

## Philosophy Department Guide for Graduate Students with Policies Relevant to Graduate Students

Revised November 2008:

**NOTE WELL: FOR THE 2009-2010 AND POSSIBLY THE 2010-2011 ACADEMIC YEARS, WE WILL BE ADMITTING FEWER STUDENTS THAN NORMAL, DUE TO BUDGET CUTS.**

### I. SUGGESTIONS

Graduate school is where a student becomes an independent scholar and a colleague in the philosophical community. Engagement with philosophy and philosophers is a key to making that transition. The following are some ways to engage:

1. Talk philosophy with your peers and with faculty. Everyone here is happy to talk philosophy, discuss issues, argue, and advise. It is important to bear in mind that, given our uniform funding policy, graduate students are not in competition with one another. Also, feel free to seek out faculty members for advice, and to initiate discussions with them about philosophical issues.
2. Participate in the intellectual life of the department through the weekly Wednesday noon brown bag seminars and our occasional colloquia. The brown bag seminars are an integral part of the program. The faculty try hard not to make them intimidating. As one indication of faculty sentiment, it is a long-standing policy that when there are many people wanting to make a comment after a presentation (as is usual, given that professors love to talk), any graduate student comment or question takes precedence over any faculty member's remark. We expect and encourage graduate students to participate actively in the discussions. A brown bag seminar is an excellent venue for trying out a paper you intend to present at a conference or submit for publication.
3. Graduate seminars rely on the active participation of all students, and so graduate students should regard contributing to class discussions as part of what it is to be in a seminar. It is never sufficient merely to do the assigned reading and show up.
4. Try to write some seminar papers with an eye to delivery at conferences or eventual publication. Faculty will be able to give advice on how to rewrite papers for such purposes. Students who succeed in publishing while in graduate school have an advantage in job-seeking and other professional opportunities.

### II. APPLYING TO THE PROGRAM

#### A. What are my chances?

Would-be philosophy graduate students are an extremely talented lot. The average GRE verbal score of students thinking about going on in philosophy was somewhere between the 80<sup>th</sup> and 90<sup>th</sup> percentile a few years ago when I checked. That verbal average was the highest of any field. By the GRE criterion, you have chosen the second most

selective field in academia, since applicants in physics have a higher composite GRE average.

A typical successful applicant has strong letters of recommendation from philosophers, a decent (3.0-plus GPA), a promising writing sample, and a GRE verbal score in the 90<sup>th</sup> percentile or above. Very strong letters or a very good writing sample can identify applicants who are talented, but not at the particular skill of taking timed multiple-choice tests.

#### B. Mechanics:

The simplest and least expensive procedure is to apply online at the Graduate School at <http://www.grad.uconn.edu/>.

Questions about your application are most swiftly dealt with by e-mail. My e-mail is: [samuel.wheeler@uconn.edu](mailto:samuel.wheeler@uconn.edu)

B. Important policy: We offer admission to our program only if we also offer full GA support. In a given year we typically offer admission to 6 or 8 new students. FOR 2009-2010 AND 2010-2011 THAT NUMBER WILL BE SUBSTANTIALLY REDUCED.

#### C. Deadlines:

We begin offering applicants GAs and fellowships in early to mid-February. That means that you have the best chance of getting a GA if your application is in by January 20th. We have more qualified applicants for our program than we have graduate assistantships to offer. Therefore, we begin by offering full funding to the six applicants who seem to be our very best candidates. Some of those applicants choose to accept other offers. When that happens, we offer aid to applicants further down on our list. If a great number of our prima facie top applicants go elsewhere, it can happen that a very late applicant will receive a GA. However, the way to have the best chance of getting financial aid is to have a complete application in by January 20.

### III FINANCIAL ASSISTANCE

#### A. Fellowships:

##### A.1. Predoctoral Fellowships awarded by the department

Every year the department is given \$10189 in Pre-doctoral Fellowship money by the Graduate School to distribute on the basis of merit. These funds are grants, not wages. These funds are sometimes used to fund the St. Andrews Visiting Scholar Fellowship.

##### A.2. Outstanding Scholar Awards

The graduate school awards a number of special 3-year fellowships to outstanding applicants. The awards consist of a monetary fellowship equivalent to one-half GA. Typically the Graduate School also makes an award of summer fellowship money to

holders of Outstanding Scholar Awards. The department supplies a half-GA. In effect, an Outstanding Scholar Award means that the student is paid a full GA wage for half the work.

The various departments in the university nominate applicants for these awards, and the Graduate School awards them. The Graduate School accepts nominations for awards quite early in the Spring semester. Therefore, if an applicant would like to be considered for an Outstanding Scholar Award, we need to have applications ready to forward to the Graduate School by early February. Therefore, such applications should be complete by January 20th.

### A.3. Multicultural Scholars Program

The graduate school awards a number of fellowships to promising applicants from under-represented groups. Nominations made by the department to the graduate school, so it is important that you identify yourself in your application if you are a member of an ethnic group that may be under-represented in the field of philosophy.

### A.4. Summer Fellowships

Every summer the department is given a limited amount of summer fellowship money that is awarded according to merit and the following hierarchy:

- 1) Students who are presenting papers at conferences and have exhausted the Graduate School's allocation. The Graduate School allocates \$1000 for your entire career at UConn. If you exhaust these funds, you have first priority for summer fellowship money.
- 2) Others

Students should submit e-mails or letters requesting Summer Fellowship money and outlining their Summer plans, by mid-April.

### A.5. Dissertation Fellowships

Any student who has passed the Ph.D. exams and has an approved dissertation prospectus is eligible to receive a one-time award of about \$2000 during the summer or the regular school year. Applications are due in June and in December for Fellowships for the next semester. Fellowships are awarded by the Graduate School.

### A.6. The St. Andrews Visiting Scholar Fellowship

Given available funding, the department awards one \$3000 fellowship per year to a graduate student for the purpose of visiting St. Andrews University. A sub-committee of the graduate committee awards the fellowship on the basis of the merit of the application and the student's overall record. An application outlining the reasons the student would like to visit St. Andrews should be turned in to the Director of Graduate Studies by February 15 of the year in which the student would like to visit.

## B. Graduate Assistantship (GA):

### B.1. General

Every semester the College of Liberal Arts and Sciences assigns the department a budget for Graduate Assistantships that the Graduate Committee assigns to students. The Graduate Assistantship is the basic form of support. Every GA includes health benefits and a waiver of tuition. Once again: It is department policy that, except in unusual circumstances, every student has the equivalent of full GA support.

Assistantship stipends increase each year, and they also increase with experience in the following order: B.A., M.A., and ABD candidate (i.e. has passed the Ph.D. general exams and PhD course requirements.).

The normal work load for a full Graduate Assistantship is 20 hours per week. We interpret this to mean either two sections of a 100's level course, one section plus a 10 hour per week research assignment, or a 20 hour per week research assignment. An award of 1/2 GA entails half the work, half the stipend, but full tuition remission and full health insurance. Typically, a student awarded a 1/2 GA is also awarded fellowship money.

## B.2 Training: Learning to be a college teacher

The University requires first year GAs to take a one-day workshop on teaching as a requirement of the position. These workshops are scheduled during the week before Fall classes begin.

Teaching is at least part of what you will get hired to do once you have completed your PhD. When you teach your own courses, your teaching in all of your sections, whether they are discussion sections of large lecture courses or independent courses, will be evaluated by the University and will become part of your job-application file. The time to start learning to teach well and diligently is as soon as possible.

With this in mind, the department runs a Philosophy GA Teaching Initiative. The program is administered by a senior GA with proven teaching ability and organizational talents. The purpose of this program is to assist new GAs to develop quickly as effective teachers. The program gives new GA's access to a group of trained GA's for assistance. The program also helps returning GAs continue developing their teaching skills and build their teaching portfolios for the job market. This initiative, largely run by graduate students, but assisted by faculty and by UConn's Institute for Teaching and Learning (ITL), involves workshops, video-taping, "debriefing" and other exercises to improve teaching effectiveness. The department will formally certify in a student's job application that this candidate has serious training in how to be an effective teacher.

Every entering GA is expected to participate in this program.

## B.3. Typical Assignments

For students in their first two years, "sections" are discussion sections of "mega" courses. A "mega" course meets three times a week. Two of those meetings are large lectures (150-330 students). The third meeting is a discussion meeting. Discussion sections are small (22 students) and run by a GA, who is also responsible for grading, must keep office hours, etc. The effect of this arrangement is that a GA is paid for doing a section while doing much less work than would be required if the GA were responsible for constructing and preparing an entire course. The department usually has 44 or more "mega" sections to be staffed each semester. The typical work-load for a GA is 3 discussion sections of 30 or 4 discussion sections of 22.

Graduate students in their third or higher years will be assigned to teach various independent 100's -level courses for a semester or so, in order to learn how to prepare a course on their own. It is good to have such independent teaching experience on one's dossier for a job search. Many of these independent teaching assignments are at the University's branches at Hartford, Waterbury, and Avery Point.

When possible and workable, assignments may be made at the Stamford and Torrington branches, which are normally too distant from students' residences for bi-weekly commuting, as well.

Once one has such independent teaching experience, a return to the less labor-intensive mega sections is desirable. Since a Ph.D. in Philosophy is supposed to prepare people to be college teachers, all graduate students who get Ph.D.'s will have taught at least one course independently.

A full GA typically teaches two independent courses, both sections of the same course.

#### C. Need-Based Aid:

Every graduate student should fill out a need-based financial aid form. Need-based aid is administered by a University agency, the Student Financial Aid office, U-116. The applications are analyzed by ETS according to federal standards. Applications are available from the Financial Aid office, and are due in January for aid to begin September 1, and in March for aid during the summer. Need-based aid consists of tuition waivers, work-study grants, and loans. The department has a number of work-study positions for philosophy graduate students. We have never failed to find a work-study position within the department for students who have been awarded work-study funds.

#### D. Travel Money and Other Small Grants:

Ph.D. students can apply to the Research Foundation for travel grants to deliver papers at conferences and for some research activities. At the moment, the Research Foundation allocates \$1000 to each student for travel during the student's entire graduate career. The Department also has a small fund (donations from faculty) to assist graduate students when they deliver papers. Finally, travel to deliver papers at conferences has the highest priority in awarding Summer Fellowship money. In short, we think presenting papers at conferences is important for those entering the profession and will fund it one way or another. There are few better ways to make contact with people in your area of interest and get something on your CV.

### IV. THE PROGRAM OF GRADUATE STUDY

#### A. Requirements for the M.A. Degree:

##### A.1. Earned Credits

Students must earn at least 24 hours of graduate credit beyond the B.A. with a minimum grade average of B. Except with permission of the Graduate Director, at least 21 out of the first 24 credits taken in University of Connecticut Philosophy Graduate Program must

be within the department. A normal semester course load for a student with teaching responsibilities is 3 courses. A student making reasonable progress should have finished the course requirements for the MA by the end of the third semester of Graduate School. By the end of the fifth semester, a student making reasonable progress would have completed 45 out of the 48 credits required for a PhD.

#### A.2. The logic requirement

The logic requirement can be met by passing Philosophy 5307 or an equivalent course at another institution with a grade of C or better, or by equivalent performance on an appropriate exam. Philosophy 5307 is required of all students who have not taken symbolic logic elsewhere and done well. A logic committee determines whether a student is eligible to pass by exam or has met the requirement elsewhere. A student has two tries to pass this requirement.

#### A.3. An approved plan of study on file with the Graduate School

The plan of study is a list of the courses that the student has taken. Those courses must add up to 24 credits of Philosophy courses and must include Philosophy 5301 (when offered) and 5307 or a course equivalent to 5307, unless the student has been exempted from either of these courses by the Graduate Director or the instructor of 5301. By the beginning of the second year, the student who intends to seek a Ph.D. should have chosen a 3-person committee for their studies past the MA, and designed a plan of study for the M.A. that has been approved by that committee. After recruiting a three-person committee, the student informs the Director of Graduate Studies and the departmental Administrative Assistant of the members of that committee.

The Graduate School requires that a Plan of Study be submitted after the student has completed 12 credits of coursework. M.A. plan of study forms can be obtained from the Departmental Secretary or the Graduate School, and must be completed in triplicate. Completed forms are returned to the Graduate School.

#### A.4. The MA Exam: (Master of Arts Degree Examination)

The MA exam is the exam that tells the Philosophy Department, and more importantly, the graduate student, whether it is reasonable for that student to seek a career in Philosophy. It is the main device by which the Department forces itself to give frank advice and assessment to graduate students. This is the point at which the faculty tries to judge whether a graduate student has a reasonable chance of having a successful career as a professional Philosopher.

The question we ask ourselves is, "Can we reasonably expect to place this person in a tenure-track position at a four-year college once the person gets a PhD?" If we think the answer is "No" then it is in the student's interest to do something else besides get a doctorate in philosophy.

As we have noted, philosophy graduate students nationwide are extraordinarily talented, relative to other fields. Such students would be star applicants in most fields of graduate study. In philosophy, they are average. The job market selects a small portion of this elite, and consigns the rest of the elite to adjunct work, which pays wretchedly, or to take up another career. Taking up another career is the best option. We believe that a

student should find out early which section of the elite he or she belongs to, and act accordingly. Our view is that two years of graduate study should produce enough information to determine whether it is reasonable to risk another three or four years of one's life to acquire a PhD in Philosophy.

Parenthetically, I should remark that the interests of the faculty and the interests of the students diverge at this point. The faculty would be happy to have most graduate students around for a decade or more. The more graduate students, the better for the faculty. The interest of a student, however, is to end up with a job that pays a reasonable wage. The only way that a PhD in philosophy is relevant to that interest is if the student gets a tenure-track position at a four-year college. The policy that tries to discourage faculty from acting solely on their own interests by keeping unplaceable students in the PhD program is the commitment to two and probably three more years of full funding, which means that admitting someone to the PhD program has costs to the faculty.

Formal requirements:

The MA exam may be taken after the student has taken 24 credits of graduate-level philosophy. This can be as early as the end of the student's second semester. It is possible to pass the MA examination before 24 credits have been completed. A student who did not intend to go on past the MA might take the MA exam after two semesters, even though some coursework was still incomplete. Such a student would not actually receive an MA degree, however, until coursework was completed and Graduate School requirements were met. The MA exam **MUST** be taken no later than the end of the student's 4th semester (i.e. in the typical case, in May of the student's second year).

The student must have completed 24 credits, with the grades turned in by instructors, by the end of the 4th semester of study. Note well: A student who has completed **ONLY** 24 credits by the end of the 4th semester of graduate study is seriously behind schedule, and has jeopardized prospects for continuation past the Master of Arts degree. This 24-credit rule is thus an absolute minimum, not a recommended number of credits. A student with some teaching responsibilities would ordinarily have completed 36 credits by the end of the 4<sup>th</sup> semester. To take the MA exam, the candidate submits two papers to the Director of Graduate Studies, who will then appoint a committee to evaluate those papers. Examination papers are due on the last day of classes of the semester in which the student chooses to be examined. These papers should be between 12 and 20 pages in length, and should show clear understanding of an important issue, in depth acquaintance with some relevant literature, ability to develop and support one's own position, and evidence of philosophical talent.

There are three grades possible on the MA exam: Fail, MA Pass and Ph.D. Pass. Since a "Fail" grade would be a judgment that, although the student's work was judged to be of passing graduate quality by members of the Philosophy department, it is nevertheless not passing, a Fail on the MA examination is quite rare.

A.5. Terminal MA and Admission to the Ph.D. program

A.5.1 The Masters Examination as preliminary to the PhD program

The MA examination is the occasion on which students are admitted or not admitted to the Ph.D. program. The submitted papers are an important component of that decision. The committee assigned to evaluate the MA examination papers is asked to judge whether the papers provide sufficient evidence of the capacities needed to pursue Ph.D. research in this department. Those papers that do provide such evidence are forwarded to the Graduate Committee with a recommendation that the student receive a grade of "Ph.D. Pass". The recommendation of the examining committee from the evidence of the examination papers is part of the evidence on which a student's admission to the Ph.D. program is determined.

The Graduate Committee, on the basis of the student's overall record, consultation with the members of the graduate faculty, and the report of the Masters Examination Committee for the student, will decide whether to admit the student to the Ph.D. program or allow the student to continue in the Ph.D. program if the student was originally admitted to the Ph.D. program. Students have a reasonable prospect of being admitted to the Ph.D. program after their MA if they have mostly A's and A-'s on their record, few incompletes, and have clearly demonstrated creativity or talent, as reflected in Professors' comments on written work.

The standards for admission to the Ph.D. program are much more rigorous than for admission to the MA program. Students will be notified in writing by the Director of Graduate Studies about the results of the MA exam and the Graduate Committee's decision on admission to the Ph.D. program.

A.5.2 Along with the papers submitted as the Masters Exam, a student who wishes to be admitted to the PhD program must submit a "statement of research interests" to the Graduate committee. This should be roughly 2000 words describing the philosophical problems or research areas that the student finds to be most interesting.

A.5.3 A student can be admitted to the PhD program only if three faculty members agree to serve on that student's committee. One of these faculty members must agree to be the student's major advisor. It is the responsibility of the student to find faculty members willing to be on their committee. The committee will consist of a major advisor, who will have primary responsibility for advising and directing the student throughout the rest of the PhD program, and two associate advisors.

Since the Director of Graduate Studies is the pro forma advisor for all first-year students, a change of advisor form must be submitted to the Graduate School sometime before beginning the student's first semester in the PhD program. If circumstances require it, a student can change major advisors, so the choices made at the end of the second year need not be permanent.

A.6. Admission to the Ph.D. Program for students who have an MA in Philosophy from another university:

Students who come to the program with an M.A. in Philosophy from another department must submit two papers from Philosophy seminars, at least one of which must be a seminar taken at the University of Connecticut. These papers must be submitted at the end of the second semester of course work in the department. The submission date is the last day of classes of the semester.

The decision on whether to allow the student to continue in the Ph.D. program will be made on the basis of an examining committee's evaluation of papers, the student's grades, and consultation with the members of the graduate faculty.

#### A.7. Funding commitment

Admission to the Ph.D. program is a commitment of the department to two more years of full funding, given satisfactory and timely progress. The normal expectation, given satisfactory progress toward a degree, is that that student will have a third year of full funding. That is: The department promises two more years of funding, but firmly expects to award three more years. Full funding means one full GA or the equivalent.

It is worth noting that in the past several decades, the extra normally-expected funding has always been actual.

A necessary condition of satisfactory and timely progress is the following: By the end of their third year of graduate study a student must have a dissertation prospectus approved by the department and on file with the Graduate School. Students who enter the program with an MA must have a final dissertation prospectus on file with the Graduate School by the end of their second year. Students who fail to meet this condition no longer have a guarantee of funding.

In the case of students who arrive with an MA from another institution the funding commitment entailed by admission to the PhD program is one year less, i.e. one more or probably two more years.

### B. Requirements for the Ph.D.

#### B.1. The logic requirement

Same as that for the M.A., except that the quality of work must be B- or above.

#### B.2. Earned Credits

A student must earn at least 24 credits in Philosophy or other approved subjects beyond the M.A. (48 credits beyond the B.A) with a minimum grade average of B. Approval for courses in other departments must come from the student's committee. Except with the permission of the Graduate Director, students who enter with an M.A. from another philosophy program must take at least 21 of their first 24 credits in the UConn program within the department.

#### B.3. A Ph.D. plan of study on file in the Graduate School.

By the end of the first semester after the M.A., the student should have chosen a 3-person Ph.D. committee and designed a plan of study for the Ph.D. that has been approved by that committee. Ph.D. plan of study forms can be obtained from the Departmental Secretary, the Graduate Director, or the Graduate school. The completed forms are returned to the Graduate School for approval.

#### B.4. Ph.D. General exams

#### B.4.a. Nature of the exams

The Ph.D. General exams establish that a student has achieved competence in a number of the important areas of philosophy. Students must complete the General exams after 5 semesters of full-time study, if arriving with a BA, and after 3 semesters of full-time study if arriving with an MA.

The examination consists of submitting 3 essays, one in each of the areas of philosophy defined by the department, namely,

- 1) Ethics, Social, and Political Philosophy;
- 2) History of Philosophy;
- 3) Metaphysics and Epistemology, construed as also including Philosophy of Language, Formal Semantics, Philosophy of Mind, and Philosophy of Science.

These essays will typically be papers turned in to satisfy requirements of various seminars the student will have taken here.

#### B.4.b. Eligibility to PASS the Ph.D. General Exams

A student must have completed coursework for the Ph.D. before passing the PhD General Exams. That is, the student must have 48 credits completed, with grades turned in by instructors, before the Ph.D. General Exams can be regarded as passed. This policy requires that a student finish work on any incompletes in a timely manner.

#### B.4.c. Grading Procedures

Each General exam is graded by a committee of at least three persons appointed by the Graduate Director. The committee must meet to discuss areas of disagreement, and can ask other faculty members to read and evaluate the exam. After a committee has reached a decision, it will report that decision to the Director of Graduate Studies, who will notify the student of the results.

#### B.5. An acceptable dissertation

When the General Examination has been successfully completed, the student is ready to write a dissertation. By the time a student has completed the General Exams, the student should already have generated some ideas for dissertation topics and begun to research the literature surrounding a few such topics.

Ph.D. candidates must prepare a dissertation prospectus under the guidance of their dissertation committee. In their last semester of coursework, every student will take an independent study under the direction of the major advisor, the purpose of which is to have a prospectus approved by the end of the semester. Thus, the prospectus will be approved by the end of the sixth semester of study, for someone entering with a BA. For someone entering the program with an MA, the prospectus will be approved by the end of the fourth semester.

The prospectus is an outline of what will be done in the dissertation, with a description of the relevant literature, arguments, hoped-for results, etc. Some of the things hoped for in the prospectus may not work and some unanticipated new lines of research or thought may develop during the actual writing. The student should view the prospectus as a tool for getting a dissertation underway. This prospectus must be approved by the department. The mechanism for departmental evaluation is the following: The prospectus is turned in to the Department Head. The Department Head appoints a committee to

evaluate the prospectus and either approve it, reject it, or suggest changes. None of the members of the evaluation committee are on the student's advisory committee. Departmental evaluation is usually a very quick process.

### C. Target Timetable for the Ph.D.

#### Year 1.

Course work for the M.A.  
take Phil 5301, 5307, if available and necessary

#### Year 2.

Fall: Course work for the MA  
Spring: Ph.D. course work; turn in Masters Exam at end of semester, along with a research proposal. Find three persons willing to supervise the writing of a prospectus and direct a dissertation.

#### Year 3.

Complete Ph D. course work, including an Independent Study (Philosophy 6300) with the major advisor. Complete prospectus and get prospectus approved.

#### Year 4:

Fall: work on dissertation, work on articles for publication and conference presentation.

Spring: work on dissertation, work on articles for publication and conference presentation.

#### Year 5:

Fall: finish dissertation, work on articles for publication and conference presentation. Get a job.

Spring: take final public oral. Submit articles for publication.

### D. Getting a Job:

A Ph.D. in Philosophy trains a person to do research and teaching in Philosophy. The vast majority of such jobs are faculty positions at colleges and universities. There are many more people with Ph.D.'s in Philosophy than there are jobs, a situation that has been with us for more than a quarter of a century. In this grim situation, the University of Connecticut Philosophy department has been very successful in placing its students in tenure-track positions. The students who have gotten such jobs have almost always had publications accepted or in print by the time they are on the job market. We strongly urge graduate students to submit work for publication. If you have gotten an A on a paper which was more than merely expository, ask the professor who gave it an A whether it has potential as a journal article and what further work might need to be done. If the professor encourages you, try to get the article done and submitted as soon as possible. It is never too early to have papers in the publication pipeline. The department has an active placement subcommittee to advise and assist students in getting a job.

## V. POLICIES and RESOLUTIONS of the Philosophy Department that are relevant to Graduate Students

### A. Policies on Financial Aid:

A.1. Awards are made on the basis of merit, with priority given to continuing students who were recruited with financial aid packages, assuming satisfactory performance.

A.2. It is to the advantage of graduate students to finish their studies in a timely fashion without unnecessary distraction caused by teaching duties. For that reason we try to minimize the amount of independent teaching by graduate students, while also ensuring that Ph.D. candidates will get enough classroom experience.

A.3. The department is not committed to funding students beyond their 4th year of Graduate Study, or past their 3rd year when they come with an M.A. from another institution. However, when a student has not completed the Ph.D. and is in or past the 5th year of study, and has some prospect of finishing, the department will make every effort to continue Graduate Assistant funding. Failing that the department will assist the student in finding adjunct positions in colleges around Connecticut.

### A.4. GRADES OF INCOMPLETE

Graduate school rules allow a student to take an incomplete in a course, at the Professor's discretion. In theory, the work for a course in which a student has taken an incomplete must be made up in a year, at most. In past practice, such incompletes have been extended indefinitely. Such extended incompletes bleed the intellectual energy from student souls, seriously delaying progress toward a degree. Incompletes are strongly discouraged, except when they are completed before the beginning of the next semester. The Graduate School does not allow students with more than 3 incompletes to receive financial aid. The Graduate Committee counts an incomplete as a B-, the lowest acceptable grade, in deciding on financial aid and on admission to the Ph.D. program.

### B. Policy on Graduate Assistant performance

Graduate Assistants who have been assigned teaching responsibilities have important obligations which take precedence over most matters of personal convenience, paper deadlines, entertainment opportunities, and the like. You are responsible for part of the education of students at the best public university in Connecticut. We take this work very seriously. The following policy adds some details to the general concern that teaching be taken seriously:

#### 1) Section meetings:

a) When a GA is responsible for meeting a section, and finds it necessary to miss the section meeting, the instructor of record, if it is other than the student, will be notified in advance. Section meetings may be canceled only for extreme emergencies or the physical impossibility of getting to class. Sudden hospitalizations, car wrecks on the way to class,

etc., are appropriate reasons. Otherwise, the Graduate Assistant will make arrangements with the instructor of record or the department head to have the section meeting covered.

b) If a GA misses one section meeting without adequate excuse, the instructor of record or the department head will send the GA a letter of warning. After a second missed meeting, the GA may be replaced and removed from the payroll.

2) Other duties:

a) An instructor of record or the department head may require reasonable performance from a GA for that GA's performance to qualify as "satisfactory". Reasonable performance includes grading in a proper and timely manner, reporting to the instructor of record, keeping office hours, being adequately prepared for section-meetings, and other reasonable assignments made by the instructor of record or other supervisor. In cases where a student is having difficulty doing effective instruction, reasonable performance may include taking advantage of the resources of the Teaching Institute and the departmental mentoring program. Reasonable performance always entails observing university policies on harassment, student confidentiality, etc. Every teaching assistant will be given copies of these policies.

b) If a GA appears to be performing in an unsatisfactory way other than by missing section meetings, the instructor of record or the department head will first talk to the GA, then give a warning letter, and then recommend appropriate action to the department head.

3) Future assignments:

Unsatisfactory performance in a given semester will be noted in making awards and assignments for future semesters.