

The Department of Philosophy
at West Chester University



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Graduate Student Handbook Fall 2011-Spring 2012

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



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Introduction

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

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

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

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

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

Part 1: The Department

Mission

The Department of Philosophy at West Chester University has offered the Master of Arts in Philosophy degree for over 40 years. This degree serves as a foundation for studies leading to a Ph.D. in philosophy, or prepares students for positions in industry, government or college teaching.

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

Faculty & Staff

	Office	Phone	e-mail
Dan Forbes <i>Assistant Professor</i>	AND 332A	436-2754	dforbes@wcupa.edu
Timothy J. Golden <i>Associate Professor</i>	AND 106	430-4423	tgolden@wcupa.edu
Frank J. Hoffman <i>Associate Professor; Co-director Ethnic Studies</i>	AND 108D	436-2361	fhoffman@wcupa.edu
Matthew Pierlott <i>Associate Professor; Grad. Coord.</i>	AND 332D	436-2429	mpierlott@wcupa.edu
Ruth Porritt <i>Professor</i>	AND 108B	430-5868	rporritt@wcupa.edu
Elizabeth (Simon) Ruchti <i>Assistant Professor</i>	AND 108E	430-5868	eruchti@wcupa.edu
Helen Schroepfer <i>Associate Professor; Dept. Chair</i>	AND 108A	436-1004	hschroepfer@wcupa.edu
Cassie Striblen <i>Assistant Professor</i>	AND 332B	436-2754	cstriblen@wcupa.edu
Rose Sykes <i>Department Secretary</i>	AND 108F	436-2841	RSykes@wcupa.edu
Larry Udell <i>Assistant Professor</i>	AND 332C	436-2429	iudell@wcupa.edu
Joan Woolfrey <i>Associate Professor</i>	AND 108C	430-5868	jwoolfrey@wcupa.edu

Departmental Secretary

For general questions you can also contact the departmental secretary located at 108 Anderson Hall. Mrs. Sykes is responsible for processing student paperwork, updating student files, and handling the day-to-day operations of the department office. Office phone is: 610-436-2841 or email rsykes@wcupa.edu

Graduate Student Representative

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

Course Offerings

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

PHI 512 Ethical Theories

PHI 513 Aesthetic Theories

PHI 514 Philosophy of Religion

PHI 515 Existentialism

PHI 520 Philosophy of Mind

PHI 521 Philosophy of Law

PHI 522 Philosophy of Science

PHI 525 Epistemology

PHI 531 Asian Philosophy

May be taken again for credit.

PHI 536 Symbolic Logic

PHI 570 Bioethics

PHI 580 Business Ethics

PHI 581 Philosophy of Human Rights

PHI 590 Independent Studies in Philosophy

May be taken again for credit.

PHI 599 Philosophical Concepts and Systems

May be taken again for credit.

PHI 610 Thesis

3-6 credits.

PHI 640 Seminar

May be taken again for credit.

The following undergraduate courses may also be taken for graduate credit, when properly approved:

- PHI 405 Feminist Theory
- PHI 480 Environmental Ethics
- PHI 482 Social Philosophy

Electives for Applied Ethics Track

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

Healthcare or Business Concentration

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

PHI405	Feminist Theory (cross-listed with Women's Studies WOS405)
PHI480	Environmental Ethics
PHI482	Social Philosophy

Other graduate-level electives:

CRJ504	Resolution of Interpersonal Conflicts
HIS555	Emergence of Modern America
GEO525	Urban and Regional Planning

Healthcare Concentration

SOC522	Gerontology
SOC519	Geriatrics
NSG521	Palliative Nursing Care in the Community
HEA500	Diseases
HEA501	Integrative Health
HEA506	Current Issues in Death and Dying
HEA512	HIV/AIDS: Individual and Public Health Challenges
HEA515	Professional Ethics and the Health Professions
HEA537	Transcultural Health
HEA550	Evidence-Based Medicine and Public Health
HEA555	Women's Health Issues
HEA640	Issues in Managed Care

Business Concentration

ADM504	Communication for Administrators
ADM505	Organizing Human Resources
ADM553	Employee Relations

COM510	Culture, Media and Representation
CRJ522	Occupational Crime
GEO521	Suburbanization & Land Development
GEO526	Metropolitan Systems & Problems
MGT511	Managing and Leading Organizations
MGT513	Business and Society
MGT514	Environments of Business
MGT587	Special Topics in Management
WOS502	Special Topics (as appropriate)
WOS530	Women in Leadership
WOS539	Independent Study

Two Year Course Rotation

Fall 2011:

PHI512	Ethical Theories	Every fall
PHI515	Existentialism	Every fall
PHI531	Asian Philosophy	Every fall
PHI581	Philosophy of Law	Every other year
PHI599	Philos Concpt Syst	Philosophy of Biology
PHI640	Seminar	TBA

Spring 2012:

PHI482	Social Philosophy	May be taken for grad credit
PHI514	Philosophy of Religion	Every spring
PHI525	Epistemology	Every Spring
PHI580	Business Ethics	Every other spring
PHI640	Seminar	Kierkegaard

****PHI599 Philosophical Concepts and Systems will NOT be offered this term****

Fall 2012:

PHI5??	Proseminar	Every fall (*New)
PHI512	Ethical Theories	Every fall
PHI515	Existentialism	Every fall
PHI520	Philosophy of Mind	Every other year
PHI531	Asian Philosophy	Every fall
PHI581	Human Rights	
PHI599	Philos Concpt Syst	TBA [Critical Race Theory or Phenomenology]

****PHI640 Seminar will NOT be offered this term****

Spring 2013:

PHI513	Aesthetics	Every other spring
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PHI514	Philosophy of Religion	Every spring
PHI525	Epistemology	Every Spring
PHI536	Symbolic Logic	Every other spring
PHI570	Bioethics	Every other spring
PHI599	Philos Concpt Syst	TBA [Dialectics]
PHI640	Seminar	Foucault

Part 2: Program Requirements

Overview

The master's degree requires a minimum of 30 credits. All candidates are required to take PHI 525—Epistemology, PHI 599—Philosophical Concepts and Systems, PHI 640—Seminar, and three additional philosophy courses. (For students matriculated prior to fall of 2009, PHI 520 Phil of Mind was required instead of PHI525 Epistemology.) Beyond these requirements, the student has the choice of either the standard or applied ethics track and, with department approval, either the thesis or non-thesis program.

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

The thesis program requires 18 credits in philosophy; 6 credits of electives in philosophy or related fields; one comprehensive exam on Metaphysics and Epistemology (for students matriculated fall 2010); and the thesis (PHI 610) which accounts for 6 credits. The non-thesis program requires 18 credits in philosophy; 12 credits of electives chosen from philosophy or related disciplines*; one comprehensive exam in Metaphysics and Epistemology and two additional comprehensive examinations (for students matriculated fall 2010).

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

MASTER OF ARTS IN PHILOSOPHY All candidates are required to take PHI 525, (PHI 520 for students matriculated prior to fall 2009), PHI 599 and PHI 640. Beyond these requirements, the student (under advisement) has the choice of a thesis or non-thesis program, and the Standard track or Applied Ethics track.

The thesis program checklist for students matriculated after Fall of 2010*:

- _____ Completion of Library Research Worksheet

- _____ PHI525 (3) Epistemology (See note above regarding PHI520)
- _____ PHI599 (3) Philosophical Concepts and Systems
- _____ PHI640 (3) Seminar

- _____ Comp Exam on Metaphysics and Epistemology

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

- _____ Focused electives (6) For Applied Ethics students: See electives listing in Part 1. For Standard-track students: these can be philosophy electives or a related field
- _____

- PHI610 (6) Thesis

The non-thesis program for students matriculated after Fall 2010*:

- _____ Completion of Library Research Worksheet

- _____ PHI525 (3) Epistemology (See note above regarding PHI520)
- _____ PHI599 (3) Philosophical Concepts and Systems
- _____ PHI640 (3) Seminar

- _____ Comprehensive Exam on Metaphysics and Epistemology

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

- _____ Focused electives (12) For Applied Ethics students: See electives listing in Part 1. For Standard track students: Two courses (6 cr.) can be taken in a related field outside of the Philosophy Department
- _____
- _____

- Two Final Comprehensive Exams

*For students matriculated prior to fall of 2010, please check with your adviser regarding options for completing the program.

Thesis Requirement

The Master's Thesis focuses on original analysis of a particular topic that engages the subject and consults sources critically. The thesis should be 75-150 pages (double spaced, excluding bibliography), with a clear focus and logical organization throughout. The work would typically cite 25-40 relevant and credible sources, with a strong emphasis on scholarly works. Students interested in writing a thesis should indicate this interest early on in the program and begin working through the thesis requirements—see pages 23-25 for details.

Comprehensive Examination Requirement

For students matriculated prior to fall of 2010, the exam is administered in four parts. The first covers metaphysics and epistemology. The second and third cover approved fields of your choice from amongst several options, and the fourth deals with an approved philosopher of your choice. **Beginning with students admitted in the fall of 2010, one comprehensive, written final examination on Metaphysics and Epistemology is required of all students after completing the required course PHI525. Students not doing a thesis will be required to take two additional comprehensive examinations from among the following areas.**

- For students in the standard philosophy track: ethical theory, aesthetics, philosophy of religion, Asian thought, philosophy of science, philosophy of mind, modern philosophy or ancient philosophy.
- For students in the applied ethics track: ethical theory, bioethics or business ethics

Language Requirement

There is no longer a language requirement. However, students interested in eventually pursuing a PhD are strongly encouraged to acquire language proficiency in that most doctoral programs require two languages. Having one completed will strengthen your application in that it demonstrates your commitment to further studies. Contact Dr. Pierlott if you're interested in officially documenting your reading proficiency.

Additional University Requirements

In addition to satisfactorily completing the philosophy program requirements, students must fulfill all financial obligations to the University, including payment of the graduation fee, and all other obligations, including the return of University property (e.g. library books). Students must also comply with all academic requests from the Dean of Graduate Studies and Extended

Education (from here on “Dean of Graduate Studies”), including submission of a form letter of intent to graduate by the specified due date. (For a complete statement of University requirements, see the *Graduate Catalog*.)

Part 3: Completing the Requirements

Parking

Student Lots

A permit is required in student lots from 7:00 a.m. to 4:00 p.m. Monday–Friday. Permit sales begin the third week of July each year. You must have your Drivers License, Vehicle Registration and University ID Card in order to purchase a permit—and note that they do not take credit cards. Permits are sold at the Parking Services Office in the Peoples Building, Church St. & University Ave., Monday-Friday between the hours of 7:30 a.m. and 3:30 p.m. throughout the year. Extended sale hours for the week prior to and the first week of the fall semester are posted in the residence halls and academic buildings each year. Additional sales locations are also established during the first three days of the fall semester. These alternative sales are conducted at the Student Services Center in the E.O. Bull Center and at the Game Room in Sykes Union from 8:00 a.m. – 2:00 p.m. The lines at these locations are normally much shorter than at the parking office.

Note: Graduate Assistants are entitled to a free parking permit. You will need a letter from your program director stating that you are an assistant and the days and times you will be on campus.

Mailed-in Vehicle Registration Applications:

Completed applications, along with copies of the Vehicle Registration, Driver's License, University ID Card, and a check or money order to "WCU Parking Fund", can also be mailed to:

West Chester University
Parking Services Office
690 South Church Street
West Chester, PA: 19383-3515

To have a registration form mailed to you for completion, call 610-436-3345.

Parking Meters

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

Parking Structures

Two Borough-operated parking structures are located close to the University. The Sharpless Street Garage, owned and operated by the Borough of West Chester, is located at the intersection of Sharpless and Church Sts. Semester permits for garage parking are sold by the Borough of West Chester. The semester permit allows garage parking 24 hours a day, 7 days a week. Information regarding the dates/locations/times for semester permit sales are announced by the Borough of West Chester through the University's Parking Services Department. In addition to the semester parking permits, daily and hourly parking is also available in the garage. However, the garage closes at midnight and there is no overnight parking in the garage, except for those persons who have purchased semester permits.

The Bicentennial Garage is located about eight blocks from the campus at the intersection of High and Miner Sts. The parking fees are on a per hour, per day, or monthly basis. These fees are set by the Borough and are subject to change. Contact the Borough for an up-to-date fee schedule.

Permit Area C

A few streets around the campus are posted as Parking Area C. *In order to park in these areas, you must obtain a Borough of West Chester parking permit.* These permits are sold in limited numbers at the Borough's Parking Office in the West Chester Borough Administration Building, Gay and Adams Sts. Additional information can be obtained from the Borough of West Chester's Parking Division at 610-696-4521.

Student ID

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

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

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

Bookstores

The bookstore in Sykes Student Union on Rosedale Ave is located on the ground floor. You can contact the store by phone (610-436-BOOK) or email: bookstore@wcupa.edu.

To check regular hours or for specialized hours (e.g. extended hours at the beginning of term) call or visit the store's webpage.

Dynamic Bookstore, 20 Linden Street, just steps away from Main Hall, is an alternative source for your textbooks. They duplicate anything the SSI bookstore orders. Linden St. dead-ends on High St. on the north end of Main Hall. Dynamic Bookstore is just three doors down, past Papa John's and Burrito Loco.

Computing

MyWCU

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

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

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

1. Go to the WCU Homepage (www.wcupa.edu)
2. Under the “Webmail” tab on the right click “Change Password”
4. Enter your User Name: WCU student Usernames are the first initial of their first name and the first initial of their last name followed by the student's six digit student ID number and the email domain (Elvis Presley = ep123456@wcupa.edu). Your WCU ID number can be found on your WCU ID Card or on any billing/schedule information sent to you by the Bursar's or Registrar's office. If your ID number is seven digits long, drop the first ‘0’.
5. Enter your “Old” or Initial Password: Initial Passwords are “WCU-“ followed by the student's Date of Birth in MMDDYY format (i.e. January 1st, 1986 would be WCU-010186). Passwords now expire every 90 days. MyWCU and Webmail will remind you when it is time to choose a new one. (FYI: D2L will not.)
6. In the “New Password” and “Confirm New Password” fields create a new password that is at least 8 characters and includes at least 3 of the following:
 - Lowercase character(s)
 - Uppercase character(s)
 - Numeric character(s)
 - Special character(s), such as % \$ #

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

For help, visit the Academic Computing Center main office in Room 20 on the Ground Floor of Anderson Hall or call the ACC Student Help Desk at 610-436-3349. You can also e-mail your questions to acc1@wcupa.edu

Webmail

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

D2L

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

Library Instruction

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

Advising and Faculty Mentors

There is no formal advising process for course selection but you are encouraged to speak to the Graduate Coordinator or another professor whenever you want advice. In general, students should consider their philosophical interests, potential thesis topic (if applicable) and the program requirements when deciding what to take. Outside commitments should be considered when deciding *how much* to take. All courses are reading and writing intensive so make sure that your schedule allows time for productive study. Also remember that graduate study at WCU has a minimum cumulative GPA requirement of 3.00 and that you must earn a C- or better in order for a particular course to count toward your degree. Students wishing to take courses offered by other schools or West Chester departments must obtain approval **before registering**. Courses which are not approved in advance might not transfer or count toward your degree.

It is also urged that every student (especially those moving towards the thesis-track) have a faculty mentor once they've completed 12-15 credits. Your faculty mentor will typically be the

person you have studied with the most. They will be familiar with your work and you will likely have an interest in theirs. If you choose the thesis option, your faculty mentor will typically act as your thesis advisor, but their role is not limited to this. They might advise any independent studies you wish to pursue, keep you informed about events and publications relevant to your interests, help you build your CV, and provide assistance and advice when you apply for jobs or to Ph.D. programs. Forming such a relationship is not difficult, and the rewards are priceless. A faculty mentor will not only benefit you academically and professionally, but personally. In a recent WCU Philosophy Department survey, several students and faculty members stressed the importance of this relationship, and one noted how simple it is to achieve—just find the right match, send a few emails and keep showing up during office hours.

Scheduling Courses

The easiest way to schedule courses is through MyWCU (my.wcupa.edu). To begin, log on to <http://my.wcupa.edu> and sign-on using your User Name and Password. Click on 'Enroll in a Class' in the Self-Scheduling pagelet in the center of the webpage. Double click on the term in which you wish to enroll for classes (i.e. Fall 2006). Double click on the action you want to perform.

To Add a Class to your schedule:

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

To Swap a Class on your schedule:

Enter the class number in the Class Nbr. field you wish to swap, or click the Lookup button (magnifying glass) to view a list of classes. After you have selected all the classes you want to swap, Click the SUBMIT button. Verify your swaps were successful by clicking the Swap Status column

To Drop a Class from your schedule:

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

University Policy on Continuous Registration

All students who have been admitted to a graduate program must maintain continuous registration each fall and spring semester. Summer sessions are not applicable. Unless you continuously register, you will be dropped from the program. If you are not enrolling in a course, you can request continuous registration from the Office of Graduate Studies by phone, fax, or in person. (You cannot self-register for continuous registration.) No fees are charged. If you plan

not to enroll in coursework for more than one semester, you must request a leave of absence. Forms are available in the Graduate Office or on the graduate studies website.

Transfer Credits

Students may transfer up to (6) graduate credits in either philosophy or a related and approved discipline (e.g. history or political science) from another institution. If approved, these are counted as electives (see advising sheet in Part 2). If you wish to transfer credits from another institution, you must:

- (i) submit a Transfer of Credit form to the Office of Graduate Studies (this form can be obtained from the Graduate Studies office); and
- (ii) submit a written request and syllabus for each course to Dr. Schroepfer.

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

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

Pacing and Opportunities for Summer Study

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

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

Balancing Schoolwork and Other Commitments

The philosophy department expects you to make graduate school a priority. Faculty are generally not interested in hearing that you're having trouble keeping up with the reading or are finding

assignments difficult (at least not on a routine basis). You're in graduate school now and that requires a different level of commitment and a greater amount of work than you may be used to.

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

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

Writing Papers

Peter Smith's website has some great advice on writing philosophy papers. Go to http://www.phil.cam.ac.uk/teaching_staff/Smith/index.html

The staff at the WCU Writing Center is also available to assist you.

Accessing Your Grades

Grade reports are not automatically mailed. If you need an official copy of your grades, fill out a request form at the Office of the Registrar. This form may also be obtained on the Registrar's website. You can also view and print an unofficial copy of your complete transcript from my.wcupa.edu.

Grades are generally required to be turned in by professors the Tuesday after finals are over. Grades are available on MyWCU to students within 24 hours of that submission deadline.

Departmental Complaints and Appeals Process

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

University Requirements for Good Standing

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

A= Excellent work

B= Average work at the graduate level

C= Poor

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

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

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

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

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

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

Academic Integrity

Please see the graduate handbook for general information about the university's policies on academic integrity. In addition, the department would like to stress the fact that “recycling” research papers (using the same paper for two or more classes without making substantive

revisions) is also academic dishonesty. There are circumstances wherein a student could indeed rework a prior paper for a new class, but in those instances the student should get faculty approval beforehand and both papers should be submitted so that substantive revisions can be assessed. Absent prior approval, students should not submit the same paper for two different classes.

University Requirements for Admission to Degree Candidacy

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

1. Complete those courses which the department or program specifies as prerequisite to degree candidacy. The Philosophy Department specifies these in the acceptance letter the Graduate Studies Office sends out.
2. Perform satisfactorily on examinations which the department or program may require for admission to degree candidacy. (None for Philosophy.)
3. Maintain a cumulative average of at least 3.00.
4. Meet specific GPA requirements as stipulated by the individual degree program. (See #3 above, for Philosophy.)

University Procedure for Application to Degree Candidacy

1. Every student must file an application for admission to degree candidacy with the Dean of Graduate Studies. Forms are available in the Office of Graduate Studies and Extended Education.
2. When the application has been evaluated by the department and by the Dean of Graduate Studies, the graduate dean will send a letter of acceptance or rejection to the student.
3. Upon notice of acceptance, degree candidates must confer with their advisers to continue with their previously established program of study. *Students must be admitted to degree candidacy prior to registering for comprehensive exams and before registering for thesis credits.*

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

Thesis or Final Comprehensive Exams?

Neither the thesis nor the final comprehensive exams can be successfully completed without advance preparation. If you plan to write a thesis, try to identify your general areas of interest

early in your career (i.e. by the time you've earned 9 credits) and select courses which allow you to explore them. By the time you've completed 15 credits you should have achieved a specific focus within one of those areas. You can then take courses, do research, and write papers related to that focus for the remaining 9 credits. You will also begin to complete the formal pre-thesis approval process (see below "Completing the Thesis Requirements" for details). If you have not found a specific focus, or do not feel that you have sufficiently mastered the core body of literature relevant to your chosen field, then you should seriously consider taking the additional coursework and preparing for the comprehensive exams. That may ultimately be what the department requires of you at any rate, and the preparation required for these exams is both challenging and meant to be similarly rewarding.

Completing the Final Comprehensive Exams

Beginning with students matriculated in the fall of 2010, one comprehensive examination on Metaphysics and Epistemology is required of all students—including those in the thesis track—after completing PHI 525. If you are not writing a thesis, you must complete 30 total credits of coursework and pass **two** additional examinations from the areas identified above on page 11. Students typically take these final exams in their last semester or will delay for a term in order to prepare. (See section on "continuous registration" above.) In order to schedule your exam(s), contact Dr. Schroepfer at least **one month prior to the scheduled exam date(s)** indicated below.

You may take up to three hours to complete each exam. Responses must be handwritten (no word processing) so bring plenty of writing utensils.

Schedule for fall 2010 comprehensive examinations:

- Thursday, September 30, 1-4 PM or 4-7 PM
- Wednesday, October 20, 9-12 AM or 4-7 PM
- Tuesday, November 16, 1-4 PM or 4-7 PM

Spring 2011 schedule will be posted at the end of fall term.

Review questions are on file in the department. You can request copies of these at any time. It is advised that you select your topics, obtain the review questions and begin to study for your exams by the semester prior to your last. You might want to talk to the instructor who has expertise in your choices. You might also talk to your peers about forming a study group, or join a suitable Philosophical Society discussion group.

The following criteria will be used to evaluate the work of MA degree candidates in the essays they write for the comprehensive exams. These criteria are meant as guidance to help you prepare for the comprehensive exams.

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

1. ***The essay should present complete arguments.***
 - a. All arguments of the philosophers you discuss in your essay should be presented fully and adequately – any hidden assumptions should be exposed, the conclusion of the argument should be explicit and clearly labeled as a conclusion.
 - b. Your own interpretive, analytical, synthetical, and/or critical arguments should also be presented fully and adequately.
2. ***The essay should present accurate philosophical content.***
 - a. Any discussion of the arguments or ideas of philosophers should be consistent with generally accepted scholarship as it appears in secondary literature. If your essay presents an interpretation of a philosopher’s thought that differs significantly from the generally accepted scholarship in secondary literature, your essay should provide reasonable justification for your alternative interpretation.
 - b. You should use the Principle of Charity in interpreting the arguments and ideas of philosophers you discuss: no obviously implausible assumptions should be attributed to a philosopher unless that philosopher explicitly makes that assumption.
3. ***The essay should present appropriate breadth or depth of knowledge.***
 - a. Some questions will require you to should show your breadth of knowledge about the topic of the question. For example:
 - i. Some essays will ask for evidence of breadth of knowledge across the history of philosophy: ancient, medieval, modern, 20th century/contemporary.
 - ii. Some essays will ask for evidence of breadth of knowledge in different models for interpretation: analytic philosophy, continental philosophy, Asian philosophy, feminist philosophy, race theory, etc.
 - b. Some questions of a narrower, more specialized scope will require a depth of knowledge about a particular philosophical topic. For example, the question may ask you to:
 - i. Discuss the different elements of a philosophical problem in significant detail.
 - ii. Present major interpretive approaches to articulating a philosophical concept or problem.
 - iii. Present well-known critical arguments advanced against a philosophical argument or interpretation.

Exam questions will never ask for both in one question.
4. ***The essay should address the question posed.***
 - a. Your essay should address all parts of the question.
 - b. Your essay should stay appropriately focused on the question topic so that your discussion is neither too broad nor too narrow.
 - c. Your essay should avoid straying into discussion of matters that are only tangentially relevant to the question topic.

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

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

7. ***Mechanics.***
 - a. Grammar and punctuation.
 - b. Word choice.
 - c. Sentence-level style.
 - d. Etc.

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

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

Completing the Thesis Requirement

Enrolling in PHI610

The following steps must be fulfilled prior to registering for thesis credits:

1. Completion of Graduate Student Library Research Worksheet. Submit signed form to the department. (NOTE: For students matriculated after fall 2010 this worksheet is required of all graduate students.)
2. Demonstrated familiarity with links to websites on how to write a thesis (below). The links will give the following kinds of information:
 - knowledge of general structure of a thesis

- knowledge of general content of a thesis—normally no more than 100 pages in length, giving evidence of independent critical ability
- general understanding of the core body of literature in the relevant field, which will become the basis for the bibliography (see below)
- the structure and content of a thesis proposal (prospectus) – to be shaped in conjunction with the thesis advisor.

NOTE: This information should be communicated in conversations with the student and the prospective advisor. A checklist to help guide those conversations can be found in Appendix B.

3. Bibliography: Should be produced early in the second to last term of enrollment in classes (on thesis-track). This bibliography will be a compilation of the main literature relevant to the topic the student wishes to pursue in his/her thesis.
4. Argument Analysis: A short outline of the argument of an article or book from that bibliography, chosen in conjunction with the prospective advisor, in order to demonstrate the ability to analyze and critique an argument central to your chosen topic.
5. Approval by Committee: A departmental committee will be the gatekeepers for those who advance to the thesis-track. In consultation with those faculty members who have had the student in classes, the committee will review the bibliography and analysis, and evaluate the readiness of the student to write a thesis. A second attempt at compiling the bibliography and analysis will be allowed prior to the end of the 24th-credit term.
6. Selection of Thesis Advisor: If the committee approves the bibliography, the student is free to seek a thesis advisor.
7. Submission of “Examining Committee Approval Form” available at the graduate studies website.“
8. Prospectus: In conjunction with the advisor, a formal prospectus must be developed. It will be approved by the thesis advisor, be the basis for the thesis, and signed copies will be kept on file in the department.

Resources

The Department’s bound copies of successful M.A. theses are available for your perusal. Please contact the departmental secretary or Dr. Woolfrey for access.

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

About the Oral Defense

On the mutually agreed upon date, the Examining Committee and Examinee convene (usually in Main 132, if available). The defense will have been advertised and the public invited. Your friends and family are encouraged to attend. Frequently, there will be a graduate student or two—for moral support or for their own edification.

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

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

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

Binding

The contact person for binding is Glenna Flemming: FHG Library, Room 232, Cataloging (610-436-2686). **Contact—call ahead as requirements may have changed.** There is a fee per copy and the University requires at least 4 copies. Make checks or money orders payable to WERT BOOKBINDERY. Cash is not accepted.

Applying for Graduation & Commencement

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

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

There is a new and increasingly popular Graduate Hooding Ceremony for graduates of masters programs at WCU. Check with the Graduate Studies Office or the President of the Graduate Student Association (see below) for more information.

Part 4: Getting Involved (and Building Your CV)

Campus Groups

West Chester Philosophical Society

Although formally an undergraduate organization, the Philosophical Society has included West Chester faculty, alumni, graduate and undergraduate students. It aims to promote the study of philosophy and facilitate the free exchange of ideas on the West Chester campus and beyond. The following events and initiatives are on tap for the 2010/11 academic year:

Annual Student Conference

Each year the WCUPS hosts a Student Philosophy Conference in January. Graduates and undergraduates are encouraged to submit papers and the reading length should be no more than 20 minutes (typically, 2400 words).

Student Presentation Series

In past years, there has been a Student Presentation Series which offers an opportunity for both undergraduate and graduate students to present and defend their ideas in public. Please watch for announcements.

Philosophy Forum

The WCUPS Philosophy Forum compliments the Student Presentation Series. It allows faculty members from WCU and elsewhere to share their ideas in a casual and enriching environment. For additional information, contact Dr. Matthew Pierlott.

Movie Nights

Philosophers have increasingly become interested in the silver screen. Films such as *Memento*, *The Matrix* and *The Lord of the Rings* have been discussed in numerous books, articles and courses. Never out of fashion, the WCUPS has hosted informal movie nights and may do so again this year. Once again, watch for announcements.

Discussion Groups

Over the years a number of discussion groups have operated under the WCUPS umbrella. Discussions have centered on a single philosophical work, a particular philosopher, a movement, or a sub-discipline. If you would like to participate in a group, an up to date list of existing

groups can be found on our website. If you'd like to start a group, or add your existing group to the WCUPS, please contact our faculty advisor Dr. Matt Pierlott. All proposals are subject to the review and approval of the current membership.

Graduate Student Association

GSA is the student government of the Graduate Program at WCU. It promotes the well-being of graduate students through educational, professional and social events. The GSA office is located at 216 Sykes Student Union, and can be contacted at 610-436-6987 or gsa@wcupa.edu. The office is open Monday 11:00 - 4:00 and Thursday 11:00 - 4:00. Registration in GSA only requires providing your name, address, phone number, and e-mail address.

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

Representation on various University committees such as:

- Academic Recognition Committee
- Space Allocation Committee
- Academic Calendar Committee
- Exec Board of Coordinators

Educational opportunities:

- Event notification within the GSA and in WCU as a whole via the new Bulletin Board feature on their website
- Periodic speakers and workshops on issues relevant to grad students
- Fall orientation for graduate students

Professional opportunities:

- **Professional Advancement Grants (up to \$400) for defraying expenses when presenting at a conference anywhere in the country**
- Networking and valuable experience to help build your resume
- Advance notice of graduate assistantship openings

Social opportunities:

- "In From the Cold" - free food and drink all winter (January through March)
- Free coffee and camaraderie in our lounge
- Free tickets to WCU-sponsored shows
- Special fun gatherings and community events
- Happy hours, movies, parties
- Commencement receptions in December and May for you and your guests

Scholarship opportunities:

- Institute for Women's Grant: deadline 3/15
- Alumni Scholarship: deadline 4/1
- Pennsylvania Association of Graduate Schools (PAGS)
Outstanding Graduate Student Award: deadline 1/15

Departmental Activities

Greater Philadelphia Philosophy Consortium

The Greater Philadelphia Philosophy Consortium (GPPC) is a cooperative effort of 12 leading colleges and universities in the Philadelphia area. The consortium offers regularly scheduled conferences and bring together speakers of international repute, as well as students and faculty from other schools in the consortium. All philosophy majors and graduate students have the opportunity to participate in consortium discussions, forums, contests, and other activities. A GPPC conference on Buddhist Ethics is scheduled for February of 2011 here at West Chester and will feature internationally-recognized experts in the field. You can learn more about the GPPC and view their calendar of upcoming events at <http://www.udel.edu/GPPC/>

Phi Sigma Tau

The West Chester chapter of Phi Sigma Tau, the international honor society in philosophy, sponsors programs featuring noted authorities in the field. Induction ceremonies will be held every other year, with the next one scheduled for spring of 2011.

Religious Studies Speakers' Series

Founded in 1990, this series has sponsored speakers from principle universities such as University of Delhi, University of Tokyo, National University of Singapore, and National Taiwan University, as well as speakers from national and regional universities. These events are typically announced by faculty a few weeks in advance.

Ideas That Matter

The Department of Philosophy has historically hosted some well-known speakers, including Richard Rorty, Alice Ambrose, W.V.O. Quine, Cornel West, David Chalmers, Diogenes Allen, Sydney Hook, Peter Bertocci, Ramakrishna Puligandla, and Owen McLeod. We have recently renewed our commitment to hosting a lecture series. Dr. Joseph Margolis from Temple University was our speaker in April 2010, so watch for announcements in the Spring.

PA Interdisciplinary Association for Philosophy and Religious Studies (IAPRS)

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

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

Middle Atlantic Region Association for Asian Studies

Students representing WCU have also presented papers at the MAR-AAS conferences at various universities in the area.

Links to Local Event Listings

University of Delaware: www.udel.edu/Philosophy/content/events/debate.htm

Penn: www.phil.upenn.edu/colloquia/spring2006.html

Penn Institute for Cognitive Sciences: www.ircs.upenn.edu/colloq/index.shtml

Penn Philosophy of Science Reading Group: www.cis.upenn.edu/~hatfield/gppcps.html

Temple: www.temple.edu/philosophy/Events/

University Assistantships

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

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

1. Must be a fully matriculated, degree-seeking, graduate student; normally, certification students are not eligible, and provisionally accepted students are not eligible unless the provisions are removed before the semester begins. Exceptions must be approved by the graduate dean.
2. Have a minimum cumulative GPA of 3.0 for current graduate students (if a graduating senior, the undergraduate GPA must be at least 2.75).
3. Must submit a statement of professional goals and three letters of recommendation (using the form provided by the Graduate Office).

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

Full-time graduate assistants, in return for 20 hours of assigned duties per week, receive tuition remission and a stipend of \$5,000 for the academic year and must be enrolled as full-time graduate students (9-15 credits). Full-time graduate assistants are not allowed to hold other on-campus employment simultaneously. Part-time graduate assistants may work on-campus a maximum of 10 hours per week in addition to holding an assistantship. Two half-time assistantships are acceptable.

Maintaining graduate assistantships requires students to demonstrate both satisfactory performance in meeting assigned hours, dates, and responsibility, as well as good academic standing. Students holding graduate assistantships who fail to maintain good academic standing (minimum GPA of 3.0) will have their assistantships revoked or will not have them renewed. This policy includes courses taken during summer sessions. Departments also may stipulate higher academic standards for maintaining assistantships. Full-time graduate assistantships are given for a maximum of four semesters. Half-time assistantships may be granted for up to eight semesters.

If you are hired as a G.A., you will sign a contract at the Office for Graduate Studies, contact Human Resources regarding the bi-weekly payment of your stipend, and contact the Bursar regarding your tuition waiver or refund.

If you have already worked as a G.A., and wish to be reconsidered for the next year or term, please repeat the application process.

Philosophy Department Assistantships

Currently, the Philosophy Department has two half time assistantships to reward two deserving graduate students. The graduate assistant is required to work 10 hours a week, and receives a 6-credit tuition waiver, as well as half the fulltime stipend. Note that assistantships also are offered by the Academic Programs and Services Division, Residence Life and Housing, the Academic Computing Center, and other offices on campus. Dr. Schroepfer will post these as they are made known to her.

Benefits for Graduate Assistants

Learn research methods—library, internet, etc.

Gain tutoring experience

Become comfortable with computer programs—Publisher, PowerPoint, Word, Excel

Experience the inside of academia

Build your CV

Possible Tasks for the Graduate Assistants

General Research

Tutoring

Organizing study groups
Clerical work when appropriate to the edification of the G.A.
Assisting faculty with research projects

GA Restrictions (GA's are not to participate in the following)*

Teach class unsupervised
Grade papers, projects, tests, assignments
Handle the personal business of faculty members

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

Grants and Prizes

The Claghorn Award

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

Part 5: Moving On

Compiling Your CV

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

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

Education

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

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

Areas of Interest

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

Graduate Courses

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

Teaching and Tutoring

- List teaching assistantships with course titles and duties
- Any K-12 experience
- Substitute teaching experience
- Any tutoring you have done and where you did it
- Any teaching-type duties you had as a G.A (such as guest lecturer)
- If you have taught college courses, list them under the heading 'Courses Taught'
- Please note: we highly recommend that graduate students get some teaching experience by presenting a brief session on a topic you're familiar with in one of our introductory level courses. Due to union regulations, the instructor or another professor would have to be present, but this could be a terrific way to gain some experience and get some good advice on teaching. These presentations can also be included on your growing CV!

(NOTE: The West Chester LARC is one place to gain tutoring experience, and the Philosophical Society now acts as a referral service.)

Presentations

- Papers given for the WCU Philosophical Society Student Presentation Series
- Any other short talks you have done on philosophy or related subjects

Conference Papers

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

Conferences Attended

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

Publications

If you've written a good paper and would like to try and publish it, consult your faculty mentor. They can tell you how to improve it for publication, and help you find professional or graduate student journals that might accept it. Peter Smith's site also has some useful advice for graduate students trying to publish. Go to http://www.phil.cam.ac.uk/teaching_staff/Smith/index.html

Other Professional Experience

- Projects you have worked on as a graduate assistant or student worker (both grad and undergrad)
- Any other work you may have done for a university office, department or professor, either formally or informally
- Other experience involving skills relevant to an academic career, such as administrative work (organizing conferences counts)

Academic Awards and Honors

- List undergraduate and graduate departmental and university awards
- Honors societies to which you belong
- Academic grants or scholarships that you have received
- Conference awards

Memberships

- Philosophy clubs or societies, including any titles (e.g., treasurer)
- Professional organizations such as the American Philosophical Association and the Society for Phenomenological and Existential Philosophy

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

Professional References

Include at least three individuals who can attest to your academic and/or teaching ability. Provide full-contact information. Always include at least one individual from the school you have most recently attended. If you're about to receive your master's degree at WCU, for instance, and are applying to graduate schools, you MUST include at least one professor from this degree program.

Teaching with an M.A. Degree

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

- Create a database of all the colleges and universities in your area that hire M.A.'s. (A few places only require 18 graduate credits). Add yourself to their part-time applicant pool and check their postings regularly.
- Search for jobs on HigherEdJobs.net (or similar sites) and read the APA publication, *Jobs for Philosophers*.
- Develop competence in high demand areas (such as logic and business ethics, etc...) Auditing a class in order to learn the basics (or refresh one's memory) is a good idea.
- Have something unique to offer; a specialty
- Have a solid portfolio with strong references (Your faculty mentor can help you prepare this.)

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

Applying to Ph.D. Programs

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

Some quick advice on completing applications:

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

Quadruple check everything.

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

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

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

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

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

Graduate Certificate in Business Ethics (18 semester hours)

The Graduate Certificate in Business Ethics offers training in moral reasoning within the business setting for those with undergraduate degrees who meet the graduate school’s and department’s entrance requirements. Students will learn how to analyze moral issues in the workplace, and will gain skill in ascertaining the most justifiable alternative courses of action. Prerequisite: an undergraduate introductory ethical theory course.

Required Courses:

PHI502 History of Western Ethics	3 cr.	_____
PHI580 Business Ethics	3 cr.	_____

Focused Electives (under advisement) (3 credits each):

Limited to any two from the following list: _____

Administration

ADM504	Communication for Administrators
ADM505	Organizing Human Resources
ADM553	Employee Relations

Communications Studies:

COM510	Culture, Media and Representation
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Management:

MGT511	Managing and Leading Organizations
MGT513	Business and Society
MGT514	Environments of Business
MGT587	Special Topics in Management

Limited to any two from the following list:

Criminal Justice:

CRJ504 Resolution of Interpersonal Conflicts
CRJ522 Occupational Crime

Geography:

GEO524 Population Processes
GEO525 Urban and Regional Planning
GEO526 Metropolitan Systems and Problems

History:

HIS555 Emergence of Modern America

Philosophy: (can be taken for graduate credit)

PHI480 Environmental Ethics
PHI422 Philosophy of Science
PHI482 Social Philosophy
PHI405 Feminist Theory (crosslisted with WOS405)

Women Studies:

WOS 502 Special Topics (as appropriate)
WOS 530 Women in Leadership
WOS 539 Independent Study

Graduate Certificate in Healthcare Ethics (18 semester hours)

The Graduate Certificate in Healthcare Ethics offers training in moral reasoning within the medical setting for those with undergraduate degrees who meet the graduate school's and department's entrance requirements. Students will learn how to analyze moral issues in the workplace, and will gain skill in ascertaining the most justifiable alternative courses of action. Prerequisite: an undergraduate introductory ethical theory course.

Required Courses:

PHI502 History of Western Ethics 3 cr. _____
PHI570 Bioethics 3 cr. _____

Focused Electives (under advisement) (3 credits each):

Limited to any two from the following list:

Health

HEA515 Professional Ethics and the Health Professions (Strongly recommended as one of the two.)

HEA500

Diseases

HEA501

Integrative Health

HEA506

Current Issues in Death and Dying

HEA512

HIV/AIDS: Individual and Public Health Challenges

HEA537

Transcultural Health

HEA538

Evaluation of Health Programs

HEA550

Evidence-based Medicine and Public Health

HEA555

Women's Health Issues

HEA640

Issues in Managed Care

HEA642

Access and Distribution of Health Services

Limited to any two from the following list:

Criminal Justice:

CRJ504

Resolution of Interpersonal Conflicts

Geography and Planning:

GEO524

Population Processes

GEO526

Metropolitan Systems and Problems

History:

HIS555

Emergence of Modern America

Sociology

SOC522

Gerontology

SOC519

Geriatrics

Nursing

NSG521

Palliative Nursing Care in the Community

Appendix B: Thesis-Track Documents

Thesis-Track Checklist

1. Completion of Graduate Student Library Research Worksheet

2. Familiarity with the general structure of a thesis. Recent theses are available for your review from the department, as are sample thesis proposals.

3. Knowledge of general content of a thesis—normally approximately 60-80 pages in length. The thesis will typically take 4 - 6 months worth of work.

4. Confirmation of general knowledge of the core body of literature in the relevant field through compiling of a bibliography: produced before naming a thesis advisor.

5. Knowledge of structure and content of thesis proposal (actual proposal will be developed in conjunction with the thesis advisor)

6. Analysis of the argument of one article or book at the core of the body of literature that will ground the thesis (chosen in conjunction with proposed thesis advisor).
7. Departmental approval of work thus far (#s 4, 6 and relevant coursework)
 - committee member:

 - committee member:

8. Thesis advisor designated

9. Completed Examining Committee Approval Form (available on Graduate Studies Office website)

10. Formal thesis proposal (developed in conjunction with thesis advisor); accepted by all examining committee members; filed in department office

11. Oral defense scheduled

By	Date	Completed
4 th week of 1 st term		<input type="checkbox"/>
End of first year		<input type="checkbox"/>
End of first year		<input type="checkbox"/>
2d to last term of classes		<input type="checkbox"/>
2d to last term of classes		<input type="checkbox"/>
Last term of classes		<input type="checkbox"/>
Before registering for thesis credits		<input type="checkbox"/>
Before registering for thesis credits		<input type="checkbox"/>
Before registering for thesis credits		<input type="checkbox"/>
Will vary		<input type="checkbox"/>
At least 1 mo. before graduation day		<input type="checkbox"/>

Graduate Student Library Research Worksheet

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

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

1. Formulating and Refining Your Question (on your own.)
 - a. Write down your research question and any sub-questions that you might need to answer to complete the project (this may change as you do some research.)
 - b. Identify the keywords in your questions.
 - c. Consider other academic disciplines that might be interested in or relevant to your question.

2. Building Search Vocabulary (consult with librarian)
 - a. Identify specialized encyclopedias relevant to your questions above and browse some entries.
 - b. Note any new words (synonyms, related terms, broader or narrower terms) or definitions that help describe your question.
 - c. Note any promising books, articles and authors/scholars in the bibliographies.

3. Searching Library Databases (consult with librarian)
 - a. Learn how to find worthy books in Pilot Catalog using your growing list of keywords, Boolean operators, nesting, and truncation. Note any new words (subject headings etc.) relevant to your topic and use them in new searches.
 - b. Learn how to find worthy articles in journal databases (Philosopher's Index, JSTOR, Project Muse, EBSCOHost, etc.) using your growing list of keywords, Boolean operators, nesting and truncation. Note any new words (subject headings, descriptors, etc.) relevant to your topic and use them in new searches.
 - c. Learn how to borrow books from other libraries using PALCI, and sign up for the Library's Interlibrary Loan service.

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

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

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

Signature of Reference Librarian

Date