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FOREWORD

The PhD in International Letters and Cultures degree program is linguistically well-grounded, historically and culturally informed, and methodologically transdisciplinary. Central to the program is the critical inquiry of primary texts, aiming at a deep understanding of the development of cultures through history, up to and including the present. This program particularly focuses on research questions and themes that cannot be fully explored within the traditional disciplinary boundaries; instead, it fosters scholarly collaboration across disciplines in order to engage in the production of knowledge useful in a transnational and transcultural age.

This degree program provides an innovative intellectual platform that advances both transdisciplinary research and teaching. In consultation with their advisor, students will do their coursework in a primary and a secondary area of emphasis. Both areas will be organized around interdisciplinary study and research in more than one language; students will be expected to have advanced proficiency in one language other than English (this is the “language of primary emphasis”), and at least reading knowledge in a second language other than English (“language of secondary emphasis”). For example, a student might choose to study medieval theater for the primary area of emphasis and medieval book culture for the secondary area, with a focus on France and Italy. The student would be required to have advanced proficiency in English and French, or Italian, or both, depending on the requirements of his/her research; for the second language other than English, the student would have at least reading knowledge.

Arizona State University is an affirmative action/equal employment opportunity institution and does not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, Vietnam-era veteran status, special disabled veteran status, or any other unlawful discriminatory grounds in its programs or employment.

Tempe, May 2015
Academic Standards and Other Policies

ASU Graduate Policies and Procedures
Please visit https://graduate.asu.edu/policies-procedures for Graduate Policies and Procedures.

Scholarship/Fellowships/Awards
For Scholarship/Fellowships/Awards, please visit the SILC Website (https://silc.asu.edu/scholarships-and-awards) as well as the ASU Graduate Education Website (https://graduate.asu.edu/pay-for-college), and CLAS Graduate Fellowships and Awards.


Entrepreneurship + Innovation
Do you have an idea for a product or service that could solve a problem, fill a need or enhance people's lives? Entrepreneurship + Innovation at Arizona State University connects you to the information, resources and people that can help you turn your ideas into reality. Please see https://entrepreneurship.asu.edu/launch

Coursework
Students will register for all coursework online through their MyASU page. Graduate-level courses are those numbered 500 or higher. Details regarding registration and course drop/add procedures are provided in the Registration and Tuition Payment Guide (https://students.asu.edu/registration-and-tuition-payment-guides).

Internships
The internship course for Spanish is SPA 584/684/784. Although students may not use internship credit as a substitution for courses required by the program, internship courses may be used on the iPOS as part of the total hours for the degree. One (1) credit hour may be awarded per 50 hours of internship work with prior approval. Please visit https://eoss.asu.edu/cs/students/internships/resources

Leave of Absence
Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. If a student cannot meet this requirement, they must request a leave of absence. The Maintain Continuous Enrollment form must be submitted and approved by the academic unit and Graduate College before the anticipated semester of non-registration. Students may request up to two semesters of non-registration during their graduate program.
Academic Standards and Other Policies (continued)

Academic Integrity
The highest standards of **academic integrity** and compliance with the university's **Student Code of Conduct** are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university. Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

Withdrawal
Voluntary withdrawal from ASU: If a student wishes to withdraw from his/her graduate degree program and the university, they must complete the **Voluntary Withdrawal form**. Students must separately complete the appropriate forms with the University Registrar to withdraw from their courses. International students should contact the **International Student and Scholars Center (ISSC)** before submitting a Voluntary Withdrawal form, as it most likely will affect their visa status.

Voluntary withdrawal from a graduate degree program: If a student wishes to transition from one graduate degree program to another graduate degree program, the student should complete the **Voluntary Withdrawal form**. The student should not take this action until they have been admitted to the other graduate degree program.

Other types of withdrawal: There are appropriate circumstances when students may need to withdraw from the university (i.e. medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. Types of withdrawals and procedures can be found at: [https://students.asu.edu/drop-add](https://students.asu.edu/drop-add). For course withdrawals contact the University Registrar’s Office.

International Students
Students who need assistance with visas, immigration status, or other immigration questions should contact the **International Student and Scholars Center (ISSC)**.

Health and Wellness and Disability Resources
ASU offers many health and wellness resources for our students. Please visit **ASU Health Services** for information on counseling, public safety, and Sun Devil Fitness. ASU’s **Disability Resource Center** is a great resource for students with disabilities.
Interactive Plan of Study (iPOS)
iPOS: Interactive Program of Study for Graduate Students Graduate students will file their Doctoral Programs of Study using secure online process called the Interactive Program of Study (iPOS). This electronic process will guide you through a step-by-step process and present a list of eligible courses to choose from. A number of edits are built in to ensure that students have met university requirements prior to submitting their iPOS. Students must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program. Students will be able to login to review the status at any point along the way. The IPOS how-to guide can be found at the graduate college [http://graduate.asu.edu/completing-your-degree/how-to](http://graduate.asu.edu/completing-your-degree/how-to).

Admission Procedures
All applications for admission are evaluated by the SILC Graduate Steering Committee (GSC) plus one Graduate Faculty member specializing in the primary language chosen by the student, if necessary. Example A): An applicant wishes to study French as the primary language. The admissions committee will consist only of the GSC, since French is represented on the GSC. Example B): An applicant wishes to study Italian as the primary language. The admissions committee will consist of the GSC, plus a Graduate Faculty member specializing in Italian.

Requirements:
Minimum of a bachelor’s degree in the humanities or social sciences. Advanced competency in English and in the language of primary emphasis (i.e. the language of most of the coursework and of most of the primary materials for the dissertation) is a condition of admission to the program; students must also have competency in a third language, either upon application to the program, or to be acquired in the course of the program. Students whose bachelor’s degree is not in foreign language may be required to submit a writing sample in the language of primary emphasis (and of secondary emphasis if requested) and an instructor’s letter addressing their competency. They must complete the Graduate Education online application form.

The committee pays special attention to the grade point average (GPA) in all undergraduate work, to the GPA in language and culture courses, and to the student’s experience in non-English languages (study abroad, teaching, etc.). The ILC Ph.D. program requires a minimum of a 3.00 cumulative GPA (4.0 = A scale) in the last 60 hours of a student’s first bachelor’s degree program and 3.5 or better in the last two years of work leading to the bachelor’s degree.

English Proficiency Requirement for International Applicants:
The minimum TOEFL requirement is 550 (PBT) or 80 (iBT). International students should apply as early as possible in the fall semester.
In the case of students applying with a Master’s degree, the same factors as those for applicants with a bachelor’s degree are taken into consideration, with a GPA in Master’s work expected to be 3.5 or higher. The committee also evaluates the number and level of graduate courses taken related to literature, language, and culture. It is recommended, but not required, that students applying for admission submit scores for the Graduate Record Examination (GRE).

The documents to be submitted in an application will be:
1. The Graduate online application form.
2. A personal statement summarizing the applicant’s educational background and goals. The applicant must indicate what two languages s/he wishes to focus on as the primary and secondary languages.
3. A writing sample of 10-15 pages in English highlighting critical skills and writing ability, on a topic connected with the primary language or culture that the student has chosen. (At the discretion of the admissions committee, a writing sample in the language of primary emphasis may also be requested).
4. Transcript(s).
5. Three letters of recommendation.
6. If a Teaching Assistantship (TA) application is submitted, then at least one of the letters must discuss the applicant's teaching abilities. Applicants may apply for a TA in Spanish, Chinese, French, and German.
7. If a TA application is submitted, a recording or Skype interview in the target language may be required.
8. A proposed Plan of Study, which briefly explains the topic(s) that the student proposes to study based on current course offerings. Applicants must also list 6 courses for the primary field of study, 6 courses for the secondary field of study, and 4 electives.

**Enrollment dates:**
Beginning students may only enroll in the fall semester. Applications are due by February 1st.

**Transfer Credit**
If approved by the admissions committee, the student may transfer up to 30 credit hours from a previously awarded Master’s degree to count towards the degree requirements for this doctoral program.
Language of Secondary Emphasis
Students with only a B.A. who have not demonstrated competency in the second non-English language (language of secondary emphasis) upon admission will be required to pass the Graduate Foreign Language Examination before the end of their fourth semester. Students admitted with an M.A. who have not demonstrated competency in the second non-English language upon admission will be required to pass the Graduate Foreign Language Examination before they are eligible to take the written comprehensive examination. They will also be required to take three courses involving primary documents in the language of secondary emphasis (see under II-1 below).

Graduate Student and Graduate Assistant Enrollment
It is expected that all students enrolled in the program carry a full load of coursework. Note that, without exception, graduate assistants on half-time appointments (teaching 2 classes per semester or on a research assignment of 20 hours weekly) must be enrolled for at least 6 approved semester hours (exclusive of audited courses) throughout any given semester. In order to maintain active status, students must be enrolled in the University for at least one semester hour in every academic semester until the program is completed.

Incompletes
Students who receive an Incomplete in any course have one calendar year to complete the course for a grade. After one calendar year the Incomplete will become a permanent part of the transcript. To repeat the course for credit a student must re-register and pay fees. The grade for the repeated course will appear on the transcript, but will not replace the permanent Incomplete. Except in extraordinary circumstances, and approved by the GSC in consultation with the major advisor, no student may have more than one Incomplete at any time. Those with more than one incomplete will be denied registration until the courses are completed. Note that the TA contract states: “Inadequate progress toward the degree (as indicated for example by carrying one or more incompletes for more than one semester) will lead to ineligibility for a teaching assistant contract.” A course in which a student has taken an Incomplete and that appears on an already approved plan of study must be completed before the student requests to take the written comprehensive exam.

Reading and Conference
Reading and Conference (Independent Study) courses may not duplicate courses that are available. Except in extraordinary circumstances, and with the approval of the GSC in consultation with the major advisor, ILC Ph.D. students may take no more than 3 credits of Reading and Conference at any point in their studies. Any request for Reading and Conference credit will require approval from the major advisor, the Faculty Head of the faculty member offering the credit, and the GSC.
Academic Standards and Other Policies (continued)

Provisional Status
Students who have been admitted with provisional status must receive a B+ or better in all coursework taken to fulfill the provisional requirements. A lower grade will result in a recommendation for dismissal from the program. P (Pass) and Y (Satisfactory) grades will not be accepted for courses taken under provisional status. Students with provisional status are required to inform the SILC Associate Director of Graduate Studies (ADGS) and their major advisor (if one has been chosen) in writing when they have completed work on the areas noted as deficient in their letter of acceptance into the ILC Ph.D. program.

Retention
All students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by this degree program. If a student fails to satisfy the requirements of their degree program, and/or benchmarks below, the student may be dismissed from their program based on the unit’s recommendation to the Graduate College.

- Students who enroll with no graduate credit are required to maintain a GPA of 3.3 in the first 30 credits of coursework. Thereafter, they are required to maintain a 3.6 GPA. Students enrolling with transfer credit must maintain a 3.3 GPA until they reach 30 credits, and 3.6 thereafter. Grades of C and below do not meet the requirements of a graduate degree.
- Satisfy all requirements of the graduate degree program.
- Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.

Review and Dismissal
After the first year, all students admitted to the ILC Ph.D. program will be reviewed annually and a written evaluation will be sent to the SILC ADGS by the student’s major advisor. Students whose progress is found to be deficient will be informed in writing to that effect. Students whose progress is unacceptable will be dismissed from the program.

Graduate Advisement
Upon acceptance into the ILC Ph.D. program, students will do the following:
1) Before the beginning of the student’s first semester, the student meets with or contacts the SILC ADGS to determine courses for the upcoming year and to formulate a curricular roadmap for the core courses, primary field of study, secondary field of study, and electives. This roadmap may change once the student has begun the program and chosen a major advisor (see 3 below).
2) The student will select a major advisor to head his/her individual committee no later than the end of the first year. The major advisor must be a member of the SILC Graduate Faculty.
3) After selection of the major advisor, the flow of advising will be as follows:
   a) the student discusses his or her program with the major advisor;
   b) a form for that semester’s courses will be filled out;
   c) the student takes the form to the SILC ADGS, who checks it against requirements;
   d) and the student then registers for courses.
4) By the end of the fourth semester, the student must have chosen two more Graduate Faculty members in addition to the major advisor to serve on the supervisory committee, and must have met with this committee. At least two supervisory committee members must be members of the SILC Graduate Faculty.
5) The dissertation committee will have four members drawn from the Graduate Faculty: the supervisory committee plus one outside reader. At least two members of the dissertation committee must be members of the SILC Graduate Faculty.

Responsibilities of the Major Advisor
The major advisor will conduct regular meetings with the student each semester; keep track of the student’s academic progress; work with the student to submit the iPOS (Interactive Plan of Study) by the third semester of study; write an annual evaluation of the student based on personal observation and comments solicited from those with whom the student has studied or who have supervised the student; ensure that the dissertation and defense procedures follow those established in this manual and by Graduate Education; call a meeting of the dissertation committee should there exist a conflict or disagreement as to the content or form of the Ph.D. dissertation.
# Ph.D. Degree Requirements

## Plan of Study

In the Ph.D. in International Letters and Cultures program, the curriculum for each student is designed according to his/her research interest and divided as follows: 12 credit hours of core courses, 18 credit hours in the primary field of study, 18 credit hours in the secondary field of study, 24 credit hours for approved electives/research, 12 credit hours for the doctoral thesis.

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<th><strong>Core Courses</strong> (12 credits)</th>
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<td>SLC 602 Literary and Cultural Theory</td>
<td>3 credits</td>
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<tr>
<td>ENG/FRE/GER 500 Research Methods</td>
<td>3 credits</td>
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<tr>
<td>2 courses to be chosen in consultation with faculty advisor</td>
<td>6 credits</td>
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<th><strong>Restricted Electives</strong> (36 credits)</th>
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<td>6 Courses in Primary Field of Study (at least 2 must involve primary texts in a language other than English). Three of these courses must be taken in SILC.</td>
<td>18 credits</td>
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<tr>
<td>6 Courses in Secondary Field of Study (at least 2 must involve primary texts in a language other than English). Three of these courses must be taken in SILC.</td>
<td>18 credits</td>
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<th><strong>Other Requirements</strong> (43 credits)</th>
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<td>Electives/Research (must be approved by faculty advisor). 4 courses should be related to student’s primary and/or secondary field of study, and 4 courses involving primary texts in a language other than English to ensure proficiency in English and two foreign languages.</td>
<td>24 credits</td>
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<tr>
<td>SLC 799 Dissertation</td>
<td>12 credits</td>
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Ph.D. Degree Requirements (continued)

Because the course plan is heavily reliant on the student’s interests and not on existing curricular structures, all students must file an official Plan of Study (iPOS) no later than the end of the third semester in the program (note that this is earlier than the deadline required by Graduate Education). Students work with their major advisor and the SILC ADGS to prepare the iPOS, which lists courses taken, courses in progress, and courses the student plans to take. The iPOS may be changed later if necessary, but any changes must be cleared by the major advisor and SILC ADGS.

Time Limits

The following is from the Graduate Policies and Procedures manual: “Doctoral students must complete all program requirements within a ten-year period. The ten-year period begins with the semester and year of admission to the doctoral program. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program (previously awarded master’s degrees used on the Plan of Study are exempt). Additionally, the student must defend the dissertation within five years after passing the comprehensive examinations. Therefore, the maximum time limit is the shortest of the following: Time period since initial enrollment (10 year time limit); OR Time after passing the comprehensive exams (5 year time limit). Any exception must be approved by the supervisory committee, the head of the academic unit and the Graduate Education Dean. If a time limit exception is approved, the student may need to re-take the comprehensive examinations. Graduate Education may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.”

Language Reading Knowledge Requirement

Students who have not demonstrated competency in the second non-English language (language of secondary emphasis) upon admission will be required to pass the Graduate Foreign Language Examination. These students will have to pass the exam before the end of their fourth semester. For those entering the ILC Ph.D. program with a Master’s degree, the Graduate Foreign Language Examination must be passed before the candidate is eligible to take the written comprehensive examination. Those entering with a Master’s degree must also take three courses involving primary documents in the language of secondary emphasis (see under II-1 above). Language examinations passed at other institutions may be validated through application to Graduate Education. The Graduate Foreign Language Examination needs to be evaluated by SILC tenured or tenure-track professors. This examination is offered once in the fall and once in the spring and is scheduled by the student in consultation with the Graduate Program Student Services Support Coordinator.
Ph.D. Degree Requirements (continued)

Students will be graded on their ability to translate a passage into standard English. The text will be chosen by a member of the student’s graduate committee who has knowledge of the language. The exams are graded on a pass/fail basis. The results of the exams will be reported to the major advisor, who will report to the student and the supervisory committee no later than 4 weeks after the exam has been taken by the student.

Ph.D. Comprehensive Examination

The Ph.D. comprehensive examination consists of a written examination and an oral examination. It will be the responsibility of the candidate to prepare the paperwork required for approval of the Plan of Study by Graduate Education. The supervisory committee will serve as the examining committee. The candidate is responsible for compliance with all requirements set by SILC, the SILC GSC, the examining committee, and Graduate Education.

The written portion of the comprehensive examination must be taken no later than the semester following the completion of Ph.D. coursework, and may be taken earlier. To prepare the comprehensive examination, the student must first, in collaboration with the supervisory committee, compile a bibliography pertaining to the student’s dissertation project. The bibliography should reflect the student’s command of the relevant languages. The bibliography should include an appropriate number of primary works (which may include films, graphic novels, monuments, and other cultural documents) and of secondary works, for a total of approximately 120 works. This bibliography must be approved by the supervisory committee before the student may take the comprehensive exam.

Guidelines for the Written Comprehensive Examination

The written examination consists of three parts:
1. Primary Area of Emphasis. The student will be examined on coursework and bibliography related to the primary area of emphasis.
2. Secondary Area of Emphasis. The student will be examined on coursework and bibliography related to the secondary area of emphasis.
3. Specialization. The student will be examined on the specific area that will be the focus of the dissertation, including pertinent issues of a theoretical, bibliographical, and methodological nature.

Each part will consist of one essay question. The student will have six weeks to compose three essays, one in response to each question. Each essay should be at least 10 double-spaced pages excluding bibliography and should be written in English. The comprehensive exam is administered twice a year, in the first two weeks of the fall and spring semesters.
The student will e-mail the completed exam to the supervisory committee chair, who will distribute it to the rest of the committee. Exams will be graded on a scale of 0 to 4 (4=A, 3=B, 2=C, 1=D, 0=E). For an essay to pass, it must receive a minimum average of 3.0. In the event that the candidate fails any one essay, s/he will be required to retake that part within three months and prior to any oral exam. In the event that the candidate fails more than one essay, s/he will be required to retake all three parts within one year. A second failure will bar the student from further candidacy. The new exam will be evaluated by the same committee.

The supervisory committee chair is responsible for discussing the results of the exam with the candidate as well as directing her/him to discuss the exam with other members as needed or requested. In the event that the candidate obtains a passing score of 3.0 or above on each of the three essays, s/he will proceed to the oral examination at the beginning of the following semester.

**Guidelines for the Prospectus and Oral Comprehensive Examination**

For the oral examination, in consultation with the supervisory committee, the student will prepare a dissertation prospectus and a related bibliography (which may recycle works from the written exam bibliography). The oral examination will focus on the dissertation prospectus.

The oral examination must be taken at the beginning of the semester following the semester in which the written exam is taken. Failure to adhere to this schedule will represent unsatisfactory progress and open the student to sanctions.

The dissertation prospectus should be developed by the student in consultation with the supervisory committee. The prospectus should specify the theoretical model(s) to be used, the corpus to which it will be applied, and the tentative significance of the research proposed. The prospectus will usually run from ten to fifteen pages, excluding the supporting bibliography, which should list all major primary and secondary sources.

The prospectus should address/include the following:

1) What is the status of criticism on the author, work or topic?
2) What is the importance of the research in terms of contemporary critical interests and priorities?
3) What is the proposed plan/schedule of work?
4) What are the anticipated problems in obtaining the research materials?
5) What critical sources, focus, models will be used?
Ph.D. Degree Requirements (continued)

6) What previous research might serve as a model for this work?
7) Any other pertinent information.
8) A bibliography (MLA or Chicago style) of primary sources, and of secondary sources that indicate both the student’s critical focus and the major criticism on the topic.

The results of the oral examination must be communicated to Graduate Education.

Candidacy (A.B.D. status)

After successful conclusion of the written and oral comprehensive examinations the candidate will apply for candidacy with Graduate Education. Doctoral students should apply for admission to candidacy immediately after they have met all requirements for the degree except the dissertation, i.e. after passing the oral examination. After completing 72 credit hours of coursework, students must enroll for a minimum of 12 hours of SLC 799 dissertation credits to complete the credits required for the doctoral program.

The Doctoral Dissertation

The dissertation is the document presented by a candidate for the Ph.D. to demonstrate the ability to conduct research in conformance with the prevailing standards of scholarship. Dissertations are prepared under the direction of the three-member supervisory committee, to which the student must add a fourth reader within a year of the oral comprehensive examination.

The director of the dissertation is the chair of the student’s supervisory committee. The candidate should obtain the Format Manual, available from Graduate Education.

Two of the dissertation committee members, including the director, must be members of the Graduate Faculty in SILC. The student should maintain regular contact with members of the dissertation committee and devise a schedule for providing them with chapters and making revisions.

The candidate is responsible for providing dissertation committee members with a copy of the final manuscript of the dissertation at least fifteen working days prior to the date of the oral defense. Any substantive changes made to the dissertation between the time it is given to the committee and the defense must be communicated in writing to the committee members at least five working days before the oral defense.
Financial Support

Teaching Assistantships (TAships)

ILC Ph.D. students may be considered for Teaching Assistantships administered through one of the existing SILC graduate programs under the following conditions: A) There are enough funds in the annual TA budget to meet the needs of the existing graduate programs; B) ILC Ph.D. students possess the same qualifications to be a TA as students enrolled in the existing graduate programs (i.e. proficiency in the target language, satisfactory progress, etc.).

As the TA contract stipulates: “Inadequate progress toward the degree (as indicated for example by carrying one or more incompletes for more than one semester) will lead to ineligibility for a teaching assistant contract. Teaching assistantships are awarded through an annual process of competitive evaluation and are not guaranteed to carry over from one academic year to the next.”

All students who receive a TAship must take “SLC 591: Teaching Methods” in the first semester of their TAship. TA contracts are for Fall and Spring of a given academic year – they may exceptionally be given for only one semester. Students who complete only one semester of a TA contract and who have not pre-arranged their withdrawal from the contract risk not being granted future TA contracts. All TAs will undergo in-class evaluation of their teaching.

For more Graduate College policies and procedures for Teaching Assistantships, please see this page: https://graduate.asu.edu/ta-ra-handbook.

Grants, Awards, and Fellowships

It will be the responsibility of the SILC ADGS and the major advisors to ensure that ILC Ph.D. students are made aware of and nominated for relevant ASU and external grants, awards, and fellowships.
Advising

Supervisory Committee

The purpose of the supervisory committee is to assist the student in planning a program that fits his/her own needs and interests; to supervise the student's yearly academic progress; to guide the development of the research proposal; to administer the written comprehensive examination and to organize the defense of the thesis prospectus and the oral defense of the thesis. The committee members will have competency in at least one of the fields chosen by the student, and will normally be chosen from the faculty with whom the student has taken or will take coursework.

The major advisor will be the chair of the supervisory committee and must be a member of the SILC Graduate Faculty. The major advisor serves as primary advisor to the student and as director of the thesis. It is the student's responsibility to choose his/her major advisor in accordance with the area and specific topic of the research interest. The SILC ADGS, aside from being a member or chair of some supervisory committees, will be a member ex officio of all ILC Ph.D. supervisory committees. SILC cannot cover any expenses required to have a non-SILC faculty member on the committee.

Change of Supervisory Committee

Except in unusual circumstances, the student will not be allowed to change the chair of his/her supervisory committee after the Ph.D. thesis prospectus has been submitted and approved. For valid reasons expressed in writing to the SILC ADGS, the student may request a change in the membership of his/her supervisory committee. Changes are usually requested due to a change in research topic, a prolonged sabbatical on the part of a faculty member, etc. The committee change form may be obtained from Graduate Education. The student should first discuss the change directly with the faculty member involved and the chair of the supervisory committee, who will also inform the SILC ADGS in writing of his/her opinion. If the parties directly involved do not agree, the SILC ADGS will submit the matter to the SILC GSC for resolution. The committee change request must be approved by Graduate Education.
Administration of ILC Ph.D. Program

Faculty Oversight

The SILC Associate Director of Graduate Studies (ADGS) will administer the ILC Ph.D. program. The SILC ADGS will monitor the progress of students and ensure that they are following the curricular map. The SILC ADGS is responsible for tracking all graduate students, for making sure that requirements, responsibilities and satisfactory progress guidelines are met, for annual communication with students and their major advisors about their rate of progress, for maintaining a current graduate website, and for updating the graduate manual.

The SILC Graduate Steering Committee (GSC) will consist only of Graduate Representatives from the existing graduate programs.

Courses

Faculty and Courses

The ILC Ph.D. was approved by the University with the understanding that this degree program would use existing curricular and financial resources and structures. One new course (SLC 602) has been designed; otherwise none of the five SILC Faculties is asked to give up teaching time to the program. The program is built upon a unique combination of existing coursework across languages and disciplines and the collaboration of the doctoral student with committee members in areas for which there are no existing graduate programs.

The ILC Ph.D. cannot detract from the core curricular commitments of the SILC Faculties. Any new courses for the ILC Ph.D. program must be approved by the relevant Faculty Head(s), by the SILC Graduate Steering Committee, and by the SILC Director.
Milestones for ILC Ph.D. Students

Doctoral students must complete all program requirements within a ten-year period that begins with the semester and year of admission to the doctoral program. Students should aim to complete the program within six to seven years. The ILC Ph.D. requires 72 credit hours of coursework and 12 credit hours of dissertation. Students with a TA should take 9 credit hours of coursework per semester, and should aim to complete the coursework in four years.

Note that the following schedule is not prescriptive, but is intended to help students plan their studies and to help faculty evaluate students’ progress.

Year 1
- After admission and before the beginning of the first semester, the student meets with or contacts the SILC ADGS to determine the outline of the core courses, primary field of study, secondary field of study, and electives, and to discuss potential major advisors.
- Semester 1: Coursework. Establish contact with a potential major advisor.
- Semester 2: Coursework. Select a major advisor to chair the supervisory committee no later than the end of semester 2. Note: For students entering with an M.A., the Graduate Foreign Language Examination proving competency in the language of secondary emphasis must be passed by this semester, if necessary.

Year 2
- Semester 3: Coursework. In consultation with major advisor and SILC ADGS, prepare and submit iPOS for approval by Graduate Education no later than end of semester 3.
- Semester 4: Coursework. By the end of semester 4, the student must have chosen two more Graduate Faculty members aside from the major advisor to serve on the supervisory committee and have met with this committee. At least two supervisory committee members must be members of the SILC Graduate Faculty.

Note: For students entering with a B.A., the Graduate Foreign Language Examination proving competency in the language of secondary emphasis must be passed by this semester, if necessary.

Year 3
- Semester 5: Coursework. Begin researching dissertation topics and compiling relevant primary and secondary sources. Begin attending conferences and submitting articles to scholarly journals.
- Semester 6: Coursework. Continue researching dissertation topics. Continue attending conferences and submitting articles to scholarly journals.
Milestones for ILC Ph.D. Students (continued)

Year 4
- Semester 7: Coursework. Work with supervisory committee to map out more specific topics of research for the dissertation. With committee, discuss and submit drafts of bibliography for written comprehensive examination. Continue researching dissertation. Continue attending conferences and submitting articles to scholarly journals.
- Semester 8: Coursework should be completed by this semester. Prepare final bibliography for the written comprehensive examination (primary area of emphasis, secondary area of emphasis, area of specialization), and get supervisory committee approval. Meet with major advisor to develop a detailed time-line of the remaining time in the program. Continue researching dissertation.

Note: The written portion of the comprehensive examination must be taken no later than the semester following the completion of Ph.D. coursework, and may be taken earlier. Continue attending conferences and submitting articles to scholarly journals.

Year 5
- Semester 9: Assuming coursework was completed in Semester 8, the written portion of the comprehensive examination must be taken this semester. Once the written portion is handed in, the student should be preparing the dissertation prospectus and oral portion of the comprehensive examination in consultation with the supervisory committee. Note: The oral examination must be taken at the beginning of the semester following the semester in which the written exam is taken. Continue attending conferences and submitting articles to scholarly journals.
- Semester 10: Assuming the written portion of the comprehensive examination was taken in Semester 9, the oral examination must be taken this semester. Begin writing dissertation. Choose a fourth faculty member to be on the dissertation committee. Continue attending conferences and submitting articles to scholarly journals.

Note: After the Comprehensive Examinations are completed, the student has a maximum of 5 years until s/he must defend the dissertation, assuming s/he does not reach 10 years in the program before those 5 years are up.

Year 6
- Semester 11: Take 6 credits of Dissertation (SLC 799). Continue attending conferences and submitting articles to scholarly journals. Discuss post-Ph.D. career options, possible job positions and opportunities available with faculty. Apply for job positions or postdoctoral fellowships, assuming imminent graduation.
Contact Us

Monica Hopkins
Student Services Support Coordinator
Graduate Programs
monica.hopkins@asu.edu

School of International Letters and Cultures
silc@asu.edu
480-965-4930