

Department of Linguistics

PhD Manual

September 2016

The purpose of this document is to provide graduate students in linguistics with useful information about the program in which they are enrolled, important rules and regulations that must be followed and some suggestions and advice that facilitate progress towards graduation. This document is updated frequently; download the most recent version from the department website: <http://www.ling.hawaii.edu/graduate/pdfs/PhDmanual.pdf>.

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Advisor

Role of Interim Advisor

Each student is assigned an interim advisor upon entry to the program. For incoming students, your interim advisor is either the graduate chair or one of the LDC faculty members. The main role of this advisor is to discuss your goals and guide you into our program by recommending courses relevant to your area(s) of interest so that you earn your degree in a timely manner. If you have a problem, you should seek the advice of your advisor.

How to Change Advisor

At some point during your first year in the program, you should find, from among the Linguistics graduate faculty, an advisor who works more closely to your area of interest. You are encouraged to switch to a faculty advisor with an area of expertise close to your own.

To do this, you first consult with your prospective new advisor. If he/she agrees, you then obtain the approval of the graduate chairs and notify one of the secretaries. A memo will be given to you, to your previous advisor and to your new advisor to indicate that the change was approved. From that point on, you meet with your new advisor.

Registration Approval Form

You must meet with your advisor before registering for each semester's classes. This enables your advisor to monitor your progress and to make sure you are staying on track. The department places an academic hold on your student account prior to registration to ensure that you will meet with your advisor. You will be given a registration approval form (also called a hold form) to be completed at your advising meeting and returned to the department office. Upon receipt of this form, the department secretary will release the academic hold on your account.

All holds must be cleared before you can register for classes. To check if you have any holds on your account:

- Log into **MyUH**.
- Select **View Holds**.
- The phone number of the office that placed the hold should be listed under the Originator box.
- Contact the office indicated for information about how to clear and remove the hold.

Courses

- Our PhD program requires 33 credit hours.
- Students with little or no background in linguistics are required to take Ling 320 (General Linguistics) *in addition to* the course requirements (see Step 1). This will be determined at the student's first advising meeting.
- All courses offered by the Department of Linguistics are one semester in duration and (with the exception of some 699 and 799 courses) involve 3 credit hours.
- Courses in the 700 range (e.g., 750, 770) are seminars, with the exception of LING 710 and 750G ICLDC Prep. Various sections of these seminars are typically offered in a given semester, depending on the interests of the faculty and students. Each semester there are normally seminars dealing with geographical areas, particular language families, the structure of individual languages, and particular theoretical problems.
- Linguistics students must take their linguistics courses for a letter grade (except for Ling 699 and 799 courses, which are always 'credit/non-credit').
- A major portion of the work done beyond the MA level is in seminars and directed research.

Course Exemption

There are four 400-level courses that are typically part of the MA core that students with some prior study of these areas may wish to be exempted from. These are:

Ling 410: Articulatory Phonetics

Ling 420: Morphology

Ling 421: Introduction to Phonological Analysis

Ling 422: Introduction to Grammatical Analysis

If you wish to seek exemption from any of the courses listed above, you must meet with the faculty member in charge of exemption for the course on the Monday or Tuesday of the week prior to the first day of instruction. The faculty member in charge of the exemption for the course is usually the most recent instructor of the course. During this meeting you must provide the instructor with the syllabus from your prior course, and be prepared to discuss course content and possibly be quizzed on course materials. The instructor will then decide to

(a) exempt you from the class, or

(b) not exempt you from the class, or

(c) require you to take an exemption exam for the course (in this case a minimum passing grade is B (not B-)), or

(d) require you to audit the entire class or a portion of the class; the instructor will inform you of requirements for a successful audit.

You must notify the Department secretary no later than August 1st (for Fall) and December 1st (for Spring). The secretary will coordinate a meeting with the faculty member in charge of the exemption.

Exemption exams, if deemed required by the instructor, are held during the week prior to the first day of instruction and are scheduled in two hour blocks. If you are required to take one or more of these exams, you must notify the Department secretary immediately after your meeting with the faculty member in charge of the exemption which exam(s) you are going to take. The secretary will schedule your exemption exam(s). All exemption exams must be completed no later than Wednesday of the first week of classes. If you are required to take the exemption exam you should attend the course until your exam has been graded and an exemption has been granted.

Instructors must provide exemption documentation or exam grades to the Graduate Chair and relevant students no later than the day before the last day to add classes. You may take any given

exemption exam only once. Should you not pass an exam, you must take the relevant course at the first availability, i.e., the same semester if the course is offered (if not, the following semester).

If you intend to seek exemption(s), you must make every effort to do so within the first year of your program.

Advising Record and Annual Student Evaluation

One tool to help you to track your progress towards your degree is your advising record. A copy of your latest record is placed in your student mailbox at the beginning of each Fall semester. Review it and inform the department office of any discrepancies so that they can be updated.

All-but-Dissertation (ABD) students will not receive a copy of their advising record because these students have already completed all requirements except for your dissertation. A copy of a PhD Advising Record can be found at the end of this document.

At the end of each academic year, the Linguistics faculty holds its annual student evaluation meeting during which the progress of every student in the department is discussed. Your advisor will be provided with copies of your current advising record and a semester report of your grades. During the meeting your advising record is updated based on the completion of courses and degree requirements during the past academic year. Note is also made of exceptionally fast or slow progress.

A student with unsatisfactory progress will be contacted by his/her advisor and/or the Grad Chair and may be put on warning of academic probation, or actually placed on probation. (See probation section for more information). The student will be required to acknowledge receipt of notification of this unsatisfactory progress by signing the Graduate Student Annual Progress Form.

Academic Probation and Warning of Probation

1. The Office of Graduate Education will place a student on academic probation at the beginning of their 7th year. See the following page for their official probation policy:
<http://manoa.hawaii.edu/graduate/content/disciplinary-actions>.

Note that according to the Office of Graduate Education: “A student may be placed on academic probation only once. A student who has already been on probation will be dismissed, if he or she again fails to meet the minimum required academic standards in any subsequent semester.”

2. A student can also be placed on ‘departmental warning of academic probation’ at the discretion of the linguistics faculty if the student is deemed to be making insufficient progress or if the student’s semester GPA is less than 3.5 in linguistics courses or other courses required for the degree.
3. ‘Departmental warning of academic probation’ is imposed for one semester. The student will be told what the conditions are for removal of this status. At the end of the ‘warning’ semester, the faculty may:
 - a. remove the academic warning if all conditions have been met,
 - b. continue the academic warning, in which case the department will again specify the conditions for its removal. In this case, the department may withhold departmental funding, since this constitutes less than acceptable progress – a condition for departmental funding.or
 - c. Recommend formal academic probation by the Office of Graduate Education.

Full-Time Status and Department Funding

Doctoral students must be registered as full-time students on the Manoa campus for a minimum of **three** semesters. Full-time status is required in order to be eligible for financial assistance from the department.

The *minimum* course load for full-time students depends in part on the type of financial support you receive from the department. Students fulfilling any one of the following requirements are considered to be full-time for visa and financial aid purposes.

- Our primary form of funding for PhD students consists of Graduate Assistantships. See financial aid policy for details. A student receiving a GAship needs to register for at least six (6) credits in the Department of Linguistics.¹ Students receiving student loans from the Financial Aid Office in addition to a Graduate Assistantship need to register for at least eight (8) credits in the Department of Linguistics if you want to receive your full financial aid award; registering for six credits will result in a pro-rated award.
- Occasionally a PhD student will receive an achievement scholarship known as a tuition waiver. In order to be eligible for this type of financial support, you need to register for a minimum of eight (8) credits in the Department of Linguistics.
- ABD students need to register for only one (1) credit of LING 800 per semester to be considered full-time.
- The Department does not count LING 699 (directed reading) courses in determining your full-time status until you have completed all the course requirements for your degree.
- Audited courses are not counted in calculating the courses needed to establish full-time status.

Towards the end of each semester, the Graduate Chair will distribute a funding report form which all continuing students are required to complete and return by the stated deadline. This form asks for your funding request, eligibility for department tuition support, and other information relevant to assigning financial support for the next semester. Filling out this report is obligatory for all students, and especially important for those seeking (or expecting) financial support from the department. Meeting with your advisor is not required, but you can meet with the Graduate Chair if you need help to complete the form.

- Students taking only one credit of LING 699 are not eligible for a graduate assistant position and they are not eligible for tuition support from the department.
- Students should check with their medical insurance carriers to confirm that they do not need to be enrolled as a full-time student to receive insurance coverage.
- International students on F-1 and J-1 visas must be enrolled full-time each semester. The International Student Services Office follows the Office of Graduate Education's guidelines for full-time status. Check with the Office of Graduate Education for full-time status requirements.

¹ Exceptions may be approved by the Graduate Chair in cases where courses outside the department are an integral part of a student's program.

Leave of Absence

Unless a Leave of Absence has been approved in advance, a student who fails to maintain continuous enrollment (excluding summer session) is considered to have withdrawn from the university. If you wish to take a leave of absence, you must petition to do so through the Office of Graduate Education.

You are allowed up to one year of leave. You may take one additional year of leave for maternity or to care for an ill family member. Time on approved leave is not counted against time allowed for the completion of graduate programs. Students on approved leave do not pay tuition or fees.

Students who must maintain full-time enrollment due to their status as international students, guaranteed loan recipients, East-West Center grantees, or veterans need to obtain approval from the appropriate office(s) before requesting approval from the department's Graduate Chair. Once all signatures have been collected, the department office will deliver the Petition for Leave of Absence form to the Graduate Records Office for final approval.

A Petition for Leave of Absence form can be downloaded from the Office of Graduate Education's website at <http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms/leave.pdf>.

Time Allowed for Doctoral Degree Completion

The expected time to degree is five years, with the final year dedicated to writing and defending the dissertation. Any student who does not show adequate progress towards completion of the degree, at any stage of the degree, may be placed on probation or dismissed from the program.

The Office of Graduate Education sets limits to the time to degree (<http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree>), which are considerably longer than what the Department allows (see 'Probation' above). Students must follow the expectations of the Department (paragraph above), and not those of Office of Graduate Education. Nonetheless, should a student run afoul of Office of Graduate Education's limits, they may be placed on probation or dismissed without the department being consulted.

Language Requirement

All graduate students must demonstrate competence in ***one*** language other than their native language before you become ABD (before your dissertation proposal defense).

You can demonstrate your language knowledge in one of three ways:

1. Pass a reading/translation test.
2. Pass a fourth semester language course (e.g., Japanese 202) with a grade of at least B.
3. Take a placement test to demonstrate comparable knowledge.

Additional Information

- You may use English to satisfy the language requirement if it is not your native tongue; certification by the English Language Institute that you are exempt from ELI courses suffices to establish knowledge of English for this purpose. See the department secretary if you qualify to use English to meet your language requirement.
- Samples of the reading/translation tests administered by the Department of Linguistics are available to check-out from the department office.
- For French, German, Russian and Spanish, students may opt for the Graduate School Foreign Language Tests (GSFLT), provided they pay the exam fee.
- Placement tests in languages taught at the University of Hawai'i are usually scheduled just prior to the beginning of the semester. Consult the relevant language department for information.

Faculty Availability for Scheduling Meetings, Examinations and Defenses

Faculty members are for the most part working on nine-month appointments, with their on-duty period beginning on Monday of the week before the beginning of classes in August and ending on the date of the May commencement ceremonies. For that reason, working paper defenses, oral comprehensive exams, proposal and prospectus defenses, dissertation defenses, and other committee meetings must be scheduled on work days inside the on-duty period.

Step 1 - Coursework

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

† The default Methods course is LING 630: Field Methods (a two-course sequence). All LDC students are required to take the two-semester sequence of LING 630. Non-LDC doctoral students may select two from the eligible methods courses, which include LING 630, LING 632: Laboratory Research, LING 730: Advanced Laboratory Research, LING 750F: Phonetic Fieldwork on Endangered Languages, LING 750Q: Methods in Language Acquisition, and LING 750Y Psycholinguistics.

A student may be exempted from a 600-level course such as LING 621 and 622 with instructor approval. Such exemptions are granted only when it is clear that the student has taken a closely-overlapping course at another institution, and that the student still maintains control over the relevant material. In such cases, the student's 33 credit requirement is reduced by 3 credits (per exempted course).

Students interested in experimental research are strongly advised to take one or more courses in statistical analysis (e.g. LING 640G: Statistics in Linguistics, EDEP 429, SLS 490, SLS 671).

LING 750G Professional Development (ICLDC Prep Course) may be taken multiple times, but will only be counted once towards a degree: (i) the course will count for a maximum of 3 credits towards the PhD 33 credit requirement, and (ii) if it is used to satisfy an MA degree requirement, subsequent LING 750G courses may not be used towards the PhD degree.

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

LING 410 Articulatory Phonetics

LING 420 Morphology

LING 421 Introduction to Phonological Analysis

LING 422 Introduction to Grammatical Analysis

LING 645 The Comparative Method

At the discretion of your department faculty/interim advisor, you may be required to take additional writing courses. A description of adequate writing skills and a list of courses and their

descriptions can be found under the Adequate Writing Skills section of this document. This information is also available to download from our department website at <http://www.ling.hawaii.edu/graduate/pdfs/WritingCourses.pdf>.

1.1 Areas of Specialization and the 'Breadth' Requirement

In order to ensure that our graduates have sufficient breadth of knowledge, the department requires that each student have multiple focus areas. Within the 33 credit hours of course work, students must take at least three graduate-level courses in each of two distinct areas of linguistics. In addition, students are strongly encouraged to gain expertise in a third area of linguistics for the purpose of employment and further research opportunities.

Various areas of linguistics are suitable, including one language area. Two-semester courses sequences will count as two courses. Graduate-level courses taken as an undergraduate or as an MA student and courses taken at other universities may count as part of a focus area, with approval from both the student's advisor and the Graduate Chair. Some 400-level courses may count as part of a focus area, with advisor approval. A maximum of three credits per area may be taken as 699, if the student requests and receives approval by the Graduate Chair in writing. At least two of the three classes in each focus area must be taken for a letter grade, with a minimum grade requirement of A-. If your third class is taken as credit/no credit, you must receive a grade of CR; if your third class is taken for a letter grade, you must receive a grade of C or better; you cannot audit this third course.

The areas must be approved by your advisor. The advisor (in consultation with the Graduate Chair if necessary), will work to ensure that each area represents a coherent set of courses, and that the areas are sufficiently different and non-overlapping to satisfy the breadth requirement. You will need to consult early with your advisor regarding the suitability of the areas of courses you plan on.

There will be courses that may be counted in one area or another, but no course can be counted more than once. Students should consult the instructor, their advisor, and the Graduate Chair about the area assignment of any course whose status is not obvious.

Step 2 - Qualifying Papers Requirement

You must prepare two clearly and professionally written, single-authored, 'publication-quality' papers in accordance with the procedures described below. The student has flexibility to choose whether to do the published or non-published Qualifying Paper first. It is good to begin to write your Qualifying Papers while you are completing your course requirements. Don't wait until you have completed all your courses!

2.1 Procedure for satisfying the first Qualifying Paper requirement

Satisfying each part of the Qualifying Paper requirement is normally a two-step process:

- a. Present and defend your analysis (see 2.1.2 below), to ensure that your idea and arguments are viable for publication.
- b. Once your analysis has been approved, prepare a satisfactorily written and formatted paper for publication.

2.1.1 Formation of the Qualifying Paper committee

- A Qualifying Paper committee has three members. The first member, who serves as chair of the committee, is selected by you; the other two members are selected by the graduate chair. (At the time when the committee for your first working paper is formed, you may request that a particular faculty member NOT serve on that committee, so that s/he can be eligible to serve on the committee for your second working paper—see below.)
- Any faculty member who appears on the department's list of regular and cooperating faculty may be asked to serve as chair of a working paper committee. The department will typically choose the other two members from the list of its regular faculty in such a way as to spread the workload although consideration will be given, where possible, to faculty strengths and interests.
- Ask your committee chair for consent, and then contact the graduate chair, naming your committee chair and describing your topic (usually just your title will do). You will then receive the names of your other committee members, so that you can arrange a defense time.

2.1.2 Defense of the analysis

- Give a 20-minute conference-style presentation with a comprehensive handout; the presentation is followed by an oral examination, similar to the question-and-answer period after a conference presentation, or a short version of what takes place at a dissertation defense.
- The defense is not open to the public unless you so choose.
- Students whose paper involves quantitative analysis may be required to complete a substantial portion of their statistical analyses before the defense.
- The committee must arrive at a majority decision.
- If you fail to successfully defend your analysis you must revise it and have a second defense by the end of the following semester.

- If you fail to successfully defend your analysis on the second attempt, the Graduate Chair will poll the faculty to determine whether you should be allowed another chance to defend your analysis or should be dismissed from the program.
- The oral defense requirement may be waived, or postponed until some portion of the paper has been written, at the discretion of the committee.

2.1.3 Publication of the paper

This part of the requirement is satisfied through acceptance of a written version of the paper, either by a peer-reviewed journal or volume, or by the University of Hawai'i Working Papers in Linguistics (UHWPL).

Option A: Peer-reviewed publication

- Your paper must be accepted by a journal or volume where the papers themselves are subject to peer review; this excludes proceedings from conferences where only abstracts – and not the entire papers – are reviewed.
- The peer-review process must be critical and competitive, in that a substantial number of submitted papers are not accepted for publication, and reviewers provide critical comments on the paper to authors.
- It is your responsibility to provide evidence to your Qualifying Paper committee of a critical and competitive review process by submitting information about the review process and a copy of the referee reports for the manuscript.
- No more than two drafts may be submitted to your committee chair before submission to the journal or volume.
- If your paper has already been published in an approved journal or volume, you may satisfy your first Qualifying Paper requirement by simply having a successful analysis defense.

Option B: Publication in UHWPL (Working Papers in Linguistics)

- The paper ordinarily will not exceed 8,000 words, including notes and references. However, at the discretion of the Qualifying Paper committee, a longer paper may be approved. **Check with your advisor before submitting a paper that exceeds 8,000 words.**
- The draft submitted to your committee chair should show the same quality that would characterize a paper that you would submit to a journal for publication. Your chair will review the paper and may suggest revisions, which may be addressed in a second version for the chair. The chair will read only these two drafts before submission to the committee.
- You must obtain your committee's approval before submitting the final draft to the UHWPL. After your chair receives your second submission and comments on it, the paper is submitted to the other members of the committee. The committee members review the paper and may discuss it before communicating a decision to the student. This feedback will be given in the form of a journal review. Readers may recommend

'accept with no revisions', 'accept with minor revisions', or 'reject'. If revision is required, the revised paper is re-submitted to the entire committee, which must then give final (majority) approval.

- Upon receipt of your committee's approval, you must immediately inform the department and submit the final draft to the department's graduate secretary, who will then convey the Qualifying Paper Form to the committee chair for his/her signature. The final draft of the working paper and the form will then be passed on to the Qualifying Papers editor for approval.
- Allow for at least 3-4 weeks after submission for the editor's approval and for making any necessary formatting-related revisions.
- The editor will not accept qualifying papers unless the proper styles are used (for headings, bibliographic references, spacing, page numbers, etc). Please read the Guidelines for Working Papers BEFORE writing your qualifying paper. They can be downloaded from the department's website: <http://ling.hawaii.edu/research-current/publications/workingpapers/>. Click on the "guidelines" link near the top of the page. Refer to the section entitled "6. Examples of styles". There you will find specifications and examples of various styles. Copy this file onto your paper so that at least the names of the styles will appear in the list at the left of the tool bar. If the individual styles are not properly formatted, make the changes under "Format" and then "Styles and Formatting"

If the Qualifying Paper does not receive approval by the majority of your committee, the Graduate Chair will refer the matter to the faculty for discussion.

2.2 Procedure for satisfying the second Qualifying Paper requirement

The procedure for satisfying the second Qualifying Paper requirement is exactly the same as for the first Qualifying Paper requirement, except that:

- The committee must be entirely new—no one who served on the first committee may serve on the second committee. When you contact the graduate chair about your second committee, you should state the topic of your first Qualifying Paper as well as that of your second working paper.
- The area (field of interest) and the methodology of the second Qualifying Paper must be substantially different from the area and methodology of the first Qualifying Paper. So, for example, it would be acceptable to write one paper on experimental phonetics and the other on syntactic theory, and it would be acceptable to write one paper on the acquisition of scope and the other on the processing of passives, but it would not be acceptable to write the first paper on the acquisition of scope and the second one on the processing of scope. The topic for the second paper must be approved in advance by your second committee, whose members will endeavor to ensure that the proposed topic is sufficiently different from the topic of your first paper, bearing in mind that one purpose of the Qualifying Paper requirement is to ensure breadth as well as depth.
- Your second Qualifying Paper need not be published, but must nonetheless be of publishable quality. The approval procedure is the same as for the first Qualifying Paper.

Step 3 - The Comprehensive Examination

Successful completion of the two Qualifying Papers (both oral and written) constitutes successful completion of the Comprehensive Examination.

- You will not be considered to have passed your comprehensive examination before you have finished your language requirement and course requirements.
- Many students submit their Qualifying Papers at the end of the final semester of course work or in the following semester.
- If you pass your Qualifying Papers / Comprehensive Examination during your final semester of course work, but you do not complete and pass one or more of the courses required to meet all course requirements, you will not be considered ABD until you have earned credit for that course.

3.1 Master's Degree En Route to Doctorate

A PhD student who successfully completes the comprehensive examination, and does not already have a Master's degree in linguistics, is eligible for this degree.

- Students who wish to take advantage of this option must fill out the appropriate degree application form in the same semester as their comprehensive examination.
- If you pass your comprehensive examination and submit your degree application form to the department office by the end of the twelfth week of the semester, your Master's degree will be awarded that semester.
- If you pass your comprehensive examination and submit your degree application form to the department office after the twelfth week of the semester, your Master's degree will be awarded the next semester.

Step 4 - The Dissertation Proposal and Prospectus

The dissertation proposal should include:

1. a clear statement of the topic of the dissertation,
2. a clear statement of the research questions to be investigated in the dissertation and why they are worth addressing (including a brief synopsis of the relevant literature),
3. a clear statement of the methodology to be employed for the investigation of those research questions,
4. A data archiving plan (see 'Archiving Fieldwork Data in Dissertations')
5. evidence that permission has been received from the Institutional Review Board (IRB) to carry out research involving human subjects (if called for), and
6. a tentative timetable for completion of the dissertation.

In general, it is expected that a proposal will be from 5 to 10 pages in length (double spaced); once defended and approved by your dissertation committee, your proposal must be submitted to the department and will be available to other students in perpetuity.

When you are preparing your dissertation proposal, it is time to enlist an 'outside member' for your committee. (See 'Forming a Committee', below) Your dissertation proposal must be approved at a defense attended by ALL members of your dissertation committee or their proxies, in accordance with the Office of Graduate Education Rules.

Upon successful defense of the dissertation proposal, you are officially 'admitted to candidacy for the PhD degree' and can now be called a 'PhD candidate'.

The *dissertation prospectus* fulfills the function of the former dissertation proposal, numerous examples of which are available from the department office. It should contain a DETAILED discussion of the research questions and research methods (including experiments, if appropriate) that will be pursued in the dissertation, a review of the relevant literature, and results from pilot studies. In general, a dissertation prospectus will be from 30 to 50 pages in length (double spaced); once defended and approved by your dissertation committee, the prospectus must be submitted to the department and will be in the public domain. You are encouraged to examine examples available in the department office.

Your dissertation prospectus must be approved at a defense attended by members of your dissertation committee or their proxies. Because the prospectus is a departmental requirement rather than an Office of Graduate Education requirement, the external member (University Representative) on your committee need not attend, if this meets with the approval of your committee chair.

4.1 Forming a Committee

Throughout the early years of the program, you should talk to as many faculty members as possible about your interests so that you can decide who would be the best members of your Dissertation Committee. Your committee, and especially your committee chair, will guide you through the preparation of your dissertation. Once you have a general topic in mind for your dissertation, ask faculty members if they are willing to be on your committee, and then let the department office know when you have a committee to propose.

A 'legal' committee must be composed as follows.

- It must contain at least five members. (A committee usually contains no more than six members.) The initial advisory committee will have at least four.
- At least two members must be faculty members in the Department of Linguistics.
- At least one other member should be a 'linguist'—normally either from the Department of Linguistics or from the list of 'Cooperating Faculty' that can be found on the Department's website. (Occasionally, with the permission of the Graduate Chair and the Dean of Graduate Studies, a committee can include a faculty member at another university.)
- The committee chair—the person who has agreed to serve as your principal advisor and dissertation supervisor—must be chosen from the Department of Linguistics or, with the permission of the Graduate Chair, from the list of 'Cooperating Faculty' at the Department's website. (With prior approval, it is possible to have two co-chairs.)
- Only full members of the 'Graduate Faculty' are permitted to chair dissertation committees or serve as University Representative. A list of eligible University Representatives is available on the Office of Graduate Education's website (<http://manoa.hawaii.edu/graduate/content/select-committee-member>).
- Your committees must be approved by the Graduate Chair. The Graduate Chair will ask you about your committee member preferences and will advise you on potential members if necessary.
- At least one member must be from a field other than linguistics. The so-called 'outside' member is officially referred to as the University Representative.
- The University Representative's function is to ensure that the department properly follows the procedures mandated by the Office of Graduate Education, and that each student is treated fairly. Although a particular faculty member may be listed on the Graduate Division's list of possible University Representatives, the Linguistics Graduate Chair must approve all committee members on a case-by-case basis. One concern is that the University Representative not be too close to linguistics to function as an unbiased 'outsider'.

4.2 Combining the Dissertation Proposal and Dissertation Prospectus

If you wish to bypass the dissertation proposal, and simply submit a dissertation prospectus that meets both sets of requirements, you may do so provided that you receive prior approval from your committee chair. In this case, you must notify the department office so that they can inform the Office of Graduate Education that you have satisfied the dissertation proposal requirement and record that you have met the proposal and prospectus requirements.

- Be sure to consult your committee chair about his/her expectations on what s/he expects in your proposal and prospectus.
- Many students have found it helpful to ground the details of their proposal on preliminary research done for a course project, a Working Paper, a seminar project, or other pilot study.
- The department office needs a copy of your IRB human subjects' approval/exemption. Submit this to the department office shortly after your proposal defense because it needs to be submitted with a form to the Office of Graduate Education for processing.
- You will then be allowed to register for LING 800. Please note, however, that it takes 10 days after the final, approved version of the dissertation proposal has been submitted for the departmental staff to do the paperwork necessary to permit registration in LING 800. Students are advised that they must leave adequate time between the dissertation proposal defense and the deadline for registration to make any required revisions and to permit the office staff to do the needed paperwork.
- Once your dissertation proposal has been approved by your committee, you must submit an approved copy (with your committee chair's signature on the first page acknowledging that all revisions have been made) to the department office no later than the end of the semester following your proposal defense. This copy will be available to all faculty and PhD students in the Linguistics Department. Your All-But-Dissertation (ABD) Certificate will be given to you after the department receives a copy of your approved proposal.
- Similar to your proposal, a printed copy of your approved dissertation prospectus must also be submitted to the department office no later than the end of the semester following your prospectus defense.

Archiving Fieldwork Data in Dissertations

Students whose dissertations are based on data collected during the course of their own fieldwork are required to properly archive their data in an appropriate language archive in order to ensure the longevity of the data. Students will develop an archiving plan early and will include a description of this plan in the Dissertation Proposal (or combined proposal/prospectus). Data can be archived with Kaipuleohone, the University of Hawaii Digital Language Archive or with another accepted archive (see options at www.delaman.org). For students archiving their data in Kaipuleohone, the archiving plan should be developed in consultation with the current archive directory. All students will be required to submit proof of deposit in writing from the archive director to the committee before the dissertation can be approved.

In addition, each student is required to cite data in the dissertation coming from his or her own archived materials via a persistent identifier URL to the source file in the archive. The exact format of the citation and the level of granularity (e.g., timecode in an audio file; collection of files; dataset; etc.) can be developed in consultation with the dissertation advisor, and should reflect the best practices in the student's linguistic subfield.

Step 5 - The Dissertation

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

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

- Students in this part of the program need only register for one credit of LING 800 (dissertation research) per semester in order to maintain full-time status.
- When writing your dissertation, be sure to consult and follow the Style and Policy Manual for Theses and Dissertations. This manual is available to download from the Office of Graduate Education’s website:
http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu/graduate/files/documents/misc/tdstylepolicy_e.pdf.
- Be sure to consult the University of Hawai‘i at Mānoa Catalog and the departmental bulletin boards for deadlines involving graduation dates. You must submit a degree application by the specified deadline and pay the required fee.
- If you are not a particularly accomplished writer or if English is not your native language, it would be wise to seek help in editing and proofreading your dissertation draft before it is submitted to your committee. (Note: Passing the ELI screening exam does not necessarily indicate sufficient proficiency to produce a stylistically acceptable dissertation.)
- If the Chair and/or University Representative cannot be physically present for the defense, he or she must participate by some form of video technology. For your final defense, remote participation must be approved by the Office of Graduate Education prior to the defense.
- Your committee chair will let you know when your dissertation draft is nearly ready to distribute to your committee. At this point you and your chair should agree upon a timeline, keeping in mind the following three deadlines.
- Your committee should receive your dissertation at least four weeks prior to your proposed defense date. (Some flexibility in this deadline may be permitted if there is a consensus among the committee members.)
- Your defense must be held at least two weeks prior to the Office of Graduate Education’s deadline for submission of the final version. Check with the department office for that deadline.
- At least 15 calendar days prior to your defense date, you must submit the Office of Graduate Education’s form “Final Oral Examination for Doctoral Dissertation Defense”, signed by your chair. The department office will deliver this form to the Office of Graduate Education. Should the committee determine that the dissertation is not defensible, the defense may be cancelled and a notification will be sent to the Office of Graduate Education.

- A PDF version of your pre-defense dissertation must be submitted to the department office at least two weeks before the defense. The title page should contain a clear indication that this is a 'pre-defense draft'.
- You must be registered in one credit of LING 800 in the semester in which you graduate.
- Once all revisions have been made and your committee chair approves your dissertation, ask your chair to notify the department office. You need to pick up Form IV-Dissertation Submission from the department office to submit with your final dissertation to the Office of Graduate Education (Student Services). The Office of Graduate Education requires two digital copies of your dissertation saved on two CDs (one copy for ProQuest and the second copy for the library). Check with the department office for the deadline for submitting your dissertation to the Office of Graduate Education.
- A PDF version of the final approved version of your dissertation must be submitted to the department office. Check with the department office for the deadline for submitting your PDF to the department office.

Adequate Writing Skills

- Criteria for Good Writing
 - The student is able to organize her/his thoughts in a logical and coherent way.
 - The main goal is clearly stated at the beginning and returned to at the end.
 - Claims are clearly stated and explained.
 - There are clear subsections (e.g. introduction, background, data, results, discussion and conclusions).
 - Technical terms are defined appropriately for the intended audience
 - Every generalization is supported by evidence.
 - Adequate and relevant examples are given.
 - Adequate references are given.
 - Concluding statements follow clearly from what has been presented.
 - The document has been spell-checked.
 - It is written in grammatical English.

- Students' writing skills are discussed in the annual student review.

- A student with weak writing skills, i.e., who is unable, in the judgment of faculty members, to present his/her ideas in writing in a manner that meets the standards of professional journals in the field of study (cf. the criteria for good writing above), will be required to take a writing course from the following list.

List of Writing Courses

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

Important Documents for Doctoral Students

Along with this manual, students should also refer to the documents on the following pages to guide them through our doctoral program.

- PhD Advising Record
- Financial Aid Policy
- Guidelines for Working Papers

If you have questions regarding a degree requirement, you should first consult with your advisor. You may also need to consult with the Graduate Chair if there is something that your advisor cannot help you with.

PhD Advising Record

Name: _____ Semester Admitted: _____
 UH ID #: _____ Advisor: _____
 Country: _____ Gender: _____

DEFICIENCY: _____ Semester _____
 LING 320 _____

COURSEWORK

MA Core:

LING 410*, 420*, 421*, 422*, and 645
 are required in addition to 33 credit hours.

Credits for these courses do not count towards
 PhD degree.

*Exemption by exam is offered for
 LING 410, 420, 421, and 422.

	Semester
LING 410*	_____
LING 420*	_____
LING 421*	_____
LING 422*	_____
LING 645	_____

Courses towards PhD (33 credits)

Required Courses	Semester
LING 621	_____
LING 622	_____
Methods Course 1** (____)	_____
Methods Course 2** (____)	_____

**Approved Methods Courses:
 LING 630-Field Methods
 LING 632-Laboratory Research
 LING 730: Advanced Laboratory Research
 LING 750F-Phonetic Fieldwork on Endangered Languages
 LING 750Q-Methods in Language Acquisition
 LING 750Y-Eye tracking

**Note: Effective Fall 2014, LDC students are required to take
 the two-semester sequence of LING 630

Three courses in two distinct areas.

One course may be audited (*Audited courses *DO NOT* count towards credit requirement*).

AREA #1- _____

Course	Course Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

AREA #2- _____

Course	Course Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Courses Counted towards PhD:

Course	Course Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

LANGUAGE REQUIREMENT

Language: _____ Semester passed: _____

QUALIFYING PAPER #1

Committee: _____ Title of Paper: _____
Member 1 (Chair): _____
Member 2: _____ Approved by Qualifying Paper Committee (date): _____
Member 3: _____ Approved by Qualifying Paper Editor (date): _____
Analysis Defense (semester passed): _____ Volume/Issue/Date: _____
Attempt #1 (date): _____ Acceptable Publication: _____
Attempt #2 (date): _____ (Two attempts allowed)

QUALIFYING PAPER #2

Committee: _____ Title of Paper: _____
Member 1 (Chair): _____
Member 2: _____ Approved by Qualifying Paper Committee (date): _____
Member 3: _____ Approved by Qualifying Paper Editor (date): _____
Analysis Defense (semester passed): _____ Volume/Issue/Date: _____
Attempt #1 (date): _____ Acceptable Publication: _____
Attempt #2 (date): _____ (Two attempts allowed)

DISSERTATION COMMITTEE

Chair: _____
University Rep (UR): _____ UR Department: _____
Member: _____
Member: _____
Member: _____

DISSERTATION PROPOSAL

Proposal Defense Date: _____
Approved Proposal Received Date: _____
Title of Proposal: _____
Form I Delivered: _____
Form II Delivered: _____
IRB Approval/Exemption Received: _____
Permission to Register for LING 800: _____

FINAL DISSERTATION

GD Announcement Sent: _____
Date/Time of Final Defense: _____ Room: _____
Title: _____
Form III Delivered: _____
Congratulatory letter and request for Dept copy: _____
Date Dept Copy Received: _____
Final Title of Dissertation: _____

DISSERTATION PROSPECTUS

Prospectus Defense Date: _____
Approved Prospectus Received Date: _____

Financial Aid

The department's current financial aid policy can be downloaded from the department's website. The link can be found under the Degree Programs menu then Funding sub-menu. Link:
<http://ling.hawaii.edu/wp-content/uploads/financial-aid.pdf>

Guidelines for Qualifying Papers

Please read the Guidelines for Working Papers BEFORE writing your qualifying paper. They can be downloaded from the department's website: <http://ling.hawaii.edu/research-current/publications/workingpapers/>. Click on the "guidelines" link near the top of the page.

Important Note from the Editor:

The editor will not accept qualifying papers unless the proper styles are used (for headings, bibliographic references, spacing, page numbers, etc). Refer to the section entitled "6. Examples of styles". There you will find specifications and examples of various styles. Copy this file onto your paper so that at least the names of the styles will appear in the list at the left of the tool bar. If the individual styles are not properly formatted, make the changes under "Format" and then "Styles and Formatting"