

Ph. D. Spanish Program

Spanish Literature Course Request Procedures and Instructions

(For ROSP 30310-Advanced Literature Courses and Courses to be taught as Post Docs)

Created: July 2021

1. **ROSP 30310.** During your fourth year as a PhD student (or your third year teaching), you might be eligible to teach one introductory literature course within the department. The DGS will discuss this option with the Director of Undergraduate Studies (DUS) and coordinator and, depending on your interest and the department's needs during that year, you will be assigned a section of ROSP 30310, Introduction to Hispanic Literatures and Cultures.

If you are interested in teaching this class, please contact the DGS at the beginning of your third year in the program (or second teaching) and complete the google form at the end of the document, since undergraduate classes are planned one year in advance. Notifying your preferences at the end of the Spring semester prior to the year you wish to teach might be too late and your request might be denied.

ROSP 30310 is a crucial course for the Spanish section's recruitment of potential majors and supplementary majors. In order for you to succeed in the teaching of this course, we will provide previous **syllabi** from other graduate students and faculty, arrange **class observations**, and section **meetings**, and assist with the required **textbook**. Prof. Vanesa Miseres and Shauna Williams will be the contact persons before and during your teaching. Make sure to get in touch with them to discuss your plans.

2. **Advanced Level Courses.** In order to teach an advanced level Spanish course, you should follow these steps:
 - a. Consult with the DGS and your advisor and obtain a formal note from them supporting and approving your request.
 - b. Complete the google form at the end of the document during the **fall semester prior** to the year you wish and are eligible to teach.
 - c. Present a formal note (a formal email would work) to the DUS (Shauna Williams) expressing your interest in teaching an advanced course in our program. Attach the approvals of DGS and advisor.
 - d. Present a syllabus for the proposed course if not ROSP 30310 (you can send a draft version, but it needs to be more than a short description. Please include information such as readings, topics, evaluations, etc. All new advanced courses—regardless of who teach them—need to comply and specify in their syllabi the Notre Dame Core Curriculum “Ways of knowing”: <https://admissions.nd.edu/visit-engage/stories-news/ways-of-knowing-notre-dames-core-curriculum/>
 - e. Include students' evaluations for new courses. Specifically, the ones from the Introduction to Hispanic Literatures and Cultures class you should have previously taught.

NOTE:

*classes are not automatically granted. The assignment of an advanced course depends not only of your request **submitted in time and form** but also of the **department needs** in a given semester, the number of students registered for advanced-level classes, and other administrative reasons.

** The granting of an advanced-level course is an **opportunity to expand your teaching expertise** as your studies make progress (usually, students teaching at this level are in their 3rd or 4th year of studies, closer to graduation). If the request is presented on time, the DGS and the DUS will make all their efforts to assign your class a space in the schedule. However, please have in mind that the final granting of the course **will depend of the department's needs** during that semester.

3. For Students in the 5th year of PhD who will stay as a Post Docs for one year (5+1 program):

- At the beginning of your 5th year, please go to the following link and express your interest in teaching for the department: <https://5plus1.nd.edu/about/before-fall-2020/>
- Also notify your advisor, the DGS, and Shauna Williams (undergraduate studies) as soon as possible. We could all provide feedback for your courses syllabi and make sure you have everything ready to teach during your post doc.

- If you meet the requirements above and would like to be considered for a RO SP 30310 section and / or an advanced level Spanish class, please complete this [google form](#) to initiate the request.