Latin American, Caribbean and U.S. Latino Studies Graduate Handbook

Department of Latin American, Caribbean, and U.S. Latino Studies
University at Albany, SUNY
Graduate Student Handbook
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Table of Contents

General Introduction 2
Master’s Program 2
Doctoral Program 8
Program Planning and Advisement 13
Graduate Studies Committee 13
Assistantships and Fellowships 17
  On Campus Funding Sources and Support 18
  Off Campus Funding Sources 21
Graduate Teaching Assistant Policies and Guidelines 21
Graduate Teaching Assistant Resources and Support 22
GSA Services 23
LACS Office Administration Information 25
ITLAL 25
Faculty 27
Campus Life Information 27
LACS MA: Department Expectations, Student Action, and Stepping Stones 30
LACS PH.D: Steps beyond MA 31
General Introduction

The LACS Department offers an undergraduate major in Latin American, Caribbean, and U.S. Latino Studies, a Graduate Certificate in Latin American, Caribbean, and U.S. Latino Studies, a MA in Latin American, Caribbean, and U.S. Latino Studies, and a PhD in Latin American, Caribbean, and U.S. Latino Studies, which is a track of the Spanish PhD.

LACS is among the first programs in the country to integrate area and ethnic studies into the curriculum of the department's various undergraduate and graduate academic programs. Understanding issues of race, ethnic, gender, and class diversity are also central to the curriculum and to the research endeavors of our faculty. If you are interested in learning about some of the major global challenges of the twenty-first century, about the multicultural character of U.S. society, and about the increased interdependence among the countries of the hemisphere, you have come to the right place.

LACS programs also pay attention to the manner in which globalization, migration, and transnationalism are forging new hemispheric visions of Latin American and Caribbean Studies. LACS' transdisciplinary approaches work to decolonize knowledge and traditional history through in depth analyses of U.S. intervention, colonialism and neoliberalism. In light of this reality, our research and teaching agenda is also focused on the U.S. Latino experience and its relationship to the countries of origin.

Some of the main areas of expertise of LACS faculty include globalization studies, development studies, urban studies, women's studies, migration studies, cultural studies, the African diaspora in the Americas, Mesoamerican anthropology, Caribbean studies, education, and U.S. Latino Studies.

MASTER'S PROGRAM

The Master of Arts program provides students who want to work in fields involving the Latin American or the Caribbean regions and U.S. Latino populations with a broad humanistic and social scientific knowledge. There is an emphasis on Latina/o, Latin American, and Caribbean culture and social processes, and problem-related or area-focused training to prepare students for professional research and policy-oriented careers in federal and state government, international organizations, foreign service, the private sector, and in areas such as education, business, journalism, social work, translation, law and many other employment opportunities that require knowledge of the Latin American, Caribbean, and U.S. Latino populations.

Of all the State University of New York Research Centers, the University at Albany has the strongest interdisciplinary faculty with expertise in Latin America, the Caribbean and the U.S. Latino population.

Comprehensive knowledge of these areas will be achieved through core interdisciplinary courses offered by the Department of Latin American, Caribbean, and U.S. Latino Studies. In addition to the core courses, students are able to choose from related courses offered by the departments of Anthropology, History, Geography and Planning, Hispanic and Lusophone studies (Spanish and Portuguese language and literature), Political Science, Sociology, Economics, English, Education, Music, Africana Studies, and Women's Studies. Instruction also covers research methodology, both quantitative and qualitative. The program provides students with the opportunity to demonstrate their ability to apply their knowledge and skills in the form of a written master's project that addresses specific issues and problems related to these regions.
Students choosing the MA terminal degree option are not required to do a Master's project, but must take a comprehensive exam.

Incoming students are encouraged to read some of the entries in the recommended reading list to acquire familiarity with the major themes and theories that are explored in our courses. Each student is required to select a faculty advisor by the end of the first semester of graduate study, and to register that choice with the graduate director prior to preregistration for the following semester’s courses.

**THE LACS Program of Study - Master’s Project Option (30 credits, minimum)**

1. Core requirements (15 credits minimum): LCS 502; 503; 504; 505; and 506.
2. Supporting courses (9 credits) from either the Transnationalism and Global Flows or Culture, Power and Identity tracks; or courses approved for Individual Track.
3. LCS 691 - Directed Readings (3 credits)
4. LCS 697 - Directed Master’s Project (3 credits)
5. A proficiency language exam in Spanish, Portuguese or French equivalent to a third year undergraduate level.

**Program of Study - Comprehensive Exam Option (30 credits, minimum)**

1. Core requirements (15 credits minimum): LCS 502; 503; 504; 505; and 506.
2. Supporting courses (9 credits) from either the Transnationalism and Global Flows or Culture, Power and Identity tracks; or courses approved for Individual Track.
3. Additional supporting course (3 credits) from the alternate track
4. LCS 691 - Directed Readings (3 credits)
5. Satisfactory completion of a comprehensive examination in Latin American, Caribbean and U.S. Latino Studies
6. A proficiency language exam in Spanish, Portuguese or French equivalent to a third year undergraduate level.

**Required Core Courses: 15 credits**

- LCS 502 (3 credits) - Theoretical Approaches to Latin American, Caribbean and Latino Studies I
- LCS 503 (3 credits) - Theoretical Approaches to Latin American, Caribbean and Latino Studies II
- LCS 504 (3 credits) - Seminar: Latin America
- LCS 505 (3 credits) - Seminar: The Caribbean
- LCS 506 (3 credits) - Seminar: Latino Studies

**Specialty Track 1: Transnationalism and Global Flows Track**

- Aps 603 The Political Economy of Educational Planning and Development
- His 573 The United States and Latin America
- LCS 508 Latinos and American Political Change
- LCS 509 International Migration: Migration and Transnationalism
- LCS 510 Workers and Globalization in the Americas
- LCS/His/WSS 551 Gender and Class in Latin American Development
- LCS 565/Pos547 Latino/as and Inequality in America
- LCS 585 Land and labor in Latin America
LCS 592 Transnationalism, Culture, and Power
LCS 696 Selected Topics in LACS

**Specialty Track 2: Culture, Power and Identity Track**

Ant 641 Seminar in Mesoamerican Ethnology
His 572 History of Brazil
LCS 507 Three Island Revolutions
LCS 508 Latinos and American Political Change
LCS 512 Tourism, Culture, and Identities
LCS 514/Spn531 Literature of the Hispanic Caribbean
LCS 515 Los Latinos en EE.UU: Historia, Cultura, y Literatura
LCS 696 Selected Topics in LACS

**Individually Designed Track**

In certain cases students may, in consultation with faculty, develop an individually designed track. This option is available only to students who chose the Master's Project.

**Language Requirement**

The language proficiency requirement can be met in one of two ways. Under the first option, students will be required to translate a 500-word text into English from Spanish, Portuguese or French. Students may use a dictionary and will be allotted two hours to complete the examination, which will be administered in the LACS office. Under the second option, students are required to obtain a minimum grade of B in a third year level undergraduate or graduate course taught in an accredited higher education institution. With the approval of the graduate advisor, students may enroll in a language course on any languages (except English), including indigenous languages that are widely used in Latin America and the Caribbean.

**Comprehensive Examination and Master’s Project Options**

Students enrolling in the LACS Master of Arts degree are expected to complete 30 credits of course work within two years. Some students may choose to fulfill the degree requirements sooner by completing more than 9 credits per semester, or taking courses offered during the summer that are approved by the student’s advisor.

Students may choose to complete the requirements for a Master’s Degree by either passing a comprehensive examination or completing a substantial project. Students who intend to apply to the doctoral program must take the project option. Students who do not intend to enroll in the LACS Ph.D. program may choose the comprehensive examination option.

All Master’s degree students must complete LCS 691: Directed Readings. Students can enroll in LCS 691 only after completing the five core course sequence. This requirement allows students to demonstrate that they have attained the requisite knowledge of the academic field and understanding of research methods to undertake either an independent project or qualify for the comprehensive examination.
MASTER’S DEGREE COMPREHENSIVE EXAMINATION OPTION

This option is for students who desire to take the MA as a terminal degree. Students choosing the MA Comprehensive Exam option are required to complete LCS 691 - Directed Readings and an additional 27 credits from among LCS or advisor approved elective courses in order to complete the 30 credits required for the MA degree.

Students should begin to think about a comprehensive examination topic no later than the end of the first academic year. The topic will form the basis for the comprehensive examination.

LCS 691: DIRECTED READINGS

By the end of the second semester of full time study, the student should have selected an advisor who will supervise LCS 691 - Directed Readings. In consultation with the advisor, the student will select a second reader. The advisor and the second reader shall comprise the comprehensive examination committee.

The student will be required to submit a short topic statement (approximately 5 pages). The statement will describe the topic and briefly explain how the topic is related to the student's professional or career aspirations, and/or intellectual interests.

Before submitting the topic statement, the student must have selected the two members of her/his committee and must have discussed the reading list with the faculty members.

The student will develop a reading list of no less that 30-40 entries comprised primarily of scholarly books and journal articles, or other relevant primary, secondary and creative sources that are germane to the topic. The student will be granted permission to enroll in LCS 691 once the topic statement, including the reading list, have been approved by the comprehensive examination committee.

To successfully complete LCS 691, students must prepare an annotated bibliography of the sources in the original reading list, as amended by the comprehensive examination committee.

Each annotation should be between 250 and 500 words in length. Students are expected to consult with their advisors for guidance on writing annotations. The annotated bibliography will be divided into three sections:

1. Items directly related to the topic
2. Items that provide background or context for the topic
3. Items that illuminate the theoretical or conceptual dimensions of the topic.

Students will have successfully completed LCS 691 when the annotated bibliography has been approved by the comprehensive examination committee. The student is required to request in writing that the advisor schedule the comprehensive examination.

The request must be made by October 15 for a Spring term examination, or April 15 for a Fall term examination.

Consequently, students are encouraged to submit their annotated bibliography at the beginning of the semester preceding the semester in which the examination will be scheduled. Under extraordinary circumstances and upon the recommendation of the advisor, these deadlines can be waived.
MASTER'S DEGREE PROJECT OPTION

Students choosing the Master’s Degree Project option are required to complete
LCS 691 - Directed Readings
LCS 697 – Master’s Degree Project
24 additional credits

Successful completion of LCS 697 is required for admission to the Ph.D. Program. Students choosing the Master Project option should identify the project topic no later than after completion of the first two semesters of coursework.

LCS 691: DIRECTED READINGS

By the end of the second semester of full time study, the student should have selected an advisor who will supervise LCS 691 - Directed Readings and serve as the project director. The student will develop a reading list of 30-40 entries comprised primarily of scholarly books and journal articles, or other relevant primary, secondary and creative sources that are germane to the topic that will be preapproved by the director of the individual’s committee before enrolling in the class. In consultation with the advisor, the student will select a second reader. The advisor and the second reader shall comprise the project committee.

LCS 695: Independent study (3 credits)

After required coursework is finished the independent study is for the students to build knowledge about specific content areas not offered or focused on in LACS classes provided. It can be used to fulfill credit quotas for specific semesters in order to maintain funding. Students must ask faculty member for permission and do so no later than one month before the next semester.

THE PROJECT PROPOSAL

The proposal will include a brief description of the project, the importance of the project, the methods to be employed and relevant theoretical or conceptual issues. These components of the project proposal correspond to the three sections that will comprise the required reading

1. Items related directly to the project;
2. Items related to the background areas around the project;
3. Items about theory and method necessary for research on the project.

In consultation with the project director, the student will also select a second reader for the project at this time and submit the proposal to the second reader.

THE ANNOTATED BIBLIOGRAPHY

Once the proposal, including the reading list, has been approved by the project committee the student will be permitted to enroll in LCS 691 - Directed Readings. For successful completion of LCS 691, the student will prepare an annotated bibliography of the approved reading list. The student will be required to prepare an annotated bibliography. Each annotation should be approximately 500 words, and should include: a) a brief summary of the text; b) the authors’ major arguments; and c) how the text contributes to the student’s research. But students are expected to consult with their advisors for guidance on writing annotations. Annotations will
demonstrate that the student has studied each item on the reading list and will explain briefly (in one paragraph) how each item on the reading list will be used for the preparation of the project.

LCS 697: MASTER'S PROJECT

The student should anticipate that it may require up to one academic year to complete their research, and they should allocate a minimum of one semester for writing. Students should also allow up to five weeks for the project director and the second reader to study a written version and suggest changes. To expedite the process, students should remember to submit, with all revised versions, all draft copies with the marginal and other comments of the readers intact, so that the reader might see how changes recommended in a prior version of the project have been incorporated in the most recent version.

Master's projects should demonstrate writing skills as well as a command of theoretical and methodological skills in a particular discipline or area of study. They should also provide convincing evidence of the student's ability to conduct independent research creatively, or they may attest to a special skill in a particular area (for example, creative writing, computer programming, photography, etc.). The M.A. project is not necessarily the equivalent of a thesis. Creative writing projects and those that make use of multimedia or computer programs are also acceptable as long as they are accompanied by a written text that demonstrates extensive research and the appropriate application of analytical skills. All bibliographic references should follow a consistent format using a style sheet published by professional organizations like the MLA Handbook, the Chicago Manual of Style, or any of the style sheets published by the disciplinary organizations in the social sciences. Projects should be written in English. However with the approval of the Project Director and the Director of Graduate Studies, the master's project may be written in another Latin American and Caribbean languages. Depending on the nature of the project, the length of the text may vary from at least 50 to 75 typed, double-spaced pages.

PROJECT COMMITTEE

To avoid conflicts of interest, the project director and the second reader should not be related to each other as spouses or partners. If the Graduate Studies Committee (which includes the Chair of LACS) determines that there is a potential for conflict of interest in the composition of any project committee, it will appoint a new project committee in consultation with the project director and the candidate.

DEGREE CLEARANCE

To receive grade credits and satisfy the requirements for LCS 697 - Directed Master's Project, two identical copies of the final corrected typescript of the project incorporating all corrections and revisions must be submitted by the student for approval in writing by the project director and the second reader.

CLARIFICATION OF PROCEDURES

Students should seek clarification of these procedures first from their faculty advisor. Further clarification can also be sought from the Director of Graduate Studies or from the Department Chair. Students are strongly advised to read and become acquainted with: The LACS MA: Expectations, Actions and Gateways. This online resource can be accessed through the LACS departmental website.
DOCTORAL PROGRAM

The program leading to the Doctor of Philosophy degree in Spanish with a specialty concentration in Latin American, Caribbean, and U.S. Latino Studies requires a total of 60 graduate credits (30 beyond the Master’s) for completion of the degree. The Department of Latin American, Caribbean, and U.S. Latino Studies (LACS) administers this concentration.

This Ph.D. specialty is conceived of as qualitatively different from conventional disciplinary programs. Its originality lies in the integration of area and ethnic studies within a disciplinary framework that includes the humanities as well as the social sciences.

The program is recognized as a viable alternative to the single department/discipline based structures that dominate most university settings. “Alternative” does not mean substitution; it means a valid, complementary, and different model with its own set of persuasive advantages. These advantages include paradigmatic shifts in the context of scholarship, a novel and inclusive curriculum, as well as research in frontier territory not charted inside structures that are more conventional. LACS’ transdisciplinary approaches are integral to its basic and applied research and service outreach activities to institutions in Latin America and the Caribbean and in local, national, and international multicultural communities.

The Center for Latino, Latin American, and Caribbean Studies (CELAC) and the Institute for Mesoamerican Studies (IMS), autonomous research units overlapping LACS in geographical coverage and faculty, also have made significant contributions with their publications, conferences, and attracting grant resources and promoting international collaborations.

Most LACS graduates pursue careers in education, international business, government or community service agencies, public policy, law, criminal justice, and social work. Degree candidates are also expected to demonstrate advanced language proficiency in Spanish and another language spoken in Latin America and the Caribbean (other than English).

- **Recommended Reading List for Prospective Students**

**Ph.D. Requirements**

Credit Requirements: A total of 30 credits beyond the M.A. to include:

- LANGUAGE REQUIREMENT (See Guidelines)
  - Written comprehension of Spanish
  - Second language other than Spanish and English

Core Sequence: 15 Credits (See Course Descriptions)

- ALCS 502 (3 credits)
- ALCS 503 (3 credits)
- ALCS 504 (3 credits)
- ALCS 505 (3 credits)
- ALCS 506 (3 credits)

Approved Graduate Methods Course (3 credits)

Graduate methods course in cognate field approved by Graduate Director.
Student Defined Focus Area (12 Credits) (See List of Supporting Courses)
• Courses to be selected by student in consultation with their advisor.

**Formal Requirements (Load Credits Only) (See Guidelines)**

1. Dissertation Committee approved by Graduate Studies Director
2. Reading list approved by Graduate Studies Director
3. ALCS 781 Directed Readings/Annotated Bibliography completed
4. Ph.D. Qualifying Exam approved and completed
5. Dissertation Proposal approved by Advisor and Graduate Director
6. ALCS 899 Dissertation successfully defended
7. Recommendation for Conferral of Doctoral Degree submitted

**Doctoral Concentration in Latin American, Caribbean, and U.S. Latino Cultural Studies (LACS) of the Spanish Ph.D.**

**Guidelines & Procedures**

**Language Requirement (English, Spanish, and one other language)**

Prior to admission, degree candidates will demonstrate proficiency in Spanish by completing one or more graduate level courses taught in Spanish with a grade of B or better. Before or after admission, candidates must also demonstrate knowledge of a second language used in Latin America and the Caribbean (other than English and Spanish, e.g. Portuguese, French, Quiche, Dutch, Haitian Creole) by passing an undergraduate course in that language with a grade of B or better. A second language could be the native language of the candidate. Second language proficiency must be approved by the Director of Graduate Studies.

**Coursework**

Candidates are required to complete 30 credits beyond an approved MA. Coursework will include a core sequence of 15 credits (ALCS 502, 503, 504, 505 and 506), 3 credit methods course approved by the advisor and a student directed focus area of 12 credits (including ALCS 781 Directed Readings). Candidates with an MA in LACS from the University at Albany will substitute 15 other credits (as advised) for the core sequence and complete 12 credits (including ALCS 781 Directed Readings) in the focus area. Independent Study (ALCS 695) and Topics courses (ALCS 696) require the approval of the Director of Graduate Studies.

**Advanced Methods Courses**

Students enrolled in the LACS track of the Spanish Ph.D. program must take an advanced methods course in a field related to the dissertation topic. Choosing this course should be made in consultation and with the approval of the student's LACS graduate advisor.
Dissertation Committee

The composition of all dissertation committees will be submitted to the Graduate Director for approval. Students admitted with an MA will form their dissertation committees by the end of their first semester of coursework; students admitted without the MA will form their dissertation committees by the end of their fifth semester of coursework. By the end of the first (or fifth) semester, the student will ask a full time faculty member of LACS to serve as director of the dissertation committee. It is expected that students select faculty committee members with expertise in their chosen topic of research and who have taken courses with.

The dissertation director should not dictate the composition of the dissertation committee, but with the assistance of the dissertation director, the student will select two additional full time faculty members of LACS to form the dissertation committee. The dissertation committee director will ensure that there is sufficient expertise on the committee about the topic of the dissertation. When necessary for additional expertise on the topic of the dissertation, a fourth full time faculty member for the dissertation committee could be chosen from outside the department or the university. Once all members have agreed to serve, the dissertation director will inform the Director of Graduate Studies in writing about the composition of the dissertation committee.

Reading List / Directed Readings ALCS 781

Once all course work has been completed (except ALCS 781), the student will submit a reading list for the approval of the Dissertation Committee and the Director of Graduate Studies. The reading list will be divided into three sections:
1. works related directly to the dissertation topic;
2. works related to the background areas around the dissertation topic;
3. works about theory and method necessary for research on the dissertation topic.

The Dissertation Committee director will submit the reading list approved by the dissertation committee to the Director of Graduate Studies for approval. Once the reading list has been approved by both committees, the student will enroll in ALCS 781 under the supervision of the dissertation director. For successful completion of ALCS 781, the student will prepare an annotated bibliography of the approved reading list. Annotations will demonstrate that the student has studied each item on the reading list and will explain briefly (in one paragraph) how each item on the reading list will be used for the preparation of the dissertation.

Qualifying Examination

While completing ALCS 781, the student will write the Director of Graduate Studies to request a qualifying examination based on the annotated bibliography of the reading list. This written request must be made no later than October 15 or April 15 of the previous semester.
The qualifying examination will be prepared by the dissertation committee, approved and administered by the Director of Graduate Studies. The qualifying examination will consist of six questions, two questions each in all three sections of the reading list. The student will answer one question in each of the three sections of the reading list: 1. dissertation topic; 2. background areas around the dissertation topic; 3. theory and method. The student will submit answers to the Director of Graduate Studies no later than three days after receiving the examination. The answer to each of the three questions should be typed (double-spaced), and each answer should be 7 to 10 pages long, documented as a research paper.

Admission to Ph.D. Candidacy
A student is admitted to candidacy (ABD) for the degree of Doctor of Philosophy and may undertake work on the dissertation subject to the following:
- a) satisfactory completion of the qualifying examination;
- b) satisfactory completion of the research tool requirements by fulfilling the foreign language requirement;
- c) completion of the University residency requirements (where appropriate)

Dissertation Proposal
By the end of the semester that follows the successful completion of all the exams and requirements, each candidate for the Ph.D. degree must submit a dissertation proposal. The dissertation proposal must be at least 10-15 pages long and contain the following:
- a title,
- a general description of the project, including a clear critical/theoretical approach to the topic,
- description of each chapter,
- a bibliography of primary and secondary sources.

Upon the Dissertation Committee’s approval of the dissertation proposal, the candidate may start writing the dissertation during which time each semester s/he must enroll in the ALCS 899 (Doctoral Dissertation) course (counts as load credit only). The dissertation itself is expected to manifest thorough knowledge of literary, cultural or linguistic theory, depending on the candidate's field, and the candidate must demonstrate the ability to perform mature scholarly research elaborating on previous critical judgments. The dissertation may be written in English or Spanish.

The candidate will present the proposal to the Dissertation Committee in a meeting open to all faculty and students of the department. The dissertation proposal should be circulated among members of the Dissertation Committee well in advance of the meeting, and the meeting date and time should be announced at least two weeks before the presentation.

The dissertation committee members will make suggestions for change in the proposal, and after these changes have been incorporated, the Dissertation Director will transmit a final version of the proposal to the Director of Graduate Studies. The dissertation proposal itself should be at least 10-15 pages long, not counting the bibliography which
should be appended to it.

**Dissertation Progress Report**

Every semester, the dissertation director will indicate progress on the dissertation on the LACS PH.D. ADVISEMENT FORM and circulate copies of this form to the members of the dissertation committee and to the Director of Graduate Studies. The Director of Graduate Studies will place this advisement form in the student's file.

ALCS 899: Doctoral Dissertation (1 load credit)
Dissertation credits count as load credit only and are graded L/U. They cannot be applied to the 30 credits (post M.A.) minimum requirement for the Ph.D. You may register for load credit only after all the other requirements are completed.

**Completed Dissertation**

Once the dissertation is completed, the dissertation director will forward copies of it to the members of the dissertation committee requesting written critiques from committee members within two to three weeks. The dissertation director will circulate these critiques among dissertation committee members and place copies of them in the student's file. Members of the dissertation committee may request a meeting with the candidate at any time. Candidates may also request a meeting with the dissertation committee or with any of its members at any time.

All committee members should honor the candidate's request for change in the membership of the dissertation committee, and the candidate should also respect the right of all committee members to withdraw from the committee at any time. The candidate should inform the Director of Graduate Studies of any change in the membership of the dissertation committee, and the candidate should also resubmit a dissertation proposal for the approval of the new Dissertation Committee and the Graduate Studies Committee. The Director of Graduate Studies will place all proposals approved by both committees in the candidate's file.

**Dissertation Defense**

In consultation with the candidate and the Dissertation Committee and in accordance with departmental procedures, the Director of Graduate Studies will arrange a date for the defense of the dissertation. The candidate will defend the dissertation in a meeting open to all faculty and students of the department. The dissertation director will chair the defense, and the members of the dissertation committee will vote in private and announce their decision to the candidate and to those in attendance at the defense.

**Changes in the Composition of the Dissertation Committee**

To avoid conflicts of interest, the members of the dissertation committee should not be related to each other as spouses or partners. If the Graduate Studies Committee (which includes the Chair of LACS) determines that there is a potential for conflict of interest in the composition of any dissertation committee, it will appoint a new dissertation committee in consultation with the Dissertation Director and the candidate. The
candidate has the right to reconstitute the Dissertation Committee at any time. When this right is exercised, the candidate should inform all members of the Dissertation Committee in writing in a timely and considerate manner after the matter has been discussed with the Dissertation Director and with other members of the committee.

All committee members should honor the candidate's request for change in the membership of the dissertation committee, and the candidate should also respect the right of all committee members to withdraw from the committee at any time. The candidate should inform the Director of Graduate Studies of any change in the membership of the dissertation committee, and the candidate should also resubmit a dissertation proposal for the approval of the new Dissertation Committee and the Graduate Studies Committee. The Director of Graduate Studies will place all proposals approved by both committees in the candidate's file.

Regulations and Requirements Governing the Doctoral Degree (Graduate Bulletin)

PROGRAM PLANNING AND ADVISEMENT

The Director of Graduate Studies has administrative responsibility for the graduate program; however, advisement is chiefly the function of individual faculty members. Each new student is expected to choose a faculty member as his/her advisor in the first semester of graduate study, prior to pre-registration for classes for the following semester. Through attending the orientation process, faculty-student functions, and field seminars, students will be able to select a faculty member appropriate to their interests. A change of advisor is quite normal as students become more acquainted with faculty and discover who is most suitable in relation to interests and specializations.

With the assistance of her or his faculty advisor, a Ph.D. student prepares and submits to the department administrator a “Tentative Degree Program of Studies” by the end of the first year of full-time or by the end of the second year of part-time graduate study. The tentative program should indicate how and when all departmental and subfield course requirements will be met. A graduate student should meet with her/his advisor at least once each semester to discuss the student’s progress.

Note: The availability of advice does not relieve the student of sole responsibility for completing necessary forms, initiating the formation of committees, honoring deadline dates at various points in one’s studies, and meeting all departmental and graduate school regulations. Students should therefore read carefully the Graduate Student Handbook.

Graduate Studies Committee

The Graduate Studies Committee includes three LACS faculty members, the Director of Graduate Programs, the Department Chair, the Graduate Student Representative and an additional LACS faculty member appointed by the Graduate Director.

The Graduate Committee oversees the Department’s graduate programs and makes recommendations to the Department regarding changes in graduate curriculum and policy. The Graduate Committee shall make recommendations regarding admissions and financial aid to
the Departmental Chairperson, who takes final decisions. The Graduate Committee Director certifies to the Departmental Chairperson when all requirements have been met by candidates for advanced degrees, and ascertains that a copy of each master’s project is submitted to the Department for its permanent files. Included within this committee’s purview are recommendations on all awards for which departmental input is required.

Graduate Student Representative

The graduate student representative is an advocate for graduate students within the department and communicator of issues, demands and dialogues between faculty and graduate students. This position is voluntary and is filled by an election held among graduate students. There is precedent that this person also serves as the President of the LACS RGSO (recognized graduate student organization). Any graduate student who wishes to bring an issue to the attention of the faculty can do so through the graduate student representative while maintaining confidentiality. Prospective students should feel free to contact the graduate student representative for information on the program and details on the experiences of students in LACS.

Gabe Sanchez is the Graduate Student Representative for the academic year 2015-2016.

Degree Progress

In order to ensure timely completion of the degree, pre-candidate doctoral students—including those students working on assistantships—should register for 12 credit hours each semester. Funded first-year graduate students who are serving as teaching assistants may consider registering for 9 credit hours during their first semester of teaching assistant work. Most international students must take 12 credits for full-time status for visa requirements. While financial and workload considerations may sometimes preclude unfunded doctoral students from taking 12 credits each semester, the department strongly encourages these students to return to a full-time load in order to complete the doctoral program in a reasonable time frame.

Grades and Evaluations of Student Performance

Grade Requirements:

The grade of “B” is considered the minimal satisfactory grade in individual graduate courses. Only courses with a grade of B or better may be applied to graduate course requirements and to credit requirements for graduate degrees.

Incompletes:

Students are expected to complete course work on time. A grade of incomplete may be given only in those instances in which the student has not been able to complete all of the assigned projects and/or examinations in a course due to illness or other unforeseeable compelling circumstances. A date for completion of the work should be specified by the instructor; however, college policy requires that incompletes received during a given semester be completed one month before the close of the following semester. The grade of I is automatically changed to E or U unless work is completed as agreed between the student and instructor.

The department may elect to revoke financial support for students receiving departmental funding if course work is not completed on time and incompletes are accrued.
Termination from Program

At the end of every semester the Graduate Director will review the academic record of each graduate student. If the student has not attained a B average for the semester, the Graduate Director will consult with the student's advisor to decide the appropriate course of action.

Consistent with University guidelines, masters and doctoral students can be terminated from the program if they fail to maintain a B average.

Academic Grievance Procedures:

Students who elect to challenge an academic evaluation of their work in a course or seminar, in research, or another educational activity, or an unfavorable academic standing or status assigned to them because of inadequate grades or other evaluations of their performance, may request a review of the evaluation or the academic status, or both. Students should attempt to resolve any problems with the faculty member(s) responsible for issuing a particular grade or evaluation. If an adequate resolution is not found, students may petition the LACS Graduate Studies Committee to review cases by contacting the Director of Graduate Studies, or, if the contested evaluation has been conducted by the Director of Graduate Studies, the Department Chair.

Non-departmental Courses:

A student may receive department credit for completing non-departmental courses as part of his or her regular program. Approval of the Director of Graduate Studies or faculty advisor is required prior to registering for these courses.

Transfer Credits:

A student who wishes to receive graduate credit for courses taken elsewhere should make this request with her or his application for admission to graduate study. Those already attending the University who wish to receive credit for courses at outside institutions should consult with their faculty advisors and/or the Director of Graduate Studies. The decision whether to transfer credit will be made by the faculty advisor and the Director of Graduate Studies in consultation with the Department Chair. In accordance with graduate school requirements, no more than 8 hours of transfer credit can be granted toward the M.A.; a maximum of 30 hours of transfer credit can be granted toward the Ph.D. (including transfer credits previously applied to the M.A.). Request for approval of such credits will be submitted to the university Graduate Studies office.

Continuous Registration and Leave of Absence:

All doctoral students must register each semester (excluding summer) until they receive their degree, or must request and receive a leave of absence approved by the department and by the Director of Graduate Studies. Normally, a leave of absence will be granted for a period up to one year. With a compelling justification the leave may be extended another year. The period of authorized leave is not counted as part of the statute of limitations for completion of degree requirements.

LACS Graduate Student Conference and Speaker’s Series

The LACS Department plans to host a Graduate Student Conference every other year. The first of these conferences was held on April 25th 2015.
Starting in the 2015/2016 Academic year, and every other year thereafter, LACS will sponsor a speakers’ series.

Recent LACS Graduates and Dissertation Topics

**Luis Paredes, PhD. – Class of 2015** - *Perú Negro: Choreographing and Performing Afro-Peruvian Identity, 1969 to the Present.*

**Karolina Babic, Ph.D. - Class of 2014** - “Todavía bailamos la cueca sola: From local protest practice against Chile's dictatorship to (trans)national memory icon.”

**Ingrid Bircann-Barkey, Ph.D. - Class of 2013** - "Women do not roll high quality cigars!
Tabaqueras in the shop floor of the Dominican Cigar factory"

**Natacha Bolufer-Laurenti, Ph.D. - Class of 2013** - “Spanish Exiles in New York: Constructing Identities through the Spanish-Language Press (1930’s-1940’s)"

**Lissette Acosta-Corniel, Ph.D. - Class of 2013** - "Towards a Theory of Spanish Women in España: A Research Guide"

**Guadalupe Morales-Gotsch, Ph.D. - Class of 2013** - "Economic Remittances to Middle Class Peruvian Families: Origins, Use, and Impact"

**Katiuscia Pelerin, Ph.D. - Class of 2013** - “A Conflict within Blackness:The Complexities of Identity of Haitian Migrants and their Descendants in the Bahamas.”

**Yaser Robles, Ph.D. - Class of 2013** - “En el Aire Escribieron la Historia: Honduran Invisibility in the Central American 1970s/80s Conflicts.”

**Raquel Sanmiguel, Ph.D. - Class of 2012** - "A Postcolonial Comparative Study of Secondary Education and its Ideological Implications for West Indian Communities in Puerto Limón, Costa Rica; Bluefields, Nicaragua; and Old Providence Island, Colombia"

**Solmerina Aponte, Ph.D. - Class of 2010** - "Bilingual Visual Culture in New York: Socially-Engaged Latina Artists and the Discourse of Hybridity"

**M. Dustin Knepp, Ph.D. - Class of 2010** - “Tamaladas and the Role of Food in Mexican-Immigrant and Mexican-American Cultures in Texas"

**Carla Santamaria, Ph.D. - Class of 2010** - “Boricuas isleños y nuyorriqueños: La construcción de identidades puertorriqueñas a través de la poesía de la calle.”

**Thely Lopes, Ph.D. - Class of 2010** - “Shifting Identities in the Brazilian Restaurants of New York City”

**Katherine Platt, Ph.D. - Class of 2010** - “’Gringotenango: The U.S. Retirement Migration to Antigua, Guatemala”

**Xenobia Delgado, Ph.D. - Class of 2009** - "Creating a National Counter-Narrative: Pathways to a New World in the Literature of Earl Lovelace"
**Alexander Lamazares, Ph.d. - Class of 2009** - “Cuban Art under Late Socialism: Contested Spaces, Revolutionary Aesthetics, and the Creation of a New Art Market”

**Carmen Caamaño, Ph.D. - Class of 2007** - "Contending Subjectivity: Costa Rican Migrants Solidarity Networks, Social Capital and the Construction of Governmentality in Transnational Spaces”

**Jonnee Alexander, Ph.D. - Class of 2006** - "Troubling the Angry Waters: The Journey from Stokely Carmichael to Kwame Ture”

**Jean Carlos Cowan, Ph.D.- Class of 2006** - "Displacement in Medellín: A Global / Transnational Perspective”

**Karen McGovern, Ph.D. - Class of 2006** - "Counterhegemonic Narratives: Reading Race, Class, Gender, and Sexual Identities in Latina Literary Anthologies of the 1980s and 1990s”

**Lomarsh Roopnarine, Ph.D. - Class of 2002** - "Indo-Caribbean Indenture: Creating Opportunities Out of Adversity”

### Assistantships and Fellowships

A limited number of assistantships are available to doctoral program applicants on a competitive basis. Graduate students receiving these awards must maintain good academic standing and will be subject to annual review. The length of assistantships is usually three years. The University also sponsors a Diversity Fellowship/Assistantship competition and new students who qualify are welcomed to apply. Please refer to [Programs to Support Diversity](#) for more information.

Students who are not residents of New York State and are awarded an assistantship or fellowship grant will receive out-of-state tuition waivers for the first academic year only. During this first year of study, the students must establish permanent residency in New York State by processing all required materials to establish residency. For information on state residency guidelines and procedures, please refer to the Office of Student Accounts website [NYS Residency](#) section. Please note that you must change your permanent address to a New York State location shortly after your arrival and change your driver's license as well. Should you qualify for a second year of grant funding, your residency would have to be in place because tuition waivers for the second year will cover only in-state tuition.

All graduate students in Latin American, Caribbean, and U.S. Latino Studies receiving full assistantships qualify for comprehensive health coverage as employees of the State of New York. The Graduate Student Employee Health Plan offers substantial coverage for graduate student employees and their dependents. For further information contact the Graduate Student Employee Union, the Campus Health Benefits Coordinator or your Departmental GSEU representative.

**NOTE:** All students receiving funding are required to apply for FAFSA and New York State TAP (Tuition Assistance Program) before their assistantships can be activated. Students need not receive New York State TAP to activate funding. All funded students – with the exception of foreign students – must also apply for New York State residency at the earliest opportunity (immediately upon admission for current New York residents, and during their first year of funding for those not currently residents). For an application for New York State residency, go
the http://www.albany.edu/studentaccounts/nyresidency.htm. Students who fail to apply for NY residency as soon as they are eligible will be required by the university to pay the difference between in-state and out-of-state tuition.

**Outside Employment and Non-Departmental Assistantships**

Graduate students who hold fellowships or assistantships may not be employed in other capacities in or outside the University while holding an assistantship. They may not hold any kind of full fellowship, traineeship, or second assistantship concurrently. Under limited circumstances, extra service may be approved through the filing of an extra service request with the Department of Graduate Studies.

**Grants, Scholarships, Fellowships, Etc.**

Listed below are a series of internal and external funding sources. This list is not comprehensive. Students interested in exploring on-campus and off-campus funding options should use the Grant Resource Room in the basement of Dewey Library. Additionally, booklets on graduate student funding opportunities are located in the graduate student association on the third floor of the campus center.

**On-Campus Funding Sources**

**LACS Department**

The LACS Department offers limited funding to help defer part of the costs to attend a professional conference for graduate students who are presenting papers, serving as commentators or who have an official position (e.g. panel organizers and chairs).

**LACS Conference Participation Support Information and Guidelines**

It is LACS’ practice to provide financial support to doctoral students to participate in professional conferences. In addition, requests for support can also be submitted to the Dean of the College of Arts and Science supplements the support LACS provides (see item 4).

Doctoral students, who solicit funding in order to participate in professional conferences, are required to follow these procedures.

1. All initial funding requests will be submitted to the Chairperson. You request must include:
   - Email from the conference organizers confirming that you are to present paper, chair, or moderate panel.
   - Itemized list of expenses (travel, lodging, conference registration, etc.).
   - Amount of funding needed.

2. The Chairperson will approve funding up to the amount set for that fiscal year (fiscal allocation may vary each year). The practice is that all doctoral students are generally provided with the same amount of support.

3. Once the Chairperson approves the funding request, students must complete the Travel Approval Form and electronically submit the form to the department.
administrative assistant for signature approval. Please follow the link above to access this form.

4. After the travel funding request has been approved by the department and the travel approval form received, students should write to the Dean of College of Arts and Sciences for additional travel funding. Please submit your request to: Dr. Edelgard Wulfert, Dean of the College of Arts and Sciences AS-217. Please also include all items listed above. Send a copy of your request to the department administrative assistant for our records and for processing of approved support.

Note: The University does not advance students the funds. LACS and CAS will reimburse students for expenses. Please save receipts and include a copy of the program cover and the page listing you as a panel participant or conference organizer.

LACS strongly recommends that all graduate students (MA and PhD) seeking financial assistance to supplement their research expenses and conference participation additionally consider the resources listed under Graduate Student Funding Opportunities and Proposal Resources.

**College of Arts and Sciences (CAS)**

Students can submit requests for conference travel support directly to Steve Galime at CAS.

**Graduate Student Association**

The Graduate Student Association is the governance body for the graduate student population. The GSA serves the graduate population in three ways; advocacy, professional development, and service/resources.

**Research and Professional Development Grants**

The Graduate Student Association (GSA) offers all current University graduate students the opportunity to apply for grant money to support their academic pursuits.

There are two types of grants available:

- Professional Development Grants are intended to offset the costs associated with attending a conference and/or exhibition, or another approved activity that will assist the student in their professional development (i.e. attending a seminar, taking an online training).
- Research Grants are intended to offset costs incurred while conducting University-sanctioned research. Grant Guidelines and Application Information including semester deadlines can be found here.

Email the GSA Grants Chair at gsagrant@albany.edu for more information.

**Initiatives For Women Awards:**

UAlbany’s Initiatives for Women policy enables women, students, staff, and faculty to realize their academic and career potential. The program builds on the University at Albany’s 150-year-
old tradition of providing equal educational opportunity to women by supporting the following categories of awards: Scholarships, Fellowships, and Financial Support: for women in financial need or women returning to school at a non-traditional age. Awards to women of promise: for students who demonstrate outstanding academic accomplishments. Internships and Training Programs: that will enable women to advance in their careers. Visiting Scholars Program: for visiting lectureships. Research: on women and women’s issues. Enhancement of educational and career opportunities for women of color. Educational and career opportunities for women with disabilities. The awards generally range from $250 to $1000 depending on need. The Initiatives for Women Committee will review all requests submitted and may wish to interview finalists in making the selection of award recipients. Consult the Initiatives for Women website for more information, deadlines, and the on-line application at http://www.albany.edu/ifw.

**Benevolent Association Grants:**

Graduate students undertaking research on their dissertation or thesis frequently need special support in addition to other types of financial aid. The University at Albany Benevolent Association offers grants of up to $500 to assist advanced degree candidates pursuing research projects integral to their dissertations or master’s theses, or other projects related to more preliminary stages of advanced graduate research.

The Benevolent Association Research Grant can be used for all phases of research, including travel to libraries, archives, laboratories, and other research facilities and resources; costs of information access; remuneration for human subjects; purchase of supplies or rental equipment; costs associated with specialized training; and other research related expenses.

Application Deadline: The Benevolent Association grant program has two cycles. The fall competition, with a deadline date of November 1, is intended to support research activities during the following Spring Semester. The spring competition, with a deadline in early March, is intended to support research activity during the following summer or fall Semester. Deadline dates are subject to change each year.

For application materials and more information contact: The Office for the Vice President of Research, University Hall, Room 307, 956-8170.

**Student Financial Services (SFC)**

The Student Financial Center offers "one-stop" assistance to students in matters related to their financial aid and student account, to include billing and payment activity. This consolidated service is designed to increase the ease with which students are able to conduct routine business transactions, and to offer initial assistance, referral, and follow-up for more complex matters.

The website, www.albany.edu/sfc also offers virtual one-stop services. The Student Financial Center is located in the Campus Center, G-26 and can be contacted by phone at (518) 442-3202 or sfc@albany.edu.

**Career services**

We specialize in preparing you to be a competitive force in the work place. As a student you will get a terrific return on your educational investment and receive fulltime and internships opportunities from small and medium-sized firms, as well as Fortune 500 companies including:

This office offers the following services throughout the academic year:
Resume and cover letter development and critiques
Mock Interviews
Networking events with alumni and prospective employers
Weekly emails of job and internship opportunities
Financial Analyst Career Boot Camp
Seminars in dining etiquette, networking, job search strategies, and resume writing
Career counseling
Career exploration and assessments

If you have questions about the School of Business Office of Career Services, please contact Deirdre Sweeney, Director of Career Services at dsweeney@albany.edu.

Off Campus Funding

There are many websites and organizations that provide funding for research.

H-Net

H-Net is an international organization of scholars and teachers. H-Net creates and coordinates Internet networks with the common objective of advancing teaching and research in the arts, humanities, and social sciences. H-Net is committed to pioneering the use of new communication technology to facilitate the free exchange of academic ideas and scholarly resources

http://www.h-net.org/announce/group.cgi?type=Funding

Graduate Teaching Assistant Policies and Guidelines

Definition of a Graduate Student Assistantship/Teaching Assistantship

Graduate assistants and teaching assistants are graduate students who are receiving support in return for specified duties while gaining teaching and teaching-related experience under the guidance of faculty mentors. Their primary objective, from the standpoint of the University and the individual, is to make steady progress toward an advanced degree.

Graduate students who hold assistantships benefit educationally and professionally. They gain further expertise in their field, enhance their research skills and develop pedagogical skills, acquire experience in leadership, interpersonal effectiveness, and performance evaluation, acquire academic administrative experience, and enjoy collegial collaborations with advisors that may result in joint publications and other professional activities. Skills learned in assistantships prepare students not only for the academy, but also for corporate, government, and nonprofit organizations.

Student Responsibilities

The responsibilities of the graduate assistants and teaching assistants include but are not limited to:
· Assuming teaching responsibility for a discussion session of a course;
· Assuming teaching responsibility for a classroom section of a multi-sectional course, under the close supervision of the director(s) of the course;
· Assisting a faculty member in the grading, advising, and administrative duties necessary for a course(s);
· Assisting in general departmental administrative duties, such as advising or the administration of community programs, workshops, etc.

Workload

During the academic year, Graduate Assistantship appointments are limited to no more than 20 hours per week. During the summer, Graduate Assistantship appointments may be made up to 40 hours per week.

Term of Appointment and Pay Periods

Graduate student assistants will receive bi-weekly checks either by direct deposit or delivered by mail to the student office mailbox.

The first payment will start the 2nd week of September and the last check will come the last week of May. Any questions concerning paychecks or direct deposit can be done through human resources at (518) 437-4700, FAX (518) 437-4731, ohrm@albany.edu.

Support for Conferences/Fieldwork

Research is an integral part of graduate education, but it takes different forms across the various disciplines at the University. It is important that you discuss your research interests and projects and seek advice on designing and conducting research studies. All researchers – faculty and students – must comply with the university policies and federal and state laws and regulations.

The Office of Regulatory Research Compliance (ORRC) supports and promotes ethical research practices on campus. Please visit the ORRC website (http://www.albany.edu/orrc/) for information on training for research with human participants (governed by the Institution Review Board). You must complete the training appropriate to your discipline before conducting any research.

Health Insurance

Domestic graduate students enrolled in at least 6 credits are eligible for the UAlbany Student Health Insurance Plan. Students can enroll directly through UnitedHealthCare – visit www.uhcsr.com to learn more and sign up.

Graduate Teaching Assistant Resources and Support

The Office of Graduate Studies

The Graduate School provides the following services related to the employment of Graduate Assistants and Graduate Hourly Appointees. This includes

· Acts as an advocate for graduate students at the institutional, state and national levels.
• Disseminates information on institutional policies related to graduate student employment.

• Coordinates and mediates relevant activities of the Offices of Research Administration, Financial Aid, and Human Resources.

In addition, the University at Albany provides a number of helpful offices, departments and divisions to help the graduate community. Links to many of these resources can be found on the University’s Current Students gateway page.

Resources

Student Academics Resources

• New Graduate Student Orientation
• General Registration Information, Policies, and Guidelines
• Graduate Programs Deadlines and Requirements
• Financing Graduate Study
• Cross-Registration
• International Students
• Master’s Thesis & Doctoral Dissertation Submittal Policies and Guidelines
• Graduation & Application for the Award of the Degree
• Graduate Forms and Publications
• Programs to Support Diversity
• Graduate Student Ombuds Office
• Graduate Students Library Guide

Degree Completion and Commencement

• Graduation and Application for Award of the Degree
• Master’s Thesis & Doctoral Dissertation Submittal Policies and Guidelines
• Academic Calendars
• Commencement

GSA Services

The Graduate Student Association (GSA) encourages and supports professional development, social, and intellectual interaction between all graduate students at the University at Albany. The GSA is a governing body which advocates on behalf of graduate students through membership in the University Senate as well as administrative structures. The GSA offers an orientation program for new and returning students. The GSA’s mission is to advocate for and provide resources (e.g. printing services, small research grants, etc.) to graduate students to empower us as a community and contribute to our future success. Below is a list of some of the services offered:
• Lounge: The GSA lounge has a microwave, refrigerator, spring water, a Kuerig available for your use!

• Copying/Printing: New printing and copying allowances will be determined in the Fall by the E-Board. You must sign up with an Office Manager to receive your personal, individual code for access to the copier. No copying of books will be allowed.

• Announcements: Graduate students can receive updated announcements on jobs, listings, and call for papers through the GSA Listerv. Also deadlines and events are announced through the Listserv and are sent to students via email weekly. Details about the Listserv can be found here: http://www.albany.edu/gsa/listserv.shtml.

**LACS Office Administrator**

The office administrator can organize any office support needed, including those pertaining to printing, copying, faxing, scanning, and/or other teaching materials.

**LACS Office Management**

Within the LACS department there is a variety of resources available to students.

Most office inquiries can be directed to the LACS office administrator. This includes any questions involving printing, email distribution, copying, scanning, mailboxes, keys, faxing, etc. Contact information: 518-442-4890 or lacs@albany.edu.

The office can be accessed at any time with the key code. Staffed office hours are Monday through Friday between 8 am and 4 pm.

**LACS Department Forms**

Below are the important forms and documents for grants, applications and more. Most documents require Microsoft Office or similar programs. Some require Adobe Reader and/or WinRAR.

**Grant Guidelines**

• Click here to view

**Sample Application Files**

• GSA PD Grants

• GSA Research Grants

**LACS Subject Librarian**

Jesus Alonso-Regalado is our subject librarian specializing in Latin American, Caribbean and U.S. Latino Studies. Contact information: office LI 204; email: jalonso-regalado@albany.edu; tel.: 518-442-3554.

**ITLAL**

The Institute for Teaching, Learning and Academic Leadership (ITLAL) exists to serve the UAlbany faculty and teaching staff through programs of instructional, curriculum and faculty development. ITLAL’s contact information is 518-442-5521, teachingandlearning@albany.edu.
The links below provide access to ITLAL’s resources:

- General Teaching Resources
- A Guide to Service Learning
- Best Practices for Assigning and Grading Writing
- Discipline-Specific Resources

**ITLAL Preparing Future Faculty Program**

This program is designed to assist graduate students with developing the skills requisite for good teaching practice, to help prepare graduate students for the job market, and to facilitate their transition to faculty members. This program complements existing departmental professionalization programs that already give us some “best practices” on campus, while at the same time make it possible for students in departments that do not have such programs to prepare for the role of college or university faculty member. Please utilize the resources below:

- Future Faculty and Teaching Development Program Overview (PDF)
- FFTD Program Application

**Information Technology Services**

ITS offers a variety of instructional technologies to support the face-to-face, blended and online classroom experience.

- Blackboard
- Classroom Technology
- Clickers
- Distance Learning at UAlbany
- Information Commons
- Test Scanning Service
- UniPrint Printing
- Video Conferencing Services
- Web Conferencing Services

**Test Scanning Services**

Test Scanning Services scans bubble sheet exams or scantrons can be administered in academic courses. To have an exam scanned, complete a request form and deliver it to the Test Scanning Customer Service Counter in CS-7. Blank request forms are available at the Customer Service Counter or at the link above. The request form can be completed on your computer, saved with your information, and then printed for delivery.
Blank bubble sheets are provided free of charge and can be picked up at the Customer Service Counter.

**After giving the exam, drop off the following at the Service Counter:**

- a completed request form
- a completed key for each version (maximum of 4) of the exam, the version number should be bubbled in on the back of the key, even if there is only one version
- the exam sheets (all answer sheets must be facing in the same direction)

Test Scanning Services will notify you when the exam is ready for pick-up. Only those persons who are listed on the request form may pick up the exam. Picture ID is required to pick up an exam. Requested reports of scanning results are emailed to the instructor. Exam requests are processed within 3 business days.

**Academic Calendars**

Please be aware of deadlines published in the academic calendar for registration activities (including course adds and drops): [www.albany.edu/registrar/academic_calendar.php](http://www.albany.edu/registrar/academic_calendar.php)

Please additionally note that deadlines for registration activities differ from the schedules for financial liabilities and refunds:


**Other Resources**

- CELAC
- NYLARNet
- CUNY-Dominican Studies Institute
- Puerto Rican Studies Association - PRSA
- Latin American Studies Association - LASA
- Caribbean Studies Association - CSA
- IMS (Institute for Mesoamerican Studies)
- University Library
- Latin American & Caribbean Studies
  Information Sources: A Selective Bibliography
- Latin American Network Information Center - LANIC
FACULTY

Faculty profiles, including curriculum vitae and sample publications, can be found on the Latin American, Caribbean and U.S. Latino Cultural Studies webpage at http://www.albany.edu/lacs/faculty.shtml

CAMPUS LIFE INFORMATION

Computing and Networking Services

The University at Albany offers a wide variety of computing services through its Information Technology Services (ITS), including access to larger central computer systems, microcomputers, workstations, laser printing, and regional, national, and world-wide computer networks, as well as information and courses on how to use these facilities. ITS provides consulting services online, including advice and answers to questions about how to use any of the computer facilities and services.

University Health Center

The University Health Center located at 400 Patroon Creek Boulevard, Suite 200, is open from 9:00 AM to 4:30 PM on weekdays and 9:30 AM to 1:00 PM on Saturdays during the fall and spring semester, with more limited hours over the summer. It provides medical services for the University community during regular academic semesters. Emergency care is also provided as well as referrals for faculty, staff, and visitors. The telephone number is 442-5454. Call for an appointment or, when necessary, visit the urgent care unit. A Self-Help Cold Clinic stocked with over the counter medications from the pharmacy is also available.

Libraries

The University maintains library facilities on both the uptown and downtown campuses. Library collections number over 1.7 million volumes. Current periodical and newspaper subscriptions number 6,500 and the library has extensive back files. Selective US government publications, and documents from local, state, foreign and international governmental agencies are available.

The Dewey Graduate Library of Public Affairs and Policy, located on the downtown campus, serves the Nelson A. Rockefeller College of Public Affairs and Policy and the Rockefeller Institute of Government. This facility assists cross-disciplinary doctoral research.

Jesus Alonso-Regalado: is our subject librarian specializing in Latin American, Caribbean and U.S. Latino Studies. His office is LI 204 and contact information is jalonso-regalado@albany.edu, 518-442-3554.

For library hours: http://library.albany.edu/about/hours

Parking Information and Policies

Campus maps, campus parking rules and regulations, and the current parking fee schedule are available from the Office of Parking Management and from the University Police Desk Officer. All members of the University community who operate and park a vehicle on University property must display a valid University decal. Vehicles must be registered by mail or in person at the
office of Parking Management. Office hours are 8:00 am - 8:00 pm, Monday through Thursday, and 8:00 am - 7:00 pm, Friday. Questions should be directed to the Office of Parking Management 442-3121.

Graduate Students pay 32.50 for a parking pass while undergraduates pay 70.00 this can be done online or in person. The ideal time to get your pass is the middle of August before the start of classes. There is free 15 minute parking outside the transportation office.

**Services to Persons with Disabilities**

Disabled Student Services coordinates services for persons with disabilities, including pre-admission counseling, individual orientation for new students, personal and career counseling, coordination of assistance (e.g. readers, note takers, and attendants), and a host of additional services. The staff works with faculty and staff in other departments to ensure the maximum utilization of instructional and nonacademic programs by students with disabilities. For further information call (518) 442-5490 (voice) or (518) 442-3366 (TDD).

**TELEPHONE DIRECTORY OF RELEVANT NUMBERS (area code 518)**

- LACS Chair: Dr. Pedro Caban, 518-442-4172, pcaban@albany.edu
- LACS Director of Graduate Studies: Dr. Patricia Pinho, 442-4890, ppinho@albany.edu
- LACS Office: Librada Pimentel, 518-442-4890 or lacs@albany.edu
- Graduate Studies: 442-3980
- University Switchboard: 442-3300
- University Administration: 437-4780
- General Information: 442-3040
- Bookstore, Campus Center: 442-5690 FAX 442-5685
- Bursar's Office (Student Accounts) Accounting and Billing Information: 442-3202
- Campus Center: 442-5571
- Health and Counseling Services Bldg.: 442-5800
- Crisis Line: Middle Earth Hotline: 442-5777
- Disabled Student Services: Director: 442-5490
- Financial Aid Office: 442-5757 Fax 442-5295
- Graduate Student Organization: 442-4178
- Handicapped Student Assistance: 442-5490
- Medical Emergency (Health Center and Ambulance) 442-5151 or 911
- Appointments: 442-5229
- Institute for Research on Women: 442-5281
- International Student Admissions: 442-3980
- Libraries, Information: Bibliographic Instruction: 442-3552
- Circulation 442-3600
- Computer Search Service 442-3558
- Interlibrary Loan 442-3613
- Library Hours 442-3602
- Reference Desk 442-3558
- Dewey Graduate Library: Circulation 442-3693
- Interlibrary Loan: 442-3694
- Reference 442-3691
- Public Safety Building 442-3121
- Emergency - On Campus Phones Only 911
- Emergency only 442-3131
- Non-Emergency 442-3132
- Downtown Campus 442-5981
- Registration Information, Campus Center 442-5540
- State Library 473-4636
- Albany Public Library 449-3380

**Transportation**

**Buses**
- Adirondack Trailways 436-9651
- CDTA, Bus Schedule 442-8822
- Greyhound 800-231-2222

**Taxis**
- Capitaland 462-8294
- Checker Cab 456-8800
- Yellow 434-2222
LACS MA: Department Expectations, Student Actions, and Stepping Stones

**Stage 1 Course Work**

**Semester 1 & 2**
1. Satisfy core course work
2. Broadly define topic

**Stage 2 Directed Readings**

**Semester 3**
1. Complete annotated bibliography (LCS 691)
2. Complete elective and specialty requirements

**Stage 3 Complete MA - Semester 4**

**MA Project:**
1. Complete LCS 697

**MA Exam**
1. Pass MA Exam

Approval of Topic + Title
Approval of MA Committee

1. Brainstorm pre-proposal
2. Choose committee readers
3. Prepare three-tiered bibliography
4. Decide on MA Exam or MA Project

Language requirement satisfied
LACS PhD Steps beyond MA

Semesters 1 & 2
- Satisfactorily complete course work
- Begin brainstorming on topic(s)

Semesters 3 & 4
- Form committee
- Complete methods course
- Prepare 3 tiered bibliography for comp exam

Semesters 5 & 6
- Complete annotated bibliography
- Pass comp exam
- Meet language requirement
- Prepare pre-proposal

Semesters 7 & 8
- Develop cutting edge dissertation proposal and defend proposal
- Meet IRB requirements (if necessary)
- Begin research and writing of dissertation

Defend Dissertation