

DEPARTMENT OF PHILOSOPHY

GRADUATE STUDENT

HANDBOOK

2000-2001

Adopted by the Faculty of the Department of Philosophy, The University of Georgia, Athens, GA 30602.

FACILITIES

ACCESS TO MAIN OFFICE

We welcome faculty and students to feel free to stop by during the day. We want to be accessible and helpful to make your stay or time here as comfortable as possible.

LOUNGE

The Lounge is available to faculty, staff and students. Please use this opportunity to meet other people in the Department.

The computer in the lounge is available to all philosophy students (majors, minors, and graduate students) to use for access to the Philosopher's Index and e-mail.

MAIL ROOM AND BULLETIN BOARDS

Faculty and Graduate Student mail boxes are located in the mail room. Faculty and graduate students also have their bulletin boards located in the mailroom and lounge. These bulletin boards contain a lot of useful information including job information and a variety of miscellaneous information as well.

RESOURCES

DEPARTMENTAL

The department participates in a master's level artificial intelligence program and is associated with the Environmental Ethics Certificate Program and the Women's Studies Program. Courses offered for these programs are also available to our students.

The University's Main Library contains three million volumes, including an excellent collection in philosophy. The Library is connected to all major research libraries in the United States.

CAMPUS

The campus-wide network connects virtually all the multi-user computers on campus, as well as to many PCS and MacIntoshes. It is part of the Internet. You can log on from the Main Library. You can also acquire a free ARCHES e-mail account and we encourage that all undergraduate and graduate students acquire an arches account. We also ask that when you get your arches account that you notify the departmental office of your e-mail address. This is the way we communicate with our students about upcoming events, meetings, and notices.

Computer labs in the Main Library and elsewhere on campus provide PCS or MacIntoshes primarily for student word processing, laser printing, and logging into other systems on the network. They are open to all University students.

COLLOQUIUM SERIES

The department has an active colloquium series. It also cosponsors interdisciplinary conferences. Such conferences have included: "Philosophy of Education," "The Epistemic Status of Theistic Belief," and "Minds: Natural and Artificial."

PHI SIGMA TAU

The national philosophy honor society sponsors guest speakers throughout the year. The mission of the club is to promote interest in and discussion of philosophical issues. Over the years, Phi Sigma Tau has sought to complete this mission by hosting graduate student conferences, organizing a lecture series by professors from our university, hosting philosophical conferences, and sponsoring visiting speakers. Phi Sigma Tau is open to all undergraduate and graduate students. To join Phi Sigma Tau it is quite easy. Just complete a form and pay a one-time fee of \$15.00. As a member of Phi Sigma Tau, you will receive copies of the journal Dialogue. The only requirement for membership is that students maintain the grade point average required by the department. The officers for 00-01 year are Dan Forbes as president, Cecilia Herles as vice-president and Richard Shedenhelm as secretary.

The more members that we have to join the more likely we are to receive funding from Student Activities. As the population and the number of clubs on campus has grown, competition for funds has become more intense. Therefore, the more members we can claim the better.

Resources for Undergraduates and Graduate Students Department of Philosophy - The University of Georgia

Some important e-mail addresses:

Faculty & Staff	faculty@phil.uga.edu
Graduate Students	gradstudents@phil.uga.edu
Majors	majors@phil.uga.edu
Help	help@phil.uga.edu
Office Staff	staff@phil.uga.edu

Computers and the network:

ARCHES account	http://www.arches.uga.edu
campusMCI	800-275-9082 (enrollment number)
Philosophy Home Page	http://www.phil.uga.edu
University Home Page	http://www.uga.edu
Libraries Home Page (GIL)	http://www.libs.uga.edu
Arts & Sciences	http://ben.franklin.uga.edu
UGA Bulletin	http://bulletin.uga.edu
Graduate School	http://www.gradsch.uga.edu

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GRADUATE PROGRAM

1 Department and Graduate School Policies.

- 1.1 Each candidate for a graduate degree in the Department of Philosophy must meet all requirements for the degree set out in the *Department of Philosophy Student Handbook* in force at the time the student first enrolls in that degree program.
- 1.2 Each candidate for a graduate degree must meet all general requirements for the degree set out in the Graduate School Bulletin in force at the time he/she begins his/her program. It is your responsibility to be familiar with these requirements. This *Handbook* neither duplicates nor replaces the Graduate School Bulletin. All requirements listed here are in addition to the requirements of the Graduate School. If there is any discrepancy between Departmental policies and Graduate School policies, then Graduate School policies shall prevail.

2 Advising.

- 2.1 The Graduate Coordinator will advise you until an Advisory Committee has been appointed for you. Then your Major Professor as Chair of the Advisory Committee will advise you in most matters, although the entire Advisory Committee is responsible for some decisions. You must take the initiative to have your Advisory Committee appointed during your first year of graduate work. You will not be cleared for registration for your second year until your advisory committee has been appointed.

3 Advisory Committee.

- 3.1 For the M.A., the Advisory Committee consists of the Major Professor and two other faculty members. For the Ph.D., the Advisory Committee consists of the Major Professor and four other faculty members. You begin to assemble your Advisory Committee by finding a faculty member who is prepared to serve as your Major Professor. Then the Graduate Coordinator must approve your Major Professor and appoint the rest of your Advisory Committee in consultation with you and your Major Professor.
- 3.2 Persons who serve on your Advisory Committee at the time your thesis or dissertation research is undertaken must be faculty members knowledgeable in the areas of your research. They should be selected irrespective of their departmental affiliation. Sometimes membership of the Advisory Committee will remain unchanged during your entire program, while at other times changes in the original committee will be necessary.
- 3.3 The Major Professor has the primary responsibility for guiding your research, but you should consult all members of the Advisory Committee to draw upon their expertise in relevant areas.

4 Foreign Language requirement.

- 4.1 You must acquire a reading knowledge of a foreign language approved by your Advisory Committee. French, German, Latin, or Classical Greek will always be acceptable. If you are a Ph.D. student, your Advisory Committee shall decide whether a second language and/or knowledge of areas cognate to philosophy are necessary for you to effectively carry out your Program of Study and dissertation plan.
- 4.2 You can meet the foreign language requirement for a particular language by earning a grade of B (3.0) or higher in a University of Georgia reading course at the fourth-semester level (or above).
- 4.3 You can meet the foreign language requirement for a particular language by passing a reading knowledge examination approved by the Department. You may take this examination a maximum of three times in any one language.
- 4.4 If your mother tongue is not English, you may be permitted to use your mother tongue to satisfy the foreign language requirement. To accomplish this, your Major Professor must recommend to the Graduate Coordinator that English be considered as a foreign language and must present evidence of your proficiency in English. The Graduate Coordinator must approve this recommendation.

5 Program of Study and Course Requirements

- 5.1 You should submit a Program of Study by the end of the third semester in residence. All required courses listed below should be included on your Program of Study. Your Advisory Committee and the Graduate Coordinator must approve your program of study.
- 5.2 If you are a Ph.D. student without an M.A., then you must complete at least 45 hours of course work (15 courses), including PHIL 6510 (Deductive Systems) and at least 12 seminars. You must earn a grade of 'B' or better in PHIL 6510 and in each seminar you use to satisfy the history requirement described below.
History Requirement: At least one of the seminars on your program of study must be a seminar in the history of philosophy that covers some figure or period in Ancient or Medieval Philosophy, and at least one must be a seminar in the history of philosophy that covers some figure or period from Modern, Nineteenth, or Twentieth Century Philosophy up to 1950.
- 5.3 If you are a Ph.D. student with an M.A. in philosophy, then you must take at least 30 hours of course work (10 courses), including PHIL 6510 (Deductive Systems) and at least 8 seminars. You must earn a grade of 'B' or better in PHIL 6510 and in each seminar you use to satisfy the history requirement described below.
History Requirement: Students who did not complete any graduate seminars in the history of philosophy in their M.A. program must satisfy the History Requirement described in 5.2. Students who satisfied only half of that requirement must satisfy the other half. Students who satisfied all of that requirement have no further history requirement.

- 5.4 If you entered the Ph.D. program with an M.A. in a field other than philosophy, then your Advisory Committee will decide whether your minimum course requirement will be the 45 semester hour requirement stated in 5.2 or the 30 semester hour requirement stated in 5.3.
- 5.5 If you are an M.A. student, then you must take at least 24 hours of course work (8 courses), including at least 4 seminars.
History requirement: At least one of the seminars on your program of study must be a seminar in the history of philosophy in which you have earned a grade of 'B' or better.
- 5.6 For purposes of the preceding requirements, any 8000-level course except PHIL 8800 (Readings and Research in Special Problems in Philosophy) counts as a seminar. Only PHIL 8000 may be counted as a seminar in the history of philosophy.
- 5.7 The hour requirements mentioned above are exclusive of hours earned for thesis or dissertation writing. You may, with the approval of your Advisory Committee, count graduate courses offered by other departments toward your minimum course requirement.

6 Graduate Independent Study, Thesis and Dissertation Research Courses, and Thesis and Dissertation Credit.

- 6.1 PHIL 8800 is intended to provide you with (i) the opportunity to pursue a topic that is not systematically dealt with in the current curriculum or is not there dealt with to the depth that is attainable by private independent study, (ii) the opportunity to prepare for degree examinations where for reason of conflict in schedule or the offering of the course, preparation by participation in the usual courses is impossible. Accordingly, to maximize the utility of our resources, PHIL 8800 should be available only if you can establish need under (i) and (ii). You may include no more than 9 hours of PHIL 8800 on your Program of Study for any degree.
- 6.2 You and your advisor determine the need or advisability for registration for PHIL 8800 and the most appropriate faculty member to direct the study. You must complete a Departmental form describing the independent study, establishing need, and identifying a faculty member willing to direct the independent study. This request must be approved by your advisor and the director of the independent study before registration.
- 6.3 You may use PHIL 7000 and 9000 for work relevant to your thesis or dissertation before admission to candidacy. Before registration, you must complete a Departmental form and obtain all approvals as for PHIL 8800. These course designations cannot be used on your Program of Study to count as part of the hours open only to graduate students.
- 6.4 You may not register for 9300 (dissertation) before attaining doctoral candidacy.

7 The M.A. comprehensive exam.

- 7.1 You must stand an oral examination, administered by your Advisory Committee, over your Program of Study. Normally you will take this examination during the final semester of your Program of Study. If you do not pass the exam, you may not retake it for at least 30 days. If you fail the oral exam a second time, you will be terminated from the M.A. program at the end of the semester in which the exam was taken for the second time. Your thesis will not be submitted to your Advisory Committee until you have passed the oral examination.

8 The M.A. thesis and defense.

- 8.1 Your Major Professor will guide you in planning your thesis. When your Major Professor certifies that your completed thesis has her/his approval and is ready to be read, she/he will distribute copies of the thesis to the remaining members of the Advisory Committee, schedule a final oral defense, and notify the Graduate Coordinator. The committee members will have at least two weeks to read and evaluate the completed thesis.
- 8.2 One member of your Advisory Committee other than your Major Professor must approve your thesis in writing before the final defense. If your Advisory Committee declines to approve the thesis as ready for the final defense, your Major Professor will notify you and the Graduate Coordinator.
- 8.3 Your Major Professor will chair your thesis defense and all members of your Advisory Committee must attend the defense. Two members of the Advisory Committee must approve your thesis and defense and must certify their approval in writing. The results of the defense of the thesis must be reported to the Graduate School at least one week before graduation.

9 First and Second Year Review of Ph.D. Students.

- 9.1 At the end of Spring Semester of your first year of residence in the Ph.D. program the Faculty will evaluate your academic performance. By vote the Faculty will classify your performance in one of the following categories: satisfactory; borderline; unsatisfactory. A rating of borderline means that if your performance does not improve, then you are at risk of being removed from the Ph.D. program at your second year review. A rating of unsatisfactory means that the Faculty believes that you will not successfully complete the Ph.D. program. Receipt of an unsatisfactory rating does not constitute expulsion from the Ph.D. program but does constitute advice to leave the Ph.D. program. Any first-year Ph.D. student receiving an unsatisfactory rating should take this advice into account in deciding whether to continue.
- 9.2 The Faculty will evaluate your academic performance during your second year of residence and vote on whether to allow you to continue in the program. They will evaluate you in three main categories: written performance, oral performance, and strong and weak areas as regards specific subject matter. If a majority of the faculty vote not to continue, then you will not be permitted to enroll for the following fall semester. After

notification of a negative vote, you will have ten working days to appeal in writing to the faculty.

10 The Ph.D. Preliminary Examinations.

- 10.1 You must pass two written preliminary examinations and an oral preliminary examination within a maximum of five calendar years from the time of your first enrollment in a course included on your Program of Study. The Graduate Coordinator will lead a discussion with all Ph.D. students concerning the nature and purpose of the comprehensive examinations in the fall semester of each year. Your Advisory Committee will give you advice at least annually regarding your progress and readiness to take the preliminary examinations.
- 10.2 You will choose two of the following areas for your written examinations: Metaphysics, Moral and Political Philosophy, and Epistemology/Philosophy of Mind. You are not required to write both examinations on the same occasion, but may elect to take the examinations on different occasions when they are offered. No student admitted to the M.A. Program may take a Ph.D. examination without first completing the requirements for the M.A. degree or gaining permission of the Graduate Faculty.
- 10.3 All written Ph.D. examinations will be given during the ninth full week of the fall and spring semesters. If you wish to take the examinations at another time, you must petition the Graduate Faculty of the Department for permission. Notification of intention to take examinations in the fall or spring semester must be given by the end of the add-drop period for that semester. This notification must be in writing. No changes shall be made to the membership of your Advisory Committee during the four-week period prior to taking written comprehensive examinations for the Ph.D.
- 10.4 Your Major Professor will review each examination before you take it and may add one question before you take it. The intent of this provision is to allow for legitimate differences in the interests of different students. However, you must demonstrate minimal competence in each area of the examinations. You may choose only one of the questions added by Major Professors.
- 10.5 All students will take the written examinations at the same time of day, and the examinations will be continuous for the allotted time. The Graduate Coordinator shall set the exact time and the place of the written Ph.D. examinations, and shall administer the examination. After the examination, you will type your prelims from the manuscript written during the examination period. A copy of these written exams will remain in the hands of the Graduate Coordinator to insure accuracy of typing.
- 10.6 The three person committee (the "area" committee) which writes the questions for the individual Ph.D. exams shall read all the answers to those questions and report their evaluations of those answers to your Advisory Committee. The Graduate Coordinator appoints the area committees and announces their membership to the graduate students.

The area committees evaluate each question as well as each examination by placing it in the following categories: High pass, Pass, Fail.

- 10.7 Your Advisory Committee makes the final decision on your written Ph.D. preliminary examination at a meeting of the Departmental Faculty. Each member of an area committee transmits her/his evaluation of the relevant exams through the Graduate Coordinator to each member of the respective Advisory Committees before the convening of the meeting. The written examinations are graded on a strict "high pass", "pass", or "fail" basis with no conditional passes. After your examinations have been graded, you may read them in the Departmental Office area only.
- 10.8 If you fail a Ph.D. preliminary examination (written or oral) a second time, you will be dismissed from the program effective at the end of the semester in which the examination is last taken.
- 10.9 After consultation with you, your Advisory Committee will draw up a list of readings related to the area in which you will work. In the oral preliminary examination, your Advisory Committee will examine you on this list. You will stand your oral preliminary exam after you have passed the written preliminary exams and before your prospectus defense. If you do not pass the exam, you cannot retake it for at least 30 days.

11 The Ph.D. Dissertation, Prospectus, and Defense.

- 11.1 Your Major Professor and Advisory Committee will guide you in planning your dissertation. You will prepare an eight-to-ten-page prospectus and a list of the sources used in formulating your project. Your Advisory Committee will examine you on your dissertation prospectus when your Major Professor certifies that it is satisfactory. At least two weeks before the examination, you will present your prospectus and list of sources to your Advisory Committee. The examination on your prospectus will focus primarily on the project described rather than the list of sources.
- 11.2 At least four members of your Advisory Committee must sign the appropriate form approving your prospectus. This form and the approved prospectus are filed with the Graduate Coordinator. Approval of the prospectus signifies that members of the Advisory Committee believe that it proposes a satisfactory research program. Your Advisory Committee may require revisions in your prospectus and a new examination on the revised prospectus. If a major change in the dissertation project occurs, your Advisory Committee will decide whether you must defend a new prospectus.
- 11.3 When your Major Professor is satisfied with the completed dissertation, she/he will certify that it has her/his approval and is ready to be read by your Advisory Committee members. Your Major Professor will then distribute copies of the dissertation to the remaining members of the Advisory Committee, schedule a final oral defense, and notify the Graduate School. Subsequently, the Graduate School will announce the time and

place of the defense of the dissertation to the University community. The committee members will have at least three weeks to read and evaluate the completed dissertation.

- 11.4 Three members of your Advisory Committee other than your Major Professor must approve the dissertation in writing before the final defense. If your Advisory Committee declines to approve the dissertation as ready for the final defense, your Major Professor will notify you and the Graduate School.
- 11.5 Your Major Professor will chair the defense of your dissertation, and all members of your Advisory Committee must attend. Four members of the Advisory Committee must approve your dissertation and defense and must certify their approval in writing. The results of the defense of the dissertation must be reported to the Graduate School at least one week before graduation.

12 Graduate School Forms.

- 12.1 Copies of all forms which graduate students must file from time to time with the Graduate School are available in the Departmental Office. It is your responsibility to keep up with which forms you are to file and with the deadlines for filing them. Deadlines are always posted on the graduate student bulletin board. Look at it often. It is your responsibility to see that each form is complete. Give completed forms to the Office Manager for typing. Incomplete forms will be returned before typing. The Office Manager is not responsible for errors in the information you provide on the forms.

13 Right of Petition.

- 13.1 The Graduate Faculty can entertain and grant petitions from a student asking for exception to these policies.

OTHER INFORMATION

14 Criteria for Awarding Graduate Teaching Assistantships.

- 14.1 There are two considerations in awarding graduate teaching assistantships: to support students of high academic achievement through the completion of their degree programs and to provide quality instruction at the undergraduate level. Even if you currently have

an assistantship, you must complete an application and provide new letters of recommendation to be considered for an award in the following year. The Department will not award you a regular Departmental assistantship unless, in the judgment of the faculty, you are making, and will continue to make, reasonable progress toward completion of your degree requirements. While there is a presumption that you will be considered favorably if you are currently on an assistantship, you are making reasonable progress toward completion of your degree requirements, and you have not yet been awarded funding for the maximal period the Department normally allows, the awarding of assistantships each year is a competition.

- 14.2 If you hold a Departmental assistantship and you are placed on academic probation, you are subject to losing your assistantship as soon as the probation goes into effect. You will have ten working days following notification of the termination of your assistantship in which to appeal to the Department's Graduate Faculty to retain the assistantship. The Department Faculty gives no assurance that it will restore an assistantship terminated under this policy if and when you satisfy the conditions for removing the probation.

15 Limits on Departmental Support for Graduate Students.

- 15.1 Assistantships are awarded only to students actively pursuing a graduate degree in philosophy and are normally awarded for a full academic year. The Department reserves the right to award assistantships beyond the limits defined below if it deems that doing so best serves the interests of undergraduate instruction.
- 15.2 Eligibility limits for students who began graduate study in the Department before the Summer 1996 quarter: Departmental support is limited to two years for M.A. students and five years for all students. The Department may award a third year of support to an M.A. student when it reasonably believes that the student will be enrolled in the Ph.D. program at the time when the new award will commence. A student will have used one year of eligibility for support for each academic year in which s/he receives at least one-third time Departmental support for at least two quarters or at least one semester. Assistantships awarded during the summer are not considered in determining eligibility.
- 15.3 Eligibility limits for students who begin graduate study in the Department in Summer 1996 and thereafter: M.A. students are eligible to receive support for their first and second years of graduate study in the Department; Ph.D. students are eligible to receive at most five years of support, and Ph.D. students are ineligible for support after their first six years of graduate study in the Department. A year of graduate study in the Department means any academic year during which a student is registered for at least five hours of quarter-system credit or at least three hours of semester-system credit with a graduate major in philosophy, with or without provisional status, in at least two of the Fall, Winter, and Spring quarters or at least one of the Fall and Spring semesters. A student will have used one year of eligibility for support for each academic year in which s/he receives at least one-third time Departmental or University-Wide support for at least two quarters or at least one semester. Assistantships awarded for the summer are not considered in determining eligibility.

16 The Graduate Student Moderator.

- 16.1 The Graduate Student Moderator is a graduate student elected by the graduate students to be their representative in various Department matters. The Graduate Student Moderator attends Faculty Meetings but will be excused when personnel matters or evaluations of graduate students are under discussion. The Graduate Student Moderator does not have a vote in Faculty Meetings but enjoys all other privileges of the floor including the right to make or to second motions.
- 16.2 The Graduate Student Moderator is responsible for assigning available desk and office space to the graduate students on assistantship.

Department of Philosophy

Administrative Policies on Graduate Assistant Assignments

Graduate assistants may be assigned duties as administrative assistants, research assistants, computer and networking support personnel, graders, discussion leaders, or instructors. Graduate assistants receiving support through University-wide assistants will not be permitted to accept

assignments as instructors. Graduate assistants receiving Departmental or University-wide support are assigned duties by the Head with the advice of the Graduate Coordinator. Graduate students receiving support through contracts or grants are assigned duties by the principal investigator for that contract or grant.

Graduate students sometimes have the opportunity to teach in the summer semester. These appointments will be made to qualified graduate students on a rotating basis. None of these appointments will count against eligibility for academic year appointments.

Most graduate assistants will serve as graders or discussion leaders in introductory level courses. Normally graduate assistants will not be permitted to work in PHIL 2500 until they have completed PHIL 6510 with a grade of B or better. The standard format for introductory courses in the department is a class of 100 which meets two hours weekly for lecture by a faculty member and which divides into four discussion sections for one hour weekly. One discussion leader is assigned to each of these large lecture classes, and each discussion leader is responsible for meeting four discussion sections each week and for grading the exams and other assignments for the course. The faculty member assigned to the course determines course material and syllabus, coordinates the lectures and the discussion sections, and has final responsibility for exam construction and assignment of grades. The faculty member should observe the discussion leader in a discussion section at least twice, once during the first two weeks of the course and once during the last two weeks of the course.

Graduate assistants may be assigned primary responsibility for a course only if they satisfy the following conditions.

1. The student holds a masters degree or has passed the Department's written preliminary examinations for the PhD.
2. The student has worked as a grader or a discussion leader for the course in which he or she will teach.
3. The student has received favorable evaluations as a discussion leader.
4. Faculty for whom the student has served as discussion leader certify that the student is ready for responsibility as primary instructor.

Any graduate assistant teaching his or her own section will be assigned a faculty mentor. The student should provide his or her mentor with a copy of the course syllabus for approval before it is distributed to the class. The mentor should observe the student at least twice, once during the first two weeks of the course and once during the last two weeks of the course. The mentor should be available to provide the student advice and help during the course.

OTHER RESPONSIBILITIES:

All graduate assistants must perform all reasonable assignments effectively and efficiently. Failure to do so will be grounds for immediate termination of an assistantship.

All graduate assistants must be enrolled as full-time students in the Department. All graduate assistants must progress in a reasonable manner toward fulfillment of their degree requirements. This includes appointment of a major professor and an advisory committee, filing a program of study and other paperwork required by the Department or the Graduate School, and taking preliminary and other required examinations according to a reasonable schedule. Failure to do so will be grounds for immediate termination of an assistantship.

All graduate assistants will complete PHIL 7010 with a grade of S during or prior to the first academic year appointments in which they have instructional responsibilities.

All graduate assistants are expected to attend orientations, workshops, colloquia, and other University or Department functions arranged for their benefit.