the first line the longest and subsequent lines shorter (inverted pyramid style).

The title must be the same font and size as the body of the work; i.e., no bold, large font, etc.

Your name should be centered vertically between the title and the submission language. Use same student name (as it appears on your university record with appropriate punctuation) on copyright line and on abstract.

Begin the statement with the formal introduction "A thesis submitted to" or "A dissertation submitted to."

Write out the full name of Brigham Young University.

Write out the full title of your degree.

List your committee chair and members, one per line. Do not use titles or degree abbreviations after names such as PhD or EdD.

Double-space between the name of the department, the university's name, and the month and year in which the college dean approves and signs the ADV Form 8d (no comma between month and year).

Add the Copyright information and the same student name as shown above.

Note: Count this page as roman numeral "i" but do not enter page number.

SAMPLE TITLE PAGE

Outcomes and Therapeutic Alliances in Senior Citizens Served in a Community Mental Health Setting

David A. Hill

A dissertation submitted to the faculty of
Brigham Young University
in partial fulfillment of the requirements for the degree of

Doctor of Philosophy

John R. Smith, Chair
George M. Johnson
Bruce B. Brown
Loren A. Jones
Jason N. Nixon

Department of Psychology

Brigham Young University

July 2015

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All Rights Reserved

The word "ACKNOWLEDGMENTS" (capitalized) should begin one inch from the top edge of the paper. It must be printed in the same font and size as the rest of the work.

Following one blank line, the text of the acknowledgments begins.

The text should be in the same font and style as the rest of the work and double-spaced.

SAMPLE ACKNOWLEDGMENTS PAGE

ACKNOWLEDGMENTS

This page is optional. Students may use the acknowledgments page to express appreciation for the committee members, friends, or family who provided assistance in research, writing, or technical aspects of the dissertation, thesis, or selected project. Acknowledgments should be simple and in good taste.

Note: Count this page as roman numeral "iii" but do not enter page number.

[Title: Titles Must Be in Mixed Case and May Not Exceed Six Inches on One Line

and Must Be in the Inverted Pyramid Format When

Additional Lines Are Needed]

[Student Name]

A thesis submitted to the faculty of
Brigham Young University
in partial fulfillment of the requirements for the degree of

Master of [Arts, Education, Fine Arts, or Science]
(or Educational Specialist)

[Name of Committee Chair], Chair
[Name of Committee Member]
[Name of Committee Member]

Department of [Department Name]

Brigham Young University

[Month and Year the college dean approves the final document]

Copyright © [Year] [Use same Student Name as above]

All Rights Reserved

ABSTRACT

[Title: Titles Must Be in Mixed Case and May Not Exceed Six Inches on One Line and Must Be in the Inverted Pyramid Format When Additional Lines Are Needed]

[Use same Student Name as on the Title Page]
Department of [Department Name], BYU
Master of [Arts, Education, Fine Arts, or Science]
(or Educational Specialist)

[The abstract is a summary of the work with emphasis on the findings of the study. It must be single spaced and no more than one page in length. It must match the same font and size as the rest of the work. The abstract precedes the optional acknowledgement page and the body of the work.]

[Master's students should ensure that the keywords are listed at the bottom of the abstract.]

Keywords: [keyword, keyword, keyword]

ACKNOWLEDGEMENTS

[This page is optional. Students may use the acknowledgements page to express appreciation for the committee members, friends, or family who provided assistance in research, writing, or technical aspects of the dissertation, thesis, or selected project. Acknowledgements should be simple and in good taste.]

APPENDIX G: Expectations of Student Instructors

Expectations of Student Instructors
BYU Department of Spanish and Portuguese

Honor Code, dress standards, and professionalism: Instructors are expected to abide by the BYU Honor Code and Dress and Grooming Standards. In the interest of presenting a professional appearance, instructors are asked to refrain from wearing t-shirts, shorts, flip-flops, and similarly casual attire. Instructors are also expected to treat their students with respect and professionalism at all times. Instructors are prohibited from dating their own students.

Fall Workshop: The Fall Workshop for Student Instructors is offered Monday through Friday of the week before the beginning of Fall Semester, from approximately 9 AM to 4 PM each day. The purpose of the workshop is to introduce instructors to the textbooks, materials, policies, and teaching techniques that they will be expected to use in their courses. Attendance at the workshop is calculated into instructors' overall pay for the semester. Because each day of the workshop is equivalent to approximately 3% of the total number of contract hours, a corresponding deduction in pay will be made for each workshop day that is missed. Instructors should plan on attending the entire workshop so as to maximize their teaching skills as well as their pay for the semester.

Registration for classes: Student instructors must be registered for classes (including ecclesiastical endorsement and health insurance) by the first day the semester. (This is especially important for international students, who must complete an I-9 form for employment before the semester begins.) Failure to do so will result in a reduction in pay for each day that registration is late.

All student instructors are required to enroll in one credit of the appropriate section of 673R during each semester that they teach. The purpose of this course is to provide continued support for the development of teaching skills, opportunities to observe other teachers, and training in administering oral interviews. *Exception:* Student instructors who are in the fourth or fifth semester of their M.A. program and are registered only for thesis hours may attend and participate in 673R on a contractual basis rather than enrolling in the course for credit. Instructors who choose this option must sign the *Agreement to Participate in 673R on a Contractual Basis* and abide by the policies outlined therein.

Punctuality: Instructors are expected to arrive punctually to teach their assigned classes. This generally requires arriving at least five minutes before the start of class in order to log onto the computer and/or set up any necessary materials so as to begin precisely on time.

Finding substitutes: In cases where an instructor is unable to be present to teach class, arrangements should be made for another instructor of the same level class to substitute. Ideally, a reciprocal agreement should be arranged in which the instructor and the substitute agree to teach each other's classes on different days. All arrangements for substitutes must be reported to the instructor's faculty supervisor. In addition, instructors who plan to be gone more than two consecutive days must fill out a *Student Instructor Substitute Approval Form* and have it signed by the substitute and by their faculty supervisor.

In the case of unforeseeable situations such as illness or family emergencies, instructors should try to arrange for a substitute; if this is not possible, they should (1) contact one of the department secretaries and ask them to notify their students that class is cancelled for the day, and (2) notify their faculty supervisor by e-mail. **Classes may not be cancelled for non-emergency reasons** (including M.A. program activities such as specialty exams), and any cancellation of classes requires notification of the faculty supervisor and the department secretary.

Instructors who violate the above policies are subject to termination and may forfeit the right to future employment in the department.

Adopted June 2013

APPENDIX H: 2017-2018 Graduation Deadlines

Dec 2017	Apr 2018	June 2018	Aug 2018	
Oct 20	Jan 26	May 4	June 29	Last day for graduate students to apply for graduation online in AIM.
Nov 3	Feb 9	May 18	July 13	Last day for departments to accept a student's graduation application in AIM (GRADQ, GRADAPP, and ADV01).
Dec 15	Apr 13	June 21	Aug 3	Items that must be completed by final deadline include: • Schedule a final oral exam • Hold a final oral exam; complete qualifications; obtain committee approvals/signatures • Submit dissertation or thesis to college dean for review and approval signature on ADV8d • Submit dissertation or thesis PDF for approvals on ETD site (department and college approvals) • Take ADV Form 8d to Graduate Studies (105 FPH) once the ETD status shows "Grad Office Review"
None**	Apr 26	None**	Aug 16	Graduation — University Commencement
None**	Apr 27	None**	Aug 17	Graduation — College Convocations