Information for Current and Future Graduate Students
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M.A. IN SPANISH AND HISPANIC STUDIES REQUIREMENTS
GRADUATE CERTIFICATE IN SPANISH AND HISPANIC STUDIES
GRADUATE CERTIFICATE IN GERMAN STUDIES
GRADUATE CERTIFICATE IN FRENCH AND FRANCOPHONE STUDIES
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9. Summary of Courses
This handbook is a summary of the major policies affecting graduate students in the Department of World Languages and Cultures at Northern Illinois University, (henceforth “WLC”). Although care has been taken to ensure the accuracy of the Handbook, it is important for students to know that they are also bound by the policies of the Graduate School and the Graduate Catalog. If there is any inconsistency between this Handbook and the Graduate Catalog, the policies in the Catalog take precedence.

WLC offers graduate work relevant to theoretical, applied, and research interests. The Master of Arts in World Languages and Cultures degree with specialization in Spanish and Hispanic Studies has been designed to offer a coherent and significant learning experiences that provides a basis for many potential careers in a variety of both private and public fields.

All Master of Arts students in Spanish and Hispanic Studies receive grounding in literature, civilization, and culture of Spain and Latin America, are introduced into several key linguistic aspects of the Spanish language, are taught the principles of translation theory and trained in translation practice. Consistent with its commitment to theoretical and methodological diversity, the department supports an ample range of substantive and paradigmatic interests. It is possible for a student to focus on an orientation (literature, culture, translation, linguistics, or their combination), depending on personal or professional interests. Interdisciplinarity in the final M.A. project (thesis) is encouraged. Students have two options to complete their graduate requirements

- Option 1. Successful completion of 10 regular courses and a two-part comprehensive examination based on course work and the graduate reading list. The examination consists of a written and an oral exam.
- Option 2. Successful completion of nine regular courses, a written thesis (FLSP 699) and an oral defense that includes a comprehensive examination based on course work.

The Chair, the Coordinator of Graduate Studies, and other faculty members are easily accessible. Close working relationships with faculty members are encouraged through reading courses, thesis supervision, seminars, conference participation, and academic activities aimed at graduate students.

Department-based graduate assistantships are available on a competitive basis. An assistantship provides a monetary stipend and a tuition waiver scholarship, covering in-state or out-of-state tuition, for the academic year. Please note that an assistantship does not provide payment of the student’s fees, however, which remains the responsibility of the students. A number of other assistantships and fellowships are also available through the Graduate School and other academic departments.

Each entering student must consult with the department’s Coordinator of Graduate Studies. The Coordinator will work with the student to plan his or her graduate program in Spanish and check that the requirements are being met. The Coordinator is available throughout the student’s career at NIU and should be consulted about any question or issue related to the program.
1. Admission to the Graduate Program in Spanish and Hispanic Studies

Spanish majors and students with other albeit related academic background are eligible for admission to the Spanish and Hispanic Studies graduate program. Before entering the program, an applicant must have attained a bachelor’s degree from a four-year accredited college or institution, national or foreign. If the degree work does not include at least an introductory course on literary analysis and a survey of literature, these will be identified as deficiencies. Additional deficiencies might be identified prior to, or during, the formal interview. Such deficiencies must be remedied before beginning the graduate program, by taking undergraduate courses to be determined in consultation with the Coordinator of Graduate Studies. Course credits taken for purpose of remedying deficiencies will not count toward the master’s degree.

The Coordinator of Graduate Studies examines each applicant’s file. Admission to the graduate program is based on the applicant’s undergraduate grade point average (GPA), performance on the Graduate Record Examination (GRE), letters of recommendation, writing samples, and other evidence of ability to succeed in the program. Ordinarily, the department requires an undergraduate GPA consistent with the Graduate School requirements, but the department prefers applicants with a GPA. of 3.0 or higher, and must provide special justification to the Graduate School if recommending admission to a student whose undergraduate GPA is below 2.75. The department prefers the following GRE scores: Verbal Reasoning 160+; Analytical Writing 4.5 and above. Applicants are also required to submit a sample (not to exceed 16 pages) of their written abilities in Spanish, usually, but not limited to, a copy of a term paper, academic written assignments or other substantive essays. The department may approve waiving the requirement to submit official scores on the GRE for an applicant who has already earned a graduate degree from an accredited institution or for an applicant who is pursuing or has completed a baccalaureate degree at WLC with a cumulative NIU undergraduate GPA of at least 3.00.

Applications for Graduate School are available online and cost $60 (http://www.grad.niu.edu/grad/admissions/apply-now.shtml). The completed application and all required supportive materials — except for the writing samples, which can be sent directly to the Coordinator of Graduate studies at the Dept. of World Languages and Cultures — should be submitted to the Graduate School. For GRE testing dates, fees, and locations, visit the Graduate Record Examinations website (http://www.ets.org/gre/) or obtain this information from the Graduate School at NIU. NIU’s code for the GRE is 1559.
1.1 Students-at-large

A student with a bachelor’s degree from an accredited college or university, who has not yet been accepted by the Graduate School, may - with departmental approval - take graduate courses for credit as a student-at-large (SAL). No more than nine (9) semester hours (credits) of such courses will be applied to the master’s program in Spanish. The prospective student should be aware of the regulations regarding SAL status, as detailed in the Graduate Catalog (section: Admission to Graduate Study) or here (https://www.grad.niu.edu/grad/admissions/at-large/index.shtml). WLC is not obligated to accept a student-at-large for the master’s program, even if he or she has successfully completed courses in Spanish. The department urges all students-at-large who intend to take courses in the department before applying for formal admission into the program to consult with the department’s Coordinator for Graduate Studies.

1.2 International Students

International students should examine the special instructions for admission in the Graduate Catalog (http://www.niu.edu/grad/admissions/international/index.shtml). Those whose native language is not English should note in particular the requirements concerning the Test of English as a Foreign Language (TOEFL). The Graduate School at NIU has more information about this requirement. https://niu.edu/international_admissions/admissions/requirements/transfer/index.shtml. Any one of the following will be considered as adequate proof of English proficiency:

- TOEFL (use NIU’s TOEFL Code 1559)- Either an Internet-based or paper-based test. Required minimum scores:
  - 71 on an Internet-based test-
  - 527 on a paper-based test
- IELTS: Minimum required overall band score of 6.0

1.3 Transfer of credit

With the approval of the department and the Dean of the Graduate School, a student may transfer a maximum of 6 semester hours of graduate courses taken from other accredited colleges or universities, national or foreign.

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1 If the final grade earned in a class is lower than a B this class taken as a student-at-large will not be applied to the master’s program in Spanish.
2. Course Work

A minimum of 30 semester hours of credit are necessary (including at least 3 semester hours for the thesis itself, i.e., FLSP 699). Students should take all their courses at the 500 level. The Graduate School requires a minimum of 15 credits at this level for all graduate students.

Students must maintain an overall GPA of 3.0 or higher. If a student’s cumulative GPA drops below 3.00, the student will be placed on academic probation for up to 9 hours, until the GPA is raised to 3.00 or above (see the section on “Academic Standing” under the heading “General Regulations” in the Graduate Catalog for details https://www.niu.edu/clas/audience/faculty/clas_curriculum/Graduate_Grading_System-Effective%20Fall%202013.pdf). If the student fails to return the GPA to 3.00 or better within this time, s/he will be academically dismissed. The accumulation of 6 hours of D, F, U, or WF will also result in dismissal from the Graduate School, regardless of the overall GPA. Only courses in which a C or higher is earned carry graduate credit and can be applied toward the degree. Thus required courses in which a D or F is earned must be repeated.

When special circumstances prevent a student from completing the requirement of a course, the instructor may, at her or his discretion, assign a grade of “incomplete” (I). However, the students should diligently strive to avoid such grades by completing all the required work in their courses by the end of the semester. An incomplete, if the work is not completed prior to the beginning of the next semester, adds to the student’s workload, and is likely to have a negative cumulative effect on the student's progress. The work needs to be completed 120 days after the last day of final examinations during the term for which the incomplete is assigned. If the grade is not changed by the instructor at that time it will revert to an F. Please check the link in the paragraph above for the Incomplete policy.

The department recommends that graduate students take no more than 9 hours per semester in the fall and spring, and no more than 6 hours in the summer. Individuals who are employed outside the university full time should not enroll for more than 6 hours per semester. Similarly, full-time graduate students (9 credit hours in fall or spring, 6 in summer) should not be employed for more than 20 hours a week.

A student who is a teaching assistant at the department may request permission from the department to take an underload, enrolling for only 6 semester hours in the fall or spring. Such requests will normally be approved only for a student's final semester(s), and only if the underload will not delay the student’s graduation.

International students on F-1 or J-1 visas are required by the Graduate School to register for a minimum of 9 hours during the fall and spring semesters.

Dating from the first course applied toward the requirements of the master’s program, a student has a maximum of 6 consecutive years in which to complete all requirements for the master’s degree. This includes all work taken as a student-at-large, as well as any transfer credit accepted toward the degree.

2.1 Independent Study

A student who wishes to study with more detail a specific topic not covered by the regular courses, may enroll in Independent Study for one, two, or three semester hours of credit. The student will work under the close supervision of a faculty member whose expertise covers the area in which the student’s interest lies. Both the consent of the instructor and the permission of the department must be obtained before registering for the Independent Study. No more than 3 hours of credit may be earned in this course.

2.2 Reading List

Please consult department website for current lists.
3. Graduate Portfolio and Summary of Courses

The Summary of Courses created by the students form the basis for the oral examination during the thesis defense or for the comprehensive exam.

The Summary of Courses taken by the student should follow this model:

1. List the title of the class (e.g. FLSP 538)
2. List the name of the professor who taught the class
3. Note when the class was taken (semester and year)
4. List all the readings (articles and books) assigned for this class
5. Include the title of the final paper written for this class and a brief description of its contents or, in the case of a translation class, include a brief description of the source language original

Students should use the table listed under 9. on page 25 below, also available on the WLC website, to complete the Summary of Courses.

In order to graduate, all students regardless of Option chosen need to provide an electronic portfolio, which is to include the following:

- Summary of Courses
- Artifact from each of the courses taken (e.g., a paper, a project, a recording, …)

Turn in the portfolio to the Graduate Coordinator.
4. Evidence of Mastery

In order to earn the master’s degree, students must demonstrate mastery and this is measured through a thesis or comprehensive exam.

4.1 Thesis Option

A thesis is intended to provide the student with the opportunity to grapple with a significant problem in one area of student’s choice: literature, culture, translation studies, linguistics, or a combination thereof. The student attempts to pose meaningful questions and systematically marshal a body of evidence to address these questions. Students need to take nine courses (27 credit hours) and FLSP 699 – Master’s Thesis in Spanish (3).

Students must consult with the Coordinator of Graduate Studies for initial orientation. The student should explore topics for the thesis in consultation with faculty members who have substantive knowledge in the particular field. The student should then choose one faculty member to serve as Thesis Director of the committee and two other faculty members to serve as members (readers) of the committee. The Thesis Director must be a member of the graduate faculty in the Department. If there is no member of the graduate faculty who is a specialist in the area of interest for the student, the Chair of the department can request a one-time dispensation for another faculty member to serve as Thesis Director of said committee. Once the topic is agreed on, the student should write a five-to-six double-spaced typed proposal containing an introduction, information on the planned objective of project (thesis), a detailed outline, general information on the content of the different chapters, and an initial substantive annotated bibliography of primary and secondary sources.

A student is not to begin work on a thesis or enroll for thesis credit until he or she has chosen a faculty member to serve as Thesis Director of his or her thesis committee, and this faculty member has approved the proposal presented by the student. This decision should be also communicated to the Coordinator of Graduate Studies in written form to be filed in the student’s file. Once the student enrolls in the first hour of FLSP 699 FLSP 699, but has not completed the master’s degree in the first semester of thesis enrollment, continuing enrollment in FLSP 699FLSP 699 per term (including summer) as an audit is required until the degree is completed.

M.A. theses involving interpretation of written texts, cultural studies, theoretical research in linguistics, collection and analysis of data as in projects related to linguistics and sociolinguistics, explication du texte, etc., are typically between 50 and 70 pages long. A bibliography of primary and secondary sources must be attached. The thesis format has to either follow the MLA or the APA format consistently. If the student elects to write the M.A. thesis in English, it will be the combined responsibility of both the Thesis Director and the student to seek assistance from the Writing Center at NIU if the necessity or suitability arises. The objective of the M.A. thesis is to fill a gap in the research of a particular topic. The thesis should contribute a new perspective to what has been previously researched about said topic.

A thesis that involves translation to English from Spanish, from Spanish to English (of substantial literary, academic or other texts) also falls under the FLSP 699 designation and students must follow all the Graduate School guidelines regarding the format of master’s theses, which can be obtained from the Graduate School internet site. Should the student choose to undertake a translation, the length of material to be translated should comprise 40 to 50 pages of the original (i.e., 20,000 to 25,000 words). EVERY original text for the M.A. thesis involving translation as the main core of the thesis work needs to be approved by the Coordinator and the Chair of the Department, in consultation with the M.A. thesis director. In addition to the translation, the student writes an introduction (15 to 20 pages minimum, i.e., 7,500 – 8,000 words) in English or in Spanish which should consist of two parts: (1) the

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2 FLSP 699 is usually taken at least over two semesters
first part should include a personal reflection about the translation process in which the student explains the justification for the translation, the difficulties encountered in the translation, and how those problems were resolved including a review of the relevant literature in Translation Studies; (2) the second part should introduce the subject matter of the text(s) translated – in a form similar to that of a brief academic paper – according to criteria agreed upon by the student and the M.A. thesis director, with input from the other committee readers. In addition, a bibliography of primary and secondary sources must be attached.

If the thesis research involves human subjects, special approval is required prior to the collection of any data. A review by the Graduate School’s Institutional Review Board (IRB) is required. In any event, if this approval is not obtained, the Graduate School will not approve the thesis. Prior to commencing the research, students should consult the Office of Research Compliance website (http://www.niu.edu/divresearch/compliance/), their Thesis Director, and the department’s Chair for assistance.

The Thesis Director is involved in the thesis’ development from the beginning. He/She should meet with the student several times a semester, preferably after having read each chapter. The Thesis Director is to return the chapters with suggestions, comments, etc. It is likely that several drafts of the thesis may have to be written. Once the Thesis is in a defensible form, the student should share his/her writings with the other two committee members. It is vital that the committee members have sufficient time to read the thesis before the defense. WLC suggests at least three weeks before the defense. The student then must defend the completed thesis in a location open to the public prior to its submission to the Graduate School. Information on the defense date and title of thesis project will be circulated among other graduate students, instructors, lecturers, and faculty members in the Department, and also posted near the main office in Watson Hall. After the defense, the student under the mentorship of the Thesis Director incorporates the Committee Members’ suggestions and corrections. Committee Members may request to look at the thesis again before it is submitted to the Graduate School. It is important that Graduate School deadlines are strictly followed to ensure a timely graduation.

An approved thesis is submitted to the Graduate School, along with a signed thesis-approval form. The format of the thesis must conform to the requirements of the Graduate School, which are contained in the, “Guidelines for Preparing a Thesis at NIU” {https://www.niu.edu/grad/thesis/pdf/ETD-Guidelines-Thesis.pdf}. The Graduate School may require revisions in style and form before the thesis is accepted. More information about the Thesis and Dissertation Office can be found here {https://www.niu.edu/grad/thesis/index.shtml}. 
4.2 Non-Thesis Option

Students who want to receive their M.A. without a thesis need to meet with the Coordinator of Graduate Studies during their first semester to discuss the option and the associated path. Students need to complete 30 hours of regular coursework and then pass a two-part comprehensive examination which is based on the coursework as well as on WLC’s Graduate Reading List. The examination consists of a written and an oral examination.

Comprehensive Final Examination

Length: Five-hour written examination (taken on a single day).
When: The comprehensive examination is offered once in the fall and once in the spring. Students take the examination the semester in which they complete their coursework.
Content: Based on the Department’s reading list.
Sections: The examination will contain questions over three of the following four areas:
   A. Spanish Peninsular Literature
   B. Spanish-American Literature
   C. Hispanic Linguistics
   D. Translation

The student will choose which area to eliminate. Up to one hour and forty minutes (100 minutes) will be designated for each of the three areas. Within each area, students will be given a choice between two questions, and answer only ONE of the two. The exam will consist of three type-written answers. Students may bring primary sources and secondary sources to the written examination. Whenever possible, feedback regarding whether students “pass,” “fail,” or “must repeat one section” will be indicated to the students within two weeks of their finishing the written portion of the exam. The final grade for the Comprehensive Examination will be “High Pass,” “Pass,” “Low Pass,” or “Fail.”

Deficient performance on the examination:
If a student fails one of the three sections of the exam, s/he may attempt a retake of that section (with different questions) during the following semester. Students may repeat the section only once. A student failing two or more sections of the written exam has failed the exam, and will not be able to retake it.

Oral comprehensive examination:
The oral comprehensive examination will be scheduled after the student takes the comprehensive exam. However, two weeks before the comprehensive exam, the student will receive one question from each member of her/his committee. The student will prepare answers to these questions at home, and will respond orally in Spanish to these questions during the oral comprehensive examination. These questions will deal with select subject matter from the courses the student took during his/her M.A. studies. Students are required to prepare a PowerPoint or Prezi presentation, or to make a handout to distribute among committee members.
5. Important Dates

Graduate students are responsible for determining and meeting all of the deadlines imposed by the department or the Graduate School. These dates may be obtained from the Coordinator of Graduate Studies, and/or the Graduate School.

Approximate Deadlines for Submissions

<table>
<thead>
<tr>
<th>What to do</th>
<th>when</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Thesis Committee Approval Form</td>
<td>Two semesters prior to initial enrollment in FLSP 699</td>
</tr>
<tr>
<td>If the project will include human subjects, submit IRB Inquiry Form and get IRB approval.</td>
<td>Two semesters prior to initial enrollment in FLSP 699</td>
</tr>
<tr>
<td>submit thesis draft to the committee</td>
<td>at least three weeks before the defense</td>
</tr>
<tr>
<td>Submit Application for Degree</td>
<td>About 3 months before Graduation Date</td>
</tr>
<tr>
<td>Submit Request for Oral Defense of Thesis</td>
<td>About 1 month before date of defense</td>
</tr>
<tr>
<td>Submit post-defense version of your thesis for Graduate School review.</td>
<td>1 week after date of defense</td>
</tr>
</tbody>
</table>

3 Check with the Graduate School (Graduation Deadlines for Graduate Students) for exact dates.
6. Guidelines for the writing and defense of M.A. theses and translations

6.1 Setting up the Committee

1. Before completing 18 credits of class work, the student must meet with the Coordinator for Graduate Studies (henceforth “Coordinator”) to formally start the M.A. thesis process. At this time, possible topics for the M.A. thesis and the choice of a possible thesis director will be discussed. This should be completed at least two semesters before the intended graduation date.

2. The student contacts the proposed Thesis Director (“Director”) in order to discuss the project and establish a timeline for successful completion. Note: this process should be started at least two semesters prior to the initial enrollment in FLSP 699 – MA Thesis credits.

3. The student then proceeds to produce a written proposal (see section 4.1) with the help of the Director, which must be formally approved by the Director.

4. In consultation with the Director, the student will select two additional members of the Thesis Committee from among members of the Graduate Faculty. The formal invitation to serve as a committee member must include the proposal upon which committee members are welcome to provide feedback.

6.2 Writing the Thesis

1. While enrolled in FLSP 699, the student will check in regularly with the Director to discuss the progress of the thesis and provide chapters of the thesis.

2. The student is to provide each committee member with rewritten chapters/sections after they have been evaluated by the Director. The committee members must be given two to three weeks to read and make comments.

3. Throughout the writing process, the student is to follow the NIU thesis guidelines, found on the Graduate School website.

4. A thesis written in the target language needs a one page abstract in English; a thesis written in English needs a one page abstract in the target language.

6.3 Setting up the Defense

1. The student must consult with his/her Committee members about deadlines and about setting the defense date. The student must be aware of the possibility that not all faculty members of the M.A. thesis committee will be available to meet for the defense during the summer, thus the defense should be scheduled for the fall of the spring semester.

2. The defense should take place at least two weeks before the deadline established by the Graduate School to submit the post-defense version of the thesis electronically (see Graduation Deadlines for Graduate Students).
3. **At least three weeks prior to the defense date** the student must provide each member of the Committee with a copy of the document to be defended. At this time the student must also deliver to each member of the Committee information on the classes he/she took within our department (see Section 3. Graduate Portfolio and Summary of Courses). Failure to meet this dual deadline may result in the postponement of the defense to the next academic semester.

4. **Two weeks before the defense**, the student will receive one question from each member of her/his committee. The student will prepare answers to these questions at home, and will respond orally in the target language to these questions during the defense. These questions will deal with select subject matter from the courses the student took during his/her M.A. studies.

6.4 **The M.A. Thesis Defense**

1. The Defense is a professional event for all parties involved.

2. The student may invite other faculty members, fellow students, family and/or friends to the defense, which may be open to the public if the student so wishes. All of the guests present during the defense may address questions to the candidate at the end of the session.

3. The Defense has the following parts:
   - a 20-25 minute presentation of the thesis in the target language
   - a question and answer segment concerning the thesis
   - a final oral examination based on the candidate’s M.A. course work in the target language

4. Once the formal defense is finished, the Director will request that the student and his/her guests leave the room to give the faculty members of the M.A. committee time to deliberate. After deliberations, the student is called back for the results.

5. The defense will generally last between one hour and one hour and a half.

6.5 **Responsibilities of the Director and Committee Members**

1. Once a chapter of the thesis or a section of the translation has been approved by the Director, the student will provide copies of the text to the other committee members.

2. The other members of the committee should return the work with comments to the student within two to three weeks of its receipt.

3. The other members of the committee should share with the student copies of any written messages sent to the Director, related to the thesis / translation.

4. It is crucial that the Director and the other Committee members communicate regularly with each other on all questions pertaining to the thesis / the student is preparing. Any suggestions given to the student by any of the committee members should also be communicated to the Director in a prompt manner.
6.6  **Thesis Proposal Guidelines**

Your thesis proposal is a five-to-six paged, double-spaced, typed text that clearly describes your thesis topic, your research methods, and your theoretical or methodological framework. In addition to the planned objective of the project, it should include general information on the content of the different chapters, and an initial substantive bibliography of the primary and secondary sources.

**Thesis statement**– One sentence that clearly conveys the main idea of your argument.

**Method**– What is your theoretical framework? What research methods (library research, archival research, observational research, surveys, interviews, etc.) will you use?

**Goals**– What do you hope to accomplish by writing this? Are you hoping to fill a particular gap in the research of this topic, or to bring a special perspective? What do you hope to show that is different from what has been said before in the conversation on your topic? How do you see your project fitting into the big picture of studies in your chosen discipline? What are you adding to the conversation about the topic?

**Summary of content of different chapters**

**Bibliography**
### Checklist for Master’s Thesis Project

<table>
<thead>
<tr>
<th>Date of Completion</th>
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<tbody>
<tr>
<td>Determine intended graduation date.</td>
</tr>
<tr>
<td>Before completing 18 credits of class work (or two semesters before intended graduation date), discuss possible topics for the M.A. thesis and the choice of a possible thesis director with the Coordinator for Graduate Studies.</td>
</tr>
<tr>
<td>Write a proposal with the guidance of your Thesis Director (two semesters prior to initial enrollment in FLST 699).</td>
</tr>
<tr>
<td>Send invitation with proposal to two additional committee members (two semesters prior to initial enrollment in FLST 699).</td>
</tr>
<tr>
<td>Fill out Thesis Committee Approval Form.</td>
</tr>
<tr>
<td>Fill out IRB Inquiry Form. If the project will include human subjects, get IRB approval.</td>
</tr>
<tr>
<td>Begin writing thesis keeping in mind that the committee members must be given two to three weeks to respond to each section of the document. Throughout the writing process, make sure to follow the NIU thesis guidelines. If you write your thesis in the Target Language, please provide one page abstract in English; if you write it in English, please provide a one page abstract in the Target Language. A Thesis is typically between 50 and 70 pages long.</td>
</tr>
<tr>
<td>In consultation with your Committee members, set up the defense date. The defense should take place at least two weeks before the deadline established by the Graduate School to submit the post-defense version of the thesis electronically.</td>
</tr>
<tr>
<td>Submit Application for Degree and Request for Oral Defense of Thesis.</td>
</tr>
<tr>
<td>At least three weeks prior to the defense date provide each member of the Committee with a copy of the document to be defended. At this time, please also deliver to each member of the Committee a list of the classes you took within our department.</td>
</tr>
<tr>
<td>Two weeks before the defense, you will receive one question from each member of your committee. Based on these questions, prepare for the final examination part of the defense. These questions will deal with select subject matter from the courses you took during your M.A. studies. You will respond orally to these questions during the defense.³</td>
</tr>
<tr>
<td>Prepare a 20-25 minute presentation of the thesis in the target language.</td>
</tr>
<tr>
<td>Submit post-defense version of your thesis for Graduate School review.</td>
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<tr>
<td>Provide your portfolio to the Graduate Coordinator.</td>
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³ Depending on the makeup of your committee, it may be in Spanish or English.
7. **Graduate Certificates**

Students wishing to complete Graduate Certificates (18 credit hours) should consult the Coordinator of Graduate Studies in Watson Hall 315. Student should hold a bachelor’s degree as a minimum with a GPA of 3.0.

The **Graduate Certificate in Spanish and Hispanic Studies** is designed to enhance individuals’ knowledge of the Spanish language, literature, and culture and should be of interest not only to teachers who desire continuing education, but who do not wish to commit to the M.A. program, and also to post-baccalaureate students with general or business/translation interests. This certificate may be of particular interest to graduate students in business or the social sciences.

The **Graduate Certificate in German Studies** is designed to enhance individuals’ knowledge of German language, language teaching, literature, and culture and to be of interest not only to teachers who desire continuing professional education, but also to post-baccalaureate students with general or business/translation interests.

The **Graduate Certificate in French and Francophone Studies** is designed to enhance individuals’ knowledge of French language, language teaching, literature, and culture and to be of interest not only to teachers who desire continuing professional education, but also to post-baccalaureate students with general or business/translation interests.

The **Graduate Certificate in Foreign Language Instructional Technology** is designed to combine foreign language study with the development of proficiency in the use of technology to allow the candidates to integrate technology into their foreign language pedagogy. Students who wish to pursue this certificate must have a B.A. or M.A. degree in a foreign language (preferably a language taught at NIU). Previous experience with computers is highly recommended.
8. Advising Guidelines

Requirements for

- M.A. in Spanish and Hispanic Studies
- Graduate Certificate in Spanish and Hispanic Studies
- Graduate Certificate in German Studies
- Graduate Certificate in French and Francophone Studies
- Graduate Certificate in Foreign Language Instructional Technology
Students are required to complete a minimum of 30 semester hours of graduate credit in Spanish. Choose from the following, all listed courses are 3 credit hours, unless otherwise indicated.

### Choose one Option

| Option 1 | Successful completion of 10 regular courses and a two-part comprehensive examination based on course work and the graduate reading list. The examination consists of a written and an oral exam. |
| Option 2 | Successful completion of nine regular courses, a written thesis (FLSP 699, 3cr) and an oral defense that includes a comprehensive examination based on course work. |

### Linguistics (3-9) - Choose one to three of the following:

- FLAL 583 - Applied Linguistics and the Romance Languages
- FLSP 580 - Introduction to Hispanic Linguistics
- FLSP 581 - Spanish Phonology
- FLSP 585 - Spanish Syntax
- FLSP 586 - Contrastive Grammatical Structures in Spanish and English
- FLSP 587 - Hispanic Dialectology
- FLSP 591 - History of the Spanish Language
- FLST 683 - Research Seminar in Languages and Linguistics

<table>
<thead>
<tr>
<th>Class</th>
<th>Semester</th>
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</table>

### Culture and Literature (9-15) - Choose three to five of the following:

- FLSP 531 - Spanish Golden Age Poetry
- FLSP 532 - Medieval Spanish Literature
- FLSP 533 - Classical Spanish Drama
- FLSP 534 - Cervantes: The Quixote
- FLSP 535 - Spanish Golden Age Prose
- FLSP 536 - Spanish Romanticism and Realism
- FLSP 537 - The Generation of 1898
- FLSP 538 - Contemporary Spanish Literature
- FLSP 539 - Women Authors in Hispanic Literature
- FLSP 540 - Spanish American Poetry and Theater
- FLSP 541 - Spanish American Novel
- FLSP 545 - Latin American Women Writers
- FLSP 551 - Literature of the Andean Republics
- FLSP 552 - Literature of the Caribbean
- FLSP 553 - Literature of Uruguay, Argentina, and Chile
- FLSP 554 - Mexican Literature
- FLSP 555 - Spanish-American Short Story
- FLSP 556 - Colonial Latin American Literature
- FLSP 557 - 19th Century Spanish American Literature
- FLSP 558 - Spanish American Modernismo and Vanguardías: 1880-1945
- FLSP 559 - Spanish American Historical Novels
- FLSP 560 - Contemporary Spanish American Literature
- FLSP 561 - Spanish Civilization
- FLSP 562 - Spanish-American Civilization
- FLST 661 - Research Seminar in Civilization and Culture
- FLST 640 - Research Seminar in Literature

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<th>Class chosen</th>
<th>Semester</th>
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</table>
Translation (6-9) - Choose two to three of the following:

<table>
<thead>
<tr>
<th>Class Chosen</th>
<th>Semester</th>
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<tbody>
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Elective (0-3)
With the consent of his/her graduate advisory committee, a student may select from the following language-related courses, or a student may select other graduate-level courses which have a direct bearing on their program of study. Choose from:

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<tr>
<th>Class Chosen</th>
<th>Semester</th>
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Thesis (3) - OPTIONAL

(1) FLSP 699 - Master's Thesis (Credits: 1-3)

Other (for example, Teacher Certification)

For further information, please contact the Graduate Coordinator:
Professor Stephen Vilaseca, Ph.D.
Watson Hall 315
svilaseca@niu.edu
This flexible certificate is designed to enhance individuals’ knowledge of the Spanish language, literature, and culture. It is of interest not only to teachers who desire continuing education, but who do not wish to commit to the M.A. program, but also to post-baccalaureate students with general or business/translation interests. This certificate may be of particular interest to graduate students in business or the social sciences.

Two 500-level courses (6)

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<tr>
<th>Semester</th>
<th>Class chosen</th>
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<tr>
<td></td>
<td>FLSP 580 – Introduction to Hispanic Linguistics</td>
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<td>one 500-level Spanish or Spanish-American culture and/or literature course</td>
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</table>

Four of the following (12)
FLAL 520 - Introduction to Translation Theory Credits: 3  
FLAL 583 - Applied Linguistics and the Romance Languages Credits: 3  
500-level FLSP courses

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<th>Semester</th>
<th>Class chosen</th>
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For further information, please contact the Graduate Coordinator:
Professor Stephen Vilaseca, Ph.D.
Watson Hall 315
svilaseca@niu.edu
GRADUATE CERTIFICATE IN GERMAN STUDIES (18)

Plan for ______________________________________ Z# ____________________________

The Graduate Certificate in German Studies is designed to enhance individuals’ knowledge of German language, language teaching, literature, and culture and to be of interest not only to teachers who desire continuing professional education, but also to post-baccalaureate students with general or business/translation interests.

Choose six of the following (18)

<table>
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<tr>
<th>Semester</th>
<th>Course</th>
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</tbody>
</table>

FLAL 520 - Introduction to Translation Theory Credits: 3
FLGE 511 - Communicating in Modern German Credits: 3
FLGE 512 - Practical Business German Credits: 3
FLGE 514 - German Business Communication Credits: 3
FLGE 532 - German Literary Genres Credits: 3
FLGE 533 - German Cinema Credits: 3
FLGE 534 - Popular Literature in German-Speaking Countries Credits: 3
FLGE 535 - Autobiographies Credits: 3
FLGE 537 - Authors in Context Credits: 3
FLGE 561 - German Cultural Studies: Reading Texts in Contexts Credits: 3
FLGE 563 - Deutschland Heute Credits: 3
FLGE 581 - Breaking it Down: The Structure of Modern German Credits: 3
FLGE 582 - Approaches to Translation Credits: 3
FLGE 584 - Translation Practice Credits: 3
FLIS 581 - Translation Practice Credits: 3

(FLIS 581 - Independent Study in a Foreign Language Credits: 1-6 (Must be taken for 3 semester hours with work done in German.))

For further information, please contact the Graduate Coordinator:
Professor Stephen Vilaseca, Ph.D.
Watson Hall 315
svilaseca@niu.edu
The Graduate Certificate in French and Francophone Studies is designed to enhance individuals’ knowledge of French language, language teaching, literature, and culture and to be of interest not only to teachers who desire continuing professional education, but also to post-baccalaureate students with general or business/translation interests.

Choose six of the following courses:

- FLAL 520 - Introduction to Translation Theory Credits: 3
- FLAL 583 - Applied Linguistics and the Romance Languages Credits: 3
- FLFR 500 - Special Topics in French Language, Literature, Linguistics or Culture Credits: 3
- FLFR 512 - French for Business Credits: 3
- FLFR 530 - French and Francophone Film Credits: 3
- FLFR 537 - Authors in Context Credits: 3
- FLFR 540 - Postcolonial Studies and Francophone Culture Credits: 3
- FLFR 556 - Studies in French Genres Credits: 3
- FLFR 563 - La France Contemporaine Credits: 3
- FLFR 564 - Paris: City of Lights Credits: 3
- FLFR 565 - Experiments in Autobiography Credits: 3
- FLFR 580 - French Publishing Atelier Credits: 3
- FLFR 581 - Advanced French Phonetics and Phonology Credits: 3
- FLFR 582 - History of the French Language Credits: 3
- FLFR 583 - Translation Theory and Practice Credits: 3
- FLFR 584 - Advanced Translation Credits: 3

For further information, please contact the Graduate Coordinator:
Professor Stephen Vilaseca, Ph.D.
Watson Hall 315
svilaseca@niu.edu
GRADUATE CERTIFICATE IN FOREIGN LANGUAGE INSTRUCTIONAL TECHNOLOGY (18)

Plan for ______________________________________ Z# ______________________________________

The Graduate Certificate in Foreign Language Instructional Technology is designed to combine foreign language study with the development of proficiency in the use of technology to allow the candidates to integrate technology into their foreign language pedagogy. Students who wish to pursue this certificate must have a B.A. or M.A. degree in a foreign language (preferably a language taught at NIU). Previous experience with technology is highly recommended.

Core courses (12 cr, 4 courses)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
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<tbody>
<tr>
<td></td>
<td>FLTE 591 – Integrating Technology into the Foreign Language Curriculum</td>
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<tr>
<td></td>
<td>FLTE 592 – Development of Technology-Based Materials for the Foreign Language Classroom</td>
</tr>
<tr>
<td></td>
<td>FLTE 593 – Foreign Language Learning Center Administration</td>
</tr>
<tr>
<td></td>
<td>FLTE 594 – Implementation of Technology-Enhanced Language Learning</td>
</tr>
</tbody>
</table>

Two electives chosen from the following (6)

ETT 510 – Instructional Media and Technology  ETT 590 – Workshop in Instructional Technology
ETT 535 – Distance Education: Design and Delivery  ETT 592 – Special Topics in Instructional Technology
ETT 538 – Developing Educational Software  ETT 539 – Courseware Systems Development
ETT 590 – Workshop in Instructional Technology
ETT 535 – Distance Education: Design and Delivery  ETT 538 – Developing Educational Software
ETT 539 – Courseware Systems Development

For further information, please contact the Graduate Coordinator:
Professor Jessamine Cooke-Plagwitz, Ph.D.
Watson Hall 118
jpcooke@niu.edu
## Summary of Courses

### Name: _____________________________ Z# ____________________________ Semester of Graduation _____________________

<table>
<thead>
<tr>
<th>Semester</th>
<th>Class Title</th>
<th>Professor</th>
<th>Readings for this class (Author, Title)</th>
<th>Title of Final Paper / Translation</th>
<th>Brief description of the Paper / Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2015</td>
<td>FLSP 534 Cervantes: The Quixote</td>
<td>Cozad</td>
<td>Cervantes, Don Quijote de la Mancha, Mancing, Howard. <em>Cervantes' Don Quixote. A Reference Guide.</em></td>
<td>En torno a la novelística cervantina</td>
<td>In this paper, I tried to show …</td>
</tr>
</tbody>
</table>

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