

## ENGLISH PHD PROGRAM IN CRITICAL AND CULTURAL STUDIES

I. ADMISSIONS. Individuals with at least a Bachelor's degree or its equivalent from an approved undergraduate institution may apply for admission to the English PhD Program in Critical and Cultural Studies. Applicants with a Master's degree or its equivalent are also invited to apply.

### II. COURSE REQUIREMENTS

A. *General Requirements.* The School of Arts and Sciences at the University of Pittsburgh requires a minimum of 72 credits for the PhD. Of these 72 credits required for the PhD in English, 51 will be earned through a combination of seminars (39 credits) and independent studies (12 credits). The following course of study will comprise these credit requirements:

1. Two core courses (6 credits), ENGLIT 2000: History of Criticism and ENGLIT 2500: Seminar in Pedagogy.
2. 11 elective seminars (33 credits).
3. Among elective credits, 5 seminars (15 credits) in a self-designated teaching and research field.
4. One Independent Study each for preparation for and taking of the PhD Project Examinations (12 credits).

After a student has successfully completed these and other requirements, including the foreign language requirement and approval of the dissertation prospectus, he or she will fulfill the remaining 21 credits by taking Dissertation Research Credits (3-12 credits per semester).

B. *Core Courses.* These courses must be completed with a grade of B or better to count toward degree requirements. ENGLIT 2000: History of Criticism is ordinarily taken during the fall term of a student's first year in the program. ENGLIT 2500: Seminar in Pedagogy is ordinarily taken during the fall term of a student's second year in the program.

C. *Teaching and Research Field.* From among a student's elective courses, 5 seminars (15 credits) must be designated as constituting coursework in a particular teaching and research field. After students have completed coursework, and in consultation with their faculty advisors (or the chairs of their Project Committees), students must describe their teaching and research field, and the courses that comprise it. A copy of each student's one-page statement regarding the teaching and research field will be placed in his or her file.

D. *Earning the MA.* PhD students may elect to earn the MA as they progress in the PhD Program, although they are not required to do so. If they wish to earn the MA, they must, in addition to meeting the credit and foreign language requirements for the MA, either successfully complete the Master's Research Paper (outlined in section III of the MA Program in this *Handbook*) or successfully complete their PhD Project Examinations. Both options require students to apply for MA graduation with the Graduate Administrator.

E. *Independent Study for PhD Project Examination Work.* During the second term of their third year and the first term of their fourth year in the program, students will take one Independent Study course each term, each for 6 credits: one for completing the PhD Project Proposal, the other for completing the PhD Project Papers and taking the PhD Project Examinations. Successful completion of the first Independent Study requires that the student satisfactorily write the PhD Project Proposal, have it approved by the student's PhD Project Committee, and submit the Proposal to the Graduate Procedures Committee; successful completion of the second Independent Study requires that the student write the PhD Project Papers and pass the Project Exams by the end of the first term of the fourth year in the program. For more detailed information on the PhD Project Examinations, see section VI below.

III. LANGUAGE REQUIREMENTS. PhD students must demonstrate either reading knowledge of two foreign languages or comprehensive command of one. For purposes of this regulation, a foreign language is defined as a language other than English. This requirement must be completed before taking the PhD Project Examinations. Any foreign language relevant to the student's doctoral work or, more generally, to the anticipated conditions of future scholarship and teaching may fulfill this requirement.

A. *Reading Knowledge of Two Foreign Languages.* Students may demonstrate a reading knowledge of two foreign languages in one of the following ways:

1. A student may demonstrate reading knowledge of a foreign language by passing an examination administered by a faculty member in a University of Pittsburgh language department. In the case where there is no faculty member here able to examine the student, the student may demonstrate reading knowledge of a foreign language via examination by a faculty member at another institution. Such an arrangement must be approved by the Director of Graduate Studies.
2. A student may substitute for the examination an undergraduate language course taken at the University of Pittsburgh and requiring extensive translation of materials of average difficulty, provided the student receives a grade of B or above. Each year the Graduate Administrator will make available a list of the courses in the relevant language departments that can fulfill this requirement.
3. A student may petition the Graduate Procedures Committee to count other evidence of reading knowledge of a foreign language, such as published translation work.

B. *Comprehensive Command of One Foreign Language.* Students may fulfill the language requirement by demonstrating a comprehensive command of one language. This requirement may be met in one of the following ways:

1. A student may take a graduate course (2000-level or above) or an advanced undergraduate course (1000-level) at the University of Pittsburgh, passed with a grade of B or above, if the instructor of the course certifies in writing to the Director of Graduate Studies that the course readings were in the foreign language and that the student's written work for the course demonstrated a command of the relevant foreign language.
2. Students may petition the Graduate Procedures Committee to count other evidence of comprehensive command of one foreign language, such as published translation work.

C. *Other Regulations and Information*

1. A student may not use English to fulfill the language requirement.
2. Students who have satisfied a language requirement at another recognized graduate school may request that fulfillment of the requirement at the other graduate school be accepted as fulfilling our requirement. All proof of language ability transferred from an examination at another university will satisfy the requirement of reading knowledge only.

IV. TEACHING REQUIREMENT. All PhD students are required to teach for at least two semesters and to complete ENGLIT 2500: Seminar in Pedagogy.

V. TRANSFER OF CREDITS. Students entering the PhD program with a Master's degree will enter the program as first-year students. Such students may transfer, with the approval of the Director of Graduate Studies, up to 12 credits from their Master's coursework. Any transfer of credit, however, depends on a course-by-course evaluation regarding the relevance and comparability of each course to our PhD program and its curriculum. Students entering with an MA are not guaranteed a transfer of their MA credits. Transfer of credit will not be approved for courses in which a grade lower than a B or its equivalent was received. Credits earned in a course equivalent to ENGLIT 2500: Seminar in Pedagogy will not be transferred. Students who wish to transfer credit should be aware that any credit applied toward the PhD degree here may affect the number of years of support they can expect from the department and may also affect the pace at which they need to pass certain milestones towards the degree.

VI. THE PHD PROJECT EXAMINATIONS

A. *General Guidelines.* The PhD Project Examinations fulfill the University requirement for a comprehensive examination prior to initiating dissertation work. The PhD Project exam involves:

1. An historical and theoretical exploration defined by a set of questions or problems.
2. An investigation that will build a strong intellectual base for more detailed work at the dissertation stage, and will draw on material that could be useful for research and teaching beyond the dissertation.
3. A way of making connections among various interests a student has explored through seminar papers and other work from a broad range of courses taken.

The PhD Project should be more tentative or provisional than a dissertation, examining a variety of problems, methods, or cross-disciplinary issues. One of the more important functions of the Project is to provide students with an occasion to generate questions that will guide their research, the answers to which will likely surprise them. The Project is meant to demonstrate a breadth of knowledge in tandem with the ability to work on a particular problem or an interrelated set of issues.

*B. The Project Committee.* Each student forms a Project committee of three or more Department of English faculty members, with one member serving as chair. Students should form their Project committees no later than the end of the fall term of their third year or their fifth term in residence. Students should inform the Director of Graduate Studies and the Graduate Administrator in writing once a Project committee has been formed.

*C. PhD Project Examination Components.* The PhD Project Examination proceeds in three main steps: the Project Proposal and Bibliography; the Project Papers; and the written and oral components of the Project Examination.

*D. The Project Proposal and Bibliography*

1. The Project Proposal is a 5-page (double-spaced) document that describes the issues and goals of the student's Project and is accompanied by a Project Bibliography that will guide the student's research and reading over the course of the Project. This Proposal outlines a set of questions, concerns, and areas of inquiry; almost inevitably it will be somewhat revised as a result of ongoing study. Yet it should also set some necessary limits on the material being studied. The Proposal should:

- a. Outline the questions, methodologies, and resources that will be involved in completing the Project.
- b. Situate the Project with respect to critical issues in the disciplinary fields under study.
- c. Explain what the goals of the Project are, why the Project should be constituted in the manner proposed by the student, and how the goals of the Project will be realized by the Project Papers.

2. The Project Bibliography accompanying the Project Proposal should:

- a. Identify a set of primary materials relevant to the Project.
- b. Identify readings from the disciplinary fields under study.
- c. Indicate the breadth of reading and research to be undertaken over the course of the Project as a whole.

Once members of the Project committee have met together with the student and approved the Project Proposal, the Proposal must be deposited with the Graduate Procedures Committee. The function of the GPC at this stage is to provide students with advice and suggestions from a broad range of perspectives and forms of scholarly expertise. This may take the form of a student attending a meeting with the GPC to discuss the Proposal, or asking for brief written comments from committee members. If attending a GPC meeting, the student and the Project committee chair or another member of the Project committee must attend the meeting when the Proposal is being discussed.

Students must have their Project Proposal approved by the Project committee and deposited with the GPC no later than the deadline for the March GPC meeting in their third year in the program or by the beginning of their sixth term in residence.

*E. The Project Papers and Revised Project Bibliography.* In consultation with their Project committees, students will write two papers, 20-30 (double-spaced) pages each, developing issues outlined in the Proposal. Committees may ask that each paper be accompanied by a critical or annotated bibliography of items that informed the research and thinking for the paper but were not included in the paper.

1. The two papers will be composed as follows:

- a. Paper 1. The function of this paper is to situate the Project concerns within the disciplinary fields under study, as defined by the student in consultation with the Project committee.

b. Paper 2. The function of this paper is to articulate and explore in depth a few of the most salient issues of the Project as imagined by the Proposal.

2. Revised Project Bibliography. The student may also submit a revised Project Bibliography reflecting the works on which he or she would like to be examined, and this bibliography may delete items from the initial Project Bibliography and add new ones. This revised Project Bibliography must be similar to the first one in terms of topic, scope, and number of works, and it must meet with the approval of the Project committee.

Most of the work for the Project Papers should ordinarily be done during the summer between the third and fourth years in the program or earlier. In order to facilitate the writing of the Project Papers, students at this stage in the program who are in good standing will ordinarily be given first priority for summer teaching appointments (though such appointments are not guaranteed). During the fall term of the student's fourth year in the program or seventh term in residence, he or she will register for an Independent Study in order to complete the Project Papers and take the written and oral components of the Project Examinations.

Students should expect to have both Project Papers drafted no later than the end of August so that final revisions can be prepared in a timely manner. The Project Papers must be completed and submitted to the Project committee no later than 15 October of the student's fourth year in the program or by the beginning of the student's seventh term in residence.

F. *The Project Written and Oral Examinations.* The written and oral components of the Project Examinations explore issues and questions raised by the Project Proposal, the revised Project Bibliography, and the Project Papers. After the Project committee receives the Project Papers and revised Project Bibliography, each committee member will submit questions to the Project committee chair, who will then compose the written exams and will schedule two three-hour written exam segments. The student may take his or her written examinations on two successive days or on a morning and afternoon with a restorative break in between. In addition to the three hours of exam-writing, the student will be allowed fifteen minutes at the beginning to read and consider the questions, and fifteen minutes at the end for stylistic revision and proofreading (that is, each written exam segment will total three and one-half hours). Because the written component of the Project Exam is administered by the Graduate Administrator, the Chair of the Project committee must give a copy of the exam questions to the Graduate Administrator. The Graduate Administrator will be responsible for giving the student exam questions, collecting the written exam answers at the end of each segment, and distributing the answers to the Project committee. A copy of the exam and the student's answers will be deposited in his or her file.

1. The two written exam segments will be composed as follows:

a. Segment 1. This exam will focus on matters not substantially addressed in the two Project Papers but important to the disciplinary fields under study, as established in the student's Project Proposal and Revised Project Bibliography.

b. Segment 2. This exam will focus on matters addressed in the two Project Papers, or broader matters important to the disciplinary fields under study as established in the student's Project Proposal and revised Project Bibliography, or a combination of these.

2. After the written examination is completed, the Project committee will conduct an oral examination of one to two hours; this exam may focus on issues in the Papers and the written examinations, in addition to raising other issues relevant to the Project as a whole. Following the oral examination, the student withdraws and waits for the Project committee to come to a decision about the student's performance on both the written and the oral portions of the exam. In terms of judging whether or not a student has passed the Project Examinations, there is no fixed or quantitative relationship between the written and oral portions of the exams.

3. After the oral examination the Project committee members sign a form indicating that the student has either passed or failed. The Project committee may pass the student with distinction if they believe the candidate's performance on the written and oral portion of the exams warrants such recognition.

4. If the student fails the exams, the Project committee will discuss with the student the reasons for failure. Failed PhD Project Examinations may be repeated only with the permission

of the student's Project committee. Project Examinations may be retaken only once, and must be retaken within one academic term of the original examination date.

VII. FORMATION OF THE DISSERTATION COMMITTEE. After a student has passed the Project examinations, he or she will register for Dissertation Research Credits during the spring term of the fourth year in the program or the eighth term in residence in order to write a prospectus for the dissertation. The student should choose a dissertation committee chair and the other members of the dissertation committee by this time.

A. *Constitution of Dissertation Committee.* A dissertation committee must consist of at least three members of the Graduate Faculty in the Department of English at the University of Pittsburgh, and an outside reader.

B. *Dissertation Committee Chairperson.* The dissertation committee must have a chairperson, and he or she must be a member of the Graduate Faculty in the Department of English at the University of Pittsburgh.

C. *Outside Reader.* The outside reader must be a member of the Graduate Faculty in another department at the University of Pittsburgh or a faculty member from another university (in which case he or she may be in English or in a different department).

D. *Faculty Members at Other Universities.*

1. A faculty member at another university may serve either as an outside reader or as a regular committee member. If a faculty member at another university is serving as a regular committee member, he or she will be a fourth regular committee member (i.e., there must be three Graduate Faculty from the Department of English at the University of Pittsburgh on every dissertation committee). A faculty member from another university may not chair a dissertation committee, although he or she may co-chair if the other committee members consent to this arrangement.

2. In order for a faculty member at another university to be able to serve on a dissertation committee in any capacity, he or she must be approved by the Graduate Dean's Office. The graduate student must submit a letter from his or her dissertation committee chair justifying the appointment of this committee member, along with a copy of the *curriculum vitae* of the faculty member at another university, to the Graduate Administrator.

E. *Presence at Prospectus Meetings and Defenses.* All members of the dissertation committee must be present at the prospectus meeting and dissertation defense. Faculty from other universities must pay their own travel expenses, and being present via speakerphone or electronic transmission and not in person must be approved by the Graduate Dean's Office.

VIII. THE DISSERTATION PROSPECTUS. Once a dissertation committee has been formed, the student will submit a formal dissertation prospectus to the committee for approval. The prospectus will be approximately 10 (double-spaced) pages in length and will be accompanied by an initial bibliography. The dissertation committee will meet with the student to discuss the prospectus. At this meeting, the student can expect to receive initial advice about the writing of the dissertation and appropriate research resources. Students must have their dissertation prospectus approved no later than the end of the fourth year in the program or the eighth term in residence.

IX. ADMISSION TO DOCTORAL CANDIDACY. When the dissertation committee has approved the prospectus, the Graduate Administrator will submit to the Dean of Graduate Studies and Research an application that the student be admitted to doctoral candidacy.

X. THE DISSERTATION. Once a student has had his or her dissertation prospectus passed and has been admitted to doctoral candidacy, he or she should begin the work of researching and writing the dissertation. Normally students will complete the dissertation during the fifth or sixth year in the program. The practices of the current *MLA Style Sheet* or those found in the *Chicago Manual of Style* should be observed. Students should consult with the Graduate Administrator well in advance of their defenses regarding the procedures for submission of electronic dissertations and for graduation.

A. *The Doctoral Examination*

1. The completed dissertation, revised in accordance with the dissertation committee's suggestions, must be submitted at least two weeks before the anticipated date of the doctoral examination (otherwise known as the dissertation defense). Each dissertation committee member must be given a copy of the completed dissertation.

2. The dissertation committee will decide the form and length of the doctoral examination. The examination need not be confined to materials in or related to the dissertation. Prior to the examination, the dissertation committee chair should obtain a "Report on Examinations for the Doctoral Degree" card from the Graduate Administrator. The dissertation committee chair should make certain that this card is filled out completely, with the appropriate signatures, and is returned to the Graduate Administrator after the examination.

3. The dissertation committee chair should inform the Graduate Administrator of an impending dissertation defense. The name of the doctoral candidate, the date, and the subject of the doctoral examination will be submitted for publication in the *University Times* at least four weeks in advance of the examination. Doctoral examinations are public.

4. Students who pass the doctoral examination must submit a copy of their dissertation, along with other documents, to the Dean of Graduate Studies and Research. Students should consult with the Graduate Administrator and the Graduate Dean's Office well in advance of their doctoral examinations regarding the submission of these documents.

XI. STATUTE OF LIMITATIONS. All requirements for the doctoral degree must be completed within ten calendar years of the student's first registration for graduate study if the student entered with only a Bachelor's degree or within eight years of study if the student entered with a Master's degree or its equivalent.

XII. PHD TIMELINE AND DEADLINES

Fall Term

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*
Fellowship 3 seminars	Teach 1 course 2 seminars	Teach 1 course 2 seminars PhD Project committee formed by December	Teach 1 course Independent Study for PhD Project Paper and Exams PhD Project Exams by December  (Fulfill language requirement before exams)	Teach 1 course or Dissertation Fellowship Dissertation Research credits	Teach 1 course Dissertation Research credits

Spring Term

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6*
Fellowship 3 seminars First-year review by faculty and DGS	Teach 1 course 2 seminars Summer fellowship	Teach 1 course 1 seminar Project Proposal reviewed by Graduate Procedures Committee by April	Teach 1 course Dissertation research credits Form Dissertation Committee Dissertation prospectus approved	Teach 1 course or Dissertation Fellowship Dissertation Research credits	Teach 1 course Dissertation Research credits Dissertation defense by end of April

\* A sixth year of funding as a Teaching Fellow can be applied for but is not guaranteed. The award of a sixth year of funding as a Teaching Fellow is contingent upon the student's satisfactory progress toward the degree and his or her teaching record as evidenced in the application for a sixth year of funding, as well as the department's staffing needs and allocation of Teaching Fellowships.