Ph.D. in Humanities

Program Handbook

2020-2021

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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 an aspect of this guide, contact Robyn Buck, Office Coordinator for Graduate Studies and Continuing Education at robyn.buck@salve.edu or telephone (401)-341-2338.

Please make certain to read the Salve Regina University Graduate Catalog, which is the official document of the University regarding policies and procedures. (View the on-line catalog here.

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

The University reserves the right to change the exam and presentation schedule.

Email Procedures

The program receives a high volume of emails from students and these must be carefully curated so that important correspondence is stored and able to be accessed quickly. Two things are *imperative*:

1. Students should *always*, and without exception, communicate with the program using their salve.edu email address. The Salve filters are very thorough and will almost always send any other domain names to junk mail, where they are then automatically deleted after a short period of time. Additionally, if students use non-Salve emails, this can make email correspondence difficult to locate in a search, as the email address may not match the student's name.

2. Students should ***never*** click 'reply' on a general email sent out by the program to communicate information which does not pertain to the subject line of that general email back to the program. If this happens, it can make it very difficult to curate emails from students and could result in your email not being seen or being very difficult to locate in a search. ***Always begin a new email thread rather than hit 'reply' to a general email which is unrelated to the topic of your correspondence.***

Program Orientation and Accreditation

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, technology and history provide the interdisciplinary framework for examining this enormously important question.

A dynamic, interdisciplinary approach to the humanities, the Ph.D. offers the humanities as a foundation for understanding a world of accelerating and complex change. Cultivating expertise in traditional humanities fields and building skills as contemporary interdisciplinary scholars, students pursue doctoral research that makes a difference; bridging disciplines and exploring questions of human meaning in a dynamic study of the past, present and future. The Humanities Ph.D. at Salve Regina University was inaugurated in 1989 as an interdisciplinary investigation of the question, "What does it mean to be human in an age of advanced technology?" In one form or another, this question still commands attention in the 21st century. Broadly conceived, the human-technology relationship remains at the heart of the curriculum, allowing students to draw insights and integrate knowledge from a variety of fields.

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. Our students research a variety of areas. Some students research topics which might be primarily technological and others may focus more on humanities-based research, with a technological component/lens. A list of recent dissertation topics can be consulted at:

Program Accreditation

This program was begun in 1989 and was accredited by the New England Commission of Higher Education (NECHE) in 1994.

Program Requirements

The Ph.D. Program at Salve Regina University requires 42 credits for completion. In addition to the required 30 core credits, students take 9 credits designated as concentration courses and then an additional 3 credits at the dissertation phase, when they enter the HUM 680. However, if a student's prior attainment at the Master's level has covered areas similar in content to the concentration being followed, up to 9 credits can be waived. It is common for students to have completed courses which can be waived, so that the entire Ph.D. course of study consists of 30 class credits, plus the 3 credits for the dissertation phase. The Program Director makes the decision as to whether credits can be waived, in consultation with the Registrar's Office.

> Students should use **Form A** which can be found on page 33 of this handbook to indicate to the Director which courses in their Master's program they believe can satisfy the requirements of Ph.D. Program electives.

 Only electives can be waived, not core courses. The dissertation phase credits are applied only once, so that the student completes 33 credits in total. However, the student must enroll in and pay for the course which contains those 3 credits, HUM 680, each semester during the period in which the student is writing their dissertation.

There are currently four concentration areas into which students can categorize their research:

- Technology, Science and Society
- Global Ethics and Human Security
- Culture, Language and Memory Transformation
- Community, Self and Social

These are not meant to be restrictive areas but are broad categories. Students should declare their area of concentration in their first semester, but the Program Director is aware that interests can change over time and the area of concentration can be updated prior to the dissertation research stage.

Students use **Form B** on page 35 to declare their area of inquiry.

The On-Campus Program Track and the Independent Research Fellows Cohort (IRFC) Hybrid Track

The Ph.D. program is delivered in two different, but complementary tracks. One is the on-campus track, where students register for classes and take them on the Salve campus. These are usually held in the evenings. This track is being phased out, and from 2020 students will be enrolled in the IRFC only (see below).

The other is the Independent Research Fellows Cohort track, (IRFC). This is a hybrid track, where students begin each class online, then come to the campus for a one-week intensive residency in October and March over a two-year cycle. Two classes are taken each semester. In the summer of the first academic year two classes are also taught, but both are entirely online. There is no summer residency. The classroom component of the program is then completed over five semesters which includes four residencies.

Students take classes fall-spring-summer-fall-spring. They attend residencies fall-spring-fall-spring only. Once the coursework is complete, students take the Comprehensive Exam (at home) in their second summer and propose in the fall. **If a student has any problem with course registration, they should always contact the Registrar at sruregistrar@salve.edu.** The Graduate Office and the Ph.D. Program have no access to registration systems.

International Students

Internationals students are welcome to apply for the Ph.D. program. Students should contact the Graduate Admissions Manager, Laurie Reilly (laurie.reilly@salve.edu) and the Assistant Director at the Office of International Students, Aida Neary (aida.neary@salve.edu), for advice on necessary visa requirements.

Ph.D. Courses

Electives:

HUM 500	Research Methods
HUM 501	Social and Ethical Issues: A Global Perspective
HUM 503	Global and Comparative Literature I
HUM 504	Global and Comparative Literature II
HUM 505	Global Traditions and Area Studies I
HUM 506	Global Traditions and Area Studies II

Core Courses:

HUM 510	A History of Technology
HUM 600	Humanities: Problems and Perspectives
HUM 605	Philosophical Perspectives on the Digital Age
HUM 610	Religion, Culture and Technology
HUM 617	Political Philosophy and Technology
HUM 618	Humanities Theory, Method and the Disciplines
HUM 620	Social Transformation Through Art
HUM 625	Ethics and Modern Technology
HUM 630	Modern Literature and the Human Condition
HUM 635	The Capstone Course

Dissertation Phase:

HUM 680: Dissertation Research and Writing. This is more of a three-credit phase, rather than an actual class, but it must be enrolled in during each semester in which the student is writing and researching their dissertation. The student must have finished all coursework, completed the Comprehensive Exam, at least one subject field and the language proficiency to enroll in HUM 680. The student cannot propose until they have fulfilled all the above and have also finished their second subject field. They must be enrolled in HUM 680 to propose.

HUM 645: Research Colloquium. This is a 'holding' course in which students who have finished coursework and the Comprehensive Exam, but not other aspects/requirements of the program, enroll as they would not yet be eligible to take the HUM 680.

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 take a short online course offered at the University of Wisconsin-Madison, details of which can be provided by the Graduate Admissions Manager, Laurie Reilly (laurie.reilly@salve.edu). At the Program Director's discretion, Master's courses in language may satisfy the requirements.

The decision as to whether prior proficiency or attainment should gain credit is solely at the discretion of the Program Director, Dr. Sean O'Callaghan.

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 the Comprehensive Exam.*

Subject Fields 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. Their subject fields will generally be linked to their dissertation research focus.

The exam may be scheduled during fall or spring semesters after the completion of the first semester.

The purpose of the exam is for the student to have an opportunity to discuss some of the texts which they might use in the dissertation. Two oral exams must be taken. The second subject field exam can be taken after the Comprehensive Exam, but it must be taken before the Proposal. Students can, if they wish, take the two oral exams before the Comprehensive Exam. It is up to the student. The student should choose two areas of knowledge which feed into their eventual dissertation. For example, if a student is writing their dissertation on Brain-Computer Interfaces, they might want to do one subject field on artificial intelligence and the other on human brain development. If the student is researching Latin American politics, they might choose a particular political figure for one subject field and cultural/political theory for the other.

The subject fields are up to the student to choose and it is up to the student to contact professors who have expertise in these areas. These professors can be people the student knows who will also be on their committee, but they do not have to be. With the permission of the Program Director, the examiner may be someone from outside of Salve Regina who has expertise on which the student wants to draw. If the student chooses an outside examiner to administer the subject field exam, the examiner should send a copy of their resume to the Program Director. For each subject field, the student agrees a time with the professor and sends him or her an annotated bibliography of the books (about 25 for each subject field) which they have chosen a month before the exam. If the student wants to

choose some journal articles as well, they could substitute journal articles for 5 of the books, so that they would have 20 books and 5 articles. Do not use more than 5 articles. The exam can be done in person, or by Webex/Zoom, or even by telephone. It is up to the student and the professor. An annotated bibliography lists the books and underneath each book the student should, in three or four sentences, explain how that book supports their research and what its main subject matter is. The student chooses the books and they can be books they have read and know well, or books which they choose to read purely for the exam.

The exam lasts about ninety minutes, and is meant to be an informal discussion of the texts rather than some kind of interrogation. The professor need not have read all the books on the list, although it is likely they will have read some of them. Either way, he or she will have the expertise to be able to ask relevant questions to guide the student with the annotations in the bibliography helping to inform the professor about each book. The exams are very useful preparation for when the student comes to write their literature review for their proposal.

Subject fields should support the student's declared concentration. The concentration should fit into one of the current program 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, human enhancement technologies, GRIN technologies (Genetics, Robotics, Information Technology, Nanotechnology), Artificial Intelligence, Autonomous Systems, Surveillance technologies, Social Media, Cyber-security.

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.

The above categories are not exhaustive, and the Program Director will work with the student, where necessary, to focus on an area of research and interest.

> Once a subject fields exam has taken place, the professor who administers the exam will assign a grade, which can be High Pass, Pass or Fail. The student fills out **Form C**, which can be found on page 37 of the handbook, submits it to the professor who then submits it to the Office Coordinator, Robyn Buck at robyn.buck@salve.edu .

In order to enroll in *HUM680: Dissertation Research & Writing* and achieve A. B. D. Status (**A**ll **B**ut **D**issertation), doctoral students ***must*** complete all other program requirements (all coursework, the language proficiency requirement, at least one oral subject field exam and the Comprehensive Exam). Students may request to take the second oral subject field exam after the Comprehensive Exam, but before the Proposal. Those students who have completed the coursework but are working on one or more of the necessary requirements must enroll in *HUM 645: Research Colloquium* each fall and spring until all requirements (language proficiency, one oral exam, Comprehensive Exams) have been passed. At that stage, they can register for *HUM 680.*

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.

** In and from spring 2021, the Comprehensive Exam will be taken as part of the course assessment for *HUM 635*. The Comprehensive Exam will no longer be held at various times during the year but will be held whenever the *HUM 635* is offered.

Comprehensive Exam

Students qualify for doctoral candidacy after successfully passing the Comprehensive Examination. The exam follows satisfactory fulfillment of coursework. In and from 2021, it will no longer be taken discretely in August and November, but will constitute part of *the HUM 635: Technology and the Human Condition* and will form part of the assessment for that course. In the Comprehensive Exam students are expected to demonstrate an advanced understanding of the topics they have covered over their coursework throughout the program. This written examination is based on core courses. Professors who have taught these courses will set the questions for the examination and will also grade the exam. The exam requires students to demonstrate excellence in summary analysis, explanation, citation, integration and critical evaluation. The exam is written, is taken at home, and is given a period of ten days to complete. The Program Director will send out sample questions a few months prior to the exam. In 2020, this will be on May 31st. In and from 2021, it will be on or before January 31st. The amount of questions on the exam varies from year to year, but generally number 15-20. The student must complete four questions. The first question is always mandatory and students may choose the three remaining questions from the rest of the exam. Each answer must not exceed 15 pages. Instructions will be sent to students with the exam, which is always emailed and returned by email (refer to p. 3 of the handbook for details on email procedures).

Once the Comprehensive Exam is passed, the student moves into the dissertation phase and must register in the next semester for the *HUM 680*. There are several

sections of the *HUM 680*. Each student registers for the section assigned by their committee chair. **If the student has not yet constituted a committee, they should register for the section led by the Program Director, Dr. Sean O'Callaghan.** Registration in HUM 680 allows the student to propose a topic for their dissertation. Once they have passed their proposal they may begin writing and researching . While researching their proposal and dissertation, students continue to register for HUM 680 every fall and spring until they have their final defense and graduate. **If a student has any problem with course registration, they should always contact the Registrar at sruregistrar@salve.edu.** The Graduate Office and the Ph.D. Program have no access to registration systems.

While in the *HUM 680* phase, students must submit a summary of progress to their chair at the end of each semester. This is then graded P or F. The summary does not have to be lengthy. It can be emailed to the committee chair and may be made in bullet points.

In the unlikely event that a student completes coursework and successfully passes the Comprehensive Exam, but has not taken at least one subject field exam or has not satisfied the language requirement, the student must register for *HUM 645*, which keeps the student in active status until they can enter the *HUM 680*.

Dissertation Phase

Purpose of the Dissertation

Following successful completion of the Comprehensive Examination, students advance to doctoral candidacy and enter the next program phase (A. B. D. Status (**A**ll **B**ut **D**issertation)).

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/chair 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 two to three 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 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 **Form D** on page 39)**.**

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 Ph.D. coursework and researching & writing a doctoral dissertation. Students with a compelling rationale can petition the Program Director 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;
- 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 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 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.

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 Proposal

Proposals must be submitted to the dissertation committee and the Program Director for approval prior to the initiation of the actual research. **Form E,** Approval to Pursue a Specific Dissertation Topic, is required once the proposal has taken place, it can be found on page 41 of this handbook.

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 and the relevant literature is well understood.

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). An hour will be reserved for each presentation. The student should arrive a half hour before the presentation time to set up any audio-visual aspect of the 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 cannot take place until the committee has received the written proposal **at least six weeks in advance of the planned for proposal** date and the chair/mentor is satisfied that the student is prepared.

Generally, a written proposal will be 20-25 pages in length, 12pt font, double-spaced, one sided. Some proposals may be longer, depending on the topic. Most Ph.D. candidates who are proposing also make a PowerPoint to help explain their research at the proposal itself. The proposal presentation should last no less than 25 minutes and no more than 30 minutes. Proposals are normally held in October/November and March/April, but with the agreement of your committee, they can be held in other months. Proposals cannot take place during summer semesters. Traditionally, they have taken place on Mondays and Fridays so that students travelling to the university from a distance can find travel easier. Often, it will be necessary to propose on other days, so the student should arrange the best day and date with the committee.

The Program Director is cautiously open to students proposing remotely if they live at a distance**, but this is not the optimal mode for presenting a proposal.** An in-person proposal gives the opportunity for much greater and meaningful interaction between the student and the committee. There can also be one-to-one follow-up after the formal proposal since the student will be physically available. Additionally, video-conferencing can be unstable and unpredictable. The final decision on whether a remote proposal is viable is up to the Program Director. **Final defenses must always be made in person and there are no exceptions. If the student cannot be there in person, a defense cannot take place.**

NOTE: At the very core of the proposal is an argument. An argument should run right through the dissertation and it should first emerge in the proposal. A doctoral dissertation is not an extended narrative, commentary or observation. It is partly made up of these elements, but it is primarily the outworking of an argument in which the author challenges or develops existing scholarship or

argues for a completely new approach. The student must always keep the argument at the center of their proposal and, when the time comes, the dissertation, and constantly bring it to the fore.

The proposal should contain the following:
- A provisional title. This can change as the candidate conducts their research, but it should contain the key terms associated with the dissertation focus.
    - An 'Approval to Pursue a Specific Dissertation' form (Form E), which can be found on page 46 of the Ph.D. Handbook. The candidate should fill in their details on the form and then ask the committee to sign it when they have listened to the presentation and approved the dissertation direction. Then, either the student, or the chair, should send it to Robyn Buck, Office Coordinator for Graduate Studies and Continuing Education when completed at robyn.buck@salve.edu .
- An abstract, which briefly sets out the what the research is about. About 100-150 words will be sufficient.
- An introduction and rationale. This should contain the research question and thesis statement and should explain the argument. The argument should be clear and logically explained. The thesis statement is the basis for the argument and is what the student will try to prove all through the dissertation.
- A Literature Review. **It cannot be stressed enough how important this section is.** Most proposals which are rejected fail because the Literature Review is insufficient. If the Literature Review is not comprehensive, the committee will not be convinced that the student is thoroughly familiar with the key texts and concepts associated with the topic being researched.   The Literature Review sets the context for the 'proof of concept.' By means of an overview of the existing literature, the student demonstrates that their research will significantly add to the existing body of knowledge. In effect, they demonstrate a 'gap' in the market. The research might challenge an existing idea, develop a concept or even present an entirely innovative perspective on an existing topic. All key texts in the field of study should be discussed in the Literature Review. If the research is focused on a narrow subset of a larger field, literature about that narrower field should also be discussed. If key texts in the topic area are not discussed, the committee would view this as demonstrating a serious lack of knowledge. The student

must show that they are doing more than creatively explaining what can be found in existing literature in their dissertation. The discussion should be highly analytical. The student needs to have read all of the key texts which deal with the topic and they need to explain the contributions these texts make. **The candidate then explains how their research will add to the significant contributions made by previous research.**

As the student writes the dissertation, they will encounter texts and sources of which they were not previously aware, but they need to have read the obvious and most important texts in their field and should have an extensive background knowledge, not only in the main focus of their research, but also in key related areas which provide wider context. No topic exists in disciplinary isolation; related academic areas will impact how the research topic has evolved. A good Literature Review should run to about 12 pages. Some have run18 pages. It should not be a list of texts the student has read, or an annotated bibliography, but a narrative, taking the committee through the range of existing scholarship and orienting the committee to understand what the student's distinctive contribution to the field of knowledge and scholarship will be.

An outline of the methodology. How is the student going to conduct research? The student should explain the methodology in detail and justify its use. If the student is using interviews or questionnaires or working with human subjects, they need to show that they have contacted the IRB (Institutional Review Board) to get guidance on approving their empirical and ethical approaches. They should include examples of questionnaires if they are using them, even if these questionnaires or interview questions will change in the future. They should initiate contact with the IRB prior to the proposal to inform it of their intentions and then send it more detail once they have proposed and received advice from their committee. The Chair of the IRB is Dr. Chad Raymond, who can be contacted at chad.raymond@salve.edu.

- What is the working hypothesis? What is the student expecting to find out?
- How does the proposal relate to the humanities? What aspects of the humanities will inform the work and contextualize it?
- List of proposed chapters.
- If the student is using images, charts or tables from outside sources, they need to be aware of the need for copyright. The library can advise on this.
- Timeline of Project
- Bibliography

- Students should use Turabian for referencing and be strictly consistent with it.

A proposal is not set in stone. As you research your topic, your questions and your foci might change, sometimes significantly. Always keep your committee fully informed. You are trying to persuade your committee, made up of at least three academics who have all been through the Ph.D. process, that you have what it takes to thoroughly research a question and bring it to conclusion while writing an engaging and persuasive dissertation running about 200+ pages. You must demonstrate to your committee that you are a competent writer. Your committee will read chapters as you send them. If they need to correct basic grammar and spelling, it will be difficult for them to have faith in your ability to write a dissertation. Your committee should be advising on your ideas and the technicalities of your writing, but not on basic writing skills, which should not be an issue of concern. Your proposal should be very well written and should contain references to any texts, ideas, quotes or citations mentioned. Write your proposal and your dissertation in an objective academic style, avoiding I and we.

Following your proposal, your committee might suggest other texts to you or give advice on your methodology. It is your responsibility to keep your committee informed and to keep in contact with them. Send work regularly and respond quickly to concerns. **It is vital that you check your Salve email several times a week.** It is frustrating for a committee chair who is trying to contact a student with an urgent request, especially following a chapter submission, to not receive a swift reply, particularly if the matter is time-sensitive.

Help Reminders:

- Keep your committee informed as to when you intend to propose.
- When you do plan to propose, send your proposal to all of your committee members and to the Program Director, if he/she is not on your committee, at least six weeks before the date on which you hope to propose. Inform them roughly of when you hope to propose.
- When your committee has approved your proposal and said that your presentation can go ahead, agree a date and time with your committee for you to present.

- When you have all agreed a date, communicate that date to Robyn Buck in the Office of Graduate Studies at robyn.buck@salve.edu , who will book a suitable room for the proposal presentation, whether that presentation be in person or by video call.
- Once you have presented your proposal and it has been approved, your committee should sign Form E 'Approval to Pursue a Specific Dissertation' form, which can be found on page 41 of this handbook.
- Once you have formed a committee, then your committee chair is your main contact at the University.
- You ***must*** enroll in *HUM 680* each semester until you complete your dissertation. **It is up to you to remember to do this and to contact the Registrar's office so that you know the deadlines for registration.** Students who forget to do this lose an entire semester. If you are not registered for a semester, the Registrar's office will automatically withdraw you and the Graduate Office must reinstate you.

The student's presentation of his/her proposal should take no less than 25 minutes and no more than 30 minutes, after which those in attendance will be given the opportunity to raise questions or make recommendations. Once the student receives input from this presentation, there may be a need to make appropriate changes and then submit a revised proposal to his/her mentor and readers for signatures. This does not always happen. Usually, changes are minor and can be accommodated without a revised proposal needing to be submitted.

Written Dissertation

It is important that students have the freedom to employ a dissertation structure that permits them to achieve the objectives noted under the Purpose of Dissertation (p. 13). 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 on **Form G** on page 45 of this handbook.

A typical Salve Regina University dissertation runs about 250 pages and follows this structure: a title page; 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 Form H, which can be found on page 52 of this handbook. 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 end of each semester, students will be asked to complete a Dissertation Status Update, to be sent to their chair. This will determine a P or F grade for the HUM 680 that semester. This should be sent by email and need not be lengthy. It can be in bullet point format and should give a summary of work undertaken and progress. No form is needed.

The Writing Process

The student will embark on the dissertation writing phase under the guidance of the committee and particularly the chair/mentor. The student

should keep in regular contact with the chair. Chairs will often have more than one student and will also have other responsibilities within the university, so the onus is on the student to ensure that contact is made, and work is sent regularly. **It is vitally important to check Salve email regularly in case a chair is trying to make contact.**

The student and the committee set a timeline for the dissertation and for submission of chapters during the proposal. This can change, due to the demands of life, but the student should inform the chair of any circumstances which will interrupt the pace of research.

It is highly recommended that students send work in smaller amounts- generally in single chapters. It is not unknown for students to write very large amounts, sometimes a whole dissertation, shortly after the proposal, and then send the entire document to the committee in one delivery, please ***do not do this.*** When this happens, it significantly delays feedback from the committee because an entire dissertation-length document can take several weeks to read and, since the student has written without regular guidance, the likelihood of serious error in the research is very high, leading to substantial rewriting and delay. If a committee has to make a large amount of corrections to the text, along with suggestions, this can take a very long time and the student then has to rewrite from the beginning, having wasted a lengthy period. It is always better to send smaller amounts of work regularly and gain feedback before moving onto the next chapter.

If the student is using questionnaires or involving human subjects in their research, contact with the IRB, led by Dr. Chad Raymond, who can be contacted at chad.raymond@salve.edu, should be made at the very beginning of the writing stage, but also before the proposal, so that the student is aware of the requirements of the IRB.

The student should devise a method to keep various drafts in order. Since three committee members will each give feedback in separate files, it is very easy to get confused with the various versions. Once feedback is received from each member, then the student should combine the changes into a single new file. The student should then not resend that file with the next chapter, as committee members may inadvertently make other changes to work already completed. Past chapters can be sent when the committee asks for a semi-final draft of the whole dissertation. **This is general guidance.** If your committee wants you to send past chapters with newer ones, then follow what your chair asks for.

The chair will always take the lead in the committee.

As the time approaches for the student to defend their dissertation, a semi-final draft of the entire dissertation should be sent well before the date of the defense. It takes committees on average four to six weeks to read a dissertation and send comments. It is anticipated that a semi-final draft would not need many changes, due to the fact that work has been sent regularly during the whole process, but the committee needs to be sure that the dissertation is coherent and follows the guidelines. **The semi-final draft should not contain chapters or work not previously seen by the committee.**

For a May degree, the semi-final draft should be sent by January 1st and, following comments, the final draft should be sent by February 28th. For a December degree, the semi-final draft should be sent by September 1st and the final draft by October 15th. Once the chair indicates that they are satisfied, usually on the basis of the semi-final draft, the student can then schedule the defense, following the same procedure as at the proposal.

> **Form F,** located on page 43 of this handbook, should be sent to the committee to approve the semi-final draft and then the form should be submitted to the Robyn Buck, he Office Coordinator for Graduate Studies at robyn.buck@salve.edu .

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 Ph.D. 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 and final draft* for approval to their committee, and to the Program Director according to the timetable outlined above.

The work of planning for a degree begins nearly a full year before commencement. For a May degree, students must meet the February 28th deadline for submission of the *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 ongoing semi-final draft preferably before the end of the fall semester, and definitely by January 1st of the spring 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 28th. For a December degree, the *final dissertation draft* should be submitted by October 15th. The February 28th and October 15th dates are the latest dates for submission of the final draft. Optimally, the draft should be submitted before then. If the student can get the semi-final draft to the committee before the January 1st and September 1st due dates, this will expedite the process.

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

Confirmation of the scheduling of the Ph.D. defense should be confirmed at least four weeks in advance of the proposed date. Defenses traditionally have been scheduled on Friday afternoons during the fall and spring semesters, but, in negotiation with the committee, the student can schedule on other days too. Friday is generally optimal because few faculty have classes that afternoon and are more available. Defenses are not scheduled during summer months. Students are responsible for confirming dates and times with their committee members before scheduling their presentation with the Graduate Studies Office Coordinator, Robyn Buck at robyn.buck@salve.edu . She will then schedule a room and send a confirmation through the University's room scheduling system, *25Live,* to the student and the committee. Most students use a PowerPoint in their defense and may also give handouts, to guide the committee and the audience. Defenses are public events and the community is invited to attend.

The student should present for **forty minutes at the most.** The chair will then lead and coordinate the questioning of the student by the committee. The student should expect this part of the defense to last about seventy-five minutes. At the discretion of the chair, members of the community may also be invited to ask questions.

Once all questions have been asked, the committee will ask everyone, including the candidate, to leave the room so that the committee can deliberate on the defense. The candidate and others will then be invited back into the room to hear the result and witness the signing of the defense approval document. On occasions, a committee may ask the candidate to make minor changes to a dissertation at this point. It may be that the discussion and questioning lead the committee to believe that a point needs to be clarified or something needs to be included before the dissertation is uploaded to the library's ProQuest system. This uploading must take place before the Registrar will give approval for the student to graduate. The student will have two weeks to make the necessary changes.

> **Form I, which is the form which contains all of the signatures to show that the student has successfully passed the defense and has gained their Ph.D. is a very important document and should be brought to the defense for signing. It can be found on page 49 of this handbook.**

Students wishing to attend the graduation ceremony in May must submit the final dissertation, with any revisions asked for, and deposit the dissertation with the Salve Regina University library no later than May 1. Students should contact the library immediately following their defense to work through the details of submitting to ProQuest. **Ideally, students will be in contact with the library as they prepare to submit their semi-final draft, so that all regulations are adhered to regarding ProQuest submission well in advance of the defense.**

Timeframe for Graduation/Receipt of Diplomas

Though the University can issue 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 dissertation draft with signatures must be submitted to the Program Director no later than January 1st. **Ideally, the student wishing to attend the May commencement defends the dissertation before March 31** and

submits the final draft signed by all three members of the dissertation committee to the Program Director and Provost **no later than April 25ᵗʰ, so that the dissertation, with all required signatures is ready to be uploaded to ProQuest by May 1ˢᵗ.** 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 degree 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 degree. The deadline dates for completing all requirements are May 1, August 1, and December 1 for receipt of degrees in May, August and December, respectively.

Publishing the Dissertation in ProQuest

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.

Following a successful defense, the student submits the final version of the dissertation to the Doctoral program Coordinator. The student is also required to deposit the dissertation to ProQuest UMI/ETD (guidelines below)**. As previously noted, the student should, very soon after a successful defense, contact the library to arrange for guidance in submitting the final draft to ProQuest.**

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

Dissertation Deposition 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](#).

- 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 inch on the left.
    - These requirements will allow for optimal online PDF viewing and 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. Advice can be sought from library staff, particularly the archivist.

- o 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.
  - o 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 401-341-2172 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:
  - o 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.
  - o Uploading the dissertation and any supplemental files. The upload limit is 1000 MB; most dissertations are under 10 MB.
  - o 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* help with the dissertation deposit process and with questions about the Turabian guidelines, the archivist *cannot* provide writing or editing assistance for dissertations.

KEY DOCTORAL PROGRAM DATES:

1. SUBJECT FIELD ORAL EXAMS:
   Student negotiates dates and times with faculty examiners. Two oral exams must be taken (60-90 minutes each). At least one subject field needs to be completed before Comprehensive exams. The other can be done sometime between Comprehensive exams and the proposal date. They can be done in person or over Skype/phone or similar medium.

2. LANGUAGE PROFICIENCY.
   You must demonstrate proficiency in a language other than English. The University of Wisconsin-Madison offers a short on-line program which we accept. Please email the Graduate Studies Admissions Manager, Laurie Reilly, at laurie.reilly@salve.edu for details. If you are already proficient in a language, or have studied one comprehensively at Master's level, the language proficiency requirement may be waived at the discretion of the Program Director. The Director makes the decisions on what previous experience is eligible for credit. Your language proficiency requirement must be satisfied before you take Comprehensive exams.

3. 10 DAY COMPREHENSIVE EXAMS** (students write the exam at home) are scheduled for:
   - Early August
   - Mid-November
   - **Note: The dates above only refer to Comprehensive exams taken in the 2020 Calendar year. From spring of 2021, the exams will be held as part of the course assessment for the HUM 635, the Capstone Course.

4. PROPOSAL PRESENTATIONS (one hour) should be scheduled at least 4 weeks in advance of the proposal date. The written proposal itself should be sent to the committee 6 weeks prior to the proposal date. The committee will read the proposal and, if it is satisfactory, the committee chair will communicate to the student that a proposal date can now be scheduled. It is the responsibility of the student to negotiate and arrange the time and date of the proposal with the committee members. Once the student and committee have agreed a date, the student communicates the date to robyn.buck@salve.edu and the Graduate Studies Office Coordinator will book a room for the proposal. Proposals are better done in person but can be done remotely if the student lives at a distance. This will always be at the discretion of the Program Director.

5. SUBMISSION OF SEMI-FINAL AND FINAL DISSERTATION DRAFT & APPLICATION TO GRADUATE
   A semi-final draft of your dissertation should be sent to your committee in enough time for the members to read it thoroughly and make comments on changes which will need to be made prior to the final version which needs to be sent before your defense. Between 5-7 weeks is a reasonable timeframe within which your committee can complete its revision of your semi-final draft. The deadlines for the semi-draft are:

   •January 1st for May degree
   •September 15 for December degree
   •The Final Draft should be sent to the committee by February 28th for a May degree and by October 15th for a December degree.

Once your committee is satisfied with your draft, your chair will notify you that you can set a date for your defense. For summer degrees, defenses need to be completed by April 15th. Unless you negotiate a shorter timescale with your committee, you should schedule your defense four weeks prior to it taking place. Follow the same procedure with scheduling as with your proposal defense.

6. DISSERTATION DEFENSES (two hours) will usually take place in March and April, prior to April 15th. This is to give the Registrar's Office time to include you in the May Graduation ceremony and time for you to order your Graduation robes. You can defend in the fall and you will technically graduate in December, but the Graduation ceremony only takes place in May. Timelines are less tight in the fall and you can defend up until November 30th. Defenses must always be done in person and an open invitation is issued to the community at large to attend. It is possible, depending on the discussion that takes place during the defense, that your committee will ask you to make changes to your dissertation prior to it being uploaded to the Library ProQuest system, a process which must precede Graduation and without which you cannot graduate. These changes will usually be minimal, and you will have about two weeks to complete them.

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

Form A – Elective Courses Waiver 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_____

Matriculation Status _____

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:_____

Form B – 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

Please provide a brief rationale to explain your interest in this area and how your proposed research topic relates to it:

1.

2.

Student Signature:_____ Date:_____

Approval by graduate director:

PhD Humanities Director: _____ Date:_____

Form C– Subject Fields Oral Exam Grade 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

                                                     ___ Literature/Cultural Theory

                                                     ___ Art & Architectural History

Name of Faculty Examiner

    1. _____

Student Signature:_____Date:_____

Date of Oral Exam:_____ Results:_____

Faculty Examiner Signature:_____

Humanities Ph.D Director Signature: Date:

Form D – 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_____

Form E - Approval to Pursue a Specific Dissertation Topic

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.

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_____

FORM F- Approval of Semi-Final Draft

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 Office of Graduate Studies. 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/framework:

 Subject Fields/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):

FORM G- SAMPLE TITLE PAGE FOR DISSERTATION

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

(MONTH, YEAR)

FORM H- **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

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

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

Pyrczak Publishing, 1999. Meloy, Judith M. *Writing the*

Qualitative Dissertation. Hillsdale, NJ: Lawrence Erlbaum Associates, 1994.

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FORM I- APPROVAL OF FINAL DEFENSE

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 1: _____
               (Name and degree of person typed)

Signature of Reader 1: _____   Date: _____

Reader 2: _____
               (Name and degree of person typed)

Signature of Reader 2: _____   Date: _____

Mentor: _____
               (Name and degree of person typed)

Mentor Signature: _____   Date: _____

Director,
Ph.D. Program: _____   Date: _____
          Sean O'Callaghan, Ph.D.

Dean: _____   Date: _____
          Tobias Stapleton, Ph.D.

Provost: _____   Date: _____
          Nancy Schreiber, Ph.D.