

**PH.D. HANDBOOK
2017-2018**



**DEPARTMENT OF CLASSICAL AND MODERN
LANGUAGES, LITERATURES, AND CULTURES
2017-2018**

WAYNE STATE UNIVERSITY

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PH.D. HANDBOOK

Department of Classical and Modern Languages, Literatures, and Cultures

College of Liberal Arts and Sciences

Wayne State University

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STEPS TO THE PH.D. DEGREE
OVERVIEW
STAGES OF ADVANCEMENT

- a. Application for Admission
- b. Take the initiative to know all faculty as you progress through program.
- c. Complete an Approved Plan of Work
- d. Complete Annual Individual Development Plans (IDP)
- e. Enroll in Responsible Conduct for Research (GS0900)
- f. Annual Reviews
- g. Time Limitation
- h. Complete Department and Graduate School Course Requirements and Graduate School Dissertation Credit Requirements.
- i. Complete Departmental Requirements
- j. Obtain Permission of a Faculty Member to be Your Principal Adviser for Ph.D. Qualifying Exams and Dissertation
- k. Fulfill the Foreign Language Requirement
- l. Possible Pre-Candidacy Registration
- m. Constitute Your Ph.D. Examination Committee
- n. Pass the Written Ph.D. Qualifying Examinations
- o. Pass the Oral Ph.D. Qualifying Examination
- p. Apply for Candidacy, Constitute Your Ph.D. Dissertation Committee
- q. Write an Approved Dissertation Prospectus
- r. Obtain Committee and Graduate School Approval of Prospectus and Conflict of Interest
- s. Dissertation Credits and Registration Approval
- t. Complete an approved dissertation under guidance of adviser and other committee members.
- u. Pass Graduate School Dissertation Format Check
- v. Request your adviser or graduate chair to run your dissertation through *SafeAssign*, an electronic plagiarism detection program
- w. Obtain approval from dissertation committee and the Graduate School to schedule the dissertation defense. Conflict of Interest form approved before Defense.
- x. Pass Public Lecture/ Dissertation Defense

A.

APPLICATION FOR ADMISSION

Applicants for admission to the Ph.D. in Modern Languages must already have a Master's Degree in the target language (French, German, or Spanish) at the time of admission either from Wayne State University or from another university as well as a GPA of 3.0 or higher. All applications are done on the on-line application form of the Office of Graduate Admissions. Use the following web address: <wayne.edu/admissions/graduate> Review of an applicant's credentials is a two- step process: first the Graduate School must accept the applicant then the Department's Graduate Admissions Committee. When indicating the semester in which the applicant wishes to register for courses for the first time, the applicant must select Fall or Winter Semester followed by the year. In addition to the information required by the Graduate School, the applicant must submit to the same Graduate Admissions site the following documents required by the Department:

- a. All official undergraduate and graduate transcripts. International students must provide a translation and grade equivalent report done by World Education Services. This is mandated by the Graduate School and the applicant assumes the financial obligations for this report.
- b. Three strong letters of recommendation by those who know the applicant's work well addressing his/her proficiency in the target language and the ability of the applicant to think critically on advanced subjects.
- c. A sample of the applicant's writing in the target language of approximately ten pages such as a term paper, article, book review, grant proposal or the like.
- d. A current C.V. that includes information on applicant's degree(s), specialization, honors and awards, teaching experience, travel and study abroad, and names of those from whom the student has requested recommendations including the recommender's department, institution, and e-mail address.
- e. A one page Statement of Purpose in English explaining how the Ph.D. in Modern Languages in this department and at Wayne State University will assist the applicant in fulfilling his/her intellectual trajectory and career goals.

PRINCIPAL STEPS TOWARD FULFILLING PH.D. REQUIREMENTS

Students are strongly advised from the time of admission to **develop an original dissertation topic** that should be approved before Ph.D. Qualifying Examinations.

B.

KNOW AND COMMUNICATE WITH FACULTY

Communication is of the utmost importance. The Department strongly encourages students to know all faculty and to initiate exchanges with appropriate faculty for a variety of purposes such as language area advising, the Graduate Student Forum, exchanges on pedagogy, presentations, and financial opportunities, making connections with other departments, the wider University, and with national and international professionals and societies. As all students must have a dissertation committee member from outside CMLLC, this makes interdepartmental communication and connections all the more necessary.

C.

THE PH.D. PLAN OF WORK

In consultation with the Graduate Chair and Principal Adviser and before completion of forty credit hours (including transfer credits) the student will complete the form titled *Plan of Work/Doctor of Philosophy* which is a chronological list of courses already taken, courses student is currently taking, and future courses as well as dissertation credits. The Ph.D. Plan of Work must be completed before taking the Ph.D. Qualifying exams and approved by the student's principal adviser and departmental Graduate Director. In order to complete the Plan that includes both major and minor courses the student should obtain the course rotations projected by his/her respective French, German, and Spanish Areas.

D.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Ph.D. students will be contacted yearly by the Graduate School to fill out the on-line Individual Development Plan. This is a well-thought out questionnaire with highly pertinent questions whose aim is to encourage students to plan and project intermediate long term career goals, examine their strengths and weaknesses, and formulate objectives and methods for their specialization and dissertation. After completing the questionnaire the student will transmit the Plan to his/her disciplinary adviser for approval who in turn will transmit it to the Director of Graduate Studies for approval. He/she will then transmit the report to the Graduate School. The Graduate School places a high priority on this report and if not completed on time the student **will have a block placed on his/her registration.**

E.

RESPONSIBLE CONDUCT OF RESEARCH

Beginning with the 2016-17 academic year, newly enrolled Ph.D. students will be required to complete a short program of interdisciplinary training on the responsible conduct of research. The training is in three phases to be completed during the academic year. Phase I requires completion of on-line modules called the *Collaborative Institutional Training Initiative (CITI)*. For Phase II students will enroll in a zero credit course GSO900: *Essential Research Practices: Responsible Conduct of Research*. Students must sign up to meet once for a full day on a Saturday early in either Fall or Winter semester. Finally Phase III will be provided by a student's home department and tailored to each student's specialization. The student can accomplish the goal of this phase by consultation with his/her disciplinary adviser. For more information go to the Graduate School web site: <<https://wayne.edu/gradschool/current/research-conduct/>>

F.

ANNUAL REVIEWS

Each year the Graduate Director will conduct an evaluation of a student's progress and state his/her expectations for the following year. The Graduate School requires that students meet certain bench marks to measure the student's progress such as completion of the Plan of Work and course work, passing the Ph.D. Qualifying Exams, receiving approval for Candidacy, finishing and approved prospectus, and completing the dissertation. In the review the Graduate Director will summarize the student's completion of these important steps and make important recommendations for the following year and project long term objectives. The review will state as its most important conclusion **whether the student is making satisfactory progress**. This judgment can have a bearing on whether the student is in an advantageous position for financial assistance, a time extension, active participation in regional, national, and international professional activities such as paper presentations, grant applications, or the like.

G.

TIME LIMITATION

Students have a seven-year time limit to complete all requirements for the Ph.D. Degree. The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and was completing work toward meeting requirements for the degree. Students who cannot complete the degree in seven years must petition their adviser, the other members of the dissertation committee, and the Director of Graduate Studies. This is done by filling out the form titled *Time Extension Request*. If the advisor supports the request it is forwarded to the Director of Graduate Studies, and if approved, it is reviewed by the Graduate School. For students not completing the Ph.D. Program within ten years of the admission date with approved

time extensions, the Ph.D. Qualifying Examination must be repeated. Students who have been granted time extensions must complete all program requirements within twelve years.

H., I.

DEPARTMENT AND GRADUATE SCHOOL COURSE REQUIREMENTS

DISSERTATION CREDIT REQUIREMENTS

Completion of a valid Plan of Work necessitates that students possess correct information concerning Graduate School course and dissertation requirements as well as Departmental requirements.

The Ph.D. requires 90 semester hours of course credit which must include:

DEPARTMENT REQUIREMENTS:

- a. In the major, between 45-48 graduate credits.
- b. In the minor, between 9-12 graduate credits
The minor is flexible. The student may dedicate credits to a single area (egs.: theory, linguistics, pedagogy) or to combined areas, but in either case, the minor must bear coherently on the student's specific goal(s).
- c. There are two required department courses:
 1. 7010 Introduction to Literary Theory
 2. 7850 Foreign Language Instruction

GRADUATE SCHOOL REQUIREMENTS:

- a. 60 credit hours of course work (up to 31 credits may be transferred from an earned MA from Wayne State University or from another institution in one of the target languages (French, German, or Spanish).
- b. 30 of these 60 credits must be at the 7000 level or above (excluding dissertation credit)
- c. 30 credit hours of dissertation registration designated by the registration numbers 9991, 9992, 9993, 9994. (Generally students register for 7.5 credits for four successive semesters)
- d. A minor of at least 9 credits to be decided in consultation with student's principal adviser and the Graduate Director.

J.

REQUESTING YOUR PRINCIPAL FACULTY ADVISER

When the student is fully committed to a disciplinary specialization and dissertation topic, he/she must take the initiative in requesting a professor to serve as his/her principal adviser. Such an adviser would be the principal consultant for the Ph.D. Qualifying Examinations, the formulation of a dissertation topic, the completion of the Dissertation Prospectus, and the Dissertation Proper. These are the essential functions. But also the principal adviser will serve as the main point of intersection connecting students with pertinent conferences, research tools, specialized journals, the language proficiency requirement, market demands, interview advice and the like. In all these matters it is incumbent on the student to take the initiative in matching his/her principal intellectual goals with the faculty member most appropriate to offer advice and assistance.

K.

REQUIREMENT TO DEMONSTRATE PROFICIENCY IN READING A SECOND FOREIGN LANGUAGE

RATIONALE

In order to expand research skills and enlarge comprehension of the works of other cultures students must demonstrate the ability to read a second language. This requirement can be fulfilled in one of two ways:

- a. Passing a translation examination administered and approved by a faculty member in which the student selects a text on which the examination will be based. The text must offer a level of challenge commensurate with graduate level standards. This exam will be composed of two parts: (1) an accurate translation in English of any five successive pages of the first 100 pages of the text selected by the exam administrator worth 90%; (2) a comprehension question to be answered in English based on the passage translated worth 10%. The grade is "Pass/No Pass" where "Pass" is at the level of B work or higher.
- b. Earning a grade of B or higher in two beginning level language courses numbered 1010, 1020, or 2010. These courses do not count for graduate credit.

Students are advised to deliberate on these options immediately after acceptance into the Ph.D. Program but they **must fulfill either of these two requirements before being given permission to take the Ph.D. Qualifying Exams.** Arrangements for these options should be made with the Graduate Director who can furnish students with additional information.

L.

PRE-CANDIDACY RESEARCH/ REGISTRATION

Students who have completed the required 60 hours of coursework (including transfer credits) but are not yet ready to take the Ph.D. Qualifying Examinations may enroll in Pre-Candidacy Research (9990). This registration enables students to maintain full-time status while studying for their exams. Students should register for the number of credits required by their financial aid. To maintain full-time status students should ordinarily register for 6 credits a semester. It is of the greatest importance to teaching assistants that they register for 6 credits for Fall and Winter semesters during the duration of their appointment. This does not include Spring/Summer registration.

M.

CONSTITUTING YOUR PH.D. QUALIFYING EXAMINATION COMMITTEE

Well before registering with the Graduate Director to take Ph.D. Qualifying Examinations and after much deliberation students should request a minimum of **three professors to serve on their** Ph.D. Examination Committee. There will be four written exams and one oral addressing four areas: the student's dissertation topic, the field of specialization, a complementary field, and the minor. (Details concerning the exam will be specified in the subsequent section.) The Department has created a system whereby students have substantial input into both the choice of professors and the subject-matters of the exams. This means that after having requested professors to serve their committee, the specific content of each exam will be aimed at student's intellectual goals. Also and very importantly the content of exams and students' responsibilities will be decided by thorough mutual consultation between student and professor. Note that the dissertation topic is an important focal point for selecting the other three exams so students should have a coherent examination plan that has pertinence to the dissertation. Note as well that the dissertation is an essential component of the exams so that students will have already arrived at an original dissertation topic well before the actual writing of the dissertation prospectus and the dissertation proper.

N.

STRUCTURE OF THE PH.D. WRITTEN QUALIFYING EXAMS

The Ph.D. Written Qualifying Examinations will be composed of **four examinations** administered by a minimum of **three faculty members**. At least one of the exams is to be written in the target language and at least one is to be written in English. When students have established in consultation with the proper faculty adviser, the dissertation topic, bibliography, and reading lists (see below), they must request from the Graduate Director, complete, and return to him/her the **Approval Form for Ph.D. Qualifying Exams**. This is in effect a contract approved and signed by the student and faculty member giving the name and date of the exam.

This contract can only be changed by permission of the faculty member who makes up the exam and by the Graduate Director. The contract should be approved **one semester before the semester in which the student intends to take the qualifying exams.**

PH.D. QUALIFYING EXAM FORMAT:

1. A take-home examination of approximately 20 pages on a topic to be developed in consultation with the intended dissertation adviser and to be completed in one seven day week based on the **student's intended dissertation topic**, concentrating in a highly focused way on the objective and method of the dissertation. Before taking the exam, students must develop, in consultation with the appropriate faculty adviser, a one-to-two page description of the exam's topic and objectives, along with a bibliography of approximately 20 references on which the exam will be based.
2. A written examination taken in the department based on the **student's field of specialization**. The field of specialization is the larger field within which the dissertation topic is set. The exam should provide some breadth of coverage along with depth of analysis. This exam will be based on a reading list consisting of approximately 20 references developed by the student, in consultation with the appropriate faculty adviser. **The exam will be three hours.**
3. A written exam taken in the department based on **a field that complements the student's field of specialization**. The exam should provide some breadth of coverage along with depth of analysis. This exam will be based on a reading list consisting of approximately 20 references developed in consultation with the appropriate faculty adviser. **The exam will be three hours.**
4. A written exam taken in the department based on the **student's minor field**. This exam will be based on a reading list consisting of approximately 20 references developed by the student, in consultation with the appropriate faculty adviser. **Possible minors** include but are not limited to critical theory, another language area, linguistics, second language acquisition and pedagogy, history, or cinema studies. **The exam will be two and half hours.**

N.B. In order to pass the written Ph.D. Qualifying Exams as a whole, the student would have to earn a B (not B- or below) or higher on each of the four exams. The Graduate Director will communicate the results of the exams to the student.

O.

ORAL EXAM

There will be an oral exam taken within thirty days of the last written exam based on the written examinations and any other areas advised by the students' examiner(s). To prepare for the oral

students are to study any comments and/or corrections made by their professors on the exam and follow through with any other advice given by the professors.

P.

ADMISSION TO CANDIDACY

Right after passing the Ph.D. Qualifying Examinations, the student must apply for Candidacy. This is done by filling out the form titled *Recommendation for Candidacy Status*. The term “Candidacy” designates an advancement in the status of the Ph.D. student. It is roughly equivalent to the widely used abbreviation *ABD* meaning that the student has satisfied most requirements towards the Doctorate save the completion and approval of the dissertation. However at Wayne State University the term has a technical meaning. It designates that a student has filed and approved a Ph.D. Plan of Work, passed the written and oral Ph.D. Qualifying Exams, and has named his/her Ph.D. Committee. (There is **Pre-Candidacy** status at Wayne State designating the official steps accomplished before Candidacy. See above). In order to officially gain this status the student must fill out the Candidacy form that indicates the passing of the Ph.D. Qualifying Examination, the date, confirmation of fulfilling the Plan of Work requirements, and the naming of the Ph.D. Committee. The student must provide an up to date transcript and it is prudent that he/she check the transcript closely to assure that he/she has met course credit requirements. The Ph.D. Committee is composed minimally of the dissertation adviser, an additional two members of CMLLC from any language area, and a professor outside the department. The student must circulate this form to the dissertation committee members for their signatures (the dissertation adviser should sign first) and it must be approved as a last step by the Graduate Director. Then it must be sent to the Graduate School for approval. **N.B.** At least two members of the Dissertation Committee must have **Graduate Faculty Status** in the WSU Graduate School. Student and committee members are responsible for verifying this requirement.

Q.

THE DISSERTATION PROSPECTUS

After gaining Candidacy students must write a dissertation prospectus composed of **two documents**. One is a **written summary** of the projected thesis and components of the dissertation whose rationale is to verify the originality and soundness of the dissertation. The second is a prospectus approval **form of two pages titled *Prospectus and Record of Approval: Doctoral Dissertation***. A suggested outline of the written summary is as follows: Title, Objective, Method, Chapter Summary, Conclusion, Select Bibliography of primary and secondary sources. The written summary and the official Graduate School form (*Prospectus and Record of Approval*) must be written in English though the student is permitted to write the dissertation proper in the target language with the permission of the adviser. The Department norm is between 30-40 pages. After the adviser approves the draft of the written summary the

student circulates it among the rest of the committee members for review. They can and frequently do require revisions. When the revisions are accepted, the student fills out the *Prospectus and Record of Approval: Doctoral Dissertation*. It must be signed by the adviser, committee members, and Graduate Director and sent to the Graduate School for approval. Once this approval is given, the student has officially constituted his/her dissertation committee and **only the most serious reasons** can justify a change in the membership of the committee. Any such changes must be approved by the Graduate School.

N.B. Along with the 30-40 page written summary and the *Prospectus and Record of Approval* the student must deliver a third document to the Graduate School This is titled ***Conflict of Interest*** and it must be signed by the Committee. It is strongly suggested that when students circulate the written summary and the *Approval* form they should at the same time circulate the *Conflict of Interest* form.

R.

DISSERTATION CREDITS AND REGISTRATION

The total amount credits required for dissertation registration is thirty (30). These are not course credits but credits earned for work on the dissertation. Students at the level of Candidate must register using the numbers 9991, 9992, 9993, 9994. These numbers do not designate course work but full time work on their dissertations. Many students opt to register for 7.5 credits for four successive semesters. Each registration requires the approval of the Graduate Director and the Graduate School. The Graduate School authorizes registration for all 999X courses.

S., T., U., V., W.

DISSERTATION APPROVAL PROCESS

The dissertation is the culmination of the student's graduate work and the springboard to professional advancement. In CMLLC the dissertation may be written in English or the target language but in either case the student must have the permission of the dissertation adviser. Having already taken a Ph.D. Qualifying Exam on the dissertation topic and related fields and having written an approved Prospectus the student should already have understood that the dissertation should make an original contribution to knowledge rigorously set forth with a well-defined objective and method that subtend a cogent and convincing proof and brought to term with a conclusion and an up to date bibliography of primary and secondary source. The student will work closely with the dissertation adviser maintaining regular communication, observing deadlines, and calling forth patience and perseverance in implementing corrections and revisions.

After receiving approval of the dissertation by his/her committee, the student must circulate (1) the *Final Report: Dissertation Public Lecture-Defense* Form and (2) a *Conflict of Interest* form. These must be filed at the Graduate School at **least two weeks before the date of the dissertation defense**. If not the Graduate School will not approve. The Final Report must have

signatures of adviser, committee and Graduate Director. It is in effect official permission to proceed to the Defense.

Before or at the same time of submitting the Final Report to the Graduate School, the student must have received Graduate School approval that the **dissertation format is correct** and also that either the dissertation adviser or the Graduate Adviser has **run the dissertation through *SafeAssign***, an electronic plagiarism detection program. Proof of passing *SafeAssign* is obtained by having the score approved by the Graduate School.

X.

THE DISSERTATION PUBLIC LECTURE AND DEFENSE

The dissertation committee conducts the defense chaired and moderated by the Dissertation adviser. The dissertation defense must be publicized in advance to the University community since this is a public event. The Lecture/Defense consists of a twenty minute presentation of the dissertation before the adviser, committee, and public followed by questions from these parties. A Department tradition is that the dissertation director read a one page biography of the student focusing on his/her accomplishments and the journey leading to the dissertation. When these activities come to an end, the adviser and committee will deliberate on the student's performance and then announce their decision. The Department has a strong record of public attendance at this event and students especially doctoral students are strongly encouraged to attend and learn from Lecture/Defense.

Within two weeks of passing the defense the student must submit the final corrected copy of the dissertation electronically at <http://gradschool.wayne.edu/phd-info/dissertation.publishing.php> along with all publishing and copyright fees.