

Guidelines for the Ph.D. Candidate in Spanish (Specialization in Hispanic Literature)

I. Admission to Candidacy

1. M.A. students in Spanish at the University of Wisconsin-Madison are admitted to doctoral studies in this Department on the recommendation of the M.A. examining committee.
2. A graduate student with the M.A. from another institution is admitted to the doctoral program by virtue of their acceptance in the Department. A minimum graduate G.P.A. of 3.40 (on a 4.00 scale) is required.

II. The Academic Advisor

1. The academic advisor plays a key role in guiding, supervising, and mentoring graduate students. The doctoral candidate arranges their program with an assigned graduate advisor, representing one of the areas of concentration, at the beginning of their studies in this department. The advisor represents a field in which the student has expressed primary interest. The candidate may, of course, seek advice and suggestions from individual professors, but it is important to maintain frequent and ongoing contact with the regular advisor. At the beginning of the second semester in residence the academic advisor and the candidate make a detailed review of the first semester's progress. New doctoral students may also select from the beginning a faculty advisor with whom they want to work in their doctoral studies.
2. As soon as the doctoral candidate begins to define a dissertation area, they are encouraged to select the dissertation advisor/director. Once identified, the dissertation director becomes the academic advisor and will subsequently serve on the student's Preliminary Examination examining committee.

III. Areas of Specialization

1. The Ph.D. Hispanic Literature program in the Department of Spanish and Portuguese at the University of Wisconsin-Madison offers five areas of study:
 - a. Medieval
 - b. Golden Age
 - c. Modern Peninsular
 - d. Spanish American I (Colonial to 1900)
 - e. Spanish American II (Twentieth and Twentieth-First Centuries)
 - f. Linguistics (may be used as **supporting field only**, provided written consent of graduate advisor is obtained)

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2. In the doctoral program the student selects a major as an area of specialization. The student is expected to have a thorough knowledge of the currents, primary works and critical bibliography pertaining to it. The program of studies leading toward the Ph.D. in this Department provides multiple opportunities for the development of analytical skills, and integrated with those skills an extensive knowledge of theoretical issues. The selection of the major is made by the beginning of the second semester of doctoral studies, but students can select the Major at the beginning of the doctoral program. Any subsequent change should be recorded promptly in the departmental office.

IV. Course Requirement

1. Students must earn a minimum of 51 credits. Credits earned toward the Ph.D. minor, minimum.

The graduate school requires 33 of the 51 credits be in graduate level work (identified with the graduate level course attribute in the University course guide). 24 of these 33 credits must be taken within the department.

Note: Students, in consultation with their advisor, should ensure that they have a minimum of five advanced courses beyond the M.A., if completed at the University of Wisconsin-Madison, or six advanced course beyond the M.A. if completed at another institution. At least two of these courses must be in the major. One of these advanced courses may be taken outside the Department, with the advisor's consent. An advanced course is defined as 600-level, or above.

3. Language Requirements

Knowledge of other languages is essential for doctoral research. Candidates must demonstrate proficiency in either one or two languages appropriate for their area of research, to be decided in consultation with their advisor. Students are urged to fulfill the language requirements as early as possible in their doctoral studies. In any event, these must be fulfilled prior to the Preliminary Examination.

While any language may be used to fulfill the language requirement, the most common ones are those with regular course offerings or reading knowledge exams like Spanish (for candidates in Portuguese) or Portuguese (for candidates in Spanish), French, Italian, Latin, German, Arabic, Hebrew, Quechua and Yucatec Maya. Proficiency is defined as the level reached in any of the courses or pairs of courses listed below (or their equivalent), with the grades indicated, or a score of "Advanced High Pass/High Pass" on the UW Extension Reading Knowledge Exam if it is offered.

Requirements for specific languages

Arabic: Arabic 321-322 or its equivalent with a grade of B or better.

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- French: French 391, “French for Reading Knowledge” with a grade of A, or a score of “Advanced High Pass” on the UW Extension French Reading Knowledge Exam (for information visit <https://continuingstudies.wisc.edu/classes/language-reading-exam/>)
- German: A score of “high pass” on the UW Extension German Reading Knowledge Exam (for information visit <https://continuingstudies.wisc.edu/classes/language-reading-exam/>)
- Hebrew: Hebrew 103-104 or its equivalent with a grade of B or better.
- Italian: A grade of A in either Italian 301 or Italian 201, with the understanding that Italian 201 does not count for graduate credit or a score of “Advanced High Pass” on the UW Extension Italian Reading Knowledge Exam (for information visit <https://continuingstudies.wisc.edu/classes/language-reading-exam/>)
- Latin: Latin 391-392 “Latin for Graduate Reading Knowledge” or 2 college semesters of Latin (e.g., Latin 103 and 104 or the equivalent), with a grade of B or better.
- Portuguese: A grade of B or better in Portuguese 301 and one advanced course above P302 or a departmental examination to confirm advanced proficiency.
(Courses taken to fulfill the language requirement cannot count toward the minor in Portuguese.)
- Quechua: A grade of B or better in Anthropology 364 (Advanced Quechua)
- Spanish: A grade of AB or better in a graduate-level Spanish course, or a score of “Advanced High Pass” on the UW Extension Spanish Reading Knowledge Exam (for information visit <https://continuingstudies.wisc.edu/classes/language-reading-exam/>)
- Yucatec Maya: A grade of B or better in Anthropology/LACIS 376-377

In the event that proficiency has been attained in a way not specified in the list above, or for a language not included in the list, students are asked to send a petition to the Graduate Studies Committee with relevant documentation (i.e. transcripts from another university) so it can ascertain compliance with the requirement. In general, 6 college semesters of language practice with a grade of B or better (or the equivalent) is considered to be the minimum for being in compliance.

4. Teaching Requirement

All candidates for the Ph.D. degree must teach courses in their language specialty within the Department (or teach courses outside approved by the Department) for a minimum of two semesters. Such teaching is for the purpose of professional training, and the candidate's performance will be monitored by course supervisors and the Departmental evaluation committee. The degree will not be conferred until this requirement has been satisfied. Please note the following requirements for teaching:

- a. Spanish 770 is a requirement for teaching in the department.
- b. Since teaching is a requirement for the Ph.D., so then is Spanish 770 by virtue of item a.

5. Residency Requirement

Prior to taking the Preliminary Examination, the candidate must have taken a minimum of two semesters of six credits each in the department. This does not include Independent Study.

6. Ph.D. Minor

The doctoral candidate must present a minor in work done outside of Spanish. The minor should be in an area related to the major field of interest. Portuguese, French, Comparative Literature and Latin American, Caribbean and Iberian Studies are among the most common minors. Distributed minors (for a minimum of 9 credits) must be approved by the advisor. Requirements for the minor are established by the respective department. Since the minor should complement the student's major area of concentration, the student should arrange their program with the minor department as early as possible in the doctoral career. For a minor in Portuguese, the student should have a minimum of nine credits beyond Portuguese 301/302. Also, courses taken to fulfill the language requirement cannot count toward the minor in Portuguese.

7. Transfer Credits

After one semester in residence here, incoming Ph.D. graduate students from other universities may petition the Graduate Studies Committee to transfer graduate credits taken at their previous university to satisfy requirements here. In the Spanish Ph.D., a maximum of three courses (9 credits) may be transferred from their previous program toward their degree requirements, except in the major field. Transfer credits could be allocated to other requirements in literary theory, languages, advanced courses, or distributed minors. Each petition must be approved by the advisor, validated by a faculty member specializing in that field, and assessed by the Graduate Studies

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Committee with regard to its level and appropriateness. Only in rare circumstances will exceptions be considered.

V. Satisfactory Progress

1. Students must maintain a 3.0 average each semester; if not, they are placed on probation and are ineligible to take the Preliminary Examination. A student on probation for over two semesters may be dropped from the doctoral program.
2. Incompletes may be granted only in emergency situations and then only with prior approval of the Chair of the Department. Any incomplete not removed within one semester after being incurred is automatically a failure.
3. All graduate students who are candidates for a Ph.D. degree in literature in this department must take a minimum of two graduate-level courses in Spanish and/or Portuguese for credit each semester, exclusive of Independent Reading courses, with the following exceptions:
 - a. in the semester before taking the Preliminary Examination, a doctoral student may count an Independent Reading (899) designed to work toward the dissertation proposal as one of the two courses, as long as another course is taken in the department. This exception may only apply once, even in the case that the Preliminary Examination is postponed.
 - b. students may count as exceptions up to three courses taken toward their Ph.D. minor. Every time that students request this exemption they must fill out the appropriate form for this purpose ("Exception to the Two-Course Rule for Minor Courses") to be signed by the advisor and given back to the Graduate Coordinator.

An audited course does not count toward the two-course minimum requirement.

If the two-course rule impedes the student's progress toward completion of the degree, students may petition an exception, with the written support of their advisor. This regulation does not apply to students who have passed the Ph.D. Preliminary Examination.

VI. Preliminary Examination

Examination times: The Preliminary Examination must be taken after course requirements IV. (1) - (5) have been met. The examination is given in January and August each year.

Examination committee: The examination committee will consist of three faculty members. The advisor's candidate will serve as Chair of the committee and will coordinate with the other two examiners and the candidate to create the reading lists and/or the set of thematic,

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theoretical or methodological questions to be addressed.

Structure of the examination: The prelim has two parts: a written part and an oral part.

1. **Written Part:** The written part of the exam has two components: A. A series of take-home exams and B. A 5- to 10-page dissertation prospectus plus bibliography.
 - A. **Take-Home Exams:** The candidate is required to answer two of four questions. Duration of the take-home: The candidate will have one week for each take-home exam question. Each question should produce an answer no longer than 3000 words typed in a standard font, double-spaced, and it must include a bibliography that follows the MLA (Literature) or APA (Linguistics) style sheet.
 - B. **Dissertation Prospectus:** In the semester before taking the Preliminary Examination, a doctoral candidate must take an Independent Reading course (899) designed to work toward the dissertation proposal. A 5- to 10-page dissertation prospectus plus bibliography will be submitted to the examination committee members at least one week prior to the oral examination. This prospectus will represent the candidate's work during the Independent reading as well as serve as a document indicating the candidate's tentative dissertation focus.
2. **Oral Part:** An oral examination defense follows the written portions of the Preliminary Examination. The oral exam defense is, approximately, two hours long, at the discretion of the examining committee. It should cover both the take-home examinations and the dissertation prospectus. In the oral defense, the candidate will clarify, explain or complement the answers provided in their take-home written exams and dissertation prospectus. If the candidate provided satisfactory answers to the take-home exams, the oral part can be directed mainly towards the defense of the dissertation prospectus. This will be an opportunity for the candidate to share and receive feedback from the committee as well as a way to narrow down the possible dissertation topics.
3. **Evaluation:** The candidate will receive a grade of pass or fail in the preliminary examination. In the case of failing the exam, it could be retaken once within a month (after consultation with the adviser). Should the dissertation prospectus be approved, the candidate will have a maximum of three months to officially defend a dissertation proposal. At the discretion of the examination committee, the prospectus approval could already be considered a proposal defense.

The Doctoral Dissertation

1. The student is encouraged to begin planning the dissertation as early as possible in their doctoral studies. Such planning should encompass possible topics and potential

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directors. The candidate must have narrowed down their topic and determined who will serve as the dissertation director by the time of the Ph.D. Preliminary Examination, since the dissertation director must be one of the examiners in the major field. The determination of the dissertation director is accomplished through mutual agreement between professor and candidate. However, when in the opinion of the candidate such relationship ceases to function acceptably, the candidate MUST enlist the involvement of the Director of Graduate Studies in arranging for a change in dissertation director.

2. The defense of the dissertation proposal is to take place within three months of the successful completion of the Preliminary Examination. Students who are unable to defend their proposal within this time must petition the Graduate Studies Committee for an extension in order to remain in good academic standing. The dissertation topic must be approved not only by the director but also by the other two members of the student's reading committee (selected jointly by the director and the candidate). They will have repeated opportunities for direct advice and consultation with the candidate and the director during the writing of the dissertation. Their written approval of the dissertation is required prior to the final defense.
3. The Department of Spanish and Portuguese enforces the Graduate School policy that establishes a five-year deadline for completion and defense of the doctoral dissertation. If the candidate does not complete the dissertation within five years of the Preliminary Examination, the candidate must retake this examination.
4. The final oral examination for the Ph.D. (the dissertation defense) will concentrate solely on the dissertation and generally does not exceed two hours in length. The examining committee is composed of a minimum of four members, at least one of whom must be from outside the student's program in Spanish, and at least three of whom, including the dissertation director, should be designated as readers. This examination is held at least two weeks after the dissertation is submitted (The topic of the dissertation must, of course, pertain to the major field. If after the Preliminary Examination the student decides to write on a topic unrelated to the area of major concentration, they will be expected to pass a major examination in that field).

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