

DEPARTMENT OF PHILOSOPHY

GRADUATE STUDENT

HANDBOOK

2011 – 2012

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 email.

MAIL ROOM AND BULLETIN BOARDS

Faculty and Graduate Student mail boxes are located in the mail room. Faculty and graduate students also have bulletin boards located in the mailroom and lounge. These bulletin boards contain a lot of useful information including job opportunities, call for papers, 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 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 Apples. It is part of the Internet. You can log on from the Main Library, the Miller Learning Center, and several other sites. You must also acquire a free UGAMail email account. We also ask that when you get your account that you notify the departmental office of your email address. This is the way we communicate with our students about upcoming events, meetings, and notices.

Computer labs in the Main Library, the Miller Learning Center, and elsewhere on campus provide PCS or Apples 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 \$25.00. 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 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.

The current President of Phi Sigma Tau is David Parker and he can be reached by e mail at: ugaphilosophyclub@gmail.com.

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

Some important e-mail addresses:

Faculty
Staff
Graduate Students
Faculty and Graduate Students

philfac@listserv.uga.edu
philstaff@listserv.uga.edu
philgrad@listserv.uga.edu
phildept@listserv.uga.edu

Computers and the network:

UGAMail
Philosophy Home Page
UGA Home Page
Libraries Home Page
Arts & Sciences
UGA Bulletin
Graduate School

<http://www.ugamail.uga.edu>
<http://www.phil.uga.edu>
<http://www.uga.edu>
<http://www.libs.uga.edu>
<http://www.franklin.uga.edu>
<http://www.bulletin.uga.edu>
<http://www.grad.uga.edu>

**List of Faculty E-mail Addresses
Department of Philosophy**

Yuri Balashov	yuri@uga.edu
Bradley Bassler	bbassler@uga.edu
Elizabeth Brient	ebrient@uga.edu
Robert Burton (emeritus)	rburton@uga.edu
Chuck Cross	ccross@uga.edu
Christine Cuomo	cuomo@uga.edu
Bernard Dauenhauer (emeritus)	bdhauer@uga.edu
Victoria Davion	vdavion@uga.edu
Frederick Ferré (emeritus)	fpferre@bellsouth.net
Edward Halper	ehalper@uga.edu
Frank Harrison	harrison@uga.edu
Rene Jagnow	rjagnow@uga.edu
Scott Kleiner (emeritus)	skleiner@uga.edu
Donald Nute (emeritus)	dnute@uga.edu
Beth Preston	epreston@uga.edu
Melissa Seymour	meseymou@uga.edu
Piers Stephens	piers@uga.edu
Richard Winfield	winfield@uga.edu
Sarah Wright	sawright@uga.edu

Part Time Instructors

Ashley Sherman	asherman@uga.edu
Chris Cotton	ccotton@uga.edu

Staff

Pat Searcy	psearcy@uga.edu
Nancy Autry	nautry@uga.edu
Jason Parish	parishjd@franklin.uga.edu

GRADUATE STUDENTS
E-Mail Address
as of August 2011

Peter Ahumada	ahumada@uga.edu
Daniel Bloom	bloomd@uga.edu
Eric Brown	ecb733@uga.edu
Joey Carter	joeyc16@uga.edu
Anthony Chackal	tonychackal@gmail.com
Christian Cotton	ccotton@uga.edu
Erich Christiansen	erichc70@gmail.com
Daniel Crescenzo	bamsmack@uga.edu
Emre Ebetürk	emre@uga.edu
James Filler	jsfiller@uga.edu
James Grindeland	eiwalker@uga.edu
Melanie Harper	melanienharper@uga.edu
Sean Heaton	skheaton@uga.edu
Eric Helleloid	heleri@uga.edu
Charles Hollingsworth	cholling@gmail.com
Clint Johnson	clintj@uga.edu
Luke Johnson	ljo@uga.edu
Donald Joy	djjoy@uga.edu
Kadi Kahl	kadekahl@gmail.com
Serena Lai	serenaplai@gmail.com
Ben McCraw	mccrawbw@uga.edu
Isadora Mosch	imosch@gmail.com
Greg Moss	greg@uga.edu
John Njoroge	njoroge@uga.edu
Jeffrey O'Connell	jeff.m.oconnell@gmail.com
Bradley Patty	bjarnr@uga.edu
Anne Portman	portman@uga.edu
Nastassja Pugliese	nsap@uga.edu
He (Cindy) Ren	cindyren@uga.edu
Charles Rozier	polemos@charter.net
Brooke Schueneman	lbshcue@uga.edu
Graham Schuster	grahams@uga.edu
Jackson Schwartz	jackds@uga.edu
Robert Scott	rhscott@uga.edu
Anthony Shiver	shiver@uga.edu
Eric Snyder	snyder1@uga.edu
David Stedman	ares@uga.edu
AJ Tiarsmith	ajt@uga.edu
Nathan Vacher	n8edge@uga.edu
Tess Varner	tessv@uga.edu
Robert Warren	robwarr3@uga.edu
Rory Weeks	weeks@uga.edu
Jonathan Wenders	jomu@uga.edu

Nathan Wood
Michael Yudanin
Richard Zambrowicz

woodna@uga.edu
yudanin@gmail.com
rdzambrowicz@tfc.edu

There may be some additional students who will attend during this academic year that are not listed above. Please call or see the front office for names and email addresses

GRADUATE PROGRAM

1. Department and Graduate School Policies.
 - a. 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.
 - b. 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.
 - a. 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 The Advisory Committee of an M.A. student shall consist of the Major Professor and two other faculty members. The advisory committee of a Ph.D. student shall consist of a minimum of 3 and a maximum of 5 faculty members, at least 3 must be members of the UGA Philosophy Department and at least 3 must be members of the UGA graduate faculty. A member of the faculty of an institution of higher education other than UGA may be appointed to serve on a doctoral advisory committee as a member from outside the UGA Philosophy Department, but only at the student's request, and the student will be expected to pay all advisory committee related travel expenses (transportation, lodging, and meals) of any non-UGA faculty serving on his or her advisory committee. You begin to assemble your advisory committee by finding a faculty member who is prepared to serve as your Major Professor. 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.

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 10 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 7 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 and PHIL 8010 may be counted as seminars 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.¹ 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.² 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.

¹Current Graduate School policy provides that in order to pass the oral comprehensive exam you must receive a positive vote from your major professor and all or all but one of the other members of your committee.

²Current Graduate School policy provides that in order to pass your thesis defense you must receive a positive vote from your major professor and all or all but one of the other members of your committee.

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 Study³. If you are a full-time student who entered the Ph.D. program in Summer 2006 or thereafter, you must attempt at least two different written preliminary exams by the end of your third year in the Ph.D. program, and you are advised to attempt at least one written prelim by the end of your second year in the Ph.D. program. 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. 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.
- 10.2 If you fail a Ph.D. preliminary examination (written or oral) for a second time, you will be dismissed from the program effective at the end of the semester in which the examination is last taken.

³Current Graduate School policy provides that in order to pass your written and oral preliminary exams you must receive a positive vote from your major professor and all or all but one of the other members of your committee.

- 10.3 You have the option of substituting a qualifying paper for either or both of your written preliminary examinations.
(See Section B below)
- 10.4 You will stand your oral preliminary exam after you have passed the written preliminary exams and before your prospectus defense. 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. If you do not pass the exam, you cannot retake it for at least 30 days.

Section A: Written Preliminary Exams

- 10.5a If you choose to take a written preliminary examination, you will take an exam in an area determined by your advisory committee in consultation with you. An area for examination should be comparable to areas of specialization and/or competence in current job listings in philosophy
- 10.6a For each examination, your advisor and committee will fix a list of texts in consultation with you, and the examination questions will pertain to material on this list. The examination will be written by your advisory committee. Your advisor will be responsible for coordinating the writing of the examinations.
- 10.7a Approval of examination area and list of texts will require the unanimous approval of the committee by the 9th week of the semester preceding the semester in which the exam will be taken. (i.e. if you plan to take the exam in the fall, you must get approval of your list the previous spring. If you plan to take the exam in the spring your list must be approved the previous fall). It is the student's responsibility to have the list of texts fixed and approved by this deadline, and submitted in writing to the Graduate Coordinator by this deadline.
- 10.8a The written Ph.D. examinations will be given during the ninth full week of the semester. If you wish to take the examinations at another time, you must petition the Graduate Faculty of the Department for permission.
- 10.9a All students will take the written examination 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.
- 10.10a Your advisory committee, which writes the questions for the individual Ph.D. exams, shall read all answers to those questions and evaluate each question as well as each examination by placing it in the following categories: High pass, Pass, Fail. Your Advisory Committee makes the final decision on your written Ph.D. preliminary examination. 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.

Section B: Qualifying Paper Option

- 10.1b Optionally, you may substitute a qualifying paper for either or both of your written preliminary examinations. Qualifying papers are expected to be of near publishable quality; that is, of sufficient quality that they might reasonably be submitted to a peer reviewed journal or conference. Qualifying papers will be in an area and on a topic determined by your Advisory Committee in consultation with you. An area for a qualifying paper should be comparable to areas of specialization and/or competence in current job listings in philosophy. Regardless of whether you write two qualifying papers, two preliminary examinations, or one of each, they must be in two different areas.
- 10.2b Qualifying papers must be a maximum of 8,000 words and a minimum of 6,000 words long, excluding the bibliography. Your paper must be prepared according to the style requirements of a specific, peer reviewed journal agreed upon by you and your Advisory Committee. Your qualifying paper may be based on a term paper previously submitted for a graduate course at the University of Georgia provided the instructor of the course approves.
- 10.3b You will write your qualifying paper under the supervision of one or two faculty members acquainted with the area in which you are writing. Your supervising faculty may be drawn from your Advisory Committee, but must not include your Major Advisor.
- 10.4b Area, topic, and model peer reviewed journal for your qualifying paper require the unanimous approval of your Advisory Committee by the ninth week of the semester preceding the semester in which you intend to submit your paper. It is your responsibility to have these parameters fixed and approved by your committee and submitted in writing to the Graduate Coordinator by this deadline. It is also your responsibility to secure the consent of one or two faculty members to supervise your writing.
- 10.5b The qualifying paper is due on the same date and at the same time as the scheduled written examinations, during the ninth week of the semester. If you wish to turn in your paper at another time, you must petition the Graduate Faculty of the Department for permission.
- 10.6b You must turn in both an electronic copy and a paper copy of your qualifying paper. The electronic copy should be in pdf format, unless another format has been agreed upon by you and your committee.
- 10.7b The members of your Advisory Committee will read and evaluate your paper according to the following categories: Pass, Fail. If your paper is placed in the Fail category, you may revise it in accordance with the comments and advice from your committee and resubmit it the following semester. A revised and resubmitted qualifying paper will be evaluated by your committee according to the same categories: Pass, Fail. A revised and resubmitted qualifying paper which is placed in the Fail category is equivalent to a second failure on a written examination, and will result in dismissal from the program effective at the end of the semester in which the paper was resubmitted. After your paper has been evaluated, it will be returned to you with comments and advice from you Advisory Committee and/or other members of the Department.

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 All or all but one of the 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 All or all but one of the 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.⁴ All or all but one of the 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.

⁴ Current Graduate School policy provides that in order to pass your oral defense you must receive a positive vote from your Major Professor and all or all but one of the other members of your committee.

12.1 Copies of all forms which graduate students must file from time to time with the Graduate School are available on the Graduate School Web Site. 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 school web site. Look at it often. It is your responsibility to see that each form is accurate and complete. Give completed forms to the Office Manager for making a copy for your file. The Office Manager is not responsible for errors in the information you provide.

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.

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.

How to finish your M.A. in two years:

	Fall semester	Spring semester	Summer term
Year One	Two 6000-level PHIL courses + one 8000-level PHIL seminar (+ PHIL 7005 and 7010 if teaching).	Two 6000-level PHIL courses + one 8000-level PHIL seminar (+ PHIL 7005 if teaching); get advisory committee appointed; apply to graduate in Spring of Year Two.	Language course (e.g. GRMN 3500 or FREN 2500).
Year Two	PHIL 7300 (6hrs) + one 8000-level PHIL seminar (+ PHIL 7005 if teaching); pass oral comprehensive exam; start working on thesis.	One 8000-level PHIL seminar (+ PHIL 7005 and 6hrs of PHIL 7300 if teaching); finish and defend thesis; graduate.	

How to finish your Ph.D. in five years:

	Fall semester	Spring semester	Summer term
Year One	PHIL 6510 (+ PHIL 7010 and 9005 if teaching) + two 8000-level PHIL seminars (including PHIL 8000 or 8010 if offered).	Two 8000-level PHIL seminars (including PHIL 8000 or 8010 as needed) + one 6000-level PHIL course (+ PHIL 9005 if teaching); get <i>advisory committee</i> appointed.	Language course (e.g. GRMN 3500 or FREN 2500).
Year Two	Two 8000-level PHIL seminars + one 6000-level PHIL course (+ PHIL 9005 if teaching); file <i>preliminary program of study</i> . (***)	Two 8000-level PHIL seminars + one 6000-level PHIL course (+ PHIL 9005 if teaching). (***)	if teaching, PHIL 9005 + 9hrs of PHIL 9000; language course if needed.
Year Three	Two 8000-level PHIL seminars + one 6000-level PHIL course (+ PHIL 9005 if teaching); file <i>final program of study</i> . (***)	3hrs of PHIL 9000 (or PHIL 9005 + 9hrs of PHIL 9000, if teaching); pass oral comprehensive exam and prospectus defense; apply for admission to candidacy.	if teaching, PHIL 9005 + 9hrs of PHIL 9000.
Year Four	3hrs of PHIL 9300 (or PHIL 9005 + 9hrs of PHIL 9300, if teaching)	3hrs of PHIL 9300 (or PHIL 9005 + 9hrs of PHIL 9300, if teaching).	if teaching, PHIL 9005 + 9hrs of PHIL 9000.
Year Five	3hrs of PHIL 9300 (or PHIL 9005 + 9hrs of PHIL 9300, if teaching); complete rough draft by end of term ; apply to graduate in Spring of Year Five.	3hrs of PHIL 9300 (or PHIL 9005 + 9hrs of PHIL 9300, if teaching); revise rough draft; defend dissertation and pass format check; graduate.	

Pass one Ph.D. prelim in two of the three semesters marked (***)

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.

The Joseph B. Gittler Fellowship

The Joseph B. Gittler fellowship is a dissertation completion fellowship for philosophy graduate students who have been admitted to candidacy. Each year in the Spring semester, the graduate coordinator will send out a call for applications for the fellowship, which will be administered the following school year. To apply for the fellowship, graduate students must submit an application to the graduate coordinator consisting of a two-page description of the dissertation project and a plan for completion that includes what has been accomplished so far on the dissertation. The student's advisor must also submit a letter stating what has been accomplished so far, attesting to the quality of the work, and the likelihood that the student will complete the dissertation within the fellowship year.

GRADUATE SCHOOL STUDENT TRAVEL FUNDING

Doctoral Student Travel Grants from the Office of the Vice President for Research

Travel grants are for doctoral students who are at an advanced stage in their graduate program and are presenting results of their dissertation findings. Students wishing support for international travel should contact their graduate coordinator in order to submit their request to the Office of the Vice President for Research. Students receiving an invitation to present a paper at a professional meeting within North America may submit a travel request to the Graduate School. Contact the department's graduate coordinator concerning the guidelines applicable to these travel grants. (See the OVPR website).

Graduate School Student Travel Funding

A student receiving an invitation to present a paper at a professional meeting within **the Continental United States** may submit a travel request through the department to the Graduate School. **All requests from the department should be submitted at the same time according to the schedule below.** The following guidelines will be used in considering all such requests:

- 1 First preference will be given to doctoral students or students pursuing the terminal degree in their discipline (MFA or MLA). A request from a master's student will be given consideration **ONLY** if the department in which the student is enrolled does not offer a doctoral degree.
- 2 **Applicants should be reporting results of their dissertation or thesis research and should be the primary author of the publication or presentation.**
- 3 The meeting or conference must be of regional or national importance.
- 4 Approval of travel requests will be limited to one trip per student per fiscal year.
- 5 The student must possess a minimum GPA of 3.50 based on at least five (5) semesters of full-time graduate study at UGA (**12 credit hours Fall and Spring & 9 credit hours Summer**) with no grades of "Incomplete".
- 6 Funding will not be provided to students employed as instructors or classified employees.
- 7 The applicant must be registered for classes during the semester of his/her travel. If a student is traveling between semesters, he/she must also be registered for the semester following the travel.
- 8 Each request must be on a **typed** "Request for Authority to Travel" form, which is available in the department and online. The request must be accompanied by evidence that the student's research has been accepted for presentation and by an abstract of the research to be presented. **Please do not staple. Also, include name and number of department contact for questions/ mailing somewhere on the Travel Authority, along with information on the prominence of the conference in the discipline and selectivity of conference participation.**
- 9 Travel support provided by any other party (department) must be listed on the Travel Authority form being submitted to the Graduate School.

The above criteria are the minimum for **applying** for travel funds. Do not assume that meeting these criteria will automatically guarantee funding. All departmental requests are to be forwarded to the Graduate School business office **at one time** according to the schedule below.

Departmental funding in support of the student's travel will greatly enhance the student's chances for Graduate School funding.

PLEASE NOTE THE NEW DEADLINES FOR THIS FISCAL YEAR!!

ALL necessary materials MUST be handed into the Department of Philosophy 2 business days ahead of the Graduate School deadlines indicated below.

*Requests turned in **AFTER** the deadline **CANNOT** be processed!*

FOR TRAVEL DATES:

7/1 thru 9/30
10/1 thru 12/31
1/1 thru 3/31
4/1 thru 6/30

REQUEST DEADLINE*:**

Due 6/24 ***
Due 9/15
Due 12/15
Due 3/15

The amount of the award will be based on such factors as prevailing costs at the meeting site, distance traveled, whether the meeting is national or regional and the availability of funds. No student will be reimbursed more than the actual cost of the trip.

*****These dates may fluctuate depending on year end closing dates for the fiscal year.**

Please contact Sabrina Roberts, 706-425-3026 or sabrinar@uga.edu, if you have any questions.

FORMS

**PROSPECTUS APPROVAL FORM
DEPARTMENT OF PHILOSOPHY**

The attached dissertation prospectus of _____, entitled

is approved by:

1. _____ (Chair)

2. _____

3. _____

4. _____

5. _____

Date: _____

**FOR A COMPLETE LIST OF GRADUATE STUDENT FORMS,
PLEASE GO TO THE GRADUATE SCHOOL WEB SITE:**

www.grad.uga.edu

***PLEASE NOTE: THESE FORMS CHANGE OFTEN!!
OLD COPIES OF FORMS MAY NOT BE CURRENT SO ALWAYS
GO TO THE WEB SITE FOR THE MOST CURRENT FORM!!***

**ALL FORMS NEED TO BE TYPED ON THE WEB, PRINTED
OUT FOR SIGNATURES, AND A COPY GIVEN TO THE
DEPARTMENT FOR YOUR FILE. THEN WE WILL
FORWARD ALL FORMS TO THE GRADUATE SCHOOL.**

The University of Georgia is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, or veteran status in its programs or activities. The Director of the UGA Equal Opportunity Office is at 3 Peabody Hall, Athens, GA 30602 (telephone 706-542-7912) has been designated to handle inquiries regarding these non-discrimination policies.