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I. ADVISING

i) First semester meeting

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

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

ii) Assigned advisor

Sometime during your first semester, the Director of Graduate Studies (DGS) will appoint a faculty member to serve as your advisor. Generally, the DGS tries to find an advisor whose philosophical interests match up with yours. This assigned advisor will meet with you at least once per semester to discuss whether you are making satisfactory progress in the program. (Please see section II for the department’s characterization of ‘satisfactory progress.’)

iii) Teaching advisor

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

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

iv) Dissertation proposal supervisor

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

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

vi) Dissertation supervisory committee

This committee, appointed by the Director of Graduate Studies, is composed of your dissertation director and two other faculty members, who jointly supervise the preparation of your dissertation after your clarification. You are expected to regularly share your work with each member. At the end of each semester, each member of the supervisory committee must write a report on your progress. The Director of Graduate Studies will collect these and review them with your dissertation director.

vii) Satisfactory progress

Making satisfactory progress is a condition of receipt of continued graduate funding. Making satisfactory progress involves meeting the following conditions:
1) Successfully completing six courses per year until the course requirements are fulfilled and
2) Submitting a paper for fulfillment of the special paper requirement before the start of the third year of graduate study in the program (or before the start of the second year for students who enter with a prior philosophy M.A. or equivalent graduate credits). The special paper must be successfully passed by the start of the fourth year of graduate study (or start of the third year in the case of a prior M.A.).
3) Clarification of the proposal for a dissertation project within six months following completion of course work and special paper requirements.
II. FUNDING

i) Funding guarantee

Students who are awarded *regular* teaching assistantships and/or fellowships are ordinarily guaranteed funding through the fifth year of graduate study if they enter with a B.A. If they enter with an M.A. or equivalent graduate credits, they are ordinarily guaranteed funding through the fourth year of graduate study. These guarantees are contingent on continued good standing in the program and responsible execution of teaching duties.

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

ii) Teaching assistantship

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

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

iii) Tuition scholarship

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

iv) Fellowship

During the first fellowship year, fellows have no teaching responsibilities. They also receive 30 hours of remitted tuition per school year. Generally, they use 24 of those credits during the Fall and Spring semesters. They then use the remaining 6 credits during the Summer semester for
PHI 999/dissertation credits. (Please see Section III – Coursework for more information on PHI 999.)

Students who are awarded fellowships will receive a fellowship stipend during their first and fourth years if they enter with a B.A., or during their first and third years if they enter with an M.A. or equivalent graduate credits. They are paid on a monthly basis.

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

v) Grants and summer teaching

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

In order to be considered for a summer grant, you must be in “good standing.” This means, among other things, that you cannot have any incompletes past the deadline for completion. In some cases, only students who are serving as teaching assistants may apply.

Travel grants
- Travel grants are ordinarily awarded to students who are making a presentation at a philosophy conference. The department can provide funding for a small portion of conference expenses.

You can find applications for travel grants in the department office. Completed applications must be turned in to the department chair.

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

Preference is generally given to students who demonstrate the greatest financial need and who have the most experience teaching their own course(s).
vi) Benefits for fellows and teaching assistants

Health insurance and prescription drug plan

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

Please see the Human Resources website at humanresources.syr.edu for more information on these plans.

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

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

Dental Plan

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

i) Requirements

Students who enter the Ph.D. program with a B.A. degree must complete 45 hours of coursework (i.e. 15 courses). They are expected to complete their coursework in three years if they are receiving continued funding from the department in the form of an assistantship or fellowship.

Students who enter the Ph.D. program with an M.A. degree, or equivalent graduate credits, must complete at least 30 credit hours of coursework (i.e. 10 courses). They are expected to complete their coursework in two years if they are receiving continued funding from the department in the form of an assistantship or fellowship.

- At least 6 of these courses must be non-independent-study courses numbered 700 or higher.
- No more than 5 courses may be at the 500 level.
- 2 of these courses may be outside the department, if approved by the department as appropriate to the student's area of study.
- Up to 2 courses (6 credit hours) may be replaced by successful completion of a Syracuse University master's thesis, subject to departmental approval.
- Up to 8 courses (24 credit hours) credit may be granted for work at other institutions (courses and/or master's thesis), subject to departmental approval.
- For a course to count as satisfying a requirement, a grade of B or better is required.
- In addition to the 45 hours of credit for courses, a Ph.D. student must enroll for at least 18 dissertation hours. (Please see section III.ii for more information about PHI 999/dissertation hours.) Normally, students with fellowships or teaching assistantships apply 6 credit hours of their tuition scholarship towards PHI 999 each summer for three summers.

A. Required proseminars: Three writing-intensive proseminars must be taken in the first three semesters. There will be a minimum grade requirement of B; students may retake a course at most once; incompletes will be awarded only in the event of a genuine emergency. One proseminar may be waived at the discretion of the Director of Graduate Studies based on prior graduate work.

Each proseminar will focus on at least two major philosophical problems and will require students to read at least three major philosophers. Each proseminar will require several (5-6) short papers, and one longer paper which is revised by the student at least once following peer-and faculty-review.

- PHI 617: Proseminar: History of Philosophy
- PHI 693: Proseminar: Ethics and Political Philosophy
- PHI 687: Proseminar: Language, Epistemology, Mind, and Metaphysics
B. PHI 651: Logic and Language (must be taken in the first year)

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

ii) Transfer Credits

If you have any credit not undertaken as a matriculated graduate student at SU that you would like to have considered towards your SU degree, this must be approved by the department and the Graduate School. You are encouraged to submit requests for transfer credit as early as possible so that you may plan your studies accordingly. This includes the following kinds of credit:

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

There are limits to the number of credits you may transfer depending upon your program of study and other factors. A maximum of 30% of credits counted toward a master’s degree at SU may be transferred from another institution (section 4.5.3), provided they form an integral part of the degree program and at least 50 percent of a doctoral student’s planned coursework (exclusive of dissertation) must be in courses offering “residence credit” at Syracuse University (see section 4.3). This rule does not apply to degree programs that are offered jointly with another university. For details please see SU Academic Rules and Regulations (http://coursecatalog.syr.edu/rules.aspx).

All coursework considered for transfer must:

- Clearly be graduate level work;
- Grades achieved must be the equivalent of B or better;
- Comply with all time limitations; and
- A letter grade must have been awarded (No transfer credit will be awarded for courses taken on a pass/fail basis).

You are advised to consult the Regulations directly and consult your advisor regarding your specific situation.

To request transfer credit, submit a Petition to the Faculty form to your academic unit and the Graduate Enrollment Management Center. This request must come with a Program of Study, which places this coursework in context, and an official transcript.
The Graduate Enrollment Management Center will consider your transfer credit only with departmental endorsement and recommendations specifying which courses are to be transferred and the number of credit hours to be granted toward degree requirements.

- Application for transfer credit should be filed within the first twelve credits of graduate study at SU.
- Transfer credit must be listed on the Program of Study (future_degreesprograms.html) along with SU coursework that will count towards your degree program.
- Additional documents, such as a Petition to the Faculty, may be required to count transfer credit toward your degree program. Official transcripts and documents must be filed with the Graduate School.

### iii) Registration

Graduate Students should be registered during every semester (Fall, Spring, and, for those needing to complete their PHI 999 requirements, Summer) until completion of the dissertation defense. General registration for Fall semester usually begins in May and continues until the end of the first week of classes. Registration for the Spring semester usually begins in October and continues until the end of the first week of classes. *If you add or drop a class after the first week of classes, you must pay an additional registration fee.*

**PHI 999**

- If you have a tuition scholarship (alone, with a teaching assistantship, or with a fellowship), you should register for dissertation hours (PHI 999) each summer during the first three years in the program unless you are taking a course or an independent study or have already used up your remitted tuition during the academic year. The Graduate School requires that you pay for 18 dissertation hours before receiving your PhD degree. Registering for these credit hours during each summer allows you to complete this requirement before you actually begin on your dissertation. *Don’t forget* to register for PHI 999. Otherwise, you will run into major problems with the Graduate School when you want to finish your degree. In addition, if you forget to register for PHI 999 during the years in which you have a tuition scholarship, you may have to *pay out of pocket* for these hours.

Once you have registered for 18 credit hours of PHI 999, *do not* register for any more dissertation hours.
GRD 998

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

iv) Incompletes

Students who, for reasons beyond their control (illness, for example), believe they will be unable to complete the requirements of a course by the end of the final exam period of the semester in which the course is offered (or the deadlines set by the professor, if these come earlier) may contact the professor before the original time limits have expired and request an extension of the deadlines. If the professor agrees to grant such an extension, student and professor must work out a contractual agreement specifying what work remains to be done, and what the revised deadline(s) will be. They must record this contract by filling out and signing a Request for Incomplete form (available in the department office) and submitting it to the Chair of the department, who must approve it.

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

No extension of course deadlines beyond the beginning of the next school year (about August 15th) will be approved. A student whose work is still incomplete at the beginning of the next school year is no longer considered in good standing, and will be ineligible for financial support.
IV. TEACHING

i) Training

All-university TA training

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

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

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

Departmental training

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

There is also a meeting at the end of each school year for students who are preparing to teach their first PHI 107 section. At this meeting, you will discuss policies regarding the execution of your teaching duties. Since you will be teaching your own course as a teaching associate, you will have new teaching duties, including as choosing a textbook(s), developing a syllabus, preparing the materials for the course (including lectures, quizzes, exams, and paper topics), and submitting and confirming your students’ grades online at the end of each semester.

ii) Courses

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

Teaching associates teach their own courses and are responsible for every aspect of those courses (including preparation, lecturing, leading discussions, and grading). Ordinarily, students become teaching associates after they have been teaching assistants for two or more years.

Course descriptions for teaching assistants’ courses

- **PHI 107 – Theories/Knowledge & Reality**

- **PHI 171 – Critical Thinking**
  Presentation and evaluation of reasoning, including argument, explanation, the justification of decisions. Topics of current social and ethical interest will serve as examples, with one topic selected for extended study.

- **PHI 172 – Making Decisions**
  Intellectual explanation of decision making: “What is the difference between decisions made well and decisions made badly?” Selected readings from various disciplines.

- **PHI 175 – Social & Political Philosophy**
  A survey of classical and contemporary work in social and political thought including, among others, Plato’s Republic, Machiavelli’s The Prince, Locke’s Second Treatise, Rousseau’s The Social Contract, Marx’s Communist Manifesto, and Rawl’s Theory of Justice. Topics include political authority and obligation, liberty and equality, basic rights and democracy.

- **PHI 192 – Introduction to Moral Theory**
  What makes an action morally wrong? What makes life go well? What makes someone a good person? Is morality objective or subjective? Can there be morality without God?

- **PHI 197 – Human Nature**
  Philosophical theories of human nature, their underlying metaphysical claims, and their ethical consequences.

- **PHI 251 – Logic**
  Fundamental concepts and techniques employed in analysis and evaluation of arguments.

For each of these courses, you are expected to attend the weekly lectures and conduct discussion sections.
Course descriptions for teaching associates’ courses
All of the courses above. Also:

- PHI 111 – Plato’s Republic
  Plato’s thought as developed in the Republic. May include other Platonic dialogues.

iii) Responsibilities for teaching assistants and associates

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

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

Choosing textbooks (teaching associates only)
- Textbook requests should include the title, editor(s), and ISBN of your chosen textbook(s).

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

Developing syllabi (teaching associates only)
- Your course syllabus should include the following information:
  - Your contact information (including name, email address, and location of your mailbox)
  - The location and time of your office hours
  - The name of the textbook(s) you are using for the course
  - A description of the course
  - Course objectives
  - A description of the class assignments, their due dates, and their “weight” in the students’ grades
  - A description of the grading scale
  - A note about accommodations for students with disabilities
  - Your attendance policy
  - A statement about academic dishonesty and your plagiarism policy (You can always direct them to the university’s policy on academic dishonesty.)
  - An assignment schedule
You should plan to distribute your syllabus on the first day of class. Please make sure to make extra copies of your syllabus for students who register late for the course. You can also choose to put your syllabus on Blackboard and/or on your website.

*Please see Appendix ii for a sample syllabus.

Preparing and leading discussion sections (teaching assistants only)

- As a teaching assistant, you do not need to (and generally should not) assign any additional readings or assignments for the students in your discussion sections. Your primary job is to facilitate discussion about the lecture material and the assigned course readings.

- Although you are not responsible for writing the class syllabus, you may still choose to create a handout outlining your expectations regarding your students' behavior in the classroom. For instance, you can use this handout to explain your attendance policy (if it is up to your discretion) and late policy and to reinforce the university's policy regarding academic dishonesty. Make sure to make extra copies of this handout for students who arrive in your section after the first day of class.

In that same vein, you may also create class handouts for students throughout the semester. If you choose to make handouts for your students, please make sure to note on the photocopy log in the department office that your copies are for a class and not for personal use. Generally, people write something like "TA 191" in the log.

- Listed below are some ideas about how to generate class discussion in ways other than the straightforward "question-and-answer" format. This list comes from the department’s handbook on teaching philosophy and was originally published in a teaching handbook from Old Dominion University.¹

1) **Guided discussion about readings** (with or without study questions provided prior to assignment).

2) **Problem- or issue-centered task** for groups of 2-5 people (activity revolving around a particular problem, question, or exercise to deal with).

3) **Panel discussion** (3-6 persons discussing assigned topic).

4) **Competitive panel technique** (3-6 people having an exploratory discussion on an assigned topic—these people may be challenged, ousted, and replaced by other class members; requires moderator).

5) **Symposium** is a series of related speeches by 2-5 persons on different phases of the same topic or closely related topics; speeches vary from 3-20 minutes and are followed up by questions/comments from the audience directed at individual speakers.

6) **Self-analysis exercises and questionnaires** to bring to surface the students' assumptions, preferences, characteristics, and conceptions (and misconceptions).

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Preparing and leading your own class (teaching associates only)

- Teaching associates are often surprised at how much time and effort goes in to preparing each class. A great deal of time also goes into preparing your class syllabus and reading schedule. Please prepare accordingly.

- Please note that your class sessions should never be dedicated solely to lectures. You should regularly facilitate student discussion about the course material.

- The following list comes from the department’s teaching handbook and was originally published in *Teaching at UNL* in 1986. It offers a general guideline for what you should try to do in your own classroom.²

1) Hand out an informative, artistic, and user-friendly syllabus.
2) Direct students to a support unit for help on basic skills.
3) Tell students how much time they will need to study for this course.
4) Explain how to study for the kind of tests you give.
5) Put in writing a limited number of ground rules regarding absence, late work, testing procedures, grading, and general decorum, and maintain these.
6) Announce office hours frequently and hold them without fail.
7) Give sample test questions.
8) Give sample test question answers.
9) Explain the difference between legitimate collaboration and academic dishonesty; be clear when collaboration is wanted and when it is forbidden.
10) Give a pre-test of the days’ topic.
11) Start the lecture with a puzzle, question, paradox, picture, or cartoon to focus on the days’ topic.
12) Use variety in methods of presentation every class meeting.
13) Form a student panel to present alternative views of the same concept.
14) Give students two passages of material containing alternative views to compare and contrast.
15) Hand out study questions or study guides.
16) Be redundant. Students should hear, read, or see key material at least three times.
17) Use non-graded feedback to let students know how they are doing: post answers to ungraded quizzes and problem sets, exercises in class, oral feedback.
18) Organize. Give visible structure by posting the days “menu” on the chalkboard or PowerPoint presentation.
19) Tell students what they need to do to receive an “A” in your course.
20) Invite students to ask questions and wait for the response.
21) Learn all of your students’ names.
22) Find out about your students via questions on an index card.

² Powlac, J. (1986). “101 things you can do the first three weeks of class.” *Teaching at UNL*, 8 (1). University of Nebraska-Lincoln.
Preparing quizzes, exams, and paper topics (teaching associates only)

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

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

No matter what format you choose, you must “test” the students (through an essay, an exam, or both) after each of the four units.

- In any course that satisfies the undergraduate “intensive writing” requirement, students are required to write at least 4000 words during the semester. Generally, this requirement is satisfied through essay assignments and essay questions on exams. Instructors are required to make comments on the writing, where appropriate, and to base the grade in part on the quality of the writing.

- When making copies of quizzes, exams, paper topics, or even handouts, please make sure to note in the copy log that your copies are for your course. Otherwise, you will be charged for the copies.

Addressing cases of academic dishonesty

- The university’s official definition of academic dishonesty is as follows: “Academic dishonesty includes, but is not limited to: plagiarism and cheating, and other forms of academic misconduct” (Syracuse University Student Handbook 90). The Office of the Provost offers a more detailed account of the university’s official policy regarding academic dishonesty on the following website: http://academicintegrity.syr.edu.

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

Many teaching assistants and associates also choose to recap their academic dishonesty policy before exam dates and essay due dates.

- A teaching assistant should consult the faculty member in charge of the class in order to determine her/his policy regarding academic dishonesty. A teaching associate may choose one of two options (listed below) if s/he suspects that a student has committed an act of academic dishonesty. A teaching assistant or associate should consult with the faculty supervisor for the course before taking any action.
1) Instructor resolution
   - This option often involves you giving the student an “F” for the assignment or an “F” for the class.
   - Even if you resolve the matter on your own, you must still send a memorandum describing the circumstances of the violation to the course supervisor when notifying the student of her/his violation.

2) School/college hearing panel
   - If you choose this option, you must send a memorandum describing the violation to the course supervisor and to the Associate Dean of the College of Arts & Sciences within 5 days of you notifying the student of her/his violation. For more information on what this panel involves, please see the following website:

Although it is rare, a student can officially appeal your decision regarding her/his plagiarism (or other academic dishonesty). If an appeal is made, the College of Arts & Sciences convenes a Judicial Board. You will be asked to attend in order to give testimony regarding the student’s violation. If the Board determines that the student has not plagiarized, you will be asked to assign a new grade as if the incident never occurred. If the Board determines that the student has plagiarized, they will then determine whether the plagiarism was intentional or not. If not, the Board recommends that the initial sanction (e.g. the “F” grade) be lessened. If the Board determines that the plagiarism was intentional, the initial sanction stands.

(www.wrt.syr.edu/pub/handbook/plagiarism.html)

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

If you would like to learn more about using Blackboard, you can attend one of the Future Professoriate Program’s professional development seminars on Blackboard. Ordinarily, these are held at least once per semester.

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

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

There is an office available for philosophy graduate students in Bowne Hall. Please see the department secretary for a key to this office. You can also choose to hold your office hours at a different location, such as Bird Library Café. Do *not* meet with students in 538 or 539 HL.

**Student evaluations of instructors**

- A Mid-Course Feedback Survey is available to all teaching assistants and associates. Administered near the middle of the semester, this survey should help you to discern which areas of your teaching need refining or improving. Please note that this survey is *optional* and must be requested from the Graduate School.

If you would like to have your students take the Mid-Course Feedback Survey, you can request copies using the survey request form online at [http://gradschpdprograms.syr.edu/services/survey.php](http://gradschpdprograms.syr.edu/services/survey.php).

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

You should allow your students at least 20 minutes during one class period to complete these forms. You should also ask a volunteer to take the completed forms to the department office once all students are finished with them. It is very important that you *not be present* in the room while your students fill out these forms.

**Grading**

- Ordinarily, teaching assistants will meet regularly with the faculty member in charge of their class in order to discuss grading expectations for essays and other “subjectively” graded assignments, and more generally to discuss the challenges of teaching the course.

- Both teaching assistants and associates are expected to grade *and* hand back assignments in a timely manner. Generally, shorter assignments (such as quizzes) should be handed back within a week, and longer assignments (such as essays and exams) should be handed back within two weeks.

- For both teaching assistants *and* associates, you must submit mid-term progress reports for every freshman in your section or class. You will find these progress reports in your mailbox around the middle of the semester. Please fill out these reports and turn them in promptly to the department secretary. *(Please note: if you are a teaching associate, you should aim to give your students at least one substantial assignment before the end of the first month of*
classes. This way, you will have a good idea of how your students are doing in the class when you go to fill out their midterm progress reports.)

- All teaching assistants and associates will also submit students’ final grades at the end of the semester. (Please see the following section for instructions on how to submit grades online.) Final grades are ordinarily due a few days after final exams end. It is essential that you turn your grades in on time.

Submitting final grades
- With the exception of incompletes and grade changes, all final grading is done online. To submit your grades, please do the following:

1. Log on to myslice.syr.edu. (You will need to use your NetID to log on.)
2. Click on “Record Grades” (under the Faculty Services heading).
3. Select the term for which you wish to view a roster (e.g. Fall 2007).
4. Select the class title of the roster you wish to view (e.g. Philosophy 107).
5. Type in or upload each student’s grade in the “roster grade” box.
6. Either save without submitting (this will allow you to return to this roster to add or change grades) or submit to registrar (after you submit your final grades, you cannot change them online).

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

iv) Philosophy 107

Philosophy 107 (Theories of Knowledge & Reality) is likely to be one of the courses that you will teach as a teaching associate. This course is intended to introduce various topics in metaphysics and epistemology. The course is split into four main units:

1) God
2) Mind/Body
3) Free will
4) Knowledge

- As a PHI 107 instructor, it is up to you to select the readings for each unit. (Please see p. 12 for instructions on choosing a textbook.) You are also free to arrange the units in whatever order you deem best. It is worth noting, however, that many PHI 107 instructors choose to begin with the God unit, often because the arguments are relatively straightforward and because the material is somewhat familiar to the students.
• As stated above, PHI 107 satisfies a writing requirement for undergraduates. As such, they are expected to write at least 4000 words (either on essays or on essay exam questions) throughout the semester. Please plan your assignment schedule accordingly.

• You are also expected to participate in the Future Professoriate Program (FPP) during your first two years as a PHI Teaching Associate. The FPP is explained in the following section.

Please note: There is a rather sizable teaching handbook designed specifically for PHI 107 in the filing cabinet in the graduate lounge. Here, you will find sample syllabi and essays topics, notes from graduate students who have taught PHI 107 in the past, and general teaching “tips.” Please consult this handbook for a more detailed look at the expectations for teaching PHI 107.

v) Future Professoriate Program

The Future Professoriate Program is intended to prepare graduate students to be members of the professoriate while emphasizing the importance of teaching within a graduate education. Students participate in the FPP during their first two years as Teaching Associates, with independent teaching responsibilities for whole sections. (Note: This does not apply to earlier years as a Teaching Assistant, responsible only for recitations.)

You will need to file a brief report of your activities related to this program. You will receive an addition to your teaching associate stipend during the two years that you are in this program.

Requirements (These requirements are explained individually and in more detail below.)

• Develop a teaching portfolio.
• Attend regular mentoring workshops with an assigned faculty mentor.
• Have at least one of your class sessions videotaped.
• Attend 6 professional development seminars.
• Request a comprehensive teaching assessment by the teaching advisor/mentor.
• Present at a conference or in a conference-like setting.

Teaching portfolios may include the following:

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

- Ordinarily, two faculty members run two separate mentoring workshops, each comprised of four to five Teaching Associates. These meetings are held three to four times per semester.

During these workshops, you may watch and critique each other’s videotapes, discuss problems or issues that have arisen in each other’s classes, and/or discuss effective teaching strategies. You may also discuss issues not specifically related to your current teaching responsibilities, such as how to meet department requirements regarding coursework, special papers, and the dissertation, what to expect on the job market, and/or how to prepare a paper for publication.

Videotaping your teaching

- You should have another Teaching Associate record one of your classes sometime during the first quarter of the semester. There is a digital camera located in the department office. To reserve it, please see Lisa or Tina.

This recording will be presented during one of the mentoring workshops. The other participants in the workshop will then provide feedback about your performance in the classroom.

Professional development seminars

- The Future Professoriate Program (FPP) regularly holds these seminars throughout the school year. Past topics have included “Constructing Your Teaching Portfolio” and “The Academic Job Search: Preparing for a Campus Visit.” These seminars are announced via email. The Philosophy Department also holds professional development seminars, but they do not occur as frequently as the seminars put on by the FPP.

Whenever you attend a professional development seminar, please make sure to notify the Director of Graduate Studies (DGS) so that s/he can make a record of your attendance. This is necessary for that s/he can verify your completion of the requirements for the FPP when you apply for your Certificate of University Teaching.

Comprehensive teaching assessment

- At least once per semester, the teaching advisor will observe one of the sessions of the course you are teaching. Afterward, s/he will send you her/his comments regarding your performance in the classroom. Your comprehensive teaching assessment will be based on these comments.

Conference presentation

- This requirement can be fulfilled by one of the following:
  1) Presenting an original paper at a graduate or non-graduate philosophy conference
2) Presenting commentary on another student’s paper at the Syracuse University graduate student conference
3) Presenting an original paper at the ABD workshop

Certificate of University Teaching
- After successfully completing the requirements of the FPP, you may apply for a Certificate of University Teaching (CUT). Receipt of this certificate involves the following steps:

1) You must complete your teaching portfolio and submit it to the FPP faculty liaison for approval.
2) The FPP faculty liaison sends your approved portfolio to the Assistant Dean of the Graduate School with a cover letter indicating that you have successfully completed the requirements for the CUT.
3) The FPP director in the Graduate School sends you a letter notifying you of your successful completion of the certificate requirements.
4) After completing all of the requirements for the PhD, you can choose to receive your certificate either at the Doctoral Dinner (explained on p. 28) or by mail with a cover letter from the DGS.

Please note that you will also receive one research grant (generally totaling $400-500) per year during your two years of participation in the FPP. Students ordinarily receive this grant in January.

If you would like more information on the FPP, it is available online at the Graduate School website.
V. SPECIAL PAPERS

i) Special Paper Requirement (SPR)

All students must satisfy the SPR in order to (i) maintain good standing in the department beyond the third year, (ii) be eligible to have a clarification, and (iii) achieve ABD status.

(1) Submission. The student must submit a special paper before the start of the fall semester of his/her third year (second year for students entering with an M. A.).

(2) Acceptance. The student must have a special paper accepted in order to satisfy the SPR requirement. This requirement must be satisfied before the start of the fourth year (third year for students entering with an M. A. or equivalent graduate credits).

(3) Extensions. If a student wishes to receive an extension on the deadlines in (1) or (2), the student must submit a written application to the Director of Graduate Studies (DGS). The application must contain the student’s explanation of his or her failure to meet the deadline, and describe the student’s proposed course of action for completing the requirement. Extensions will be granted at the discretion of the DGS. Applications for extensions must be submitted at the beginning of every semester after the relevant deadline has passed, until the requirement is fulfilled. If an extension is denied by the DGS, or if no extension application is submitted, the student will no longer be considered to be in good standing in the department.

ii) Guidelines

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

1. Length requirement. The paper is at least 5,000 words in length, but no more than 10,000.

2. Style requirement. All aspects of the writing (e.g., grammar, word choice, spelling, organization, clarity, and citation of sources) meet generally accepted standards for professional philosophy papers.

3. Literature requirement. The paper demonstrates familiarity with appropriate and relevant literature.

4. Quality requirement. The paper should demonstrate original thought and developed philosophical ability, especially the ability to present a philosophical argument.
iii) Committee

Whether a special paper meets these requirements will be determined by a special paper committee assigned to the paper by the Director of Graduate Studies (DGS). Each special paper committee will consist of three faculty members, one of whom will be designated as the primary member. If the special paper comes from a term paper written for a class, the professor of that class will not serve as primary member of the committee; however, that professor may serve on the committee as a secondary member. After consulting with the other members, the primary member will determine whether to accept the paper. S/he will inform the student and the DGS of the paper’s acceptance status within one month of submission. The primary member will provide the student with written comments explaining the decision and suggesting a future course of action (such as suggestions for revision, or advice to find a different project). These comments will include an assessment of the extent to which the paper satisfied each of the four aforementioned requirements.

iv) Publication

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

i) Clarification

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

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

Dissertation supervision committee
- After a successful clarification, the DGS and/or the clarification committee may recommend that a different set of faculty members should serve as the dissertation supervisory committee. However, the clarification committee ordinarily goes on to become your supervisory committee for your dissertation.

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

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

Dissertation director
- You will have a three-member dissertation supervision committee (DC), with one person designated as the dissertation director. The DC and the dissertation director will be appointed by the Director or Graduate Studies (DGS) following your successful clarification. This appointment is done in consultation with you and with the members of the clarification committee. Ordinarily, an untenured faculty member cannot be the dissertation director.

Dissertation committee
- Generally, the dissertation committee (DC) will be comprised of the three members of the clarification committee, but it need not be. While there is one principal advisor for the dissertation, you are expected to regularly share your work with all three committee members. They will also regularly share feedback on your work with you. At the end of each semester, each member of the DC must write a report on your progress. The DGS will collect these and review them with your dissertation director.

External committee member
- You are also strongly encouraged to include an external committee member in your dissertation committee. This may be someone who is at Syracuse University yet in a different department (e.g. Linguistics or Women’s Studies), or it may be someone from a philosophy department at a different university. When such external advisors are involved, they will, whenever possible, be included among the members of the dissertation examination committee.
- This external committee member is different from the outside chair at your dissertation defense. See below.

iii) Defense

Defense committee
- In addition to the three members of the supervisory committee, there will also be two additional readers at your defense.

An outside chair will also be appointed by the Graduate Dean for the defense. This person is different from your external committee member (if you have one). The outside chair is a faculty member from another department at the University. Although s/he is the chair of the defense, it is usually not the case that this person has expertise in your dissertation topic. His/her role is simply to preside over the defense and make sure that all Graduate School and Philosophy Department regulations are followed. S/he is also responsible for returning the Committee Approval Page to the Dean of the Graduate School after a successful defense.

After your defense, the committee will conduct a vote that can take one of the following forms:
- Pass (dissertation accepted)
- Pass with minor revisions (generally editorial)
- Pass with major revisions (substantive)
- Not pass

(gradsch.syr.edu)

**Copies of your dissertation**

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

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

After your defense and after any required revisions, you must also submit **two final copies** of your dissertation to the GEMC **at least two weeks prior to your graduation date.** These copies must be on CD in PDF format. You should also submit one **signed and dated paper copy of your title page** to the GEMC at this time. This copy should include both your signature and your principal advisor’s signature in **black ink (no felt-tip pens).** Please make sure that your principal supervisor’s name is typewritten on this title page.

In addition, make sure that your title page is printed on **archival paper.** This paper must be white, minimum 20-pound weight, with 25% rag content and a minimum of 2% alkaline reserve. (You can usually find these specifications on the box or wrapper of the paper at the time of purchase.)

**Formal announcements/notification of your defense**

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

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

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

**Doctoral Dinner**

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

**iv) Graduate School Guidelines**

**Manuscript guidelines**

- The left side **margin** must be no less than 1 ½ inches so that binding will not obscure any
portion of the text. The top, bottom, and right margins should measure 1 inch.
- Both the abstract and the body of the text must be **double-spaced** and only on one side of
the page.
- **Pagination** is in **small roman numerals**, centered at the bottom of the page for all of the
pages preceding the main body of the text. These pages are referred to as the prefatory
pages. Numbers do not appear on the Abstract, Title Page, Copyright Page, or
Committee Approval Page. However, please note that these pages are included in the
page count. The Table of Contents is usually the first prefatory page that displays a page
number (usually page “V”).
- The body of the text, including Chapter Pages, Graphs, Tables, Photographs,
Bibliography, and Appendices must be consecutively numbered in **Arabic numerals** in a
consistent position beginning with “1.” The preferred position is the upper right hand
corner. These should be placed so that they appear clearly separate from the body of the
text, but no closer than ½ inch to the edge of the paper. Please make sure that the
pagination is correct. Pages that are misnumbered will delay the processing of your
dissertation.
- **Abstracts** must not exceed 350 words. (This is for UMI guidelines.) When writing your
abstract, please make sure that you print only on one side of the paper and that you use
double-spacing. Do **not** include any graphs, photographs, charts, tables, or illustrations in
your abstract.

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**Organizing your dissertation**

- Your dissertation must adhere to the following order:
  1. **Front flyleaf**: A clean blank sheet for protection.
  2. **Abstract**: Begin counting your prefatory pages here. This page is considered “I”
     (although it is not printed).
3. **Title page:** The title page includes the title of your dissertation, your full name, your department and field of study, the degree to be awarded, the degree awarding month (May, June, August, or December), the year, and a complete listing of degrees previously awarded. The title page also includes the name of your principal advisor, your advisor’s signature, and the date.

4. **Copyright notice**

5. **Committee Approval Page:** This is generated by the GEMC and forwarded to the chair of your defense, who is then responsible for returning it with the committee signatures for approval. *It should not be returned in the final copy. It will be inserted into the final document by the GEMC.*

6. **Table of Contents:** This should list all of the dissertation’s main parts, beginning with the preface and all the main parts thereafter. (This is the first place a page number appears.)

7. **List of illustrative materials:** This listing of page references for illustrative materials appears on separate pages in the same style as the table of contents. This includes: (a) list of all tables, charts, diagrams, in their order of appearance, with their title and Arabic numbering; (b) a complete list of illustrations, in order of appearance, with the title and appropriate Arabic numbering.

8. **Preface:** (Optional) The preface page briefly indicates the purpose of your dissertation. You may choose to make acknowledgements to publishers and persons who have provided special assistance with the preparation of your dissertation.

9. **Body of the text**

10. **Appendix or appendices**

11. **Charts and diagrams**

12. **Bibliography**

13. **Index (if applicable)**

14. **Biographical data:** This is a summary of your educational and professional backgrounds, including your name, date, and place of birth, all prior degrees, and dates of degrees.

15. **Back flyleaf page**

   *(gradsch.syr.edu)*

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**v) Paperwork**

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

- **Program of study form**

This form lists all of the courses that you have successfully completed during your graduate studies. After filling out this form, please submit it to the Director of Graduate Studies (DGS) so that s/he can review it. If s/he approves your Program of
Study, s/he will then submit it to the Graduate Enrollment Management Center (GEMC – 207 Bowne Hall) for review.

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

This form is available on the Graduate School’s website:
http://gradsch.syr.edu/download.htm

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

- Request for examination

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

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

This form is available on the Graduate School’s website:
http://gradsch.syr.edu/download.htm

You must turn in this form to the Graduate Enrollment Management Center (207 Bowne Hall) at least three weeks prior to your defense.

Please note that this form cannot be completed until your advisor has notified the Director of Graduate Studies that your dissertation is ready for defense. This means that you may need to provide the completed “final” version (on which your dissertation is based) several weeks beforehand so that your dissertation director can read it. Thus, you need to complete this version of your dissertation about six weeks prior to your defense. Since the need to coordinate faculty schedules may also introduce significant delays in scheduling the defense, especially in the summer, you may need to aim to complete the dissertation several months ahead of your desired defense date.
University Microfilms International (UMI) Publishing Contract

This publishing contract gives UMI the right to reproduce and distribute your manuscript and abstract.

Copyrighting is optional. Discuss this with your advisor. If you do so, make sure to choose this option on the Doctoral Dissertation Agreement Form with UMI. The Graduate School pays fees for publishing and copyrighting. However, if you decide to place additional orders with UMI to obtain the pre-publication for copies of your dissertation, you may provide a credit card number or enclose a separate cashier’s check (no personal checks), certified check, or money order payable to Proquest Company. The GEMC will forward this to UMI with your order form. (gradsch.syr.edu)

Please note that you must attach an extra copy of your abstract and title page to this contract.

Diploma Request Form

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

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

Should circumstances change, you can use this link to adjust the term of completion. Changes to the diploma mailing address will be made through “View/Update Addresses.” Updates to academic information, such as a change of major, must be done through paper-based processes. (The Registrar’s Office)

If you plan to receive your degree in May, June, or August, you must complete this online form no later than the end of January in order to receive mailings regarding commencement. (Please see the Graduate School’s website for the specific deadlines.)
Please note that commencement takes place only once per year in May. You are allowed to participate in commencement only if you receive your degree in the current May or in the immediately preceding June, August, or December.

• **Survey of Earned Doctorates**

The GEMC will provide you with this survey after you submit your final dissertation. They strongly encourage you to fill out the survey and turn it in to them.

**vi) Checklist**

- File a Diploma Request online (several months before the diploma date)
- Consult dissertation director to make sure that you are prepared for defense (your dissertation director must *approve* the “final” dissertation at least four weeks before the defense)
- File a Program of Study (at least three weeks before your defense, but it can be done as soon as your coursework is completed)
- Consult with the Director of Graduate Studies about appointing a defense committee.
- Schedule defense with *all* of your defense committee members
- File Request for Examination (at least three weeks before the defense)
- Distribute dissertation to committee members at least two weeks prior to defense date
- Hold defense
- Implement revisions as directed by committee (if necessary)
- Obtain date and signature of dissertation director on title page(s)
- Submit two copies of your dissertation in PDF format on *two separate CDs* to the GEMC along with:
  - Signed and dated title page on archival paper
  - Completed UMI contract
  - One additional copy of the title page and abstract stapled to your UMI contract
  - Completed Survey of Earned Doctorates

([gradsch.syr.edu](http://gradsch.syr.edu))
VII. THE JOB SEARCH

i) Paperwork

You should have most (if not all) of these items prepared and copied before the job market officially “opens” in October.

- Cover letter (1 page)
- Curriculum Vitae (2-3 pages)*
- Dissertation abstract (1 page)
- Teaching statement (1 page)
- Research interests (not required by all schools)
- Student evaluations (not required by all schools)
- Syllabi (not required by all schools)
- Writing sample (not required by all schools)
- Transcripts (not required by all schools)
- Letters of recommendation

Early preparation of these materials is essential since the deadline for some schools’ applications is only one or two weeks after the APA publishes the first issue of “Jobs for Philosophers” in October. (The APA publications are explained in the following section.)

Please note that some schools will disqualify your application if you do not include all of the required application materials. In rare cases, some schools will disqualify your application if you include materials that they do not request.

Some students have reported that preparing job market packets ordinarily takes at least two to three days and takes up two or more tables in the Dietl Room. Thus, please note that since making these copies takes up so much time and space, you must prepare your job market packets either before or after the philosophy department’s office hours. Please note too that because of time and space constraints, a maximum of two people on the market can be preparing their applications in the department at the same time. You should coordinate accordingly.

*Please see Appendix iii for a sample CV.

ii) Timelines

Completing the program

- The best letters of recommendation will be ones which exhibit a detailed acquaintance with your work, including your dissertation, and can make accurate, detailed, and convincing claims about its content and its worth and about the probability of your finishing your degree in time to take the position for which you are applying. If your referees are to be able to write such letters, they will need to have read most of your dissertation well before being
asked to write letters of recommendation, and will need to know that (and how) the rest is carefully mapped out. The upshot of this is that your dissertation needs to be very close to finished, in all substantive respects, by the opening of the fall semester. In addition to the obvious funding benefits, completing the PhD program within 5 years improves your chances on the job market. Barring exceptional work, taking more than 6 years to complete the program may raise questions about your academic work in the minds of some prospective employers.

**Entering the job market**
- The American Philosophical Association (APA) publishes four job listings (“Jobs for Philosophers”) each year. Listed below are the approximate dates and numbers of postings for each issue:
  - October 10 (270 postings)
  - November 10 (190 postings, although some are from the October issue)
  - February 21 (25 postings, mostly one-year positions)
  - May 8 (25 postings, almost exclusively international jobs and one-year domestic jobs)

Please note that many jobs are posted online *before* the first major APA issue is published in October. In fact, some are listed as early as August. Accordingly, it is essential that you become a member of the APA *at least one year before* you go on the job market. APA membership provides access to their online job database, which is regularly updated and can be more useful than the hard-copy publications of “Jobs for Philosophers.”

**Interviews and job offers**
- Most schools listed in the October and November issues have November 1 or December 1 deadlines. As such, they ordinarily offer interviews at the APA Eastern Division conference (generally held during the last week of December) sometime in mid-December. After this initial interview, they will decide whether or not to contact you for a more formal interview at their school (a “campus visit”).

Please note that you may receive some requests for interviews via email. (Students report that about half of the requests for interviews arrive via email, while the other half arrive via phone call.) Thus, it is important that you check your email carefully so as not to mistake an interview request for spam!

Please also note that some schools will not notify you of a rejection, even if they have interviewed you.
VIII. M.A. Program

i) Requirements

In order to earn a Master's Degree in Philosophy at Syracuse University, you must:

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

Alternatively, you may receive an M.A. after completion of all pre-clarification requirements for the Ph.D. (This requires the completion of 54 credit hours of course work beyond the B.A., completion of the distribution requirements, and completion of the Special Paper Requirement.)

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

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

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

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

ii) Thesis

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

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

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

Accelerated one-year schedule
- Take 4 courses during the first semester.
- Take 4 courses during the second semester.
- Complete your M.A. thesis during the summer.
IX. MISCELLANEOUS

i) Colloquia and Conferences

Colloquia
• Each winter and spring semester, the department holds several colloquia. These colloquia are generally held on Friday afternoons at 4 p.m. in the Killian Room. Students are strongly encouraged to attend these colloquia.

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

After the talk, there is an informal reception in the Dietl Room. After the reception, students and faculty members are invited to join the speaker for dinner at a local restaurant. Students and faculty members must sign up in advance in order to attend these dinners.

Each year, two graduate students will be appointed to help the faculty organize the colloquia. Their responsibilities include organizing transportation for the invited speakers, attending the colloquia and dinners, and assisting with other organizational matters.

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

The conference session format is as follows:
- 15-20 minutes of remarks by a senior commentator
- 5-10 minute reply by a junior presenter (the author of the paper)
- 1 hour of discussion among all participants

• Ordinarily, the department hires an ABD student to help coordinate SPAWN. This student is usually responsible for collecting the papers from the SPAWN participants and for helping to organize transportation for the visiting participants (including transportation to the restaurants where the conference meals are held).

Philosophy Graduate Student Conference
• Every spring, the graduate students organize and hold a student conference. This conference ordinarily lasts for two days and includes five to seven talks by visiting students (with
commentaries by Syracuse philosophy graduate students) and a keynote talk by a philosophy faculty member. Social events during the conference include a gathering at a local bar following the first night, a dinner at a local restaurant following the second night, and a party at a student apartment following the dinner.

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

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

ii) ABD Workshop

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

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

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

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

**Workshop format**
• **Presentation (10-15 minutes):** The speaker presents the work and its place within the larger project. Time constraints prohibit reading the paper. However, they do not prohibit an appropriate summary of the main issues and arguments. Useful handouts are welcome.

• **Comments (15 minutes maximum):** The commentator provides comments. Comments may be read. Useful handouts are welcome.

• **Reply (5-10 minutes):** The speaker replies to the points and issues raised by the commentator.

• **Discussion:** After the reply, the paper is open for Q&A and discussion. Appropriate topics include philosophical issues raised by the paper (content) and issues relevant to professional development (form and presentation). ([philosophy.syr.edu](http://philosophy.syr.edu))

### iii) Philosophy Graduate Student Organization

The Philosophy Graduate Student Organization is comprised of all of the active graduate students in the Syracuse University Department. Students are expected to volunteer for one or more of the following committees or positions.

**President**

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

  2) **Getting flowers and a card for the department secretaries on Administrative Assistants’ Day**

  3) **Running the election for his/her successor**
     
     At the end of each school year, the president sends an email out to all of the graduate students asking them to nominate candidates for the following year’s president. After the nominations have been submitted, students send in their votes to the current president via email.

  4) **Welcoming and networking with incoming students**
     
     This can involve simply sending out friendly emails to students after their acceptance to the program, arranging for sleeping arrangements if they decide to visit the University, or even throwing a welcome celebration for new students at the beginning of the school year.

  5) **Serving as a liaison between the graduate students and faculty, as needed**
**GSO representative**

- At the first meeting for the philosophy graduate student organization, a student is elected to be the University’s Graduate Student Organization (GSO) representative. The GSO representative is responsible for
  1) attending monthly GSO meetings and
  2) requesting special funds for graduate events, such as the graduate conference and/or the external speaker.

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

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

The GSO representative can also volunteer on GSO committees (e.g. library development, neighborhood partnership, parking advisory, etc.).

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

**Philosophy Graduate Conference coordinator(s)**

The conference coordinator has the following responsibilities:

1) Determine the date for the conference
2) Reserve the Killian Room for the entirety of the conference
3) Hold a vote among the graduate students to determine the keynote speaker for the conference
4) Create and send out a call for papers to philosophy departments across the country and in the UK and Australia
5) Organize the conference submissions by title and abstract
6) Send the list of submissions to the graduate students so that they can vote on the papers that they prefer to read
7) Determine which students will read which submissions, based on their votes
8) Send out submission evaluations and papers to the students who have volunteered to read conference submissions
9) Organize and run a meeting for students to determine which papers will be accepted to the conference
10) Contact students whose submissions have been accepted
11) Arrange transportation and lodging for conference participants
12) Determine “in-house” commentators for each of the conference papers
13) Work with the GSO representative and the philosophy department in order to secure funding for the conference
14) Create nametags for presenters, commentators, and conference coordinators
15) Create a conference program
16) Set up the podium and chairs in the Killian Room
17) Procure and set up refreshments for both days of the conference
18) Organize conference social events (including dinner reservations for the second night)

Since the conference coordinator has so many responsibilities, it is customary for him/her to work with one or more other students in preparation for the conference.

**Working Papers Group coordinator(s)**
- The Working Papers Groups is comparable to an informal ABD workshop. This group is meant to be a venue for first, second, and third-year graduate students to present and discuss their philosophical work with their peers. The format of the meetings is flexible: presenters may choose to follow a presenter/commentator format, or they may simply choose to outline their ideas for the group participants. Students who participate in the Working Papers Group present papers (or even developed ideas for papers) that they hope to submit as a special paper or to a conference or journal. This is also an excellent place to present papers related to MA thesis work. If the paper is already written, they may send it via email to the graduate students before the presentation.

   The group coordinator is responsible for recruiting students to present for the Working Papers Group, notifying the graduate students of the groups’ meetings, and reserving the Dietl room for the meetings.

**Internal speaker coordinator(s)**
- At least once per school year (and twice, if possible) the internal speaker coordinators invite one of the faculty members to give a talk to the graduate students. Generally, a vote is held in early September so that students can nominate the internal speaker. Once the coordinators have contacted the nominated person, and once that faculty member has agreed to be the internal speaker, the coordinators are responsible for
  1) setting up a time for the speaker to give his/her talk
  2) reserving a room big enough for the expected audience
  3) notifying students via email and/or via flyer about the scheduled talk, and
  4) providing refreshments for after the talk. (Please give all receipts to the department secretary so that s/he can reimburse you. It is best to notify him/her ahead of time in order to determine how much funding is available for refreshments.)
External speaker coordinator(s)

- Once per year, the external speaker coordinators invite one philosopher from another department to give a talk to the graduate students. As with the department colloquia, a dinner is held at a local restaurant following the talk. Graduate students are strongly encouraged to attend this dinner, although they must sign up for one of the limited number of dinner spaces in advance.

As with the internal speaker, a vote is held sometime early in the Fall semester so that the students can nominate the external speaker. The coordinator is responsible for holding the vote for the external speaker, contacting the nominated speaker, arranging his/her transportation and accommodations, reserving the Killian Room for the talk, and making any other necessary arrangements.

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

Please note: Since plane fares from the Western U.S. and overseas are often much more expensive than plane fares from nearby locations, students ordinarily limit their nominations to philosophers from schools in the Midwest or Eastern U.S.

Social committee coordinator(s)

- The students on this committee are responsible for organizing social events for the graduate students. In the past, members of the social committee have organized ultimate Frisbee games, bar outings, trips to the Roji teahouse, movie nights, and trips to Syracuse athletic events.
Maintenance of
3 courses.
T.A. for PHI 171, 172, 175.

Semester 1
(Year 1)

Make sure to register for PHI 999.
Finish any incomplete work by August 15.
Turn in

Take 3 courses.
Begin independent teaching (Teaching Associate-ship)*
Participate

Take 3 courses.
Begin dissertation work.
Plan for clarification.

Independent teaching during years 4 and 5.
Make sure to register for GRD 998 and send in your Full-Time Status Form every semester.

1) Clarification (by early in semester 7)
2) Appointment of supervisory committee

Before defending, you must submit 1) a program of study form and 2) a request for examination.
Before graduating, you must fill out a diploma request online.
Please see the checklist on p. 33 for a more detailed account of your
Take 3 or 4 courses. T.A. for PHI 171, 172, 175, 191, PHI
Take 3 courses. T.A. for PHI 171, 172, 175, 191, PHI
Take 3 courses. T.A. for PHI 171, 172, 175, 191, PHI

Make sure to register for PHIL 999. Finish any incomplete s by August 15.

Before defending, you must submit 1) a program of study form and 2) a request for examination. Before graduating, you must fill out a diploma request online.

Please see the checklist on p. 33 for a more detailed account of your special
Take 3 courses

T.A. for PHI 171, 172,

Semester 1 (Year 1)

(Year 1)

Take 3 courses

T.A. for PHI 171, 172, 175, 191 192

Semester 3 (Year 2)

Summ

Take up to 3 courses and complete coursework.
Begin teaching independently (Teaching)

Take up to 3 courses and complete coursework.
Begin teaching independently (Teaching)

Summ

Dissertation Semesters (Years 3+)

Defense

Continue teaching independently.
Make sure to register for PHI 999 or GRD 998 and to send in your Full-Time Status Form every semester.
1) Clarification (semester 4 or 5)
2) Appointment of supervisory committee
3) Dissertation-writing
4) Defense

Make sure to register for PHI 999.
Finish any incompletes by August 15.
Turn in Special Paper by August 15.

Before defending, you must 1) submit a program of study and 2) request for examination.

Before graduating, you must fill out a diploma online.
See the checklist on the next page for a more detailed
Year 3 is a fellowship year.
Begin teaching independently (Teaching Associate-ship) in Year 4.* Participate in FPP.
Make sure to register for PHI 999 or GRD 998 and to send in your Full-Time Status Form every semester.
1) Clarification (semester 4 or 5)
2) Appointment of supervisory committee
3) Dissertation-writing

Take 3 or 4 courses
Take up to 3 courses and complete coursework. Begin dissertation work.

Semester 1
(Year 1)

Semester 2
(Year 2)

Semester 3
(Year 2)

Summative Assessment
Semesters
(Years 3+)

Defense

Before defending, you must 1) submit a program of study and 2) request for examination.
Before graduating, you must fill out a diploma request online.
Please see the checklist on p. 33 for a more detailed

Make sure to register for PHI 999.
Finish any incompletes by August 15.
Turn in Special Paper by August 15.
Appendix ii – Sample Syllabus

Please note that this generic syllabus is only meant to give you a basic idea of what you should include in your own syllabus.

PHILOSOPHY COURSE NUMBER: COURSE TITLE

Instructor: Your name
Email address: yourname@syr.edu
Office hours: Day of the week from XX:XX-XX:XX p.m. in location and by appointment.
Mailbox: 541 Hall of Languages (in the graduate lounge)

Text: Textbook(s) title(s)
It is helpful to note the location where students can purchase their textbooks. If applicable, you should also note whether there are any readings on course reserve.

Course Description

Briefly describe the material that you are going to cover in the course. This can be as simple as listing the concepts that you plan to cover (such as free will, determinism, personal identity etc.).

Course Objectives

Briefly describe what you expect your students to do in the course and what you expect them to “take from” the course. This often involves a general account of how students should learn to read and write philosophy.

Grading

Briefly describe your grading scheme. Many instructors also include the university’s grading scale.

Example:
Your total grade is comprised of the following elements:
Quizzes: 10%
Exams: 40%
Essays: 40%
Participation: 10% (Make sure to explain how you will “grade” students’ participation.)

Quizzes and Exams

Briefly describe the format (i.e. multiple choice, short answer, essay, etc.) and frequency of quizzes and exams. You should also make sure to explain your makeup policy in this section.
Essays

Briefly describe the due date(s), length, and format of your essay assignment(s). You should also include your policies on late papers and on academic dishonesty in this (or another relevant) section.

Other concerns

Your syllabus should also include the following elements:

1) A brief description of your attendance policy
2) A note about accommodating students with disabilities: Students who are in need of disability-related academic accommodations must register with the Office of Disability Services (ODS), 804 University Avenue, Room 309, 315-443-4498. Students with authorized disability-related accommodations should provide a current Accommodation Authorization Letter from ODS to the instructor and review those accommodations with the instructor. Accommodations, such as exam administration, are not provided retroactively; therefore, planning for accommodations as early as possible is necessary. For further information, see the ODS website, http://disabilityservices.syr.edu/.
3) A note about any other expectations that you have of your students

ASSIGNMENT SCHEDULE:

You should offer a week-by-week or day-by-day reading schedule, listing the author, title, and page number(s) of each reading. You should also note the dates of all quizzes, exams, and essay due dates.
Appendix iii – Consensual Relationships

Consensual relationships
Sexual or romantic relationships that might be acceptable in other circumstances always pose inherent risks that they will result in sexual harassment when they occur between University Faculty Members and any person for whom they have a professional responsibility. These relationships, even when not harassing, may develop into professional conflicts of interest, or at least create the perception of such a conflict of interest, that may make it difficult to carry out a role as educator or supervisor. Conduct within a consensual relationship may become part of a subsequent complaint of sexual harassment.

The danger that difficulties, including harassment or abuse of power, will occur is particularly strong in relationships between teachers and students they are teaching and/or advising. The relationship puts the student in a vulnerable position and creates a problematic learning environment for other students who become aware of the relationship. Professionalism within the University demands that those with authority not abuse, nor seem to abuse, the power with which they are entrusted. This policy thus prohibits University Faculty Members from pursuing sexual relationships with undergraduate students they teach, advise or supervise. This policy also strongly discourages sexual relationships with graduate students and any subordinate whose work the individual supervises. If such a relationship does develop, the University Faculty Member must take steps to ameliorate the conflict of interest. This requires reporting the relationship to an appropriate supervisor, who will then arrange for other forms of student evaluation, advising or mentoring and other appropriate resolutions of the conflict of interest. In the context of a complaint, there will be no presumption that the relationship was welcome to the complainant.