Center for Latin American & Caribbean Studies
Final Degree Requirements

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Students must choose between the following three options as a final degree requirement in order to complete their MA degree: two final exam essays, a final research paper, or a thesis.

1. FINAL EXAM ESSAYS
   a. A written exam consisting of two essays must be passed in the last semester of course work. The final written exam will consist of 2 essays of approximately 8-10 pages (3-4 thousand words) each. These essays must be delivered four weeks prior to the end of the semester in which the student plans to graduate. At the discretion of the DGS or Committee Chair, an oral examination may be required following the written examination.
   b. Students choosing this option should meet with the DGS at least six weeks prior to the end of the term in the semester preceding the graduating semester. Based on a review of the student’s transcript and a discussion with the student, the DGS and student shall identify at least two other faculty members (at least two must be CLACS-affiliated) to comprise the exam committee. Normally, the CLACS DGS will serve as the Committee Chair, unless the student indicates a preference for a different Chair.
   c. Students will then contact each other person on the committee and meet with them in person to review their roles on the committee and gain their signatures on the Final Examination Form. Students will then turn in the Final Examination Form by the end of the semester before the semester of graduation.
   d. Students will prepare for exams by constructing and consulting 2 reading lists of app. 20 sources each. These lists will be defined by region and thematic problem, respectively. The readings list must be submitted by the second week of the semester in which the student plans to complete the exam. After review and emendation, the final list must be approved by the committee by the fifth week of the semester. Each written essay must then meaningfully cite at least ten of these readings. Question #1. Define a particular country or sub-region of interest (e.g., Mesoamerica, the Andes, the Southern Cone). According to your reading of the literature on this region, as well as your own perspective and values, what are some (2-3) of the most pressing social, cultural, political, and/or economic issues the region faces? How has the scholarly literature attempted to address these issues, and what new questions or research seem necessary to move our understanding of this region forward?
   e. Question #2. Define a particular practical or theoretical problem that encompasses the entire Latin American and Caribbean region (e.g., development, democratization, educational inequality, historical memory, language revitalization, information access). How have the disciplines and fields comprising Latin American Studies attempted to explore and address this problem through generating scholarly and practical knowledge? How have your M.A. studies enabled you to better understand this problem, and how might you continue to work on them, in the future? What new approaches, concepts, or methods seem most promising to advance our understanding—and/or solution—of this problem? Your discussion should incorporate concrete examples from multiple sites within the Latin American and Caribbean region; it should not confine itself only to the region that you discuss in Question #1.
   f. Students are strongly recommended to enroll in LTAM-X 850 for preparation of the essay exam in their final semester. Students must submit the Individual Research Credit Contract
(see Appendix iv) to gain permission from the DGS prior to being granted permission to enroll.

f. These essays must be delivered to the final committee four weeks prior to the end of the semester in which the student plans to graduate. The written essays are read and evaluated by the 3 members of the exam committee. At the discretion of this committee, the student is convened for an oral exam at least one week prior to finals week. The oral exam may cover areas addressed in the written exam, as well as other aspects of the student's MA program and future plans.

g. After completion, the exam committee evaluates the student's performance on the exam, coming to agreement on a rating of high pass, pass, or fail. The Committee Chair submits a report to the DGS on the committee’s evaluation. In case of failure, the committee may recommend a remedial project (e.g. a review essay or an annotated bibliography), or may insist that the student go through the exam process again. The Committee Chair must submit the final evaluation to CLACS by the beginning of finals week.

2. RESEARCH PAPER

a. A polished and publication-quality paper of approximately 10,000 words (30 pages), oriented to a peer-reviewed journal, must be presented in the last semester of course work. The paper may or may not incorporate originally gathered data or source material, but it should in every case demonstrate the ability to synthesize, analyze, and critique a body of literature or evidence in the service of an original argument.

b. Students choosing this option should meet with the DGS at least six weeks prior to the end of the term in the semester preceding the graduating semester. Based on a review of the student’s transcript and a discussion with the student, the DGS and student shall identify at least two other faculty members (at least two must be CLACS-affiliated) to comprise the paper committee. Normally, the CLACS DGS will serve as the Committee Chair, unless the student indicates a preference for a different Chair.

c. Students will then contact each other person on the committee and meet with them in person to review their roles on the committee and gain their signatures on the Final Research Paper Form. Students will then turn in the Final Research Paper Form (Appendix vii) by the end of the semester before the semester of graduation.

d. Students are strongly recommended to enroll in LTAM-X 850 for preparation of the paper. Students must submit the Individual Research Credit Contract (see Appendix iv) to gain permission from the DGS prior to being granted permission to enroll.

e. The research paper should be submitted to the final committee at least four weeks prior to the last week of classes. It is read and evaluated by the 3 members of the exam committee. At the discretion of this committee, an oral exam may be required, to take place at least the week before final exams. The oral exam may cover areas addressed in the research paper, as well as other aspects of the student's MA program and future plans.

f. After presentation of the paper, the committee evaluates the student's performance on the final draft and comes to agreement on a rating of high pass, pass, or fail. The Chair submits a report on the committee’s evaluation to the DGS. If the committee assigns a failing grade, then specific revisions and areas of improvement will be furnished in writing, and the student will be required to resubmit the final paper. The Committee Chair must submit the final evaluation to CLACS by the beginning of finals week.
3. THESIS

g. Initial steps and committee formation: Students choosing to pursue the option of a Master’s Thesis should consider carefully how this will further their professional and academic goals. If choosing the thesis, it is advisable to complete a research methods course or complete an independent study with the appropriate faculty member, ideally by the 2nd semester of coursework, and in that context to develop a modest research proposal that details the problems, questions, methodology, and sources for the study. Students choosing this option should meet with the DGS at least six weeks prior to the end of the term in the semester preceding the graduating semester. Based on a review of the student’s transcript and a discussion with the student, the DGS and student shall identify at least two other faculty members (at least two must be CLACS-affiliated) to comprise the paper committee. Normally, the CLACS DGS will serve as the Committee Chair, unless the student indicates a preference for a different Chair.

a. Feedback on the initial proposal should be incorporated into a final polished draft, which will be approved by the Chair. The thesis should be based on a significant amount of primary source material, at least 40%, unless compelling reasons are adduced. Primary source material may include ethnographic field data or historical archives, but also electronic media and texts, artistic products, policy documents, and the like. Students must turn in the Thesis Proposal Form (Appendix vi) for approval by the DGS by the end of the semester before the semester of graduation. If the Master’s Thesis will involve the original collection of data with human subjects, then application should be made with the IU-Bloomington Human Subjects Committee, at least two months before the start of data collection, starting at: http://researchcompliance.iu.edu/hsoc/index.html.

b. Thesis committee and format: If the student is pursuing a dual degree, it is advisable for the dual degree school to be represented on the committee. A guide to thesis preparation for the student is available at the University Graduate School website. Typically, a Master’s Thesis for the CLACS M.A. will have an extension of 50-100 pages, depending on the type of sources and analysis conducted.

c. Students are strongly recommended to enroll in LTAM-X 890 during their final semester for preparation of the thesis. Students must submit the Individual Research Credit Contract (see Appendix iv) to gain permission from the DGS prior to being granted permission to enroll.

d. Committee responsibilities: The Chair is responsible for keeping track of the student’s progress with the thesis. The other two committee members may be involved to a greater or lesser degree, according to their preferences. When the Chair determines that an acceptable first draft of the thesis is completed, the student, along with the Chair, schedules an oral exam on the thesis, and advises the Center of this date. The thesis should be distributed to the other members of the committee at least two weeks before the oral exam. The oral exam on the thesis normally is to be taken at least two weeks before the end of the semester in which the degree is to be granted.

e. Final steps: At the conclusion of the oral exam, the thesis committee comes to an agreement regarding the student's performance on the MA thesis, with the following options: the thesis passes without revision; minor to moderate revisions are recommended
or required; the thesis fails. If revisions are required, the Chair withholds signature until the specified revisions are accomplished to the satisfaction of the committee. Committee members may choose to delegate to the Chair responsibility for verifying completion of the revisions. The final evaluation is submitted to CLACS, and the student is responsible for gathering the signatures from each committee member for the signature page required by the University Graduate School along with making sure that the thesis is turned in to the University Graduate School based on their requirements (see http://graduate.indiana.edu/theses-dissertations/submission/masters.shtml). Ordinarily, the final version of the thesis, and the Chair’s approval, must be submitted to CLACS by the beginning of finals week of the semester in which the degree shall be granted.