The Department of Philosophy
at West Chester University

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Graduate Student Handbook

Fall 2019

This is a perpetual work-in-progress and a community document. Originally compiled with input from both graduate students and department faculty, it is now up to all of us to keep it current as our program evolves and new suggestions and advice surface. Please forward any clarifications, additions, or corrections to Dr. James.

West Chester University

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Introduction

This handbook is a supplement to the WCU *Graduate Catalog* and the Philosophy Department Web Site. It is intended for matriculated full-time and part-time graduate students in the Department of Philosophy at West Chester University. Annual revisions will reflect important changes to the program, so be sure you have the most recent version.

In this handbook you will find basic information on the Philosophy Department; a description of the M.A. in Philosophy, both standard and applied ethics tracks; information on scheduling, parking, computing and other campus basics. You will also find advice from faculty and students (current and former) that will help you excel in the program and beyond. If you have ideas for future versions of the handbook, please email them to our Graduate Coordinator, Dr. Steven James.

West Chester University began as West Chester Academy in 1812. It became a four-year college in 1927 and it has offered a bachelor's degree in philosophy since 1966, when the department was founded by Dr. George Claghorn, who continued as chair for the next 32 years. The master's degree has been offered since 1970 and there are usually about 35 students enrolled in our graduate program. An additional 5-10 visiting or continuing education students take courses with us each year. Many graduate philosophy courses are also open to advanced undergraduates and graduate students from other programs such as Holocaust and Genocide Studies, so you will likely meet a few of them as well.

The student body at West Chester is diverse in terms of philosophical interests, undergraduate and professional backgrounds, and outside commitments (e.g., jobs, families). Some students attend full-time, but the majority of our master's students attend part-time. Most students are PA residents, but several commute from New Jersey or Delaware. This speaks to the uniqueness of what West Chester offers: an affordable graduate philosophy program with evening courses and the option of part-time study. In a recent survey, one student even remarked that "one of the main things that attracted me to West Chester was that I would be able to continue working full-time… I have also been extremely impressed by my fellow classmates who also juggle work and/or family responsibilities …"

Although many students commute and have outside commitments, everyone has the opportunity to form productive relationships with faculty and fellow students. The importance of forming a peer support group and participating in departmental activities cannot be overstated. It will make your time at West Chester far more enjoyable and fruitful than if you go it alone. Information on the many ways that you can get involved at West Chester can be found in Part 4 of this handbook.

Part 1: The Department

Mission

The Department of Philosophy at West Chester University has offered the Master of Arts in Philosophy degree for over 45 years. The Master of Arts in Philosophy: Applied Ethics was added in 2005. This degree serves as a foundation for studies leading to a Ph.D. in philosophy, or prepares students for positions in industry, government or college teaching.

Recent graduates of our program have gone on to PhD programs at Temple University, Duquesne, the University of Georgia, the University of Memphis, the Catholic University of America and elsewhere. Some students have gone on to teach primary or secondary school, and a number of our recent graduates are teaching as adjunct professors at colleges and universities in the area, and beyond. Those who chose non-academic careers have frequently entered law, social work, government, journalism or theological institutions. A few have started their own businesses.

Permanent Faculty & Staff

	Office	Phone	e-mail
Dan Forbes *Assistant Professor*	AND 232		dforbes@wcupa.edu
Steven James *Assistant Professor, Grad Coord*	AND 231		sjames@wcupa.edu
Dean Johnson *Associate Professor; Director of Peace & Conflict Studies*	AND 220B	430-4423	djohnson4@wcupa.edu
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Larry Udell *Assistant Professor*	AND 230	436-2789	iudell@wcupa.edu
Joan Woolfrey *Professor*	AND 223	436-0731	jwoolfrey@wcupa.edu

Departmental Secretary

For general questions you can also contact the departmental secretary located at Anderson Hall Room 220. Mrs. Sykes is responsible for processing student paperwork, updating student files, and handling the day-to-day operations of the department office. Office phone is: 610-436-2841 or email rsykes@wcupa.edu

Graduate Student Representative

The Graduate Student Representative is elected each year by the graduate students. The Representative functions as a liaison between the graduate student population and the faculty, reporting to the graduate students and to the faculty as requested and appropriate. Please contact the philosophy office or Graduate Coordinator specifically for contact information.

Course Offerings

Please see the current course catalog for the most recent description of these courses. This list will be revised as new offerings are approved.

PHI 501 Graduate Pro-seminar (required course)
PHI 502 History of Western Ethics
PHI 512 Ethical Theories
PHI 513 Aesthetic Theories
PHI 514 Philosophy of Religion
PHI 515 Existentialism
PHI 520 Philosophy of Mind
PHI 521 Philosophy of Law
PHI 522 Philosophy of Science
PHI 525 Epistemology (required course)
PHI 531 Asian Philosophy
    May be taken again for credit.
PHI 536 Symbolic Logic
PHI 551 Religion and Ecology
PHI 570 Bioethics
PHI 580 Business Ethics
PHI 581 Philosophy of Human Rights
PHI 582 Social Philosophy
PHI 590 Independent Studies in Philosophy
    May be taken again for credit.
PHI 599 Philosophical Concepts and Systems (required course)
    May be taken again for credit.
PHI 600 Thesis I   (Research for Thesis)
PHI 610 Thesis II   (Thesis Writing)
PHI 640 Seminar (required course)
    May be taken again for credit.

The following undergraduate courses may also be taken for graduate credit, when properly approved:[*]
- PHI 405 Feminist Theory
- PHI 480 Environmental Ethics

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[*] See graduate coordinator or chair for the appropriate procedures. (These are built as independent studies to get proper graduate credit.)

Electives for Applied Ethics Track

Students who choose the applied ethics track may also take the following electives for credit under advisement:

Healthcare or Business Concentration

Limited to any one of the following which can be taken for graduate credit:

PHI405	Feminist Theory (cross-listed with Women's Studies WOS405)
PHI480	Environmental Ethics

<u>Healthcare Concentration</u>

HEA500	Diseases
HEA501	Integrative Health
HEA512	HIV/AIDS: Individual and Public Health Challenges
HEA514	Approaches to Health Care Delivery
HEA537	Transcultural Health
HEA550	Evidence-Based Medicine and Public Helath
HEA555	Women's Health Issues
PHI522	Philosophy of Science
PHI582	Social Philosophy

<u>Business Concentration</u>

COM509	Communication and Conflict Resolution
COM510	Culture, Media and Representation
GEO521	Suburbanization and Land Development
GEO526	Metropolitan Systems and Problems
MBA604	Components of Effective Leadership
MBA605	Business, Society & Environment
PPA500	Foundations of Public Service
PPA504	Public Human Resource Management
PPA505	Public Sector Organization Theory & Behavior
PPA513	Law for Public Administrators
PHI522	Philosophy of Science
PHI582	Social Philosophy

Part 2: Program Requirements

Overview

The master's degree requires a minimum of 30 credits. All candidates are required to take PHI501—Pro-seminar, PHI 525—Epistemology, PHI 599—Philosophical Concepts and Systems (*topics vary*), PHI 640—Seminar (*figures vary*), and at least two additional philosophy courses. Beyond these requirements, the student has the choice of either the standard or applied ethics track and, with department approval, either the thesis or non-thesis program.

The standard track leading to the Master of Arts in Philosophy allows students to deepen their knowledge of the history of philosophy, major philosophers and major philosophical disciplines such as epistemology, ethics and aesthetics. The applied ethics track leading to the Master of Arts in Philosophy offers training in the theoretical justification and practical application of moral reasoning. Students pursuing this degree may choose to concentrate their courses in Business Ethics, Healthcare Ethics or a combination of both.

The thesis program requires 24 credits of philosophy courses (six of these may be in approved related fields); one comprehensive exam; and the thesis (PHI 600 and 610) which accounts for the remaining 6 credits. The non-thesis program requires 30 credits in philosophy (six of which can be in approved related disciplines)*; three comprehensive exams in distinct fields are required to finish.

*Students choosing both the applied ethics track and the non-thesis program may enroll (under advisement) in up to 12 credits of approved, focused electives offered by other departments. All other students are limited to 6 credits of electives taken outside of the Philosophy Department.

MASTER OF ARTS IN PHILOSOPHY All candidates are required to take PHI 501, PHI 525, PHI 599 and PHI 640. Beyond these requirements, the student (under advisement) has the choice of a thesis or non-thesis program, and the Standard track or Applied Ethics track.

The thesis program checklist:

_____ Completion of Library Research Worksheet
_____ PHI501 (3) Pro-seminar
_____ PHI525 (3) Epistemology
_____ PHI599 (3) Philosophical Concepts and Systems
_____ PHI640 (3) Seminar

_____ One preliminary exam
_____ Additional Grad Courses in Philosophy (6) Strongly recommended for Applied
_____   Ethics students: Ethical Theories

<table>
<tr><td></td><td></td><td>(PHI 512)[1] and Bioethics (PHI570) and/or Business Ethics (PHI580).</td></tr>
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_____Focused electives (6)
_____

For Applied Ethics students:
See electives listing in Part 1.
For Standard-track students: these can be philosophy electives or a related field.

PHI600 (3)   Thesis I
PHI610 (3)   Thesis II

The non-thesis program:

_____ Completion of Library Research Worksheet
_____ PHI501 (3)   Proseminar
_____ PHI525 (3)   Epistemology
_____ PHI599 (3)   Philosophical Concepts and Systems
_____ PHI640 (3)   Seminar

_____ One preliminary exam (Metaphysics & Epistemology prior to Fall 2016)

_____ Additional Grad Courses in Philosophy (9)   Strongly recommended for Applied Ethics students: Ethical Theories (PHI 512) and Bioethics (PHI570) and/or Business Ethics (PHI580).
_____
_____

_____ Focused electives (9)   For Applied Ethics students: See electives listing in Part 1.
_____
_____   For Standard track students: Two courses (6 cr.) can be taken in a related field outside of the Philosophy Department.
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Two Final Comprehensive Exams

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[1] PHI502 History of Western Ethics can be substituted under certain circumstances.

Thesis Requirement

The Master's Thesis focuses on original analysis of a particular topic that engages the subject and consults sources critically. The thesis writing process is now (starting with incoming Fall 2015 students) broken up into two stages. To register for the first stage (PHI600 Thesis I), you need to identify a faculty who will be willing to lead you through the initial stages of preparation for the thesis. As the catalog reads: "This course is intended to guide a student through the early stages of writing a graduate thesis. Under the direction of their faculty adviser, the student completes the requirements to establish the necessary research foundation. This course will include 1) selection of an appropriately narrow topic, 2) a comprehensive literature review, and 3) drafting a formal thesis proposal."

The second stage is PHI610 Thesis II. Writing the thesis should be done in close consultation with your adviser. The thesis should be 75-150 pages (double spaced, excluding bibliography), with a clear focus and logical organization throughout. The work would typically cite 25-40 relevant and credible sources, with a strong emphasis on scholarly works. See pages 22-23 for details.

Please note: the philosophy department holds final approval as to whether a student may write a thesis, so registering for either PHI600 or PHI610 must be done in consultation with one or more faculty in the department.

The thesis writing culminates in a public defense of the thesis, with your examining committee.

Preliminary and Comprehensive Examination Requirement

As of Fall 2016, the exams are administered in three parts. The first (preliminary) exam is meant to be a mid-career assessment. The point of this exam is to qualify you to advance to candidacy for the degree. For those entering prior to Fall 2016, this still is a "regular" comp exam. The second and third exams cover approved fields of your choice from amongst several options (see below).

One preliminary exam in a field relevant to the graduate coursework already completed is required of <u>all students</u> after completing 15 credits of coursework (prior to Fall 2016, this is the M&E exam). Students not doing a thesis will be required to take <u>two </u>additional comprehensive examinations from among the following areas (although under special circumstances additional comps topic areas may be prepared):

- For students in the standard philosophy track: ethical theory, aesthetics, philosophy of religion, Asian thought, philosophy of science, philosophy of mind, modern philosophy or ancient philosophy, and political philosophy, or major figures such as Kant.
- For students in the applied ethics track: ethical theory (required), bioethics or business ethics, political philosophy.

No Language Requirement, but . . .

There is no longer a language requirement for the Masters of Art degree. However, students interested in pursuing a PhD are encouraged to acquire language proficiency during your time with us, in that many doctoral programs require two languages. Having one completed will strengthen your application in that it demonstrates your commitment to further studies. Contact Dr. James if you're interested in officially documenting your reading proficiency.

Additional University Requirements

In addition to satisfactorily completing the philosophy program requirements, students must fulfill all financial obligations to the University, including payment of the graduation fee, and all other obligations, including the return of University property (e.g. library books). Students must also comply with all academic requests from the Dean of Graduate Studies, including submission of a form letter of intent to graduate by the specified due date. (For a complete statement of University requirements, see the *Graduate Catalog*, online here: http://catalog.wcupa.edu/graduate/ .)

General University Policies of Particular Note

These are not the only policies to pay attention to, but they are policies with potentially large impact:

1) A graduate GPA below 3.0 for two consecutive semesters will result in dismissal from the university.
2) If your GPA falls below a 2.0, you will be dropped from the program.
3) An F on your record will result in dismissal from the university (exceptions apply).
4) F's will result from NG's (no grade) that expire in the 14th week of the next semester after the grade was recorded. F's will result from IP's (In Progress) that expire in the 14th week of the second semester after the grade was recorded.
5) Students can have up to two consecutive semesters (fall and spring) of non-enrollment. Student must apply for a Leave of Absence during the second semester of non-enrollment or enroll in credit-bearing courses for the upcoming semester in order to maintain good enrollment status.

Part 3: Completing the Requirements

Parking & Shuttles

All University parking rules and regulations can be found on the University's parking website: http://www.wcupa.edu/dps/parkingServices/.

Parking Meters
The parking meters on the streets through and around the University are owned and managed by the Borough of West Chester. The fees and enforcement hours for the parking meters are set by the Borough. Information concerning the fees and enforcement will be found on the meters themselves.

Shuttles
The university provides a variety of shuttle services including shuttles to the Exton train station, and an "Uptown Loop" serving West Chester. Details on all services can be found here: https://www.wcupa.edu/_information/AFA/Facilities/shuttleBus/default.aspx

Student ID

Student ID cards can be obtained from the Student Services Inc. center on the ground level of the Sykes Student Union. During the fall and spring semesters the center is open M-F from 8:30am-4:00pm. They have extended hours at the beginning of each term and shortened hours in the summer. Call 610-436-2266 for details.

The cost of a new card is payable by cash, check or credit card. There is a fee for replacement cards. You can add money to these cards and use them to make a variety of on-campus purchases. See www.ramecard.com for details. Students ID cards also serve as library cards.

*An ATM machine is located next to the SSI center.

Bookstore

The bookstore in Sykes Student Union on Rosedale Ave is located on the ground floor. You can contact the store by phone (610-436-BOOK) or email: bookstore@wcupa.edu. To check regular hours or for specialized hours (e.g. extended hours at the beginning of term) call or visit the store's webpage.

Computing

MyWCU
This University portal gives you access to enrollment, class schedules, grades, personal information, useful links, announcements, and more. Computer access to my.wcupa.edu is available in the following locations:

• All computer labs in Anderson Hall
• Sykes Student Union
• Residence halls (for resident students)
• Sturzebecker Health Science Center, H 108
• Student Service Center, E.O. Bull Center
• Office of Graduate Studies
• On the Web at www.wcupa.edu

Here is the procedure for first time login and password initialization:

1. Go to this webpage: https://outlook.wcupa.edu/changePassword.asp.

2. Enter your User Name: WCU student Usernames are the first initial of their first name and the first initial of their last name followed by the student's six digit student ID number and the email domain (Elvis Presley = ep123456@wcupa.edu).Your WCU ID number can be found on your WCU ID Card or on any billing/schedule information sent to you by the Bursar's or Registrar's office. If your ID number is seven digits long, drop the first '0'.

3. Enter your "Old" or Initial Password: Initial Passwords are "WCU-" followed by the student's Date of Birth in MMDDYY format (i.e. January 8th , 1935 would be WCU-010835). Passwords now expire every 90 days. MyWCU and Webmail will remind you when it is time to choose a new one. (FYI: D2L will not.)

4. In the "New Password" and "Confirm New Password" fields create a new password that is at least 8 characters and includes at least 3 of the following:

• Lowercase character(s)
• Uppercase character(s)
• Numeric character(s)
• Special character(s), such as % $ #

Passwords cannot contain any part of your name and cannot be repeated from your last 3 passwords.

For help, visit the Academic Computing Center main office in Room 20 on the Ground Floor of Anderson Hall or call the ACC Student Help Desk at 610-436-3350. You can also e-mail your questions to helpdesk@wcupa.edu

Webmail
All students are assigned an e-mail account. Academic advisers, instructors and administrative offices will be sending e-mail to this account address so it is critical that you use this account and check it on a regular basis. You can access webmail from anywhere by going to the WCU homepage at www.wcupa.edu. Webmail is the first of three tabs at the top of the homepage. You can enter your Username and Password (see above) under the Webmail tab. Please make a habit of checking this account on a regular basis.

D2L

Most instructors will set up their courses on D2L. This site allows them to post announcements and course documents, and create a class discussion board. If you're enrolled in a class that uses D2L, you can access it through the WCU homepage. Click on the D2L tab at the top of the page. Enter your Username and Password (see above) when prompted and then click "Login."

Study guides for comprehensive exams can also be found on the D2L platform.

Library Instruction

All graduate students are required to schedule a one-on-one library orientation with the Information Literacy/Humanities Librarian and complete the _Graduate Student Library Research Worksheet_ (in Appendix B). **This should be completed some time during your first semester of graduate study.** To schedule an individual orientation, contact Rachel McMullin at rmcmullin@wcupa.edu.

Advising and Faculty Mentors

There is no formal advising process for course selection but you are encouraged to speak to the Graduate Coordinator or another professor whenever you want advice. In general, students should consider their philosophical interests, potential thesis topic (if applicable) and the program requirements when deciding what to take. Outside commitments should be considered when deciding _how much_ to take. All courses are reading and writing intensive so make sure that your schedule allows time for productive study. **Also remember that graduate study at WCU has a minimum cumulative GPA requirement of 3.0. If you fall below a 3.0, you must raise it back up in the next semester in which you are registered.** Students wishing to take courses offered by other schools or West Chester departments must obtain approval **before registering**. Courses which are not approved in advance may not transfer or count toward your degree.

Three classes (nine credits) is considered fulltime for a graduate student. **Do not register for more than that without consulting with the Graduate Coordinator**.

It is also urged that every student (especially those moving towards the thesis-track) have a faculty mentor by the time they've completed 12-15 credits. Your faculty mentor will typically be the person you have studied with the most. They will be familiar with your work and you will likely have an interest in theirs. If you choose the thesis option, your faculty mentor does not have to be your thesis advisor, but if they are, their role is certainly not limited to this. They might advise an independent study you wish to pursue, keep you informed about events and publications relevant to your interests, help you build your CV, and provide assistance and advice when you apply for jobs or to Ph.D. programs. Forming such a relationship is not difficult, and the rewards are priceless. A faculty mentor will not only benefit you academically and professionally, but personally. In a recent WCU Philosophy Department survey, several students and faculty members stressed the importance of this relationship, and one noted how simple it is to achieve—just find the right match, send a few emails, and keep showing up during office hours.

Scheduling Courses

The easiest way to schedule courses is through MyWCU (my.wcupa.edu). To begin, log on to http://my.wcupa.edu and sign-on using your User Name and Password. Click on 'Enroll in a Class' in the Self-Scheduling pagelet in the center of the webpage. Double click on the term in which you wish to enroll for classes (i.e. Spring 2017). Double click on the action you want to perform.

To Add a Class to your schedule:
Enter the class number in the Class Nbr. field, or click the lookup button (magnifying glass) to view a list of classes. After you have selected all the classes you want to add, Click the SUBMIT button. Verify that your adds were successful by checking the Add Status.

To Drop a Class from your schedule:
Select Drop from the Action column. When you are finished making your updates, Click the SUBMIT button. Verify your changes were successful by clicking the Update Status column.

University Policy on Continuous Registration

All students who have been admitted to a graduate program must maintain continuous registration each fall and spring semester. Summer sessions are not applicable. Unless you continuously register, you will be dropped from the program. If you are not enrolling in a course, The Graduate Coordinator can request continuous registration from the Office of Graduate Studies. (You cannot self-register for continuous registration.)   No fees are charged. If you plan not to enroll in coursework for more than two semesters, you must request a leave of absence. Please discuss your plans with the grad coordinator—currently Dr. James.

Transfer Credits

If appropriate and relevant, students may transfer up to (6) graduate credits in either philosophy or a related and approved discipline (e.g. history or political science) from another institution. If approved, these are counted as electives (see advising sheet in Part 2). If you wish to transfer credits from another institution, you must:
  (i)   submit a Transfer of Credit form to the Office of Graduate Studies (this form can be obtained from the Graduate Studies office); and
  (ii)   submit a written request and syllabus for each course to Dr. Woolfrey.

If the credits are approved, Graduate Studies will send you a letter confirming the transfer. You can double check the transfer by viewing your student record on MyWCU.

The transfer policy for courses taken from other departments simply involves having the course approved by the Graduate Coordinator **in advance** and by having documentation of said approval appear in your department file. (Following up with Dr. Woolfrey regarding this documentation is a good idea.)

Pacing and Opportunities for Summer Study

Full time students typically complete the program in 2 years. Part-time students, who take 3-6 credits each semester, complete the program in 2 ½ to 5 years. The University requires that all students complete the program in no more than 6 years (although petitions are possible for extenuating circumstances). Our department does not typically offer graduate level courses in the summer, but it may be possible to arrange an independent study. Other West Chester departments do offer summer classes. Courses offered by other departments can be taken and counted as electives ***if approved in advance by the graduate coordinator***. Students can also check the course offerings of other universities in the area. In addition, special study abroad opportunities are occasionally available. Notices are typically posted in the hallway outside the department office.

In addition to coursework, students should consider spending time polishing potential conference papers or journal submissions, studying for the comprehensive examinations, or starting work on their thesis over the summer.

Balancing Schoolwork and Other Commitments

The philosophy department expects you to make graduate school a priority. Faculty are generally not interested in hearing that you're having trouble keeping up with the reading or are finding assignments difficult (at least not on a routine basis). You're in graduate school now and that requires a different level of commitment and a greater amount of work than you may be used to.

In a recent department survey, one respondent laid out her basic strategy for juggling responsibilities and avoiding stress: "One of my secrets is time-management. This makes a big difference. Also just managing yourself, perhaps engaging in activities that promote well-being, like exercise. This helps me get less stressed out [and] makes me more effective in juggling my responsibilities. … It offers me a way not to be completely in my head all the time. The other trick is simple perseverance.   I make a commitment to what needs to be done, and I do it."

Other students have noted that it is important to tell your family and employer what you are up to and why. Their understanding and support is invaluable. It is also a good idea to not take on too much; to schedule at least one day off (if possible); and to remember to eat! Yet another student suggests: drinking water and regulating your caffeine and/or alcohol consumption can also keep you feeling clearheaded and fit.

Writing Papers

Here are some sites for good advice on writing philosophy papers. Go to
http://www.phil.cam.ac.uk/curr-students/writing-skils/phil-essay-guide-word/view or
http://liberalarts.oregonstate.edu/sites/liberalarts.oregonstate.edu/files/history/images/phil_writing_guide.pdf

The staff at the WCU Writing Center is also available to assist you (http://www.wcupa.edu/_academics/writingcenter/). If you know you need work in this area, simply make a commitment to schedule an appointment to bring all of your written work here before turning it in.

Accessing Your Grades

Grade reports are not automatically mailed. If you need an official copy of your grades, fill out a request form at the Office of the Registrar. This form may also be obtained on the Registrar's website.   You can also view and print an unofficial copy of your complete transcript from my.wcupa.edu.   Grades are generally required to be turned in by professors the Tuesday after finals are over. Grades are available on MyWCU to students within 24 hours of that submission deadline.

Departmental Complaints and Appeals Process

Currently the department policy is identical to the University's. When problems manifest themselves, a standard approach to keep in mind is 1) if possible, approach the individual involved directly with the good will necessary to resolve the issue amicably; 2) if this is not possible or not concluded satisfactorily, the student (or faculty member) is encouraged to speak to the Department Chair and/or Graduate Coordinator. If resolution is not possible at this level, the Graduate Dean will be the final authority. The Graduate Catalog is the official document for proper procedure.

University Requirements for Good Standing

There are some important distinctions between graduate school and what you may have experienced as an undergraduate, and one important difference revolves around the issue of what various grades mean and how you should interpret them. As you may have noticed, "D" is not an option at the graduate level. The following can help you interpret the grades you receive:

> A= Excellent work
> B= Average work at the graduate level
> C= Poor

Extrapolating from this, if your intention is to pursue work at the PhD level, average isn't adequate given the very competitive nature of these programs. An occasional B is not a problem, and an overall B average is perfectly acceptable if you are not interested in applying to PhD programs. As a result, there is a general agreement among the faculty that letters of recommendation for PhD programs will not be written for students whose cumulative GPA falls below 3.2 unless there are extraordinary circumstances.

In addition, all graduate students must maintain a 3.00 cumulative average to remain in good standing. Graduate students whose cumulative grade point average falls below 3.00 will be

placed on academic probation. Graduate students must raise their GPA to 3.00 by the end of the next semester (or full summer term) in which they register. An additional probationary semester may be granted at the discretion of the graduate dean. If a student fails to meet the conditions of academic probation he/she is subject to dismissal. Graduate students earning a cumulative GPA of 2.00 or lower will be dropped from their graduate program without a probationary period.

A graduate student earning an F grade in any course will be dismissed from the University. Exceptions may be made for a course outside the student's discipline upon the recommendation of the graduate coordinator and the approval of the graduate dean. An F earned at West Chester University may not be made up at another institution of higher learning for the same course.

Grades earned during summer sessions count the same as grades earned during the academic year. All grades recorded determine the student's academic status, even if a student changes degree programs. Students dropped from a graduate program due to unsatisfactory work will not be permitted to take courses for credit towards a graduate degree in that department beyond the semester in which they are dropped.

To be eligible to receive the master's degree in Philosophy, graduate students must complete all requisite courses and credits with a cumulative GPA of at least 3.00.

Students holding graduate assistantships in Philosophy who fail to maintain a 3.00 cumulative GPA will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions.

Academic Integrity

Please see the graduate catalog for general information about the university's policies on academic integrity. In addition, the department would like to stress the fact that "recycling" research papers (using the same paper for two or more classes without making substantive revisions) is also academic dishonesty. There are circumstances wherein a student could indeed rework a prior paper for a new class, but in those instances the student should get faculty approval beforehand and both papers should be submitted so that substantive revisions can be assessed. Absent prior approval, students should not submit the same paper for two different classes.

University Requirements for Admission to Degree Candidacy

Application for degree candidacy must be made immediately on completion of the first 12 to 15 semester hours of course work in a degree program. During the pre-candidacy period the student must do the following:

1. Complete those courses which the department or program specifies as prerequisite to degree candidacy. The Philosophy Department specifies these in the acceptance letter the Graduate Studies Office sends out.

2. Perform satisfactorily on a preliminary examination which the department requires for admission to degree candidacy.

3. Maintain a cumulative average of at least 3.00.

University Procedure for Application to Degree Candidacy

1. Every student must file an application for admission to degree candidacy with the Dean of Graduate Studies. Forms are available in the Office of Graduate Studies and Extended Education.

2. When the application has been evaluated by the department and by the Dean of Graduate Studies, the graduate dean will send a letter of acceptance or rejection to the student.

3. Upon notice of acceptance, degree candidates must confer with their advisers to continue with their previously established program of study. *Students must be admitted to degree candidacy prior to scheduling the two remaining comprehensive exams and before registering for thesis credits.*

Applicants who fail to qualify as degree candidates may reapply. They must maintain a cumulative grade point average of 3.00.

Thesis or Final Comprehensive Exams?

Neither the thesis nor the final comprehensive exams can be successfully completed without advance preparation. If you plan to write a thesis, try to identify your general areas of interest early in your career (i.e. by the time you've earned 9 credits) and select courses which allow you to explore them. By the time you've completed 15 credits you should have achieved a specific focus within one of those areas. You can then take courses, do research, and write papers related to that focus for the remaining 9 credits. If you have not found a specific focus, or do not feel that you have sufficiently mastered the core body of literature relevant to your chosen field, then you should seriously consider taking the additional coursework and preparing for the comprehensive exams. That may ultimately be what the department requires of you at any rate, and the preparation required for these exams is both challenging and meant to be similarly rewarding.

Completing the Preliminary and Final Comprehensive Exams

Beginning with students matriculated in the fall of 2016, the first exam is a preliminary exam which can be chosen from the list on p. 11—under advisement. If you are not writing a thesis, you must complete 30 total credits of coursework and pass **two** additional examinations from the areas identified on page 11. Students typically take these final exams in their last

semester or will delay for a term in order to prepare. (See section on "continuous registration" above.) In order to schedule your exam(s), contact Dr. James at least **one month prior to the scheduled exam date(s)** which will be emailed to you early each term.

You may take up to three hours to complete each exam. Review questions are on file in the department on the 'Philosophy Department Comprehensive Exams Review Site' on D2L. It is advised that you select your topics, obtain the review questions and begin to study for your exams by the semester prior to your last. You might want to talk to the instructors who have expertise in your choices. You might also talk to your peers about forming a study group, or join a suitable Philosophical Society discussion group.

The following criteria will be used to evaluate the work of MA degree candidates in the essays they write for the comprehensive exams; less vigorous but still substantial standards will be used on the preliminary exam. These criteria are meant as guidance to help you prepare for the comprehensive exams.

Criteria that must be satisfied to earn a "pass" on a comprehensive exam essay:

- *The essay should present complete arguments*.
  - All arguments of the philosophers you discuss in your essay should be presented fully and adequately – any hidden assumptions should be exposed; the conclusion of the argument should be explicit and clearly labeled as a conclusion.
  - Your own interpretive, analytical, synthetical, and/or critical arguments should also be presented fully and adequately.

- *The essay should present accurate philosophical content.*
  - Any discussion of the arguments or ideas of philosophers should be consistent with generally accepted scholarship as it appears in secondary literature. If your essay presents an interpretation of a philosopher's thought that differs significantly from the generally accepted scholarship in secondary literature, your essay should provide reasonable justification for your alternative interpretation.
  - You should use the Principle of Charity in interpreting the arguments and ideas of philosophers you discuss: no obviously implausible assumptions should be attributed to a philosopher unless that philosopher explicitly makes that assumption.

- *The essay should present appropriate breadth or depth of knowledge*.
  - Some questions will require you to should show your <u>breadth of knowledge</u> about the topic of the question. For example:
    - i. Some essays will ask for evidence of breadth of knowledge across the <u>history</u> of philosophy: ancient, medieval, modern, 20th century/contemporary.
    - ii. Some essays will ask for evidence of breadth of knowledge in different <u>models for interpretation</u>: analytic philosophy, continental philosophy, Asian philosophy, feminist philosophy, race theory, etc.
  - Some questions of a narrower, more specialized scope will require a <u>depth of knowledge</u> about a particular philosophical topic. For example, the question may ask you to:

    i.   Discuss the different elements of a philosophical problem in significant detail.
    ii.   Present major interpretive approaches to articulating a philosophical concept or problem.
    iii.   Present well-known critical arguments advanced against a philosophical argument or interpretation.

Exam questions will never ask for both in one question.

- o **The essay should address the question posed**.
  - Your essay should address <u>all</u> parts of the question.
  - Your essay should stay appropriately focused on the question topic so that your discussion is neither too broad nor too narrow.
  - Your essay should avoid straying into discussion of matters that are only tangentially relevant to the question topic.

- o **The essay should take a reasoned stand** on the question topic and provide appropriate justification for this stand.
  - Your essay <u>must</u> assert a thesis and the body of the essay provides the evidence and argumentations that justify your defense of this thesis.
  - The thesis may be interpretive, critical, analytic, synthetic, etc. as defined by the nature of the question.

- o **The essay should clearly present your thought**.
  - Your essay should be cogently organized: it should explicitly state a thesis, it should have a clearly organized body that provides the supporting evidence for the thesis, it should have introductory and concluding paragraphs, etc.
  - You should write your essay in a style that is appropriately formal, as you would expect to find in academic work. So, for example, your essay should avoid unnecessary jargon or colloquialisms.

- o **Mechanics**.
  - Grammar and punctuation.
  - Word choice.
  - Sentence-level style.
  - Etc.

Criterion that must be satisfied to earn a "high pass" on a comprehensive exam essay:

- o **Your essay should display original and insightful thought**.
  - Shows clear evidence of student's own independent efforts to make sense of philosophical problems, arguments, interpretations, etc. that go beyond recapitulation of standard interpretations or material covered in coursework.
  - Shows clear evidence of insight indicative of excellence and of potential for distinguished scholarship.

Completing the Thesis Requirement

For those students beginning Fall 2015, successful completion of the thesis requirement involves completing both PHI 600 (3 credits) and PHI 610 (3 credits). Students who joined us earlier are also encouraged to take this option as well. Registration for PHI 600 requires that a student identify a faculty member willing to supervise them in their area of interest as the course functions much like an independent study. Note as well the prerequisites listed below for PHI 600.

PHI 600 (3 Credits)

This course is intended to guide a student through the early stages of writing a graduate thesis. Under the direction of their faculty supervisor, the student completes the requirements to establish the necessary research foundation. This course will include: 1) selection of an appropriately narrow topic, 2) a comprehensive literature review, and 3) drafting a formal thesis proposal. **Prerequisites**: Completion of graduate coursework and one preliminary exam.

The graduate student must complete each of the following steps in conjunction with regular meetings with the thesis advisor:

1. Confirmation of completion of Graduate Student Library Research Worksheet
2. Review of the general structure of a thesis (review previous theses, review grad studies information)
3. Development of an appropriately narrow topic
4. Compilation of an initial bibliography
5. Completion and submission of the "Request for Approval of Master's Degree Thesis Examining Committee" form (available here: http://wcupa.edu/_admissions/sch_dgr/documents/ThesisExaminingCommitteeAprvlForm.pdf).

6. Formal thesis proposal (developed in conjunction with supervising faculty) to include:

    a. A cover sheet in the following form:

    > Graduate Student Name
    > Proposal for M.A. thesis
    > Title of Thesis (may be tentative)
    > Name of Thesis Advisor
    > Names of Thesis Committee Members
    > Date of Submission

    b. A one page abstract that explains the aim and content of the thesis
    c. A 1-2 page summary of the thesis
    d. A detailed synopsis of each chapter that both explains each chapter and that also shows how the chapters hang together to form an argument in support of the thesis's principal claim
    e. A work schedule that details dates for chapter completion and submission to the thesis advisor and thesis committee, and that also gives a proposed thesis defense date
    f. A bibliography of between 30-50 resources pertinent to the thesis topic

g. A curriculum vitae

At the beginning of the semester, the graduate student will meet with the thesis advisor to discuss the general parameters of the thesis as outlined above in steps 1 & 2. The graduate student will then, in conjunction with the advisor, establish a 15 week schedule for the course in which steps 3-5 will be completed. Each step will be performed on roughly the following schedule with the graduate student and the thesis advisor meeting weekly to discuss the graduate student's progress.

PHI 610 (3 credits)
This course is intended to guide the graduate student through the stages of writing toward completion and defense of the thesis. **Prerequisite:** PHI 600 completed with a grade of B or better.

The graduate student will, in frequent consultation with their adviser:

- Write the chapters of the thesis based on the initial outline and timeline developed in PHI 600, more fully developing their line of argumentation, positioning it relative to other points of view, and using relevant philosophical terminology accurately. For MA Philosophy-Applied Ethics, connecting their argument with its practical application.
- Edit chapters based on adviser feedback and explore additional resources for inclusion in the bibliography.
- Ensure your committee members have had an appropriate length of time for evaluating your work before your intended defense date. Actively seek their input.
- Finalize the manuscript in line with formatting required by Graduate Studies
- Prepare presentation for thesis defense

Resources
The Department's bound copies of successful M.A. theses are available for your perusal. Please contact the departmental secretary for access.

The "Guide to the Preparation of a Master's Thesis" which describes all formatting and documentation requirements can be obtained from the Philosophy Department or the Office of Graduate Studies and Extended Education.

About the Oral Defense
On the mutually agreed upon date, the Examining Committee and Examinee convene. The defense will have been advertised and the public invited. Your friends and family are encouraged to attend. Frequently, there will be a graduate student or two—for moral support or for their own edification.

The defense begins with introductions and your Thesis Advisor asking you to introduce your thesis. Ordinarily this will involve the impetus for the thesis—where your question came from-- and a brief summary of the thesis itself.

The Thesis Advisor acts as facilitator when necessary, but generally opens it up to questions from the examining committee, and adds his or her own as appropriate. In turn, each member of

your committee will raise questions that they find important/ compelling/ problematic/etc. about your thesis. If you have had a good relationship with the members of your committee, none of these should come as a surprise to you. You should have taken the initiative as your committee members received your work to seek their advice and spend time with each member discussing your work. Listening carefully to the advice of all committee members is the key to success at this level. You don't have to agree with everything they say, but you have to demonstrate that you've heard and considered it. Especially when/if members disagree, it will be impossible to satisfy everyone. Your thesis advisor will be key in those kinds of rare circumstances.

Words to live by at your defense: It's OK not to know the answer. It's not OK, not to have thought of the question.

Binding
Contact the grad studies office for binding details:
http://www.wcupa.edu/_ADMISSIONS/SCH_DGR/documents/ThesisGuideupdate2016UPDAT E.pdf
Contact—call ahead as requirements may have changed. There is a fee per copy and the University requires at least 4 copies on appropriate quality paper. Make checks or money orders payable to WERT BOOKBINDERY. Cash is not accepted.

Applying for Graduation & Commencement

The following are deadline dates for applying to graduate: May graduation—February 1; August graduation---June 1; December graduation—October 1. **(Get confirmation in writing that you've applied and keep receipts for cap & gown—it can happen that you aren't on the list.)**

In order to graduate, each candidate for a master's degree must submit the following items to the Office of Graduate Studies: (1) a form indicating intent to graduate, with a copy to the Chair of the Philosophy Department; (2) a check for the graduation fee made payable to the Commencement Fund; (3) a Commencement Fund invoice form; and (4) a cap and gown order form (assuming you are attending graduation). All of these forms are available in a packet from the Office of Graduate Studies.

There is a Graduate Hooding Ceremony for graduates of masters programs at WCU. Check with the Graduate Studies Office or the President of the Graduate Student Association for more information. http://www.wcupa.edu/_admissions/sch_dgr/gsa/.

The GSA also has a newly designated space in the library, Graduate Student Lounge, Francis Harvey Green Library, 6th Floor.

Any graduate student can use the lounge during the hours that the library is open. Ask the circulation desk staff for the door combination.

Enjoy your time with us … !

Part 4: Getting Involved (and Building Your CV)

Campus Groups

Philosophy Graduate Student Association

The Philosophy Graduate Student Association is more or less active depending on the term and the desired activity level of the good students, meets bi-weekly, and when active, the organization gives graduate philosophy students an opportunity to socialize outside of the classroom setting. The club's formal purposes are:

1. To provide an atmosphere for engaging in philosophical discussions outside of the classroom environment;
2. To develop and conduct informational sessions on the subject(s) of academic and/or professional development in the discipline of philosophy;
3. To provide networking and leadership opportunities to graduate students interested in the discipline of philosophy.

Annual Graduate Philosophy Conference

Each spring the PGSA hosts a Graduate Philosophy Conference. Graduate students are encouraged to submit papers with a reading length of no more than 30 minutes (typically, 4000 words).

Graduate Student Association

GSA is the student government of the Graduate Program at WCU. It promotes the well-being of graduate students through educational, professional and social events. The GSA office is located at McKelvie Hall, 102 West Rosedale Avenue, and can be contacted at 610-436-2943 or gsa@wcupa.edu. The office is open Monday 11:00 - 4:00 and Thursday 11:00 - 4:00 (check on this—the hours may have changed). Registration in GSA only requires providing your name, address, phone number, and e-mail address.

Sign up for their Facebook page.

Reminder: the GSA lounge is located in room 608 of the Francis Harvey Green Library. Any graduate student can use the lounge during the hours that the library is open. Ask the circulation desk staff for the key.

The GSA offers the following (see this website for more info: https://www.wcupa.edu/_admissions/sch_dgr/gsa/resources.aspx
But check back regularly as some of this seems out-dated.
Graduate Student Appreciation Week - every Spring semester
- o   Free tickets to WCU-sponsored shows
- o   Social events hosted at local bars and restaurants

- o   Educational Opportunities

  - •   Presentations and Workshops

On issues relevant to graduate students such as; professional development workshops, public speaking workshops, presentations on dealing with stress, etc.

- Annual Ph.D. Program
  A program for graduate students in the master's program who are interested in furthering their education and obtaining a Ph.D. Sit down with WCU professors and hear about the experiences and challenges that they faced in their program.

  o Professional Development

    ▪ Collaborations with The Twardowski Career Development Center
    ▪ Past Collaborations include "Marketing You" Cover Letter & Social Media Workshop; Career Preparation Workshop; and Getting LinkedIn: How Social Media Can Help Your Career.
    ▪ Career Preparation Programs
    ▪ Attend our programs where you can network and gain valuable experiences to help build your resume.
    ▪ Social Benefits

  o Graduate Student Appreciation Week - every Spring semester
    ▪ Free tickets to WCU-sponsored shows
    ▪ Social events hosted at local bars and restaurants

Departmental Activities

The Department of Philosophy has historically hosted some well-known speakers, including Richard Rorty, Alice Ambrose, W.V.O. Quine, Cornel West, David Chalmers, Diogenes Allen, Sydney Hook, Peter Bertocci, Ramakrishna Puligandla, Owen McLeod, and Joseph Margolis.

Presently, the department hosts a variety of regular events; among them:

Philosophy Forum provides a platform for faculty and invited speakers from the area to share their works-in-progress. Some recent topics have included:
- Pedagogical approaches to ethics
- Resistance to state violence and the marginalization of black women
- The promise and failures of #WakandaForever
- Philosophizing Punk
- Asian Philosophy and Religion
- The Land Ethic and the Anthropocene
- John Rawls' political philosophy

The Graduate Student Philosophy Conference is put together by our graduate students each spring. Typically, it brings in about 40 participants and several speakers for a day-long event. Recent conference themes and keynote speaker topics have included:
- Existential Philosophy and Literature

- Bioethics
- Environmental Ethics
- Racial Innocence

Other Recent Events

- In Spring 2018, we hosted the **31st Annual PASSHE Interdisciplinary Association for Philosophy and Religious Studies** in Spring 2018. The day-long conference brought in around 80 participants from schools throughout the Pennsylvania State System of Higher Education, and several of our graduate students were able to present their work.

- In Fall 2017, we hosted a **Public Issues Forum** sponsored by the Greater Philadelphia Philosophy Consortium on the Ethics of Protest and Activism. At this event, graduate students were able to interact with interdisciplinary scholars and activists from around the country.

- In Spring 2016, we hosted the **10th Annual Meeting of the International Hannah Arendt Circle** during spring break. Graduate students had the opportunity to participate and help with organization.

Such opportunities come along fairly regularly.

Relevant Organizations

Greater Philadelphia Philosophy Consortium

The Greater Philadelphia Philosophy Consortium (GPPC) is a cooperative effort of 12 leading colleges and universities in the Philadelphia area. The consortium offers regularly scheduled conferences and bring together speakers of international repute, as well as students and faculty from other schools in the consortium. All philosophy majors and graduate students have the opportunity to participate in consortium discussions, forums, contests, and other activities. You can learn more about the GPPC and view their calendar of upcoming events at http://www.thegppc.org/. Dr. Steven James is our department representative for the GPPC. Talk to him too about how to participate.

Phi Sigma Tau

The West Chester chapter of Phi Sigma Tau, the international honor society in philosophy, sponsors programs featuring noted authorities in the field. Induction ceremonies will be held every other year.

PA Interdisciplinary Association for Philosophy and Religious Studies (IAPRS)

The IAPRS was founded over 18 years ago to support and encourage the study of philosophy and religion among the students and faculty of the state system schools. Annually in the spring, SSHE IAPRS holds a conference at one of the State System schools. Students representing WCU

frequently attend and present papers at IAPRS conferences. The atmosphere is typically supportive, casual and fun. Visit the IAPRS website at http://www.sshe-iaprs.org/index.html for more information.

Middle Atlantic Region Association for Asian Studies
Students representing WCU have also presented papers at the MAR-AAS conferences at various universities in the area.

Links to Local Event Listings

Haverford: http://www.haverford.edu/philosophy/events

Penn Philosophy: http://philosophy.sas.upenn.edu/events

Penn PPE: http://www.sas.upenn.edu/ppe/Events/lectures/general.html

Penn Institute for Cognitive Sciences: http://www.ircs.upenn.edu/

Temple: https://events.temple.edu/department/college-of-liberal-arts

 University of Delaware**:** https://www.philosophy.udel.edu/news-events/events

Greater Philadelphia Philosophy Consortium: https://www.thegppc.org/

University Assistantships

A limited number of graduate assistantships campus-wide are available to qualified, full-time and part-time graduate students. Interested students should consult their department chairperson or graduate coordinator and the Office of Graduate Studies to determine the availability of assistantships and their own eligibility. Notification for the first round of awards is made by May 15. Some WCU assistantships become available after this date or at the beginning of spring semester.

To be eligible to receive a graduate assistantship, the student must satisfy the following requirements:

1. Must be a fully matriculated, degree-seeking, graduate student; certificate students are not eligible, and provisionally accepted students are not eligible unless the provisions are removed before the semester begins. Exceptions must be approved by the graduate dean.

2. Have a minimum cumulative GPA of 3.0 for current graduate students (if a graduating senior, the undergraduate GPA must be at least 2.75).

3. Must submit a statement of professional goals and three letters of recommendation (using the form provided by the Graduate Office).

4. Have applied for a graduate assistantship by April 15 to be eligible for a fall semester assistantship, or by October 15 for a spring semester assistantship. Applications are available in the Office of Graduate Studies.

Graduate Assistantships may be awarded for 3-12 credits, and students receive tuition remission for those credits and receive a stipend for their work.

Maintaining graduate assistantships requires students to demonstrate both satisfactory performance in meeting assigned hours, dates, and responsibility, as well as good academic standing. Students holding graduate assistantships who fail to maintain good academic standing (minimum GPA of 3.0) will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships. Full-time graduate assistantships are given for a maximum of four semesters. Half-time assistantships may be granted for up to eight semesters.   If you are hired as a G.A., you will sign a contract at the Office for Graduate Studies, contact Human Resources regarding the bi-weekly payment of your stipend, and contact the Bursar regarding your tuition waiver or refund. If you have already worked as a G.A., and wish to be reconsidered for the next year or term, please repeat the application process.

Philosophy Department Assistantships

Currently, the Philosophy Department offers several assistantships. Assistantships also are offered by the Academic Programs and Services Division, Residence Life and Housing, the Academic Computing Center, the Writing Center, and other offices on campus. Dr. James will post these as they are made known to him.

Benefits for Graduate Assistants
Learn research methods—library, internet, etc.
Gain tutoring experience
Become comfortable with computer programs—Publisher, PowerPoint, Word, Excel
Experience the inside of academia
Build your CV

Possible Tasks for the Graduate Assistants
General Research
Tutoring; Organizing study groups
Clerical work when appropriate to the edification of the G.A.
Assisting faculty with research projects
Organizing/co-organizing the annual Philosophy Graduate Student Conference
Networking opportunities

GA Restrictions (GA's are not to participate in the following):
Teach class unsupervised
Grade papers, projects, tests, assignments for faculty
Handle the personal business of faculty members

NB: The GA position is to benefit the student and the philosophy program not individual faculty. If you have any questions or concerns about your responsibilities as a G.A. talk to the Graduate Student Representative or the Grad Coordinator.

Grants and Prizes -The Claghorn Award

This annual award is intended to reward progress and promise in the study of philosophy at West Chester. It will be granted to an outstanding undergraduate or graduate student. This monetary prize will vary depending on funding and contributions to the Claghorn fund, but will be several hundred dollars.

The Hoffman Award in Asian Philosophy

This new award goes to the best undergraduate OR graduate paper in Asian Philosophy. Currently the prize is $500.

GSA & Alumni Association

There are various other awards around campus. Check specifically the GSA and the Alumni Association websites. GSA offers travel grants when attending or presenting at conferences.

Part 5: Moving On

Compiling Your CV

If you are considering an academic career it's important that you have an academic resume, or curriculum vitae. It can include more than you might think, so don't feel like you haven't done enough to put one together. Dr. Frank Hoffman (now retired) suggests that you include headings like 'Conference Presentations' and 'Publications' even if you haven't got anything to list. This helps you to define your professional goals; and you'll likely feel a great sense of accomplishment each time you fill in a blank.

Several possible CV headings are listed below, along with some items that could be listed beneath them. The headings are suggestions only, and you will likely need to customize your own headings in order to accommodate your unique set of accomplishments. A faculty mentor can help you do this, or you can get ideas by looking at the many student CV's posted on the internet.

Education

- List all of your degrees and other coursework, including your M.A—Philosophy even if it's not completed (write 'M.A. (in progress)' or 'M.A. Candidate')

- If you graduated with high or highest honors include your GPA.

Areas of Interest

- Make a concise list of the areas/figures that you are most interested in or familiar with

Graduate Courses

While C.V.'s for Ph.D.s include the categories of Areas of Specialization (AOS) to designate primary expertise and Areas of Competence (AOC) to designate other topics you are capable of teaching, it would be premature for a person holding a Master's to use these categories. Instead, a heading that listed "Courses Taught" (if applicable), "Lectures Given" or "Classes Led" or "Graduate Coursework" would be fitting. (Especially if you've had special topics courses that need the topics mentioned.) It is the assumption of academia that if you have had a graduate course in a subject (assuming you did well in that course), you would be capable of teaching it at the undergraduate level. If you have abilities beyond those courses, that should be made clear.

Teaching and Tutoring

- List graduate assistantships with any classroom or tutoring duties

- Any K-12 experience

- Substitute teaching experience

- Any tutoring you have done and where you did it

- Any teaching-type duties you had as a G.A (such as guest lecturer)

- If you have taught college courses, list them under the heading 'Courses Taught' (unlikely before you leave us, but relevant after)

- Please note: we highly recommend that graduate students get some teaching experience by presenting a brief session on a topic you're familiar with in one of our introductory level courses. Due to union regulations, the instructor or another professor would have to be present, but this could be a terrific way to gain some experience and get some good feedback on teaching. These presentations can also be included on your growing CV!

(NOTE: The West Chester LARC is one place to gain tutoring experience; see grad coordinator for contact information.)

Presentations

- Papers given for the WCU Philosophical Society Student Presentation Series

- Any other short talks you have done on philosophy or related subjects

Conference Papers

This one is self-explanatory. Keep an eye out for the IAPRS and GPPC conferences that West Chester hosts or participates in, the New Jersey Regional Philosophy Association, and monitor the links listed on page 29. Calls for papers are typically circulated by students and faculty well in advance. As a department, we are eager to support all of you in presenting your work to various conferences and we have a limited amount of money available to help defray travel costs; as does the GSA. However, we want to be fair in distributing these funds, so please contact us if you have had a paper accepted that will involve any travel expense, an estimate of how much, and we'll see what we can do on our end. We also strongly recommend involving your faculty mentor as you develop and polish your conference presentation.

Conferences Attended

You don't have to present a paper to list a conference. Find out what's going on in the area and get out there. A few links to local event calendars are listed above.

Publications

If you've written a high-quality paper and would like to try and publish it, consult a faculty mentor. They can tell you how to improve it for publication, and help you find professional or graduate student journals that might accept it. Peter Smith's site has some useful advice for

graduate students trying to publish. Go to http://www.logicmatters.net/students/getting-published/. While this advice is aimed at those focused on a professional career at a research institution rather than a teaching-focused institution such as WCU, it's still worth thinking about.

Other Professional Experience

- Projects you have worked on as a graduate assistant or student worker (both grad and undergrad)

- Any other work you may have done for a university office, department or professor, either formally or informally

- Other experience involving skills relevant to an academic career, such as administrative work (organizing conferences counts)

Academic Awards and Honors

- List undergraduate and graduate departmental and university awards

- Honors societies to which you belong

- Academic grants or scholarships that you have received

- Conference awards

Memberships

- Philosophy clubs or societies, including any titles (e.g., treasurer)

- Professional organizations such as the American Philosophical Association and the Society for Phenomenological and Existential Philosophy

NOTE: All students considering a career in philosophy are strongly encouraged to join the APA at the student rate. Another important organization for many is SWIP (The Society for Women in Philosophy). If you have a commitment to a particular branch of philosophy there WILL be an organization to join.

Professional References

Include at least three individuals who can attest to your academic and/or teaching ability. Provide full-contact information. These individuals should be asked; don't assume support. But it is our professional obligation and our pleasure, for qualified students. Always include at least one individual from the school you have most recently attended. If you're about to receive your master's degree at WCU, for instance, and are applying to graduate schools, you MUST include at least one professor from this degree program.

Teaching with an M.A. Degree

Opportunities to teach philosophy part-time are abundant in this area, but it can still be difficult for M.A.'s to land a position. One of the best bits of advice for jobseekers is to network. Most places require previous teaching experience and having the right connections can get your foot in the door. The following pieces of advice have also been offered by West Chester students and faculty:

- Create a database of all the colleges and universities in your area that hire M.A.'s. (A few places only require 18 graduate credits). Add yourself to their part-time applicant pool and check their postings regularly.

- Search for jobs on HigherEdJobs.net (or similar sites) and read the APA publication, *Jobs for Philosophers*.

- Develop competence in high demand areas (such as logic and business ethics, etc…) Auditing a class in order to learn the basics (or refresh one's memory) is a good idea.

- Have something unique to offer; a specialty

- Have a solid portfolio with strong references (Your faculty mentor can help you prepare this.)

- Participate in a mock interview (A WCU faculty member might agree to do this.)

- Be enthusiastic

Applying to Ph.D. Programs

As you may be aware, PhD programs are becoming increasingly competitive. For the qualified student who wants to continue his or her studies at this level, the WCU Philosophy Department wants to be a resource for you. We see three specific ways we can help. 1) Each member of the faculty will have particular knowledge of at least some programs, and seeking out that knowledge will be beneficial to you as you ponder your next move. 2) All evaluation that you will receive from us should be taken very seriously, especially by those aiming at further graduate work. You should follow up with faculty, letting them get to know you. 3) All PhD programs will require letters of recommendation. The majority of these letters should be from your current institution: presumably us. We believe it is our responsibility to be forthright with you about your prospects for being accepted. We are also interested in developing and growing our reputation as a terminal M.A. degree. It is not a benefit to you or us to send out lukewarm letters of recommendation. We plan to work together whenever possible in providing recommendations to those whose work demonstrates that they are ready for advanced intensive study. While we respect the autonomy of individual faculty members, we operate under the assumption that most letters written will be for those students whom we can whole-heartedly recommend.

Some quick advice on completing applications:

Carefully type all information in the application. Proofread. Have someone else proofread. Quadruple check everything.

- Request all needed materials very early. Aim to have all of your materials to the schools four weeks prior to the deadline to give yourself time to fix any mix ups.
- Include a cover letter with your vita and application that highlights your education, experience, expertise, and interests.
- Remember to include the application fee with your materials.
- Confirm, by phone and in e-mail if possible, with the schools that your application is complete prior to the deadline.
- Double-check with your letter writers: Make sure you have asked individuals that know you well and are willing to write a strong letter. Ask them if they are comfortable writing you a strong letter and if they need any information from you to do so. Be prepared to provide
  - a transcript
  - a comprehensive vita
  - a copy of papers/exams you wrote in a class with the writer
  - recommendation forms provided by the prospective schools
  - stamped, addressed envelopes to send the letters

taken from http://www.bsu.edu/philosophy/article/0,1370,199229-13759-34218,00.html

We also offer an *Applying for Ph.D. Programs* workshop every spring. Look for the announcement.

Appendix A: Requirements for Certification in Business Ethics and Healthcare Ethics

The recently redesigned graduate certificates in health care ethics and in business ethics offer an introduction to applied ethics without requiring previous exposure to coursework in philosophy. Two required courses, PHI502 History of Western Ethics, restricted to those with minimal preparation in philosophy and offering an intense but elementary overview of the history of moral philosophy, and either PHI570 Bioethics or PHI580 Business Ethics, are accompanied by carefully chosen "focused electives," to be chosen under advisement depending on one's interests and goals.

Those seeking admission to the certificate programs do **not** need previous coursework in philosophy.

Graduate Certificate in Business Ethics (15 semester hours)

The Graduate Certificate in Business Ethics offers training in moral reasoning within the business setting for those with undergraduate degrees who meet the graduate school's and department's entrance requirements. Students will develop skills in problem-seeing, problem-analyzing and problem-resolution in the workplace.

Required Courses:

PHI502 (History of Western Ethics) (3)
PHI580 (Business Ethics) (3)

Focused electives (under advisement) (9 credits):

Select **three** of the following, with at least **two** different prefixes:

COM509	Communication and Conflict Resolution
COM510	Culture, Media and Representation
GEO521	Suburbanization and Land Development
GEO526	Metropolitan Systems and Problems
MBA604	Components of Effective Leadership
MBA605	Business, Society & Environment
PPA500	Foundations of Public Service
PPA504	Public Human Resource Management
PPA505	Public Sector Organization Theory & Behavior
PPA513	Law for Public Administrators
PHI405	Feminist Theory (can be taken for graduate credit)
PHI480	Environmental Ethics (can be taken for graduate credit)
PHI522	Philosophy of Science
PHI582	Social Philosophy

Graduate Certificate in Healthcare Ethics (15 semester hours)

The Graduate Certificate in Healthcare Ethics offers training in moral reasoning within the medical setting for those with undergraduate degrees who meet the graduate school's and department's entrance requirements. Students will develop skills in problem-seeing, problem-analyzing and problem-resolution in the healthcare field.

Required Courses:

PHI502 (History of Western Ethics) (3)
PHI570 (Biomedical Ethics) (3)

Focused electives (under advisement) (9 credits):

Select **three** of the following, with **two** different prefixes:

HEA500	Diseases
HEA502	Integrative Health
HEA512	HIV/AIDS: Individual and Public Health Challenges
HEA514	Approaches to Health Care Delivery
HEA537	Transcultural Health
HEA550	Evidence-Based Medicine and Public Helath
HEA555	Women's Health Issues
PHI405	Feminist Theory (can be taken for graduate credit)
PHI522	Philosophy of Science
PHI582	Social Philosophy

Graduate Student Library Research Worksheet

The purpose of this exercise is to familiarize you with library resources and strategies for graduate research in philosophy.

Please meet with the philosophy librarian at Francis Harvey Green Library in your first semester of graduate work in order to complete this exercise. It is best if you bring an assigned research paper or mock project with you. The work you do with the librarian should help you complete your project.

1. Formulating and Refining Your Question (on your own.)

    a. Write down your research question and any sub-questions that you might need to answer to complete the project (this may change as you do some research.)

    b. Identify the keywords in your questions.

    c. Consider other academic disciplines that might be interested in or relevant to your question.

2. Building Search Vocabulary (consult with librarian)

    a. Identify specialized encyclopedias relevant to your questions above and browse some entries.

    b. Note any new words (synonyms, related terms, broader or narrower terms) or definitions that help describe your question.

    c. Note any promising books, articles and authors/scholars in the bibliographies.

3. Searching Library Databases (consult with librarian)

    a. Learn how to find worthy books in Pilot Catalog using your growing list of keywords, Boolean operators, nesting, and truncation. Note any new words (subject headings etc.) relevant to your topic and use them in new searches.

    b. Learn how to find worthy articles in journal databases (Philosopher's Index, JSTOR, Project Muse, EBSCOHost, etc.) using your growing list of keywords, Boolean operators, nesting and truncation. Note any new words (subject headings, descriptors, etc.) relevant to your topic and use them in new searches.

    c. Learn how to borrow books from other libraries using PALCI, and sign up for the Library's Interlibrary Loan service.

4. Creating a Bibliography of Worthwhile Sources (on your own)

Include university press books and peer-reviewed journal articles. Briefly describe the strengths of these sources with regard to your project (in other words, explain why these are the best sources to answer your questions and sub-questions above).

Upon completion, to Reference Librarian's satisfaction, return this form to Department to file.

_____   _____
Signature of Reference Librarian   Date

_____   _____
Signature of Graduate Student   Date

Thesis-Track Checklist (research component):

The graduate student enrolled in PHI600 will now complete each of the following steps in conjunction with regular meetings with the thesis advisor (steps 1-3 will be discussed with the faculty advisor at the initial meeting of the semester):

1. Completion of Graduate Student Library Research Worksheet
2. Gain familiarity with the general structure of a thesis.
3. Acquire knowledge of general content of a thesis.
4. Compiling of a bibliography.
5. Demonstrated knowledge of structure and content of thesis proposal of one article or book at the core of the body of literature that will ground the thesis (chosen in conjunction with supervising faculty).
6. Formal thesis proposal (developed in conjunction with supervising faculty)
7. Acceptance of proposal by an appropriate department committee. A successful M.A. Thesis Proposal will include the following six components:

Formal thesis proposal will look like this:

1.   A cover sheet in the following form:

> Graduate Student Name
> Proposal for M.A. thesis
> Title of Thesis (may be tentative)
> Name of Thesis Advisor
> Names of Thesis Committee Members
> Date of Submission

2.   A one page abstract that explains the aim and content of the thesis
3.   A 1-2 page summary of the thesis
4.   A detailed synopsis of each chapter that both explains each chapter and that also shows how the chapters hang together to form an argument in support of the thesis's principal claim
5.   A work schedule that details dates for chapter completion and submission to the thesis advisor and thesis committee, and that also gives a proposed thesis defense date
6.   A bibliography of between 30-50 resources pertinent to the thesis topic
7.   A curriculum vitae

At the beginning of the semester, the graduate student will meet with the thesis advisor to discuss the general parameters of the thesis as outlined above in steps 1-3. The graduate student will then, in conjunction with the advisor, establish a 15 week schedule for the course in which steps 4-7 will be completed, with step 7 (submission and acceptance of the thesis proposal), occurring at the end of the 15 week semester.

The following semester the student should enroll in PHI610, Thesis credits and proceed with the writing of the thesis—under supervision.