

Philosophy Graduate Handbook

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Useful Documents

UIC Philosophy Department

The *Philosophy Graduate Brochure* is intended for prospective students. It contains information on the overall orientation and strengths of the graduate program, on the UIC Philosophy faculty, financial assistance, and philosophical life in Chicago.

The *Philosophy Graduate Handbook* is intended primarily for admitted and continuing students and their faculty advisors, but prospective students may also find this useful. It provides information on Department staff and officers, funding, advising, evaluation, courses, degree requirements, teaching, representation, and placement.

The *Philosophy Department Course Descriptions*, published twice a year, contains detailed descriptions of the courses for the upcoming for the upcoming semester.

Placement Procedures explains how the Department helps graduate students find academic employment in philosophy.

Training and Supervision of Teaching Assistants is distributed to faculty and graduates student each semester by the Department Chairperson.

Guidelines for Seminar Instructors is distributed to faculty and graduate students each semester by the Department Chairperson.

UIC Graduate College

The *Graduate College Home Page* is located at www.uic.edu/depts/grad.

The *Graduate Catalog* is published by the Graduate College. This contains University and Graduate College policies governing all graduate programs at UIC. It also contains information about other graduate programs at UIC.

University of Illinois at Chicago

The *UIC Home Page* is located at www.uic.edu.

The *Office of Admissions and Records* has a fine website with links to all sorts of useful information, and a decent search engine: <http://www.uic.edu/depts/oar/>

The *UIC Schedule of Classes* is available online at https://osswbebs.admin.uillinois.edu/PORTAL_UIC/classsch.html

The student portal, *my.UIC*, at <https://my.uic.edu/common/> contains a wide variety of information on such matters as registration procedures,

The *UIC News* is a free campus newspaper published by the UIC administration each week during the academic year.

The *Chicago Flame* is a student newspaper, published each week during the academic year.

Departmental Officers and Staff

Chairperson. *Professor Peter Hylton.* Peter oversees all aspects of the Department, including those responsibilities delegated to others, such as the management of the graduate program, the undergraduate program, graduate admissions, and placement. As the chair, Peter is in charge of the department budget and our teaching assignments. We hope you do not encounter problems in your teaching, such as a problem student; but in that event Peter is the person you and your professor would go to, to discuss unresolved issues. During the summer months, Peter is available to answer questions from prospective students about admissions. He also oversees the work of the Graduate Student Liaison. Peter may be reached at (312) 996-3022, or hylton@uic.edu.

Director of Graduate Studies. *Professor David Hilbert.* David oversees the graduate program. He provides an orientation for first year graduate students, and regular academic advising for both first year and continuing students. David is *ex officio* chair of the Graduate Advisory Committee (GAC), which processes graduate student petitions, and helps to oversee the graduate program as needs arise. David can be reached at (312) 996-5490, or hilbert@uic.edu.

Director of Graduate Admissions and Recruitment. *Professor Daniel Sutherland.* Prospective students should feel free to contact Daniel directly if they have questions about our program. He may be reached at his office at (312) 413-0920, or by e-mail at sutherla@uic.edu.

Assistant to the Chair. *Ms. Charlotte Jackson.* Charlotte heads the Departmental offices. She handles all departmental aspects of employment at UIC for both faculty and teaching assistants. Charlotte has information about health insurance, fees, timetable and room changes, and countless other aspects of the University. As our LAN administrator and local computer consultant, Charlotte is also an excellent resource for information about the department's computers and their software. It is important to have Charlotte on your side as you make your way through the program. Charlotte can be reached at (312) 996-3022, or char@uic.edu.

Administrative Secretary. *Ms. Valerie Brown.* Valerie runs the graduate program on a day-to-day basis. She oversees all paperwork associated with the graduate program -- including your application for admission, your coursework, applications for degrees, and job placement. Valerie is an excellent resource for information on the graduate program and its procedures, and she can always refer you to the right person when you have a question. Valerie can provide you with a copy of any of the department documents on the graduate program. It is important to have Valerie on your side as you make your way through the program. Valerie can be reached at (312) 996-3022, or val@uic.edu

Director of Placement. *Professor Nick Huggett.* Nick directs the Department's placement effort for graduate students who are going on the job market in philosophy.

Teaching Committee Chair. *Professor Connie Meinwald.* Connie oversees our teaching evaluation program.

Graduate Student Liaison. Chicago is a wonderful place, with more to offer than many other American cities. Yet because it is a big city, newcomers may need some help in finding their way around. The Graduate Student Liaison is a (paid) graduate student who can offer very useful guidance in your move to Chicago – in particular about neighborhoods, transportation, and the like. Please do not be shy about seeking help from the liaison. Please contact Valerie or Charlotte to get the contact information for the current Graduate Liaison.

Graduate Student Representatives. Each year the graduate students elect Graduate Student Representatives who attend and vote at most meetings of the Philosophy Department. (The exceptions include personnel matters, graduate student evaluation, faculty recruitment, promotion, tenure, and salaries.) The representatives are normally elected early in the fall to serve for one year. There is one representative for every five faculty, plus an alternate.

Graduate Student Funding

Continued Funding. The department places a very high priority on providing support for its Ph.D. students. We aim at providing five years of support for all Ph.D. students who (a) enter with a bachelors degree, (b) enter with financial support, and (c) continue to make satisfactory progress. We try to provide a sixth year of support for students whose interdisciplinary work requires an extra year of study in another department. Although our budgetary situation is always less certain than we would like it to be, we have for many years been able to reach these goals.

Overview. Both University and external funding are available. University funding sources are listed below; information on external funding is available from the Director of Graduate Studies. Most of our graduate students are supported through Teaching Assistantships. *All students on University funding must register for a minimum of 12 hours per semester.* All students, including those on University funding, must pay certain fees, while others are waived, as explained below.

Teaching Assistantships. We usually have between 18 and 25 graduate students on Teaching Assistantships (TAs) each year. For academic year 2012-2013, the stipend for a Teaching Assistant (TA) will be \$16,074 for a 9-month 50% FTE appointment, the default in our department. Such appointments carry a full waiver of tuition for the academic year, and a waiver of certain fees as described below. Limited funding is available for summer TAs; these are typically awarded to more senior students, who have greater teaching experience. For information on duties and responsibilities of TAs, see section on [Teaching Assistants](#).

University Fellowships. We usually have from one to four students on University Fellowships (UFs) each year. For 2012-2013, UFs will carry a stipend of \$20,600 for the academic year, a full waiver of tuition for the academic year, and a waiver of certain fees as described below. Students who are awarded a

University Fellowship as part of their recruitment package receive a second year of the Fellowship once they embark on the dissertation. University fellowships are awarded to entering students on the basis of a university-wide competition. Students on UFs do not teach or render other services to receive the stipend.

Dean's Scholarships. Deans Scholarships are awarded to exceptionally promising students working on their dissertations. For 2012-2013, Dean's Scholarships carry a stipend of \$20,600, a full waiver of tuition for the academic year, and a waiver of certain fees as described below. Students on Dean's Scholar Awards do not teach or render other services to receive the stipend.

Abraham Lincoln Graduate Fellowships. This program is designed to expand the overall breadth of background of the UIC graduate student body by providing support to individuals from racial and ethnic minority groups that have been traditionally underrepresented in graduate education. Applicants must be citizens or permanent residents of the United States from one of the racial and ethnic minority groups traditionally underrepresented in graduate education, specifically Native American, African-American, Mexican-American, and Puerto Rican students. In 2012-2013, Abraham Lincoln Fellowships will carry a stipend of \$20,600, a full waiver of tuition for the academic year, and a waiver of certain fees as described below. Students who are awarded a Lincoln Fellowship as part of their recruitment package receive a second year of the Fellowship once they embark on the dissertation. Students on Lincoln Fellowships do not teach or render other services to receive the stipend.

Tuition and Fee Waivers. All TAs and students on UIC fellowships receive waiver of tuition and the Service Fee. In recent years, we have also been able to award four Tuition and Fee Waivers each semester. These also exempt the student from the Service Fee.

Fees for Teaching Assistants and Recipients of University Fellowships, Dean's Scholar Awards, and Abraham Lincoln Fellowships:

- *Teaching Assistants on 9-month 25%-67% FTE Appointments.* These students receive a full waiver of tuition for the entire academic year. They receive a waiver of the Academic Facilities Maintenance Fund Assessment Fee and the Service Fee for the entire academic year. The University contributes \$100 per academic year toward the University Health Insurance Fee, provided the student elects to purchase the University Health Insurance, and provides a waiver of the Health Service Fee for each term that the student has the TA appointment. These students are assessed the General Fee, the Student-to-Student Fee, the CTA U-Pass Transportation Fee, and – unless they have proof that they carry their own health insurance – the Health Insurance Fee. (Note that the Health Service Fee is distinct from the UIC Student Health Insurance Fee.) For academic year 2012-2013, TAs on 50% FTE 9-month appointments will pay \$817 in Fall Semester and \$942 in Spring Semester in fees, after the waivers. For more information on fees, see http://www.uic.edu/depts/oar/grad/tuition_grad.html
- *Recipients of University Fellowships, Dean's Scholar Awards, and Abraham Lincoln Fellowships.* The structure of fees and waivers has so far been similar to that for Teaching Assistants, as described above.

Graduate Student Liaison. Each fall, one graduate student is appointed as the Graduate Student Liaison. The basic stipend is \$500. The Liaison is given top priority on summer teaching. The Liaison's duties include helping with recruitment and coordinating our program of helping new students find housing.

Housing and Parking

On-Campus Housing. UIC provides on-campus housing for single graduate students. This housing is most convenient, but perhaps unexciting. Space is assigned on a first-come, first-served basis; so, if you wish to live on campus you should apply early. For more information about on-campus see www.housing.uic.edu.

Off-Campus Housing. Some housing can be found in the area immediately surrounding the University. However, because the campus is located just southwest of downtown Chicago, it is easily accessible by car and by public transportation; so most students prefer to live in other areas of the city or suburbs. Since incoming students need to be situated in Chicago by mid-August, and many apartments rent from the first of the month, the optimal time to search for an apartment is mid-July; however, students arriving in early August manage to find something. The best place to start a search for housing in the Chicago area is to consult with the Graduate Student Liaison. After consulting with the Liaison you might begin your search by checking the major Chicago daily newspapers, or even by walking in selected neighborhoods where you will often find "For Rent" signs posted. *The Reader*, a free Chicago weekly issued Thursday afternoons, is one of the very best sources of advertisements for apartments and roommates. (Information on off-campus housing, including ads for roommates for off-campus housing, can also be found at www.housing.uic.edu. Requests for roommates are also posted on bulletin boards around UIC, especially on the West (medical) Campus.)

Graduate Student Liaison. Because Chicago is quite large, you will almost certainly need help from someone in selecting an area in which to search. The Liaison (and assistants) help newly arriving graduate students find housing and get settled in Chicago before the start of the fall semester. Do not hesitate to contact our [Graduate Student Liaison](#) for assistance. They receive a stipend for providing this help to our incoming class.

Parking. Parking is available on campus. The Campus Parking website is www.uic.edu/depts/avcad/parking.

Academic Advising

Overview. Graduate students have two primary advisors: the Director of Graduate Studies (DGS) and their individual Faculty Advisor. Don't be shy about talking to either or both of your two advisors any time you have questions or concerns. (The DGS is sometimes assisted by our Graduate Advisory Committee.) Your other instructors also provide helpful advice. When planning your course schedule each semester, several factors should be taken into account by you and your advisors: your interests, your background in philosophy, your long term teaching and research goals, departmental course requirements, and teaching commitments.

The Director of Graduate Studies. The DGS provides advice on how to meet our program requirements. Of early concern will be our Course Requirements, which help to ensure that all our graduating Ph.D.s

have the breadth they need for both teaching and research. The DGS also provides guidance on a number of other aspects of the program. Students consult with the DGS before registering for the upcoming semester.

The Graduate Advisory Committee (GAC). This committee assists the DGS on major questions of policy, in the processing of petitions, and other matters. The GAC consists of four members: the DGS (*ex officio*) and three faculty. In cases of tie votes, the DGS's is the deciding vote.

Faculty Advisors. Students choose their Faculty Advisor in consultation with the DGS. Unlike the DGS, your Advisor will not be an expert on program requirements, but an expert in your area of concentration (if you have one). Your Advisor will help you make decisions about academic matters, including the selection of a dissertation topic, and how best to prepare for it. Your Advisor is your personal advocate during our periodic evaluations of graduate students. Continuing students consult with their Advisor before registering for the upcoming semester. Students may change their individual advisors at any time.

Grades

Grades. Grades of B-minus or higher count as passing grades for graduate students.

Department Grades. These are entered on the evaluations that instructors write for their students, and are recorded in the Department's records. Possible departmental grades are the usual A (= 4.00), B, C, D, E, with or without plusses or minuses. Instructors may also assign a grade of '#' ("the pound"), which at 3.50 lies halfway between an A and a B. In special cases, students may receive an IN (Incomplete) or DF (Deferred). PHIL 590-599 are S/U (Satisfactory/Unsatisfactory). In evaluating a student's progress, we consider the student's department grades, not the University grades.

University Grades. These are entered on the course grade rosters, and appear on the student's University transcript. These grades are limited to A, B, C, D, and E; IN, DF, and S/U. University grades never carry plusses or minuses. Instructors who assign a departmental grade of # may assign a University grade of either A or B, at their discretion.

Satisfactory/Unsatisfactory Grades. PHIL 590, 593, and 599 are graded S/U (Satisfactory/Unsatisfactory). In the case of PHIL 590 (Research Seminar) the student receives a grade of S or U at the end of the semester based on the work done that term. In the case of Phil 593 and Phil 599 the grades are based on the student's progress during that term and do not reflect an evaluation of the quality of the overall project. A grade of U can be assigned at any time when the student is not making satisfactory progress on the topical, prospectus, or dissertation; or, in the case of PHIL 590, when the student's participation in class is not satisfactory. If a student receives a U grade in 593 or 599, the status of the student will be reviewed by the student's Advisor and the DGS.

Deferred and Incomplete Grades. A grade of either DF or IN (Incomplete) may be assigned in courses for which work remains to be completed, provided that the student submits a written request to the instructor prior to the last day of class and the student receives permission from the instructor. The difference between DF and IN grades concerns the deadline for completion of the work. A DF grade must be completed by the deadline set by the instructor, or within a two year limit (even if the student is on a

leave of absence), whichever is shorter. The University allows a maximum of one semester to complete a course in which a student has received an IN grade. When these deadlines are not met, the DF or IN grade remains on the student's record.

Evaluation of Graduate Students

Faculty Evaluations of Graduate Students. After the end of each semester, every student receives a written evaluation from each instructor with whom she has registered for a course, including PHIL 590-599. These contain the departmental grade, identify areas of strength, and offer suggestions for improvement. Instructors submit their evaluations to the Graduate Secretary. Copies of the evaluation go to the student's Advisor, to the DGS, and to the student's file in the Graduate Secretary's office. It is the responsibility of the DGS to see to it that these evaluations are completed in a timely manner.

Faculty Evaluations of Teaching Assistants. Every semester, each TA receives a written evaluation from an instructor who has observed the TA leading at least one class. These indicate areas of strength and offer suggestions for improvement. Copies go to the Chair of the Teaching Committee, to the DGS, and into the student's file in the Graduate Secretary's office. The evaluation is written either by the instructor whom the TA is assisting, or (in the case of TAs teaching independently) by a faculty member appointed by the Teaching Committee. Instructors should submit their evaluations to the Graduate Secretary. It is the responsibility of the Chair of the Teaching Committee to see to it that these evaluations are completed in a timely manner.

Student Evaluations of Teaching Assistants. UIC requires that every TA be evaluated by his or her students. The Department has evaluation forms available for this purpose. TAs assisting instructors use the "Evaluation of Teaching Assistant" forms; TAs teaching independently use the "Evaluation of Primary Instructor" forms.

Annual Evaluation of Graduate Students. Every spring semester, the entire faculty meets to discuss the academic progress of each student. In evaluating each student, the faculty considers both the quality of the student's work and the student's rate of progress. For TAs, the quality of the student's teaching is also be considered. After the evaluation meeting, each student receives a written evaluation of their performance and progress from the DGS.

Preparation for the Annual Evaluation. Before the annual evaluation meeting, the student should meet with his or her Advisor, who will act as the student's advocate at the meeting. The DGS gathers information as appropriate from each student. The DGS determines how far along in the program the student should be, where the student is in relation to that goal, the overall quality of the student's work including teaching, and any other relevant information. The DGS reports all of this to the faculty at the annual evaluation meetings.

Standards of Evaluation. Students are expected to meet both *quantitative* and *qualitative* standards of performance in their work. *Bare minimal* standards are captured by the concepts of *quantitatively* and *qualitatively normal progress*, described below. It must be clearly understood that making normal progress is not equivalent to doing well in the program, and does not necessarily qualify one for financial support. Indeed, someone who is making normal progress still might be doing work that falls short of

departmental standards of quality for remaining in the program; in such cases, the Department reserves the right to place the student on Departmental Probation, and to recommend to the Graduate College that the student be dropped from the program if the student does not meet the conditions of the probation by the specified deadline.

Quantitative Expectations. (1) Students on 50% FTE Teaching Assistantships, University Fellowships, Abraham Lincoln Fellowships, or equivalent scholarships, fellowships, or grants are expected to complete three courses per semester until they begin on their topical project. While working on the topical, such students are expected to complete two courses other than PHIL 593, if these are needed to satisfy course requirements. Students working on their topical, prospectus, or dissertation requirements are expected to progress at a rate that will enable them to finish on time. (2) Students who are not on such support will be expected to progress at a rate negotiated with the DGS. (3) Students are expected to complete all their program requirements on time. (4) Students who meet the above conditions are making *quantitatively normal progress*.

Qualitative Expectations. (1) Students not earning a grade of B or better in all their courses are not making (minimally) normal qualitative progress. Students earning only B's are making (minimally) normal progress but are not doing well in the program. Earning A's in all of one's courses is obviously a sufficient but not a necessary condition for meeting qualitative expectations. Beyond this, matters are vague. Students should keep in mind that at least some of their work should be good enough that a sufficient number of faculty are willing to be on their dissertation committee, or even to direct their dissertation. (2) Qualitative expectations for students who are working on their topical, prospectus, or dissertation are determined by their respective committee. (3) Students who meet the above conditions are making *qualitatively normal progress*.

Penalties, Probation, and Other Issues

Penalties. Students who are *one* course short of (quantitatively) normal progress incur no penalty. (This policy provides students with the leeway they may need to take a course well outside their area of expertise, and which may therefore be a "risky" venture for them.) Students who are *two* courses short of (quantitatively) normal progress are assigned a low priority in the allocation of TAs, and the Department may give a higher priority to students who have already received five years of support. (The Department's decision in such cases is based on all relevant information about the student's academic work.) Students in this category may later be assigned to a higher priority if they subsequently become fewer than two courses short of normal progress. Students who are *three* courses short of (quantitatively) normal progress may be put on Departmental Probation by the GAC; failure to meet the specified terms of the probation can result in dismissal from the University. The GAC's decision in such cases will be based on all relevant information about the student's academic work. Student's whose work falls short of qualitative expectations may incur a similar range of penalties, even if the student is making (minimally) normal progress.

Departmental Probation. The Department (or the GAC) may place on Departmental Probation any student whose work does not meet Departmental standards for quantity or quality. A student who is making (minimally) normal progress may still be placed on Departmental Probation. Students on Departmental Probation are issued a condition and a deadline for meeting the condition. If the condition

is not satisfied by the deadline, the Department may recommend to the Graduate College that the student be dismissed from the University.

Academic Probation. The Graduate College will place on Academic Probation any student whose GPA falls below 3.00. Students are given a maximum of two semesters or 16 semester hours, whichever comes first, after the semester in which their GPA first fell below 3.00, to raise their GPA to 3.00 or higher. When determining the 16 semester hour period, *all* courses are counted. The term in which the student is enrolled in the 16th semester hour is the deadline for raising the GPA to 3.00. The Graduate College will dismiss from the University any student who fails to raise the GPA to 3.00 by the deadline.

Disciplinary Issues. The Philosophy Department endorses academic policies of integrity, including the following: (1) Plagiarism is subject to disciplinary action. (2) Sexual harassment is subject to disciplinary action. (3) Work submitted for one course -- whether at UIC or elsewhere -- may not be submitted for credit at UIC, unless the work is significantly revised and *written permission* is submitted from both instructors. (4) Unless there are special provisions (as in the case where an M.A. degree is a component of a Ph.D. degree), one and the same course cannot be counted for credit towards more than one degree.

Further Information. For additional information, including policy on sexual harassment and on academic grievance procedures, see University Regulations at <http://grad.uic.edu/cms/?pid=1000031>.

Information on Courses

Course Loads. Most students register for three courses (12 semester hours) in the fall and spring semesters. This is the minimum load for students on University support. No graduate courses are offered during the summer. Students who need to study a language for their area of specialization sometimes use the summer semester for language study.

Upcoming Courses. Information on courses for the upcoming semester, written by the faculty member teaching the course, is available in the Philosophy Department Course Descriptions, available on the Department's website. Feel welcome to contact the instructors themselves if you want more information.

500-Level Courses. Courses numbered 500-599 are open only to graduate students.

400-Level Courses. Courses numbered 400-499 are open to both graduate and undergraduate students, and carry 4 credit hours for graduate students. Graduate students often take our advanced logic courses, offered at the 400 level. Some first year graduate students take 400-level courses to fill gaps in their undergraduate education. Because 400-level courses carry an additional credit hour for graduate students, graduate students in 400-level courses (other than logic) complete additional work.

Philosophy 210. Graduate students can satisfy their Elementary Logic Requirement by earning a B or better in PHIL 210 (Logic). Graduate students who take PHIL 210 register for 1 credit of PHIL 596 (Independent Study), since PHIL 210 carries only 3 credits for graduate students. PHIL 210 does not

count toward the General Course Requirement. Although the logic requirement is satisfied by a grade B in PHIL 210, it is a concern if a graduate student earns less than an A in this course.

Philosophy 500. PHIL 500 (Philosophical Writing) fulfills our Philosophical Writing Requirement. It is required of all entering first year students during the first semester -- including those who enter with a master's degree. This course is designed to provide students with writing skills necessary for success in the program and in the profession. The topics will be of general interest to students.

Philosophy 501 through 569. These are our “regular” graduate seminars. Some provide a survey of a topic, figure, or period; others are more focused. We try to offer at least one “survey” seminar each semester. Course Distribution Requirements are met by completion of an appropriate selection of these courses. These courses may be repeated provided there is no significant overlap in content.

Philosophy 590. 590 (Research Seminar) is a workshop for students working on their topical project or dissertation. Participants make at least one presentation and comment on the work of other participants. Students at the topical stage or beyond may register for 590. PHIL 590 may be repeated for credit; but does not count towards the General Course Requirement.

Philosophy 593. PHIL 593 (Independent Research) carries from 2 to 8 credit hours, and is taken by students working on their topical project. PHIL 593 does not count toward satisfaction of the General Course Requirement.

Philosophy 596. PHIL 596 (Independent Study) carries from 1 to 4 credit hours. It is intended for topics not covered in regularly scheduled seminars. PHIL 596 does not normally count toward satisfaction of the General Course Requirement. Students may register for PHIL 596 only after receiving permission of the instructor and the DGS.

Philosophy 599. PHIL 599 (Thesis Research) carries from 0 to 16 credit hours. It is taken by students who have passed their preliminary examination and are working on their dissertation.

Courses in Other Departments. Because research in many areas of philosophy requires background in other disciplines, we often encourage students to take courses in other departments at UIC. An historian of philosophy might need to learn a language; a feminist philosopher may need background in women's studies; a philosopher of science, coursework in physics; a philosopher of mind, background in psychology; a philosophy of mathematics, courses in math.

Courses at Other Universities. When appropriate, we like our second and third year students to benefit from courses offered at other Chicago-area universities. These courses supplement our own areas of strength. Under the CIC Traveling Scholars Program, second and third years students may take courses at Northwestern University and the University of Chicago; in the case of other universities, arrangements can usually be made. *No more than four such courses may count toward the General Course Requirement. Written permission of the DGS is required for registration in courses in other departments.*

Auditing. With the exception of PHIL 500, it is usually an easy matter for philosophy graduate students to audit courses in which they have an interest.

Planning of Course Offerings. Late in the fall or early in the spring semester, the DGS will ask graduate students to indicate their course interests, and faculty will submit their teaching preferences for the coming year. The GAC will then meet in consultation with three student representatives to review the

prospective graduate course offerings and prepare advisory, non-binding recommendations to the Chair regarding balance, content of core seminars, etc. The GAC will be responsible for conveying the proposed schedule to all faculty and students.

Faculty Responsibilities. Each year, the Chair of the Department shall update and distribute to all faculty and graduate students, the document, *Guidelines for Seminar Instructors*, which contains Department-approved recommendations to faculty.

Requirements for the Masters Degree

Philosophy graduate students are governed by the policies of the University, the Graduate College, and the Philosophy Department, and are expected to become familiar with the policies of all three bodies. This *Handbook* describes primarily the policies of the Philosophy Department. For University and Graduate College policies, see the early sections of the UIC Graduate College Catalog. To obtain the M.A. degree, the student must satisfy the following departmental requirements:

1. 36 semester hours of course work at the 400 to 500 level, meeting the following three conditions: 24 hours at the 500 level, 24 hours in courses in the UIC Department of Philosophy, and 20 hours in the UIC Department of Philosophy at the 500 level (excluding PHIL 590-599).
2. A grade of B or better in at least one course in the history of philosophy, and a grade of B or better in at least one course in each of areas (a) and (b) below:
 - a. metaphysics, epistemology, logic, philosophy of science, philosophy of language
 - b. ethics, social or political philosophy, aesthetics, philosophy of law.

In the case of students pursuing an M.A. degree to complement advanced work in another field, the DGS may permit some variation of these requirements.

Requirements for the Doctoral Degree

University, Graduate College, and Departmental Policies. Philosophy graduate students are governed by the policies of the University, the Graduate College, and the Philosophy Department, and are expected to become familiar with the policies of all three bodies. This *Handbook* describes primarily the policies of the Philosophy Department. For University and Graduate College policies, see the early sections of the UIC Graduate College Catalog or the Graduate College website at www.uic.edu/depts/grad.

Overview. Students complete the requirements for the Ph.D. degree in two main stages. In Stage 1, the student focuses on general course work. Near the end of Stage I the student completes a topical project, a

study in the student's intended area of concentration. Students are expected to spend two and a half years on course work, begin their topical project in the first semester of their third year, and complete the topical requirement by the middle of the second semester of the third year. Once we have determined that the student has satisfactorily completed their course work, topical, and some (satisfactory) teaching, the student passes the Preliminary Examination and proceeds to Stage 2 of the program. This should take place in the second semester of the third year. In Stage 2, the student writes a prospectus of the dissertation -- essentially a plan for the proposed work -- and writes the dissertation itself. The dissertation should be near completion by early fall of the fifth year. For most students, the next stage is Placement. If everything is on schedule, placement begins in the middle of the fall semester of the fifth year.

Stage 1: Course Requirements, Topical, Preliminary Exam

By the end of the third year, the student should satisfy requirements (A) through (H) below:

- A. ***General Course Requirement.*** The student must attain a grade point average of B or better in 14 graduate level courses meeting the following conditions: (i) PHIL 590, 593, 596, and 599 are excluded; (ii) at least 10 are UIC Philosophy 416, 417, or 500 through 590; and (iii) conditions (B) through (E) below are satisfied. These are minimal requirements; a student may decide, in consultation with the DGS and her Advisor, to take or audit additional courses.
- B. ***Elementary Logic Requirement.*** The student must pass UIC PHIL 210 or a higher UIC logic course with a grade of B or better. Students are encouraged to complete the logic requirement by the end of their first semester. Students are encouraged to complete PHIL 410 (Introduction to Formal Logic) or PHIL 416 (Metalogic I).
- C. ***Philosophical Writing Requirement.*** The student must pass PHIL 500 (Philosophical Writing) with a grade of B or better their first fall semester in the program, even if the student enters with a master's degree.
- D. ***Course Distribution Requirement.***
 1. ***History Requirement.*** The student must pass with a grade of B or better at least 3 graduate seminars in history of philosophy (Ancient, Medieval, Early Modern, Late Modern, Nineteenth Century, or Early Twentieth Century), with at least one in Ancient or Medieval philosophy, and at least one in Early to Late Modern philosophy.
 2. ***Area Requirement.*** The student must pass with a grade of B or better at least 5 courses in the following three areas, with at least one course in each of the three areas:
 - (a) metaphysics and epistemology
 - (b) logic, philosophy of language, and philosophy of science
 - (c) ethics, social or political philosophy, aesthetics, philosophy of law
 3. ***Applicable Courses.*** PHIL 501 through PHIL 569 may be counted toward the Course Distribution Requirement. PHIL 416 or 417 may be counted toward the part (2)(b) of the

Course Distribution Requirement, provided at least one 500-level course is also taken to satisfy (2)(b). Courses taken in other departments do not normally satisfy the Course Distribution Requirement.

E. ***Courses Taken in Other Departments.*** At the discretion of GAC, up to four courses taken in other departments (whether at UIC or at other universities) may count toward satisfaction of the General Course Requirement. Petitions should normally be presented to GAC prior to taking the courses in question. In the case of students who have taken course work prior to admission to the UIC program, transfer credit may be petitioned after one year in the UIC philosophy graduate program.

F. ***Topical Requirement.***

The purpose of the topical requirement is to help the student develop and demonstrate competence in the intended area of dissertation research. The student should also demonstrate an ability and willingness to revise constructively in response to comments on their written work.

The topical is also the primary component of the doctoral prelim exam, which the Graduate College requires for admission to doctoral candidacy. (The other components are typically satisfactory completion of all course requirements and satisfactory teaching.)

The topical project consists of two components. The first is a paper, typically 20-25 pages, that provides a systematic and critical overview of the literature in the area of the student's dissertation research. The student does not need a dissertation title or equivalent descriptor to embark on the topical. Yet the area of the topical project should be sufficiently well-focused and well-defined to serve as good penultimate preparation for embarking on the dissertation. Students are not expected to present the main original contribution of their dissertation in the topical paper.

The second component of the topical project is a written or oral examination on the area covered by the topical paper.

The topical paper cannot double as the prospectus for the dissertation. Nothing precludes a student developing the main original idea of their dissertation as they work on their topical project. Indeed, this would be the normal course of events. So students might want to suggest at the end of their topical paper where they think there is interesting work to be done, or what sort of theory would be worth developing. Yet the student typically sketches what they hope will be the main original thesis of their dissertation in the prospectus; the topical paper ensures that the student knows the area sufficiently well to embark.

The following timetable ensures that students make the transition from coursework to dissertation most effectively. By the end of March of the second year, the student meets with the DGS to select a topical supervisor. By end of April of the second year, the student meets with the topical supervisor to select a focused area of research, and to formulate a preliminary reading list. In the fall semester of the third year, the student normally registers for four credits of PHIL 593 (Independent Research) to work on the topical project, and eight credits from PHIL 501 through 589. By the beginning of September, the student meets with the DGS to select a second member of the topical committee. Over the fall semester, the student meets regularly with the topical committee members (usually biweekly, with the supervisor) to discuss material and refine the reading list. During this time, the student develops an annotated bibliography for the topical paper, and submits it by the end of the fall semester. In the spring semester of the third year, the student typically registers for twelve credits of PHIL 593. The Topical Committee conducts the

oral or written exam once the student has written the topical paper and revised it to the satisfaction of the committee. If the committee agrees that the student displayed abilities and knowledge required to write a dissertation in the area, the student passes the topical requirement. Students are normally expected to complete the topical by the eighth week of the spring semester of the third year; otherwise the student is not making normal progress.

Once the topical requirement has been satisfied, the student should ask the Graduate Secretary to initiate processing of the Topical Requirement Form, which requires signatures of the topical committee.

- G. **Language Requirement.** The language requirement for each student is decided on an individual basis. The determination is based on the student's intended area of specialization. When the primary sources in the area are in English, a foreign language will not be required.
- H. **Doctoral Preliminary Examination.** Upon completion of requirements (A) through (G) above, a Preliminary Examination Committee will consider the student's performance in courses, on the topical requirement, and in teaching, to determine whether the student passes the Preliminary Examination. The student's Preliminary Examination Committee is chaired by the DGS; it must contain 5 members, of whom three must be UIC graduate faculty, two must have tenure at UIC, and two must be on the student's Topical Committee. After the student has passed the preliminary examination, the Graduate College advances the student to doctoral candidacy

Stage 2: Prospectus, Dissertation, Ph.D. Oral Exam

In Stage 2, the student works with a dissertation committee in developing a written prospectus or plan for the dissertation and writing the dissertation itself. The student then defends the dissertation before a dissertation examination committee. Stage 2 should normally should be completed by the end of the fifth year.

- A. **Arranging a Dissertation Committee.** After successfully completing the preliminary examination, the student will arrange a (working) Dissertation Committee, meeting the following conditions: (i) there shall be at least three members; (ii) at least two members must be UIC philosophy faculty, one of whom must be tenured; (iii) one member may be from outside the Department, and possibly from outside the University; (iv) the chair of the Committee (who may be distinct from the Dissertation Director) must be a full member of the graduate faculty. (Note that the Dissertation Examination Committee, characterized in section E below, must have five members.)
- B. **Prospectus for the Dissertation.** While working on the prospectus and the dissertation, the student registers for PHIL 599 (Thesis Research) and in some cases PHIL 590 (Research Seminar). The student should consult with the members of the Dissertation Committee regarding suggestions for reading. The student will write a 5 to 10 page prospectus of the dissertation, presenting a general idea of the problems, philosophers, theories, etc., to be discussed, and will include a tentative bibliography. The prospectus will be presented to the members of the Dissertation Committee normally at the end of the spring semester of the third year. The Committee then meets with the student to discuss and evaluate the prospectus, and to guide the development of the dissertation.

C. **The Dissertation.** The Chair of the Dissertation Committee will bear the main responsibility for requiring regular submission of written work. The student should submit drafts of written material for the dissertation to other members of the Committee according to the system of review arranged at the prospectus meeting.

1. **Three paper option.** At the discretion of a student's dissertation committee, and with the approval of GAC, a student may be offered the option of writing a dissertation consisting of three papers on topics acceptable to the committee. These must fall under a single general topic or area, but needn't be as closely related as the chapters of a conventional dissertation. The length of the dissertation should be typical of dissertations in the area, and academic standards should be at least as high as for conventional dissertations.

D. **Thesis Format and Related Requirements.**

1. **Graduate College Requirements.** The final, approved copy of the dissertation must be submitted electronically to the Graduate College. For College format requirements relating specifically to electronic submission, see page <http://grad.uic.edu/cms/?pid=1000938>. In addition, dissertations must meet requirements A through M of the section on "Graduate College Responsibilities for Editing and Format" on page 1 of the UIC *Thesis Manual*, which is available on the same web page. Items A through M are explained in more detail elsewhere in the *Manual*. You must follow requirements A through M as described, but all other format instructions are optional unless you are adopting the UIC *Thesis Manual* as your style guide (see below). For additional information and policy related to electronic submission of the dissertation, see the links on the web page mentioned above.
2. **Departmental Requirements.** In formatting the dissertation you may adopt any standard style guide, but these are especially recommended:
 - *A Manual for Writers of Term Papers, Theses, and Dissertations*, Kate Turabian
 - *Chicago Manual of Style*
 - *MLA Style Sheet*
 - *Publication Manual of the American Philosophical Association*
 - *UIC Thesis Manual*

Regardless of what style manual you choose, the list of references cited should appear at the end of the dissertation (not at the end of each chapter), and should include the usual bibliographic information. Before submitting the dissertation electronically to the Graduate College, the student submits the final electronic version to the DGS for inspection. The DGS may request format revisions, and after these have been made and checked by the DGS, the student submits the dissertation electronically to the Graduate College. The College contacts the DGS for formal format approval.

E. **Dissertation Examination Committee.** Upon completion of all graduation requirements and the dissertation, and if the student is in good academic standing, the student defends the thesis before a Dissertation Examining Committee. The University requires that the Examining Committee meet the following requirements: (i) it shall consist of at least five members; (ii) at least two members must be tenured UIC Philosophy faculty; (iii) at least one member must be from outside the Department, (iv) the chair of the Examining Committee (who may be distinct from the Dissertation Director) must be a full member of the graduate faculty. Normal expectations are

that all members of the Dissertation Committee will be members of the Examining Committee. The Examining Committee decides whether the student passes or fails the dissertation defense.

- F. ***Scheduling the Defense.*** The defense will be scheduled at a time agreed to by the full Examining Committee in consultation with the student. Students should realize that since all five members of the Examining Committee must be present at the oral defense, it is extremely unlikely that the defense can be scheduled during the summer. Therefore, students who accept jobs conditional upon receipt of the Ph.D. should schedule their orals before the end of the spring semester. *A one-page advertisement of the dissertation defense, containing an abstract of the dissertation, must be circulated by e-mail to all Philosophy faculty and graduate students at least two weeks before the dissertation defense.*
- G. ***Time Limit for the Doctoral Degree in Philosophy.*** Students must complete degree requirements for the Philosophy Ph.D. within nine calendar years of initial registration in the graduate program, whether or not they are awarded a master's degree along the way. If a student fails to graduate by that deadline, the Department may recommend to the Graduate College that the student be dismissed for failure to progress. Time spent on a leave of absence approved by the Department and the Graduate College is not counted toward the degree time limit. (Note that Department policies augment those of the Graduate College.)

Placement Services

We offer placement services for all our degree recipients who are searching for academic positions. Typically we provide placement services when the dissertation director vouches that the dissertation will be completed before the beginning of the next academic year. Taking into account both candidates' preferences and department assessments of their research and teaching, we match candidates with advertised academic positions. We provide full placement services only for such approved matches. Placement support includes review of candidates' dossiers, meetings with candidates and others to discuss placement strategy and editorial improvement of the dossier; one or more mock interviews; a supporting cover letter; letters of recommendation; coverage of photocopying and mailing costs; mailing services; and where appropriate, follow-up with members of hiring departments. Initial job interviews in philosophy are conducted at meetings of the American Philosophical Association; our Placement Director attends the December meeting to help our candidates in their search. When the first year of a job search does not yield a tenure-track position, the Department provides a second year of placement support, and, when needed, limited third year placement support.

Teaching Assistantships

Duties. Responsibilities of TAs assisting a faculty instructor include leading discussion sections, grading papers and exams, and consulting with students during office hours. Such TAs are expected to attend all

lectures, unless the instructor explicitly exempts the TA from this obligation. The specific duties of an assisting TA will be arranged between the TA and the instructor at the beginning of the course. TAs assisting a faculty member are required to meet with the primary instructor during the first week of instruction. TAs teaching a course independently are responsible for all aspects of instruction, including course design and selection of texts. All TAs must hold regularly scheduled office hours two hours a week, and supplement these with appointments as necessary for students whose schedules conflict with regular office hours.

When a TA and an instructor cannot come to an agreement about the TAs duties, the TA or the instructor should submit an account of the disagreement to the Chairperson. The three will then try to resolve the disagreement. If either the TA or the instructor should be unhappy with the resolution, an appeal to a review board is possible. The review board will consist of two faculty members selected by the graduate student and the chairperson.

Assignments. The quality of a graduate student's teaching, as well as other academic performance, will be factors in the award of TAs. In the assignment of TAs for logic, preference will be given to good teachers who have completed PHIL 416 or a higher level logic class.

Workload. TAs on 50% FTE appointments are expected to spend an average of 20 hours a week on their duties. TAs on 25% FTE appointments are expected to work 10 hours a week. (A 50% FTE appointment is the standard appointment in our department.) TAs with a 50% FTE appointment are to be responsible for grading and conferring with no more than 70 students in the case of PHIL 102, and for no more than 50 students in the case of all other courses. At their discretion, faculty may increase enrollments beyond these numbers *provided that they do the extra grading and conferring themselves.*

Compensation. See Funding for Graduate Students.

Facilities. Every TA will be assigned office space. TAs may use office supplies (paper, pens, photocopier, to fulfill their teaching responsibilities.

Faculty Responsibilities. Each year, the Chair of the Department shall update and distribute to all faculty and graduate students the document, *Training and Supervision of Teaching Assistants*, which contains Department-approved recommendations to faculty.

Graduate Employees Organization. For all TA and GA appointments between 25% and 67% FTE inclusively, the terms and conditions of employment, including but not limited to benefits and wages, are governed by a collective bargaining agreement between the Board of Trustees of the University of Illinois and the Graduate Employees' Organization (GEO), which may be found at the following web address: www.uic.edu/depts/hr/relations/relations.html.

Graduate Student Representation

Department Representation. Each year the philosophy graduate students elect Graduate Student Representatives who attend and vote at most meetings of the Philosophy Department. The exceptions include meetings discussing individual graduate students, faculty recruitment, promotion and tenure, and personnel issues. Though graduate students have no vote on these occasions, they will be invited to provide evaluations in the case of recruitment and promotion. The Graduate Student Representatives are

normally elected in the fall to serve for one year. Graduate representation is based on a 1:5 ratio of representatives to full-time faculty in residence (rounded upwards). Currently there are four Representatives and one Alternate.

University Representation. Our Department sends one graduate student representative to the University-wide Graduate Student Council. This person is elected by the graduate students (or appointed by the DGS if no one is elected). Occasionally, a graduate student is appointed to an ad-hoc University administrative committee.