

## Student Manual for the PhD Program in Linguistics (April 2008)

The purpose of this document is to provide PhD students in linguistics with useful information about the program in which they are enrolled, some of the more important rules and regulations that must be followed, and some suggestions and advice that may facilitate progress towards graduation. More complete descriptions of the relevant regulations and policies can be found in the *University of Hawai'i at Mānoa Catalog*, which should also be consulted.

For the sake of exposition, the path to the PhD degree can be divided into three steps.

### Step 1

Requirements which must be satisfied during the first part of the PhD program include Residency (Full-time status), Course Requirements, the Preliminary Examination, the Working Paper Requirement, the Language Requirement, and the Teaching Requirement. These are spelled out below.

#### ◆ Full-Time Status

Doctoral students must be registered as full-time students for a minimum of three semesters. (Full-time status is also required in order to be eligible for financial assistance from the Department of Linguistics.)

Each semester, the Graduate Chair will distribute a report form for the following semester which all students are required to complete and return by the stated deadline. The report form asks for information regarding how many credits each student plans on taking the next semester, and other related information. This is especially important to those seeking financial support from the department, but is obligatory for all students, irrespective of funding status. Students should plan to meet with their advisors sometime in the last four weeks of the semester to discuss their plan for the following semester and to obtain their advisor's signature on the report form.

The *minimum* load of graduate-level courses for full-time students is 6 credit hours (2 courses) for those with a Graduate Assistantship<sup>†</sup> and 9 credit hours (3 courses) for all others. Students who have completed all coursework requirements and who are preparing for their comprehensive examinations or writing their dissertation proposal MAY be considered full-time if they register in one credit of 699. This requires permission from the Graduate Chair and, in the case of foreign students, from the International Student Office.

The Department of Linguistics requires that students to whom it is giving financial aid select their courses primarily from its offerings. Students who receive a tuition waiver or Pacific Asian Scholarship must normally\* take at least 3 courses (9 credit hours) *in the Department of Linguistics*. Students who receive a Graduate Assistantship from the Department of Linguistics must normally\* take at least 2 courses (6 credit hours) *in the Department of Linguistics*.

<sup>†</sup>Students whose graduate assistantship includes a Pacific Asian Scholarship to cover tuition must also register for 9 credit hours.

\*Exceptions may be approved by the graduate chair in cases where courses outside the Department are an integral part of the student's program.

### ***Additional information***

- The Department does not count 699 courses in determining whether a student receiving financial aid has full-time status unless the student has already completed all course work requirements for his/her degree.
- Audited courses are not counted in calculating the courses needed to establish full-time status.
- Students with 'A.B.D. status' (see below; Step 2) who are registered in Ling 800 are automatically considered to be 'full-time' and do not need to take any additional courses in order to be eligible for financial aid or a student visa.

### **◆ Course Requirements**

- All students in the PhD program are required to complete a minimum of 33 credit hours of course work at the University of Hawaii beyond the courses counted towards the M.A. degree. This course work must include LING 621 ('Phonology'), LING 622 ('Grammar'), and a Methods course<sup>†</sup>.

<sup>†</sup> The default Methods course is LING 630: Field Methods. Other eligible courses include LING 632: Laboratory Research, LING 750F: Phonetic Fieldwork on Endangered Languages, and LING 750Q: Methods in Language Acquisition. Students interested in experimental research are strongly advised to take one or more course in statistical analysis (e.g. EDEP 429, ESL 490, ESL 671)

- Students who have not already taken the following 'core' courses or their equivalent must take these courses *in addition to* the 33 credit hours of course work required of PhD students.

|           |            |           |                        |
|-----------|------------|-----------|------------------------|
| LING 410* | Phonetics  | LING 422* | Grammar                |
| LING 420* | Morphology | LING 615  | General linguistics    |
| LING 421* | Phonology  | LING 645  | Historical/Comparative |

- \*Students who seek exemptions from LING 410, 420, 421 or 422 must successfully pass a Linguistics Department final exam for the course. When the most recent instructor for the course is on duty (i.e., still on the faculty and not on leave), the most recent final exam for the course will be given, and corrected by that instructor. When the most recent instructor is not available, the exam will be given and corrected by another recent instructor or a member of the Phonology Area Committee, as determined by the convener of the Phonology Area Committee. Students attempting to place out of LING 410, 420, 421 or 422 are advised to attend the course until an exemption has been granted. Exams for exemption must be completed by the student no later than the third day of classes. The student and Graduate Chair must be notified of the exam grade no later than the last day to add classes. Any given exam may be taken only once.

**(Note: Not all exemption exams are offered every semester. Check with department office for availability of exams, and to sign up for them.)**

### ***Additional information***

- Linguistics students must take their Linguistics courses for a letter grade (except for LING 699 and 799 courses, which are always 'credit/non-credit').
- LING 699 and 799 courses designed to satisfy the 'Teaching Requirement' (see below) and the LING 800 course ('dissertation research') do not count toward the 33 credit hours of course work required of PhD students.
- All courses offered by the Department of Linguistics are one semester in duration and (with the exception of some 699 courses) involve 3 credit hours.
- Courses in the 700 range (e.g. 750, 751, 770) are seminars. Various sections of these seminars are typically offered in a given semester, depending on the interests of the faculty and students. Each semester there are normally seminars dealing with geographical areas, particular language families, the structure of individual languages, and particular theoretical problems.
- A major portion of the work done beyond the MA level is in seminars and directed research.

### ◆ The Preliminary Examination (the ‘Prelims’)

All students must pass a written preliminary examination in four areas: general linguistics, phonology, grammar, and historical linguistics. This examination is offered once each semester, in August and January. Candidates must register for it in advance; check with the Departmental Office for relevant deadlines.

The first time that students take the prelims, they must take all four areas, with the scores from all areas being averaged to give an overall score for the examination.

For the purpose of calculating scores, the ‘problem’ portions of the phonology, grammar and historical exams are considered to be separate sections. Thus, the entire preliminary examination normally consists of seven sections: general linguistics, historical linguistics (essay), historical linguistics (problem), grammar (essay), grammar (problem), phonology (essay), and phonology (problem). (On occasion, the general linguistics exam may also consist of two sections.)

Students who do not pass the exam may retake any or all sections, subject to the condition below. (Thus, it is possible to retake just the essay section of the grammar exam or just the problem section of the phonology exam, for example. Or the entire exam could be retaken.) After each examination, the best scores on each section (including scores from previous exams) are averaged to determine the overall score.

The following policy applies to all students who enter the PhD program after May 1998:

1. Students who wish to be considered for admission to the PhD program or who are already in the PhD program must take the preliminary examination at the first opportunity after having completed the relevant courses.
2. A student who does not receive an overall grade of ‘Pass’ on the first attempt will be allowed to retake all or any parts of the exam in each of the next two semesters.
3. In cases where a student has failed to pass the exam for a third time, the Graduate Chair will call for a vote by the graduate faculty to decide on one of the following three options:
  - Dismiss the student from the program
  - Require a further retake of the exam
  - Declare that the prelim requirement has been satisfied by alternative means

A student can be *considered* for the third option only under the following circumstances:

- a. S/he has attempted the preliminary exam on three occasions.
- b. S/he has presented at least two single-authored papers on different topics at international conferences that are highly selective in the acceptance of papers, or s/he has published at least two single-authored papers on different topics in high-quality refereed journals, or s/he has presented one paper of the aforementioned type and published one article of the aforementioned type on different topics.

Students who wish to keep open the option of satisfying the Prelim requirement in this manner are advised to consult with their advisor and/or the graduate chair about the eligibility of conferences and journals in advance of making presentations and/or submitting papers for publication. (A tentative list can be obtained from the department office.) It will be the responsibility of the student to present the case for favorable consideration, including supporting documentation concerning acceptance rates for conferences and reports from editors and referees in the case of publications.

The time period for passing the exam will be extended for students on official Leave of Absence (as defined by the Graduate Division) provided that the leave is justified for independent reasons (e.g., medical problems, family crisis, etc.)

### ***Additional information***

- To be eligible to take the prelims, you must have completed or be exempted from the core courses: LING 410, 420, 421, 422, 615 and 645.
- Although not core courses per se, LING 621 and 622 are practically indispensable in preparing for the Phonology and Grammar exams, respectively. LING 646 is suggested for the Historical Linguistics exam. ‘Practicum’ courses in grammar and phonology (usually offered as LING 640, but sometimes as 651) are also highly recommended.
- Attendance at the Department’s weekly ‘Tuesday seminar’ is recommended as part of the preparation for the General exam.
- In the weeks before each set of preliminary examinations, students often form study groups to go over the exams from previous semesters (available in the department office) and to discuss and compare possible answers. You should consider forming or joining such a group.
- Certain of the faculty committees responsible for setting and grading the various sections of the final examination have prepared guides to assist students in preparing for the exam. These are posted on a bulletin board outside the departmental office.

### **◆ Adequate Writing Skills:**

- Criteria for Good Writing
  - The student is able to organize her/his thoughts in a logical and coherent way.
  - The main goal is clearly stated at the beginning and returned to at the end.
  - Claims are clearly stated and explained.
  - There are clear subsections (e.g. introduction, background, data, results, discussion and conclusions).
  - Technical terms are defined appropriately for the intended audience
  - Every generalization is supported by evidence.
  - Adequate and relevant examples are given.
  - Adequate references are given.
  - Concluding statements follow clearly from what has been presented.
  - The document has been spell-checked.
  - It is written in grammatical English.
- Students’ writing skills are discussed in the annual student review.
- A student with weak writing skills, i.e., who is unable, in the judgment of faculty members, to present his/her ideas in writing in a manner that meets the standards of professional journals in the field of study (cf. the criteria for good writing above), will be required to take a writing course from the following list:

|                   |                             |   |
|-------------------|-----------------------------|---|
| English 100       | Composition I               | Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in composing process, search strategies, and writing from sources.  |
| English 101 +101L | Composition I + Writing Lab | Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in composing process, search strategies, and writing from sources. Supplemental tutorial lab required: intensive individual instruction in writing at the university level. |

|             |  |   |
|-------------|--|---|
| English 197 | Introduction to College Writing        | Prepares students to take Composition I.  |
| English 200 | Composition II                         | Further study of rhetorical, conceptual, and stylistic demands of writing; instruction develops the writing and research skills covered in Composition I. Pre: 100, 100A, 101/101L, or ELI 100.   |
| English 308 | Technical Writing                      | Combined lecture/lab course preparing students to write about technical subjects for specialists and laypersons. Introduces theory of technical communication and document design and teaches students to make use of relevant technology. A-F only. Pre: 100, 100A, 101/101L or ELI 100. |
| ELI 073     | Writing for Foreign Students           | Extensive practice in expository writing. Analysis and use of rhetorical devices. Individual conferences and tutoring as required. Prepares students to take ELI 100.   |
| ELI 083     | Writing for Foreign Graduate Students  | Individual instruction in specific writing problems: term papers, reports, projects. Foreign graduate students only except by permission. Pre: 073 or placement by examination.   |
| ELI 100     | Expository Writing: A Guided Approach. | Extensive practice in writing expository essays; linguistic devices that make an essay effective.   |
| Outreach    | Academic writing                       | New Intensive Course in English (NICE)  |

### ◆ The Working Paper Requirement

Students must have a clearly and professionally written paper accepted for publication in the Department's *Working Papers* series or in some other acceptable forum (as determined by the editor of the Department's *Working Papers*).

Satisfying the working paper requirement is a two-step process: a) defense of the analysis and b) submission of a satisfactorily written and formatted paper for publication. It is in the best interests of students to complete their working paper no later than the end of their sixth semester in the program, so that they can start work on their dissertation during their fourth year; students are encouraged to make every effort to do so.

#### *Analysis defense:*

- Students form a committee of two members: one to serve as the main advisor for the working paper and the other as a second expert in the area.
- Students give a conference style 30 minute presentation with a comprehensive handout.
- The working paper defense is not open to the public.
- The committee must arrive at a unanimous decision.
- Students who fail to successfully defend their analysis must revise it and have a second defense by the end of the following semester.
- If a student fails to successfully defend his/her analysis for the second time, the Graduate Chair will poll the faculty to determine whether the student should continue in the program.

*Writing up:*

- The paper must not exceed 5,000 words, including notes and references.
- No more than two drafts should be submitted to the advisor before submission to the committee.
- Students must obtain their committee's approval before submitting the final draft to the UHWPL.
- Allow for at least 3-4 weeks after submission for the editor's approval and plan the dates for your comps accordingly.

***Additional information***

- Students entering the program in Fall 2007 or later **MUST** follow this policy to meet the working paper requirement.
- Students who entered the program before Fall 2007 are **ENCOURAGED** to follow this policy (at the advisor's discretion). These students are allowed to follow the working paper requirement as described in the December 2006 PhD Manual.
- A natural starting point for the working paper is often a paper written for a course or seminar. If you have written a paper that was particularly promising or interesting, talk to the course instructor about the types of revisions and refinements needed to make it acceptable as a working paper.
- Many students have found the working paper to be a starting point for subsequent dissertation research (although this is by no means necessary). When choosing a working paper topic, you may wish to consult with faculty members about its potential in this regard.
- Here is a tentative time line that could get you to your dissertation research within the 8 semesters for which we are able to offer you funding:

|                                      |  |
|--------------------------------------|--|
| MA core courses or exemptions        | 1 <sup>st</sup> – 2 <sup>nd</sup> semester |
| Preliminary exams                    | 3 <sup>rd</sup> semester                   |
| Begin working paper research         |  |
| Working paper (analysis and defense) | 4 <sup>th</sup> – 5 <sup>th</sup> semester |
| Working paper (write up)             | 5 <sup>th</sup> – 6 <sup>th</sup> semester |
| Comprehensive exams                  | 6 <sup>th</sup> – 7 <sup>th</sup> semester |
| Dissertation proposal defense        |  |
| Dissertation research                | 7 <sup>th</sup> – 8 <sup>th</sup> semester |

**◆ The Language Requirement**

All candidates for the PhD must demonstrate competence in two languages other than their native language.

One of these two languages must be in the 'research tool' category—i.e., it must be a major language of the world in which there is ample published material on linguistic topics. (English, French, German, Russian, Japanese, Chinese, Spanish and Korean are obvious examples of such languages.) Students normally demonstrate their knowledge of such a language by taking a reading/translation test involving a linguistics-related passage.

The second of the two languages can be any of the world's languages (including American Sign Language) for which a qualified examiner can be found in Hawaii. This second language requirement is most commonly satisfied either by passing a fourth semester course in the language (e.g. Japanese 202) with a grade of at least B or by taking a placement test to demonstrate comparable knowledge.

### ***Additional information***

- Foreign students may select English as their ‘research tool language’ if it is not their native tongue; certification by the English Language Institute that they are exempt from ELI courses suffices to establish knowledge of English in this case.
- The scheduling of reading/translation tests is announced on one of the bulletin boards outside the departmental office.
- Samples of the reading/translation tests administered by the Department of Linguistics are available in the departmental office.
- In the cases of French, German and Spanish, you may opt for a standardized reading comprehension exam (which will probably not involve a linguistics-related passage), provided you pay the exam fee (currently \$40).
- Placement tests in languages taught at the University of Hawaii are usually scheduled prior to the beginning of the semester. Consult the relevant department for further information.

### **◆ The Teaching Requirement**

The Department requires that each student enrolled in the MA or PhD program have at least one credit of LING 699 (Independent Study) or LING 799 (Apprenticeship in Teaching Linguistics) that involves the teaching of a linguistics or language-related course (such as a foreign language course) under the supervision of a faculty member either at the University of Hawai‘i or (by special arrangement) at another institution.

This requirement can be waived for students who have already had equivalent teaching experience or training, and for those who are unable to obtain an appropriate teaching appointment. If you are nearing completion of the other requirements in Step 1 of the program and have not been able to fulfill the teaching requirement, consult with the Graduate Chair about having it waived.

### **◆ Forming a committee**

Once you have passed the preliminary examination and had your Working Paper accepted, you must form a committee of faculty who will be responsible for evaluating your comprehensive examination and your dissertation proposal (see Step 2) and, eventually, your dissertation (Step 3).

The committee consists of at least 5 faculty members, one of whom must be from a discipline other than linguistics (the so-called ‘outside’ member). The other four members will normally be faculty from whom you have taken courses. The committee chair is the person who has agreed to serve as your principal advisor and dissertation supervisor.

The majority of the committee members must come from the list of core faculty that can be found in the Linguistics section of the *University of Hawai‘i at Mānoa Catalog*. Only full members of the ‘Graduate Faculty’ are permitted to chair dissertation committees or serve as outside members. An asterisk (\*) next to a faculty member’s name in the *Catalog* indicates membership in the Graduate Faculty. A list of eligible committee members is also available on the Graduate Division’s website (<http://www.hawaii.edu/graduate/wa/selectmember.php>).

The ‘outside’ member’s function is to ensure that the department properly follows the procedures mandated by the Graduate Division, and that the student is treated fairly. Should he/she feel that anything is amiss, he/she will report to the committee chair and/or Graduate Division and the department will need to correct the errors. Although a particular faculty member may be listed as eligible on the Graduate Division’s list, the Linguistics Graduate Chair must approve all committee members on a case-by-case basis. One concern is that the outside member not be too close to linguistics to function as an unbiased ‘outsider’.

### ***Additional information***

- Linguists in other departments may serve as members of your committee; they do not count as ‘outside’.
- The committee chair and outside member are both required to be present at both the oral comprehensive exam and dissertation draft proposal defense.
- You should consult with the Graduate Chair before forming your committee. He/she will ask you about your preferences and advise you on the potential availability of various faculty members to serve on your committee.
- After your committee has been approved by the Graduate Chair, the departmental secretary will give you a form that must be signed by each faculty member who agrees to serve on your committee.
- At that point, you can arrange to have a ‘preliminary’ or ‘organizational’ meeting of your committee to plan for the next steps in your program. See below for additional information on this meeting.

## **Step 2**

The second part of the PhD program involves satisfying two major requirements: your **comprehensive examination** and the **defense of your dissertation proposal**. You cannot begin this part of your program until you have completed all the requirements in **Step 1**.

### **◆ The Comprehensive Examination (the ‘Comps’)**

Students must successfully complete a written and oral comprehensive examination covering three areas of specialization from among the list that can be found in the description of the linguistics program in the *University of Hawai`i at Mānoa Catalog*.

In deciding on your three areas and in preparing your reading lists, be sure to consult the bibliographies found in the Department’s *Study Guide: PhD in Linguistics*, available in the Reading Room and from the departmental office.

You may also find it useful to examine the reading lists used in recent semesters by other students. (Requests for these lists should be directed to the individual students themselves, not to the departmental office.)

An early step in the preparation for the comprehensive examination is a preliminary, organizational meeting with your committee. This meeting typically deals with the following matters: a determination that you have completed your course work, language requirement, and working paper requirement, approval of your three areas of specialization, approval of reading lists that serve as the basis for your preparations, and setting the dates for the comprehensive examination. You should consult with your committee chair for advice about how to prepare for this meeting.

The normal format for the written component of the comprehensive examination involves a ‘take-home’ exam, with the student having 14 days to complete and submit his/her answers. The oral examination typically takes place 1 to 2 weeks after submission of the written portion of the examination.

Upon successful completion of the comprehensive examination, the student is officially ‘admitted to candidacy for the PhD degree’ and can now be called a ‘PhD candidate’.

### ***Additional information***

- Many students plan their programs so that they can take their comprehensive examination at the end of the final semester of course work or in the following semester.
- The comprehensive examination may not be scheduled or taken before the end of the final semester of course work or before all of the other requirements in Step 1 have been satisfied.

### ◆ The Dissertation Proposal

Each student must develop a written proposal outlining his/her intended dissertation research project. The student then meets with his/her committee to defend the proposal and to discuss various issues that it raises.

#### *Additional information*

- Individual faculty members vary considerably in terms of what they expect in a dissertation proposal. (Some look for only a skeletal outline of the research project, while others require a considerably more detailed prospectus.) Be sure to consult the chair of your committee for advice on what s/he expects.
- Many students have found it helpful to ground the details of their proposal on preliminary research done for a course project, their Working Paper, a seminar project, or other pilot study.
- Some students defend their dissertation proposal on the same day that they have the oral portion of the comprehensive examination. This must be arranged in advance with the student's committee. Because of the amount of time and effort required to prepare an acceptable dissertation proposal, the proposal should be completed and approved by at least the supervisor before the written portion of the comprehensive examinations begin. It is not practical to try to write a dissertation proposal between the end of the written portion of the comprehensive examination and the day of the oral portion of the examination.
- Once the dissertation proposal has been officially accepted and you have provided the department office with a copy of your human subjects approval/exemption, you are eligible for the ABD ('All-But-Dissertation') certificate. This certificate will be requested on your behalf after you have provided the department office with a copy of your dissertation proposal. All approved dissertation proposals will be available to all faculty and PhD students in the Linguistics Department.
- You will then be allowed to register for LING800. Please note, however, that it takes **10** days after the final, approved version of the dissertation proposal has been submitted for the departmental staff to do the paperwork necessary to permit registration in LING 800. Students are advised that they must leave adequate time between the dissertation proposal defense and the deadline for registration to make any required revisions and to permit the office staff to do the needed paperwork.

### Step 3

The third and final part of the PhD program involves preparing and defending a **dissertation** that makes a 'significant original contribution to knowledge in the candidate's chosen field' (to quote the *University of Hawai'i at Mānoa Catalog*).

### ◆ The Dissertation

All students must write an acceptable dissertation and pass a final oral examination based on it (the 'dissertation defense').

#### *Additional Information*

- Students in this part of the program need only register in one credit of LING 800 (dissertation research) in order to maintain full-time status.
- Be sure to consult and follow *Guidelines for Theses and Dissertations*, available in the Graduate Division Records Office.
- The full committee normally receives a copy of the dissertation draft only after it has met with the approval of your supervisor. The individual committee members then have at least two weeks in which to read the dissertation, to make comments, and to decide whether it is ready to be defended. The Department and the Graduate Division then requires an additional week to process the necessary

paperwork and to schedule the defense. So, if you wanted to defend your dissertation on February 28, for example, you would have to submit it to your committee by February 1 and they would have until February 15 to indicate that it is ready to defend.

- A copy of your dissertation must be placed in the Reading Room at least two weeks before the defense.
- Be sure to consult the *University of Hawai`i at Mānoa Catalog* and the departmental bulletin boards for deadlines involving graduation dates. Students must submit a degree application by the specified deadline and pay the required fee.
- Students must be registered in one credit of LING 800 in the semester in which they graduate.
- If you are not a particularly accomplished writer or if English is not your native language, it would be wise to seek help in editing and proofreading your dissertation draft before it is submitted to your committee. (Note: Passing the ELI screening exam does not necessarily indicate sufficient proficiency to produce a stylistically acceptable dissertation.)
- Faculty members are for the most part working on nine-month appointments, with their on-duty period ending on the date of the May commencement ceremonies. Although many professors are extremely generous with their time, you should not presume that they are available to serve on committees during the summer months when they are not officially 'on duty' or over the winter break. In the event that a summer defense is necessary, special arrangements meeting with the approval of all your committee members must be made.