

## Portfolio Instructions for the LACSI Graduate Certificate at the University of Georgia



Graduate students seeking to document their area expertise can earn a Certificate in Latin American Studies in conjunction with an advanced degree in any University graduate program. This program offers students a wide range of course options that examine Latin American and Caribbean societies from the perspective of their history, social structure, economic and political structures, language, literature, art, and culture.

### **Requirements for the Certificate:**

- Five graduate courses on Latin American topics in at least two disciplines from “core” courses. Core courses are defined as those containing at least 25 % Latin American or Caribbean content.
  - One of the courses must be LACS 6300: Critical Concepts in Latin America and the Caribbean
  - At least 2 of the remaining 4 courses must be listed as 75% or 100% (see list at end of document). However, additional courses taken toward a graduate degree can be applied to the certificate provided they include significant LAC content. (One of the four courses can be an independent core study.)
  - A grade of B or better is required in all course work.
- Language competence in Spanish or Portuguese. Non-native speakers should provide documentation of intermediate or better rating. In many cases, a professor from a course may provide documentation or the student can interview with a LACS faculty member (contact frweiser@uga.edu)
- Students must demonstrate that they have done substantive work on a Latin American or Caribbean topic through their thesis, dissertation, other written work, or evidence of applied work, **which will be submitted as part of the portfolio** (see expectations below) during the semester students plan to graduate.

### **Portfolio Expectations:**

Students must submit a portfolio demonstrating that they have met the above requirements during the semester of intended graduation. Portfolios must include:

1. A Table of Contents
2. A cover letter detailing the content of the portfolio and containing the following information:
  - How LACS 6311 has contributed to the student's theoretical and/or historical understanding of the region
  - How coursework related to Latin America and the Caribbean has more generally contributed to or reinforced the student's research focus
  - How the student plans to utilize their skills and training in LACS research in the future
3. A CV
4. A list of courses taken to satisfy the certificate requirements
5. Documentation of language competence (this may come from a professor of record or via an interview with LACS faculty)
6. 4-5 works demonstrating substantive focus on LACS topics
  - The first document should be the final project submitted for LACS 6311, which will be reflected upon in the cover letter.
  - For students in academic disciplines, this could include thesis or dissertation chapters or other written work (course papers, published articles, summer research, etc.).
  - For students pursuing applied or vocational degrees who are not completing a final thesis, the portfolio may contain other evidence of substantial work on LACS topics, including evidence of internships, other applied projects, and so forth. However, this evidence must include a narrative report and documentation of the students' activities.

**Portfolios should be submitted as a single PDF document during the intended semester of graduation.** The graduate advisor will evaluate the portfolios and surveys. The advisor will submit an evaluative report and discuss the results and suggested program modifications with the academic programs committee.

Only after all requirements have been met and the portfolio has been approved will the certificate be issued.

### **Courses Meeting the Requirements:**

For the most up-to-date list of courses that are approved for the graduate certificate, please visit the LACSI website. To request that a course not currently listed count towards the certificate, but which contain substantial LACS-related content, be counted towards the certificate, contact the advisor at [frweiser@uga.edu](mailto:frweiser@uga.edu).