Ph.D. in Humanities

Program Handbook

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KEY DOCTORAL PROGRAM DATES

1. SUBJECT FIELD ORAL EXAMS:
    - Student negotiates with faculty examiners (2-3 hours)

2. LANGUAGE PROFICIENCY EXAMS***** (2 hours) are scheduled at the following times:
    - Second week in January
    - Week after final exams in May
    - Last week in August

3. 10 DAY COMPREHENSIVE EXAMS***** (students write the exam at home) are scheduled for:
    - Mid-August
    - Mid-November
    - Mid-May

4. PROPOSAL PRESENTATIONS (one hour) should be scheduled at least 3 weeks in advance of the proposal date and may be scheduled at the following times:

    Fall semester
    Monday afternoons in October (excluding Columbus Day), between 1 pm and 6 pm

    Spring semester
    Monday afternoons in March (excluding Spring break), between 1 pm and 6 pm

5. SUBMISSION OF SEMI-FINAL DISSERTATION DRAFT & APPLICATION TO GRADUATE
    - February 15 for May degree
    - April 1 for August degree
    - September 15 for December degree

6. DISSERTATION DEFENSES (two hours) should be scheduled at least 6 weeks in advance of the proposed date and may be scheduled at the following times:

    Spring Semester
    Friday afternoons between March 1st and April 15th (excluding Easter break), between 1 pm and 6 pm

    Summer
    Friday afternoons between May 1st and May 15th (defenses are not scheduled during summer months), between 1 pm and 6 pm.

    Fall Semester
    Friday afternoons between October 1st and November 15th (excluding Thanksgiving break), between 1 pm and 6 pm

7. DEADLINES FOR COMPLETION OF ALL DEGREE REQUIREMENTS
    - May 1st: Deadline for completion of all requirements for May degree
    - August 1st: Deadline for completion of all requirements for August degree
    - December 1st: Deadline for completion of all requirements for December degree

    The University reserves the right to change the exam and presentation schedule. ***Specific dates and times for exams will be posted in the Humanities Community of Practice group in My Web Courses (Canvas).**

Ph.D. in Humanities Program Handbook

"What does it mean to be human in an age of advanced technology?"

Preface

This handbook is designed to familiarize students and faculty with the policies and procedures of the Ph.D. in Humanities Program at Salve Regina University. It provides descriptions of the program's orientation and requirements, and offers advice about how students can resolve problems that typically arise when engaged in doctoral study. If you have any questions about some aspect of this guide, contact Dr. Sean O'Callaghan, Program Director, at sean.ocallaghan@salve.edu or (401) 341-3166.

Please make certain to read the Salve Regina University Graduate Catalog, which is the official document of the University regarding policies and procedures. (The catalog is available online at www.salve.edu/graduatestudies and in hard copy from the Office of Graduate Studies or the Office of the Registrar.)

This edition of the *Ph.D. in Humanities Program Handbook* supersedes earlier editions of the *Ph.D. Program in Humanities Student and Faculty Guidebook*. Salve Regina University reserves the right to modify this handbook as needed.

Program Orientation

The Ph.D. in Humanities Program at Salve Regina University is dedicated to an investigation of what it means to be human in an age of advanced technology. Students combine core humanities courses with individualized concentrations to accomplish this goal. Courses in philosophy, ethics, religion, art, literature, and history provide the interdisciplinary framework for examining this enormously important question. Students also may select courses in other disciplines (e.g., business studies, healthcare, holistic studies, international relations, administration of justice, and rehabilitation studies) to gain a wider perspective on how technology has and will leave its mark on people, society, and the environment.

This program makes an important contribution to the vitality of academic life at Salve Regina University and to our understanding of fundamentally important issues. Its interdisciplinary approach allows students to develop unique, cross-disciplinary perspectives on how technology affects who we are and what we are becoming. Consequently, the program has the potential to affect scholarly inquiry in fields and enterprises where it is absolutely essential to anticipate the effects of what appears to be unavoidable technological advancement. Since such efforts can be studied profitably from a variety of perspectives, a humanities-based program can provide both theoretical and pragmatic access to such inquiries. Students are encouraged to visit the McKillop Library at http://library.salve.edu/ebooks.html to access the list, along with electronic text, of dissertations by former students.

In brief, this program was envisioned as a response to a rapidly changing world that requires leaders with interdisciplinary skills to understand it. The program provides an opportunity to acquire such skills.

Program Accreditation

This program was begun in 1989 and was accredited by the New England Association of Schools and Colleges (NEASC) in 1994.

Program Requirements

The Ph.D. Program at Salve Regina University has three phases: a proficiency phase, a qualifying phase, and a dissertation phase.

Proficiency Phase

In the proficiency phase students complete prerequisites if required (e.g., independent study or specific MA level humanities courses such as HUM500); demonstrate competence in translating a second language, complete HUM510, HUM600 and 3 other courses designated as satisfying either core or elective credit (may include 500-level humanities and interdisciplinary courses from other programs), and complete a set paper exploring a provisional thesis or issue connected to the chosen inquiry area. Following their fifth course students contact the Program Director to arrange the Evaluation meeting during which the student's progress, performance on the area of inquiry paper, remaining courses and any needs for humanities or special subject field preparation are discussed along with the possibilities for a potential faculty mentor.

The form and topic of the area of inquiry paper is set by the Program Director in consultation with the student. The paper is written during any fall or spring semester of the proficiency phase following successful completion of HUM 600. The research and writing of the paper may form part of the work for a core/elective course taken during the semester in which it is completed (with the approval of the course instructor and program director). The paper and the student's performance in a follow-up oral exam are evaluated by an appropriate faculty member and the program director.

Second-Language Proficiency Requirement

All students admitted into the Ph.D. in Humanities Program are required to demonstrate a research proficiency in a language other than English. Students whose first language is not English are exempt from the requirement. Having second-language proficiency should enable students to use resources for their courses and for their dissertations that would otherwise be inaccessible to them.

To meet this requirement, students may either take a language proficiency exam OR take a translation course at the graduate level offered through continuing education programs at accredited institutions, with program director approval.

Students who choose the exam option are expected to complete the following steps:

- select five critical articles from professional journals or chapters from primary sources related to their research interests and addressing the relationship of the humanities to technology. Students must consult with the director, or a full-time faculty member in the Department of Modern and Classical Languages, to ascertain the appropriateness of particular articles.
- be prepared to translate up to 1,200 words of each article;
- submit these materials to the director, who will select one article to translate;
- At the designated exam time (January, May or August), translate the selected article with the following guidelines: (1) Students will be given two hours to do a substantive translation. In no case will a translation of less than 600 words be acceptable. (2) Students may use—and are encouraged to bring with them—a quality dictionary.

A consultant will evaluate the accuracy and completeness of the translation, given the time constraint.

Please note the following:

Demonstrating research-related "proficiency" in the target language is the purpose of this exam. The student must therefore produce a translation that meets the following criteria:

1. The translation must be *accurate*. This means that the translator is able to render in English correct usage of vocabulary, grammatical structures (e.g., proper tenses, negative forms, verbal expressions such as the subjunctive forms, imperatives, conditional forms, etc.), idiomatic expressions within the given language and other structural elements that are unique to each language.
2. The translation must show by its overall form and its expression (i.e., in comprehensible English) that the translator has a *solid* understanding of the content of the article or text. This should be obvious to the reader(s) throughout the translation.
3. The consultant who evaluates the translation is not looking for a flawless, polished translation. However, errors in grammar, structure, vocabulary and the like should be few and relatively minor.

Students who do not pass the first testing may request another opportunity to attempt the exam. Failure on the third testing will result in dismissal from the doctoral program.

Timeframe for Completing the Language Proficiency Requirement

Students are strongly encouraged to demonstrate language proficiency in the first or second year of the program. *The second-language proficiency requirement must be passed prior to registration for HUM 680.*

Evaluation Meeting

In order to enter the qualifying phase of the program, the student schedules a meeting with the program director or advisor to discuss his/her status, future courses, ideas being considered for dissertation research, possible dissertation committee members, and other related matters.

Qualifying Phase

In the qualifying phase students complete remaining 600 level core courses, submit for approval to the program director a rationale connecting concentration electives to the chosen area of inquiry. Students complete the eight remaining courses: five 600-level core courses (with two designated as part of the concentration) and remaining elective courses in the concentration (for a minimum of three total electives). The concentration should cohere as a single discipline or integrated area of study and support the intended focus of subsequent doctoral research. Two core courses and three elective courses are required but students are encouraged to deepen their concentration with additional courses if possible. Electives may be selected from the graduate courses available at the University, and may include independent study courses. Coursework from outside the University may also be considered for the concentration. Students also complete either HUM598 or HUM645, (special topics or the research colloquium), take HUM618 (Theory, Method and the Disciplines) and final core/elective courses finishing with HUM635 (Capstone Course) taken in the spring semester preceding the comprehensive exam (administered in August, November, or May).

Subject Field Oral Exams

The oral exam provides an opportunity for doctoral students to read deeply in the literature pertaining to their subject fields, to demonstrate mastery of foundational ideas, interpretations and debates, and competency in oral presentation.

The exam may be scheduled during any fall or spring semester after the completion of the proficiency phase. For IRFC students the exam may be taken at any time after the second set of courses. It is the student's responsibility to prepare reading lists to be submitted to the examiners for approval. A minimum of 25 individual works or collections are required for each subject field. Students should include materials already read in courses and elsewhere as well as new works. Like the written comprehensives, the oral exam is intended to provide broad preparation for teaching and scholarship. The reading in specific subject fields should also provide a firm foundation for the dissertation. The breadth component should be developed with a view toward economically reproducing the particular discipline or sub-field and offer an opportunity to demonstrate mastery of appropriate bodies of literature. The depth component should support the chosen concentration and guide the student in focused study that contributes to the eventual development of the dissertation proposal.

Reading lists are approved at least one semester in advance of the exam. A student wishing to sit for the exam in April would finalize their reading list during the previous Spring or Fall semester. While not required, students may elect to enroll for credit bearing tutorials in the topic areas or independent studies that contribute to their preparation for the exam.

Subject fields should support the student's declared concentration. The concentration should fit into one of the programs areas of inquiry:

Technology, Science, and Society
Topics: philosophy and technology, environmental sustainability, bio-ethics, medical humanities, technologies of war and violence, human factors & design, technology and material culture, technical innovation and business enterprise.

Culture, Language and Memory
Topics: epistemology and difference; local history; the city & human geography; historic preservation; digital humanities; new media; literature and history.

Global Ethics and Human Security
Topics: conflict & climate; privacy & surveillance; civil-military relations; diasporas and immigration; community policing; economic justice; peace studies & conflict resolution; corporate ethics.

Community, Self and Social transformation
Topics: comparative belief; holistic studies; culture and values; leadership; educational reform; social policy; health care; mental health; disability; enterprise and business ethics.

At least one of the subject fields should be a discrete sub-field that falls within one of the basic disciplinary areas explored in the required coursework:

History
Literature
Philosophy & Ethics
Religious Studies
Politics
Aesthetics, History of Art & Architecture
Cultural Theory

The oral exam is comprised of a 15-20 minute presentation by the student framing a representative sample of major thinkers and debates followed by 45-60 minutes in which the student responds to questions from the examiners. Examiners meet separately afterwards for 15 minutes to discuss and grade the student's performance. They then meet with the student for 15 minutes to explain their grade and provide feedback. Faculty may choose to pass or fail the student or to recess the exam and call the student back after a two week period for further examination. Students who fail the exam after the first

attempt may schedule a second oral exam. Failure to pass on the second try will result in the dismissal from the program.

Doctoral students cannot enroll in HUM680 Dissertation Research & Writing, achieve A.B.D. status or present their proposal for research until all other program requirements are complete (all coursework, the language proficiency requirement, two oral subject field exams and comprehensive exams). In some cases students may request to attempt the oral subject field exams after the comprehensive exams (IRFC students for example). Those students who have completed the coursework and are working on one or more of these requirements must enroll in HUM645: Research Colloquium each fall and spring until all requirements (language proficiency, 2 oral exams, comprehensive exams) have been passed.

For more information about the subject field exam process, format and grading, please see Appendix N.

Capstone Course

The last course students take in the program is HUM 635: Technology and the Human Condition. This course is offered every spring semester and serves as the program's capstone course. HUM 635 re-visits major program themes in an examination of contemporary issues and the human implications of complex systems and advancing technologies from different cultural & intellectual perspectives. Completing HUM 635 marks the end of doctoral program coursework. At this stage students are poised to begin work as independent researchers and thinkers.

Comprehensive Exam

Students qualify for doctoral candidacy after successfully passing the comprehensive examination. The exam follows satisfactory fulfillment of any prerequisites, demonstration of proficiency in language translation and in the program area of inquiry, any required special subject preparation, and completion of required core/elective courses. In the comprehensive exam students are expected to demonstrate an advanced understanding of the humanities and the program area of inquiry. This written examination is based on core courses and may include special subject area questions for individual students. The exam requires students to demonstrate excellence in summary analysis, explanation, citation, integration and critical evaluation.

Dissertation Phase

Purpose of the Dissertation

Following successful completion of the comprehensive examination, students advance to doctoral candidacy and enter the third program phase. Students must enroll in Dissertation Research, HUM 680 each fall and spring until all degree requirements are completed. Each semester's work is graded Pass or Fail (P/F).
Toward the end of each semester, students must submit a *Grade Report for Dissertation Research and Writing Course* (see Appendix C). Each student is to complete the appropriate section of the form, sign and date the form, and give it to his/her mentor. On this form, the mentor will recommend a grade (P or F) for Dissertation Research and Writing to be submitted to the Director of the Ph.D. in Humanities Program. The grade report form can be emailed.

Before beginning research students publicly present a fully developed dissertation proposal. When the dissertation proposal is accepted, students proceed to research and write a scholarly dissertation under the guidance of the dissertation committee (the mentor and two readers).

Dissertation Timeframe

As indicated above, a student who passes the comprehensive exam should enroll in HUM 680: Dissertation Research and Writing until the successful defense of his/her dissertation. Although it is expected that most students will complete the dissertation in three to five years, a student has seven years beyond passing the comprehensive exam to complete the dissertation. Students may request a leave of absence for up to one year. Requests for leaves of absence should be submitted for one semester at a time to the program director in advance of the expected leave time period.

Dissertation Committee

At the very beginning of the dissertation phase, if not before, the dissertation committee (one mentor and two readers) should be formed. *Students are required to receive written approval from the program director for each member serving on the committee* (see Appendix J)**.** The mentor is the major advisor and resource to the student during the dissertation phase. Readers will provide guidance to support the writing of the dissertation. The committee is typically comprised of three full-time faculty members from Salve Regina University, each of whom possesses a doctorate or a terminal degree with total study hours and writing component equivalent to that required in completing PhD coursework and researching & writing a doctoral dissertation. Students with a

compelling rationale can petition the director of the program for members of the committee to be from outside the University.

Because the dissertation committee provides vitally important guidance to a student negotiating the dissertation process, its members should be selected carefully. In practice, the committee's activities on behalf of the student will vary depending on such factors as the work habits of a particular student, the student's expertise, where the student is in the dissertation stage, other obligations of mentor and readers, and so on. It is essential that the mentor, two readers, and the student make explicit their expectations of one another to avoid misunderstandings that could jeopardize the effectiveness of the committee and consequently the student's progress. Committee members and the student should agree, for example, on how frequently they should meet and for how long, how much time will be required for the student to complete certain work, and how long the mentor and readers will need to review that work.

Insofar as specific activities are concerned, the mentor and readers do the following:
- guide the student in the writing of the dissertation research proposal and construction of a working bibliography which adhere to the guidelines described in the form entitled *Approval to Pursue a Specific Dissertation Topic* (see Appendix B);
- develop an overall plan and work schedule for facilitating and monitoring the student's progress;
- participate in the Dissertation Proposal Review presentation;
- review and help revise components of the dissertation until a satisfactory semi-final draft is approved;
- help the student prepare for the oral defense of the dissertation (which is chaired by the mentor);
- construct questions for the defense that will challenge the student and also permit him/her to demonstrate expertise;
- participate in the Dissertation Defense;
- submit to the student all relevant questions and comments which are to be used to transform the semi-final draft into a final draft, after determining that the defense was successful.

A mentor, of course, has more responsibility than the readers for the above activities. It is expected that each student will use the guidance of the mentor to a maximum of 60 hours per academic year. Each student will use the guidance of each reader to a maximum of 26 hours per academic year.

Dissertation Research Proposal

All dissertations should include a persuasive rationale for the relevance of the research to the humanities and its contribution to understanding the effects of technology, broadly defined, on people, society, or the environment.

Proposals must be submitted to the dissertation committee and the Ph.D. Program Director for approval prior to the initiation of the actual research. The form, *Approval to Pursue a Specific Dissertation Topic* (see Appendix B), is required for this purpose. It is recommended that students write their proposals in several stages, beginning with a brief statement that is endorsed by the committee. It is strongly recommended that this brief statement be broadened considerably into a complete dissertation proposal, including an extensive bibliography that results from appropriate literature surveys.

To be approved, the proposal must provide convincing evidence that the dissertation will make an important contribution to the existing literature, the methodology will yield a legitimate interpretation of the problem considered or test of the thesis/hypothesis, the relevant literature is well understood, and the topic embraces some aspect of the major theme of the program—How can the humanities help us understand the effects of technology on people, society, or the environment?

Requirements for the Doctoral Dissertation Proposal and Review Process

Each student is required to present the written research proposal orally to his/her dissertation committee (mentor and two readers) with an open invitation to the University faculty-at-large, other doctoral students, and the Director of the Ph.D. in Humanities Program. An hour will be reserved for each presentation. *Proposal review presentations can only be scheduled during the fall and spring semesters after approval from the committee and Program Director*.

The dissertation proposal submitted to the Director of the Ph.D. Program should be attached to a cover page, which is the *Approval to Pursue a Specific Dissertation Topic* form and should include the following:

1. a clearly stated researchable question, problem or issue;
2. a rationale as to the validity of the research or exploration;
3. a statement as to how the humanities integrally relate to the area of research and the topics relevance to the program theme: *How can the humanities help us understand the effects of technology on people, society, or the environment?*
4. a summary of the reading to date;
5. a statement as to the originality and expected contribution of the research to the existing literature with a specific identification of the core discipline(s) involved;
6. a detailed description of the method used to collect and analyze data, or in cases where data is not collected, the process used for source/literature/information critique, review and analysis;
7. discussion of possible findings. In this section, students should not make *a priori* conclusions, and instead should examine fully the researchable question.
8. a working bibliography;
9. If any human subjects are involved in any way for data collection or analysis, students must submit evidence of approval from the Salve Regina University Institutional Review Board (IRB) *prior* to any collection and/or analysis of data.

The letter from the IRB indicating approval of the research must be attached to the final draft proposal at the time of its submission to the Director's office.

Following the cover page (*Approval to Pursue a Specific Dissertation Topic* form), students should include an abstract of no more than 100 words. The proposal itself should be 10-15 pages in length, double-spaced, 12-pt. font, one-sided only, not including the abstract or bibliography. It is expected that the proposal will be without spelling or grammatical errors. Before its submission to the Program Director, the mentor and two readers must approve the proposal, documented in writing by signatures. *In addition to the hard copy of the proposal, each student is required to submit an electronic copy in Word or .pdf format, either by flash drive or email attachment. The electronic copy will be provided to faculty/staff of Salve Regina University and students of the doctoral program who wish to read the proposal in advance of the presentation*.

Once the proposal is received and approved by the Director of the Ph.D. Program, the Coordinator of Special Academic Projects and Programs will schedule a time for the student to present the proposal to his/her mentor and readers, faculty who teach in the doctoral program, other doctoral students, the Director of the Program, and other full-time faculty of the University.

Scheduling of PhD proposal presentations should be confirmed at least three weeks in advance of the proposed date. Proposal presentations can only be scheduled during the fall and spring semesters, on Monday afternoons in October or March respectively, between 1 pm and 6 pm. Students should schedule their presentation with the Coordinator for Special Academic Projects and Programs and are responsible for confirming dates and times with their committee members.

The student's presentation of his/her proposal should be no less than 20 minutes and no more than 30 minutes, after which those in attendance will be given the opportunity to raise questions or make recommendations. The meeting is expected to last approximately one hour.

Once the student receives input from this presentation, there may be a need to make appropriate changes and then submit the revised proposal to his/her mentor and readers for signatures. Once the three signatures are received, the revised proposal should be submitted to the Director for final approval. If not approved by the Director, the proposal will be returned to the mentor for the student to rewrite.

Once approval is received by the mentor, two readers, and the Director, the student may proceed with the dissertation research.

Written Dissertation

It is important that students have the freedom to employ a dissertation structure that permits them to achieve the objectives noted under Purpose of the Dissertation. The

student and the dissertation committee should determine the overall structure that best serves the student's thesis. However, due to printing requirements and interest for standardization of form, the final dissertation must have a 1½-inch margin on the left, 1-inch margins on right and top, and 1¼-inch margin on the bottom of each page. The page number for the *first page of each chapter* should be centered on the bottom of the page, and subsequent pages should have the page number on the top right. The title page must be in the format presented in Appendix H.

A typical Salve Regina University dissertation runs about 250 pages and follows this structure: a title page (see Appendix H); copyright page (optional), signature page, table of contents, list of figures (if applicable), preface (if applicable), acknowledgments, abbreviations (if applicable), glossary (if applicable - can also put in back), research method (if applicable), abstract. The introduction is the first section of the main body of the text - i.e. it starts with page 1 rather than being part of the Roman-numeral front matter. Although students and their committees have flexibility when it comes to deciding on the number and organization of dissertation chapters, all dissertations must conform to the rules found in the latest edition of Kate L. Turabian's text, *A Manual for Writers of Term Papers, Theses, and Dissertations*. The reference style and method should be dictated by the core disciplines comprising the dissertation. Turabian provides a guide for all reference styles including footnotes and parenthetical reference.

It is highly recommended that students consult several of the dissertation-related guides listed in Appendix D. These publications can provide invaluable assistance to students who must typically juggle a variety of responsibilities and who have many tasks to perform before they complete their doctoral work. These tasks include forming and interacting with a dissertation committee, doing extensive literature searches, writing a dissertation research proposal, editing one's own writing, deciding upon an effective and practical schedule for writing the dissertation, and so on. Consequently, it is important for students in the dissertation stage to consult a number of sources.

At the beginning of each academic year, students will be asked to complete the form, *Dissertation Status Report* (see Appendix E), in order to apprise the Director of their progress in this stage of the program.

Dissertation Defense

The defense provides an opportunity for students to demonstrate their expertise in the area of research, their ability to conduct scholarship at the highest level, and their ability to defend their argument (which comments on both its integrity and potential contribution to the literature). The PhD degree is also a confirmation of the candidate's ability to work collegially with the faculty mentor and committee members. Each student is expected to take responsibility for successfully planning and coordinating the completion of the dissertation, including obtaining the required approvals and following all degree filing procedures in a timely manner. Faculty mentors are not expected to act as project managers for the degree candidate. It is the student's responsibility to plan the scope of research, the production and revision of drafts, and to submit the ***semi-final dissertation***

draft for approval to their committee, and to the PhD Program director according to the timetables outlined below.

The work of planning for a degree begins nearly a full year before commencement. For a May degree students must meet the February 15 deadline for submission of the *semi-final dissertation draft*, which necessitates looking ahead and making sure that the mentor and committee members will be available to review discrete chapters and the complete rough draft before the end of the Fall Semester. Plenty of time should be allowed for faculty to respond and for the student to consider the comments given in order to complete final revisions well before February 15.

A defense is scheduled after the semi-final draft of the dissertation is first approved by the dissertation committee and then the Program Director. To schedule a defense for a given semester, students must meet the semester deadline for submission of the semi-final draft of the dissertation.

Confirmation of the scheduling of PhD defense should be confirmed at least six weeks in advance of the proposed date. Defenses can only be scheduled during the fall semester on Friday afternoons from October 1st through November 15th. During the spring semester, defenses can be scheduled for Friday afternoons from March 1st through April 15th. Students wishing to receive an August degree may schedule a defense on Friday afternoons between May 1st and May 15th (defenses are not scheduled during summer months). Students should schedule their presentation with the Coordinator for Special Academic Projects and Programs and are responsible for confirming dates and times with their committee members.

Deadlines for Dissertation Defense

The original *committee-approved* semi-final draft of the dissertation is to be submitted to the Coordinator of Special Academic Projects and Programs no later than the following dates: Feb 15 for degree in May, September 15 for degree in December, and April 1 for a degree in August. In addition, the student should distribute four other copies of the semi-final draft—one to the Program Director and one to each of the three committee members. *Signatures of the mentor and both readers indicating approval of the semi-final draft are required before submission to the Program Director.* (See *Approval of Semi-Final Dissertation Draft* in Appendix F.) Defenses for the dissertation can only be scheduled in the Fall and Spring semester within the defense time-frames listed in Appendix I. Dates for the Dissertation Defense are set by the Program Director. The committee-approved semi-final draft will need approval by the Program Director before a dissertation defense is scheduled.

The semi-final draft deadline is not a time for submitting individual chapters or near final rough drafts to the committee. It is the last date upon which the *semi-final dissertation draft* signed and approved by the committee will be accepted for consideration by the PhD Director. The Director must approve the dissertation but is not intended to act in place of the committee or provide comments. Substantive revisions should not be needed

at this final stage. Major revisions left undone or the presence of significant methodological problems will jeopardize the candidate's planned graduation date. Scheduled defense dates will not be finalized until the ***semi-final dissertation draft*** is given approval by the committee and the Director.

Guidelines for the Dissertation Defense

Students are given up to forty minutes to define the questions addressed by the dissertation, indicate why they are important, describe the methodology used, present findings, and discuss the relevance of the research. Of course, students may focus on other important issues pertinent to their particular dissertations. It is the mentor's responsibility to introduce the student and provide a brief introduction to the dissertation to those assembled for the defense.

Following the student's presentation, the mentor initiates the questioning. Following the mentor's question, the two readers are each called upon to present a question to the student. The dissertation committee should be prepared to initiate another round of questioning at this time. The Director of the Ph.D. Program, and the general audience should be asked to present questions either before or after the second round of committee questions. After questions from the audience, there may be additional questions from the committee. Typically, the presentation and questioning should take about 1½ hours.

When no additional questions are forthcoming, or when the mentor decides, with the approval of the program director, that the defense be concluded, the guests are asked to leave the room, and the committee meets to decide whether the student has defended the dissertation satisfactorily. This meeting usually takes about ten minutes. If the defense is not successfully passed, another defense will be scheduled in a timeframe approved by the director of the program and the committee. If it is concluded that the student passed the defense, the two readers sign the *Final Approval* form for the dissertation, which the student develops based on the model form in Appendix G and brings to the defense. The mentor then makes an appropriate announcement to the student and assembled group.

The mentor notes the questions and comments made by those in attendance. At a convenient time following the defense, the mentor and student review these questions and comments and decide what changes are required to transform the semi-final draft of the dissertation into a final draft. When the mentor is satisfied that the student has made the necessary changes, the mentor signs the *Approval of the Final Draft* form for the dissertation, and the manuscript is then submitted to the Program Director and the Provost for their signatures of approval. Students wishing to attend the graduation ceremony in May must submit this final document and deposit the dissertation no later than May 1.

Timeframe for Graduation/Receipt of Diplomas

Though the University can provide diplomas in May, August, and December, its commencement ceremony is held only in May. For students who wish to attend this ceremony, the semi-final draft with signatures must be submitted to the Program Director no later than February 15. Ideally, the student wishing to attend the May commencement defends the dissertation before March 31 and submits a final draft signed by all three members of the dissertation committee to the Program Director and Provost no later than May 1. Unless the Director deems the final draft unsatisfactory, the student will be eligible for May graduation. If the student requires more time to complete the necessary revisions, he/she may receive the diploma in August or December and attend the graduation ceremony the *following* May. All requirements for the Ph.D. in Humanities degree must be completed prior to receipt of the diploma. The deadline dates for completing all requirements are May 1, August 1, and December 1 for receipt of diplomas in May, August and December, respectively.

Publishing the Dissertation

Typically, all requirements will have been met and the *final dissertation manuscript* will be complete and ready for submission for publication following the successful completion of the defense. However, it is not uncommon for minor changes and edits to be made to the *final dissertation draft* following the defense. See Appendix I for specific completion requirements for degrees awarded in May, August and December.

Following a successful defense, the student submits the final version of the dissertation to the Coordinator of Special Academic Projects and Programs. The student is also required to deposit the dissertation to ProQuest UMI/ETD (guidelines below).

University transcripts will not be released until the final version is submitted to the University and deposited with ProQuest UMI/ETD.

Dissertation Deposit Process

- Dissertations must be submitted by **May 1** for May graduates, **August 1** for August graduates, and **December 1** for December graduates.

- Students will use the Turabian style guide for dissertation preparation. The Appendix is particularly useful for formatting each element of the dissertation.
    - The current edition is: Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Staff. Chicago: The University of Chicago Press, 2013.

- - Students should also become familiar with the Dissertation Formatting tab in the Graduate Students' Guide to McKillop Library LibGuide at http://salve.libguides.com/c.php?g=435065&p=2963730.
  - Students can also refer to and use the dissertation example document in Canvas, which demonstrates section breaks and the correct numbering schemes for pagination and footnotes.
  - Frequent formatting problems include
    - Wrong font (use Times New Roman, size 12, smaller for footnotes or as appropriate)
    - Spaces between paragraphs or before chapter headings
    - Incorrect formatting for figures and charts – see Turabian Guide Chapter 8; Appendix Figures A.12, A.13
    - Incorrect footnotes, combinations of parenthetical citation and footnotes, or footnote numbering not starting over in each chapter.
    - Front matter in the wrong order (the most common problem) – see Turabian Guide Appendix A.2

- Dissertations will be written in Times New Roman 12-point (12pt) font. Margins will be one (1) inch on the top, right, and bottom, and 1.7 inches on the left.
  - These requirements will allow for optimal online PDF viewing and also for binding of print copies.
  - If the dissertation is being written in Microsoft Word and it includes equations, please note that the Microsoft Word Equation Editor should *not* be used. Instead, use italic Times New Roman front and Symbol font along with superscripts and subscripts to create equations.

- Increasingly, dissertation writers are using images and media in their dissertations. The usual Fair Use guidelines for using other people's creations (photographs, artwork, infographics, etc.) for educational use do not apply to dissertations because they are published. It is not enough to cite the source of media you did not create. **Students are responsible for obtaining copyright clearance for all non-public domain media used in their dissertations**.
  - In general, anything created after 1923 is still in copyright. Students should refer to the University of Michigan's Graduate Student's Guide to Copyright at http://www.lib.umich.edu/files/services/copyright/Dissertations.pdf, and there are also a myriad of sources available on this topic at http://fairuse.stanford.edu/charts-and-tools/.

- Dissertations will be submitted electronically through the ProQuest UMI Electronic Theses and Dissertations website at http://www.etdadmin.com/salve. You do not need to print a hard copy of your dissertation. ProQuest will send the library and Archives bound copies; these will appear on your final invoice but you will not be charged for them.
  - ProQuest UMI ETD provides a series of guides on publication and copyright considerations for dissertation publishing. Students are encouraged to review these guidelines before submitting their dissertation.

- o If media (video, audio, computer programs, and/or significant number of images) needs to be included with the dissertation, please be sure to pay attention to the requirements for supplemental files.

- You must submit your completed signature page to the Ph. D program before submitting your dissertation. The signature page will not be scanned into the digital copy of your dissertation, unlike previous years, in order to minimize the presence of faculty signatures online.

- Dissertations must be converted to PDFs, according the guidelines from ProQuest UMI ETD.
  - o Fonts must be embedded.
  - o The PDF should be 'print optimized'.
  - o PDFs may *not* be encrypted.
  - o The PDF should be ISO 19005-1 compliant (PDF/A).

- The archivist will help students deposit their dissertations and deal with any technical issues surrounding the deposit process.
  - o Students may bring their documents in a word processing format to the archivist to have the document converted to PDF/A.
  - o Students can make an appointment with the Archivist to walk through the dissertation deposit process on the ProQuest UMI ETD website.
  - o Contact the archivist for an appointment at 401-341-2276 or archives@salve.edu. Students at a distance can work with the archivist on this process by phone or email.
  - o Students should create an account and fill in personal information before meeting with the Archivist in order to expedite the process.

- The ProQuest UMI ETD submission process includes the following which the student should consider, which can be completed in any order:
  - o Setting an embargo (for students in talks with publishers)
  - o Search engine optimization (recommended)
  - o Setting metadata – what words or terms will allow future researchers to find your work?
  - o Traditional vs. Open Access publishing – The Archivist recommends selecting Traditional Publishing. Students can publish Open Access for free via the Salve Regina University institutional repository, Digital Commons: http://digitalcommons.salve.edu/phd_dissertations/. ProQuest charges $95 for its service, which it offers for students whose institutions do not have repositories. Publishing in Digital Commons is allowed under ProQuest's Traditional Publishing agreement.
  - o Registering for U. S. Copyright. This is not required, as students will own copyright of their dissertations regardless. The decision to register is up to the student.
  - o Ordering personal copies. As mentioned above, students do not need to order copies for the library or Archives.

- Uploading the dissertation and any supplemental files. The upload limit is 1000 MB; most dissertations are under 10 MB.
- Uploading copyright permissions documents. These must be submitted for any non-public domain materials used in the dissertation that were not created by the dissertation writer. This includes, among many other things, images found on the Internet.

- Students should make an appointment with the archivist for assistance with any of the stages in the deposit process.
  - While the archivist can provide assistance with the dissertation deposit process and with questions about the Turabian guidelines, the archivist *cannot* provide writing or editing assistance for dissertations.

Appendix A - Program of Study Worksheet

Student's Name _____   ID#_____

Prerequisites   **Status**

Courses:		
Language Proficiency		

Initial Courses   *Status*

HUM 500 (if required or recommended)	Research Methods	
HUM 510	History of Technology	
HUM 600	Problems and Perspectives in the Humanities	

Core Courses

Course   **Status**

HUM 605	Philosophical Perspectives on the Information Age	
HUM 610	The Religious Component of Culture	
HUM 617	Political Philosophy and Technology	
HUM 618	Theory and Method	
HUM 620	Social Transformation through Art	
HUM 625	Ethics and Modern Technology	
HUM 630	Modern Literature and the Human Condition	
HUM 635 (capstone)	Technology and the Human Condition	
HUM 680	Dissertation Research and Writing	

Concentration

Courses   **Status**

Comprehensive Examination

Date Administered	**Results**	**Comments**

Dissertation Committee

Mentor	
Reader #1	
Reader #1	
Approved Topic	

Notes: _____

_____

Appendix B - Approval to Pursue a Specific Dissertation Topic

The Ph.D. Program in the Humanities
Salve Regina University
Newport, RI 02840-4192

Approval to Pursue a Specific Dissertation Topic

Student Name: _____

Address: _____

_____

Daytime Phone: _____

E-mail Address: _____

Tentative Title for Dissertation: _____

To the Student: Please make certain to include a tentative title for your dissertation. Attach your detailed dissertation proposal to this form before requesting the signatures of members of your dissertation committee, and the Ph.D. Program Director. You are to follow the requirements for the proposal as presented in the Program Handbook.

To Mentors and Readers: Sign this form only after you have read the materials described above and are persuaded that the dissertation described in those materials satisfies the following criteria:
- The dissertation is likely to make an important contribution to the relevant literature.
- The methodology will yield a legitimate test of the thesis/hypothesis.
- The student has an excellent grasp of the relevant literature.
- The dissertation topic embraces some aspect of the major theme of our Ph.D. Program – How can the humanities help us understand the effects of technology (broadly defined) on human beings, society, or the environment?

Name of Mentor _____ Signature_____Date_____

Name of 1st Reader _____ Signature_____Date_____

Name of 2nd Reader _____ Signature_____Date_____

Signature of Ph.D. Program Director_____Date_____

Appendix C - Grade Report for Dissertation Research and Writing

The Ph.D. Program in the Humanities
Salve Regina University
Newport, RI 02842-4192

Grade Report for Dissertation Research and Writing

Student's Name: _____   Semester___

Mentor's Name: _

To the Student: Please describe your dissertation related activities in the space below. Dissertation proposal writing, acquiring and reading materials pertinent to the dissertation, meetings with dissertation committee members, and dissertation writing and revising are the kinds of activities that are consistent with the requirements for this course. Sign and date this document and then submit this form to your mentor for a grade assignment.

To the Mentor: Please read the description of dissertation related activities this semester as provided by the student. Assign an appropriate grade, and sign your name below. Forward this form to the Director of the Ph.D. Program, Salve Regina University, 100 Ochre Point Avenue, Newport, RI 02840-4192, by December 1 for the fall semester, and by May 1 for the spring semester. Thank you.

To be completed by student—dissertation-related activity:

Student Signature: _____ Date: _____

To be completed by Mentor:

Grade (circle one): P   F
Mentor's Signature: _   Date: _

Appendix D - Selected Bibliography of Dissertation Guides

Selected Bibliography of Dissertation Guides

REQUIRED

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Staff. Chicago: The University of Chicago Press, 2013.

OTHER RESOURCES

Becker, Howard S. *Tricks of the Trade*. Chicago: University of Chicago Press, 1998.

Bolker, Joan. *Writing Your Dissertation in 15 Minutes a Day*. New York: Henry Holt and Company, 1998.

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995.

Cone, John D., and Sharon L. Foster, *Dissertations and Theses from Start to Finish.* Washington, DC: The American Psychological Association, 1993.

Davis, Gordon B., and Clyde A. Parker. *Writing the Doctoral Dissertation,* 2nd ed. New York: Barron's, 1997.

Galvan, Jose L. *Writing Literature Reviews*. Los Angeles: Pyrczak Publishing, 1999.

Meloy, Judith M. *Writing the Qualitative Dissertation*. Hillsdale, NJ: Lawrence Erlbaum Associates, 1994.

Pyrczak, Fred. *Completing Your Thesis or Dissertation*. Los Angeles: Pyrczak Publishing, 2000.

Rudestam, Kjell E., and Rae R. Newton. *Surviving Your Dissertation*. Newbury Park, CA: Sage Publishing, 1992.

McKillop Library. 2016. "Graduate Students' Guide to McKillop Library: Dissertation Formatting." Last modified December 1. Accessed December 12. 2016. http://salve.libguides.com/c.php?g=435065&p=2963730.

Appendix E - Dissertation Status Report

The Ph.D. Program in the Humanities
Salve Regina University
Newport, RI 02840-4192

Dissertation Status Report

Name:_____Date: _____

Address:

_____

Daytime Phone: Email Address:

_____   _____

Working Title of Dissertation:

_____

_____

When do you expect to finish writing your dissertation?   _____/_____/_____

Mentor's Name and Daytime Phone:

_____

1st Reader's Name and Daytime Phone:

_____

2nd Reader's Name and Daytime Phone:

_____

Please comment below on how far along you are in the writing of your dissertation. For example, has your committee approved your dissertation proposal? Have you submitted the form *Approval to Pursue a Specific Dissertation Topic* with the signatures of your committee members, and the Ph.D. Program Director? Have you submitted one or more chapters to your committee for review?

Including this semester, for how many semesters have you enrolled in Dissertation Research and Writing? _____

Appendix F - Approval of the Semi-final Dissertation Draft Form

Signatures in Approval of the Semi-final Dissertation Draft

Note: After preparing this form, the candidate asks the mentor and readers to sign it and add comments. Once completed with signatures and comments, this form should be submitted to the Coordinator of Special Academic Projects and Programs. One copy of the form should be submitted to the Director of the Ph.D. Program.

Please type or print legibly.

SRU Ph.D. Dissertation of _____

                                        (Candidate's Name)

Title (15-word maximum): _____

_____

Brief Description of Dissertation (When approved, this description will be used to develop University publications related to the Dissertation; e.g. Commencement Booklet, and website):

_____

_____

_____

_____

HumanitiesFocus: _____

Core Discipline(s): _____

Program Theme Focus:

_____

_____

To the Mentor and Readers: In signing, I approve this dissertation in general approach, format, and contents (but not in every detail or statement) as a semi-final draft ready for public oral defense by the candidate.

_____   _____

(Mentor's Printed Name and Signature)   *(Date of Approval)*

Comment(s): _____

_____

_____   _____

1. (Reader's Printed Name and Signature)   *(Date of Concurrence)*

Comment(s): _____

_____

_____   _____

2. (Reader's Printed Name and Signature)   *(Date of Concurrence)*

Comment(s): _____

_____

Appendix G - MODEL FORM Approval of the Final Draft

SALVE REGINA UNIVERSITY

GRADUATE STUDIES

This dissertation of <u>Name of Candidate</u> entitled <u>Title of Dissertation</u> submitted to the Ph.D. Program in partial fulfillment of the requirements for the degree of Doctor of Philosophy at Salve Regina University has been read and approved by the following individuals:

Reader: <u>Reader Signature</u>   <u>Date</u>
     (Name and degree of person typed)

Reader: <u>Reader Signature</u>   <u>Date</u>
     (Name and degree of person typed)

Mentor: <u>Mentor Signature</u>   <u>Date</u>
     (Name and degree of person typed)

Director,
Ph.D. Program: <u>Signature</u>
     Sean O'Callaghan, Ph.D.   <u>Date</u>

Dean: <u>Signature</u>
     Tobias Stapleton, Ph.D.   <u>Date</u>

Provost: <u>Signature</u>
     Nancy Schreiber, Ph.D.   <u>Date</u>

APPENDIX H - MODEL FORM Title Page

SALVE REGINA UNIVERSITY

(FIRST LINE DISSERTATION TITLE)

(SECOND LINE DISSERTATION TITLE)

A DISSERTATION SUBMITTED TO

THE FACULTY OF THE HUMANITIES PROGRAM

IN CANDIDACY FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY

BY

(NAME OF CANDIDATE)

NEWPORT, RHODE ISLAND

(DEFENSE MONTH YEAR)

APPENDIX I - Semi-final dissertation draft deadlines, defense dates and graduation

May Degree and Spring Commencement

Fall Semester
Student should make sure the mentor and committee members will be available to review discrete chapters and the complete rough draft before the end of the Fall Semester. Plenty of time should be allowed for faculty to respond to the full draft, and for the student to consider comments and complete final revisions well before February 15.

February 15

<u>The February 15 date is not the deadline for turning in individual chapters or near final rough drafts to the committee</u>, it is the last date upon which the ***semi-final dissertation draft*** signed and approved by the committee will be accepted for consideration by the PhD Director.

Mar 1-April 15

Defense Scheduling Timeframe
Friday afternoons between 1 pm and 6 pm

May 1

Deadline for completion of all requirements
including submission of the final manuscript

August Degree

Winter Break & Spring Semester

Student should make sure the mentor and committee members will be available to review discrete chapters and the complete rough draft before the end of February. Plenty of time should be allowed for faculty to respond to the full draft, and for the student to consider comments and complete final revisions well before April 1.

April 1

The April 1 date is not the deadline for turning in individual chapters or near final rough drafts to the committee, it is the last date upon which the **semi-final dissertation draft** signed and approved by the committee will be accepted for consideration by the PhD Director.

May 1-15*

Defense Scheduling Timeframe
Friday afternoons between 1 pm and 6 pm

August 1

Deadline for completion of all requirements
including submission of the final manuscript

*defenses are not scheduled during the summer

December Degree

Summer

Student should make sure the mentor and committee members will be available to review discrete chapters and the complete rough draft before the end of summer. Plenty of time should be allowed for faculty to respond to the full draft, and for the student to consider comments and complete final revisions well before September 15.

September 15

<u>The September 15 date is not the deadline for turning in individual chapters or near final rough drafts to the committee</u>, it is the last date upon the ***semi-final dissertation draft*** signed and approved by the committee will be accepted for consideration by the PhD Director.

October 1-November 15

Defense Scheduling Timeframe
Friday afternoons between 1 pm and 6 pm

December 1

Deadline for completion of all requirements
including the submission of the final manuscript

APPENDIX J – Approval of Dissertation Committee

The Ph.D. Program in the Humanities
Salve Regina University
Newport, RI 02840-4192

Approval of Dissertation Committee

Name: _____Date: _____

Address: _____

Daytime Phone: _____Email Address_____

Preliminary Topic of Dissertation: _____

_____

When do you expect to present your proposal for your dissertation?   _____ / _____ / _____

Mentor's Name and Daytime Phone: _____

1st Reader's Name and Daytime Phone: _____

2nd Reader's Name and Daytime Phone: _____

Please comment below on how far along you are in developing a topic for your dissertation. For example, have you begun work on your dissertation proposal?

Including this semester, for how many semesters have you enrolled in Dissertation Research and Writing? _____

Signature of Ph.D. Program Director_____Date_____

APPENDIX K – Declaration of Area of Inquiry

The Ph.D. Program in the Humanities
Salve Regina University
Newport, RI 02842-4192

Declaration of Area of Inquiry/Statement of Concentration

Student's Name: ___   Date ___

Area of Inquiry – choose one

___Technology, Science and Society   ___Global Ethics and Human Security

___Culture, Language and Memory   ___Community, Self and Social transformation

Title of Concentration/Inquiry Paper:

_____

Course   Date

_____   _____

Description of concentration.

Subject Fields

  1. _____

  2. _____

Student Signature:_____ Date:_____

Approval by graduate director:

Humanities PhD Director: _____Date:_____

APPENDIX L – Elective Courses Approval Form

**The Ph.D. Program in the
Humanities Salve Regina University
Newport, RI 02842-4192**

Area of Inquiry Elective Courses

Student's Name: _____   Date_

Area of Inquiry – choose one:

___Technology, Science and Society   ___Global Ethics and Human Security

___Culture, Language and Memory   ___Community, Self and Social transformation

Describe your concentration fields and provide a rationale explaining the link between your research topic/area and the courses you are requesting to transfer.

Course number	credits	date course completed
1.		
2.		
3.		

Student Signature:_____ Date:_____

Unless otherwise noted by the Program Director, transfer credits will be applied to interdisciplinary elective courses on the academic evaluation.

Approval by graduate director:

Humanities PhD Director Signature: _____Date:_____

APPENDIX M – Subject Fields Oral Exam Approval Form

The Ph.D. Program in the Humanities
Salve Regina University
Newport, RI 02842-4192

Subject Fields Examination

Student's Name: _____   Date_____

Area of Inquiry – Choose One   **Subject Fields – Choose Two**

____Technology, Science and Society   ____History

____Culture, Language and Memory   ____Politics & Economics

____Global Ethics and Human Security   ____Philosophy

____Community, Self and Social transformation   ____Religion & Theology

                                                     ____Art & Architectural History

Names of Faculty Examiners: ___   Literature/Cultural Theory

    1.   _____

    2.   _____

Student Signature:_____Date:_____

Date of Oral Exam:_____Results:_____

Faculty Examiner Signature_____Date_____

Date of Oral Exam:_____Results:_____

Faculty Examiner Signature_____Date_____

  Humanities PhD Director Signature: _____Date:_____

  For staff use only: _ Language Complete _ Comprehensive Exam Complete _ Eligible to enroll in HUM680

APPENDIX N – Subject Fields Exam Process, Format and Grading

Humanities Doctoral Subject Field Exam Process, Format and Grading

Following the completion of qualifying examinations students are advanced to doctoral candidacy. The doctoral preliminary or qualifying examinations include language proficiency, written comprehensives (based on coursework) and the oral subject fields.

The comprehensive exam demands advanced knowledge and proficiency in the humanities, including a critical understanding of the program theme, as well as significant perspectives, debates and methods within the humanities relevant to the student's area of inquiry.

The oral subject field examination focuses on the student's specific disciplinary expertise.

The doctoral oral subject field examination offers:

a) an opportunity for each student to demonstrate special knowledge of foundational works and current scholarship in specific core fields within their concentration area that will support their intended research topic; and

b) a basis for assessing each student's readiness to transition into full-time research; to develop the research proposal and eventually write his or her dissertation.

As a hybrid between a single subject-oriented oral exam and a first step in the development of the dissertation proposal it is in substance and presentation format a rehearsal for both the oral defense of the thesis proposal and the final defense of the written dissertation. The two required subject field areas must be well defined. They may be articulated as single disciplinary fields and/or sub-fields or as well understood and established interdisciplinary problems or areas of study.

The subject field examination is based on a reading list agreed upon by the student and his or her examiner(s), who are normally professors at the University. The process begins with the student who submits an initial subject field rationale statement and a preliminary list of 15-20 readings to the faculty examiner. The final reading list may comprise 25-50 books or other relevant works. The reading list ought to represent at least the bare minimum needed to be known by a specialist in the field and in many cases might be substantially longer. The adequacy of the reading list will be judged, by the examiner(s) and the program director, in relation to the candidate's definition of the subject field(s). The principle is that the list should be appropriate for any specialist in that field rather than tightly focused on the intended dissertation topic alone, though it may include special emphases connected to the dissertation topic.

The subject field examination may be completely oral, or a combination of oral and written elements. An examination that is solely oral should be a minimum of two hours. No maximum is specified. In advance of the exam the student should submit a revised rationale for the subject field(s), including a justification of the choice of primary works and of any particular emphases within the list, and a statement concerning the connection of the field(s) to the student's concentration area and intended dissertation topic. The rationale should also include a finalized list of the subject field readings appropriately categorized and annotated. Students preparing for the subject field examination may also work with their examiner(s) in identifying a list of issues or questions that can be used as a guide for exam study.

The examination begins with a 20-30 minute summary presentation of the subject field by the student with specific reference to titles, authors, ideas, theories, schools of thought and significant questions and debates (this portion may be submitted as the written element if a combined exam format is chosen). Questions related to the summary are followed by additional general questions. The exam concludes with inquiries about the subject field(s) as related to the intended research topic.

Unlike the final comprehensives the subject field exam content differs from student to student. The goal is to demonstrate mastery in those subject areas central to the eventual dissertation. The presumption is that useful interdisciplinary work follows from a sufficient grounding in specific disciplines and/or sub-fields. Each examiner must submit a written evaluation of the student's performance in terms of mastery of the subject (according to accepted standards of sufficient breadth & depth) and advanced skills in summary analysis, interpretation, explanation, citation, integration and critical evaluation. Exams are graded in line with the standards applied to all preliminary exams, and other written work and performance in doctoral courses. Work that fails to merit at least a minimum of a low pass or B- will be judged inadequate and marked as a No Pass.

All doctoral examinations are graded according to the follow guide:

High Pass - Superior or Excellent
Pass - Very Good or Good
Low Pass - Acceptable or Sufficient
Not Passing - Unacceptable or Insufficient