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UCLA César E. Chávez Department of Chicana and Chicano Studies

Graduate Student Handbook

2013-2014

On behalf of the faculty and staff of the César E. Chávez Department of Chicana and Chicano Studies, we wish to extend a very warm welcome to our second cohort of graduate students and best wishes for a successful and challenging graduate student experience.

This handbook contains much of the academic and administrative information you will need while pursuing your graduate work in the department. It brings together information from university policy and department policy. It supplements the UCLA General Catalog and Graduate Division's website, which should also be consulted for information on rules and procedures.

GRADUATE STUDIES AT THE CHÁVEZ DEPARTMENT

Areas of Study

One distinctive feature of our Program is its foundational interdisciplinarity. The program integrates four areas of study that are drawn from the research and curricular strengths of the core and joint faculty of Chicana/o Studies. Ph.D. students should specialize in two of these areas of study. They are as follows:

- 1) Border and Transnational Studies
- 2) Expressive Arts
- 3) History, Culture, and Language of the Americas
- 4) Labor, Law, and Policy Studies

Gender and sexuality paradigms transverse each of these four areas, rather than constitute a separate specialization.

Unjust social inequality is the shared scholarly concern of our faculty and a central theme of our graduate program. Our curriculum offers students the tools to become exceptional scholars who are socially engaged, to be able to deconstruct cultural discourses and politics of oppression as well as to offer effective strategies of resistance and empowerment.

A key focus of the curriculum is the metropolitan Los Angeles region, home to the largest Mexican origin community in the country, as well as to several other Latino groups. The Chávez department is well placed to draw from this large and diverse population—its social experiences, historical realities, cultural and linguistic

processes, and literary and artistic productions.

Important Contact Information and Links

➤ Email

All graduate students are entitled to a free email account. Every student is expected to establish and regularly monitor his or her own UCLA email account for official communications. Important notices will be sent to your UCLA e-mail account from the Office of Graduate Studies, the department, and other campus entities. You will be considered notified when such official emails are sent to your UCLA email account.

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➤ **Graduate Division**

www.gdnet.ucla.edu

-Graduate Division Academic Policies
(Guidelines)

[www.gdnet.ucla.edu/gasaa/library/de
greeinfo.htm](http://www.gdnet.ucla.edu/gasaa/library/degreeinfo.htm)

-Graduate Division Financial Support
[www.gdnet.ucla.edu/asis/stusup/ind
ex.html](http://www.gdnet.ucla.edu/asis/stusup/index.html)

-Graduate Division Handbook
www.gdnet.ucla.edu/orientation.html

➤ **Graduate Student Resource
Center**

<http://gsrc.ucla.edu>

➤ **Student Health Services**

[www.studenthealth.ucla.edu/default.
aspx](http://www.studenthealth.ucla.edu/default.aspx)

➤ **Counseling and Psychological
Services**

www.counseling.ucla.edu/

Advising

The Director of Graduate Studies is assigned as provisional adviser to all incoming graduate students until a permanent faculty adviser is selected in the second year. The faculty adviser assists students with planning their program of study. Students are expected to meet with their faculty adviser at least once a quarter, usually at the beginning of the quarter to have their enrollment plan approved. **All students must have their course schedules approved by the graduate adviser prior to enrolling.** The student affairs officer also provides assistance with policy and procedure.

Full-Time Graduate Program

The department expects the graduate students to be enrolled full time, except in special circumstances as described below. UCLA officially requires three courses (or 12 units) per term for graduate students to be a full time student prior to their doctoral candidacy. Eight units per term are required for a doctoral candidate to be a full time student.

Teaching assistants (TAs) and graduate student researchers (GSRs) are required to be registered and enrolled in at least twelve-quarter units throughout their appointments. Those assistants who take a leave of absence or withdraw terminate their appointments. Course 375 for TAs, and independent studies at the 500-level for GSRs, may be counted toward the eight or twelve-unit load.

Graduate students who hold fellowships must be enrolled in at least twelve units, both before and after advancement to candidacy. The twelve units required per quarter may include, among other courses,

those in the 500 series (individual study or research).

Although UCLA is a full-time educational institution, it recognizes the need for part-time study in special circumstances. Approval of less than full-time enrollment is at the discretion of the Department. If a student has family or employment responsibilities or health problems that preclude full-time enrollment, the student should contact the departmental graduate adviser to discuss the possibility of an exception. ("Standards and Procedures for Graduate Studies at UCLA, page 23)

Continuous Enrollment

Students must be continuously registered and enrolled unless they are on an approved leave of absence (see below). Once advanced to candidacy the student must be enrolled in 8 units. It is expected that students enroll in classes and drop and add courses by the end of the 2nd week of the quarter. Any late enrollments must be completed by the end of the 3rd week of the quarter. It is necessary to maintain full-time enrollment throughout the quarter in order to protect the employment benefits and to meet the terms of any financial awards.

PROGRAM REQUIREMENTS

Foreign Language Requirement

The completion of a Ph.D. in Chicana and Chicano Studies requires, at minimum, reading fluency in Spanish. Students may satisfy the language requirement in one of the following ways: 1) satisfactory completion of two years of coursework at the University level; or 2) passing a language proficiency examination deemed

appropriate by the department. The foreign language requirement is typically completed in the first year of graduate study, but must be completed before the University Oral Qualifying Examination and advancement to candidacy.

Course Requirements

General Required Courses series/numbers:

100 series: undergraduate upper division courses

200 series: graduate courses and seminars

500 series: Courses numbered in the 500 series are directed individual study or research at the graduate level.

Graduate individual study or research courses are numbered as follows:

596 (directed individual study or research);

597 (preparation for the master's comprehensive examination or doctoral qualifying examination);

598 (master's thesis research and preparation);

599 (doctoral dissertation research and preparation).

Note: Courses numbered 501 are not individual study and research but are cooperative programs held in conjunction with USC.

375: Graduate courses numbered 300-399 are highly specialized teacher-training courses, which are not applicable toward University minimum requirements for graduate degrees.

495: Graduate courses numbered 400-499 are designed for professional programs leading to graduate degrees other than the M.A., M.S., and Ph.D.

Master's Degree

The M.A. degree in Chicana/o Studies is not a stand-alone, terminal degree. It is a requirement to fulfill in order to obtain a Ph.D. At the MA level, a student must successfully complete a certain set of courses, in addition to successfully executing either a thesis or set of exams, as will be described below.

Areas of Study

At the Master's level, students are expected to master one interdisciplinary area of study from among the following: 1) Border and transnational studies; 2) Expressive arts; 3) History, culture, and language of the Americas; and 4) Labor, law, and policy studies.

Course Requirements

Students admitted to the Ph.D. program without an M.A. degree should follow Plan A.

Plan A

Students must successfully complete a total of 36 units (normally nine courses), completed while in graduate status and taken for a letter grade with a minimum of 3.5 grade-point average. Of the 36 units, at least 28 must be completed at the graduate level. Up to 8 units of upper division undergraduate courses may be applied to the 36-unit requirement. One 500-series course (up to four units) may be applied toward the 36-unit requirement.

* Students entering the Program with a Bachelors degree from another discipline may be required to take additional courses to assure competency in the field of Chicana and Chicano Studies.

Required courses:

-Chicana/o Studies 200 and 201, to be taken in the first year.

-One graduate methodology course in the first area of study.

-Three seminars, one of which may be an upper division course, in the first area of study.

-Eight elective units (2 courses) may be an upper division course or taken outside the department.

-Four units of Chicana/o Studies 598 (master's thesis research) or 597 (examination preparation).

When working as Teaching Assistants (TAs), students may enroll in Chicana/o Studies 495 when they receive their first teaching appointment and must enroll in Chicana/o Studies 375 each quarter in which they hold a teaching appointment. Neither of these courses may be counted toward the degree requirements.

Students accepted to the PhD program who already have a master's degree, must submit their Master's thesis and/or their coursework once admitted to the program. The Department's Graduate Committee will evaluate the submitted material to determine whether or not it fulfills the M.A. requirements of our program. If the Master's is deemed satisfactory, the student

will be allowed to enter the Ph.D. program under **Plan B** (see Doctoral Degree requirements below).

Master's Thesis Plan

Students may complete the M.A. degree by writing a Master's thesis relevant to their chosen area of study. According to *Standards and Procedures for Graduate Studies at UCLA*: "every master's degree program that includes a thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research. Before beginning work on the thesis, the student obtains approval of the subject and general plan from the thesis committee." (6)

The M.A. thesis should be submitted at the end of the second year, but no later than Spring Quarter of the third year. Students must enroll in Chicana/o Studies 598 (M.A. Thesis Research) under the guidance of the faculty advisor. The thesis committee consisting of three faculty: the student's faculty advisor, another ladder-ranked faculty from the list of core or jointly-appointed faculty in the department, and an outside reader must be appointed by the department no later than Fall Quarter of the student's second year. The thesis is evaluated on a pass/no pass basis.

Master's Examination Plan

Alternatively, students may choose to take a comprehensive examination that consists of a series of essay questions designed to demonstrate the student's knowledge of theories and methods in the field of Chicana/o Studies, and their ability to apply these ideas to their chosen area of study. Students may enroll in Chicana/o Studies 597 (examination preparation) while

preparing for the examination. The examination is developed and administered by the student's faculty advisor, and evaluated by the advisor and either the department Chair or Vice Chair for graduate studies and/or another faculty of the department. The M.A. examinations are evaluated on a pass/no pass basis.

**Students should decide if they will follow the Master's thesis plan or the Examination plan no later than Fall Quarter of the student's second year.

Time-to-degree

Full-time students are expected to complete the requirements for the master's degree within two years (six quarters) of registration.

Doctoral Degree

Advising/Doctoral Committee

Each entering student is assigned to the Vice Chair for Graduate Studies, who takes primary responsibility for academic advising in the first year. A permanent faculty advisor is selected in the second year. After completing coursework for the Ph.D., but before taking the University Oral Qualifying Examination, the student will propose a four-person doctoral committee that requires approval of the department's Graduate Committee and appointment by the Graduate Division. The doctoral committee is responsible for supervision, review, and approval of the doctoral dissertation. The student affairs officer provides assistance with policy and procedure.

Major Fields or Sub-disciplines

At the doctoral level, students are expected to specialize in two areas of study from among the following: 1) Border and transnational studies; 2) Expressive arts; 3) History, culture, and language of the Americas; and 4) Labor, law, and policy studies.

Course Requirements

Competency in the two areas of study is expected by the time coursework for the Ph.D. is completed.

Plan A

For students under Plan A, who have completed all the course requirements described above only 16 units (generally four courses) will be required for the Ph.D. These 16 units are to be completed in the second area of study as follows:

- One graduate methodology course related to the second area of study
- Three seminars in the second area of study, one of which may be taken outside the department.

Plan B

Students entering the Ph.D. program with an approved M.A. are expected to take a minimum of 10 courses necessary for competency in two areas. These 10 minimum required courses are:

- Chicana/o Studies 200 and 201 to be taken in the first year.
- One graduate methodology course and three seminars, one of which may be upper division or outside the department, in the **first** area of study.

-One graduate methodology course and three seminars, one of which may be outside the department, in the **second** area of study.

-Four units of Chicana/o Studies 597 (Preparation for Qualifying Exams) or Chicana/o Studies 599 (doctoral dissertation research)

Teaching assistants may enroll in Chicana/o Studies 495 when they receive their first teaching appointment and must enroll in Chicana/o Studies 375 each quarter in which they hold a teaching appointment. Neither of these courses may be counted toward the degree requirements.

Teaching Experience

All doctoral students are expected to fulfill at least one year of teaching experience as teaching assistants in the department.

Written and Oral Qualifying Examinations

To become a doctoral candidate, students must provide evidence of competency in the field by passing a series of written and oral examinations.

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under UCLA faculty Senate regulations the University UCLA oral qualifying examination is open only to the student and appointed members of the doctoral committee.

In addition to University requirements, some graduate programs (like ours) have

additional pre-candidacy examination requirements. What follows in this section is how students are required to fulfill all of these requirements for this doctoral program.

The Written Qualifying Examination is a two-part exam based on the Department Reading List. Part one covers the student's general knowledge of the history of the field of Chicana/o Studies. Part two covers the student's two chosen areas of study and the texts from the DRL that pertain to these areas (see Appendix 4). In consultation with their faculty advisors, students will select 25 texts from each area of study on which to base their exams. Students may enroll in up to 8 units of Chicana/o Studies 597 (examination preparation) to help prepare for the exam. Students who fail either part of the written qualifying examination may retake it once without petition, as early as the following quarter. Students who fail the written qualifying examination a second time will not advance to doctoral candidacy and will be dismissed from the Program.

The University Oral Qualifying Examination is required after completion of the Written Qualifying Examination, completion of the dissertation proposal, and appointment of a doctoral committee in accord with University regulations. The four-member doctoral committee is responsible for administering the examination. The oral examination is approximately two hours in length and is focused on the student's dissertation proposal. At the discretion of the student, this exam may be open to members of the general public.

Advancement to Candidacy

Students are advanced to candidacy and awarded the Candidate in Philosophy degree (C.Phil.) upon successful completion of the written and oral qualifying examinations.

Students who have advanced to candidacy should provide a copy of their dissertation prospectus to the SAO for inclusion in their files. Each subsequent year following advancement to candidacy, students should submit a dissertation project update that will be added to your dossier.

Doctoral Dissertation

The doctoral degree program requires the candidate to complete a dissertation (previously approved by the doctoral committee). This dissertation is evidence of the candidate's ability to perform original, independent research and constitutes a distinct contribution to knowledge in his or her principal field of study.

For guidance in the final preparation of the manuscript, the student should consult *Thesis and Dissertation Formatting and Filing Guide*, available at www.grad.ucla.edu/publications.asp.

Students are encouraged to attend one of the orientation meetings on manuscript preparation and filing procedures that are conducted by the Graduate Division at the beginning of each quarter.

If a student is conducting research for the purpose of fulfilling the master's or doctoral degree requirements, the student should be aware that if the research will entail the use of human subjects (medical procedures, questionnaires, interviews,

etc.), in addition to receiving the approval of the thesis committee, the student must also seek the approval of the appropriate Human Subject Protection Committee (HSPC) at UCLA, prior to the initiation of the research project. Additional information regarding application procedures may be obtained from the HSPC - General Campus, (310) 825-7122.

Final Oral Examination (Defense of Dissertation)

No public defense of the dissertation is required, but the doctoral committee, in conjunction with the student, may opt to voluntarily hold a defense of the dissertation.

Thesis/Dissertation Filing

All Thesis and Dissertation filings are done electronically. You will find all the require information in the Graduate Division webpage at <http://www.grad.ucla.edu/gasaa/etd/index.html>

Time-to-Degree

Full-time graduate students should normally complete the requirements for the Ph.D. within five years of completion of the M.A. requirements. The total time from graduate school admission to completion of the Ph.D. is seven years.

OTHER IMPORTANT GENERAL REGULATIONS & POLICIES

→ “*Standards and Procedures for Graduate Study at UCLA*”

<http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf>

This document should be your “bible” while in graduate studies at UCLA.

UC Intercampus Exchange Program

The UC Intercampus Exchange Program is for graduate students who seek contact with distinguished faculty, scholars, fields of study, and resources not available on her or his home campus.

Eligibility

- Complete at least one quarter of study prior to beginning the exchange.
- Have a grade-point average of 3.0 or above.
- Be in a state-supported program, not a special-fee or self-supported program.

Unless specifically restricted, fellowship recipients may participate.

For Application Instructions and additional information see *Standards and Procedures*, and Graduate Division website.

Transfer of Credit

Through petition, courses completed in graduate status on other UC campuses may apply to master’s programs at UCLA, provided they were not used toward a previous degree. Such courses may fulfill no more than one-half of the total course requirements, one-half of the graduate course requirement, and one-third of the academic residence requirement.

A maximum of two courses completed with a minimum grade of ‘B’ in graduate status at institutions other than UC may apply to UCLA master’s programs. The two courses would constitute the equivalent of eight-quarter units or five semester units. They may not fulfill the minimum five-graduate-

course requirement or the academic residence requirement. The Graduate Division and the Chávez department must approve the student's petition for transfer of credit.

Otherwise other courses may not be applied toward a UCLA graduate degree. Thus, course taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the bachelor's degree may not be applied toward a graduate degree at UCLA.

Correspondence courses are not applicable to graduate degrees.

Employment and Degree Programs

University policy governing the employment of graduate students regards the individual as primarily a student rather than an employee, and emphasizes the need for the student to make timely progress toward the degree. The total length of service rendered in any one or any combination of the following titles may not exceed four years (12 quarters): Reader on annual stipend, Teaching Assistant, Teaching Fellow, and/or Associate. Under special circumstances, the Chancellor, upon recommendation of the department chair and the dean of the school or college, may authorize a longer period, but in no case for more than six years.

TA Requirements and Regulations

A student teacher appointment is for one academic year or less, and is self-terminating unless the appointee is otherwise notified.

Appointment to the title of Teaching

Assistant or Teaching Fellow may not exceed 50 percent time employment during the academic year, nor may such appointment in combination with other employment within the University exceed half-time. Those employed half-time should be expected to devote, during instructional and examination periods, sixteen to twenty hours per week to such work including time spent in preparation, classroom and laboratory teaching, office consultation, and reading student papers (APM 410 Student Teachers). Exception to this rule may be made only by special approval of the individual case by the Chancellor, upon recommendation of the department chair and the dean of the school or college.

All new TAs must complete the TA training course, CCS 495, prior to or concurrent with their first appointment or concurrent with it. The course is only offered in the Fall quarter each year, so to work as a TA at any time during the year, you must take the TA training course in the Fall. In addition, students whose native language is not English must pass an oral English (SPEAK) exam before their first appointment to a TAship. Failure to take and pass the exam will result in the loss of the appointment.

You may hold multiple fellowship awards or a combination of a TAship and fellowship, provided total funding equals no more than the equivalent of 5 quarters of TAship (at 50% time) and provided the agency granting the fellowship allows you to work or accept additional funds.

If an eligible TA decides to decline the appointment, he or she should do so as early as possible. Alternates are then appointed.

TAs at UCLA are represented by a union. TA appointments, contracts, and any possible disciplinary action (such as removal from a TA position for failure to perform the contracted functions) conform the union guidelines. (See Appendix 1)

Leaves of Absence

Eligibility

On recommendation of the department, a leave of absence may be granted by the Graduate Division to continuing graduate students in good standing (3.0 GPA), who have completed at least one quarter in graduate status at UCLA. Request for Leave of Absence forms are available on the Graduate Division website.

Types and Criteria

A student may request a leave of absence for the following reasons: emergency, family obligation (e.g., parenting), medical, military, and outside employment (See Appendix 5). Per University requirements including continuous registration, a student who is conducting research or thesis or dissertation preparation and writing is not eligible for a leave of absence, but *may* qualify for *in absentia* registration (see below).

International students on non-immigrant visas (F-1 or J-1) may not remain in the United States while on a leave of absence unless: (1) they have finished all coursework and have advanced to candidacy.

Duration

A leave is granted for a period of one to three quarters at the request of the student, on the recommendation of the department involved, and with the approval of the

Graduate Division. No more than three quarters of leave of absence are permissible for a graduate student during the course of her or his enrollment at UCLA. Extensions may be approved in exceptional circumstances.

Note: By University policies, only persons who are registered are entitled to use of University facilities (with the exception of the library). If the student anticipates using 12 or more hours of University facilities and/or faculty time (excluding the library) in any quarter, the student is not eligible for a leave of absence or an extension of a leave of absence and must register. All usages of faculty time are to be considered, including reading and suggesting revisions to drafts of theses and dissertations.

(For more detailed information on “Leaves of Absence” policies, application forms and FAQ, see *the Graduate Division webpage at www.grad.ucla.edu/gasaa/library/loa.htm*)

***In-Absentia* Registration**

The *University of California Fee Policy for Graduate Student In Absentia Registration* allows graduate students to take research or coursework leaves outside of California and remain enrolled in the University while paying 15 percent of combined Tuition and Student Services Fees. *In Absentia* Registration is for the academic year only. For petition ***In-Absentia* Registration** form go to www.grad.ucla.edu/gss/library/abspetition.pdf

Incomplete Grades

The grade ‘I’ (Incomplete) is assigned when a student’s work is of passing quality but is incomplete for good cause. A student is

entitled to remove the Incomplete and to receive unit credit and grade points provided the student satisfactorily completes the work of the course by the end of the next full quarter that the student is in academic residence. It is not necessary for a student to be registered at the time the work for the course is completed.

If the work is not completed by the end of the next quarter of residence, the 'I' grade will automatically be replaced with the grade 'F' or 'U' (Unsatisfactory) as appropriate. The work for a course for which the 'I' grade has lapsed to an 'F' or 'U' may, with the permission of the instructor, be completed in a subsequent quarter and the appropriate earned grade assigned. Until that time, however, the 'F' or 'U' grade appears on the record and the 'F' is calculated in the grade-point average (for additional information see *Standards and Procedures*).

Termination of Graduate Study and Appeal of Termination

University policy

A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.5) required by the Department to remain in good standing. Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the

recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in *Standards and Procedures for Graduate Study at UCLA*.

Special departmental or program policy

A recommendation for termination is made by the student the Director for Graduate Studies after a vote of the department's faculty. Before the recommendation is sent to the Graduate Division, a student is notified in writing and given two weeks to respond in writing to the Chair. An appeal is reviewed by the department's faculty, which makes the final departmental recommendation to the Graduate Division.

Withdrawal

Withdrawing from the University means discontinuing attendance in all courses in which students are enrolled.

If a registered student leaves the University before the end of the quarter without formally withdrawing, the student will receive a grade of 'F' or, where appropriate, 'U' (Unsatisfactory) in each course in which the student is enrolled. All withdrawals must be requested by the last day of instruction of the quarter in which the withdrawal is to begin. Deadlines are published for each quarter in the Registrar's Office Calendar.

A student who withdraws or breaks registration without filing for a Leave of Absence is not guaranteed readmission. University requirements state that unless granted a formal leave of absence, continuing graduate students who fail to

register are considered to have withdrawn from the University and must compete for readmission with all other applicants.

FINANCIAL SUPPORT

As part of our commitment to graduate education, UCLA provides substantial support for its graduate students through fellowships, traineeships, and teaching and research assistantships.

Financial support information and [application](http://www.gdnet.ucla.edu/asis/stusup/stusup.htm) forms for campus-wide fellowship programs are available at <http://www.gdnet.ucla.edu/asis/stusup/stusup.htm>
<http://www.gdnet.ucla.edu/grpinst.htm>

Support based solely on financial need is provided, in the form of loans, grants, and on a limited basis work-study employment, from the Financial Aid Office. Students must be U.S. citizens or permanent residents. For more information, contact the Financial Aid Office at A-129 Murphy Hall, (310) 206-0400.

Support based on merit is available in the form of fellowships, traineeships, teaching assistantships, and graduate student researcher positions. These awards are open to all students U.S. citizens, permanent residents, and international students who have demonstrated high academic achievement. For more information, refer to the Financial Support for Entering or Continuing Students on the Graduate Division website at <http://www.grad.ucla.edu/asis/entsup/finsup.htm>

UCLA Fellowships & Grants:

Merit-based awards provide stipends in varying amounts and may include fees and nonresident tuition. Awards are competitive and open to all graduate students. For a complete list of UCLA Fellowships for continuing students see <http://www.gdnet.ucla.edu/asis/stusup/contpprt.pdf>

Extramural Fellowships:

Students are strongly encouraged to apply for extramural funding. It is a merit-based support provided by national, international or private foundations. Many organizations accept applications up to a year before acceptance into a graduate program. An excellent source to look for extramural fellowships for graduates and postdoctoral students is GRAPES database. <http://www.gdnet.ucla.edu/grpinst.htm#search>

Financial Aid: Funding based on financial need is available only to U.S. citizens and permanent residents. Financial aid includes loans and work-study awards.

Financial Aid Office
<http://www.fao.ucla.edu>

Teaching & Research Assistantships:

Teaching Assistantships provide experience in teaching undergraduates with faculty supervision. Graduate Student Researcher positions provide experience working on faculty-supervised research projects. Each department selects awardees for teaching assistantships, graduate student research positions, registration tuition grants and nonresident supplemental tuition fellowships.

Students are also advised to apply to other forms of university support, such as, Graduate Research Mentorship, Graduate Research Summer Mentorship and Dissertation Year Fellowships. See the SAO or the Graduate Program Director for more information.

***To keep in mind:** If you are awarded a Dissertation Year Fellowship by the university, it is expected that you will finish your dissertation during the fellowship year. Once you accept a DYF, you are ineligible to receive any future funding from the university or departmental sources (you can, of course, receive outside funding after a DYF).

Graduate Summer Research Mentorship Program

This Program is designed to provide financial support for doctoral students in the humanities, social sciences and other disciplines where students have little opportunity for academic apprentice appointments or other university funding relevant to their graduate training during the summer months. A specific objective of the program is to promote opportunities for students to work closely with a faculty mentor in developing a paper for presentation at an academic conference and/or for publication.

For Applications deadlines and requirements, see www.gdnet.ucla.edu/asis/sfap/srmintr.htm#Apply

Foreign Language and Area Studies Fellowship (TITLE VI)

Assists individuals who are undergoing

advanced training in modern foreign languages and related area studies. For further information visit the Foreign Language and Area Studies Fellowship page <http://www.grad.ucla.edu/asis/entsup/titlevi.htm>

Concurrent Awards/Fellowships

Recipients offered other awards (e.g., from extramural agencies or department allocations) in addition to the offer of Graduate Division-administered fellowships may, at the Graduate Division's or department's discretion, be required to relinquish all or part of the Graduate Division-administered award. In most cases a student may not hold multiple academic-year stipends from the Graduate Division or from the Graduate Division and another source that total more than a specified amount. For example, in 2012-13, the maximum allowable support from all merit-based sources for a single person living off campus is \$11,013 for the summer (July through September) and \$35,742 for the academic year (October through June). Also, a student may not receive a combination of fee/tuition awards that total more than the cost of fees/tuition. For more information, see <http://www.gdnet.ucla.edu/gss/library/maxsupport.htm>.

📌 **NOTE:** The IRS and the California Franchise Tax Board consider graduate fellowships as taxable income. For detailed information and forms go to <http://www.gdnet.ucla.edu/gss/library/taxinfos.htm>

ACADEMIC RESOURCES AVAILABLE TO GRADUATE STUDENTS

UCLA Chicano Studies Research Center

<http://www.chicano.ucla.edu>

UCLA Latin American Center

<http://www.international.ucla.edu/lai/>

UCLA Latino Home-School Research Project

[http://cultureandhealth.ucla.edu/latinohspr
oj/](http://cultureandhealth.ucla.edu/latinohspr
oj/)

Center for the Study of Latino Health and Culture <http://www.cesla.med.ucla.edu>

Midwest Consortium for Latino Research

<http://www.indigenouspeople.net/mclr/>

Other Important Career Resource Centers

- **Career Center.** <http://career.ucla.edu>

The UCLA Career Center offers job listings, campus interviews, workshops, and career counseling. Special services for graduate students, such as PhD workshops and graduate students' drop-in support group, are available.

- **Graduate Students Association.** The UCLA Graduate Students Association was established to provide for the representation of graduate students and the promotion of graduate students' interests at UCLA and within the University of California. Their web site has information on GSA structures, activities, and resources.

- **Graduate Student Resource Center**

<http://gsrc.ucla.edu>

The UCLA Graduate Student Resource Center is a one-stop resource, referral and information center for graduate students. The Graduate Student Resource Center offers programs and workshops on a variety of topics, drop-in counseling, a web and in-house resource library, meeting and study space, and the opportunity for social interaction. More information can be found on their web site.

- **Graduate Writing Center**

<http://gsrc.ucla.edu/gwc/>

The Graduate Writing Center offers free writing consultation to graduate and professional school students at all levels and in all disciplines, as well as writing workshops on a variety of topics. Meet with a trained and experienced graduate writing consultant to work on writing issues ranging from style and argumentation to grammar and syntax. The graduate writing consultants will work with you to develop your writing confidence and your writing skills.

- **Grant Proposal Advising.**

[http://www.gdnet.ucla.edu/asis/infoserv/f
cltycon.htm](http://www.gdnet.ucla.edu/asis/infoserv/f
cltycon.htm)

The program is designed to provide experienced professional assistance to encourage the submission and facilitate the success of individual proposals for graduate and postdoctoral fellowships. These fellowships are offered by a variety of agencies including the National Science Foundation, Mellon Foundation, Ford Foundation, National Institutes of Health, Social Sciences

Research Council, and Fulbright Fellowship Programs. The awards provided by these agencies are merit-based, competitive and often devised for multi-year study programs. Successful endeavors are prestigious and widely recognized as indicators of scholarly potential and accomplishment.

Chicana/o and Latina/o Studies Programs, Departments, and Universities

- Claremont McKenna College: Department of Chicano Studies
- Cornell University: Latino Studies Program
- The National Hispanic University
- Rutgers University: Department of Puerto Rican and Hispanic Caribbean Studies
- The University of Arizona: Mexican American Studies Minor
- San Diego State University: Department of Chicana and Chicano Studies
- University of Texas El Paso: Chicana/o Studies Program
- University of California, Berkeley: Department of Ethnic Studies
- University of California, Davis: Chicana/o Studies Program
- University of California, Irvine: Chicano/Latino Studies Program
- University of California, Riverside: Department of Ethnic Studies
- University of California, San Diego: Department of Ethnic Studies
- University of California, Santa Barbara: Department of Chicana and Chicano Studies
- University of California, Santa Cruz: Latin American and Latino Studies

STUDENT HEALTH SERVICES

Arthur Ashe Student Health and Wellness Center

All registered graduate students may use the Arthur Ashe Student Health and Wellness Center, an outpatient clinic geared to the special needs of students at UCLA. The Ashe Center offers a full range of clinical and support services, most of which are prepaid by student registration fees. The clinical staff is comprised of highly qualified doctors, nurse practitioners, and nurses.

Counseling and Psychological Services (CAPS)

CAPS is a multi-disciplinary mental health center for the UCLA community. Psychologists, clinical social workers, and psychiatrists are available, offering individual and group counseling and psychotherapy to students; consultation, outreach, prevention, and education to students; and training programs for graduates in the mental health professions. Counseling and Psychological Services maintains a strict policy of confidentiality. No information is released without the student's written consent except where disclosure is required or allowed by law. Emergency counseling is also available on a drop-in, first-come-first-serve basis.

Medical Insurance Requirement

As a condition of registration, the University requires that all graduate and professional students, including international students on non-immigrant visas, have medical insurance coverage that

meets the University's minimum requirements. Contact the Insurance Office on the fourth floor of the Arthur Ashe Student Health and Wellness Center for details regarding the campus Student Health Insurance Plan (SHIP) or regarding the campus minimum requirements.

Office for Students with Disabilities (OSD)

OSD Services are designed to meet the unique educational needs of regularly enrolled students with documented permanent and temporary disabilities. The philosophy and mission of the program are to encourage independence; assist students in realizing their academic potential; and facilitate the elimination of physical, programmatic, and attitudinal barriers. The OSD staff is available to assist students in successfully meeting educational challenges. A good introduction to the OSD, explaining how the OSD works and how to obtain services, is available in the OSD Student Handbook. For a copy, log on to the website.

OTHER IMPORTANT CAMPUS SERVICES

Libraries

As one of the top five research libraries in North America, the UCLA Library system comprises the Charles E. Young Research Library, the College Library, and eight specialized subject libraries. The BruinCard serves as the library card for UCLA students, faculty, and staff. Users will need to have their account activated the first time they attempt to check out materials; this

can be done at the circulation desk in any campus library.

BruinCard

The free BruinCard serves as students' official piece of identification as long as they are a part of the University community. This multi-purpose card serves as a registration card, library card, recreation center card, building access control card, Big Blue Bus card, Culver City bus card, and much more. The BruinCard should be presented whenever required to provide proof of UCLA status.

Bruin OnLine (BOL) - (310) 267-HELP

It is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, network connectivity (including wireless), and free software and support.

MyUCLA

It is a customized portal web page where students can access real-time class schedules, grades, campus appointments, traffic, and information about the weather, check their UCLA e-mail account and link to campus events and resources.

University Credit Union

This on-campus credit union offers free checking, on-campus ATMs, student loans, and computer & car loans.

BruinDirect Deposit

It is an electronic deposit of funds service. All recipients of fellowship awards and traineeships **are strongly encouraged** to sign up for BruinDirect to have their

stipends deposited directly into their personal bank accounts. Recipients of monthly stipends who have NOT signed up for BruinDirect will likely experience a delay of several days in receiving their checks. Monthly checks for those who have not signed up for BruinDirect will be mailed to the recipient's local address (if one has been provided to us) and will not necessarily be mailed before the first of the month.

Sign up is available on the BruinBill via **URSA**. It's the fastest, most secure way to receive refunds at UCLA! Refunds processed using this method occur each weeknight.

Legal Services

Student Legal Services provides legal counseling and assistance regarding a wide range of legal issues to all currently registered and enrolled UCLA students. They help students with a variety of problems, including: landlord/tenant relations; accident and injury problems; domestic violence and harassment; criminal matters; divorces and other family law matters; automobile purchase, repair, and insurance problems; health care, credit, and financial aid issues; and consumer problems. Students may make appointments by telephone or in person, and there is an initial intake charge of \$30 for each matter; there are no charges for subsequent visits on the same matter. The office is open from September through June.

Bruin Resource Center

The Bruin Resource Center helps by providing information, referrals, and support to navigate the university and to

connect with the right campus resource or person. The Center also provides specialized services and programs to address the particular concerns and needs of Bruins who are transfers, veterans, former foster youth, parenting students, or AB 540 students.

Computing and Technical Services

-Free Online IT Training Resource

UCLA LearnIT is a gateway to IT training at UCLA. It provides technology training to UCLA staff, faculty and students.

<http://www.learnit.ucla.edu>

-Social Science Computing (SSC)

SSC offers a variety of computing services. Basically, it supports the computing needs of faculty, staff, and students in the Social Sciences division by providing computer labs for personal coursework, training, and instructional use.

<http://computing.sscnet.ucla.edu>

Labs

The labs are available to all Social Sciences faculty, undergraduate and graduate students taking a Social Sciences course or enrolled in a Social Science Major. Social Sciences Computing has six labs available for instructional purposes during the academic year.

The main labs are located at **2041 Public Affairs** (other labs are located at Bunche and at Haines). Most of the labs are available for drop-in use when the labs are not in session.

Remote Access Services. SSC offers two remote access services to faculty and students in the Social Sciences division. Remote access allows a user to access software and data sets from their home, office, or anywhere with a network connection. All comments, questions, problems, or feedback should be directed to remote@ssc.ucla.edu.

AfterHours. AfterHours allows anyone with a Social Sciences Computing lab account to remote into the computer labs during off-hours. Please visit access.labs.sscnet.ucla.edu for more detailed instructions.

Zambezi. Zambezi is a new remote server for graduate students and faculty. Zambezi has a variety of software that is available at the Social Sciences Computing labs, with an emphasis on statistical applications. It is intended for software usage on enormous data sets that take long periods of time to compute.

For Social Sciences Computing Labs and Graduate Student Server (Zambezi), go to <http://computing.sscnet.ucla.edu/labs/remote-access>

You will also find information about Remote Access, Lab Accounts, Lab Schedule, Lab Hours, Printing, Lab Policies, Information about Equipment and software.

SSC Support Desk

The Social Sciences Computing Support Desk is located in Public Policy Building Room 2035A.

Normal hours of operation:

Monday - Friday 9am to 5pm.

You can contact SSC in person, via the phone (x62821), or email (support@ssc.ucla.edu), this is where they address all of your questions. Please, direct all questions and problems about access to the network or services available from SSC through the Support Desk.

In the SSC website you will also find very useful information for instructional purposes.

For instance, as TAs you can make your own class web sites for your discussion sections.

Social Sciences Computing Services offer one on one training on how to use the class web sites, just email help@ssc.ucla.edu

CAMPUS SAFETY

Emergency Phone Numbers

CALL 911 when calling from prefixes 206, 267, 794, or 825

8-911 when calling from off-campus ECS prefixes 312, 411, or 794

(310) 825-1491 when calling from a cellular phone from campus or adjacent locations.

*For more detailed information go to <http://map.ais.ucla.edu/go/police>

Escort Service - (310) 794-WALK

Campus Security Officers are available for a walking escort free of charge to students, faculty, staff, or visitors 365 days a year from dusk until 1 a.m.

Evening Van Service (310) 825-9800

The UCLA Evening Van Service provides a safe means of transportation around campus during evening hours. The vans provide transportation between campus buildings, on-campus housing, and nearby residential areas. The service is free for UCLA students, employees, and visitors. Maps of the van routes are available online.

Emergency Medical Services

UCLA Emergency Medical Services is a student operated program that provides 9-1-1 ambulance coverage for the campus and surrounding community, 24 hours a day, 365 days of the year. EMS-1, our primary campus ambulance is a basic life support unit that responds to more than 1,200 medical aid calls each year.

✦UCLA Emergency Medical Services

Email: info@ucpd.ucla.edu

Phone: (310) 825-1491

✦Ronald Reagan UCLA Emergency Room

Phone: (310) 825-2111

Address:

601 Westwood Plaza

Los Angeles, CA 90095-1364

Business Hours:

Monday-Friday 8 a.m.- 5 p.m.

Station Hours: 24 hours a day, 7 days/week.

CAMPUS EVENTS

Campus Events Commission (CEC).CEC

is a student-funded organization dedicated to introducing the freshest fare in film, music, and speakers into the bloodstream of the UCLA community. They host weekly \$2

movies as well as free sneak previews.

The Graduate Student Events program offers social and cultural events that promote interaction among graduate students. Events include mixers, GradBar, and speed dating.

UCLA Happenings presents over 1,000 top pick events each year in sports, arts and lectures on the UCLA campus.

Go to the movies (free). Melnitz movies. All movies are FREE to the UCLA community, including students, staff, faculty and guests, unless otherwise noted. Movies are shown at James Bridges Theatre at UCLA. Tickets are available at the Melnitz box office the day of the screening, one hour before show time.

<http://www.gsa.asucla.ucla.edu/melnitz>

PARKING AND TRANSPORTATION

Parking

Current and incoming UCLA graduate students are eligible for student parking. However, because UCLA is in a densely populated urban area, parking for students near campus is very limited.

Though student parking on campus is assigned by a need-based point system, our department has requested parking spaces for our graduate students. Student parking is generally assigned prior to the start of Fall Quarter classes and offered for the academic year. If you are interested in getting a parking permit, please let the Administrative Specialist Officer know. She

will let you know the costs and how to proceed.

Transportation

Bicycles. Riding a bicycle could be not only fun but also healthy and an inexpensive way to get to campus. The UCLA Recreation Center provides shower and locker facilities to cycling students. The university recently opened a Bicycle Community Center where students can rent bikes and tools or have trained staff fix their bicycle. The center is located next to the Outdoor Adventure Center in the northwest corner of the Wooden Center.

Motorcycles and Scooters. Motorcycles, scooters and mopeds park free at UCLA in designated spaces. There are nearly 1,200 motorcycle/scooter parking spaces, including specially designed areas in parking lots and structures. Motorcyclists and scooters are only required to display a permit when parked in a designated parking stall in an area/lot where a permit is required.

Shuttles. There are different shuttle routes that provide round-trip service within campus and close neighborhood: the Campus Express, the Wilshire Center Shuttle, the Northwest Campus Shuttle, the University Apartments shuttle, the Football Shuttle and the Groceries Shuttle. For more detail on their routes and schedules go to <http://map.ais.ucla.edu/go/1001490>

Bus to LAX. There is a daily Non-Stop Bus Service to and from LAX. The stop is next to UCLA Parking Structure 32 on Kinross Avenue, two blocks north of Wilshire Blvd., just west of Gayley Ave. The cost is \$10 each way. See UCLA FlyAway's site

<http://map.ais.ucla.edu/go/1003097>

BruinGo. All currently enrolled UCLA students and current UCLA staff and faculty with a valid BruinCard may participate in BruinGo and have unlimited access to any Santa Monica Big Blue Bus or Culver City Bus. More details go to <http://map.ais.ucla.edu/go/1000521>

Santa Monica's Big Blue Buses. They serve Santa Monica and neighboring communities in Los Angeles. This bus line travels 13 different routes, serving more than 1,000 stops along the way, from beaches, parks, and shopping areas to businesses, colleges, even downtown Los Angeles and LAX International Airport.

Culver City Bus. It serves the Westside communities of Century City, Culver City, Mar Vista, Marina del Rey, Palms, Venice, West Los Angeles, Westchester, and Westwood with convenient and reliable public transit service.

Go Metro transit pass gives UCLA riders the convenience of an unlimited Metro Bus and Metro Rail pass at significantly reduced fares. Metro Buses make nearly 1,200 trips to UCLA or Westwood daily. There are over 15 stops in the UCLA/Westwood area. Also board any of the hundreds of Metro bus routes and Metro rail lines that travel throughout metropolitan Los Angeles. Go Metro transit passes are available for purchase two weeks before the start of each quarter, online or at the UCLA Central Ticket Office. Bring a valid BruinCard as its photo will be used on the Go Metro pass card.

Vanpools normally operate weekdays,

traveling between a common pick-up location (where you may leave your car) and the UCLA campus/Westwood.

CODE OF ACADEMIC CONDUCT

In order to carry on its work of teaching, research, and public service, the University has an obligation to maintain conditions under which the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who comprise the University community. UCLA students assume these privileges and responsibilities upon admission and cannot use ignorance of these policies as a justification for violating community standards. (UCLA Student Conduct Code)

All members of the academic community are responsible for the academic integrity of the UCLA campus. A code of conduct for the campus community must exist in order to support high standards of behavior. Students are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. Academic misconduct is contrary to the purposes of the University and is not to be tolerated. Examples of academic misconduct include:

- Receiving or providing unauthorized assistance on examinations
- Using or having unauthorized materials out during an examination
- Plagiarism - using materials from sources without citations
- Altering an exam and submitting it for re-grading
- Fabricating data or references
- Using false excuses to obtain extensions of time
- Multiple submissions. It includes, but is not limited to, the resubmission by a student of any work that has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the second course.
- Coercion Regarding Grading or Evaluation of Coursework

Other Forms of Dishonesty:

- Other forms of dishonesty, including, but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the University.
- Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
- Sexual, racial, and other forms of harassment.
- Disturbing peace and the use of violence.

Recommendations:

- Be honest at all times.
- Act fairly toward others.
- Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
- Do not submit the same work in more than one class. A work submitted for one course cannot be used to satisfy

requirements of another course unless the student obtains permission from the instructor.

- Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, you must cite your source. Students who are confused about whether a particular act constitutes plagiarism should consult the instructor who gave the assignment.

- Know the rules - ignorance is no defense. Those who violate campus rules regarding academic misconduct are subject to disciplinary sanctions, including suspension and dismissal.

See also the document on UCLA Graduate Students Rights and Responsibilities elaborated by the University Graduate Division (Appendix 2).

QUESTIONS AND PROBLEMS

Routine administrative questions should be addressed first to the Graduate Advisor and, next to the Director of the Graduate Program. In addition, the Director of the Graduate Program functions as informal ombudsman for departmental graduate affairs. Graduate students and faculty should bring all matters of concern to her attention.

This handbook represents an effort to bring together information, university policy, and department policy and regular practices. However, students should be aware that these policies and practices can change (by vote of the Department or by decision of the Director of the Program, the University Graduate Council or the Graduate Division, depending on the policy) and that the existence of this handbook does not represent a promise that they will not be subject to change. Often, however, when university or department policies are changed, currently enrolled students are grandfathered into preexisting requirements.

APPENDIX 1

“Terms of Employment”

APPENDIX 2

“UCLA Graduate Student Academic Rights and Responsibilities”

APPENDIX 3

“Graduate School Survival Guide”

APPENDIX 4

“PhD Qualifying Exams List of Texts”

César E. Chávez Department of Chicana and Chicano Studies

PhD QUALIFYING EXAMS
LIST OF TEXTS

Students should be prepared to write on at least 25 texts from the list of Caminos I, III, and IV. Students in Camino II see instructions under Expressive Arts.

I) Border and Transnational Studies

1. Anzaldúa, Gloria and Ana Louise Keating (ed). 2009. *The Gloria Anzaldúa Reader*. Durham: Duke U Press.
2. Anzaldúa, Gloria. 1987. *Borderlands/La Frontera: The New Mestiza*. San Francisco: Aunt Lute Press.
3. Bonfil Batalla, Guillermo. 1996. *México Profundo*. Austin: UTPress.
4. Dreby, Joanna. 2010. *Divided by Borders: Mexican Migrants and their Children*. Berkeley: University of California Press.
5. Fox, Jonathon and Gaspar Rivera-Salgado, eds. 2004. *Indigenous Mexican Migrants in the United States*. San Diego, CA; Center for U.S. Mexican Studies UCSD.
6. Fregoso, Rosa Linda. 2003. *meXicana Encounters: The Making of Social Identities on the Borderlands*. Berkeley: The University of California Press.
7. Fregoso, Rosa-Linda and Cynthia Bejarano (eds). 2010. *Terrorizing Women: Femicide in the Americas*. Durham: Duke U Press.
8. Gaspar de Alba, Alicia (with Georgina Guzmán) (eds). 2010. *Making a Killing: Femicide, Free Trade, and La Frontera*. Austin: U of TX Press.
9. Guarnizo, Luis Eduardo, and Michael Peter Smith (eds.). 1998. *Transnationalism From Below*, New Brunswick, NJ: Transaction Publishers.
10. Guidotti, Nicole. 2011. *Unspeakable Violence: Remapping U.S. and Mexican National Imaginaries*. Durham: Duke University Press.
11. Gutiérrez-Jones, Carl. 1995. *Rethinking the Borderlands: Between Chicano Culture and Legal Discourse*. Berkeley: U of California Press.
12. Hamilton, Nora, and Norma Stoltz Chinchilla. 2001. *Seeking Community in a Global City: Guatemalans and Salvadorans in Los Angeles*. Philadelphia: Temple University Press.
13. Hondagneu-Sotelo, Pierrette. 1994. *Gendered Transitions: Mexican Experiences in Immigration*. Berkeley: University of California Press.
14. Hondagneu-Sotelo, Pierrette, ed. 2003. *Gender and U.S. Immigration: Contemporary Trends*. Los Angeles: University of California Press.
15. Kaplan, Caren Norma Alarcón, and Mino Moallem, eds. 1999. *Woman and Nation: Nationalisms, Transnational Feminisms and the State*, Durham: Duke University.
16. Leal, David L. and José E. Limón (eds). 2012. *Immigration and the Border: Politics and Policy in the New Latino Century*. U of Notre Dame Press.
17. Levitt, Peggy. 2001. *Transnational Villagers*. Berkeley and Los Angeles, CA: University of California Press.
18. Lubheid, Ethne. 2002. *Entry Denied: Controlling Sexuality at the Border*. Minneapolis: U of Minnesota Press.
19. Moraña, Mabel, Enrique Dussel and Carlos Jauregui, eds. 2006. *Coloniality at Large: Latin America and the Postcolonial Debate*. Durham: Duke University Press.

20. Memmi, Albert. 1991. *The Colonizer and the Colonized*. Boston: Beacon Press.
21. Mignolo, Walter. 2000. *Local Histories/Global Designs: Coloniality, Subaltern Knowledges, and Border Thinking*. Princeton: Princeton UP.
22. Mohanty, Chandra. 2003. *Feminism without Borders: Decolonizing Theory, Practicing Solidarity*, Durham, NC: Duke UP.
23. Pederson, David. 2013. *American Value: Migrants, Money, and Meaning in El Salvador and the United States*. Chicago, IL: The University of Chicago Press.
24. Pérez-Torres, Rafael. 2006. *Mestizaje: Critical Uses of Race in Chicano Culture*. Minneapolis: U of Minnesota Press.
25. Romo, David Dorado. 2005. *Ringside Seat to a Revolution: An Underground Cultural History of El Paso and Juárez, 1893-1923*. El Paso: Cinco Puntos Press.
26. Schmidt Camacho, Alicia. 2008. *Migrant Imaginaries: Latino Cultural Politics in the U.S.-Mexico Borderlands*. New York: New York U Press.
27. Tuhiwai Smith, Linda. 1999. *Decolonizing Methodologies. Research and Indigenous Peoples*. London: Zed Books & University of Otago Press.
28. Staudt, Kathleen and Irasema Coronado. 2002. *Fronteras No Más: Toward Social Justice at the U.S.-Mexico Border*. New York: Palgrave.
29. Shohat, Ella ed. 1999. *Talking Visions: Multicultural Feminism in a Transnational Age*. New York: New Museum of Contemporary Art.
30. Velez-Ibanez, Carlos G. and Anna Sampaio, eds. 2002. *Transnational Latina/o Communities: Politics, Processes, and Cultures*. NY: Rowman and Littlefield.
31. Vertovec, Steven. 2009. *Transnationalism*. London and New York: Routledge.
32. Wright, Melissa W. 2006. *Disposable Women and Other Myths of Global Capitalism*. New York: Routledge.
33. Zavella, Patricia. 2011. *I'm Neither Here Nor There: Mexicans' Quotidian Struggles with Migration and Poverty*. Durham: Duke University Press.

II) Expressive Arts

Students specializing in Creative Writing will be tested on at least ten novels from the list below, plus an additional ten books from the list of Critical Texts. Those specializing in the Visual Arts will be tested on at least 20 texts from among the list of Visual Arts and Exhibition Catalogs.

Creative Writing

NOVELS

- Castillo, Ana. 1994. *So Far From God*. New York: Plume Books.
- Diaz, Junot. 2008. *The Brief Wondrous Life of Oscar Wao*. New York: Riverhead.
- Gaspar de Alba, Alicia. 1999. *Sor Juana's Second Dream*. U of New Mexico P.
- Gaspar de Alba, Alicia. 2005. *Desert Blood: The Juárez Murders*. Houston: Arte Publico Press.
- González, Rigoberto. 2006. *Butterfly Boy: Memories of a Chicano Mariposa*. Madison: U of Wisconsin Press.
- Islas, Arturo. 1991. *Rain God*. New York: Harper Perennial.
- Limon, Graciela. 2001. *Erased Faces*. Houston: **Error! Contact not defined.**
- Pérez, Emma. 2009. *Forgetting the Alamo, Or, Blood Memory*. Austin: U of Texas Press.
- Rechy, John. 2001. *The Miraculous Day of Amalia Gomez*. New York: Grove Press.
- Santiago, Esmeralda. 1993. *When I Was Puerto Rican*. New York: Vintage Books.
- Tobar, Hector. 1998. *The Tattooed Soldier*. New York: Penguin Books.
- Trujillo, Carla. 2003. *What Night Brings*. Willimantic, CT: Curbstone Press.

- Urrea, Luis Alberto. 2005. *The Hummingbird's Daughter*. New York: Back Bay Books.
- Villarreal, Jose Antonio. 1959, 1970, 1989. *Pocho*. New York: Anchor Books.
- Viramontes, Helena Maria. 2008. *And Their Dogs Came With Them*. New York: Washington Square Press.

CRITICAL TEXTS (All the titles of this “Critical Texts” list should also be included as part of Track III required texts list).

1. Aldama, Arturo . 2001. *Disrupting Savagism: Intersecting Chicana/o, Mexican Immigrant, and Native American Struggles for Self-Representation*. Duke University Press.
2. Aldama, Frederick Luis. 2005. *Brown on Brown: Chicano/a Representations of Gender, Sexuality, and Ethnicity*. Austin: U of Texas Press.
3. Arrizón, Alicia. 1999. *Latina Performance: Traversing the Stage*. Bloomington: Indiana U Press.
4. Anzaldúa, Gloria E. and AnaLouise Keating (ed). 2000. *Interviews/Entrevistas*. New York: Routledge Press.
5. Brady, Mary Pat. 2002. *Extinct Lands, Temporal Geographies: Chicana Literature and the Urgency of Space*. Durham: Duke U Press.
6. Bebout, Lee. 2011. *Mythohistorical Interventions: The Chicano Movement and Its Legacies*. Minneapolis: U of Minnesota Press.
7. Broyles-González, Yolanda. 1994. *El Teatro Campesino: Theater in the Chicano Movement*. Austin: U of Texas Press.
8. Delgadillo, Theresa. 2011. *Spiritual Mestizaje: Religion, Gender, Race, and Nation in Contemporary Chicana Narrative*. Durham: Duke U Press.
9. Moraga, Cherrie (and Celia Herrera Rodríguez). 2011. *A Xicana Codex of Changing Consciousness: Writings, 2000-2010*. Durham, NC: Duke UP.
10. Rodríguez, Juana María. 2003. *Queer Latinidad: Identity Practices, Discursive Spaces*. New York: NYU Press.
11. Rodríguez, Ralph E. 2005. *Brown Gumshoes: Detective Fiction and the Search for Chicana/o Identity*. Austin: U of Texas Press.
12. Saldívar, José David. 1997. *Border Matters: Remapping American Cultural Studies*. Berkeley: U of California Press.
13. Saldívar, Ramón. 1990. *Chicano Narrative: The Dialectics of Difference*. Madison: U of Wisconsin Press.
14. **Error! Contact not defined.**, Sonia. 2000. *Feminism on the Border: Chicana Gender Politics and Literature*. Berkeley: U of California Press.
15. Torres, Edén E. 2003. *Chicana Without Apology: The New Chicana Cultural Studies*. New York: Routledge Press.

Visual Arts

1. Becker, Carol (ed.). 1994. *The Subversive Imagination: Artists, Society and Social Responsibility*. NY: Routledge .
2. Beyerbach, Barbara and R. Deborah Davis (eds.). 2011. *Activist Art in Social Justice Pedagogy. Engaging Students in Global Issues through the Arts*. NY: Peter Lang Publishing.
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APPENDIX 5

“Leave of Absence Policy”