

COMPARATIVESTUDIES

GRADUATEHANDBOOK

2017-18

The Ohio State University

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I. THE DEPARTMENT OF COMPARATIVE STUDIES

The Department of Comparative Studies promotes comparative, interdisciplinary, and cross-cultural research and teaching in the arts and sciences. The Department offers an interdisciplinary graduate and undergraduate curriculum that encourages comparative perspectives on a wide range of cultural and historical discourses and practices: literary, aesthetic, folkloric, technological, scientific, religious, political, material. Faculty and faculty associates work closely with other units at Ohio State, as well as with faculty at other colleges and universities. At the graduate level, the Department offers the Master of Arts in Comparative Studies, the Doctor of Philosophy in Comparative Studies, and, for graduate students across the University, a Graduate Minor in Comparative Cultural Studies. For undergraduates, the Department offers the Bachelor of Arts in Comparative Studies with specializations in Comparative Cultural Studies, Comparative Ethnic and American Studies, Comparative Literature, Folklore, Religious Studies, and Science Studies. The Department also coordinates new interdepartmental majors in World Literatures and in Religious Studies. Several undergraduate interdisciplinary minors are also housed in Comparative Studies: American Studies, Folklore, and Religious Studies. Formerly a Center, the Department of Comparative Studies has been offering an interdisciplinary curriculum in the humanities at Ohio State for more than fifty years.

II. GRADUATE PROGRAMS IN COMPARATIVE STUDIES

The Department of Comparative Studies offers interdisciplinary graduate degree programs in the study of culture at both the M.A. and the Ph.D. levels. For graduate students enrolled in other departments at Ohio State, the Department offers the Graduate Minor.

Graduate work in Comparative Studies is interdisciplinary and cross-cultural, addressing complex processes of cultural change, stability, and interaction, with particular attention to the construction of knowledge and the dynamics of power and authority. Questions of difference—racial, gender, sexual, class, ethnic, national—and the ways in which those categorizations inform and are informed by other discourses and practices are central to scholarship in comparative studies.

Such an interdisciplinary, comparative approach to the study of culture assumes both flexibility and rigor in terms of theory, methodology, and object of study. The M.A. and Ph.D. in Comparative Studies are designed for students whose scholarly interests require them to call upon the resources of several academic disciplines. Each graduate student, with the help of faculty advisers, designs an individualized academic program to meet specific research interests that cut across departmental and college boundaries. As a part of this process, students are encouraged to question the configuration of disciplinary boundaries and to place in historical context the development of disciplinary structures and their objects of study.

Students must develop a clear area of concentration and sound theoretical foundations for their individual programs in order to attain depth of knowledge, as well as breadth. Expertise of Comparative Studies faculty members is similarly focused in comparative ethnic and American studies; comparative literature; critical race theory; cultural anthropology; cultural studies; folklore; postcolonial studies; religious studies; science studies; social and cultural theory; urban studies; and visual culture, with specific attention to the interrelatedness among the cultural and historical domains these fields represent. Within their focus areas, students are encouraged to develop inquiries that attend to the cultural and historical contexts of the particular subject in question.

The element of comparison, both within and across cultures and borders, is important to faculty and student research. Comparisons may be drawn among the several discourses and practices of a single society, group of people, geographical region, or historical era. Research projects may also involve the comparison of specific genres and media—textual, performative, material—across cultures. Both approaches to comparative work are encouraged; most projects will involve elements of both, since contextualization is integral to all such studies. The function of comparison is not to discover differences and similarities, but to understand more comprehensively the political, social, economic, and aesthetic dimensions of the various discourses and practices that constitute social and individual life.

III. THE GRADUATE STUDIES COMMITTEE

The Comparative Studies Graduate Studies Committee oversees the graduate program. The Committee is composed of faculty members primarily from the Department of Comparative Studies, but may include faculty members from other departments as well. The Graduate Studies Committee is appointed by the Chair of the Department of Comparative Studies and is responsible for making admissions decisions, acting on students' petitions, making fellowship and associateship nominations, determining procedures and guidelines, and acting as liaison between the graduate program and the [Graduate School](#). The Graduate Studies Committee and its policies are subject to Graduate School rules, as described in the [Graduate School Handbook](#).

The [Comparative Studies Graduate Handbook](#) is designed to provide information about the Master of Arts, Doctor of Philosophy, and Graduate Minor programs to prospective students, to students already enrolled, and to faculty advisers. Please send inquiries or requests for more information to the Graduate Studies Chair, Professor [Theresa Delgadillo](#), or to the [Academic Program Coordinator](#) at the following address:

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451 Hagerty Hall
1775 College Road
Columbus, OH 43210-1340
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IV. CRITERIA FOR ADMISSION TO THE GRADUATE PROGRAM IN COMPARATIVE STUDIES

Students may be admitted to the graduate program in Comparative Studies after completing a baccalaureate degree in a relevant field. Students who have completed a master's degree in a relevant field ordinarily apply directly to the Ph.D. program. At the time of admission, the Graduate Studies Committee will decide the number of credits from the student's M.A. program that may be applied to the doctoral program (typically no more than 30 credits). Students with the B.A. degree only may apply either to the M.A. program or to the M.A./Ph.D. program.

Criteria for admission to both the M.A. and the Ph.D. programs in Comparative Studies include the following:

1. A minimum of 3.0 cumulative point-hour ratio (on the 4.0 scale used at this University) in all previous undergraduate work. Students with an undergraduate cumulative ratio below 3.0 who wish to be considered for admission must petition the Comparative Studies Graduate Studies Committee for special consideration.
2. A minimum of 3.0 in all previous graduate work.
3. Graduate Record Examination scores for all applicants.
4. Minimum TOEFL score of 79 (internet-based), 213 (computer-based), or 550 (paper-based); or MELAB score of 82; or IELTS score of 7.0 for non-native speakers of English.
5. Applicants are advised to contact the Graduate Studies Chair, a Comparative Studies faculty member with whom they are interested in working, or the Academic Program Coordinator in the Department of Comparative Studies before applying. The purposes of this contact, whether by telephone, by e-mail, or in person, are to clarify the student's research interests, needs, and goals; determine the suitability of the Comparative Studies program to the student's intellectual and professional goals; and to advise the student in completing the statement of purpose required for admission to the graduate program in Comparative Studies. Students should make such contact well in advance of the application deadline.

V. ADMISSION PROCEDURES AND DEADLINES FOR THE M.A. AND PH.D. IN COMPARATIVE STUDIES

New students apply to the graduate program in Comparative Studies by submitting a graduate school application and all supporting documents to the [Office of Admissions](#). The applicant must submit these documents online. Recommendation forms and letters should be submitted online by recommenders (follow instructions at gradadmissions.osu.edu).

Students already in the M.A. in Comparative Studies program may continue beyond the M.A. only upon the recommendation of the Graduate Studies Committee and the approval of the core faculty. To apply for continuation in the following year, MA students submit 1) a 3-5 page proposal of PhD research, including a potential dissertation topic or specified areas of study; 2) a letter of recommendation from their advisor; 3) one other recommendation letter from a core or affiliated faculty member; and 4) a current advising report. The Graduate Studies Committee must receive these documents by the deadline for graduate school applications. Students are required to meet with their advisors to discuss the documents in advance of their submission, and are encouraged to draft the proposal and solicit recommendation letters well in advance of the deadline. Core faculty members will discuss the advisability of students' continuation in early January, drawing on the submitted documents, faculty assessments of students' preparation for advanced graduate work including the advisors' reports on students' progress, and holistic knowledge of overall fit between students' needs and departmental resources. Each student's advisor will communicate the outcome of this meeting after decisions have been finalized.

1. Application procedures (for other than internal continuation from the M.A.).
 - a. The [Graduate School admissions application](#) form MUST be submitted online. The Graduate School admissions application includes:

- (1) Completed OSU Graduate School online application form,**
- (2) Official GRE and (when applicable) IELTS, TOEFL, or MELAB test scores,**
- (3) Transcripts for all previous undergraduate and graduate work,**

Transcripts for all previous undergraduate and graduate work and all test scores must be submitted to the Admissions Office. Unofficial transcripts for all previous undergraduate and graduate work may be submitted at the time of application; official transcripts must be submitted if provisional acceptance is granted. Please use the appropriate address from the following:

Domestic Applicants:

E-mail: domestic.grad@osu.edu

International Applicants:

E-mail: international.grad@osu.edu

Regular U.S. postal mail: Graduate Admissions Office The Ohio State University
P.O. Box 182004 Columbus, OH 43218-2004

Regular U.S. postal mail: International Graduate Admissions Office The Ohio State University
P.O. Box 182083 Columbus, OH 43218-2083

Special delivery mail service (express mail):
Graduate Admissions Office The Ohio State University SAS Building, 1st Floor
281 West Lane Avenue Columbus, OH 43210-1132

Special delivery mail service (express mail):
Graduate Admissions Office The Ohio State University SAS Building, 1st Floor
281 West Lane Avenue Columbus, OH 43210-1132

Graduate Admissions Office Phone: 614-292-9444 Graduate Admissions Office Fax: 614-292-3895

E-mail: gradadmissions@osu.edu

- a. Supplemental materials, including the statement of purpose, writing sample, and recommendation forms, must be submitted online [following instructions for the application process](#). Recommendation letters and forms should be submitted online by recommenders and should include the Graduate Application Recommendation form.

Comparative Studies supplemental admissions materials include:

- (1) Statement of Purpose.** The principal element of the Department's application is the Statement of Purpose essay of approximately five pages (1200-1500 words). This essay may substitute for the autobiographical statement required by the Graduate School and it should discuss in detail the issues the student expects to explore in this graduate program. The applicant should be as specific as possible in explaining how his or her intellectual project would benefit from the comparative, cross-cultural, and interdisciplinary perspectives offered by the Department and from the resources (faculty, courses, programs, collections) of The Ohio State University. Information about academic

background, special experiences, and career goals may also be included. (The [Course Catalog](#) can be viewed by individual department online); more detailed information is posted on departmental webpages ([University directory](#) at or department listings on the [College of Arts and Sciences](#) website. If admitted, students will design, with the help of faculty advisers, a program of coursework to fit their research needs. (See sections VII., IX., and XI. below for sample programs and for a listing of courses in Comparative Studies.)

(2) Writing sample. In addition to the Statement of Purpose, applicants should submit an academic paper, preferably of approximately 12-15 pages. Ordinarily, this will be a paper submitted previously for undergraduate or graduate credit—for example, a chapter of a senior or MA thesis or a substantial paper written for an advanced undergraduate class or graduate seminar. The writing sample should represent the student’s best work. The writing sample should also be submitted online using the graduate school’s application procedures.

(3) Three letters of recommendation.

An [OSU Reference Form](#) must accompany each letter. Letters should address the applicant’s academic abilities and preparation for graduate work in the student’s chosen area. Instructions for online submission of these letters are available via the graduate school application webpage.

2. Deadlines. Admission to the graduate program is for Autumn Semester only. **The deadline for admission for Autumn 2017 is November 30, 2016** for all applicants. All required documents—the Graduate School application; official transcripts and test scores; letters of recommendation; and the Comparative Studies supplemental materials, including the five-page statement of purpose and the writing sample—**must be available to the Comparative Studies Graduate Studies Committee by November 30. Because the Graduate School application, transcripts, test scores, and other documents must be processed first by the Admissions Office, all of these documents should be submitted well in advance of the November 30 deadline.**

3. Transfer procedures for graduate students enrolled in other OSU departments. Students currently enrolled in a graduate degree program at The Ohio State University who wish to transfer to the graduate program in Comparative Studies or begin the Ph.D. program after completing the M.A. in another department should take the following steps:

- a. Arrange a meeting with the Graduate Studies Chair in the Department of Comparative Studies. If the student’s research needs and interests cannot be accommodated within the student’s department and if the M.A. or Ph.D. in Comparative Studies is an appropriate alternative, the student is directed to an appropriate faculty member for further advice. Transfer applicants are subject to the same admissions criteria and deadlines as external applicants.
- b. File with the Graduate School a [Request for Transfer of Graduate Program](#) form if the transfer is deemed appropriate.

c. Submit a five-page statement of purpose and a 12-15 page writing sample. Applicants should specify which courses already taken they wish to apply toward the M.A. or Ph.D. in Comparative Studies. If the student is admitted, the Graduate Studies Committee will determine which courses already taken, if any, will count toward the M.A. or Ph.D. in Comparative Studies.

d. Submit to the Comparative Studies office at least two new letters of recommendation from graduate faculty with whom they have studied and arrange for the home department to send the student's file to the Academic Program Coordinator in the Department of Comparative Studies.

e. Students wishing to transfer to Comparative Studies from other departments are subject to the same deadlines as new applicants. This deadline is November 30, 2016 for admission in Autumn 2017.

The Comparative Studies Graduate Studies Committee acts on both the request for transfer and the request for specific courses to be counted toward the M.A. or Ph.D. in Comparative Studies. Approval of the transfer of graduate program does not ensure approval of credit for specific courses.

4. Graduate student status. Ordinarily, applicants are admitted to the graduate program as "regular" graduate students, and only those who are admitted with "regular" status may receive the M.A. or Ph.D. degree. In some cases, however, applicants may, for various reasons, be more appropriately assigned to other categories. Admission under any of the following categories does not ensure regular admission at a future date. See [Graduate School Handbook](#), Section II, for more information. Additional categories are as follows:

a. Nondegree status: Students who do not intend to pursue a graduate degree may apply to the Graduate School for "nondegree" status provided they meet appropriate admission requirements.

Domestic students (U.S. citizens or approved permanent residents of the United States, or those who have been granted asylee or refugee status in the United States) may apply for nondegree status by [submitting an application](#) and supplying proof of completion of the baccalaureate degree.

For international students (those who are not U.S. citizens, permanent residents, refugees, or political asylees and need to obtain a visa in order to study in the United States), eligibility for admission as a nondegree student is limited to those who are either participants in approved exchange programs or those who are enrolled in a graduate program in another U.S. university and wish to study for one quarter as a transient student and transfer the credit back to their home institution. See application instructions at <http://gpadmissions.osu.edu/pdf/gndinst.pdf>. Nondegree students may apply for admission to a Comparative Studies graduate program as "regular" students. If admitted, nondegree students may ask to apply a maximum of 10 hours of graduate nondegree coursework toward the degree. Admission as a nondegree student does not imply regular admission to any degree-granting program at a future date.

b. Conditional admission status: Applicants who are accepted into the program on the condition that they correct certain deficiencies within a given period of time are granted “conditional” admission status. For example, some students may be required to maintain a certain grade-point average for several semesters of graduate study before being accepted into the graduate program; others may be required to complete some undergraduate coursework in preparation for the graduate program. Conditionally admitted students cannot be admitted as “regular” students until all conditions are satisfactorily completed. Failure to satisfy conditions of admission will result in dismissal from the program.

c. Provisional status: Applicants for whom the verification of degree(s) or transcripts has not yet been completed, received, or evaluated may be granted “provisional” status if all other application material is acceptable to the Comparative Studies Graduate Studies Committee. If the material outstanding is judged satisfactory when submitted, the Committee may offer regular admission. Students are not permitted to enroll for a second semester while listed as provisional. Admission as a provisional student does **not** ensure regular admission once the student’s file is complete.

For further information on admissions, students should consult Section II of the [Graduate School Handbook](#) and the [Graduate and Professional Admissions Office](#) website.

VI. REQUIREMENTS FOR THE MASTER OF ARTS IN COMPARATIVE STUDIES

The M.A. requires 30 coursework credits, or a minimum of ten courses Specific requirements are as follows:

1. Coursework.

- (6) Six credit hours in 6390 and 6391 (two courses). Both courses must be taken in first year.
- (6) Six additional credit hours at 5000 level or above in any department (two courses)
- (9) Nine additional credits at 6000 level or above in any department (three courses)
- (3) Three credits in 7000 level course in Comparative Studies (one course)
- (3) Three credits in 8000 level course in Comparative Studies (one course)
- *(3) Three credits in Comparative Studies 7999: Research for Thesis

*Students who are not taking a terminal M.A. or writing an M.A. thesis may instead take either an addition (3) Credits in coursework or (3) Three credits in Comparative Studies 8193 Individual Studies

No more than 3 3 hours of non-graded (Satisfactory/Unsatisfactory) coursework (ordinarily taken as independent study) may count toward the M.A. degree.

Cross-listed courses may count in any department cross-listing the course, regardless of where the student is enrolled.

All Comparative Studies Individual Studies courses must be approved by the Graduate Studies Committee. Students will submit a copy of agreement between student and faculty member supervising the Individual Study outlining goals, expected readings and assignments, number of meetings in advance of the semester.

2. Language Requirement

All students completing the M.A. in Comparative Studies must demonstrate competence in at least one language other than English by the end of their fourth semester. This requirement must be met in one of the following ways:

1. by receiving a minimum grade of "B" in a 6000-level course taught in a language other than English
2. by taking a course that certifies ability to read with the use of a dictionary and receiving a minimum grade of "B" in the course;
3. by passing a proficiency examination administered by the appropriate language department;
4. by petitioning the Graduate Studies Committee to consider other evidence of competence, for example, an undergraduate major or minor in a foreign language.

Courses below the 5000 level taken to fulfill the language requirement are not counted toward the degree.

3. Advisors or Co-Advisors

Students planning to complete the terminal M.A. must choose at least one academic adviser from the core Graduate Faculty in the Department of Comparative Studies by the end of the first year. Students in the M.A./Ph.D. program must select at least one academic advisor from the core Graduate Faculty in the Department of Comparative Studies by the end of their third semester. Core faculty are appointed in Comparative Studies for at least 25% of their tenure line. The Graduate Studies Chair or a designated member of the Graduate Studies Committee will serve as adviser for incoming students until they have chosen an adviser. The chosen adviser or co-advisors serve as Chair or Co-Chairs of the Master's Defense Committee.

4. End-of-Master's-Degree Decision.

By November 30th of the student's third semester in the M.A. program, the student must submit a letter of intent either to continue on to the PhD program or to complete the terminal M.A. degree. Permission to continue to the PhD program will depend upon the student's satisfactory progress toward the M.A. degree and suitability for the PhD program. Permission to continue will be granted with the approval of the student's advisor and the Graduate Studies Committee, based on a review of required materials (.see PhD Requirements section for materials required).

Students approved to continue to the PhD program may either:

1. complete the M.A., ordinarily by the end of the third semester in the program upon completion of all coursework and/or thesis. Students choosing a thesis option will be awarded M.A. at that time.
2. Complete coursework for the PhD and be awarded the M.A. degree upon successful completion of Doctoral Candidacy exams.

Students who are not given approval to continue to the PhD program will be expected to complete the terminal M.A. degree, and can do so by completing either the Thesis or the Non-Thesis option.

5. Terminal M.A.

Students seeking a terminal M.A. should choose between the thesis or non-thesis option in consultation with their advisor and their committee.

- **Thesis Option:** Students, under the supervision of their advisor, write a thesis that is based on substantial research and makes an original contribution to scholarship.
- **Non-thesis Option:** Students who do not wish to complete a Master's thesis can choose between these two non-thesis options
 - Exam: a four-hour written exam that demonstrates advanced knowledge of the field, including at least one question from each of two faculty advisors.
 - Substantial written paper: a paper of publishable length and substance that demonstrates advanced knowledge of the field written under the guidance of at least one faculty advisor and two committee members who meet with the student to discuss the paper's development as it is being written and who then agree upon its readiness for publication.

All students in the terminal M.A. will also successfully defend their work in a two hour oral exam to complete the degree.

6. Master's Thesis/Non-thesis Committee

In addition to the adviser or co-advisers, at least one of must be a member of the core Graduate Faculty in the Department of Comparative Studies, additional faculty should be chosen to serve on the Master's Thesis Defense Committee. This committee should consist of three faculty members with graduate faculty standing, and should be identified as the thesis is being prepared.

7. Continuation to PhD

Students who continue to the PhD and have not chosen to receive their M.A. via the methods described above will be awarded the M.A. upon successful completion of the candidacy exam.

8. Progress toward Degree.

Students with GTA appointments will generally take 9 credit hours or three classes each semester and complete the M.A. within three to four semesters.

Students on fellowship must take 12 credits per semester and 6 credits in summer, completing the M.A. within twelve months.

Continuation in the program is contingent upon sufficient progress toward completion. Progress will be reviewed annually in two steps: first, student reviews progress with faculty advisor and/or committee following annual review guidelines; second, the entire graduate faculty meet to review reports from faculty regarding their advisees. . If, at any time during the annual review, advisors or faculty determine that sufficient progress has not been made, the advisor and the student will draft an agreement as to what constitutes sufficient progress to continue in the program for the subsequent semester. Failure to comply with the agreement may result in the student's discontinuation in the program.

See also Section VI of the [Graduate School Handbook](#).

VII. SAMPLE PROGRAMS FOR THE M.A. IN COMPARATIVE STUDIES

The following programs are chosen to illustrate the range of subjects students may choose to investigate for the M.A. degree. (Each is based on particular M.A. students' programs, all or partially converted to semester equivalents.)

1. Gender, Power, and Corporate Discourse. This project investigates forms of symbolic change and strategies of counter-hegemonic discourse in the context of different strands of Buddhist discourse.

Comparative Studies:

6390 Approaches to Comparative Cultural Studies I 6391 Approaches to Comparative Cultural Studies II 5691 Topics: Religion and Media
7340 Theorizing Science and Technology
7630 Theorizing Culture
7888 Comparative Studies Methodologies
8872 Seminar in Religious Studies: Religion and Sexuality

English:

7864 Postcolonial/Transnational Literatures: Contemporary Indian English Novel

Women's, Gender and Sexuality Studies:

8800 Topics in Feminist Studies: Theories of Judith Butler

2. Foucauldian Perspectives on Biopolitics and War. The second sample program included here illustrates through its very different content the range of possible subjects open to Comparative Studies students. This program analyzes disciplinary effects of discourses about smart bombs and anti-war movements. It includes coursework in Comparative Studies, Geography, Political Science, and English. The coursework program is as follows:

Comparative Studies:

6390 Approaches to Comp Cultural Studies I 6391 Approaches to Comp Cultural Studies II 7360 Theorizing Culture
7256 Complex Ethnography
8892 Seminar in Performance and Politics

Geography:

8601 Theory of Political Geography
8602 Seminar: Problems in Political Geography

Political Science:

6194 Contemporary Comparative Political Problems

English:

6790 Contemporary Critical Theory

Thesis Title: "Producing Pacification: The Disciplinary Technologies of Smart Bombs and National Anti-war Organizing"

VIII. REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN COMPARATIVE STUDIES

Students who have completed the M.A. at other institutions or in other departments at OSU may in some cases be required to complete the M.A. in Comparative Studies before proceeding to the doctoral program. The number of credits earned in other M.A. programs that may be used to fulfill requirements for the Ph.D. in Comparative Studies will be determined by the Graduate Studies Committee at the time of admission. See the Graduate School Handbook (Section II, Part 6) for University enrollment and residence requirements.

Students in the M.A. in Comparative Studies program may continue beyond the M.A. only upon the recommendation of the Graduate Studies Committee.

Since admission to the graduate program occurs once a year and all applications are due by November 30. All students who plan to finish their MA during the school year and wish to be considered for continuing for a PhD the following year must announce those intentions by submitting the following materials by the same deadline that applies for new applicants: a statement of purpose (not to exceed five double-spaced pages) that describes a dissertation project; a writing sample; and letters from any non-core faculty whose input the student would like to solicit. These letters are optional and should only be solicited when the student has had extensive intellectual interaction with a non-core faculty member. The new statement of purpose should represent the opportunity for the student to demonstrate their ability to build on their MA work and to sketch with some precision the next step in his or her intellectual progress. At the same time, it allows the faculty to assess the student's preparation for advanced graduate work and the fit between the student's needs and the faculty's expertise. Input regarding the advisability of any student's continuing for the PhD will be solicited from core faculty members during a faculty meeting in early January.

1. Coursework.

All graduate students at OSU are required to take a total of 80 semester credit hours. In Comparative Studies, credits earned, in the Comparative Studies M.A. program or credits earned in another M.A. program and approved by the Comparative Studies Graduate Studies Committee (up to 30) may count toward fulfilling the requirement of 80.

Coursework credits are distributed as follows:

- a. Students who have not completed the M.A. in Comparative Studies must take the following first year of enrollment:
 - Comp St 6390, Approaches to Comparative Cultural Studies I (3 credits)
 - Comp St 6391, Approaches to Comparative Cultural Studies II (3 credits)

In addition, if a student has transferred 30 credits of a Master's Degree from either another university or another department at OSU, then an additional 44 credits in coursework remain, to be fulfilled as follows:

- Minimum of (15) fifteen additional credits or five courses at 6000 level or above within Comparative Studies
- Approximately (8) eight credit hours or three courses of additional coursework at 6000 level or above either within or outside of Comparative Studies
- (9) Nine hours or three courses in Comparative Studies 8998: Candidacy Examination (one full semester)
- Approximately (4) credit hours of Comparative Studies 8997: Dissertation Writing Workshop (one credit per semester for four semesters)

Approximately (9) nine credit hours or five semesters of Comparative Studies 8999: Dissertation

b. Students who have completed the M.A. in Comparative Studies must complete an additional 50 credits toward the PhD as follows:

- Minimum of (15) fifteen additional credits or five courses at 6000 level or above within Comparative Studies
- Approximately (14) credits or five courses of additional coursework at 6000 level or above either within or outside of Comparative Studies
- (9) Nine hours or three courses in Comparative Studies 8998: Candidacy Examination (one full semester)
- Approximately (4) credit hours of Comparative Studies 8997: Dissertation Writing Workshop (one credit per semester)
- Approximately (9) nine credit hours or four semesters of Comparative Studies 8999 Dissertation

(Cross-listed courses may count in any department cross-listing the course, regardless of where the student is enrolled.)

d. No credits taken in other departments at the 5000-level beyond the M.A. may count toward the Ph.D. degree. Approved coursework at the 5000-level for the M.A. in Comparative Studies may count toward the Ph.D. either graduate degree.

e. No more than 6 hours of non-graded (Satisfactory/Unsatisfactory) coursework (ordinarily taken as independent study) may be counted as coursework hours in the overall program. **It is highly recommended that this option be used strategically to maintain progress to degree** (This requirement is not related to non-graded 8000-level hours taken as examination, thesis, or dissertation hours.)

f. Independent Study courses must be approved by Graduate Studies Committee. Students, in consultation with faculty member supervising the study, will prepare a brief document describing the goals of Independent Study, planned readings and/or assignments, planned number of meetings with faculty, and expected outcomes. Students submit this to Graduate Studies Director in advance of semester in which it is to take place. Non-duplication of coursework and graduate rigor.

g. All students must include a minimum of 21 credits at the 7000 and 8000-level beyond the M.A. degree.

See the [Graduate School Handbook](#), Section II.6 for additional Graduate School requirements.

h. Up to 9 credits or three courses taken in fulfillment of Comparative Studies degree requirements may also count toward a Graduate Interdisciplinary Specialization or Minor.

2. Language.

All students completing the Ph.D. in Comparative Studies must demonstrate competence in at least one language other than English, but some students' research agendas will require competence in two. In particular, students working with forms of cultural expression produced in a language other than English must demonstrate competence in two languages other than English. The Graduate Studies Committee will determine whether a student's language requirement may be fulfilled by showing competence in one or two languages other than English. This requirement (for each language) must be met in one of the following ways:

- a. by receiving a minimum grade of "B" in a 6000-level course taught in a language other than English;

- b. by receiving a minimum grade of “B” in a 5000-level course that certifies ability to read with the use of a dictionary;
- c. by passing a proficiency examination administered by the appropriate language department;
- d. by petitioning the Graduate Studies Committee to consider other evidence of competence, for example, an undergraduate major or minor in a language other than English.

Courses below the 56000 level taken to fulfill the language requirement cannot be counted toward the degree.

3. Progress to Degree

Students with GTA appointments are advised to take will generally take 9 credit hours or three classes each semester.

Students on fellowship must take 12 credits per semester and 6 credits in summer.

Students entering with M.A. transfer credits typically receive four years of guaranteed funding as a GTA. Students will complete coursework within three semesters and one summer term, take Candidacy Exams in fourth semester, prepare prospectus and begin dissertating in fifth semester, complete dissertation in semesters six through eight.

<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>	<u>Year Four</u>
6390 + 6391	6 credits in Dept	2 credits 8890	2 credits 8890
6 credits in Dept	3 credit outside Dept	4 credits 8999	4 credits 8999
6 credits outside Dept	9 credits Candidacy		

Students in the M.A./PhD track are typically guaranteed five years of funding as a GTA appointment and, if taking 9 credit hours per semester will complete MA coursework in third semester, complete PhD coursework between fourth and sixth semester, take Candidacy Exams in seventh semester, prospectus and begin dissertating in eighth semester, complete dissertation by end of tenth semester. If students take courses in one or two summers, they will begin exams and dissertation earlier.

<u>Year One</u>	<u>Year Two</u>	<u>Summer</u>	<u>Year Three</u>
6390+6391	9 credits any Dept	3 Thesis Credits	6 credits in Dept
7000 course in Dept	9 credits in Dept	3 Language Credits	12 credits any Dept
8000 course in Dept			
*6 credits any Dept			

*may be at 5000 level or above

<u>Summer</u>	<u>Year Four</u>	<u>Year Five</u>
3 credits Indiv Study	9 credits Candidacy Exam	2 credits 8890
	1 credit 8890	4 credits 8999
	2 credits 8999	

Students on the M.A./PhD track with one year of fellowship funding and four years of GTA funding will typically complete all coursework for M.A. and Ph.D. within four semesters, take Candidacy Exam in semester six, prospectus and begin dissertating in semester seven, and complete dissertation by end of semester ten.

Continuation in the program is contingent upon sufficient progress toward completion. Every spring semester, and in line with department guidelines for annual review distributed by the Graduate Studies Committee, students will meet with their advisor and/or committee to discuss progress to degree. The advisor/committee then presents a report of that student's progress to a meeting of core graduate faculty. During this meeting, input will be sought from all the faculty about the progress of each student. After the meeting, the results of this conversation will be communicated to each student by the advisor. The goal of these conversations is to provide timely and meaningful feedback to each student about her or his work and potential for advancement in the program. If, at any time during the annual review, advisors or faculty determine that sufficient progress has not been made, the advisor and the student will draft an agreement as to what constitutes sufficient progress to continue in the program for the subsequent semester. Failure to comply with the agreement may result in the student's discontinuation in the program.

4. Candidacy Examinations.

After coursework and before concentrated work on the dissertation begins, students are expected to pass a Candidacy Examination. This exam consists of three written examinations relevant to the student's proposed dissertation research and general preparedness for scholarly employment. Candidacy exams should be completed within two semesters of the completion of all coursework, normally by the end of the second year after the completion of the student's M.A. More time for preparing can be obtained through petitioning the Comparative Studies Graduate Studies Committee.

All qualifying examinations will comprise three examination fields and be structured to qualify students in two ways: 1) to pursue a specific dissertation research agenda; and 2) to situate the student as a researcher and teacher in at least two significant academic fields. In consultation with his or her advisory committee, the student will design the examinations in a way that best achieves these two objectives. A reading list indicating texts that will be covered on the exams should be developed and approved by the student's candidacy examination committee well in advance of the exam date. The Comparative Studies exam format is highly individualized, guided by the needs of the student and the advice of Candidacy Examination Committee.

One of the examination areas must be Critical, Social, and Cultural Theory. The reading list for this exam will build on syllabi for CS 6390 and 6391, among others, but may be modified by the Candidacy Examination Committee to meet the particular needs and interests of the individual student. The goal of this exam is to provide the student with the opportunity to demonstrate knowledge of current positions in Critical, Social and Cultural Theory and facility in conceptualizing research questions informed by these positions.

The second and third exams should provide the student with the opportunity to articulate the specificity of his or her research interests and to situate those research interests and general preparedness for scholarly employment in the context of at least two significant academic fields. Before the exam, the student will be required to name the targeted fields of qualification. Candidacy Examination Committee members with expertise in those targeted areas will be responsible for ensuring that the examination process, including the definition of the examination fields, will qualify the student to use methods from those targeted areas in the dissertation research, to situate that research convincingly in debates in those areas, and to teach in those areas. The committee member responsible for overseeing the student's preparation in a particular targeted area may, at his or her discretion, deem it necessary for an examination field to be devoted in its entirety to that area. For example, it could be possible to devote one exam to the specific area of dissertation research, saving the second exam to allow the student to demonstrate her or his ability to articulate that work to two fields. Another possible structure would ask students to articulate the relationships between their work and two different fields in two different exams.

Students are also asked to write a rationale for the reading lists in which they explain how the individual three reading lists cohere, how they aid the student to prepare for their dissertation, and how they each engage with various theoretical and methodological debates. The rationale is also meant to describe the dissertation project in a general manner, and should be about 1000 words in length total.

The actual examination process will be determined by each student's Candidacy Examination Committee and approved by the Graduate Studies Committee. The goal of the process is to enable the student to demonstrate her or his capacity to perform interdisciplinary scholarly work at the highest level, but within a constrained framework. The length of time allowed for the writing of the exams and the conditions under which the exams are written should be set with that goal in mind. For example, the student could take three exams, one in each of the three areas, over a period of three weeks and with a specified page limit. Alternatively, the student could write three formal papers over the course of a quarter, discussing the state of the field in each of the three areas. Or the student could take the exams in a very concentrated period of time, such as in three four-hour exams over the course of one week.

The Candidacy Examination Committee must include four graduate faculty members. At least two members of the Candidacy Examination Committee must be Comparative Studies Graduate Faculty. The Graduate Studies Committee must approve any members of the Candidacy Examination Committee who are not graduate faculty at OSU and petition the graduate school for inclusion on the committee. These members will be in addition to the required number.

Students must communicate their exam intentions to the Director of Graduate Studies in advance of the commencement of their exams. Before the student begins the written portion of the candidacy examination, the chair of the candidacy examination committee proposes the names of the candidacy examination committee to the Graduate Studies Committee and the Graduate School and informs them of the date the written portion will begin and the date of expected completion of the written portion. A two-hour Oral Examination is required by the Graduate School and must take place within one month of

completion of the written portion of the examination. The Graduate School must be formally notified at least two weeks in advance of the oral's proposed time and place by the submission of a Notification of Doctoral Candidacy Exam form. The candidacy examination must take place during announced university business hours, Monday through Friday.

Oral Exam Procedures: Because the oral examination is a very important qualifying event in a student's progression to the PhD, it should be approached with appropriate gravity. At the outset of the oral examination, students are often asked to leave the room so that the candidacy exam committee can consult on how to proceed with the oral examination, in light of the student's written exams. Once students are invited back into the room, the exam committee is likely to ask students to clarify or expand upon their written answers and/or to further demonstrate their knowledge of a particular subject. It is customary to also pursue questions relating to students' dissertation plans. At the end of the oral examination, students are again asked to leave the room so that the examination committee can deliberate.

The outcome of the Candidacy Examination is reached in the absence of the student. The decision to judge the examination satisfactory or unsatisfactory must be unanimous and all examiners must affirm that vote on the Candidacy Examination Report. Satisfactory completion of the Candidacy Examination indicates the student is deemed sufficiently prepared to undertake dissertation research, and the student then proceeds to candidacy for the Ph.D. Students are invited back into the room immediately after deliberation to hear the committee's decision.

If the Candidacy Examination Committee finds the student's performance unsatisfactory, the examination may be retaken with the approval of the Graduate School. No substitutions may be made on the student's Candidacy Examination Committee if a second examination is required and a second oral examination must be scheduled.

Once students have completed the Candidacy Exam, they must be enrolled continuously (excluding Summer) until graduation. Full-time enrollment for students who have entered candidacy is three credits. The department offers a 2-credit writing colloquium in Autumn and Spring terms. All students who have passed their candidacy exams must enroll in the writing colloquium. Students may petition for exemption while they conduct fieldwork or archival research for their dissertation that requires them to be away from Columbus.

See the [Graduate School Handbook](#) for additional details.

5. Dissertation. Within two months of the successful completion of the Candidacy Exams, the student must develop a dissertation committee (which might be the same as the Candidacy Examination Committee, but need not be) and submit a dissertation prospectus. This prospectus should outline a research problem, indicate the research problem's theoretical significance, briefly review the most relevant past and current scholarship relating to the problem, and identify a relevant theoretical framework and research strategy. The dissertation committee will determine the proper length for each student's prospectus, but it typically consists of a minimum of fifteen and a maximum of thirty pages. The dissertation committee will determine the extent to which the prospectus represents a comprehensive and comprehensible plan for the completion of the dissertation.

The dissertation is a scholarly document requiring independent research under the guidance of faculty advisers. It should demonstrate the student's competence in interdisciplinary research and should demonstrate strong potential for future publication. The dissertation must be completed within five

years of completing the Candidacy Examination, and students admitted in AU 2008 or later must be continuously enrolled while working on the dissertation.

The dissertation advisor or co-advisors serve as chair(s) of the Dissertation Committee. At least one advisor must be a member of the Graduate Faculty in Comparative Studies. Co-advisors and other members of the committee must be approved by the Graduate Studies Committee and have Graduate Faculty status with the Graduate School. The Dissertation Committee must include a minimum of three members, at least two from the Comparative Studies Graduate Faculty (including Affiliated Faculty). All members of the Dissertation Committee must be approved by the Comparative Studies Graduate Studies Committee. Because of the interdisciplinary nature of the Comparative Studies Ph.D. program, some students choose additional committee members, which may include an external reader from another university. External members of the committee (those who are not graduate faculty at OSU) are included by petition to the graduate school and are in addition to the required number of internal graduate faculty (3).

All students are required to take a Final Oral Examination of approximately two hours. The Final Oral Examination Committee includes all members of the Dissertation Committee and a Graduate Faculty Representative appointed by the Graduate School. See the [Graduate School website](#) for additional details about examination procedures and graduation requirements.

3. Progress toward Degree Continuation in the program is contingent upon sufficient progress toward completion. Progress will be reviewed annually. If, during the annual review, a student's advisor, in consultation with the Graduate Studies Committee, determines sufficient progress has not been made, the advisor and the student will draft an agreement as to what constitutes sufficient progress to continue in the program for the subsequent semester. Failure to comply with the agreement may result in the student's discontinuation in the program.

See also the [Graduate School Handbook](#), Section VII.

5. Advisers.

The Graduate Studies Chair or a designated member of the Graduate Studies Committee will serve as adviser for incoming students, but each student will choose at least one academic adviser from among the core Graduate Faculty of the Department of Comparative Studies by the end of the second or third semester of graduate study. Core faculty are appointed in Comparative Studies for at least 25% of their tenure line. Additional advisers to serve on the Advisory Committee for Candidacy Exams must include at least one other member of the Comparative Studies Graduate Faculty and may include additional faculty with courtesy appointments in Comparative Studies. If a student wishes to choose an adviser from an academic unit represented in the student's curriculum but who is not a member of the Comparative Studies associated faculty, that adviser must be approved by the Graduate Studies Committee and the Graduate School for graduate faculty status in Comparative Studies.

In most cases, the dissertation adviser will be a member of the student's Candidacy Examination Committee. Any change of the dissertation adviser requires the approval of the Graduate Studies Committee and the Graduate School.

6. Professionalization

Students are expected to participate in department and/or university workshops designed to prepare them for the profession.

Some links on this page are to .pdf files. If you need these files in a more accessible format, please contact compstudies@osu.edu. PDF files require the use of Adobe Acrobat Reader software to open them. If you do not have Reader, you may use the following link to Adobe to download it for free at: [Adobe Acrobat Reader](#).

IX. SAMPLE PROGRAMS FOR THE PH.D. IN COMPARATIVE STUDIES

The Ph.D. in Comparative Studies is a relatively new program. Our first PhD student graduated in 2009, followed by several others in the succeeding years. Their doctoral work is diverse and focused on several different areas of research. Examples include archival practices, prisoner literature in Africa, visual culture and terrorism, African American women's narratives of addiction and recovery, Native American religious and cultural practices, Western and Buddhist philosophy, American religion and conservative politics, narrative and self-construction, Zen Buddhism, end-of-life narratives, girlhood and Evangelical religion, ethnicity and nationalism in post-Soviet Estonia, Persian literature, cultural issues related to organ transplants, radical African American scholarship, technology and changing perceptions of the human, and music and the production of affect. Several graduates are employed in tenure-track positions (one in an academic library) and several in adjunct positions, several have accepted Post-Doctoral research positions, and several are in visiting assistant positions with the likelihood of tenure-track options in the future. Some have also chosen to make use of their training by working outside academia, most often contributing to social justice causes. The Department is pleased with the success of its first Ph.D. graduates (see department website for more information about alumni at <http://comparativestudies.osu.edu/graduate/alumni>).

Two student programs are described on the following pages and are representative of the kind of interdisciplinary work that is done in Comparative Studies.

1. The Shadow Rules of Engagement. This research project analyzes the effects, particularly on citizenship, of visual representations of the "Global War on Terror." From the dissertation abstract: "Like all wars, the Global War on Terror (GWOT) (2001-present) has resulted in upheavals of culture and politics. What makes the GWOT unique is the degree to which these disruptions coincide. This dissertation explores their convergence in visual culture, a key medium through which Americans confront terror in everyday life. *The Shadow Rules of Engagement* is an interdisciplinary project that integrates insights from cultural studies and political theory to provide a comprehensive account of the American visual culture of terror and how it shapes the experience of citizenship."

This student's General Examination Areas are:

Critical, Social, and Cultural Theory
Visuality and Visual Culture
Culture/Terror/Nation

Language: French

Coursework (revised as all semester courses)

Comparative Studies:

(Required) 6390 Approaches to Comparative Cultural Studies I (Required) 6391 Approaches to Comparative Cultural Studies II 7360 Theorizing Culture
7380 Theorizing America
8822 Seminar in Race and Citizenship: Formations in Critical Race

Theory 8843 Seminar in Technology and Culture
8865 Seminar in Critical Trauma Theory
8866 Seminar in Culture and Capital
8892 Seminar in Performance and Politics

English:

6762.01 Intro to Graduate Study in Drama and Performance
6776.02 Literary Criticism: From 1900 to the Contemporary Period

Political Science:

8194.01 Contemporary Political Problems

Sociology:

7780 Racial and Ethnic Differences

Women's, Gender, and Sexuality

Studies: 5620 Topics in Feminist
Studies

7700 Feminist Inquiry: Theory
7710 Theorizing Race, Sexualities, and Social
Justice 7720 Theorizing Power, Institutions, and
Economies 7740 Theorizing Narrative, Culture, and
Representation 8840 Topics in Narrative, Culture,
and Representation

2. Reconstructing America: Religion, American conservatism, and the Political Theology of Rousas John Rushdoony. This dissertation explores the role of the conservative theology of Rushdoony, in particular, his development of "Christian Reconstructionism" and his influence on contemporary right-wing Christian movements in the United States. Drawing on the theoretical work of Michel Foucault and Talal Asad, the project explores the boundaries between politics and religion in America, particularly as they have emerged from the post-World War II period to the present. From the dissertation abstract: "the project questions basic assumptions about the nature of American conservatism and common beliefs about the boundaries between 'mainstream,' 'marginal,' and 'extreme' conservatives."

General Examination Areas:

Critical, Social, and Cultural Theory
Religious Studies
American Studies

Language: French

Coursework (revised as all semester courses)

Comparative Studies

6390 Approaches to Comparative Cultural
Studies I 6391 Approaches to Comparative
Cultural Studies II 5691 Reformation Culture
5691 Religion and Media
5691 New Age and New Religious Movements
7193 Independent Studies in Religion and
Culture 7370 Theorizing Religion

7888 Citizenship, Politics, and Social Movements
7888 Critical Pedagogy
7888 Studies in Orality and Literacy
8791 Seminar in Interdisciplinary Theory
8872 Seminar in Religious Studies: Right Wing Politics in American History
8872 Seminar in Religious Studies: Religion, Politics, and Power
8872 Seminar in Religious Studies: Religion and Sexuality

History:

7193 Independent Studies in History of Christianity
7259 European Thought and Culture, 19th-20th Century
7901 Colloquium in the Philosophy of History, Historiography, and the Historian's Skills

English

7827 Seminar in English Renaissance Literature

X. THE GRADUATE MINOR IN COMPARATIVE CULTURAL STUDIES

The Graduate Minor is designed for doctoral students in any department at Ohio State. It allows students to supplement their graduate studies with a broader understanding of the theoretical, historical, and methodological concerns related to interdisciplinary studies of cultural and cross-cultural issues. The Graduate Minor requires 12 credit hours of coursework to include Comparative Studies 6390 and 6391, Approaches to Comparative Cultural Studies I and II, which examine the history and theory of comparative and interdisciplinary studies of culture. Six additional credits are to be chosen from 7000-8000-level courses in Comparative Studies. The latter are chosen according to the specific interests of each student, upon consultation with the student's own advisor and the Minor Program advisor. Graduate students may enroll in the Graduate Minor in Comparative Cultural Studies by completing the Graduate Minor Program Form, available, along with additional information, on the Graduate School website: <http://www.gradsch.ohio-state.edu/Depo/PDF/GraduateMinorProgramForm.pdf>. Graduate Transcript Designation Forms should be submitted upon successful completion of the proposed coursework.

XI. PLEASE SEE THE COMPARATIVE STUDIES WEBSITE FOR A LIST OF CORE FACULTY, AFFILIATED FACULTY, AND COURSES.

comparativestudies.osu.edu

XII. FINANCIAL AID

The University makes financial aid available on a competitive basis to prospective graduate students in the form of fellowships and graduate associateships. All applicants who want to be considered for any kind of financial aid must check the appropriate box on the Graduate School admissions application.

1. Fellowships. All fellowship consideration is conducted at University-wide levels. Students with exceptional academic records may be nominated by the Comparative Studies Graduate Studies Committee for consideration for the award of a University Fellowship or, for students who are members of underrepresented groups, a Graduate Enrichment Fellowship by the Graduate School. Special Graduate Enrichment Fellowships may also be considered for members of underrepresented groups who show evidence of high potential for graduate study, but whose previous education requires supplementary coursework.

The stipend for University fellows runs for 12 months; resident and nonresident fees are waived. Graduate fellows must enroll for at least 12 hours of graduate credit each semester they hold an appointment and must be in residence at The Ohio State University. The Comparative Studies Graduate Studies Committee does not permit graduate fellows in the M.A. program to hold any other type of employment with one exception: fellows may hold a concurrent Graduate Associateship at a maximum of 25% time. Students must continue to meet all fellowship requirements.

Please consult the [Graduate School](#) website and the [Graduate School Handbook](#), Section X., for further information on graduate fellowships.

2. Graduate Associateships. Graduate Teaching, Graduate Research, and Graduate Administrative Associateships (GTAs, GRAs, and GAAs) are available through University departments, centers, and other units. Duties and responsibilities of GAs appointed by units other than the Department of Comparative Studies are determined by the employing unit. All Graduate Associateships are subject to the continuing availability of funds.

a. Graduate Teaching Associateships. A small number of Graduate Teaching Associateships are available through the Department of Comparative Studies, and these positions are offered to especially qualified candidates. Students are also encouraged to inquire about Teaching Associateships in other departments. Applicants with backgrounds and skills of interest to a particular department (such as experience in teaching elementary foreign languages, mathematics, the sciences, or composition) should contact the appropriate graduate studies chair about the availability of GTA positions, eligibility requirements, and application procedures.

Within the Department, GTAs sometimes have full responsibility for their own classes and sometimes assist faculty in teaching large lecture classes. GTAs employed as teachers will be

expected to take full responsibility for all aspects of the class they are teaching. New GTAs will be observed and evaluated by Comparative Studies faculty at least once during the first quarter of teaching and at least once during the quarter in which a class is being taught for the first time. GTAs assisting faculty instructors will determine their specific duties in consultation with the instructor of the class. GTAs will be assigned office space, but in some instances may be required to share desk space with other GTAs.

GTAs submit student evaluations of their performance, both the University's *Student Evaluation of Instruction* and the Department's *Student Evaluation of Teaching*, each quarter to the Department Chair. Student and observer evaluations will be made available to GTAs, and GTAs will be expected to improve areas of weakness. If student or observer evaluations reveal serious problems with GTA performance, appropriate means of improvement will be determined in consultation with the Chair. All GTAs are assigned a faculty teaching mentor in the first year who will observe classes and be available to discuss pedagogical issues.

b. Graduate Research Associateships. Duties and responsibilities of GRAs will be determined in consultation with the faculty or staff member to whom they are assigned. Means of evaluating GRA performance are the responsibility of the faculty or staff member with whom the GRA is working. GRAs generally will not be assigned office space of their own.

c. Graduate Administrative Associateships. GAAs work as program assistants in offices throughout the University, and those offices assign their duties and responsibilities. However, because there is no central listing of University-wide GAA positions, applicants themselves must often locate them. The Department brings such positions to the attention of students whenever possible. These positions are usually filled in March, April, and May, but GAA positions sometimes become available during the rest of the year, as well. The unit in which the student is employed establishes procedures for evaluation of job performance.

Criteria for Appointment and Minimum Enrollment Requirements. To hold any Graduate Associate appointment, a student must be pursuing a graduate degree at the University; must be registered in the Graduate School for at least eight credit hours during each semester of appointment (except Summer Quarter, when students must be registered for four credit hours, and except for students who have completed PhD Candidacy Exams, who must be registered for three credits each semester); must be in good standing in the Graduate School when the appointment or reappointment becomes effective; must maintain reasonable progress toward a graduate degree; and must certify proficiency in spoken English before assuming GTA duties involving direct student contact.

Reappointment Criteria. Reappointment as a Graduate Associate depends upon reasonable academic progress as determined by the Graduate Studies Committee, as well as satisfactory job performance. Comparative Studies students appointed by departments other than the Department of Comparative Studies are subject to the procedures and criteria of the employing unit for appointment and reappointment. Termination of employment will occur only after reasonable attempts have been made to resolve the specific problems leading to termination.

Time Limitation. Students who enroll in the graduate program with a BA and who are in pursuit of an MA will be assured of two years of funding. Students who enter with a BA, complete the MA and continue on to pursue the Ph.D. will be assured of five years of funding. Students who enter with an MA and are in pursuit of a Ph.D. will be assured of four years of funding. Each of these assurances depends upon the availability of funds and presumes that the student remains in good standing and

is making sufficient progress toward her or his degree. Students may also petition for an additional year of funding which will be considered on a year-by-year and case-by-case basis. The Graduate Studies Committee will decide the merit of all such petitions.

Grievances. When grievances of any kind cannot be resolved through discussion with an adviser, supervisor, the Chair of the Graduate Studies Committee, the Chair, or Academic Program Coordinator of the Department, or a dean of the College of Humanities, the Graduate Associate is advised to consult with Graduate School officials in order to undertake grievance procedures as established by the Council on Research and Graduate Studies.

3. Additional Funding Opportunities for Graduate Students (All opportunities are dependent upon the availability of funds.)

- a. Travel Reimbursement. Students must be officially enrolled in the Ph.D. program. Every effort will be made to provide eligible students with support to attend conferences, depending upon the availability of funds. Funding is for paper presentation at conferences only. Travel funds may be combined with other awards but may not be combined with b. or c. below.*
- b. Graduate Research Fund. Graduate research funds are available to post-prospectus Ph.D. candidates only. One-time awards of up to \$1,000 per student are available. Funds may be used until research is completed or allowance exhausted; funds may be drawn from Hiltner Fund, if applicable. Graduate Research Funds are limited to expenses related to conducting research for the dissertation. Awards are competitive; submit application (research overview and estimated budget) to the **Graduate Studies Chair by September 15 or February 1 each year.** Other funding possibilities must be disclosed on application. Initiation of reimbursement requests and expense activities must be made while students are "active."*
- c. Ph.D. Job Search Fund. Students must have a clear timeline for dissertation completion. This is a one-time allowance, up to \$1000 per candidate (\$500 travel to professional conferences for scheduled interviews + \$500 other expenses) depending on number of fund applicants. Funding requests (positions to which student is applying, expense estimates) should be submitted to the **Graduate Studies Chair by September 15).** Initiation of reimbursement requests and expense activities must be made while students are "active."*

*All graduate students requesting funds must be **currently enrolled or under university/department support** (defined as "active"). Unused funds may not be transferred to another student. All funding opportunities depend on availability and allocation level from ASC.

For further information about Graduate Associate appointments, fellowships, and financial aid in general, please consult the [Graduate School Handbook](#), Sections IX and X and the [Graduate School website](#)

XIII. GRADUATION PROCEDURES FOR M.A. AND PH.D. STUDENTS

1. Students must submit an Application to Graduate form, which includes the date and time of the oral examination, to the Graduate School no later than the third Friday of the semester in which graduation is expected. The form is valid only for that semester. For M.A. students, the form must be signed by the student, the student's thesis adviser, and the Chair of the Comparative Studies

Graduate Studies Committee. Ph.D. students, in addition to the [Application to Graduate](#) form, also signed by the student, the student's dissertation adviser, and the Chair of the Comparative Studies Graduate Studies Committee, must also submit, at least two weeks before the final oral examination is scheduled, the [Doctoral Draft Approval/Notification of Final Oral Examination](#) form and a completed, typed draft of the dissertation (see the Graduate School website under "Forms and Publications").* All members of the Dissertation Committee must sign the draft approval form indicating that the student is adequately prepared to defend the dissertation. All students must be registered for at least three credits during the expected quarter of graduation. *NB: This sentence corrects the most recent version of this handbook (which had indicated that the dissertation draft is to be turned in at the same time as the application to graduate). The draft and draft approval form need to be turned in two weeks before the oral exam.

2. M.A. students must successfully complete a thesis and oral examination and submit the [Master's Examination Report](#) form to the Graduate School at least two weeks before commencement. Ph.D. students must successfully complete the dissertation and oral examination and submit the [Final Oral Examination Report](#) form to the Graduate School.

3. Students are responsible for arranging a time for the oral examination that is convenient for all members of the Master's Examination Committee or the Final Oral Examination Committee.

4. The final, approved copy of the master's thesis or doctoral dissertation, with formatting approved by the [Graduate School](#), must be submitted no later than Wednesday of the week before commencement. Detailed instructions for formatting and submitting these documents are found in the [Graduate School Handbook](#). The publication "Guidelines for Preparing Theses, Dissertations, and D.M.A. Documents" is found on the [Graduate School website](#) under "Forms and Publications." When submitting the final copy of the thesis to the Graduate School, students should be sure to give themselves time to correct any errors in formatting.

5. In addition to the above procedures, all students are responsible for fulfilling the following requirements for graduation:

- a. Students must attain a cumulative point-hour ratio of at least 3.0 for all graduate credit hours taken at this university.
- b. Students must fulfill all requirements established by the Comparative Studies Graduate Studies Committee as stated in this document.
- c. Students must be sure that the Graduate School receives final grades by the deadline published by the [Registrar](#).
- d. Students must fulfill all requirements by the deadlines established by the [Graduate School](#).

6. Doctoral students must also fulfill residence requirements.

Please consult the [Graduate School Handbook](#), Section VI. (M.A.) and Section VII. (Ph.D.), for further detailed information about graduation requirements. See also [Graduate School website](#).

XIV. STAFF OF THE DEPARTMENT OF COMPARATIVE STUDIES

[Elizabeth Marsch Vu](#) is Academic Program Coordinator and Associated Faculty.

[Katie Kotol](#) and [Robert \(Kyle\) Schechter](#) manage HR and Fiscal concerns for the department.

APPENDIX A. THE DISSERTATION PROSPECTUS

A dissertation prospectus is a paradoxical piece of writing. It is not an abstract (which is to say, a summary of a completed dissertation) or an introductory chapter of a dissertation, but rather an attempt to describe what is planned before it has actually been done. Since it is meant to be submitted soon after completion of the candidacy examination, it need not be a huge document. Indeed, it could be around fifteen double-spaced pages in length (roughly 3500-4000 words) with up to ten further pages of bibliography. As indicated, the prospectus should provide a preliminary description of the proposed dissertation. It should delineate what topic and area the dissertation will explore; discuss why this topic and area merit such exploration; and include a provisional chapter outline and as complete a bibliography as possible. The outline should be as precise as possible, even if it is very likely to be modified in the course of writing the dissertation.

Finding, defining, and communicating a topic that is at once significant and of realistic scope are tasks that require discussion and cooperation between the dissertation writer and faculty members. Therefore, the dissertation writer is encouraged to show drafts of the prospectus to his or her dissertation committee and other faculty members. After these initial consultations, the writer will submit the final version of the prospectus for formal approval by the committee. The committee will then meet collectively with the candidate to discuss the project and its implementation.

There is no single recipe for a good dissertation prospectus. But all writers should answer, to the best of their abilities at this early stage of research, certain fundamental questions:

- What is the central problem that the dissertation will address? This problem can be theoretical, critical, or historical; but it should, in most cases, be presented as a question or related set of questions to which the dissertation will attempt to find answers. It is important that the problem and hypothetical answers be stated from the outset, so that your research will not risk becoming random, and your exposition will not lapse into mere description. The sense that an argument is being made should be constantly kept in mind.
- To persuade your reader that you are not just reinventing the wheel or restating what has already been said, you should include a brief review of the present “state of the art” with respect to your topic. Has this topic been treated before? How does your approach differ from

earlier ones? Has new evidence appeared (for example, a new primary source) since previous treatments?

Outlining a sequence of potential chapters will help you clarify the argument of your dissertation and check the balance of its parts in relation to one another. A chapter should be conceived as approximately 30-40 double-spaced pages. If the major sections of your dissertation seem likely to exceed this length, plan to subdivide them. A finished dissertation is generally 200-300 pages long. You will find that developing an outline helps your thinking to move forward substantially, so that the actual writing of the dissertation is more clearly focused.

Once you have drafted your prospectus under the guidance of your dissertation committee, you might want to have it read by someone who knows nothing about your topic, to see whether you have clearly set out your problem and defined a workable method. Seeking out a general reader right at the start is a good reminder that although you may be writing on a specialized topic, your dissertation should be written in clear, intelligible prose. Make sure you define the theoretical categories you are introducing, and try to avoid technical jargon unless it is necessary to the intricacies of your argument.

Prospectuses and dissertations tend to either lose themselves in detail, or to be too general. To avoid this, try to do what you would in any paper you write: make sure that your main argument remains clearly above ground, and that each paragraph has a clear connection with the ones preceding and following it. The prospectus is not a mini-dissertation, and need not involve more time in writing and revising than another paper of comparable length. Yet enough care and stylistic grace should be exercised so that the prospectus clearly and concisely articulates the project, its arguments, methods, and special considerations in a manner that anyone in interdisciplinary studies can grasp.

APPENDIX B 1.MA STUDENT EVALUATION FORM AND PROGRAM OUTLINE; 2.MA TRANSITION POLICY

1. MA STUDENT EVALUATION FORM AND PROGRAM OUTLINE

M.A. Student Evaluation Form

Evaluation for:

Evaluating Advisor:

Please comment on student's progress toward degree completion and whether the student intends to continue to the Ph.D. program.

Conference Papers, Publications, Other Professional Activities:

Pending milestones to be completed by the following dates (e.g., thesis prospectus, thesis draft, statement of purpose for Ph.D. Note that review of applications to continue on to the Ph.D. will occur in January, when external applications are also discussed):

(1)

(2)

(3)

If milestones have been missed, explain why.

Please verify with the student the projected dates for completing future milestone accomplishments.

Student has made sufficient progress toward completion. Yes/No?

(If no, please attach a progress agreement detailing what will be completed in the subsequent semester to justify continuation in the program.)

Student Signature

Date

Evaluating Advisor

Date

M.A. Program Outline

M.A. Program Worksheet for: _____ **Year in Program:** _____
 Thesis Advisor: _____
 Thesis Committee member: _____
 Thesis Committee member: _____
 (Dissertation Committee Members, if continuing)

<u>Program Milestones</u>	<u>Milestone Comments</u>
Course Work Completed: _____	_____
Thesis prospectus completed: _____	_____
Thesis Defense Expected: _____	_____
Language Proficiency Passed: _____	_____

<u>Core Courses (6 hours)</u>	<u>Grade</u>	<u>Hours</u>	<u>Sem.</u>
CS 6390 (or 710) Appr to Comparative Cultural St I	_____	3	_____
CS 6391 (or 711) Appr to Comparative Cultural St II	_____	3	_____

Additional Courses in Comparative Studies (MINIMUM 9 hours)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Additional Courses in Other Departments (MAXIMUM 12 hours)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**GIS or Graduate
 Minor** _____

Comments:

2. MA TRANSITION POLICY

Transition Policy for the Master of Arts in Comparative Studies

Under the quarter system, the MA in Comparative Studies required 50 coursework hours plus additional hours for the thesis, several more than were required by the Graduate School (45). With the conversion to semesters, students will need 27 coursework hours and at least 3 additional thesis hours. The structure remains the same, and requirements (9 courses plus thesis) are only slightly modified in the conversion to semesters.

The transition will not require additional coursework for any students, regardless of their status at the time of transition. We have devised the following table to show students how the change to semesters will affect their completion of the MA degree:

Semester Conversion Table for Master of Arts in Comparative Studies			
Quarter Courses Completed*	Quarter Credit Hours Completed*	Semester Courses Needed*	Additional Semester Credit Hours Needed
0	0	9	27
1	5	8	24
2	10	7	21
3	15	6	18
4	20	5	15
5	25	4	12
6	30	3	9
7	35	2	6
8	40	1	3
9	45	0	0
10	50	0	0
TOTAL COURSEWORK HOURS NEEDED	50 Quarter Hours		27 Semester Hours
THESIS HOURS NEEDED	1-10		3-9
TOTAL HOURS NEEDED	51+		30+

APPENDIX C. 1. PH.D. STUDENT EVALUATION FORM AND PROGRAM OUTLINE; 2. PH.D. TRANSITION POLICY; 3. SAMPLE MAPS FOR STUDENTS ENTERING WITH BA OR MA

1. PH.D. STUDENT EVALUATION FORM AND PROGRAM OUTLINE

Ph. D. Student Evaluation Form

Evaluation for:

Evaluating Advisor:

Please comment on student's progress toward degree completion.

Conference Papers, Publications, Grants Awarded, and Other Professional Activities/Achievements this year:

Pending milestones to be completed by the following dates (e.g. reading lists, qualifying exams, dissertation prospectus, dissertation defense):

(1)

(2)

(3)

If milestones have been missed, explain why.

Please verify with the student the projected dates for completing future milestone accomplishments.

Student has made sufficient progress toward completion. Yes/No?

(If no, please attach a progress agreement detailing what will be completed in the subsequent semester to justify continuation in the program.)

Student Signature

Date

Evaluating Advisor

Date

Ph.D. Program Outline

Ph.D. Program Worksheet for: _____ **Year in Program:** _____

Critical, Social, and Cultural Theory Exam : _____ **Advisor/Director:** _____

Second Exam Area: _____ **Director:** _____

Third Exam Area : _____ **Director:** _____

Dissertation Committee Members _____

Program Milestones

Milestone Comments _____

Course Work Completed:		
Reading Lists Completed:		
Candidacy Exam Taken:		
Language Proficiency Passed: (second language, if required)		
Dissertation Prospectus Approved:		
Dissertation Defense Expected:		

Core Courses

	Grade	Hours	Sem.
CS 6390 (or 710) Appr to Comparative Cultural St I		3	
CS 6391 (or 711) Appr to Comparative Cultural St II		3	

Additional Courses in Comparative Studies (MINIMUM 9 hours)

Additional Courses in Other Departments (MAXIMUM 21 hours)

M. A. Credits /Courses Transferred _____

GIS or Graduate Minor _____

Comments: _____

2. PH.D. TRANSITION POLICY

Transition Policy for the Ph.D. in Comparative Studies

Under the quarter system, the Ph.D. in Comparative Studies required 95 coursework hours plus additional hours for the Candidacy Examination and the Dissertation. With the conversion to semesters, students will need 54 coursework hours and 26 additional examination, thesis, and dissertation hours. The structure and requirements for the Ph.D. are minimally altered, requiring 18 courses, one less at the MA level than were required under the quarter system, a change that will leave students able to devote one semester to the thesis. Other than that small change, the conversion to semesters has been largely mechanical.

The transition will not require additional coursework for any students, regardless of their status at the time of transition. We have devised the following table to show students how the change to semesters will affect their completion of the Ph.D. degree:

SEMESTER CONVERSION TABLE FOR Ph.D. IN COMPARATIVE STUDIES

Semester Conversion Table for Ph.D. in Comparative Studies					
Quarter Courses Completed*	Quarter Coursework Hours Completed*	Quarter Exam and Dissertation hours Completed	Semester Courses Needed*	Additional Semester Coursework Hours Needed	Additional Exam and Dissertation hours Needed
0	0		18	54	
1	5		17	51	
2	10		16	48	
3	15		15	45	
4	20		14	42	
5	25		13	39	
6	30		12	36	
7	35		11	33	
8	40		10	30	
9	45		9	27	
10	50		8	24	
11	55		7	21	
12	60		6	18	
13	65		5	15	
14	70		4	12	
15	75		3	9	
16	80		2	6	
17	85		1	3	
18	90		0	0	0-26
19	95	0-25	0	0	0-23
TOTAL HOURS NEEDED		120			80

3. SAMPLE MAPS FOR STUDENTS ENTERING WITH BA OR MA.

Sample Map to PhD in Comparative Studies for Students Entering with a BA in a Humanities, Social Science, or Interdisciplinary Field

Year One:

- Semester one: 3 courses (9 credit hours)
- Semester two: 3 courses (9 credit hours)
- (Summer Session: Fulfill language requirement if needed)

Year Two:

- Semester three: 3 courses (9 credit hours)
- Semester four: 1 course (3 credit hours); complete MA thesis in Comparative Studies (6 credit hours)

Year Three:

- Semester five: 3 courses (9 credit hours)
- Semester six: 3 courses (9 credit hours)
- Summer Session: 1 course (3 credit hours)

Year Four:

- Semester seven: 1 course (3 credits); 6 credit hours of directed readings, for candidacy exams, prospectus writing, teaching apprenticeship etc.
- Semester eight: 9 credit hours of directed readings for candidacy exams, prospectus writing, teaching apprenticeship etc.; complete candidacy exams at end of Semester eight

Year Five:

- Semester nine: 2 credit hours of writing colloquium credit and 1 hr of dissertation writing
- Semester ten: 2 credit hours of writing colloquium credit and 1 hr of dissertation writing ; complete dissertation at end of semester ten

TOTAL: 81 credit hours

Typical Course distribution

Required courses:

- CS 6390 Approaches to Comparative Cultural Studies I (3 credits)
- CS 6391 Approaches to Comparative Cultural Studies II (3 credits)

Department Courses: Minimum nine courses (27 credits; can be more)

Courses outside the department: Maximum eight courses (24 credits; can be less) Total

Coursework hours required: 54 credits

Directed readings, research work, prospectus, MA thesis, teaching apprenticeship: 21 credits

Dissertation work: 6 credits

TOTAL: 81 credits hours

Sample Map to Ph.D. in Comparative Studies for Students Entering with the M.A. in a Humanities, Social Science, or Interdisciplinary Field

MA from another field: 30 credits

Year One:

- Semester one: 3 courses (9 credit hours)
- Semester two: 3 courses (9 credit hours)
- (Summer/May Session: Fulfill language requirement if needed)

Year Two:

- Semester three: 3 courses (9 credit hours)
- Semester four: 1 course (3 credit hours); 6 credit hours of directed readings for candidacy exam

Year Three:

- Semester five: 9 credit hours of directed readings for candidacy exam; candidacy exam at end of Semester five.
- Semester six: 2 credit hours of writing colloquium credit and 1 hr of dissertation writing

Year Four:

- Semester seven: 2 credit hours of writing colloquium credit and 1 hr of dissertation writing
- Semester eight: 2 credit hours of writing colloquium credit and 1 hr of dissertation writing; defend dissertation at the end of the semester

TOTAL 84 credit hours Typical**Course Distribution**

Required courses:

- CS 6390 Approaches to Comparative Cultural Studies I (3 credits)
- CS 6391 Approaches to Comparative Cultural Studies II (3 credits)

Department Courses: Minimum four courses (12 credits)

Courses outside the department: Maximum four courses (12 credits)

Directed readings, research work, prospectus, teaching apprenticeship: 15 credits
Dissertation work: 9 credits

MA Transfer: 30 credits

TOTAL 84 credit hours