

I. ADVISING AND SATISFACTORY PROGRESS

i) First semester meeting

In the week prior to the first day of classes, the Director of Graduate Studies (DGS) and, if possible, the department chair will meet with first-year graduate students to discuss academic policies and expectations. The DGS will serve as your *de facto* advisor until another faculty member is assigned to you.

There is also a separate meeting for first-time teaching assistants. (This includes second-year students who were on fellowship during their first year.) During this meeting, you will discuss teaching policies and expectations.

ii) Assigned pre-dissertation advisor

Sometime during your first semester, the DGS or the department chair will appoint a faculty member to serve as your pre-dissertation advisor. Generally, we try to find an advisor whose philosophical interests match up with yours. This assigned advisor will meet with you at least once per semester to discuss whether you are making *satisfactory progress* in the program. (Please see section I.vii for the department's characterization of 'satisfactory progress.') This will happen until you have identified a dissertation proposal supervisor (see section I.iv below) to work with on your dissertation proposal.

The assigned advisor can also discuss with you general issues such as adjusting to the graduate program, study/writing habits and tips, and any other issues that may become relevant. You should feel free to approach your assigned advisor about such matters.

iii) Teaching advisor

Teaching Assistants will be supervised by the faculty member who is the main lecturer for their course.

Teaching Associates will also have a faculty supervisor / teaching advisor. In each semester in which you have responsibility for all the meetings of one or more sections of a course, this teaching advisor will observe one of your classes. Afterward, the teaching advisor will meet with you or send you comments based on what s/he observed. The Teaching Advisor should also review your syllabus prior to the start of the semester.

If you are a Teaching Associate and your assigned teaching advisor has not contacted you by a week prior to the start of the semester to review your syllabus and discuss plans for observing your class, please contact them yourself. If it is a week or less prior to the start of a semester and

you do not yet know who your teaching advisor is, please contact the DGS or the department chair.

iv) Dissertation proposal supervisor (also called “clarification advisor”)

As you near the end of your coursework for the degree, you and your assigned advisor should find a faculty member who can supervise you in the development of a proposal for a dissertation project. When that supervisor certifies that the proposal is sufficiently developed to be submitted for consideration, you will make a formal presentation of the project proposal to a clarification committee consisting of at least three members of the faculty, including the supervisor. This clarification committee may recommend modifications of the project and may also require the acquisition or improvement of tools of research appropriate to your project (languages, mathematical skills, etc.).

v) Dissertation director

Once you have successfully clarified your dissertation project, i.e., once your clarification committee has agreed that the project as now conceived is appropriate in kind, quality, and achievability, the DGS will appoint a dissertation director, normally a member of the tenured faculty, to supervise your work on the dissertation. The dissertation director will often, but not always, be the person who supervised the preparation of your proposal.

The DGS will normally appoint whoever you yourself have formed an agreement with to work as your dissertation director. It is up to you to seek such an agreement with a suitable faculty member. It likewise up to you to seek at least two further faculty members to serve as members of your dissertation committee. When you are forming your dissertation committee and figuring out who your director should be, ask the DGS for a form that you will then have your selected director and two further committee members (readers) sign. The DGS will appoint the dissertation director and committee by signing the form as well.

vi) Dissertation supervisory committee

This committee, appointed by the DGS, is composed of your dissertation director and two other faculty members, who jointly supervise the preparation of your dissertation after your clarification. See section I.v above for how your committee gets appointed. You are expected to *regularly* share your work with *each* member. At the end of each spring semester, each member of the supervisory committee must write a brief report on your progress, to be reviewed by the DGS and the rest of the faculty, who may formulate some recommendations or suggestions for you based on the reports.

There will also be a required annual meeting of each ABD student's committee to discuss that student's progress. This will be followed by a meeting of the committee with the student. The dissertation director will call the meeting.

vii) Satisfactory progress

Making satisfactory progress is a condition of receipt of continued graduate funding. Making satisfactory progress involves meeting the following conditions:

- 1) Successfully completing six courses per year until the course requirements are fulfilled and
- 2) Submitting a paper for fulfillment of the special paper requirement before the start of the third year of graduate study in the program. The special paper must be successfully passed by the start of the fourth year of graduate study.
- 3) Clarification of the proposal for a dissertation project within six months following completion of course work and special paper requirements.

II. FUNDING

i) Funding guarantee

Students who are awarded teaching assistantships, associateships and/or fellowships are ordinarily guaranteed funding through the *fifth* year of graduate study. These guarantees are contingent on continued good standing in the program and responsible execution of teaching duties.

There is *no guarantee* that you can continue to receive funding after your initial five years of funding. However, sometimes additional teaching positions may be available because of departmental needs.

ii) Teaching assistantship

All students who receive teaching assistantships, teaching associateships or fellowships are awarded tuition scholarships. Teaching assistants receive 24 credit hours per school year. Generally, they use 18 of those credits during the Fall and Spring semesters for regular coursework. They use the remaining 6 credits during the Summer semester for PHI 999/dissertation credits. (Please see Section III – Coursework for more information on PHI 999.)

Students who are awarded teaching assistantships or teaching associateships will receive a stipend during the months that they teach. This stipend increases when students become teaching associates (that is, once they start teaching their own sections). Teaching assistants and associates are paid on a *bi-monthly* basis. If you are a teaching assistant or associate, you can elect to receive direct deposit on your checks, or you can have your checks delivered directly to the philosophy department. Either way, you will receive a statement by email at each pay period.

iii) Tuition scholarship

Some students may be awarded tuition scholarships *only*. The department offers no long-term funding commitment to these students. When possible, the department will try to find teaching positions for these students on a *per semester* basis. Students who are awarded *only* tuition scholarships *cannot* be guaranteed teaching positions every semester.

iv) Fellowship

During a fellowship year, fellows have no teaching responsibilities. They also receive 30 hours of remitted tuition per school year while taking courses. Generally, they use 24 of those credits during the Fall and Spring semesters. They then use the remaining 6 credits during the Summer

semester for PHI 999/dissertation credits. (Please see Section III – Coursework for more information on PHI 999.)

Fellowships are generally awarded either for the first year, or for both the first and fourth years. There may sometimes be some flexibility regarding the years during which a student uses their fellowship stipends, but in such cases we would need advance notice. Fellowship stipends are paid on a *monthly* basis.

During their non-fellowship years, fellows serve as teaching assistants or teaching associates and receive the same funding that all teaching assistants or associates do. (Please note that the stipends for teaching assistants and associates are ordinarily somewhat less than the fellowship stipend.)

v) Grants and summer teaching

Summer grants

- To apply for a summer grant, you must submit a research proposal during the spring semester. (The graduate student president will send out an email to all of the graduate students in the spring semester to announce when the department will be accepting grant proposals.) A committee of *graduate students* convenes to discuss potential recipients of the grant(s). After this meeting, they recommend a candidate(s) to the department. Please note that the department has final say as to the recipients of the summer grants.

In order to be considered for a summer grant, you must be in “good standing.” This means, among other things, that you cannot have any incompletes past the deadline for completion.

Travel grants

- Travel grants are ordinarily awarded to students who have a speaking role at a philosophy conference or colloquium outside of Syracuse. The department can usually provide up to 1-1.2K(USD)/year per student to cover travel expenses, depending on availability of funds.

You can find travel request forms on the department website. Completed forms must be submitted by email to the department chair, copying a department administrative professional (currently Alanis Hamblin).

You can also seek travel funds from the GSO (Graduate Student Organization) at <https://gradorg.syr.edu/travel-grant/> .

Summer teaching

- Students who have already taught a course on their own can be considered for the limited number of teaching slots available in summer school. If you are interested in obtaining one of these positions, please notify the department chair early in the Spring semester.

Preference is generally given to students who already have a significant amount of experience teaching their own courses. We may also take teaching evaluations into account in assigning summer teaching slots.

vi) Benefits for fellows and teaching assistants

Health insurance and prescription drug plan

- Regularly appointed teaching assistants, fellows, their partners, and their families are all eligible for Syracuse University's medical plan. *You must sign up for this plan early on in your first semester as a teaching assistant or fellow. Otherwise, you cannot sign up for a health insurance plan until the Open Enrollment period, usually in November. In that case, coverage would not begin until January.*

Please see the Human Resources website at <https://hr.syr.edu/> for more information on these plans.

Please note: if you wish to include a domestic partner in your health plan, you and they must fill out the Affirmation of Domestic Partnership form and submit it to the Human Resources Office. You can find this form on the Human Resources website.

All participants in the medical plans also receive prescription drug coverage. Please see the Human Resources website for further information.

Dental Plan

- Regularly appointed teaching assistants, fellows, their partners, and their families are all eligible for the University's Delta Dental Program. You can elect to have either preventative or comprehensive coverage. This plan is paid for through pre-tax payroll deduction. (Domestic partner premiums are paid on an after-tax basis.) Please see the Human Resources website (<https://hr.syr.edu/>) for more information on this program.

III. COURSEWORK

i) Ph.D. Requirements

A total of 63 credits of graduate work are required for the Ph.D. in Philosophy. Of these, 18 credits must be devoted to a doctoral dissertation, which is usually a book-length work of scholarly research, and 45 credits (15 3-credit courses) must be devoted to coursework as specified below. Students receiving continued funding from the department in the form of an assistantship or fellowship are expected to complete their coursework within three years. For students entering with prior graduate work, up to 6 credits of coursework may be transferred at the discretion of the Director of Graduate Studies.

- At least 6 of these courses must be non-independent-study courses numbered 700 or higher.
- No more than 5 courses may be at the 500 level.
- 2 of these courses may be outside the department, if approved by the department as appropriate to the student's area of study.
- Up to 2 courses (6 credit hours) may be replaced by successful completion of a Syracuse Philosophy master's thesis, subject to departmental approval.
- Up to 2 courses (6 credit hours) credit may be granted for work at other institutions (courses and/or master's thesis), subject to departmental approval.
- For a course to count as satisfying a requirement, a grade of B or better is required.
- In addition to the 45 hours of credit for courses, a Ph.D. student must enroll for at least 18 dissertation hours. (Please see section III.iii for more information about PHI 999/dissertation hours.) Normally, students with fellowships or teaching assistantships apply 6 credit hours of their tuition scholarship towards PHI 999 during their first two summers, and another 6 credit hours during their third year, until they have reached 18.

A. Required proseminars: Three writing-intensive proseminars must be taken in the first three semesters:

- PHI 617: Proseminar: History of Philosophy
- PHI 693: Proseminar: Ethics and Political Philosophy
- PHI 687: Proseminar: Language, Epistemology, Mind, and Metaphysics

There will be a minimum grade requirement of B; students may retake a course at most once; **incompletes will be awarded only in the event of a genuine emergency.**

Proseminars require students to write a few short papers and usually also a longer paper. While the exact assignment structure is up to each proseminar instructor, one main purpose of these writing-intensive proseminars is to give beginning graduate students a lot of practice with writing, and frequent opportunities to receive feedback on their writing.

Proseminars are designed to familiarize students with key aspects of a given area of philosophy, e.g., some major theories, concepts and problems, as well as methodological issues, in a way that will provide a useful foundation for further graduate study.

B. PHI 651: Logic and Language (must be taken in the first two years)

C. Selected additional courses:

Eleven additional 3-credit courses or seminars. At least 6 must be numbered 700 or higher. No more than two independent study courses may be included. These must include at least one course in each of the following three area: (1) history of philosophy, (2) ethics and political philosophy, (3) language, epistemology, mind, and metaphysics. Prior graduate work may count toward this distributional requirement at the discretion of the Director of Graduate Studies.

D. Independent Studies:

You are not required to take any independent studies, but you may take up to two independent study courses (3 credits each).

Independent studies can be a good way to explore a subject area that you think you may want to focus on in your dissertation research. To seek out an independent study on a particular topic, first reach out to a faculty member who you would like to have supervise the independent study, and ask them whether they would do one with you. It is usually up to the student to determine at least an initial reading list that interests them; the professor will often suggest further readings as the independent study progresses. Independent studies usually meet several times over the course of the semester, though it is up to you and the professor to determine the exact details and expectations.

To enroll in an independent study course, complete a “Proposal for Independent Study Course” form found here: <https://registrar.syr.edu/wp-content/uploads/form-independent-study-course-proposal.pdf>. The form requires signatures from the student, the professor, and the department chair. Use the course number PHI 690. After all the signatures are collected, return the form to Alanis Hamblin for processing.

E. Petitioning

In exceptional circumstances, you may petition for exemption from some coursework requirements. If you think you can make a good case in favor of exemption from some coursework requirements, please contact the Director of Graduate Studies to discuss.

F. Seminar grades

Interpretation of seminar grades:

A: Great work, comfortably meets or exceeds seminar expectations. Based on this paper / performance in this seminar, no concerns regarding progress at this stage of the program. (Does not indicate a publishable paper, and does not mean that there were no good objections to the argument of the paper.)

A-: Good work. Some relatively minor concerns about quality of work, but nothing major. Even if you mostly get A-'s in your seminars, and hardly any A's, you will likely get through the PhD program requirements; but you may want to actively seek guidance about how to get your work up to the next level.

B+: Ok, but if you keep getting many B+'s or below, you'll likely have some problems succeeding in the graduate program unless you take some major steps. Please seek guidance on how to improve.

B: The minimum grade required for the course to count towards your PhD.

You may receive grades lower than B in some cases. This may happen if you did not complete all the work for a seminar, or if your work was below the level of quality needed to contribute towards your progress in the PhD program. In that case, you may be able to take the seminar or a similar seminar again for credit in a future semester.

ii) Transfer Credits

If you have any credit not undertaken as a matriculated graduate student at SU that you would like to have considered towards your SU degree, this must be approved by the department and the Graduate School. This includes the following kinds of credit:

- Graduate coursework taken as an undergraduate at SU;
- Coursework taken at SU before you were admitted to your graduate degree program (as a non-matriculated student); and
- Coursework taken at another institution.

As mentioned in III.i., at most 6 credits (two courses) of graduate coursework may be transferred from another institution. All coursework considered for transfer must clearly be graduate level work, and must have received a grade equivalent of B or better. Courses taken on a pass/fail basis do not count.

Applications for transfer credits should be filed with the DGS within the first twelve credits of graduate study at SU. No transfer credits will be accepted in lieu of proseminars.

iii) Registration

Graduate Students should be registered during *every* semester (Fall, Spring, and, for those needing to complete their PHI 999 requirements, Summer) until completion of the dissertation defense. General registration for Fall semester usually begins in May and continues until the end of the first week of classes. Registration for the Spring semester usually begins in October and continues until the end of the first week of classes. *Pay attention to add/drop periods and*

academic & financial drop deadlines; if you add or drop a class after these deadlines, you may have to pay a fee.

PHI 999

- If you have a tuition scholarship (alone, with a teaching assistantship, or with a fellowship), you should register for 6 credits of dissertation hours (PHI 999) *each* summer during the first two years in the program *unless you are taking a course or an independent study or have already used up your remitted tuition during the academic year*. You should also register for another 6 credits of PHI 999 either during your third year in the Fall or Spring, or during your third summer—until you have reached 18 credits of PHI 999 altogether. The Graduate School requires that you pay for 18 dissertation hours before receiving your PhD degree. *Don't forget* to register for PHI 999. Otherwise, you will run into major problems with the Graduate School when you want to finish your degree. In addition, if you forget to register for PHI 999 during the years in which you have a tuition scholarship, you may have to *pay out of pocket* for these hours.

Once you have registered for 18 credit hours of PHI 999, *do not* register for any more dissertation hours.

GRD 998

- If you have finished your coursework *and* have completed your 18 dissertation hours, then you should register for **Degree in Progress (GRD 998)** *during every Fall and Spring semester that you are working on your dissertation and not taking any other courses*. You should register for **0** credits of GRD 998. When registering for GRD 998, you should also send in a **Full Time Certification Form**. You can find it at the Graduate School website under “Forms” (<https://answers.syr.edu/display/GS/Forms>). Simply fill it out and check the box that says, “work on thesis/dissertation.” This, combined with the registering of GRD 998, demonstrates that you are a full-time graduate student in good standing with the University. It also allows you to continue to access both the library and your Syracuse University email account. Furthermore, registering for GRD 998 and sending in your Full-Time Status Form are exceedingly important if you need to continue to defer payment of any student loans.

iv) Incompletes

Students who believe they will be unable to complete the requirements of a course by the end of the final exam period of the semester in which the course is offered (or the deadlines set by the professor, if these come earlier) may **contact the professor before the original time limits have expired** and request an extension of the deadlines. If the professor agrees to grant such an extension, student and professor must work out a contractual agreement specifying what work remains to be done, and what the revised deadline(s) will be. They must record this contract by filling out and signing a Request for Incomplete form (available on the SU website, currently here: <https://registrar.syr.edu/students/student-forms/>) and submitting it to the department chair, who must approve it.

Approval of requests for incompletes is not granted automatically. Students who miss course deadlines without prior approval in writing should expect that their grade will reflect this fact.

No extension of course deadlines beyond the beginning of the next school year (August 15th) will be approved. A student whose work is still incomplete at the beginning of the next school year is no longer considered in good standing.

You will need to remove any incompletes from your record before the Graduate School will grant you a degree.

IV. TEACHING

i) Training

All-university TA training

There is a university-wide training program for all new teaching assistants in late August. This program includes:

- Large-group seminars designed to address general topics about teaching (e.g. “Encouraging Active Learning” and “Cross-cultural Communication in the Classroom”)
- Specialized programs designed to address your specific teaching interests and concerns (e.g. designing a syllabus, designing quizzes in the humanities, what to do on the first day of classes)
- Small-group, interdisciplinary workshops designed to facilitate discussion about the orientation and about your general teaching duties. These workshops include a “microteaching” exercise where you prepare a mini-lecture, present it, and have it videotaped. Following your presentation, your group members participate in constructive critiques of your performance.

Please note: if you are an international student, you will also need to attend an orientation prior to the general all-university TA training.

Departmental training

- After the all-university training, the Department Chair holds a meeting for new teaching assistants. At this meeting, you will discuss department policies regarding the execution of your teaching duties. These duties include grading, record-keeping, and preparing for discussion sections.

There is also a meeting before or during each summer for students who are preparing to teach independently for the first time. This meeting is generally run by the Director of Undergraduate Studies. At this meeting, you will discuss policies and expectations regarding the execution of your teaching duties. Since you will be teaching your own course as a teaching associate, you will have new teaching duties, such as choosing texts, developing a syllabus, preparing the materials for the course (including lectures, quizzes, exams, and paper topics), and submitting and confirming your students’ grades online at the end of each semester.

ii) Courses

There are two kinds of teaching positions for graduate students, assistants and associates. You serve first as an assistant, ordinarily for three years, and then as an associate.

Teaching assistants serve in a faculty-taught course. These courses follow a lecture/discussion format. Teaching assistants are responsible for attending the course lectures (led by the faculty member) and for leading discussion sections. Ordinarily, they are also responsible for most, if not all, grading and record-keeping for the students in their discussion sections.

Teaching associates teach their own courses and are responsible for every aspect of those courses (including preparation, lecturing, leading discussions, and grading).

Course descriptions for teaching assistants' courses

- **PHI 107 – Theories/Knowledge & Reality**
An introduction to some major questions about knowledge and reality, such as the existence of God, the mind-body problem, free will and the nature and limits of knowledge. Historical and contemporary readings.
- **PHI 171 – Critical Thinking**
Presentation and evaluation of reasoning, including arguments, explanations, and the justification of decisions. Topics of current social and ethical interest will serve as examples, with one topic selected for extended study.
- **PHI 172 – Making Decisions**
An introductory exploration of decision making: “What is the difference between decisions made well and decisions made badly?” Selected readings from various disciplines.
- **PHI 175 – Social & Political Philosophy**
Classical and contemporary readings on basic topics in social and political philosophy; political obligation and authority, justice and basic rights, liberty and equality, the justification of democracy.
- **PHI 192 – Introduction to Moral Theory**
Major philosophical theories about moral rightness, virtue, and the good life, such as utilitarian, Kantian, and Aristotelian theories. Historical and contemporary sources. Credit cannot be received for both PHI 192 and PHI 209.
- **PHI 197 – Human Nature**
Philosophical theories of human nature, their underlying metaphysical claims, and their ethical consequences.
- **PHI 251 – Logic**
Logic as a formal language, as a component of natural language, and as a basis of a programming language. Varieties of logical systems and techniques. Syntax, semantics and pragmatics.

For each of these courses, you are expected to attend the weekly lectures and conduct discussion sections.

Course descriptions for teaching associates' courses

All of the courses above. Also:

- **PHI 111 – Plato's Republic**
Plato's thought as developed in the *Republic*. May include other Platonic dialogues. Recommended for first-year students and sophomores.

Occasionally other courses may be available to teach.

iii) Responsibilities for teaching assistants and associates

A full teaching assistantship or teaching associateship requires that you devote an *average* of 20 hours each week to your teaching, including your preparation time. In some weeks, the load may be greater, in others less. If you find that you are devoting more than 20 hours each week on average to your teaching duties, you should discuss this matter with the faculty member responsible for the course, your teaching advisor if you are teaching independently, or the Department Chair.

Listed below are brief descriptions of your responsibilities as a teaching assistant or associate. You will go over more detailed accounts of these responsibilities (especially concerning developing syllabi, quizzes, exams, and essay topics) during the university-wide training for teaching assistants.

Choosing texts (teaching associates only)

- Textbook requests made to the SU Bookstore should include the title, editor(s), and ISBN of your chosen textbook(s).

If you choose to develop a course-reader, you should submit the final version of the reader to the Campus Copy Center or the S.U. Bookstore no later than the August 1 for the Fall semester and no later than January 1 for the Spring semester. It would be wise to make arrangements with them well before these dates, to be sure they will be able to produce your reader in time for classes.

You needn't have a textbook or a course reader. You may just choose to assign readings (chapters, articles, excerpts) from various different sources to be posted on Blackboard for the students free of charge.

Developing syllabi (teaching associates only)

- Your course syllabus should include the following information:
 - Your contact information (including name, email address, and location of your mailbox)
 - The location and time of your office hours

- The name of the textbook(s) if any, you are using for the course
- A description of the course
- Course objectives. In developing your course objectives, please consult the learning objectives for the philosophy major posted on the department website (<https://thecollege.syr.edu/philosophy/undergraduate-studies/philosophy-major-learning-outcomes/>), and consider how your course may contribute towards achieving these objectives. You may want to mirror some of the language of relevant major learning objectives to some extent.
- A description of the class assignments, their due dates, and their “weight” in the students’ grades
- A description of the grading scale
- A note about accommodations for students with disabilities
- Your attendance policy
- A statement about academic dishonesty and your plagiarism policy (You can always direct them to the university’s policy on academic dishonesty.)
- An assignment schedule, including reading assignments

You should plan to distribute your syllabus on the first day of class. Please make sure to make extra copies of your syllabus for students who register late for the course. You can also choose to put your syllabus on Blackboard and/or on your website.

Remember to share your syllabus with your faculty teaching advisor by around a week before the semester begins, so that they can review it and give feedback as needed.

*Please see Appendix ii for a sample syllabus.

Preparing and leading discussion sections (teaching assistants only)

- As a teaching assistant, you do not need to (and generally should not) assign any additional readings or assignments for the students in your discussion sections. Your primary job is to facilitate discussion about the lecture material and the assigned course readings.
- Although you are not responsible for writing the class syllabus, you may still choose to create a handout outlining your expectations regarding your students’ behavior in the classroom. For instance, you can use this handout to explain your attendance policy (if it is up to your discretion) and late policy and to reinforce the university’s policy regarding academic dishonesty. Make sure to make extra copies of this handout for students who arrive in your section after the first day of class.

In that same vein, you may also create class handouts for students throughout the semester. If you choose to make handouts for your students, you can use the department photocopy machine and logon by entering the last four digits of your SUID number.

- Listed below are some ideas about how to generate class discussion in ways other than the straightforward “question-and-answer” format. This list comes from the department’s

handbook on teaching philosophy and was originally published in a teaching handbook from Old Dominion University.¹

- 1) *Guided discussion about readings* (with or without study questions provided prior to assignment).
- 2) *Problem- or issue-centered task* for groups of 2-5 people (activity revolving around a particular problem, question, or exercise to deal with).
- 3) *Panel discussion* (3-6 persons discussing assigned topic).
- 4) *Competitive panel technique* (3-6 people having an exploratory discussion on an assigned topic—these people may be challenged, ousted, and replaced by other class members; requires moderator).
- 5) *Symposium* is a series of related speeches by 2-5 persons on different phases of the same topic or closely related topics; speeches vary from 3-20 minutes and are followed up by questions/comments from the audience directed at individual speakers.
- 6) *Self-analysis exercises and questionnaires* to bring to surface the students' assumptions, preferences, characteristics, and conceptions (and misconceptions).

You can also find a lot of advice online about productively engaging college students.

Preparing and leading your own class (teaching associates only)

- Teaching associates are often surprised at how much time and effort goes in to preparing each class. A great deal of time also goes into preparing your class syllabus and reading schedule. Please prepare accordingly.
- Please note that your class sessions should never be dedicated solely to lectures. You should regularly facilitate student discussion about the course material.
- The following list comes from the department's teaching handbook and was originally published in *Teaching at UNL* in 1986. It offers a general guideline for what you should try to do in your own classroom.²
 - 1) Hand out an informative, artistic, and user-friendly syllabus.
 - 2) Direct students to a support unit for help on basic skills.
 - 3) Tell students how much time they will need to study for this course.
 - 4) Explain how to study for the kind of tests you give.
 - 5) Put in writing a limited number of ground rules regarding absence, late work, testing procedures, grading, and general decorum, and maintain these.
 - 6) Announce office hours frequently and hold them without fail.
 - 7) Give sample test questions.
 - 8) Give sample test question answers.
 - 9) Explain the difference between legitimate collaboration and academic dishonesty; be clear when collaboration is wanted and when it is forbidden.

¹ Jorgensen, S. (1987). "Classroom Interaction Formats." *Instructional Resource Booklet for the Graduate Teaching Assistants*. The Center for Instructional Services. Old Dominion University.

² Powlacs, J. (1986). "101 things you can do the first three weeks of class." *Teaching at UNL*, 8 (1). University of Nebraska-Lincoln.

- 10) Give a pre-test of the days' topic.
- 11) Start the lecture with a puzzle, question, paradox, picture, or cartoon to focus on the days' topic.
- 12) Use variety in methods of presentation every class meeting.
- 13) Form a student panel to present alternative views of the same concept.
- 14) Give students two passages of material containing alternative views to compare and contrast.
- 15) Hand out study questions or study guides.
- 16) Be redundant. Students should hear, read, or see key material at least three times.
- 17) Use non-graded feedback to let students know how they are doing: post answers to ungraded quizzes and problem sets, exercises in class, oral feedback.
- 18) Organize. Give visible structure by posting the days "menu" on the chalkboard or PowerPoint presentation.
- 19) Tell students what they need to do to receive an "A" in your course.
- 20) Invite students to ask questions and wait for the response.
- 21) Learn all of your students' names.
- 22) Find out about your students via questions on an index card.

Preparing quizzes, exams, and paper topics (teaching associates only)

- Although you are not required to administer quizzes to your students, it is often a good idea to give quizzes to your students so you can make sure that they are understanding (and even reading) the material.

On the other hand, your students are required to take essays and write exams. For the most part, the format of these essays and exams is up to you. Some instructors choose to alternate essays and exams after each unit, for example, assigning essays after the first and third units, and giving exams after the second and fourth units. Other instructors choose to assign short essays *and* give short exams after each unit of the course.

No matter what format you choose, you must divide your course into manageable units, and you must "test" the students (through an essay, an exam, or both) after *each* of the units.

In any course that satisfies the undergraduate "intensive writing" requirement, students are required to write at least 4,000 words during the semester. Generally, this requirement is satisfied through essay assignments and essay questions on exams.

Here is a list of Philosophy courses that satisfy the Writing Intensive Requirement:

http://coursecatalog.syr.edu/preview_program.php?catoid=30&pooid=15614&hl=%22writing+intensive%22&returnto=search

Addressing cases of academic dishonesty

- Occasionally you will have to deal with cases of academic dishonesty, such as plagiarism, copying from another student, using cheat sheets, etc. You should familiarize yourself with the expectations, policies and procedures regarding academic integrity at SU: <https://class.syr.edu/academic-integrity/policy/>

- The exact procedures for reporting, reviewing and making decisions regarding academic integrity violation charges change periodically, so whenever you encounter a suspected academic integrity violation, make sure to check the current policy.
- If you are a teaching *associate*, you should consult with your teaching advisor about how to address a suspected academic integrity violation. If you are a teaching *assistant*, you should consult the faculty member in charge of the class in order to determine how to proceed.

The website <http://class.syr.edu/academic-integrity/> includes links regarding academic integrity, including "expectations and policy," "syllabus recommendations," "promoting academic integrity in the classroom," and "bringing a charge."

Charges must be filed within two weeks of discovering the violation.

Teaching Associates: Please make sure to clarify your class policy regarding academic dishonesty on the first day of class. This policy also should be explained in detail on your syllabus and, if you have one, on your course webpage.

Many teaching assistants and associates also choose to recap the course's academic dishonesty policy before exam dates and essay due dates.

Using Blackboard

- You will need your Net ID and password in order to login to Blackboard. Among other things, you can use Blackboard to post class documents (including your syllabus and essay topics), involve your students in threaded discussions, and send emails to students in your class(es) using the distribution lists provided by Blackboard.

If you would like to learn more about using Blackboard, you can attend one of the Future Professoriate Program's professional development seminars on Blackboard. Ordinarily, these are held at least once per semester. You can also consult the Graduate School's Instructional Resources page: <https://graduateschool.syr.edu/student-resources/instructional-resources/>

Record-keeping

- Keep well-organized records that others can read if necessary. Copy (or back up) your records after all major entries (i.e. after each exam or paper is graded).

Office hours

- You are required to hold office hours for *at least* two hours per week. Some students choose to hold two consecutive office hours during one day of the week, while others choose to hold one office hour on two separate days of the week. Whatever you choose to do, please notify the department secretary in charge of graduate students as soon as you determine the time and location of your office hours. (*Please note: Many TAs find that it is best to be available on two different days of the week and on two different times on those days so as not to completely coincide with another class that some students may be taking.*)

There is an office available for philosophy graduate students in Bowne Hall (Room 103). This office is entered with your SUID card. You can also choose to hold your office hours at a different location, such as Bird Library Café. Do not meet with students in 538 or 539 HL.

Student evaluations of instructors

- Mid-Semester Progress Reports are now being done through Orange Success. Please see the attached link:
<https://news.syr.edu/2017/02/mid-semester-progress-reports-conducted-through-orange-success/>

- Both teaching assistants and associates are evaluated by their students at the end of each semester. They have *separate* evaluation forms.

You should allow your students at least 20 minutes during one class period to complete these forms. Student evaluations are now online, and some students complete them outside of class time, but you will generally get a better response rate if you dedicate some class time to completing the online forms. You should leave them room while students fill in their evaluations.

Grading

- Ordinarily, teaching assistants will meet regularly with the faculty member in charge of their class in order to discuss grading expectations for essays and other “subjectively” graded assignments, and more generally to discuss the challenges of teaching the course.
- Both teaching assistants and associates are expected to grade *and* hand back assignments in a timely manner. Generally, shorter assignments (such as quizzes) should be handed back within a week, and longer assignments (such as essays and exams) should be handed back within two weeks.
- For both teaching assistants *and* associates, you must submit mid-term progress reports for every freshman or transfer student in your section or class. (*Please note: if you are a teaching associate, you should aim to give your students at least one substantial assignment before the end of the first month of classes. This way, you will have a good idea of how your students are doing in the class when you go to fill out their midterm progress reports.*)
- All teaching assistants and associates will also submit students’ final grades at the end of the semester. (Please see the following section for instructions on how to submit grades online.) Final grades are ordinarily due a few days after final exams end. **It is essential that you turn your grades in on time.** Some course instructors prefer to calculate and upload final grades themselves rather than leaving this task to the teaching assistants.

Submitting final grades

- With the exception of **incompletes**, **all final grading** is done online. To submit your grades, please do the following:
 1. Log on to **myslice.syr.edu**. (You will need to use your NetID to log on.)
 2. Click on “Faculty Center” (under the Faculty Services heading).
 3. Select the term for which you wish to view a roster (e.g. Fall 2007).
 4. Select the class title of the roster you wish to view (e.g. Philosophy 107).
 5. Type in or upload each student’s grade in the “roster grade” box.
 6. Either *save without submitting* (this will allow you to return to this roster to add or change grades) or *submit to registrar*.

Teaching *associates* will receive an email notifying them when the registrar has received their grades. (For teaching assistants, this email is sent directly to the faculty member leading the lecture.) To confirm that your grades have been posted, log on to MySlice, check your roster, and make sure that the “final roster status” reads “posted.”

v) Future Professoriate Program and Professional Development

The Future Professoriate Program is intended to prepare graduate students to be members of the professoriate while emphasizing the importance of teaching within a graduate education. Students can participate in the FPP at any point in their graduate career. It is an optional program run by the Graduate School, and you get a small stipend if you take part in a minimal number of activities through the year, for up to two years. You also get a chance to earn a Certificate in University Teaching. The DGS sends an invitation to all graduate students to participate in the FPP early in the fall semester each year.

If you take part in the FPP, you will need to file a brief report of your activities related to this program near the end of the spring semester of each year you take part. Send your report to the DGS who will approve and forward it to the Graduate School. You will receive your FPP stipend (currently \$400) after your approved report has been received by the Graduate School.

Acceptable activities to be described in the report include, for example, meetings with your teaching advisor to discuss class-related issues, having your teaching advisor observe your class and discussing their feedback, taking part in FPP sponsored professional development events throughout the year (these will be announced over email to FPP participants), and developing a teaching portfolio. You will need to develop a teaching portfolio in order to receive the Certificate in University Teaching through the FPP.

The philosophy department’s own Professional Development Seminar includes guidance in developing teaching portfolios.

Teaching portfolios may include the following:

- A statement reflecting your general teaching theories, practices, and goals
- A statement regarding your teaching experience

- Copies of syllabi, paper topics, exams, or other course handouts
- One or more sets of student evaluations, with your commentary on them
- Video of you in one or more kinds of teaching situations (e.g. lecturing, leading a discussion)
- Report from any faculty member's class visit
- Teaching-related projects that you have designed
- Documentation of teaching awards
- Prospectus for course(s) that you would like to teach in the future
- Scholarly activities and their relation to your teaching
- Letters of recommendation from mentors or advisors

Professional development seminars

- The Future Professoriate Program (FPP) regularly holds professional development seminars throughout the school year. Past topics have included “Constructing Your Teaching Portfolio” and “The Academic Job Search: Preparing for a Campus Visit.” These seminars are announced via email.
- The Philosophy Department also holds its own semester-long professional development seminar focused on preparing graduate students for the job market in academic philosophy, as well as additional brief workshops run by the DGS on writing, publishing papers, and on placement (for students going on the job market soon).

Certificate of University Teaching

- After successfully completing the FPP, and after you have acquired independent, mentored teaching experience, you may apply for a Certificate of University Teaching (CUT). Receipt of this certificate involves the following steps:
 - 1) You must complete your teaching portfolio and submit it to the FPP faculty liaison (generally the DGS) for approval.
 - 2) The FPP faculty liaison sends your approved portfolio to the Assistant Dean of the Graduate School with a cover letter indicating that you have successfully completed the requirements for the CUT.
 - 3) The FPP director in the Graduate School sends you a letter notifying you of your successful completion of the certificate requirements.
 - 4) After completing all of the requirements for the PhD, you can choose to receive your certificate either at the Doctoral Dinner (explained on p. 26) or by mail with a cover letter from the DGS.

Find out more about the FPP here: <https://graduateschool.syr.edu/current-students/future-professoriate-program/>

V. SPECIAL PAPERS

i) Special Paper Requirement (SPR)

All students must satisfy the SPR in order to (i) maintain good standing in the department beyond the third year, (ii) be eligible to have a clarification, and (iii) achieve ABD status. Students become ABD once they have finished their coursework and special paper requirements.

- (1) *Submission*. The student must submit a special paper by August 15, before the start of the fall semester of their third year.
- (2) *Acceptance*. The student must have a special paper accepted in order to satisfy the SPR requirement. This requirement must be satisfied by August 15, before the start of the fourth year.
- (3) *Extensions*. If a student wishes to receive an extension on the deadlines in (1) or (2), the student must submit a written application to the Director of Graduate Studies (DGS). The application must contain the student's explanation of his or her failure to meet the deadline, and describe the student's proposed course of action for completing the requirement. Extensions will be granted at the discretion of the DGS. Applications for extensions must be submitted at the beginning of every semester after the relevant deadline has passed, until the requirement is fulfilled. If an extension is denied by the DGS, or if no extension application is submitted, the student will no longer be considered to be in good standing in the department.

ii) Guidelines

In developing a special paper, you are strongly advised to seek out the guidance of a faculty member who works in a related area. Ask if that person would serve as your special paper advisor, helping you both to prepare the paper for submission and to identify when it is ready to submit. When you are ready, submit your paper to the DGS.

To be accepted, the special paper must demonstrate that the student has the philosophical ability and the writing ability to (i) write an acceptable dissertation and (ii) write publishable papers. The following criteria will be applied in judging the acceptability of a paper:

1. *Length requirement*. The paper is at least 5,000 words in length, but no more than 10,000.
2. *Style requirement*. All aspects of the *writing* (e.g., grammar, word choice, spelling, organization, clarity, and citation of sources) meet generally accepted standards for professional philosophy papers.
3. *Literature requirement*. The paper demonstrates familiarity with appropriate and relevant literature.
4. *Quality requirement*. The paper should demonstrate original thought and developed philosophical ability, especially the ability to present a philosophical argument.

iii) Committee

Whether a special paper meets these requirements will be determined by a special paper committee assigned to the paper by the Director of Graduate Studies (DGS). Each special paper committee will consist of three faculty members, one of whom will be designated as the committee chair. If the special paper comes from a term paper written for a class, the professor of that class will not serve as the committee chair; however, that professor may serve on the committee as a secondary member. The committee as a whole decides whether to accept the paper, generally after each committee member independently evaluates the paper and shares their comments about it with the rest of the committee. The committee chair will inform the student and the DGS of the paper's acceptance status within two months of submission. The committee chair will provide the student with written comments explaining the decision and suggesting a future course of action (such as suggestions for revision, or advice to find a different project). These comments will include an assessment of the extent to which the paper satisfied each of the four aforementioned requirements.

iv) Publication

Accepted special papers are supposed to demonstrate your ability to write a dissertation and to go on to write publishable papers. If you decide to go on and publish your accepted special paper (or any other high-quality paper), consult with faculty members about what journals to consider and about how to submit your paper.

The DGS arranges publication workshops periodically, to inform students about the publication process, and to discuss tips for preparing your paper for submitting to journals, for handling reviewer comments, etc.

VI. DISSERTATION

i) Clarification

Clarification committee

- When *all* other pre-dissertation requirements have been satisfied, and when a supervisory faculty member judges that your proposal for a dissertation project is adequately developed and that you have done adequate background reading, the Director of Graduate Studies (DGS) will appoint a committee of at least three faculty members for the Dissertation Clarification. The department expects that this will occur **within six months after** the completion of your coursework and special paper requirements.

Dissertation proposal

- You will provide the members of the clarification committee with a proposal for a dissertation. Your proposal should include a descriptive overview of the project, an abstract/outline, and a bibliography. The committee will meet with you to discuss the proposal, perhaps suggesting amendments and additional relevant literature. The committee may then accept the proposal, as amended by this discussion, or the committee may request a new written proposal and another clarification meeting.

Format of the (planned) dissertation

- The dissertation may take the traditional form of a monograph (several chapters leading to a conclusion) or it may consist of three substantial topically related papers of publishable quality. The format should be agreed upon by the student and the dissertation director.

Dissertation supervision committee

- After a successful clarification, the DGS and/or the clarification committee may recommend that a different set of faculty members should serve as the dissertation supervisory committee. However, the clarification committee ordinarily goes on to become your supervisory committee for your dissertation. For further instructions on how to acquire a dissertation director and committee, see I.v-vi.

Tools requirement

- There is no general program-wide foreign language requirement. However, your clarification committee has the authority to require some degree of competence with one or more tools of research: perhaps one or more relevant foreign languages (e.g., if you are writing a historical dissertation), some mathematics (e.g., statistics, if you are writing about inductive logic), and so on. The dissertation director will decide whether any requirements the clarification committee imposes have been satisfied.

Please note: You cannot have an official dissertation clarification or have a dissertation committee appointed until the special paper requirement and all course requirements have been satisfied.

ii) Dissertation Supervision Committee

Dissertation director

- You will have a three-member dissertation supervision committee (DC), with one person designated as the dissertation director. The DC and the dissertation director will be appointed by the Director of Graduate Studies (DGS) following your successful clarification. This appointment is done in consultation with you and with the members of the clarification committee and any other relevant members of faculty. Ordinarily, an untenured faculty member cannot be the dissertation director, though on occasion an untenured faculty member has served as a dissertation co-director. For further instructions on how to acquire a dissertation director and committee, see I.v-vi.

Dissertation committee

- Generally, the dissertation committee (DC) will be comprised of the three members of the clarification committee, but it need not be. While there is one principal advisor for the dissertation, you are expected to *regularly* share your work with *all three* committee members. They will also regularly share feedback on your work with you.

External committee member

- You are also strongly encouraged to include an external committee member or members in your dissertation committee. This may be someone who is at Syracuse University yet in a different department (e.g. Linguistics or Women's Studies), or it may be someone from a philosophy department at a different university. When such external advisors are involved, they will, whenever possible, be included among the members of the dissertation examination committee.
- This external committee member is *different from the oral defense chair* at your dissertation defense. See below.
- When someone from outside of SU becomes involved in your dissertation committee, inform the DGS. The Graduate School may require a petition to be filed for external members; the DGS will help you to do this.

iii) Defense

Defense committee

- At a minimum, the dissertation defense committee consists of four faculty members, including the oral defense chair and the student's dissertation advisor.
- Three of these four faculty members are usually members of the student's supervisory committee (including the dissertation advisor).
- The fourth member of the minimum defense committee is an **oral defense chair** appointed by the Graduate Dean for the defense. This person is *different* from your external committee member(s) (if you have any). The oral defense chair is a faculty member from another department at Syracuse University. Although they are the chair of

the defense, it is usually not the case that this person has expertise in your dissertation topic. Their role is simply to preside over the defense and make sure that all Graduate School and Philosophy Department regulations are followed. They are also responsible for returning the Committee Approval Page to the Dean of the Graduate School after a successful defense.

- In addition to the minimum defense committee of four faculty members, you may have external committee members (see VI.ii above), and/or further faculty from the SU philosophy department as part of your defense committee.

After your defense, the committee will conduct a vote that can take one of the following forms:

- Pass (dissertation accepted)
- Pass with minor revisions (generally editorial)
- Pass with major revisions (substantive)
- Not pass

The defense committee will also determine a procedure for checking revisions, if any. Typically the committee leaves it up to the dissertation director to check and approve revisions.

The department does not give verdicts of “pass with distinction” for dissertations.

Copies of your dissertation

- You must submit final copies of your dissertation to *all* members of your defense committee **at least two full weeks before your defense date**. If your committee does not receive copies of your dissertation in time, you must petition *both* the committee *and* the Graduate School for permission to proceed with your scheduled defense. Please note that your defense may be canceled if some of your committee members do not receive copies of your dissertation in time.

You should also submit a copy of your dissertation to the philosophy department at least **two weeks before your defense date**. This copy can be reviewed by anyone who wants to attend your defense.

After your defense and after any required revisions, you must also submit **two final copies** of your dissertation title page to the Graduate School **at least two weeks prior to your graduation date**. These copies must be in PDF format. One of these title pages must be signed by your principal advisor.

For the complete checklist of requirements for electronic dissertation/thesis submittal, see here:

<https://answers.syr.edu/pages/viewpage.action?pageId=94049081&preview=/94049081/13050249/Electronic%20Dissertation%20Thesis%20Submittal%20Checklist.pdf>

Please also view the following links for additional instructions and requirements regarding thesis formatting and style.

<https://answers.syr.edu/pages/viewpage.action?pageId=94049081>

Formal announcements/notification of your defense

- The dissertation examination (defense) will be announced to the philosophy department faculty and graduate students at least two weeks before the date of the exam.

The Graduate School also gives formal notification of your defense by doing the following: 1) They send confirmation to all of your committee members that the defense will proceed as stated in your Request for Examination (see next section). 2) They announce your defense in SU Community Calendar and post it in the Graduate School. 3) They generate a Committee Approval Page that lists the members of your defense committee. This form is sent to your defense chair so that they can get the appropriate signatures at the conclusion of your defense.

The dissertation defense is a public event. Anyone in the world may attend, but participation in the questioning and discussion is normally limited to the committee and any other department faculty who might attend. Others may be given the opportunity for questions if time permits.

Doctoral Dinner

- On the Friday before the May commencement, the Graduate School sponsors a dinner for all doctoral candidates who have completed all of their degree requirements by their published deadlines. This includes the completion of any necessary forms (such as the Program of Study Form, UMI Contract, etc.). You may invite your dissertation director and two guests to this dinner. (Other family members may attend if you request permission from the Graduate School.)

iv) Graduate School Guidelines

Manuscript guidelines

- Always check and abide by the current manuscript guidelines available on the Graduate School webpage. Currently they are posted here: <https://graduateschool.syr.edu/preparing-your-thesis-dissertation/>
- Through the same link, you can also find a checklist for submitting your dissertation to the Graduate School. It is also posted here: <https://answers.syr.edu/pages/viewpage.action?pageId=94049081&preview=/94049081/113050249/Electronic%20Dissertation%20Thesis%20Submittal%20Checklist.pdf&redirect>

v) Paperwork

Please make sure to turn in all of the appropriate paperwork on time. Failure to do so can delay your defense and/or your receipt of your degree.

Always check the current requirements through the Graduate School website. They are currently posted here: <https://graduateschool.syr.edu/current-students/graduation/>

- **Program of study form**

Use the program of study form if and only if you started your PhD prior to Fall 2015. This form lists all of the courses that you have successfully completed during your graduate studies. After filling out this form, please submit it to the Director of Graduate Studies (DGS) so that they can review it. If they approve your Program of Study, they will then submit it to the Graduate School for review.

After receiving it, the Graduate School reviews your records to ensure that all departmental and University-wide requirements have been met. Any exceptions to the published requirements must be approved by the DGS in writing and petitioned to the Graduate School. The Program of Study form must be submitted to the Graduate School according to the published deadline (generally, *three months prior to* your expected graduation) in order to allow adequate time for conferral of your degree after you have met all degree requirements. (gradsch.syr.edu)

This form is available on the Graduate School's website:
<https://graduateschool.syr.edu/student-resources/forms/>

Please note: you can complete this form as soon as you finish *all* of your coursework.

If you started your PhD on or after Fall 2015, you should not use the program of study form. Instead, the courses counting towards your PhD degree are kept track of online via DegreeWorks.

- **Request for examination**

This form lists the defense time, place, date, and the names and email addresses of *all* of your committee members—including your outside chair *and* the members who are *readers* at your defense. You also need your dissertation director's *and* the department chair's signatures for this form.

If there are *any* mistakes on this form, the Graduate School will send the form back to you for corrections. This will most likely *delay* your defense.

This form is available on the Graduate School's website:
<https://graduateschool.syr.edu/student-resources/forms/>

This is an online form that you must submit **at least three weeks prior to your defense**. Once you submit the online form, a pdf is generated that your dissertation director and department chair must then sign before the form is processed by the Graduate School.

Please note that this form cannot be completed until your advisor has notified the Director of Graduate Studies that your dissertation is ready for defense. This means that you may need to provide the completed “final” version (on which your dissertation is based) several weeks beforehand so that your dissertation director can read it. Since the need to coordinate faculty schedules may also introduce significant delays in scheduling the defense, especially in the summer, you should begin coordinating with your committee as early as possible.

- Review the Syracuse University ProQuest ETD website (<https://www.etsadmin.com/main/home?siteId=362>) for guidelines on submitting electronic dissertations, and for selecting your publishing options. You can choose to have your dissertation published through ProQuest or through Syracuse University’s Institutional Repository (SURface). The latter allows your work to be available open access.

- **Diploma Request Form**

You must complete an online diploma request in order to participate in commencement. You can find a link to this form on the Student Services section of MySlice under “Eligible Students.” You will be “eligible” to complete the diploma request form as soon as you matriculate into the philosophy program at Syracuse. However, you should not complete this form until you are a few months away from your dissertation defense.

After following the link to the diploma request form, you should review your academic program(s) and degree information to confirm that it is correct. Then you should choose the term in which you will complete your degree(s), provide the address to which the diploma will be mailed, and confirm or adjust the name to be printed on the diploma. (Please note that for some name changes, additional documentation will be required.)

Should circumstances change, you can use this link to adjust the term of completion. Changes to the diploma mailing address will be made through “View/Update Addresses.”

If you plan to receive your degree in May, June, or August, you must complete this online form no later than the end of January in order to receive mailings regarding commencement. (Please see the Graduate School’s website for the specific deadlines.)

Please note that commencement takes place only once per year in May. You are allowed to participate in commencement *only if* you receive your degree in the current May or in the immediately preceding June, August, or December.

- **Survey of Earned Doctorates**

The Graduate School requires you to complete the Survey of Earned Doctorates, here: <https://sed-ncses.org/login.aspx> For more details, please review the Graduate School's Electronic Dissertation/Thesis Submittal Checklist: <https://answers.syr.edu/pages/viewpage.action?pageId=94049081&preview=/94049081/113050249/Electronic%20Dissertation%20Thesis%20Submittal%20Checklist.pdf&redirect>

vi) Checklist

- File a Diploma Request online (several months before the diploma date)
- Consult dissertation director to make sure that you are prepared for defense (your dissertation director must *approve* the “final” dissertation at least four weeks before the defense)
- If you started your PhD prior to Fall 2015, file a Program of Study form (at least three weeks before your defense, but it can be done as soon as your coursework is completed)
- Consult with the Director of Graduate Studies about appointing a defense committee.
- Schedule defense with *all* of your defense committee members
- File Request for Examination (at least three weeks before the defense)
- Distribute dissertation to committee members at least two weeks prior to defense date
- Hold defense
- Implement revisions as directed by committee (if necessary)
- Obtain date and signature of dissertation director on title page(s)
- Submit your finished, approved dissertation to either ProQuest or the Syracuse's Institutional Repository.
- Submit signed and dated title pages to Graduate School
- Complete Survey of Earned Doctorates

VII. TIME TO DEGREE

Summary of Graduate School rules regarding time to degree:

All doctoral students starting their degrees in Fall 2023 or later must complete all requirements for their degree within eight years of the start of their program. A petition for a one-year extension is possible after this time. Such petitions are developed in cooperation with the student's advisor and must include a detailed plan for dissertation completion within one year. If the petition is approved, the student must register for GRD 991 (which involves having to pay a substantial fee, currently (2023) in excess of \$1,800/semester).

Current doctoral students who started their degrees before Fall 2023 and are now (F2023) at or beyond the eight-year mark are required to submit a petition, developed in cooperation with their advisor, that includes a detailed and realistic timeline for completion. Such petitions must be submitted by the end of Fall 2023. If the initial petition is approved, the student does not need to register or pay for GRD 991. But if the approved timeline for completion as proposed in the petition is not met, and an additional petition is submitted and approved, then at that point the student will have to register and pay for GRD 991.

Current doctoral students who started their degrees before Fall 2023 and are approaching the eight-year mark should prepare for the need to petition for extra time if they cannot finish in eight years. Prepare to develop a petition during the spring semester of your eighth year, in cooperation with your advisor. If the initial petition is approved, the student will not need to register or pay for GRD 991. But if the approved timeline for completion as proposed in the petition is not met, and an additional petition is submitted and approved, then at that point the student will have to register and pay for GRD 991.

The Graduate School does not automatically take account of leaves of absence or part-time status in calculating time to degree. They will simply count your time to degree from the moment you started the program. But depending on the circumstances, a leave of absence or part-time status may be relevant as part of a justification for why a specific amount of time is still needed before completing the degree.

The Graduate School's complete policy is posted here: [2023-2024 Academic Rules and Regulations](#).

Please approach the DGS regarding the paperwork required for petitions.

Departmental Policies

These Graduate School rules are in addition to any departmental rules or policies that are now or may later be in force. Departments are free to enforce shorter time to degree requirements. Our department has no plans to do that. But we officially make no guarantees of funding beyond the 5th year.

VIII. THE JOB SEARCH

The department supports our current and past graduate students' job search efforts in several ways.

- Professional Development Seminar: A semester-long seminar focusing on preparing students for the academic job market.
- Placement Director (usually the DGS): Runs dedicated placement meetings and provides materials designed to further prepare you for the academic job market close to when you are actually entering it; is available to review your job market materials and answer questions; may also provide occasional information on non-academic job seeking.
- Admin support: Alanis Hamblin (aehambli@syr.edu) helps to submit your recommendation letters to jobs you are applying for.
- Mock interviews, mock job talks, mock teaching demos: the department is happy to help you practice for the job market in these ways, whenever you request it, provided you are either already on the job market or planning on going on the job market very soon.

IX. MA Program

i) Requirements

There are two ways to earn an MA in Philosophy at Syracuse University. The first and main way:

- Complete **8 courses (24 credit hours)** and
- Write and successfully defend an M.A. thesis (**6 credit hours**)

The second way: With the permission of the department, a student admitted to the PhD Program may receive the MA in Philosophy after completing 36 credits of graduate coursework.

No courses in which a student received a grade lower than B will count towards the MA degree. No more than 6 credits towards the MA degree may be transferred from another institution.

The M.A. Program provides the opportunity for advanced study, possibly culminating in a thesis. The program is intended to:

1. educate students thoroughly on the nature of philosophy
2. train students in generic methods of reasoning and analysis of wide applicability
3. permit graduate-level research and study in philosophy by students who are not necessarily committed to becoming contributing members of the field (such as university professors).

The MA Program is not a component of the Ph.D. Program, even though the MA degree can also be awarded as an intermediate achievement in the Ph.D. Program. Although courses, faculty, activities, and facilities are shared by both programs, acceptance in the Ph.D. Program is not included in acceptance in the MA Program.

One aim of the program is to encourage concentration or focus on some particular area or topic of philosophical concern. Subject to faculty advice and guidance, and availability of relevant courses and faculty expertise, every student in the MA Program will select an area of study, or a specific philosophical topic, which will guide selection of courses.

Student Learning Outcomes:

http://syr.catalog.acalog.com/preview_program.php?catoid=18&poid=9113

- Write with a good degree of clarity, precision, and organization
- Have a broad understanding of, and ability to explain clearly, an important philosophical problem and its history
- Demonstrate familiarity with a large amount of philosophical literature relevant to their topic of study
- Have a good ability to critically evaluate philosophical theories and arguments

ii) Thesis

An important difference between Ph.D. and MA programs is illustrated in the difference between an MA thesis and a Ph.D. dissertation. In addition to greater scope and complexity, the dissertation is expected to make a genuine contribution to the advancement of philosophical research, whereas the MA thesis need not make such a contribution (though it may). Nonetheless, the MA thesis must demonstrate mature understanding and expertise in philosophy.

Please make sure to consult with faculty members when developing your thesis topic.

iii) Schedules

Standard two-year schedule

- Take 3 courses during the first semester.
- Take 3 courses during the second semester.
- Take 2 courses and begin working on your M.A. thesis during the third semester.
- Complete your M.A. thesis during the fourth semester.

Accelerated one-year schedule

- Take 4 courses during the first semester.
- Take 4 courses during the second semester.
- Complete your M.A. thesis during the summer.

iv) Joint Degree with Law School

For information on joint degrees, see <https://thecollege.syr.edu/degree-programs/jdphd-philosophy/>

X. MISCELLANEOUS

i) Diversity, Inclusion, and Ethical Conduct

According to University policy, all our work should attend to the goals of diversity, inclusion, equity, and accessibility. Please see the core values and guiding principles for adhering to these core values articulated here: <https://diversity.syr.edu/about/core-values-and-guiding-principles/>

You should consider how to best adhere to these values and principles when participating in seminars, putting together course syllabi and materials, or organizing or participating in colloquia and conferences.

The philosophy department also endorses the American Philosophical Association's Code of Conduct. Please familiarize yourself with it here: <https://www.apaonline.org/page/codeofconduct>

ii) Colloquia and Conferences

Colloquia

- Each fall and spring semester, the department holds several colloquia. These colloquia are generally held on Friday afternoons at 4 p.m. in 500 H.L. Students are strongly encouraged to attend these colloquia.

The format of the colloquia is generally as follows: Invited speakers give a talk for the first hour, we have a 5-minute break, and then the remainder of the session is open for Q&A. Graduate students are given priority over faculty members in the Q&A session.

After the talk, there is an informal reception in the Dietl Room (538 H.L.). After the reception, students and faculty members are invited to join the speaker for dinner at a local restaurant. Students and faculty members must sign up in advance in order to attend these dinners. There are limited spots for dinner, so if you are particularly interested in dinner with an upcoming speaker, make sure to check with Alanis Hamblin (aehambli@syr.edu) about when the sign-up sheet will be posted in the department main office.

SPAWN

- SPAWN (Syracuse Philosophy Annual Workshop & Networking) is the philosophy department's annual summer conference. This conference is a professional working conference for our faculty and graduate students and the invited participants and is not open to the public. The conference sessions are read-ahead sessions; the papers are made available online to all conference participants (including all Syracuse philosophy graduate students) weeks before the conference.

- Ordinarily, the department hires an ABD student to help coordinate SPAWN. This student is usually responsible for collecting the papers from the SPAWN participants and for helping to organize transportation and meals for the visiting participants.

Philosophy Graduate Student Conference

- Every spring, the graduate students organize and hold a student conference. This conference ordinarily lasts for two days and includes five to seven talks by visiting students (with commentaries by Syracuse philosophy graduate students), an internal keynote talk by a philosophy faculty member, as well as an external keynote talk by a professional philosopher from outside of SU. Social events during the conference include a gathering at a local bar following the first night, a dinner at a local restaurant following the second night, and a party at a student apartment following the dinner.

Papers presented at the conference are chosen by the graduate students. After the submission deadline, the conference coordinator(s) (whose responsibilities are listed in more detail below) sends a list of the titles and abstracts out to the graduate students. The students then send a list detailing the papers they are competent and/or willing to read back to the conference coordinator. The coordinator then determines which students will read which papers and emails those papers to the respective graduate students. After reading the papers, the students fill out a checklist (sent by the conference coordinator) outlining their assessment of the paper. Once all evaluations have been sent in, the conference coordinator holds a meeting with all of the readers so that they can vote on which papers to accept for the conference.

While the department has some money available for the graduate conference, it is customary for the department's representative to the University Graduate Student Organization (GSO) to request additional funding for the conference from the GSO. Please note that the GSO representative must maintain an "active" status in order for this request to be processed.

ii) ABD Workshop

The goal of the ABD workshop is to facilitate professional development for students in the program, and to provide those in the dissertation stage with an opportunity to present and receive feedback on their work.

Any ABD student currently working on dissertation chapters, papers, writing samples, job talks, and works in progress may make a presentation.

The usual format for the ABD workshop is as follows, though the faculty member in charge of organizing the workshop has some discretion over changes to format.

<https://thecollege.syr.edu/philosophy/phi-events/workshop-abd/>

Submission guidelines

- The ABD workshop is read-ahead format. The appropriate length for submissions ranges from conference length (3000 words) to publication length (5000-8000 words). Papers should not exceed the maximum length standard for publication (10000 words)

Submission deadlines

- 9 days in advance: A reliable draft is due from the speaker to the commentator. At this time, the draft need not be final. However, it should be sufficiently reliable to allow the commentator adequate time to formulate comments.
- 5 days in advance: The final draft is due to be distributed to the department.
- 3 days in advance: The comments are due from the commentator to the speaker, allowing the speaker adequate time to formulate a reply.

Workshop format

- Presentation (20-30 minutes): The speaker presents the work and its place within the larger project. Time constraints prohibit reading the paper. However, they do not prohibit an appropriate summary of the main issues and arguments. Useful handouts are welcome.
- Comments (15 minutes maximum): The commentator provides comments. Comments may be read. Useful handouts are welcome.
- Reply (5-10 minutes): The speaker replies to the points and issues raised by the commentator.
- Discussion: After the reply, the paper is open for Q&A and discussion. Appropriate topics include philosophical issues raised by the paper (content) and issues relevant to professional development (form and presentation).

iii) Philosophy Graduate Student Organization

The Philosophy Graduate Student Organization is comprised of all of the active graduate students in the Syracuse University Department. Students are expected to distribute service work equitably.

President

- The president of the Philosophy Graduate Student Organization is an elected member of the graduate student body who has the following responsibilities:
 - 1) **Running the beginning-of the year meeting.**
This meeting is open to all graduate students (both PhD and MA) in the philosophy department. Ordinarily, it is held at the beginning of September. At this meeting, students volunteer to be on various committees within the Philosophy Graduate Student Organization. (These committees are listed below). If they deem it necessary and/or appropriate, the president is also responsible for submitting to the faculty members any proposals or concerns voiced at this meeting.
 - 2) **Helping the GSO Representative (see below) prepare the budget for the year.**
 - 3) **Organizing the selection of summer grants.**

- 4) **Organizing graduate student responses to ad hoc issues throughout the year (such as reports on job candidates, etc.)**
- 5) **Getting flowers and a card for the department administrative personnel on Administrative Professionals' Day (usually in late spring)**
- 6) **Running the election for their successor**
At the end of each school year, the president sends an email out to all of the graduate students asking them to nominate candidates for the following year's president. After the nominations have been submitted, students send in their votes to the current president via email.
- 7) **Welcoming and networking with incoming students**
This can involve simply sending out friendly emails to students after their acceptance to the program, arranging for sleeping arrangements if they decide to visit the University, or even throwing a welcome celebration for new students at the beginning of the school year.
- 8) **Serving as a liaison between the graduate students and faculty, as needed**

GSO representative

- At the first meeting for the philosophy graduate student organization, a student is elected to be the University's Graduate Student Organization (GSO) representative. The GSO representative is responsible for
 - 1) attending monthly GSO meetings and
 - 2) Mandatory committee work within the GSO (the most demanding being the finance committee which never meets more than once a month; other committees include e.g. the library development committee, neighborhood partnership committee, parking advisory committee.)
 - 3) Submission of Philosophy GSO budget at the end of GSO work year (mid-late spring)
 - 4) Re-authorization of Philosophy GSO standing within the GSO, including re-submission of constitution (mid-late spring)
 - 5) requesting special funds for graduate events, such as the graduate conference and/or the external speaker.

This is a paid position, with a grant in the following summer of \$750.

The GSO representative must attend *at least* 6 out of the 7 GSO meetings in order to be "active" (or in good standing). Funding for special graduate events (again, such as the graduate conference or the external speaker) is contingent upon the GSO representative's active status. If, for some reason, the GSO representative cannot attend one of the GSO meetings, they can send an alternate to the meeting in their place.

In addition to representing the philosophy graduate students' interest in these meetings, the GSO representative also votes on various issues, such as whether to fund special program proposals from other departments/student organizations, whether to endorse university-wide proposals, etc.

Please note that the philosophy department GSO representative can submit only one funding request per semester. Earlier requests often have a better chance of receiving funds from the GSO. It is also worth noting that more GSO funds are available for the external speaker than for the graduate student conference.

Philosophy Graduate Conference coordinators (two people)

The conference coordinator has the following responsibilities:

- 1) Determine the date for the conference
- 2) Reserve 500 H.L. or another room for the entirety of the conference
- 3) Create and send out a call for papers to philosophy departments across the country and internationally.
- 4) Coordinate with Outside Speaker Committee to determine keynote speakers
- 5) Organize a Graduate Student Helper Committee
- 6) Organize the conference submissions by title and abstract
- 7) Send the list of submissions to the graduate students so that they can vote on the papers that they prefer to read
- 6) Determine which students will read which submissions, based on their votes
- 7) Send out papers to the students for anonymous review
- 8) Organize and run a meeting for students to determine which papers will be accepted to the conference
- 9) Contact students whose submissions have been accepted
- 10) Arrange transportation and lodging for conference participants
- 11) Determine “in-house” commentators for each of the conference papers
- 12) Work with the GSO representative and the philosophy department in order to secure funding for the conference
- 13) Create nametags for presenters, commentators, and conference coordinators
- 14) Create a conference program
- 15) Set up the podium and chairs, as well as any technical equipment such as a microphone for the speaker, in the conference room
- 16) Procure and set up refreshments for both days of the conference
- 17) Organize conference social events (including dinner reservations for the second night)

This is a paid position, with the organizers receiving a total of \$750 (\$375 each) in the summer following the year in which the position is held.

Women and Gender Minorities (WAGM) Group Co-Organizers (two people)

The organizers have the following responsibilities:

- 1) Organize nominations and votes for an invited WAGM speaker
- 2) Organize WAGM speaker visit with the department (coordinate with Alanis Hamblin for honorarium and travel arrangements, coordinate with faculty colloquium committee for dates)
- 3) Organize WAGM working papers
- 4) Organize WAGM brunches and other possible events (such as picnics); coordinate with WAGM faculty mentor regarding agenda items to discuss

This is a paid position, with the organizers receiving a total of \$750 (\$375 each) in the summer following the year in which the position is held.

MAP (Minorities And Philosophy) Organizers (two people)

The MAP organizers organize activities and events related to minority representation in philosophy.

This is a paid position, with the organizers receiving a total of \$750 (\$375 each) in the summer following the year in which the position is held.

Teaching Materials Organizer

This person maintains a Blackboard Organization in which syllabi and teaching materials can be shared with other department members. The main responsibilities are:

- 1) Sending emails to faculty and students asking for helpful teaching materials and samples (assignments, syllabi, etc.)
- 2) Maintaining an online database of said materials within a dedicated Blackboard Organization.

Fun Coordinator

This person is responsible for organizing inclusive and accessible graduate student outings (more than mere last-minute invitations to meet for dinner or drinks), approximately 2-3 times a semester, with the aim of fostering a friendly and cooperative graduate student community.

Internal / External Speaker Committee (two people)

The speaker coordinators are responsible for holding a vote among the graduate students to determine the internal and external keynote speakers for the Philosophy Graduate Conference. They are then responsible for contacting the speakers, arranging the external speaker's transportation and accommodations, reserving a room for the talks, and making any other necessary arrangements (such as the speaker's honorarium, if any).

The external speaker coordinator can request funding from both the department and the GSO. Since the GSO generally has more funding available for the external speaker than for the graduate student conference, it is essential that the external speaker coordinator communicate with the GSO representative so that they can take the necessary steps to make the funding request.

Please note: Since plane fares overseas are often much more expensive, students ordinarily limit their nominations to philosophers from the U.S.

Colloquium / Job Talk Assistant

The Assistant is responsible for:

- Setting up chairs in HL 500 (when the talk is in HL 500)
- Setting up the reception: arranging the furniture in the Dietl room and setting out the food and drink during the Q&A of the talk
- Cleaning up after the reception has ended: putting the furniture back in place, wiping tables, distributing ALL perishable leftovers (the assistant must make sure that no perishable leftovers remain in the department after the end of the event), storing non-perishables in the kitchen, removing ALL remaining non-perishables by the Wed. evening following the talk.

The Assistant is expected to be available at all or most talks throughout the year (barring unforeseen or planned absences, in which case a replacement may be determined).

This is a paid position through the philosophy department, paying approximately \$20/hour. Hours should be reported to Roberta on the Thurs. following the talk.

(Food and drink will be ordered by Alanis and delivered by Wegmans prior to the talk.)

Working Papers Organizers (two people)

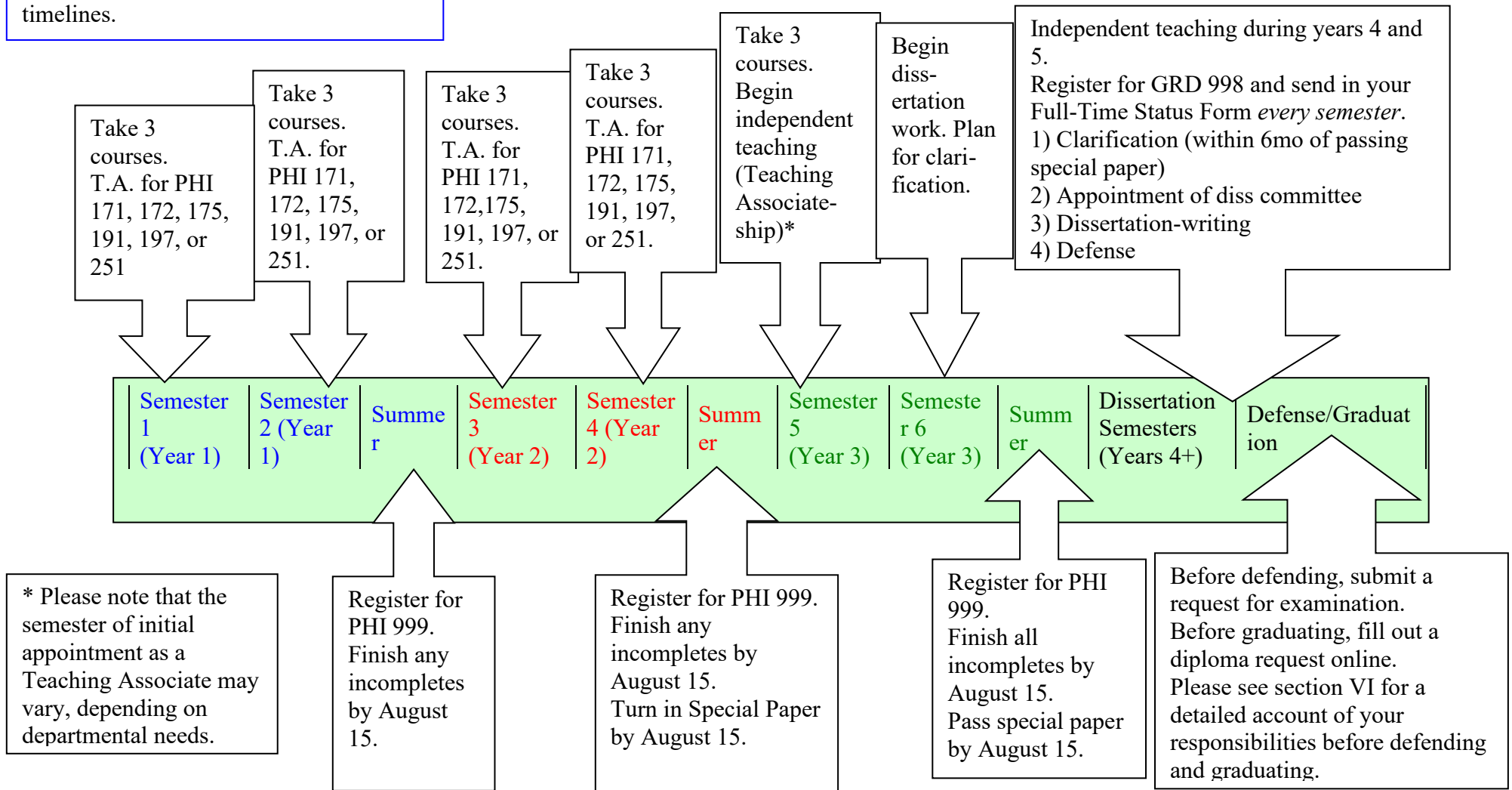
- The Working Papers Group is primarily meant to be a venue for first, second, and third-year graduate students to present and discuss their philosophical work with their peers. The format of the meetings is flexible: presenters may choose to follow a presenter/commentator format, or they may simply choose to outline their ideas for the group participants.

Students who participate in the Working Papers Group present papers (or even developed ideas for papers) that they hope to submit as a special paper or to a conference or journal. This is also an excellent place to present papers related to MA thesis work. If the paper is already written, they may send it via email to the graduate students before the presentation.

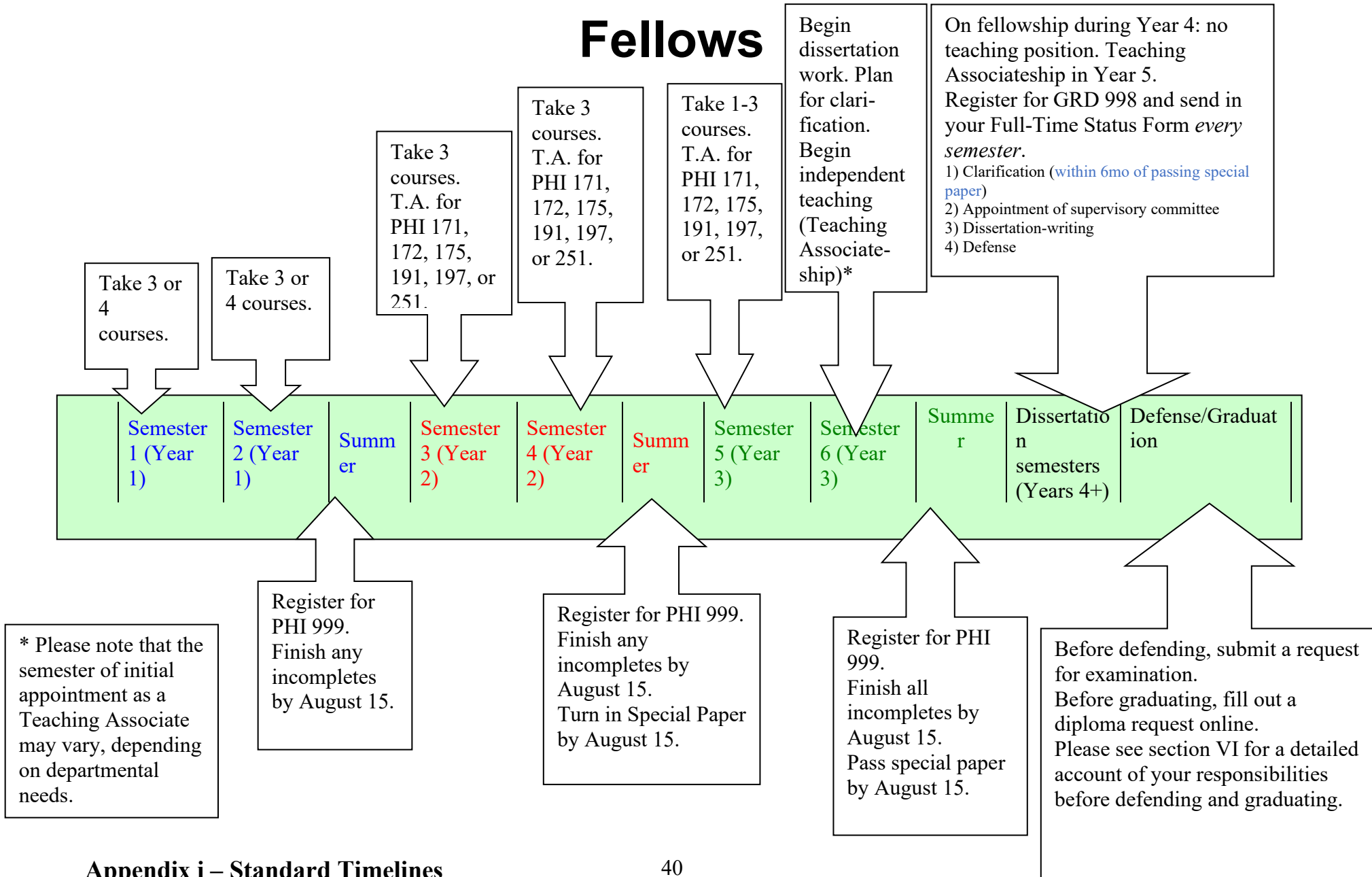
The group coordinator is responsible for recruiting students to present for the Working Papers Group, notifying the graduate students of the group's meetings, reserving the Dietl room for the meetings, and ordering food for the sessions (sponsored by the department).

Please note that these timelines are meant to give you a general idea of what you should be doing each semester. There is no guarantee of continued departmental funding without adherence to these timelines.

Teaching assistants



Fellows



Appendix ii – Sample Syllabus

Please note that this generic syllabus template is only meant to give you a basic idea of what you should include in your own syllabus. The template and some other important documents, such as SU Student Policies and Services related to religious observances, diversity and disability, academic integrity, and the use of Turnitin.com, are available on the SU website, currently at <https://answers.syr.edu/display/Senate/Forms>.

In constructing your course learning objectives, please consult the learning outcomes for the Philosophy Major (<https://thecollege.syr.edu/philosophy/undergraduate-studies/philosophy-major-learning-outcomes/>), and consider how your course contributes towards those learning outcomes. This may help you to formulate some of your own course learning objectives.

Subject, Number, Title Here
Meeting Times

Instructor

Phone

Office

E-mail

Office Hours

Course Description:

Must match the description in the course catalog and the Curriculog system.
Must be no more than 300 characters.

Additional Course Description

May provide additional course description or information. No word limit.

Prerequisite / Co-requisite:

Enter all applicable course subject and numbers or N/A

Audience:

Brief description of the target audience for this course

Credits: Enter # of credits for the course

Course Fees and/or Costs

Enter any applicable course Fees or additional costs beyond tuition that the student should expect to incur.

Learning Objectives:

See the Syllabus checklist for more guidance as well as <https://universitysenate.syr.edu/committees/curricula/courses-procedures-and-forms/learning-objectives/>.

Required Texts / Supplies:

Enter required texts and/or supplies

Texts / Supplies – Additional:

Enter additional texts or optional texts or supplies

Course Requirements and Expectations:

Enter required activities and projects as well as the percentage of the grade it represents. Please reference the syllabus checklist for more guidance on what should go in this section.

Grading:

Describe grading scheme including grades or percentages for specific work or exams.

Grading Table

Choose the grading table associated with the course level. Undergraduates courses require the undergraduate grading table/graduate courses use the graduate table.

* source: <http://www.syr.edu/registrar/students/grades/faq.html>

¹Grades of D and D- may not be assigned to graduate students.
Use Graduate syllabus template with the appropriate grading table.

Course Schedule: at least 3 columns explaining the week/lecture; topic for the week/lecture; and requirements for the week/lecture.

Week/Lecture	Topic	Required Reading and Assignment

The following items are required to be communicated to students but can be done so in a separate – appendix document

- Syracuse University Policies**
- Diversity and Disability**
- Religious Observances Notification Policy**
- Orange Success**
- Academic Integrity**
- Use of Turnitin**