

THE UNIVERSITY OF SOUTHERN CALIFORNIA

**Comparative Studies in Literature and Culture
Doctoral Program**

CSLC

**GRADUATE STUDENT
HANDBOOK**



Revised August 2017

COMPARATIVE STUDIES IN LITERATURE AND
CULTURE DOCTORAL PROGRAM

GRADUATE STUDENT HANDBOOK

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Preface

This Handbook is meant as a reference source for the graduate students in the Comparative Studies in Literature and Culture Doctoral Program. Founded in 2011, CSLC brought together under one administrative roof, the long-standing Ph.D. programs in Comparative Literature, French and Francophone Studies, and Slavic Languages and Literatures. To these were added new Tracks in Comparative Media and Culture and Spanish and Latin American Studies. The degree requirements for these Tracks are the same to a certain extent, but with distinctly definitive focuses. The following pages not only detail the requirements of the Tracks but also other practices and procedures of CSLC.

The handbooks contains detailed information expanding over diverse topics and procedures. It is hoped that you will find the answers to most questions about your program within this handbook, but please be mindful of the following when using this resource; firstly, not all of your questions will have been anticipated here. The Director of Graduate Studies (DGS) for each Track should be consulted for advisement whenever you are unsure about how a policy, practice, or requirement affects you. Do not rely on your fellow graduate students for answers. Secondly, prior to consulting the DGS or other faculty about department policies, take the time to read over the relevant section of the Handbook. Lastly, the USC Catalogue, and not this Handbook, constitutes the official document establishing the requirements for your degree. Although the Handbook expands on what you will find in the Catalogue, the latter remains the document of record for the University and the Graduate School.

The faculty of CSLC are committed to maintaining the highest standards of graduate education and it is in this spirit that the Handbook has been compiled. It is dedicated to you, our valued students.

Fall 2017

I. GENERAL POLICIES AND PROCEDURES

1. Administrative Structure

CSLC is administered by a Director and two standing committees: the Steering Committee, made up of the CSLC Director and the chairs of the Program's three contributing departments; and the Graduate Studies Committee (GSC), made up of the CSLC Director and the Directors of Graduate Studies (DGS) for each of the Tracks. CSLC administrative staff support is provided principally by the administrative staff of Comparative Literature, with additional support from the administrative staff of the two other contributing departments.

2017 Steering Committee

CSLC Director

- Samuel Steinberg
213-740-1258 (samuelst@usc.edu)

Chair, Department of Comparative Literature

- Erin Graff-Zivin
213-740-7659 (egz@usc.edu)

Chair, Department of French and Italian

- Margaret Rosenthal
213-740-3702 (mrosenth@usc.edu)

Chair, Department of Spanish and Portuguese

- Julian Gutierrez-Albilla
213-740-1258 (juliangu@usc.edu)

2017 Graduate Studies Committee (GSC)

CSLC Director and DGS for Track II, Comparative Literature:

- Samuel Steinberg
213-740-1258 (samuelst@usc.edu)

DGS for Track I, Comparative Media and Culture:

- Olivia Harrison
213-740-0104 (oharriso@usc.edu)

DGS for Track III, French and Francophone Studies:

- Edwin Hill
213-740-5744 (edwinhil@usc.edu)

DGS for Track III, Spanish and Latin American Studies:

- Roberto Diaz
213-740-1271 (rdiaz@usc.edu)

Administrative Staff of Contributing Departments

Comparative Literature (THH 161)

- Bertha Delgado, Staff Advisor for CSLC Students
213-740-8135 (delgado@usc.edu)
- Deborah Romero, Administrative Assistant II
213-740-0102 (daromero@usc.edu)

French and Italian (THH 155)

- Valentina Stoicescu, Staff Advisor for French and Francophone Studies Track
213-740-5438 (val@usc.edu)
- Patrick Irish, Administrative Assistant I
213-740-7854 (irish@usc.edu)

Spanish and Portuguese (THH 156)

- Amelia Acosta, Staff Advisor for Spanish and Latin American Studies Track
213-740-0162 (ameliaac@usc.edu)

2. Student Financial Support

2.1 Academic Year Support

Provided that you remain enrolled full-time, maintain good academic standing, and make timely progress toward your degree, you have been assured that you will receive up to five years of financial support (full tuition remission and stipend, at a rate annually set by the University, with health insurance fees). The form of this support will vary from year to year depending on your circumstances, departmental and College needs or resources, and other determining factors.

The most common forms of support are departmental, within Dornsife (the College), or Graduate School fellowships; teaching assistantships (in large lecture classes), assistant lectureships in programs such as beginning language instruction, Freshman Writing, or Thematic Option, and USC's undergraduate honors program, and research assistantships. The Director of CSLC, in consultation with department Chairs, decide each spring on the distribution of financial support resources for the following year. Every effort is made to ensure that each CSLC student receives both varied apprentice teaching experience in the course of his/her five years of study, and has the opportunity for fellowships or research assistantships, which carry no teaching obligations. However, the primary responsibility of the Steering Committee is to guarantee support to all students who continue in good standing. This does not always allow for the arrangement of students' ideal assignment nor the ability to offer each student fellowships annually.

Support beyond the fifth year of full-time enrollment is exceptional and not guaranteed.

2.2 Other Sources of Funding

The Graduate School annually awards a small number of endowed fellowships to continuing students. Nominations are made by the CSLC program, in early Spring. Some of these fellowships are designated as “Final Year” fellowships, which stipulate that, after the term of the fellowship, awardees can receive no further support from USC.

There are also other opportunities for dissertation fellowships. For example, the Marta Feuchtwanger Award for dissertations on the historical or political novel. Additionally, there are other fellowships you can apply for through outside agencies such as the Josephine de Kármán fellowship, ACLS (American Council of Learned Societies) or the Mellon Foundation for the Humanities. Although every effort is made to inform you of such opportunities, please also take the initiative to seek them out yourself.

2.3 Summer Support and Small Research Grants

CSLC wants to encourage its students to advance in their program during the summer months. We seek to support activities such as participation in professional conferences during both the summer and the regular academic year. When and if funds are available, the Graduate Studies Committee considers requests for small grants and summer support. There are normally two deadlines to submit such requests: **September 30th** and **March 31st**. Calls for proposals are circulated several weeks before these deadlines.

3. Graduate Student Participation

As a doctoral student in CSLC, you are in training to assume full responsibilities in a university or college academic department. Although your primary training takes place in the seminar room, in your discussions with your advisors, and in your own teaching experiences, you are also an apprentice member of a university faculty whose activities extend beyond its classrooms, offices, and places of individual research. We expect you to help sustain the intellectual life of a university campus in many other ways, such as through attending lectures and colloquia sponsored by CSLC departments. In addition to related departments, we encourage you to participate in other events and affairs of the program, and in general, to contribute actively to the life of the intellectual community you have joined. Your participation in program-sponsored or -endorsed events will be taken into account in decisions regarding your requests for supplementary or summer funding.

4. The USC Catalogue

The Catalogue is essential reading. All graduate degrees at USC are officially conferred by the Graduate School and must therefore satisfy its regulations. Please refer to the annual issue of the [USC Catalogue](#) for detailed information. Familiarize yourself with the Catalogue and refer to it as needed, especially with concerns pertaining to examination reporting procedures, continuous residency requirements, limits on time to degree, and other such topics of importance. Be advised that the Graduate School adheres to policies and procedures. In the unlikely event of a conflict between CSLC policy and that of the Graduate School, the latter will prevail.

5. Registration

Shortly after your arrival at USC, meet with your Track DGS for advisement on your selection of courses. Following this meeting, contact the Track Staff Graduate Advisor of the department for which you need the registration hold cleared. He/she will provide course registration clearances. You must not attempt to register for courses until you have had this consultation and your schedule has been approved. You will follow the same procedure every semester for as long as you continue to take classes. In order to avoid costly late fees, register at least one week before the start of classes. For entering students, before attempting to register, verify with appropriate staff that you have been entered into the University's financial system. Continuing students should likewise register prior to the start of classes and have their proposed schedules approved by their Track DGS.

6. Transfer Credit

In order to receive credit for graduate work done at other universities prior to enrollment at USC, the Degree Progress Department in the Office of Academic Records and Registrar has to issue a "Transfer Credit Statement" indicating which courses may be available for graduate credit at USC. Once this Statement has been obtained, meet with your Track DGS to discuss the courses you seek to transfer. It is often helpful to bring along supporting documents such as catalogue descriptions and course syllabi. According to University policy, a maximum of 30 units may be transferred toward your degree from course work completed at other institutions. It is unusual, however, to receive the maximum number of 30 transfer units. For time limits on the validity of transfer credits, see the [USC Catalogue](#) in "[Course Work Taken Elsewhere](#)" under the "[Graduate and Professional Education](#)" section.

7. Advisement

In the course of your degree work, you will consult many different faculty members in different advising roles. You are encouraged to supplement official advisement by consulting regularly with those faculty best able to guide you in your particular field or fields of study.

The Track DGS advises all incoming students and oversees their progress to the Major Field Exam (MFE). They are also available to consult with you at any subsequent point in your study to resolve specific procedural problems. After the MFE, you should begin to identify the advisers for your Qualifying Exam and dissertation.

8. Course Work and Course Load

During your initial fellowship year, you must register each semester for 12 units. This could be three 4-unit courses, or a combination of 4-unit and 3-unit courses. These must be courses that award graduate credit, primarily 500 and 600-level courses. 400-level courses are advanced undergraduate courses that also award graduate credit, but they should be taken rarely and only with the permission of your Track Adviser.

During years when you are teaching and completing course work, you should attempt to take five courses over two semesters. University policy requires graduate assistants to be classified as full-time students during the semester(s) of their appointment and be

enrolled in a minimum of 6 units of 400-level course work or above, unless they are registered in CSLC 794 or GRSC 800 (see below).

A minimum grade of C is required in order to receive graduate credit for a course. In courses approved for Credit/No Credit (CR/NC) you must earn a B or better to receive graduate credit. In order to remain a student in good standing and eligible for graduate support, you must maintain a minimum GPA of 3.0 (B average).

When you have finished course work and are preparing your Ph.D. Qualifying Exam, in order to be considered a full-time student you must register for GRSC 800 (zero unit course). The Graduate School allows up to three registrations for GRSC 800 in successive semesters. However, one should not need more than one or, at most, two semesters. Once you have passed your Qualifying Exam, you must register for a semester of CSLC 794 (a, b, c, d, etc.), which is equivalent to two units of graduate credit and constitutes full-time enrollment.

9. Directed Research

From time to time, you may wish to pursue a line of inquiry unrelated to normal course offerings. You can do so through Directed Research courses numbered 590 and 790. In order to enroll in a 590 or 790 course, you must first have the agreement of the faculty member under whose supervision you wish to work. Depending on the department, you may have to complete a departmental approval form. Each CSLC Track limits the number of Directed Research courses that may be counted toward your degree.

10. Incompletes

Avoid incompletes. Accumulated incompletes make it difficult to maintain current on work. Incompletes can potentially lead to withdrawal of graduate support if you fail to maintain course work.

There are circumstances such as family emergencies, illness, and accidents—when you may be forced to request a grade of incomplete in a course. USC's Office of Academic Records and Registrar defines an incomplete as follows: "Grades of incomplete (IN) are given when a student cannot complete the course requirements as a result of a documented illness or an emergency occurring after the twelfth week of the semester." You should obtain the consent of the professor and complete the [Incomplete \(IN\) Completion Form](#). This form serves as notification for the department of the arrangement you have made with the professor to complete your work. You should then make every effort to complete all required course work within several weeks of the semester's end.

When all course requirements have been completed, it is your responsibility to request that the Grade Department (213-740-5586) send a change of grade form to the course professor.

In accordance to University policy, to receive credit for the course, you must have satisfied all requirements within one calendar year of the end of the semester in which you took the incomplete grade. Failure to do so converts the incomplete grade to an F.

11. Leaves of Absence

If interruption of your studies is needed, you may petition for a leave of absence for a stated period, (usually for no more than one academic year). Leave requests must be approved in advance by your committee chair (if applicable), department chair or CSLC director, and by a Dornsife College Dean. International students must, additionally, obtain clearance for a leave of absence from the [Office of International Services](#).

University policy states that graduate students who fail to register for a Fall or Spring semester without an authorized leave are no longer considered as enrolled in a graduate degree program. Therefore, if you leave the University without obtaining a leave of absence, or if you do not enroll after your leave of absence expires, you will not automatically be readmitted to your program. In this case, you must obtain the recommendation of the CSLC Program Director and submit an Application for Readmission. The readmission approval process must be completed by the first day of classes of the semester in which you seek to resume your studies. If you are at the dissertation stage of your program, you may be liable for tuition payments of the units of CSLC 794 for the period you were not enrolled.

PhD students who meet the criteria for parental leave, are eligible for a one semester [parental leave](#).

Study Abroad

You are encouraged to seek out opportunities to study abroad to pursue language acquisition and/or conduct research. Summer is the optimal time to do so, but it is also possible during the year you are on fellowship and after your course requirements have been fulfilled. You can apply for funding for summer programs through CSLC as well as through some special University funds. For example, the Del Amo Fund for research connected with Spain, the Tsai Family Research Fund for Taiwan Studies, the USC U.S.-China Institute, and other such general summer grants. There is also the opportunity to teach English for a year at the University of Paris III-Sorbonne Nouvelle through an [exchange program](#) with our Department of French and Italian.

II. DEGREE REQUIREMENTS COMMON TO ALL CSLC TRACKS

A. Courses, Exams, Dissertation

1. Core Curriculum

The CSLC Core Curriculum consists of:

- **CSLC 501, 502, 503**, and one of the following: **CSLC 601, 602, or 603**. The 500-level courses are offered every year; 502 and 503 in the Fall and 501 in the Spring. One 600-level course is offered each year.
- CSLC 600, Professional Development I: Publication, and CSLC 700, Professional Development II: Applying for Positions. These workshops will normally be taken after your Qualifying Exam or, at the earliest, toward the end of your coursework. They are offered on a credit/no-credit basis for 2 units. CSLC 600 covers academic publishing in our fields. CSLC 700, offered every Fall, covers job searching, drafting of dossier materials and writing samples, preparation for MLA and on-campus interviews.

2. First-Year Review

A first-year review of all students is conducted by the Graduate Studies Committee. This is followed by a discussion between the Track DGS and each student at the end of his/her first year.

3. Field Exam

A Field Exam that takes place at the end of the first or second year. These exams vary for each Track (refer to requirements for particular Track).

4. Qualifying Examination

The Qualifying Examination is required by the Graduate School. This takes place after course work has been completed. Although this exam varies somewhat for each Track, there are several features common to all Tracks:

4.1 GRSC 800: Studies for Qualifying Examination

This is the placeholder course for which you will register once you complete all other degree requirements, with the exception of the Qualifying Exam and Dissertation. The Graduate School limits the number of semesters for which you may enroll in GRSC 800 to three semesters.

4.2 Qualifying Examination Committee

The Qualifying Examination Committee is composed of a faculty committee chair and four additional USC faculty members. In exceptional circumstances and with the approval of

your Track DGS, non-USC faculty may be invited to serve on this committee as the sixth member of the committee. They may not, however, serve as chairs. At least three members of this committee must hold appointments in the CSLC department and the chair must be from the CSLC department. You and your committee chair may agree that it is desirable to name a co-chair from inside or outside CSLC, but for official purposes, your committee has only one chair. At least one of the five committee members must not be from the CSLC program. The Graduate School requires all members of your committee to be present at the oral Qualifying Exam. This requirement may affect your choice of the five members of this committee.

5. Dissertation

This is the capstone research project of your Ph.D. degree. It is a book-length work on a topic that has been approved by the committee of faculty guiding you through this stage.

5.1 Dissertation Committee

The dissertation committee is comprised of a faculty committee chair and at least two other faculty members, one of whom must not be from the CSLC program. Typically, the chair of your Qualifying Exam committee continues as your dissertation director, along with two other members of that committee.

5.2 CSLC 794abcdz: Doctoral Dissertation

Each semester following the completion of your Qualifying Exam, you must register for one of these two-unit courses. Although only 8 units of 794 (a,b,c,d) will be counted toward your 60-unit minimum requirement for the degree, you must continue to register for CSLC 794 every semester until you have passed your dissertation defense.

6. Dissertation Defense

A dissertation defense, is required by the Graduate School. It takes place once your Dissertation Committee agrees that the full draft of the dissertation is ready to be defended. All committee members must be present for the defense. On average the defense lasts two hours.

B. Forms, Formalities, Rules, Deadlines, etc.

The University regulates your progress toward the Ph.D. Listed below are the guidelines and details, explanation of forms, and appointments that need to be submitted to display the progress of your Ph.D.

1. Appointment or Change of Qualifying Exam or Dissertation Committee

Once the membership of your Qualifying Exam committee is set, gather everyone's signature on the [Appointment of Change of Qualifying Exam or Dissertation form](#) and submit it at least two semesters before you plan to take the exam.

This same form will be used to show the appointment of your Dissertation Committee. File this form as soon as possible after passing your Qualifying Exam. Many times it can be completed at the Oral Qualifying Exam and submitted right away.

2. Approval to Submit Defended and Final Copy of Doctoral Dissertation

After all changes required by your dissertation committee have been made and approved, this form is [submitted](#) to the Thesis Editor prior to dissertation submission.

3. Survey of Earned Doctorates

Completion of the [Survey of Earned Doctorates](#) is required along with the “Approval to Submit Defended and Final Copy of Doctoral Dissertation” for submission to the Thesis Editor prior to dissertation submission. Proof of completion can be demonstrated by submitting the PDF of the completion certificate.

4. Deadlines for Submitting the Dissertation

The University confers degrees three times a year: in May, August, and December. Corresponding to each of these periods is a deadline for submitting the final copy of the dissertation). For example, if you aim to receive your degree in May, your defense must be held well in advance of the deadline to allow you time to make any revisions and prepare the final copy. As you approach the final stage of dissertation writing, plan your defense well in advance.

For more information on submission and degree conferral dates, refer to the Graduate School's [Thesis/Dissertation Submission Deadlines website](#).

III. SPECIFIC DEGREE REQUIREMENTS BY TRACK

For the purposes of this handbook, only the requirements for the **Ph.D. degree** are described. For the minimum M.A. requirements for each Track, consult the USC Catalogue.

TRACK I: COMPARATIVE MEDIA AND CULTURE

1. Course Requirements

In addition to the Core Curriculum, **ten** (10) courses, distributed as follows:

- **Three** (3) courses in a non-Anglophone literary or cultural tradition. These would be graduate courses (500 or 600-level) in a USC department such as Classics, French and Italian, East Asian Languages and Cultures, Slavic Languages and Literatures, or Spanish and Portuguese. By planning ahead, it is also possible to take such courses at UCLA under a tuition-exchange agreement (Permitted during the regular academic year and not in the summer).
- **Seven** (7) courses in fields related to the student's program. At least two of these must be CSLC courses.
- No more than three (3) of these courses may be Directed Research (590 or 790).

2. Foreign Language Requirement

The foreign language requirement is satisfied by completing the three courses in a non-Anglophone literary or cultural tradition, as outlined above.

3. Field Exam

3.1 Description

This is a 6-hour written exam based on the Track I reading list, which is a representative list of works on a variety of media and cultural theory. The [reading list](#) is intended to provide a focus for the exam questions and is not meant to limit the subject matter on which you may be examined. Expect the exam questions to cover issues and texts that range beyond the specific titles on your list.

In consultation with the Track I DGS, each student supplements the general reading list with ten works that are especially pertinent for his/her program. The Track I DGS selects three faculty members for the examining committee. These will be faculty with whom you have taken courses. You are welcome to consult with these faculty before the exam.

The exam consists of three broad essay topics, for which you will have a choice among several questions. Past Field Exams are on file in the CSLC/COLT office and you are welcome to consult them.

3.2 Timing

The exam is usually taken after the completion of your fourth semester or second year. The exact date and time is up to you, but customarily it is scheduled toward the end of the summer and before the beginning of the next Fall semester.

3.3 Evaluation

The exam is read and evaluated by the faculty who have written the questions. They may evaluate it as a High Pass, Pass, Low Pass, or Not Passing. The Track I DGS will meet with you and review the committee's evaluations. The committee may recommend, in the case of a Not Passing result, that you be allowed to retake it once. In that case, you must retake the exam, written by the same examining committee, before the beginning of the next Fall semester.

4. Qualifying Examination

4.1 Description

The Qualifying Exam involves three steps: (1) submission of a dissertation prospectus, (2) a written exam on the general area of your dissertation research, and (3) an oral exam.

4.2 Dissertation Prospectus

The Qualifying Examination process formally begins with your submission of a dissertation prospectus. This should be a 15 to 20 page description of your topic, including a clear statement of the subject matter, a summary of the scholarship produced to date on the subject, and the nature and goals of the research you will undertake. Your Qualifying Exam committee chair is responsible for approving the final draft of the prospectus for submission to the full committee. Preliminary drafts of the prospectus should be circulated to members of your committee around six weeks in advance of the date you intend to take the written component of the Qualifying Exam.

4.3 Reading List

As you begin preparing your prospectus and in consultation with the members of your Qualifying Exam committee, you should also start compiling a reading list that will customarily include primary texts together with critical, historical and/or theoretical works related to your chosen topic. It might be helpful to think of this list as the sum of three or four smaller, conceptually coherent lists, all tending to intersect in the space you have mapped out for your dissertation.

Take special care to solicit approval of your reading list from all five members of your Qualifying Exam committee. Your final reading list is to be submitted to them along with

the final draft of your prospectus three to four weeks in advance of the date set for your written exam.

4.4 Written Examination

The written portion of the Qualifying Examination is devoted principally to questions based on your reading list. Each of the members of your committee will write questions for the exam. Similar to the Field Exam, the written Qualifying Exam lasts six hours. There will be a choice of questions on which to write three essays.

The Qualifying Exam committee will evaluate your essays. If you receive a passing performance, you will move on to the Oral Exam.

4.5 Oral Examination

The oral portion of the exam takes place around two weeks after the written portion. By Graduate School regulation, both the written and oral components of the Qualifying Exam must be completed within a 60-day period.

The oral exam lasts approximately 90 minutes. While it allows for follow-up questions on specific points raised in the written exam, it is usually devoted to discussion of your dissertation prospectus.

4.6 Evaluation

At the end of the Oral Exam, the Qualifying Exam committee will consult to decide whether or not you have passed. Students who fail to pass may, if their examining committee recommends, be allowed to retake the exam one more time, no later than six months after the date of their first attempt. For this retake, the Qualifying Exam committee must remain the same.

As soon as possible after passing the Qualifying Exam, you are required to appoint a Dissertation Committee using the "Appointment or Change of Qualifying Exam or Dissertation Committee" form. It is strongly recommended that you complete and file this form, if possible, at the time of the Qualifying Exam.

5. Dissertation Defense

See Section 6 of *Requirements Common to All Tracks*, page 13.

6. Time to Degree

The following timelines represent *optimal* progress toward degree for Track I.

6.1 For Students Entering with a B.A.

Year 1	Semester 1	Begin to complete CSLC Core Curriculum (excluding CSLC 600 and 700) and at least seven other courses.
	Semester 2	
	Summer 1	Begin preparing reading list for Field Exam.
	Semester 3	
	Semester 4	
	Summer 2	Finish preparation for Field Exam. Take Field Exam by the end of the summer.
	Semester 5	Continue course work.
	Semester 6	Complete any remaining required course work. Begin consulting with faculty for Qualifying Exam committee.
	Summer 3	Work on dissertation prospectus and Qualifying Exam reading list.
	Semester 7	Register for GRSC 800. Submit final reading list and dissertation prospectus to your Qualifying Exam committee at least 4 weeks before scheduled written exam. Take the Qualifying Exam.
	Semester 8	Register for CSLC 794a. Set up a schedule for completion of the dissertation with your dissertation director. Research and write. Recommended registration in CSLC 600.
	Summer 4	Dissertation research and writing.
	Semester 9	
	Semester 10	

6.2 For Students Entering with an M.A.

Year 1	Semester 1	Begin to complete CSLC Core Curriculum (excluding CSLC 600 and CSLC 700), and two other graduate courses.
	Semester 2	
	Summer 1	Prepare Field exam reading list and take Field exam at the end of the summer.
	Semester 3	Continue course work.
	Semester 4	Complete any remaining required course work. Begin consulting with faculty on the Qualifying Exam and dissertation prospectus.
	Summer 2	Work on dissertation prospectus and Qualifying Exam reading list.
	Semester 5	Register for GRSC 800. Submit preliminary reading list to committee chair. Submit final reading list and dissertation prospectus to your Qualifying Exam committee at least 4 weeks before scheduled written exam. Take the Qualifying Exam.
	Semester 6	Register for CSLC 794a. Set up a schedule for completion of the dissertation with your dissertation director.
	Summer 3	Dissertation research and writing.
	Semester 7	
	Semester 8	

TRACK II: COMPARATIVE LITERATURE

1. Course Requirements

In addition to the Core Curriculum, **ten** (10) courses distributed as follows:

- CSLC 602 (as part of Core Curriculum) and at least two (2) other courses in CSLC, COLT, or comparative fields related to the student's program.
- At least five (5) courses in a first literary tradition. A literary tradition is understood to refer to the full scope of a national literature (e.g., Russian or Japanese), the greater part of two or more national literatures in one language (e.g., several Francophone literatures of Europe, Africa and the Americas; peninsular and Latin American literatures in Spanish), or the full scope of a distinctly bilingual tradition such as Classics (Greek and Latin). In selecting these 5 or more courses, you should try to include all or most of the major periods in the tradition's literary history. Do not concentrate all courses in two closely related periods such as 19th and 20th centuries, medieval, or early modern. Where your tradition includes two extensive national literatures (e.g., British and American), some narrowing of focus to a period such as the 19th and 20th centuries may be unavoidable.
- At least two (2) courses in a second literary tradition. This tradition must be in a different language from that of the major literature.
- At least one (1) course in a third literary tradition. Examination option: In rare circumstances, an examination testing a linguistic skill and breadth of knowledge equivalent to an advanced course (400-level or higher) may be substituted for a course in the third language. Permission of the Graduate Studies Committee is required in order to make this substitution. If, however, your major literary tradition is Anglophone, you must do advanced course work in two other traditions without the option of an examination in the third tradition.
- No more than three (3) of the courses applied toward your degree may be Directed Research (590 or 790).

2. Foreign Language Requirements

The foreign language requirements for Track II are twofold:

- The course requirements for second and third literary traditions or, exceptionally, the examination option, as aforementioned.
- The Literary Analysis Exercise (LAE), which normally takes place in conjunction with the Field Exam, and is an exercise in literary analysis. The LAE is designed to demonstrate your proficiency in your strongest non-native language outside your major literary tradition. For this exercise you are given a passage from a work in the language and your aim is to show your linguistic mastery by bringing out its specific

literary and textual features. You have three hours to write your analysis and are allowed to use one or more dictionaries. You may not use (and should not need) any other books or notes. Students whose concentration is in Classics take a three-hour exam testing their ability to translate from both Greek and Latin, as well as their analytic abilities. Students whose principal non-native language is a technically difficult one such as Arabic, Chinese, or Russian may, at the discretion of the Graduate Studies Committee, be asked to translate as well as analyze the passage(s) selected for them. This exercise may be retaken once.

3. Field Exam

3.1 Description

The Field Exam consists of a six-hour written examination covering either the full scope of your first literary tradition (or, if your tradition is so defined, the greater part of two or more national literatures in one language, such as 19th- and 20th-century British and American literatures) or, if you choose instead, the Theory reading list.

If your major literary tradition is one of those covered by the Track II [Reading Lists](#), then you are required to use that list. Limited substitution of titles is permitted, with approval of the Track DGS or another designated faculty member. Where there is no established reading list for a given literary tradition, you will prepare one yourself in consultation with the Track DGS and at least one other faculty member with expertise in the field.

The reading list is intended to provide a focus for the exam questions and is not designed to limit the subject matter on which you may be examined. You should expect the exam questions to cover issues and texts that range beyond the specific titles on your list.

The exam consists of three broad essay topics, for which you will have a choice among several questions.

3.2 Timing

The exam is taken after the completion of your fourth semester or second year. The exact date and time is up to you, but generally it is scheduled toward the end of the summer and before the beginning of the next Fall semester.

3.3 Evaluation

The exam is read and evaluated by the faculty who have written the questions. They may evaluate it as a High Pass, Pass, Low Pass, or Not Passing. The Track II DGS will meet with you and review the committee's evaluations. The committee may recommend, in the case of a Not Passing result, that you be allowed to retake it once. In that case, you must retake the exam, with the same examining committee, before the beginning of the next Fall semester.

4. Comparative Field Exercise

4.1 Purpose

The purpose of the Comparative Field Exercise (CFE) is to demonstrate the breadth of your expertise as a comparatist. The material covered by the CFE should be distinctly different from that involved in both the Field and Qualifying Exams.

4.2 Timing

The CFE is administered by CSLC and is not supervised by the Graduate School. It is meant to be completed before you have finished all your required course work, and not in close proximity to the date of your Qualifying Exam. For more details, see the "Time to Degree" tables in section 7.

4.3 Comparative Field Exercise Committee

The CFE committee consists of a chair and two other faculty members. The chair must be from the CSLC department. The CFE is meant to cover material significantly different from the Field Exam or the Qualifying Exam. The committee formed to advise you on this material will need to reflect this difference. There is thus a likelihood that not all of the faculty members with whom you work on your CFE will continue to serve on your Qualifying Exam committee.

4.4 Comparative Field Paper

The core of the CFE is a 30 to 40 page paper with bibliography on a subject designed to demonstrate the range of your comparative expertise. This paper will grow out of work you have done for one or more graduate seminars. It can be literary and/or theoretical in nature, but should draw principally on work in your second and/or third language traditions. A preliminary draft of this paper is submitted to members of your committee for comments and evaluation before a final draft is presented to them for an oral defense.

4.5 Oral Examination

The oral portion of the Comparative Field Exercise consists of a discussion (60-90 minutes) between you and your examining committee on the subject of your paper and your projected area(s) of expertise. Should your Comparative Field committee find insufficient evidence in your paper and/or course work of your ability to work in any of your three designated languages, they may require that you pass a supplementary written exam consisting of one or more exercises in translation and textual analysis, before you will be considered to have passed the Comparative Field Exercise.

4.6 Evaluation

The committee will discuss their evaluation with the student at the oral. Students who fail to pass the Comparative Field Exercise may, if their examination committee recommends, be allowed to retake it in the semester following the original attempt. In that case, the examining committee cannot change. This examination cannot be retaken more than once.

5. Qualifying Examination

See section 4 of *Track I*, pages 16-17.

6. Dissertation Defense

See Section 6 of *Requirements Common to All Tracks*, page 13.

7. Time to Degree

The following timelines represent *optimal* progress toward degree in Track II:

7.1 For Students Entering with a B.A.

Year 1	Semester 1	Begin to complete CSLC Core Curriculum (excluding CSLC 600 and 700) and at least seven other courses.
	Semester 2	
	Summer 1	Begin preparing reading list for Field Exam.
	Semester 3	
	Semester 4	
	Summer 2	Finish preparation for Field Exam. Take Field Exam and Literary Analysis Exercise by the end of the summer.
	Semester 5	Continue course work. Begin consulting with faculty for Comparative Field Exercise.
	Semester 6	Complete any remaining required course work. Complete Comparative Field Exercise. Begin consulting with faculty for Qualifying Exam committee.
	Summer 3	Work on dissertation prospectus and Qualifying Exam reading list.
	Semester 7	Register for GRSC 800. Submit final reading list and dissertation prospectus to your examining committee at least 4 weeks before scheduled written exam. Take the Qualifying Exam.
	Semester 8	Register for CSLC 794a. Set up a schedule for completion of the dissertation with your dissertation director. Research and write. Recommended registration in CSLC 600.
	Summer 4	Dissertation research and writing.
Year 5	Semester 9	Register for CSLC 794b, CSLC 794c, and CSLC 700 (Fall). Complete your dissertation and the dissertation defense. Submit paperwork and dissertation to the Graduate School.

7.2 For Students Entering with an M.A.

Year 1	Semester 1	Begin to complete CSLC Core Curriculum (excluding CSLC 600 and CSLC 700), and at least seven other courses.
	Semester 2	
	Summer 1	Prepare Field exam reading list and take Field exam at the end of the summer.
	Semester 3	Continue course work.
	Semester 4	Complete any remaining required course work. Complete the Comparative Field Exercise. Begin consulting with faculty on the Qualifying Exam and dissertation prospectus.
	Summer 2	Work on dissertation prospectus and Qualifying Exam reading list.
	Semester 5	Register for GRSC 800. Submit preliminary reading list to committee chair. Submit final reading list and dissertation prospectus to your examining committee at least 4 weeks before scheduled written exam. Take the Qualifying Exam.
	Semester 6	Register for CSLC 794a. Set up a schedule for completion of the dissertation with your dissertation director.
	Summer 3	Dissertation research and writing.
	Semester 7	
	Semester 8	

TRACK III: NATIONAL LITERATURES AND CULTURES

FRENCH AND FRANCOPHONE STUDIES

1. Course Requirements

In addition to the Core Curriculum, **ten** (10) courses distributed as follows:

- FREN 501 (“Early Modernities”), FREN 503 (“Modernities”). Students take one of these seminars in their first year and the other in their second year.
- Seven additional courses in French or, with permission from the DGS, in a related field; no more than two of the courses may be at the 400 level and no more than one course may be in directed research (590, 790).
- CSLC 603

2. First-Year Paper (Comparative Field Exercise)

The First-Year Paper, developed in consultation with a faculty advisor, is submitted at the end of the first year, but no later than the third semester. Usually between 30 to 40 pages in length and written in French, the paper examines a theme, problem, or issue across three (consecutive optional), periods of your choice. In this paper, you are also expected to demonstrate the ability to contribute to critical discussions ongoing in the field. The oral defense of the paper takes place before a committee constituted of the student’s advisor and at least one other faculty member in French.

3. Field Examination

The French Field Examination is an oral exam in which you are expected to demonstrate a broad knowledge of the texts on the French and Francophone [reading lists](#). It is to be taken at the end of the fourth semester or no later than the beginning of the third year. You should discuss the Field Examination reading lists with the French DGS well in advance of the exam date. Substitutions are often permitted, and even encouraged, depending on your scholarly focus. You are allowed to retake the Field Examination once, but no later than the end of the semester following the first attempt. The committee for the Field Examination normally consists of four faculty in French.

4. Syllabus

A syllabus for an undergraduate French course of your own design. This is submitted two weeks prior to the Field Examination and is discussed by the examining committee at the oral.

5. Foreign Language Requirement

The foreign language requirement is satisfied either by successfully completing a course at the 400 level or above taught in a language other than French or English or by passing a

reading examination in the relevant language. Students confer with the French DGS to decide which option is most appropriate. This requirement must be satisfied at least 60 days before the Qualifying Examination.

6. Qualifying Examination

6.1 Description

The Qualifying Examination involves two steps: (1) submission of the dissertation prospectus and bibliography to the Qualifying Examination Committee and (2) an oral exam based on the prospectus.

6.2 Dissertation Prospectus

The prospectus is meant to introduce the topic of your dissertation and present the critical framework in which you will engage it. The prospectus should take the reader through the main argument that will be developed in the dissertation, outline the key texts with which the dissertation will be working, and explain how the dissertation will contribute to the field of secondary literature on the topic. The prospectus is generally between 20 to 25 pages in length.

6.3 Bibliography

The bibliography lists the major primary and secondary materials referred to in the prospectus, as well as works that are more broadly relevant to the dissertation project.

6.4 Oral Examination

The oral exam is a two-hour exam in which you present your dissertation project and respond to questions from the members of the Qualifying Exam committee. The oral exam cannot be scheduled until drafts of both your prospectus and bibliography have been approved by your Qualifying Exam committee chair and then circulated to the rest of the committee.

7. Dissertation Defense

See Section 6 of *Requirements Common to All Tracks*, page 13.

8. Time to Degree

The following timelines represent *optimal* progress toward degree:

8.1 For Students Entering with a B.A.

Year 1	Semester 1	Begin to complete CSLC Core Curriculum (excluding CSLC 600 and 700). FREN 501 and FREN 502, and at least five other courses. Begin preparing your First Year Paper and schedule the oral defense.
	Semester 2	
	Summer 1	
	Semester 3	Complete the First Year paper.
	Semester 4	
	Summer 2	
	Semester 5	Finish preparation for Field Exam and sample syllabus. Take Field Exam by the end of the summer.
	Semester 6	Continue course work.
	Summer 3	Complete any remaining required course work. Begin consulting with faculty for Qualifying Exam committee.
	Semester 7	Work on dissertation prospectus and bibliography.
	Semester 8	Register for GRSC 800. Submit dissertation prospectus and bibliography to your Qualifying Exam committee at least 4 weeks before scheduled oral exam. Take the Qualifying Exam.
	Summer 4	Register for CSLC 794a and CSLC 600. Set up a schedule for completion of the dissertation with your dissertation director. Work on your dissertation in consultation with your dissertation advisor.
	Semester 9	Dissertation research and writing.
	Semester 10	

8.2 For Students Entering with an M.A.

Year 1	Semester 1	Begin to complete CSLC Core Curriculum (excluding CSLC 600 and CSLC 700), FREN 501, and FREN 502.
	Semester 2	Begin preparing your First Year Paper and schedule the oral defense for the end of the spring semester.
	Summer 1	Prepare Field exam reading list and sample syllabus and take Field exam at the end of the summer.
	Semester 3	Continue course work.
	Semester 4	Complete any remaining required course work. Begin consulting with faculty on the Qualifying Exam and the dissertation prospectus.
	Summer 2	Work on dissertation prospectus.
	Semester 5	Register for GRSC 800. Submit dissertation prospectus and bibliography to your Qualifying Exam committee at least 4 weeks before scheduled oral exam. Take the Qualifying Exam.
	Semester 6	Register for CSLC 794a. Set up a schedule for completion of the dissertation with your dissertation director.
	Summer 3	Dissertation research and writing.
	Semester 7	
	Semester 8	

SPANISH AND LATIN AMERICAN STUDIES

1. Course Requirements

In addition to the Core Curriculum, students are required to complete ten (10) courses distributed as follows:

- SPAN 501 and nine (9) additional Spanish courses or, with permission, courses in a related field. Students specializing in the medieval and early modern periods are encouraged to take a course in the history of the Spanish language. No more than three of the total required courses may be in Directed Research (590 or 790).

2. Foreign Language Requirements

Knowledge of two languages in addition to Spanish and English must be demonstrated either by successfully completing a course at the 400-level or above taught in the languages, or by passing a reading examination in the languages. Students confer with the Track DGS to decide which option is most appropriate. This requirement must be fulfilled at least 60 days before the Ph.D. Qualifying Examination.

3. Field Examination

3.1 Description

The Field Exam consists of a six-hour written examination covering key authors and texts in Spanish and Latin American literature and cinema. The [list](#) includes seven modules covering various periods of literature, and one module on cinema, on both sides of the Atlantic. The reading list is intended to provide a focus for the exam questions and is not meant to limit the subject matter on which you may be examined. You should expect the exam questions to cover issues and texts that range beyond the specific titles on your list. You are also required to complete a longer list for one of the eight modules in the field of your specialization.

3.2 Timing

The exam is taken after the completion of your fourth semester or second year. The exact date and time is up to you.

3.3 Evaluation

The exam is read and evaluated by the faculty who have written the questions. They may evaluate it as a High Pass, Pass, Low Pass, or Not Passing. The Track III Spanish and Latin American Studies DGS will meet with you and review the committee's evaluations. The committee may recommend, in the case of a Not Passing result, that you be allowed to retake it once.

4. Qualifying Examination

See section 4 of *Track I*, pages 16-17.

5. Dissertation Defense

See Section 6 of *Requirements Common to All Tracks*, page 13.

6. Time to Degree

The following timelines represent *optimal* progress toward degree.

6.1 For students entering with a B.A.

Year 1	Semester 1	Begin to complete CSLC Core Curriculum (excluding CSLC 600 and 700) and at least seven other courses, including SPAN 501. Complete at least the first language requirement.
	Semester 2	
	Summer 1	
	Semester 3	Begin preparing reading list for Field Exam.
	Semester 4	
	Summer 2	
	Semester 5	Finish preparation for Field Exam and sample syllabus; take Field Exam by the end of the summer.
	Semester 6	Continue course work.
	Summer 3	Complete any remaining required course work. Complete the second language requirement (if not already completed). Begin consulting with faculty for Qualifying Exam committee.
	Semester 7	Work on dissertation prospectus and Qualifying Exam reading list.
	Semester 8	Register for GRSC 800. File the "Request to take the Ph.D. Qualifying Exam" form. Submit final reading list and dissertation prospectus to your examining committee at least 4 weeks before scheduled written exam. Take the Qualifying Exam.
	Summer 4	Register for CSLC 794a. Set up a scheduled for completion of the dissertation with your dissertation director. Research. Write. Recommended registration in CSLC 600
	Semester 9	Dissertation research and writing.
	Semester 10	

6.2 For students entering with an M.A.

Year 1	Semester 1	Begin to complete CSLC Core Curriculum (excluding CSLC 600 and CSLC 700) and two other graduate courses, including SPAN 501. Complete at least the first language requirement.
	Semester 2	
	Summer 1	Prepare Field exam reading list and take Field exam at the end of the summer.
	Semester 3	Continue course work.
	Semester 4	Complete any remaining required course work. Begin consulting with faculty on the Qualifying Exam and the dissertation prospectus.
	Summer 2	Work on dissertation prospectus and Qualifying Exam reading list.
	Semester 5	Register for GRSC 800. Complete the "Request to Take the Ph.D. Qualifying Exam" form. Submit dissertation prospectus and bibliography to your Qualifying Exam committee at least 4 weeks before scheduled oral exam. Take the Qualifying Exam.
	Semester 6	Register for CSLC 794a. Set up a schedule for completion of the dissertation with your dissertation director.
	Summer 3	Dissertation research and writing.
Year 4	Semester 7	Register for CSLC 794b, CSLC 794c, CSLC 700 (Fall) and CSLC 600 (Spring). Complete your dissertation and the dissertation defense. Submit paperwork and dissertation to the Graduate School.