



THE INFORMAL USER'S GUIDE TO THE

**CULTURAL STUDIES
DEPARTMENT**

Updated September 2009

(This replaces all earlier versions, including the web site and Bulletin. Students who entered the program under earlier versions of the regulations have the choice of following the original version or this updated version)

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Introduction

Welcome to the Cultural Studies Department of Claremont Graduate University (CGU). This guidebook contains information about degree requirements for the M.A. and Ph.D. in Cultural Studies. Please read the guide carefully and consult your department advisor about any requirements you do not understand.

This informal guide aims at answering students' frequently asked questions. It does not replace or supersede the official *Bulletin* of the Claremont Graduate University. Consult the CGU *Bulletin* for explanations of official CGU policies and procedures. You can obtain a copy of the *Bulletin* from the Office of Admissions and Records.

Further inquiries may be addressed to:

Holly Domingo, Student Support
School of the Arts and Humanities
Claremont Graduate University
121 E. Tenth St.
Claremont, CA 91711
Tel: 909-621-8082 Fax: 909-607-1221
Email: holly.domingo@cgu.edu

Mailboxes

Students may request a student mailbox. If you are interested in having a mailbox please contact Holly Domingo and she will let you know where to check your mail.

It is extremely important to have access to electronic mail. Many courses require work done by e-mail and professors distribute course information by this medium. The department office **only uses cgu.edu e-mail**. Faculty use e-mail extensively. It is often the only effective way for a student to reach a particular professor quickly. At CGU e-mail accounts are free to registered students. Account information is provided to each student at the New Student Orientation. If you cannot attend orientation please see Holly Domingo to collect your orientation packet, which includes network account information.

Important written communications may be sent to you at home. Be sure to give your local address and telephone number to Holly Domingo as soon as you have them. Please keep us informed whenever you move or change telephone numbers by completing a "Change of Name or Address" form (available on-line at www.cgu.edu/registrar).

Faculty Composition of Cultural Studies

The Cultural Studies department is composed of core faculty with full-time appointments in the department, visiting faculty, adjunct faculty within CGU and a large field committee of associated faculty from other departments and colleges.

Core Faculty

Henry Krips is the Andrew W. Mellon All Claremont Professor of Humanities. He has published extensively in the areas of Cultural Studies, History and Philosophy of Science, Theoretical Physics, and Psychoanalysis. His books include *Fetish: An Erotics of Culture* (Cornell UP, 1999), *The Metaphysics of Quantum Theory* (Oxford UP, 1990), *Psychoanalyse-Kultur-Medien* (Turia Kant, 2001), *Science, Reason and Rhetoric* (Pittsburgh UP, 1995). He is currently working on a book on the New Politics.

Eve Oishi is an associate professor and Chair of the department. She holds a Ph.D in English Literature from Rutgers University. Her research interests include Asian American, experimental and queer literature and film, feminist theory and media studies. Her book *The Memory Village: Fakeness and the Forging of Family in Asian American Literature and Film* is forthcoming by Duke University Press. Her articles have appeared in journals such as *Signs: Journal of Women in Culture and Society*, *Camera Obscura*, *Women's Studies Quarterly*, and *Quarterly Review of Film and Video*. She is also an independent film/video curator.

Joshua Goode is an assistant professor with a joint appointment in the Departments of History and Cultural Studies at CGU. He specializes in the intellectual and cultural history of modern Europe. His research interests include the political, social and cultural impact of science in 19th and 20th century Europe, European fascism, racial thought, and criminology. He is the author of *Impurity of Blood: Defining Race in Spain, 1870-1930* (LSU Press, 2009). He is also the author of several articles and has recently contributed a chapter on contemporary Spain to the volume, *Race, Crime and Criminal Justice: International Perspectives* (Palgrave, 2010). His current research focuses on the role that national history and memory play in shaping contemporary European debates about immigration, citizenship, and culture. One particular aspect of this work considers the role that the Holocaust and Spain's wartime alliances have played in shaping current Spanish attitudes toward ethnic and national identity. Goode has taught courses on comparative history, European racial thought, fascism, genocide, museums and commemoration, the Spanish Civil War, and history and memory in modern Europe.

Marlene Daut is an assistant professor with a joint appointment in the Departments of English and Cultural Studies at CGU. She specializes in eighteenth- and nineteenth-century transatlantic, Afro-diasporic, and postcolonial literary and cultural studies. Her most recent work examines the relationship between the Haitian Revolution and scientific theories of race in U.S. American, Haitian, and French colonial literatures. She has been the recipient of an Erskine A. Peters-Reid Dissertation Fellowship and a Ford Dissertation Fellowship. Her articles have appeared in such journals as *Small Axe*, the *South Atlantic Review*, and *Nineteenth-Century Literature* (forthcoming). She also has essays forthcoming in two edited collections, *Early America and the Haitian Revolution: Essays on the Cultural History of Atlantic Colonialism and Modernity*, eds. Elizabeth Maddock Dillon and Michael Drexler; and *Seduction and Sentiment in the Atlantic World, 1600-1800*, eds. Tita Chico and Toni Bowers. Her current book project is entitled, *Science of Desire: Race and the Literary History of the Haitian Revolution in the Atlantic World, 1789-1865*.

Associate Faculty

Associate faculty are core faculty from CGU whose work intersects with Cultural Studies, who regularly teach classes of interest to our students and who may be available to work with Cultural Studies students on qualifying exams or dissertation committees. For a complete list of Associate Faculty, please see the department website.

The Field Committee

Consists of the faculty from CGU and other colleges in Claremont, who work with Cultural Studies students.

Claremont Colleges Faculty

Mark Allen	Pomona	Art & Art History
Isabel Balseiro	Harvey Mudd	Humanities/Social Science
Dipannita Basu	Pitzer	Sociology
Tracy Biga MacLean	Pitzer	Intercollegiate Media Studies
Jose Calderon	Pitzer	Sociology & Chicano Studies
Mary Coffey	Pomona	Spanish Literature & Culture
Marianne De Laet	Harvey Mudd	Humanities/Social Science
Oona Eisenstadt	Pomona	Jewish and Religious Studies
Paul Faulstich	Pitzer	Environmental Studies
Ken Gonzales-Day	Scripps	Art
Judson J. Emerick	Pomona	Art & Art History
Kathleen Fitzpatrick	Pomona	English & Media Studies
Jennifer Friedlander	Pomona	Art History & Media Studies
Lorn Foster	Pomona	Politics
Laura Harris	Pitzer	English and Black Studies
Kathleen Howe	Pomona	Art & Art History
Phyllis Jackson	Pomona	Art History and Black Studies
Alexandra Juhasz	Pitzer	Media Studies
Juliet Koss	Scripps	Art History
Jessica Lawless	Pitzer	Media Studies
Ming-Yuen Ma	Pitzer	Media Studies
Nancy Macko	Scripps	Art
Rachel Mayeri	Harvey Mudd	Humanities/Social Science
James Morrison	Claremont McKenna	Literature
Gilda Ochoa	Pomona	Sociology and Chicana/o Studies
Shiela Pinkel	Pomona	Art & Art History
Frances Pohl	Pomona	Art & Art History
Lynn Rapaport	Pomona	Sociology
Erin Runyon	Religious Studies	Pomona
Marie-Denise Shelton	Claremont McKenna	Modern Languages/French
Claudia Strauss	Pitzer	Anthropology
Valorie Thomas	Pomona	English & Black Studies
Miguel Tinker Salas	Pomona	History
T. Kim-Trang Tran	Scripps	Media Studies
Margaret Waller	Pomona	Romance Languages & Literature
Gary Wilder	Pomona	History
Meg Worley	Pomona	English
David Yoo	Claremont McKenna	History

Advisors, Qualifying Examination Committee and Dissertation Committee

Currently the Department Chair is the department advisor for all Cultural Studies students. Your department advisor will oversee your progress through your graduate career, even after you select the faculty who will serve as advisors for your M.A. research paper, qualifying examinations and doctoral dissertation. We strongly encourage you to meet with your department advisor at least once each semester. Once you have progressed in the program and forged relationships with other faculty, you may change department advisors with the permission of the department chair.

Students writing the M.A. research paper are advised by a research advisor (who may differ from their department advisor). Students reading for qualifying examinations are advised by the chair of their examinations committee. Students writing the doctorate dissertation are advised by the chair of their dissertation committee, who is called their academic advisor.

Normally, but not always, the chair of your examinations committee will become your academic advisor. You may change academic advisors if shifts in your scholarly interests require you to do so, but select your advisors with a view toward a long-term working relationship.

At the appropriate times, consult your department advisor to help you choose a research advisor, the chair of your examination committee, and an academic advisor (dissertation committee chair) from among the Cultural Studies, CGU, CST, and college faculties. You should start negotiations for a research advisor in the final year of your Masters. Negotiations for a chair of your examination committee and the other two members of the committee should begin a year before you take your qualifying exams. Negotiations for an academic advisor and dissertation committee should begin simultaneously, but be confirmed only after your qualifying exam. The dissertation committee must include at least one core faculty member from the Cultural Studies department. Other members may be drawn from outside the department and within the Claremont system. In exceptional circumstances, and where academically appropriate, members of the dissertation committee may be drawn from outside the Claremont system.

Standards of Academic Honesty

CGU states its policies on academic integrity in its *Bulletin*. Be aware that concerns about academic integrity apply as well to the multiple submission of written work for courses. It is improper to submit the work done for one class or project to a second class or as a second project without first getting the informed permission of both instructors. Some instructors allow overlapping work between courses. In such cases, you must obtain the agreement of all relevant instructors.

Satisfactory Academic Progress

"Satisfactory Academic progress" refers to maintaining an appropriate (as distinct from minimally acceptable) academic record reaching the various stages of progress in the department at or near the time expected of the majority of students. In addition, students must demonstrate a level of research and writing ability and class performance appropriate to the standards of graduate study. Cases of students not maintaining satisfactory progress will be reviewed by the department advisor and department director, who will take appropriate action.

All Cultural Studies students are expected to maintain a **minimum grade point of 3.3 (B+)** in all coursework taken at Claremont Graduate University, with no more than two incomplete courses at any time. Failure to maintain the minimum standard may result in the student being placed on academic probation for the following semester by the faculty in their academic program. It is expected that students who have completed their course work for the Masters will complete their additional degree requirements within a year. Students who have completed their coursework for the Phd are advised to complete their Qualifying exams by the end of the following term. Under

exceptional circumstances, students may take up to two years to complete their qualifying exams after finishing their coursework.

The department takes satisfactory progress into account in awarding financial support. Students should also be aware that CGU maintains a policy on satisfactory academic policy for eligibility for financial aid. Information is available in the financial aid office.

Incompletes

Incompletes (failure to complete required coursework within the duration of the course) may be considered signs of unsatisfactory performance. **If you receive financial support from CGU, do not carry more than one incomplete at any time. Two or more incompletes may result in the suspension of financial support.** Incompletes also handicap students in external fellowship competitions.

CGU allows up to one year for the completion of an incomplete. Professors often establish deadlines of less than one year. Students are subject to faculty deadlines.

Courses

You may take any course offered at CGU and CST. You may also take a limited number of upper level seminars offered at the Claremont Colleges (see below, Course Numbering). In addition to courses offered by professors, you may organize a limited number of independent studies (CLST 398, 399, 498 or 499) or tutorial readings (CLST 397, 497). All such courses must be cleared with your department advisor. See below for details of permitted numbers of such courses.

Where to Find Courses

Most CGU departments, including Cultural Studies, provide lists of courses to be offered within their departments. These lists are published about three to five months before the start of a new semester.

Before the start of each semester CGU sends a schedule of upcoming courses to all graduate students. The schedule includes the day, time, location, and instructor of each course. Specific course descriptions are available from the relevant department office. In some cases department offices also provide syllabi; if they do not, you may request a syllabus from the course instructor. All of this information is also available on the web.

In addition, the five colleges together (Scripps College, Pomona College, Pitzer College, Harvey Mudd College, and Claremont McKenna College) publish a comprehensive schedule of courses for each new semester, with information about time, location, and instructor.

The Arts and Humanities office will attempt to make available an office copy of all published catalogues and course lists. However, each college has its own policy regarding making materials from other colleges available to students. Do not be surprised if you have to visit several registrars' offices to track down the courses you want.

It is not unusual for courses to be added after catalogues and schedules have been published. Be sure to ask for supplemental announcements of new courses from registrars.

Course Numbering

See the CGU *Bulletin* for course numbering at the graduate level. If you are taking undergraduate courses at the Claremont colleges for graduate credit, be aware that professors have been advised to add extra work--reading, writing, and/or leading class--for graduate students. You are responsible for contacting undergraduate professors to request permission to take their classes and to determine the amount and nature of additional work. In addition, you must submit the syllabus for the course and your plan for additional work, signed by the instructor.

As a rule, courses numbered below 100 are lower level courses and are not appropriate for graduate credit. If you are interested in a course numbered below 100, it may be possible to use it as the basis for a tutorial reading (397 or 497) or independent study (398 or 498) which combines course attendance with substantial additional work. You may also elect to use an advanced level undergraduate course in this way. The advantage of doing this is that the professor who teaches the course is compensated by CGU. You must secure the approval of your department advisor as well as the professor before registering for such a course.

Please note: Pitzer College uses a different numbering system than the other colleges, so make sure to check with the instructor to see if it is upper-division. Pitzer's upper-division courses sometimes have numbers lower than 100 and CGU registrar will not give you credit for the course because of the numbering. Please consult with your department advisor if you run into a problem with this.

Independent Study

You may organize independent studies (CLST 398, 399, 498 or 499, taken for either 2 or 4 units) to pursue specialized topics under the guidance of a professor. Bear in mind that when the independent study replaces a course, you must do an equivalent amount of reading and writing. Your plan for independent study must be approved by your department advisor. *Both your instructor and advisor must sign the plan of study, which must be filed with Holly.* You will need to provide a course syllabus and/or study plan from your independent study instructor which should include a reading list, description of scheduled meetings (at least one hour per week for a 4-unit course), and description of writing assignments. In addition, check with Holly to make sure that the Humanities Center has a curriculum vitae on file for your instructor.

Number of independent study and undergraduate level courses

Doctoral students will be allowed to count up to 16 units of undergraduate level, independent studies, and tutorial readings towards their degree. Masters students will be allowed to earn up to 8 such units. Any such units that a doctoral student completes as part of their MA will be counted as part of their 16 unit quota towards the doctorate.

Changing Degree Status from M.A. to Ph.D. and From Ph.D. Conditional to Ph.D.

If you were admitted to the M.A. program or with Ph.D. conditional status and you wish to earn a Ph.D. in Cultural Studies, you must submit an application to proceed to full standing in the Ph.D. program. You may submit your application as early as your third semester if you are taking a full-time load (3 courses per semester), or as you approach the completion of 24 units. Students admitted with Ph.D. conditional status should apply for full graduate standing as early as possible within these guidelines.

Submit your application through your department advisor or the chair of the department.

The application consists of:

- Transcript of courses taken at CGU with grades. In lieu of an official transcript, a list of courses and grades issued by the CGU registrar will suffice.
- Seminar paper of approximately 15-20 pages from one of those courses.
- A brief statement outlining the areas of study you plan to pursue through future courses, the M.A. thesis and qualifying examinations. Identify the large research problem that informs your plan of study. Explain why that research problem is significant within Cultural Studies and appropriate as the basis for formulating a dissertation topic. Describe the areas of your qualifying examinations and obtain the agreement of the faculty who will make up your examinations committee. This is not your dissertation proposal. At this point we expect you to ask interesting questions, and not necessarily to provide all the answers. You may obtain a copy of sample proposals from the A&H office.
- **Either** 3 letters of evaluation from faculty (at CGU, CST or the Claremont Colleges) with whom you have taken graduate courses, **or** 3 faculty signatures appended to your statement (Appendix B), **or** a combination of these two options. *At least two of these three faculty must indicate their willingness to guide you in your future doctoral work, for example as members of your examinations committee and dissertation committee. Indicate which faculty have agreed to work with you.*

Faculty bear the responsibility for assessing the likelihood that you will be able to complete a dissertation based on your proposed course of study in light of both your abilities and the academic resources available in Claremont. By signing your statement or in written references faculty indicate: 1) their positive evaluation of your abilities and your proposed course of study; 2) their willingness to work with you as you undertake your proposed research (two of the three faculty must agree to continue to work with you).

You must provide a copy of these guidelines to the faculty from whom you request signatures or letters.

Transferring Credits

CGU allows doctoral students to transfer up to 24 credit hours of graduate credit for courses from other institutions or between CGU departments. M.A. students may not transfer any credits. These credits are for course work only; they may not include credits for independent studies or thesis research.

You must complete a minimum of 24 units within the Cultural Studies department before transferring outside credits. To transfer credits, petition the department through the chair or through your department advisor. You may submit your petition as early as the end of your first full year in Cultural Studies (i.e. when you are on the verge of successfully completing 24 units).

Your petition must include an official transcript of the courses you wish to transfer, a letter of petition, and your best seminar paper from CGU. Your letter of petition should explain why the courses you wish to transfer are appropriate for Cultural Studies credit. The successful petition will devote a brief paragraph to each course to address its relevance and merits, describe research and written work undertaken for each course, and include syllabi and other relevant course materials. Your petition should also explain what scholarly direction you will pursue in your graduate career and how your past graduate work fits into your academic plan. Develop your petition in consultation with your advisor.

International Students

International Students should work closely with the International Student Coordinator throughout the time at CGU to ensure that all I-20 and other relevant information is kept current. The coordinator can be reached at (909)607-3371 or via e-mail at: intl.student.services@cgu.edu.

Checklist of Requirements for the M.A. and Ph.D. in Cultural Studies

M.A.

40 units, including

- Two introductory courses to Cultural Studies.
- A research paper of publishable quality in specified journal article format, or approved equivalent. In order to complete the paper students may enroll in either the independent study CLST 399 or, if they need extensive supervision/feedback on writing, enroll in the Advanced Thesis and Dissertation course 370A (2 units) or 370B (2 units) or both (4 units).
- Research tool: a research methods course or approved equivalent.

Ph.D.

All the above M.A. requirements including a first research tool and research paper, plus

A further 32 units approved by the departmental advisor, and which must be completed before sitting for the qualifying exams. These units must include:

- A Transdisciplinary Course (T-Course) by the end of the second year of study at CGU, and
- A second research tool, which is completed by: passing an approved foreign language exam (see below), or an approved second research methods course, such as Oral History

In addition, students must convene an examination committee and pass their qualifying examinations, which includes an oral defense

Students must also convene a dissertation committee, and orally defend a proposal for doctoral study, which the committee must approve

Students must complete and orally defend a dissertation.

Students who have an advanced degree from another institution must complete both research tools, the transdisciplinary course, and the research paper, but they may be exempted from some requirements (for example, if they have already completed a masters thesis, then they may be exempted from the research paper). In any case, students with a degree from another institution may be granted a block transfer of up to 24 units towards their Ph.D. coursework.

One year Masters

- Students may complete the requirements for the Masters degree in one year by working through the summer term. Students intending to do this should consult with their advisor and the department chair.

Media Studies

The department offers a concentration in Media Studies for students completing an MA or PhD in Cultural Studies. The requirements for the concentration will include the regular degree requirements for the M.A. in Cultural Studies: 40 units of coursework, including 2 required classes in Introduction to Cultural Studies, plus a research paper of at least 6000 words or equivalent. Additionally, the coursework must include (a) two approved hybrid graduate/undergraduate classes taught by the IMS faculty at the 5Cs, and (b) two approved media classes that will be offered by the Cultural Studies department at CGU.¹ The research paper must be of publishable quality or involve an equivalent form of cultural production that includes an analytic component (e.g., performance and interpretation, exhibit and analysis). To complete this requirement students may enroll in either CLST 398 Research Paper (as a 4 unit course), or, if requiring more supervision, CLST 370A and B. Students also have the option of doing a relevant internship for either 2 or 4 units. The coursework for the concentration must include a methods course, which, if approved, may coincide with one of the other required courses. The methods course may include a production course, taught by a Claremont IMS faculty member. Doctoral students in the Media Studies Concentration must also complete one of their area examinations in media studies. See **Appendix C** for more details.

Museum Studies

Students in the department may complete a concentration in Museum Studies in conjunction with the Masters or Ph.D. degrees. This involves the completion of at least eight units of course work relevant to the area of museum studies approved by the department chair. Students must also complete either a research paper of at least 6,000 words of publishable quality on museum studies or an equivalent form of cultural production that integrates a substantial analytic component (e.g. performance and interpretation, exhibition and analysis) which may draw upon other work completed in their course work. To complete this requirement, students may enroll in CLST 398 (for 4 units) or, if requiring more supervision, in CLST 370A and B. Students with no previous museum experience must participate in 2 or 4 units of directed internship at the Masters level. Doctoral students must be approved for the concentration in museum studies (see the Program Concentration Approval form) and must complete one of their field qualifications in museum studies.

Internship

Students may complete an internship in a variety of ways: either by (a) enrolling in Advanced Thesis and Dissertation CLST 370A and/or CLST 370B, or (b) enrolling in CLST 399 Directed Internship (see below), or (c) as a no credit capstone experience. In all cases, the internship involves keeping a critical journal and completing a final paper. Students should discuss which of the options suits them best. Students who want detailed feedback on their writing should enroll in CLST 370A and or B; students who require less detailed supervision should enroll in CLST 399; and students who require no supervision, and do not wish to include the internship in their course-work should complete the internship as a capstone experience for no credit.

CLST 399 Directed Internship (2 or 4 units)

Students may, with the approval of their advisor, enroll in a Directed Internship for up to 4 units. The requirements for a directed internship are as follows: 1. Read three books about the field which are relevant to internship setting and then write a brief critical review. 2. Keep a critical journal pertaining to the internship experience in relation to your area of study as discussed and agreed upon with your faculty advisor.

- Students also need to fill out an Internship Agreement form, which must be co-signed by their

¹ These required courses may vary from year to year. Students should consult with their advisor concerning their choice of courses.

supervisor for the internship

- In addition, students should submit an evaluation document to their supervisor at the end of the internship. Supervisor has to fill in evaluation
- The documents are available from Susan Hampson in the Arts & Humanities office, who will file the agreements and evaluation forms.

Requirements for the M.A.

1. **40 units** - normally over three to four semesters (4 units per class, 3 classes per semester) including a 4 credit research paper (CLST 370A and 370B or CLST 398). All courses must be approved by your department advisor. They may include any appropriate course at CGU or at the Claremont Colleges, although you may be required to do supplementary work if you elect to take a course at the undergraduate level. As part of their coursework, students may complete up to 8 units of independent studies, or advanced level undergraduate courses, or tutorial readings.
2. Your 40 units must include all **required courses**:
 - Two introductory units to CLST (i.e., two of four in the sequence: CLST 300, 301, 302, 305)
 - Research tool: a research methods course such as CLST 303 Field Research in Cultural Studies, Oral History. Digital Humanities or Archival Methods.
 - Research paper (see below)
3. **Research Paper**
 - A research paper of at least 6000 and no more than 10,000 words, of publishable quality, in a specified journal article format, topic and format to be approved by your advisor. You may expand and revise a seminar paper that you have written (but not published) during your coursework at CGU, or undertake a new project. Students interested in non-textual work, such as video production or performance, may undertake a project equivalent to the written thesis with the approval of their research advisor. Before turning in your paper, you should identify a (peer-reviewed) academic journal where it would be suitable to submit your paper. Download all of the submission requirements (word count, style guidelines, areas covered by the journal, etc.) and format your paper specifically to meet these requirements. You should also turn in a copy of these requirements with your final paper.
 - Consult your research advisor for your research paper. The research advisor must be drawn from among the CGU, CST and college faculties, and should be expert in the field in which you produce your research paper or equivalent. Your research advisor may differ from your department advisor. You do not need additional readers to approve the topic or oversee the writing of your paper. The paper will be graded by a committee designated by the chair of the Cultural Studies department, and will include your research advisor and department advisor.
 - To complete this requirement, students may enroll in either CLST 399 (for 4 units which will count towards your degree) or, if requiring more supervision, in CLST 370 A and B. Masters students who wish to break from their coursework for a period of time may enroll in continuous registration (400M) which counts for zero credits. (Enrollment in CLST 400M is cheaper than taking a leave of absence). For final paper deadlines see 4 below.
4. **Graduation Forms and process:**

Before you plan to graduate, you must meet with your departmental advisor to make sure that you have completed all of the appropriate requirements. In the semester you plan to graduate,

you must turn in the "Master's Degree -or- Certificate Final Approval Form" to the Arts and Humanities administrative assistant. Your final research paper is due at least two weeks before the due date of this form. You can download the form here:

http://www.cgu.edu/PDFFiles/Office%20of%20Records%20forms/Forms/CF506_Masters%20Final%20Approval_Interactive.pdf

Schedule for completion of M.A.

The CGU *Bulletin* states that M.A. students must complete all requirements during 5 (not necessarily consecutive) years of being registered as a Masters student. Students who cannot complete all requirements within the allotted 5 years may apply for a time extension. Petitions are available from the Registrar's office. See the CGU *Bulletin* for more information on time extensions. Students may apply for leave of absence under extenuating circumstances, although you should note that the re-enrollment process is more expensive than switching to the category of continuous registration (CLST 400 M).

Students with F1 or J1 visas must complete the M.A. in two (2) years. See International students. 3 courses (12 units) per semester constitute a full course load. You may take fewer units if you wish, but be aware that if you take fewer than 8 units during the period before you complete your required number of units, you cannot defer your federal student loan payments.

If you are taking 12 units per semester, you should be able to complete the M.A. in 3-4 semesters.

We recommend that you begin your research paper as you complete your course work. Because you must file your completed thesis with the registrar a month or more before the end of your last semester at CGU (see below), you must plan your paper, secure the approval of your advisor and work out a schedule of deadlines with him/her well in advance.

Plan to use your summers to work on non-coursework requirements, such as finishing the research paper. Do not leave these requirements until the end of your time at CGU. If you delay them until your last semester and then do not pass the exam, you will not be able to graduate. Then you will have to pay registration fees for another semester simply in order to complete them. CGU requires you to be registered in the semester in which you fulfill the requirements.

Requirements for the Ph.D.

1. 72 units including all M.A. requirements. Students who have completed an MA elsewhere may apply for 24 transfer credits, and where appropriate, gain exemption from the research paper.
2. All requirements must be completed at a satisfactory standard before taking the qualifying exams. The chair of the department in consultation with your departmental advisor will decide whether your standard of work is satisfactory for sitting the qualifying exams. While writing the dissertation students should enroll in doctoral research study (CLST 499) which counts as zero units. Doctoral candidates may not enroll in continuous registration CLST 400M. You must have passed your qualifying exams and advanced to candidacy in order to register for dissertation research units.
3. Second research tool: foreign language (see below), or pass a second approved research methods course.

4. Transdisciplinary Course (T-Course)-To be completed **no later than** the second year of doctoral study at CGU.
4. Qualifying examinations (see Guidelines for Qualifying Examinations).
5. Proposal for Doctoral Study and oral Proposal Defense (see [Advancement to ABD Status and Guidelines for Proposal](#)).
6. Dissertation. 60,000 - 80,000 words of publishable quality and original research. Work primarily with your thesis director, who must be selected from among CGU or Claremont college faculty. Also submit chapters to your readers as you write them. All members of your committee should be given ample opportunity to suggest revisions before they are asked to accept the completed manuscript.
7. Defense. Conducted with all members of the dissertation committee, after you have submitted your finished manuscript and completed all other requirements. Note that the department will not schedule a defense if you have any outstanding requirements. The defense is open to the public.

Dissertation Committee and Director

Normally, although not inevitably, your examinations committee will become your dissertation committee. The dissertation committee consists of a director and two readers. The director must be selected from the faculty of CGU or Claremont Colleges. If your field requires expertise that you cannot find at Claremont, you may add a reader from another institution, if that reader is approved by your dissertation director and the department chair. All committee members should be able to attend the defense. At least one committee member should be a faculty member of the Cultural Studies department at CGU.

Your dissertation director will take primary responsibility for advising you as you write the dissertation and prepare to present yourself as a candidate for an academic job. All members of your dissertation committee will bear responsibility, along with your department advisor, for assessing the likelihood that you will be able to complete your proposed dissertation in light of both your abilities and the academic resources available in Claremont.

Schedule for Completion of Ph.D.

The CGU *Bulletin* states that Ph.D. students must complete all requirements during 6 (not necessarily consecutive) years of being registered as a doctoral student (6 years for those transferring units). Students who cannot complete all requirements within the allotted period may apply for a time extension. Petitions are available from the Registrar's office. See the CGU *Bulletin* for more information on time extensions. Students may apply for leave of absence under extenuating circumstances. See the CGU *Bulletin* for more information on time extensions. Note that a Ph.D. student may not apply for continuous registration CLST 400M.

Students with F1 and J1 visas must complete the Ph.D. within six (6) years. See International Students.

Three courses (12 units) per semester constitute a full course load. You may take fewer units if you wish, but be aware that if you take fewer than 8 units during the period before you complete your required units, you cannot defer your federal student loan payments.

If you are taking 12 units per semester, you should be able to complete the Ph.D. in 5-6 years.

Follow the guidelines given above for the completion of the M.A. Be aware of CGU deadlines and required forms for the completion of Ph.D. requirements. Note that you must file the completed dissertation with the registrar a month or more before the end of your final semester at CGU (see below).

Plan to complete your course work, M.A. research paper and both research tools in your first three years. At this point you will reach pre-candidacy status, and are entitled to take your qualifying exams.

Set up your committee and the reading lists for your qualifying exams as early as possible in your third year. Take the exams at the end of your third year or at the beginning of your fourth year. When you pass the qualifying exams and your proposal for doctoral study is approved, you achieve All But Dissertation (ABD) status.

Plan to take one year to research and another year to write your dissertation. You may start going on the job market as you write the dissertation.

Note that CGU requires you to complete all requirements for the Ph.D. before you are allowed to schedule your defense. The department cannot schedule your defense if you have any outstanding requirements, even if you expect to satisfy those requirements before the defense date.

Plan to use your summers to work on non-coursework requirements, such as finishing the research paper. Do not leave these requirements until the end of your time at CGU. If you delay them until your last semester and then do not pass the exam, you will not be able to graduate. Then you will have to pay registration fees for another semester simply in order to complete them. CGU requires you to be registered in the semester in which you fulfill the requirements.

If you do not take three courses per semester or if you transfer in credits for courses taken elsewhere, revise this schedule accordingly.

Transdisciplinary Course (T-Course):

This course is an advanced intensive experience that prepares doctoral students for high-level discourse, research, and inquiry and provides practical experience working with colleagues in different fields. This course must be taken by the end of the second year of doctoral study at CGU. The T-Course provides an opportunity for doctoral students and graduate faculty to work collaboratively and across traditional disciplines on a common set of questions and issues, while drawing on their own individual disciplinary training. The course will count as four (4) of the regular seventy-two (72) units towards the student's degree. It will not add any additional units to the student's degree requirements nor count against the total number of transfer units from previous graduate course work (see Appendix E). For more information regarding the T-course consult the T-course page at: <http://www.cgu.edu/pages/2241.asp>

Research Tools (Methods Courses and Language Exams)

CGU requires students to demonstrate proficiency in one research tool for M.A. students and two research tools for the Ph.D. Research tools are understood as skills, methods and experiences necessary for conducting graduate level research in a field. The Cultural Studies department defines a research tool as either a foreign language or a range of research methods used in the various fields that constitute Cultural Studies such as ethnography, oral history, archival research, textual analysis or, in some cases, media production. M.A. students in Cultural Studies are required to take one research methods class to fulfill their degree requirements. Ph.D. students are required to complete two research tools. They must either pass a language translation exam administered through the School of Arts and Humanities and take one approved research methods course or they may substitute a second research methods course in place of the language exam if approved by the Chair of the department.

Research Methods Courses

Below is a partial list of approved research methods courses for Cultural Studies. Your research tool should be relevant to your research - for example, if you intend to use oral history as a research tool, you may take Oral History 304. You may petition your academic advisor to substitute additional courses for your research tool requirement. **You cannot get credit for a research methods course taken at an academic institution prior to beginning your study at CGU.** Media studies students may take a media production course as one of their research tools, but they must get prior approval from their advisor:

CLST 303 Field Methods in Cultural Studies
CLST 355 Visual Research Methods
CLST 332 Feminist Methods for Interdisciplinary Fields
ARCH 310 History/Archival Studies
HISTORY 304 Oral History
ENGLISH 370 Introduction to Literary Theory
HUM 340 Digital Methods for Humanities Research

Policy note: Cultural Studies students are now able to take research methods classes both for academic credit and to fulfill the research tool (research methods) requirement. In the past, Cultural Studies students sometimes had to choose to either take these courses for credit (to count towards their 40 or 72 units required for the degree) or to use them as a research tool. You may now do both (please note that this is only a change in the policy of the Cultural Studies department. Students in

other departments should consult their department handbooks or advisors for those departmental policies.)

Foreign Language Requirement²

Doctoral students must either demonstrate reading and translation proficiency in a language other than English, or pass a second research methods course (other than the course that fulfilled the research tool requirement for the Masters.) This requirement is for reading and translation proficiency, not spoken proficiency. If you want to use a language translation exam for one of your research tool requirements, you are required to pass the translation exam, regardless of your country of origin, native language or previous educational experience. Language exams passed at other academic institutions cannot be accepted by CGU. Students wishing to use language proficiency as a research tool must pass the exam at CGU in order to get credit.

The foreign language translation exam are offered three times during the year. See below for the schedule of exams. To sign up for an exam, fill out the Registration for Foreign Language Examination form (Appendix C) and give it to Holly Domingo in the Arts and Humanities office at least one month prior to the exam date. **The fee for the exam is \$25. It is payable, in cash, on the exam date.** You will be permitted to take the exam if you do not have the fee, however, your exam will not be graded until the fee is received.

The foreign language examination consists of an excerpt taken from a graduate-level text. Students are given two hours to translate the text. You are expected to translate the majority of the text with precision and accuracy. Most importantly, the general meaning of the text should remain intact. You may use a vocabulary dictionary during the exam; no other books are allowed. Non-native English speakers may take an extra 30 minutes to complete their translations.

Exams are graded on a pass/fail basis. In case of failure, the student is allowed to repeat the exam.

Students who need instruction in their chosen language are encouraged to take the non-credit language seminars offered during the summer. These crash courses are offered in six week blocks and meet every day, Monday through Friday, for three hours. Consult the summer schedule of classes for precise meeting times and class availability. An exam is administered at the end of the seminar. Passing this exam fulfills the foreign language requirement. Only students registered for a given seminar may take its exam. Students still need to provide a blue book and bring a completed Research Tool Requirement form (available from the registrar's office) on the day of the exam. These summer language courses are non-credit classes. Cultural Studies cannot provide tuition assistance for language courses.

You may also choose to take language courses at institutions other than CGU. In that case you must take the CGU foreign language examination to fulfill the requirement.

CGU regularly offers exams in French, Spanish, German, and Latin. Students who wish to fulfill the language requirement by examination in a language other than these must first receive approval of their language choice from their department advisor. After approval, the student should inform the department secretary who will work with Humanities Center staff to arrange an exam and grader. Because this process may be lengthy, students should inform the secretary at least two months before the exam date. All language exams will be scheduled on the same dates (see below).

If you take a course at another institution in a language not offered at CGU, you may petition to have

² The first research tool is the methods course or equivalent undertaken as part of the masters requirements

the course count for the CGU requirement. Your petition must include information from the school regarding the course and a letter from your instructor certifying your proficiency.

Language Examinations

Language exams are centrally administered by the Humanities for all Humanities students.

Students arranging examinations in languages not ordinarily offered by CGU must take their examinations with everyone else on one of the three scheduled occasions. Please check with Holly Domingo in the Arts and Humanities office for scheduled dates.

Guidelines for Qualifying Examinations

Purpose of Examinations

- Build upon graduate course work and fill gaps in your knowledge.
- Develop expertise in one particular field.
- Prepare to write the dissertation.
- Prepare to apply for jobs.

Before you Take Examinations

You can begin to organize your examinations committee and reading lists as early as you like. We encourage you to start thinking about them in your second year, and to develop your reading lists early in your third year. If you are applying to transfer from the M.A. to the Ph.D., you may have to begin this process much earlier in order to submit a good application. Do not allow the exams to become an impediment in your progress toward the Ph.D. Get them out of the way as efficiently and quickly as possible.

To proceed to qualifying exams, you must complete all requirements for the M.A. and Ph.D. Students admitted with conditional or provisional status must achieve full graduate standing. **In order to be allowed to take your qualifying exams, students must be in good academic standing with a minimum GPA of B+ (3.3.) They must have no more than 2 B's on their transcript and no grade lower than a B.**

As soon as you have established the composition and chair of your exam committee, ask the Doctoral Student Support Secretary to send "Instructions to Members of Qualifying Examinations Committees" and "Guidelines for Qualifying Examinations" to your faculty. It is crucial that all of your faculty, but particularly your chair, have the information in these memos as early as possible. Exams are conducted three times a year in October, February and April. Students may petition to hold the exams at other times, particularly if they are doing the 24 hour take home option (see below.)

The secretary will serve as the coordinator and proctor for your exams. As soon as you have established the dates of your exams and defense, fill out and give her your "Plan for Qualifying Examinations" (Appendix D). She will then reserve a room and a computer for your use. **You must fill this out and deliver it to the secretary at least one month prior to your first exam.** She will double-check your official file to make sure all your requirements have been completed and posted with the registrar. Once your written examination has been concluded and the oral is scheduled, the Form One: Qualifying Examination will be filled out and forwarded to the committee members and the dean of the faculty for signature. It will then be sent to the Registrar's office.

"Form One" lists the following pre-requisites for qualifying exams:

- Full Graduate Standing. Your graduate standing may not be conditional or provisional.
- 72 units of course work completed at a satisfactory standard (which must include 24 transfer units). This means that you must have a GPA of at least B+ (3.3), no more than 2 B's on your transcript and no grade lower than a B.
- Two Research Tools, Masters research paper (or equivalent), and Trans-disciplinary course.

Examinations Committee

The exams committee consists of three professors, one of whom serves as the chair of the committee. Consult with your department advisor to select your committee and your three examination topics. One member of your committee may be from an institution other than CGU, CST, and the Claremont Colleges. All members should be able to attend the oral defense. Since these professors will examine you on your chosen topics, they should be selected primarily on the basis of their fields of expertise. Your department advisor must approve your committee and hence your examination topics. At least one member of your committee should be a core faculty member of the Cultural Studies department at CGU.

Complete this step as early as possible, and no later than the end of the fall semester of the third year. Faculty members limit the number of exam committees on which they will serve. If you delay, you may not get your first choice.

Remember to ask the secretary to send the "Instructions to Members of Qualifying Examinations Committee" and a copy of these "Guidelines" to your faculty (see above, Before You Take Qualifying Examinations). Faculty who serve on exam committees frequently complain that they are not given enough information about policies and procedures. It is your responsibility to ensure that your faculty have all the necessary information.

Examination Topics and Reading Lists

The qualifying exams consist of three separate written exams, each based on a separate reading list, and an oral defense.

You are free to choose the specific topic of each reading list within the guidelines described below. However, you must persuade a professor to work with you on the list, and you must demonstrate to the chair of your committee that all three lists work well together. Each list should have approximately 30 titles of books or scholarly articles.

1. The first list must be in the field of Cultural Studies. There is a master "List for Qualifying Exams" linked on the Cultural Studies department web page with about 60 titles. You may choose up to 30 titles from that list for your exam. You may also substitute up to 5 titles not found on that list with the approval of your faculty examiner.

2. The second exam must be situated within another approved professional area (e.g. History, English, Philosophy, Ethnic Studies, Media Studies, Fine Arts). You must have completed at least three classes in the relevant professional area, and should understand its research methods as well be familiar with its standard literature. You may focus the reading list upon a general topic within your chosen professional area - for example, Nineteenth Century British History, or African-American Studies.

3. The third list must be an area of specialization germane to your doctoral thesis.

Typically, each reading list will consist of a core of between thirty and forty books, which you will be expected to know well. You will be required to place these readings in the context of other scholarship in the field. The length, scope and content of each list should be determined with the advice and approval of the professor who will examine you on that list.

Use your reading lists to complete your graduate education, prepare to write the dissertation, and prepare for the job market. For example, if you want to write a dissertation on contemporary Chicana novels, bear in mind that with such a dissertation you will be applying for jobs in English

departments, possibly Comparative Literature departments, and in interdisciplinary departments such as Women's Studies and Ethnic Studies. You will need to present yourself to prospective employers as someone whose specialty may be Chicana literature, but who more generally is an Americanist and can cover a range of American ethnic literatures (for English departments), or as a comparatist who works in Spanish as well as English (for departments of Comparative literature), or as an interdisciplinary scholar who can teach social movements or contemporary theory, as well as literature (for Women's Studies or Chicano Studies).

Similar considerations apply for dissertations based on fieldwork or performance. Work with your academic advisor and dissertation committee to determine the accreditation required by the disciplines in which you seek employment.

While you should not try to be all things to all people, your training should be both broad and specific enough to enable you to emphasize one or another aspect of it, and to allow you to move in more than one scholarly direction after you leave CGU.

Submit all three reading lists for approval to the chair of your exams committee and to your department advisor.

Format of Examinations

If you are following a full-time schedule, take your qualifying exams in the fall semester of your fourth year. Ideally you should submit your dissertation proposal in this semester also, so get your exams out of the way as efficiently as possible.

Your faculty may allow or encourage you to participate in framing your exam questions, but in the end the questions are entirely up to their discretion. Faculty also determine whether you may take papers or books with you into the examination room. If you are allowed to do so, please ask your examiner to send an email to the secretary with that information. If the secretary does not have the written permission of your examiner, she will assume that you may not have any material with you. You are never allowed to take computer disks into the examination room. To do so would be to violate the standards of academic integrity by which you are expected to abide, and will have grave consequences.

You will take three written exams, each lasting for three hours. Exams are written on a computer provided by Cultural Studies. After each exam wait to make sure that the secretary can save your answer on a disk and print it out. You may take a printed (not disk) copy with you when you leave.

You have the option to take some or all of your exams at home, but only if the faculty administering the relevant exams agree to that format. In that case, you have 24 hours to write and return the examination. You may pick up the questions or make arrangements with the secretary to have them sent to you via email or fax, and make sure she knows when and how you will return your answers. It is your responsibility to ensure that your answers reach the secretary within 24 hours of the moment when she sends you the questions. **The 24-hour deadline is absolute.** If you plan to send your answers back via email, bear in mind the possibility of transmission problems, whether because of your server or CGU's. Do not wait till the last moment to email back your finished exams. You must have an alternate plan in place for transmission (e.g., fax) should your primary plan (e.g. email) fail. In addition, if there is even the remotest possibility that you might encounter difficulties with your personal computer or printer, plan accordingly. **Computer or transmission difficulties are not acceptable excuses for a missed deadline.** Failure to observe the deadline will be treated as failure to pass the exam.

Bear in mind that expectations for a 24-hour exam are significantly higher than for a 3-hour exam.

Faculty expects you to use all the time available to you.

If you are doing the take-home option, you have more flexibility about scheduling your exams during the semester. Although all exams must be taken within the same semester (and ideally within the same week), if your faculty examiners are amenable, the exams may be scheduled at a time other than the week listed in the academic schedule.

The written exams are followed by an oral examination. The oral is conducted by all three members of your committee and lasts for two hours.

If any member of your committee is not satisfied with your performance, you may be asked to do additional work. Further research or an essay is typical of the additional work required. You must adhere to the work requirements and time constraints set by your examiner(s). This request may be made before or after the oral. If it is made before the oral, the oral itself may be delayed until you have completed all further requirements.

Arranging dates for exams, written and oral can be difficult. It must be done thoroughly and promptly to ensure a relatively peaceful process. Arrange your exam date with each examiner well in advance, allowing him/her ample time to write your exam questions. Arrange a date for your oral well in advance and confirm this date with all committee members. Your committee chair will convene the oral.

Time Limitation

All three written exams and the oral defense must be completed within one semester. There must be a two week gap between the last written exam and the oral defense. For time limitations on individual examinations, see Format of Examinations.

In Case of Failure

For the contingency of a less than satisfactory performance, see Format of Examinations above.

If you fail one written, your committee may ask you to re-take that particular examination, or to re-take all three. If you fail more than one written, your committee may ask you to re-take all three exams, or recommend to the department chair that you withdraw from the program. If your committee chooses the last option, the department chair will review its recommendation. If you fail any examination more than once, you will no longer be able to remain in the program.

General Reminders

Faculty leaves sometimes necessitate changes in committees. Professors who know they will be on leave in the semester when you take your exams should not be on your committee. If one of the members of your committee takes an unexpected leave and is unable to examine you, contact your department advisor immediately to arrange for a replacement.

Students are expected to take the initiative in maintaining reasonable contact with members of their exams committee as they prepare for their exams. If such contact is not maintained, or if difficulties of any other kind arise, the student should alert the department advisor.

Students must also take the initiative in discussing with their committee such things as the student's and the committee's expectations of content, range, and depth, the general format of the written

and oral exams, and in meeting with faculty for guidance while reading for the exams.

Post-Quals Meeting

Once you have passed your qualifying exams, you are required to meet once a year, at the beginning of the fall semester, with your entire dissertation committee. This meeting is designed to ensure satisfactory progress and to allow all of the committee members to be updated on what you have accomplished in the past year and what your plans are for the future. You are responsible for contacting your committee and convening the meeting, although Laurie Martin will assist you in booking a room and, if necessary, setting up a teleconference for people who are out of town.

Advancement to ABD Status and Guidelines for Proposal

Before advancing to ABD status all students must have completed all requirements.

Students are required to submit a **Proposal for Doctoral Study** (dissertation proposal). The proposal should be submitted after you have passed your qualifying exams, either in the same semester or in the semester immediately following the exams.

The proposal should include:

1. Proposed dissertation topic. A brief essay (about 10-15 pages) explaining your topic and its significance, with a preliminary outline of materials and arguments to be addressed in each chapter.*
2. Literature review. A bibliographic review of extant scholarship on your topic (as long as necessary).

The proposal should be drafted in consultation with three faculty members, who by signing indicate their willingness to serve as your dissertation committee (form 2A available from Laure Martin). These professors may have their primary appointments at CGU, STC or the Claremont colleges. They will bear responsibility, along with your department advisor, for assessing the likelihood that you will be able to complete the proposed dissertation in light of both your abilities and the academic resources available in and around Claremont.³ At least one member of the committee should be a core faculty member of the Cultural Studies department at CGU.

You will be expected to defend the proposal at an oral defense with your committee members. If the committee does not approve your proposal you will have the opportunity to revise it, and defend it for a second time. If your proposal still does not meet with approval you will not be advanced to candidacy.

Ask one of your committee to be your dissertation director and chair of your dissertation committee. Your dissertation director will take primary responsibility for advising you as you write the dissertation and prepare to seek an academic job. You may change committee members at any time during your candidacy, although bear in mind that major changes may slow your progress.

After your proposal has been approved and signed by all committee members, submit it to your department advisor (form 2B available from Laurie Martin). Final approval will be granted by the basis of your academic ability, the strength of your proposal and its appropriateness for a degree in Cultural Studies. If approval is granted you will advance to ABD status.

*Students are encouraged to consult Wayne C. Booth, et. al. *The Craft of Research* (Chicago: University of Chicago Press, 1995) for assistance in drafting their proposals. The distinction between "research problems" and "dissertation topics" is discussed in chapters 3 and 4.

Dissertation

The dissertation is typically 60,000 - 80,000 words of publishable quality and original research. The specific length, format and design of your dissertation is decided in consultation with your dissertation committee. For important information about CGU regulations for formatting and submission of your dissertation, go to <http://www.cgu.edu/pages/1239.asp>. Make sure that you are

³ Under special circumstances, you may include a faculty member from outside the Claremont colleges on your committee; but note that your committee must include at least one member of the Cultural Studies department.

aware of all the deadlines for submitting the correct forms for your intent to graduate and the correctly formatted dissertation to ensure that you give yourself and your faculty advisors enough time before your intended graduation date.

After your dissertation has been approved by your committee, there will be an oral defense, which is open to the public.

Forms

All of the forms necessary to take your qualifying exams, your dissertation proposal defense and dissertation are available online at <http://www.cgu.edu/pages/5068.asp>

These forms include:

Form 1 Qualifying Exam Results

Form 2A: Ph.D. Advancement to Candidacy, Committee Proposal

2B: Ph.D. Advancement to Candidacy, Dissertation Proposal

3A: Final Oral Exam, Committee Proposal

3B Final Oral Exam Results

Make sure that you download these forms and submit them to Laurie Martin in a timely manner. For example, as soon as you have confirmed the makeup of your dissertation committee, submit Forms 2A and B.

Funding

In addition to financial aid, CGU provides a number of merit fellowships. These and other institutional funds are listed in the *Bulletin*. The *Bulletin* also provides information about California State Graduate Fellowships and Federal Aid. You will also receive announcements about additional opportunities, such as the Transdisciplinary Dissertation Fellowships, through your CGU email, so make sure to check your CGU email regularly.

We encourage you to seek external grants and fellowships for graduate study. Most grants are not limited to Cultural Studies, but instead support research in a discipline, or more generally in the humanities or social sciences.

The Humanities Center at CGU is a good place to begin the search for such funds. Resources and support staff at the Center can help you find out about grants and fellowships relevant to your area of study. The Honnold-Mudd library stocks guides to fellowships and grants. You will discover that general guides will invariably lead you to other, perhaps more productive references. Consult a reference librarian to find the guides most relevant to you. Below you will find a list of some places to begin your search.

Many grants have a lengthy application process, with application deadlines in early fall for funding which begins the following fall. In addition to writing the application, you will have to gather faculty recommendations. Plan ahead. Allow your faculty ample time to write references, and yourself the time to write a carefully considered application.

CGU's Financial Aid Office: Discussions on institutional aid, federal financial aid, other sources, and the application process. http://www.cgu.edu/adm/stu_serv/admis/fin_aid.html.

FinAid: This is the first stop on the Web for students looking for ways to finance their education (as their web site claims). <http://www.finaid.org/>.

Department of Education Office of Postsecondary Education: <http://www.ed.gov/offices/OPE/>.

The National College Resource Association: <http://www.collegeresource.org/>.

California Community Foundation: This organization will provide information regarding grant information, including where to look and what is available. <http://www.calfund.org/>.

California Student Aid Commission: This organization offers several graduate fellowships (California State Cal Grants) which are usually awarded based on merit. <http://www.csac.ca.gov/>.

Andrew W. Mellon Fellowships in Humanistic Studies: The Mellon Fellowship is a competitive award for first-year doctoral students. <http://www.woodrow.org/mellon>.

Fulbright Fellowships: Grants available for graduate study, dissertation fellowships, and advanced research. <http://www.iie.org/fulbright/>.

Woodrow Wilson Fellowships: Offers post-doctoral fellowships in the humanities. http://www.woodrow.org/academic_postdocs/.

Woodrow Wilson Dissertation Grants: Offers dissertation grants in Women's Studies. <http://www.woodrow.org/womens-studies/>.

Charlotte W. Newcombe Fellowships: Doctoral dissertation fellowships are designed to encourage

original and significant study of ethical or religious values in all fields of humanities and social sciences.
<http://www.woodrow.org/newcombe/>.

Ford Foundation: Offers predoctoral, dissertation, and postdoctoral fellowships for minorities.
<http://www4.nationalacademies.org/osep/fo.nsf>.

Jacob Javits Fellowship Program: The program provides financial assistance to students undertaking study at the doctoral and MFA level in selected fields of the arts, humanities, and social sciences. Students who have not yet completed their first year of graduate study are eligible.
<http://www.ed.gov/offices/OPE/OHEP/iegps/javits.html>.

American Association of University Women (AAUW) Educational Foundation: Predoctoral, dissertation, and postdoctoral fellowships for female scholars in the arts and sciences.
<http://www.aauw.org/3000/fdnfelgra.html>.

ALCS: The American Council of Learned Societies is a private non-profit federation of sixty-one national scholarly organizations. <http://www.acls.org/jshome.html>.

The National Women's Studies (NWSA): Graduate scholarships as well as travel grants to women's studies conferences. www.nwsa.org/.

National Scholarship Research Service: Local chambers of commerce often provide lists of local businesses and clubs that offer scholarships. For example, if you are interested in travelling abroad to study, the Rotarians offer some amazing opportunities, 2280 Airport Boulevard, Santa Rosa, CA 95403 (707- 546-6777).

The California State University/Office of the Chancellor Forgivable Loan/Doctoral Incentive Program: If you are planning to become a university professor and want to teach in the California State University system, this loan program may interest you. Typically awards are \$10,000 per year and are 'forgiven' through full-time work at a Cal. State university. California State University, Long Beach, 400 Golden Shore, Suite 222 , Long Beach, CA 90802-4275.
<http://www.calstatela.edu/univ/finaid/ottop.htm#fordoc>.

Teaching Opportunities

We encourage you to seek opportunities to be a teaching assistant for a professor and to teach courses of your own at the many colleges and universities in our area. Such experience is particularly important if you plan to seek a permanent academic position after you complete your degree. At CGU a good teaching opportunity is as a tutor with the writing center.

There are opportunities for CGU students to teach at the undergraduate Claremont Colleges and at various other community colleges and universities in the area. Some students have found that the best way to go about working at the Claremont Colleges is, quite simply, to pay some dues in other programs in the area. The University of LaVerne, for example, has been fairly open to hiring graduate students to teach in its literature and writing programs. Loyola Marymount University has hired several Cultural Studies students in particular to work in its American Cultures Program. California Polytechnic Institute in Pomona has likewise hired Ph.D. students for its gender and ethnic studies programs; you may register on its list of potential teachers for a variety of departments if you have an MA. Community colleges such as Mount San Antonio and Chaffee will hire students with MA's in traditional disciplines such as English or history to teach in those disciplines.

The Claremont Colleges occasionally hire teaching assistants for their courses. One good way to gain access to the college faculty is by participating in teaching internships (see below, Teaching Internships). One of the best "gateway" opportunities, however, is the T.A. program at Harvey Mudd College. Harvey Mudd hires teaching assistants to work with adjunct and full-time professors in its Humanities Program. The teaching assistants' primary responsibilities are to grade papers and meet with students during office hours (the program is very reading- and writing-oriented, making it a good opportunity to gain experience evaluating and working with students), but assistants may also be asked to teach classes occasionally. After working for two years as a teaching assistant, graduate students may become adjunct instructors and be given their own courses in the program.

Several of the undergraduate colleges also have writing centers that either hire graduate students to tutor or to administer their programs. Any experience gained working with the Claremont Colleges, even if it is in this casual type of relationship, will make it more likely that you might be hired to teach as an adjunct instructor for a college such as Scripps, Claremont McKenna, or Pomona. Scripps often hires graduate students to teach in and even to chair its Writing Program. Pomona occasionally hires graduate students for its freshman writing courses. Claremont McKenna—albeit rarely—may hire graduate students for its English or history courses.

Teaching Internship

The teaching internship is a good way to gain access to faculty at the Claremont Colleges. It pairs students with professors at the colleges in mentoring relationships. With the help of your advisors, find a professor who is willing to take you on as an apprentice teacher and allow you to participate in the teaching of one undergraduate course. The student bears the responsibility for making all the arrangements for the internship. All the terms and requirements of the internship should be determined in consultation with the professor. The members of the Steering Committee and Field Committee should prove valuable resources in arranging internships.

Be certain that you have worked out a clear agreement with the professor regarding the responsibilities each of you will bear well before the internship begins. The professor should agree to:

- Work with you to develop a syllabus for the course, or to explain the principles of organization in an existing syllabus.

- Meet periodically with you to review previous class sessions, plan upcoming classes, evaluate student performance and discuss pedagogical issues.
- Allow you to lead some class sessions.
- Allow you to participate in evaluating written work. At the Claremont Colleges your grading may not replace the professor's evaluations, but you may provide additional evaluations. Ask your professor to talk to you about grading and help you get some experience doing it.

Preparing Future Faculty Program Professional Development Practicum

The Professional Development Practicum is a series of 12 workshops during the academic year terms (6 per term) open to all members of the CGU community. Participants are welcome to attend as many of the workshops as they choose. Those who complete at least 10 of the 12 workshops will receive a certificate and students will have it noted on their transcripts.

The Practicum workshops will focus on the three goals of the CGU Preparing Future Faculty Program:

- Prepare students for the academic career
- Prepare students to teach at a variety of institutions
- Prepare students to be outstanding researchers of the 21st Century

There is no charge for the workshops, but pre-registration is required. To register for individual workshops or for the entire Practicum series, visit the Preparing Future Faculty website at <http://www.cgu.edu/pff>.

Professional Training

You are encouraged to work with professors as a research assistant, present your work publicly at professional conferences, and seek other opportunities to become an active member of the profession.

Conferences

Some notices for upcoming conferences are posted in the Cultural Studies house. We encourage you to become familiar with the academic journals published in the disciplines in which you work, and particularly with the publications of the professional organization of each discipline (e.g. Modern Language Association, American Studies Association, American History Association, and so forth). These journals and publications contain announcements of upcoming conferences and professional events. The Cultural Studies department is home for the journal Culture Critique. Students are encouraged to submit their best work to the journal.

The CGU Graduate Student Council provides limited travel funds for the purpose of presenting conference papers. Funds are disbursed on a first come, first serve basis for each academic year.

Research Assistantships

Many faculty in Claremont and in the surrounding area have funds to hire research assistants. From time to time, the Cultural Studies department can offer assistantships to its students. If you wish to work as a research assistant, make your interest known to the department chair and to the faculty with whom you work.

Every spring the department sends out a call for applications for the Maguire fund, which provides T.A. and R.A. funding for Claremont College faculty. If you are a Ph.D. student who has not previously received this funding, you may contact a Claremont professor about applying for funds to hire you for one semester. It is a good idea to develop relationships with Claremont faculty, either through taking courses or independent studies, or through volunteering to work with them on their research. For faculty in your field, this will make them more willing to serve on a qualifying exam or dissertation committee. The Maguire fund is available to support this relationship in terms of funding for students and research support for Claremont faculty.

Academic Job Search

The Cultural Studies department provides a workshop for students as they complete the dissertation and prepare to seek academic positions. If you wish to seek employment outside the academy, we encourage you to make the contacts and find the advice you need from the professionals in your chosen areas of interest.

APPENDIX A: Faculty Approval for Advancement from M.A. to Ph.D. and Ph.D. Conditional to Ph.D.

Dear faculty member:

Thank you for your willingness to work with the graduate students of the Cultural Studies department of Claremont Graduate University. Your student has indicated an interest in pursuing the Ph.D. in Cultural Studies. Your signature below indicates:

1. Your student has provided you a copy of a 5-7 page proposal for future graduate studies. The proposal explains the research interests which the student will pursue through courses, the M.A. thesis and qualifying exams.
2. You believe that the student will be able to complete a dissertation based on her/his proposed course of study, in light of both her/his abilities and the academic resources available in Claremont.

Name:

Department and institution:

Are you willing to continue to guide the student in her/his future work (for example, as an advisor for the M.A. thesis, member of the qualifying exams committee, or member of the dissertation committee)?

Name:

Department and institution:

Are you willing to continue to guide the student in her/his future work (for example, as an advisor for the M.A. thesis, member of the qualifying exams committee, or member of the dissertation committee)?

Name:

Department and institution:

Are you willing to continue to guide the student in her/his future work (for example, as an advisor for the MA. thesis, member of the qualifying exam committee, or member of the dissertation committee)?

APPENDIX B: Registration for Foreign Language Exam

Name:

Language:

Exam date:

Exam time:

Exam location:

Is English your first language?

Submit this form to Holly Domingo at least one month prior to the date of your examination.

A fee of \$25 will be charged on the day of the examination, payable in cash or check only.



APPENDIX C: CULTURAL STUDIES
DEPARTMENT DOCTORAL PROGRAM
CHECKLIST

This checklist is intended to facilitate the completion of requirements toward a Ph.D.

- Satisfy the two research tool requirements and Masters research paper (or equivalent).

Tool #1: _____ Date: _____
Tool #2: _____ Date: _____

- Complete 72 units of course work (including any transfer units up to 24 units) including the Transdisciplinary course by the second year of study. No outstanding incompletes. Minimum GPA of 3.3. No more than 2 B's on transcript and no grade lower than a B.

Date: _____

- Pass the written and oral qualifying examinations (Form 1).

Date: _____

- Form the dissertation committee for Advancing to ABD status (Form 2A).

Chair: _____
Member: _____
Member: _____

- Hold a dissertation proposal meeting and obtain committee approval of the proposal (form 2B).

Date: _____
Proposal: _____

- Obtain committee approval of the dissertation (Form 3).

Date: _____

- Pass the oral defense of the dissertation.

Date: _____

- File Intent to Receive Degree Form.

Date: _____

Revised 08/26/09



**APPENDIX D: PLAN FOR QUALIFYING EXMINATIONS
DEPARTMENT OF CULTURAL STUDIES**

Student Name: _____ Student ID: _____

To be eligible to take the exams, you must have successfully completed 72 units of course work, the Masters research paper (or equivalent), and passed two research tools. Please provide the following information:

Chair of Exam Committee: _____
Major Exam 1: (3 Hours)
Topic: _____
Date: _____
Faculty Name: _____
Address: _____

Phone: _____
Fax: _____
Email Address: _____
Minor Exam 1: (3 Hours)
Topic: _____
Date: _____
Faculty Name: _____
Address: _____

Phone: _____
Fax: _____
Email Address: _____
Minor Exam 2: (3 Hours)
Topic: _____
Date: _____
Faculty Name: _____
Address: _____

Phone: _____
Fax: _____
Email Address: _____

Oral Defense date and time: _____ Location: _____

Have all faculty agreed to attend the oral?

Thank you. If you have any questions or concerns, please contact Laurie Martin at (909) 607-3335 or via email at laurie.martin@cgu.edu.

**Return this form to the Arts and Humanities Department
121 E. Tenth Street
Claremont, CA 91711**

APPENDIX E: GRADUATE CONCENTRATION IN MEDIA STUDIES

Media Studies is a burgeoning new field, situated at the intersection of Cultural Studies, Cinema Studies, New Media, Visual Studies, Critical Theory, Popular Culture, Media Production and Art History. The Cultural Studies Department offers a concentration in Media Studies for students completing an MA or PhD in Cultural Studies. The concentration draws upon the particular strengths and interests of our faculty and the Intercollegiate Media Studies (IMS) faculty of the Claremont Colleges. It also takes advantage of the unique location of CGU in Southern California, the center of much commercial and independent media production.

The department offers a concentration in Media Studies for students completing an MA or PhD in Cultural Studies. The requirements for the concentration will include the regular degree requirements for the M.A. in Cultural Studies: 40 units of coursework, including 2 required classes in Introduction to Cultural Studies, plus a research paper or equivalent. The coursework must include (a) two hybrid graduate/undergraduate classes taught by the IMS faculty at the 5Cs, and (b) two media classes that will be offered by the Cultural Studies department at CGU.⁴ The research paper must be of publishable quality or involve an equivalent form of cultural production that includes an analytic component (e.g., performance and interpretation, exhibit and analysis). To complete this requirement students should enroll in either CLST 398 Research Paper (as a 4 unit course), or, if requiring more supervision, CLST 370A and B. Students also have the option of completing an internship for 2 or 4 units. The coursework for the concentration must include a methods course, which, if approved, may coincide with one of the other required courses. The methods course may include a production course, taught by a Claremont IMS faculty member.⁵

Students who wish to obtain a list of possible internships and help with finding a position should contact Tracy Maclean at Pitzer College, the Director of the IMS program. They should also contact Susan Hampson in the Arts & Humanities office, who will issue them with (a) an Internship Agreement form (to be filled in jointly by the intern and supervisor) and (b) an evaluation form for the internship (to be filled in by the supervisor).

Summary of required courses:

- 2 designated G/U (grad/undergrad) Media Studies offerings from IMS
- 2 Media Studies courses from the School of the Arts and Humanities, CGU
- 2 semesters of Introduction to Cultural Studies (CLST 300 and CLST 301)
- A remaining 12 units of graduate study to be completed in courses offered by the Cultural Studies Department, the School of Arts and Humanities, and/or by approved courses taught by the faculty of The Claremont Colleges. The courses must also include an approved methods course.

⁴ These required courses may vary from year to year. Students should consult with their advisor concerning their courses.

⁵ Students who can demonstrate proficiency in a relevant research tool, such as foreign language that is relevant to their work, may gain exemption from this requirement.