

# CLARK UNIVERSITY

## GRADUATE SCHOOL OF GEOGRAPHY

### PH.D. PROGRAM STRUCTURE

Effective October 2009

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## **PROGRAM STRUCTURE**

The graduate curriculum is organized to give a broad view of the field of geography and its teaching, as well as specialized approaches to selected subfields. The subfields are organized in accordance with the research interests and teaching competencies of the faculty. These subfields or streams include: Cultural/Humanistic; Environmental/Resource Management; Physical Geography of Human Systems; Regional/International Development/Political Economy; Urban Geography; and Mapping Sciences. Students or faculty who do not wish to operate within the framework of a formal subfield may create personalized programs or fields of concentration outside the formal subfields; these options are limited only by the general nature of the offerings and the interests and competencies of the faculty.

The School encourages study on the 'frontiers' of geography, study that links with work outside the discipline to tackle problems in an interdisciplinary manner and to create 'new geographies.' Such endeavors, however, should not lose sight of the traditions that mark the discipline and the fact that the degrees awarded certify substantial expertise in the discipline. Graduate studies in the School, therefore, should seek a balance between knowledge of the discipline, or several of its subfields, and knowledge specific to the major research problems of the student.

This document describes policies and requirements currently in effect in the Graduate School of Geography. The graduate program is reviewed on a regular basis and it is occasionally necessary to make changes to these program requirements.

The chair of the Graduate Curriculum Committee serves as the Graduate Advisor. The Graduate Advisor is appointed by the Director for a period of two academic years, with the possibility of renewal. The Graduate Advisor has the responsibility for supervising the passage of all graduate students through the Graduate School of Geography in a timely and orderly manner. The graduate advisor is involved in all decisions regarding students' completion of program requirements, and is the person with whom issues relating to particular students and interpretations of the Program structure must first be raised. The Graduate Advisor meets with the Director regularly to discuss major pending decisions and the progress of the graduate student body as whole. The Graduate Advisor, however, is not involved in issues of student financing, where the Director retains responsibility.

## **COURSE REQUIREMENTS**

Students entering with a B.A. degree require 16 credits to obtain a Ph.D. (including directed readings, research, and thesis/dissertation work). Students entering with a M.A. degree require 8 credits to obtain a Ph.D. Clark University does not allow students entering the program with a M.A. degree in geography to obtain a second M.A. All first year students are required to take a non-credit, two semester seminar, GEOG 315 Professional Training for Geographers, and two core courses, one in each of the first two semesters of study. (Geog 318 - Explanation of Geography and Geog 368 –The Development of Western Geographic Thought).

## **RESIDENCE REQUIREMENTS**

A three year residence beyond the B.A. degree is required for the Ph.D. program. Students entering with an MA in a field other than geography will also be expected to take essentially the three year residence program. Students entering with an MA in geography from another institution may expect to complete their residence in the five semesters or two and one-half years. One of the years in residence must be the year in which the dissertation proposal is submitted and approved.

After approval of the dissertation proposal, if the dissertation is not completed by the end of four years, the proposal must be submitted for re-approval. One prerequisite for such re-approval is provision for one academic semester's residence during the next year to work on the dissertation. (Twelve weeks during the summer is considered the equivalent of an academic year semester for this purpose, with the proviso that a faculty member be in residence at Clark during the summer and express a willingness to supervise.)

Once a student has completed all requirements for the Ph.D. (skills, orals, proposal, defense/display; and the residence period) except for the dissertation, the student is advanced to ABD status. At this point, the student is normally allowed four further semesters of resident status before being considered non-resident and being subject to the University's non-resident fee.

## **RESIDENT/NON-RESIDENT/PART-TIME STATUS**

Graduate students may have either Resident, non-Resident status, or part-time status. The status for the resident/non-resident categories is determined on a semester-by-semester basis while part-time status, if requested, must be determined during the fall semester.

**Full-Time Resident status** (see Residence Requirements above for details) normally applies to students registered for three courses per semester. The three course load includes directed reading, directed research, and directed writing courses as well as regularly scheduled courses. Normally students are allowed an additional four semesters of resident status after completion of all requirements and advancement to ABD status. This four semester provision includes time spent carrying out field work.

**Non-Resident status** is accorded to students who have completed all of their course work, including field work, and have exhausted the four semester ABD resident period. Non-Resident students are those who are not physically present at Clark except on an occasional basis, have only their dissertation to complete, and are only sporadically using Clark facilities (library, computer, etc.).

**Part-time status** is defined as ½ normal load per academic year. For a student to be placed into this status requires the approval of the director and faculty as a whole.

**A Leave of Absence** may be granted with the approval of the Director and the Dean of the Graduate School for a designated period, not to exceed one year, to students who can present a valid reason for temporary suspension of their graduate studies. Such students are not eligible for loan deferments or any Clark benefits.

Students who are not in any of the three categories listed above are assumed to have withdrawn and must file for reinstatement should they wish to recommence their Graduate studies.

## **FIRST YEAR**

**Courses:** The first year of graduate study (for those entering with a B.A./B.S. or an MA/MS without a geography background) is planned to broaden the student's knowledge of the field of geography and the practices within it, and to help students define their interests within the context of the Clark program. The student will select courses in consultation with the formal first year graduate advisor. All entering students must complete Geog 368 The Development of Western Geographic Thought, Geog 318 Explanation in Geography, and Geog 315 Professional Training.

In order to maintain satisfactory progress in the graduate program, the student must obtain a minimum of 5 course credits by August 1 of the entry academic year.

All first year graduate students are required to take the following non credit course, Geog. 315-Professional Training for Geographers which examines graduate studies and career needs, including grant preparation, teaching skills/techniques, job interviewing, as well as introducing the faculty of the School to the student body. The Graduate Advisor serves as advisor to each student during the first semester of residence. However, during the second semester, graduate students may substitute another full time geography faculty member as his/her advisor, with approval from the Graduate Advisor. Otherwise the Graduate advisor serves as individual advisor for the second semester, until the first year review.

**First-year review:** Immediately following the end of classes in the Spring semester, a formal review of the student's first-year work and discussion of his/her future program will be held by a three-member First Year Advisory Committee. The committee is composed of three faculty members, one of whom is either the Director or the Graduate Advisor, and the other two members are determined during consultation between the Graduate Advisor and the graduate student. At the end of the review the chair of the committee, after consulting with the graduate student, determines who will be the student's advisor for the following year. The faculty advisor will then meet with the student at registration time during each subsequent semester to assess progress and plan the student's courses for the following semester. When the student is non-resident, an email "meeting" is held.

About two weeks in advance of the First-Year Advisory Meeting the student should submit to each member of the committee an example of work completed during the year (usually a review or research paper), list of courses taken and TA/RA duties. The advisory meeting involves an assessment of the written work and of progress made during the first year of study, and includes advising on the next year of study. At this time the student should declare his/her

formal advisor. In addition to its advisory role, the committee makes a recommendation to the Director on the continuance of the student in the graduate program. Written statements of the meeting will be prepared by the committee and by the student; these statements will be reviewed by the Director and placed in the student's file.

## **SECOND YEAR**

**Courses:** The second year of study should emphasize in-depth work in the student's field of interest, formulation of possible doctoral exam topics, problem formation and research, and research skills. Usually these goals are intricately linked. Course work should include seminars, directed readings, and directed research.

By the end of the second year of study, students are encouraged:  
(1) to fulfill their skills requirement; (2) to be preparing for their doctoral exams; and, (3) to begin dissertation proposal formulation.

### **Second-year review:**

Every student will have a second-year review meeting with his or her committee. For students taking their Doctoral examination at the end of the fourth semester, second year review will take place at the end of the examination. For all other students, second year review will take place following the end of classes at the conclusion of the fourth semester, when the second-year review committee will normally be comprised of members of the student's Ph.D. examination committee. The Graduate Advisor must approve all second year review committees.

Before this meeting, the student will submit a statement summarizing courses taken, TA/RA duties, proposed topics/fields for the Ph.D. examination (including preliminary outlines and reading lists for each topic), and progress to date.

The purpose of the second year review is similar to that of the first year review. Written statements of the meeting will be prepared by the committee and by the student; these statements will be reviewed by the Graduate Advisor and placed in the student's file.

## **SUBSEQUENT STUDIES, REQUIREMENTS, AND OPTIONS**

By the third year of study, students should be well on their way to completing most of the requirements of the graduate program. Course work should deal with specific research topics and degree requirements not yet completed. The specific requirements and degree options are outlined on the following pages.

## **SKILLS REQUIREMENT**

Each student is required to demonstrate proficiency in a number of skills relevant to geographic research. The Graduate School of Geography offers courses that will fulfill most skill requirements. Students can demonstrate proficiency in a skill by receiving a passing grade in the

indicated course, or by taking an examination set by the graduate school. Each student is required to demonstrate proficiency in two of the following areas:

- (1) Multivariate Statistics: satisfied by taking and passing Intermediate Quantitative methods in Geography (Geog. 347).
- (2) Research design/research methods: satisfied by taking and passing Research Proposal Writing in Geography (Geog. 314).
- (3) Geographic Information Systems: satisfied by taking and passing Intro to Geographic Info Systems (Geog. 390).
- (4) Qualitative Research Methods, Skills and Applications: satisfied by taking, and passing, (Geog 310).
- (5) A foreign language: satisfied by completing a second-year, second-semester college level course
- (6) Other courses approved by the student's faculty advisor and the Graduate Advisor.

Students must fulfill the skills requirement by the end of the sixth semester. Students should notify their advisor when they have completed their skills requirement. The advisor will then, in consultation with the Director, place a memo in the student's file signifying completion of the requirement. The dissertation proposal will not be processed or approved by the Graduate School until the skills requirements are met.

### **INCOMPLETES**

An "I" (Incomplete) grade must be agreed upon in a written contract signed by the student and the faculty member. Contract forms are available in the office. The contract involves an agreement on the incomplete work to be performed and the date it is due. The contract form must be completed within two weeks of the last teaching day of the semester. (For more information on incompletes, see section on Assessing Satisfactory Progress.)

### **ASSESSING SATISFACTORY PROGRESS**

For a student to maintain satisfactory progress in the program, until the number of course credits required for the degree is met and/or the status of "ABD" is achieved, the total number of course credits accumulated by the end of each semester shall be no less than two below that achieved on a three-credits per-semester basis. For example, a graduate student must earn a minimum of four credits/academic year to be in good standing. This could be achieved, however, by earning one credit in one semester and three in the other. Nonetheless, the goal is to attain six credits/year; anything less is the exception, not the rule.

Any grade of "I" must be removed prior to the day on which grades are due in the semester of residence that follows the semester in which the incomplete was incurred. Failure to remove an incomplete by the specified date will result in an automatic grade of F. This requirement applies to all graduate students presently in the graduate program and is not subject to the "grandfathering" clause in paragraph 3 of page 1 of the program structure.

All committee meetings occur during the examination and reading periods at the end of each semester. Scheduling is carried out by the Graduate School of Geography. Students must ensure that their academic files contain the required information, including brief progress reports from the faculty on courses not yet completed.

Students' grade records are reviewed in early April of each year by the chairperson of the Graduate Studies Committee and problems are reported to the Director of the Graduate School.

A student who fails to meet the minimal criteria for satisfactory progress must meet with a committee consisting of the Graduate Advisor, the Director, and their advisor. The Graduate Advisor identifies students failing to meet the minimal criteria and notifies the student and the student's advisor of the required committee meeting. The committee meets with the student and makes a recommendation to the Director on the continuance of the student in the graduate program.

Meetings of the committees in question shall take place no later than one week prior to the last scheduled faculty meeting of the academic year.

Recommendations for the termination of a student in the graduate program are discussed in an executive session of the final academic year faculty meeting of the School. A representative of the committee summarizes the reasons for the decision of the committee. The student in question may also present their case. A majority faculty vote in favor of the committee's recommendation is required to terminate a student. A quorum is required for such a vote. This quorum is 50 percent of the regular faculty, excluding those on sabbatical and leave-of-absence.

The committee and/or the student may recommend a "grace period" during summer break in which the student is given the opportunity to meet the minimal requirements of the program.

In such cases, the recommending committee meets during the first month of the following academic year to make a final recommendation. This committee and meeting follows the rules noted above. A recommendation to terminate is presented to the faculty of the School during the Fall semester.

## **DOCTORAL EXAMINATION**

The Doctoral Examination Committee is composed of a minimum of four faculty members, three of whom are from the Graduate School of Geography. The chairperson of the

committee must be a regular appointment of the Graduate School of Geography (tenure track as defined in the faculty handbook). At least three members of the committee must be present to constitute a doctoral examination. Committee members must be approved by the Graduate Advisor at least three months prior to the Doctoral Examination. (In the case of students working with the Graduate Advisor, the Director makes those approvals normally invested in the Graduate Advisor).

The Doctoral Examination takes place at the end of the fourth semester in residence for students entering with a M.A., or at the end of the fifth semester for students entering with a bachelor's degree. Graduate students may, after consultation with their faculty advisor, request a delay of one semester in the timing of their doctoral examination, with permission granted by the Graduate Advisor. (When the dissertation proposal is written and defended before the doctoral examination, the doctoral examination may be postponed for one semester.)

The doctoral exam takes place during, or immediately following the end of classes in each semester. The make-up of the committee is determined by the student's advisor in consultation with the student and is approved by the Graduate Advisor. The doctoral examination serves as the second-year review for students taking it at the end of the fourth semester. All other students are subject to second-year review as stated previously.

The doctoral exam assesses the competency of graduate students in one major and two minor fields (see appendix for examples of orals fields--these fields must be approved by the chairperson of the doctoral examination committee). Competency is defined as an understanding of the substantive content and range of theoretical approaches within each subfield. Students must be able to critique alternative research traditions and defend the theoretical frameworks they adopt. For the exam in the major field the student will be expected to have an in-depth knowledge of the entire field; in the field selected for the first minor, the student will be expected to have mastered a survey of the field. The appended list of subfields is intended as a guide to the appropriate breadth of subfields for the major and the first minor. The topic of the second minor will be a more narrowly defined field; the student will be expected to have an in-depth knowledge of the second minor. The dissertation proposal is not an eligible field for the Ph.D. exam, although the research context from which the proposal is drawn can be used as a field.

At least three months prior to the doctoral examination, each student is required to submit to the doctoral examination committee (with a copy to the Director) an outline (2-3 pages) and reading list (2-5 pages) for each of the proposed fields for the Ph.D. examination. These items must be submitted during the regular semester. A copy of the approved reading lists should be signed by the committee and submitted to the Director to be kept in the student's file. Notice of the oral examination cannot be given until the entire reading list is approved by the chairperson of the orals committee and the Director.

At the beginning of the doctoral examination, the graduate student may ask and answer a question of their own choosing – however this is normally a question dealing with the overall structure of the main field. This answer should last between 10 and 15 minutes – but should not longer. It may be accompanied by limited visual materials (power point, overhead, Xerox

paper copies of diagrams) but once the initial answer is completed, the use of visual materials should be discontinued.” (By “limited” is meant no more than three slides/diagrams/tables). The oral portion of the exam on the major will last approximately one and a half hours, and the oral portion of each minor exam will be about 45 minutes. (Additional time should be scheduled for committee deliberation and feedback to the student at the conclusion of this time period.)

Graduate students should not provide food or drink to the doctoral examination room, but may bring their own personal water, coffee etc

Optional written component:

At the student's discretion and in consultation with the advisor, the oral exam can have a written component, on any or all of the three fields, to focus on content and mastery of the material. This is in addition to, rather than instead of, the oral examination, but the oral exam will be shorter: each portion with a written component may be half the length of an orals-only doctoral exam. Members of the committee shall prepare written questions for each field that the student takes as a written exam. At the beginning of a designated eight-hour period for each field, the advisor will communicate to the student a selection of original questions posed by the committee that the student completes in a “take-home” setting. The answers shall not exceed 2500 words per field, or the eight-hour period per field. The scope and number of questions shall be limited by this constraint. However, students for whom English is not their native tongue will have more time, specifics determined mutually by the student and committee. The written component shall be completed two weeks before the scheduled oral exam, over a period of up to four weeks

Each student is required to inform the Graduate Advisor of the chosen exam format upon submission of the orals reading lists, or, at least one month before the exam date.

Grading:

Each written component will be graded Pass, Conditional Pass, and Unsatisfactory. Pass and Conditional Pass allow the student to proceed to the oral doctoral examination. An unsatisfactory grade on any written portion of the exam will require *an additional written exam for that field only*.

Grades for the Ph.D. oral examination are: Pass, Conditional Pass, and Unsatisfactory.

In the case of a grade of conditional or unsatisfactory, all or part of the examination may be re-taken one time. At the committee's discretion, all or part of any re-taken examination may be in writing. A second grade of unsatisfactory, results in failing the Ph.D. examination and dismissal from the Ph.D. program. Students failing the Ph.D. examination are eligible for a non-doctoral Masters degree on completion of a thesis.

The Graduate Studies Advisor will ensure that all students have completed their doctoral examination by the end of the sixth semester of study.

## **DISSERTATION PROPOSAL**

A formal proposal for dissertation work, which normally should not exceed 15 pages (double spaced), must be completed and approved by the student's dissertation committee.

- (a) The proposal must be submitted within one semester following the doctoral examination.
- (b) The dissertation proposal committee consists of four faculty members (two readers and two reviewers) three of whom are full-time faculty members of the Graduate School of Geography. The chair of the committee is always a full-time member of the Graduate School or Geography. The Graduate Advisor must approve all dissertation proposal committees.
- (c) At least one formal meeting (a proposal defense) must be held with at least three members of the committee in which a draft proposal is submitted and discussed. The proposed defense can be held during the months of June, July and August only by unanimous consent of the committee and Director.
- (d) The dissertation proposal should be a concise, focused document. A good model is the NSF dissertation grant proposal document which focuses on a concise statement of theory, original contribution of the research, previous findings, methodology and the research plan. This will also facilitate the development of grant proposals to NSF and other groups. Normally the proposal should not exceed 15 pages (double spaced). Indeed, a fifteen page document is usually reasonable and appropriate.

**Title page** -- Proposed title of dissertation; name of student; name and signature of 1st and 2nd readers, and the names of two reviewers; date of submission; a 250 word abstract typed (single spaced) stating concisely the nature of the problem to be pursued, objectives of the study, and data and methods to be employed.

**Introduction and Justification** -- A specific statement of the problem as a researchable issue, including its relationship to past and present research.

**Literature Review** -- Discussion of the pertinent literature and placing the proposal in context.

**Procedure** -- Discussion of the research objectives and design, and the data to be employed.

**Timetable** -- A rough timetable for the research, analysis, and writing phases.

**Bibliography** -- Works which most clearly relate to the study as sources of theory, data, or methodology should be cited. While the bibliography should reflect a thorough awareness of the literature, it need not be all-inclusive.

A final proposal must be signed by all committee members. With approval of the first reader, the student submits 3 copies of the proposal, and sufficient copies of the proposal abstract for distribution to the faculty to the Director of the School who then forwards the abstracts to the

faculty and places proposal copies on review in Geography office for a two-week review period. At the end of that period, if no objections have been raised to the first reader, formal approval is granted by the Director. If objections are raised, the committee and the student will assess the case and determine what alterations in the proposal, if any, are needed. Once approved, the proposal has a three-year validity period, after which the student's progress is reviewed annually by the chair of the dissertation committee and the Graduate Advisor.  
(see **RESIDENCE REQUIREMENTS**).

## **DISSERTATION DEFENSE AND PRESENTATION**

The dissertation involves a process of interaction with and approval by a dissertation committee.

(a) The dissertation committee consists of four faculty members, three of whom are full-time members of the Graduate School of Geography. The chair of the committee is always a full-time member of the Graduate School of Geography. The Graduate Advisor must approve all dissertation committees. The chair of the committee may, after approval from the Graduate Advisor, and in consultation with the graduate student, change the make-up of the dissertation committee.

(b) A complete draft of the thesis (a typed version of all chapters, figures, tables and bibliography) is defended at a working session of the dissertation committee. This "defensible draft" should have already been subjected to extensive criticism and re-working. With the approval of the first reader, the student forwards copies of an abstract of the dissertation to the Graduate Advisor for distribution to the faculty at least one month before the working session. The student must provide a copy of the defensible draft to all members of the dissertation committee at least one month before the working session. Also, in preparation for the working session, two copies of the defensible draft must be placed for faculty review in the geography office for a two-week period. The defensible draft put on display in the department must be complete in terms of including all chapters and bibliography.

(c) A final version incorporating changes suggested at the draft stage is approved by the dissertation committee and a letter of approval forwarded to the Director who places the final draft of the dissertation on display for two weeks. The timetable for students graduating at the May Commencement each year is as follows:

**February 1:** Final date for submitting copies of defensible drafts to members of the dissertation committee and copies of the abstract to the Graduate Advisor.

**February 15:** Final date for two copies of the defensible drafts to be placed for faculty review in the geography office.

**March 1:** Final date for working sessions – all working sessions must take place on, or before, this date.

**April 1:** Presentation quality copy of the dissertation, together with two official title pages, an academic history and an abstract must be

delivered to the University format advisor (via the graduate office)  
– note that “presentation quality” means the final copy ready to be bound.

**May 17:** Degree conferred - Commencement

Deadlines for the three other possible dates for receiving a PhD are as follows:

**August 1:** Final date for submitting copies of defensible drafts to members of the dissertation committee and copies of the abstract to the Graduate Advisor.

**August 15:** Final date for two copies of the defensible drafts to be placed for faculty review in the geography office.

**September 1:** Final date for working sessions – all working sessions must take place on, or before, this date.

**October 1:** Presentation quality copy of the dissertation, together with two official title pages, an academic history and an abstract must be delivered to the University format advisor (via the graduate office)  
– note that “presentation quality” means the final copy ready to be bound.

**October 25:** Degree conferred

**September 15:** Final date for submitting copies of defensible drafts to members of the dissertation committee and copies of the abstract to the Graduate Advisor.

**September 30:** Final date for two copies of the defensible drafts to be placed for faculty review in the geography office.

**October 15:** Final date for working sessions – all working sessions must take place on, or before, this date.

**November 14:** Presentation quality copy of the dissertation, together with two official title pages, an academic history and an abstract must be delivered to the University format advisor (via the graduate office)  
– note that “presentation quality” means the final copy ready to be bound.

**December 8:** Degree conferred

**November 17:** Final date for submitting copies of defensible drafts to members of the dissertation committee and copies of the abstract to the Graduate Advisor.

- December 2:** Final date for two copies of the defensible drafts to be placed for faculty review in the geography office.
- December 16:** Final date for working sessions – all working sessions must take place on, or before, this date.
- January 16:** Presentation quality copy of the dissertation, together with two official title pages, an academic history and an abstract must be delivered to the University format advisor (via the graduate office) – note that “presentation quality” means the final copy ready to be bound.
- February 7:** Degree conferred

(d) The working session may take place via alternate media, such as video conferencing or e-mail discussion.

(e) The dissertation is then formally accepted by the dissertation committee and the Director and copies of the dissertation are completed, signed, and delivered as follows:

- two bound copies to the Graduate School of Geography office
- a ribbon copy to the Thesis Consultant

It should be noted that the student is fully responsible for all costs connected with the dissertation.

## **DISSERTATION TYPES**

Two different types of dissertation may be prepared and defended: the Dissertation monograph (DM) or the Three Article Dissertation (TAD).

### **I. Dissertation Monograph**

A. The DM constitutes the “classical” dissertation form in which the topic of the dissertation is treated in monograph form, composed of a series of chapters that lay out the research problem or synthesis theme, review the relevant literature, detail the data or evidence and the mode of analysis employed, and provide conclusion and significance statements as well as a bibliography. Appendixes, prefaces, and acknowledgements may be appropriate.

B. The dissertation is completed when approved by dissertation committee.

### **II. Three Article Dissertation**

A. The TAD constitutes a *dissertation volume* composed of (i) an introductory chapter addressing the general problem in which the three articles are encapsulated, (ii) at least three stand alone articles (SAA) related to a coherent research problem, and (iii) a summary/conclusion that sets the overall contribution of the research in context.

- i. The introductory chapter establishes (i) the broader problem or topic of study and how the three SAAs fit within it, and (ii) provides the relevant literature review and discussion of methods employed in the dissertation research but not found in any of the three articles.

ii. The SAAs constitute original research, review, or conceptual-philosophical contributions to geographical or geographical-related scholarship.

iii. The concluding chapter summarizes-reviews the findings of the SAAs and specifies the contributions that each article and the three-article set make to science/knowledge more broadly, the specific dissertation problem/topic, and the discipline awarding the dissertation degree.

B. The entire dissertation is initially and primarily written by the doctoral candidate regardless of the subsequent revisions and authorship of the articles submitted for publication.

C. The introductory and concluding chapters must follow the style of *Annals AAG* and contain individual bibliographies. The “article” chapters must follow the style of the journal to which it will be submitted for consideration of publication. The formatting of dissertation must be consistent with the dissertation submission rules of Clark University.

D. Each chapter of the dissertation must contain the requisite tables, graphics, and bibliography, regardless of redundancy that may appear owing to the 3-article format.

E. The dissertation may have prefaces/acknowledgements, appendixes, and other complementary sections as needed.

F. The dissertation is completed when approved by the dissertation committee. It is understood that this approval asserts that the three articles are of sufficient quality that they are ready for submission to the identified journals.

### **The Stand Alone Articles (SAA)**

A. Each SAA is a complete and publishable research contribution or review unto itself following the content and length of a “research article” as defined by major journals (i.e., those journals reviewed by the Social Science Citation Index, the Science Citation Index or the Arts and Humanities Citation Index).

B. None of the three articles can be published in any other dissertation. The articles may have been published or in press previous to dissertation if they are a product of the research proposal defended and approved by the School.

C. Each article must be submitted for consideration of publication (either previous or subsequent to the completion of the dissertation) to a major journal (see II A) consistent with the research discipline, subfield, or interdisciplinary area of the dissertation author. It is the responsibility of the dissertation committee to ensure that the journals in question are appropriate and the advisor’s responsibility to ensure that the submissions are made.

D. Authorship of the articles in their submitted form must include the dissertation author as (i) the sole author of at least one article and (ii) the lead author of any multiple authored submissions. In the dissertation, each SAA will carry a footnote describing if that contribution is

to be submitted as single or multiple authored, and the order of the dissertation author if multiple in kind.

### **TIMING**

1. The normal timing for the PhD program is three to four years residence with proposal accepted and defended by the end of three or three and a half years.
2. ABD status for two years or full-time student.
3. Completion, defense, and graduation by the end of five or five and a half years after entry. There is a six year limit from the time of entry to receiving the PhD degree, with slight modifications if the student is forced to take a leave of absence, ask for part-time status, etc.
4. For students not defending their dissertations by the end of six years after entering the Graduate School of Geography: a (physical, not email) meeting is called of the dissertation committee with the graduate student in attendance and also the Director and the Graduate Advisor at which a plan for completion of the dissertation must be presented by the student and approved by the committee. The purpose of the 6-year meeting is to establish a strategic plan, based on commitments on both sides (faculty and student), with firm deadlines for the completion of the remaining work. This process may include re-proposing and re-defending the proposal at the committee's discretion. Following this meeting the graduate student is given a maximum of two further years to complete and defend the dissertation. Should the dissertation not be defended after two years (i.e. 8 years after entering the program), the student is withdrawn by the Director of the Graduate School of Geography from the PhD program.

### **MASTER OF ARTS**

Only students seeking a doctoral degree are admitted to the Graduate School of Geography. However, two types of M.A. degrees are available: Pre-doctoral and non-doctoral.

#### **PRE-DOCTORAL M.A.**

An M.A. degree can be awarded to doctoral candidates after fulfilling the following requirements:

- (a) completion of residency;
- (b) completion of required course work;
- (c) completion of doctoral exam; and
- (d) approval of the dissertation proposal.

#### **NON-DOCTORAL MA**

Normally no later than at the end of the first semester of the second year of residence, after a review process, students may opt or may be advised to shift to a terminal M.A. degree, under which circumstances they will be expected to drop one or two courses in order to write a

thesis. This thesis is a research paper or short article (15-30 pages), demonstrating an ability to define a problem, as well as serving as evidence of research competence.

After approval by a committee consisting of the major advisor and two other faculty of the student's choosing, three copies of the final draft with a letter by the major advisor noting committee approval will be delivered to the Geography office. The Director will then announce to the faculty that the draft is available for examination.

Faculty comments will be reviewed by the major advisor and any changes approved by the advisor. The thesis is accepted by the advisor and the committee. Following acceptance, two bound copies of the final draft are delivered to the departmental office and the ribbon copy to the Format Advisor.

Students completing the Non Doctoral MA must re-apply should they subsequently wish to enter the Ph.D. program.

## **APPENDIX TO THE Ph.D. PROGRAM STRUCTURE** (Advising)

The Ph.D. Program Structure document outlines the course of graduate studies from a student's entry into the program until the completion of the program. It spells out the formal requirements that have to be met by a student in order to obtain a doctorate in Geography from Clark University. One final aspect of graduate studies -- advising, however, needs further clarification beyond its outline in the program structure. The following interpretation, composed by CUGS, amended and approved by the faculty, is therefore appended.

Faculty and graduate students (subsequently referred to as 'we') acknowledge that the advising relationship between the two is a crucial aspect of the experience of graduate studies as a whole. We believe that this relationship is entirely mutual yet difficult to define and prescribe. We nevertheless deem it possible and recommendable to agree on a number of basic principles pertaining to the advisor-advisee relationship in order to ensure the success of this relationship and the advisee's path toward the Ph.D.

By advisor we generally mean all members of a graduate student's first-year review, second-year review, oral examination, proposal defense, and/or dissertation committee(s) and on the broader level, the Director of the Graduate School and the Head of the Graduate Studies Committee. These committees may, but need not, consist of the same faculty members. Usually, the committee consists of a main advisor and several additional advisors.

The main advisor plays a significantly more important role in the student's graduate school career. So while all of the below is applicable to all advisor-advisee interactions, the relationship between the main advisor and the student is more invested, more committed, requires more time and more frequent contact, and a higher level of intensity in the cooperation.

By advisee, we mean any graduate student formally admitted to the Ph.D. program.

By advising we mean the exchange from advisor to advisee in which the advisor offers timely advice, feedback, and opinions to the advisee regarding any aspect pertinent to the successful completion of the requirements toward the Ph.D., and the advisee's launching of a career in his or her envisioned field.

The nature of this exchange, and the aspects considered pertinent to successful completion of the program -- while guided by the advisor's academic expertise and experience with advising -- are determined in mutual agreement between advisor and advisee in order to best meet the specific needs of the advisee.

We agree to the following basic principles underlying the advisor-advisee relationship:

1. The **advisee/advisor relationship is a relationship based on mutual consent**, subject to approval by the School's director. Each faculty member and student should respect each other's autonomy in working with advisors and advisees of their choice.

2. The most **important aspect of the advisor-advisee relationship is mutual respect**; by the graduate student for the faculty's many other duties and commitments to other students, the School, the University, and outside the University, and by the faculty for the student's need for advising, and his or her other duties and pressures from other classes, departmental and outside commitments.

3. From this mutual respect for each other follows that expectations by one of the other must be matched by a commitment to honor each other's constraints and abilities. Specifically:

- Committee members, especially main advisors and second readers, **take on a serious commitment** to work with a student through the completion of a given phase of the Ph.D. process. Reasonable time should be given to advisees to carefully prepare for the completion of each one of the phases. Advisors should **work congenially and effectively with the advisee's other committee members** with the advisee's best interest in mind.
- Advisors should be **accessible**, i.e. advisees need to feel that they can make appointments with their advisors, that these appointments will be kept to the best of an advisor's ability, and that advisees, especially commuters, are informed as early as possible if cancellation of an appointment is unavoidable.
- Advisors should **make their general availability known** to the advisee (office hours, additional times, "good" and "bad" days, phone numbers, etc.)
- Advisors should be **responsive** to advisees' initiation of meetings, the issues and concerns brought up by the advisee, and the advisee's specific needs. They should act as a sounding board, and give as specific feedback as possible in as timely a fashion as possible. Advisors should **grant the advisee focused attention** during the meeting.
- Advisors should **make their expectations** of the student **known explicitly**. They should also

give the student an idea about when s/he can expect a turn-around of submitted work. Turn-around work times ought to be reasonable in light of the type of work submitted.

- Advisors should be **aware that different students have different needs** in terms of frequency, amount of time, and content of advising; different capabilities and working habits. This acceptance needs to be balanced with **concrete help** to improve the capabilities and habits as needed.
- Advisors should **encourage advisees to collaborate with others** and to develop **contacts outside the** Graduate School of Geography. They should advise students on how to **build networks** and to develop the kind of professionalism that will be needed later in our academic careers.
- Advisors should be **supportive of the advisee's initiative to define topics**, attend conferences, etc., that are in the student's best interest.
- Advisees should **not expect one advisor to meet all their** advising **needs**. The advisee should strive to choose the members of his or her committee such that most if not all of his/her needs are met within the faculty pool of the advisee's committee(s). Having solicited advice, advisees should conscientiously attempt to implement those measures mutually agreed upon.
- Advisees should **seek out their advisors, initiate meetings**, keep appointments, and inform their advisors as early as possible if the appointment cannot be kept.
- Advisees should **be punctual** for appointments, and **respect the time constraints of the advisor**.
- Advisees should recognize the advisor's time as valuable and thus **come well prepared** into the meeting. This means to have prepared the issues to be discussed and the questions to be asked.
- Advisees should be clear about **making their needs known**; they should give the advisor a clear idea of when they will hand in required information, what external deadlines they must meet, and with what problems they most need assistance.
- Advisees ought to **assess their own needs, capabilities, and progress as honestly as possible** in order to ask for, and obtain, the most appropriate advising.
- Advisees should **initiate contacts**, or respond openly to the opportunity to **develop outside contacts**, and actively seek to establish and maintain support and information networks.
- Advisees should **initiate the search for funding, internships, conferences** to attend, and research to explore.

### **Examples of Orals Fields \***

1. Biogeography
2. Cartography
3. Geomorphology
4. Environmental Management & Hazards
5. Geographic Analysis
6. Regional Studies
7. Cultural Ecology
8. Cultural Geography
9. Historical Geography
10. History and Theory of Geography
11. Economic Geography
12. Industrial Geography
13. Agricultural Geography
14. Third World Development
15. Social Geography
16. Urban Geography
17. Political Economy

\* This list of fields is to be used as a guide to defining major and first minor orals exam topics; it is based on current faculty interests. This list will be periodically updated as faculty interests and the field change. Students may select alternative major and minor topics (see for example the AAG list of topical fields); these fields may require the use of examiners outside the approval of the student's orals committee and the Director.