

# PHILOSOPHY

*Master of Arts  
Student Handbook  
2020-2021*

**EASTERN MICHIGAN UNIVERSITY**

<https://www.emich.edu/historyphilosophy/philosophy/programs/graduate.php>

*Created 4/2018  
Revised 9/2018  
Revised 10/09/19*

# CONTENTS

Introduction.....	5
1. The Program.....	6
1.1 Program Mission.....	6
1.2 Program Objectives.....	6
1.3 Graduate Faculty in Philosophy.....	6
1.4 Program Divisions.....	7
Methods	
Social Justice	
1.5 Program Streams.....	8
Coursework	
Project	
Thesis	
2. Admission to the Program.....	10
2.1 Admission Requirements for Domestic Students.....	10
2.2 Admission Requirements for International Students.....	10
2.3 Guest Students.....	11
2.4 Admission Timeline.....	11
2.5 Conditional Admissions.....	12
3. Graduate Assistantships, Scholarships, and Financial Aid.....	13
3.1 Applying for Graduate Assistantships.....	13
3.2 Teaching Assistantships.....	13
3.3 Research Assistantships.....	14
3.4 Philosophy Program Scholarship.....	14
3.5 Graduate Student Prize.....	14
3.6 Graduate School Scholarships.....	14
3.7 University-Wide Graduate Assistantships.....	15
3.8 Financial Aid.....	15
4. Advising.....	16
4.1 New Student Orientations.....	16
4.2 Programs of Study.....	16
4.3 Working with Capstone Supervisors and Committees.....	16
4.4 Information Session for Applying to Ph.D. Programs in Philosophy.....	16
5. Coursework.....	17
5.1 Registration.....	17
5.2 PHIL 601: First-Year Seminar.....	17
5.3 Division Requirements.....	17
5.4 Cognate Courses.....	17
5.5 Independent Studies.....	18
5.6 Other Courses.....	18

5.7	Override policy .....	18
5.8	Grade Requirements and Expectations .....	18
6.	Capstone Work .....	20
6.1	Timeline for Securing an Advisor .....	20
6.2	Timeline for Securing the Committee .....	20
6.3	Coursework Requirements .....	20
	Coursework	
	MA Paper	
	Public Presentation	
6.4	Project Requirements .....	21
	Coursework	
	Project Proposal	
	Project Completion	
	Public Presentation	
6.5	Thesis Requirements .....	22
	Coursework	
	Thesis Prospectus	
	Completing the Thesis	
	Thesis Defense	
	Thesis Submission	
7.	Student Performance and Conduct .....	24
7.1	First-Year Self-Assessment .....	24
7.2	Annual Faculty Evaluation of Graduate Students .....	24
7.3	Evaluation Meetings With Graduate Faculty .....	24
	Annual Meeting With First-Year Students.	
	Meetings With Students Not Meeting Expectations in Academic Skills or Professional Conduct.	
7.4	Academic Deficiencies Resulting in Disciplinary Action and Dismissal From the Graduate School .....	24
7.5	The Philosophy Program's Annual Evaluation Policy .....	25
	Annual Evaluation of Students	
	Reasons for Termination	
	Appeals Process	
7.6	Academic Misconduct (Plagiarism, Cheating) .....	28
7.7	Grade Grievance Policy .....	28
8.	Graduation and Commencement .....	29
9.	Professional Activities and Opportunities .....	30
9.1	The Speaker Series .....	30
9.2	The Undergraduate Conference in Philosophy .....	30
9.3	<i>Acta Cogitata</i> .....	30
9.4	The Philosophy Club .....	30
9.5	Presenting at Graduate and Professional Conferences .....	30

9.6 Travel Funding.....	31
Funding from the History and Philosophy Department	
10. Campus Resources for Graduate Students.....	32
10.1 The Writing Center.....	32
10.2 Disability Resource Center.....	32
10.3 Counseling and Psychological Services.....	32
10.4 Office of the Ombuds.....	32
11. Medical Withdrawal.....	33
12. Important Contact Numbers.....	34

## **INTRODUCTION**

This Student Handbook provides valuable information for MA students in Philosophy, from their admission into the program to their graduation. The Handbook is designed to help students in their progress towards obtaining their MA degree, from information about program organization and requirements, to projected timelines for timely degree completion, to dates and deadlines for stages of the Capstone project, to important program and Graduate School policies.

Students newly admitted into the program should read this Handbook in its entirety, and should consult it regularly and as needed throughout their progress through the program. Students are responsible for knowing the content of this Handbook. Any questions about the content of this Handbook or anything not covered here can be directed to the Graduate Coordinator.

# 1. THE PROGRAM

## 1.1 Program Mission and Diversity and Inclusion Statement

EMU's Philosophy Program nurtures habits of thinking, writing, and communicating that prepare students to respond well to the complex realities of professional, social, and personal life. Our pluralistic, socially-engaged faculty guides students in critically analyzing prevailing values, norms, and institutions. We empower students to imagine and create flourishing lives and communities.

The systematic critical examination of conventional thought is a defining feature of the work we do as philosophers. The faculty and lecturers of the Philosophy section at EMU take this work to include the systematic critical examination of unjust practices and social institutions that produce inequalities between groups defined by gender, race and ethnicity, class, sexuality, ability, age, religion, and citizenship/immigration status. We are committed in our research, classrooms, hiring and retention practices to promoting respect for, and the proactive inclusion of, unjustly marginalized perspectives and underrepresented philosophical traditions.

## 1.2 Program Objectives

Enrolling in our MA program in Philosophy gives students the opportunity to:

- Gain comprehensive knowledge of philosophy from a pluralistic and socially-engaged faculty, with specialists in Analytic, Continental, non-Western, and Feminist Philosophy.
- In our Methods Track, learn a wide range of philosophical methodologies (e.g., feminist, phenomenological, comparative, etc.).
- In our Social Justice Track, explore issues of justice in relation to immigration policies; the production, consumption, and distribution of food; knowledge and knowledge production; the environment; and gender and race.
- Prepare for a Ph.D. in philosophy.

## 1.3 Graduate Faculty in Philosophy

**Brian Bruya** (Ph.D., University of Hawai'i), Professor

*Chinese and Comparative Philosophy, Philosophy of Action, Philosophical Psychology, Aesthetics*

**Brian Coffey** (Ph.D., University of California, Davis), Lecturer

*Value Theory, Metaethics, Normative Theory*

**Jill Dieterle** (Ph.D., Ohio State University), Professor

*Food Ethics, Metaphysics, Epistemology, Logic, Ethics*

**Peter Higgins** (Ph.D., University of Colorado at Boulder), Associate Professor  
*Political Philosophy, Feminist Philosophy, Global Justice, International Migration*

**W. John Koolage** (Ph.D., University of Wisconsin-Madison), Associate Professor  
*Philosophy of Science, Philosophy of Psychology, Scholarship of Teaching and Learning, Metaphilosophy*

**Laura McMahon** (Ph.D., Villanova University), Assistant Professor  
*19th- and 20th-Century Continental Philosophy, Social & Political Philosophy, Feminist Philosophy*

**Kate Mehuron** (Ph.D., Vanderbilt University), Professor  
*Ancient Philosophy, 19<sup>th</sup>- and 20<sup>th</sup>-Century European Philosophy, Feminist Philosophy, Social Ethics, Philosophical Counseling*

**John Ouko** (Ph.D., Michigan State University), Lecturer  
*Applied Ethics, Social and Political Philosophy, African and African-American Philosophies, Philosophy of Religion*

**Jeremy Proulx** (Ph.D., McMaster/Guelph/Laurier), Lecturer  
*Classical German Philosophy, 19<sup>th</sup>-Century Continental Philosophy, Aesthetics, Philosophy of Technology*

**J. Michael Scoville** (Ph.D., University of Illinois at Urbana-Champaign), Associate Professor  
*Environmental Philosophy, Ethical Theory, Value Theory, Social & Political Philosophy*

#### **1.4 Program Divisions**

Students choose between one of two divisions, Social Justice and Methodology. Pursuing the Social Justice Division requires taking at least three (3) courses from the approved list of graduate-level courses in Social Justice; pursuing the Methods Division requires taking at least three (3) courses from the approved list of graduate-level courses in Methods.

**Social Justice Division.** In the Social Justice Track, students explore issues of justice in relation to immigration policies; the production, consumption, and distribution of food; knowledge and knowledge production; the environment; and gender and race. Please see the [online Graduate Catalog](#) for a full listing of courses approved for the Social Justice Division.

**Methods Division.** In the Methods Track, students learn a wide range of philosophical methodologies (e.g., feminist, phenomenological, comparative, etc.). Please see the [online Graduate Catalog](#) for a full listing of courses approved for the Methods Division.

## 1.5 Program Streams

Students can complete the program by completing one of three capstones.

**Paper.** For the MA Paper, students take 30 credit hours of coursework (10 graduate-level seminars) and complete a 15-30 page paper, which is usually a revised and expanded version of a seminar paper from their coursework. The MA paper is supervised by an advisor (often the professor of the course in which the original version of the paper was first submitted), and must be revised in light of feedback from the advisor as well as two additional Graduate Faculty members. The committee may include one reader who is not a full-time faculty member or full-time lecturer in Philosophy at EMU. Students may submit the final version of the MA paper to a conference or a journal, and may also give a public presentation of their project in the History & Philosophy department.

Please see Section 6.3 for further information about the requirements for the MA paper and for completing the Coursework stream, including a typical timeline for timely completion of all requirements.

**Project.** For the MA Project, students take 24 credit hours of coursework (eight graduate-level seminars) and enroll in PHIL 693, PHIL 694 and/or PHIL 695 to complete a project (i.e., a substantial life experience, such as an internship, study abroad, an investigation, a consulting project, or a program - e.g. Peace Corps) that is informed by, and informative of, their traditional philosophical research. The student will write a 15-20 page paper reporting on their project and its philosophical underpinnings and/or implications. A committee of three members of the Graduate Faculty, chaired by the student's faculty advisor, is responsible for confirming the student's preparedness, approving the topic and readings, and accepting the project's substantive paper. The committee may include one reader who is not a full-time faculty member or full-time lecturer in Philosophy at EMU. After approval by the committee, the paper must be publicly presented in the History & Philosophy department.

Please see Section 6.4 for further information about the requirements for the Project and for completing the Project stream, including a typical timeline for timely completion of all requirements.

**Thesis.** For the MA Thesis, students take 24 credit hours of coursework (eight graduate-level seminars) and enroll in PHIL 690, PHIL 691, and/or PHIL 692 to complete an MA thesis (typically three chapters and a total of 60-80 pages). A committee of three members, chaired by the student's faculty advisor, is responsible for confirming the student's preparedness, approving the topics and readings as outlined in the student's Thesis Prospectus, providing feedback on chapter drafts, and accepting the final thesis. One committee member may be from outside the Philosophy section. The thesis must be defended in the History & Philosophy department.

Please see Section 6.5 for further information for requirements for the Thesis and for completing the Thesis stream, including a typical timeline for timely completion of all requirements.

## 2. ADMISSION TO THE PROGRAM

### 2.1 Admission Requirements for Domestic Students

To apply to the program, students must submit each of the following to the Graduate School ([https://www.emich.edu/graduate/prospective\\_students/admissions/requirements.php](https://www.emich.edu/graduate/prospective_students/admissions/requirements.php)):

- Completed Graduate Application
- Application fee (\$45)
- Official transcripts from all colleges and universities attended
- GPA of 2.7 overall or a GPA of 3.0 in the last half of undergraduate course work
- At least 6 credits in Philosophy
- A Personal Statement of Philosophical Interests (maximum 1,000 words) describing their: (a) interests in philosophy, including the area(s) of philosophy they believe will be the focus of their graduate work, potential thesis or project ideas, (b) desire to pursue philosophy at the graduate level, and (c) self assessment of their level of preparation for graduate work in philosophy
- Two Letters of Recommendation, at least one of which is from a college or university professor, which speak to the applicant's ability to pursue graduate level work

When applicants have submitted all of the above materials to the Graduate School, they should email the Graduate Coordinator so that he or she can track the application. This is important: it can often be the case that unbeknownst to the applicant, materials are missing and the completed application never gets forwarded to the Philosophy program. If the Graduate Coordinator is looking out for the application, he or she can inform the applicant about any missing materials and about the status of the application.

### 2.2 Admission Requirements for International Students

In addition to the Admission Requirements for domestic students listed above, international students must submit the following to the Graduate School (<https://www.emich.edu/international/graduate/graduate-checklist.php>):

- Evaluation of transcripts by one of Educational Credential Evaluators (ECE), Educational Perspectives (EP), SpanTran, or World Education Services (WES). (Please allow 2-6 weeks for the evaluation to be completed.)
- Proof of English Proficiency from one of TOEFL (minimum score: 79 iBT), IELTS (minimum score: 6.5), MELAB (minimum score: 77), or PTE (minimum score: 53)
- Financial Statement of Responsibility: F1 and F3 Applicants are required to demonstrate the ability to cover all expenses while attending EMU by filling out the form at [https://www.emich.edu/international/documents/finr\\_fasp.pdf](https://www.emich.edu/international/documents/finr_fasp.pdf).

- Passport and Visa: copies of all passports and visas must be submitted to the Office of International Students and Scholars at [oiss\\_admi20@emich.edu](mailto:oiss_admi20@emich.edu).
- FLET Form (SEVIS transfer applicants only): students transferring SEVIS records from another US institution must complete the form at [https://www.emich.edu/admissions/forms/international\\_student\\_advisor\\_letter.pdf](https://www.emich.edu/admissions/forms/international_student_advisor_letter.pdf) and submit it to [oiss\\_admi20@emich.edu](mailto:oiss_admi20@emich.edu).
- International applicants already admitted to EMU must order a shipment of their I-20 document to the Graduate School.

### 2.3 Guest Students

Applicants who do not have the required six credits in Philosophy, do not have a sufficiently high GPA, or cannot obtain a Letter of Recommendation from a University or College professor may opt to take undergraduate courses in Philosophy at EMU either in-person or online as a Guest Student ([https://www.emich.edu/graduate/prospective\\_students/admissions/guest.php](https://www.emich.edu/graduate/prospective_students/admissions/guest.php).) Doing well in one or more undergraduate courses, especially with Graduate Faculty in Philosophy, can enable students to develop missing background in Philosophy, demonstrate their capacities to succeed in undergraduate Philosophy courses, and build relationships with Philosophy professors and possibly obtain Letters of Recommendation.

### 2.4 Admission Timeline

The program has rolling admissions, so students can apply to the program at any time. The Graduate Admissions Subcommittee typically meets within three weeks of receiving an application, and so students who have applied to the program can generally expect to receive a decision regarding their admission within a month of their full application being received. Students applying to begin in the Fall semester should therefore make sure that their applications are received at least one month before the beginning of their desired starting semester.

However, if applicants wish to be considered for Graduate Assistantships, the admissions application must be received from the Graduate School no later than February 15, and the application for a Graduate Assistantship must be emailed to the Graduate Coordinator by February 15. (For more on applying for Graduate Assistantships, see Section 3 below.)

### 2.5 Conditional Admissions

It is not uncommon for students to be admitted to the Program conditionally. There are four types of Conditional Admissions:

**Condition 1: Curricular Deficiencies.** Applicants who have not completed the required 6 credits in Philosophy may in some cases be admitted to the program, on the condition that they complete 6 credits of Philosophy at the undergraduate level upon entering the program.

**Condition 2: Senior Status.** Applicants who have not yet completed their undergraduate degrees upon being admitted to the program are admitted conditionally, and must supply a final transcript that demonstrates that they have completed their undergraduate degree.

**Condition 3: English Proficiency.** Condition 3 admission is for students who are non-native speakers of English and who score below the Graduate School minimum on the English proficiency examination(s). These students must take a placement test prior to starting classes at EMU. ESL classes will be recommended based on the student's performance on the placement test.

**Condition 4: Academic Deficiencies.** Condition 4 admission is for students who do not meet the minimum GPA requirement of 2.7 overall or of 3.0 in the last half of undergraduate course work. These students must complete nine credit hours in good academic standing before being granted regular admission status.

It is the student's responsibility to inform the Graduate Coordinator once they have fulfilled the conditions upon which they were admitted.

For further information on Conditional Admissions, see the Graduate Admissions webpage at <https://www.emich.edu/english/graduate/admission.php>.

## **3. GRADUATE ASSISTANTSHIPS, SCHOLARSHIPS, AND FINANCIAL AID**

### **3.1 Applying for Graduate Assistantships**

The program currently awards eight 50% Graduate Assistantships. Graduate Assistantships can be either Teaching Assistantships or Research Assistantships. A 50% Graduate Assistantship carries a stipend of approximately \$2,100 per semester and provides a tuition and differential tuition scholarship for up to five credit hours for the Fall semester and up to 4 credit hours for the Winter semester. Typically, the program awards four 50% GAs to incoming MA students, and four 50% GAs to second-year MA students. New applicants and applicants who have already been accepted into the program for the Fall semester who wish to apply for a Graduate Assistantship must apply by February 15. To apply, prospective or incoming students must email the following directly to the Graduate Coordinator:

- A Letter of Application for Funding (maximum 250 words) discussing their preparedness to assume the position of Research and/or Teaching Assistantships, including any other considerations that they think might be relevant to the committee's decision, including financial need.
- A Writing Sample (10-20 pages) that demonstrates the applicant's capacities as a writer, a researcher, and a thinker. Normally, the writing sample would be a paper written for an advanced undergraduate course in Philosophy, but it need not be: it could be a paper from an advanced university course in another discipline, or it could be a non-academic piece of writing that the applicant believes conveys her or his capacities as a writer.

### **3.2 Teaching Assistantships**

Teaching Assistants (TAs) are assigned to a Graduate Faculty member and a course, and aid the professor with such tasks as leading discussion sessions, grading, holding office hours, contributing to class discussions, supervising tests and exams, and participating in online class discussions. In some cases, TAs may teach their own introductory level courses, supervised by a faculty member.

### **3.3 Research Assistantships**

Research Assistants (RAs) are assigned to a Graduate Faculty member to aid in a research project, performing such tasks as compiling bibliographies, constructing syllabi, and proofreading.

### **3.4 Philosophy Program Scholarship**

The Stephen G. Cassar Memorial Endowed Scholarship in Philosophy is set up for graduate students in Philosophy in memory of Stephen G. Cassar. A minimum GPA of 3.5 is required for consideration for this scholarship. The scholarship is awarded each Spring at the History &

Philosophy Honors Ceremony. The scholarship may be awarded to one graduate student or split between two or more graduate students. Only continuing students are eligible to receive this scholarship. Graduate Faculty award this scholarship directly to qualified students.

### **3.5 Graduate Philosophy Prize**

Each year the Graduate Faculty in Philosophy award the Graduate Philosophy Prize to an outstanding graduating MA student.

### **3.6 College of Arts and Sciences and Graduate School Scholarships**

A number of scholarships are available through the College of Arts and Sciences. The typical deadline for these applications is February 15. The online application forms are accessible on the [CAS website](#).

#### **Bob Holkeboer Symposium/Graduate Research Fair Scholarship**

Eligibility: The graduate student recipient is a past presenter at the Undergraduate Symposium and a past undergraduate member of the Honors College. Minimum 3.5 GPA required.

#### **Donald M. Loppnow Endowed Graduate Research Fair Scholarship**

Eligibility: The recipient is a graduate student and past presenter at Graduate Research Fair. Minimum 3.0 GPA required.

#### **Stonewall Scholarship**

Eligibility: The recipients are graduate or undergraduate students who demonstrate leadership and/or involvement in organizations, activities or issues that promote a positive gay, lesbian, bisexual and transgender environment. Neither application for nor acceptance of this scholarship indicates the sexual or gender orientation of the applicant.

A number of scholarships are also available through the Graduate School. Incoming and returning students in our program have demonstrated success receiving these scholarships. The deadline for applications for Graduate School Scholarships is June 15 the year prior to the academic year in which the scholarships will be received. For the list of scholarships, see [https://www.emich.edu/graduate/financial\\_assistance/scholarships/graduate\\_scholarships.php](https://www.emich.edu/graduate/financial_assistance/scholarships/graduate_scholarships.php).

**Barton Endowed Scholarship.** The Barton Endowed Scholarship is a one-time competitive award for graduates of an Eastern Michigan University undergraduate program. To be considered for this award, students must have earned their baccalaureate degree from Eastern Michigan University with a minimum 3.5 cumulative GPA. The applicant must be admitted to or currently in a graduate degree program. Upon receiving the award, the applicant must enroll in and complete up to 16 credit hours for the academic year. Course can be taken in fall/winter/summer semesters of the same academic year for which the award is granted. Past recipients of this scholarship are not eligible for future awards.

**University Scholarship.** The University Scholarship is a distinction of honor awarded to select graduate students on the basis of academic merit and demonstrated outstanding leadership and service. Initial scholarship awards may range from \$500 to \$4,000 per year for full-(eight credit hours per semester) or part- time enrollment (four credit hours per semester). Incoming graduate students must have a minimum 3.6 cumulative undergraduate GPA for consideration. Currently enrolled graduate students must have a 3.8 GPA in their program of study. Priority is given to students not receiving other kind of aid such as a Graduate Assistantships. Awards are competitive and distributed among all graduate academic programs. While a student is not restricted to applying for subsequent awards, future awards may be distributed at a reduced amount.

**Brenner Scholarship.** The Anton Brenner Endowed Scholarship is a one-time award of \$500 to recognize outstanding academics performance and achievement by graduate students. Applicants must have demonstrated achievements in publication, research, service to the community or campus or artistic performance/exhibits. Applicants must have completed at least 10 graduate credit hours by the end of the semester in which they apply for this scholarship, and have a minimum of 3.5 cumulative GPA. Further, they must enroll in and complete at least one graduate course during the Fall semester.

**Goldenberg and Schreiber Endowed Scholarship.** The Goldenberg and Schreiber Graduate Endowed Scholarship is a one-time competitive award that pays \$300-\$500 to new or continuing graduate student. Qualified students must be U.S. citizens, be admitted into a degree program and attending full time. To be considered for this award, students must have earned a minimum 3.0 GPA on their baccalaureate degree. Current graduate students must have a minimum of a 3.4 GPA. Further applicants must have demonstrated university or community activity and engagement.

### **3.7 University-Wide Graduate Assistantships**

Students can also apply for Graduate Assistantships elsewhere in the University. A list of available GA positions for which students may apply can be found at <https://www.schooljobs.com/careers/emichedu>.

### **3.8 Financial Aid**

For information about Federal Financial Aid (FAFSA) and other opportunities, see the EMU Financial Aid page at <https://www.emich.edu/finaid/>.

## **4. ADVISING**

### **4.1 New Student Orientations**

Incoming students attend two orientations around the beginning of the Fall semester, one run by the Graduate School and the other by the Philosophy Program.

### **4.2 Programs of Study**

Students should meet with the Graduate Coordinator before or early on at the beginning of their first semester in the program to begin a Program of Study. The Program of Study states the division in which the student is enrolling, and reviews how the student will proceed through the program with regard to their coursework and capstone work. Programs of Study are kept on file both with the Graduate Coordinator and Records and Registration, and are used in the audit for the student's graduation.

### **4.3 Working with Capstone Supervisors and Committees**

The Graduate Coordinator will advise students throughout their program on issues related to registration, progress through the program, and graduation. The Capstone Supervisor will be the chief academic and philosophical advisor for independent work in the MA program on a thesis, a project, or an MA Paper. Please see Section 6.1 for further information on the typical process and timeline for selecting and securing a supervisor for students' Capstone work.

### **4.4 Information Session on Applying for Ph.D. Programs in Philosophy**

In each Fall semester, there will be an information session run by Graduate Faculty in Philosophy on applying to Ph.D. programs in Philosophy. Any MA students interested in pursuing doctoral-level work are strongly encouraged to attend this session, which will provide important information on how to write strong applications, the GRE exam, requesting Letters of Recommendation, and more.

## **5. COURSEWORK**

### **5.1 Registration**

Registration for the Fall semester begins in March of the preceding Winter semester; registration for the Winter semester begins in November of the preceding Fall semester. There are usually no graduate courses offered in the Summer semesters. Incoming students are encouraged to register for courses as soon as they are accepted, after consultation with the Graduate Coordinator. Returning students are encouraged to register as soon as registration opens; this helps the Philosophy program to ensure that graduate classes run and to anticipate in advance the size of the graduate classes. Timely registration does not require students to pay tuition early.

### **5.2 PHIL 601: First-Year Seminar**

Incoming students are required to enroll in PHIL 601: First-Year Seminar as soon as they are able, and typically in the Fall semester of the first year in the program. The topic of the first-year seminar varies from year to year and instructor to instructor, but typically includes a component devoted to skills and professionalization.

### **5.3 Division Requirements**

As listed in Section 1.4, students enrolled in the Social Justice and the Methods Divisions are required to take at least three courses from the approved list of courses for each Division. Depending on the content of the course in the given semester, the Graduate Coordinator may grant the student permission to substitute courses on these lists. For the remainder of their courses, students may take any of the graduate-level courses offered by the Philosophy program, as well as a limited number of cognate courses and Independent Studies.

### **5.4 Cognate and Complementary Courses**

Students may take up to two courses from other departments in the university towards their MA in Philosophy, provided that these courses have substantial philosophical content. Students must acquire a syllabus for the course in advance and provide it to the Graduate Coordinator, who will determine whether the course is appropriate for inclusion in the student's Program of Study.

### **5.5 Independent Studies**

Students may take up to two Independent Studies with Graduate Faculty in Philosophy. Independent Studies are substantial amounts of work for faculty, and students should not assume that faculty will always be available to supervise Independent Studies. If students wish to take an Independent Study, they should ask the faculty member well in advance of the desired semester.

### **5.6 Other Courses**

Students in the program sometimes elect to take other courses at the university that are relevant to their philosophical work but that do not count toward the MA degree, such as language courses.

### **5.7 Override Policy**

If a graduate seminar is at capacity, the faculty member may—but need not—grant a student an override to enroll in the course. Students cannot enroll in courses that are at capacity without an override from the faculty member.

### **5.8 Grade Requirements and Expectations**

The Graduate School requires that students in good standing maintain a GPA of at least 3.0 throughout their programs. Students who fall below this GPA will automatically be put on academic probation by the Graduate School. See Section 7.3 for further information.

While the Graduate School requires that students maintain a GPA of 3.0, the Philosophy program—and the discipline of Philosophy more broadly—expects grades in graduate courses that are significantly higher than this. Students should use the following grading scale for their reference:

**A:** The grade of A indicates that the quality of work is very good to excellent. *(Analogous to the grade of A or A- for undergraduates.)*

**A- :** The grade of A- indicates that the quality of work is good, but that improvement is likely necessary for admission to a Ph.D. program. *(Analogous to a grade in the B-range for undergraduates.)*

**B (+/-):** A grade in the B range indicates that the quality of work is mediocre to fair, and that significant improvement would be required for admission to a Ph.D. program. *(Analogous to a grade in the C-range for undergraduates.)*

**C (+/-):** A grade in the C range indicates that the quality of work is distinctly below what is expected of a graduate student. *(Analogous to a grade in the D-range for undergraduates.)*

**F:** Failing (Please note that the grade of D (+/-) is not available for graduate students; a final score of less than 70% is failing.)

## 6. CAPSTONE WORK

### 6.1 Timeline for Securing an Advisor

Students intending to finish the MA program in two years should secure an advisor for their Capstone Work by the end of the first year. This is especially important if students intend to complete the MA Project or MA Thesis, as it will allow them to use the summer months between their first and second years effectively, and to use the entirety of their second year to complete their capstone work. Students should meet with the Graduate Coordinator to discuss their research interests and ideas for Capstone Work. The student and Graduate Coordinator will determine which Graduate Faculty might best serve as advisor. The results of the first-year meeting with Program Faculty (see Section 7.2) will inform the discussion. Once the student and the Graduate Coordinator have come to an agreement on which faculty members might work as the student's advisor, it is the student's responsibility to ask the faculty member if she/he is willing and able to serve as the student's advisor.

### 6.2 Timeline for Securing the Committee

Committees for each of the Paper, Project, and Thesis consist of the advisor plus two other Graduate Faculty members. Possible committee members should be selected in conversation between the student and the advisor, in consultation with the Graduate Coordinator. Once possible committee members have been identified, it is the student's responsibility to ask these faculty members if they are willing and able to serve on the student's committee. Committee members should typically be secured early in the Fall semester of the student's second year in the program.

### 6.3 MA Paper Requirements and Timeline

**Coursework.** Students completing the MA Paper as a Capstone complete 30 credit hours (10 graduate classes) of coursework. For full-time students completing the program in two years, the coursework will be spread out over four semesters. Students will typically take three courses in each of the Fall and Winter semesters of the first year, and two courses in each of the Fall and Winter semesters of the second year. Another option is to take three courses each semester for the first three semesters, and only one course in the Winter semester of the second year, allowing students more time to focus on their MA paper in the final semester.

**MA Paper.** The MA Paper will be 15-30 pages MA Paper and is typically an expanded and substantially revised version of a paper written for a graduate seminar. Students work with their advisor—typically, the professor of the course for which the paper was originally written—to expand and revise the MA paper. Once the advisor has approved a draft of the MA paper, the draft is sent to the two other committee members. The entire committee meets with the student in order to give the student feedback. The student will then revise the paper in light of this feedback. The committee must approve the final version of the MA paper. Once the paper is approved, the student may submit the paper to a conference or journal, and may give a public presentation of their work in the History & Philosophy Department.

For graduation by the end of the Winter semester, all requirements for the MA paper must be completed and submitted to Records and Registration no later than one month after the end of the Winter term. This means that the MA Paper approval meeting with the entire committee must take place before the end of the semester at the very latest, and ideally in the first half of March, enabling the student to complete their work and publicly present it before the end of the Winter semester.

**Public Presentation.** Students must give a public presentation of their work to the History & Philosophy Department, or to another EMU Department, or to a professional philosophical venue. The presentation will be scheduled by the Graduate Coordinator in discussion with the student and committee.

#### **6.4 Project Requirements and Timeline**

**Coursework.** Students completing the MA Project as a Capstone must complete 24 credit hours (eight graduate classes) of coursework. For full-time students completing the program in two years, the coursework may be spread out over three or four semesters. Students will typically take three courses in each of the Fall and Winter semesters of their first year, then either two courses in the Fall of their second year or one course in each of the Fall and Winter semesters of the second year.

**Project Proposal.** Students work with their advisor to write a Project Proposal (typically 8-10 pages) that gives an overview, rationale, description, plan, and bibliography for their project. Once the advisor has approved a draft of the Project Proposal, the committee meets with the student in order to discuss the strengths and areas for improvement in the project plan. This meeting should take place as early as possible in the full-time student's second year of the program, and ideally by the end of October, so as to ensure the student ample time to carry out and complete the project over the remainder of the academic year.

**Project Completion.** Full-time students completing the program in two years register for PHIL 693, PHIL 694, and/or PHIL 695 in the Fall and Winter of the second year to carry out the project over the course of their second year in the program. Once students have completed the project, they write a 15-20 page paper reporting on the project. Once the advisor has approved a draft of this paper, it is submitted to the committee for approval. (In some cases, PHIL 693 and PHIL 694 can both be taken in the Winter semester of the full-time student's second year, with the student working intensively on the project in the Winter semester, but this is not ideal for allowing enough time for completing a substantial and successful project, and not ideal for ensuring timely completion of the degree.)

**Public Presentation.** Students must give a public presentation of their work to the History & Philosophy Department, or to another EMU Department, or to a professional philosophical venue. The presentation will be scheduled by the Graduate Coordinator in discussion with the student and committee.

#### **6.5 Thesis Requirements and Timeline**

**Coursework.** Students completing the MA thesis as a Capstone must complete 24 credit hours (eight graduate classes) of coursework. For full-time students completing the program in two years, the coursework may be spread out over three or four semesters. Students will typically take three courses in each of the Fall and Winter semesters of their first year, then either two courses in the Fall of their second year or one course in each of the Fall and Winter of the second year.

**Thesis Prospectus.** Students work with their advisor to write a Thesis Prospectus (typically 10-15 pages) that gives an overview of the proposed thesis' guiding question or problem, a plan for the organization of the thesis in the form of a preliminary chapter outline, and a preliminary bibliography. Once the advisor has approved a draft of the Prospectus, it is distributed to the other members of the committee and a Prospectus Defense date is set. At the private Prospectus Defense, committee members discuss the strengths and areas for improvement of the Thesis Prospectus. These collaborative discussions often lead to substantial redirection of the thesis project and/or a finer focus and more detailed plan. To ensure timely completion of the degree, the Prospectus Defense should occur as soon as possible in the Fall semester of the full-time student's second year. This means that the full-time student should have an advisor secured by the end of the student's first year and must work on the Thesis Prospectus over the Summer between the first and second years.

**Completing the Thesis.** Full-time students completing the program in two years enroll in PHIL 690, PHIL 691, and/or PHIL 692, typically in the Fall and Winter of the second year in the program, to write the thesis (typically three chapters and a total of 60-80 pages). Students work primarily with their advisor, submitting drafts of each chapter and rewriting chapters in light of the advisor's comments. Depending on the preferences of the advisor and committee members, the other committee members may also read and provide comments on individual chapters as they are drafted, or they may wait to read a full draft of the thesis before providing specific comments.

**Thesis Defense.** Once the advisor has determined that the thesis is ready for defense, a public thesis defense is scheduled in the History & Philosophy Department. At the defense, the student gives a presentation of approximately 10-15 minutes describing the principal questions, theses, and discussions of their thesis. This presentation should both remind committee members of the content of the thesis, and be accessible to an audience of other faculty members and the student's peers who have not read the thesis. Each committee member then has the opportunity to ask questions, with the advisor asking questions last. A period is reserved for audience members to ask questions. At the end of the defense, the committee discusses the thesis and defense privately, and then has a private meeting with the student to discuss any required or recommended changes to the thesis. If the student is to graduate at the end of the Winter semester, the thesis defense must be scheduled no later than March 1.

**Thesis Submission.** If the student is to graduate by the end of the Winter semester, the thesis must be defended, approved by the committee, and submitted to the Graduate School by March 15. The thesis submitted must comply with the Graduate School's Thesis Manual, which can be found at <https://www.emich.edu/graduate/documents/dissertation/2012falthesismanual.pdf>.



## 7. STUDENT PERFORMANCE AND CONDUCT

### 7.1 Annual Guided Self-Assessment

Students must complete a Guided Self-Evaluation form and submit it to the Graduate Coordinator by January 15 (see Appendix B for a copy of the Guided Self-Assessment form). The self-evaluation asks students to reflect on their performance in two main areas: Academic Performance and Professional Conduct. This form is designed to help students to reflect on how they are doing as students of Philosophy and to help them to take stock of their progress through the program.

### 7.2 Annual Faculty Evaluation of Graduate Students

A committee of Graduate Faculty will evaluate each active student in the program with regard to strengths and areas of weakness in both Academic Performance and Professional Conduct. These evaluations will be sent to students by February 15.

### 7.3 Evaluation Meetings With Graduate Faculty

**Annual Meeting With First-Year Students.** Each first-year student will meet with a committee of Graduate Faculty in the first half of March to discuss their self-evaluations and faculty evaluations, and to discuss the student's plan for completing the program. These meetings are meant to be helpful to students in making sure that they are making good progress through the program, as well as in giving them the opportunity to discuss their academic plans with a group of experienced faculty. It is likely that Capstone project ideas and plans will also be formed in these meetings, helping the full-time student to secure a Capstone advisor by the end of their first year.

**Meetings With Students Not Meeting Expectations in Academic Skills or Professional Conduct.** If there are any perceived problems with any students' academic performance or professional conduct, these problems will be addressed for first-year students at the standard first-year meeting with Graduate Faculty and in a special March meeting for students beyond their first year in the program. In problem situations involving students at any stage in the program, meetings may also be called at other times to address the issue in a timely fashion. See Section 7.4 for further information on Disciplinary Action and Dismissal, for Philosophy's Annual Evaluation Policy, and for the appeals process.

### 7.4 Academic Deficiencies Resulting in Disciplinary Action and Dismissal From the Graduate School

The Graduate School requires that students in good standing maintain a GPA of at least 3.0 throughout their programs. Students who fall below this GPA will automatically be put on academic probation by the Graduate School; they can return to good standing if they are able to get their GPA back to 3.0 within the next nine to 12 credit hours completed. If they fail to receive sufficient grades to return their GPA to at least a 3.0 within nine to 12 credit hours, they will be automatically dismissed from the program by the Graduate School. The Graduate School

does not inform the Graduate Coordinator when students are put on Academic Probation, and so it is the responsibility of the student to inform the Graduate Coordinator if they are put on Academic Probation. They should do so immediately and set up a meeting to discuss their plans for improving their academic performance.

### **7.5 The Philosophy Program's Annual Evaluation Policy and Appeals Process**

In the Fall semester each year, all students in the program will be asked to read and sign a copy of the following annual evaluation policy.

**Annual Evaluation of Students.** Evaluations of all students in the Philosophy Graduate Program are conducted at least annually. Formal evaluations shall occur each January for all students enrolled during the previous Fall or Winter semesters. The Graduate Committee may convene at other times during the year to discuss cases that warrant immediate attention; in such cases, the Committee may evaluate only a subset of the evaluation elements.

Students are evaluated on both Academic Performance and Professional Conduct. The results of the evaluation shall be provided to students no more than 10 working days from the date of the evaluation. Feedback shall include the student's strengths and weaknesses, and shall highlight areas that require significant improvement. Serious problems may result in a remediation plan and can potentially lead to dismissal from the program. A student appeal must be submitted no more than 10 working days from the date of the student's receipt of the evaluation.

Academic Performance is assessed based on course grades and progress toward degree completion. Progress on thesis or capstone project will be assessed for students who have completed their coursework.

The American Philosophical Association's Code of Conduct guides deliberations over Professional Conduct. The Code spells out the responsibilities of professional philosophers as they interact with others.

In particular, the APA acknowledges that in all their professional interactions and relations, philosophers are responsible for:

- Treating others fairly, equitably, and with dignity;
- Respecting the philosophical opinions and traditions of others, without disparaging those who hold positions at odds with one's own;
- Maintaining integrity and trust in all professional commitments and interactions; and
- Recognizing that power and seniority do not offer reasons for being inattentive to the values just mentioned. (<http://www.apaonline.org/page/codeofconduct#i>)

The APA Code of Conduct applies in all professional or university-related activities, including those that occur off-campus and those in which a student represents or is sponsored by the university.

The Graduate Committee rates students as Exceeding Expectations, Meeting Expectations, or Below Expectations in both Academic Performance and Professional Conduct. In cases where a student receives “Below Expectations” on either item, two outcomes are possible: (1) Serious problems may result in immediate termination from the program. (2) In other cases, a remediation plan shall be developed by the committee of Graduate Faculty members responsible for evaluating students, in dialogue with the student’s Capstone Advisor, if relevant. The written plan shall be provided to the student within 10 working days of the date of the evaluation letter and shall include specific problems that need to be addressed and a timeline for remediation. The committee will meet with the student to discuss the plan, and the student will be asked to sign the document. The student’s progress shall be closely monitored and reevaluated based on the timelines identified in the remediation plan. If the student complies with the plan and is able to effectively address the problem area(s), she/he will be removed from remediation.

The evaluation letter shall indicate which outcome of the two discussed above shall prevail.

**Reasons for Termination.** The Philosophy Graduate Program, the University, and the Department of History and Philosophy expect conduct of all students that is consistent with the law; all relevant University policies and rules, including the [University Student Conduct Code](#); and the [American Philosophical Association Code of Conduct](#). Single episode violations or patterns of recurring behavior could result in termination as determined by the Philosophy Graduate Committee and/or by the Associate Provost for Graduate Studies and Research. The conditions under which a student may be terminated from the program include, but are not limited to:

1. Having a cumulative GPA of less than 3.00.
2. Failing the Prospectus defense twice.
3. Engaging in unethical, unprofessional, threatening, or criminal behavior (plagiarism; cheating; violation of APA Code of Conduct Guidelines; violation of University policies or governmental law, including harassment); or consistent inability or unwillingness to carry out academic or professional responsibilities.
4. Demonstrating conduct that is a violation of the University Student Conduct Code (such a violation may result in a referral to the office for Student Conduct, Community Standards and Wellness for campus disciplinary action, including possible dismissal from the University). Conduct violations by a student off-campus in university related activities shall be treated the same by the Philosophy Graduate Committee as if the violation occurred on-campus. Disciplinary judgments by the Office of Wellness and Community Responsibility are separate from the conduct violations determined by the Philosophy Graduate Committee, and the former do not override the committee’s determinations.
5. Failing to make timely and satisfactory progress on program requirements.
6. Failing to respond to a remediation plan or failure to make adequate progress while under remediation. Failure to resolve and complete the remediation plan satisfactorily will be followed by either voluntary withdrawal from the program or formal termination. Remediation plans are separate from academic or university probation.

**Appeals Process.** The EMU Board of Regents outlines grievance procedures for grades. The [grade grievance procedure](#) must be followed when the grievance pertains to grades.

A student may appeal the outcome of her/his formal evaluation. The process for an appeal is as follows:

1. The student submits a written response to the evaluation to the Department Head. The response must include evidence to support the appeal, and must be submitted within 10 working days of the receipt of the evaluation letter.

2. The Department Head meets with the Graduate Committee and the student to discuss the appeal. This meeting shall be scheduled in a timely fashion, but no more than 10 working days from the date the Department Head received the student's written response. If the outcome of the discussion is satisfactory to the student, then she/he shall indicate so in writing. In such cases, the appeal shall be considered to be settled.

3. If the outcome of the discussion above is not satisfactory to the student, she/he shall notify the Department Head in writing within 10 working days. The Department Head shall schedule a Departmental hearing over the appeal. This hearing shall be scheduled in a timely fashion, but no more than 10 working days from receipt of the student's notification. In attendance shall be the Department Head, the Graduate Advisor, one faculty member chosen by the student (this faculty member may be from outside the Philosophy Program), and one faculty member from outside the Philosophy Program chosen by the Department Head. The Graduate Advisor shall present the basis for the Graduate Committee's ratings. The student shall present evidence to support her/his appeal. Anyone in attendance may ask questions. A detailed record of the hearing (preferably a recording) shall be kept. After the completion of the hearing, the Graduate Advisor, the faculty member chosen by the student, and the faculty member chosen by the Department Head shall meet to determine the outcome of the appeal. The student shall be notified of said outcome within 10 working days of the hearing. In all cases other than termination from the program, the outcome of the Departmental hearing shall be final.

4. In cases of termination from the program, the student may appeal the outcome of the Departmental hearing to the Associate Provost for Graduate Studies and Research. Such an appeal must be made within 10 working days of receiving the notification of the outcome of the Departmental hearing and must be made in writing. The Associate Provost for Graduate Studies and Research shall be provided with all documents and recordings pertaining to the appeal, and may interview involved parties. The decision of the Associate Provost shall be final.

## **7.6 Academic Misconduct (Plagiarism, Cheating, etc.)**

In keeping with the university's code and policy concerning academic integrity, cheating, fabrication, plagiarism or assisting in or contributing to academic dishonesty will not be tolerated. Definitions of academic misconduct and explanations of the university's policies regarding cases of academic misconduct can be found at [http://www.emich.edu/studentconduct/facultylinks/academic\\_integrity.php](http://www.emich.edu/studentconduct/facultylinks/academic_integrity.php). Instances of academic dishonesty can result in failure of the assignment, failure of the course in which the instance of misconduct occurred, or dismissal from the program.

## **7.7 Grade Grievance Policy**

Students wishing to appeal grades received in courses must follow the Grade Grievance Policy at <https://www.emich.edu/registrar/documents/grade-grievance-procedure.pdf>



## 8. GRADUATION AND COMMENCEMENT

Students must apply to graduate by the last day of the semester in which they wish to graduate. It is *greatly* preferred by the Philosophy Program and the Graduate School if students apply to graduate much earlier than this. There is an application fee. Further information about applying to graduate can be found at <https://www.emich.edu/registrar/graduation/index.php>.

If students wish to have their name in the April Commencement ceremony program, the deadline to apply for graduation is March 15. Graduating students are encouraged to attend April convocation. For further information about the commencement ceremony, see <https://www.emich.edu/commencement/>.

## **9. PROFESSIONAL ACTIVITIES AND OPPORTUNITIES**

### **9.1 The Speaker Series**

The Philosophy Program hosts a Speaker Series in which speakers are invited to give talks on diverse topics in Philosophy. Graduate students are expected to attend these events, which are excellent opportunities for engaging in advanced philosophical discussion and for meeting professional philosophers from around the region and further afield.

### **9.2 The Undergraduate Conference in Philosophy**

The Philosophy Program hosts an annual Undergraduate Conference in Philosophy (UCiP) each March. The conference is organized and run by a group of undergraduate and graduate students with the advice of faculty. Graduate students can be involved in UCiP by serving as chairs of sessions and/or ushers. Whether or not they serve as chairs or ushers, all graduate students are strongly encouraged to attend the conference, which includes a keynote talk from an invited philosopher.

### **9.3 *Acta Cogitata***

The Philosophy Program publishes *Acta Cogitata*, an undergraduate journal of Philosophy annually in the Fall. The journal is overseen by a faculty member in Philosophy and edited by an MA student in Philosophy. Working on *Acta Cogitata* is an excellent opportunity to gain experience working on a philosophical journal.

### **9.4 The Philosophy Club**

Students in Philosophy run a Philosophy Club that organizes philosophical discussions, peer review nights, and other events. These events are open to both undergraduate and graduate students in Philosophy, and are excellent opportunities to build connections with fellow students and to get peer feedback on one's works in progress.

### **9.5 Presenting at Graduate and Professional Conferences**

Students are encouraged to submit work that has received good feedback from faculty to graduate and/or professional conferences in Philosophy. Presenting at conferences is a good way to get feedback on one's work from active students and professionals in the field, to be exposed to work presented by others, and to meet people in the larger philosophical community. Funding is available for students presenting at conferences if students are endorsed by a Faculty Sponsor (see Section 9.6).

### **9.6 Travel Funding**

There is no travel funding from any University source currently, but we expect there to be funding from the Department, the College, and the Graduate School after the pandemic crisis.

## **10. CAMPUS RESOURCES FOR GRADUATE STUDENTS**

### **10.1 The Writing Center**

Students are strongly encouraged to make use of the university Writing Center at any and all stages of their writing in Coursework and Capstone work. The Writing Center has designated staff and appointments for graduate students. Graduate students can get information and make appointments by emailing Beth Sabo at [bsabo2@emich.edu](mailto:bsabo2@emich.edu). Please see the Writing Center's webpage at <https://www.emich.edu/ccw/writing-center/index.php>.

### **10.2 Disability Resource Center**

Students who require accommodation for disabilities should visit the University's Disabilities Resource Center (DRC). For information see <https://www.emich.edu/drc/>.

### **10.3 Counseling and Psychological Resources**

Counseling and Psychological Services (CAPS) can help with such things as: relationship problems, depression, anxiety, stress, abuse, family problems, grief, anger management, alcohol and drug problems, low self-esteem, sexual orientation or gender identity concerns, and self-injury CAPS is located in the IHA Health Center at 1075 North Huron River Dr., Ypsilanti. Regular business hours: 8:00 a.m. – 5:00 p.m. Appointment and after-hours help line: 734-487-1118. Please see the CAPS website at [emich.edu/caps](http://emich.edu/caps). There is no charge for therapy for EMU students. This website also provides a list of emergency services for students who need immediate help. This center provides both primary care and urgent care services, serving EMU's students, faculty, and staff along with the surrounding community. Additionally, a new pharmacy, called Campus Medical Pharmacy, is available in the center.

### **10.4 Office of the Ombuds**

Students with academic or non-academic complaints should contact the Office of the Ombuds. Information can be found at <https://www.emich.edu/ombuds/>.

## **11. MEDICAL WITHDRAWAL**

Students who need to withdraw from courses after the official withdrawal deadline on account of a medical problem can apply to do so by filling out a Late Withdrawal/Tuition Appeal form at <https://www.emich.edu/registrar/documents/late-withdrawal-tuition-appeal.pdf?v=2018-01-04T19:16:22Z> and by providing documentation from their medical doctor. The Late Withdrawal/Tuition Appeal Committee will review the request. This committee can be contacted at [late\\_withdrawal\\_tuition\\_appeal\\_requests @emich.edu](mailto:late_withdrawal_tuition_appeal_requests@emich.edu).

## **12. IMPORTANT CONTACT NUMBERS**

### **History and Philosophy Department Main Office**

(734)487-1018

### **Graduate School**

General: (734)487-0042

### **Office of Admissions**

General: (734)487-3060

### **Human Resources: Graduate Assistants and Fellows**

General: (734)487-0455; GA Helpline: (734)487-7101

### **UACDC: Student Employees**

General: (734)487-0400

### **Office of Records & Registration**

General: (734)487-0455

### **Office of Financial Aid**

General: (734)487-0455

### **Student Business Services**

General: (734)487-3335

### **Office of International Students' Services**

General: (734)487-3116

### **Counseling and Psychological Services**

General: (734) 487-1118

### **Disability Resource Center**

General: (734)487-2470

# APPENDIX A: PROGRAM OF STUDY FORM

## Master of Arts in Philosophy: Program of Study

STUDENT NAME & EID:

Total Credit Hours: **30**

PHILOSOPHY GRADUATE COORDINATOR: Kate Mehuron, Ph.D.

DATE:

Capstone: (1) Thesis (2) Project (3) Course Work  
Division: (1) Social Justice (2) Methods

### Total Required Credits: 30

9 credits from specified Division

3 credits from PHIL 601 – First Year Seminar in Philosophy

6 credits of Capstone Experience (Thesis or Project or Course Work)

12 credits of Unrestricted Electives (max. 12), Complementary Concentration (max. 6), Cognate Courses (max. 6), Special Topics Classes (max. 6)

AND complete Capstone Product, as specified.

### Division Courses (Any from the division list below)

Credits (9)

- 1.
- 2.
- 3.

PHIL 601 (First Year Seminar)

Term:

Credits(3)

### Capstone Courses for Coursework

Credits (6)

- 1.
- 2.

### Capstone Title:

Committee: (Advisor): (Readers-2):

Yes / No

Final Capstone approved by the Capstone Committee - If "no," the Degree Auditor will be informed by the Graduate Coordinator when the Capstone is completed.

### Unrestricted Electives

Credits (12)

Any PHIL course at the 500 or 600 level (other than PHIL 601) that will *not* be counted as a Division or Capstone course. Complementary Concentration (max. 6), Cognate Courses (max. 6), Special Topics Classes (max. 6)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## APPENDIX B: GUIDED SELF-EVALUATION FORM

### Guided Self-Assessment – Graduate Student

Name:

Year in Program:

Division (Methodology or Social Justice):

Capstone (Thesis, Project, or Course Work):

Capstone Advisor:

### Learning Development Reflection

This is an opportunity to reflect on your own progress in studying philosophy. You will have an opportunity to offer a narrative about your learning later in the reflection, so please just focus on offering a frank assessment of your own progress on the following dimensions.

In order to improve my learning of philosophy, I would say I make effective and timely use of...

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Class sessions					
Office Hours or other outside-of-class time contact with my professors					
Course readings					
Library resources or other un-assigned research resources related to my courses					
Feedback on papers/test					
Informal feedback from professors					
Prior knowledge in philosophy					
Prior knowledge from beyond philosophy					
Course-related studying (writing					

summaries, reading, application of course concepts, etc.)					
Opportunities for real life application (using course material beyond the class setting)					
Opportunities to practice professional level writing in the discipline of philosophy					
Feedback from peers					

Overall, I would say that I have been a good student of philosophy in the EMU MA Program.

Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree

**Professional Development Reflection**

This is an opportunity to reflect on your own progress in professional conduct and development. You will have an opportunity to offer a narrative about your conduct as a member of profession and your development later in the reflection, so please just focus on offering a frank assessment of your own progress on the following dimensions.

In the EMU MA program so far, I ...

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Treat others fairly, equitably, and with dignity					
Respect the philosophical opinions and traditions of others, without disparaging those who hold positions at					

odds with my own					
Maintain integrity and trust in all professional commitments and interactions					
Recognize that power and seniority do not offer reasons for being inattentive, for unfair treatment of others, for disregard for differing positions, or for professional trust and integrity					
Uphold EMU's student conduct code					
Avoid unethical, unprofessional, threatening, or criminal behavior					
Demonstrate ability and willingness to carry out academic or professional responsibilities					
Treat my degree related experiences as an opportunity to display competence and to learn					

Overall, I would say that I have been a good professional in the EMU MA program.

Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree

If you have held a graduate assistantship in research or teaching during this review period, please say whether you have been a good professional in your assistantship duties.

Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree

**Reflection on Progress toward Completion**

This is an opportunity to reflect on your own progress toward degree completion. You will have an opportunity to offer a narrative about your progress toward degree completion later in the reflection, so please just focus on offering a frank assessment of your own progress on the following dimensions.

In the EMU MA program so far, I ...

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
Take enough classes to graduate in two to three years					
Receive grades sufficient for completion of my MA					
Receive grades sufficient for transition to a PhD program (you may leave this blank, if you intend only a terminal MA in philosophy)					
Engage in research that goes beyond my					

coursework					
Engage in co-curricular activities					
Attend graduate or professional conferences in philosophy					
Work toward presenting my own material or on the material of others at graduate or professional conferences in philosophy					

Overall, I am making good progress to complete my MA in two to three years.

Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree

**Narrative**

In under 500 words, please comment on your strengths and weaknesses related to the above categories (learning, professional conduct, degree progress). Also, do feel free to explain weakness and elaborate on strengths and accomplishments. Be sure to offer an evaluation of your overall skill, learning, and progress.