

Introduction

This handbook provides basic information and guidance for graduate students pursuing a degree in Latin American Studies at UC Berkeley. The LAS MA is an interdisciplinary degree program and, as such, LAS students take courses in and work with faculty from a number of different departments on campus. Consequently, there is considerable variation among students' courses of study. When students and faculty are not situated in a traditional departmental setting and when students are pursuing diverse curricula, collective learning and collaboration presents distinctive challenges as compared to a traditional single discipline or department. Within this handbook, students will find descriptions of the requirements for the degree programs offered in LAS, course suggestions, and advice on working with the faculty and with the various administrative offices on campus.

The Graduate Program in Latin American Studies

With the initiation of an interdisciplinary Ph.D. program in the early 1930s, UC Berkeley was among the first universities in the U.S. to develop a specialized interdisciplinary program in Latin American Studies. Our Latin American Studies degree programs span a wide range of departments in the social sciences, humanities, and the natural sciences, as well as the professional schools of Natural Resources, Public Health, Public Policy, Social Welfare, Journalism, Law, Education, and Environmental Design. A short description of the key institutions that comprise the graduate programs follows.

The Graduate Program in Latin American Studies draws together faculty from approximately 30 departments (these faculty are referred to as the LAS "Graduate Group" or more informally as the "faculty group"). The faculty are responsible for the design, modification, and implementation of the program for both admissions and academic advising. A list of "core" and "affiliated" faculty can be found under Faculty Resources, later in this booklet. The Graduate Program in Latin American has an executive committee composed of faculty from various departments; this executive committee provides guidance both for the interdisciplinary degree programs.

International and Area Studies (IAS)

IAS is comprised of nine interdisciplinary graduate and undergraduate degree programs that provide an interdisciplinary approach to the study of international and global issues as well as to area studies. There are six interdisciplinary undergraduate programs (Asian Studies, Development Studies, Latin American Studies, Middle Eastern Studies, Peace and Conflict Studies, and Political Economy) and three interdisciplinary graduate programs (Latin American Studies, Asian Studies, and International & Area Studies) all under the directorship of Professor Max Auffhammer. The Director works with the Graduate Chairs on course offerings and staffing. The Associate Director is in charge of scheduling once course offerings are decided. IAS staff provides administrative oversight for all of the graduate and undergraduate programs. For more information about IAS, visit the website at <http://iastp.berkeley.edu>

The Center for Latin American Studies (CLAS)

The Center for Latin American Studies was established in 1956 to promote, coordinate, and exchange the findings of research on Latin America by campus faculty and students. The Center facilitates the work of more than 100 faculty with Latin American expertise and promotes research and training on the region across the university. CLAS also serves graduate students in Latin American Studies a place to meet other students in seminars and social events. They also sponsor numerous seminars and events on campus and provide office space for visiting researchers. LAS 200, the required seminar for entering LAS graduate students, is sometimes held in the conference room at CLAS. CLAS is located at 2334 Bowditch Street. For more information visit the website at <http://clas.berkeley.edu/>

Graduate Division

Graduate Division oversee the administrative aspects of all graduate programs on the campus on the campus and facilitates the distribution of fellowships and other financial resources for graduate students. Answers to common questions about Graduate Division policies, deadlines, and other general information can be found on the Graduate Division website at <http://www.grad.berkeley.edu/>. Graduate Division offices are located on the third floor of Sproul Hall.

Requirements for the Graduate Degree in Latin American Studies

Plan I and Plan II

Graduate students choose from one of two plans for completing their degree. Plan I requires a minimum of 20 units of graduate and upper-division undergraduate courses as well as the completion of a thesis. Plan II requires a minimum of 24 units of graduate and upper-division undergraduate courses followed by a comprehensive final examination. Students must notify the LAS Chair by no later than the end of their first semester of which plan they intend to follow.

LAS MA Thesis (Plan I)

The thesis is the culmination of the Master's degree under Plan I. It is an in-depth study of an issue or subject related to Latin America that is chosen in consultation with a faculty advisor/thesis chair and at least two other committee members. The thesis option is often chosen over the Comprehensive Exam option because it allows students to design a project that could match their future career goals and therefore enhance their future opportunities. Theses must be interdisciplinary in nature and generally range from 75-150 pages in length. While conducting research for the thesis, students may enroll in LAS 299 (Independent Study) in order to earn course credit toward their unit minimum.

Thesis committees are made up of three members of the faculty. The faculty advisor/thesis chair as well as one other member of the thesis committee must belong to the LAS faculty group. The faculty advisor/thesis chair should be identified by the second semester. The third (non-chair) member may be drawn from outside the LAS faculty group. These committee members should be identified by the beginning of the third semester. All faculty serving on thesis committees must be members of the Academic Senate (tenure-stream assistant, associate, or full professors). Lecturers, instructors, or visiting faculty are permitted only by special exception granted by Graduate Division. Students who are considering seeking an exception should consult with the LAS Graduate Chair as soon as possible during the first year.

Human Subjects Research

If thesis work involves contact with other individuals as data sources, students must follow the guidelines of the Committee for the Protection of Human Subjects and have the research design formally approved **prior to** conducting the research. Before approval is granted for a research protocol, any graduate student listed as Lead Investigator or Key Personnel on an application to CPHS must complete training in human subject research by taking and passing the online CITI Program (<https://www.citiprogram.org>), a basic course in the Protection of Human Research Subjects.

Theses that include material obtained or produced without authorization from the CPHS will not be accepted by Graduate Division. A copy of the approval letter from CPHS must be filed with the thesis. For more information on Graduate Division policy see: <http://grad.berkeley.edu/policies/guides/research-human-animal/>.

LAS MA Comprehensive Oral Examination (Plan II)

(This plan is not available to Concurrent LAS/Journalism students)

Students who choose Plan II take a comprehensive oral examination in lieu of writing an MA thesis. The exam committee is made up of three faculty members from at least two different departments. For committee membership eligibility, consult the Graduate Advisor in the IAS Office. In consultation with the faculty committee, the student prepares an annotated bibliography which forms the basis of the examination. A copy of the bibliography signed by the members of the committee must be submitted to the LAS Graduate Chair at least three weeks prior to the exam. Comprehensive oral examinations are generally 1-1/2 to 2 hours in length.

Language Requirement

All LAS graduate students must demonstrate a high level of proficiency in their chosen primary language (either Spanish or Portuguese) and must demonstrate strong reading and speaking skills in their secondary language. Students who choose to focus on the Caribbean, may elect French or Dutch for their secondary language and choose between Spanish or Portuguese for their primary language.

A high level of proficiency is understood as being able to demonstrate an ability to conduct research in that language with ease, and being able to speak and write in the language with substantial fluency. The level of proficiency expected for the secondary language requirement is that which is normally achieved through completion of advanced college-level language courses.

How to fulfill the primary language requirement

1. Students whose native language is either Spanish or Portuguese and who completed their college degree at an institution where the primary language of instruction is either Spanish or Portuguese do not need to document proficiency in that language.
2. Students who are not native speakers of Spanish or Portuguese (whichever is to be their primary language) must pass a proficiency exam administered by an instructor in the Department of Spanish and Portuguese or can be certified by a faculty member from any department who has appropriate language skills and under whom the student has conducted research utilizing sources in Spanish or Portuguese. See the LAS Graduate Student Affairs Officer in 101 Stephens for more information.

How to fulfill the secondary language requirement

The secondary language requirement may be fulfilled either by proficiency exam as mentioned above in pt. 2, or through coursework. If taken at UC Berkeley, completion of Spanish 102A with a letter grade of B or better will satisfy the secondary language requirement for Spanish. Completion of Portuguese 101A *and* B with a letter grade of B or better will satisfy the secondary language requirement for Portuguese.

All courses taken to complete the language requirement must be taken for a letter grade, i.e., they may not be taken Pass/No Pass.

Coursework

All students must complete the following minimum coursework depending on which plan they choose to follow

Plan I (Thesis option) requires a minimum of 20 units.

Plan II (Comprehensive Exam Option) requires a minimum of 24 units.

A. Core Requirements

LAS 200 (Fall only, 1 unit): Latin American Studies Seminar. This course provides an introduction to both the research being undertaken by the LAS faculty and to the various campus resources available to LAS students.

LAS 250 (Fall only, 4 units): Colloquium in Latin American Studies. This course gives a broad overview of the field of Latin America Studies.

B. Methodology

All students must complete one methodology course appropriate to their area of study. Since students will work both within and across different disciplines, no single course would be appropriate for all LAS grad students. Therefore, depending upon the area of research being pursued, and in consultation with their faculty advisor, students will determine which methodology course will best fit their needs. Generally, any graduate or upper-division undergraduate course which fulfills a methodology requirement in an academic department could be acceptable.

Suggested methodology courses are listed in Appendix A (on page # below).

C. Electives Requirement

The remainder of the coursework must be chosen from no fewer than two different academic departments. Students may take a broader range of courses if it is appropriate to their academic objectives with the approval of the LAS faculty advisor.

Additionally, courses taken to complete the degree must conform to the following Graduate Division requirements:

1. Two-thirds of all coursework must be taken for a grade.
2. Up to one-third of total coursework may be taken S/U (Satisfactory/Unsatisfactory) or P/NP (Pass/No Pass).
Exception: courses that can *only* be taken S/U or P/NP are not included in this count (e.g. LAS 299 Independent Study, and GSI 375 -- formerly GSI 301 -- Professional Training).
3. Up to 6 units of LAS 299 courses (Independent Study) may count for the degree.
4. The following courses may not count toward the LAS unit requirement:
 - lower-division undergraduate courses (e.g., LAS 10);
 - courses taken to fulfill the language requirement;
 - units earned as a GSI;
 - any courses graded D or below;
 - LAS 292 courses (Directed Study and Research) LAS 292 may count toward the degree with prior approval from the Chair.
5. The required minimum GPA upon graduation: 3.0.

In general, courses may be at the graduate or undergraduate-level (upper-division only) and should be selected in consultation with the academic advisor. In addition to courses focusing explicitly on Latin America, courses with comparative, theoretical, or methodological foci that contribute to a student's work on Latin America may also be appropriate. See Appendix B on page 11 for elective course suggestions

Concurrent Degree Program:

Latin American Studies and the School of Journalism MA/MJ Degree

The concurrent Master's degree program in Latin American Studies and the School of Journalism provides both academic and professional training for students who are interested in pursuing careers in journalism and related fields. Some possible careers include international reporting with a specialization in Latin America, writing with an emphasis on United States-Latin American political or economic issues, or reporting on Latin American immigrant communities within the U.S.

Admission

Admission to the LAS MA/MJ Concurrent Degree Program is made through the School of Journalism. Only students who have been admitted to and completed at least one semester of coursework at the School of Journalism are eligible to apply for the LAS MA/MJ Concurrent Degree Program. These applications are then reviewed for concurrent admission to LAS MA/MJ Program by the LAS Admissions Committee. Additionally, to be considered for the joint program, applicants must:

- have taken the GRE;
- have a basic knowledge of Spanish (the equivalent of at least two years of college instruction); and
- have a letter of recommendation from a member of the Journalism School faculty.

Please see the LAS Graduate Student Affairs Officer in 101 Stephens for more information on applying for the concurrent program.

The LAS MA/MJ Concurrent Degree Program is only offered under Plan I (Thesis option) Under Plan I, students must complete a minimum of 20 units of course work (addressed below) and write a master's thesis. Plan II is not an option. Normal time for completion of the LAS MA/MJ Concurrent Degree Program is expected to be three years. A time limit of four years from date of entry to the School of Journalism to completion of the LAS MA/MJ Concurrent Degree Program is enforced.

Requirements for the LAS MA-Journalism Concurrent Degree Program

Language Requirement

By the end of their second year at Berkeley, students are expected to demonstrate Spanish language ability at an intermediate level of proficiency. Evidence of proficiency includes completion of four college-level semesters or faculty certification of language ability. Students wishing to use Portuguese to fulfill the language requirement must obtain written permission from their Faculty Advisor and the LAS Graduate Chair. Other languages relating to the study of Latin America (such as Dutch, or French) may not be used to fulfill the language requirement for the LAS MA/MJ Concurrent Degree Program. A second foreign language is not required.

Coursework

In the LAS MA/MJ Concurrent Degree Program students are required to complete a total of 42 combined units. (As separate degree programs, the Journalism degree requires 36 units and the LAS MA degree requires 20 units.) Up to 12 units of LAS coursework will apply toward the MJ degree and up to 6 units of Journalism coursework will apply toward the LAS MA degree. In other words, students must complete a minimum of 14 units of coursework for the LAS MA and a minimum of 24 units of coursework for the Journalism degree. Chair review and approval is required for the application of units toward each degree.

Students intending to apply for the LAS MA/MJ Concurrent Degree Program are required to take LAS 200, Latin American Studies Seminar (LAS 200 is offered Fall semester only). In addition, all students must take at least one upper-division or graduate-level methodology course in the social sciences. (See Appendix A for a list of course suggestions.) To fulfill the LAS component of the LAS MA/MJ Concurrent Degree Program a student must complete at least 8 units of graduate-level courses which focus on Latin America. See the LAS Graduate Course Listing in Appendix B on page # for course suggestions.

The following courses may not count toward degree requirements:

- lower-division undergraduate courses (e.g., LAS 10);
- courses taken to fulfill the language requirement;
- units earned as a GSI (375);
- any courses graded D or below;
- LAS 292 courses (Directed Study and Research): LAS 292 may count toward the degree with prior approval from the Chair.

Thesis

Students in the LAS MA/MJ Concurrent Degree Program are required to write only one thesis which will count for both degrees. The thesis must focus on issues or subjects related to Latin America. Students are expected to enroll in Journalism 294, Thesis Tutorial, for the purpose of writing a thesis. The thesis must be directed by both a member from the School of Journalism and by a member of the Latin American Studies faculty, consistent with the criteria established by Graduate Division for thesis committees. All committee members must be senate faculty members (tenure-stream assistant, associate, or full professors rather than lecturers, instructors, or visiting faculty). Exceptions to the senate-faculty rule require approval by Graduate Division. Students seeking an exception should consult the LAS Graduate Chair during the first year.

All students must consult with the Graduate Advisor in each department (LAS and Journalism) at least one full semester prior to completing the LAS MA/MJ Concurrent Degree Program to be sure that all requirements will be met by the end of the final semester.

Human Subjects Research

Special Note for LASMA/MJ Concurrent Degree Program students regarding Human Subjects Research: Please read carefully the Human Subjects Research guidelines on the Graduate Division website:

<http://grad.berkeley.edu/policies/guides/research-human-animal/>. The School of Journalism does not require compliance with Human Subjects Research guidelines, but Graduate Division (under whose policies and rules the LAS MA program is governed) does. If thesis work involves contact with other individuals as data sources, students must follow the guidelines of and have their research design formally approved by the Committee for Protection of Human Subjects.

Advising at UC Berkeley

Graduate advising occurs on three separate, but integrated levels. First, there is the LAS Graduate Chair. Second, each student will choose a personal faculty advisor. Third, there is an administrative advisor, referred to as the LAS Graduate Student Affairs Officer (GSAO). Each of the advisors will play a specific role in a graduate student's career at UC Berkeley. Understanding their respective roles early on will make your life considerably easier.

LAS Graduate Chair

The LAS Graduate Chair (sometimes referred to as the Head Graduate Advisor) is a core member of the Latin American Studies faculty group and is the official representative of the LAS MA program to the Dean of Graduate Division. The Graduate Chair serves as the initial faculty advisor who assists new students in selecting the most appropriate faculty member to be their faculty advisor. In addition, the Graduate Chair serves as the official link between all LAS graduate students and Graduate Division. The Graduate Chair works on behalf of students both in collaboration with students' faculty advisors and as a liaison with other levels of authority on and off campus.

The Graduate Chair oversees admission, readmission, graduate standing, degrees, comprehensive examinations, financial aid, and other matters as necessary. Most forms and petitions will require the signature of the Graduate Chair. The Graduate Chair holds regular weekly office hours.

Faculty Advisor

The faculty advisor serves as an academic mentor and is usually the person students will work with most closely throughout their graduate studies. Students choose a faculty advisor who shares similar research interests to their own. The faculty advisor will help a student select programs and courses and often will also serve as the chair of a student's thesis or comprehensive exam committee. A faculty advisor helps students with questions concerning the content of their academic program and with decisions while preparing for the thesis or comprehensive exam. Faculty advisors submit annual progress reports for each of their advisees to the Graduate Chair. Additionally, they will write recommendations for fellowships, grants, travel funds, or for requests for permission to use special collections, and assist with any other issues related to a student's research. It is the student's responsibility to maintain regular communication with their faculty advisor.

Graduate Student Affairs Officer (GSAO)

The LAS Graduate Student Affairs Officer (also referred to as a Graduate Advisor or by campus administration as a "Graduate Assistant") assists with all administrative matters governing the LAS degree program. The Graduate Advisor acts as a link between the faculty and various university offices (e.g. Graduate Division or the Registrar's Office) and maintains all student records for the LAS MA Degree Program. The Graduate Advisor is the first person to

see with questions about rules or regulations governing the LAS MA degree, about compliance with requirements, or with any other concerns that might arise.

Thesis Committee Advising

While a single faculty member will usually direct the research and writing of a thesis, other members of a student's thesis committee can play important roles in student advising. All members of the thesis committee should be kept apprised of a student's intentions and progress, both while conducting their research and in the process of writing it.

Annual Evaluation

All LAS MA students undergo an evaluation of their progress each year. In early April, students will receive an evaluation form which is to be completed by their faculty advisor. Students then meet with their faculty advisor to discuss their evaluation. They may be advised of possible deficiencies and offered suggestions for correcting them. Students are also given the opportunity to add comments. The evaluation form is signed by both the student and faculty advisor and returned to the Graduate Advisor in 101 Stephens Hall by no later than April 20th. These are reviewed by the Graduate Chair and a copy is placed in the student's file.

Registration

Students receive information about how to register for classes from the LAS Graduate Advisor as well as the Office of the Registrar. All new and continuing students are notified via email with enrollment information and instructions about Tele-BEARS, the online UC Berkeley enrollment system. New students are able to access Tele-BEARS for their first semester. After the first semester, all continuing students must receive a 4-digit Advisor Code from the LAS Graduate Advisor in order to access Telebears and enroll for courses. This is an opportunity for the Graduate Advisor to check in with students and be brought up-to-date on their progress. Further information regarding registration and using Tele-BEARS is available at: <http://registrar.berkeley.edu/StudentSystems/tbinfo.htm>.

All new students must enroll for LAS 200 and LAS 250 which is offered in Fall semester only. All continuing students must enroll for LAS 298 in the Spring of their first year and continuing to Fall semester of the second year.

Regulations regarding registration are under the purview of Graduate Division and can be found at: <http://grad.berkeley.edu/policies/guides/ggp-reg/>

Financial Support

Incoming LAS MA graduate students may be nominated by the Admissions Committee for the Foreign Language and Area Studies (FLAS) fellowship or for diversity candidates for the Graduate Opportunity Program (GOP) Fellowship. The LAS MA program also has a small amount of discretionary Block Grant funding that can be used for support of graduate students. These funds typically take the form of tuition waivers. Non-residents of the state of California are required to pay a substantial non-resident tuition during their first year, which is removed by establishing California residency in their second year.

For more comprehensive information about graduate funding, see the website of the Graduate Fellowships Office at <http://grad.berkeley.edu/financial/deadlines.shtml#entering>

Teaching Employment

Many students support themselves through appointments as Graduate Student Instructors (GSI). The LAS Program typically has 3 of these appointments available for new students in the fall semester. LAS MA students sometimes teach in other programs (e.g. the Department of Spanish and Portuguese) as well. According to the most recent GSI contract, most registration fees (but not Non-Resident Tuition) are waived during the time of appointment as a GSI. Some fellowships impose restrictions on the level of GSI employment a student may hold. For complete information be sure to check with the Graduate Assistant or the Fellowship personal at Graduate Division. Additional information is available at: <http://grad.berkeley.edu/policies/guides/gsi-appointments/>

CLAS Travel Grants (aka Tinker Field Travel Grants)

The Tinker grants are competitive grants administered by CLAS to fund travel to Latin America, defined as the Spanish- and Portuguese-speaking countries of the Western Hemisphere. Puerto Rico is excluded. Travel to Spain or Portugal is limited to research projects related to Latin America.

Under select circumstances, funds may be available for in-country travel. For more information, visit the CLAS website: <http://www.clas.berkeley.edu/Research/graduate/summer2013/index.html>

Graduate Student Services

Graduate Division

Graduate Division oversees student progress from the time of admission until completion of the graduate degree. Although the LAS department is the primary resource, the Graduate Division staff also guide students toward their degree.

For complete information on all aspects of graduate life at UC Berkeley including the employment, financial aid, the UCB library system, health care, and more go to: http://www.grad.berkeley.edu/new_students/index.shtml.

International Students

The Berkeley International Office provides special services to assist international students in all matters pertaining to their attendance at the University. International students, primarily those with F-1 visas, should check in with the International Student Advisor regarding immigration requirements affecting the unit loads, employment, financial aid, and internships. The International Student advisor is available at: InternationalOffice@berkeley.edu, or 510-642-2818. The BIO office is located at: 2299 Piedmont Avenue, Berkeley, CA 94720

LAS Administration

Latin American Studies Graduate Chair

Professor Estelle Tarica
Department of Spanish and Portuguese
5214 Dwinelle Hall
510-642-5164 // etarica@berkeley.edu

Latin American Studies Graduate Advisor

Ethan Savage
International & Area Studies
101 Stephens Hall
510-643-4157 // ethansavage@berkeley.edu

Director of Administration

Joan Kask
International & Area Studies
510-642-4466 // jkask@berkeley.edu

Additional Contacts

Center for Latin American Studies

2334 Bowditch Street
<http://www.clas.berkeley.edu/>

Harley Shaiken, Chair
510-643-5363 // hshaiken@berkeley.edu

Dionicia Ramos, Vice Chair
510-642-3254 // diony@berkeley.edu

Mariana Gonzalez Insua, Program Coordinator
510-642-2088 // marianagi@berkeley.edu

Residency Office

<http://grad.berkeley.edu/policies/guides/d1-4-california-residency-tuition/ores@berkeley.edu>
120 Sproul Hall
510-642-1614

Berkeley International Office (for International Students)

<http://internationaloffice.berkeley.edu/>
International House

2299 Piedmont Avenue
510-642-2818 // InternationalOffice@berkeley.edu

Community Resources

The Greater Bay Area has many resources for students with interests in specific issues and cultural events relating to Latin America and the Caribbean. This list is by no means exhaustive. For up-to-date information on events and resources in the greater Bay Area and elsewhere, visit the website of the Center for Latin American Studies.

Center for Latino Policy Research
<http://clpr.berkeley.edu/aboutus/mission/>
Shorb House
2547 Channing Way
Berkeley

La Peña Cultural Center
<http://lapena.org/>
3105 Shattuck Avenue
Berkeley
510-849-2568

The Data Center (non-profit library containing alternative and informational materials on social change)
<http://www.datacenter.org/who-we-are/contact/>
1904 Franklin St.
Oakland, CA 94612
510-835-4692

Archdiocese of San Francisco
Office of Hispanic Ministry
<http://www.sfarchdiocese.org/about-us/departments-and-offices/hispanic-ministry/>
One Peter York Way
San Francisco, CA 94109
415-6145573

Guatemala News & Information Bureau (GNIB)
<http://home.igc.org/~yatt/>
P.O. Box 2590
Berkeley, CA 94702

Mission Cultural Center
<http://www.missionculturalcenter.org/>
2868 Mission St.
San Francisco, CA
415-821-1155

South & Meso American Indian Rights Center (SAIIC)
<http://saiic.nativeweb.org/>
Oakland., CA
510-834-4263

Latin American Studies Faculty

Altieri, Miguel, ESPM, 215/217 Mulford, 642-9802, agroeco3@nature.berkeley.edu

Interests: Biodiversity, self-sufficiency, agroecosystems, natural crop protection

Bloemraad, Irene, Sociology, 442 Barrows, 642-4287, bloemr@berkeley.edu

Interests: Immigration from Latin America

Brandes, Stanley, Anthropology, 309 Kroeber, 642-6945, brandes@sscl.berkeley.edu

Interests: Refugee and asylum law, Central American immigrants, women immigrants

Briggs, Charles, Anthropology, 333 Kroeber, 643-2012, clbriggs@berkeley.edu

Interests: Linguistic and medical anthropology, social theory, modernity, citizenship and the state, race, and violence.

Brizuela, Natalia, Spanish and Portuguese, 5319 Dwinelle, 643-2687, brizuela@sscl.berkeley.edu

Interests: 19th and 20th century Latin American literature, Brazil

Byrne, A. Roger, Geography, 109 McCone, 643-9170, abyrne@berkeley.edu

Interests: Pleistocene/Holocene change in California and Mexico, Historical biogeography, environmental vegetation change, prehistoric agriculture, pollen analysis

Caldeira, Teresa, City and Regional Planning, 333 Wurster Hall, 642-3619, tcaldeir@berkeley.edu

Comparative urban studies, social theory, ethnography and qualitative methodology

Carr, Claudia, ESPM, 115 Giannini, 643-3964, cj carr@nature.berkeley.edu
 Interests: International and rural resource development

Chapela, Ignacio, ESPM, 334 Hilgard, 643-2452, ichapela@nature.berkeley.edu
 Interests: Microbial ecology, mycology

Chávez, Lydia, Journalism, 134 North Gate, 642-9235, lcha@berkeley.edu
 Interests: Journalism, Cuba, Mexico, the U.S./Mexico border

Chowning, Margaret, History, 3125 Dwinelle, 642-2415, chowning@socrates.berkeley.edu
 Interests: Colonial Latin America, modern Mexico, socio-economics

Davids, René, Architecture, 341 Wurster, 643-1699, rdavids@berkeley.edu
 Interests: South American architecture, quality design, multifamily and affordable housing, urban design

de Janvry, Alain, Agricultural & Resource Economics, 211 Giannini, 642-3348, alain@are.berkeley.edu
 Interests: Economic planning, poverty, agricultural and rural development policy

Del Valle, Ivonne, Spanish & Portuguese, 5319 Dwinelle, idelvalle@berkeley.edu
 Interests: Literature, history and culture of the colonial period, especially Mexico.
 Baroque and Enlightenment in colonial settings. Relationships between religion and technology, economy, and environment.
 Subaltern Studies.

Dewulf, Jeroen, Dutch Studies Program, 5329 Dwinelle, 642-3010, jdewulf@berkeley.edu
 Interests: Dutch, German and Portuguese colonial history and literature, especially Brazil and the Caribbean; migration, race and hybridity.

Domínguez, Daylet, Spanish & Portuguese, 5319 Dwinelle, ddomingu@berkeley.edu
 Interests: slavery in the Americas, 19th-20th century Caribbean (esp. Cuba), travel literature, ethnography.

Enríquez, Laura, Sociology, 410 Barrows, 642-2502, enriquez@berkeley.edu
 Interests: Rural development and socio-economic development in Latin America, social movements

Finan, Federico, Economics, 651 Evans, 642-7284, ffinan@econ.berkeley.edu
 Interests: development economics, political economics

Grosfoguel, Ramon, Ethnic Studies, 570 Barrows Hall, 642-3037, grosfogu@berkeley.edu
 Interests: Caribbean migration, Latinos in the U.S., global cities, political economy of the Caribbean and Latin America

Guendelman, Sylvia, Public Health, 404 Warren, 642-2848, sylviag@berkeley.edu
 Interests: Reproductive health of immigrant women, health along the U.S.-Mexico border

Hanks, William, Anthropology, 329 Kroeber Hall, 643-2651, whanks@sscl.berkeley.edu
 Interests: Maya culture; language in culture; discourse, cognition and communication; shamanism; logic in anthropological inquiry; anthropology of literature

Hastorf, Christine, Anthropology, 2251 College #215, 642-5457, hastorf@sscl.berkeley.edu
 Interests: Food and agriculture, archeology, political complexity, gender, paleoethnobotany, Andean countries and Mexico

Hayden, Cory, Anthropology, 232 Kroeber, 642-3391, chayden@sscl.berkeley.edu
 Interests: Anthropology of science, technology, and medicine; Latin America (particularly Mexico); post-colonial science studies; kinship, gender, queer studies

Johns, Michael, Geography, 509 McCone, 642-0276, johns@berkeley.edu
 Interests: Latin American development, the culture of cities

Joyce, Rosemary, Anthropology, 232 Kroeber, 643-0975, rajoyce@berkeley.edu
 Interests: Settlement patterns, symbolism, and social organization in complex societies, analysis of archaeological ceramics

Laguerre, Michel, African American Studies, 664B Barrows, 642-3573, mlaguerr@berkeley.edu
 Interests: Contemporary social theory, transnational citizenship, multiculturalism, globalization, multinational family organization, Caribbean

Loveman, Mara, Sociology, 466 Barrows, mloveman@berkeley.edu
 Interests: Comparative and historical sociology, political sociology, ethnoracial politics, development, demography, Latin America

Manoleas, Peter, Social Welfare, 120 Haviland, 642-0929, pgm@berkeley.edu
 Interests: Latino mental health, cross-cultural practice, substance abuse

Manz, Beatriz, Geography/Ethnic Studies, 543 McCone, 643-5765, bmanz@berkeley.edu
 Interests: Latin America, peasantry, migrations, social movements, human rights, political conflict

Marino, Angela, Theater Dance and Performance Studies, angela.marino@berkeley.edu
 Interests: Latin American theater and performance.

Masiello, Francine, Spanish & Portuguese, 5223 Dwinelle, 642-4389, frm@berkeley.edu
 Interests: Spanish American literature, prose and poetry in Argentina, literary theory

Michael, Lev, Linguistics, 1212 Dwinelle, levmichael@berkeley.edu
 Interests: Anthropological linguistics, language typology, Amazonian documentary, language contact, prosodic systems and verbal art, language endangerment and revitalization.

Montejano, David, Ethnic Studies, 506 Barrows, 643-4560, montejano@berkeley.edu
 Interests: Political sociology, development, race and ethnic relations

Nader, Laura, Anthropology, 313 Kroeber Hall, 642-1218, no email
 Interests: Cultural anthropology, comparative methods, law, dispute resolution, controlling processes, kinships, professional mind-sets, Middle East, Mexico, and U.S.

Organista, Kurt, Social Welfare, 120 Haviland, 643-6671, drkco@berkeley.edu
 Interests: Chicano/Latino psychological problems; acculturation and adjustment of ethnic minorities to American society, minority mental health, depression in Latinos, HIV prevention with Mexican migrant laborers/Latinos

Padilla, Genaro, English, 422 Wheeler, 642-3193, gpadilla@berkeley.edu
 Interests: Minority literature, Chicano literature, ethnic autobiography

Pérez, Laura, Ethnic Studies, 506 Barrows, 643-1584, leperez@berkeley.edu

Interests: Contemporary U.S. Latina and Latin American women's writing, Chicana/o literature and visual arts, contemporary cultural theory

Post, Alison, Political Science, 724 Barrows Hall, 642-1434, aepost@berkeley.edu

Interests: comparative political economy, focusing on the politics of urban and regional development, esp the politics of regulating urban infrastructure and utilities investment in Latin America.

Sadoulet, Elizabeth, Agricultural and Resource Economics, 213 Giannini, 642-7225, sadoulet@are.berkeley.edu

Interests: Economic development, macroeconomic and agricultural policies, quantitative analysis and economic models, contract theory, household and community behavior

Sánchez-Jankowski, Martín, Sociology, 643-8779, sanjan@berkeley.edu

Interests: Urban sociology, political sociology, poverty, race and ethnicity, youth culture, survey research

Saragoza, Alex, Ethnic Studies, 506 Barrows, 642-2519, alexsara@berkeley.edu

Interests: Concentration of wealth and power in Mexico, Mexican migration, transnational ideology and representation

Scheper-Hughes, Nancy, Anthropology, 305 Kroeber, 642-8431, nsh@sscl.berkeley.edu

Interests: Critical medical anthropology, anthropology of violence, madness and culture, inequality and marginality, childhood and the family

Schneider, Elena, History, 2210 Dwinelle, 642-2495, eschneider@berkeley.edu

Interests: Cuba and the Caribbean; colonial Latin America; The Atlantic World, 1400-1888

Shaiken, Harley, Education/Geography, 4417 Tolman, 643-5363, hshaiken@berkeley.edu

Interests: Skill formation, training, work organization, global production, work technology

Slater, Candace, Spanish & Portuguese, 5217 Dwinelle, 642-2114, cslater@berkeley.edu

Interests: Brazilian literature and poetry, Latin American folk and popular traditions

Small, Stephen, African American Studies, 680 Barrows, 643-8211, small@berkeley.edu

Interests: Globalization, African diaspora in Latin America and the Caribbean, Dutch influence in Latin America, qualitative research methods.

Tarica, Estelle, Spanish & Portuguese, 5214 Dwinelle, etarica@berkeley.edu

Interests: race and nation in modern Latin America; Mexico and the Andes; Jewish Latin America; French Caribbean

Trever, Lisa, Art History, 421 Doe Library, 642-1187, ltrever@berkeley.edu

Interests: Precolumbian and colonial Latin American Art

FACULTY IN RELATED FIELDS:

Aggarwal, Vinod, Political Science, 782 Barrows, 642-2817, vinod@socrates.berkeley.edu

Interests: International systems, multinational corporations

Baquedano-Lopez, Patricia, Education, 5625 Tolman, 642-1704, pbl@berkeley.edu

Interests: Language, learning, and literacy practices; urban schools, after-school programs, and home and work communities

Bergmann, Emilie, Spanish & Portuguese, 5229 Dwinelle, 642-2104, elb@berkeley.edu

Interests: Spanish American prose and poetry

Guilbault, Jocelyne, Music, 212 Morrison Hall, 2-2687, jguilbau@socrates.berkeley.edu

Interests: Caribbean music, popular music, ethnomusicology, diaspora studies

Haney Lopez, Ian, Law, 447 Boalt, 643-2669, ian.haneylopez@law.berkeley.edu

Interests: Law and race in America, critical race theory, legal history of the L.A. Chicano Power Movement

Minkler, Meredith, Public Health, 140 Warren, 642-4397, mink@berkeley.edu

Interests: National study of the health of grandparent caregivers, participatory action research with the disability community

Navarrete, Ignacio, Spanish & Portuguese, 5221 Dwinelle, 642-2108, ignacio@socrates.berkeley.edu

Interests: Spanish Golden Age literature, especially poetry, poetics, and historiography, literary theory

Watts, Michael, Geography, 555 McCone, 642-3902, mwatts@socrates.berkeley.edu

Interests: Political economy and ecology, development, peasant societies, social and cultural theory

Appendix A: Methodology Course Suggestions

This list is not exhaustive. Students are encouraged to check with departments for current course listings

Quantitative Methodology Courses

For students who wish to employ quantitative methods in their research and who have no prior background in quantitative methodology, consider choosing one of the following courses:

City and Regional Planning 204A-D
Demography 210
IAS C118/EEP C118
Public Health 150A
Public Policy 240A
Sociology C271D
Sociology 272D
Statistics 215B
Statistics 261

Analytic and Research Methods for Planners
Demographic Methods: Rates and Structures
Introductory Applied Econometrics
Introduction to Epidemiology and Human Disease
Decision Analysis, Modeling, and Quantitative Methods
Quantitative/Statistical Research Methods in Social Sciences
Quantitative Statistical Research
Statistical Models: Theory and Application
Quantitative/Statistical Research Methods in Social Sciences

Qualitative Methodology Courses

For students who wish to employ qualitative methodology, courses on epistemology, field methods, interpretive theory, critical theory, and qualitative methods rather than quantitative may be more helpful such as one from the list below:

African American Studies 201A	Interdisciplinary Research Methods
Anthropology 169B	Ethnographic Research Methods
Comparative Literature 200	Approaches to Comparative Literature
Geography 201	Philosophical and Methodological Issues in Human and Cultural Geography
Geography 204	Geographic Research Methods and Theories
Information Management & Systems 272	Qualitative Research Methods
IAS 102	Scope and Methods of Research in Int'l and Area Studies
Philosophy 100	Philosophical Methods
Political Science 235	Introduction to Research Methods
Sociology 271A, B, or C	Methods of Sociology Research
Sociology 273C	Comparative and Historical Research
Sociology 273E	Participant Observation
Sociology 273F	Interview Methods
Spanish 242	Literary Theory and Criticism

Appendix B: Courses commonly taken by LAS MA students

This list is by no means comprehensive. For the most recent information, students should check departmental websites for up-to-date course offerings. The list below includes undergraduate courses which can be taken to fulfill LAS MA requirements.

African-American Studies

Af Am112A	Political and Economic Development in the Third World
Af Am 131	Caribbean Societies and Cultures
Af Am 135	Caribbean Cultural History
Af Am 155	Literature of the Caribbean: Significant Themes
Af Am 162	Caribbean Literature by Women Authors: Marasa
Af Am 240	Special Topics in Cultural Studies of the Diaspora

Agricultural and Resource Economics and Policy

ARE 151	Economic Development
ARE 251	Agriculture in Economic Development
ARE 253	International Economic Development Policy

Anthropology

Anthro 122C	Archaeology of Central America
Anthro 122D	World of Ancient Maya
Anthro 122E	Andean Archaeology
Anthro 175	Native Peoples of South America
Anthro 176	Contemporary Latin America
Anthro 177	Mexico and Central America
Anthro 179	Ethnography of the Maya
Anthro 222	Archaeology of South America
Anthro 280A	Area Studies in Latin America
Anthro 280X	Special Topics in Area Studies

Chicano Studies

Chc Std 130	Mexican and Chicano Art History
Chc Std 135	Chicano/Latino Film
Chc Std 143	Chicano and Latin American Literature
Chic Std 150A	History of the Southwest: Spanish and Mexican Period
Chic Std 150B	History of the Southwest: Mexican-United States War to Present
Chic Std 159	Mexican Immigration
Chic Std 161	Central American Peoples and Cultures
Chic Std 298	Directed Group Study

City and Regional Planning

CRP 115	Urbanization in Developing Countries
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CRP 270 Regional and Urban Development Strategies in Third World Countries

Comparative Literature

Comp Lit 156 Fiction and Culture of the Americas

Development Studies

DS 100 History of Development and Underdevelopment

Economics

Econ 171 Economic Development

Econ 172 Case Studies in Economic Development

Econ 181 International Trade

Econ 270A Microeconomics of Development

Econ 270B Analytics of Economic Development and Planning

Environmental Science, Policy, and Management

ESPM 165 International Rural Development Policy

ESPM 166 Natural Resource Policy and Indigenous Peoples

French

Fr 151 Francophone Literature

Fr 251 Francophone Literature

Gender and Women's Studies

GWS 101 Representations of Gender, Doing Feminist Research

GSW136 Immigrant Women

GWS 141 Interrogating Global Economic "Development"

GWS 155 Gender and Transnational Migration

Geography

Geog 104 The City in the Third World

Geog 138 Political Ecology of the Third World

Geog 156 Political Economy and Historical Geography of Latin American Development

Geog 157 Central American People and Cultures

Geog 158 The Caribbean Region

Geog 159 The Southern Border

Geog 262 Topics in Latin America

History

Hist 100 Special Topics in Latin America

Hist 101 History Seminars

Hist 103E Proseminar: Latin America

Hist 140A Regional Approaches to Mexico in the Colonial Period

Hist 140B Modern Mexico

Hist 141B Social History of Modern Latin America

Hist 143 Brazil

Hist 146 Latin American Women

Hist 145 Cruising the Caribbean, 1492-1970

Hist 275E Core Courses in the Literature of Latin American History

Hist 280E Advanced Studies: Sources/General Literature of Latin America

Journalism

Journ 234 Reporting International Affairs

Latin American Studies

LAS 200 Latin American Studies Seminar

LAS 240 Special Topics

LAS 250 Selected Topics

LAS 292 Directed Study and Research

LAS 298 Directed Graduate Group Study

LAS 299 Individual Study

Music

Music 130B African-American Music
 Music 247 Topics in Ethnomusicology

Peace and Conflict Studies

PACS 127 Human Rights and Global Politics
 PACS 135 Special Topics in Regional Conflict

Political Economy

PE 150 Advanced Study in PE

Political Science

PS 139D/PS 203 Urban and Subnational Politics in Developing Countries
 PS 148A/B Latin American Politics
 PS 210 Politics and Policy-making in Developing Countries
 PS 248A Latin American Politics
 PS 249 Selected Topics in Area Studies

Portuguese

Port 102 Readings in Portuguese
 Port 104 Introduction to Brazilian Literature
 Port 113 Brazilian Civilization
 Port 128 20th Century Brazilian Literature
 Port 135 Studies in Luso-Brazilian Literature

Sociology

Soc 127 Development and Modernization
 Soc 145L Social Change in Latin America
 Soc 189 Selected Topics in Area Studies
 Soc 280H Development and Modernization
 Soc 280P Area Studies
 Soc 280Q Economy and Society
 Soc 280S Social Movements
 Soc 280X: Immigration and Incorporation

Spanish

Span 104A/B Survey of Spanish American Literature
 Span 113 Topics in Latin American Culture
 Span 114 Contemporary Spanish American Novel
 Span 116 Colonial/Postcolonial Studies
 Span 133 Hispanic Avant-Garde Literature
 Span 134 20th Century Latin American Fiction
 Span 135 Studies in Hispanic Literature
 Span 202 History of the Spanish Language
 Span 270 The Colonial Period in Spanish America
 Span 280 Seminar in Spanish-American Literature

Appendix C: Sample LAS MA Programs

The following examples are meant to demonstrate both the variety of concentrations possible and the flexibility of the LAS MA Program.

Social Science, Focus on Development (disciplinary focus)

Semester I:

LAS 200: Seminar (1 unit)

LAS 250: Core Colloquium (4 units)

Portuguese 101A/B: Portuguese for Advanced Students (5 units)

Economics 171: Economic Development (3 units)

Semester II:

Sociology 273: Methods of Sociological Research (4 units)

Political Science 148B: Latin American Politics (4 units)

Political Science 202A: Theories of Development and Political Change (4 units)

LAS 292: Directed Study (Thesis) (4 units)

Social Science, Focus on Central America (specific regional form)

Semester I:

LAS 200: Seminar (1 unit)

LAS 250: Core Colloquium (4 units)

History 141B: Social History of Modern Latin America (4 units)

Geography 157: Central American Peoples and Cultures (4 units)

Semester II:

African American Studies 201A: Interdisciplinary Research Methods (4 units)

Portuguese 101A/B: Portuguese for Advanced Students (5 units)

LAS 292: Directed Study (Thesis) (4 units)

Humanities, Focus on Literature and Culture

Semester I:

LAS 200: Seminar (1 unit)

LAS 250: Core Colloquium (4 units)

Portuguese 101A-B: Portuguese for Advanced Students (5 units)

History 141B: Social History of Modern Latin America (4 units)

Spanish 280: Seminar in Spanish American Literature (3 units)

Semester II:

Portuguese 275: Critical and Stylistic Studies of a Single Author or Period (4 units)

Spanish 242: Literary Theory and Criticism (3 units)

Anthropology 144: Social and Cultural Change (4 units)

LAS 292: Directed Study (Thesis) (4 units)

Humanities, Focus on Amazonia

Semester I:

LAS 200: Seminar (1 unit)

LAS 250: Core Colloquium (4 units)

Portuguese 101A-B: Portuguese for Advanced Students (5 units)

Environmental Science and Policy Management 266: Seminar on Forest Ecology (2 units)

Environmental Economics and Policy 102: Natural Resources Economics (4 units)

Semester II:

History 143: History of Brazil (4 units)

Portuguese 113: Brazilian Civilization (3 units)

LAS 292: Directed Study (Thesis) (4 units)

The third semester is generally spent conducting research with faculty guidance (units can be earned through enrollment in LAS 292 and LAS 299 courses) either on campus or abroad. The fourth semester is spent writing the thesis (the recommended date for submitting the first draft to the committee is the seventh week of the semester) or finalizing preparation for the oral exam.

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PH.D. PROGRAM (This program is currently not accepting applicants.)

The Ph.D. program in Latin American Studies provides the opportunity for academic research from an interdisciplinary perspective on topics relating to Latin America. The Ph.D. program is intended for advanced students with unusually strong academic records and a high degree of intellectual maturity and independence. The program's main goal is to train students for research or policy positions in the private or public sector in Latin America or the United States. To apply to the Ph.D. program a student must have completed an M.A. (or the equivalent) in Latin American Studies or in a related subject. As a Ph.D. student, you may choose to concentrate in a discipline of your choice, but you must cover at least three general disciplines in your coursework. The basic requirements for the Ph.D. are:

- *The completion of course work sufficient to develop mastery of a concentration that spans three disciplines in LAS;*
- *The language requirement;*
- *Residence for a minimum of four semesters;*
- *The qualifying examination. After passing the qualifying exam, selecting a thesis committee, and submitting an approved dissertation prospectus, students will be advanced to candidacy;*
- *The dissertation.*

COURSES

The minimum number of courses required for the Ph.D. must equal at least 20 units. Ph.D. students are expected to have fulfilled the requirements of Berkeley's M.A. in Latin American Studies, including the methodology requirement. If you have not completed the

equivalent of the M.A. requirements in Latin American Studies upon entrance, you will be required to do so during your first year in the program.

First-semester Ph.D. students are required to take LAS 250 -- Core Colloquium in Latin American Studies -- unless they have already taken a similar course at the graduate level. First-semester Ph.D. students are encouraged to take LAS 200 -- the Latin American Studies Seminar -- so that they can be introduced to Latin American research being undertaken by faculty and other students as well as to Latin American Studies resources on the campus.

NOTE: Courses taken to satisfy the foreign language requirement can *not* be counted toward the 20-unit minimum.

Your course work must cover at least three general disciplines. You should select your courses in consultation with faculty advisors from the departments in which you take classes, and with the LAS Head Graduate Advisor, who also serves as the chair of the LAS Graduate Program. If appropriate to your academic objectives, you may take a broader range of courses; while the program of study consists primarily of courses focused on Latin America, you may also take courses with a comparative, theoretical, or methodological focus.

LANGUAGE REQUIREMENT

You must demonstrate a *high level of proficiency* in reading, speaking, and writing Spanish or Portuguese and a strong reading and speaking knowledge of the other language. If you focus on the Caribbean, you may elect French or Dutch as a second language, but must still obtain a high level of proficiency in Spanish or Portuguese. For the purpose of this requirement, a *high level of proficiency* is understood as a strong ability to do research in the language and the ability to speak and write in the language with substantial fluency. The level of proficiency expected for the second language is that which is normally achieved through completion of advanced college level language instruction (see below).

If your native language is Spanish or Portuguese and you completed college at an institution whose primary language of instruction was either language, then you do not need to document your proficiency in that language. If you are *not* a native speaker of Spanish or Portuguese (whichever is to be your first language), you will need to pass a proficiency examination administered by a faculty member of the Spanish & Portuguese Department. See the LAS Graduate Student Affairs Officer in 101 Stephens for more information and a proficiency examination form.

You may satisfy the second language requirement either through the proficiency exam method as described above, or through coursework. At Berkeley, completing Spanish 102B with a letter grade of B or better will satisfy the requirement for Spanish *as a second language*; completion of Portuguese 101A and B with a letter grade of B or better will satisfy the requirement for Portuguese as the second language.

Please remember that you will not be admitted to the Qualifying Exam until after all language requirements for the degree have been fulfilled. If you have **any** questions about your language proficiency, please contact the LAS Graduate Student Affairs Officer in 101 Stephens Hall as soon as possible.

RESIDENCY REQUIREMENT

You must enroll in a minimum of four semesters on the Berkeley campus, with at least four units at the 200 level each semester.

PH.D. QUALIFYING EXAMINATION

You should take your qualifying examination and advance to candidacy as soon as you are able. Once you are advanced to candidacy (after passing the qualifying exam), you will be eligible for fee offset grants under the Normative Time Program (see below). To be eligible for the exam, you must: 1) be registered for the semester in which you plan to take the exam; 2) have completed at least one semester of academic residence; 3) have at least a B average in all work undertaken in graduate standing; 4) have no more than two courses graded Incomplete; and 5) have completed the foreign language requirement. The exam must be conducted in English.

You will need to apply to take the exam no later than three weeks before the exam date. Obtain an application form for the exam from the LAS Graduate Student Affairs Officer in 101 Stephens Hall. You will need to list on the form at least three subject areas to be covered on the exam. This form must be accompanied by your foreign language certification from LAS. Ask the Graduate Student Affairs Officer if you have questions about this procedure. Once the Graduate Division approves your exam application, your eligibility to take the exam is valid for 18 months. If you don't take the exam during that period, you must submit a new application.

It is your responsibility, in consultation with the chair of your examination committee, to make all of the necessary arrangements for the exam. You should begin preparation for the examination at least one semester before you plan to take it. The qualifying examination committee consists of at least four faculty members (a chair and three others) from at least two different departments associated with LAS. At least two members must be from the "core" (or inside) faculty list and at least one must be from the "affiliated" (or outside) faculty list. Alternatively, the outside member can be a member of the Academic Senate NOT on either the LAS "core" or "affiliated" faculty lists. Please consult the LAS Graduate Student Affairs Officer in 101 Stephens Hall for the most current list of core and affiliated LAS faculty. Please note, also, that the chair of the *examination committee* cannot also serve as the chair of your *dissertation committee*. Also, committee members (for exams and theses or dissertations) normally must be members of the Academic Senate. Please consult the Program Chair if you are considering seeking permission to add a non-senate faculty member to your committee. See the Guide to Graduate Policy, Chapter F (<http://www.grad.berkeley.edu/policies/guide.shtml>) for detailed information about committee membership.

You should consult with all prospective committee members in preparing a definition of concentration, and you must submit an annotated bibliography to the examination committee for its approval at least one semester prior to the exam. The definition and bibliography usually totals about 10 to 15 pages. A final version of the definition and bibliography must be approved by your advisor and the LAS Graduate Program Chair at least one month prior to the examination. Ph.D. qualifying examinations usually last about three hours. Its purpose is to examine your general knowledge of your defined areas of concentration and to determine whether you are qualified to proceed to the dissertation phase of the doctoral program.

ADVANCEMENT TO CANDIDACY

When you have passed the qualifying examination, the Graduate Division will send you an application for "Advancement to Candidacy," which you must file no later than the end of the semester following the one in which you took the qualifying examination (e.g., if you took your exam in the fall, the "Advancement to Candidacy" application is due by the end of the following spring semester). Prior to submitting this form to Graduate Division, you must have written, and your thesis committee must have formally approved, your dissertation prospectus (see next section). You must also have completed both foreign language requirements.

PH.D. DISSERTATION COMMITTEE

The dissertation committee consists of at least three faculty members (a chair and two other members; see above section on qualifying exams for more information on eligibility requirements for chairs) who are associated with LAS and are familiar with research in the area(s) of your dissertation. The chair of the dissertation committee cannot also have served as the chair of the qualifying examination committee. Also, similar to the qualifying exam committee, one of the committee members must be considered "outside" of LAS; please consult the LAS Graduate Student Affairs Officer in 101 Stephens regarding committee membership eligibility.

THE DISSERTATION

You should consult with your dissertation committee members in designing your dissertation research. The committee must meet as a whole and approve a final version of your dissertation prospectus before advancing to candidacy. Once your thesis committee approves your prospectus, the LAS Graduate Program Chair is responsible for ensuring that you are kept informed of the committee's consensus regarding your progress on the dissertation, and that the committee is informed in the event of unsatisfactory progress. Annual progress reports of the dissertation project must be submitted by your dissertation committee chair to the Graduate Program Chair by May 1. You will need to consult with individual members of your committee on a regular basis.

Well before you plan to file your dissertation you should get a copy of *Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis*, a booklet of instructions on preparing and submitting a dissertation, available at Graduate Degrees and Petitions, 302 Sproul Hall, or on-line at <http://www.grad.berkeley.edu/policies/pdf/disguide.pdf>. This booklet specifies the requirements for margins, acceptable papers, and other pertinent information.

After all required revisions are incorporated in the final version, all the members of the committee must sign the title page of the completed dissertation indicating their final approval. Facsimiles of signatures are not accepted. You will have to submit two copies of your dissertation to the Graduate Division when you file, and one copy to IASTP.

7/30/14