

Spanish Graduate Program Handbook – October 2024

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Current Spanish Graduate Students

Bienvenidos!

The faculty and staff of our department are pleased that you have chosen to pursue your graduate studies in Spanish with us. In order to make your graduate career at Auburn

University more pleasant and as problem-free as possible, we have written the following *Handbook*. We hope it shall serve as a useful guide throughout your stay here. If, after reading this booklet, you still have unanswered questions, do not hesitate to contact the Graduate Program Officer.

As a graduate student, your advisor and director of graduate studies shall be [Dr. Daniel Vergara](#) (6030 Haley Center). Please see him for matters pertaining to course requirements, comprehensive exams, graduate school deadlines and the like.

The Graduate Program Officer

The Graduate Program Officer administers and directs the academic aspects of your program. Either during the one-week registration period that is scheduled during the semester prior to the one for which you plan to enroll or during the one-day registration period immediately preceding the commencement of classes, he shall be available to make appointments with you to discuss the various course offerings.

- A. During your first semester, you should determine whether you wish to write a master's thesis or whether you prefer to follow a non-thesis option in which you may also take courses for up to a total of 6 hours at the graduate level in another field.
- B. Together, you and the Graduate Program Officer shall develop your plan of study based on your choice of one of the master's degree options.
- C. By the fourth week of your first semester of graduate study, you must submit to the Graduate School such Plan of Study. (See the section titled "Online Plan of Study" for more details.)
- D. If you have not completed the equivalent of first year in another language, you should determine how you plan to fulfill this program requirement. Whichever plan you follow, please remember **(1) that the Graduate School will pay for only one of these courses, and (2) inform the graduate director of your decision.** There are four options:

1. You may complete an Elementary II course (1020) with a grade of at least a B. If you doubt that you shall do well in 1020 without having taken 1010, please talk to the director of graduate studies.
2. You may successfully complete a reading proficiency course.
3. You may successfully complete a reading proficiency exam.
4. You may enter the program with prior academic experience in a language: 2 semesters in official transcripts.

It is our hope and purpose, in offering you this multifaceted graduate program, that you have a useful, enjoyable, and challenging academic experience and that, upon the conferral of your master's degree, you will be well prepared to pursue the career of your choice.

The Coordinator of Teaching Assistants

If you also are a graduate teaching assistant, Mrs. Julie Nelson, MHS, Coordinator of the Graduate Assistantship Program, shall be working closely with you concerning your teaching assignments. Please refer to her any questions concerning this aspect of your graduate program.

Teaching assistantships are applied for as part of the admissions application process. Teaching assistants are provided with ample materials, training, and continued guidance in order to perform their teaching duties efficiently and well. There is typically a two-day orientation workshop before they start each term, where incoming and returning graduate teaching assistants have the opportunity to familiarize themselves with the textbook and instructional methodologies incorporated in the Elementary Spanish classroom here at Auburn University. The graduate teaching assistants and the Coordinator work together throughout the semester solving problems, providing mutual aid, and profiting from each other's experiences. Since teaching does require a considerable amount of time for outside preparation, graduate students should take no more than three courses during a semester in which they teach a three-hour course.

During their first semester, students must enroll in the mandatory FLSP 7090, Introduction to College-Level Spanish Teaching. During the training year (first two semesters), all Graduate Teaching Assistants will work with a mentor who teaches FLSP 1010 and/or 1020. While working with this mentor, the Graduate Teaching Assistant shall have the following duties: a) daily observations of his/her teaching mentor's class; b) weekly mini-lessons to develop teaching skills; c) tutoring of Elementary Spanish students at the Foreign Language Multimedia Center; and d) weekly meetings with his/her mentor to go over lesson plans and grading of assignments.

In addition to their teaching duties, each Graduate Teaching Assistant shall work four hours a week with a member of the Spanish faculty as a mentee in teaching and/or research projects.

If you have any questions about the specific responsibilities involved in becoming a graduate teaching assistant, please call Mrs. Julie Nelson at (334) 844-4345 or stop by her office in 6013 Haley Center. You may also [contact her via email](#).

Registration

Registration is conducted online during a period set aside each semester. Students are required to register during this time. Course offerings are determined in advance. **Failure to comply with this requirement shall result in a monetary penalty assessed by the University.** The Graduate Program Officer will be available during the registration period to help students make course selections appropriate for their individual plan of study.

The normal graduate course load is 3 regular courses per semester. While students are preparing for the foreign language requirement or pursuing courses in a secondary graduate concentration, two of the three must be regular Spanish graduate courses. Any exception to this standard requires the approval of the Graduate Program Officer. Also, international students who carry less than 9 credits during a semester must submit a [Reduced Load Form](#).

Independent studies are not offered except under special circumstances and with the approval of the Graduate Program Officer.

Students who hold a teaching assistantship during their training period must take Introduction to College-Level Spanish Teaching (FLSP 7090) in their first semester and Literary Criticism and Theory (FLSP 7050) in their second semesters.

Advising

All students must schedule an individual advising session with the Graduate Program Officer each semester to get approval of their course selection for the following semester.

Online Plan of Study

- All students must complete an online plan of study through *DegreeWorks*. This plan includes a tentative list of courses that he or she must take to complete the degree program in a timely manner. Departmental courses offered each semester may vary depending on several factors, for example, a professor scheduled to teach a course may be on sabbatical. However, if a course you plan to take in a particular term is not offered, you can go back to the online plan of study and modify it according to this change in circumstances. Your plan includes only regular courses taken at the graduate level. A copy of the rotation of graduate course offerings is available from the Director of Graduate Studies.
- The Department of World Languages, Literatures, and Cultures requires that the Plan of Study be submitted no later than the first semester that the student is enrolled. Students make their own plans of study by visiting *DegreeWorks* on the AU Access section of the [Auburn University website](#).
- The Graduate Program Officer shall instruct the students on how to complete the plan of study, or request that they attend a *DegreeWorks* workshop. Each semester students must meet with the Graduate Program Officer to ensure that they are on track to both meet their scholarly goals and to fulfill the requirements for their degree in a timely fashion. Students may change their projected program (thesis or non-thesis) at any time prior to their last semester of study, not after. Students changing options shall have to

take two extra classes during their last term, besides teaching one course and taking the comprehensive exams.

- Students must schedule a graduation clearance check with the Graduate School during the semester prior to graduation. Failure to comply with this Graduate School requirement shall delay graduation. Students must also be officially registered with the Graduate School for the semester during which their degree shall be awarded, even if a lapse of several semesters has occurred since their last official registration.
- **DEADLINES:** The Plan of Study must be approved by the Graduate Program Officer no later than the fourth week of classes during the first semester. As revisions are often required, you must complete the online plan of study as soon as you know the courses for your last semester. The final deadline for completing the online plan of study is the day of graduation for the semester prior to your anticipated graduation. It is the student's responsibility to see that the faculty receives the plan of study with ample time for review and revision.

Assessment

The Graduate Committee shall evaluate students' progress throughout the course of their graduate studies. Each student, during the application process, submits a sample of his or her writing, reading, and speaking in Spanish. Graduating students shall submit additional samples of the same, providing the committee with a means to evaluate their development.

Students are required by SACS (Southern Association of Colleges and Schools) to be assessed in their last semester.

The following are the desired outcomes for all graduating students:

Outcome One: Graduating students in Spanish shall communicate coherently in writing.

Outcome Two: Graduating students in Spanish shall demonstrate competence in oral communication.

Outcome Three: Graduating students in Spanish shall demonstrate competency on the major literary, linguistic, and cultural trends in the Spanish-Speaking world.

Thesis option students are expected to satisfactorily meet an additional outcome:

Outcome Four: Graduating students in Spanish shall engage in a substantial and original research project.

All graduating students should inform the Graduate Director of their immediate professional opportunities. Periodically, the Graduate Program Officer shall compile an evaluation of alumni's professional and scholarly activities as a means to gauge their progress in the field.

Degree Options

Master of Hispanic Studies (Thesis option)

This research-oriented degree is intended for students possessing the B.A. degree in Spanish or an equivalent who desire to pursue a traditional approach to the Spanish language and its literature. The emphasis in this program is on a comprehensive study of Spanish and Spanish American literature from its origins to the present day with major consideration given to literary history, linguistics, textual analysis, criticism and theory. Courses developing the student's audio- lingual and reading skills may be included as well. This degree also serves as preparation for doctoral study at other institutions.

Requirements: 9 courses + 4 credits of thesis.

- a. Proficiency in a second foreign language (see “Second Foreign Language Proficiency Examination” section ahead).
- b. Nine regular Spanish graduate courses at the 6000- and 7000- levels.
- c. Students must register for at least 4 credits of thesis research (FLSP 7990).
- d. Comprehensive written examination (see “Master’s Degree Reading List and

Comprehensive Written Examination” section ahead).

- e. Thesis and oral defense: See University brochure entitled "[Thesis and Dissertation Guide](#)" for details on preparation format, etc. The thesis must be prepared in accordance with these following procedures. Please consult your Graduate School Bulletin for [appropriate deadlines](#).
- f. Students may optionally enroll in an additional graduate-level course related to their major program, either within their department or in another department at the University, provided they have not exceeded the maximum of 33 credit hours prior to enrolling in the course.

Master of Hispanic Studies (Non-thesis option)

This degree, consisting of 36 credit hours (12 courses), while offering an introduction to the literary, linguistic, and cultural heritage of Spain and Spanish America, places added emphasis on the perfecting of audio-lingual language skills as well as the practice in reading and expository writing in Spanish. It prepares students for a variety of careers; e.g., high school and college teaching, employment in the business world—which is experiencing an ever-increasing demand for well-prepared, virtually bilingual personnel—and also for further graduate study.

Requirements:

- a. Proficiency in a second foreign language (see the “Second Foreign Language Proficiency Examination” section).
- b. Comprehensive written examination (see the “Master’s Degree Reading List and Comprehensive Written Examination” section).
- c. Up to 3 graduate credit hours of the 36 required for degree in graduate field related to the student's major program in a different department within the University.

Thesis Policy

The thesis topic should be chosen within the first year of study under the guidance of a faculty member with whom the student wishes to work. The thesis director shall recommend members for the Thesis Defense Committee, usually consisting of the thesis director, who serves as chairperson, and at least two other graduate professors (generally in the same or related specialties). At least one of the committee members must have achieved the rank of Associate or Full Professor. The director of the Thesis Defense Committee must be from the Spanish section of the World Languages, Literatures, and Cultures Department. All members must be approved as Graduate Faculty Professors. Students may choose a professor from a related field of study (i.e., History, Linguistics, etc.) with approval of the Graduate Program Officer and the Thesis Director.

All students enrolled in Research and Thesis hours must demonstrate substantial progress toward the completion of the thesis. This consists of:

- A 10–20-page proposal and a bibliography (Works Consulted) and an oral defense of the prospectus for students in the initial stage of the thesis. Though it is strongly recommended that the prospectus be approved by all committee members at least one semester prior to periodic submission of chapters of the thesis during the following semester, the prospectus defense shall be scheduled by no later than the **second** week of the student's third semester in the program. This means that the members of the Thesis Defense Committee must receive a copy of the prospectus by no later than the **first** day of class of the aforementioned semester. The student must make arrangements with his/her Thesis Director to ensure that these deadlines are met. Failure to satisfy this requirement could result in the student not being able to defend his/her thesis on time and, as a consequence, not being able to graduate. The appropriate fees shall apply, as per Graduate School guidelines, were the student to require an extra semester in order to defend the thesis.
- Students past the prospectus stage will schedule their Thesis Defense by no later

than the **ninth** week of the student's fourth and last semester in the program. This means that the members of the Thesis Defense Committee must receive a copy of the thesis by no later than the **seventh** week of classes of the aforementioned semester. The final and approved copy of the student's thesis shall be turned in to the Graduate school on the **tenth** week of the same semester on the exact date specified by the Graduate School (see Graduate School website). Failure to do so shall result in the student not being able to graduate.

- All students must pass two oral defenses, one for the prospectus and one for the thesis; the latter shall be open to the public. The Thesis Director may receive from the Graduate Program Officer an agenda for these oral defenses, and the student should be provided with a copy well prior to the event.
- The thesis topic shall consist of original research in the field of **Hispanic Literature and/or Cultural Studies or Hispanic Linguistics**.
- The student may decide with their director in which language to write the thesis. However, students who want to compete in the Master's Thesis Award may want to consider writing it in English.
- **A two-week reading period is required for any work submitted to the director and/or committee.**
- The final draft of the thesis (with major revisions and corrections incorporated under the supervision of the director) must be approved by **all** committee members after the oral defense.
- It is the student's responsibility to consult the [Graduate School Calendar](#) for all key submission dates, format policies, and deadlines. The date listed for final submission of the "Thesis Master's Examination Form" or F9 is the absolute deadline for filing the electronic thesis. Therefore, **the defense must be scheduled at least two weeks prior to this deadline**. The Thesis Director is responsible for

filing the F9 with the Graduate School.

- **Under no circumstances shall a defense be scheduled after the last day of exams of the fall or spring semester (this is not possible as per the Graduate School calendar).**
- **Under no circumstances shall a defense be scheduled during any of the summer minimesters.**
- **Failure on the part of the student to respect the aforementioned time frame may result in sitting committee members abandoning the project.**
- **Under no circumstances shall students use Artificial Intelligence of any form in the completion of any graded assignments (e.g., theses, comprehensive exams, papers, assignments, etc.).**

Coursework

Students may choose, with the guidance of the Graduate Program Officer, from the list of courses offered by the Department of World Languages, Literatures, and Cultures. If you desire additional information about a particular course, consult the professor in charge of that class. The rotation of courses is available from the departmental staff or the Director of Graduate Studies. Generally, students should select a well-balanced program.

The individual Spanish faculty member shall determine course requirements, which are outlined in the syllabus distributed at the beginning of the semester. However, students may expect the following types of assignments and requirements:

1. Oral report.
2. Written papers: several short papers or one full-length term paper. Topics may be assigned or freely chosen according to the course outline, with complete notes and bibliography, following the style presented in the *MLA Handbook*.

3. Midterm exam or other hourly exam.
4. Research paper or final exam which is given either during the 2-1/2 hour exam period or as a take-home.

Second Foreign Language Proficiency Examination

A reading knowledge of an additional foreign language is required of master's candidates. This knowledge may be demonstrated by successfully completing an examination administered by the department and may be taken at any time during the student's course of study. **All students must successfully meet this requirement prior to taking their comprehensive examinations.**

This requirement may also be satisfied by the following options:

- a. Successfully completing the second part (1020) of the first-year sequence of another foreign language with a grade of B or better.
- b. Successfully completing the department's reading proficiency course with a grade of B or better (French: FLFR 1960 or German: FLGR 1990).
- c. Taking one of the Proficiency Exams offered by the department and passing. Students must register for this exam through the Graduate School.
- d. Two semesters in a prior institution as shown on official transcripts.

Master's Degree Reading List and Comprehensive Written Examination

A [reading list](#) is used as a supplemental guide in preparing for the comprehensive written examination, which is required of all master's candidates. Questions on this examination shall test the student's knowledge of Linguistics-related areas, as well as his or her literary appreciation of those works studied in course work (both survey and seminar courses) and those included on the reading list. If a student elects not to take a survey course in a particular

area, he or she is still responsible for being able to demonstrate knowledge of the subject matter and to discuss it from a critical standpoint.

The written comprehensive examinations which are required of all master's candidates, **are normally taken during the last semester of course work.** The examination is given in two sessions. Graduate professors are responsible for writing questions for their particular specialties.

There are ten subject areas for the comps: (1) Linguistics I (linguistics-related courses); (2) Linguistics II (General Linguistics); (3) Medieval Literature, (4) Spanish Golden Age; (5) Peninsular 18th and 19th centuries; (6) Peninsular 20th and 21st centuries; (7) Colonial Spanish American Literature; (8) Spanish American Poetry; (9) Spanish American Theater; and (10) Spanish American Prose.

The following regulations apply to the comprehensive examinations:

- The written comprehensive examinations are required of all MHS students. They are taken by MHS students during the last semester of course work. **There shall be no summer examinations.**
- The examinations shall be based on the Master's Reading lists. As part of the question options offered to students, faculty may choose to pose questions related to additional works read in survey or seminar courses.
- **Of the ten exam areas, MHS students must take 6, and can waive 4 (only 1 from linguistics and no more than 2 from any of the other sections).** An exam can be waived by taking a course in that area and getting a B or above. Any of the ten areas not covered in regular courses must be covered on the comps. In other words, students shall take a comp in one of the Linguistics areas, at least one comp in the areas of peninsular literature, and at least one exam in the areas of Spanish American literature. The same applies to thesis students, but thesis students may elect to waive a fifth exam.
- The exams are given in two sessions on the ninth week of the semester. The exams will

be proctored, and completed using pen and paper, without access to any technological devices. In the spring, there shall be three exams on both Tuesday and Thursday of the ninth week. In the fall, due to the fact that the Fall Break occurs on Thursday and Friday of the ninth week, there shall be three exams on both Monday and Wednesday of that week.

- **Each section of the exam shall last 90 minutes.**
- Retakes shall be on the 12th week of the semester. This schedule allows for students to satisfy the comprehensive examination requirement prior to the deadline for filing with the Graduate School the Non-Thesis Master Examination Form (F8), to be done by the Graduate Program Officer for all graduating students in accordance with the graduate calendar.
- Makeups shall only be allowed in the event of an acute emergency (major illness or accident) and require written medical justification.
- Students whose final courses are taken during the summer term, either on campus or abroad, shall take the comprehensive examinations during the prior spring semester or the following fall semester. However, students must be aware of the fact that extending their careers one semester may have repercussions on their assistantship and/or visa status and must check with the proper university offices before deciding to take the exams during their fifth semester.
- No students with outstanding incomplete courses in Spanish shall be allowed to take these examinations.
- Prior to taking the examination the students must have the minimum GPA needed to graduate.
- No student shall be allowed to take the comprehensive examinations if the language requirement has not been fulfilled unless s/he plans to graduate in the summer session.

- EVALUATION OF THE OUTCOME:

To ensure fairness in evaluation, all exam responses will be anonymized. Each professor shall (a) grade their own exam with exam content and written expression rubrics, (b) complete an evaluation form for each student, and (c) give the evaluation to the Graduate Program Officer within 48 hours of completion of the exam. Each professor shall keep the exam and a copy of the evaluation report.

Faculty should refer to the Comprehensive Exam Rubric for evaluation purposes.

Professors also shall share scores and comments with students and shall advise failing students on how best to prepare for the retake(s). Students are not allowed to keep personal copies of their exams.

- RETAKES:

Students will have a maximum of three examination periods (i.e., Exams or Retakes) to pass the Comprehensive Exams.

A student failing one or two areas of the Comprehensive Exams during their first attempt will retake the failed areas during the twelfth week marking their second attempt. In case of failing any of the twelfth-week retakes, the student will retake all areas one last time in the next semester marking their third and final attempt. The results of the third attempt are final.

A student failing three or more areas of the Comprehensive Exams on their first attempt will retake all the same areas in the next semester marking their second attempt. In case of failing one or two areas in the next-semester retakes, the student will retake one last time only the areas failed during the twelfth week marking their third and final attempt.

In case of failing three or more areas in the next-semester retakes, the student will have no more options to retake the exams.

In case of having to retake examinations during the fifth semester, students should be aware that graduate assistantships only cover four semesters. In that case, students will pay the

university a fee for their fifth semester. International students should consult the Office of International Programs for possible repercussions on their student visas.

It is at the discretion of each faculty member whether to give students the same or a different exam for their retakes.

Additional regulations pertaining to the examinations:

- The Graduate Program Officer or a suitable substitute shall proctor the exams.
- Students shall answer the comprehensive examinations with pen and paper.
- A candidate found to have engaged in academic dishonesty (e.g., copying another candidate's responses, using unauthorized electronic devices or textbooks, Artificial Intelligence) during a comprehensive examination will be subject to the following consequences:
 - A failing grade will be assigned for all section of the comprehensive examination.
 - The candidate will be required to retake all same sections of the examination during the following semester.
 - This retake will constitute the candidate's final attempt. Retaking the examination a second time will not be permitted in these cases.
- **Any area not studied in the form of a course MUST be taken in a comprehensive exam.** This includes Spanish American Prose and Linguistics II (General Linguistics), whose reading lists are online.
- **Even though an exam may be waived by taking a course in the area and passing it with a B or better, a student who has taken a course in the area may decide to take the comp** in said area anyway, as long as she/he complies with the rest of the comp rules.

The Graduate Application Process

All applicants are evaluated by the Graduate Committee. A majority vote of the committee is required to accept every incoming graduate student.

Candidates must meet the minimum requirements (a B.A. in Spanish or equivalent) and satisfactorily complete the application for entry to the program.

If deemed necessary, the Graduate Committee shall determine a suitable plan for any applicants who do not hold a B.A. in Spanish or the equivalent to equally demonstrate their adequate preparation for the program. This normally includes additional undergraduate coursework and/or challenge examinations for undergraduate courses for native speakers and limited to FLSP 3060 (Spanish Communicative Skills I), FLSP 3070 (Spanish Communicative Skills II) and FLSP 3100 (Introduction to Hispanic Literature), or their equivalents if the curriculum changes. Students may be enrolled as non-degree seeking students for this purpose; however, they may not receive a Graduate Teaching Assistantship or enroll in graduate courses until the committee deems their academic suitability appropriate.

Applying to the Graduate School

On-Line Application for Auburn University Graduate School

If you have not yet completed an on-line application, please do so through the [Graduate School website](#).

Official Transcripts from previous university-level work

Please request **official transcripts** from each of the universities you have attended, but most importantly from the university from which you shall or already have graduated. These should be sent directly from your university to the Graduate School. Please be advised that only original transcripts with accompanying English translations will be accepted.

Graduate Record Examination Scores

- Normally, the GRE is required for acceptance by the Auburn University Graduate School for domestic students.
- In cases where the applicant has an **exceptional** GPA [grade point average], they may be accepted provisionally for one semester without submitted GRE scores.
- In such cases, an official request for the one-semester waiver must be made to the Graduate Program Officer in writing. Until the GRE scores are sent directly by the Educational Testing Service and received by the Graduate School, the student shall not be able to register for the following semester.

English Proficiency

- International applicants whose native language is not English must take the TOEFL or an equivalent examination, such as the IELTS, and have the exam administering agency directly submit the scores to the Graduate School **before** they can be considered for admission.
- Instructions and minimum scores are explained at the [Graduate School's International Instructions page](#).

Three Letters of Recommendation

- Letters of Recommendation should be from professors with whom you have taken upper-level Spanish courses, or who have a specific, professional knowledge of your educational experience, scholastic abilities, and/or mastery of the Spanish language.
- When students complete the Auburn University admissions application, they are asked to give the names and e-mail addresses of their recommenders. The system automatically sends such recommender instructions on how to submit the letter. Recommenders upload it directly onto the student's online application.

Recommendation letters sent to World Languages, Literatures, and Cultures by recommenders shall not be accepted. Only letters uploaded by the recommenders directly onto the student's online application shall be accepted.

Graduate Teaching Assistantship Application

- GTA applications are available online as part of the AU admissions application. Students must only submit their GTA applications online as part of their online application; it shall not be sent to our department.
- The references listed should be the same persons as those from whom you have requested letters of recommendation.
- Acceptance by the Graduate School and/or by the Department of World Languages, Literatures, and Cultures **does not** automatically mean granting of a Graduate Teaching Assistantship.
- Graduate Teaching Assistantships are awarded only **after** all requirements have been met for admission to the graduate school and to the Master's in Spanish program.
- Graduate Teaching Assistantships are awarded based on a variety of factors, including writing samples as well as the letters of recommendation and the academic record of the applicant. These samples shall be the only material not done as part of the online application, and must [e-mailed to the Graduate Program Officer](#).

Writing Sample

- A writing sample **in Spanish** must be submitted as a Word or pdf document, as part of the application.
- The writing sample typically is a research paper completed for a course you took as an undergraduate student, usually a paper written for a senior-level literature or civilization course.

- The writing sample should be a **minimum** of 5 pages, typed.

Once the formal application has been completed through the Apply Yourself online system, candidates will be invited to an online interview prior to admission.

If you have any questions, please [contact the Spanish Graduate Program Officer via e-mail](#).

The Graduate Mini-Symposium

Every spring there is a yearly one- or two-day mini-symposium in which students and faculty present their research on subjects in the areas of literature, cultural studies, language teaching, and linguistics. Graduate students are **strongly encouraged** to participate in these events. This is a good way of interacting with researchers in our department, from which they may learn more about what is expected of good research. It is also a way of motivating them to polish their course papers and to present them in a non-threatening environment where they may get useful suggestions. After reading a paper at the symposium, students may feel prepared to publish it or present it later on at a statewide, regional, or national conference.

Payroll and GTA Orientation

Upon acceptance to the master's program and of a GTA scholarship, all incoming students must come to campus for enrollment in the employee payroll system. This must be completed **at least two weeks before the start of the appointment**. All GTAs should show the department's office administrator [Rebecca Hamlett](#) (334-844-6355) proof of his/her ability to legally work in the United States and fill out the necessary paperwork.

International students must check in at the [Office of International Programs](#) (OIP) right after arriving in Auburn, and attend their orientation.

Incoming students must also make plans to visit the campus to obtain a medical clearance and

for their initial academic advising with the Graduate Program Officer. Failure to comply with these regulations shall delay receipt of the first paycheck and disrupt the tuition remission.

All GTAs must attend the Department of World Languages, Literatures and Cultures orientation to be held in the days immediately prior to the start of the semester. The Elementary Spanish Coordinator and the Graduate Program Officer shall provide students with a detailed schedule of this orientation.