

**CLARK
ATLANTA
UNIVERSITY**

THE DOCTOR OF ARTS IN HUMANITIES

An Interdisciplinary Program

HANDBOOK FOR STUDENTS

2010-2012

Student Handbook

The Doctor of Arts in Humanities (DAH) Program

CLARK ATLANTA UNIVERSITY

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1. INTRODUCTION

The Doctor of Arts in Humanities (DAH) Program provides Clark Atlanta University's Doctoral Degree offerings in the disciplines of African and African American Studies, Africana Women's Studies, English, Romance Languages, and History. As an interdisciplinary degree, the DAH program embraces components of these departments while remaining a separate entity, with courses and degree requirements common to all students from the major areas who participate in the program.

Compared to the Ph.D. degree, the D.A. degree is specifically charged with the responsibility of preparing college teachers for productive careers, emphasizing teaching effectiveness and breadth of knowledge. Compared to the Ed. D. degree, the D.A. degree is devoted to mastery of its disciplines, in conjunction with a pedagogy component.

Since its inception in the early 1970's at the Carnegie-Mellon University, the D.A. degree has found approval and encouragement from virtually every national organization concerned with higher education. It has been instituted in varied disciplines in many of the most honored graduate schools. Agencies concerned with community colleges, junior colleges, and four-year colleges particularly have welcomed this degree as preparation for successful undergraduate teaching.

The D.A. degree is in Humanities (D.A.H.), reflecting the interdisciplinary nature of the program, which also is philosophically in harmony with the emphasis of the Clark Atlanta University mission statement on leadership, human concern, and global awareness. Furthermore, the increasing commitment to multicultural humanities curricular throughout the spectrum of American education suggests an additional relevance of our degree to current educational priorities.

2. PROGRAM MISSION

The mission of the Doctor of Arts in Humanities Program is to prepare doctoral students through an interdisciplinary program to serve as humanistic scholars, researchers and educators with a focus on leadership and service to humanity.

3. UNIVERSITY CORE VALUES

The D.A.H. program is dedicated to promoting the following University core values:

1. Student Centeredness
2. Pursuit of Excellence
3. Innovation and Discovery
4. Integrity
5. Social Responsibility
6. Respect

4. ACADEMIC POLICIES

A. Conditions of Admission

Applicants for admission to this program should hold a master's degree in an appropriate area of concentration, and should possess intellectual and academic skills suitable for doctoral study. The application is reviewed by an Admissions Committee of the Doctor of Arts in Humanities (including the Program Director and the relevant Concentration Chair) and approved or disapproved by consensus. Factors considered include the following:

1. Completed graduate application form
2. Demonstrated intellectual ability as reflected in transcripts and GRE scores
3. Likelihood of success in a rigorous program requiring considerable breadth of study
4. Professional commitment to a career in teaching
5. An academic writing sample (e.g. recent graduate term paper, published essay, etc)

Students who are considered promising but whose previous academic studies do not constitute sufficient background at the master's level or the equivalent in the expected area of concentration will be expected to complete 9-18 hours of prerequisite graduate courses in the area of concentration in addition to the 48 hours for the degree. Such students must already hold a master's degree in a related field, and will be admitted conditionally. Upon successful completion of the prerequisites, unconditional admittance will be granted.

B. Academic Standards

All students in the program will be assessed after the completion of 12 hours to determine whether or not they are likely to complete the program creditably. If a student has experienced difficulty in successfully completing the course work, then she or he may be counseled or required to withdraw from the program.

University policies regarding academic probation and suspension apply; students must maintain a minimum GPA of 3.0 to be in good standing. If a student's GPA falls below 3.0 in a given semester, the student will be placed on academic probation. If the student fails to achieve a cumulative 3.0 in the next semester, he or she may be asked to withdraw from the program.

C. Transfer Credit

Up to six hours of the concentration area courses may be transferred from post-M.A. study at other institutions (see Appendix A). Credit for the interdisciplinary core or pedagogy courses cannot ordinarily be transferred because their design is integral to the entire program.

5. STRUCTURE OF THE PROGRAM

A. Brief Overview

The program entails 48 hours beyond the master's degree and fulfillment of general University requirements for doctoral degrees including research tools (normally, two foreign languages),

comprehensive examinations, and a doctoral dissertation. Forty-eight credit hours are required to complete the academic portion, as follows:

Interdisciplinary Humanities Core Courses	12 hours
Pedagogy Theory Courses	6 hours
Teaching Internship	3-6 hours
(one or two semesters depending upon the student's need and level of preparation)	
Concentration Courses	24-27 hours
(African American Studies, Africana Women's Studies, English, History, Romance Languages; 24 hours in the case of a two-semester internship; and 21hours in the case of a one-semester internship)	

Upon completion of the academic requirements, students will enroll in Dissertation Consultation or Dissertation Research (1-3 hours per semester) as long as the dissertation is in progress; these courses do not count for graduation credit but are required in order to maintain the student's current status and provide for dissertation guidance. Similarly, courses taken to fulfill research tool requirements do not count in the semester hours required for graduation.

Typical culmination time for the degree, assuming a full load of courses and completion of the dissertation in a timely manner, is four years. All requirements must be satisfied within a maximum of 10 years. The minimum residency requirement is one academic year of consecutive full-time semesters. The program does attempt to be accessible to full-time teachers who can carry only a partial course load, but encourages as much full-time attendance as practicable in the interest of the student's completing the degree work in a timely period.

B. Interdisciplinary Humanities Core and Pedagogy Courses

The following are the interdisciplinary humanities core courses required in the program.

HUM 675: Humanities Inquiry

Introduces fundamental concepts and methods of humanities studies and research generally and those which are basic to various disciplines in humanities including language, arts, literary criticism, and historiography.

HUM 676: The Person in History and Literature

Examines the concept of "person" as a reflection of the ontological, ethical, and political premises of various cultures and epochs, and how concepts of personhood are embedded in historical and literary texts.

HUM 677: Literature and Popular Culture

Addresses fundamental questions about the nature of contemporary culture by examining the structures, myths and genres of contemporary popular culture.

HUM 678: Ideas and Exemplars

Investigates the contexts and processes in which seminal ideas are created in a particular ethos, and their exemplars as well as the principles determining their transformation in subsequent epochs and in cultural diffusions.

C. The Pedagogy Theory Component

The following are the required pedagogy courses.

HUM 681: Higher Education in the United States

Considers the history, present status, curricular models, and projections of higher education including significant trends in the operation and development of community colleges.

HUM 682: Teaching and the Humanities

Examines the principles governing college programs in humanities and explores various course designs, material, and strategies for achieving the ends of humanities education.

HUM 683-684: The Internship

Entails practical experience in applying the pedagogical principals, research, and methods studied in HUM 681-682. In some cases, the internship requirement may be satisfied by one semester, in which case an additional content course such as one in Higher Education Administration may be taken in lieu of a second semester of internship.

D. The Internship

The internship is integral to the Pedagogy component of the Doctor of Arts in Humanities Program. The purpose of the internship is to provide practical experience in teaching, to apply methods and principles learned in the pedagogy theory courses, and to provide classroom experience in using the humanistic perspective gained from core and content courses.

Frequently, if a candidate has had substantial experience teaching post-secondary humanities area courses, a one-semester internship will satisfy the requirement. In the event the candidate has no such prior teaching experience, two semesters will be required. In the first semester, the candidate will participate in instruction in an appropriate undergraduate course under the mentorship of an experienced faculty member.

Participation will include mastering the course content, attending all class sessions, assisting the instructor in grading papers, and teaching selected units of the course. The Program Director will confer with the instructor who serves as faculty mentor to monitor and evaluate the student's internship requirement and to determine the course grade.

In the second semester of internship, the student serves as the faculty of record. (As indicated above, students with substantial teaching experience may satisfy the internship requirement in this way as a one-semester internship.) This terminal internship will be monitored closely by the Program Director and either the student's Concentration Chair or another graduate faculty member for the department, maintaining records of the progress of the internship.

Requirements for the intern will include the following:

- A. Preparing course syllabus and weekly lesson plans.**
- B. Maintaining an educator's portfolio containing the above, along with all tests, handbooks, samples, of assignments, graded students' papers, etc.**

- C. **Conferring weekly with the Program Director and the mentoring faculty and arranging for classroom visitation by both.**
- D. **Submitting a self-evaluative final report which provides an overview of the conduct of the internship, its goals, activities, successes, and challenges.**

Courses that may be taught to satisfy the internship requirement, depending upon the student's area of concentration, include the required CAU undergraduate Humanities courses, HUM 228-230; the required undergraduate History courses U.S., African Studies, World, HIS 201-202; the required English literature courses, ENG 201-202; or an introductory foreign language course. If circumstances require, another University course may serve as the basis of the internship. A teaching assistantship may serve as the basis of a second semester or terminal internship.

6. CONCENTRATION AREA REQUIREMENTS

The interdisciplinary nature of the program is reflected in the core courses, beyond which the course work is discipline specific.

Each student will complete a minimum of 24 hours in one area (African and African American Studies, Africana Women's Studies, English, History, or Romance Languages). Concentration requirements in each of the areas of concentration are as discussed below. Students should refer to the current Clark Atlanta University's Graduate Catalog for specific course descriptions.

A. African-American Studies

Distribution of the 24 hours required in this concentration requires:

- 1. **Research Sequence:**
AWS 501, Feminist Theory; AWS 503, Feminist Methodology
- 2. **Research Concentration:**
AAS 501 Africa and the African Diaspora; AAS 630 Seminar in Selected African Americans; HIS 681, History of Africa to 1800, or History of Africa since 1800;
AAS Departmental Course (1 course)
- 3. **Electives:**
6 courses in the student's choice of discipline (e.g. English, Political Science, etc)

B. Africana Women's Studies

Distribution of the 24 hours required in this concentration requires:

- 1. **Research Sequence:**
AWS 501, Feminist Theory; AWS 503, Feminist Methodology
- 2. **Research Concentration:**
AWS 490, Introduction to Women's Studies; AWS 506, Women and Development;
AWS 600, Seminar in Africana Women's Studies;
AWS Departmental Courses (2 courses)
- 3. **Electives:**

3 hours in the student's choice of discipline (e.g. History, English, Political Science, Sociology, etc)

C. English

Course requirements for the concentration in English include at least one course in each of the following areas:

1. African and Caribbean Literatures
2. African American Literature
3. American Literature
4. British Literature
5. Language and Linguistics
6. Women's literature

Students must also take English 516, Major Authors, and if they have not had a comparable graduate course, English 560, literary Theory and Criticism. The remaining 3-6 hours may be chosen at the student's discretion from current courses available so as to reflect an area or emphasis within the major.

D. History

Course requirements for the concentration in History are as shown below.

1. A Historical Methodology and Research Course
2. Twenty-one to twenty-four hours selected from courses in any combination of the following areas:
United States History
African History
African American History
European History

(At least 3 hours in African American history courses are required for students with no previous graduate level courses in that area)

E. Romance Languages

A candidate for the D.A.H degree with concentration in Romance Languages should show proficiency in both French and Spanish. In one language, the level of proficiency should be excellent, and in the other it should be good. Students will take 15 semester hours in the major language and 9 semester hours in the minor language. A course in Romance Philology is required of all majors in the program. Areas in which course work may be pursued are:

Applied Linguistics
Culture and Civilization
The Modern Novel
Drama—Classic to Modern
Romantic to Modern Poetry

7. COMPREHENSIVE EXAMINATIONS

No later than the semester by which all course requirements have been completed (including foreign language/research tools), written comprehensive examinations must be taken by each student in the program. The examinations consist of four sections reflecting the structure of the program:

- A. The Audio-Visual Module**
- B. Pedagogy**
- C. Interdisciplinary Humanities**
- D. Concentration Area (African-American Studies, Africana Studies, English, History, Romance Languages)**

Comprehensive examinations must be completed successfully before the dissertation project is formally approved (see also below, Section 7, The Doctoral Dissertation).

Normally, the examinations will be scheduled during the semester after the extended registration period. Examinations are scheduled no more often than once a semester; students wishing to take comprehensive examinations must notify the Program Director in writing by the end of the preceding semester. Each semester, the schedule for the D.A.H. Comprehensive Examinations will be published and disseminated to students who have registered for the examinations.

A. The Audio-Visual Module

This examination is based on a prominent visual art on which the student conducts a detailed study. The student will provide a comprehensive analysis of the art work, including the artist's biography, the making of the art, and the significance of the art. The student will be allowed two weeks to complete this study, including the recording of the study on a DVD, with a voice-over narration by the student. The recording will be presented in front of a group of faculty who will grade the quality of the student's work.

B. The Pedagogy Section

The examination consists of questions which the student receives a week in advance and for which the student prepares a typed response, which is then submitted in five copies—one to the Program Director and one to each Humanities Concentration Chair). An oral defense of the examination (approximately 30 minutes) is then scheduled. The purpose of this examination is to explore the student's grasp of the pedagogy of humanities disciplines and the student's ability to explain and justify procedures and points of view.

Although the course work should generally provide an adequate preparation, supplementary reading in the appropriate areas is highly desirable. The examination responses should reflect a thorough knowledge of the subject material discussed, a comprehensive fund of general knowledge in the humanities, and a mature, sophisticated level of writing. A student who fails an examination will be allowed a second opportunity to take the examination; failure to pass the second time will constitute grounds for academic dismissal.

C. Interdisciplinary Humanities Section

This is a seven-day written examination based on the interdisciplinary humanities core. Students are expected to evidence a general fund of knowledge in the humanities, which may be utilized to analyze themes, structures, issues, and hypotheses relating to the areas of humanities study.

D. The Major Concentration Section

This examination is also a seven-day written examination, whose content is determined by the appropriate Concentration Chair or Graduate Coordinator (or faculty), and is based on courses in the concentration. The student is expected to demonstrate a degree of mastery of the concentration are appropriate to doctoral candidacy and expected excellence in undergraduate teaching.

8. OTHER GENERAL REQUIREMENTS

A. Foreign Language Proficiency

DAH students must demonstrate proficiency in two of the foreign languages offered by the University (French or Spanish) by passing a reading examination or taking a one-semester, noncredit course in the language . Application to take other languages may be considered if justified by relevance to the student's research interest. (Foreign students may not use their native language to satisfy the requirement).

In certain cases, depending on the student's projected area of dissertation research, an alternative to the second language may be considered (such as demonstrated proficiency in quantitative methods, library research methodology, or computer skills). Students wishing to pursue this option should submit a request to the Program Director explaining the need and applicability of such work to the student's field of inquiry, and suggesting an appropriate University course together with a copy of the syllabus for the course.

B. DAH Program Seminars

Students are required to participate in the DAH seminars or lecture series which provide a forum for the presentation and discussion of scholarly papers as well as in-house program matters. Generally, one seminar meeting or lecture series is scheduled during the fall and spring semesters. Each student is required to make at least one formal seminar presentation toward the end of his/her academic program. (Often, the presentation can be based on the student's projected or actual dissertation research). Seminar meetings are normally held on Friday afternoons, 4:00-6:00 P.M., in the Science Research Building Conference Room or other designated venues or time.

C. Program Status Tracking

Official records of the student's academic progress are maintained by transcripts available from the Registrar's Office, but students should maintain their own record of course work on the Program Status form attached (Appendix B). This will help to insure that program requirements are being met in a timely and orderly manner and help in the planning of the student's program.

Of special concern in addition to grades below "B" are incomplete grades. Incomplete grades must be removed in the semester following the one in which they were received, otherwise, they automatically become "Fs". An occasional "I" grade is awarded only in the case of exceptional circumstances, and must be removed in the following semester to avoid academic probation.

9. THE DOCTORAL DISSERTATION

The Dissertation is an integral but independent portion of the degree program; the dissertation will always conform to the following standards devised by the Council of Graduate Schools in the United States with respect to the Doctor of Arts degree:

"The formal research dissertation or project may take several acceptable forms. The evaluations and synthesis of academic or disciplinary knowledge, comprehensive studies, creative intellectual projects, expository dissertation, or significant research in teaching problems and the organization of new concepts of course work are applicable. The evaluation and synthesis of materials and academic content that may be potentially valuable in college teaching but which have not yet been reviewed are also acceptable. Such research or independent investigation should be closely related to academic subject matter and demonstrated in the scholar's mastery of academic content and research skills as attributes of effective teaching."

Toward the end of the 48-hour academic program, students should begin planning for their dissertations. At this point, students will typically develop preliminary dissertation interests in consultation with interested faculty well before the formal proposal stage. Once they are eligible to submit a proposal, that is, having passed comprehensive examinations, the proposal is submitted to both the Program Director and the appropriate Concentration Chair. Students are encouraged to suggest a prospective committee of readers; however, in all cases the committee must be approved by the Concentration Chair and the Program Director.

The proposal is evaluated by the Program Director, the Concentration Chair, and at least one other faculty member who will serve on the student's advisory committee. Following approval of the proposal, the student may begin writing.

Generally, all doctoral dissertations should be based on original research reflecting the writer's intellectual growth and scholarly mastery of a well-defined topic. Average length of dissertation is 200-250 pages. The Robert Woodruff Library holds bound copies of all dissertations. Prospective writers should examine representative samples for format, scope, and level of scholarly achievement.

A. Dissertation Procedures

The following are the procedures governing the dissertation:

- 1. Eligible candidates (i.e. those who have satisfied all academic requirements) submit to the Program Director four copies of a dissertation proposal that reflects the foregoing standard.**
- 2. The proposal should contain the following:**
 - a. Proposed topic and probable title**
 - b. Scope, definitions, premises, and thesis. (Note: these need not be formulated and discussed as separate sections of the proposal; rather, they should be covered cohesively within the same section. The same point applies to the following divisions of the proposal.)**
 - c. Value, usefulness, significance of the dissertation**
 - d. Methods of research, analysis, synthesis to be employed**
 - e. Relation to similar or parallel existing studies**
 - f. Synopsis, or narrative outline of chapter content**
 - g. Bibliography, including all sources to be employed**
- 3. Students may confer with faculty in the formulating of the proposal and the constituting of their dissertation committee. Final composition of the committee must be approved by the Program Director and the appropriate Concentration Chair.**
- 4. The Program Director will confer with the Concentration Chair to evaluate the proposal. At least one other concentration faculty member who is eligible to serve on the student's advisory committee must read and evaluate the proposal.**
- 5. Upon approval of the dissertation proposal, an advisory committee will be appointed by the Program Director on the basis of the Concentration Chair's recommendations and the student's suggestions. The advisory committee will consist of at least three members—a first reader, who serves as the principal advisor, or dissertation director, and a second and third reader. The first and second readers must be Clark Atlanta University full-time faculty with experience and/or terminal degree relevant to the area of the student's dissertation. Some topics may require more readers.**
- 6. The student will confer regularly with the first reader to develop the dissertation draft, submitting portions for criticism and revision as they are completed. The second and third readers will be asked to participate in evaluation of revised material on a chapter-by-chapter basis.**
- 7. The final draft of the dissertation must be submitted to the advisory committee at least four weeks before the School Dean's deadline in the semester in which the degree is to be conferred. The Program Director, in turn, must receive the finished dissertation at least two weeks before the School Dean's deadline.**

8. After the School Dean's approval of the dissertation, the dissertation will be submitted to the Office of Graduate Studies for final approval. The student bears the responsibility for ensuring that the dissertation meets all deadlines.
9. Students must register for HUM 901, Dissertation Consultation, or HUM 905, Dissertation Research, in each semester in which they are writing and receiving guidance, including the semester in which they graduate.
10. Dissertation should conform to the format specifications of the University's Thesis and Dissertation Handbook available from the Office of Graduate Studies. Individual departments may supplement this with their own style requirements, particularly in method of acknowledgment sources and use of footnotes as opposed to internal citations (MLA, and APA style).
11. The student is required to participate in an oral defense of his/her dissertation.

B. Dissertation Defense

The following are required for the student's dissertation defense:

1. Students must complete the oral defense of their dissertation before they secure the signatures of the Concentration Chair and the Program Director on their dissertation.
2. The Program Director will provide dissertation defense guidelines to students prior to their dissertation defense. The guidelines will be available to the student at least three days before the day of the defense.
3. At a student's dissertation defense, the Program Director and the Concentration Chair are expected to be present, as well as the student's committee members.
4. The student is also entitled to invite guests (not more than three) to the oral defense if he or she so chooses.
5. Failure to participate in the oral defense of their dissertation will cause a delay in the students' approval for graduation.

10. THE GRADUATION PROCESS

- A. Before proceeding to graduation, the DAH Candidate must have met all program and curricular requirements without exception.
- B. The student must have completed coursework requirements, and no outstanding grades, such as Incompletes, should remain on the student's transcript.
- C. The student must have completed an oral defense of the dissertation, and the dissertation approved by the Dean of Graduate Studies.

- D. A D.A.H student eligible for graduation must submit to the Registrar's Office an application for graduation, accompanied by a graduation clearance form from the Program Director.**
- E. The graduating D.A.H student is responsible for filling out a graduation application form and submitting it to the Program Director.**
- F. The Program Director will sign the graduation application form and submit it, along with the graduation clearance form, to the Registrar's Office.**

Appendix A

Request for Transfer Credit

(To be addressed to Program Chair)

Name of student

In accordance with the guidelines for the TRANSFER OF CREDITS in the DOCTOR OF ARTS IN HUMANITIES PROGRAM, I wish to transfer the following course credit hour(s).

These courses were taken at:

All pertinent information regarding them appears below:

Year/Team	Hour	Course#	Descriptive Title	Grade
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Student Signature

(This request should be accompanied by a copy of the transcript on which the request is based. Student may be required to supply the official catalog description or course syllabi.)

**Appendix B
PROGRAM STATUS FORM**

Name of Student: _____

- | | |
|--|-----------------------|
| A. Core Component (Twelve Semester Hours Required) | Semester Taken |
| 1. Humanistic Inquiry _____ | |
| 2. Literature and popular Culture _____ | |
| 3. Ideas and Exemplars _____ | |
| 4. The Person in History and Literature _____ | |

- | | |
|---|-----------------------|
| B. Pedagogy Component (Twelve Semester Hours Required) | Semester Taken |
| 1. Teaching and the Humanities _____ | |
| 2. Higher Education in the Humanities _____ | |
| 3. DAH 683, Internship I _____ | |
| 4. DAH 684, Internship II _____ | |

- | | |
|---|-----------------------|
| C. Concentration (Twenty-four Semester Hours Required) | Semester Taken |
| 1. _____ | |
| 2. _____ | |
| 3. _____ | |
| 4. _____ | |
| 5. _____ | |
| 6. _____ | |
| 7. _____ | |
| 8. _____ | |

- | | |
|---|-----------------------|
| D. Research Tools (Two Required) | Semester Taken |
| 1. Language 1 _____ | |
| 2. Language 2 of Research Tool _____ | |

Appendix C

CLARK ATLANTA UNIVERSITY
THE DOCTORATE OF ARTS IN HUMANITIES PROGRAM

GRADUATE CONCENTRATION CHANGE FORM

NOTE: GRADUATE STUDENTS APPLYING FOR CHANGE OF CONCENTRATION IN THE DOCTORATE OF ARTS IN HUMANITIES PROGRAM MUST HAVE THE SIGNATURE OF THEIR PROGRAM CHAIR.

To the University Registrar

Mr. / Ms. _____ (print) ID #: _____
currently classified as a student in the Doctorate of Arts in Humanities Program, with concentration
in _____, has been granted permission to change my
concentration.

CHANGE OF CONCENTRATION

MAJOR/DEGREE: _____

OLD CONCENTRATION: _____

NEW CONCENTRATION: _____

STUDENT SIGNATURE: _____ DATE: _____

APPROVAL

OLD CONCENTRATION CHAIR: _____ SIGNATURE: _____

NEW CONCENTRATION CHAIR: _____ SIGNATURE: _____

PROGRAM DIRECTOR: _____ SIGNATURE: _____

POSTED DATE: _____ POSTED BY: _____

(Office of the University Registrar)

After a change in concentration has been posted, please provide a copy to the Program Office

Appendix D
CLARK ATLANTA UNIVERSITY
Doctor of Arts in Humanities

Request for DAH Comprehensive Exams (attach to your application letter)

I. General Information

Name: _____

Degree: _____ Concentration: _____

II. Program Status

	Completed	
	Yes	No
A. Core Component (Twelve Semester Hours)		
1. Humanistic Inquiry	----	----
2. Literature and Popular Culture	----	----
3. Ideas and Exemplars	----	----
4. The Person in History and Literature	----	----
B. Pedagogy Component (Twelve Semester Hours)		
1. Teaching and the Humanities	----	----
2. Higher Education in the United States	----	----
3. Internship I	----	----
4. Internship II	----	----
D. Concentration (Twenty-Four Semester Hours Required) (List Courses Taken)		
1. _____	2. _____	
3. _____	4. _____	
5. _____	6. _____	
7. _____	8. _____	
E. Research Tools (Two Required) (List Courses Taken)		
1. Language 1 _____	2. Language 2 or Research Tool _____	

III. Are there any grades pending on your transcript? Yes [] No []

IV. Examination Dates

1. Pedagogy _____ 2. Audio-Visual Module _____

3. Interdisciplinary Humanities _____ 4. Concentration _____

Please keep in mind that once you select a specific exam date, you must keep to the date. If you fail to complete an exam by the scheduled date(s), you may receive a grade of F for the exam and will be expected to retake the exam.

IV. Signatures

Student's Signature: _____ Date: _____

Approved by: _____ Date: _____

Program Director

