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CONGRATULATIONS!

WELCOME to the Master of Arts in Chicana and Chicano Studies Program at San Diego State University.

This handbook is intended to cover “what I wish someone had told me when I first started in the program.” It provides answers to the most frequently asked questions about successfully completing the program. This handbook DOES NOT take the place of the Bulletin of the Graduate Division (Graduate Bulletin). It is available at Aztec Shops (the “bookstore”). An unofficial version is online: http://coursecat.sdsu.edu/bulletin/index.html.

The Graduate Bulletin is the final authority regarding the Master of Arts degree requirements. Should there be a conflict between information here in the handbook and content of the Graduate Bulletin, the latter takes precedence over the handbook. Further information can be obtained from the Graduate Division at 594-5213, Monday-Friday, 9:00am-5:00pm, http://gra.sdsu.edu. However, we hope you find the information given here of value as you go through the Master of Arts in Chicana and Chicano Studies Program.
San Diego State University

San Diego State University is one of 23 campuses of the California State University and College System (CSUC). SDSU is a teaching university with strong research programs. A student body of approximately 30,000 (~6,000 graduate students) makes SDSU one of the largest universities in the Western United States. SDSU also has a branch campus at Calexico in the Imperial Valley (about 2 hours east of San Diego). In addition SDSU has an affiliation with Colegio de la Frontera Norte, in Tijuana, Baja California, Mexico (about 45 minutes south of San Diego State).

Besides San Diego State, other academic institutions in the immediate vicinity include the University of California, San Diego (UCSD) and the University of San Diego (USD), a private, Roman Catholic-affiliated institution. In the North County region there is California State University, San Marcos (CSUSM), which before voting to become a separate university campus, was the North County branch of SDSU. In addition there are several community colleges and professional schools in the region.

San Diego offers diverse cultural activities and community services. There is the Old Globe Theater, the San Diego Opera, the Lyceum Theater, Lambs’ Players Theater, the San Diego Repertory, the Diversionary (gay/lesbian) Theater, and El Centro Cultural de La Raza.

In addition there is Barrio Station, The Barrio Logan College Institute, Sherman Heights Center, and Chicano Federation.

University Policy on Plagiarism

“Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly . . . resorts to the published or unpublished work of another in order to represent it as one’s own.” See the full statement in the Bulletin of the Graduate Division. Infringement of this policy brings penalties ranging from failure in an individual assignment to expulsion from the University. Proper citation of oral, online, and written sources is essential. Consult with your instructors before submitting your work, if you have any doubts.
Chicana and Chicano Studies Graduate Teaching Faculty

Adelaida R. Del Castillo, Associate Professor  
*Ph.D. 1991 Anthropology, University of California, Los Angeles*  
Research and teaching interests: Gender and development, cultural citizenship, feminism, Chicano/Mexicano culture and society.  

Richard Griswold Del Castillo, Professor Emeritus  
*Ph.D. 1974, History, University of California, Los Angeles*  
Research and teaching interests: Chicano and Border History.  

Victoria González-Rivera, Associate Professor  
*Ph.D. 2002, Latin American History, Indiana University*  
Research and teaching interests: Gender and sexuality, feminism, HIV/AIDS, right-wing politics, race, masculinity, and Chicana/Latin American women’s history.  

D. Emily Hicks, Professor  
*Ph.D. 1979, Comparative Literature, University of California, San Diego*  
Research and teaching interests: Postcolonial studies, border theory, literary theory, Chicana literature, Chicana feminist theory, Rock en español, rights discourse, complexity theory.  
D. Emily Hicks (continued)

Maria de la Luz Ibarra, Associate Professor
Ph.D. 1998, Anthropology, University of California, Santa Barbara
Research and teaching interests: Globalization and social reproduction; (im)migration and paid domestic labor; landscape and memory; ethics of care.

Norma Iglesias-Prieto, Professor
Ph.D. 1999, Universidad Computense de Madrid
Research and teaching interests: U.S. Mexican border studies, film studies, border culture and visual arts.

Isidro D. Ortiz, Professor
Ph.D. 1979, Political Science, Stanford University
Research and teaching interests: Community organization, educational reform, Chicana and Chicano politics, political movements, educational practice, policy and reform, college student retention, engagement and success; origins and persistence of Chicano nationalism and relationship to oppression.
Selected Publications: co-edited: Chicano Studies: A Multi disciplinary Approach (New York: Teachers College Press, 1984) with Eugene Garcia and Francisco Lomeli; Chicanos and the Social Sciences; A Decade of Research (Chicano Studies Research Center, UC, Santa Barbara, 1984); Chicanas and Chicanos at the Crossroads: Social..
Economic and Political Change (University of Arizona Press, 1996) with David Maciel; Chicano Renaissance: Contemporary Cultural Trends (University of Arizona Press, 2000) with David Maciel and Maria Herrera-Sobek.

ASSOCIATE GRADUATE FACULTY

The following faculty offer occasional courses on gender, border, and ethnic issues in their discipline. All associate graduate faculty are available to serve on Chicana and Chicano Studies thesis committees.

Dr. David Carruthers, Associate Professor of Political Science
Dr. Peter Cirino, Assistant Professor of Theatre Arts
Dr. Jose Martin Flores, Associate Professor of Spanish
Dr. Paul Ganster, Professor of History
Dr. Larry Herzog, Professor of Public Administration and Urban Studies
Dr. Alan Kilpatrick, Professor of American Indian Studies
Dr. Irene Lara, Assistant Professor of Woman’s Studies
Dr. Jaime Lujan, Associate Professor of Teacher Education
Dr. Bill Nericcio, Associate Professor of English and Comparative Literature
Dr. Richard Pacheco, Professor Emeritus of School of Education
Dr. Cynthia Park, Associate Professor of Teacher Education
Dr. Ramona Perez, Assistant Professor of Anthropology
Dr. Robert Velasquez, Associate Professor of Psychology
Life in the Department

**Web site:**
The Department’s web site is [http://aztlan.sdsu.edu](http://aztlan.sdsu.edu)
This site is updated frequently and contains pages about the many facets of Chicana and Chicano Studies at SDSU. It is full of great information so do make use of it and let us have your ideas about what else should be there.

**Main Office:**
**AL-348** (Arts and Letters)
This is presided over by the Chicana and Chicano Studies Administrative Coordinator. Since the Administrative Coordinator is the only full-time staff member, his/her time is precious. Please supply the Administrative Coordinator with current contact information throughout your studies here. The Administrative Coordinator signs forms to get you keys to Department rooms and offices, and does paperwork for contracts and monetary awards. Through his/her role in overseeing practical aspects of running the department, the Administrative Coordinator provides vital communications within Chicana and Chicano Studies and with other departments and offices at the University.

**Student I.D. Card:**
Every student needs one to access services on campus. Obtain your card at the Aztec Card office on the first floor of Aztec Center.

**Mail:**
Each faculty member and graduate student has a mailbox. Important information is regularly distributed to your mailbox, so check it frequently. Please be respectful of confidentiality of other students and staff.

**E-mail and Computer Access:**
It is vitally important that you consult e-mail and Web Portal through which the Graduate Division communicates with you regularly. Please supply our Administrative Coordinator with your current e-mail, as this has become our most efficient means of communication.

Telecommunications & Network Services (TNS) at San Diego State has an excellent computer lab with lab assistants available to help with questions or problems. Ask at the computer lab about the procedure for getting an SDSU e-mail account. The use of the computer lab, Internet, e-mail, etc. is free. They charge $.10 per page for printing. Your student I.D. card can be “activated” so that you can add money to it in the computer lab. Go to the Aztec Card office (bottom of steps in Aztec Center) to get your card initially “activated.”

**Printing and Copying:**
You can use the TNS Library site described above. Your activated ID card works for photocopying in Love Library. The photocopy machine in AL-341 is also available for Graduate Assistant and Graduate Teaching Assistant use, but not for routine copying related to your courses. GAs and GTAs should also use the department procedure for ordering copies. There are work orders in the workroom that you should fill out and place in the “In Box” in the corner. Copy orders take 3-5 days. While last-minute
copying for your GA assignments is sometimes necessary, we save money with the work order procedure and urge you to use it.

**Payments and Reimbursements:**
There are a number of ways to be paid as a graduate student at SDSU. Generally, first year students will be paid as a graduate assistant, and the letter and contract you receive upon (or shortly after) your arrival here explains the process of signing in. In addition, a few students will be assigned to projects funded through separate accounts administered by the San Diego State University Foundation. The procedures for signing in are quite different, and can be accomplished after your arrival on campus. Unless you have a standard GA or GTA assignment, please check with the Administrative Coordinator before you start work to make sure your paperwork has been properly completed and submitted.
Getting Started with Faculty

The Graduate Advisor:
This is the person to go to with technical questions about paperwork and requirements as you make your way through the program. She is very willing to hear about your concerns regarding your experience in the Department. Please make sure that she has a current phone number where she can reach you should she need to do so.

Information about faculty interests can be found on personal web pages linked to the Chicana and Chicano Studies page: http://aztlan.sdsu.edu

Responsibilities of GAs:
Graduate Assistants should contact the faculty member they will be working for a week before classes start each semester and begin work then, if requested. They should establish clear expectations for the usual 10 hours per week of the assistantship, and reach an understanding about when work will cease each semester, before making any travel plans.

Problems with professors:
We sincerely hope that you won’t have major difficulties, but if you do, the Department has a formal grievance procedure, which is as follows:

In the event that a student has a grievance, the appropriate steps to take—and the order in which they must be taken—are as follows: The student should first go to the professor involved and seek a resolution with that professor. If that does not resolve the situation, the student should come to the Graduate Adviser who will attempt to resolve the situation. Should this prove unsuccessful, the Graduate Adviser in consultation with the Chair of the Department of Chicana and Chicano Studies will try to negotiate a suitable solution. Should this not occur the student then seeks out the Assistant Dean for Student Affairs of the SDSU Graduate Division. Should consultation with the Assistant Dean not resolve the situation, the student should then contact the University Ombudsman.

Note: At every step in this process written documentation must be kept by all parties involved. Copies of all such correspondence must be given to the Graduate Program Adviser in Chicana and Chicano Studies.

Note: If the grievance does not involve a specific professor, but rather a departmental decision that affects the student, then the process begins with the student contacting and consulting with the Graduate Adviser.
ACADEMICS: Course Requirements

The Basic Course of Study:
In addition to meeting the requirements for the Master of Arts degree, as described in Part Two of this bulletin, the student must complete 30 units of graduate coursework with a core of courses to include: Chicana and Chicano Studies 601, 602, 605, 798, 799A. Students must complete a specialization in Chicana and Chicano Studies or Borderland Studies. For students specializing in Chicana and Chicano Studies, Chicana and Chicano Studies 554 or Sociology 554 is required. For students specializing in Borderland Studies, Chicana and Chicano Studies 595 is required. Specialization courses in either of these areas must be approved by the graduate adviser.

The total program shall include a minimum of 15 units in 600- and 700-numbered courses. Students may select either Plan A or Plan B in consultation with the graduate adviser. Students electing Plan A must complete 799A (Thesis). Students electing Plan B must select one additional course in lieu of 799A and pass a comprehensive written and oral examination. Candidates for this degree must demonstrate knowledge of Spanish by having completed Spanish 202 or an equivalent.

Independent Study:
(CCS 798: Special Study) is available on a CR/NCI basis only. Students may take a total of 6 units of 798 courses.

A maximum of 6 units of independent study is applicable to the Official Program of Study. CCS 798 Special Study (1-3 units) cannot be taken for a grade (Credit/No Credit/SP).

Paper Documentation Style:
Chicana and Chicano Studies, being interdisciplinary, does not have a preferred style; you will find both social science and humanities styles. Aztec Shops has a variety of style manuals (APA, MLA). You should purchase the one preferred by the Chair of your Thesis Committee and follow it accurately. You will also need to purchase a copy of the Dissertation and Thesis manual: Policies, Procedures, and Format.

Library Liaison:
Librarians at SDSU are assigned Subject Areas, and the Chicana and Chicano Studies area person is Cecilia Puerto (594-4629; e-mail address cpuerto@mail.sdsu.edu). She will be happy to assist you with paper and thesis needs especially during the second semester of your second year.

Internships:
The Chicana and Chicano Studies Department gets a variety of requests for interns from health, history, political, governmental, and non-governmental (NGO) agencies. Under certain circumstances you may be able to receive course credit. Be sure to discuss this in advance with the Department Chair.
Financial Opportunities and Considerations

**Financial Aid:**
The Financial Aid Office can inform you about applications and deadlines for state and federal student loans. You can apply for financial aid anytime, but it is preferable that you do so in January or February. Apply for financial aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Clara de Escudero Scholarship:**
- $500.00-1,500.00 award
- Scholarship value $500 to $1,500
- More than 1 award may be given
- No minimum GPA specified
- No Class Level Specified
- Preference given to Chicana/Chicano Studies majors
- Apply to the University Scholarship Office
- Application period Nov 05, 2008 to Feb 04, 2009

Research on the internet can also reveal unexpected sources of funding.

**Teaching opportunities:**
Toward the end of your first year, you may apply to teach introductory courses as a second year GTA. Some experience as a graduate assistant (GA), tutor, or with other teaching is desirable. There may be more applicants than sections available, so please be aware that teaching is highly competitive.

**In-State Residency:**
If you come from out of state, obtain a copy of the Residency Status Review packet from the Office of Admissions and Records for an explanation of the procedures. You will want to avoid out of state tuition in the second year, as we cannot manage tuition waivers for any but international students after the first year.
Procedural Steps Toward Earning a Master’s Degree

Each of the following steps are sequential and mandatory:

1. **Apply for Admission to the University**
   a. CSU Applications for Graduate Admission are available online at www.csumentor.edu. Completed admission applications should be submitted directly to the Graduate Admissions office. You may contact them at (619) 594-6336. Applicants with last names beginning with A-L should contact Janet Matthews at (619) 594-6926 or matthew1@mail.sdsu.edu and those whose last names begin with M-Z should contact Paulette Johnson at (619) 594-3759 or pjohnson@mail.sdsu.edu if they need to speak to Graduate Admissions representatives.
   b. All transcripts and supporting documents should be sent in a complete packet directly to the department of your intended major.
   c. Inquiries regarding your admission status should be made to the department of your intended major.

2. **Purchase a Bulletin of the Graduate Division in the Aztec Shops Bookstore.**
   a. Refer to the sections entitled Admission to Postbaccalaureate and Graduate Study or review it on the web page www.sdsu.edu.

3. **Read the Bulletin of the Graduate Division and Consult Your Departmental Graduate Adviser**
   a. Read the Bulletin carefully, particularly the section on Regulations of the Graduate Division, Basic Requirements for the Master’s Degree, and the Specific Requirements of your major department.
   b. Consult the graduate adviser in your major department.

4. **Attain Classified Graduate Standing**
   a. If you were given classified status at the time of your admission, skip to step 4.
   b. If you were admitted with conditional classified status, ask your graduate adviser to submit a Change of Status Form to the Graduate Division when you have fulfilled the conditions specified at the time of your admission.
4. Submit an Official Program of Study and Advancement to Candidacy for an Advanced Degree

a. Official Program of Study forms should be filled out in consultation with your graduate adviser and submitted online at http://gra.sdsu.edu/grads2 to the Graduate Division for final approval.

b. **Official Program of Study forms (preferably electronically) should be submitted as early as possible but no later than the semester prior to anticipated graduation.** For students following Plan A, Thesis, the deadline may be earlier. See SDSU Dissertation and Thesis Manual, Sections 2.2.1 and 2.2.3.

c. Any deviation from the specific master’s degree requirements listed in the Graduate Bulletin should be requested on a **Petition for Adjustment of Academic Requirements.** If transfer coursework is being requested current, official university-sealed transcripts should be submitted with the request.

d. Any change to the electives on the Official Program of Study after it is approved must be made on a **Change in Program Form.**

5. Attain Advancement to Candidacy

a. Your eligibility for advancement to candidacy will be reviewed at the time your official program is approved.

b. If you are not eligible for advancement at the time your official program is approved, the Graduate Division will review your file for advancement at the end of each semester.

c. You must be advanced to candidacy before you will be allowed to form your thesis committee officially or to take the comprehensive examination.

d. You may not be advanced to candidacy and be awarded an advanced degree in the same term.

6. Submit a Thesis Committee Form (for Plan A students only)

a. Once you are advanced to candidacy, obtain the Thesis Committee Form from the Graduate Division, secure the required signatures, and return it to the Graduate Division for approval.

b. Once your Thesis Committee Form has been approved call the Graduate Division for the schedule number for Thesis, 799A. You must be registered in Thesis (799A or 799B) during the semester you plan to submit your thesis. The Graduate Division will provide schedule numbers for thesis enrollment.

c. Consult the **SDSU Dissertation and Thesis: A Manual of Instructions** (available at Aztec Shops Bookstore) for policies and procedures on preparing theses and projects.

7. Pass Required Final Examination (for Plan B students only)

a. If you are Plan A, Thesis, a final examination (oral defense) on the thesis may be required.

b. If you are Plan B, a written comprehensive examination is required. The department will notify the Graduate Division when you have passed the exam. You must be advanced to candidacy to be eligible to take the examination.

c. Enrollment in Int S 799C may be required when taking the comprehensive examination.

8. File an Application for Graduation
a. Graduation is **not** automatic upon completion of degree requirements. An application for graduation may be obtained in the Graduate Division Office or their website. Complete the form and submit it in person or mail it to the Cashier’s Office with the appropriate fee by the deadline of the term in which you expect to graduate. Consult the current Class Schedule for the filing deadline date.

b. If you do not graduate in the term for which you applied, you must reapply any subsequent term in which you expect to graduate.
Thesis Plans and Paperwork

Guidelines for Developing a Thesis Proposal and Policy in Chicana and Chicano Studies

Permission to Use Human Subjects:
You must submit an application to the University’s Institutional Review Board. You cannot “do” anything to humans (even interview them) without this approval. See the IRB site: http://gra.sdsu.edu/irb/, where forms and a manual are available. You may also e-mail the IRB office irb@mail.sdsu.edu regarding questions about Human Subjects issues. It is ideal to obtain this permission at the very beginning of your second year, as you cannot proceed with a thesis without it.

Thesis Committee Approval:
You will be assembling a committee, usually composed of 2 faculty from Chicana and Chicano Studies, and a third from another department at SDSU. Assuming that you have been advanced to candidacy and that you have satisfied human subjects permission, you can obtain a “Thesis Committee Form” at the Graduate Division Office. On this you state what your thesis topic is, who the members of your committee are, etc. The Graduate Advisor can help you with this form. Your committee members will want to review your thesis proposal before they sign this form. The graduate advisor’s signature is also required. This approval is needed in order for you to enroll in 799a:Thesis, by the second week of the second semester of your second year. The Graduate Division Office gives out registration numbers for this course.

Thesis Format:
SDSU has a very specific format it requires you to follow. It also offers a thesis template and workshops that tell you how to use it. Purchase the Master’s Thesis and Project Manual published by SDSU’s Graduate and Research Division and Thesis Review Service (available in Aztec Shops). You can also access the Dissertation/Thesis Review website for helpful information at http://gra.sdsu.edu/Graduate/Thesis/manualpage.htm. The Graduate Division’s Dissertation and Thesis Reviewer (currently Linda Kilroy) is well worth consulting. She has several informational handouts that are very helpful when doing your thesis. They list “most common mistakes” graduate students make, etc. Do NOT take these rules lightly. There is a “ruler person” who goes over your completed thesis (your “final draft”) with a fine-tooth comb, and any “errors” that person spots MUST BE CORRECTED BEFORE your thesis will be approved by the University. Watch the deadlines for thesis submission carefully. Delays will mean further expense.

GRADUATION:
You need to file a form with the Graduate Division informing them of the time you intend to graduate. This costs $35 every time you do it.