

2024-2025

**Handbook for the
M.A. in
French, German, or Spanish
in the**

**Department of World Languages
and Cultures**

**College of Arts and Sciences
University of Tennessee**

701 McClung Tower, Knoxville, TN, 37996-0470
Phone: 865-974-2312 // Fax: 865-974-7096

WLC Department Head: Dr. Luis Cano

**Director of Graduate Studies and Graduate Coordinator for
Spanish: Dr. Harrison Meadows, hmeadow1@utk.edu**

**Graduate Coordinator for French: Dr. Brittany Murray,
bmurra13@utk.edu**

**Graduate Coordinator for German: Dr. Stefanie Ohnesorg,
ohnesorg@utk.edu**

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Welcome from the Head of the Department
of World Languages and Cultures

Dear Graduate Students:

It is a distinct pleasure to welcome you to the Department of World Languages and Cultures. Our rigorous and engaging MA and PhD programs offer an exceptional foundation in linguistics, culture, and literature, and they also provide invaluable experience in teaching. The faculty is committed to preparing a new generation of scholars and teachers in French, German, and Hispanic studies – if teaching is in your future. The MA and PhD are also valuable in a variety of organizations and corporations where creative thinking and teamwork are required. We very much look forward to working with you.

Sincerely,

Luis Cano

Professor of Spanish and Department Head of WLC

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I. INTRODUCTION

Welcome to the Department of World Languages and Cultures at the University of Tennessee! Our nationally and internationally renowned faculty are pleased to have you join our department and have prepared this Graduate Student Handbook to help you as you pursue your advanced scholarly and professional pursuits with us. This Handbook seeks to provide you with basic information about graduate study in WLC and to anticipate questions that may arise as you pursue your M.A.

Structure of Graduate Administration in WLC

While the three different M.A. programs in WLC—in French, German, and Spanish—are overseen by the Director of Graduate Studies (DGS), the principal contact for students is their Language Concentration Coordinator (see above for those occupying these roles currently, and for their contact information). Please do not hesitate to contact your Coordinator or the DGS whenever you have a question, be it about the information in this Handbook or any other aspect of your graduate work. Communication is crucial to your success, and we are here to help you.

Please note that the information in this departmental Graduate Handbook does not deviate from established Graduate School Policies, but rather provides the specific ways in which those policies are carried out in WLC. These general policies are found in the following online sources, with which every graduate student should be acquainted:

1. the current edition of the Graduate Catalog (note that you must select “Graduate Catalog” at the top right on the following site): <https://catalog.utk.edu/index.php>
2. *Hilltopics: A Student Handbook*, which contains information on your rights and responsibilities as a student at UT, including appeals: <https://studentlife.utk.edu/hilltopics/>
3. the website of the University’s Graduate Student Senate (GSS): <https://gss.utk.edu>
4. the website of the Graduate School (<https://gradschool.utk.edu/>), and in particular the following link that explains your rights (including to appeal) and your responsibilities: <https://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>

Please keep in mind that all regulations in this Handbook must be followed to maintain good standing in the program. There may, occasionally, be extenuating circumstances that justify modification of these stipulations; if you feel that special consideration should be given to your situation, contact the DGS as soon as possible. **We urge you to study both this handbook and these other sources of information carefully. We are here to help and give advice, but ultimately, you are responsible for fulfilling the requirements and meeting the posted deadlines for your degree.**

You should also make it your goal to acquaint yourself with the major professional societies and organizations in your field and with the publications of those societies. These include the Modern Language Association (MLA), which publishes the *PMLA*, the *MLA Handbook* (the standard reference for formatting citations in research papers), and an annual list of jobs in the field. The MLA offers many services to graduate students—please contact the DGS about having WLC sponsor your graduate student membership.

II. Financial Support

Students are admitted into and funding is provided through one of the three M.A. programs in World Languages and Cultures: French, German, or Spanish. For details on admission, see: <https://gradschool.utk.edu/admissions/>

Most graduate students in the Department of World Languages and Cultures receive funding through a “GTA” position, that is, either a Graduate Teaching Assistantship (usually in the first year) or a Graduate Teaching Associateship (usually in the second year; the difference is explained below). Both types of GTAs receive annual stipends tied to duties performed for the Department of WLC, and both include a waiver of tuition and fees as well as health insurance coverage. ***If you have questions about your GTAship at any point***, please contact the DGS; we are eager to help allay any worries that you may have, so that you may concentrate on your studies!

A. Graduate Teaching Assistantships and Associateships

GTA positions are normally awarded for one year with the possibility of renewal for up to a maximum of 2 consecutive years for M.A. students. As detailed below, renewal is contingent upon satisfactory performance of your duties as a GTA, as well as satisfactory performance in your graduate course work. It is UT policy that all GTAs be enrolled as full-time graduate students; any interruption of a GTA’s status as a full-time student (for example, a leave of absence) automatically cancels a student’s GTA contract, although you may of course reapply for a GTAship upon return to the program.

i. The Spoken English Test Requirement for Non-Native Speakers:

Please note that the University of Tennessee requires all instructors to be competent in spoken English. If your native language is not English, you must take the ITA Test (OPIc) at the beginning of your first semester and achieve the minimum score necessary to be unconditionally approved for classroom teaching. For more information, see: <https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>

Please note as well that conditional approval may be arranged for students and you may retake the test (it is given 3 times a year). While we will not withdraw a promised GTA position based on a score that is too low for unconditional approval for classroom teaching, it is our expectation that students will make every effort to improve their OPIc score in order to be unconditionally approved by the beginning of their second year in the program. Concerns? Contact the DGS or your Program Coordinator—we are here to help you succeed!

ii. Classifications, Duties, and Responsibilities of GTAs

The Department of WLC offers both Graduate Teaching Assistantships and Graduate Teaching Associateships:

Graduate Teaching Assistants work under the direct supervision of a faculty member in various activities designed to help them develop their teaching skills and gain an increased understanding of the discipline. Once a student has completed 18 hours of graduate coursework in their field, they advance to the next level; that of:

Graduate Teaching Associates, who are normally assigned primary responsibility for teaching three elementary or intermediate undergraduate language courses per year. While “instructors of record” for the courses they teach, Graduate Teaching Associates are still under the direct supervision of a faculty member and are expected to work in close cooperation and in a professional manner with this supervisor.

All GTAs are required to take WLC 512 (Teaching a Foreign Language) unless it is determined by their Graduate Coordinator that a graduate course taken elsewhere covered similar material. GTAs are also required to attend the WLC pre-service orientation workshop held the week before fall classes begin, as well as all subsequent training sessions. The following principles will be followed in assigning courses:

1. As a general rule, no one receives an appointment to teach more than two classes per semester, or more than 3 classes per academic year; however, GTAs working towards the Ph.D. degree, making reasonable progress, and demonstrating effective teaching, are at the top of the priority list should overload teaching become available. PLEASE NOTE: the Graduate School must approve any overload teaching on an individual basis.
2. Appointments for second-year language courses are reserved ideally for those who have already taught in the first-year program.
3. If you already have teaching experience at UT, you are eligible to apply to teach during the summer and earn extra money on top of your annual stipend. A message soliciting interest in summer classes will be sent to all GTAs when the summer teaching schedules are being prepared (towards the end of the Fall semester or early Spring). Appointments to teach up to 6 hours in summer are determined on the basis of seniority, teaching effectiveness, and the applicant's progress towards the degree.

Failure to carry out professional duties and responsibilities related to teaching assignments will cause the GTA to be placed on teaching probation and may result in the revocation of the GTAship. Such actions may be based on: (a) the Supervisor’s evaluation; (b) written student evaluations; and (c) if necessary or desirable, a report based on an observation of the classroom performance of the GTA by two faculty members selected by the department Head. As noted below, GTAs must also maintain satisfactory academic performance in their own course work in order to retain their GTAship.

iii. GTAs and Satisfactory Academic Performance in Their Programs

GTAs must maintain satisfactory academic performance in order for their positions to be renewed. Any GTA whose cumulative average drops below B (3.0) at the end of any semester will be placed on probation by the Graduate School. University policy gives the student one semester to bring that average up to B (3.0). If the student succeeds in bringing up the semester average to B (3.0), but their cumulative GPA fails to meet this minimum average, their language program may choose not to renew the teaching assistantship for the following year so that the student may devote full attention to academic responsibilities. If both the semester average and the cumulative GPA are below 3.0 at the end of the “grace” semester granted by the Graduate School, Graduate Policy does not permit the student to continue graduate studies at the University of Tennessee.

B. Non-Teaching Fellowships, Travel Grants, Teaching Awards

Program specific opportunities are listed in sections IV, V, and VI below.

i. Non-Teaching Fellowships

The UT Graduate School provides fellowships each year to incoming and returning graduate students who have been nominated by their department. You will find more information on these fellowships here: <https://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>

ii. Graduate Student Travel Awards

Students should consult with their advisor (either their graduate coordinator or, if they are in their second year and doing a thesis or project, their director) well in advance of any conference for which they plan to apply, both for help with preparing a proposal and for information about funding for travel, which is limited. In addition to applying for funds from WLC, students are strongly encouraged to apply for a Graduate Student Senate Travel Award. Applications must be submitted to and received by the Office of the Dean of Students by deadlines designed to coincide with the academic term periods; see the Graduate School website for details. Please note that all applications for “Graduate Student Travel Awards” administered by the Graduate Student Senate need to be endorsed by the student’s advisor, the head of the student’s department, and the dean of the student’s college. The college of Arts & Sciences requires that all applications for “Graduate Student Travel Awards” be submitted ONE WEEK BEFORE the final deadline set by the GSS. In addition, your advisor and the Head of the Department of WLC require time for their endorsements, and applications should therefore be submitted to them at least TWO WEEKS BEFORE the final deadline set by the GSS.

iii. WLC Graduate Teaching Awards

Four teaching awards are granted each year to four WLC GTAs, one in French, one in German, two in Spanish. These awards provide a small financial bonus plus a great line on your C.V.

III. Advising, Course Load, and Academic Standards

i. Advisors

Proper advising is the key to avoiding administrative problems and to getting the most out of your graduate program. While you are responsible for planning your program, your faculty advisor is there to help you do it properly and thoughtfully. Entering and most continuing M.A. students are advised by their program's Graduate Coordinator; however, students who choose to do an M.A. thesis are advised by their director, once they choose one. Of course, the Graduate Coordinator and the WLC Director of Graduate Studies are always available to help, and generally have the most up-to-date knowledge of Graduate School rules and regulations. Please do not hesitate to contact us!

Two highly important points to keep in mind about the advising experience:

- a) **You MUST obtain approval for your chosen courses from the Graduate Coordinator of your language program or your dissertation director before each semester begins. There are many factors, bureaucratic and otherwise, that should guide your course selection; only by gaining approval (preferably in the form of an email that you keep) are you best able to avoid issues in the future (financial or otherwise).**
- b) **As in all other matters, YOU are responsible for seeking advising on course selection and for ensuring that you are properly enrolled in the appropriate number of courses per semester. Be proactive!**

Again, entering graduate students are advised by the Graduate Coordinator in their program, who determines their course schedules as best suited to their individual interests and needs. The Program Graduate Coordinator also evaluates any graduate courses which students have completed at other institutions, that may be approved as counting toward the M.A. Your advisor completes an annual evaluation of your performance each spring, then meets with you (in person or virtually) to discuss your progress. Signed copies of this evaluation are kept in your file in the Department Office. This annual conversation is an excellent opportunity for you to ask questions about your progress, about any requirements such as exams, paperwork, etc., and to explore your future employment prospects.

ii. Course Load

Entering students should register for courses online as soon as possible, after consulting with the Graduate Coordinator. Continuing graduate students are encouraged to register as early as possible during the normal registration periods of each semester. Failure to register by the beginning of each semester will create problems with your tuition waiver.

Maximum and minimum course loads vary according to whether a graduate student is full-time or part-time and whether the student has an assistantship. As always contact, your Graduate Coordinator with any questions, but the general rules are as follows: The maximum course load for a non-teaching graduate student is 15 hours, but keep in mind that the Graduate School considers 9 to 12 hours a full load for a non-teaching student. Courses audited do not count toward minimum credit hours. For students who carry the responsibilities of a GTAship, nine credit hours is considered full time, and WLC expects GTAs to complete a minimum of nine credit hours per semester in their first year, and sufficient course credits (but no less than 6) each semester in their second year to graduate at the end of their second academic year. During the summer, graduate students may register for a maximum of 12 credit hours (a maximum of 6

credit hours in any five-week summer session). Students may enroll in only one course during a mini-term session. As during the fall and spring, your Coordinator must approve any courses taken during the summer.

Courses must be taken for graduate credit and must be at the 400 level or above; BUT PLEASE NOTE: **Some 400-level classes are not available for graduate credit and therefore cannot be counted toward your graduate degree.** For a list of those 400 level courses that may count for graduate credit in each program, consult the Graduate Catalog. For questions, please consult with your Graduate Coordinator. Also, only a limited number of 400-level courses may count toward the M.A.

Incompletes

The Department strictly adheres to the policies stated in the Graduate Catalog:

All incompletes must be removed within one year, or the grade will automatically be changed to an F. No student may graduate with an Incomplete on their academic record. The course for which an Incomplete was given will not be counted in the cumulative grade point average until a final grade is assigned. The instructor may only grant an Incomplete when a student has performed satisfactorily in the course but, due to unforeseen emergency circumstances, has been unable to finish all the requirements. An Incomplete is NOT given to enable a student to do additional work to raise a deficient grade

Time Limits for Completion of Degree Program

According to Graduate School regulations, a student has up to six calendar years for completing the M.A. degree program; however, very few students take more than four semesters, and your funding is normally limited to two years. You should seize every opportunity to finish your program as quickly as possible, since the duration of financial support is limited.

iii. Academic Standards

The minimum passing grade for each course in the M.A. program is “B.” Graduate students must also maintain a cumulative grade point average (GPA) of at least 3.00 on all graduate courses taken for a letter grade of A-F (grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation). If your GPA drops to such a low point that it would be extremely difficult for you to bring it up to B within two semesters, the faculty will recommend that you be dropped from the program. A student may also be dropped from the program if:

The student earns two or more grades of C or below in courses taken for graduate credit;

The student receives a grade of D or F in a graduate course that is identified as a core or mandatory course in the student’s graduate program;

The student’s cumulative graduate GPA falls below 3.00 for two consecutive semesters, excluding the summer semester if no courses are taken (UT Graduate Policy).

For your rights to appeal dismissal and much more on the process, see [Hilltopics](#), the [Graduate Catalog](#), and the website of the [GSS](#), and the [Graduate School](#), with particular attention to the following link:

<https://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>.

Students may also consult with their Graduate Program Student Representative if they have questions or concerns. At the beginning of the fall semester, the graduate students in each language program elect a representative via a simple majority vote. Before casting their votes,

students—many of whom may be new to the program—should consider the candidates' previous contributions and seniority. This representative is the main contact and intermediary between fellow graduate students and faculty in their respective language program. The representatives attend language program meetings, departmental Graduate Studies Committee meetings, and—as necessary—organize and preside over meetings with the other graduate students in the language program. Representatives should make every effort to ensure that they are consulting with and speaking for their entire constituency. In return, this constituency should support their elected representatives (attend scheduled meetings, provide feedback to representatives, etc.). Your collective voice is heard best when everyone contributes to discussion.

Each spring, elections will be held for the department's Graduate Student Representative on the Graduate Student Senate. The incumbent Representative will request nominations for elections that will be coordinated by the WLC Director of Graduate Studies.

Student Conduct, Appeals, Terminations/Withdrawals

The guiding statements on Academic Honesty at the University of Tennessee are found in *Hilltopics* and in the Graduate Catalog; what follows complements those statements, and is subordinate to them. In the same way, the definitive statements on your rights to file grievances, appeal a dismissal, and much, much more are found in [Hilltopics](#), the [Graduate Catalog](#), the website of the [GSS](#), and the [Graduate School](#)

Standards of conduct for graduate students in WLC include but are not limited to the following:

- Completing assignments and exams within the specified time limits and without assistance from other persons or unauthorized written materials;
- Scrupulous avoidance of plagiarism, defined as using the writings or ideas of another without proper acknowledgment and documentation of the source(s);
- Never using the same material or substantially similar material to fulfill requirements in different courses without the knowledge and consent of the instructors involved;
- Never knowingly providing information or assistance of any kind to another student during the completion of assignments or examinations.

The Department of World Languages and Cultures takes any accusation of a violation of the accepted standards of professional behavior on the part of graduate student with the utmost seriousness. While acts of dishonesty will be handled in accordance with the most current procedures established at the University level, a student should expect the following at the department level:

If a professor has reason to suspect that a student is guilty of academic dishonesty, the professor will immediately request to meet with the student. If after discussing the matter with the student the professor believes that the student behaved in a dishonest manner, the professor shall report the incident to the Student Conduct Office and also issue a written warning to the student. A copy of this warning will be placed in the student's permanent file and will be brought to the attention of the Department Head, who will formally advise the student against repeating that behavior. If the student repeats this behavior on another occasion (in the same or another class), the Head will be informed, and the program will then decide whether or not the student will be asked to leave, or if some other type of disciplinary action will be taken.

APPEALS AND GRIEVANCES

Students with grievances concerning the interpretation of and/or adherence to any university, college, and/or department policies and procedures as they apply to graduate education should file a formal written complaint with their program graduate coordinator, with a copy to the Director of Graduate Studies, no later than 30 days after the incident that occasions the appeal. If the issue remains unresolved after 30 days of the initial appeal, the student may then appeal to the department Head. If the appeal to the Head is denied or is determined to be outside the purview of the department, the student may appeal in writing to the Dean of the college within 30 days of receiving the departmental decision. If the student wishes to appeal the decision of the college, they may file a formal appeal with the Graduate Council Appeals Committee through the Office of the Assistant Dean of the Graduate School within 30 days of the college decision. For details on the appeals procedure, see <https://gradschool.utk.edu/graduate-council/appeals-committee/the-university-of-tennessee-graduate-council-appeal-procedure/>

IMPORTANT FINANCIAL ISSUES RELATED TO TERMINATION OR WITHDRAWAL

If a student is terminated or withdraws from a program prior to the end of the semester, the student will be responsible for payment of tuition and other fees from the termination/withdrawal date until the end of the semester. This responsibility extends to GTAs who have tuition waivers during the semester in question. Please see the graduate catalog for additional information about early termination/withdrawal and if you are considering early withdrawal, contact the Bursar's office to inquire about the financial ramifications for early withdrawal.

IV. Structure and Requirements of the M.A. in French

The Master of Arts in French incorporates course work in a number of areas: literature, culture, cinema, linguistics, and other areas of interest to the individual student. The goal of the French M.A. program is to prepare you to function effectively in the career of your choice, including as a teacher in junior college or secondary schools, as a student in a French Ph.D. program, or working in the private sector. If you do not have secondary school certification when entering the program, and if you would like to acquire it, please contact the foreign language unit leader in the College of Education for further information.

As an MA student in French, your principal advisor is the French Graduate Coordinator, who will help you to navigate degree requirements and to choose your courses. **PLEASE NOTE:** As stated above, you must get approval from the coordinator for your course choices prior to each semester. New students are encouraged to take a wide variety of courses so as to get to know as many professors and their areas of specialization as possible. Students who choose to do a thesis or project are also advised to select their directors as soon as possible. The director **MUST** be a tenure-track French faculty member. To select a director, you simply ask the professor if they are willing to serve in that capacity.

Continuing from the French M.A. to the Ph.D. degree program in World Languages and Cultures is not an automatic step for the successful M.A. graduate. You must apply to the Ph.D. program, after speaking with the French Graduate Coordinator about your eligibility to continue as a doctoral student. Beginning M.A. students considering the possibility of applying to the doctoral

program in World Languages and Cultures should prepare themselves by working on the second language as soon as possible.

There are three options to earn an M.A. Degree in French:

- **A. The Thesis or Project Option**
- **B. The All-Course-Work Option**
- **C. The Five-Year BA/MA**

A. The Thesis or Project Option requires completion of the following components:

1. A minimum of 24 semester hours of course work, plus 6 hours of FREN 500 (hours dedicated solely to completing the thesis), for a total of 30 hours. WLC 512, Teaching a Foreign Language, required of all GTAs who have not already had a similar graduate-level course. 512 counts toward the 24 hours for the MA. If a 400-level French course is listed in the graduate catalog it may count for graduate credit, but please note that **NO MORE than 6** hours of 400-level courses may be counted toward the Thesis or Project Option.

2. Completion of a thesis, written in French (70-100 pages long), or of a project. The latter may take different forms; please consult with the French Graduate Coordinator for more information. The student must identify a thesis or project director, who must be a French tenure-track faculty member and submit a formal topic proposal, about 5-7 pages in length plus a preliminary bibliography, by the end of their second semester. The proposal should be approved by the project director and a timeline should be established in coordination with the project director before the end of the second semester. In consultation with the project director, a committee will be formed by the beginning of the third semester. The student then takes 3 hours of FREN 500 during their third semester, and 3 hours during their final, fourth semester. The student is responsible for observing all Graduate School deadlines and other rules concerning MA theses/projects.

3. A final oral defense covering the thesis or project, with the director and two other committee members. These other committee members should be chosen in consultation with the director by the end of the third semester; one of the two must be in French. After the defense, you will be required to incorporate any corrections or modifications from the committee before submitting the final version to the Graduate School.

B. The All-Course-Work Option requires completion of a minimum of 30 semester hours of course work with at least 18 hours taken in the major (courses with the FREN prefix). WLC 512, Teaching a Foreign Language, is required of all GTAs who have not already had a similar graduate-level course, and counts toward the 30 required hours. If a 400-level French course is listed in the graduate catalog it may count towards the MA, but please note that **NO MORE than 9** hours of 400-level courses may be used for the All-Course-Work Option MA.

C. The Five-Year BA/MA Program: Admission to the program occurs in the last two years of the student's undergraduate work at UT. Applications are completed in close consultation with the French Graduate Coordinator. If accepted into the program, the student takes 9 credit hours of approved graduate courses in French while pursuing the BA, and these 9 hours count toward both the BA and the MA degrees. The student then completes 21 more hours of

graduate course work in two semesters. At least 18 hours of the 30 hours total must be taken in the major (courses with the FREN prefix). WLC 512, Teaching a Foreign Language, is required of students interested in teaching a course in their second (last) semester of MA work, if they have not already had a similar graduate-level course (512 counts toward the 30 required hours). If a 400-level French course is listed in the graduate catalog it may count towards the Five-Year BA/MA, but please note that **NO MORE than 9** hours of 400-level courses may be used.

V. Structure and Requirements of the M.A. in German

The Department of World Languages and Cultures offers an M.A. in German with both a thesis and a non-thesis option. It also offers a five-year BA/MA program in German.

The M.A. in German – Thesis Option

Requirements: The thesis option requires at least 24 hours of coursework, six hours of thesis credits (GERM 500), a master's thesis, and a combined thesis defense and oral examination. Full-time students should plan to complete this program option within two years.

Students choosing this option demonstrate their research capabilities by submitting a thesis (usually 40–75 pages long), successfully defending it, and passing an oral examination based on an annotated reading list (described below). The M.A. thesis should represent an original contribution to scholarship, however modest.

Advisor, Faculty Committee, and Admission to Candidacy: During their second semester of graduate study, students choose a German faculty member who is willing to direct them in their research (the major professor) and, with this mentor's help, select a thesis topic. With the mentor's approval, they then choose two other German professors to serve on the M.A. committee. If the major professor deems it appropriate to empanel a faculty member from outside the German Program, the student may petition the German faculty for an exception.

Thesis Credits:

Students register for course 500 (Thesis) while conducting their research and preparing the final written work. A minimum of six credit hours of course 500 are required for the thesis option, and students must register for a minimum of 3 credit hours in the semester in which the thesis is accepted by the Graduate School.

Course Credits Required (in addition to Thesis Credits): Students need to complete a minimum of 24 semester hours of course work on literature, culture, film or language taught in the German program. A maximum of three 400-level courses (chosen from the 400-level courses that appear in the Graduate Catalog) may be counted toward the 24 credit hours of graduate coursework. Please note that graduate courses in other programs may be counted with permission of the graduate advisor in German. WLC 512 (Teaching a Foreign Language) is required of all GTAs who have not already had a similar graduate-level course, and WLC 512 counts toward the 24 hours for the MA.

Deadlines: The Graduate School website has deadlines for scheduling the thesis defense and for submitting the final copy at <https://gradschool.utk.edu/graduation/graduation-deadlines/>. Note: these deadlines fall several weeks before the end of the term, not at the very end. You must also allow your committee members time to read the thesis before the defense.

Thesis Proposal: Before research begins, students should prepare a proposal that defines the thesis topic succinctly, describes its organization, and comments on the availability of necessary primary and secondary research materials. Students usually prepare their thesis proposal at the beginning of their third semester soon after their thesis committee has been formed (for details see below). If the thesis project requires data collection, the proposal must specify a plan and the proposed research design. If the research involves human subjects, students must carefully follow UT's Human Research Protection Program (<https://research.utk.edu/research-integrity/human-research-protection-program/>)

Additional Important Information Concerning the M.A. Thesis;

- Topic: There are many ways to arrive at a thesis topic. You may be interested in some work that you have encountered in a class, or you may have a personal interest beyond the purview of your classes that you would like to explore in greater depth. One effective approach is to expand a paper you completed for one of your graduate courses. In all cases, you should consult with faculty members in the German Program, particularly your major professor and your committee.
- Length: A thesis should be limited enough in scope to be manageable within the time-frame available for completing it. While theses differ in length, a typical M.A. thesis ranges between 40–75 pages including all annotations and the bibliography. You can find examples of recent German MA theses in the online repository TRACE (<https://trace.tennessee.edu/>).
- Language: You should normally write in your native language if it is English or German. If you wish to write in German, you must ask permission to do so from your committee, and the Dean of the Graduate School must approve the request. This permission should be sought early and no later than during the semester prior to graduation.
- UT Guidelines and Deadlines: The Graduate School defines the mechanical aspects of the thesis, such as margin size, page number placement, spacing of titles, etc. The Graduate School maintains a website (<https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>) that outlines these standards and current submission guidelines in detail, and all Graduation Deadline Dates specified by the Graduate School are posted here: <https://gradschool.utk.edu/academics/graduation/graduation-deadlines/>
- Citation Style: Students are encouraged to use a commonly accepted scholarly citation style. The most common ones in the Humanities are the *Chicago Manual of Style* and the *MLA Handbook for Writers of Research Papers*. For the social sciences, including linguistics, *American Psychological Association* style is common.

Approximate Timeline for the Thesis Option: Full-time thesis-option students are strongly encouraged to plan their thesis-related work according to the following timelines:

If the Fall Semester is a Student's Third Semester

by September 30 – discuss draft of thesis proposal with thesis advisor

by October 31 – submit final proposal to German faculty and committee for feedback

by January 15 – complete introduction and one chapter

by March 25 – complete draft of thesis (if spring graduation is desired)
by April 30 – complete draft of thesis (if early summer or summer graduation is desired)

If the Spring Semester is a Student's Third Semester

by January 31 – discuss draft of thesis proposal with thesis advisor
by February 28 – submit final proposal to German faculty and committee for feedback
by May 10 – complete introduction and one chapter
by October 15 – complete draft of thesis (if fall graduation is desired)
by November 20 – complete draft of thesis (if early spring graduation is desired)

Full-time students who do not meet these deadlines might be asked to consider switching to the non-thesis option. They can still continue in the thesis-track but need to be aware that funding cannot be guaranteed beyond the second year of the program.

Thesis Defense and Oral Examination: There is no comprehensive written examination for thesis-option M.A. students. Instead, there is a combined thesis defense and oral examination based on the student's reading list. Copies of the completed thesis must be made available to the members of the candidate's committee at least two weeks before the defense. During the thesis defense itself, which is open to the public, the student presents a short (roughly ten-minute) summary of their project and answers questions from faculty about it. The oral examination, which is open only to tenured and tenure-track faculty, is based on the annotated reading list.

Annotated Reading List: Students must submit a personalized annotated reading list with at least 30 entries no later than two weeks before the combined thesis defense and oral examination. When compiling their annotated reading lists, students are encouraged to draw on works they encountered in their courses. The list should reflect a diverse engagement with German literary and cultural history and should contain:

- 1) at least four works from before 1800
- 2) at least four works related to Second Language Acquisition
- 3) at least four theoretical works
- 4) at least four films

Each entry in this annotated reading list should consist of a proper bibliographic citation and a short paragraph that describes the work and its relevance and/or significance.

The M.A. in German – Non-Thesis Option

Requirements: The non-thesis option requires at least 30 hours of coursework at the graduate level and a written examination graded by the tenured and tenure-track faculty in German. Students need to complete a minimum of 30 semester hours of course work on literature, culture, film or language taught in the German program. A maximum of three 400-level courses (chosen from the 400-level courses that appear in the Graduate Catalog) may be counted toward the 30 credit hours of graduate coursework. Please note that graduate courses in other programs may be counted with permission of the graduate advisor in German. WLC 512 (Teaching a Foreign Language) is required of all GTAs who have not already had a similar graduate-level course, and WLC 512 counts toward the 30 hours for the MA. The written M.A. exam will be based on an annotated reading list to be developed in consultation with the faculty. It should be assembled using the same criteria that are stated at the end of the thesis-option description.

Approximate Timeline for Non-Thesis Option: Students planning to graduate in a given semester take the examination on the date set by the department's Graduate Coordinator. Students should inform the Graduate Coordinator for German by September 15 (fall semester) or February 1 (spring semester) if they intend to take the non-thesis M.A. exam during that semester. The exam dates must comply with the deadlines set by the Graduate School (see: <https://gradschool.utk.edu/graduation/graduation-deadlines/>).

Depending on the planned graduation date, the exam dates are:

<u>Planned Graduation Date</u>	<u>Exam Date</u>
Fall	early/mid-November
Spring	early/mid-April
Summer	mid-May

The exam date will be communicated no later than four weeks prior to the exam. Each non-thesis MA candidate will have a committee of three faculty members in German.

Examination Structure: The exam is a take-home exam that needs to be completed in 60 hours. Students need to reference all sources they used and consulted when completing the exam. It consists of four equally weighted components (25% each) based on the student's annotated reading list. They are:

- 1) Identifications: the student must answer 10 out of 15
- 2) and 3) Short essays: the student must answer two of three essay questions
- 4) A section examining linguistics and/or literature prior to 1750: this component may include identifications or essay questions

Retaking of Exam

Students who do not pass the non-thesis M.A. exam have the right to retake it in the following semester. In borderline cases, the faculty may invite the student to take a follow-up oral exam in which at least four members of the German tenure and tenure-track faculty will participate.

The Five-Year BA/MA Program in German

For qualified students, the Department of World Languages and Cultures offers a 5-year BA-MA program with a BA major in "World Languages and Cultures — German concentration" and an MA in German (non-thesis option only with a comprehensive written exam). The primary component of the program is that a qualified student may take up to 9 credit hours of approved graduate courses for their senior undergraduate electives and have them count toward both the BA degree and the MA degree. The "Five-Year BA/MA Program – German Major, MA" is listed in the Graduate Catalog as one of the three options under the German major and there, students will find a detailed list of qualification criteria that must be met for admission to this program option.

Once a student finished the BA portion of this program, they then complete the remaining hours of graduate course work for the MA portion of the degree in two semesters by taking courses on literature, culture, film or language taught in the German program. A maximum of three 400-level courses (chosen from the 400-level courses that appear in the Graduate Catalog) may be counted toward the 30 credit hours of graduate coursework. Please note that graduate courses in other programs may be counted with permission of the graduate advisor in German. WLC 512

(Teaching a Foreign Language) is required of all GTAs who have not already had a similar graduate-level course, and WLC 512 counts toward the 30 hours for the MA. In addition to completing the 30 hours for graduate coursework, students in this program option also need to complete a written comprehensive exam. The exam component for this program option is identical to the exam component for the non-thesis German MA program. For details on this exam, please see above under the section “The M.A. in German – Non-Thesis Option.”

Miscellaneous German Program-Related Topics

German Scholarships: We would like to highlight that the German section is fortunate to have several scholarships available; details can be found here, and graduate students are encouraged to consider applying for those they are eligible for: <https://wlc.utk.edu/german/scholarships/>

Exchange Programs: The UT German Program has funded graduate exchange programs with several German universities. Graduate students of German who want to be considered for these exchanges must be nominated to our partner institutions early in the semester that precedes the semester in which they would like to start the exchange. For that reason, they should inform the Graduate Coordinator for German about their intent to participate in the exchange as early as possible, ideally two semesters prior to the desired start-date for the exchange.

Professionalization Courses: If GERM 595 (Graduate Colloquium) is offered, all graduate students in German should enroll in it for one hour in every semester it is offered. A maximum of three hours of the German Graduate Colloquium can count towards the degree. If offered, MFL 550 is required for new MA students and optional for all other graduate students.

Summer Teaching in the Second Year: Summer teaching assignments will normally not be given in your second year if you are in the thesis-program and have not completed an outline of the thesis by the beginning of the spring semester and a full first draft of the thesis by the end of the spring semester. For all other information on summer teaching, please see above under “Financial Support” (chapter 2 of this handbook).

Language Proficiency Examinations: The German Program is committed to further students’ proficiency training in German and to the application of proficiency standards in foreign language education and in its own program. The proficiency standards employed are those of the United States Foreign Service Institute and the American Council on the Teaching of Foreign Language. The standards stated below are minimum levels, and many students will achieve higher levels of competence. For MA Candidates the minimum standards expected upon conclusion of the program of study are “Advanced High” in reading and listening and “Advanced Mid” in writing and speaking according to the ACTFL-scale. This corresponds to the C1-level for reading and listening and the B2-level for writing and speaking on the CEFR-scale (Common European Framework of Reference). Students are encouraged to take a standardized German proficiency test at the B2 or C1 level (CEFR) at, for example, the Goethe Institute.

Extracurricular Events: The German Studies Program normally sponsors or co-sponsors several academic events during each academic year, and graduate students are expected to take advantage of these academic enrichment opportunities whenever possible.

VI. Structure and Requirements of the M.A. in Spanish

The Spanish MA degree is a two-year program that offers **two concentrations**, each with a thesis and non-thesis option. One is a concentration in **Literary and Cultural Studies (VI.1 below)** that focuses on the literatures and cultures of Spain, Latin America, and the Caribbean. The second is a concentration in **Applied Linguistics & Second Language Studies (VI.2)**, which provides students with foundational coursework in Spanish and Applied Linguistics, especially Second Language Studies, as well as offering options for cultural studies relevant to the Hispanic world and other linguistics coursework.

Concentrations:

1. Literary and Cultural Studies Concentration

For the literary and cultural studies concentration, students receive training in cultural studies, literary analysis, and the fundamentals of criticism, and are exposed to a wide variety of works and authors from different cultural areas, periods and genres. The M.A. degree is designed to prepare the student for advanced graduate studies in the field of Spanish or Latin American and the Caribbean literatures and cultures. Besides a potential career in academia, students may choose to pursue careers in such areas as business, government, translation, and communications. MA students may select the thesis or non-thesis option. The thesis option provides more focus on in-depth research while the non-thesis option requires more coursework.

It is advisable that students decide early whether you want to follow plan A (Thesis Option) or plan B (Non-Thesis Option), and let your advisor know. If you choose plan A, it is recommended that you have a thesis committee and research project selected by the end of your first academic year.

Specific Requirements for Thesis (A) and Non-thesis (B) options

A. Thesis Option

- 1) **Coursework:** Completion of a minimum of 24 hours in course work plus at least 6 hours in course SPAN 500 Thesis. A maximum of 6 hours may be taken at the 400 level; the rest at the 500 level. Under certain conditions, the student may take 600-level seminars. If the student chooses to have a minor, at least 24 hours must be taken in the major, and 6 hours in the minor.
- 2) A thesis with a minimum of 6 hours in course SPAN 500.
- 3) A written examination covering the course work and the M.A. reading list (Refer to the Spanish program website for the most up to date information).
- 4) A final oral examination covering the thesis.

- ***Forming Your M.A. Thesis Committee***

The M.A. committee is composed of three professors in the Spanish Program, one of whom serves as the chair and as the student's faculty adviser. Forming your committee is your responsibility. Your advisor may help you decide which faculty members to include, based on the expertise which your topic calls for.

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- ***Thesis Proposal***

Before research begins, with the help of the thesis advisor, the student is required to prepare in writing a thesis proposal which defines the thesis topic succinctly and specifically, gives some indication of how the thesis will be organized, and comments on the availability of necessary research materials (primary and secondary literature, for example). The student's Graduate Committee will examine the text, and either accept the proposal or return it for revision. The MA thesis proposal should be 5-7 pages in length, plus a preliminary bibliography.

- ***Thesis Defense***

Copies of the thesis should reach your advisor at least three weeks before the scheduled date for the oral exam. Your advisor makes these documents available to the Thesis Committee so that they may have enough time to read them in preparation for the exam. If your thesis is not submitted early, your oral exam could be postponed in order to give the faculty more time to read it. In that case, it is your responsibility to be aware of and work around any approaching Graduate School deadlines in order to avoid a last-minute rush.

The oral exam will last approximately one hour. Once it is completed successfully, you will meet with your thesis director in order to receive and incorporate any corrections/modifications which the committee may like to see made. The decision to award, deny or defer the M.A. degree will be made and announced to you immediately following the oral examination. If the thesis has been approved, committee members will then sign the official Graduate School form, which your advisor will circulate for signature.

B. Non-Thesis Option (Course Only with Comprehensive Exam)

1. Completion of at least 30 hours with a maximum of 6 at the 400 level and the rest at the 500 level. Under certain conditions, the student may take 600-level seminars. If the student chooses to have a minor, at least 24 hours must be taken in the major, and 6 hours in the minor.
2. A written examination covering the course work and the M.A. reading list (Procedures outlined above and refer to the Spanish program website for the most up to date reading lists).

General Requirements for Students in Literary and Cultural Studies Concentration

Course distribution and load

Full time MA students are expected to enroll in three 3-credit courses each semester (excluding summer semesters), at the 500 level (although exceptions can be made in the second year if students can graduate on time by taking 6 credits in a given semester). M.A. students are allowed to take a total of 6 credit hours at the 400 level during the course of the program, but the courses must be listed in the graduate catalog; consultation with the Spanish Graduate Coordinator is strongly recommended prior to registration in a 400-level course. WLC 512 is required of all graduate teaching assistants. Graduate students taking 400-level courses will be required to complete work for the course that is commensurate with the degree. It is at the discretion of the

course professor to create assignments for graduate students in their 400-level courses that meet the academic rigor and expectations of graduate study.

Examination Procedures for M.A. Students – Literature and Culture Concentration

All Literature and Culture Studies M.A. students must take a written examination based on the general reading list.

• *The Written Examination*

The M.A. exam is a comprehensive written exam composed of **seven** questions. Students taking the exam will receive one question in Applied Linguistics and choose three testing areas from the four under “Spain” (see table below) and three areas from the four under “Latin America and the Caribbean.” (Refer to the Spanish program website for the most up to date information). Students are held responsible for all works on the M.A. reading list, regardless of whether they have had classes in these areas or not. Students are strongly recommended to start the preparation for the M.A. exam as soon as possible (the first summer of the two-year program is most convenient for doing so).

Spain	Latin America and the Caribbean
Medieval	Pre-Colonial to 1825
16th & 17th centuries	1825-1910
18th & 19th centuries	1880-1945
20th century - present	1946-present

Exam questions will reflect the variety and scope of the materials in the areas tested as represented in the reading list and may also cover any additional works that students have read in classes during the course of their graduate studies. Questions will be general in nature, covering the genres and principal works of each period, yet will also entail reference to details in individual works. Students should be aware that they are expected to have read all of the works on the M.A. reading list, regardless of whether or not they have been covered in classes. Exams will be given on two alternate days, and the exam itself will occupy 6 hours each day. 90 minutes are provided for answering each question: the first 30 minutes is recommended for reflecting and planning, and the remaining 1 hour for writing the answer. A 15-minute rest is allowed between each question and a 1-hour break is allowed between the second and third questions.

Normally, the M.A. exam is given twice a year (around October and March). Students are expected to take the exam during the semester in which they are completing the minimum of 30 or the maximum of 36 hours of course work. They should notify the Spanish Graduate Coordinator of their intention to do so at least three months prior to the exam date.

Questions will be written by various members of the graduate teaching faculty, and will be graded according to the following scale: high pass/ pass/ low pass/ fail. Students who receive an overall grade of "high pass" are normally encouraged to go on for a Ph.D. degree at UTK or elsewhere. Those who receive an overall grade of "pass" will be given careful consideration for the Ph.D. program. Those who receive an overall score of "low pass" are not normally considered for the Ph.D. program. [Should they wish to be admitted to the Ph.D. program in our department, they will be required to take and pass a "pre-qualifying" diagnostic exam/interview before they will be considered]. Students who fail one to two questions can retake them or do remedial work within one month after the notification of the grades, as to be determined by the Spanish faculty. Students who fail one or both of these areas at the second try will repeat the questions in the failed area(s) at the next scheduled exam period. Students who fail any of these areas will not be awarded the MA degree. Students who fail three questions or more at the first try will repeat the questions in the failed area(s) at the next scheduled exam period. Students who fail one or more of these areas at this second try will not be awarded the MA degree. Registration in the university is required during the semester(s) in which the written exams are taken. M.A. students who qualify for a stipend can normally expect to have the stipend for two years, providing they are making progress in the program and maintain a GPA of 3.0 or better. Students are strongly discouraged from taking "incompletes." Students who have one or more incompletes on their record at the end of a semester may risk losing the stipend. Students who fail the M.A. exam should not expect their stipends to be renewed during the period in which they are preparing to re-take the exam.

****The "Minor" for M.A. Students in Spanish - Literary and Cultural Studies Concentration****

Graduate students can obtain an MA degree in Spanish with a minor concentration in Applied Linguistics or another language (French, German, Italian, Portuguese, or Russian). Students interested in pursuing a minor at the M.A. level should wait until the second year to begin work on the minor. The first year of the M.A. program should be devoted exclusively to Spanish classes, so that students become familiar with the program and the faculty, and so that they build a solid background in Spanish, Latin American and the Caribbean literatures and cultures before branching out into another field. Students who plan to get a minor should make their intentions known to their advisor and the section Graduate Coordinator at the end of their first year of studies. A plan should be mapped out, so that students are fully aware of the areas on the M.A. reading list that they will need to study on their own. Since the student working on a minor will take six hours in a field other than Spanish, they will need to assume more responsibility for covering the M.A. reading list on their own. Students who have a GPA of less than 3.5 at the end of the first year are discouraged from taking a minor, and should plan to take instead the maximum number of hours in Spanish in order to prepare for the M.A. exam. The minor area is not tested on the M.A. exam.

Students who have not officially declared a minor should take only Spanish classes.

2. Applied Linguistics & Second Language Studies Concentration

A. Thesis Option

The thesis option provides more focus on in-depth research.

Minimum of 30 graduate credit hours required.

Required Courses

- SPAN 500, 6 credit hours
- A minimum of 24 credit hours in graduate course work
 - A maximum of 9 credit hours may be taken at the 400-level (for graduate credit)
 - The remaining 15 credit hours at the 500-level
 - Under certain conditions, the student may take 600-level seminars.
 - At least 12 credit hours must be in courses taught in Spanish.
 - At least 18 credit hours must be Linguistics-related courses.
 - Required courses:
 - WLC 512 Teaching a Foreign Language
 - SPAN 529 Readings in Second Language Acquisition
 - SPAN 530 Linguistic Research Design and Methods
 - Statistics course - one of the following, or other approved course:
 - EDPY 577: Statistics in Applied Fields I (Educational Psychology)
 - PSYC 521 Analysis of Variance for Social Sciences
 - Remaining hours (beyond required courses) may be selected from the Elective courses list, or other courses approved in consultation with the Graduate Advisor and Linguistics Faculty.

Non-Course Requirements

- A thesis with a minimum of 6 credit hours of SPAN 500
- A written examination covering the course work and selected items from a master reading list.
- A final oral examination covering the thesis.

Thesis:

- The thesis committee should consist of a faculty mentor (from WLC) with two additional committee members (from WLC or outside of the department).
- Students will take 6 hours of thesis preparation, preferably 3 hours in the fall and 3 hours in the spring of the final year.
- Thesis topics may include areas such as linguistics, applied linguistics, second language acquisition or teaching of language and/or culture.
- The thesis may be an experimental research proposal with pilot data or a state-of-the-art literature review.
- The thesis should be approximately 50 pages in length (excluding bibliography) written in APA style.

Thesis defense:

- Consists of a presentation to committee members and an oral defense of the thesis.
- The thesis will be sent to committee members at least 2 weeks in advance of the defense.

B. Non-thesis Option (Course Only with Comprehensive Exam)

The Course Only with Comprehensive Exam option requires more coursework than the Thesis option.

Credit Hours Required

Minimum of 30 graduate credit hours

Required Courses

- Completion of at least 30 credit hours of graduate course work with
 - A maximum of 9 credit hours at the 400-level (taken for graduate credit)
 - The remaining 21 credit hours at the 500-level
 - Under certain conditions, the student may take 600-level seminars.
 - At least 12 credit hours must be in courses taught in Spanish.
 - At least 18 credit hours must be Linguistics-related courses.
 - Required courses:
 - WLC 512 Methods of SL Teaching
 - SPAN 529 Readings in Second Language Acquisition
 - SPAN 530 Linguistic Research Design and Methods
 - Statistics course - one of the following, or other approved course:
 - EDPY 577: Statistics in Applied Fields I (Educational Psychology)
 - PSYC 521 Analysis of Variance for Social Sciences
 - Remaining hours (beyond required courses) may be selected from the Elective courses list, or other courses approved in consultation with the Graduate Advisor and Linguistics Faculty.

Non-Course Requirements

- A written examination covering the course work and selected items from a reading list.

Comprehensive exams:

For students in the MA track focused on Applied Linguistics and Second Language Studies, students will take an exam in each of the following four areas:

1. Pedagogy (WLC 512)
2. SLA (SPAN 529)
3. Research Methods (SPAN 530)
4. Based on the Foundations in Applied Linguistics reading list or the topic of the student's MA thesis.

Format of the exam:

Exams will be given on two non-consecutive days, and the exam itself will occupy 4 hours each day. 120 minutes are provided for answering each question: the first 30 minutes is recommended for reflecting and planning, and the remaining 1.5 hours for writing the answer. A 30-minutes to 1 hour rest is allowed between each question on each day. Students can choose the order of the questions in consultation with their advisor.

Exam questions based on the areas 1-3 will cover the topics, concepts and readings from the core required classes (WLC 512, SPAN 529, SPAN 530). The exam question for area 4 will be based

on readings from the Applied linguistics reading list or a specific reading list related to the student's thesis topic developed in consultation with the student's thesis committee chair.

Applied Linguistics & Second Language Studies Elective Courses

Linguistics courses:

- SPAN 531 Old Spanish/History of Spanish Language
- SPAN 551 Topics in Hispanic Linguistics
- SPAN 621 Seminar in Spanish Literature or Linguistics
- SPAN 410 Intro to Hispanic Linguistics
- SPAN 420 Applied Linguistics
- SPAN 430 Topics in Hispanic Linguistics
- SPAN 432 Multilingualism
- SPAN 551 Topics in Hispanic Linguistics
- WLC 400 Psycholinguistics (note – new course - proposal being turned in at same time)
- LING 471 Sociolinguistics
- LING 472 History of English Language
- LING 474 Teaching English as a Second Language
- LING 476 Second Language Acquisition
- LING 425 Descriptive Linguistics
- LING 423 Historical Linguistics
- LING 426 Research Methods
- LING 421 Phonetics

Psychology and Educational Psychology Courses:

- PSYC 400 Advanced Cognitive Psychology
- PSYC 521 Analysis of Variance for Social Sciences
- PSYC 570 Cognitive and Affective Bases of Behavior
- PSYC 580 Research Design

Cultural course taught in Spanish:

- SPAN 434 Hispanic Culture through Film
- SPAN 461 Special Topics
- SPAN 461 Special Topics on Hispanic America or Peninsular Spain: Focus on some aspect of Hispanic American thought, literature, culture or film. Topics vary.
- SPAN 462 Gender & Sexuality in the Hispanic World
- SPAN 484 Race, Ethnicity, and Nation in Hispanic Literature
- SPAN 489 Topics in Hispanic Civilization
- SPAN 553 Topics in Peninsular cinema, literary and cultural studies:
- SPAN 581 Literature and Historicity.
- SPAN 587 Studies in Selected Topics from Latin American and Caribbean Literatures, Cultures, and Societies.

Language courses:

- If the student decides to complete a minor in another language, they can take a sequence of two courses in another language at an appropriate level.

****Teaching Responsibilities for all Spanish MA Students with a GTAship****

M.A. students who receive a stipend from the department do not teach until they have taken 18 hours of graduate course work in their field of study (Spanish). Instead, they will be given approximately 10 hours of supervised work per week. This work is often related to the first- and second-year language programs, but may occasionally be of a research-oriented nature, such as working with a professor as a research assistant. The exact nature of the work will be determined by the Language Program Director in collaboration with the Graduate Coordinator at the beginning of the student's program. During the second year, M.A. students will teach three courses (either 2 courses in the fall and one in the spring or vice versa). We strongly recommend that graduate students not accept teaching assignments in the summer or during mini-term so that they have enough time to successfully prepare for the M.A. exams.

APPENDICES

APPENDIX A: LIST OF PERTINENT GRADUATE STUDENT WEB PAGES

- Graduate School <http://gradschool.utk.edu>
 - Graduate Catalog <http://catalog.utk.edu/index.php>
 - Department of World Languages and Cultures <https://wlc.utk.edu/>
 - College of Arts and Sciences <https://artsci.utk.edu/>
 - Funding, Fellowships, Assistantships for Graduate Students <https://gradschool.utk.edu/costs-and-funding/graduate-fellowships/>
 - Graduate Student Appeals Procedure <https://gradschool.utk.edu/graduate-council/appeals-committee/the-university-of-tennessee-graduate-council-appeal-procedure/>
 - Office of Graduate Admissions <https://gradschool.utk.edu/future-students/office-of-graduate-admissions/>
 - Thesis/Dissertation Website <https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>
 - Graduation <https://gradschool.utk.edu/graduation/>
 - International Graduate Student Resources <https://gradschool.utk.edu/graduate-student-life/international-students/>
 - Hilltopics: A Student Handbook <https://studentlife.utk.edu/hilltopics/>
 - Graduate Student Senate <https://gss.utk.edu/>
 - Center for Global Engagement <https://cge.utk.edu/>
 - International House <https://ihouse.utk.edu/>
 - Counseling Center <http://counselingcenter.utk.edu>
 - Library Website for Graduate Students <http://www.lib.utk.edu/info/grad/>
 - Bursar's Office <https://bursar.utk.edu/>
 - Center for Career Development & Academic Exploration <http://career.utk.edu>
 - Student Conduct and Community Standards <https://studentlife.utk.edu/studentconduct/>
 - Student Disability Services <https://sds.utk.edu/>
 - Office of Access and Engagement <https://dae.utk.edu/>
 - Office of Multicultural Student Life <https://multicultural.utk.edu/>
 - Research, Integrity, and Assurance <https://research.utk.edu/research-integrity/>
 - Center for Care and Resilience (Emergency Student Resources) <https://studentlife.utk.edu/care/>
 - Parking Services <https://parking.utk.edu/>
 - OIT <http://oit.utk.edu/>
 - Housing <http://uthousing.utk.edu/tnliving/future/graduate.shtml>
 - Campus Safety Guide <http://safety.utk.edu/>
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- **APPENDIX B:**
IMPORTANT FORMS AND ADDITIONAL RESOURCES FOR

GRADUATE STUDENTS

- Graduate Student Deadline Dates <https://gradschool.utk.edu/academics/graduation/graduation-deadlines/>
- Graduate Student Forms (Main Page -- All Relevant Forms Can be Found Here)
<https://gradschool.utk.edu/academics/forms-central/>
- Graduate Student Travel Award Application Form and Guidelines <https://gss.utk.edu/gss-travel-awards/>
Please note: The departmental deadline is generally 2 weeks prior to the GSS Deadline!