

The Italian Graduate
MANUAL
2006-2007



Table of Contents

I. The Italian Department and the Italian Department Mission for Graduate Work

II. The Administration in Royce 212

III. The UCLA Graduate Division

IV. Graduate Division and Departmental Funding: Description of Grants, Fellowships, Stipends and Mentorships

V. Essentials and Orientation for New Graduates

VI. On Research, Conferences and Publishing

VII. Being a T.A. in the Italian Department

VIII. Employment Details, Workload and Union Agreement

IX. Departmental Courses and Course Load
(Extra departmental course approval form)

X. Libraries, Resource Centers and the Royce Reading Room

XI. The Master's Degree (and M.A. forms)

XII. The Doctoral Degree (and Ph.D forms)

XIII. The Dissertation and the Prospectus

XIV. A Five/Six Year Graduate Career at a Glance

XV. Getting a job and the MLA

Back Cover
Identifying problems and solutions

I. The Italian Department and the Italian Department Mission for Graduate Work

Italian art and letters provide an invaluable key to understanding many facets of European civilization. Examined in its own right or studied comparatively, Italian culture offers unmatched rewards. The UCLA faculty views transmitting the Italian language as inseparable from transmission of the culture, so students consider in depth virtually all aspects of Italian civilization.



Department Chair and Professor:

Professor Massimo Ciavolella:
ciavolel@humnet.ucla.edu Royce 340 B,
(310) 825-593 (left)



Director of Graduate Studies and

Professor: Professor Thomas
Harrison harrison@humnet.ucla.edu
Royce 350 tel. (310) 794-8912



**Director of Italian Language T.A.'s,
Undergraduate Studies and Senior**

Lecturer: Dr. Elissa Tognozzi:
tognozzi@humnet.ucla.edu



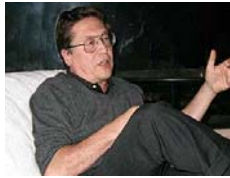
Professor Franco Betti:

betti@humnet.ucla.edu Royce 352, 794-
8906 (left)



Professor Lucia Re:

re@humnet.ucla.edu Royce 354 tel.
(310) 794-8907



Professor Luigi Ballerini:
ballerin@humnet.ucla.edu Royce 340 E
tel. (310) 794-8514

Professor Edward Tuttle:
tuttle@ucla.edu Royce 340 G tel. (310)
794-8908



Visiting Professor Remo Bodei:
bodei@humnet.ucla.edu Royce 340 C tel.
(310) 206-1351

Lecturer: Huang Truong:
truong@humnet.ucla.edu Royce 340 D
tel. (310) 794-8913

Dean of Humanities, Professor: Timothy A. Stowell: 310-825-4856

The Royce Administration In 212

Serving also French and Francophone, Germanic Languages, Romance Linguistics and Literature and the Scandinavian Section. **Open Monday-Friday: 8AM -4:30PM (closed for lunch from 12-1)**

Address 212 Royce Hall Box 951535 Los Angeles, CA 90095-1535

Tel: 310.825.1940 **Fax:** 310.825.9754

Royce Humanities Staff

Teresa Gonzalez x59697, Gonzalez@humnet.ucla.edu Personnel and Payroll for Faculty and TA's: Serves as primary contact for all academic personnel and payroll for permanent and temporary faculty, postdoctoral fellows, apprentice personnel, graduate student researchers, scholars and staff.

Fleur Salisbury Personnel and Payroll Coordinator (direct contact for student and TA payroll): Serves as secondary contact and support to Teresa Gonzalez for all Royce Humanities Group personnel and payroll actions. fleur@humnet.ucla.edu (310) 825-4620 Payroll, Hiring.

Kerry Allen SAO Student Affairs Officer for all academic departments within the Royce Humanities Group. This includes all departmental teaching activities such as scheduling of courses, grading, classroom changes and teaching awards, Audio/Visual Equipment Rentals, Student Evaluations, All Money Questions and Issues (excluding payroll). allen@humnet.ucla.edu (310) 825-1147 *Graduate Student Affairs Officer (GSAO): First Contact for all Graduate Student Inquiries.*

Laura Clennon x74842, Clennon@humnet.ucla.edu Chairs' Support: (who joined us recently) will be the primary contact for Chairs' support and departmental activities in all departments, including event coordination. Danielle Cooper, who opted for a part-time position, will be supporting Laura. We are also in the process of recruiting a work-study student to provide additional support in this area.

Raquel Escobar: escobar@humnet.ucla.edu main number for department (310) 825- 1940. *Reception Desk Officer:* Photocopy Machine Orders, Keys, Mail/Fedex forms, Office Machine Repairs (Photocopier and Fax), Office Supply Orders, Parking (employees and visitors)

Gina White: gina@humnet.ucla.edu (310) 825-1855: *Office Manager*

Cyndia Soloway: Soloway@humnet.ucla.edu (310)-827-4842 Funding through department. Budgets, Extramural Funding, Mini Grants (OID), Research Grants, UCLA Foundation Accounts.

Frank Lee: Frank@humnet.ucla.edu (310) 825-9678 *Computer Support*

III. The UCLA Graduate Division

Office Hours:

Monday through Friday 9a.m. to 5p.m.

www.gdnet.ucla.edu

1237 Murphy Hall, (310) 206-6086:

For assistance only if you cannot solve problems within the department

Graduate Student Support

1228 Murphy Hall (310) 825-1025: gdsupport@gdnet.ucla.edu

Academic Apprentice Personnel appointments, benefits, fee remissions, fellowship contracts, fellowship payments, departmental merit-based awards, student billing information, award disbursement, and registration fees/ nonresident tuition.

Graduate Admissions/Student and Academic Affairs

1255 Murphy Hall, (310) 825-3819: saa@gdnet.ucla.edu

For exception to policies and deadlines, leave of absence, change of major, advancement to candidacy, and other academic matters.

Graduate Outreach, Diversity and Fellowships

1252 Murphy Hall, (310) 825-3521: gdivision@gdnet.ucla.edu

Fellowship applications, directories, and information and advice on graduate student funding.

Vice Chancellor and Dean of Graduate Studies: **Claudia Mitchell-Kernan:** The V.C. and Dean for Graduate Studies provides coordinated and full-time leadership over all aspects of graduate education.

IV. Graduate Division and Departmental Funding: Description of Grants, Fellowships, Stipends and Mentorships

Graduate student funding is provided to graduate students in the form of grants, fellowships, traineeships, teaching assistantships, and graduate student researcher appointments. The majority of all graduate student funding is provided by the UCLA Graduate Division.

1. Graduate Division Funding All graduate students should familiarize themselves with the descriptions of funding and fellowships as outlined in detail by the graduate student continuing support manual presented by the graduate division. <http://www.gdnet.ucla.edu/asis/stusup/contspprt.pdf>

2. Departmental Funding: Occasional Fellowship Funds are awarded from the department to Graduate Students for a variety of financial reasons, including travel to Conferences, Limited Summer Fellowships and for partial fellowship and mentorship supplements.

Fellowships and Grants

FLAS (Foreign Languages and Area Studies) Yearlong and/or summer

Deadline to Apply

Depends on the Center

Except for the Center for European and Eurasian studies (CEES), application deadlines are **early January**. For the CEES, the deadline is in **late February**.

FLAS

FLAS: Each year the United States Department of Education (US/DE) awards Foreign Language and Area Studies (FLAS) Fellowships to universities in order to promote the graduate training of students who intend to make their careers in college or university teaching, government service, or other employment where knowledge of foreign cultures is a prerequisite for success.

The federally funded and regulated Foreign Language and Area Studies fellowship program supports graduate training in modern foreign languages and related area studies. Currently approved area programs are Africa, East Asia, Europe and Eurasia, Latin America, the Middle East, and Southeast Asia.

Each fellowship is tenable for the academic year (for some programs, summer FLAS's are also available) and carries an estimated fixed stipend of \$14,500 (summer stipends are estimated at \$2,400). Summer FLAS fellowships cover language credit hours only. U.S. citizens and permanent residents are eligible for FLAS fellowships. Holders of FLAS fellowships must undertake full-time study during the tenure of the award and be enrolled in formal language instruction (in the language of the award) and area or international studies courses.

Centers include: CEES,
Center for Southeast
Asian Studies, African
Studies Center, Near
East Studies, Latin
America Studies, Asia
Institute

To Apply: Step one: Visit the center to which you are applying, in person or on-line. Step two: Inquire about and receive application materials pertaining to that department.

Lenart Travel Fellowship

Deadline
varies, but is
typically early
spring.

Lenart

The Lenart Travel Fellowship is awarded by the Dean of Humanities each year to persons nominated by the department to do either archival research in her or her field or research abroad. This grant is geared toward archive based and or interview based research. Funding is based on the student's budgetary proposal. There is no home page, or official application to view online prior to the application process. Interested applicants should wait for notice via email announcing application opportunities. (Each department may only nominate one student per year.)

Dissertation Year Fellowship (DYF)

Deadline to
apply: Mid

Dissertation Year Fellowship

The Mission of the DYF is to provide students with the time necessary to complete their dissertation within the year of the fellowship award. Students must file dissertations within 12 months of beginning the DYF.

march

This program is intended for students who will be in their final year of graduate school and who are planning to start teaching and research appointments soon after the end of their dissertation year fellowship year.

Eligibility: Graduate Students must be officially advanced to doctoral candidacy at the time they are nominated by their departments to receive the DYF, which means that:

1. students must have completed all written and oral Ph.D. exams and have completed discussion of the prospectus.
2. students must be advanced to candidacy
3. students must be nominated by their department for the DYF

Students are ineligible if they have received any other dissertation fellowship (such as, but not limited to the Distinguished TA Dissertation Year Fellowship) from the grad division.

Please note that after receiving the Dissertation Year Fellowship, there can be no further financial awards or stipends given to the graduate student in any form. The DYF is the final award.

The DYF is awarded is the amount of 17,500, plus fees.

Requirements for Recipients: Recipients must file their dissertations within 12 months of beginning their fellowships. Recipients must be registered and enrolled in 12 units during the entire academic year.

To apply: complete the Dissertation year Fellowship Application. It is mandatory that the Graduate Fellowships Letter of Recommendation forms be filled out in full and returned with the application. The application, with letters of recommendation, should be submitted directly to the department by mid March. Applications and directions can be found at:

Application: <http://www.gdnet.ucla.edu/asis/stusup/sfapp2006d.pdf>

Letter forms: <http://www.gdnet.ucla.edu/asis/stusup/letterrec.pdf>

Teaching and Research

TA Ships

Teaching Assistantships (TAships) *provide experience in teaching undergraduates with faculty supervision. TA ship positions are available to graduate students for no more than 12 quarters.*

Year long: Ranging from 14,500 to 16,500 in addition to fees covered
Summer: Approx. 2,500

Current salary scales can be seen online at:

www.gdnet.ucla.edu/gss/appm/appmintro.htm

Research Assistantships

MED/REN

**Deadline
(yearlong):
mid April**

**(summer)
mid February**

17th and 18th century

**Deadlines to
Apply:
February 1st
For
Deadlines:
visit site**

Graduate Student Researcher

Graduate Student Researcher *positions provide experience working on faculty-supervised research projects. They are employment positions geared towards the completion of faculty projects. Research Assistantships are offered through the centers of Medieval and Renaissance Studies, 17th and 18th Century Studies, and the Center for Modern and Contemporary Studies. Additional assistantships may be available through other centers not listed below.*

UCLA Center for Medieval and Renaissance Studies (CMRS)

http://www.humnet.ucla.edu/cmrs/Awards/Awards_default.htm

yearlong research assistantships

http://www.humnet.ucla.edu/cmrs/Awards/Awards_assist.htm

summer applications:

http://www.humnet.ucla.edu/cmrs/Awards/Awards_summer.htm

The UCLA center for 17th and 18th Century Studies

for a description of multiple fellowship and assistantships visit:
<http://www.humnet.ucla.edu/humnet/c1718cs/Postd.htm>

Research Mentorships

Research Mentorships *allow graduate students to work on their own research projects with the assistance of a professor/mentor. Applicants should apply through the Graduate Division's continuing student support and complete the Graduate Research Mentorship Program Application. (deadlines are in mid February)*

To encourage and support the academic careers of students in all academic areas, the University of California Office of the President and the UCLA Graduate Division provide funds for graduate research fellowship. Applicants must be U.S. citizens or permanent residents. This program assists doctoral students in acquiring and developing sophisticated research skills under faculty mentorship. It is intended for doctoral students who:

1. are nominated by the department
2. will have completed at least one but no more than four years of UCLA graduate study by the beginning of the fellowship year and
3. are not advanced to candidacy.

Students selected in 2006-2007 will receive a \$17,500 stipend plus fees. In addition, if invited to present the results of their collaborative activities at a conference held during the academic year, awardees may be reimbursed up to a \$500 toward their travel expenses. Awardees will be asked to submit a year-end evaluation of their participation in the program.

To apply, complete the Graduate Research Mentorship Program Application. It should be submitted directly to the department. It can be found online at:

**Research
Mentorships**
Yearlong

**Deadline:
Mid
February**

Research Mentorships

Summer

**Deadline to
apply:
*Early April***

<http://www.gdnet.ucla.edu/asis/stusup/sfapp2006e.pdf>

Summer Graduate Research Mentorship Program

Open to doctoral students who will have completed at least one year but no more than four years of UCLA graduate study by the beginning of the summer and are not yet advanced to candidacy. Applicants must be U.S. citizens or permanent residents.

Applicants may nominate themselves for the summer mentorship.

Students are expected to have a draft of a paper by the end of the summer to be submitted for presentation at an appropriate conference sometime during the following academic year. The Graduate Division will offer selected programmatic activities as part of this program that include workshops on various topics (writing for publication, human subjects protection, career opportunities, etc.) Students selected for funding are expected to participate in these workshops. The human subjects protection workshop is mandatory. Students will be automatically registered for 8 units of directed individual study (Course 596) over the summer. Course fees will not be assessed to program participants. However, Summer Sessions will assess the university usage fee, which participants pay. This fee was \$41 in 2005. It is subject to increase.

To apply, complete the online application available at the Graduate Division web site at www.gdnet.ucla.edu/asis/sfap/srmintro.htm

Deadlines are in early April. The program begins the last week in June and ends during the first week in September.

[Financial Aid](#)

Funding based on **financial need** available only to U.S. citizens and permanent residents. Financial aid includes loans and work study awards. *Support based solely on need is provided, in the form of work-study and loans, through the Financial Aid Office. A student may receive both a departmental or Graduate Division award and an award based solely on financial need if the need-based criteria are met.*

[Extramural Fellowships](#)

Merit based support provided by national, international, or private foundations. Many organizations accept applications up to a year before acceptance into a graduate program.

***Attention International Students:** Unfortunately, UCLA has only a limited number of fellowships and assistantships for which non-U.S. graduate students are eligible. These are awarded to students who have demonstrated high academic achievement in their studies on this campus. International students at UCLA are not eligible for support based solely on need (loans and work-study jobs). Therefore, international students are strongly advised to secure funds from their own sources. General information on fellowships and other awards can be obtained from the Institute of International Education, 809 United Nations Plaza, New York, New York 10017, or from the cultural affairs officer of the United States Information Agency Office nearest your residence. Depending on your home location, you should also explore opportunities through such agencies as the African-American Institute or the Latin American Scholarship Program of American Universities (LASPAU).*

V. Essentials and Orientation

Mandatory accounts and I.D. card

URSA University Records System Access <http://www.ursa.ucla.edu> This is the site from which all accounting, registration, term grades and g.p.a, etc. is managed. Each enrolled graduate (and undergraduate) student must have an account with URSA.

MyUCLA: <http://my.ucla.edu/> This is the site from which class pages, current grades and information about campus services is controlled by students. Each enrolled graduate (and undergraduate) student must have an account and access to myucla.

Bruin Online: Bruin OnLine (BOL) <http://www.bol.ucla.edu> is a collection of services that provides UCLA students, faculty, and staff with **Email**, Web Hosting Services Network Connectivity, including Wireless Free Software and Support.

Identification Cards

The BruinCard is your University ID card. In addition, this card will serve as your **library card** (when activated at the UCLA Library), your recreation facilities card, your debit card for purchases at UCLA food facilities and ASUCLA stores, and even as an AT&T calling and discount card. To obtain your BruinCard, you'll need to take a valid form of identification (driver's license, passport, etc.) to one of the three BruinCard Centers located at 123 Kerckhoff Hall, 100A Sproul Hall, and Suite 107 in the Wilshire Center Building. The Centers are open Monday through Friday from 9:00 am to 4:00 pm. For more details about the BruinCard and its features, consult www.bruincard.ucla.edu.

Orientations

Grad Division Orientation : New Graduate Student Orientation Friday, September 22, 2006 9am-4:30pm Ackerman Grand Ballroom
(optional but encouraged)

Italian Department Orientation: To be scheduled and announced by Department Chair Prof. Ciavolella and Graduate Advisor Prof. Harrison.
(mandatory for all new grads, approx. 1 hour)

Research Orientation (at the Charles Young Research Library): To be scheduled by the graduate student and completed on his or her own time as soon as possible.
(mandatory for all new grads, approx. 3 hours)

Teaching Orientation (with Dr. Tognozzi): Scheduled by Dr. Tognozzi before the commencement of the new academic year, usually falling during the latter half of September. (mandatory for all new T.A.'s, 5 day intensive orientation 9-3, to be followed by the course 495 A, which is taken during the first quarter of teaching)

VI. On Research, Conferences and Publishing

Research

General Online Research typically begins at: <http://www2.library.ucla.edu/> the university academic research library home page. From this page, catalogues, databases and other e-resources may be accessed.

Italian Research (Radics Italian Home Page). This is a guide to the UCLA library collections and Internet resources that are specifically geared to Italian Studies.

<http://wwwstage.library.ucla.edu/libraries/yrl/referenc/guides/westeurope/italian.htm>

Catalogues

University library catalogue: includes research materials housed at any of the libraries on the UCLA campus or at SRLF. Books and resources housed at SRLF must be requested by the student, using the online request system on the UCLA library catalogue page. **Materials are usually delivered and available for pick up within a day or two. An email will be sent to the student to inform them that their materials have arrived.**

UC Libraries Catalogue (Melvyl): catalogues research materials found at each library within the University of California System. Melvyl includes a details link, operating a secondary search, which provides the circulation status and location for the resource within each individual library in the UC system. When a resource exists only at another one of the UC Libraries, **a simple request may be made, at no cost, to have the resource delivered to the YRL Research Library, within a few days.**

World Cat: finds research materials housed at libraries worldwide, and when accessed through the UCLA page, shows when materials are located at UCLA. **In order to request materials that do not belong to UCLA or to University of California schools, proceed in the following manner: 1. Take the bibliographic data from Worldcat 2. Get the "oclc" number from the Worldcat record 3. Go to the UCLA Library homepage, to services, to request, to interlibrary loan, to making an interlibrary loan request using a UCLA request form: the direct url to the request page is:**
<http://www2.library.ucla.edu/service/2739.cfm>.

RLG Union Catalogue

The RLG Union Catalog is a comprehensive database that serves as a major union catalog of records describing books, serials, archival collections, manuscripts, maps, musical scores, sound recordings, films, photographs, posters, computer files, electronic resources and more. The RLG Union Catalog reflects the collections of major research libraries; academic, public, corporate and national libraries; archives and museums; historical societies and international book vendors. This is a last resort. Sometimes catalogues are included in RLG that will not show up on Worldcat. **See the reference librarian for help in accessing these materials.**

Archives and Manuscripts/ OAC (Online Archive of California)

Primary sources include letters, diaries, manuscripts, legal and financial records, photographs and other pictorial items, maps, architectural and engineering records, artwork, scientific logbooks, electronic records, sound recordings, oral histories artifacts and ephemera. **See the reference librarian for help in accessing these materials.**

Internet Article Databases

Most frequently used databases for the Italian graduate include the MLA, Jstor and Project Muse. However there are numerous other databases that can be found on the article database page, all of which are available through the library homepage when using an on campus computer or via a proxy server (**VPN entrance**) and a personal computer. **See Frank if you have questions regarding the free installation of VPN client onto your computer, or follow the directions located on the library homepage under services and then proxy server.**

MLA International Bibliography (Bibliographic)

<http://www.csa.com/htbin/dbrng.cgi?username=ago21&>

Indexes journals, dissertations, collected works in the fields of literature, language, linguistics, and folklore from 1923 to the present. Once an article is located, the MLA search page provides a secondary search option, which will locate the article using either the UCLA library catalogue or the Melvyl Catalogue.

JSTOR (full text)

<http://www.jstor.org/>

Full text of core scholarly journals from their beginning to approximately five years ago. Disciplines include botany, business, ecology, general science, humanities, mathematics, social sciences, etc. Once an article is found, it can be directly printed from the site, downloaded or read on screen.

Project Muse (full text)

<http://muse.jhu.edu/index.html>

Full text of current issues (from about 1990) of scholarly journals published by university presses, chiefly in the arts, humanities and social sciences. Once an article is found, it can be directly printed from the site, downloaded or read on screen.

Francis Bibliographic

FRANCIS is strong in religion, the history of art, psychology, and literature, with particular emphasis on current trends in European and world literature. Updated monthly, FRANCIS covers 1984 to the present.

<http://eureka.rlg.org/Eureka/zgate2.prod>

International Medieval Bibliography

Interdisciplinary bibliography of Europe, North Africa and the Near East for the period 300-1500.

Comprehensive current bibliography of articles in journals and miscellany volumes .

<http://www.brepolis.net/bmb/index.asp?time>

How to avoid plagiarism

<http://www.library.ucla.edu/yrl/referenc/avdplagiarism.htm>

Basics

Student Guide to Academic Integrity (UCLA Office of the Dean of Students)

<http://www.deanofstudents.ucla.edu/conduct.html>

[Plagiarism: What It is and How to Recognize and Avoid It](#) (Indiana University)

[Before You Begin that Paper](#) (UCLA Office of the Dean of Students)

[Avoiding Plagiarism, Self-plagiarism, and Other Questionable Writing Practices: A Guide to Ethical Writing](#) (Miguel Roig, PhD)

[The 23 Guidelines from the Website "Avoiding plagiarism, self-plagiarism..."](#) (Miguel Roig, PhD)

Strategies

[Avoiding Plagiarism](#) (UC Davis)

[Avoiding Plagiarism](#) (Purdue University)

[Using Sources](#) (Hamilton College)

[Proper Paraphrasing](#) (University of Alberta)

[Paraphrase: Write it in Your Own Words](#) (Purdue University)

[How Can I Retain Information From My Sources? - Using Double Entry Notes](#) (University of Hartford)

[Common Knowledge and Quotations](#) (University of Alberta)

[Bruin Success with Less Stress](#) (UCLA online tutorial)

See especially: [Citing and Documenting Sources](#)

Citation Styles

[Citing References in Your Paper](#) (University of Wisconsin-Madison Writing Center) Includes APA, Chicago/Turabian, MLA and other styles.

[Citing Internet Sources](#) (UCLA Library)

[Citing Congressional Publications](#) (LexisNexis)

[Guide to Citing Maps & Atlases](#) (McMaster University)

Conferences

Graduate Students are strongly encouraged to present their work at Graduate Student Conferences. Calls for Papers are sent out by email and usually arrive to the graduate student via a list serve which includes all Italian graduates, as well as grads in other relevant departments (including but not limited to: English, French, Spanish and Portuguese, German, Comp. Lit) beginning in the fall and continuing throughout the year. Grad Students should aim at submitting abstracts to universities early on in their graduate careers with the goal of presenting their papers. Conferences allow students to enter into scholarly dialogues in which they may exchange ideas, debate issues and strengthen their own arguments. Conferences are an indispensable part of the graduate student's exposure to emerging topics in academia and play a vital role in educating and shaping researching and teaching goals. In addition, conferences provide invaluable exposure and are a great opportunity for students to practice presentation skills.

Conferences at UCLA

Graduate Students will have many opportunities to attend conferences held within the Italian department and throughout other departments at UCLA. Students are encouraged to attend conferences on campus, to present their own papers, and to participate on the preparatory and organizational levels.

CICIS

California Interdisciplinary Consortium for Italian Studies

The **California Interdisciplinary Colloquium of Italian Studies** was established in 2001 to bring together faculty, students, and independent scholars from around the state interested in Italy.

The organization maintains a list-serve and holds annual meetings to discuss shared concerns and to organize contributions around a topic. Conferences are hosted by Italian Departments at California Universities.

Publishing

All advanced graduate students are encouraged to work with their supervisors towards publication of articles in academic journals. Before submitting articles, graduate students are also encouraged to write book reviews for publication.

1. For information about academic journals and possible publication of book reviews and or articles, visit the MLA Directory of Periodicals for a list of journals.

http://www.cdlib.org/inside/resources/choosecampus/mla_pe_dir.html

Book Reviews

Students who would like to review a book, but are unsure of which book they would like to review should visit the sites of academic journals in which they are interested and look for listings of books that need to be reviewed.

When a graduate student is ready to review a book, he/she should send an email to the contact person at the journal, ask to review the book and to receive a copy of it. Typically reviewers are given up to 5 months to write the review, but this depends on the journal and on their deadlines.

To get an idea of what a book review is, visit the
International bibliography of book reviews : IBR.
<http://gso.gbv.de/DB=2.14/LNG=EN/>

UCLA Italian dept. Journal

Carte Italiane is the academic journal published by the Italian Department at UCLA. It is directed principally by the graduate students with the collaboration and support of the faculty.

Editorial Board 2006

Editor-in-chief: (scarey@ucla.edu) Managing Editor: (eemslie@ucla.edu) Production Editor: (bwhennessey@ucla.edu) Editorial Board: Aniello adiiorio@ucla.edu , Staisey Divorsky, Sienna Hopkins, shopkins@ucla.edu, maria romana cassi mrcassi@hotmail.com **Advisory**

Board UCLA – Department of Italian

Luigi Ballerini Franco Betti Massimo Ciavolella Thomas Harrison Lucia Re

Elissa Tognozzi Edward Tuttle

Editors, CARTE ITALIANE UCLA Department of Italian 340 Royce Hall 405 Hilgard Avenue Los Angeles, CA 90095-1535 Email: italiane@ucla.edu For previous issues:

<http://www.italian.ucla.edu/carteitaliane/cartearretrati.html>

VII. Being a T.A. in the department

Italian Language

Director of Italian Graduate T.A.'s: Dr. Elissa Tognozzi

T.A.C. (T.A. Coordinator 2006/2007) for Language Classes:

Tiziana Serafini

Mission: The mission of The T.A. Training Program is two fold: to prepare our graduate students to be excellent educators and to provide a superior education to our undergraduate population.

Italian Language T.A.'s: Entering T.A.'s will teach Italian 1 for their first quarter, typically to be followed by a second quarter of Italian 1, and then progress to the preparation and instruction of Italian 2, 3, 4 and 5. All Lesson Plans are to be written by the T.A., including exercises, handouts and quizzes. Each T.A. will be in charge of all the grading for his/her section of Italian, for holding two hours per week of office hours, and for the maintenance of their on-line e-campus pages. Midterms and Final Exams are prepared by Dr. Tognozzi, and are turned into her; a process which insures proper grading, and an evaluation of student achievement. Once a quarter, each T.A. will be observed and evaluated; additionally during the first quarter of teaching, each new T.A. will be videotaped and then reviewed by the department. Language T.A.'s teach Monday through Friday and should not expect to miss any days teaching, except for severe illness or exam conflicts.

Mini grants Professors and lecturers, visiting professors and lecturers, administrators teaching courses, and teaching assistants, are all eligible for mini-grants. Application forms are mailed to departments, and are also available in the OID office. Please be sure that all required information is provided. Include an exact budget for each request, without exceeding the maximum specified limits. Completed forms should be submitted well in advance of scheduled need for funds. Retroactive applications can rarely be granted. All requests for the current quarter must be turned in a week before the quarter end date, and no later than June 6, 2003 for the 2002-2003 academic year. Mail mini-grant applications to the Office of Instructional Development, 60 Powell, 151504. Please note that requests for media materials must be submitted to the Instructional Media Library, 46 Powell, 151704.

For more info and to download applications:

<http://www.oid.ucla.edu/faculty/minigrants>

For examples of uses:

<http://www.oid.ucla.edu/faculty/minigrants/examples>

Literature Classes

T.A.'s for Undergraduate Literature Classes: Typically Graduate Students do not serve as T.A.'s for Literature classes until they have advanced to the Ph.D. These T.A.'s will work for one of the professors in the department, leading discussion groups and helping the professor to grade papers and exams.

VIII. Employment Details, Workload and Union Agreement

EMPLOYMENT DETAILS

Graduate students are limited to a maximum of 12 quarters of appointment in academic apprentice teaching titles (teaching assistantships) and a maximum of 18 quarters when a TAship is combined with a research fellowship. Graduate students appointed to any title are limited to a maximum of 50 percent time employment during the academic year. This means that they cannot take on additional employment at UCLA if they have a TAship

WORKLOAD

Excerpted from Article 30 of the UAW and UC Agreement Academic Student Employees 12/3/03 – 9/30/06

TEACHING ASSISTANT (TA)

- a. A TA with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter. This standard shall apply proportionately to other percent appointments.
- b. In addition, a TA with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week. The number of hours worked in excess of twenty (20) hours per week may not total more than 50 hours per quarter.
- c. Hours spent in and in preparation toward the course 495A do not count toward the 220 maximum hours spent per quarter as a T.A.

LINK TO UNION AGREEMENT

[http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/ase to c 1.pdf](http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/ase_to_c_1.pdf)

IX. Department Courses and Course Load

The Italian department typically offers 3 graduate courses per term, not including the pedagogy series, teaching units, exam preparation classes or independent studies.

Time-to-Degree: Students are given a maximum of six years to complete their Ph.D. degree beginning from the time they embark on the M.A. Students arriving with a M.A. will have four years to complete the Ph.D.

Incomplete Grades: The grade "I" (Incomplete) is assigned when a student's work is of passing quality but is incomplete for good cause. To remove the "I" the student must complete the work of the course by the end of the following quarter. **Existing policy requires a student to clear an incomplete within one quarter or receive an F for the course. After this grace period, an "I" will remain on the student's transcript alongside a new grade.**

The minimum load for graduate students is three courses (12 units) per term. All students must be enrolled in 12 units during each quarter.

Teaching for Units: Students working as T.A.'s will receive 4 units for teaching (to be enrolled in under the course number 375.)

Pedagogy Classes (495 Series): First year, first quarter T.A.'s must enroll in 495A, the mandatory Pedagogy class, which is the continuation of T.A. orientation, and is offered exclusively by Dr. Tognozzi. 495B is a Technology class which informs and prepares T.A.'s in all facets of the latest teaching technologies, including but not limited to web design, *Wimba* and *Purevoice* technologies. (Ask Tognozzi to clarify)

Exam Preparation Classes (Course number 597): Graduate students preparing to take exams who have already fulfilled the minimum class requirement for the degree may opt to take 4 or more credits of Exam Preparation. This enables the student to be enrolled in at least 12 units, while having time to adequately prepare for their written and oral M.A. and Ph.D. exams. There is no limit to the number of exam prep units the student may take as long as they have met all of their other course requirements and fulfilled the language requirement. (Ask for clarification)

Independent Studies (Course 596): If a student wishes to take a course that is not being offered by the department, he/she may petition a professor with a proposal to do an independent studies. Upon the acceptance of the professor the student and the professor must collaborate to generate a bibliography for the course and at the end of the quarter the student will be responsible for generating an approximately 20 page paper. (Check this)

Extra-departmental courses for Credit: The grad division regulates that no more than 2 courses be taken outside of the department for credit inside a degree program. This means that no more than 2 courses can count towards the Italian M.A. that were taken in other departments. The same regulation applies to the Ph.D. Furthermore these courses *must be approved by the Graduate Student Advisor, prior to enrollment (see module E).*

Intra-departmental, undergraduate courses for Credit: The graduate division does not stipulate on the number of courses that may be taken at the undergraduate level for credit. These details should be discussed with the graduate student advisor.

Traditional 4 unit Graduate Courses: Courses and seminars which can fulfill the minimum graduate course requirement of all advanced degrees (including MA and PH.D) are numbered in the 200 series. Courses numbered in the 500 series are directed individual study or research. This list includes possible courses that can be offered by the department, but does not necessarily reflect the number of courses that will be offered in a graduate student's time at UCLA.

201. Bibliography and Methods of Research. Lecture, three hours.

205A-205B. Studies in Criticism. Seminar, three hours; outside study, 18 hours. History, theory and practice of criticism. Letter grading. 205A: Presentation, discussion, and application of fundamental currents in aesthetics and criticism from Plato to our time. 205B: Presentation, discussion, and application of post-structuralist approaches to literature, including deconstruction, new historicism, and feminist criticism.

210. Studies in Early Italian Literature. Lecture, three hours; outside study, 18 hours. Topics include origins in Italian language and study of early texts, Scuola Siciliana and early poetry of Central and Northern Italy, and Dolce Stil Novo.

214A-214F. Studies in Medieval Literature. Lecture, three hours; outside study, 18 hours.

214A. La Divina Commedia.

214B. Dante's Other Works.

214C. Petrarca's Canzoniere.

214D. Boccaccio's Decameron.

214E. Boccaccio's Other Works.

214F. Variable Topics. Variable-content seminar on themes and issues of medieval literature, with coverage of authors such as St. Francis of Assisi or Jacopone de Todi.

215A-215B. Studies in 15th Century Literature. Lecture, three hours; outside study, 18 hours.

215A. Variable Topics. Variable-content seminar on themes and issues of 15th century literature, with coverage of authors such as Pulci or Poliziano.

215B. Age of Lorenzo dei Medici and Poliziano.

216A-216E. Studies in the Renaissance. Lecture, three hours; outside study, 18 hours.

216A. Machiavelli and Renaissance Political Thought.

216B. Ariosto and Renaissance Epic.

216C. Tasso.

216D. Renaissance Theater.

216E. Variable Topics. Variable-content seminar on themes and issues of Renaissance literature, with coverage of such authors as Vasari, Leonardo, or Benvenuto Cellini.

217. Studies in 17th Century Literature. Lecture, three hours; outside study, 18 hours. Topics include Galileo and birth of scientific prose, Giordano Bruno, Gian Battista Marino, and Baroque poetry.

218A-218D. Studies in 18th Century Literature. Lecture, three hours; outside study, 18 hours. Letter grading.

218A. Vico.

218B. Alfieri.

218C. Goldoni.

218D. Variable Topics. Variable-content seminar in themes and issues of 18th century literature, with coverage of authors such as Vico or Ludovico.

219A-219D. Studies in 19th Century Literature. Lecture, three hours; outside study, 18 hours.

219A. Foscolo.

219B. Leopardi.

219C. Manzoni.

219D. Variable Topics. Variable-content seminar on themes and issues of 19th century literature, with coverage of authors such as Carducci, Tommasco, or Nievo.

220. Studies in Turn-of-the-Century Literature. (Formerly numbered 220A-220B-220C.) Lecture, three hours; outside study, 18 hours. Topics include Verga and verismo, poetry, prose, and theater of D'Annunzio, Svevo, the poetry of Carducci and Pascoli.

221A-221E. Studies in 20th Century Literature. Lecture, three hours; outside study, 18 hours. Letter grading:

221A. Variable Topics. Variable-content seminar on themes and issues in 20th century literature.

221B. Contemporary Poetry. Analysis of the legacy of two major figures in Italian poetry from World War II - Ungaretti and Montale. Thorough examination of movement and individual poets active in the 1960s and 1970s.

221C. 20th Century Narrative to World War II. The heritage of the turn-of-the-century narrative pattern (Gabriele D'Annunzio) and analysis of radical innovations brought about by such towering figures as Pirandello, Svevo, Marinetti, etc.

221D. 20th Century Narrative since World War II. In-depth exploration of some major works by Calvino and others, with special emphasis on the study of formalistic modes adopted by the neo avant-garde.

221E. Pirandello and Contemporary Theater. Thorough reading of theatrical texts, accompanied by analysis of how the plays have been realized on stage by important directors such as Strehler, Ronconi, and the playwright/actors themselves. Emphasis on ritualistic implications of the theatrical performance.

222A-222B. Studies in Italian Historical Grammar. Lecture, three hours; outside study, 18 hours. Prerequisite: graduate standing. Letter grading.

222A: Phonology. Principal sound changes from late Latin to main Romance dialects.

222B: Morphology and Syntax. Prime morpho-syntactic changes occurring between late Latin and main Romance dialects.

223: Structures of Modern Italian. Descriptive analysis of basic features of standard Italian from a synchronic, typology vantage. Topical emphasis may vary annually, but core progression departs from phonology (e.g., syllable types, prosodic patterns, phrasal phonetics), moves through morphologic constituents, passing to sentence sequences (coordination, ellipses, etc.).

224: Italo-Romance Dialectology. Differentiation of Late Spoken Latin into the myriad varieties spoken in Italy. Attention also given to discrete language types, e.g., Sardinian, Ladino, Friulian, and Franco-Provencal. Presentday socio-linguistic pressures also considered.

225: Cultural History of the Italian Language. Historical survey of development of the Italian language from medieval times to unification of the country in 1861. *Questione della lingua* general acceptance of Florentine speech, and its evolution into the national language.

M230A-M230B. Folk Tradition in Italian Literature. (Same as Folklore M230A-M230.) Lecture, two hours.

250A-250D. Seminars: Dante. Seminar, three hours.

251. Seminar: Petrarch. Seminar, three hours.

252. Seminar: Boccaccio. Seminar, three hours.

253A-253B-253C. Seminars: Chivalric Poetry in Italy. Seminar, three hours. Relationship between the genre and its French medieval sources, with study of its evolution in Italy through Pulci, Boiardo, Ariosto, and Tasso.

254. Seminar: Machiavelli. Seminar, three hours.

255A-255B. Seminars: Baroque. Seminar, three hours.

256A-256B. Seminars: 18th Century. Seminar, three hours.

257A-257B. Seminars: Romanticism. Seminar, three hours.

258A-258B. Seminars: Contemporary Italian Literature. Seminar, three hours.

M260A. Alternative Perspectives in Italian Culture. Studies of Folk Tradition in Italian Literature. (Same as Folklore M261.) Lecture, three hours; outside study, 18 hours. Open to undergraduates with consent of instructor. The conspicuous diversity animating Italian society articulated through class, genres, and ethnolinguistic groups to be studied across a range of texts, some selected from literary canon, but others purely oral (tales, songs, proverbs, cures and curses, secular and ritual drama).

260B. Women in Italian Culture. Lecture, three hours; outside study, 18 hours. Prerequisite: graduate standing. Conditions of women within Italian society, with concentration on specific works produced by women and/or representing women's conditions in either medieval/Renaissance or contemporary time. Letter grading.

MC. Studies in Italian Cinema. Lecture, three hours; outside study, 18 hours. Prerequisite: graduate standing. Italian cinema compared with other Italian European countries' and Hollywood's cinema, with focus on its development from its origins through Fascist times to neorealism, its legacy, different genres, and contemporary scene. Letter grading.

298. Variable Topics in Italian Studies. Lecture, three hours; discussion, one hour. Prerequisite: graduate standing or consent of instructor. Seminar focusing on themes and issues outside the uniquely Italian literature topics covered in regular departmental graduate courses.

370. Problems and Methods in Teaching Italian. Lecture, two hours.

375. Teaching Apprentice Practicum, (1 to 4 units). Preparation: apprentice personnel employment as a teaching assistant, associate, or fellow. Teaching apprenticeship under active guidance and supervision of a regular faculty member responsible for curriculum and instruction at the University. May be repeated for credit. S/U grading.

495A-495D. Teaching Italian at College Level (2 to 4 units). Prerequisite: consent of instructor.

495A. Techniques in Teaching Italian Literature.

495B. Techniques in Teaching Italian Culture.

495C. Techniques in Teaching Italian Conversation.

495D. Techniques in Teaching Italian Film.

501. Cooperative Program (2 to 8 units). Prerequisite: consent of UCLA graduate advisor and graduate dean, and host campus instructor, department chairs, and graduate dean. Used to record enrollment of UCLA students in course taken under cooperative arrangements with USC. S/U grading.

596. Directed Individual Studies (2 to 12 units). Within the first two weeks of the term, the student must present a 4-5 page proposal with a reading list for the course. Weekly assignments or a 20-page research paper are required. S/U grading.

597. Preparation for M.A. Comprehensive Examination for Ph.D. Qualifying Examinations (2 to 12 units). S/U grading.

599. Ph.D. Research and Writing (2 to 12 units). May be repeated. S/U grading

How to sign up for directed individual study, or for an exam preparation class

Go to URSA, sign in, clicc on the “find a class to enroll page.”

1. In the first box, select Italian and in the second box, type in the course number (596 for ind. or 597 for exam prep)
2. At the bottom of that page there is a drop down box that says, “Open and Waitlisted classes except individual studies classes”, Clicc on it and scroll down to “individual studies classes.”
3. Then submit.
4. Select the prof. with whom you will take the course and submit.

Extra-departmental Course Approval

I, _____ (grad. student name) request to take the course

(list course, course number and professor), in the department of

_____ (list department) for credit towards my

_____ (list degree program). I have not taken more than

one other class outside the department that I plan to count for credit towards my degree.

Grad. Student _____ (signature) _____ (date)

Grad. Student Advisor _____ (signature) _____ (date)

This form must be signed, copied and distributed to the Graduate Student Advisor (Professor Tom Harrison), and Grad. Student Officer (Kerry Allen), and one copy must be retained by the graduate student for his/her records, by no later than the first week of the quarter in which the student plans on taking the course for credit.

X. Libraries, Resource Centers and the Royce Reading Room

Library Research Online: <http://www2.library.ucla.edu/>

Charles E. Young Research Library

310.825.7143

The Charles E. Young Research Library, (YRL), primarily serves the research needs of faculty and graduate students from the humanities and social sciences, the School of Public Policy, and the Graduate School of Education & Information Studies. Of the more than six million volumes in the UCLA Library collections, over three million are housed in the YRL. Also located in the building are the [Department of Special Collections](#), and [East Asian Library](#), as well as Library Administration, the [UCLA Cataloging Center](#), [Social Science and Humanities Acquisitions](#), and Library Development, which handles donations and fundraising.

Hours of Service for Regular Session

Monday-Thursday: 7:30a.m. - 11p.m. Friday: 7:30a.m. - 6p.m. Saturday: 9a.m.- 5p.m.
Sunday: 1-10p.m.

Information services: 310.825.7143 Circulation: 310.825.1124 Graduate Reserves: 310.825.1124 Microform and Media Services: 310.825.4003 Reference and Instructional Services: 310.825.1323 Map Collection: 310.825.1323

Southern Regional Library Facility

310.206.2010

Established in 1987, the Southern Regional Library Facility (known as the SRLF) provides space for University of California library materials, archives and manuscript collections. Utilizing high-density shelving, the collections are stored in a climate-controlled environment that is designed to preserve the collections.

Hours: Monday-Friday 1-5p.m.

College Library (Powell)

310.825.1938

Monday-Thursday: 7:30-11:00 Friday: 7:30-6p.m. Saturday: 9 a.m.-5p.m. Sunday: 1-10p.m.

Arts Library

310 825 3817

Monday-Thursday: 8.a.m.-8p.m. Friday: 8 a.m.- 5p.m. Saturday: 9 a.m. – 5 p.m.
Sunday: 1-5 p.m.

The College Library Instructional Computing Commons (CLICC)

<http://www.clicc.ucla.edu/> link to hours <http://www.clicc.ucla.edu/Hours.php>

CLICC offers a drop-in computer lab, three electronic classrooms, two mobile "classrooms on wheels", and lends laptops from 6 different libraries on campus. CLICC has about 200 stations and 200 laptops (both PC and Mac) available. UCLA students, faculty and staff with a Bruin OnLine ID may use these computing resources. CLICC offers a variety of instructional software, and student consultants are available to assist with questions.

Office of Instructional Development

60 Powell Library Building, Box 951515 | Los Angeles, CA 90095-1515 | (310) 825-9149 <http://www.oid.ucla.edu/>

The UCLA Office of Instructional Development (OID) supports the instructional mission of the University and enhances teaching and learning opportunities. Through grants, programs and services OID promotes the effective use of current and emerging **instructional methodologies and technologies**.

Royce Reading Room

Located on the 2nd floor Royce, directly beneath the Italian Dept. offices.
Hours: 10AM-6PM
Closed for Holidays

XI. Master's Degree

The M.A. degree in Italian is available in one of the three areas of specialization, which the student should select upon application: *Italian Literature*, *Italian Language*, and *Italian Cultural Studies* (**Terminal M.A. degree only for Italian language and Italian Cultural Studies**). Course requirements differ according to the chosen specialization. Each M.A. degree may be pursued along either the Comprehensive Exam Plan or the Thesis Plan, though the latter is exceptional (see below).

Course Requirements

Italian Literature Specialization

For both the comprehensive examination plan and the thesis plan, ten courses are required, including Italian 205A, 205B, and 225. The other seven courses must be distributed in three main literary periods: Middle Ages, Renaissance, modern. With approval of the faculty, **up to two of the seven courses may be individual research courses (596) or Italian upper division courses (Use Form for Approval)**. Related courses in other departments, such as History 205A, 205B, and Art History 230, may also be approved. In each of these cases, students must petition the Italian faculty to accept the proposed substitution of courses through a letter addressed to the Graduate Student Advisor.

Italian Language Specialization

The prerequisite to pursuing this M.A. is a general grasp of linguistics equivalent to our Linguistics 20 and 110, in addition to general familiarity with Italian literary and cultural history. Ten courses are required for both the comprehensive examination plan and the thesis plan, including Italian 222A, 222B, 225, and Linguistics 202 or its equivalent. The other seven courses must be in the 200 series.

Italian Cultural Studies Specialization

This M.A., especially suited toward those whose primary interests are not literary, offers two separate tracks:

- medieval and early modern
- modern and contemporary

Nine courses are required, at least five of which must be in the 200 series.

The Comprehensive Examination Plan

A comprehensive examination follows completion of M.A. course work. It consists of (a) a written examination of at least three hours based on an individualized reading list, and (b) an oral examination following the written (though not immediately). If a student fails either part of the examination, he or she may be reexamined once more, if that is the recommendation of the examination committee and Chair of the department. In the case of the M.A. student specializing in literature, the Comprehensive Exam in literature may act as gateway to the Ph.D. It amounts to Part I of the Ph.D. Qualifying Exam.

Italian Literature Specialization Exam

The exam here is based on an individualized reading list, prepared by the student in consultation with the Director of Graduate Studies and a departmental faculty member of their choice. This list will be based on the much larger Comprehensive M.A. Reading List (available from the Graduate Student Officer). The chosen faculty member will chair and help form the M.A. exam committee, composed of three members, all Italian ladder faculty or, with approval of the Graduate Director, of ladder faculty and visiting faculty. The reading list must be submitted for approval to all members of the M.A. exam committee at least one month prior to the exam.

The individualized list will follow these guidelines:

- It must include between **15 and 25 texts** (see **accepted texts**), depending on length and complexity, chosen from the comprehensive list. Students can substitute texts not on that list with individual approval.
- The chosen texts must be distributed among at least seven centuries and present a balance of genres.
- The list must be organized into three general categories on the following model:

A literary genre (e.g., the lyric, the novel, epic, comedy, tragedy, autobiography, etc.)

A critical problem or interpretive question (e.g., realism and representation, symbol, myth, allegory, point of view, irony, parody, romanticism, classicism, ideology, commitment, tradition vs. innovation, the status of the signifier, the question of gender, etc.)

A theme (e.g., passion, time and memory, silence, desire, nature, community, male-female relationships, authority, class conflict, war, the representation of the self, etc.)

- Each category must contain at least five texts, spanning at least three centuries. Some texts may occupy more than one category, so long as each category contains five texts that do not.

Dante's *Divina Commedia* must be on every student's list.

SAMPLE EXAM (A):

Genre: *Comedy*. Dante, *Divina Commedia*; Lorenzo de Medici, *La Nencia da Barberino*; Machiavelli, *La mandragola*; Goldoni, *La locandiera*; Dario Fo, *Le commedie* (selections)

Critical Problem: *What is realism?* Boccaccio, *Il Decamerone*; Vico, *La scienza nuova*; Manzoni, *I promessi sposi*; Verga, *I Malavoglia*; Serao, *Il paese di cuccagna*; Pirandello, *Il fu Mattia Pascal*; Aleramo, *Una donna*; Deledda, *Marianna Sirca*; Fenoglio, *Il partigiano Johnny*.

Theme: *Passion*. Cavalcanti, *poesie*, Ariosto, *Orlando Furioso*; Tasso, *Aminta*; Torquato Accetto, *Della dissimulazione onesta*; Alfieri, *Mirra*; Leopardi, *Canti*; Neera, *Teresa*; D'Annunzio, *Forse che sì forse che no*; Marinetti, *Teoria e invenzione futurista* (selections); Pasolini, *Le ceneri di Gramsci*; Gruppo 63, *I novissimi*; Amelia Rosselli, *Variazioni belliche*

SAMPLE EXAM B:

Genre: *The Novel*. Foscolo, *Ultime Lettere di Jacopo Ortis*; Manzoni, *I promessi sposi*; Verga, *I Malavoglia*; Neera, *Teresa*; Deledda, *Canne al vento*; D'Annunzio, *Il piacere*; Gadda, *Quer pasticciaccio brutto de Via Merulana*; Ortese, *L'iguana*; Calvino, *Se una notte d'inverno un viaggiatore*

Critical Problem: *Commitment*. Guittone d'Arezzo, *Rime* (selections); Dante, *Divina Commedia*; Coluccio Salutati, selections; Machiavelli, *Il principe*; Campanella, *La città del sole*; Parini, *Odi*; Gramsci, *Lettere dal carcere*; Vittorini, *Uomini e no*; Morante, *La storia*

Theme: *The Representation of the Self*. Petrarca, *Canzoniere*; Leopardi, *Canti*; Pirandello, *Enrico IV*; Svevo, *La coscienza di Zeno*; Ungaretti, *Vita di un uomo*; Antonia Pozzi, *Parole*; Zanzotto, *La beltà*

The exam will present students with a choice of up to three essay questions for each category on the list. The student will answer one question for each category (or three essays of one hour each). One week after the completion of the written exam, a one-hour oral examination with the three members of the exam committee will address the student's performance on the written exam. He or she will also be expected to have a comprehensive grasp of the general development and periodic shifts in Italian literary history. Please consult with your exam director for textbooks, histories, and critical works that may be helpful in preparing for the exam.

Thesis plan

This plan is recommended only for research-oriented students of exceptional merit. Students who have completed the first year of graduate work with at least a 3.7 grade-point average may be nominated by one of the faculty members of the department for application to the thesis plan. If the nomination is accepted by the faculty, a three-member thesis committee is submitted to the Graduate Division for appointment. At this point the student must have completed Italian 205A, 205B, and at least two other graduate courses in Italian. On acceptance, the thesis committee helps the student choose six more graduate courses in preparation for the thesis.

The thesis must be at least 50 pages long and formatted in accordance with University regulations. It must be submitted by the sixth quarter of graduate work and follow the guidelines of the *Policies and Procedures for Thesis and Dissertation Preparation and Filing*, available in 330 Powell Library. Upon submission of the thesis, the student will take an oral examination that tests his or her knowledge in the chosen field and general competence in Italian literature.

Foreign Language Requirement

A reading knowledge of one foreign language other than Italian is required of all M.A. students. The choice of language must be approved by the graduate adviser. Students may demonstrate reading knowledge through departmental examination or successful completion of coursework in that language through at least level 3. This requirement must be met at least one quarter before the Comprehensive Examination.

Advancement to Candidacy: Students must file advancement to candidacy forms for the master's degree no later than the second week of the quarter in which they expect the award of the degree. See the Graduate Student Officer. (Ask Kerry)

Time-to-Degree: The time to the master's degree is two years, or six academic quarters.

MA Exam Form for _____ (name of Graduate Student)

The M.A. exam form must be completed, signed and distributed to the graduate student officer (Kerry Allen), to each member of the graduate student's committee (selected by the graduate student), the graduate student advisor (Professor Tom Harrison) and one copy must be retained by the graduate student for his/her records. This form must be accompanied by the MA exam book list form, completed and approved by the MA exam committee chair and members. The form must be completed by no later than the last day of the 5th quarter of study in the M.A. For students entering in the fall, this means that the form must be completed and properly distributed by no later than the last day of the winter quarter of the student's second year of study.

Part 1.

As the Graduate Student Officer, I attest that the following dates and times are the official scheduled times for the exams of the graduate student in question. All changes that occur after submission of this form must obtain my approval in order to avoid administrative complications.

Date, Time and Location of M.A. Written Exams _____

Date and Time of M.A. Oral Exams _____

Graduate Student Officer _____ (signature) _____ (date)

Part 2.

*I accept to take on the role of committee chair and the responsibilities of informing and preparing the graduate student for his/her exam. I approve of the exam book list, the dates and times for the scheduled exam. I will organize the questions for the written and oral sections of the exam and submit the written questions to the Graduate Student Officer by no later than **one week** prior to the student's written exam, on _____ (one week prior to scheduled exam date).*

Committee Chair _____ (signature) _____ (date)

Part 3.

*I approve of the exam book list, the date and the time scheduled for the written and oral exams. I will submit my own questions to the Chair of the committee by no later than two weeks prior to the student's exam, on _____ (**two weeks** prior to scheduled exam date) and I will be present at the student's oral examination and will have read their written exam.*

Committee Member _____ (signature) _____ (date)

*I approve of the book list below, the date and the time scheduled for the written and oral exams. I will submit my own questions to the Chair of the committee by no later than two weeks prior to the student's exam, on _____ (**two weeks** prior to scheduled exam date) and I will be present at the student's oral examination and will have read their written exam.*

Committee Member _____ (signature) _____ (date)

Exam Book List:

There must be a minimum of three centuries represented by each category and a total of seven centuries represented by the three categories combined.

Genre In this category there must be a minimum 5 titles, spanning a minimum of 3 centuries. Include author, full title, year of original publication and the principle edition that you will study.

1. _____

(author, title, edition)

(year of publication)

2. _____

(author, title, edition)

(year of publication)

3. _____

(author, title, edition)

(year of publication)

4. _____

(author, title, edition)

(year of publication)

5. _____

(author, title, edition)

(year of publication)

(minimum)

6. _____

(author, title, edition)

(year of publication)

7. _____

(author, title, edition)

(year of publication)

8. _____

(author, title, edition)

(year of publication)

Form for . M.A. Exam Part II. **Theme**

Theme In this category there must be a minimum 5 titles, spanning a minimum of 3 centuries. Include author, full title, year of original publication and the principle version that you will study.

1. _____

(author, title, edition)

(year of publication)

2. _____

(author, title, edition)

(year of publication)

3. _____

(author, title, edition)

(year of publication)

4. _____

(author, title, edition)

(year of publication)

5. _____

(author, title, edition)

(year of publication)

(minimum)

6. _____

(author, title, edition)

(year of publication)

7. _____

(author, title, edition)

(year of publication)

8. _____

(author, title, edition)

(year of publication)

Form for M.A. Exam Part II. **Critical problem**

Critical Problem/ Interpretative Question: In this category there must be a minimum **5 titles, spanning a minimum of 3 centuries.** Include author, full title, year of original publication and the principle version that you will study.

1. _____

(author, title, edition)

(year of publication)

2. _____

(author, title, edition)

(year of publication)

3. _____

(author, title, edition)

(year of publication)

4. _____

(author, title, edition)

(year of publication)

5. _____

(author, title, edition)

(year of publication)

(minimum)

6. _____

(author, title, edition)

(year of publication)

7. _____

(author, title, edition)

(year of publication)

8. _____

(author, title, edition)

(year of publication)

XII. Doctoral Degree

Applicants who possess an Italian M.A. degree from an American university deemed by this Department to be a peer institution will be credited with their M.A. and will be eligible to enter the Ph.D. program directly. Students with an M.A. degree from an institution in Italy which this department deems to be a peer institution can be admitted directly to the Ph.D. program, but will be required to pass the M.A. Comprehensive Examination no later than the end of their third quarter of graduate study. Students entering the graduate program with a B.A., or with a university degree in a discipline other than Italian literature, will be required to pursue the entire course of the M.A. program, and in some cases additional courses if deemed necessary by the faculty, before passing the Comprehensive Examination. As with all M.A. students, performance on the comprehensive exam will dictate whether they will be allowed to proceed to the Ph.D. program.

Advising:

Following completion of the M.A. exam, students will be urged to select, **within their first quarter** and in consultation with the Graduate Director, a faculty member to serve as their adviser, who may also agree to become the chair of the student's doctoral guidance committee. **This doctoral committee must be constituted at least one quarter prior to taking Part II of the Ph.D. written qualifying examinations.** This committee prepares and administers Part II of the exam once the ten-course Ph.D. requirement and other preparatory work have been completed.

Scheduling: All students should take Part II of the qualifying exams by the end of their sixth quarter in residence as a Ph.D. student (or no later than six quarters after taking Part I of the qualifying exams, which is equivalent to the M.A. Comprehensive Exam).

Major and Minor Fields: A Ph.D. student will generally select as a major field of study two centuries of Italian literature (medieval, Renaissance/baroque, or modern/contemporary). Two other centuries of Italian literature can comprise the minor field. He or she might also choose a minor field outside of the department if it is closely tied to the major area of specialization and meets with the approval of the entire faculty (e.g., cinema, history, art history, etc.). With careful planning, majors and minors may be period based, may deal with a specific genre, movement, theme, or critical question (e.g. lyric poetry, short story, realism, modernism, feminism, allegory, the border, identity, etc.), may address a relationship between Italian literature and another medium (e.g. cinema, painting, music, politics, history, etc.).

Foreign Language Requirement: A reading knowledge of two of the following foreign languages is required: Latin, French, German, or Spanish. Students will demonstrate reading knowledge of their two languages by successful completion of UCLA undergraduate language coursework through at least level 3 or by a departmental placement exam. A language used to satisfy the requirement for the M.A. degree in Italian may be applied toward fulfillment of one of the two language requirements. Language requirements must be satisfied before taking Part II of the qualifying examinations.

Course Requirements: In addition to the courses required for the master's degree, at least ten other quarter courses are required. Students admitted to the Ph.D. program who have not previously taken Italian 205A, 205B, and 225 or their equivalents are required to take them immediately. Students who wish courses taken in another department of university to be deemed equivalent to these must submit a detailed letter of petition addressed to the Director of Graduate Studies. Two relevant courses taught in other graduate programs at UCLA may be counted toward the ten courses required for the Ph.D. in Italian provided that students receive the entire faculty's approval, via a similar letter of petition addressed to the Director of Graduate Studies.

Written and Oral Qualifying Examinations: There are two parts to the Ph.D. written exams. The M.A. Comprehensive Examination (in Italian) is Part I and the Ph.D. written examinations are part II.

Part II consists of additional written and oral qualifying examinations. The written and oral exams of Part II must be taken during the same academic year, though not necessarily the same quarter. They should be administered no later than six quarters after completion of the M.A. degree. Students should make preparations for these exams, and receive all necessary approvals, by the end of their fifth quarter in residence. Scheduling these exams is also the responsibility of the student (assisted by the Graduate Student Officer). Part II of the qualifying exams consists of a written Minor Exam, a written Major Exam, and an Oral Examination. Half of the Oral Examination is devoted to a detailed discussion of the student's Dissertation Prospectus.

Nearing completion of their coursework, students choose an exam-and-dissertation director - a ladder-rank member of the faculty of the Department of Italian - to head a committee of four faculty members. This committee composes and evaluates the exam. One of the four must be an "outside member" - a professor from another department or another UC campus, ideally familiar with the student's work. Students choose two areas of study (see above), each approved by the exam director and committee at least one month before the exams. The committee approves two suitable reading lists, one of at least 10 to 15 texts for the minor exam, and the other of 20 to 30 texts for the major. Whenever possible, the student's reading list should be structured with a view toward the interests of the upcoming dissertation.

Minor Exam (4 hours): requires answering one comprehensive, multi-textual essay question out of a choice of three, in a single sitting.

Major Exam (6 hours): requires answering two essay questions out of a choice of six, also in a single sitting. The first question will ask for a textual analysis, or close reading of a specific passage, extrapolating information about the author's achievement as a whole as well as broad patterns in Italian literary history. The second question asks for a multi-textual interpretation, comparative or historical in nature.

Oral Exam (2 hours): to be taken no later than one quarter after the two written exams. At least one month before the oral, the student must have chosen and researched a dissertation topic. This work will have resulted in a Dissertation Prospectus of no less than 15 pages, plus a substantial critical bibliography, circulated among the members of the doctoral committee. Close work with the dissertation director, and patient acts of revision, are advised. The first half of the oral examination will discuss the recent written qualifying exams, the second half will focus on the dissertation prospectus. Members of the committee will be especially interested in the cogency and originality of the proposed dissertation topic.

As with all parts of the doctoral exams, a student may pass, fail, or, in the case of a less than satisfactory performance, be scheduled to repeat a variation of the same exam at another date. No exam in the graduate program can be repeated more than once.

Advancement to Candidacy: Students are "advanced to candidacy" and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the written and oral qualifying

examinations. A dissertation defense upon completion of the dissertation is not required in the Department of Italian except in extraordinary cases.

Ph.D. Exam Form for _____ (name of Graduate Student)

The Ph.D exam form must be completed, signed and distributed to the graduate student officer (Kerry Allen), to each of the three department members of the graduate student's committee and the one extra-departmental member (all selected by the graduate student), the graduate student advisor (Professor Tom Harrison) and one copy must be retained by the graduate student for his/her records. This form must be accompanied by the Ph.D. exam book list form, completed and approved by the Ph.D. exam committee chair and members. The form must be completed by no later than the last day of the 5th quarter of study in the Ph.D. For students beginning in the fall, this means that the form must be completed and properly distributed by no later than the last day of the winter quarter of the student's second year of Ph.D. studies.

Part 1.

As the Graduate Student Officer, I attest that the following dates and times are the official scheduled times for the exams of the graduate student in question. All changes that occur after submission of this form must obtain my approval in order to avoid administrative complications.

Date, Time and Location of Ph.D Written Exams for the Major (6 hrs.)

Date, Time and Location of Ph.D Written Exams for the Minor (4 hrs.)

Date and Time of PH.D. Oral Exams (2 hrs.) *To be taken no later than one quarter after the written exams.

Graduate Student Officer _____ (signature) _____ (date)

Part 2.

I accept to take on the role of exam and dissertation director and the responsibilities of informing and preparing the graduate student for his/her exam and prospectus planning. I approve of the exam book list, the dates and times for the scheduled exams. I will organize the questions for the written and oral sections of the exam and submit the written questions to the Graduate Student Officer by no later than one week prior to the student's written major and minor exams, on _____ (one week prior to scheduled exam date). On the date of the Oral exam I will be prepared to discuss the written exam and the dissertation prospectus.

Exam and Dissertation Director/Chair _____ (signature)
 _____ (date)

Part 3.

I approve of the exam book list, the date and the time scheduled for the written and oral exams. I will submit my own questions to the Chair of the committee by no later than two weeks prior to the student's exam, on _____ (two weeks prior to scheduled exam date) and I will be present at the student's oral examination and will have read their written exam and be prepared to discuss their dissertation prospectus.

I approve of the book list below, the date and the time scheduled for the written and oral exams. I will submit my own questions to the Chair of the committee by no later than two weeks prior to the student's exam, on _____ (two weeks prior to scheduled exam date) and I will be present at the student's oral examination and will have read their written exam and be prepared to discuss their dissertation prospectus.

Committee Member _____ (signature) _____ (date)

I approve of the book list below, the date and the time scheduled for the written and oral exams. I will submit my own questions to the Chair of the committee by no later than two weeks prior to the student's exam, on _____ (two weeks prior to scheduled exam date) and I will be present at the student's oral examination and will have read their written exam and be prepared to discuss their dissertation prospectus.

"External" Committee Member _____ (signature)
_____ (date)

Doctoral committees must consist of a minimum of four faculty members from UCLA of the following academic ranks: professor (any rank), professor or associate professor emeritus, professor in residence (any rank), acting professor or acting associate professor. 3 of the 4 professors must hold appointments at UCLA inside the student's major department, and 1 must hold an appointment outside. The chair of the committee must hold an appointment inside. Additionally members may be nominated, and have the same voting rights as the other committee members.

PH.D. Exam Book Lists (major and minor)

Book List for the Major: (20-30 texts)

Must Include 2 centuries

Major Topic _____

1. _____

(author, title, edition)

(year of publication)

2. _____

(author, title, edition)

(year of publication)

3. _____

(author, title, edition)

(year of publication)

4. _____

(author, title, edition)

(year of publication)

5. _____

(author, title, edition)

(year of publication)

6. _____

(author, title, edition)

(year of publication)

7. _____

(author, title, edition)

(year of publication)

8. _____

(author, title, edition)

(year of publication)

9. _____

(author, title, edition)

(year of publication)

10. _____

(author, title, edition)

(year of publication)

11. _____

(author, title, edition) (year of publication)

12. _____

(author, title, edition) (year of publication)

13. _____

(author, title, edition) (year of publication)

14. _____

(author, title, edition) (year of publication)

15. _____

(author, title, edition) (year of publication)

16. _____

(author, title, edition) (year of publication)

17. _____

(author, title, edition) (year of publication)

18. _____

(author, title, edition) (year of publication)

19. _____

(author, title, edition) (year of publication)

20. _____

(author, title, edition) (year of publication)

21. _____

(author, title, edition) (year of publication)

22. _____

(author, title, edition) (year of publication)

23. _____

(author, title, edition) (year of publication)

24. _____

(author, title, edition) (year of publication)

25. _____

(author, title, edition)

(year of publication)

26. _____

(author, title, edition)

(year of publication)

27. _____

(author, title, edition)

(year of publication)

28. _____

(author, title, edition)

(year of publication)

29. _____

(author, title, edition)

(year of publication)

30. _____

(author, title, edition)

(year of publication)

Book List for the Minor: (10-15 texts)

Must include 2 centuries

Minor Topic: _____

1. _____

(author, title, edition)

(year of publication)

2. _____

(author, title, edition)

(year of publication)

3. _____

(author, title, edition)

(year of publication)

4. _____

(author, title, edition)

(year of publication)

5. _____

(author, title, edition)

(year of publication)

6. _____

(author, title, edition)

(year of publication)

7. _____

(author, title, edition)

(year of publication)

8. _____

(author, title, edition)

(year of publication)

9. _____

(author, title, edition)

(year of publication)

10. _____

(author, title, edition)

(year of publication)

11. _____

(author, title, edition)

(year of publication)

12. _____

(author, title, edition)

(year of publication)

13. _____

(author, title, edition)

(year of publication)

14. _____

(author, title, edition)

(year of publication)

15. _____

(author, title, edition)

(year of publication)

XIII. The Prospectus and Dissertation

The Prospectus

The Dissertation Prospectus should be from 25 to 30 pages, including a detailed and complete bibliography, approved by the dissertation director. It should serve as an outline of the dissertation and should be completed with the collaboration of the dissertation director/advisor.

The Dissertation Specifics for the Ph.D. dissertation for the Italian Department are decided upon by the student's committee. If a student receives a dissertation year fellowship, the dissertation must be completed within one year of receiving the fellowship.

What to do before you start:

See if your dissertation idea has been written.

Proquest: Database of dissertations written in the U.S., Britain and Canada. <http://wwwlib.umi.com/dissertations/gateway>. Click on search (must have vpn to access, or proxy server), open the box that lists the search criteria, select the criterium you want to search for and go.

Database of Foreign Dissertations (German, French, Italian Dissertations)

<http://www.library.ucla.edu/libraries/yrl/colls/foreigndissertations.htm>

What to do when you're done:

For Filing Policies and Deadlines:

<http://www.gdnet.ucla.edu/gasaa/library/thesis.pdf>

XIV. A Five/Six-Year Italian Grad Career at a glance

M.A. First year

Mandatory	Recommended
(Fall) Department Orientation	Grad Division Orientation
(Fall) Library Orientation	
(Fall) Teaching Orientation mandatory for all new T.A.'s	Maintain a heavy course load since the following year will require extensive time for exam preparation.
(Fall) Be informed and prepared to have to test out of a second language by the time of the M.A. exam. Familiarize yourself with the dates of language placement exams. They are usually offered only once a quarter, sometimes only once a year. Know that Latin and Greek usually only offer 1 in the fall, 2 in the winter and 3 in the spring.	

Second Year

Mandatory	Recommended
<p>Complete the 10 required M.A. courses (Italian 205A, 205B, and 225. The other seven courses must be distributed in three main literary periods: Middle Ages, Renaissance, modern)</p> <p>(Fall) Complete the M.A. language requirement (Pass into level 4 of a second language) (Winter) Select an M.A. committee chair- Schedule to meet with them. Select other members of committee. With their collaboration, begin generating a M.A. Exam Book list. Revise and Complete List. Have a study plan for the M.A. Exam and begin rigorous studying. Take it to Grad. Officer (Kerry Allen, and coordinate dates and time) Print out M.A. exam form, complete it and have it signed by all members, by Grad. Advisor Take the M.A. written and oral exams no later than the end of the 6th quarter; the end of the second year.</p>	<p>Consider applying to conferences and presenting papers.</p> <p>Apply for summer FLAS scholarships.</p>

Ph.D (3rd year)

Mandatory	Recommended
Select Ph.D Advisor	Consider Applying to Conferences and Presenting Papers
Be prepared to pass out of a second foreign language by the end of the following year. Be informed about when language classes are offered and when the placement exams are held.	Apply for Summer FLAS or Summer Research Mentorships, or Yearlong Research Mentorships and Assistantships
Maintain a heavy course load, since the following year will be full of Exam and Prospectus commitments.	*Over the summer: Begin putting together ideas for the PH.D. Exam

Fourth Year

Mandatory	Recommended
<i>Note: Students will complete their coursework and prepare to take exams at differing times</i>	
Be informed about the deadlines for The Dissertation Year Fellowship. Be informed that the exams and prospectus need to be completed in order to compete for it.	Mid March: Applications due to DYF
<p>(First) Begin Exam preparations <i>Beginning of the Quarter.</i> Select all members of Exam Committee. Solidify Exam Book Lists, Complete the Ph.D. Exam Form.</p> <p>(Second) Begin Prospectus Begin Meeting with Dissertation Director and Begin writing the Prospectus</p>	Apply for Summer Research Mentorships and Summer FLAS, for Research Assistantships or for Research Mentorships, and possibly for the DYF for the following year
<p>Complete Written Exams (Major and Minor)</p> <p>Present Prospectus (at Oral Exams)</p> <p><i>(No more than a quarter may pass between the written exams and the presentation of the Prospectus at the Orals)</i></p>	

Fifth Year

Mandatory	Recommended
Work towards the completion of the Dissertation	Presentation of Papers at Conferences and submission of articles to academic journals. Attendance at the MLA conference. Practice Job talks. Apply for the DYF

Sixth Year

Mandatory	Recommended
Work towards the completion of the Dissertation Dissertations must be filed at the end of the sixth year of graduate study.	Presentation of Papers at Conferences and submission of articles to academic journals. Attendance at the MLA conference. Practice Job talks.

XV. Getting a Job and the MLA

Modern Language Association

Founded in 1883, the Modern Language Association of America provides opportunities for its members to share their scholarly findings and teaching experiences with colleagues and to discuss trends in the academy. MLA members host an annual convention and other meetings, work with related organizations, and sustain one of the finest publishing programs in the humanities. For over a hundred years, members have worked to strengthen the study and teaching of language and literature. An annual convention, held in late December, with meetings on a wide variety of subjects, and smaller seminars across the country

Get a subscription to the MLA at graduate student rates:

http://www.mla.org/about_membership

To subscribe to the *JIL* (Job Information List)

http://www.mla.org/jil_subscribe

Check out the MLA Annual Convention

<http://www.mla.org/convention>

Allied and Affiliate Organizations

American Association for Italian Studies: President, Franco Ricci, Univ. of Ottawa, 70 Laurier Ave. East, Ottawa, ON K1N 6N5, Canada (fricci@uottawa.ca; <http://www.aais.info/>)

Regional Modern Language Associations

Midwest Modern Language Association (MMLA)

<http://www.uiowa.edu/~mmla/>

Pacific Ancient and Modern Language Association (PAMLA)

<http://www.pamla.org/>

Rocky Mountain Modern Language Association (RMMLA)

<http://rmmla.wsu.edu/>

South Atlantic Modern Language Association (SAMLA)

<http://www.samla.org/>

South Central Modern Language Association (SCMLA)

<http://www.ou.edu/scmla/>

Issues as an Italian Graduate

For courses and coursework issues,
see your professor or the
Graduate Student Advisor: Prof. Harrison
310 794 8912
Or see Department Chair: Prof. Ciavolella.
310 825 5943

Issues as a UCLA Graduate

For Payroll, see Fleur Salisbury. ext. **54620**
or 310 825 4620
For Parking Issues, see Raquel. ext. **51940**
or 310 825 1940
For Computer Issues, call Frank. ext. **59678**
or 310 825 9678
For Office Supplies, ask your
graduate student representative,
or Raquel Escobar. ext. **51940**

For all other Graduate Issues

First stop for all other issues,
see Kerry Allen ext. **51146** or 310 825 1146

For issues with Carte Italiane

Consult Editor in Chief: ext.

**Concerns and issues regarding the
department and/or the
administration that the graduate
student feels uncomfortable
directing at Faculty**

See Graduate Representative:
Ellie Emslie: emslie@ucla.edu

Medical Issues

ASHE Center Solutions Center
online at <http://www.studenthealth.ucla.edu/>

Contact Information

Phone Numbers:

Advice	310-825-4073
Nurse/Triage	310-825-4073
Appointments	310-825-4073
Billing Inquiries	310-206-0947
Eligibility	310-825-4073
Health Advocates	310-825-7164
Health Education	310-825-6385
Information	310-825-4073
Insurance	310-825-4073
Medical Records	310-825-4694
Hep B	310-206-6344
Pharmacy	310-825-5497

Transportation

Buses

THE BIG BLUE BUS PHONE: (310) 451-5444
HOURS: 8:00 AM – 5:00 PM Monday – Friday
EBPAGE: www.bigbluebus.com

LOS ANGELES METRO SYSTEM
PHONE: 1-800-COMMUTE HOURS:
9:00 AM – 5:00 PM Monday – Friday
WEBPAGE: www.mta.net

Airport Shuttle

SUPERSHUTTLE

RESERVATIONS AND INFORMATION:
1-800-554-3146, (310) 782-6600, 1-800-258-
3826 OFFICE: (310) 222-5500 FAX: (310) 222-
5535

