GRADUATE STUDENT HANDBOOK

M.A. in Spanish

November 2026 – present

Department of Anthropology and Languages

Idaho State University

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INTRODUCTION

The Department of Anthropology and Languages provides this *Student Handbook* for the M.A. in Spanish to provide graduate students in the Masters of Spanish program with the policies and procedures of this department and the requirements of the MA in Spanish. In addition to this handbook, all graduate students should obtain and carefully read the ***Idaho State University Graduate Catalog*****,** which contains all pertinent rules and procedures required by the University.

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Dr. Carmen Febles: Carmen Febles is an Associate Professor of Spanish at Idaho State University, where she teaches Spanish and Latin American Literature and Culture as well as courses specific to Spanish for the Health Professions. Dr. Febles earned her Ph.D. in Latin American Literatures from the University of Wisconsin-Madison. Dr. Febles' recent published work has focused heavily on Latino migrant and border culture, including Chicana visual culture and diasporic community building through Spanish-language podcasting. Dr. Febles has also published collaboratively on topics related to migrant and refugee healthcare. Her areas of expertise include the Latin American colonial period, US/Mexico border culture, and US-Latino culture and literature. Dr. Febles is currently Director of the M.A. program in Spanish.

Dr. Helen "Cathleen" Tarp: Cathleen Tarp is a Professor of Spanish at Idaho State University where she teaches Medieval and Golden Age Peninsular Literature and interpretation and translation for health and judicial professions. She earned her doctorate in pre-Modern Literature and Culture from the University of New Mexico. Her publications in this area focus on the sentimental romance and the Quijote. Her current teaching position is both in Arts and Letters (75%) and in the Physician Assistant program (25%). Her focus is on identifying a problem such as low health literacy that creates a disparity and working with an interdisciplinary team and community stakeholders to design a tailored yet replicable response to the issue. She has initiated, designed, delivered, and published results from several culturally and linguistically tailored interventions –using both qualitative and quantitative methodologies- to assess knowledge, identify perceived barriers, and increase health literacy among Idaho Latinos with the goal of increasing patient self-activation and efficacy. Dr. Tarp initiated the baccalaureate program in Spanish for the Health Professions in 2014, the Graduate Certificate in Spanish for the Health Professions in 2015, and is currently the coordinator for the Spanish for the Health Professions at both the undergraduate and graduate levels.

Dr. Eduardo Villalobos Graillet: Dr. Villalobos is an Assistant Professor at Idaho State University as of August, 2023. His research focuses on the processes of adaptation, production, and censorship of the film and TV adaptations of La Celestina during three crucial epochs in 20th century Spain: The Second Phase of Franco's Dictatorship (1959-1975), The Transition to Democracy (1976-1983), and The Democratic Era (1983- onwards). Dr. Villalobos Graillet's current project centers on the International film and TV adaptations of La Celestina.

Dr. Marin Laufenberg: Marin Laufenberg is a Teaching Associate Professor at ISU and Director of the Spanish MA Program. She received her PhD from the University of Wisconsin-Madison in 2017. She has taught classes focusing on Spanish language, composition and conversation, Hispanic literature, theatre, and performance, and Spanish for the health and social services. She believes that by learning a language, you acquire a new window to understanding cultures and people. In her teaching, she likes using theatrical techniques, like role playing and dialogue creation. Dr. Laufenberg studies contemporary Latin American literature with a focus on Southern Cone performance and theatre. Her dissertation investigated the role of humor and laughter in dealing with trauma and violence in Argentine theatre. She has published articles on her research on Griselda Gambaro's *Antígona furiosa* and Eduardo Rovner's works in peer-reviewed journals. In addition to researching theatre, she also has extensive experience in the praxis of theatre as a member and co-founder of the UW-Madison Spanish language theatre group Teatro Décimo Piso. She has lived and studied abroad in Spain, Panama, and Argentina.

Dr. Claudia Huerta Vera: Dr. Huerta Vera obtained her Ph.D. and M.A. in Spanish from the University of California, Davis; and her B.A. in History from the Pontificia Universidad Católica del Perú. Her research interests include memory studies, human rights, testimony and trauma, and representations of political violence in Latin America. Her doctoral dissertation, La memoria en el cine documental peruano: representaciones del conflict armado interno, focuses on the representations of the Peruvian Internal Armed Conflict (1980-2000) in documentary film. Her research explains how cultural and collective memory of the conflict is formed in Peru and brings to light voices that were not part of the Peruvian mainstream discussion but found a form of expression in documentary film.

Other Faculty: Faculty contact information is always available via the Department of Anthropology and Languages.

Welcome

Welcome to the Department of Anthropology and Languages' online M.A. in Spanish program. You will soon come to know the strengths and specialties of our faculty members, the support of our staff, and engage with your fellow graduate students. You will find an excellent faculty who will not only work hard to teach and mentor you, but who also wish to interact and exchange ideas and concepts with you. We hope that your studies in our department will be both challenging and rewarding for you and look forward to working closely with you to make this experience a rich and valuable one.

Online Graduate Study in Spanish at Idaho State University

Instruction: Idaho State University offers an online M.A. in Spanish. While the majority of our courses are completely asynchronous, occasionally a course will require synchronous meetings via ZOOM or another technology with your professor and/or classmates for advanced discussion, project completion, and cohort building. Office hours and advising take place via Zoom or other technology. In addition to the 15 credits of required course work, students may choose 15 credits of electives – at least 12 credits at the 66xx-level – which allows them to prepare for the M.A. portfolio by taking courses in Reading List content areas. Students should plan to take SPAN 5500 or SPAN 5501 in their first semester.

Finances: As our program is online, we do not regularly offer teaching assistantships. However, our M.A. program has a set program fee for all students – Idaho residents and those from out-of-state – of currently only $343.00 per credit, saving students a minimum of $120.00 per credit. Students pay as they go and do not have additional fees. Textbooks are not included in the program fee. Currently, the total program cost is **$10,290.**[1] For information on student financial aid, go to the ISU Student Financial Aid portal. Program faculty do not advise on financial aid issues.

Regulations and procedures: The requirements, regulations, and procedures established by the Department of Anthropology and Languages and the Idaho State University Graduate School apply to all students in the M.A. in Spanish program. Please take the time to familiarize yourself with Graduate School regulations, policies, and procedures: ISU Graduate School.

Application Deadlines, Process, and Program Prerequisites

Application Deadlines: Review of applications may take 7-10 weeks during the academic year. Applicants should plan accordingly. Please check important dates such as when registration begins and semester start and end dates on the ISU Academic Calendar. If you need assistance or have questions regarding the application process, please email gradschool@isu.edu or call (208) 282-2150. Priority deadlines for application submissions are available on the Graduate School Website (https://www.isu.edu/graduate/future-students/admissions-and-application/)

We review applications according to the following deadlines. Sept. 15th for Spring semester start. Dec. 15th for Summer semester start. March 15th for Fall semester start. Applications received after these dates will be considered after consideration of those received by the priority deadlines. If all vacant seats have been filled, the applicant will be advised to change the start date to the next term.

International Students: International students should consult the International Students page for a list of additional required materials or call the Graduate school. M.A. Program faculty do not advise on international transcripts or admissions.

Application Prerequisites: A graduate program is an advanced program of study.

- Degree-seeking students must hold a baccalaureate degree from a college or university regionally

[1] Program fees are subject to change.

accredited in the United States or its equivalent from a school in another country.
- Applicants' **Spanish speaking proficiency** should be at least an Intermediate High level on the ACTFL OPI (ACTFL standards). This should be certified by the individual submitting the language evaluation on behalf of the candidate, **and/or** by an ACTFL OPI certificate dated within four (4) years of the application submission date.
- The GRE is not required[2].

Application Materials

Application information: Application to Graduate Programs.

- Applicants submit a complete online application and pay the application fee.
    - Applicants send official transcript(s) of **all university level academic work** to the Office of Graduate Admissions at Idaho State University. Students may upload unofficial transcripts to the application while they wait for official transcripts to arrive. If accepted, students may not register until all official transcripts have been received.
- Applicants upload a 3-5 minute video **Statement of Intent** spoken in the **Spanish** language addressing a) their *experience with the language*, b) their *goals,* and c) *how this program will help them reach those goals*. This should not be a scripted response, but rather an example of your ability to speak extemporaneously in the Spanish language.
    - Alternatively, the applicant may submit a recent OPI evaluation (conducted in the past 4 years) as evidence of their speaking ability.
- Applicants must submit a **Writing Sample in Spanish** of at least 2.0 pages (approximately 1,000 words) that conforms to the traditional 5-paragraph essay structure. Ideally, this should be a university academic paper written in Spanish about a literary, social, or cultural topic pertinent to the Spanish-speaking world. If you do not have such, then you should write a paper on a literary or cultural topic of your choice related to the Spanish-speaking world demonstrating your command of Spanish and using the aforementioned 5-paragraph structure to support a claim or thesis. All essays should include appropriate citations and a bibliography.
- Applicants must provide **emails of two references** (non-family members).
    - One of these references must be able to speak to the applicant's academic qualifications and the applicant's potential as a graduate student in an online program in Spanish (*Desirable qualities include passion for Hispanic language and cultures, intelligence, work ethic, prioritization and time management skills, collegiality, professionalism, and resilience*.) This recommender will be contacted to submit a letter of recommendation electronically.
    - The other reference must be able to speak to the applicant's proficiency with the Spanish language and will be asked to submit a letter to this effect.

[2] An automatic request may be generated by the application portal, but no GRE is required.

Acceptance and Conditional Acceptance

Acceptance: Upon receiving notification of acceptance, students must formally accept the seat in the program by following the instructions in the letter of offer. Acceptance of the seat initiates a process by which the student receives a student identification (Banner) number and is directed to claim both their ID number and an ISU email account. Upon receipt of the ID number and email, the student should contact the program director and provide both email and ID number to the director who will then be able to assign an advisor.

Conditional Acceptance: If a student is accepted conditionally, the student may take only **one course** (maximum of 3 graduate credits) per term until the conditions of the acceptance have been fulfilled. Conditions are explained in the letter of offer.

Transfer of Graduate Credit

Students who have completed graduate level coursework prior to acceptance into the ISU online M.A. in Spanish program may petition to have up to nine credits of graduate level coursework accepted. If a student wishes ISU to accept graduate level courses completed at another institution, the student must complete a petition as soon as possible during the first semester of study in the M.A. program. Students should initiate this process in consultation with their advisor. Please review the M.A. in Spanish Reading Lists. If the courses taken do not reflect the content areas represented in the lists, then do not request transfer of credit. The M.A. in Spanish program *may* accept up to 9 credits of transfer credit under the following conditions:

- the graduate credits were completed at an accredited university
- the credits were completed no more than 8 years prior to matriculation to ISU
- the grades in the courses were a “B” or better
- the courses support student success on program M.A. portfolio by reflecting reading list content

The Graduate School must verify all potential transfer credits. Verification is completed only for matriculated students. In other words, there is no way to guarantee that transfer credits will be accepted prior to application.

Advisors, Mentors, Course Load

Advisors: Students’ first contact within the program will be the Graduate Program Director who will assist them with the application process, provide program information, and explain registration processes. Although the program director will always be available to the students, upon entering the program students will be assigned a **primary advisor**. Students may change advisors based on their interests and following the graduate school procedures for changing advisors. The student’s primary advisor will assist the student in the completion of any petitions for transfer of credit. Students must submit such petitions in the first academic year of study in the M.A. in Spanish program. Students should take the initiative to develop a strong relationship with their advisor and to look for different types of mentoring from a variety

of faculty and their peers in the program. For M.A. students, among other things, the advisor will assist the student with planning a course of studies supportive of success on the M.A. portfolio and with the selection of courses for each semester.

Mentors: The Program will facilitate contact between incoming students and students nearing graduation. This informal mentoring relationship gives incoming students to benefit from their peers' experiences.

Course Load: Graduate students are required to be registered for at least one 3-credit graduate course in both fall and spring semesters to remain in good standing. Students are not required to take coursework in the summer. Students who are unable to attend in fall or in spring should speak with their primary advisor to discuss our leave of absence policy (*see below*). Students may pursue their studies as **either full time or part-time students**. A part-time student is a student who takes 3-6 credits (1-2 classes). A full-time student is a student enrolled for nine (9) graduate credit hours--3 classes-- per semester. In general, a full time or "traditional" student is a student who is *not working full-time* while completing graduate coursework. We do **not** recommend that working students (non-traditional) students take more than six credits (two classes) of graduate courses per term. Non-traditional students seeking to balance their current professional obligations and graduate studies should consult with their primary advisor in order to create a schedule that balances work/life/study. Note that you are welcome to take additional credits without asking permission IF that third class is a personal development class (e.g. music, dance, yoga, swimming, meditation, etc.).

Rotation of Required Courses: The M.A. program offers program **required** courses on the following schedule. Electives are offered every term.

Fall (August to December)	
SPAN 5501	Graduate Discourse
SPAN 5541 OR 5542[3]	Peninsular or Latin American Survey
SPAN 6690[4]	Graduate Seminar
Spring (January to May)	
SPAN 5500	University Spanish Pedagogy and Advanced Grammar
SPAN 5545	Literary Theory
SPAN 6690	Graduate Seminar

Summer (May to August): Students are not required to take courses in the summer. Summer offerings vary. The Idaho State University Dynamic Schedule is located here and provides course start and end dates: https://ssb.isu.edu/bprod/bwckschd.p_disp_dyn_sched. Please go here for important dates and deadlines: Registration Dates and Deadlines. If a student needs a particular course, they should register promptly (within 12 hours of availability) when registration opens.

[3] After taking a survey to fulfill the program requirement of one survey course, students may take the other survey as a 5xxx elective. Students may take one three credit elective at the 5xxx level.
[4] SPAN 6690 may be taken a second time with a different topic as a 6xxx level elective.

Leaves of Absence

Graduate students are required to be registered for both fall and spring semesters to remain in good standing. However, in cases of illness or other life events, graduate students may ask for a semester-length leave of absence from the Graduate School for fall or spring semesters without losing standing. (Leaves of absence longer than one semester, or a series of leaves of absences, will not be allowed without approval of the program director and department chair.) To request a leave of absence, the student must email the Graduate School and program director to request it. The M.A. in Spanish program does not require that students take courses in the summer.

Graduate Student Code of Conduct

All M.A.in Spanish students are responsible for rules and processes outlined in the *Student Handbook*, The ISU *Graduate Catalog,* the Graduate School webpage, the Student Code of Conduct, and the ISU Academic Integrity and Dishonesty Policy. Graduate students are expected to comport themselves in a **professional**, **collegial,** and **respectful** fashion towards faculty, staff, and their classmates. **Professionalism** is the conduct, behavior and attitude of someone in a work or business environment. Part of professionalism is **academic integrity**. Students will inform themselves about the University Academic Honesty Policy and will comply with all course standards. Violation of the Academic Honesty standards will result in dismissal from the program. **Collegiality** is behavior that recognizes the shared responsibility to work pleasantly together. **Respectful behavior** is conduct that shows consideration and regard for someone or something.

An important part of respectfulness in education is understanding that program faculty design courses to meet accreditation standards and discipline norms. It is the faculty's responsibility to maintain program quality while supporting students in meeting or exceeding those standards. It is the student's task to comply with course requirements and to meet or exceed those standards. If at any point a student demonstrates difficulty in meeting program interpersonal and professional standards, the student will meet with faculty to clarify expectations.

Degree Description and Graduation Requirements

Graduate Study: A **g**raduate program is an **advanced** program of study focused on a particular academic discipline or profession. Compared to undergraduate studies, graduate school is a more concentrated course of study with greater expectations for the quality and quantity of your work as well as the expectation that students demonstrate initiative in and responsibility for their academic and intellectual development. In general, graduate programs offer **focused studies** in a specific discipline with fewer elective possibilities, **rigorous evaluation** of your work by professors and peers, and **emphasis on producing original research**. [5]

Degree Description: The M.A. in Spanish is an academically rigorous, advanced program of study in Spanish language, literature, and cultural analysis requiring at least 30 credits of approved graduate level coursework.

Graduation Requirements

- 15 credits of required coursework;
- 15 credits of approved elective coursework of which 12/15 must be at the 6xxx level;
- a minimal GPA of 3.0;
- a minimal grade of "B" in all required courses;
- no more than one grade of "C" (74% or higher) in elective coursework;
- a minimal score of "Pass" on all 3 sections of the M.A. portfolio;
- a minimal score of Advanced Low on the OPI (or equivalent DELE score);
- a minimal score of Advanced Low in writing on the M.A. portfolio;
- All requirements must be completed within 8 years of matriculation.

Graduate Level Coursework: Graduate level courses at ISU are identified by a course number beginning with the number ***5***, ***6*** or ***7*** and are restricted to students accepted into the Graduate School. Undergraduate courses completed while completing a B.A., B.S. or other four- year baccalaureate (undergraduate) degree do not count towards completion of the M.A. in Spanish.

After completing 15 credits of required course work with a grade of "B" or better, students choose 15 credits of elective – at least 12 credits at the 66xx level – which allows them to prepare for the M.A. portfolio by taking courses in Reading List content areas. Students may graduate with one grade of "C" (74% or higher) in an elective course. Elective courses with a grade of "C –" or lower will not count for graduation.

Catalog* year and Graduation Requirements**: Students should note the year of their matriculation and verify program requirements in the ***Graduate Catalog for that year which is available on the university

[5] **Master's degrees** such as the M.A. in Spanish are offered in many fields of study. Completing a master's degree usually takes 2-3 years. Some master's degrees are designed to lead to a doctoral degree while others are the "terminal" degree for a profession. **Doctoral degrees** are the highest degrees possible.

webpage. If the M.A. in Spanish program changes its curriculum, under university regulations students retain the option of following the requirements of their program that were in effect at the time of their entrance into the program, even in the face of subsequent changes, or of following the modified requirements. However, upon selecting a program of study, each student must meet **all** requirements for the chosen program. The departmental Graduate Committee will not waive this general obligation.

Content Areas/Reading Lists

The Spanish MA program consists of five content areas. Each covers a geographic area of the Spanish Speaking World during a specific historical/chronological period. The five areas are:

- Peninsular Literature and Culture I
- Peninsular Literature and Culture II
- Latin American Literature and Culture I
- Latin American Literature and Culture II
- US Latino Literature and Culture

Please review the **program reading lists**. Each reading list corresponds to a content area in the program. Students select 3 content areas --each having its own reading list-- in which to present work for the M.A. portfolio. One portfolio area may be outside the Reading Lists if approved by the student's primary advisor, the program director, and the faculty in the non-reading list area who have committed in writing to evaluating the non-reading list portfolio area. For example, ISU offers coursework in TESOL and some students choose TESOL/Language Pedagogy as 1 of their 3 portfolio areas.

OPI (ACTFL Oral Proficiency Interview)

All students will take and submit the results of the ACTFL OPI in Spanish by the end of the semester prior to the one in which they plan on submitting their portfolio. Students must achieve an Advanced-Low rating to graduate with an M.A. in Spanish and must provide a copy of the official certificate.

Students who have taken the OPI within four (4) years of their date of admission to the program and earned the required score before admission into the M.A. program may submit an OFFICIAL copy of the OPI certificate to the graduate program director. Students who have completed the DELE or department of defense proficiency assessment within four (4) years of their date of admission to the program should contact a program advisor and provide an official score correlation between the OPI and the DELE or department of defense score.

Students may take the OPI at any time but must take no later than the end of the semester prior to the semester of graduation. If the required score is not achieved on the first attempt, the student should work with an advisor to create a plan of remediation. Students scoring Intermediate-Mid or lower may re-take the OPI after completion of the remediation plan. Students achieving a score of Intermediate-High after the remediation plan process may request an oral defense with members of the Spanish Graduate Faculty to demonstrate their language proficiency. This request must be made in writing by the student by the end of the semester prior to the one in which the student intends to submit their portfolio.

Deadlines

Application for Graduation

Students must also complete the online application for graduation by the following deadlines or defer graduation to the next term. The graduation application deadline is set by the Office of the Registrar and is generally within the first month of the academic semester in which the student intends to graduate It is the student's responsibility to verify all deadlines here: Application to Graduate

Failure to submit the required graduation paperwork by the deadline will result in a delay of graduation until the next academic term. No exceptions. Graduation and Commencement

Students must complete their OPI test by the end of the semester prior to graduation and submit results.

IS: Independent Study or Problems Courses

Independent study or problems courses are for exceptional cases of students **who have exhausted all normal course offerings in a given area and who wish to pursue an advanced topic or a topic not regularly offered.** Each student in the M.A. in Spanish program may take a maximum of **six hours** of independent study/problems courses as part of their M.A. program of study at Idaho State University.

What Grades Mean at the Graduate Level

Grade of A: A grade of "A" or "A-" in a graduate course indicates consistently strong and outstanding achievement. A student earning an "A" has exceeded all course requirements by the skill and originality of their written and oral work.

Grade of B: A grade in the "B" range (B+, B, or B-) in a graduate course indicates adequate completion of course requirements but may also indicate work that has potential greater than the final product demonstrates. Students must earn a "B" or better in all required courses to remain in the program.

Grade of C: In accordance with the *Graduate Catalog,* a grade of C or lower is failing at the graduate level. A student may graduate with one grade of "C" in an elective course. The M.A. program will dismiss students who receive more than one "C" or any lower grade in elective coursework. Students should make every effort to avoid such a grade. All program faculty are committed to student success. If you are encountering difficulties in a course, please contact the course professor and your advisor to create a plan of action.

Grade of C-, D, F: A grade of C- or lower is a grave issue and generally results in dismissal from the program. Elective classes with a grade of C- or lower do not count towards the 30 credits needed for graduation.

Grade of X: An "X" Grade is an "unearned 'F'" and, therefore, will be treated in the same way as a grade in the "C" range or below. Students should always drop or withdraw from a course if they are unable to complete that course.

Grade of Incomplete: If students in unusual circumstances cannot complete the work for a graduate course. If a student has completed approximately 70-75% of required work in a course, the student may request an Incomplete Contract (INC). Any student seeking an INC must fill out an incomplete grade contract with the course instructor. Students may NOT re-enroll in a course in which they have previously taken an "INC". Students must complete any INC prior to the next term. For example, if the student takes an INC in a spring course, that work should be completed in the following summer prior to the first day of fall courses and prior to taking a summer course. If the INC is in a fall course, the student should complete any outstanding work during Winter Break before the first day of class of the spring semester.

Satisfactory/Unsatisfactory: S/U grades are awarded in such courses as student teaching and special projects to which the regular performance grades are not applicable. All students in such courses are graded either S or U. There is no method for incorporating these grades into a student's grade point average. No credits are awarded in any course for which a U grade is earned. S/U is used for SPAN 6681, Portfolio Prep.

GPA requirement: Graduate Students in the M.A. in Spanish program must maintain a **3.0** cumulative grade average to graduate. Students falling below this standard for the first time must create a remediation plan with the student's advisor and with the graduate program director. Students falling below this standard a second time face dismissal from the program.

Spanish MA Culminating Portfolio

Graduation Requirements: In the Spanish MA Program at ISU, one element of successfully finishing the degree is completing and receiving a grade of "Pass" on a graduate portfolio.[6] **No summer portfolio option will be offered.**

Graduate Portfolio Purpose: The Portfolio allows learners to showcase their academic experiences and coursework in at least three areas of the MA in Spanish. It will demonstrate a student's learning experience, knowledge, and skills, achievements, personal goals, and self-reflection obtained throughout the graduate academic career and clearly show the ability to reflect on how the learners's background, personal identities, and experiences intersect with their academic journey in the three represented areas. There are five areas in the Spanish MA- Peninsular I, Peninsular II, Latin America I, Latin America II, and US Latinx. A sixth, TESOL, can be considered, if a student has taken sufficient coursework in TESOL and has discussed with an English Dept. faculty member the use of TESOL as one of their Spanish MA areas.

Content: The Portfolio must contain in the following order and in addition to the cover page and table of contents –

- A Contextualizing Essay (2-3 pages, double spaced, size 12 font) in which the student describes their academic growth in the program as reflected in their projects, how they considered and approached revising their projects from their classroom version to their portfolio version, further lines of investigation they would wish to expand upon, and possible relationships between the three projects. This is written IN SPANISH.
- 3 culminating or final projects from three different courses produced during their MA, representing three areas of study. It is highly encouraged that these projects be ones for which the student received at least a grade of A- in the course for which they were originally submitted. At least *two* of these projects should be academic papers with bibliographies (a minimum of 5 pages, double-spaced, size 12 font). *It is highly recommended that their final project from SPAN 6690 (Graduate Seminar) be one of the submitted pieces.* The *third* piece may be a project of the student's choosing (a video presentation, an audio project, a didactic unit, a third essay, a creative piece, etc.) that demonstrates important work undertaken in the MA. Although it may differ in format, the alternative (third) project must still incorporate secondary sources, analysis, citations, and bibliography to showcase MA level work. All projects should dialogue with sources, and have a bibliography. Videos or audio projects should be of 10 minutes or longer. In order to assure breadth of the 3 projects included it is required that these three pieces be projects from 3 different courses taken during the MA at ISU.[7] At least *two* projects included must be from classes taken with professors of Spanish. Up to one project submitted may be in English. Each of the three projects should appropriately utilize internal citation and also include a bibliography,

[6] See page 10 in the handbook for the other requirements.
[7] The established MA program Reading Lists are to be referenced to guide students to make sure their three Portfolio pieces represent three distinct areas of study. The areas are Pen I, Pen II, LA I, LA II, US Lat, and possibly TESOL.

listing any materials cited or referenced using a recognized citation style (MLA, APA, Chicago, etc.)

Every MA course offered in our program will contain at least one project that could feasibly be refined, adapted, and submitted as a piece of the Culminating Portfolio. Keep in mind that while the class rubric may specify certain grading criteria for successful completion of a project, it is every student's responsibility to adjust, edit, and refine that project, paying attention to the Portfolio rubric, to ensure it meets expectations for a rating of "Pass" on the Portfolio.

Projects included in the Portfolio MUST be individual projects from classes and cannot be group projects.

Process: During the final semester of studies, a student will either be enrolled in one 3-credit class or one 1-credit 6680 (M.A. Portfolio Prep) class.

The student will prepare their culminating Portfolio during the final semester of study as well. Students seeking any guidance or wishing to consult on the potential inclusion of the pieces in their Portfolio should confer with their academic advisor or course professor. If you have received feedback from the course professor with which to work when polishing and editing your project, you do not need to ask for further feedback on the project. Professors will only give feedback once. Professors will not aid you in the process of correcting and editing- that is the individual responsibility of the student.

On a predetermined date during the 9th week of the semester, all students intending to graduate at the end of the semester will electronically submit their final Portfolio. All 3 Projects and the Contextualizing Essay should be submitted as a single PDF document.

Students will also be required to submit the original versions of all three projects (exactly as they were submitted to professors of courses) along with the professor's feedback on those original projects as supporting documentation for their final portfolio. All revisions made in the new versions must be clearly indicated (highlighted in yellow, etc.).

The Portfolio will be evaluated by a committee of two professors in the Department. (These can be any professors of Spanish in the Department and will not necessarily be the advisor or strictly the area specialists.) If both evaluators agree on the outcome, that will be the final outcome. If a portfolio receives two differing outcomes from the two committee members (Pass AND Fail), a third committee member will be brought in to read, evaluate, and determine the final outcome of the Portfolio. All students will be notified of their Portfolio rating by the end of the 11th week of the semester (10 business days after submission).

The possible outcomes for a Portfolio are "Pass" OR "Fail".

If the outcome is Fail, a student will be given feedback on why the Portfolio did not meet evaluation criteria and expectations set forth in the Portfolio rubric (see below) and the student will be given one opportunity the following semester to present their Portfolio again for evaluation. A failing portfolio will not result in a failing grade on the student's transcript; however, the student will be required to enroll in

the one-credit course SPAN 6680 Portfolio Prep the following semester. A second failing grade on the portfolio will lead to dismissal from the MA in Spanish program with no degree awarded.

Academic Integrity on Portfolio: Plagiarism will not be tolerated, and students who commit it in their Portfolio will be dismissed from the program with no degree awarded. Even if projects that are presented in the portfolio earned a satisfactory grade when they were turned in for a course and plagiarism was not detected when they were originally submitted for a course grade, any plagiarism detected at the portfolio moment will not be tolerated. All three Portfolio Projects and the Contextualizing Essay will be put through plagiarism check software upon submission.

Plagiarism is well-defined in ISU policies and in the Spanish MA Handbook, but includes–

- Obtaining, providing, or using unauthorized materials or devices, whether verbally, visually, electronically, or by notes, books, or other means.
- Acquiring course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling academic papers.
- Being assisted by another person or AI in the preparation of materials presented as one's own OR assisting another person or student with materials they will submit as their own.
- Fabricating or misrepresenting information.
- Duplicating another's work or incorporating a substantial or essential portion of another person's work without appropriate citation.
- NOT including an accurate bibliography entry for every source quoted directly or referenced.

M.A. Portfolio Evaluation Criteria

PASS WITH DISTINCTION: The portfolio overall exceeds expectations for this level of graduate studies. Portfolios receiving this designation:

- demonstrate a level of Spanish that fully meets, and may exceed expectations (OPI Advanced Low).[8,9]
- are of a high academic quality, including professional presentation of materials, and the diligent and accurate use of citations throughout.
- demonstrate thoughtful responsiveness to faculty editorial feedback.
- express sophisticated ideas in highly articulate language.
- demonstrate comprehensive mastery of the subjects of focus.
- represent a high degree of breadth across at least three areas in the MA program (Pen I, Pen II, LA I, LA II, US Lat).
- taken as a whole, including the contextualizing essay, demonstrate a thorough understanding of how the subject matter in the component elements of the portfolio relate to one another and to the

[8] If including work from an outside area, the language of the response should match the language in which the course was conducted. Students are still expected to meet the equivalent language proficiency standards identified for Spanish language portfolio materials.

[9] Consult these webpages for further information on the descriptions and characteristics expected at the different proficiency levels https://www.languagetesting.com/actfl-proficiency-scale https://www.actfl.org/educator-resources/actfl-proficiency-guidelines

intellectual, scholarly, literary, social, historical, and/or cultural context in which they were produced.

PASS: This portfolio overall fully meets expectations for this level of graduate studies. Portfolios receiving this designation:

- demonstrate a level of Spanish that consistently meets expectations (OPI Advanced Low) in all portfolio pieces written in Spanish and in contextualizing essay.
- are generally of a high academic quality, including generally professional presentation, and the diligent and generally accurate use of citations throughout.
- dialogue with appropriate secondary sources.
- demonstrate a general responsiveness to faculty editorial feedback.
- are well organized, employ sound argumentative reasoning, and express ideas in clear and articulate language.
- demonstrate sufficient knowledge of the subjects of focus.
- represent breadth across at least 3 areas in the MA program (Pen I, Pen II, LA I, LA II, US Lat).
- taken as a whole, including the contextualizing essay, demonstrate a general understanding of how the subject matter in the component elements of the portfolio relate to one another and to the intellectual, scholarly, literary, social, historical, and/or cultural context in which they were produced.

NO PASS/FAIL: This portfolio overall fails to meet the expectations for this level of graduate studies. Portfolios receiving the designation do one or more of the following:

- demonstrate a level of Spanish that may sometimes, rarely, or never meet overall expectations (does not meet Advanced Low standard). Or, two or more portfolio projects are in English, or the contextualizing essay is written in English.
- are of poor academic quality, lacking clear organization or argumentative structure, including the lack or very problematic use of citations or lack of or minimal use of secondary and/or significant omissions or misrepresentations of academic sources.
- demonstrate minimal or no responsiveness to faculty editorial feedback.
- express ideas in language that is on repeated occasions unclear, imprecise, or contradictory.
- demonstrate limited and insufficient knowledge of the subjects of focus.
    - The individual components of the portfolio may be off-topic or, taken as a whole, the portfolio may demonstrate a lack of mastery of the subjects addressed or a general lack of coherence.
- represent a lack of breadth.
    - The portfolio may be incomplete, contain elements that do not meet the criteria for inclusion in the portfolio, or be focused entirely on one Spanish MA area.
    - Regardless of the number of areas purportedly covered in the portfolio, one or more pieces within it are unacceptable.
- taken as a whole, including the contextualizing essay, demonstrate a limited and insufficient understanding of how the subject matter in the component elements of the portfolio relate to one another and to the intellectual, scholarly, literary, social, historical, and/or cultural context in which they were produced.

ADA STATEMENT

The Graduate Program in Spanish involves a range of activities, usually asynchronous, discussion- based seminars, as well as numerous other program-related requirements, which can include independent reading and writing; timed, written exams; extensive research projects; and oral defenses. The Department of Anthropology and Languages is committed to working with all graduate students to help them reach their potential in all of the components of the graduate degree. A student who has a disability that could affect performance of any component of the degree should contact both the Director of Graduate Studies in Spanish and ISU Disability Services at (208) 282-3599 upon being accepted into the M.A. program to document needs and to plan for the services that might be necessary. Disability Services determines what accommodations the student needs and provides guidance to faculty. We assure you that the faculty and staff in the department are committed to dealing sensitively and confidentially with all student needs. However, a disability is a private matter and students are never obligated or required to disclose it to Department members.

Academic Honesty Policy

The expectation of the M.A. program in Spanish, as well as Department and University officials, is that students will do their own work, and demonstrate respect for the work of others by appropriately recognizing, citing and/or following fair use guidelines for any and all materials and work produced throughout the graduate program. It is furthermore expected that Graduate students are familiar with the standards and procedures for the production of ethical academic work, including how to properly use a standardized citation style, such as MLA or APA.

The online context requires a particular level of student awareness of and responsibility to Academic Honesty standards. Faculty will advise students about parameters for assessments and assignments throughout the program, but it is essential that students be aware of and follow guidelines for exams, such as only utilizing explicitly approved materials. It is likewise of the utmost importance that learners respect intellectual property by asking, or receiving explicit permission before reusing academic materials such as PowerPoints, lectures, assignment sheets, and quiz or test questions for any purpose outside of the class itself.

Students desiring additional information about the standards of Academic Honesty and proper citation and reference documentation are highly encouraged to approach the Program Director, and/or their Graduate Advisor for information and resources.

Examples of Academic Dishonesty may be, but are not limited to:

- Plagiarism
- Fabrication or Falsification
- Cheating
- Academic Misconduct
- Unauthorized uploading or sharing

We hope and expect that measures to remediate academic dishonesty in our program will never be necessary. However, in cases in which a student or group of students violate the Academic Honesty standards upheld by the Spanish program, the Department of Anthropology and Languages, and/or Idaho State University, the following protocol will be followed:

- The Graduate Program Director and/or Department Chair will be made aware of the violation.
- A meeting will be scheduled between the parties involved and the Graduate Program Director and/or Department Chair to discuss the incident and explain the procedure to be followed to address the incident.
- Most violations will be reported to the Idaho State University Graduate School for evaluation by the Graduate School Advisory Committee.
- Depending upon circumstances, outcomes of such incidents may range from a failing grade on an assignment or in a course to academic probation to expulsion from the M.A. program and university.

For additional detail regarding institutional policies and procedures related to Academic Dishonesty in the Graduate program, see: http://coursecat.isu.edu/graduate/generalinfoandpolicies/academicdishonesty/

Handbook & Reading List Revision

To provide a stable educational experience for our students, as well as instructional flexibility for our faculty, the Graduate Handbook and Spanish M.A. Reading Lists will be revised on the following schedule:

- The Graduate Handbook shall be revised every 7 years following the internal program review.
    - Exceptions: The “Introduction” and “Welcome” sections shall be updated as needed, as shall any official catalog language (e.g. course numbers, course titles, faculty listings, etc.)
- The Spanish M.A. Reading Lists shall be revised every 2 years.