

## INTRODUCTION

This Handbook has been compiled to guide graduate students and faculty in Comparative Literature at Indiana University through the maze of departmental, College, and Graduate School requirements and options. The departmental guidelines for each of the following sections have been developed by the Graduate Studies Committee and approved by the faculty of the Comparative Literature Department. This Handbook is meant to be used both as a source of information and as a guide; it not only lists requirements but also contains suggestions and explanations. We advise all students to read the entire text to obtain an overview of the program. Students should also be familiar with the degree requirements as set forth in the Bulletin of the University Graduate School.

The Handbook will be updated each academic year. Suggestions for revisions should be directed to its editor, the Director of Graduate Studies.

## THE COMPARATIVE LITERATURE DEPARTMENT

The Comparative Literature faculty includes members with full appointments in the department, members who hold joint appointments with other departments, and members of other departments with adjunct appointments in Comparative Literature. Majors are required to take the greater number of their courses in Comparative Literature, but there are many cross-listed courses offered by other departments, and students are encouraged to complete part of their course requirements outside of the Department. This structure reflects the interdisciplinary nature of our department and offers graduate students opportunities to study and consult with faculty working in a wide range of fields.

The Comparative Literature Department is governed by several committees, composed of faculty and student representatives, which operate in an advisory capacity to the Chair of the Department (Advisory, Undergraduate Studies, Graduate Studies, Graduate Admissions, Comparative Arts, Translation, AI Affairs, Development and Communication.). All major policy decisions about curriculum and degree requirements are based on proposals originated by the various committees and then voted on by the faculty at departmental meetings attended by student representatives.

## THE GRADUATE PROGRAM

The Department is one of the oldest and largest Comparative Literature programs in the United States. Since its formation in 1949, it has taken a leading role in defining the discipline. Faculty research and teaching address a wide range of comparative and interdisciplinary questions from a variety of scholarly perspectives, aesthetic, cultural, historical, and philosophical.

Students in the Department do a majority of their class work in courses offered by the Department itself (at least 20 of the 30 credit hours required for the M.A.; at least 35 of the 65 required for the Ph.D.). The courses, which change from semester to semester, generally focus on theoretical and interdisciplinary questions, periods and genres, comparative arts, cross-cultural studies, and theory, history, and practice of translation. Topics courses cover specific subjects on a less frequent basis. It is also possible to pursue directed individual readings (C604). In addition to the M.A. and Ph.D. degrees, the Department offers a variety of minors and a certificate in Translation, it also participates in certificates in Biblical and Literary Studies, Medieval Studies, and Renaissance Studies.

In 1996-97 the program in Film Studies, which had been part of the Comparative Literature Department was transferred to a new Department of Communication and Culture. Comparative Literature still offers courses on literature and film, and doctoral students interested in this field may wish to complete the Ph.D. minor in Film Studies.

The University publishes a schedule of classes for every semester and for the summer sessions. Specific descriptions of all the Comparative Literature courses to be offered in the coming semester (including cross-listed

courses) are available on line and from the Departmental office sometime before the beginning of each registration period.

University procedures require that all students must register for each class they attend. Students wishing to attend a class for no credit must therefore register as auditors. The grade of “NC” (No Credit) is used to indicate an audit enrollment, and the credit hours are not applied as credit toward a degree. The grade of “NC” does not affect a student’s grade point average.

The Comparative Literature Department seeks to produce accomplished scholars who are also skilled teachers. It is expected that candidates for the M.A. and the Ph.D. degrees will acquire some form of teaching experience. As many of our graduate students as possible are given appointments as Associate Instructors. Most sections of C145-C146 (“Major Characters in World Literature” and “Major Themes and Motifs in World Literature”), C151 (Introduction to Popular Culture), and C255 (“Modern Literature and the Other Arts”) are taught by graduate students. New Associate Instructors are required to enroll in C508. In some instances, other undergraduate courses may be entrusted to advanced students. The Department sometimes receives permission to appoint Associate Instructors in the English composition course W131. Those who do not receive appointments as AI’s and those who want additional teaching experience are strongly encouraged to enroll in C509 (“Teaching Internship in Comparative Literature”) for one hour of credit in order to collaborate with a professor in teaching upper-level undergraduate courses. Any student interested should inquire at the Comparative Literature Graduate Studies Office.

Among the several departmental committees, three are directly responsible for issues related to the Graduate Program. The Graduate Studies Committee reviews the requirements for the Ph.D. qualifying examinations and the graduate curriculum, monitors the progress of each student through an annual review, considers applications to the Ph.D. program from internal candidates who are completing their M.A. in the Department, and determines the recipients of the Tutungi and Stallknecht Awards. It also develops suggestions for course offerings for each academic year. The Admissions and Fellowships Committee evaluates all outside applications for admission to the M.A. and Ph.D. programs and ranks potential candidates for graduate fellowships. The A.I. Committee ranks all applicants for Associate Instructor positions and makes detailed recommendations to the Department Chair; it also selects the recipients of the annual Award for Distinguished Teaching.

The Graduate School Bulletin gives a complete listing of all Comparative Literature courses; it also spells out the Graduate School requirements for the M.A. and Ph.D. degrees. Further information on the graduate program may be obtained from the Department Chair or the Director of Graduate Studies.

### **THE GRADUATE STUDENT ADVISORY BOARD**

The Graduate Student Advisory Board (SAB) was established to serve as a link between the students and the faculty and administration of the Comparative Literature Department. Its membership consists of a president and four additional graduate student members. Since its primary function is to provide a clearing house for ideas and suggestions, students are encouraged to voice their opinions to the Board on all aspects of the program, including curriculum, degree requirements, and administrative policies. The Department habitually considers student opinions in its decisions and has frequently implemented suggestions made by students. Since the spring semester of 1972, Board members or Board-appointed Comparative Literature students have sat on most major committees and have represented the students at faculty meetings. The Faculty Advisory Committee has also met periodically with the Board to discuss aspects of the program.

All members of the Board are available to receive suggestions and to provide information regarding the Department. New students in particular are encouraged to call any member of the Board if they have any questions concerning the Department or University. A list of the names and phone numbers of the Board members for the current academic year will be published at the beginning of the fall semester. Since Comparative Literature is such a diverse discipline, students and faculty are scattered over many departments and schools within the University. Educational and social activities organized by the Board throughout the year provide a means for members of the Department to become better acquainted.

### **ADMISSION TO THE GRADUATE PROGRAM**

Admission to the Master of Arts degree program requires completion of a Bachelor of Arts degree or its equivalent from an accredited college or university, with a major in a field relevant to comparative literary study. Applicants to the Ph.D. program should hold a Master of Arts degree or its equivalent from an accredited college or university, with a major in a field relevant to comparative literary study. (Note: Students admitted on a provisional basis must present proof of completion of the B.A. or M.A. upon their arrival at Indiana University. Official copies are those that bear the original seal or stamp of the issuing institution. Uncertified or notarized copies are not acceptable. Please note that academic records from U.S. and Canadian institutions must be sent directly to the Department of Comparative Literature – Graduate Studies Office from their Registrar’s Office.) Successful applicants usually have at least a 3.5 grade point average in courses for their major. Applicants for the M.A. must also present evidence of their ability to read fluently texts written in at least one foreign language, though knowledge of a second foreign language is advisable. Applicants to the Ph.D. program must present evidence of their ability to read fluently texts written in at least two foreign languages. Students whose native language is not English may offer English as a foreign language, though in this case a higher level of proficiency is required, since all applicants are expected to read, write, and communicate orally in fluent English.

Master’s degree students are expected to complete their requirements before they exceed 35 credit hours, and if students exceed these credit hours before being admitted to the Ph.D. program, the Department will determine which credit hours beyond 35 (if any) will count toward the Ph.D. degree requirements. Admission to the Ph.D. program is by no means an automatic procedure. At the end of the Master’s Degree requirements, the student will have to petition the Graduate Admissions Committee to enter the Ph.D. program. Students must submit a brief letter of application indicating their prospective program of study, along with 3 letters of recommendation supporting their admission to the doctoral program in Comparative Literature. (Please contact the Graduate Studies Office for further information.)

Admission to both the M.A. and Ph.D. programs is competitive. The Department’s Admissions and Fellowships Committee oversees the assessment of new applications. Among the forms of evidence used to evaluate applications are academic record, letters of recommendation, test scores, and preparation in foreign language and literary study. Applicants for both the M.A. and Ph.D. should submit the following:

- 1) the completed application form
- 2) the applicant’s statement of purpose
- 3) transcripts from all colleges and universities attended
- 4) at least three letters of recommendation
- 5) official score reports from the Graduate Record Examination Aptitude Test (required) and Subject Achievement Test (recommended but not required)
- 6) Scholarship as reflected in a research paper (such as an honors project or Master’s thesis)
- 7) Literary background
- 8) Linguistic preparation
- 9) TOEFL scores for all international applicants

All applicants whose native language is not English must also submit scores from the Test of English as a Foreign Language (TOEFL).

For applications, U.S. citizens should contact the Comparative Literature Department or the University Graduate School Admissions Office, Kirkwood Hall 111, Indiana University, Bloomington, IN 47405 (phone: 812-855-9345).

Applicants who are not U.S. citizens should submit the international application form, which is available from the International Admissions Office, 300 N. Jordan Ave., Indiana University, Bloomington, IN 47405 (phone: 812-855-4306). U.S. citizens who have completed all or part of their undergraduate or graduate education outside the U.S. should submit a domestic application plus a “Supplemental Application for Admission,” available from the

Comparative Literature Department or International Admissions. For information about online application, please visit our website at <http://www.indiana.edu/~complit>.

No applications for admission with fellowship can be considered unless they are complete by January 15. Applications for admission only must be complete by February 1. Applicants should therefore take the required examinations early enough so that their scores will reach the Department before the deadlines. The Department will notify applicants whose files are incomplete; but each applicant must take responsibility for having the required items submitted. Letters of recommendation should be sent directly to the Department by recommenders, not by the applicant.

### GRADUATE MENTORING AND ADVISING

Each graduate student in Comparative Literature is expected to have a faculty mentor who will oversee the student's course selection and general progress in the program. The mentor's basic responsibility is to help the student become better acquainted with Comparative Literature both as a discipline and as a vocation.

The Director of Graduate Studies will assign each incoming student a faculty mentor for the first year based on prospective field of study. At the end of the first year, the student may choose to continue the relationship or ask another faculty member to serve as a mentor. At the doctoral level, the mentor will advise the student until the advisory committee has been formed. If the student and the mentor both so wish, the mentor may become head of the advisory committee, chair of the qualifying examination committee, and/or director of the dissertation. (A list of Comparative Literature faculty and their areas of interest is included in this Handbook.)

Upon accepting a student, the mentor agrees to advise the student regarding:

1. course selection, (the mentor must approve each semester's courses before the student enrolls)
2. possible areas of concentration, including Ph.D. minors and examination topics
3. opportunities for publication or sharing of the student's won scholarly work, including journals and professional conferences
4. timely completion of all degree requirements

The Director of Graduate Studies will oversee the mentor system, assuring a fair distribution of labor and appropriate use of faculty expertise. He or she also functions as a liaison to the Graduate School and to the various departmental committees, and as a resource for rules governing all questions of academic standing. The DGS helps in transferring credits, certifies eligibility for the Ph.D. qualifying exams, approves nominations to the M.A. degree and to Ph.D. candidacy, and generally oversees the academic progress of every student.

The ultimate responsibility for making satisfactory progress lies with the student. Specifically, **it is the student's responsibility and not that of the faculty mentor or the Director of Graduate Studies to keep track of all deadlines and to see that all requirements set by the Graduate School and by the Comparative Literature Department are met.**

### PROGRESS TOWARDS THE DEGREE

In addition to the University Graduate School requirements, the Comparative Literature Department has established the following guidelines for satisfactory progress toward the M.A. and Ph.D. degrees:

M.A. coursework and language requirements – to be completed by the end of the fourth semester in the M.A. program

M.A. project – to be submitted by the end of the second year in the M.A. program. (Students whose M.A. projects have been approved by their committees and formally submitted by May 31 will be able to learn in June whether their application to continue in the Ph.D. program has been accepted. If the M.A. project is not approved and formally submitted by August 15, the student will forfeit any spring semester AI appointment that may have been offered.)

Ph.D. coursework and language requirements – to be completed by the end of the fourth semester in the Ph.D. program

Qualifying examinations – to be taken by May 15 of the third year in the Ph.D. program

Dissertation proposal – to be approved no later than one semester after passing the qualifying examinations

The Graduate Studies Committee may approve exceptions to these guidelines in individual cases (e.g., students pursuing dual degrees or studying languages, which require four or more years of study to gain literary proficiency).

In February of each year, all students who have not already qualified for candidacy will be expected to submit a formal report on their progress toward the degree (M.A. or Ph.D.), accompanied by a tentative plan of study for completing outstanding requirements. The report, which will include a departmental checklist, must be reviewed and signed by the student's faculty mentor and submitted to the Director of Graduate Studies by a date to be designated. Students interested in applying for a position as an Associate Instructor should submit their application form at the same time. (See section on Associate Instructorships.)

Satisfactory progress towards the degree as determined by the annual review will be the primary consideration in awarding funding for the following year.

## **THE MASTER'S DEGREE IN COMPARATIVE LITERATURE**

### Course Requirements

- 1) A minimum of 30 credit hours 20 credit hours of which must be in Comparative Literature, including C501 (Introduction to Contemporary Literary Studies), C502 (Fields and Methods of Comparative Literature), and two literature survey courses offered by the Department, one dealing with the pre-modern period and one dealing with the modern period. The first survey course requirement should normally be met by taking C505, C521, C523, or C525; the second survey course requirement should normally be met by taking C506, C529, C533, C535, C537 or C538. The remaining 10 credit hours required for the M.A. may come from courses in CMLT or other departments related to the student's studies in literature. Students must take all required courses during their first four semesters of study in the Comparative Literature Department. A student majoring in Comparative Literature who receives a grade of C+ or lower in any of these courses must repeat the course (under the same or a different instructor).
  
- 2) In addition, M.A. students must complete a proseminar chosen from among graduate courses in Comparative Literature that are not being used to fulfill other requirements. With the consent of the instructor, any graduate course in Comparative Literature may meet this requirement, except C501, C502 and C507. The requirement is met by taking a graduate course in which the student has the opportunity to:
  - a. write a research paper that develops an original thesis or idea;
  - b. orally defend a preliminary version of the paper;
  - c. and, in the light of the questions raised at the oral discussion, submit to the instructor a revised version of the paper with the critical and scholarly apparatus appropriate to a publishable article.

The requirement does not stipulate that the paper be read or otherwise presented in class, only that it be defended in class. A student need not take a course conducted entirely as a proseminar, but may, with the permission of the instructor, carry out the required activities in a course which other students are not taking as a proseminar. Forms to certify completion of a proseminar are available from the Graduate Studies Office.

**WARNING:** Only the courses listed in the latest version of the University Graduate School Bulletin carry graduate credit. Students are also responsible for ascertaining if courses they may wish to take in foreign languages, applied music, or another supplementary area will count for a specific degree. Please note that Graduate courses taken while an undergraduate and counted toward the requirements of a bachelor's degree may not also be counted for graduate credit.

A student should take no more than 35 hours of graduate course work (excluding C805 credit) without first completing the M.A. degree: if a student exceeds these credit hours before being admitted to the Ph.D. program, the Department will determine which credit hours beyond 35 (if any) will count toward the Ph.D. degree requirements. **Although the Graduate School sets a limit of five years on completion of all M.A. degree requirements, the Department expects students to complete the M.A. requirements within two years.**

Upon completion of the Master's Degree requirements, students will have to petition to enter the Ph.D. program in Comparative Literature. Students must submit a brief letter of application indicating their prospective program of study, along with a letter from their mentor or prospective research advisor supporting their admission. (Please contact the Graduate Studies Office for further details). Admission to the Ph.D. program in Comparative Literature is by no means automatic, internal applications are evaluated on the same basis as external applications.

#### Grad G599 Thesis Research (0 cr.)

Under new SEVIS regulations, international students must be registered when they are pursuing research for master's theses, presentations, projects, etc. The Graduate School has instituted a course number that can be used for this purpose: GRAD G599 Thesis Research (0 cr.)

Master's students who have enrolled in 30 or more hours of graduate course work applicable to the degree and who have completed all other requirements except the thesis or final project or performance may enroll in G599. This course requires section authorization. All international students who meet these requirements and who will not be enrolled in any other course are advised to enroll in G599. Indiana University now requires international students to be enrolled fall and spring (but not summer) in at least one course; if the course indicates that the student is making progress on degree requirements (thesis, recital, etc.), it may carry zero credit. This practice will help assure that the immigration status of foreign students is not compromised. If you have questions about this Federal requirement, please contact the Office of International Services (intlerv@indiana.edu.)

### **LANGUAGE REQUIREMENTS**

The Department's foreign language requirements reflect the need for graduate students to achieve a level of reading knowledge suitable for literary analysis. Students entering the MA, MA/MLIS, and MAT programs are normally expected to have reading proficiency in at least one foreign language. (Proficiency implies the ability to read sophisticated literary texts with no assistance other than a dictionary). Students entering the doctoral program are normally expected to have reading proficiency in at least two foreign languages. Students in the MA and MA/MLIS programs will ultimately need to certify reading proficiency in two foreign languages in order to complete the requirements for their degrees. Students in the doctoral program will need to certify reading proficiency in three foreign languages in order to be eligible for the Ph.D. qualifying examinations.

Reading proficiency in a foreign language may be certified in the following ways:

- (1) For students entering the graduate program in Fall 2008 or later, by receiving a grade of B or higher in a graduate-level literature course in which the assigned readings are in the foreign language. A course will be considered "graduate-level" if it is listed in the current issue of the Graduate School Bulletin. Students who entered the program before Fall 2008 will still have the option of passing, with a grade of B or higher, an undergraduate literature course at the 300 or 400 level in which the assigned readings are in the foreign language, although the more rigorous option is strongly recommended. In either case, the student must obtain the instructor's signature on the certification form available from the Graduate Studies Office. (Please note that successful completion of the 491/492 course sequence in a foreign language will not be accepted as certification of reading proficiency.
- (2) In exceptional cases, students may fulfill the language requirement by passing an examination in the translation of literary texts in the foreign language, administered by the Comparative Literature Department in consultation with faculty in other departments. This option will only be approved in

exceptional cases. Prior to submitting a formal request for this examination, students must receive the approval of the Chair of the Translation Studies Committee, who will determine whether they are eligible to take the exam, based on their preparation in the language. Students taking the exam should normally have native or near-native command of the language and extensive previous study of the literature in that language. (Completing the 491/492 sequence in German, French, or other languages will NOT adequately prepare students for this exam.) One date will be scheduled for language exams each semester. (Foreign language exams offered by other departments will not be accepted as certification of reading proficiency for students admitted after Fall 2001.) See the detailed guidelines below.

- (3) Students whose native language is not English may request certification of English as one of their foreign languages. Prior to registration for classes, all new students at IU-B whose native language is not English are required to take an English Language Proficiency Test administered by the Indiana University Center for English Language Training (CELT) in Memorial Hall, Room 319. When students have passed this proficiency test, they may request permission to designate English as a foreign language by obtaining a form from the Comparative Literature Graduate Studies Office to complete and sign. This form will then go to the Director of Graduate Studies and the Graduate School Dean for their approval.
- (4) Upon approval of the Director of Graduate Studies, doctoral students may be allowed to substitute intensive preparation (at least 27 credit hours) in a non-literary discipline for the third foreign language requirement. This substitution would need the support of the student's advisory committee, and the request would need to include a detailed explanation of the importance of the non-literary discipline to the student's research interests. (Students should bear in mind that a "non-literary discipline" is not the same thing as a "minor field." In the latter case, the department certifying the Ph.D. Minor sets the requirements and determines which courses may be used to fulfill them, whereas in the case of the "non-literary discipline," it is the Director of Graduate Studies in Comparative Literature, in consultation with the Graduate Studies Committee and faculty expertise in the field, who oversees the calculation of credit hours. Thus, for example, a film course taken in a foreign language department might count toward certification of intensive preparation in film studies but not toward a Minor in the Department of Communication and Culture, whereas a CMCL course that counted toward the Minor might not count toward certifying preparation in film.

The Department does not specify which foreign languages students should choose to fulfill their degree requirements; but it recognizes that language proficiency is essential to scholarly work in Comparative Literature. Students should capitalize on previous training to expedite progress toward their degrees, but they should also consider which languages are most apt to be important for the research areas they intend to pursue, not only in the master's project, where they will be expected to quote literary texts in the original language, but also in doctoral study. Students should consult with their mentors and other faculty members early in their graduate career, in order to make an informed choice about which languages to pursue.

#### **GUIDELINES FOR COMPARATIVE LITERATURE FOREIGN LANGUAGE READING PROFICIENCY EXAMS**

1. Students who have received permission to proceed from the Chair of the Translation Studies Committee should submit a written request to take an exam, specifying the language to be tested, at least thirty days prior to the exam date set by the Committee for the semester in which they wish to be tested.
2. The Director of Graduate Studies will ask the Translation Studies Committee to help find a qualified examiner from among the members of the CMLT faculty (or departments, as needed). The examiner shall have the responsibility of preparing an appropriate exam to be given on the scheduled date.
3. Each exam will require the student to translate two passages from literary works in the foreign language into English prose. Passages may be in poetry or prose. Passages for translation will be

between 10 and 20 lines long if poetry and approximately 200 words long if prose. The exam sheet will identify the author of each passage and the title of the work from which each passage is taken.

4. the exam will normally be given in the CMLT conference room. Students whose native language is not English may also use an English/native language dictionary.
5. In addition to translating each passage, students should comment briefly in English on their choices in translating, particularly in the case of words or phrases in the original that pose special challenges for translation or make literal translation inappropriate (e.g., grammatical forms that have no parallel in English, idiomatic and figurative expressions, verbal ambiguity or multiple meaning).
6. Students will have up to two hours to complete the exam. Students whose native language is not English will be given an additional half-hour.
7. The Translation Studies Committee will coordinate the evaluation of the exam and report the grade to the student and the DGS within two weeks of the exam. Each exam will normally be graded by the examiner and an additional reader.
8. Students who do not receive a grade of pass will have the opportunity to request a new exam.

### **THE MASTER'S PROJECT**

Every candidate for the M.A. degree must complete a Master's Project. The purpose of this requirement is to give students the experience of carrying out a limited scholarly investigation, under expert guidance, to the fullest of their potential. This requirement should be met by the end of the candidate's fourth semester in the Comparative Literature Department. The Master's Project must show:

1. a clear understanding of what constitutes a comparative topic,
2. ability to conceive and carry out an original project of a scholarly nature, including the use of primary and secondary texts in the original language, as appropriate,
3. an advanced level of critical or theoretical insight,
4. command of expository English, and
5. competence in the proper use of research and bibliographic tools.

#### Options

There are three ways to meet the requirement.

- Option A: By submitting a suitable term or seminar paper, without revisions, as a Master's Essay (no credits) OR substantially revised and expanded (up to four credits), OR
- Option B: By submitting an original Master's Essay (4 credits), OR
- Option C: By writing a formal Master's Thesis (6 credits).

For all three options, a committee consisting of at least three members, one of whom will serve as the project director, must approve the completed project. Two committee members are usually from the Comparative Literature faculty.

In the interest of time, Option A is strongly recommended. Students who choose this option and who are asked to make revisions in their papers will normally enroll for up to two credits of C805, which will count toward the required 30 hours of course work for the M.A. The number of credit hours allowed for a revised term paper depends on the extent of the revision. A seminar paper accepted as a Master's Project without revision will not receive any

C805 credit. Permission of the M.A. Project Director or the Director of Graduate Studies is required before students will be permitted to register for C805.

### Guidelines

Option A involves the submission, and usually the revision and expansion, of a paper prepared for a course. To be acceptable, the paper must:

1. Meet the five criteria listed above and
2. Be modeled, both in format and in intellectual substance, on articles in scholarly journals.

In all formal matters, the paper should follow the guidelines of the most recent MLA Handbook for Writers of Research Papers. Students considering this option are advised to choose courses, select paper topics, conduct their research, and structure their papers with this goal in mind. (A translation prepared for C581 may be developed into a Master's Project; for details, see the section headed Translation Projects below.)

Students who choose Option A should review the completed term paper with the prospective project director (normally the instructor of the course for which the paper was written) to determine if it is suitable for a Master's Essay and what kinds of revisions will be required to make it acceptable. (Not every good term paper will necessarily satisfy the criteria governing the Master's Essay.)

The student will then prepare an abstract or proposal (one or two pages) listing the authors and works dealt with, explaining the comparative problem involved, and stating the paper's thesis. It must be accompanied by a list of primary and secondary works used. The abstract, signed by the candidate and the project director, and a tentative list of committee members, will be submitted to the Department Chair or the Director of Graduate Studies for approval. The Chair or the Director of Graduate Studies will then routinely ask the project director to convene a meeting of the candidate and his or her committee for a discussion of the nature and extent of the required revisions, a protocol for submission of the revised essay for comments, and a timetable for completion of the project. (In case all committee members consider the paper acceptable without revision, such a meeting is not called; the candidate will simply be informed of the committee's approval.)

Option B, consisting of an original Master's Essay not based on a previous term paper, may be granted as many as four credits of C805 as part of the thirty hours required for the degree. As in Option A, the paper should be modeled, both in format and in intellectual substance, on articles in scholarly journals. In formal matters, it should follow the guidelines set by the most recent MLA Handbook for Writers of Research Papers.

Students electing to write an original Master's Essay should consult a full or associate member of the graduate faculty who specializes in the area of the proposed topic. Once the nature of the project has been defined and a faculty member has agreed to direct the writing of the Essay, the student should prepare a project proposal with a preliminary bibliography and have it approved by the director.

The proposal should be prepared early. It should help candidates to clarify their thinking about the project and allow those who will review it to offer guidance and make suggestions while the project is still in its formative stages. The proposal, usually two pages long, should describe the nature of the project to be undertaken and, where necessary, justify its choice; it should define the comparative problem, name the works on which the study will focus, and indicate the approaches or methods to be used. The bibliography should support the contentions of the proposal. If the project is a translation, the proposal should describe the text to be translated and explain why its translation is important; it should also indicate clearly the topics to be dealt with in the introduction (see section headed Translation Projects below). Sample proposals are on file in the Department Office.

The proposal, bearing the signatures of the candidate and the Project Director, must be submitted to the Department Chair or the Director of Graduate Studies along with a list of tentative committee members, for approval.

Option C, the formal Master's Thesis, may be granted as many as six credits of C805 as part of the thirty hours required for the degree. It should normally be forty to sixty pages long. Students who have reason to choose this option should follow all the steps as outlined for Option B above.

Translation Projects: Translations of literary and critical texts, especially of texts which have not previously appeared in English, are acceptable as part of an M.A. Essay. A translation must be accompanied by a substantial theoretical, critical, or historical essay. Usually, this essay will contain a discussion of the problems encountered in translating the particular text and of the criteria applied in resolving these problems; however, it may, alternatively, focus on some other comparative issues. The introduction should follow the usual format of a scholarly paper, including notes and a bibliography. Translations of lyric poems should be accompanied by the original texts. The student may earn up to six credits of C805. Approval of a translation project is based upon an abstract or proposal submitted according to the guidelines above.

Evaluations: A completed Master's Project must be acceptable to all committee members. Each reader will assign it a letter grade and will write and sign an evaluation, which will be kept in the student's personal file; these are open to the student's inspection. If the student applies for admission to the Ph.D. program in Comparative Literature, the evaluations are an important part of the application file; no file will be reviewed until the evaluations have been received by the Graduate Studies Office. All Master's Projects enter the competition for the Tutungi Award.

Binding of the Master's Essay: Students choosing options A and B must submit two copies of their Master's Essay to the Graduate Studies Office; both copies must include an acceptance page signed by the director and readers, to be inserted after the title page. One of these copies should be unbound and will be kept in the student's file; the other should be in a spiral binding and will be numbered and shelved. No copy need be forwarded to the Graduate School.

Binding and Submission of the Master's Thesis: Students who choose Option C must submit three bound copies of the thesis (one original and two photocopies); most students have an additional copy bound for their own records. Each copy of the thesis must contain a signed acceptance page and a vita page. Copies of the official acceptance page can be obtained from the Graduate Studies Office. Students should check theses on file in Ballantine Hall, Room 913A, for the correct form of the title page, the vita page, and the binding (please note that these may not be spiral bound).

Further details about formal aspects are described in the Graduate School pamphlet, Guide to Preparation of Theses and Dissertations, available at Kirkwood Hall or Ballantine Hall 913A. The external format must follow the most recent edition of the MLA Handbook for Writers of Research Papers. PLEASE NOTE: Only theses corresponding to option C have to be submitted to the Graduate School.

Students in Bloomington will probably find it easiest to have the thesis bound at Smith Book Bindery, 112 West 10th Street (phone: 812-332-2743; hours - MTRF - 8:00-4:00). Payment of the \$8.50 delivery fee is highly recommended, with three weeks required notice. Smith will automatically deliver the bound copies to the Graduate School. Keep the bindery receipt, and bring it to the M.A. Recorder of the Graduate School in Kirkwood Hall.

Students off campus may wish to employ the services of a book bindery near their home. The three copies will have to be mailed to the Graduate School, preferably by certified mail.

NOTE: The Graduate School will not recommend the candidate to the Board of Trustees for the degree until after the bound copies of the thesis have been received.

### **THE DUAL MASTER'S DEGREE PROGRAM IN THE GRADUATE SCHOOL**

Students admitted to the Dual Master's Degree Program will earn two Master's degrees through a combination of work in two departments of the Graduate School's College of Arts and Sciences Graduate Division that allows them to count credit earned to satisfy major requirements of one department simultaneously as elective credit in the

second department, provided that the second department accepts elective credit toward the degree requirements. Specifically, the dual Master's degree is governed by the following regulations:

1. The student must be formally admitted by both departments and by the Graduate School;
2. The student must meet fully all degree requirements of both departments (course credits, research and foreign language skills, examination, and essay or thesis or preparation of portfolio, etc.);
3. Where both departments require a thesis, the student will be allowed to write a single thesis that meets the standards and requirements of both fields, with equal representation of both departments on the thesis committee, and the thesis credit split between both;
4. The dual degree program must be completed within six years from the semester in which the student first enrolled in courses counting toward a dual degree;
5. The student must complete the requirements for both departments at the same time (i.e., not receive the degree in one department before the other).

Since Comparative Literature allows up to ten credits of the thirty credits required for the M.A. degree to be taken in courses offered by other departments and not cross-listed, admission to the dual M.A. Program will result in a reduction of the course requirements by at least ten credits. Where the second department has similar rules, the two degrees may be earned with as few as forty credits. Students taking a course that is cross-listed with the second department must choose how the course is to be counted.

A dual M.A. student will have a file and an advisor in both departments. Both departments must certify completion of the degree requirements.

Dual M.A. students who are subsequently admitted to the Ph.D. Program can count the work done to satisfy the second M.A. degree toward completing an intensive minor.

#### **THE DUAL MASTER'S DEGREE IN THE COMPARATIVE LITERATURE DEPARTMENT AND THE SCHOOL OF LIBRARY AND INFORMATION SCIENCE (M.A. /M.L.S.)**

The interdisciplinary nature of graduate studies in Comparative Literature, including the demonstration of proficiency in foreign languages, provides students interested in pursuing a career in librarianship with a strong background. Students with dual master's degrees in Comparative Literature and Library Science will be competitive for positions in academic libraries and for certain positions in public libraries. Language skills and a strong liberal arts background are two qualifications sought after by academic libraries.

The joint degree consists of a total of at least 50 credit hours--a minimum of thirty credit hours in Library and Information Science and a minimum of 20 credit hours in Comparative Literature. The student must be admitted by the Department and by both the Graduate School and the School of Library and Information Science.

##### Library Science Requirements:

1. Completion of SLIS courses from the common core (15 credit hours).
2. At least 15 credit hours of SLIS elective courses appropriate to the student's background and interests, chosen in consultation with the student's advisor.

##### Comparative Literature Requirements:

At least 20 credit hours of course work in Comparative Literature, including C501, and one course on European literature in the pre-modern period (C505, C521, C523, or C525, a course taken as a Proseminar, and completion of a Master's Project. Emphasis in course work may be on Western literatures, cross-cultural literary relations, or studies in literature and the arts (music, film, and the visual arts). Certification of reading proficiency in two foreign languages is required, but no credit for courses in foreign language study will count toward the required 20 hours. The dual degree must be completed within six years from the semester in which the student first enrolled in courses

counting toward a dual degree. The student must complete the work in SLIS and the Department of Comparative Literature at the same time (i.e., not receive the degree in one before the other). A dual Master's Degree student will have a file and an advisor in both departments. The student may apply for financial support from either department, or from both. Both departments must certify completion of the degree requirements.

### **THE MASTER OF ARTS FOR TEACHERS (M.A.T) DEGREE IN COMPARATIVE LITERATURE**

Secondary school teachers or prospective teachers interested in qualifying to teach world literature or interdisciplinary humanities courses can obtain an M.A.T. degree in Comparative Literature by satisfying the following requirements:

#### Prerequisites:

1. Certification of reading proficiency in at least one foreign language;
2. B.A. degree in Comparative Literature or an individual literature (e.g., English, French, Spanish, etc.)

#### Course Requirements:

A total of 36 hours of course work with a minimum of 20 hours in Comparative Literature including C305 or C501. (of these no more than six hours may be in approved courses on the 300 or 400 level that do not normally carry graduate credit.)

Emphasis in course work may be on any area of literary study including, cross-cultural literary relations, or literature and the arts (music, film, and the visual arts.)

M.A.T. candidates are encouraged to include in their course load some teaching-oriented courses offered by other graduate programs or the School of Education, as well as Comparative Literature C507 and C509. The choice of courses should be planned carefully in consultation with the departmental Graduate Advisor and the advising staff of the School of Education.

#### M.A.T. Examination:

When other requirements are completed, the M.A.T. candidate takes a 90-minute written exam comparing two texts, based on an individual reading list. One text may be a work of art in a non-literary medium. If two literary texts are compared, one must be in a foreign language. The student must choose two readers for his or her examination. The student must consult with the Director of Graduate Studies for approval of the readers and reading list.

### **A List of Important Time Frames Which Pertain to Degree Completion**

#### Master's Requirements

The Application for Advanced Degree Form should be submitted by the student at least six (6) weeks before the date of graduation. (Please consult the Comparative Literature Graduate Studies Office for Application).

All necessary paperwork required to finalize the Master's Degree should be submitted to the University Graduate School no later than the 27<sup>th</sup> of each month. (Please consult the Comparative Literature Graduate Studies Office for details).

Master's Degrees must be completed within five (5) years of the last month of the first semester.\*

Dual Master's Degrees must be completed within six (6) years of the last month of the first semester.\*

**\*Please note, however, that in order for Comparative Literature graduate students to be making satisfactory progress, they must follow the guidelines established by the Department. (See section on “Progress Towards the Degree.”)**

Degrees are granted monthly. If a Master’s Thesis is required, two bound copies must be received by the University Graduate School by the 27<sup>th</sup> of the month in which the student wishes to graduate.

If the 27<sup>th</sup> of the month falls on a weekend, then the deadline will be the Friday prior to the weekend. For the month of February the 24<sup>th</sup> will be the deadline. For the months of December and May the Thursday prior to Commencement will be the deadline.

Paperwork for the M.A. degree received after the 27<sup>th</sup> will be conferred the following month.

Diplomas are mailed to the student’s permanent address by the Office of the Registrar. It is the student’s responsibility to verify that the Office of the Registrar has the proper address on file. Diplomas are mailed by the Office of the Registrar two to three months after the degree is conferred.

*Please Note: Should the Graduate School Recorder discover any problems, degree conferral may be postponed.*

## **THE PH.D. DEGREE IN COMPARATIVE LITERATURE**

### Course Requirements

A total of 90 credit hours, including 65 credit hours of course work, of which 35 credit hours must be in Comparative Literature. Up to 30 credit hours earned for the Master’s Degree may be counted toward this total, but the research hours given for the doctoral dissertation may not. The dissertation must not exceed 25 credit hours of C810. All graduate students will be required to take C501 (Introduction to Contemporary Literary Studies), C502 (Fields and Methods of Comparative Literature), and two literature survey courses offered by the Department, one dealing with the pre-modern period and one dealing with the modern period. The first survey requirement would normally be met by taking C505, C521, C523, or C525; the second survey requirement would normally be met by taking C506, C529, C533, C535, C537 or C538. In addition, Ph.D. students must complete a proseminar chosen from graduate courses in Comparative Literature that have not been used to fulfill other course requirements. (See the discussion of the proseminar requirement under M.A. Degree Coursework Requirements.) In special cases, petitions to substitute courses for the period courses listed above may be submitted to the Director of Graduate Studies or the Department Chair.

Many courses from other departments involving a comparative approach may be counted toward the Comparative Literature major. These courses are listed under the heading “Comparative Literature” in the Graduate School Bulletin. If a question arises, consult the Department Chair or the Director of Graduate Studies. With the consent of his or her advisor, a student may also apply to have a course that is not cross-listed count toward the Comparative Literature major. Approval for such an arrangement should be obtained from the Department Chair or the Director of Graduate Studies before the student enrolls in the course. Only by way of exception can a student ask that a course offered by another department be counted as a Comparative Literature course. Note: All requests for exceptions must be approved with the written consent of the Director of Graduate Studies.

**WARNING:** Only the courses listed in the latest version of the Graduate Bulletin carry graduate credit. Students are also responsible for ascertaining if a course they wish to take in a foreign language, music, or another supplementary area will count for a specific degree.

Instructors are encouraged to file written evaluations of a student’s performance. These evaluations are available for the student’s inspection on personal request.

If graduate students majoring in Comparative Literature receive a grade of C+ or lower in C501/C502 (or any required Comparative Literature course) they must either repeat the course (under the same or different instructor) or meet the conditions for making up the deficiency set by the original instructor.

The Comparative Literature Department offers a flexible curriculum. Students may take courses in virtually any language or literature, as well as in a wide variety of other fields, and apply the credit toward the Ph.D. The criteria for course selection should include consideration of the qualifying examinations, as well as the concern for establishing an area of specialization. Detailed descriptions of Comparative Literature course offerings are available on line and from the departmental office no later than the pre-registration period for any given semester or summer session.

#### Revalidation of Graduate Credit

“Normally, a course may not be counted toward degree requirements if it has been taken....more than seven years prior to the passing of the Qualifying Examination for Ph.D. students” (Graduate School Bulletin). However, the Director of Graduate Studies “may recommend to the Dean that course work taken prior to the above deadline be revalidated if it can be demonstrated that the knowledge contained in the course (s) remains current...Each course for which consideration for revalidation is being requested should be justified separately” (Graduate School Bulletin). See the Bulletin for the various ways in which currency of knowledge may be demonstrated.

#### Language Requirements

Entering doctoral students are normally expected to have a good command of at least two foreign languages. Students will ultimately need certified reading proficiency in three foreign languages in order to be eligible for the Ph.D. qualifying examinations. The procedures for certifying proficiency in a foreign language are essentially the same for doctoral students as for master’s students; (see page 6.)

#### Ph.D. Minor Requirements

As part of the doctoral degree, majors in Comparative Literature must complete the requirements for either (a) two minor fields (subject concentrations) or (b) one intensive or double minor in a single field. The requirements for minor fields vary with each department granting minors, and students must contact the departments in which they intend to minor in order to be certain of the requirements. There is usually a minimum of 12 credit hours required in each minor; an intensive minor would normally consist of at least 24 credit hours. It is the sole responsibility of the student to have the appropriate department(s) notify both the Comparative Literature Office and the Graduate School that the respective minor requirements have been met. Students are normally expected to obtain prior approval of their plans for course work in a minor field from the Graduate Advisor (or comparable officer) in the minor department or program. For those who plan to teach, a solid grounding in an area other than Comparative Literature (for example, in a national literature) is strongly recommended. Since many teaching positions will be joint appointments, competence in more than one area is critical.

Besides Ph.D. minors granted by individual departments or programs, many interdepartmental minors are available. The Minor in Literary Theory, which is jointly administered by the departments of English and Comparative Literature, is described on page 24.

For information about the following interdepartmental minors, see the Graduate School Bulletin.

Ph.D. Minor in Biblical and Literary Studies  
 Ph.D. Minor in Cultural Studies  
 Ph.D. Minor in Film Studies  
 Ph.D. Minor in Gender Studies  
 Ph.D. Minor in Jewish Studies  
 Ph.D. Minor in Human Sexuality  
 Ph.D. Minor in Medieval Studies

Ph.D. Minor in Renaissance Studies  
 Ph.D. Minor in Semiotic Studies

### Qualifying Examinations

Students will not be allowed to take the Ph.D. qualifying exams until authorized by the Director of Graduate Studies. The Department has approved these steps in order to prevent misunderstanding on the part of students or faculty about the form, content, or procedures involved in the exams and to underscore the importance of these exams in preparing students for the final stage of the doctoral program.

### Eligibility

Students become eligible to take the Ph.D. qualifying examinations when they have completed the following requirements:

1. Official application and admission to the Ph.D. program in Comparative Literature
2. Certification of reading proficiency in three foreign languages, or two foreign languages plus approved substitution of 27 credit hours in a non-literary discipline. (See the information under “Language Requirements.”) Written certification of foreign language proficiency must be received by the Department before students will be allowed to schedule their examinations.
3. Completion of one intensive or two regular Ph.D. minors. (All minors must be completed and certified in writing by the appropriate departments before students take their qualifying exams.)
4. Completion of all required courses and credit hours. (C501/C502 must be satisfactorily completed before students will be permitted to begin their exam sequences; all other course work must be completed and all incompletes in courses counting toward the major or minors must be removed before students may take their qualifying exams).

### Procedures

A student wishing to be designated eligible to take the qualifying exams should follow these steps:

1. The student should notify the Director of Graduate Studies in writing of his or her intent to take the qualifying examinations. (Double majors will need to consult with the DGS of the other major as well).
2. The student should obtain from the Graduate Studies Office a copy of the “Guidelines for the CMLT Ph.D. Qualifying Exams” and sign the “CMLT Ph.D. Qualifying Exam Checklist.”
3. The student should then consult with his or her faculty mentor and propose three to six examiners, topics and reading lists for the three examination sections, and dates for the written and oral examinations. Each section of the examinations requires two examiners, and one examiner may serve on no more than two sections. Each of the student’s Ph.D. minor fields should be represented by an examiner, unless the minor field DGS waives participation in the examinations. Whenever possible, the examination committee should be arranged so that the student’s faculty mentor is included among the examiners. In that event, the faculty mentor should serve as the chair of the student’s examination committee; otherwise, the Director of Graduate Studies will ask one of the other examiners to serve as chair of the committee. The chair will coordinate the final designation of topics and reading lists so that they form a reasonable and coherent set, without significant overlap or duplication.
4. **AT LEAST SIX WEEKS PRIOR TO THE PROPOSED WRITTEN EXAMINATION DATE**, the student should submit the signatures of the examiners and a copy of the reading list for each examination section to the Graduate Studies Office in order to obtain written approval of the slate of examiners, date of exams,

topics, and reading lists from the Director of Graduate Studies, who will also certify that the student has met all other requirements. Only under extraordinary circumstances will the Director waive the required six - week preparation period.

### Exam Topics

The three sections of the examinations have different topics, each of which involves comparisons among works deriving from different national, linguistic, or cultural traditions, or different artistic media.

"Synchronic Topic" - Students must choose a topic that emphasizes comparisons among works created within a specified period of time, though not necessarily related to each other developmentally.

"Diachronic Topic" - Students must choose a topic that emphasizes developmental relationships among works created at different periods of time and that examines chronological sequence, historical relationships, generic definitions, or theoretical concerns.

"Special Topic" - Students must choose a topic that focuses on a comparative problem or question of special interest to them, usually related to a topic under consideration for the doctoral dissertation.

Students and faculty may view examples of previously approved qualifying exam topics and reading lists which are available upon request from the Graduate Studies Office.

### Reading Lists

1. Students should prepare a reading list of primary and secondary works for each of the three topics. Ample and repeated consultation with the examiners is needed to develop the reading lists.
2. Approval signatures of both examiners must be on each reading list submitted to the Graduate Studies Office at least six weeks prior to the examination date.
3. The student's minors and languages must also be noted on each reading list.

### The Written And Oral Examinations

Two weeks prior to the written exam date, the examiners for each section will provide three questions that the student must be prepared to answer. During this two-week period, the examinee may consult with the examiner(s) to clarify any aspect of the examination that may be unclear.

The written examination will consist of three questions out of the nine questions previously distributed (one question from each of the three sections.) The choice of questions will be made known to the student only at the examination. Candidates are permitted to bring their reading lists with them to the examination. Foreign students are also permitted to bring a dictionary of their native language and English to the examination. Candidates are not permitted to bring any other written materials, whether on paper or on disk, to either examination, nor are they allowed to make notes on their reading lists. The examination will normally be scheduled for a Friday and consist of two sessions, one of four hours and one of two hours, with a one hour break between the two sessions. Students may choose to have the long session in the morning and the short session in the afternoon, or reverse the order. Two questions, to be designated by the examiners, will be assigned during the long session; the candidate will receive the third question at the start of the short session.

One week after the written examination, the student will sit for an oral examination of at least one hour but no more than two and a half hours, as the examiners see fit. Copies of the answers to each of the three questions on the

written examination will be distributed to all examiners as soon as possible. All examiners are expected to attend the oral examination, which will be presided over by the exam committee chair.

The examiners are at liberty to ask questions not only about the answers that were formulated on the written examination, but also about the six questions that were not addressed on the written examination, indeed, on any part of the reading lists.

Examiners will not assign a grade, discuss the oral examination with the student, or divulge their opinion of the written examination to the student during the week preceding the oral examination. It will therefore be important for the student to avoid contact with the examiners before the oral examination takes place.

The results of the examinations will include an evaluation of the written and oral sections. Shortly after the conclusion of the oral examination, the examiners will make a formal evaluation of the overall performance, both written and oral, for each section of the examinations. Each section of the examinations should be assessed a grade of “fail” or “pass.” Ideally, the two examiners for each section should try to determine a single overall assessment of the student’s performance (even if they inevitably differ in their personal assessments of the examination). In the event of an unresolvable disagreement between the two examiners for a section as to whether the candidate should pass or fail, the Chair of the department should identify a third reader from the examination committee to adjudicate.

Students may arrange for the oral examination to be held any time that the 3-6 examiners can be convened, although the times should be within the usual hours the departmental offices are open.

A student need stand again for only the section(s) of the examinations which he or she has failed. In other words, the student does not have to retake the section(s) of the examinations that have been passed. The student will take both the written and oral examinations for the section(s), which he/she has failed. However, in the written examination, instead of writing on the same question written on before, the student will be asked to write on one of three questions submitted by the examiners two weeks before the new examination. These questions may or may not include the two on the earlier examination on which the student was not asked to write. The student however, will also be responsible in the oral examination for the question for which previously provided answer was judged inadequate answer, indeed, for any question relating to the original reading list previously for that area.

If the student has failed all three sections of the examinations, the examining committee for the retake of the written and oral examinations will consist of all examiners; if the student fails one or two sections, the committee will consist of at least three examiners, the original examiners in the failed section(s) plus at least one additional member of the original committee, to be designated by the Director of Graduate Studies.

At least a month, but not more than six months, should transpire before a student is to be examined again. Whenever possible, the same two examiners should be involved when the student is examined again on a topic failed; in those (presumably rare) instances when this is not possible, an alternative examiner should be identified by the DGS in concert with the student and the chair of the examination committee. Under no circumstances should both examiners be replaced.

A student may stand for the qualifying examinations a total of three times. In other words, she/he is limited to two additional opportunities to pass any part of the examinations if she/he should fail the first time.

In the event that an emergency prevents an examiner from participating in the oral examination, it will be postponed until a later date, unless the chair of the committee and the student agree to hold it at the scheduled time.

While preparing for the Qualifying Examinations, students who have completed all necessary course work are not required to enroll for any graduate credit. Enrollment may still be advisable in order to obtain certain rights and privileges, or to satisfy visa requirements. (See IUB ENROLLMENT REQUIREMENTS.) However, once a student achieves candidacy, enrollment for at least one hour per semester is required (see below).

### Candidacy

When all language and course requirements have been fulfilled and after the examiners have certified that the qualifying examinations have been passed, the Department Chair or the Graduate Advisor shall submit a Nomination to Candidacy form to the Graduate School. Upon approval of the Dean, the Graduate School will award the student a Certificate of Candidacy. The date of admission to candidacy is the date of completion of the qualifying exams.

#### Continued Enrollment:

Students are required to enroll for at least one hour of credit each fall and spring semester until they complete their degree or until their candidacy expires seven years from the date of their qualifying examination. If students fail to register for one or more semesters, they will be required to register retroactively before their degree will be granted. This involves paying the tuition and a \$250.00 retroactive registration fee for each semester. If your candidacy expires, student status will be suspended, and registration will not be allowed to register until candidacy has been reinstated according to the University Graduate School procedures. Once reinstated, the student must again register for each fall and spring semester until completion of the degree or until candidacy lapses after three years. Failure to meet this requirement will automatically terminate the student's enrollment in the degree program.

A candidate who will be graduated in June, July, or August of any year must enroll in a minimum of one hour credit as described above in either the current or the immediately preceding summer session. (See Graduate School Bulletin).

#### Lapse of Candidacy and Reinstatement:

The student must submit and must have received acceptance of his or her dissertation within seven years after passing the qualifying examination. Failure to meet this requirement will result in the termination of candidacy and of the student's enrollment in the degree department. Any student whose candidacy lapses will be required to apply to the Graduate School for reinstatement before further work toward the degree may formally be done. To be reinstated to candidacy in the Graduate School, the student must (1) obtain the permission of his or her departmental chairperson; (2) fulfill the departmental requirements in effect at the time of the application for reinstatement; (3) pass the current Ph.D. Qualifying Examinations or their equivalent (defined in advance); and (4) request that the Dean of the Graduate School reinstate him or her to candidacy. Such reinstatement, if granted, will be valid for a period of three years. (See the Graduate School Bulletin.)

According to the Graduate School Bulletin, "a department must define in advance specifically what is meant if an 'equivalent' examination is to be used, and that definition must be approved by the Dean of the Graduate School." During the coming year, the faculty will ask the Dean of the University Graduate School to approve the following definition..... "The equivalent to the Qualifying Examination in Comparative Literature to be taken by students applying for reinstatement to candidacy will consist of three essays to be written in two sittings not to exceed a total of six hours. Each essay will be on one of the three topics on which the student originally passed the qualifying examination. The exam questions will be based on a reading list for each of the three topics that will consist of a selection of the primary works and major critical texts from the original list, and of the recent literature in the theory and criticism of the area. The questions for each of the three exam areas are to be written, and the essays to be evaluated, by the examiners designated by the Graduate Director. One week after the written exam, the student will undergo an oral exam of 1 ½ to 2 ½ hours, with questions on any of the texts on the reading list for each topic. A single grade of "Pass" or "Fail" will be given for each topic."

#### The Dissertation

A dissertation is required and is graded under C810 or G901. The number of credits granted under C810 varies since the credits should bring the student's total hours to 90. Only one credit hour of C810 or G901 is required for acceptance of the dissertation; no more than 25 credit hours of dissertation research may be included in the minimum of 90 credit hours required for the doctoral degree. The grade of "R" is automatically awarded for work on the dissertation until it is defended and accepted.

Besides being a contribution to scholarship, the dissertation represents the culmination of the student's course work. Translations are normally not acceptable projects for dissertations. In line with current Graduate School policy, no dissertation may be published prior to its formal acceptance by the committee in charge; however, portions of a dissertation-in-progress may be submitted for publication with the permission of the committee.

Candidates choose their dissertation director and dissertation committee in consultation with the Department Chair. The committee is usually composed of four or five faculty members, all of whom must be Full, Associate or Affiliate members of the Graduate faculty and who must include two representatives of the student's minor(s), unless a waiver to that effect has been obtained from the respective department. The Graduate School Bulletin lists the individuals who have been appointed to membership in the Graduate School faculty; on specific regulations concerning the composition of the dissertation committee, consult the Graduate School Bulletin. See the lists of Comparative Literature Faculty and Associated Faculty for scholarly resources available for Ph.D. dissertation committees. Committee members who, because of absence or illness, are unable to continue serving on the candidate's committee will inform the director so that a suitable replacement can be named by the Department Chair, after consultation with the candidate.

A dissertation proposal should be presented to one's dissertation director shortly after admission to candidacy. It should be three to five pages in length (excluding bibliography) and include the following elements:

- (A) Title of dissertation;
- (B) Description of the topic;
- (C) The rationale behind the choice of topic, and the anticipated contribution of the proposed research to knowledge;
- (D) Current state of research on the topic and basic bibliography;
- (E) Method and plan of work, including the general approach.

The above elements should be presented in narrative form. The proposal need not present the actual arrangement of chapters, although in some cases this may be feasible and desirable. The proposal should mention the way in which the dissertation is comparative and what languages are involved.

Once the director has signed it, the proposal will be sent to the Department Chair for approval of the topic and the composition of the committee. Upon approving the proposal, the Chair will routinely ask the dissertation director to convene a meeting of the candidate and dissertation committee for a detailed discussion of the project.

Candidates are advised to consult with their dissertation director concerning all procedures to be followed in preparing the dissertation. Early involvement of all members of the committee in the ongoing work is strongly recommended. All members are requested to submit reader's reports.

It is recommended that students use the most recent edition of the MLA Handbook for Writers of Research Papers unless the dissertation committee suggests the use of another manual because the subject matter involved renders it more appropriate. The following website (Guide to the Preparation of Thesis and Dissertations) will give you additional information: <http://www.indiana.edu/~grdschl/guide.html>. However, students now have the option of submitting their dissertation on-line. If you choose to submit your dissertation on-line, please read the information listed below:

- The web site for information and instructions on how to submit your dissertation electronically: <http://dissertations.umi.com/indiana/>.
- VERY IMPORTANT – please go to the web page and read the Frequently Asked Questions and Frequently Asked Questions about PDF Files.

- Format requirements are the same as the unbound/bound dissertation; except that the Acceptance and Abstract pages are included WITHOUT signatures.

In addition to the on-line submission of the dissertation, the University Graduate School must receive the items listed below in order for the degree to be awarded:

1. Acceptance Page with original signatures
2. Abstract with original signatures
3. Title Page
4. Copyright Page
5. Microfilm and Copyright fee receipt from the Office of the Bursar
  - (a) Microfilm: Mandatory - \$60.00
  - (b) Copyright: Optional - \$45.00
6. OPTIONAL: Two forms: Survey of Earned Doctorates – This form has a web site: [http://www.uic.edu/dept/grad/gcforms/sed04\\_05.pdf](http://www.uic.edu/dept/grad/gcforms/sed04_05.pdf) and the Indiana University Exit Survey (if you are on campus, you may go to the University Graduate School, Kirkwood 111, to pick up this form) or phone (812-855-1117) or e-mail [druddick@indiana.edu](mailto:druddick@indiana.edu).

After completing your online submission, please deliver a check or money order (payable to Office of the Bursar)

Office of the Bursar  
Indiana University  
Franklin Hall 011  
601 East Kirkwood Avenue  
Bloomington, Indiana 47405

*\*Students should note on the check that the payment is for microfilming (required) and copyrighting (optional).*

The above items may be submitted to the University Graduate School in person or by mail addressed to:

Dana Ruddick  
University Graduate School  
Indiana University  
Kirkwood Hall, Room 111  
Bloomington, Indiana 47405

Departmental requirements have not changed and we do still require a bound copy of your dissertation. (However, we do not require your dissertation to be printed on 100% cotton). The only thing that has changed is that students may now submit their dissertations to the University Graduate School electronically.

#### Dissertation Defense

The dissertation defense is an oral examination held after the dissertation has been completed but before it is bound. The student must arrange the time and date of this defense with the dissertation director and the members of his or her committee at least five weeks in advance. Any member of the Graduate School faculty at Indiana University may attend the defense, but usually only the student's committee is present. A summary of no less than 150 words (maximum: one double-spaced, typed page) must be submitted to the Comparative Literature Graduate Studies Office. The announcement should be informative and contain a brief statement of the principal results and conclusions. It must be approved and signed by the dissertation director, and must be submitted to the Graduate School thirty days prior to the defense. It should conform to the approved format. (See "Guidelines" and "Sample Announcement;" page 76).

#### Graduate School Dissertation Requirements

For Graduate School requirements concerning the actual submission of the dissertation, see the current Graduate School Bulletin, or the Guide to Preparation of Theses and Dissertations, a pamphlet available at Kirkwood Hall Room 111.

Format: The Graduate School has some rules concerning the format of the dissertation, which is spelled out in the Guide. The pamphlet contains samples of the title page, the acceptance page, the announcement page, and the copyright page. Note that footnotes must appear on the page where the annotation occurs, or at the end of each chapter. Check the pagination of your dissertation. As of 1984/85, the Graduate School requires that copies of the dissertation be duplicated on watermarked 100% cotton paper. See also the sample pages in the appendices of this handbook.

Abstract: The student must prepare (and have approved by the dissertation director) an abstract of 350 words (in duplicate, double-spaced, plain white paper.) The original is sent to be microfilmed with the dissertation. The copy is signed by all members of the candidate's committee and is filed in the Graduate School record. The abstract should be taken to the defense in order to facilitate obtaining the necessary signatures.

Acceptance Page: An acceptance page is placed after the title page in each copy of the dissertation. Spaces should be provided for the signature of each member of the student's committee beneath the following statement: "Accepted by the faculty of the University Graduate School, Indiana University, in partial fulfillment of the requirements for the degree Doctor of Philosophy"

Copyright Page: If copyrighting is desired, a copyright page must be in all copies, including the original, and should have the following format:

(Use small "c" and circle it) Year  
Student's Name  
ALL RIGHTS RESERVED

VITA PAGE: A vita page is placed at the end of each copy of the dissertation. The Graduate School prefers "the standard vita format" but accepts a vita written in paragraph form.

#### Binding and Submission of the Dissertation to the Graduate School

After the defense and acceptance of the dissertation, the student should:

1. Go to the Bursar's Office, Franklin Hall, Room 101, to pay fees (\$60.00 microfilming, plus an additional \$45.00 if copyrighting (subject to change) keep the fee receipt);
2. Make arrangements to have TWO complete copies bound for submission to the Graduate School. These copies must have been produced on 100% cotton paper. Students in Bloomington will probably find it easiest to have the dissertation bound at Smith Book Bindery, 112 West 10th Street (phone: 332-2743; Hours: MTRF 8:00-4:00). For dissertations up to 299 pages, the cost for binding is \$44.00 per copy for dissertations bound in black; for dissertations up to 300-399 pages, \$50.00 per copy if bound in black; for dissertations up to 400-499 pages, \$60.00 per copy if bound in black. Dissertations over 500 pages \$67.50 per copy if bound in black. An additional \$2.50 per copy if in color. (Prices subject to change without notice). Payment of the \$8.50 delivery fee is highly recommended; with a required three weeks notice, Smith will then automatically deliver the bound copies to the Graduate School. Keep the bindery receipt, and bring it to the Ph.D. Recorder of the Graduate School in Kirkwood Hall. *\*Please note\* All bindery pricing is approximate and subject to change. For current pricing please contact Smith Book Bindery.*

Students off campus may wish to employ the services of a book bindery near their home. Please note that dissertations may not be spiral bound (see sample bindings in the Comparative Literature Office). The two bound copies will have to be mailed to the Graduate School (preferably by certified mail.)

NOTE: The Graduate School will not recommend the candidate to the Board of Trustees for receipt of the degree until it has received the bound copies of the dissertation, OR until the Ph.D. Recorder has been

presented with a receipt from Smith Book Bindery indicating their imminent delivery. The latter procedure is particularly recommended to students leaving Bloomington immediately after completing the dissertation.

3. Deliver (or mail) the unbound original typewritten dissertation to the Graduate School in a box suitable for mailing, accompanied by the following papers:
  - (A) A signed acceptance page
  - (B) Two abstracts, original (unsigned) and one copy (signed)
  - (C) Copyright page (if copyrighted)
  - (D) Vita page
  - (E) Microfilm contract and survey form (both signed, include title page with microfilm contract)
  - (F) Fee receipt from the Bursar's Office and bindery receipt

### Application for Degree

For doctoral students, submission to the Graduate School of the copies of the completed dissertation and abstract as described above...constitutes an application for the conferral of the Ph.D. degree. The dissertation in its final form and the abstract must be submitted to the Graduate School at least 30 days before the expected date of degree conferral. Doctoral students are reminded that (A) The 30-day announcement deadline prior to the defense of the dissertation and the 30-day deadline prior to degree conferral are non-overlapping time periods and (B) That following the defense of the dissertation, revisions, corrections, etc., are frequently required by a Research Committee and that these revisions must be made before the dissertation is ready for binding and submission to the Graduate School. (See The Graduate School Bulletin.)

### **THE "DOUBLE PH.D." IN COMPARATIVE LITERATURE AND A SECOND DEPARTMENT**

Comparative Literature students may complete their requirements for the Ph.D. in Comparative Literature while simultaneously pursuing a second major in another department. Such a program of study requires approval by the Comparative Literature Department, the other department, and the Dean of the Graduate School, and is subject to the following general conditions set down by the Graduate School:

There must be a substantive relationship between the two major fields, particularly with respect to the topic of the student's dissertation; and all degree requirements for each major must be fulfilled, including the passing of two sets of qualifying examinations. In some instances it may be possible to count the same work toward requirements in both departments (e.g., a specific foreign language acceptable in both programs). The exact courses of study and examinations required are to be determined by members of the research committee from each of the majors. Any area of substantial overlap in the two courses of study or in the examination is to be negotiated by the committee as a whole and approved by the dean. Students enrolled in a double Ph.D. program do not need to declare a minor field, though they are free to do so.

There must be at least four faculty members on both the advisory and research committees for a double major, with two from each of the majors. If other minor fields are involved, a representative must also be present from each of these.

A total of 90 credit hours are required for the Ph.D. degree with a double major. While judicious program planning may permit completion of some double majors within the 90 credit hours, other students may accrue additional hours due to the programs of study required for each major. In recognition of such a possibility, students in the program will be allowed one additional year before they must take the qualifying examinations. For rules governing double majors, Comparative Literature students should consult the Director of Graduate Studies.

### **A List of Important Time Frames Which Pertain to Degree Completion**

### Ph.D. Requirements

If applicable, the student should request the Department to apply for Transfer of Graduate Credit before taking the qualifying examinations. (Please consult the Comparative Literature Graduate Studies Office for details).

The qualifying examinations must be passed at least eight (8) months before the degree can be awarded.

The Department will initiate the Nomination to Candidacy Form after the student passes the qualifying examination.

The Nomination to Research Committee Form must be approved by the University Graduate School at least six (6) months before the defense of the dissertation.

At least thirty (30) days prior to the scheduled defense of the dissertation, the candidate must submit to the University Graduate School a one-page announcement of the final examination. (See the format for the announcement in the “Preparation of Theses and Dissertation Guide,” available from the University Graduate School.

*Please Note: By this point, students must have completed a total of ninety (90) applicable credit hours (excluding G901) before the degree can be awarded.*

The student must defend his/her dissertation and submit the unbound and bound copies to the University Graduate School within seven (7) years after passing the qualifying examination.

Degrees are granted monthly. If the unbound and bound copies of the dissertation are submitted to the University Graduate School by the 27<sup>th</sup> of the month, the degree can be awarded the same month; otherwise, it is granted the following month.

Students who have passed the qualifying examination must enroll each semester thereafter (excluding summer sessions unless the student is to graduate in June, July, or August). Candidates graduating during these months must enroll in one (1) hour of credit in the current or immediately preceding summer session. Students enrolling in G901 must be:

- (1) doctoral students who have completed ninety (90) credit hours or more of graduate coursework
- (2) doctoral students who have completed all requirements for their degree except the dissertation
- (3) doctoral students who have not enrolled in more than six (6) semesters of G901

*Please Note: Should the Graduate School Recorder discover any problems, degree conferral may be postponed.*

If the 27<sup>th</sup> of the month falls on a weekend, then the deadline will be the Friday prior to the weekend. For the month of February the 24<sup>th</sup> will be the deadline. For the months of December and May: the Thursday prior to the Commencement will be the deadline.

Paperwork for the PH.D. degree received after the 27<sup>th</sup> will be conferred the following month.

Diplomas are mailed to the student’s permanent address by the Office of the Registrar. It is the student’s responsibility to verify that the Office of the Registrar has the proper address on file. Diplomas are mailed by the Office of the Registrar two to three months after the degree is conferred.

### **THE PH.D. MINOR IN COMPARATIVE LITERATURE**

To fulfill the requirements for the Ph.D. minor, students are expected to complete successfully (i.e., with a grade of B- or better) at least four courses in Comparative Literature, including C501, “Introduction to Graduate Studies in Comparative Literature.” Since most courses carry four credits, a minor will usually amount to taking between twelve and fifteen credit hours. Students may arrange for an independent reading course (C604) with the approval of

the Graduate Advisor; such a course must carry a minimum of three credits. Students must also demonstrate a fluent reading knowledge of at least one foreign (non-native) language.

The choice of courses should be made either with the idea of supporting areas of special interest in the student's major or with a view to a reasonable degree of coherence within the area of comparative literary studies. To plan their Department courses, students should consult with the Director of Graduate Studies of the Comparative Literature Department as soon as they have decided to take a minor in the field. Detailed descriptions of Comparative Literature course offerings are available on line and from the Office by the beginning of the preregistration period for any given semester or summer session.

Comparative Literature graduate faculty are encouraged to file written evaluations of a student's performance. These evaluations are available for the student's inspection on personal request.

An examination in the minor is not required; but a member of the Comparative Literature faculty must serve on the student's dissertation committee, unless this requirement is waived by the Department.

All inquiries about a minor in Comparative Literature should be directed to the Director of Graduate Studies.

### **PH.D. MINOR IN LITERARY THEORY**

Jointly administered by the departments of English and Comparative Literature, the minor requires a minimum of three courses, including one selected from Group I and one from Group II. An intensive minor in Literary Theory requires a minimum of six courses, including two selected from Group I and two from Group II. Remaining courses may come from Groups I, II, or III. Courses not listed below may qualify, but require written approval in advance; consult with the Graduate Advisor in English or Comparative Literature.

#### GROUP I:

C503  
C504  
C601  
C602

#### COMPARATIVE LITERATURE

Topics in World Criticism and Theory I  
Topics in World Criticism and Theory II  
Studies in the History and Theory of Criticism  
Contemporary Theoretical Issues and Approaches

#### GROUP II:

L605  
L607  
L608  
G660  
L707

#### ENGLISH

Contemporary Approaches to Literature  
History of Literary Criticism to the Enlightenment  
History of Literary Criticism from 1750 to 1960  
Stylistics  
Studies in Literary Theory and Criticism

#### GROUP III:

French and Italian (F564)  
French and Italian (F584)  
French and Italian (F647)  
Germanic Studies (G505)  
Slavic Languages and Literature (R598)  
Spanish and Portuguese (S473)  
Spanish and Portuguese (S512)  
Theatre and Drama (T555)  
Theatre and Drama (T556)

#### ADDITIONAL COURSES

Issues in Literary Theory  
Stylistics and Semantics  
Contemporary French Theory and Criticism  
New Literary Theory and the German Text  
Literary Theory in its Russian and East European Context  
Hispanic Literature and Literary Theory  
Theory and Criticism  
Drama Theory I  
Drama Theory II

### **CERTIFICATE IN LITERARY TRANSLATION**

The Certificate in Literary Translation provides students with certification of a successfully completed course of study in the practice and theory of literary translation. As an addition to an M.A. or Ph.D. qualification, the certificate offers a clear strength to students going on the job market.

### Course Requirements

The Certificate in Literary Translation comprises 22-24 credits. These must include: C580 (History and Theory of Translation); C581 (Workshop in Literary Translation) plus one other translation workshop; and three further relevant courses in either Comparative Literature or one of the foreign language departments, consisting either of graduate-level literature courses using original-language texts (documentation of this is required) or advanced courses (300 level or above) in the language itself.

### Program of Study

Students intending to complete the Certificate in Literary Translation should inform the chair of the Translation Studies Committee and the Graduate Studies Office, who in turn, will maintain a record of the student's progress. Each student will plan out a coherent program of study in consultation with the Translation Studies Committee. Approval for coursework intended to fulfill certificate requirements must be obtained in advance from the Committee.

### Language Requirements

Expert knowledge of English and one foreign language.

### Translation Project

The student is required to present a substantial translation project, approved by an advisor who in turn has been approved by the Translation Studies Committee. The project will consist of the translation of a literary or scholarly work or works into English, accompanied by an essay explicating theoretical and/or practical issues salient in the translation process. Though the scope of the project will be negotiated among the student, the advisor, and the Translation Studies Committee, the translation and essay together will typically be around 40-60 pages in length. A student revising a translation originally prepared to satisfy the workshop requirements may receive up to three credits for the revisions and introductory essay. If the Translation Project is completed in partial fulfillment of the requirements for the M.A. guidelines for the M.A. project/thesis pertain.

### Translation Studies Committee

A three-to four-member Translation Studies Committee appointed by the Chair of Comparative Literature oversees the coordination of the ongoing coursework, requirements, standards, and evaluations associated with the Certificate in Literary Translation. The committee evaluates the Translation Project, consulting when necessary with the student's advisor and with other faculty members both inside and outside Comparative Literature faculty.

## **REQUESTING A GRADE OF INCOMPLETE IN A COURSE**

Normally, a student who registers for a course is expected to complete the requirements for that course before grades are due for the semester. Occasionally, however, students confront a serious and unexpected obstacle to completing the final required coursework within the semester deadlines. In this case, the student has the option of requesting the grade of Incomplete from the course instructor. A student should make the request for an Incomplete in writing and prior to the end of classes. No professor is under obligation to agree to the request for an Incomplete or to grant an Incomplete without an explicit request from the student. A student who has trouble completing course requirements

before midterm should consider withdrawing from the course; check the academic calendar on the Office of the Registrar's website for the deadlines for withdrawing from a course.

All students should recognize the responsibility they accept when they ask a professor for an Incomplete in a course. An Incomplete is not a substitute for completing the requirements of a course or an open-ended deferral of the requirements of the course. Some requirements for a course cannot be completed after the course has stopped meeting. Students should therefore consult with the professor before the end of classes, in order to determine which work deadlines can be extended and which cannot.

If a student requests and receives an Incomplete, his or her plan should be to complete the work for the course within the next six months, if not earlier. Staying on schedule to complete the work for a course is the student's responsibility, not the professor's or the department's. A student may not enroll a second time in a course in which he or she has a grade of Incomplete. The Registrar's Office automatically turns Incompletes into F's if twelve months have elapsed and the professor has not turned in a grade. Remember that your professor has other instructional and administrative responsibilities and will need sufficient time to read and grade your late work after you hand it in.

A grade of Incomplete that turns into an F will seriously lower your GPA, which in turn will lower your chances of receiving associate instructorships and fellowships, as well as admission into the doctoral program, since these usually require a GPA of 3.5 or higher. Incompletes can often have the same effect, even before they turn into Fs, since they suggest a student has difficulty meeting academic responsibilities. Low GPA or multiple Incompletes can also lead to academic probation and dismissal from the Graduate School.

If you are experiencing difficulty completing work for which you have received an Incomplete, seek advice from your instructor. You may be able to request an extension of the Incomplete, giving you additional time before the I becomes an F. Extensions of the grade of Incomplete beyond twelve months are not automatic, they require a written request explaining the reason for the extension and must be approved by the Department and the Graduate School, as well as by the instructor.

#### Methods For Removing Incompletes

A grade of Incomplete may be removed in one of the following ways:

- (1) By the student completing the course within the time limit and the instructor sending the appropriate Removal of Incomplete form to the Office of the Registrar
- (2) By the Dean of the student's school authorizing the change of Incomplete to W
- (3) By the Dean of the student's school authorizing the change of Incomplete to F.

### **ASSOCIATE INSTRUCTORSHIPS**

It is the policy of the Comparative Literature Department to provide teaching experience for as many qualified graduate students as possible. However, the Department is not in a position to guarantee teaching assignments or to offer an already-appointed Associate Instructor (A.I.) a guarantee of support for a specific number of years. A student who is hired as an A.I. may be eligible for Graduate Fee Scholarships or Remissions.

At the present time, the following courses regularly employ Associate Instructors from the Comparative Literature Department: CMLT C145, C146, C151 and C255, COAS E103 and ENG W131. The specific qualifications and duties for each course are listed at the end of this section. Students interested in applying for an Associate Instructorship are urged to talk with the appropriate course supervisor well in advance of the application deadline in order to gain further information about the course. Preference will be given to students who have sat in on the course they are being considered for prior to application.

To be considered for appointment as an Associate Instructor in Comparative Literature, a student has to apply to the Comparative Literature Department, Ballantine Hall Room 913A. The student should pick up an application form

from the Graduate Studies Office, complete it, and return it by the announced deadline. Students who are not native speakers of English must pass the Indiana English Proficiency Exam (IEPE) and the Test of English Proficiency for International AI Candidates (TEPAIC) in order to be certified to teach on the Bloomington campus. Normally, students must be certified at the C1 (Outstanding) or C2 (Satisfactory) level to teach C145-C146, since these courses involve instruction in English composition. Students who receive a C3 (Adequate) certification may request further evaluation by the Department if they have had prior experience teaching English composition courses at the college level in the United States. The internal evaluation procedure, which will be conducted by the AI Affairs committee, will consist of a teaching demonstration, correcting and commenting on sample essays, and an interview. Students must notify the Director of Graduate Studies by January 10 if they wish to schedule a departmental evaluation in time to be considered for teaching the following academic year. The Dean of Faculties grants each department final judgment in determining whether a student's English proficiency meets the needs of an A.I. appointment. (For further information, see: <http://www.indiana.edu/~deanfac/tepaic>).

The Committee responsible for providing a ranking list of applicants for Associate Instructor positions to the Department Chair is the Associate Instructor Affairs Committee, whose function it is to advise the Chair on all matters pertaining to the A.I. policy.

The following factors are relevant in the ranking and selection process for A.I. positions:

1. Graduate students majoring in Comparative Literature will receive preference over students in other departments.
2. Usually, a student can be appointed only after he or she has completed a minimum of one year's full time graduate study, preferably with at least four courses in Comparative Literature.
3. To be eligible for appointment a student must be in good academic standing and making satisfactory progress toward his/her degree. Students with "Incompletes" on their records will not normally be appointed. The student's total academic performance will be taken into consideration in the selection process. Students who are appointed despite having "Incompletes" on their record must have them removed before July 1st of the new academic year; otherwise, their appointment may be cancelled.
4. In reappointing Associate Instructors, a number of different factors will be taken into consideration. The student's academic progress, the evaluation and recommendation of the course supervisor, and teaching evaluations solicited from the A.I.'s students are the most important. As a rule, good teaching will be rewarded; careless and indifferent or clearly ineffective teachers will not be reappointed. Students who have not completed the M.A. degree requirements by the beginning of their fifth semester of study are normally not considered to be making sufficient academic progress.
5. In the spring semester of each year the Committee will each year submit to the Chair a ranked list of candidates which balances experienced Associate Instructors with new ones. After the Associate Instructor has taught the equivalent of three years, his or her position in the ranking, all other things being equal, will begin to drop. This disadvantage of having taught for a number of years may be offset by other factors. For purposes of this reckoning, a normal year's teaching load is two or three sections; one section will count as a half-year.
6. Associate Instructorships need not be consecutive and are not guaranteed.

The student's financial situation is not to be considered in the selection process.

#### Courses That Regularly Use Associate Instructors

C145/146: Students who apply for a position in C145/146 must have a firm command of the fundamentals of English expository style and must be willing to devote a large amount of time and effort to the teaching of basic composition skills, which include grammar, spelling, punctuation, and mechanics. Students must understand that they will be expected to correct and grade student essays according to a standard handbook of English composition. In addition, teachers of C145/146 are expected to teach a pre-selected list of works of literature from a wide range of periods and national language groups. Although a teacher's special interests and skills can always make a contribution to the course, no teacher will be able to center in on special interests to the

exclusion or near-exclusion of the other works taught. The teaching of both writing and literature in these courses is coordinated by the structured, organized, and detailed syllabus; thus, the candidate for a teaching position must be willing to work closely with the faculty supervisor for the course and with all the others who are teaching the course. In addition, all C145/146 instructors are expected to complete assignments on the books which are taught and to attend regular staff meetings, as well as other pedagogical workshops held during the course of the semester.

C255: Candidates for teaching positions in C255 are expected to demonstrate familiarity with an art other than literature. Every teacher of C255 must audit the course before teaching it. There is no guarantee, however, that those who audit the course will be offered Associate Instructorships. All sections of C255 are taught according to a standard syllabus. Instructors are expected to attend weekly meetings conducted by the course supervisor. While the course only satisfies the COAS Intensive Writing requirement when taught by faculty, all sections have the same heavy writing assignment (five papers) and thus require much grading time.

W131: Offered by the English Department. Comparative Literature receives two or three AI appointments in this course each year. Candidates for teaching positions in W131 must fulfill the requirements set by the English Department.

#### Required Courses for Associate Instructors

During the first semester of their appointment, new Associate Instructors in C145/C146 and C255 must enroll in C508: Teaching Literature and Composition (1 cr.), which covers the methodology, theory, and practice of teaching literature and English composition. The course includes pre-semester training sessions, weekly workshops, Teaching Resources Center lectures, and selected readings in the field. It may be repeated once for credit. New Associate Instructors in W131 must enroll in ENG W501.

#### Test of English Proficiency for International AI Candidates (TEPAIC)

Departmental memos will be required before any international graduate students may register for the TEPAIC. Students may bring individual memos from the academic department which intends to hire them as A.I.'s. All international students who wish to teach for the Department of Comparative Literature are required to take the Indiana English Proficiency Exam (IEPE) as well as the TEPAIC. The Department does not offer exemptions from the IEPE based on TOEFL scores.

The TEPAIC exam currently consists of a 15-minute oral interview. If new international students do not pass the 15-minute oral interview and receive an NC4-Borderline Fail score, they can appeal this result and register to take an Appeal Exam, which includes a 5-10 minute oral interview, a 10-minute teaching demonstration, a 5-minute office-hour role play, and a 5-minute question-answer session.

Students who fail the TEPAIC or the Appeal Exam may enroll in G530. This graduate course will help students improve their language skills, teaching presentation skills, and knowledge of the US educational system. Students who successfully complete the course will receive an automatic TEPAIC "Certified" score.

As noted above, the Dept. of Comparative Literature requires international AI candidates to pass the TEPAIC with a rating of C1-Outstanding or C2-Satisfactory before they can be considered as instructors for C145-146. Students who receive their certification by passing the Appeal Exam or completing G530 will need to retake the TEPAIC or undergo further departmental evaluation as described above if they wish to be considered for a C145-146 appointment.

For detailed information concerning the format and scoring of the TEPAIC and the Appeal Exam see <http://www.indiana.edu/~deanfac/tepaic/index.html>.

## FOREIGN EXCHANGES

The Department maintains an exchange agreement with the University of Paris – X (Nanterre), which normally allows one graduate student a year to teach as a lecturer/lectice in the Department of English. The term is one academic year, beginning in September and ending in June. (The agreement is contingent upon Indiana University accepting a Nanterre student in return, which in some years may not be feasible.) According to rules established by the French Ministry of Education, students wishing to apply for the exchange must be citizens of a country in which English is the official language and have the M.A. degree in hand before they begin their appointment. Given the time required to process the applications, it is best to have completed the M.A. before applying for the exchange. Priority is given to candidates whose program of study would be demonstrably advanced by a year in France. Knowledge of French and good teaching evaluations is essential. Opportunities to teach at other foreign universities may also be available. For further information see the Chair or the Director of Graduate Studies. (See page 33)

## GRADUATE STUDENT AWARDS AND PRIZES

### A.I. Award for Distinguished Teaching

Since 1977, the Department has given a special award to an Associate Instructor upon the recommendations of the A.I. Committee, in recognition of excellence in classroom teaching. It is hoped that this award will serve to reinforce the high quality of instruction rendered by graduate students. Past recipients of the Distinguished Teaching Award have been:

2001	Adriana Varga and Sarah Mote
2002	Adam Rovner
2003	Robert Bayliss, Shawn Conner and Gwen Stickney
2004	Heather Haffner and Theodore Bouabre
2005	Lilly Li and Kristin Reed
2006	Laila Amine
2007	Olga Volkova
2008	Edward Chamberlain

### Gilbert V. Tutungi Award

Since 1969, the Comparative Literature Department has awarded the Tutungi Prize for the best Master's Project submitted in the previous calendar year. The Tutungi Prize may not be conferred on a Master's Essay or Project which in an earlier version had won the Newton Stallknecht Prize. There is no restriction on the same student winning the Gilbert V. Tutungi Prize for a paper or project different from the submission which had earlier won the Stallknecht Prize. The prize is named in honor of the late Gilbert V. Tutungi, who received his Ph.D. in Comparative Literature at Indiana University. Past recipients of the Tutungi Award have been:

2001	Joanne Quimby
2002	Natasha Vaubel
2003	Peichen Liao
2004	Kristin Reed
2005	Anthony Lichi
2006	Michael Schlie
2007	April Witt
2008	Erin Plunkett

### Newton P. Stallknecht Memorial Essay Prize

In 1981, friends of Newton P. Stallknecht established this award in his memory. Professor Stallknecht (1906-1981) began teaching at Indiana University in 1949. He served as chair of the Philosophy Department and as Director of

the School of Letters, and was a Professor in the Comparative Literature Department from its inception. He officially retired in 1977, but continued to teach for another three years, while his health permitted it.

The prize is awarded each spring for the best essay written during the preceding calendar year by a graduate student in a Comparative Literature course. A student need not be a Comparative Literature major to be eligible for the prize. There should be no restriction on the same student who has won the Stallknecht Prize in a previous year from winning it again for another paper. Nominations are solicited from the faculty; interested students should consult with the appropriate faculty member, or with the Chair of the Department. Past recipients of the Stallknecht Prize have been:

2001	Kristin Matosian
2002	Julia Whyde
2003	Vanessa Nolan
2004	James Rasmussen
2005	Olga Volkova
2006	Kunio Hara
2007	Genevieve Oliver
2008	Megan Savage

#### The C. Clifford Flanigan Memorial Colloquium Prize

In 1995 the friends of C. Clifford Flanigan established this prize in his memory. Clifford Flanigan (1941-1993) began teaching in the Comparative Literature Program at Indiana University in 1973. He was the Department's main specialist in drama and medieval studies and a distinguished member of the Institute for Medieval Studies. The prize honors the best presentation given by a student in Comparative Literature in the C. Clifford Flanigan Memorial Colloquia Series organized by the Student Advisory Board. Past winners of the Flanigan Prize:

2003	Paul Nelson
2004	Erin Plunkett
2006	Matt Rowe
2007	Kathryn Johnston
2008	James Rasmussen

#### The Ilinca Zarifopol Johnston Award

The Ilinca Zarifopol Johnston Award is given in honor of the life of Professor Johnston, an accomplished translator, scholar, and teacher who earned her Ph.D. in Comparative Literature and then taught in the Department from the 1990's until her death in 2005. The award is given in alternate years to a graduate or an undergraduate student, chosen on the basis of GPA, breadth of interests, originality, academic and/or creative achievement, and overall promise. Faculty will bring to the attention of the Director of Undergraduate Studies or the Director of Graduate Studies their nominees for the award. Nominations will include a letter and any other relevant materials.

2007	Ioana Patuleanu
2008	Alison Howard

### **FINANCIAL AID**

#### General Information

Detailed information about financial aid may be obtained from the Office of Research & the University Graduate School, Bryan Hall 104, and from the Graduate School Office, Kirkwood Hall Room 111. The Office of Research is called Sponsored Research Services. Information about specific fellowships and financial opportunities is frequently posted on the bulletin board in front of the Comparative Literature Office.

Since Comparative Literature is an interdisciplinary Department, its students can frequently qualify for scholarships and fellowships through area study committees and Departments which cover the student's language area. All students would do well to keep close tabs on the bulletin boards of the departments of their minors.

The PMLA Directory's annual list of grants and fellowships should be studied carefully for any grants in an area in which the student may be working. Currently the best resource for graduate students is Grantline/Online, available electronically. Grantline/Online is a database containing information on both faculty and student funding opportunities (more than 2,000 Departments are currently listed). For more information, please contact the

GradGrants Center, IUB Main Library, Room 1052E, and phone: (812-855-5281), e-mail: ([gradgrnt@indiana.edu](mailto:gradgrnt@indiana.edu)), web address: (<http://www.indiana.edu/~grdgrnt/>).

#### Other Sources of Financial Aid

Although most of the items listed below are for graduate work, undergraduates who plan to continue their studies in graduate school should carefully consider the list. Fellowships for graduate study for which a senior may apply are marked noted (\*\*) below. It must be remembered that most of them require formal application early in the senior year.

Student Employment Office assists students in locating part-time summer and temporary jobs by making current job vacancies available on a year-round basis. All currently enrolled students and their spouses may use the services. You may contact Career Development Center (812-855-1556), 625 N. Jordan Avenue) for further information.

Doctoral Student Grants-in-Aid of Research (For extraordinary expenses arising from research for the dissertation-travel expenses, purchase of microfilms, computer projects, etc. - in an amount of up to \$750.00): applications are available from the Graduate School Office, Kirkwood Hall, Room 111. Deadlines for applications are September 15, February 1, and June 1. Other competitive awards include Off Campus Research Fellowships to fund a short period of time (off-campus) required dissertation research; application deadline: September 15, as well as Dissertation Year Awards (two semesters of support, for advanced candidates from College divisions to help them finish writing their dissertation; application deadline: February 15. Other forms of financial aid may be available depending on the nature of the topic of research. For information, call the Graduate School at (812-855-8854.)

#### \*\*CIC Minorities Fellows Department of the Humanities

(Full tuition for the academic year plus an annual stipend ranging from \$3,000.00-\$8,000.00): For students pursuing programs of study leading to Ph.D. degrees: Applicants must be: American Indians, Asian-Americans, Black-Americans, Mexican-Americans, or Puerto Ricans who are U.S. citizens and who hold or will receive a bachelor's degree from a regionally-accredited college or university by August 1989. Students currently enrolled in graduate study may also apply. Application forms and information concerning deadlines are available at: CIC Minorities Fellowships Department, Kirkwood Hall 111.

Educational Opportunity Fellowships: Contact the Office of Research and Graduate Development.

John H. Edwards Fellowships: Indiana University fellowships to support outstanding students who have completed at least one year of graduate study. Community service is emphasized. The nomination deadline is announced in January of each year.

\*\*Foreign Language and Area Studies (FLAS Fellowships: See NDEA Fellowships.

\*\*Fulbright and other United States Government Grants (tuition and expenses): For graduate study in specified countries. Applicants must be United States citizens at the time of application. For application and additional information, contact the Dean of International Services, Franklin Hall 306.

Foreign Area Fellowships (Monthly stipend, plus allowances for dependents, tuition, and transportation): For study and research in culture of foreign countries. Research must focus on the modern period and on problems that reach beyond the limits of a single nation. Students should write directly to the Social Sciences Research Council, 605 third Avenue, New York, NY 10016 for application and additional information.

\*\*Marshall Scholarships (Stipend plus tuition and transportation, with the possibility of an additional allowance for married students): Two year grants which may be extended to three years of graduate study in the United Kingdom. Applicants must be United States citizens under of the age of 26. Candidates are required to be screened by Indiana University. This process takes place during of second half of September. Contact the campus representative, Dr. Tim Londergan, Physics, Swain West 227, Phone - (812 855-3126), for more information.

**\*\*Mellon Fellowships in the Humanities** The fellowship is designed to encourage outstanding candidates to prepare for careers in humanistic teaching and research by offering generous, portable fellowships. Candidates will be judged on the basis of both academic excellence and promise of effective teaching. Evidence of the former will be indicated primarily by scholastic records and achievement on one of the GRE General Test (formally called the Aptitude Tests); of the latter, by breadth of interest, liveliness of mind, and ability to communicate as reflected in recommendations, the applicants' statement of intellectual interest (part of the application), and the interviews to be scheduled by the regional Mellon Committee.

**\*\*NDEA Fellowships** (National Defense Education Act Title VI Fellowships; also known as Foreign Language and Area Studies (FLAS) Fellowships): These fellowships are available for the study of many modern foreign languages. The Office of Education awards these fellowships to students who intend to make their careers in college or university teaching, government service, or other employment where knowledge of foreign cultures is a prerequisite for success. The award includes a stipend and tuition and is given in one of six area studies Departments. General information is available from the Dean of International Studies or from any area studies office.

**\*\*National Graduate Fellowships in the Arts, Humanities and Social Sciences** Funded by Congress and administered by the Department of Education, the Department is designed to assist "students of superior ability, as demonstrated by their achievements and exceptional promise, to pursue graduate study" leading to the Ph.D. degree. Applicants must be U.S. citizens or permanent residents. The stipend is up to \$10,000.00 a year plus graduate school tuition and fees, and the fellowship may cover up to four years of full-time graduate study. This is a highly competitive fellowship. Application forms are available from U.S. Department of Education, National Graduate Fellows Department, P.O. Box 44367, L'Enfant Plaza Station, Washington, D.C., 20026-4367, and completed applications must be submitted to U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building 3, 7th and D Streets S.W., Washington, D.C. by December 18th.

**\*\*Rhodes Scholarships** (Tuition and maintenance allowance; travel expenses may be provided): Two-year grants for students between the ages of 18 and 24 in all fields, of at least a junior standing, who desire to study at Oxford University. Applicant must be a United States citizen and unmarried. Early application if necessary; campus interviews are held during the second half of September. Campus representative is Dr. Tim Londergan, Physics, Swain West 227, Phone - (812- 855-3126.)

**Charlotte W. Newcombe Doctoral Dissertation Fellowships** designed to encourage original and significant study of ethical or religious values in all fields of the humanities and social sciences, and particularly to help Ph.D. candidates in their fields to complete their dissertation work in a timely manner. Interested students should contact The Woodrow Wilson National Fellowship Foundation, 5 Vaughn Drive, Suite 300, Princeton, NJ 08540; [charlotte@woodrow.org](mailto:charlotte@woodrow.org) or [www.woodrow.org/newcombe](http://www.woodrow.org/newcombe)

**\*\*Rotary Foundation Fellowships for International Understanding** (Tuition fees, living costs, transportation, and limited educational travel costs): For one year of graduate study abroad in any field. Application is made through the Rotary Club of the applicant's home town or through the club nearest his home by April 15th, of the year the fellowship is to be used.

**\*\*Woodrow Wilson National Foundation Fellowships for Women's Studies** (Stipend only): Available to doctoral students of any discipline who have finished all the requirements toward the Ph.D. degree with the exception of the dissertation. Deadline for application is December 1st. Interested students should contact the Woodrow Wilson National Foundation, Women's Studies Department, Box 642, Princeton, NJ 08540.

**Indiana University Overseas Exchange Fellowships** Graduate fellowships are available for students who wish to study for a year at the following institutions: Shandong University, Nankai, People's Republic of China; University of Malawi, Africa; Warsaw University, Warsaw, Poland; Zagreb University, Croatia; University of Seville, Spain; The Chinese University of Hong Kong; Free University of Berlin, Germany; University of Kiel, Germany; other institutions in the Federal Republic of Germany under the Deutscher Akademischer Austauschdienst (open to any German University); and Tenri University, Japan. Stipends, travel grants, and deadlines for application vary. Specific information on overseas fellowships and application forms may be obtained from the Dean of International

Services, Franklin Hall 306, Phone - (812 855-8669.) Institute of German Studies Graduate Fellowships (Stipend and qualification for in-state fees): This fellowship is awarded for one year to M.A. and Ph.D. students in residence at Indiana University. The student's work must deal with some aspect of post-1945 Germany and may be within any discipline. Recipients may not hold a teaching position concurrent with this fellowship. Application deadline is February 15th. Contact the Institute of German Studies, Ballantine Hall 644, Phone - (812 855-7947.)

Comparative Literature Dissertation – Year Fellowship This competition is separate from the College's fellowship competition. All Comparative Literature students who are ABD and have an approved dissertation committee by the announced application deadline are eligible to apply, though preference will be given to those who are well along in their work and likely to defend by December 2010. The winner of the fellowship must commit to work full-time on the dissertation during fall and spring and accept no other fellowship, teaching, employment, or outside funding. The award will carry a stipend of \$15,000 and will include health insurance. If you would like to be considered, please submit to Connie May the following application materials by the announced deadline: a dissertation proposal of three to five pages (excluding bibliography), a C.V. and a letter of support from your dissertation director. This may be submitted as an appendix to the proposal. Student's who have applied for the College fellowship, may submit a copy of their application and director's letter.

Comparative Literature Conference Travel Subsidies Graduate students traveling to conferences in order to present a paper can apply to the Comparative Literature Department Chair for partial travel support. The Department will make funding decisions twice a year: December 1 and May 1. Application deadlines will be announced. You may request funding for one scholarly meeting per academic year. The maximum award is \$200. Application forms must be completed fully, including (projected) dates of qualifying examinations, progress towards dissertation, etc. Preference may be given to those further along in the program, to those attending ACLA or other meetings of national or international standing and whose papers are clearly comparative.

**\*\*Residence Hall Assistantships** (Room and board at one of the residence centers plus stipend): Available for juniors, seniors and graduate students. Graduate students must be enrolled in a minimum of six hours and a maximum of twelve hours per semester. The student serves as an advisor to approximately sixty students in his/her living unit. Unmarried students are preferred. Application forms are available from the Department of Residence Life, 801 N. Jordan, Phone - (812 855-1764), and should be submitted by March 15th.

Exchange Scholarships Indiana University has recently entered into exchange agreements with the Universities of Paris X (Nanterre) and Bayreuth (Germany) in which the Comparative Literature Department will be involved. It can be expected that one graduate major in Comparative Literature or French per year will be able to study at Nanterre while teaching for that institution's English Department. A similar arrangement is contemplated for Bayreuth. Students interested in participating in either of these exchanges should contact the Department Chair.

## **STUDENT EMPLOYMENT**

In addition to holding appointments as associate instructors, students at the Bloomington campus have many opportunities for part-time employment. Students interested in employment options should consult the lists maintained by the Student Employment Office at the Career Development Center at 625 N. Jordan Avenue, Bloomington, IN, (phone) 812-855-5234 or access this information through the IU-B website (<http://www.indiana/iub/>). The Student Employment Office assists students in locating part-time summer and temporary jobs by making current job vacancies available on a year round basis. All currently enrolled students and their spouses may use the services. Students may also find part-time jobs listed by the Human Resources Management Office under Professional, Support and Service Staff, or Information Technology Opportunities (website: <http://www.indiana/iub/>). The Department also distributes all notices of employment opportunities that it receives.

Work Study

Opportunities exist for work-study positions on campus. Nearly all departments employ students through work-study programs. Work-Study is a federally supported program and students must be assessed for eligibility through the Office of Student Financial Assistance (OSFA).

GradGrants Center

The GradGrants Center provides graduate students or those newly admitted for graduate study with one central location to find available student academic vacancies on the Bloomington campus. The URL for the site is: [http://www.indiana.edu/~gradgrnt/ssa\\_bbs/saa.cgi](http://www.indiana.edu/~gradgrnt/ssa_bbs/saa.cgi). Questions concerning specific vacancies on the site should be directed to the advertising department and not to the GradGrants Center.

**IUB ENROLLMENT REQUIREMENTS**

To be eligible for certain services and to maintain student status, students should be aware of the following rules set by agencies and institutions on the Bloomington Campus. This is of particular interest to students taking their qualifying examinations, who otherwise would not have to be enrolled at all.

Student Health Services

If a student is enrolled for three or more credits, a health fee is assessed; students enrolled for fewer than three credits are charged for each office call. Students must be enrolled for at least one credit to be eligible for Student Health Services.

University Housing Services

As a rule, a graduate student should be enrolled in at least 10 credit hours to be entitled to accommodation in university housing; however, individual arrangements can be worked out. For students taking qualifying examinations, it is sufficient to submit a memo from the student's department with that information in order to remain eligible for university housing. A variety of housing options, in and off campus, are available in Bloomington. Students interested in living on campus should call, write or visit, the Halls of Residence (812-855-1764). There is a great demand for campus housing. If a student wants to live in the dormitories or campus apartments, it is strongly recommended that you apply as soon as possible. The advantages of on-campus housing include a direct connection to the internet through the university network and free university cable television. Most utilities are also included in the price of rent. Students interested in living off campus are advised to visit Bloomington personally to find accommodations. For fall leasing it is best to search during late spring. The university owns a number of off campus properties, but the availability of these for fall is usually unknown until late April or early May. For more details contact the Halls of Residence, Indiana University Real Estate or consult the Bloomington Herald-Times web page (<http://www.heraldtimesonline.com>).

Library Services

Indiana residents may check out materials from the Main Library as well as from departmental and school libraries by showing their driver's license (or other reasonable I.D. proving their residency status.) A valid Indiana University I.D. likewise entitles its holder to check out materials for two weeks. Students who are not enrolled while taking qualifying exams and who are not Indiana residents will usually be allowed to take out books by showing their I.U. I.D. card, if they were enrolled within the last year. If difficulties arise, a memo from the Department Chair should solve them.

Foreign Students: Visa Status

Foreign students staying in this country with a student visa must ordinarily be enrolled for at least twelve credit hours as undergraduates, or nine credit hours as graduates, to maintain their visa status; they need not be registered during the summer. Students taking their qualifying examinations must be enrolled for at least one credit hour and

must in addition provide International Services with a written notice informing them about that fact and of the expected length of the examination period.

### **IU CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT**

All new students should take time to read the IU Code of Student Rights, Responsibilities, and Conduct. Each student is given a copy of this booklet when he or she enrolls in the university. Additional copies may be purchased in the campus bookstore or downloaded from the IU-B website (<http://campuslife.indiana.edu/Code/index.html>).

This booklet contains very important information that will help students avoid serious problems in their academic work and in living or working with other members of the university. The booklet also provides information about what students should do if they need help with problems in their academic work or in interacting with other members of the university.

Student will find chapters in the booklet on student rights and responsibilities, student complaint procedures, student academic and personal misconduct, and student disciplinary procedures. Students should pay special attention to the section on academic misconduct, which covers the following topics: (1) Cheating, (2) Fabrication, (3) Plagiarism, (4) Interference, (5) Violation of Course Rules, (6) Facilitating Academic Dishonesty.

Please contact the Director of Graduate Studies or the Student Ethics Office (<http://www.campuslife.indiana.edu>) if you have any questions.

### **COLLEGE OF ARTS AND SCIENCES FAMILY AND MEDICAL LEAVES FOR GRADUATE STUDENTS**

Purpose: The purpose of this policy is to provide continuing support of graduate students in the College who need temporary relief from duties because of a medical or family situation.

Eligibility: To be eligible for leave, a student must:

- A serious health condition requiring the absence of 3 weeks or more
- Care of a child within 12 months of birth or adoption of a child
- The serious health condition of a spouse, domestic partner, child or parent when the student is the primary or co-primary caregiver and the absence is anticipated to continue for at least three weeks.
- Death of a spouse, domestic partner, child, or parent

Leave Frequency: Graduate students may take family or medical leave in up to two terms of every five calendar years, but must be enrolled full-time for at least one Fall or Spring term between leaves. Family leave for birth or adoption of a child must be concluded within 12 months of birth of the child or the date on which the child is placed for adoption with the academic appointee.

Terms and Conditions of Leave: Students on family or medical leave who are on eligible Student Academic Appointments for the entire Fall or Spring term shall receive continuing full support including stipend, health insurance, and any fee remission for up to 6 consecutive weeks of leave or to the end of the semester, whichever occurs first. Student on eligible summer appointments shall receive continuing full support for up to 2 consecutive weeks; students on other eligible appointments shall receive a number of leave days proportionate to the total duration of their appointment. During the time of leave, the student's duties and responsibilities will be reduced to providing information related to current students or research projects, as requested by the hiring department or research group.

Students approved for a family or medical leave under this administrative practice will be entitled to a one-term extension of all major degree milestones and time limits such as qualifying exam deadlines and the number of years between advancing to candidacy and obtaining the degree. Students who are enrolled in G901 during the leave or who have incomplete grades from previous terms may also be eligible for extensions of the standard limits.

Current enrollment status will not be automatically affected by leaves under this administrative practice. The student should discuss their options with faculty advisors and make individual arrangements with course instructors for any necessary accommodations to enrolled courses. If the leave is formally approved, these options may include:

- 1) a waiver of drop/add fees so that they can transfer to regular courses to research credits during the period of the leave, and
- 2) complete withdrawal from current coursework, but processing the withdrawal at the very end of the semester to avoid terminating the SAA and associated benefits.

If at all possible, such requests should be made as part of the initial request for a leave, and should be accompanied by a written recommendation from a faculty advisor. Such requests are likely to be denied if made more than one week after the leave has begun.

Responsibility of Student: It is the responsibility of the Student:

- to request the leave as soon as possible. If the leave is anticipated this should occur prior to the beginning of the semester. If the leave is unanticipated, the request should be made no more than one week after the need for the leave occurs. Leaves may be denied because of failure of the Student to provide adequate notice of the request for the leave.
- to provide any necessary medical certification or other verification of the reason for the leave
- to discuss with faculty advisors the impact of the leave on course and degree progress and to make any necessary special arrangements. Requests should be made as part of the initial request for leave whenever possible, and may be denied if made more than one week after the leave has begun.
- for Student Academic Appointees: to provide certification of ability to return to duties, where appropriate
- for Student Academic Appointees: to provide information related to current students or research projects, as requested by the hiring department or research group. It shall be the responsibility of the hiring unit to arrange for covering the student's remaining duties during the time of the leave.

Procedure: Requests for a leave under this administrative practice should be made by the student to any faculty advisor or directly to the College Graduate Office by filling out the appropriate form. Any requests received by faculty members should be forwarded to the College Graduate Office. Final approval of family and medical leaves will be made by the College, after consultation with the department. Leaves will be considered only for current or future terms, and will not be granted retroactively.

Return from Leave: Requesting a leave under this administrative practice shall not negatively affect evaluation of a graduate student's academic progress and performance. Upon return from the leave, Student Academic Appointees will be assigned the same or similar duties as determined by the needs of the department.

## **INTEGRITY IN GRADUATE STUDY**

### **A Graduate School Guide**

Integrity in scholarly work has received considerable attention in recent years both in academic circles and in the news. Some notorious cases of fraud have made those in higher education sensitive to this issue. Some of these cases, especially in the sciences, have surfaced when attempts to replicate work have failed. In the humanities and social sciences plagiarism assumes greater prominence. Cheating, the bane of many high school and undergraduate teachers, surfaces as well at the graduate level. Moreover, in our ever more complex professional world, graduate students may find themselves embroiled in abuses of confidentiality or conflicts of interest. All of these problems are of major concern to graduate students, faculty, and other graduate educators.

#### Fraud

Fraud usually involves the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results may take one of two forms: (1) fabrication of data, or (2) omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form,

difficult to detect especially in quantitative analyses, occurs when students are sloppy about categorization.

All researchers, irrespective of discipline, can agree that the fabrication of data is fraudulent, and most will agree that the deliberate omission of conflicting data is also fraudulent. But a few scholars might argue that one person's conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence which others may regard as conflicting. Strong support for a given hypothesis involves disposing of or dealing with alternative hypotheses.

The best insurance against fraud in graduate student research is the careful and close supervision by the faculty advisor as well as the examples other members of the academic community provide. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways – by submitting laboratory notebooks for frequent faculty review, by having faculty monitor the student's reading in the field, regular progress reports to the faculty advisor and etc. Faculty should normally expect such communication, and in the absence of faculty initiative graduate students should instigate dialogues with faculty. Such communication will help the student develop intellectually and lessen the probability of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate-student fraud is verified, it must be adjudicated in accordance with established University procedures. The Graduate School will provide information on those procedures to any interested party.

### Plagiarism

Unlike fraud, which is usually the deliberate creation of false data or results, plagiarism is the use of another's words, ideas, or creative productions or misquoting of pertinent material without proper attribution, i.e., without giving due credit to the original source. Flagrant cases of plagiarism may involve extensive borrowing of other's material from articles, books, or creative productions with perhaps only slight modifications. In such cases penalties are usually very severe for the student and would likely result in expulsion from Graduate School or, if a degree has already been earned, in rescinding of that degree. Less extensive cases of plagiarism may be either intentional or unintentional (carelessness or ignorance of the commonly accepted rules) but may also have severe repercussions. In using other people's work, one must cite that work in the texts or, more commonly, in footnotes and use either direct quotations or skillful paraphrasing for all ideas that are not one's own. Since most of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are, so to speak, in the common domain of the discipline. Otherwise, we would be footnoting everything we know. But an intimate familiarity with the literature of the discipline, or a sub discipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution. The fairly common practice among scientists of citing the previous significant literature relating to the subject of their articles or books, serves as something of a safeguard against plagiarism, but such reviews of the pertinent literature are less usual in the humanities.

Every graduate student should have a comprehensive knowledge of what constitutes plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse for resorting to it at the graduate level, if indeed ignorance is an excuse at the undergraduate level. Graduate students, if in any doubt about the concept, should discuss plagiarism with faculty members. And students should expect faculty members to demand that they know what constitutes plagiarism.

There are problems, however, not always associated with traditional perceptions of plagiarism. One of these is the danger, when borrowing from the works of others, of quoting, of paraphrasing, or summarizing the material in such a way as to misrepresent what the author is trying to say. A second problem arises when a student is overly dependent on the work of another, even if the other is cited meticulously. Still another problem is plagiarizing oneself by submitting the same data or findings in more than one article or by reviewing the same book in two different journals. And, finally, there is the problem of a graduate student's finding being used by his or her mentor without proper attribution to the student either in the article or book, indeed of not giving credit for joint or co-authorship in articles or books where a substantial amount of the work is done by the student. The student should discuss any perceived problem of this nature with the faculty member involved, the chair of the department, or, if need be, the Graduate School.

In nearly all of these instances of plagiarism, or variations thereon, the best preventive is the example and consultation of the faculty advisor and the rest of the academic community, who should be sensitive to all of these nuances. Again, as with cases of fraud, Indiana University faculty should handle any suspicion of plagiarism with due regard to the student's rights, and any detection of plagiarism should be adjudicated in accordance with established University procedures. The Graduate School will provide procedural information on request.

### Cheating

Cheating at the graduate level may not differ morally from the same action on the undergraduate level, but many find graduate cheating more reprehensible and the consequences, understandably, more severe. Academic dishonesty for one whose presence in graduate school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations emanating from other parts of the University, cheating on qualifying or preliminary examinations is not. Such dishonesty, once proven, will at the very least result in failure of the examination and may mean termination of the student's enrollment.

### Abuses of Confidentiality

Abuses of confidentiality by graduate students can take various forms. Students often have access to thesis and grant proposals, data, or unpublished papers of other graduate students or faculty members. Some students use this privileged material in their own research without permission, even though proper attribution may be made. Such an abuse of confidentiality would include the adaptation into one's own research of a thesis or dissertation proposal or any unpublished work that one has opportunity to read or indeed of adopting ideas first floated, and not yet relinquished, by someone else. Another example of the abuse of confidentiality is that in which the graduate student gains archival or library materials about living or recently living subjects and uses them in his or her research without permission from the library or archive or in some cases from the individual. Any research on live subjects can present similar dilemmas.

In some ways confidentiality is one of the forms of integrity which is relatively easy to abuse and relatively difficult to detect. Once again, as with fraud and plagiarism, the example of the graduate student's mentor and that of the rest of the academic community is the best preventive.

### Conflicts of Interest

Conflicts of interest between graduate students and faculty members may arise in a variety of ways. We have already alluded to the problems which can occur when the research of a graduate student is inadequately acknowledged by faculty either by failure to footnote properly or to give co-authorship credit. But another set of professional interpersonal relationships must be handled with great care if the integrity of graduate study is to be preserved. As continuing formal education becomes more common and as academics begin to become involved in the world of business, the possibility of a business relationship between student and teacher becomes greater. All of us are familiar with the kind of conflict of interest which may arise through nepotism, that is, when a person serves in an administrative or supervisory relationship to those who are related to him or her by blood or marriage. Most universities have rules which try to regulate professional relationships in such cases. Many faculty members are reluctant to have their own sons, daughters, or spouses take their courses for credit on grounds that such students may be perceived by others to have an unfair advantage. A business relationship including consulting one must evoke the same kind of caution. And a student should be careful about working for a company owned or administered by faculty involved in the student's degree work.

Similarly, a student should not date an instructor while the student is enrolled in the instructor's course. And a student should not ask any instructor to serve as his or her thesis or dissertation director (or research committee member) if the student is having or has had either an intimate personal relationship, a family relationship, or a business relationship with that instructor. If such a relationship should develop after a professional one has been established, the student should expect the instructor to remove him or herself from the professional role. Such a relationship, whether between a graduate student and a faculty member or between a graduate student acting as an

associate instructor and an undergraduate, constitutes a potential conflict of interest, especially as perceived by other students and faculty members. Both because of perceptions and because of possibilities for exploitation, such relationships should be scrupulously avoided.

### **COMPARATIVE LITERATURE FACULTY**

In order to enable Comparative Literature students to identify, and to consult with, faculty members with whom they share scholarly interest, the following questions were answered, in order of preference, by each faculty member. In this way, students can see how to use the scholarly resources of the Faculty more effectively, particularly for Ph.D. dissertations, M.A. theses, and Honors theses.

Areas of Specialization:

*Indicate your field(s) of specialization (an author, a movement, a problem, a genre, or a theme), especially, but by no means exclusively, in cases where your expertise has been demonstrated by scholarly publications*

Special Topics Expertise:

*Beyond your field(s) of specialization, indicate “Special Topics” area(s) for which you are willing to serve as an examiner in Ph.D. Qualifying Examinations, and the more general areas of scholarship (comparative or other) in which you are sufficiently interested to be willing to serve as an Honors Thesis reader, a member of a Master’s Project Committee, or a member of a doctoral research committee.*

CHAIR:

Eileen Julien:                    Professor of Comparative Literature, French and Italian, African American & African Diaspora Studies

Areas of specialization:

Postcolonial theory; “francophone literature”; African novels  
Senegal; francophone Caribbean; African Diaspora; black Paris

CORE FACULTY:

Akinwumi Adesokan:        Assistant Professor of Comparative Literature

Areas of specialization:

20<sup>th</sup> century African and African American/African Diaspora. Literature and cultures; global postcoloniality.

Special Topics expertise:

African cinema and contemporary global cinemas; non fictional prose; cultural theory.

Vivian Nun Halloran:            Assistant Professor of Comparative Literature

Areas of specialization:

Caribbean literature and theory in Spanish, English and French. Post-modernism, cultural studies, food studies, popular culture, life writing. Human Biology, literature and science.

Special Topics expertise:

Queer theory and fiction. Ethnic American literature. Art and literature. Latin American and/or peninsular Spanish literature. Brazilian or Portuguese literature. Travel narratives.

David Hertz:                    Professor of Comparative Literature and American Studies

Areas of specialization:

Interrelations of the arts. Late 19<sup>th</sup> and early 20<sup>th</sup> centuries. Eugenio Montale. Wallace Stevens. Theories of influence. Theories of evaluation.

Special Topics expertise:

Poetry. 19<sup>th</sup> century. 20<sup>th</sup> century. Intersection of biography and creativity.  
Architectural history and comparative studies.

Johnston, Bill: Associate Professor of Comparative Literature, Associate Professor of Second Language Studies, Director of the Polish Studies Center

Areas of specialization:

Literary translation.

Paul Losensky: Associate Professor of Comparative Literature and Central Eurasian Studies

Areas of specialization:

Persian and Middle Eastern literature. Translation. World Literature of the 16<sup>th</sup> and 17<sup>th</sup> centuries.

Literary history.

Special Topic expertise:

Persian and Middle Eastern literatures. Translation. Literary history. Lyrical poetry. World Literature. Orientalism. Pre-Modern Literatures.

Herbert Marks: Associate Professor of Comparative Literature and Adjunct Associate Professor of English and Religious Studies, Director of Institute for Biblical and Literary Studies, and Director of Graduate Studies in the Department of Comparative Literature

Areas of specialization:

Literary history. Lyric and narrative poetry. Literary study of the Bible.

Special Topics expertise:

Modern fiction. Psychoanalysis and language.

Rosemarie McGerr: Associate Professor of Comparative Literature

Areas of specialization:

Medieval Latin and vernacular literatures, especially Middle English and French. Medieval allegorical narrative. Medieval manuscript studies. Medieval literature and the other arts.

Representations of gender in medieval literature.

Special Topics expertise:

History and theory of narrative. Literature by women. Representations and revisions of medieval Europe in literature and film. Allegorical narrative. Arthurian literature.

Breon Mitchell: Professor of Comparative Literature and Germanic Studies

Areas of specialization:

James Joyce. Samuel Beckett. Franz Kafka.

Special Topics expertise:

Translation (German/English/French). Anglo-German literary relations. Literature and the visual arts. 19<sup>th</sup>- and 20<sup>th</sup>-century literature. Modern fiction. Narrative. Drama.

Angela Pao: Associate Professor of Comparative Literature, Director of Undergraduate Studies

Areas of specialization:

Theatre and performance theory, drama, intercultural and multicultural theatre, Asian diasporic literature and culture.

Special Topics expertise:

19<sup>th</sup> - 20<sup>th</sup> century European and American theatre and drama, 19<sup>th</sup> – century narrative and socio-cultural history.

Eyal Peretz: Assistant Professor of Comparative Literature

Areas of specialization:

19<sup>th</sup> and 20<sup>th</sup> century French and American literature and culture. Literary theory. Film theory.

Continental philosophy. Psychoanalytic theory.

Miryam Segal: Assistant Professor of Comparative Literature and Jewish Studies

Areas of specialization:

Modern Hebrew Literature and Language.

Special Topics expertise:

19<sup>th</sup>-20<sup>th</sup> Century Lyric poetry (English, Hebrew). Literary theory, Literature and Nationalism, Gender and Literature. Women's Poetry. Classical Jewish Literature.

Kevin Tsai: Assistant Professor of Comparative Literature and Assistant Adjunct Professor of East Asian Languages and Cultures

Areas of specialization:

Traditional Chinese fiction and drama, Latin epic poetry, the novel, East-West comparison, and genre and gender.

Special Topics expertise:

Chinese film, classical Chinese poetry, Greek and Roman literature, rhetoric, and translation.

JOINT TITLES

Douglas Hofstadter: College Distinguished Professor of Cognitive Science, Computer Science, Comparative Literature

Fedwa Malti-Douglas: Martha C. Kraft Professor of Humanities, Professor of Gender Studies, Professor of Comparative Literature, Adjunct Professor of Law

Mihaly Szegedy-Maszak: Professor of Comparative Literature and Central Eurasian Studies

Areas of specialization:

Theory of comparative literature. Hungarian literature. Modernism and postmodernism.

Special Topics expertise:

Narratology.

Anya Royce Peterson: Professor of Anthropology and Comparative Literature

ADJUNCT PROFESSORS

Maryellen Bieder: Professor of Spanish and Portuguese, Adjunct Professor of Comparative Literature

Purnima Bose: Associate Professor of English, Adjunct Associate Professor of Comparative Literature, Director of the Cultural Studies Program

Fritz Breithaupt: Associate Professor of Germanic Studies, Adjunct Associate Professor of Comparative Literature

J. Peter Burkholder: Distinguished Professor of Musicology, Adjunct Professor of Comparative Literature

Michel Chaouli: Associate Professor of Germanic Studies, Adjunct Associate Professor of Cognitive Science, Adjunct Associate Professor of Comparative Literature

Deborah Cohn: Associate Professor of Spanish & Portuguese, Adjunct Associate Professor of Comparative Literature, Associate Director of American Studies

Patrick Dove: Assistant Professor of Spanish and Portuguese, Adjunct Assistant Professor of Comparative Literature

Karen Hanson: Rudy Professor of Philosophy, Adjunct Professor of Comparative Literature

Joan Hawkins: Associate Professor of Communication & Cultural Studies, Adjunct Associate Professor of Comparative Literature

Dov-Ber Kerler:	Dr. Alice Field Cohn Chair in Yiddish Studies, Professor of Jewish Studies and Germanic Studies, and Adjunct Professor of Comparative Literature
Barbara Klingler:	Professor of Communication & Cultural Studies, Adjunct Professor of Comparative Literature
Eleanor W. Leach:	Professor of Classical Studies, Adjunct Professor of Comparative Literature
Eric MacPhail:	Professor of French and Italian, Adjunct Professor of Comparative Literature
Rebecca J. Manring:	Associate Professor of Religious Studies, Adjunct Associate Professor of Comparative Literature
William Rasch:	Professor of Germanic Studies, Adjunct Professor of Philosophy, Adjunct Professor of Cultural Studies, Adjunct Professor of Comparative Literature
Jack Rollins:	Professor in the Honors College, Adjunct Professor of English, Adjunct Professor of African Studies, Adjunct Professor of Comparative Literature
Edith Sarra:	Associate Professor of East Asian Languages & Cultures, Adjunct Associate Professor of Comparative Literature
Jonathan Sheehan:	Assistant Professor of History and Adjunct Assistant Professor of Comparative Literature
Rakesh H. Solomon:	Associate Professor of Theatre and Drama, Adjunct Associate Professor of Cultural Studies, Adjunct Associate Professor of Comparative Literature
Suzanne Stetkevych:	Professor of Arabic Literature - Near Eastern Languages and Cultures, Adjunct Professor of Comparative Literature
Johannes Turk:	Assistant Professor of Germanic Studies, Adjunct Assistant Professor of Comparative Literature
Bronislava Volkova:	Professor of Slavic Languages and Literatures. Adjunct Professor of Comparative Literature
Marc Weiner:	Professor of Germanic Studies, Adjunct Professor of Cultural Studies, Adjunct Professor of Communication and Culture, Adjunct Professor of Comparative Literature
Steven Weitzman:	Professor of Religious Studies, Irving M. Glazer Chair of Jewish Studies, Adjunct Professor of Comparative Literature
Lin Zou	Assistant Professor East Asian Languages and Cultures, Adjunct Assistant Professor of Comparative Literature

#### EMERITUS FACULTY

Salih Altoma:	Professor of Comparative Literature, Near Eastern Languages and Cultures, Emeritus
Willis Barnstone:	Distinguished Professor of Comparative Literature, East Asian Languages and Cultures, West European Studies, and Spanish and Portuguese, Emeritus
Luis Beltran:	Professor of Comparative Literature and Spanish & Portuguese, Emeritus
Ernest Bernhardt-Kabisch:	Professor of Comparative Literature and English, Emeritus
Peter Boerner:	Professor of Comparative Literature and Germanic Studies, Emeritus

Peter Bondanella: Distinguished Professor of Comparative Literature, French and Italian, West European Studies, Emeritus

Matei Calinescu: Professor of Comparative Literature and West European Studies, and Adjunct Professor of English, Emeritus

Gilbert Chaitin: Professor of Comparative Literature and French and Italian, Emeritus

Bruce Cole: Distinguished Professor of Comparative Literature and Fine Arts, Emeritus

Henry Cooper: Professor of Slavic Languages and Literatures, Adjunct Professor of Comparative Literature, Emeritus

Claus Clüver: Professor of Comparative Literature, Emeritus

Eugene Eoyang: Professor of Comparative Literature and East Asian Languages, Emeritus

Mary Gaither: Professor of Comparative Literature and English, Emeritus

Harry M. Geduld: Professor of Comparative Literature, West European Studies, and Film Studies, Emeritus

Roger Herzel: Professor of Comparative Literature and Theatre and Drama, Emeritus

Ingeborg Hoesterey: Professor of Comparative Literature and Germanic Studies, Emeritus

Sumie Jones: Professor of Comparative Literature, East Asian Languages and Cultures, Adjunct Professor of Communication and Culture, Emeritus

Oscar Kenshur: Professor of Comparative Literature, Adjunct Professor of Philosophy and English, Emeritus

Yoshio Iwamoto: Professor of Comparative Literature and East Asian Languages and Cultures, Emeritus

Gerald Larson: Professor of Religious Studies, Adjunct Professor of Comparative Literature, Emeritus

Rosemary Lloyd: Rudy Professor of French and Italian, Adjunct Professor of Comparative Literature, Emeritus

Kenneth Gros Louis: Professor of Comparative Literature and English, Emeritus

Merritt E. Lawlis: Professor of Comparative Literature and English, Emeritus

James Naremore: Professor of Comparative Literature, English and Film Studies, Emeritus

Giancarlo Maiorino: Rudy Professor Comparative Literature, Emeritus

Henry H.H. Remak: Professor of Comparative Literature, Germanic Studies and West European Studies, Emeritus

Joan Wang: Professor of Comparative Literature and English, Emeritus

Carl Ziegler: Associate Professor of Comparative Literature and Germanic Studies, Emeritus