



**Master of Arts in
Latin American Studies**

Graduate Student Handbook

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Welcome to the M.A. Program in Latin American Studies at UNC Charlotte!

We are very pleased to have you as one of our graduate students, and we hope that you are also excited to begin your studies with us. Since starting a graduate program can be a little scary, we have prepared this handbook to help acquaint you with the requirements of the M.A. degree and the policies and procedures you will need to know as you navigate through the program.

First, let us talk about the people with whom you will be interacting in the program:

1) The faculty member in charge of the M.A. program, known as the Director of Graduate Studies (DGS), (referred to hereafter as director) is currently Dr. David Dalton (david.dalton@charlotte.edu). His office is COED 465. Dr. Dalton is also director of Latin American Studies.

2) The Latin American Studies Program (LTAM) is housed in the Office of Interdisciplinary Studies located in Frewtall 314. Dr. Mary Jo McGowan is currently serving as Director of Interdisciplinary Studies. Her office is Fretwell 314F.

3) The heart and soul of the program is its very capable office staff consisting of the Office Manager, Dr. Karyn Williamson-Coria (kwill235@charlotte.edu), and the Office Assistant, Emmi Conner (econner9@charlotte.edu). Both are vital members of the Graduate Program team. Please introduce yourselves and get to know them.

4) Most importantly, the faculty bring the program to life. The program currently has numerous faculty members working in a variety of departments. These faculty may serve on thesis or exam committees and/or supervise independent work. With proper approval from the graduate committee, they may also direct theses. A Graduate Committee consisting of three full-time faculty members assists the DGS with admissions, graduate student funding decisions, program assessment, and other important details regarding the program.

To see our graduate faculty's most recent research projects and teaching interests go to <http://latinamericanstudies.uncc.edu/people/faculty/>

We also encourage all graduate students to contact any of the faculty members with whom they are interested in working. All faculty have posted office hours each semester and would be happy to make an appointment to meet with you.

1. WHAT IS THE M.A. PROGRAM IN LATIN AMERICAN STUDIES?

The Master of Arts program in Latin American Studies provides students with the skills and knowledge to understand and analyze Latin American, Caribbean and Latino, Latina, and Latinx societies and cultures. The program will provide an excellent foundation for advanced graduate study in the humanities, social sciences, and law. It is also designed to prepare the growing number of students who seek careers in the foreign service and other government agencies as well as those who will seek employment in non-governmental organizations with an international or cross-cultural orientation or in international business. Finally, it will also serve as an important qualification for individuals in education, business and the social services who work with the burgeoning Latino, Latina, and Latinx populations of North Carolina.

The M.A. program in Latin American Studies has the following educational objectives:

- to study the culture, geography, history, politics, and society of Latin America and the Hispanic and Francophone Caribbean;
- to provide an understanding of the history as well as the socio-economic, political and cultural background of the Latino, Latina, and Latinx populations of the United States;
- to understand economic development and underdevelopment from a comparative perspective;
- to undertake interdisciplinary research in the humanities and social sciences using a variety of methodologies;
- to instill writing and critical thinking skills by teaching rigorous scholarly inquiry and research methods at a level appropriate for graduate education;
- to develop language competencies and proficiency in Spanish, Portuguese, and/or French; and
- to improve critical analysis and research skills in the humanities and social sciences..

Basic information about the program can be found on our website:

<http://latinamericanstudies.uncc.edu/graduate/ma-latin-american-studies>

You can find the titles of recent M.A. theses here:

<http://latinamericanstudies.uncc.edu/node/89>

And you can find out about what some of our alumni are doing at this link:

<http://latinamericanstudies.uncc.edu/testimonies>

It is your responsibility as a student in this program to be aware of the policies and procedures described in this handbook, to be aware of the applicable Program, College and University deadlines, and to maintain effective communication with Program faculty. In addition, please note that each student is responsible for the proper completion of their academic program, for familiarity with the current UNC Charlotte Graduate Catalog for maintaining the grade average required, and for meeting all other degree requirements. The advisor will counsel, but the final responsibility remains with the student. A particularly useful tool for students for tracking process is DegreeWorks, to be found at my.uncc.edu.

2. ADMISSIONS AND DEGREE REQUIREMENTS

2.1. Admissions Requirements

- Bachelor's degree (or equivalent) from an accredited college or university.
- A Statement of Purpose (essay) of one to two single-spaced pages submitted online as part of the application submission process. The Statement should describe your experience, objectives for undertaking graduate study and research interests, if known.
- At least three recommendations from persons familiar with your personal, academic and/or professional qualifications. These recommendations are submitted directly from your recommender via the online application system.
- Unofficial transcripts of all academic work attempted beyond high (secondary) school can be used for admission review. An official (officially certified) final transcript must be submitted if an applicant is offered admission. International transcripts provided in a language other than English should be uploaded, but a translated version should be uploaded as well.
- For applicants with a GPA below 3.0, official agency reports of satisfactory GRE Scores no older than five years from date of application.
- For non-native English language holders: official English Language Proficiency Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Required is either a minimum score of 83 on the Internet-based TOEFL, or a minimum overall band score of 6.5 on the IELTS.
- Acceptance into a master's program must be recommended by the department or college offering the program. The Graduate School makes the final, official offer of admission.
- Spanish proficiency at the advanced level as demonstrated by undergraduate coursework, an oral interview, a standardized test, and/or life experience is required. Knowledge of Portuguese is desirable but not required. At the discretion of the Graduate Committee, native speakers of Portuguese may substitute the Spanish-language requirement for Portuguese; however, they should be able to demonstrate reading knowledge of Spanish.

2.2. Degree Requirements--Examination and Thesis Tracks

To earn an M.A. in Latin American Studies, you must complete one of the following sets of degree requirements:

I. Examination track (30 hours)

- * Interdisciplinary core (12 hours) consisting of:

- Two sections of LTAM 5600 Seminar in Latin American Studies (6 hours)

- Or** one section of LTAM 5600 and 3 hours of LTAM 6400 Internship.

- One Elective Course at the 6000 level (3 hours).

- LTAM 6950 Comprehensive Examination (3 hours). Based on an interdisciplinary reading list of at least 40 titles, students will take a written and oral comprehensive examination before a committee composed of three faculty members from at least two different disciplines. A satisfactory grade (A or B) on the written examination is required to proceed to the oral examination; in case of an unsatisfactory grade, the written examination may be retaken once. Similarly, a satisfactory grade of A or B on the oral examination is required for graduation, and the student may retake the oral examination once in the event of an unsatisfactory grade.

- Multidisciplinary work (18 hours) consisting of:

- Social Sciences: Two courses in the social sciences (6 hours)
- History: Two courses in Latin American history (6 hours)
- Humanities: LTAM 6300 and one other humanities course (6 hours)

Note: Up to two of these courses may be independent studies (LTAM 6800 and/or 6801)

II. Thesis track (30 hours)

- Interdisciplinary core (12 hours) consisting of:
 - Two sections of LTAM 5600 Seminar in Latin American Studies (6 hours).
 - LTAM 6910 Thesis Tutorial (3 hours).
 - LTAM 6920 Masters Thesis (3 hours). As part of this course, students will prepare and defend a thesis before a committee composed of three faculty members from at least two different disciplines. A satisfactory grade (A or B) on the thesis is required for graduation. In case of an unsatisfactory master's thesis or thesis oral examination, the student may retake the thesis or oral defense once, and no later than the succeeding semester.
- Multidisciplinary work (18 hours) consisting of:
 - Social Sciences: Two courses in the social sciences (6 hours)
 - History: Two courses in Latin American history (6 hours)
 - Humanities: LTAM 6300 and one other humanities course (6 hours)

Note: Up to two of these courses may be independent studies (LTAM 6800 and/or 6801)

2.2.1. Courses in the Latin American Studies Program

The following courses are grouped into Interdisciplinary Core and Multidisciplinary Elective courses. We list the course descriptions followed by an explanation if appropriate (primarily in the case of introductory seminars as well as topics and capstone courses). 6000-level courses, is restricted to M.A. students. .

Note: Most of our courses are offered in the evening or late afternoon.

2.2.1.1. Interdisciplinary Core

LTAM 5600. Seminar in Latin American Studies. (3) Cross-listed as LTAM 4600. A seminar involving in-depth research and analysis of a topic suitable for interdisciplinary study and exploration of a variety of methodological approaches. *May be repeated once for credit with change of topic.*

This interdisciplinary seminar focuses on research. Students examine and discuss a set of common readings. The course culminates in a research paper. Recent seminars have focused on "The Border/La Frontera," "Race in the History of Brazil," "Revolutions in Latin America," and "Latin American Commodities." All thesis-bound students and most exam-bound students take this course twice.

LTAM 6910. Thesis Tutorial. (3) Independent study with a faculty advisor chosen by the student to conduct research for the M.A. thesis.

Students on the thesis track take this tutorial during the semester when they intend to defend their thesis proposal. Students must defend their proposal during the first half of the semester; in the

second half of the semester, they must complete the first chapter of their thesis. Enrollment in this course requires the approval of the Graduate Committee.

LTAM 6920. Master's Thesis. (3) Preparation of the master's thesis under the supervision of the thesis committee.

Students on the thesis track enroll in this course during the semester when they intend to defend their thesis. Students must defend their thesis by the deadline set by the Graduate School. Enrollment in this course requires satisfactory completion of LTAM 6910.

LTAM 6950. Comprehensive Examination (3) Preparation for and completion of the comprehensive written exam option of the M.A. in Latin American Studies is based on a reading list compiled in consultation with three examiners from at least two different departments.

Students on the examination track enroll in this course during the semester when they intend to take both their written and oral examinations.

2.2.1.2. Multidisciplinary Electives

2.2.1.2.1. Social Sciences

LTAM 5000. Graduate Topics in Latin American Studies. (3) Intensive treatment of a topic in Latin American Studies, depending on student needs and staff resources. *May be repeated once for credit with change of topic.*

LTAM 5000 is a placeholder for a course cross-listed with another department. Therefore, this course can fulfill the Social Science, History, or Humanities perspective depending on the topic and instructor. The course typically culminates in a research paper. Recent offerings have included "Revolution in Latin America" and "Religion in Latin America."

LTAM 5116. Culture and Conflict in the Amazon. (3) Cross-listed as ANTH 4616. Examines Brazilian development strategies in the Amazon and explores how these policies have affected both the environment and the various populations living in the Amazon. Topics covered include environmental degradation, human rights abuses, culture change, migration, and globalization.

LTAM 5120. Advanced Business Spanish I. (3) Cross-listed as SPAN 5120. Prerequisites: Post-baccalaureate status, B.A. in Spanish, or permission of the department. Advanced studies in Business Spanish, intensive practice in speaking, listening comprehension, reading, writing, and translation in functional business areas such as economics, management, and marketing.

LTAM 5121. Advanced Business Spanish II. (3) Cross-listed as SPAN 5121. Prerequisites: Post-baccalaureate status, B.A. in Spanish, courses or permission of the department. Advanced studies in Business Spanish, intensive practice in speaking, listening comprehension, reading, writing, and translation in functional business areas such as marketing, finance, and import-export.

LTAM 6000. Advanced Graduate Topics in Latin American Studies. (3) Intensive treatment of a topic in Latin American Studies, depending on student needs and staff resources. *May be repeated once for credit with change of topic*

LTAM 6000 is a placeholder for an advanced seminar cross-listed with another department. Therefore, this course can fulfill the Social Science, History, or Humanities perspective depending on the topic and

instructor. The course typically culminates in a research paper. Recent offerings have included “Globalization in Latin America” and “United States-Latin American relations.”

LTAM 6100. Seminar in Latin American Politics. (3) An analysis of contemporary Latin American politics.

2.2.1.2.2. History

LTAM 5000. Graduate Topics in Latin American Studies. (3) Intensive treatment of a topic in Latin American Studies, depending on student needs and staff resources. *May be repeated once for credit with change of topic.*

LTAM 5000 is a placeholder for a course cross-listed with another department. Therefore, this course can fulfill the Social Science, History, or Humanities perspective depending on the topic and instructor. The course typically culminates in a research paper. Recent offerings have included “Revolution in Latin America” (History) and “Religion in Latin America” (Humanities).

LTAM 6000. Advanced Graduate Topics in Latin American Studies. (3) Intensive treatment of a topic in Latin American Studies, depending on student needs and staff resources. *May be repeated for credit with change of topic*

LTAM 6000 is a placeholder for an advanced seminar cross-listed with another department. Therefore, this course can fulfill the Social Science, History, or Humanities perspective depending on the topic and instructor. The course typically culminates in a research paper. Recent offerings have included “Globalization in Latin America” and “United States-Latin American relations.”

LTAM 6250. Comparative Slavery and Race Relations. (3) Cross-listed as HIST 6250. Prerequisite: Permission of the Graduate Committee. Slavery in the New World through its abolition including Indian and African slaves, the slave trade, the economics of slavery, and the impact of slavery on modern race relations in the Americas.

LTAM 6251. Seminar in Colonial Latin American History. (3) Cross-listed as HIST 6201. Prerequisite: Permission of the Graduate Committee. A seminar devoted to selected themes in colonial Latin American history. Provides an introduction to research methods, documentary sources, and the critical analysis of historical literature. Topics will change. *May be repeated for credit.*

LTAM 6252. Seminar in Modern Latin American History. (3) Cross-listed as HIST 6202. Prerequisite: Permission of the Graduate Committee. A seminar devoted to selected themes in modern Latin American history. This course provides an introduction to research methods, documentary sources, and the critical analysis of historical literature. Topics will change. *May be repeated for credit.*

2.2.1.2.3. Humanities

LTAM 5000. Graduate Topics in Latin American Studies. (3) Intensive treatment of a topic in Latin American Studies, depending on student needs and staff resources. *May be repeated for credit with change of topic.*

LTAM 5000 is a place holder for a course cross-listed with another department. Therefore, this course can fulfill the Social Science, History, or Humanities perspective depending on the topic and instructor.

The course typically culminates in a research paper. Recent offerings have included “Revolution in Latin America” and “Religion in Latin America.”

LTAM 5310. Studies in Spanish American Poetry. (3) Cross-listed as SPAN 5210. Prerequisites: Post-baccalaureate status, B.A. in Spanish, or permission of the Graduate Committee. Studies of 19th and 20th century Spanish American poetry.

LTAM 5311. Studies in Spanish American Prose Fiction. (3) Cross-listed as SPAN 5211. Prerequisites: Post-baccalaureate status, B.A. in Spanish, or permission of the Graduate Committee. Studies of 19th and 20th century Spanish American prose fiction.

LTAM 5312. Studies in Spanish American Theater. (3) Cross-listed as SPAN 5212. Prerequisites: Permission of the Graduate Committee. Studies of 20th century Spanish American theater.

LTAM 6000. Advanced Graduate Topics in Latin American Studies. (3) Intensive treatment of a topic in Latin American Studies, depending on student needs and staff resources. *May be repeated for credit with change of topic.*

LTAM 6000 is a place holder for an advanced seminar cross-listed with another department. Therefore, this course can fulfill the Social Science, History, or Humanities perspective depending on the topic and instructor. The course typically culminates in a research paper. Recent offerings have included “Globalization in Latin America” and “United States-Latin American relations.”

LTAM 6300. Seminar in Latin American Thought. (3) An examination of Latin American thought from the Spanish Conquest to the present day. Emphasis on colonialism and post-colonialism as well as ethnic, racial, class, national, and gender identity

Note: This course is required of all students.

LTAM 6307. Advanced Studies in Spanish American Literature. (3) Cross-listed as SPAN 6007. Prerequisite: Permission of the Graduate Committee. Study of selected works, writers, literary genres, periods, and schools from Spanish America. *May be repeated for credit with change of topic.*

LTAM 6350. Histories of Latin American Architecture. (3) Cross-listed as ARCH 6050. Surveys the ways by which Latin American architectures (both north and south of the US/Mexico border) have come to be seen within the western canon. In this sense, this course is not purely historical; rather, the course will explore Latin American architectures chronologically but from a post-colonial perspective rooted in the present.

2.2.1.2.4. Independent Courses (with DGS approval)

LTAM 6400. Internship. (1-3) Prerequisite: prior written permission of the supervising instructor and approved by the DGS. Supervised work experience in Latin America or related to Latino/a and Latin American Studies issues in the Charlotte area, culminating in a written project submitted to the supervising instructor.

LTAM 6800. Directed Readings. (3) Prerequisite: prior written permission of instructor and approved by the DGS. Directed readings should take the place of a course not offered. Coverage of topics through an individually designed reading program and scheduled meetings with a faculty member.

LTAM 6801. Directed Research. (3) Prerequisite: prior written permission of instructor and approved by the DGS. This course is designed for students with thesis research topics and/or methods that lie far

afield from courses regularly offered in the program. Investigation of a topic culminating in a research paper.

To register for any independent studies course — directed reading, direct research, or an internship — students must first discuss their intentions with the DGS and then make arrangements with a supervising faculty member prior to submitting an Independent Studies and Projects Form (in appendix). This form identifies the subject and scope of the independent studies assignment and documents approval of the DGS and supervising faculty member. Upon approval, the DGS will grant the student an enrollment authorization. After completion of the project, the supervising faculty member will relay the final grade to the DGS. Independent Study is not permitted before earning 9 credit hours in the program.

A summary of the information on the Independent Studies and Projects forms will be made available to the Graduate Committee at regular intervals.

2.3. Important Regulations

2.3.1. Time to Degree

Full time students should be able to complete their program in two years, depending upon their progress in either thesis or exam. Part time students can complete the degree in four years, with some work in the summer and one course per semester. Taking longer to finish is fine, although you should keep a few things in mind when planning your program. First, the Graduate School requires that all work for an M.A. be completed within seven years. Second, you must be registered in the semester in which you graduate.

2.3.2. Leaves of Absence

If you need to interrupt your program for good cause (health problems, etc.), you should apply for a leave of absence. Leaves of absence are generally granted for a period of up to one year. To request a leave of absence, use the Graduate Petition link: <https://gpetition.uncc.edu/login>. If you do not apply for a leave of absence and you do not register for courses for twelve consecutive months (spring, summer, and fall semester), you will be required to reapply for admission to the program before you can register for classes again.

2.3.3. Continuous Registration

The Graduate School requires that all students working on a thesis project maintain “continuous registration.” This means that once you turn in the “Petition for Topic Approval” form to the Graduate School (after your thesis proposal is approved), you must register for GRAD 7999 in both the Fall and Spring semesters (not in the summer) until you finish your thesis and graduate.

2.3.4. Post-Baccalaureate or Transfer Courses

Students who took courses at UNC Charlotte as a post-baccalaureate student before admission to the M.A. program can count up to six hours of 5000 or 6000-level coursework with a grade of B or higher in LTAM towards your degree. The same applies to courses taken at another institution, provided they meet our standards. The DGS will make the decision.

2.3.5. Full time vs. Part-time Enrollment

To be considered FULL TIME, students must take a minimum of 6 credit hours per semester. This is the required minimum for a student holding a graduate assistantship (exception: students in their final semester who have completed 27 credit hours will be considered full time even if they only take three hours that semester). PART TIME students take a minimum of one course per semester.

2.3.6. Grade Requirements

All students must make “satisfactory progress” towards their degree. That means earning a grade of “A” or “B” in all of your courses. The “C” grade is not considered satisfactory in graduate work. In order to graduate, you must have a combined GPA of 3.0 or better. If you get two “C” grades or one “U” grade (the graduate equivalent of “D” or “F”), the Graduate School will automatically suspend you from the program, and you will no longer be allowed to take courses.

If you are suspended due to poor grades, you can appeal the suspension, but such appeals are rarely granted. If you think you have a case, you should submit a “Suspension Appeal Form” to the DGS. This form is available at <http://graduateschool.uncc.edu/current-students/forms#Suspension%20Appeal>. The Graduate Committee will review your appeal and make a recommendation to the DGS, who will forward the recommendation to the Dean of the Graduate School. You will be notified about this decision by the Dean of the Graduate School. If you are reinstated, you must earn satisfactory grades in all of your courses. If you get another “C” or “U” grade, you will automatically be terminated from the program.

Students on the thesis track and on graduate assistantships funded by the Latin American Studies program must maintain a cumulative GPA of at least 3.5.

2.3.7. Academic Integrity and Responsible Conduct of Research

All students must follow the regulations pertaining to academic integrity and responsible conduct of research. Program faculty will enforce all aspects of the UNC Charlotte Code of Academic Integrity. For more information, please refer to the following websites:

Code of Academic Integrity: <http://legal.uncc.edu/policies/up-407>

Graduate School-specific information: <https://graduateschool.uncc.edu/current-students/academic-integrityrcr>

2.3.8. Incompletes Policy

The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, but no later than 12 months. If the I is not removed during the specified time, a grade of U as appropriate is automatically assigned. Time extensions beyond one year cannot be approved except under extraordinary circumstances; such extensions require approval of an Academic Petition by the DGS and the Graduate School. The grade of I cannot be removed by enrolling again in the same course, and students should not re-enroll in a course in which they have been assigned the grade of I.

Students who have earned a grade of I (Incomplete) in any course must submit a written agreement approved by both the student and the instructor. The agreement, which may take the form of an email thread, outlines plans for completion of the missing work by an agreed-upon deadline. The DGS should include this documentation in the student’s file.

2.3.9. Student Portfolio

Students will be expected to keep a portfolio of all of their graded papers. Students who apply to the thesis track will use this portfolio to apply for candidacy. The Graduate Committee will determine if the student is accepted to the thesis track. In addition, graduating students will submit an electronic copy of this portfolio to the DGS no later than the week preceding their graduation. The program will use this

portfolio for its assessment of student learning outcomes.

2.3.10. Study Abroad

Study abroad can be a worthwhile resource for students active in the program. With the assistance of the Director of Graduate Studies, students must carefully weigh the benefits of study abroad with regard to their plan of study and completion of the degree. The student interested in studying abroad and the DGS should generate a written agreement outlining how academic credits obtained abroad will translate to the student's Course of Study. This agreement will not be necessary for UNC Charlotte credit earned abroad via an approved UNC Charlotte Study Abroad program.

Study abroad credits apply to the student's GPA at UNC Charlotte.

2.3.11. Academic Petitions

To obtain any exception from a catalog, Graduate School, or University regulation, students may submit an Academic Petition. These petitions are filed online at <https://gpetition.uncc.edu/login>. For example, Academic Petitions are used to request late drops of a course or courses, or course substitutions in the Course of Study. Because Academic Petitions will require the approval of the DGS and/or (if related to a course) the instructor of the course in question, they should be filed only after consulting with the relevant faculty. In the case of students already approved for the thesis or examination tracks, the DGS will consult with the student's Faculty Advisor before making a determination.

2.3.12. Grievances

If you think you have a serious and justified grievance of any sort with a faculty member in the program, you should discuss the problem with the DGS, who will work with the faculty member to find a solution and communicate that solution to the student. In case the grievance is not resolved upon this informal intervention, the student may file a formal written grievance with the Graduate Committee, who will consider this grievance in consultation with the student and the faculty member, and will decide on a course of action.

If students are not satisfied with this intervention, they may file a grievance with the UNC Charlotte Graduate School. Formal grievance procedures can be found here: <http://legal.uncc.edu/policies/up-411>. In lieu of a formal procedure, students should consider contacting the Graduate Student Ombuds who may attempt a more informal intervention agreeable to all parties.

2.4. The Early-Entry Program

Many of our students are part of the Latin American Studies early-entry M.A. program. In the early-entry program, students can finish their undergraduate degrees at UNC Charlotte while also earning graduate credit toward the M.A. As students can double-count up to twelve hours of credit to both the M.A. and the B.A. program, this program results in a significant savings of time and money. Students can apply to the early-entry M.A. program from any undergraduate program at UNC Charlotte so long as they can demonstrate that they can meet the admissions criteria.

The Graduate School regulations pertaining to the early entry program are as follows:

“Exceptional undergraduate students attending UNC Charlotte are encouraged to apply to graduate programs and begin work toward their graduate degree *before* completion of their baccalaureate degree. In those programs offering this outstanding opportunity, undergraduate students can get a head start on their graduate degree.”

An applicant may be accepted at any time after completion of 75 or more hours of undergraduate course work, although it is expected that close to 90 hours of undergraduate course work will have been earned by the time the first graduate course is taken.

Benefits

- Early-entry students will have provisional acceptance to the graduate program, pending the award of the baccalaureate degree, generally within two semesters.
- Up to twelve hours earned at the graduate level may be substituted for required undergraduate hours. In other words, up to twelve hours of graduate work may be “double-counted” toward both the baccalaureate and graduate degrees.
- Early-entry students will be charged undergraduate tuition and fees for all courses (graduate and undergraduate) for which they register. Upon completion of the baccalaureate degree, students will be charged graduate tuition and fees.

Requirements

To be considered for Early-Entry admission, a student

- must complete and submit an application via the Graduate School’s admissions system, <https://mygradschool.uncc.edu>, and supply supporting documents.
- may be accepted at any time after completion of 75 or more hours of undergraduate course work, although it is expected that close to 90 hours of undergraduate course work will have been earned by the time the first graduate course is taken.
- must have at least a 3.2 overall GPA (on a 4.0 scale)
- should have earned an acceptable score on the appropriate graduate standardized test.
- once admitted, must complete an Early-Entry Program Form (available in the Appendix) and have it approved by **both** the Graduate Program Director and the Graduate School. Failure to obtain *prior* Graduate School approval negates a student’s ability to “double-count” courses in an accelerated Early Entry program.

If an early-entry student has not met the normal admission requirements of a 3.0 GPA at the end of his/her baccalaureate degree, she/he will be dismissed from the LTAM graduate program. Students accepted into an early-entry program will be subject to the same policies that pertain to other matriculated graduate students. Generally, it will be assumed that early-entry students will finish their baccalaureate degrees **before** they complete 15 hours of graduate work (two semesters not including summer terms). No courses taken before admission to the graduate program may be applied to a graduate degree.

3. ADVISING

3.1. The Director of Graduate Studies

The DGS is responsible for overseeing advising in the program, including course selection, advice on the Course of Study, Graduate School paperwork, graduation clearance, as well as financial and graduate assistantship matters.

All students will meet with the DGS at least once per semester, prior to class registration, to discuss their progress in the program as well as their schedule during the upcoming semester. During this meeting, the DGS will issue **authorizations** for each of the courses that students wish to take. These authorizations are required for enrolling in the course. At times other than the regular advising appointment, students may make a separate appointment, or they may send him/her an email that contains the name, student ID number, and the names and complete numbers of the courses (i.e. LTAM 6252 A01, Seminar in Modern Latin American History). Once students have obtained an authorization, they can register for the course via My UNC Charlotte. Students are encouraged to do so as soon as they can, as the authorization is only valid until the course is full.

In “My UNC Charlotte,” students will use the DegreeWorks checklist to keep track of courses they have taken and requirements that are still outstanding. This checklist is the record of the Course of Study. Students should inform the DGS if it is not up to date, or if any of the information is erroneous. During a student’s final semester in the program, the Graduate School and the DGS will use the DegreeWorks template to determine eligibility to graduate.

New students in the program usually receive their first advising via email or Skype unless they are able to meet with the DGS in person.

Students interested in a seat in a class listed as full should first discuss the situation with the DGS. In most cases, they will need to approach the instructor of the course for a **permit**, which would enable them to enroll in a course even though it is listed as full. However, this is not always possible.

Note: An authorization or permit does NOT register students for a class; it merely enables online registration for a course using My UNC Charlotte. Students are responsible for registration.

3.2. The Role of the Faculty Advisor and the Thesis/Exam Committee Chair

The DGS will assign each student a faculty advisor upon entrance into the program. Your faculty advisor will be someone who shares some of your scholarly interests. Initially, the role of the Faculty Advisor is informal, as a mentor to the new student. Students should see their faculty advisor at least once a semester, prior to seeing the DGS to sign up for classes. Faculty advisors may be reassigned at the student’s request.

Once students are on the thesis or exam track, they choose the chair of their thesis or examination committee. This individual becomes their new Faculty Advisor (in many cases, it may be the same person who has advised them up to that point). Once students have chosen a Faculty Advisor who is also the chair of their capstone committee, they should inform both your originally assigned faculty advisor and the DGS.

At that point in time, the Faculty Advisor takes on the primary role in determining a student’s progression through the program and making appropriate recommendations for course selections. The DGS shall

implement these recommendations unless they violate program or Graduate School policy, or unless they would result in additional coursework that would delay the student's graduation. In cases of disagreements between the Faculty Adviser and the DGS regarding a student's Course of Study, the two parties and the student shall meet in order to arrive at a satisfactory solution. If the disagreement persists, the DGS shall refer the matter to the Graduate Committee for advice; such advice shall be binding.

4. COMPLETING THE DEGREE

There are two tracks for completion of the degree: an examination track and a thesis track. Students will normally choose a track at the end of their first year of full-time study (or, for part-time students, at the completion of 15-18 credit-hours), though the thesis track requires an application that must be approved by the Graduate Committee.

In either track, it is the responsibility of the student preparing for exams or preparing a thesis to sustain regular and appropriate communication with their advisor and members of their committee. This includes repeated contact over the course of the preparation semesters during which either LTAM 6950 or LTAM 6910 or 6920 are taken.

4.1. The Examination Track

The examination track is particularly useful to gain broad expertise rather than concentrate on a specific subject in the way a thesis project requires. Students who are interested in non-profit or government work, or those who plan on becoming high school or community college teachers, for example, may find that an exam better suits their career goals. It may also simply be a matter of personal preference.

Students opting for the examination track will register for three hours of exam prep (LTAM 6950) in their final semester. They will also enroll in one additional elective to accumulate the 30 hours needed to graduate.

For many students, taking a comprehensive exam is the best option for completing the degree. This exam will test your knowledge of the existing literature in 3 fields (one major field and two minor fields). An exam field is defined upon a broad area of scholarship in Latin American Studies. It can be defined thematically, regionally, and/or temporally. Examples include: History of Mexico; Politics of Redemocratization; Queer Literature, and so on. Each field is supervised by a different faculty member selected by the student and has its own separate written examination consisting of 2-3 essay questions.

For each field, students will develop a reading list in consultation with the Comprehensive Examination Chair, who will test knowledge in a major field. A major field is the equivalent of 20 books (five journal articles or book chapters count as one book). Two minor fields each are comprised of the equivalent of 10 books. Choose exam fields that build on your knowledge from the courses you have already taken. The exam is not the place to study something completely new to you, but a chance to deepen, expand, and reflect on your existing knowledge. Up to 50 percent of each reading list can consist of books that have been assigned as common readings in classes that you have taken.

One of the minor fields must be outside of the discipline of the major field of study. For instance, a student may not prepare three fields in political science. A major field in political science, coupled with a minor field also in political science and another in the humanities is appropriate.

Once students select exam fields and committee members, they will enroll in LTAM 6950. At that time, students shall draw up a reading list for each field, in conjunction with the committee member supervising that field. Copies of these lists should be given to all committee members, as well as to the DGS, for your file. As you prepare for the exam, you should plan to meet at least two times with each committee member to discuss the readings and potential exam questions. It is up to each student to schedule these meetings. Faculty members should not divulge the wording of potential questions ahead of the written examination.

It is the responsibility of the student to take the lead in scheduling each written exam and the oral defense. The written exam is normally taken remotely; the oral defense is generally handled via Zoom.

Written exams for each field are three hours each. All three written exams must be taken within one week, with the last of these exams occurring no later than 10 days before the last day of classes in the semester in which the student plans to graduate. In consultation with the committee, each student may decide on the modalities of the written exam, specifically:

- whether they will take the exam in person or remotely (most students take the exam remotely)
- whether they will have access to their notes or other materials.
- whether they will have access to pre-formulated questions (this option requires approval of each of the committee members).

Students must follow the same modalities for each of their exams.

Each committee member will read and score each exam as soon as possible and communicate to the student in writing whether they have passed or failed the written portion of the exam. If the student has passed all three written portions, they may immediately proceed to the oral portion of the exam. If they have failed any part of the written examination, they may take a retest, a passing grade in which will allow them to proceed to the oral exam.

Approximately two weeks after the written exam, the student will meet with their committee for an oral defense of the written answers. The defense should last one hour. After the defense, the student will leave the room while the committee confers. The committee will immediately inform the student of their final grade for the entire exam. This grade shall be scored in the following manner: major field 40%, and minor fields 30% each. The final grade should reflect the student's performance on both the written and the oral part of the exam.

4.1. Required Forms for the Comprehensive Examination

Before a student is allowed to register for exam prep LTAM 6950, they will take the **Comprehensive Examination Check Sheet** to each exam committee member to sign. The student will give this form to the DGS. This form is available in the Appendix.

After your oral exam, you must submit to the Graduate School the **Report of Exam or Thesis form**, signed by all members of the committee. In addition, your major field adviser will submit your exam grade to the DGS, who is the instructor of record for LTAM 6950.

4.2. The Thesis Track

A thesis is a student's opportunity to write scholarly work on a topic in Latin American Studies of your own choice, based on original research. A thesis is not just a retelling of what other scholars have said, but adds something new to the state of knowledge in the field. You might research something no one else has written about, or provide an entirely new interpretation of an event or process. Writing a thesis gives you the opportunity to experience how professional scholars work. Students thinking about applying to a Ph.D. program should write a thesis, since this is necessary preparation for doctoral work.

There is no typical M.A. thesis because projects vary a great deal. You may browse theses in our collection (available in the History Department's conference room, Garinger 239), and you will find the titles of previous theses on our website: <http://latinamericanstudies.uncc.edu/node/89>

Most theses will be 60-80 pages in length, but some may be more and others, less. One thing to remember when thinking about possible topics for your thesis is the availability of sources. Your thesis

must be based on your own research. That means you must pick a topic that has sources that are available locally or with limited travel.

Theses must follow a style accepted within one of the disciplines represented in the Latin American Studies program. Ordinarily, you should choose the style with which your thesis advisor is most familiar.

4.2.1. Application to Candidacy to the Thesis Track

At the end of the first year, full time students interested in writing a thesis will apply for candidacy. Part time students who want to write a thesis will apply for permission no later than the end of the semester when they complete 18 credit hours.

Applications to Candidacy to the Thesis Track consists of the following material:

- Two seminar research papers;
- Endorsement from the proposed chair of the thesis committee
- A 2-page precis outlining a thesis topic, a preliminary thesis statement, a discussion of the sources that will make the project feasible, a brief plan of work and timeline, and 2-3 page bibliography of primary and secondary sources.
- The “Application to the Thesis Track” form (to be found in the Appendix) with all necessary signatures.

Applications for the Thesis Track are due to the DGS on November 15 (for the fall semester) and April 15 (for the spring semester). The Graduate Committee will evaluate the application and decide whether the student is sufficiently prepared to undertake a thesis project, based on the student’s application, portfolio and GPA (a minimum of 3.5 is recommended). Students will also provide a justification that explains why they have selected their advisor and their committee members to work with them on their project. Students will receive a decision from the committee within two weeks. If the Graduate Committee rejects the application, the student will move to the comprehensive examination track.

If the Graduate Committee accepts your application, the DGS will issue you an authorization to enroll in LTAM 6910: Thesis Tutorial. Once enrolled in LTAM 6910, keep the following deadlines in mind for the following semester:

Plan of action	Fall	Spring
Submit thesis committee form	September 1	January 20
Successfully defend thesis proposal	October 1	February 20
Turn in rough draft of first chapter	Last day of class	

Together, the formal thesis proposal and the draft of the first chapter will produce your grade for LTAM 6910, to be assigned by your thesis adviser.

4.2.2. The Thesis Committee

The student will select a member from the LTAM faculty to be their thesis committee chair. The thesis committee chair is also called the thesis advisor. The most important factor in this selection is the faculty member’s area of expertise and its relevance to the thesis topic and approach. It does not matter if you have taken a class with this person.

Your thesis advisor helps you define your research questions, points you to useful sources, pushes you to analyze the results of your research critically and reads drafts of your chapters as you write them.

Your thesis advisor will help you choose two other graduate faculty members for your thesis committee.

At least two of your thesis committee members must be from different departments. The other two members of your thesis committee, known as second and third readers, will usually only read the final version before the thesis defense. In most cases, both of your readers will be graduate faculty in the Latin American Studies program at UNC Charlotte. On certain occasions, a student may wish to have a reader who is not associated with the Latin American Studies program or who is not a member of the faculty at UNC Charlotte. In these cases, the student will have to provide a justification to the Graduate Committee. This justification must explain a) why the professor is qualified to be a reader for their thesis and b) why no other faculty at Charlotte are qualified to be a reader for their thesis.

Make sure to meet with all of your thesis committee members to clarify their expectations and the degree of their involvement in your project. Provide the final draft of your thesis to your second and third readers at least one month before your thesis defense. The thesis committee will determine the thesis final grade.

4.2.3. The Thesis Process/Required Forms

Doing a thesis involves a number of discrete steps and also requires submitting several forms (in bold below) in a timely fashion. It is your responsibility to make sure that this is done. All forms are available in the History department office. Those required by the Graduate School are available:

<http://graduateschool.uncc.edu/current-students/forms>.

Step 1. Thesis Proposal

Once the Graduate Committee has granted you permission to submit a proposal, you will form your thesis committee, which will help you compose a formal thesis proposal that states the issues or questions you want to examine and explains how you will go about researching them. It should also situate your project in the appropriate scholarly body of literature on the field. An initial version should go to the student's adviser, who will usually recommend a round of revisions (unlike the final thesis, this proposal will usually be preliminary).

You will give a final version of the proposal to all the members of your committee at least two weeks before the "defense" of the thesis proposal. You will meet with your committee for about an hour to defend your proposal. Once the committee approves your thesis proposal, you and the committee will complete the **"Petition for Topic Approval" form**, which you will give to the DGS. The DGS signs the form, keeps a copy for record keeping purposes, and forwards the original to the Graduate School.

Students who will use "human subjects" for their thesis must complete extra paperwork. Human subjects involve interviews or other involvement by living persons. The Institutional Review Board (IRB) that adjudicates this process can take up to two months to process the application, depending on the nature of the proposed research. Students should carefully discuss this process and their methodology with their thesis advisor before embarking on this process.

Step 2. Research and Writing

The research for a thesis project will take many months to find, read, digest, analyze and organize your sources. Typically, the first step is gaining a deep familiarity with the secondary literature on your topic. Once you have this background, you will need to dig for your own primary sources. This might involve traveling to an archive and/or reading over months or years of a newspaper or periodical online or microfilm. You should remember that even finding or getting your sources can take time, especially if you need to travel or order them through Interlibrary Loan.

Writing the thesis is also a long process. Thoughts are not usually as easy to put on paper as you wish, and your ideas will develop and change as you write. You will definitely need to write multiple drafts of each chapter, so make sure to leave enough time to write, get feedback from your thesis advisor, rewrite, get more feedback and then rewrite again. Some people like to do most of their research and then start

writing, others prefer to research and write each chapter in turn. How you proceed is really up to you and your advisor. However you choose to do it, you should come up with a reasonable schedule from the outset with due dates for first and second drafts of each chapter.

The student will enroll in LTAM 6920 during the semester when they plan to graduate.

Step 3. Thesis Defense

When your thesis is complete, you will “defend” it before your committee. You are responsible for setting the defense date and time with your committee. For a spring graduation, the defense will be before the end of April, or the end of November for a fall defense, so plan carefully to make sure you have enough time. You should be sure to give your completed thesis to your committee members at least two weeks **before** the defense date. Your defense will take one hour. During the defense, your committee will ask you questions about your thesis and its larger significance. Although you may be required to make minor revisions after the defense, you will know whether or not you passed (with a grade of A or B) immediately after it is over. If your committee does not approve your thesis, the Graduate School allows one more opportunity to defend it {CS: How much time do students have to re-defend the thesis? O month? Semester?}

In order for you to obtain your degree, the Graduate School must receive formal notification that you completed the thesis. They get this when you submit “**The Report of Thesis**” form, signed by all the committee members.

Remind your thesis director to assign a grade for LTAM 6920.

Step 4. Submitting the Thesis

The Graduate School requires theses to be in a specific format and it requires a number of procedures: <http://gradlife.uncc.edu/resources/dissertation-thesis-formatting>. One of the requirements is that each student set up a formal preliminary review of their thesis by the Graduate School to address formatting issues. This review should occur as early as possible prior to the thesis defense.

Additional forms for the thesis are needed to graduate. See Appendix “Forms for Graduation.”

4.3. Course of Study

4.3.1. Full Time Students

Students may begin their studies either in the fall or in the spring; summer enrollment is possible as well but course choices are limited. Required courses are in italics. The 2-year model below assumes that students will take 18 hours their first year and 12 hours during their second year; adjustments will be made for individual circumstances. Summer graduate work can accelerate progress or allow students to catch up for credits that they may have missed.

Those who anticipate graduating during their third year in the program can delay some of the coursework listed for their first three semesters. Students can also opt to “even out” their course work in Year Two by taking six hours during their last semester; however, this is not recommended due to the labor-intensive nature of the capstone (thesis or exam).

The following is a sample Course of Study for illustration purposes only—individual curricula may be different based on personal circumstance, enrollment in Summer School, etc.

First Semester:

- *LTAM 5600*
- History, Humanities, or Social Science Elective (usually LTAM 6251 or 6252)
- History, Humanities, or Social Science Elective or *LTAM 6300*

Second Semester:

- *LTAM 5600*
- History, Humanities, or Social Science Elective (usually LTAM 6251 or 6252)
- History, Humanities, or Social Science Elective or *LTAM 6300*

After 15-18 hours in the program, the student declares for the thesis track or the exam track.

Internship (LTAM 6400), Independent Reading (LTAM 6800), or Independent Research (LTAM 6801) may be taken in lieu of one of the electives, but no earlier than after the completion of nine hours in the program. No more than six hours of these courses may be taken in total.

Third Semester:

- History, Humanities, or Social Science Elective or *LTAM 6300 (if not taken previously)*
- History, Humanities, or Social Science Elective
- *LTAM 6910 (if thesis track)* OR general elective (if exam track)

. Internship (LTAM 6400), Independent Reading (LTAM 6800), or Independent Research (LTAM 6801) may be taken in lieu of one of the electives. No more than six hours of these courses may be taken in total

Fourth Semester:

- *LTAM 6920 (if thesis track)* OR *LTAM 6950 (if exam track)*

4.3.2. Part Time Students. Part time students will work with the DGS to determine a course of study that fits their needs. One possible program is shown below.

Semester	Courses
First	<i>LTAM 5600</i>
Second	History, Humanities, or Social Science Elective (usually LTAM 6251 or 6252)
Third	History, Humanities, or Social Science Elective
Fourth	<i>LTAM 5600.</i>
Fifth	History, Humanities, or Social Science Elective (usually LTAM 6251 or 6252)
Sixth	<i>LTAM 6300.</i> After this semester, student declares for the thesis or exam track.
Seventh	History, Humanities, or Social Science Elective
Eighth	<i>LTAM 6910 (if thesis)</i> or elective (if exam)
Ninth	History, Humanities, or Social Science Elective
Tenth	<i>LTAM 6920 (if thesis)</i> or <i>LTAM 6950 (if exam)</i>

5. COMMUNICATION AND PROFESSIONAL LIFE

5.1. Communication

In addition to the LTAM graduate website and this handbook, the DGS and the LTAM faculty rely on email to communicate essential information to students. As a rule, we send messages to your UNC Charlotte email account (@uncc.edu). The Graduate School also sends messages to this account. Therefore, you MUST make sure to check your UNC Charlotte email frequently.

Because the LTAM program is housed in the History Department, all LTAM graduate students in History are automatically subscribed to the graduate student listserv, the GHA-L. History Department faculty and staff use this listserv to communicate with students. You may also post messages to the list by sending them to gha-l@listserv.uncc.edu. LTAM students will not always find the items pertaining to the History graduate students of interest, but much of the general information and communications about the department will be of interest. In addition, the DGS will use bulk email to send communications specifically for the LTAM graduate students. *Please only use the list to send messages of a professional nature, such as announcing meetings, conferences.*

5.2. Professional Life

All graduate students are expected to take part in the professional life of the program. In particular, they should attend talks relevant to Latin American Studies, meetings held to welcome new students, events held to recruit future students, etc. The program can only thrive if both faculty and students take advantage of the resources that it offers. The DGS may require participation in some activities of the graduate assistants employed by the program but shall provide ample advance notice of such events.

5.2.1. The Graduate History Association

All graduate students in the LTAM program are invited to become members of the Graduate History Association (GHA). LTAM graduate students are eligible to be GHA officers. Membership requires paying annual dues of \$20 that allow participation in GHA sponsored events and the Graduate and Professional Student Government (GPSG). The GHA sponsors a number of professional development events throughout the year, including workshops, panel discussions, meetings with professionals, and social gatherings, with and without faculty members. The current GHA website is: <http://www.history.uncc.edu/gha.htm>. You can reach the officers of the GHA by sending email to GHA@uncc.edu. GHA membership will allow you to apply for conference travel funding from the GPSG.

5.2.2. Networking Opportunities

The Latin American Studies program is fortunate to be at the hub of significant networking opportunities. It hosts two professional organizations devoted to research and teaching in Latin American Studies and also holds an annual conference. These opportunities are one of the major advantages of pursuing an M.A. in Latin American Studies at UNC Charlotte, and students should take advantage of them.

5.2.2.1. SECOLAS and *The Latin Americanist*

Since 2005, the Latin American Studies program has served as the host of the Southeastern Council on Latin American Studies, a professional association of Latin Americanists in our region. The program provides opportunities for students to present their work at the annual meeting of SECOLAS. Recent conferences have been held in Panama (2013), New Orleans (2014), Charleston, S.C. (2015), Cartagena, Colombia (2016), and Chapel Hill/Durham (2017). In collaboration with Wiley-Blackwell, SECOLAS publishes a journal, *The Latin Americanist*, under the editorship of Dr. Gregory B. Weeks. An LTAM graduate student holds an assistantship to help publish the journal, organize the annual meeting, and maintain SECOLAS membership rolls.

5.2.2.2. The GHA Forum

The GHA's largest project each year is to organize a graduate student history conference, the Graduate History Forum. The Forum has been a proud tradition for over 25 years and has achieved wide recognition, attracting student presenters from across the South and even across the country. It is a mark of distinction for our students to run such a longstanding and well-regarded conference. At the Forum, UNC Charlotte students join with their peers from other institutions to present their original research in a collegial and constructive atmosphere. UNC Charlotte faculty serve as panel discussants. The Forum usually takes places in March.

5.2.2.3. William Wilson Brown, Jr. Conference

Every spring since 2004, the LTAM Program has hosted the William Wilson Brown, Jr. Conference on the UNC Charlotte campus. This conference is usually held on a Friday in April, but dates have varied. The program invites a number of outside speakers and provides opportunities for Charlotte-area students and professors to present their work.

5.2.2.4. Conference on Latin American History

Since 2007, the LTAM Program has also hosted the Conference on Latin American History, an affiliate society of the American Historical Association. Recent annual meetings have been held in New York (2015), Atlanta (2016), and Denver (2017). Because of the lead time between proposal submissions and acceptances, it is more difficult for LTAM graduate students to participate as panelists. However, the program greatly encourages participation among the historically minded members of the program, and an LTAM graduate student holds an assistantship to help organize the annual meeting, publish a biannual newsletter, and maintain CLAH membership rolls.

6. GRADUATE ASSISTANTSHIPS AND TUITION ASSISTANCE

Graduate study constitutes a significant expense, and the LTAM faculty is aware of the burden that tuition and living expenses impose on our students. The program has two tools at its disposal to lessen this burden: graduate assistantships and tuition assistance. There are also two small scholarships directly associated with the program; other scholarships are available through the University Scholarship Office. Students should inquire about funding sources from the DGS and program faculty.

6.1. Graduate Assistantships (GA)

The LTAM Program has three administrative/research assistantships (RAs) connected to the History office as well as journals and academic organizations hosted in the LTAM Program. A teaching assistantship (TA) serves LTAM 1100: Introduction to Latin America, our undergraduate gateway course.

In addition to these positions, other units on campus (for example, University College and the Library) also offer assistantships. Students apply directly to these opportunities as they present themselves.

LTAM administrative/research assistantships (RA) carry a stipend of at least \$10,000 per year. All graduate assistants are required to be registered as full time students and must maintain a GPA of at least 3.5.

The LTAM teaching assistantship (TA) currently carries a stipend of \$3,500 per semester to teach a section of LTAM 1100, or \$7,000 per semester for the maximum of two sections. Students interested in the teaching assistantship must have maintained a 3.5 GPA and have completed 18 graduate hours in LTAM. Based on enrollment, there may be more than one such assistantship.

The Graduate Committee assigns assistantships by either of the following mechanisms:

- 1) Selection at the time of acceptance into the program on the basis of the quality of the application for admission. That is the case with the RA positions, as faculty prefer to have a student trained and work for them for the full two years of their time on campus. Early-entry students in receipt of their B.A. who are proceeding to full-time graduate work will be considered the same as entering students, except that their work in the program thus far will also be taken into account.
- 2) Selection from among existing graduate students on the basis of the student's work and an application/interview process. That is the case for the teaching assistantship.

The DGS will announce all positions open to current students, so that eligible students may apply for the job.

6.1.1. Eligibility

Eligibility for a GA position include:

- a) M.A. applicants accepted into the LTAM program with a minimum 3.0 GPA.
- b) Graduate students currently enrolled full time in the LTAM graduate program and with a minimum 3.5 GPA.
- c) The teaching assistantship (TA) is reserved for exceptional students who have completed a minimum of 18 graduate hours.

Ineligible students include

- a) Students currently in the early-entry program.
- b) Part-time students taking fewer than six hours of graduate credit per semester. Exceptions to this rule may be granted for students in their final (thesis or examination) semester.
- c) Current students whose GPA is lower than 3.5

6.1.2. Tenure

RA and TA awards are made for one academic year or the balance of an academic year (in case of an unexpected resignation or termination). Occasionally, there are GA positions for only one semester.

6.1.3. Selection Process and Criteria

Upon the Graduate Committee's determination of the eligibility of qualified RA candidates, the selection of an RA is the duty of the faculty supervisor, with input from the DGS.

Upon the Graduate Committee's determination of the eligibility of qualified TA candidates, the selection of a TA will be made by the Director of Latin American Studies, since the position primarily serves the Latin American Studies undergraduate program.

For both RAs and TAs, selection criteria typically include the candidate's GPA, portfolio, prior work and teaching experience, letters of recommendation and/or oral recommendations from faculty colleagues, an interview with the DGS, and any pertinent University requirements.. As the qualifications for each position vary, each GA position will have its own ranked list. Decisions on GA appointments are final.

Students in the early-entry program about to begin full time enrollment in the graduate program are eligible for funding as if they were new students.

6.1.4. Duties and Expectations

Full-time RAs work an average of 20 hours per week during the academic year. Part-time RAs will receive a prorated stipend (i.e., a student in a 10-hour RA position will receive half the normal stipend for a full position). A student in a full RA position may not at the same time have other employment, as the 20 hours of employment is the maximum allowable. Expectations are set by the supervising faculty in conjunction with the specific needs of the organization, publication, or project the assistantship is assigned to. Common expectations, however, include a maximum of 20 hours per week that are set on a fixed schedule for the semester. RA's are normally expected both to be visible in the completion of their duties, and to perform these duties on campus.

TAs normally teach one or two sections of LTAM 1100 with an enrollment of no more than twenty-five students. One section of the course is considered the equivalent of 10 hours of on-campus work. A TA teaching two courses may not at the same time have other employment, as the 20 hours of employment is the maximum allowable. TAs must meet all expectations of part-time faculty members in the College of Liberal Arts and Sciences, and they must also attend a Graduate School orientation before they begin work. TAs are expected to have mastery of the course material, hold office hours, advise students on their coursework, grade quizzes, papers and exams, and submit final grades.

All graduate assistants must attend program events at the direction of the DGS and other program faculty.

6.1.5. Evaluation

Each GA will receive a written evaluation of their work by April 1. The writing of this evaluation is the responsibility of the supervisor (in the case of RAs) or the Director of Latin American Studies (in the case of TAs).

The evaluation for TAs who serve as primary instructors will include the report from one (or more) classroom observation(s) conducted by a member of the appropriate faculty committee charged with the evaluation of teaching. These evaluations will become a part of the student's portfolio

6.1.6. Reappointment

For students who were offered an assistantship upon entry into the program, the general expectation is that the award will be for two years, pending satisfactory performance in both their coursework and the graduate assistantship. Continuation from year to year is contingent on positive evaluation of performance by the supervising faculty member and/or DGS and maintaining a minimum GPA of 3.5. Students can hold an assistantship for no more than two years.

A TA appointment may be extended for a second year, provided satisfactory performance and a minimum GPA of 3.5. However, preference for this appointment shall always be given to second-year students

6.1.7. Termination

In unusual circumstances, employment as a GA may be terminated prior to the end of the agreed-upon tenure. The Graduate Committee makes the final decision on non-reappointment. In case of non-reappointment, the DGS will inform the GA in writing no later than October 1 (for appointments expiring in December) or April 1 (for appointments expiring in May). The decision to terminate may be appealed to the LTAM Graduate Committee in writing. In case of an appeal, the Graduate Committee makes the final decision.

Reasons for termination include, but are not limited to:

- a) academic probation
- b) a GPA under 3.5 in graduate coursework
- c) poor performance evaluations in their GA position. Such poor performance must to be documented in writing by the GA's supervisor on at least a monthly basis, and the supervisor will need to demonstrate that the GA has failed to respond adequately to at least two written warnings.

6.1.8. Grievance

GAs may file a grievance in case of a) unreasonable workload; or b) conduct of a faculty member supervising the GAs work that is contrary to UNC Charlotte policies and regulations. In case of a grievance, the GA should first attempt to resolve the problem with the supervisor. If this attempt fails, the GA should discuss the problem with the DGS, who will work with the supervisor to find a solution and communicate that solution to the student. In case the grievance is not resolved upon this informal intervention, the student may file a written grievance with the Graduate Committee. The Graduate Committee will consider this grievance in consultation with the student, the supervisor, and the DGS and decide on a course of action. If the resolution is not satisfactory, the student may file a written grievance to the Graduate School.

6.2. Tuition Assistance and Scholarships

Tuition assistance is available to students based on merit, and the program also offers two scholarships in conjunction with the M.A. program in History.

6.2.1. Tuition Assistance

The DGS can nominate both incoming and continuing graduate students for tuition awards on a yearly basis. Details of these awards vary from year to year, and tuition funding one year does not guarantee it the next unless otherwise stated in the Graduate School offer.

6.2.2. The Lyman L. Johnson Scholarship

The Lyman L. Johnson Scholarship is available to incoming graduate students pursuing the master's degree in History with a concentration in Latin America OR a master's degree in Latin American Studies. One scholarship will be awarded during the spring admissions cycle to an incoming M.A. student who best exemplifies Lyman Johnson's commitment to Latin American Studies. The Graduate Committee will determine the recipient of the Johnson Scholarship based on the applicant files in both programs.

Recipients of the Johnson Scholarship will be listed on our website.

Award Amount: Varies (\$400 in 2016).

6.2.3. The Pharr-Buchenau Award

The Pharr-Buchenau Award targets M.A. students on the thesis track in History and Latin American Studies. Criteria are listed below; please note that the award is only open to LTAM students pursuing a thesis that is historical in nature.

“The Pharr-Buchenau grant ... can be used to defray costs (travel, board, subsistence, and research expenses) associated with archival and other research outside of the state of North Carolina. Latin American Studies students are eligible if all of the following conditions have been met: a) their thesis project is history-oriented, b) completion of at least six hours of graduate-level coursework, and c) their main advisor is a historian.”

As the Course of Study in Latin American Studies differs from that of the History program, the following procedures will be used regarding the required faculty letter of support. Applicants already on the thesis track must submit one letter of recommendation from their thesis advisor, attesting to the merit of the proposed project as well as to the student's achievement, interest, and potential in the field. Applicants not yet on the thesis track (but applying to that track during the semester in question) must request such a letter from their Faculty Advisor.

All applicants must also supply a one-page statement of the project, describing how the proposed travel is necessary to complete the thesis; and a one-page budget justification, explaining how the funds will be used. (A sample statement of project and budget justification will be posted on the Graduate Studies webpage). Applications are due to the [History] Director of Graduate Studies by 5 p.m. on the first Friday in April.

The recipient must submit to the History Director of Graduate Studies a one-page report on how the grant advanced the thesis project, by September 15. Finally, the recipient must submit two bound copies of the finished thesis to the Director of Graduate Studies, to be given to the donors.

Award Amount: Up to \$2,500 each for two students.

Selection Process: The selection committee will consist of: the instructor of the historiography seminar; the History department chair; and the DGS of History. All members of the committee will vote, with the majority deciding.

7. APPENDIX

UNC Charlotte requires the submission of paperwork and a fee to graduate, and you must be registered during the semester in which you graduate. For the deadlines required by the Graduate School: <http://graduateschool.uncc.edu/current-students/forms>; scroll down to Graduation Checklists.

The most important forms include the following:

- **Early-Entry Program Form (early-entry students only).** Submit this form each semester in advance of registering for courses you intend to double count for the program: <http://graduateschool.uncc.edu/current-students/forms>.
- **Petition for Topic Approval:** Submit this to the Graduate School after your thesis proposal defense. It must be signed by all thesis committee members: <http://graduateschool.uncc.edu/current-students/forms>.
- **Report of Comprehensive Exam or Thesis Defense:** Submit this to the Graduate School after your exam or thesis defense. It must also be signed by all committee members: <http://graduateschool.uncc.edu/current-students/forms>.

The Appendix contains three important program-internal forms to progress through the program: the **Comprehensive Exam Check Sheet** and the **Application to the Thesis Track**. Students will complete one of these forms, depending on your track. These forms must be turned in at the time that Comprehensive Examination fields are determined and a committee formed, or when you apply for candidacy to the thesis track.

The Appendix also contains the Independent Projects form, used to document independent projects undertaken as part of LTAM 6400, 6800, and 6801

Comprehensive Examination Track Check Sheet

Student will complete this form prior to enrolling in LTAM 6950: Comprehensive Examination.

NAME: _____

Proposed Date of Exams: _____

Proposed Major Field: _____

Major Field Advisor Signature: _____

First Minor Field: _____

First Minor Field Advisor Signature: _____

Second Minor Field: _____

Second Minor Field Advisor Signature: _____

Field Disciplines: _____, _____ and _____

Approval of the Examination Committee and Field Areas:

Signature of Program Director: _____ Date: _____

I understand the guidelines for the definition, preparation, writing and oral defense of the Comprehensive Examinations outlined in the Program of Latin American Studies M.A. Handbook.

Student Signature : _____ Date: _____

Application to the Thesis Track

Students will complete this form to apply for the Thesis Track and enroll in LTAM 6910.

NAME: _____

Proposed Thesis Title: _____

Proposed Thesis Advisor: _____

Proposed First Reader: _____

Proposed Second Reader: _____

I understand the guidelines for applying for candidacy to the thesis track, for submission and defense of the thesis proposal, IRB review (if appropriate), thesis preparation and defense, as well as the guidelines for application to graduate, outlined in the Program of Latin American Studies M.A. Handbook.

Student Signature: _____ Date: _____

Application to Candidacy Checklist (*to be completed by Graduate Committee*):

____ Evidence of support from proposed Thesis Advisor

____ Portfolio with two research papers from courses in the program

____ Thesis Topic Summary

Assessment of the Graduate Committee: _____ Approved _____ Not Approved

Signature of Director of Graduate Studies: _____ Date: _____

Independent Projects Approval Form

Students will complete this form prior to registering for any of the LTAM courses that entail independent projects outside the purview of the capstone

NAME: _____

Please check the course you would like to enroll in:

LTAM 6400 Internship

LTAM 6800 Independent Readings

LTAM 6801 Independent Research

Brief summary of proposed work:

Signature of Student: _____ Date: _____

Signature of Supervising Faculty Member: _____ Date: _____

Signature of Director of Graduate Studies: _____ Date: _____