

**GRADUATE PROGRAM HANDBOOK  
DEPARTMENT OF PHILOSOPHY  
UNIVERSITY OF MISSOURI – COLUMBIA**

This document presents departmental requirements for graduate students. The department reserves the right to change these during the time the student works for a degree. Other university requirements are printed in the MU Graduate Catalog at <http://gradschool.missouri.edu/faculty-staff/>. The student is responsible for familiarity with these. The Catalog is definitive in case of conflict with this Handbook.

For general information on the graduate school, see <http://gradschool.missouri.edu/>.

Please contact the Director of Graduate Studies with corrections or suggestions for improvement for this handbook. *In particular, please any links that no longer work.*

Click on one of the links below, or scroll through handbook below.

1. FACULTY .....	1
2. M.A. DEGREE .....	2
2.1 Admission Requirements .....	2
2.2 Advising and Supervision .....	2
2.3 Course Requirements .....	2
2.4 Research Requirement .....	2
2.5 Satisfactory Academic Progress .....	2
2.6 Forms .....	3
3. Ph.D. DEGREE.....	3
3.1 Admission Requirements (Qualifying Process).....	3
3.2 Advising and Supervision .....	3
3.3 Course Requirements .....	4
3.3.1 72 Graduate Credit Hour Requirement .....	4
3.3.2 42 Regular Graduate Philosophy Credit Hour Requirement .....	4
3.3.3 Residency Requirement .....	4
3.3.4 Possible Language Requirement.....	4
3.3.5 Protoseminar Requirement.....	4
3.3.6 Teaching Seminar Requirement.....	4
3.3.7 Dissertation Seminar Requirement .....	5
3.3.8 Distribution Requirement.....	5
3.4 Comprehensive Examination Requirement .....	5
3.5 Colloquium Requirement.....	5
3.6 Job Search Preparation Requirements .....	5
3.7 Dissertation Requirement.....	5
3.8 Satisfactory Academic Progress .....	6
3.9 Forms .....	6
4. TEACHING AND RESEARCH ASSISTANTSHIP POLICIES AND PROCEDURES .....	6
4.1 Eligibility for Continued Funding.....	7
4.2 Remission of Educational Fees (Tuition) and Health Insurance Subsidy.....	7

4.3 Basic Requirements for Teaching Assistants.....	7
<a href="#">4.4 Teaching Advisor Policy</a>	
4.5 Regulations on Teaching.....	7
4.6 Grades .....	8
4.7 Academic Dishonesty .....	8
4.8 Arts and Sciences Statement on Ethics.....	8
4.9 Teaching Tools.....	8
4.10 General Professional Development.....	9
5. PLACEMENT POLICY .....	9
5.1 Student Eligibility .....	9
5.2 Dossier service .....	9
5.3 Placement responsibilities.....	9
6. MISCELLANEOUS INFORMATION .....	9
6.1 Incompletes .....	9
6.2 Computers, Printing, and Copying.....	9
6.2.1 Computers .....	9
6.2.2 Printing.....	9
6.2.3 Copying.....	9
6.2.4 Overhead Displays .....	9
6.3 Scott T. Davey Memorial Prize for Excellence in MA Research.....	10
6.4 Funds for Travel to Conferences.....	10
6.4.1 Conference Possibilities.....	10
6.4.2 Funding Possibilities.....	10
6.5 Publishing Papers.....	10
6.6 External Graduate Fellowships .....	11
6.7 Campus Services.....	11

## 1. FACULTY

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## 2. M.A. DEGREE

## 2.1 Admission Requirements

Admission to the graduate program is unconditional or conditional. Among the ways that conditional admission may arise are the following:

(1) Students whose native language is not English may be admitted on condition that they demonstrate proficiency in English in the first semester of coursework or complete courses in the University's English Language Support Program that are recommended by the Department.

(2) Students determined by the Director of Graduate Studies to have an inadequate background in philosophy may be required to take prerequisite courses. The Director of Graduate Studies will determine whether any such courses may be counted towards degree requirements. Undergraduate or higher-level courses in the following areas are normal prerequisites for courses taken for the M.A. degree: logic, ethics, metaphysics, epistemology, ancient western philosophy and modern philosophy.

## 2.2 Advising and Supervision

The Graduate Student Advisor is the default advisor for all students. Students may ask at any time to have another graduate faculty member assigned as advisor. They may change advisors as their needs and interests change. The Director of Graduate Studies should be informed of all changes.

Students should file M-1, Program of Study <http://gradschool.missouri.edu/downloads/m1.pdf> by the end of their third semester. (The Graduate School says by the end of the second semester, but this is too early for our purposes.) Changes to their program of study should be made on the Course Substitution Form, <http://gradschool.missouri.edu/downloads/subform.pdf>

Students who will satisfy the research requirement (see below) by writing two papers should arrange for the faculty member supervising one of the papers to be his/her advisor. For each paper, the supervisor of the paper in consultation with the student chooses a second reader from the Philosophy Department. At least three members of the Philosophy Department must serve on the committee assessing the two papers and no person outside the Department is needed.

Students who will satisfy the research requirement by writing a thesis (see below) should arrange for a member of the Department graduate faculty to serve as director. This faculty member becomes the student's advisor. The advisor in consultation with the student chooses a second reader from the Philosophy Department and a third outside reader, who must be a member of the graduate faculty from another MU graduate program. The M-2, Request for Thesis Committee form, <http://gradschool.missouri.edu/downloads/m2.pdf>, must be filed with the Graduate School. Changes to the committee must be requested on the Change of Committee Form, <http://gradschool.missouri.edu/downloads/cocform.pdf>

Students and faculty readers should ensure that there are clear expectations about each other's role. Different people have different work styles, but a common arrangement is (1) for the first reader to read 2-3 drafts, and for the second reader, after approval by first reader, to read

1-2 drafts, (2) for students to produce a draft every 2-4 weeks, and (3) for the reader to provide written comments and to meet with the student within 1-3 weeks of receiving the draft.

### **2.3 Course Requirements**

The following course requirements—other than the M.A. research requirement—will automatically be satisfied if students satisfy the Ph.D. course requirements. Thus, students seeking a Ph.D. should focus on the Ph.D. course requirements in the section below on the Ph.D. program.

*Credit Hour Requirement:* To obtain an M.A., students must accrue 30 hours of graduate credit (courses numbered 7000 or higher) satisfying the following conditions:

- at least 15 hours of course work must be at the 9000-level;
- at most 3 hours (9 hours if toward a minor in Ancient Studies) may be outside philosophy; and
- at least 3 hours must be, and no more than 6 hours may be, in research (Phil 8090 or 9090).
- at most 6 (8, for students pursuing a second M.A. degree) graduate credit hours may be transferred from another university, or from another campus of the UM System, and this requires the approval of the Director of Graduate Studies and advisor. Only courses completed with a grade of B or better may be transferred.

*Distribution Requirement:* In addition, students are required to satisfy the following distribution requirements:

- (1) PHIL 8100, Proto-Seminar in Philosophy;
- (2) PHIL 7110, Intermediate Logic (formerly Formal Logic);
- (3) one of the following PHIL historical courses: 9050 Plato, 9060 Aristotle, 9110 The Rationalists, 9120 The Empiricists, 9130 Kant; and
- (4) one course from the following PHIL courses: 9520 Ethical Theory, 9320 Social & Political Philosophy, 9610 Metaphysics, 9710 Philosophy of Mind and Psychology, 9840 Seminar in Philosophy of Language, 9820 Epistemology, and 9830 Philosophy of Science.

*Residency Requirement:* In each of the fall and winter semesters, funded students must enroll in at least 9 credit hours in graduate philosophy courses.

*Grade Restrictions:* Philosophy courses must be completed with a grade of B or better (or S, if S/U) in order to count towards any of the philosophy requirements for the M.A. At least 80% of all graduate courses taken (including courses in other departments) must be completed with grades of A or B and an overall B average (3.0 GPA) is required.

### **2.4 Research Requirement.**

In addition to the course requirement, there is a research requirement, which can be satisfied in one of two ways. In both cases, the written work should have a clear, thorough, and well structured defense of a thesis, show a familiarity with the relevant literature, and have few spelling and grammatical errors.

- (1) Two research papers: The student writes two papers of format and topic appropriate for a refereed paper in a major journal. The papers must be of high quality. They normally are

revisions of work done for seminars, but this is not required. They are typically each 3000-6000 words (12-24 pages) long.

Each paper is written under the supervision of at least two faculty members (a first and second reader) in the Department. Three to six hours of credit in PHIL 8090, Research, are awarded for writing the papers. (PHIL 8090 is for research not leading to a thesis or dissertation.)

The student must pass a final oral examination administered by at least three Department members, including those who supervised the student's writing. Normally, the final examination committee consists of the first and second readers for the two papers, as long as this involves at least three Department members. (No outside member is needed for this way of satisfying the research requirement.) Adding other faculty members to the final examination committee requires approval from the student's advisor and from the Director of Graduate Studies. The examination committee determines grades (S or U) for the PHIL 8090 Research hours.

(2) Thesis: Thesis work is commenced in the fourth semester of graduate work. The student writes an extended paper that presents a substantial philosophical thesis and defends it. The thesis is typically 6000-12,000 words (24-48 pages) long. When the thesis has been judged ready for examination by the advisor and the readers (one of whom must be from the graduate faculty of another MU department), they conduct an oral examination. Three to six hours of credit in Phil 9090, Research, are awarded for successfully defending the thesis in the oral exam, with grades of Satisfactory or Unsatisfactory.

Before working on research papers or a thesis, students should obtain *Guidelines for Preparing Theses and Dissertations* from the Graduate School (<http://ludwig.missouri.edu/405/master.pdf>). They should conform in all drafts to the usage described in *A Manual for Writers of Term Papers, Theses and Dissertations*, by Kate L. Turabian (University of Chicago Phoenix book), which has been adopted as the authoritative statement of style for philosophy theses and dissertations.

Upon completion of the Master's research and all other requirements, the M-3, Report of Master's Examining Committee, <http://gradschool.missouri.edu/downloads/m3.pdf>, should be filed with the Graduate School.

## **2.5 Satisfactory Academic Progress**

Satisfactory academic progress requires that students:

- (1) each fall and spring semester: complete at least 9 credit hours in graduate philosophy courses;
- (2) by the end of 2<sup>nd</sup> semester: complete 19 Philosophy credits, including the Protoseminar with B or better and the teaching seminar requirement, if the student is teaching;
- (3) complete the MA by the end of the 4<sup>th</sup> semester since matriculation in the program;
- (4) maintain a cumulative GPA in philosophy of at least 3.3 during the first two semesters and at least 3.4 thereafter; and
- (5) attend all departmental colloquia;

(6) for students who are not native speakers of English: achieve a score of 3P on the university's OPT test by the end of the first semester, a score of 4P by the end of the third semester, and a score of 4 by the end of the fifth semester.

If the Director of Graduate Studies finds that a student is not making satisfactory academic progress, he or she will ask the student to meet with the faculty advisor to agree on a plan of action to remedy the situation. (The advisor is the person with whom the student was most recently enrolled for research hours, or if there is no such person, the DGS.) The student or the advisor may request that a member of the Graduate Affairs Committee be present at the meeting. If a plan is agreed upon, the advisor (or the DGS) and the student will sign a document listing the steps to be taken and the appropriate timetable. If no plan is agreed upon, or if a plan is agreed upon but the student fails to follow the outlined steps by the agreed dates, the DGS will follow the Graduate School procedures for placing the student on probation. The DGS will consult with the Graduate Affairs Committee to set the terms of the probation. A student who satisfies the terms of the probation will be removed from probation and returned to good standing in the department. If the student does not satisfy the terms of the probation, the DGS will begin the process of dismissal from the department.

Students have the right to appeal dismissal to the department and the Graduate Faculty Senate. The student will make an appeal to the Chair in writing; the Chair will appoint a committee from members of the faculty who are not members of the Graduate Affairs Committee to hear the appeal. The committee will make a report to the Chair.

Funded students who fail to maintain satisfactory academic progress will lose their guaranteed funding. A student who completes the work necessary for satisfactory academic progress may have guaranteed funding restored. The decision to restore or not restore guaranteed funding will be made by the Graduate Affairs Committee.

The M.A. must be completed within eight years after first post-baccalaureate enrollment. Time spent in the armed services does not count. A student who seeks an extension must send the graduate dean a written petition approved by the advisor and DGS.

## **2.6 Forms**

Students are responsible for insuring that all relevant forms required by the Graduate School are filed in a timely manner. Students should complete these forms in consultation with their advisor and transmit them through the Director of Graduate Studies to the Graduate School. The forms can be obtained on the web at <http://gradschool.missouri.edu/faculty-staff/>.

M-1 Program of Study: This form provides the student, the department, and the Graduate School with a plan for all course work, transfer credit, and research hours that will comprise a student's program of study. Submit to the Director of Graduate Studies by *Dec. 1<sup>st</sup> of their second year*. (Ignore the Graduate School's statement that this must be done by end of second semester.) You will not be able to participate in May graduation if you do not file by then. (You will also need to file a graduation application at the beginning of the semester at the end of which you want to

graduate. This can be done on-line.) Use the Departmental Program of Study Worksheet (available on our web site) along with this form.

Course Substitution Form: This records any changes made to the program of study.

M-2 Request for Thesis Committee: This form is required only of students who will be writing a thesis (and not of students writing two research papers). Submit to the Director of Graduate Studies by *Dec. 1 of their second year*.

Change of Committee Form: This records any changes made to the Thesis Committee.

M-3 Report of Committee: This form reports the final results of 1) master's thesis defense or 2) master's two-paper defense. Submit to Director of Graduate Studies as soon as possible after the exam or thesis defense. Also attach your completed Departmental Program of Study Worksheet (available on our web site) so that DGS can verify that you have completed all course requirements. All students must submit this form upon completion of the defense of the master's research.

### **3. Ph.D. DEGREE**

The Ph.D. requirements consist of the following:

- qualifying for the Ph.D. program
- course requirements
- a colloquium requirement
- a comprehensive exam requirement
- dissertation and job search requirements

The Director of Graduate Studies may waive specific requirements for very special cases where the requirement imposes an extreme burden on the student and provides only a small academic benefit.

#### **3.1 Admission Requirements (Qualifying Process)**

For general admission requirements to the graduate program, see the description above under the Master of Arts Degree. In order for a student to be admitted to the doctoral program, the following three conditions must be satisfied:

(1) The Department must assess the student according to the procedure explained below and judge the student to be sufficiently likely (relative to other students in the program) to (a) complete a Ph.D. of sufficiently quality and in a timely manner and (b) be able ultimately to obtain a permanent academic position in philosophy (where this does not require that the student be interested in such a position).

(2) He/she must have a GPA of 3.5 or better on work toward the M.A. at MU—although, under special circumstances, the Graduate Affairs Committee can waive this requirement. For students who do not complete their M.A. at MU, the Graduate Affairs Committee, or the Department as a whole, will determine whether the spirit of this requirement is met.

(3) The student has one month following the Department assessment (described in condition 1) to secure the agreement of a doctoral faculty member to supervise three hours of research credit in the fall to work on a dissertation proposal.

The procedure for the departmental assessment (condition 1 above) is the following:

(1) For a student completing an MA in the department, the student's MA committee will make a recommendation as to whether the student should be admitted to the doctoral program. If no M.A. was attempted at MU, a special committee composed of three MU Philosophy faculty members will make such a recommendation on the basis of an oral examination of either an M.A. thesis (from elsewhere) or two 3000-6000 word papers.

(2) The Director of Graduate Studies will review the committee recommendation.

(a) If the Director of Graduate Studies *concur*s with the recommendation, he/she will communicate the recommendation to the Department and announce that the recommendation will be implemented if no one requests a review within one week. If someone requests a review, the matter will be referred to the Graduate Affairs Committee. If the committee concurs with the recommendation, the recommendation will be implemented. If the committee does not concur, then the matter will be referred to the Department as whole to decide.

(b) If the Director of Graduate Studies *does not concur* with the recommendation of the MA committee, then he/she will refer the matter to the Graduate Affairs Committee to assess within one week. The Director of Graduate Studies will then communicate the committee's recommendation to the Department and announce that it will be implemented if no one requests a review within one week. If someone requests a review, the matter will be referred to the Department as whole to decide.

(c) Members of the Graduate Affairs Committee who are members of the candidate's M.A. committee are not permitted to vote on the Graduate Affairs Committee's assessment of the candidate's qualification for the doctoral program. Instead, the Director of Graduate Studies will arrange for the Department Chair to appoint a substitute member to the committee for the purpose of this vote.

(d) If the student does not satisfy the GPA requirement (condition 2 above), this matter will be reviewed as part of the above process.

Students should note that qualification to the doctoral program is not automatic upon completion of the M.A. Students with a weak record should not expect to qualify.

A note on terminology:

- *Doctoral students* are all and only students who have been admitted to the doctoral program by the above qualifying process. Almost all students admitted to the graduate program are M.A. students and not doctoral students when they first arrive.

- *Doctoral candidates* are all and only those students who have satisfied the comprehensive exam requirement (and are thus ABD and ready to work on their dissertations).

The Graduate School requirements for the Ph.D. are in the Graduate School Catalogue, <http://gradschool.missouri.edu/policies/graduate-catalog/>

### **3.2 Advising and Supervision**

The Graduate Student Advisor is the default advisor for all students. Students may ask at any time to be assigned to another graduate faculty member as advisor. They may change advisors as their needs and interests change. The Director of Graduate Studies should be informed of all changes.

After qualifying for the doctoral program (becoming a doctoral student), the student chooses an advisor from the Department doctoral faculty. The advisor in consultation with the student chooses the members of the student's *Doctoral Program Committee*. The Graduate School requires that the committee be composed of a minimum of four (five, if the student started our program prior to Fall 2005) members of the MU *graduate* faculty and that it include at least three members from the student's doctoral degree program and an outside member from a different MU program. At least two of the doctoral committee members must be MU *doctoral* faculty. Additional committee members with specialized expertise who do not meet the criteria for the MU graduate faculty or doctoral faculty may serve on a doctoral committees as a fifth or sixth member, with special permission of the vice provost/dean of the Graduate School. (Not all faculty are graduate faculty, and not all graduate faculty are doctoral. To be a member of each category requires approval of the department and of the Graduate School.) The student's advisor serves as the chair of the committee. The Doctoral Program Committee should be appointed before one year has elapsed following the student's first registration for courses to be included in the doctoral plan of study. Students should file the following forms with the Graduate School: (1) D-1 Qualifying Examinations Results and Doctoral Committee Approval Form, <http://gradschool.missouri.edu/downloads/d1.pdf>, (2) Change of Program/Degree/Advisor (to change degree from M.A. to Ph.D.) [http://gradschool.missouri.edu/admission/change\\_degree.pdf](http://gradschool.missouri.edu/admission/change_degree.pdf). Changes to the committee can be made on the Change of Committee Form, <http://gradschool.missouri.edu/downloads/cocform.pdf>

The Doctoral Program Committee reviews the plan of study worked out by the student with the guidance of his/her advisor. This plan lists courses that will prepare the student for doctoral research and satisfy Departmental and Graduate School requirements. The committee decides what kind, if any, of language requirement will be imposed. It also decides whether to approve any request for transfer of graduate credit or for substitution of courses to meet distribution requirements. Once the committee has approved the student's plan of study, the student submits D-2, Plan of Study, <http://gradschool.missouri.edu/downloads/d2.pdf> to the Director of Graduate Studies, who, if he/she approves it, will forward it to the Graduate School. If the Graduate Director does not approve the plan of study or transfer request, he/she will work out a mutually acceptable plan with the Doctoral Program Committee and then forward it to the Graduate School. Changes to the program of study should be made on the Course Substitution Form, <http://gradschool.missouri.edu/downloads/subform.pdf>.

When the student begins working on his/her dissertation proposal, the advisor and student review and propose changes to the Doctoral Program Committee's membership. The dissertation director, who should be someone in the department whose area of specialization best fits the proposed topic, should chair the Doctoral Program Committee. Another faculty member in the department who is well informed on the topic of the dissertation should be a member of the committee and designated as the second reader. A faculty member from another MU doctoral program should be a member of the committee and designated as the third reader. One other

member of the department should also be a member. Faculty members have the right to decline appointment if they judge that they or the student are not equipped to carry out their respective assignments. Changes to the committee must be requested on the Change of Committee Form, <http://gradschool.missouri.edu/downloads/cocform.pdf>.

The Doctoral Program Committee oversees the student's dissertation research and conducts the final dissertation examination.

### 3.3 Course Requirements

Students must satisfy the following course requirements (described below):

- a 72 graduate credit hour requirement
- a 42 regular graduate philosophy credit hour requirement
- a residency requirement (minimum enrollment per semester)
- any language requirement imposed by the Doctoral Program Committee
- a Protoseminar requirement
- a teaching seminar requirement
- a dissertation seminar requirement
- distribution requirement

The Graduate School requires an overall G.P.A. of at least 3.0 in all graduate work taken at MU whether in philosophy or not. Philosophy courses must be completed with a grade of B or better in order to count towards any of the philosophy requirements for the Ph.D.

#### 3.3.1 72 Graduate Credit Hour Requirement

Doctoral students must complete 72 credit hours of graduate work (courses numbered 7000 and higher; including courses taken for a master's degree in philosophy at MU), subject to the following restrictions:

- (1) Transfer Credits: With the approval of the Graduate Affairs Committee, up to 30 of the 72 graduate credit hours can be transferred from other institutions, but only with grades of B or better. Note, however, that, for the 42 credit hour requirement below, the courses must be doctoral level and at least 24 of these must be taken at MU. Thus, at most 18 credits can count towards the 42 credit hour requirement (as opposed to the general 72 credit hour requirement).
- (2) Doctoral Level Credits: The Graduate School requires that at least 15 credit hours be earned at the 8000 level or above—exclusive of research, problem, or independent study courses.
- (3) Non-Philosophy Credits: At least 60—or 48, if pursuing a minor in Ancient Studies—of the 72 credit hours must be in philosophy.

**Important:** In order to ensure that they meet the 72 credit hour requirement, students should normally take at least 18 credits (including PHIL 8090 and 9090) for each of their first three years. This will normally give them 55 credits (including the 1 credit Teaching Philosophy). During their fourth year, they should normally sign up for 6 credits of PHIL 9090 each regular semester. That combined with the 1 credit Dissertation/Job Search Seminar, will give them 68 credits. During their fifth year, students should sign up for at least 2 credits hours of PHIL 9090 each regular semester and 1 credit hour during the summer. This gives a total of 73 credits at the

end of five years. (Note that student activity fee and the information technology fee are each about \$20 per credit hour. The recreational fee is about \$125, but applies only if the student registers for 7 or more credit hours. The student health fee is about \$80 and applies only if the student registers for 9 or more credit hours.)

### 3.3.2 42 Regular Graduate Philosophy Credit Hour Requirement

Students complete at least 42 credit hours in regular graduate philosophy courses. This consists of a 30 credit distribution requirement (see below) and 12 credits (4 courses) in elective courses.

With the exception of PHIL 7110 Intermediate Logic (formerly Formal Logic) and PHIL7120 Advanced Logic, the graduate philosophy courses must be numbered PHIL 8000 or higher, and not include independent reading courses, research courses (PHIL 8090 or 9090), or any one credit courses. At least 24 of these credits must be taken at MU (as opposed to being transfer credits). (Thus, at most 18 transfer credits may count towards this requirement.)

Special Transition Rule to above (adopted October 2007): Up to three 7000 level courses—in addition PHIL 7110 Intermediate Logic and PHIL7120 Advanced Logic—may count towards the 42 credit hour requirement—*if completed prior to Jan. 1, 2008.*

Taking same course twice:

- (1) Special reading courses (e.g., PHIL 7850), topics courses (e.g., PHIL 7001, 7005, 9001), research courses (PHIL 8090 and 9090), and the Seminar in Philosophy (PHIL 9901) may be officially repeated.
- (2) The Graduate School does not allow courses to be repeated for credit, unless the official course description explicitly says that this is allowed. There is, however, a way do get around this. Students may request permission from the Graduate Affairs Committee to take informally a regular course a second time when its content is significantly different from the first time it was taken. In these cases, the student should sign up to audit the course in question (see Residency Requirement below for how to do this) and also officially sign up for PHIL 9001 Topics in Philosophy with the same professor. (You will need to ask the professor to ask the Departmental administrative assistant to add a section of 9001 in his/her name on MyZou.) The student will then complete the regular course as usual and the grade will be entered for PHIL 9001.

### 3.3.3 Residency Requirement

The Graduate School requires that those who have completed the comprehensive exam requirement take at least 2 credit hours in PHIL 9090 Research in the fall and winter semesters and at least 1 credit hour therein in the summer semester. In order to meet the 72 graduate-credit requirement, however, doctoral candidates should normally take 4 credits of PHIL 9090 each regular semester and 1 credit in the summer.

Funded students (e.g., TAs, RAs, fellowship students) must enroll in a minimum number of courses, as specified below:

(1) Students who have not yet completed the comprehensive exam requirement must complete at least 9 credit hours in graduate philosophy courses in each of the fall and winter semesters. (Students completing the comprehensive requirement in a given semester, however, need only take enough credits to complete that requirement, as long as this is at least 3 credits.)

(2) Students who have completed the comprehensive examination requirement must satisfactorily complete, in each of the fall and winter semesters, either for credit or as a formal auditor (hearer) at least one regular (non-research) 3 credit-hour philosophy course that is either (a) a 8000/9000-level course, or (b) Phil 7120 Selected Topics in Logic or 7130 Probability and Induction (c) Phil 3000, Ancient Western Philosophy or Phil 3200, Modern Philosophy. (Phil 3000 and 4000 are allowed because our history of philosophy offerings are weak and this permits interested students to improve their ability to teach history of philosophy by using these courses as models.) Students are encouraged to audit courses (rather than take them for credit) so that they can spend more time working on their dissertations. A satisfactory audit involves at least regular participation in classes and satisfactory attention to the readings. It typically does not require that any major written assignments be completed, but instructors may impose their own requirements. Because PHIL 3000 and 3200 are undergraduate courses, students who audit those courses may be required to take on some special assignments, which may be teaching related.

To register to audit for a course, students should use the following procedure: At the beginning of the semester, print and fill out the Late Registration Form, <http://registrar.missouri.edu/forms/late-registration-form.pdf>. Fill out your personal information, ignore the late add and late drop boxes, fill out the grading option box to Hearer, sign, and leave in the mail box of the Director of Graduate Studies. He/she will sign, send to the Graduate School to stamp, and have the form sent to the Registrar's Office.

Doctoral candidates will not be able to use the Automatic Enrollment System (continuous enrollment) for PHIL 9090, since signing up for a course disables the system. Instead, they should sign up "manually" for 2-6 credits of PHIL 9090 as well as for the course that they wish to audit.

### 3.3.4 Possible Language Requirement

If a student intends to write a dissertation on a historical figure or movement, he or she must be able to read primary sources in their original language. To that end, he or she must develop the needed language skills as early as possible. The need for language studies will be determined by the student's Doctoral Program Committee.

### 3.3.5 Protoseminar Requirement

The Protoseminar in Philosophy, PHIL 8100, is an introduction to graduate-level work in philosophy. It is required of all and only students beginning the philosophy graduate program at MU. It is an intensive workshop—weekly papers, close readings, critiques, discussions, etc., focused on *skills* rather than content. The course focuses mainly on writing, with extensive, detailed input from instructors on each writing assignment. It is intensive—requiring weekly

written assignments in addition to a term paper of at least 3000 words, revised at least once in light of comments from the instructors and other seminar participants.

The Protoseminar must be completed with a grade of B or better. Students who receive a grade of C or lower will be terminated from the program, unless the Graduate Affairs Committee approves a remedial plan (which it will do only under very special circumstances).

### 3.3.6 Teaching Seminar Requirement

All students must take the 1 credit 8210, Teaching Philosophy 1 concurrent with or prior to any teaching assignment—and no later than the Fall semester of their third year.

### 3.3.7 Dissertation Seminar Requirement

All students must take the 1 credit 8300, Dissertation Seminar no later than the Fall semester of their fourth year.

### 3.3.8 Distribution Requirement

The distribution requirements consists of two parts: (A) a 21 credit core requirement, and (B) a 6 credit supplemental requirement.

A. The Core Distributional Requirements: Seven courses (21 credits) must be taken as follows:

- Logic and Related Areas (2 courses):

7110 Intermediate Logic plus one of:

7120 Advanced Logic

9887 Seminar in Logic

- History of Philosophy (2 courses, one from each family):

Ancient Philosophy (1 course):

9050 Plato

9060 Aristotle

Modern Philosophy (1 course)

9110 The Rationalists

9120 The Empiricists

9130 Kant

- Ethics and Political Philosophy (1 course)

9520 Ethical Theory

9320 Social & Political Philosophy

- Metaphysics, Mind, and Language (1 course)

8510 Metaphysics: A Survey

8520 Philosophy of Mind: A Survey.

8540 Philosophy of Language: A Survey  
9610 Metaphysics  
9710 Philosophy of Mind and Psychology  
9840 Seminar in Philosophy of Language

- Epistemology and Philosophy of Science (1 course)
  - 8530: Epistemology: A Survey
  - 9820 Epistemology
  - 9830 Philosophy of Science

#### B. The Supplemental Distribution Requirements (6 credits):

Students must take an additional course from each of two of the five distribution areas. For this purpose, students may take either courses on the area lists for the core distribution requirements (above) or from the following supplemental lists:

Logic and Related Areas: 9510 Decision Theory  
History of Philosophy: 9070 Medieval Thinkers (rarely offered)  
Ethics and Political Philosophy: no additions  
Metaphysics, Mind, and Language: 9720 Foundations of Cognitive Science\*  
Epistemology and Philosophy of Science: 9720 Foundations of Cognitive Science\*, 9850  
Philosophy of Biology

\* PHIL 9720 can count for only one area and the student is free to decide which.

With the approval of the Graduates Affairs Committee, PHIL 9901 Seminar (topic open) will count towards one of these areas when the seminar is on a suitable topic (although such an advanced course may not be suitable for first year students). Other substitutions may be possible, but must be approved by the Graduate Affairs Committee.

### 3.4 Comprehensive Examination Requirement

The comprehensive examination requirement is completed once students have (1) satisfied all course requirements other than the 72 graduate credit requirement and the Dissertation and Job Search Preparation seminar, (2) completed the written dissertation proposal (described below), and (3) completed the oral examination of the proposal. The advisor secures signatures on form D-3 and submits it as a report of the results of the comprehensive examination to the Graduate School.

Students admitted to the program prior to 2000 may petition (and will normally be granted permission) to satisfy the comprehensive requirement on the basis of the old four three-hour exam procedure.

After successfully passing the comprehensive examination requirement, the student is required to be continuously enrolled until graduation. This is met by enrolling in two hours each semester and one hour each summer session in Phil 9090, Research.

A note on terminology (repeated from above for clarity):

- *Doctoral students* are all and only students who have been admitted to the doctoral program by the qualifying process. When students start the graduate program, they are typically master's students and not doctoral students.

- *Doctoral candidates* are all and only those students who have satisfied the comprehensive exam requirement (and are thus ABD and ready to work on their dissertations).

### **3.5 Colloquium Requirement**

All funded students must attend the departmental colloquium (speaker) series on a regular basis (i.e., attend almost all the talks). In addition to providing philosophical stimulation, the colloquia provide students the opportunity to develop their understanding of the professional norms involved in giving and commenting on papers. It also gives them concrete models of good and (alas!) bad ways of giving papers.

The Director of Graduate Studies will monitor students' attendance at colloquia and assess whether it is adequate for the purposes of this requirement.

### **3.6 Job Search Preparation Requirements**

In the fall semester of the year in which a student first goes on the job market, he/she must participate in a mock interview and give a mock job talk to the Department.

### **3.7 Dissertation Requirement**

(1) To begin dissertation research, students sign up for 3-6 credits of PHIL 9090 Research and write and defend a dissertation proposal. The proposal should briefly (in 6000-8000 words) explain (i) the history of the philosophical issue that he or she intends to address; (ii) the available current positions on that issue; (iii) the general significance of this issue to the field of philosophy; and (iv) some general sense of the student's thesis relative to the issue. The student's Doctoral Program Committee then decides whether to accept the proposal as a feasible project. The committee may ask for changes.

A written dissertation proposal may be formally submitted for review by the student's Doctoral Program Committee only after the first reader (i.e., director) and second reader judge the document ready for oral examination and affirm their willingness to serve in their respective roles for the dissertation. If one of them declines to so serve, either the proposal must be revised to his/her satisfaction or a replacement must be found who approves the proposal and affirms his/her willingness to serve in the role at issue (first or second reader).

Once the written proposal has been approved by first and second readers willing to continue in their roles, there will be an oral examination of the proposal by the Doctoral Program Committee within 1 month. The Committee will evaluate the proposal on a pass/fail basis. If a majority of the Doctoral Program Committee finds the student's oral defense of his or her proposal to be unacceptable, the student must resubmit a written proposal (which may be the same as the previous submission, but normally is an improved version thereof) and retake the oral

examination. If a majority of the Doctoral committee again finds his or her proposal unacceptable, then the student is terminated from the doctoral program.

(2) Students should not undertake to write dissertations until they acquire mastery of written English, including grammar and the ability to express philosophical material clearly, precisely, and in an organized way. It is the responsibility of the faculty to monitor the student's progress in this regard through seminar papers, colloquia, examinations, theses, etc. They provide or recommend remedial work where needed.

(3) Students should obtain *Guidelines for Preparing Theses and Dissertations* from the Graduate School, <http://gradschool.missouri.edu/policies/thesis-dissertation/>. They should conform to the usage described in *A Manual for Writers of Term Papers, Theses and Dissertations*, by Kate L. Turabian (University of Chicago Phoenix book) in all drafts of the dissertation. Students should choose dissertation topics of vital concern to themselves and for which they have requisite linguistic, logical, or other technical skills, scholarly background, and philosophical talents. They should choose directors from those members of the faculty best equipped to assist and criticize their work.

(4) Students may find it useful to join a dissertation writing support group, organized and facilitated by the MU Counseling Center. <http://www.missouri.edu/~councwww/>

(5) Students, dissertation directors, and second readers should ensure that there are clear expectations about what is expected from each. Different people have different work styles, but a common arrangement is (1) for the director to read 3-4 drafts of each chapter and for the second reader, after approval by first reader, to read 1-2 drafts, (2) for students to produce a draft every 2-6 weeks, and (3) for the faculty reader to provide written comments and to meet with the student within 1-3 weeks of receiving the draft. It is the responsibility of the director to read each part of the dissertation carefully, make detailed criticisms and suggestions, and require it to be rewritten as many times as necessary to meet high standards of philosophical discourse. While the director should help in matters of style, structure, and content, the primary responsibility lies with the student to perfect the dissertation.

(6) The student should keep the other readers and members of the Doctoral Program Committee informed of the progress of the dissertation as it is being written to ensure that it will be acceptable to them and to benefit from their advice. (A common procedure is to ask other members of the committee to read the dissertation only when the first and second reader judge it ready for defense.)

(7) Copies of the dissertation should also be made available to members of the Doctoral Program Committee at least a week before the final examination. The student should send electronic versions to each committee member and offer to provide hardcopy to anyone upon request. The director should send to all faculty and student members of the department an e-mail inviting them to attend the oral defense. The e-mail should include the abstract and should identify the time and place of the final examination, name of the candidate, title of the dissertation, and members of the Doctoral Program Committee. The defense should be scheduled in a room large enough to accommodate all interested parties interested in attending.

(8) The final examination is a searching oral examination of the content of the dissertation, the student's background knowledge, and his/her ability to handle issues orally. The examination is open to all MU philosophy graduate students and all MU faculty in any department. Others may attend with the unanimous approval of the Doctoral Program Committee. Initially, only members of the Doctoral Program Committee have the right to ask questions and comment. Once they are done, other philosophy faculty and students have the right to ask questions and comment. Following that, any other MU faculty members have the right to ask questions or comment. The Doctoral Program Committee alone determines whether to pass or fail the student on the examination. In order for the dissertation to be successfully defended, the committee must vote to pass the student on the defense *with no more than one dissenting or abstaining vote*.

(9) The Doctoral Program Committee may (a) pass the student unqualifiedly, (b) require the examination to be retaken or the dissertation altered in view of issues raised by the examination, or (c) fail the student altogether. All decisions other than the decision whether to pass require a majority vote of the Doctoral Program Committee.

(10) The student's advisor reports the result to the Graduate School on form *D-4, Report of Doctoral Dissertation Defense*.

(11) When the dissertation has been approved by the Doctoral Program Committee, the student submits an electronic version, in the requisite format, to the Graduate School. The deadlines for submission of dissertations in time for graduation in each of the three terms are set by the Graduate School each year (the student should consult the current Graduate Catalog for exact dates).

(12) The Graduate School requires that the dissertation must be completed within five years of the Comprehensive Examinations. (The department does not, however, guarantee TA funding beyond five years after beginning the graduate program [reduced for any graduate credits that the student elects to transfer to the program].) Students seeking an extension of this deadline should ask their advisor to send the graduate dean a written request. The final oral on the dissertation cannot be taken less than seven months after the completion of the examinations.

### **3.8 Satisfactory Academic Progress**

Satisfactory academic progress requires:

- (1) a cumulative GPA in philosophy of at least 3.3 during the student's first two semesters, and 3.4 thereafter;
- (2) satisfaction of the residency requirements (described above under "Course Requirements");
- (3) completion any language requirement in accordance with the timetable laid out in the student's official plan of study (approved by his/her Doctoral Program Committee);
- (4) satisfaction of the colloquium requirement;
- (5) satisfaction of the following progression requirements for full-time students (and the equivalent for part-time students), where semesters are measured from enrollment in the graduate (M.A.) program, adjusted to count any transfer credit:

- end of 2<sup>nd</sup> semester: completion of 19 credits, including the Protoseminar with B or better and the teaching seminar requirement, if the student is teaching.
  - end of 4<sup>th</sup> semester: completion of 37 credits; admission as doctoral student (completion of the qualifying process, normally by completing M.A.). [Students should normally take 3 credits of PHIL 8090/9090 for their M.A. research in their fourth semester.]
  - end of 6<sup>th</sup> semester: completion of 55 credits including all course requirements other than the 72 graduate credit requirement, completion of the comprehensive exam requirement, approval of dissertation proposal. [In their fifth semester, students should normally take two regular courses and three credits of PHIL 9090 (for dissertation proposal). In their sixth semester, students should normally take one regular course and six credits of PHIL 9090 (for dissertation proposal).]
  - end of 8<sup>th</sup> semester: completion of 67 credits, completion of Dissertation Seminar; normally 6 credits of PHIL 9090 are taken in Fall and in Winter semesters;
  - end of 9<sup>th</sup> semester: participation in mock interview and mock job talk, if going on the job market.
- (6) for students who are not native speakers of English, achieving a score of 3P on the university's OPT test by the end of the first semester, a score of 4P by the end of the third semester, and a score of 4 by the end of the fifth semester.

If the Director of Graduate Studies finds that a student is not making satisfactory academic progress, he or she will ask the student to meet with the faculty advisor to agree on a plan of action to remedy the situation. (The advisor is the person with whom the student was most recently enrolled for research hours, or if there is no such person, the DGS.) The student or the advisor may request that a member of the Graduate Affairs Committee be present at the meeting. If a plan is agreed upon, the advisor (or the DGS) and the student will sign a document listing the steps to be taken and the appropriate timetable. If no plan is agreed upon, or if a plan is agreed upon but the student fails to follow the outlined steps by the agreed dates, the DGS will follow the Graduate School procedures for placing the student on probation. The DGS will consult with the Graduate Affairs Committee to set the terms of the probation. A student who satisfies the terms of the probation will be removed from probation and returned to good standing in the department. If the student does not satisfy the terms of the probation, the DGS will begin the process of dismissal from the department.

Students have the right to appeal dismissal to the department and the Graduate Faculty Senate. The student will make an appeal to the Chair in writing; the Chair will appoint a committee from members of the faculty who are not members of the Graduate Affairs Committee to hear the appeal. The committee will make a report to the Chair.

Funded students who fail to maintain satisfactory academic progress will lose their guaranteed funding. A student who completes the work necessary for satisfactory academic progress may have guaranteed funding restored. The decision to restore or not restore guaranteed funding will be made by the Graduate Affairs Committee.

It is Graduate School policy that doctoral students must successfully complete the comprehensive examination within a period of five years beginning with the first semester of enrollment as a PhD student. In addition, the program for the doctoral degree must be completed within five years of passing the comprehensive examination.

### **3.9 Forms**

To download all applicable forms, go to: <http://gradschool.missouri.edu/faculty-staff/>.

D-1 Qualifying Exam/Committee: Submit to the Director of Graduate Studies shortly after completing the qualifying examination and the Doctoral Program Committee selected. File by the *end of January of the third year*.

Change of Program/Degree/Advisor (to change degree from M.A. to Ph.D.; normally not necessary): Submit along with D-1 form.

Change of Committee Form: This records any changes made to the Doctoral Program Committee.

D-2 Plan of Study: Submit to the Director of Graduate Studies within one semester of completing the qualifying examination. Use the Departmental Program of Study Worksheet (available on our web site) along with this form. File by the *end of January of the third year*.

Course Substitution Form: This records any changes made to the program of study.

D-3 Comprehensive Exam: This form should be completed and filed with the Director of Graduate Studies within one month of exam completion (i.e., successful defense of dissertation proposal plus completion of all required coursework). Please attach your completed Departmental Program of Study Worksheet (available on our web site) along with this form (so that DGS can verify that you have completed all course requirements). This can either be the original one submitted along with your D-2 (if you still have it) or recently completed one for this purpose.

D-4 Dissertation Defense: This form should be completed and filed with the Director of Graduate Studies as soon as possible after the defense.

## **4. TEACHING AND RESEARCH ASSISTANTSHIP POLICIES AND PROCEDURES**

Teaching assistants are usually awarded a half-time appointment (.5 Full Time Equivalent [FTE]). They teach two sections of the same course each semester when they teach their own sections or three sections of discussion when they assist a professor. They usually teach or assist in sections of Phil 1000, General Introduction to Philosophy, Phil 1100, Introduction to Ethics, and Phil 1200 Introduction to Logic. On occasion, they teach or assist in other courses. Normally, doctoral candidates will assist at least once for each of these three elementary courses and will teach a section of each at least once.

### **4.1 Eligibility for Continued Funding**

The department will normally award teaching and research assistantships for 10 semesters less one semester for each 9 credit hours in philosophy (from MU or elsewhere) that are accepted as counting towards the Ph.D. requirements. The department may, however, occasionally give students only one year of guaranteed funding in order to permit a more informed decision about funding to be made the following year. Students who fail to qualify for the doctoral program are not given any further funding.

Reappointment from each semester to the next is contingent on the following conditions:

- (7) adequate funding is available to the department;
- (8) the student is making satisfactory academic progress;
- (9) the student's performance as a teaching or research assistant is judged satisfactory by the department;
- (10) the student's behavior is judged by the department to be ethically and professionally satisfactory in his/her studies, research, and performance as a teaching or research assistant.

Teaching Assistants whose behavior is judged ethically or professionally unsatisfactory will normally no longer be eligible for funding. Those whose teaching skills are judged unsatisfactory will be required to complete successfully a specified remedial action plan (e.g., a consultation and classroom observation with someone from the Program for Excellence in Teaching (PET) and/or a faculty member of the department). Failure to complete successfully such action plans will result in loss of funding eligibility. Students whose teaching skills are judged unsatisfactory a third time (after two remedial action plans) will normally permanently lose their funding eligibility. Students may appeal such decisions to the Graduate School. See

[http://gradschool.missouri.edu/catalog/rpa\\_grad.htm#appeals](http://gradschool.missouri.edu/catalog/rpa_grad.htm#appeals)

Students with guaranteed funding, who, by their own initiative and on the basis of competitively selected proposals, obtain fellowships, grants, etc. that eliminate the need for the Department to fund them for a given time period of a semester or more will have their guaranteed funding period extended by that time period, up to one year. (Standard Graduate School fellowships, such as the Huggins, the Ridgel, MA fellowships, and supplemental fellowships are applied for by the Department, and not the individual student, and thus are irrelevant for this purpose. Likewise, TAs and RAs in other departments are irrelevant for this purpose.)

#### **4.2 Remission of Educational Fees (Tuition) and Health Insurance Subsidy**

In addition to a stipend, teaching assistants and research assistants who are at least .25 FTE (i.e., at least half a normal TA) receive a waiver, for the semester they work, of all (resident and non-resident) educational fees (i.e., tuition) and of the student health insurance premium (about \$1900 per year in 2009). Students pay, however, various non-educational fees—such as the student health fee, the information technology fee, the student activity fee, and the recreation facility fee. Students who serve as TAs/RAs in both the Fall and Winter semesters also have waivers for the summer.

*Important:* The educational fee (i.e., tuition) waiver from the Graduate School is limited to 3 years for the M.A. and an additional 4-5 years for the Ph.D., yielding a maximum total of 7-8 years from beginning to Ph.D.

To receive a remission of educational fees (i.e., tuition) students must satisfy the residency requirements listed above under “Course Requirements”. If a student should drop a course before the end of the semester and thereby fail to satisfy the residency requirement, the remission might be rescinded and the student would be obligated for educational fees for the courses in which he or she remained enrolled and pay the health insurance premium.

More information is available at <http://gradschool.missouri.edu/financial/assistantships-fellowships/tuition-waivers/>.

### **4.3 Basic Requirements for Teaching Assistants**

All new TAs must attend MU’s College Teaching Seminar (one day in August) offered by the Program for Excellence in Teaching. New international TAs must attend College Teaching Institute (three days in August, emphasis on American culture in classroom).

For the Graduate School’s statement on the rights and duties of TAs, see [http://gradschool.missouri.edu/catalog/rpa\\_grad.htm#types](http://gradschool.missouri.edu/catalog/rpa_grad.htm#types)

TAs are, of course, expected to take their teaching duties very seriously. High quality teaching is expected of all TAs. TAs should, however, be alert to the danger of spending too much time on teaching—to the detriment of their course or dissertation work. Teaching should not, on average, take more than 20 hours per week. Moreover, because the demands of teaching are much more concrete and immediate than the abstract work required for philosophical research, there is a natural tendency to address teaching tasks and postpone research tasks. TAs should thus be alert to this problem and ensure that they are balancing their workloads appropriately.

### **4.4 Teaching Advisor Policy**

Each TA who is in the third year or above, or who is assigned to teach his or her own class, will ask a member of the faculty to serve as teaching advisor. The TA should make the request at least two months before the beginning of the semester in which the course will be taught. The role of the teaching advisor is to mentor the TA with regard to his or her pedagogical development.

The normal term of a teaching advisor is one academic year. TAs should not have the same faculty member as teaching advisor for more than one year, nor should the teaching advisor also serve as the dissertation director. A faculty member should have no more than two teaching advisees at any one time.

A month before the start of each new semester, the TA should provide the teaching advisor with copies of TEQs, including written comments, from the previous year, along with any written reports on the student’s teaching from the previous year’s teaching advisor or from faculty for whom the student served as a TA during the previous year. The TA should inform the teaching advisor of areas of concern about his or her teaching. Together, the TA and the teaching advisor should identify areas for improvement or development in the TA’s teaching, set reasonable and

achievable goals for the year, and make an appropriate plan for meeting those goals. For example, the plan might involve meetings to discuss pedagogy with the teaching advisor, the teaching advisor visiting one or more classes and providing feedback about the TA's progress, the TA reading books or journal articles about pedagogy, the TA observing experienced teachers in the classroom, or the TA attending workshops about pedagogical methods or issues. The plan should also involve assessment of how well those goals have been met at the end of the academic year.

The TA must seek the advice of the teaching advisor as he or she drafts the syllabus for courses taught as a graduate instructor. If the course falls outside the teaching advisor's area of expertise, he or she may instruct the TA to consult an appropriate faculty member about the content of the course and about appropriate texts. The TA should list the advisor and his or her contact information on the syllabus. The teaching advisor should ensure that the syllabus conforms to department and university policies. Non-compliant TAs should be reported to the Director of Graduate Studies.

The teaching advisor should visit a minimum of one class meeting each semester for TAs who are in their third or fourth year of teaching, and a minimum of one class meeting during the year for students who are beyond the fourth year of teaching, review the TA's teaching materials, and on the basis of the visits and teaching materials write up at the end of each semester a brief report on the TA's teaching performance, a draft of this report to be discussed with the TA before a copy of the final report is sent to the TA, to the chair of the Department, and to the Director of Graduate Studies. At the end of each semester, the Department Chair will circulate to all faculty a link to [https://musis1.missouri.edu/gradedist/mu\\_grade\\_dist\\_intro.cfm](https://musis1.missouri.edu/gradedist/mu_grade_dist_intro.cfm); the faculty member will then review the grade information for TAs whom they are advising. The teaching advisor should also review the grades assigned by each TA for appropriateness, report any problem to the Director of Graduate Studies, and discuss it with the TA.

The teaching advisor will hear any complaints from students in sections taught by solo TAs, and attempt to resolve problems in a way satisfactory to the student, the instructor, and the Department. (Recalcitrant problems will be referred to the chair of the Department; the teaching advisor will cc the DGS.)

The teaching advisor should bring to the immediate attention of the Department chair any irregularity in the teaching of a TA sufficiently serious that it cannot wait for the teaching evaluation of the TA.

#### **4.5 Regulations on Teaching**

(1) Texts: All TAs who are not ABD (i.e., who do not have the title of Assistant Instructor) must use a text approved by the Teaching Advisor for the course being taught. Texts used by regular faculty members during the semester in question or during the previous two years are automatically approved. All other texts must receive special approval from the Teaching Advisor. Content of courses in any case must conform to guidelines established by the Department. You will be automatically prompted by the departmental secretary to order

books and also asked if you need a desk copy (free copy for instructors).

- (2) Office Hours: Instructors must schedule at least two regular office hours per week, indicate them on the course syllabus, and register them with the Department secretary. They should keep the hours consistently whether or not students have appointments. They should be available by appointment at other times during the week.
- (3) Syllabus: An adequate syllabus, cleared with the Teaching Advisor, should be distributed to all students at the beginning of the semester. A syllabus ought to contain:
  - (a) your name,
  - (b) office location, regular office hours, office phone number (home number optional), and e-mail address or course management electronic contact method.
  - (c) name of text(s) and additional textual materials, whether to be bought at the bookstore or available elsewhere (e.g., on reserve in the library, at bookstore, or distributed in class),
  - (d) reading assignments for particular days (e.g. September 28: “The Apology”) or periods (e.g. weeks 3 and 4: Copi, Chap. 5),
  - (e) dates for major tests and other deadlines (e.g. for papers) so that students can schedule study time,
  - (f) a clear statement of the basis on which the student will be graded (e.g., tests 20%, paper 30%, final 50%),
  - (g) special policies on attendance, cheating, make-up tests, late papers, class participation, etc.,
  - (h) reasonable accommodation for disabled students.

Some instructors find it useful to include brief statements about the nature of philosophy, the aims, content, and methodology of the course, the role of the instructor, general policies, exhortations, etc.

- (4) Class Roster: Instructors should check rolls carefully to determine whether anyone is enrolled who is not attending or attending who is not enrolled. When the period for adding classes has ended, i.e. at the beginning of third week, they should notify the department secretary of students in these categories, since these students may be attending the wrong section. Advise those attending who are not on the roll to straighten out their enrollment at one of the registration locations, 208 Brady Commons or 225 Jesse Hall.

Absence Reports: Absence reports should be submitted to the registrar for chronically absent students. The registrar notifies the appropriate dean’s office, which urges the student to attend or drop the course. Forms are available in the Department office.

- (5) Tests and Assignments: Tests and assignments should be graded and returned within two weeks with appropriate comments. Final tests, papers, etc. not returned to students should be retained for at least a semester in case any question about the grade arises.
- (6) Early Feedback: You should give students some sort of non-trivial feedback on how they're doing (normally some graded work) by the end of the 5th week of semester, which is the end of the period during which they can drop courses without academic penalty.

- (7) Teacher Evaluation Questionnaires (TEQs): Teacher evaluation questionnaires must be administered each semester. Each TA's results are communicated to her and made available to the faculty to aid in the evaluation of her teaching. To insure confidentiality, someone besides the instructor should administer the TEQs, and the instructor should be absent during their administration. Alternatively, the instructor may hand them out and have a student or other person collect them and seal them in an envelope and deliver them to the Department office. Be sure that the envelope has your name, course name, number, and section on it, and ask the "collector" to put all forms face up and count them. *When you receive the results, be sure to carefully file all materials. You will need these when you go on the job market.*
- (8) Final Exam: The University expects each instructor to administer a final examination for each class at the time scheduled during the final examination period. This policy allows only the following exception: Instructors may, for a sound academic reason, substitute a paper or other means of assessing the students' work for the entire course, or for the period since the last exam (paper, etc.). Substitutes for a final exam must be cleared in advance with the course director. Such exercises can be due no earlier than the time scheduled for the final for the course. The instructor is expected to be on campus at a location known to students at the time scheduled for the final.

A final for a class cannot be rescheduled for a time other than the period assigned to it during finals week, even by unanimous request from a class. Rescheduling for individual students with good excuses is permissible but should be kept to a minimum.

No tests, etc. may be administered during the week prior to the final exam period.

- (9) Instructors are expected to remain in town and be available to students until after their last scheduled examination each semester.
- (10) Your grade book should be left with the Department over the summer and after the TA leaves the University, since questions regarding grades often arise after the TA is gone.

#### **4.6 Grades**

(1) All grades should be recorded in a (hard-copy or electronic) grade book. Each student must be assigned a grade on the final class roll, and the roll must be signed by the instructor and the chair. Students who have not done their coursework and have not dropped the course must be given an F. These are the definitions of letter grades by the University:

- A: Outstanding performance
- B: Superior, but less than outstanding performance
- C: Adequate performance
- D: Performance that marginally meets minimum standards
- F: Unacceptable performance

MU now uses "+" and "-" grades (A+, A, A-, B+, etc.). In addition there are the grades of S (satisfactory), U (unsatisfactory), I (incomplete), and W (withdraw-passing). You will not know

which students are registered on an S/U basis. Their letter grades will be translated automatically by the Registrar: A, B, or C into S; D or F into U.

The grade of I (incomplete) is assigned when a student has completed all but a minor part of a course. The Department has the policy of not giving incompletes to undergraduates except for medical excuses. If an incomplete is given, a special form, available in the Department office, must be filed.

(2) The Department does not maintain a required curve for grades, but it does strive for uniformity of standards in the multi-section introductory courses. Consult the teaching advisor for advice on the grading standards for these courses.

(3) If a student believes she has been graded unfairly, she should:

(a) See her instructor.

(b) If still dissatisfied, appeal to the chairperson of the department. (If the course has a large number of sections, she should see the teaching advisor before appealing the grade to the department chairperson.)

(c) The teaching advisor or chairperson will conduct an investigation. They, however, are not allowed to substitute their judgment for that of the instructor in regard to the quality of the student's work.

(d) If the instructor of the course is also the department chair, the dean of the school or college will handle grade appeals.

(e) No one may substitute personal judgment for that of the instructor in regard to the quality of the student work. However, mathematical or mechanical errors that may have been made in scoring examinations may be corrected.

Grades, including incompletes, are not to be changed except for good reason. Change of grade forms are available in the Department office. They must be signed by both the instructor and the chair.

(4) Only the student is legally entitled to know her grades and other information about academic performance, unless she has authorized in writing her release to someone else (parents, fraternity, athletic department, friends, etc.). Grades are posted only if students are identified in code. Do not tell students they can learn their grades from the Department secretary.

#### **4.7 Academic Dishonesty**

The instructor is obligated to take reasonable precautions to minimize the opportunity to cheat and should clearly remind students of the nature of, and policy toward, cheating. Cheating and plagiarism should be handled where possible by the instructor. The instructor should report all suspected cases to the teaching advisor and the Chair.

If you suspect cheating, try to confirm it. Obtain documentary evidence if possible. The issue must be discussed with the student and resolved in a just way, if possible, before taking further action.

The instructor may impose penalties on academic grounds. These may include requiring the exercise on which cheating occurred to be done over or reducing the grade for that exercise (including to F) or reducing the grade for the course (including to F). Students may appeal penalties imposed by an instructor to the Department chair and beyond. Cases in which the course grade is affected should be reported in writing to the course director and Department chair. The latter will relay the report and any recommendation for further action to the Provost (and the dean of Arts and Science for A & S students). The Provost's Office may initiate disciplinary proceedings that may result in reprimand, suspension, or expulsion from school.

For more information, see <http://gradschool.missouri.edu/policies/best-practice/ethics.php>.

#### **4.8 Arts and Sciences Statement on Ethics**

TAs should read carefully the 1999 College of Arts and Sciences "Statement on Ethics." This is a statement of conscience by the Staff of the College. It declares a commitment to basic principles and guidelines for conduct. ([http://coas.missouri.edu/office/office\\_ethics.html](http://coas.missouri.edu/office/office_ethics.html))

#### **4.9 Teaching Tools**

See the Teaching Tools section of <http://teachandlearn.missouri.edu/guide/> for Teaching at Mizzou (a handbook on designing your course, teaching techniques, and other teaching resources), the academic calendar (start and end dates, holidays, etc. for next few years), final exam schedule, electronic class rosters, and other information.

There are two general course management programs available: Blackboard and WebCT. They include a web site for you to post information on, automatically generated e-mail distribution lists for your classes, gradebooks, discussion boards, mechanisms for students to submit work, etc. See <https://courses.missouri.edu/>

The library has an electronic reserve services (ERES), whereby copyrighted and other materials can be posted on the web and be made available to students. See <http://eres.missouri.edu/eres/default.aspx>

For general help with these products (or other general computer problems), contact the help desk of MU Information and Access Technology Services at 882-5000; [helpdesk@missouri.edu](mailto:helpdesk@missouri.edu).

#### **4.10 General Professional Development**

TAs are encouraged to use the services of the Program for Excellence in Teaching (PET) to help develop as teachers. They offer mid-term student feedback (on-line or hardcopy), class observation, videotaping, and consultation. They also have a general TA handbook. See <http://pet.missouri.edu/>

For the Graduate School's list of resources for professional development, see <http://gradschool.missouri.edu/professionaldev/>

## **5. PLACEMENT POLICY**

### **5.1 Student Eligibility**

Primary placement effort will be devoted to placing Ph.D.'s who have finished their dissertations during the current or previous academic year and ABD's who are making substantial progress on their dissertations. Secondary effort will be devoted to placing Ph.D.'s who have not yet obtained a permanent position.

### **5.2 Dossier service**

(1) The Department will maintain dossiers for ABD's and Ph.D.'s at the individual's request. After five years, graduates may be asked to transfer this function to the Educational Placement Office (101 Hill Hall, 882-7831). Students and graduates may choose the latter service from the outset if they wish.

(2) The dossier maintained by the Department will contain an indication of whether or not the candidate has waived the right to examine the contents. It will also contain letters of recommendation and a transcript.

(3) At its own expense, the department will copy and send out the dossier it has maintained (i.e., letters of recommendation and a transcript) to all the schools to which the student wishes to apply. The student, however, is responsible for copying and mailing out the remainder of his or her application materials, e.g., curriculum vitae, writing sample, and evidence of teaching ability.

(4) Job-seekers must ensure that the department-maintained dossier is up-to-date and complete before the appearance of the first Jobs for Philosophers during the fall semester. They should also confer with the Placement Officer as soon as they decide to seek an academic job.

### **5.3 Placement responsibilities**

(1) It is the primary responsibility of the candidates' dissertation director/advisor to provide guidance about seeking a position, locating opportunities, etc.

(2) One of the members of faculty is the official Placement Director. He or she will serve as technical consultant to the candidate and dissertation director and facilitate their efforts in any reasonable way which either requests. The placement officer will collect information about placement practices elsewhere and periodically remind graduate students of available services.

(3) In order to be eligible to interview fully at the APA meetings, job seekers should join the APA. For more information, see the following pages on the APA website:

Job Seeker Database: <http://www.apa.udel.edu/JobS/>

APA Placement Brochure (very useful):

<http://www.apa.udel.edu/apa/governance/committees/Placement%20Brochure.pdf>

Jobs for Philosophers (APA membership required): <http://www.apa.udel.edu> [Go to Members Only section at end]

See also the useful advice at the following sites:

<http://www.indiana.edu/~phil/placement.htm>.

<http://www.acsu.buffalo.edu/~jbeebe2/Placement.htm>

(4) Candidates will keep the Department informed about their job interests, applications, and related events.

(5) In any year in which a currently enrolled doctoral candidate attends an APA meeting in search of a job, the Department will seek to ensure that faculty members of the department attending the meeting are available to assist the candidate in the job search process (e.g., by bringing copies of letters of references or by talking with departments at which the candidate has an interview).

## **6. MISCELLANEOUS INFORMATION**

### **6.1 Incompletes**

The Department discourages the use of Incompletes (I). Professors are obligated to assign no more work than the student can reasonably be expected to complete in the semester. By enrolling in a course, the student contracts to complete assigned work by the end of the semester.

A member of the faculty may assign an I grade for a student who is enrolled in a philosophy graduate degree program only when there is a good and sufficient reason for making an exception to the practice of submitting grades at the end of the semester. In exceptional cases where the grade of I is assigned, the student must complete coursework within the time limits set by the instructor. The normal expectation of the Department is no more than 6 weeks after the end of the semester or summer session. If the coursework is not finished within the next two semesters of residence, University policy prohibits assigning a letter grade (except for the research courses 8090 and 9090) and the I remains on the student's transcript.

### **6.2 Computers, Printing, and Copying**

#### **6.2.1 Computers**

You need to set up a university account, which will give you access to e-mail, the web, and various useful programs. You must access your university e-mail account regularly, since that is the address that will be used for regular university-related correspondence. If you do not normally use the university e-mail account, then you should set it up to forward e-mail to the account that you do use regularly.

The university gives each student 150 MB on the Bengal server for web pages and storage. See <http://doit.missouri.edu/>. For an introduction written by a philosophy student on how to setting up a personal web-page, see <http://www.missouri.edu/~cah5yb/webpages.html>.

For help with general problems related to using university computing services (e-mail, word processing, Bengal storage space, Blackboard, WebCT, Eres, and other university-based

programs), contact MU Information and Access Technology Services, 882-5000, [helpdesk@missouri.edu](mailto:helpdesk@missouri.edu). Their main web page is <http://iatservices.missouri.edu/>. To manage your account with them (password, etc.) or download free software, see <https://mtiis.telecom.missouri.edu/sam/>.

For help with hardware problems (and certain software problems) with departmental computers, contact Arts and Sciences Computer Technology Support, 884-0121, [class@missouri.edu](mailto:class@missouri.edu).

To review your usage and quotas for Print Smart, Bengal space, and email, see <https://iatservices.missouri.edu/my/>.

### 6.2.2 Printing

You can use the printer in the department's student lounge for materials related to the courses that you are taking. You do this by entering the personal printer code that the secretary will give you. You are permitted to print 300 pages per semester without charge. For copies in excess of that amount, you will need to reimburse the department 10 cents per page. If the printer is not working properly, please inform the department secretary. Note that your student information technology fee gives you a university credit of \$50 to print at any university computer lab. See <http://iatservices.missouri.edu/printsart/quotas.html>.

### 6.2.3 Copying

You can make copies for courses using the department's copier, using your personal copier code that the secretary will give you. If you are teaching for the department, you are permitted to copy 1000 pages per semester. For copies in excess of that amount you will need to reimburse the department 5 cents per page. You are strongly urged to use electronic media for students. Course materials can be posted on the Web (on your own Bengal web site or on a course web site using BlackBoard or WebCT; see above under Teaching Tools).

### 6.2.4 Overhead Displays

If you wish to display material on a screen for your students (which is an excellent idea), your best bet is to use PowerPoint. Most rooms are equipped with a video projector for a computer-connection. (For listing of such rooms, see <http://www.missouri.edu/~ascwww/classlst/dataproj.htm>.) To be safe, however, you should request such a room from the departmental secretary as soon as you are assigned a course. You will need a laptop for this purpose (ideally your own). The department has one laptop available for teaching and you can also borrow one from Academic Support Services, 882-3608 (which loans out teaching equipment such as laptops and microphones). If you have problems using the connections or other teaching technology, contact Classroom Technology Services, 882-6703.

## 6.3 Scott T. Davey Memorial Prize for Excellence in MA Research

This award, in memory of graduate student Scott T. Davey (1976-2009), is normally given each year to the student who writes the best MA paper or MA thesis submitted during the twelve months ending June 30<sup>th</sup>. After a successful oral MA defense, the MA committee electronically

forwards the better of the two MA papers, or the MA thesis, to the Director of Graduate Studies, if, and only if, the committee judges it to be of excellent quality. The Graduate Affairs Committee then selects from among the submitted papers, except that no award will be made if it deems no submission to be of sufficiently high quality. A prize of \$100 is associated with this award.

## **6.4 Funds for Travel to Conferences**

### **6.4.1 Conference Possibilities**

Doctoral students (those who have completed the qualifying exam) are encouraged to submit their better papers to conferences. When you go on the job market, you should probably have at least one conference presentation and ideally at least three. Conference presentations are both good CV entries and terrific professional development experiences (e.g., learning how to act like a professional philosopher). One strategy is to start with less significant conferences so that you can build up your experience before submitting to more significant ones. As always, it's wise to get advice from a faculty member familiar with your paper.

- Clearly the most prestigious conferences are the main (as opposed to group) programs of the three (Eastern, Central, and Pacific) division meetings of the American Philosophical Association. Graduate student prizes are given for the best student papers, and it is very prestigious to win one. See <http://www.apa.udel.edu/apa/divisions/schedule.html>.
  - Also somewhat prestigious is the annual meeting (end of May) of the Canadian Philosophical Association (<http://www.acpcpa.ca/>) and the Southern Society for Philosophy and Psychology (spring; do Google search)
  - Less prestigious are various regional associations, such as Mountain Plains Philosophy Conference (fall), Southwest Philosophical Society (fall), and Central States Philosophical Association (fall). (You can do a Google search to get the latest conference dates.)
  - There are various special conferences on special topics. These vary a lot in their prestige.
  - There are various graduate student conferences.
- (Please send the Director of Graduate Studies any additional information that would be usefully placed here. Other main conferences and web addresses would be useful.)

Students who have not yet completed the M.A. are advised not to worry about presenting papers at conferences. Normally, it only begins to make sense to consider such presentations once one has completed the Master's research project (thesis or papers).

### **6.4.2 Funding Possibilities**

Departmental Outstanding Conference Paper Travel Awards: Each year, the department makes travel awards of (normally) up to \$300 each (normally \$900 in total). These are normally given for paper presentations (as opposed to commenting) at refereed conferences—with preference given for more competitive and more prestigious conferences. Paper presentations on the main (as opposed to group) program of any of the three APA conferences are virtually guaranteed to be funded. Student must apply to an external body (usually one of the following sources) for funding in order to be eligible for these awards. The Director of Graduate Studies calls of

applications for these awards in the late spring and the Graduate Affairs Committee decides who will receive the awards.

Kline Endowment (in department): Students who present papers at APA main (as opposed to group) programs, the Canadian Philosophical Association annual meeting, or the Southern Society for Philosophy and Psychology—and who have applied to the above funding bodies—are normally eligible for up to \$300 to cover any shortfall in funding. Students who apply for the Departmental Outstanding Conference Paper Travel Awards are automatically considered for this. (This is at the discretion of the holder of the Kline chair and may not be continued in future years.)

Graduate School Dissertation Research Travel Fund/Scholarship: These are to help fund (max \$400) travel by doctoral candidates (those who have completed the comprehensive examination) for research on dissertation:

<http://gradschool.missouri.edu/financial/scholarships-awards/presentation-travel-scholarship.php>

Graduate School Humanities Graduate Student Travel Award: This to help fund (max \$250) travel by doctoral candidates (those who have completed the comprehensive examination) to special library collections. Contact the graduate school for further information.

Graduate School Conference Travel Fund: This is to help fund (max \$250) travel to professional meetings by doctoral candidates (those who have completed the comprehensive examination). This consists of the Professional Presentation Travel Scholarship (for domestic travel) and the International Travel Scholarship:

[http://gradschool.missouri.edu/financial/fellowships/professional\\_presentation.htm](http://gradschool.missouri.edu/financial/fellowships/professional_presentation.htm)

Graduate School John Bies International Travel Scholarships: Up to \$1500. See <http://gradschool.missouri.edu/financial/scholarships-awards/bies-international-travel-scholarship.php>

Graduate Professional Council (GPC) Travel Scholarship: This to help fund (max \$350) travel by graduate students (need not be doctoral candidates) to present papers at conferences.

<http://www.students.missouri.edu/~gpc/>.

Graduate Student Association (GSA) Conference Scholarship Program: This to help fund travel (max \$200) by graduate students—with special priority given to non-doctoral candidate graduate students—to present papers at conference. <http://gsa.missouri.edu/grants.php>

Philosophy Graduate Student Organization Travel Funds: The departmental Graduate Student Organization can apply to Student Organization Allocation Committee (SOAC) to obtain funding (e.g., \$1000-\$1500) for travel to conferences. This is separate from the above GSA source. You must request that the treasurer of the Philosophy Graduate Student Organization make an application for you. See <http://philosophy.missouri.edu/activities/GSO.html>

## 6.5 Publishing Papers

It's a good idea to try to get at least one publication before going on the job market. It makes little sense, however, to submit anything before you have completed your M.A. Your work will normally not yet be of journal quality. Moreover, you should focus on getting published in *good* professional journals (rather than graduate student journals). Thus, you should focus on quality, not quantity. Unlike conference presentations, it probably makes more sense to start with the best journal to which it is reasonable to submit your paper (get advice faculty member familiar with your paper) and then work your way down to lesser journals.

A useful site listing philosophy journals is [http://homepages.ed.ac.uk/pmilne/links\\_html/journals.html](http://homepages.ed.ac.uk/pmilne/links_html/journals.html). The following is one assessment of the prestige of journals (based on a survey done by Brian Weatherson in 2004):

(1) Very top journals: *Philosophical Review*, *J. of Philosophy*, *Ethics*, *Philosophy and Public Affairs*, *Mind*, *Nous*, *Philosophy and Phenomenological Research*, *J. of Symbolic Logic*,

(2) Very good journals: *Analysis*, *Philosophical Quarterly*, *Phil. Studies*, *Australasian J. of Philosophy*, *Philosophical Perspectives*, *Philosophy of Science*, *British J. for Philosophy of Science*, *Mind and Language*, *Behavioral and Brain Sciences*, *J. of Philosophical Logic*, *Linguistics and Philosophy*,

(3) Other well known good journals: *American Philosophical Quarterly*, *Ancient Philosophy*, *British J. of Aesthetics*, *British J. for History of Philosophy*, *Erkenntnis*, *Canadian J. of Philosophy*, *Economic & Philosophy*, *European Journal of Philosophy*, *European J. of Philosophy*, *Faith and Philosophy*, *History of Philosophy Quarterly*, *International J. of Philosophy of Religion*, *J. of Aesthetics and Art Criticism*, *Journal of Ethics*, *J. of the History of Philosophy*, *Journal of Political Philosophy*, *Law & Philosophy*, *Legal Theory*, *Monist*, *Oxford Journal of Legal Studies*, *Pacific Philosophical Quarterly*, *Philosophica Mathematica*, *Philosophical Topics*, *Philosophical Psychology*, *Philosophy and Biology*, *Phronesis*, *Political Theory*, *Ratio*, *Religious Studies*, *Social Theory and Practice*, *Studies in the History and Philosophy of Science*, *Synthese*, *Theory and Decision*, *Utilitas*

In philosophy, you may submit an article to only one journal at a time. (Book manuscripts, however, may be submitted to several presses simultaneously. Other disciplines have different norms.) Thus, you must wait for a rejection, before you can send a submitted article to another journal.

Some considerations in selecting journals: (1) Does your topic fit well with the journal (e.g., have they published several pieces on the topic already)? (2) How selective is the journal? (3) How responsible is the journal (e.g., decision within three months, blind reviewing, referee reports provided if not quickly rejected, replies to e-mails, etc.). For further information, see [http://leiterreports.typepad.com/blog/2004/11/philosophy\\_jour\\_1.html](http://leiterreports.typepad.com/blog/2004/11/philosophy_jour_1.html) and <http://wikihost.org/wikis/philjinfo/wiki/start#headline49>.

Each journal has length and style requirements. You can check their web pages for the specifics. For most journals, you don't need to worry about style requirements when you first submit a paper. You just need to revise to meet style requirements once accepted. For most journals, a

standard submission is 20-30 double-spaced computer-printed pages long (e.g., 5000-8000 words).

Only your very best work should be sent to journals. Moreover, you should consult a faculty member for advice on where to submit a paper, and you should definitely have at least one faculty member—and ideally two—read your paper and make suggestions for improvement before sending it anywhere. It is very unprofessional to send out material that has little hope of being accepted. (It wastes a lot of people’s time and makes the department look bad.)

If a journal rejects your paper after more than three months of consideration, it should include referee reports or at least a detailed explanation of the decision. You should discuss this feedback with your advisor and significantly revise your paper before sending it out to another journal. It would be very unprofessional for a graduate student to simply send the paper out again without revision. (Again, it wastes a lot of people’s time and makes the department look bad.)

Don’t be discouraged if your paper is rejected. It is very difficult to get published in philosophy. Most good journals reject 80-95% of their submissions. Thus, most people—and especially graduate students—should expect rejection.

For more useful advice, see the APA Guidebook for Publishing in Philosophy (1997) <http://www.pdcnet.org/guide.html>.

## **6.6 External Graduate Fellowships**

Students are encouraged to apply for external fellowships. Such fellowships typically pay significantly more than our standard stipend, free you from teaching duties (although we would ensure that you have enough basic teaching experience), and are a prestigious entry on your CV. Of course, it requires quite a bit of work to prepare a high quality application and the chances of success are fairly low. Nonetheless, it is worth doing for students with a strong case. Even just the experience of preparing such an application develops “grant-writing” skills that may be useful later. Normally, any external support you get can either supplement or extend your departmental support (although you should discuss this with the DGS before making any decisions).

If you plan on applying, it would be a good idea to develop your application over the summer. Be sure to have a faculty member review your application materials and make suggestions for improvement.

Some of the main possibilities are:

- (10) Andrew W. Mellon Fellowships in Humanities Studies  
<http://www.woodrow.org/mellon/>
- (11) Charlotte W. Newcombe Fellowships (in ethics)  
<http://www.woodrow.org/newcombe/>
- (12) National Science Foundation Fellowships (for philosophy of science)  
<http://www.nsf.gov/funding/> [Use search line for philosophy of science or related terms.]
- (13) Jacob K. Javits Fellowships (for students who have not yet completed their first year of graduate study) <http://www.ed.gov/programs/jacobjavits/index.html>

Other possibilities include:

- (14) Spencer Foundation Fellowships  
[http://www.spencer.org/programs/fellows/fellow\\_awards.htm](http://www.spencer.org/programs/fellows/fellow_awards.htm)
- (15) Fulbright Fellowships for international students  
[http://www.iie.org//Content/NavigationMenu/Programs\\_Portal/Browse\\_Programs/Non-US\\_Student\\_Programs.htm](http://www.iie.org//Content/NavigationMenu/Programs_Portal/Browse_Programs/Non-US_Student_Programs.htm)
- (16) Canadian Social Sciences Humanities Research Council (SSHRC) Fellowship for Canadian students  
[http://www.sshrc.ca/web/apply/program\\_descriptions/fellowships/doctoral\\_e.asp](http://www.sshrc.ca/web/apply/program_descriptions/fellowships/doctoral_e.asp)
- (17) DAAD Fellowship for German Students <http://www.daad.org>
- (18) Institute for Humane Studies Fellowships (for students with interests in freedom, especially libertarian interests) [www.thehis.org/hsf](http://www.thehis.org/hsf)

## 6.7 Campus Services

**Graduate School:** Graduate policies as well as lot of useful information for graduate students can be found at <http://gradschool.missouri.edu/>

**MU Philosophy Graduate Student Blog:** <http://www.missouri.edu/~philwww/show-me/index.php>

**MU Graduate Student Homepage** (with practical information about using computers and others resources): <http://www.missouri.edu/~cah5yb/gradpage.html>

**Administration.** An associate dean of Arts and Science (317 Lowry, 882-4421) handles questions relating to undergraduates. Charges of plagiarism or cheating that go beyond the Departmental level are filed with the Provost's office (114 Jesse, 882-6596).

Dean: <http://coas.missouri.edu/deanoffice.html>

Provost: <http://provost.missouri.edu/>

**Academic Support Center.** The Academic Support Center (505 East Stewart Road, 882-3601) has projectors, movies, etc. for classroom use. A copy of the film catalogue is in the Departmental office. Since ASC charges user's fees, equipment requests must be cleared with the Department chair.

<http://web.missouri.edu/~ascwww/>

**Access Office for Students with Disabilities.** This Office (A048 Brady Commons, 882-4696) assists students with disabilities and coordinates campus services available to them.

<http://web.missouri.edu/~accesscm/>

**Bookstore.** The University Bookstore is located in Brady Commons. Textbooks are located in this building (882-7611). Teaching and research assistants, as well as students on fellowships, are eligible for a 10% discount on items purchased in the Bookstore.

<http://www.mubookstore.com/>

**Campus Writing Program.** The program (Conley House, 602 Sanford, 882-4881) provides tutorial services for students in Writing Intensive courses.

<http://cwp.missouri.edu/>

**Counseling Center.** Services provided at the MU Counseling Center (119 Parker Hall, 882-6601) include aptitude and personality testing, individual and group counseling, and personal growth groups and seminars. Both personal and academic counseling are available at no cost to students and confidentiality is assured.

<http://www.missouri.edu/~councwww/>

**Financial Aid.** Financial aid in the form of grants and loans is available to students through the Financial Aid Office (11 Jesse Hall, 882-7506). Eligibility requirements are obtained from personnel in that office.

<https://sfa.missouri.edu/>

**Library.** Books may be placed on reserve at the Ellis Library through the Humanities Library (S-171 Ellis Library, 882-1101). This section also provides general assistance regarding philosophical books.

<http://mulibraries.missouri.edu/>

**Parking Services.** Parking permits and registration of vehicles is controlled through the Parking Operations (Level 2, Turner Parking Garage, 882-4568). All students are required to register their cars when paying their fees.

<http://www.missouri.edu/visitors/parking.php>

**Payroll Office.** Teaching assistants are paid monthly on the last working day of the month by direct deposit. For more information, contact 16 Jesse Hall (882-4030).

**Residential Life.** This office (125 Jesse Hall, 882-7275) is run by Student Affairs. It lists housing in University residences for single and married students, and in off- and on-campus private facilities. There is a residential hall for graduate students that offers special contractual arrangements. Unfurnished apartments for married students are available at University Village, University Terrace, and University Heights.

<http://reslife.missouri.edu/>

**Student Success Center.** This office (909 Lowry Mall, 882-6803, [success@missouri.edu](mailto:success@missouri.edu)) offers assistance to students in choosing and succeeding in their fields of study.

<http://success.missouri.edu/>

**Women's Center.** The Women's Center (229 Brady Commons, 882-6621 or 882-6549) sponsors seminars, discussions, films, and provides printed materials concerning women and topics of special interest to women. Resources on campus, and community referral services available to women, are accessible through this center.

<http://www.students.missouri.edu/~women/>

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