

Drew University  
Caspersen School of Graduate Studies

# **Arts & Letters Program Handbook**

2019-2020



This handbook is provided for the use of students and faculty members in the Arts & Letters program. It describes program requirements, policies, and procedures. It is the guide for faculty and students participating in the program and is based upon the current regulations of the Caspersen School of Graduate Study <http://catalog.drew.edu/index.php>. Comments and/or questions regarding the handbook should be forwarded to the program director via e-mail.

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## I. The Nature of the Program

The Arts & Letters Program is an interdisciplinary graduate course of study leading to a Master of Letters (M.Litt.) degree or a Doctor of Letters (D.Litt.) degree. The Arts & Letters Program uses the M.Litt. and D.Litt. degree designations, which originated over 100 years ago at Oxford University in England, to signal the interdisciplinary nature of the program. As an interdisciplinary course of study, Arts & Letters offers a potent and exciting alternative to traditional discipline-specific graduate studies.

Arts & Letters students explore vibrant fields of study and the connections among them, with classes offered every year in fall semester, spring semester and summer term in the following areas:

**Conflict Resolution Studies:** Explore theories, topics and practices of conflict resolution such as mediation, peace-building, global approaches, and security issues. A Certificate in Conflict Resolution is also available.

**Studies in Literature:** Explore the craft and meanings of literature from past and present, encompassing a variety of authors, time periods and genres from Shakespeare to the graphic novel.

**Fine Arts and Media Studies:** Explore the academic study of the arts, practice of the arts and their relationships to communication in public media.

**Global Studies:** Explore global diversity through courses in cultural topics from specific regions or across regions of the world. (This concentration is not available to students entering in the 2019-2020 academic year).

**Historical Studies:** Explore historiography and topics in a curriculum that mainly focuses on the history of Europe and America.

**Irish/Irish American Studies:** Explore the literature, history, politics and culture of Ireland and Irish America. (This concentration is not available to students entering in the 2019-2020 academic year).

**Studies in Religion:** Explore a diversity of approaches to the study of religion.

**Teaching in the Two Year College:** Explore the craft of teaching at two-year colleges, including training in pedagogy, teaching specialization and an internship.

**Writing:** Explore writing through several different genres, including, but not limited to essay, fiction, non-fiction, poetry, short story and academic writing.

Admission to the Arts & Letters program is performed on a rolling basis throughout the year. Financial aid is available. The application website is at:

<https://www.drew.edu/caspersen/arts-letters/>

## II. Overview – Pathways through the Program

For both the M.Litt. (Master of Letters) and the D.Litt. (Doctor of Letters), the coursework path is student-designed within a curricular framework and with guidance from the program Convener, Arts & Letters faculty, and peers in the program.

A brochure of courses is produced in February-March for the next academic year, so that students are able to plan in advance; also, students who receive funding from their employer can seek approval in advance. Please note that the actual courses offered in a given semester will be published by the [Registrar](#).

**For the M.Litt.**, there are two tracks:

M.Litt. students who are pursuing the Coursework-only option take:

ARLT 801 plus 10 electives, total 33 credits

M.Litt. students who are pursuing the Thesis option take:

ARLT 801 plus 9 electives + ARLT 990/Thesis, total 33 credits

**For the D.Litt.**, students take:

ARLT 801 plus

10 electives plus

ARWR 905/Joy of Scholarly Writing plus

ARLT 999/Dissertation

Total 45 credits (ARLT 999/Diss is worth 9 credits)

### II. 1. Early in the Program

\*Take **ARLT 801/Liberal Studies: What They Are, What They Do** within your first year of coursework. This course is required for all M.Litt. and D.Litt. students. It is offered in both the fall and the spring semesters; pick one in the first year of your coursework. Reflect on your responses to/feelings about the fields of study covered in the course; where is your gravitation?

\*Take courses of interest. Move around the curriculum. Interdisciplinary study is a hallmark of the Arts & Letters Program. Sample different areas and different professors. Ultimately students should have coursework in three different areas of the program:

ARCR Studies in Conflict Resolution

ARIS Irish Studies

AREL Studies in Literature

ARSP Studies in Religion

ARFA Studies in Fine Arts/Media Studies

ARTT Teaching in the Two-Year College

ARGS Global Studies

ARWR Writing

ARHI Studies in History

\*Keep a running written journal or log about why you are taking a certain course and what you are learning from it. Discuss with A&L Faculty, A&L Convener (Advisor during coursework), and other students in the program.

\*Collaborate with other students in the A&L Program, your own cohort group and those further along the path. Find out what different projects students are engaged with and consider how you might all pool resources in your interdisciplinary efforts. As you get to know others in your cohort, opportunities for deeper scholarship and new modes of thinking will help to shape your thesis or dissertation.

\*Make use of the excellent resources for writing. Located in the Vivian A. Bull Academic Commons in the Library, the [University Writing Center](#) (UWC), under the umbrella of the [Center for Academic Excellence](#) (CAE), provide services for students, faculty, and staff to strengthen their writing skills. While walk-in visits are welcome, appointments are encouraged and can be made to provide concentrated and intentional assistance. Appointments can be made by visiting <https://drew.mywconline.com/>. First time users will need to create a registration account to set up an appointment, preferably using their Drew email to sign up.

The UWC, in particular, is committed to helping students with their academic and professional writing in a friendly and respectful manner. It offers individual tutoring for writing, languages, and ELL; free writing and grammar workshops; thesis and dissertation support; and faculty writing support. The center strives to create an academic community of independent writers who are able to recognize strategies in order to improve their own writing.

## II. 2. Continuing Your Program

\*Start to build. Be deliberative about courses you choose. Make connections. Write your thoughts about connections in your journal or log. How do the courses you are choosing relate to one another? How would you concisely characterize your study – do you have an academic discipline, topic, time period, method (or other) that is your focus? Discuss with your A&L Advisor/A&L Convener.

**\*M.Litt. students who are pursuing the Coursework-only option** (ARLT 801 + 10 electives): Build your coursework deliberately so that you have a focus that you can clearly describe to others.

**\*M.Litt. students who are writing a Thesis** (ARLT 801 + 9 electives + ARLT 990/Thesis): Reflect on your gravitation in choosing courses. Within those courses, see what topics are of special interest. Do some preliminary research on a few topics that are of the most interest – what has been published about the topic? How might you join that community of interpreters? Save all course syllabi and make and keep bibliographies of scholarship and resources on topics of interest. Your Thesis topic should concretely relate to your A&L coursework.

**\*D.Litt. students:** (ARLT 801 + 10 electives + ARWR 905/Joy + ARLT 999/Dissertation) Choose a concentration and take four courses in it. Note that of the 12 courses total in the degree, 2 are specifically required (ARLT 801/Liberal Studies & ARWR 905/Joy of Scholarly Writing). That leaves 10 elective courses; 4 must be in one concentration. As you progress through your coursework, be actively thinking about building on your courses for your Dissertation. Do preliminary research on topics of interest. Save all course syllabi and make and keep bibliographies of scholarship and resources on topics of research interest. The Dissertation will be 150-220 pages, and it is expected that students have coursework in the A&L Program that supports their Dissertation topic.

**\*M.Litt. Thesis and D.Litt. Dissertation students:** Talk to your course professors about topics of potential interest. Talk to a potential thesis/dissertation Advisor and/or the A&L Convener about them. Talk to other students about them. Go to the Drew Library and look up Arts & Letters Theses and Dissertations completed recently so that you have an idea of what a completed project looks like.

## II. 3. Completing Your Degree

**All Students:** You will need to apply for graduation. Check the Academic Calendar for dates. For Academic Year 2018-2019, the published deadline to apply for May 2019 graduation is November 21, 2018. Apply at <http://www.drew.edu/registrars-office/about-us/students/graduation-guidelines-for-all-drew-students/>

**\*M.Litt. Students who are pursuing the Coursework-only option:** Will pursue coursework to complete the degree. Students will submit to the Convener an interdisciplinary essay (about 20 pages) that was written for a course within the final year of coursework (this is for assessment, not for a grade). Please note that you may take a Tutorial with a willing faculty member to write your interdisciplinary essay.

**\*M.Litt. Students writing a Thesis:** Will conclude your degree with a Thesis of 50-75 pages. This thesis should build on your coursework, and be interdisciplinary in nature. Try to build on an essay you wrote for a course. You will submit a Proposal to the Convener and achieve approval in order to be eligible to enroll in the final required "course," ARLT 990/Thesis.

**\*D.Litt. Students:** Take required course ARWR 905/Joy of Scholarly Writing. To make the best use of this course, you should already have your Dissertation Proposal written, submitted to the Convener, and approved by the Convener. The ARWR 905 course is best used to develop your Dissertation Prospectus. After your Prospectus is completed and approved, you will be eligible to enroll in the final required "course," ARLT 999/Dissertation.

**Important:** Students are responsible for observing all requirements of the degree (M.Litt. or D.Litt.). Any student who has completed the required number of credits but has not fulfilled the degree requirements regarding coursework will be required to take additional courses to fulfill the degree coursework requirements. D.Litt. students should be especially careful that they:

1. Have declared a concentration prior to taking their sixth course in the program;
2. Have at minimum two elective courses in two different fields from the declared concentration;
3. Have taken courses from at least three different professors.

## III. Procedures – Moving Through the Program

### III. 1. Student Status

Students in Arts & Letters take one (3 credits), two (6 credits) or three (9 credits) courses in a semester. One course is considered part-time; two or three courses is considered full-time. Most of our students take one or two courses per semester.

Students must maintain matriculation in Fall semester and Spring semester.

A student who is not registered by the end of the Add/Drop Period (Fall or Spring) and does not have either a Leave of Absence or Withdrawal Status recorded for them, will have their Student Status revised to Inactive Status.

A student who is not registered for two (2) consecutive Semesters (which excludes Summer and January Term sessions) by the end of the Add/Drop Period of the second consecutive Semester and does not have either a Leave of Absence or Withdrawal Status recorded for them, will have their Student Status revised to Withdrawal.

Students who were Withdrawn will need to re-apply through the re-entry process if they wish to be admitted again into Drew University. Please refer to the ‘Registrar/Students’ [webpage](#) and select the tab labeled ‘Re-Entry Forms’.

**Note:** the Summer Term and January term are optional, and registration is not required.

Petition the [CSGS Academic Standing](#) committee for:

- Leave of Absence
- Voluntary Withdrawal
- Re-entry to the Program Request

Check your status towards your degree by going to your Ladder account at [ladder.drew.edu](http://ladder.drew.edu)

### III. 2. Academic Calendar

Please note the [Academic calendar](#) for the registration period for each semester located on the Registrar’s webpage. The course list is available at least one week prior to the opening, and sometimes considerably in advance of that.

Registration usually closes about a week or so into the semester; check the Academic Calendar for the date for a specific semester (“last day to add classes. .”).

### III. 3. Registration Process

Please make certain in advance of the registration period that you do not have a “HOLD” on your account – you will not be able to register if you have a **HOLD** on your account.

**It is important that you register as early as possible for the fall, spring or summer. If the enrollment in a course is low a few weeks before the start time, the course may be cancelled, so please register at your earliest.**

- Registration for fall semester opens in the prior spring, usually in early April.
- Registration for spring semester opens in the prior fall, usually early November.
- Registration for summer term opens in the prior spring, usually mid-March.

#### Steps for Registration:

**Registration Instructions** are at: <http://www.drew.edu/registrars-office/about-us/registration-guide/> Under Registration Tools in Treehouse click on Treehouse and Self Service Registration Instructions.

**Please note that you will have to consult the course list for a given specific semester for registration because the 5-digit number (the “CRN”) for the course changes every semester!** Do not use a listing from an earlier semester to register for a course in a current semester.

- 1) Choose your course/s and get the CRN (5-digit) number/s  
Go to Treehouse ([home.drew.edu](http://home.drew.edu) or <http://www.drew.edu/home/>)
- 2) Click on **Course List** - Grad under Academic Information (upper left box)
- 3) On next page, scroll down to Graduate School - CSGS Catalog and Course Lists.  
Click on that box, then click on Treehouse Self Service under Course Lists
- 4) On next page, use the drop-down menu under `Search by term' and choose whatever semester you need - in this example, Spring 2019. Then click Submit

5) On next page (Class Schedule Search) either search by subject or just click on Complete CSGS Listing

6) When the Complete schedule comes up after a minute or two, either scroll to the course you want, or use Control-F to find it.

7) Those who are still in coursework will choose from about the first dozen or so courses on the Complete CSGS list – courses that start with AR (e.g., ARCR, ARFA, ARG, AREL, etc.) are all Arts & Letters Courses. All A&L Students must take ARLT 801 in their first year of coursework. Remember to take a diversity of courses.

### **Courses from another Drew Program:**

With prior approval, students may take up to two courses from another program at Drew to apply to their Arts & Letters degree. You must provide a rationale to the Convener for approval in advance of registering for the course. For more information see the Academic Policies section of the [Caspersen School of Graduate Studies Catalog](#).

### **D.Litt. Concentration:**

As they proceed with their coursework, D.Litt. students must declare a concentration prior to taking their sixth course in the program. A concentration is four courses (12 credits) in one of the fields, e.g., ARHI, ARWR, etc. Please note that a course from another program may not substitute for an A&L concentration course (but it could be an additional course in the basic concentration area beyond the four required in A&L), unless there is prior approval. Please fill out the [online form](#) on the Registrar's webpage to declare a concentration.

Any D.Litt. student intending to write a Creative Dissertation must have a concentration in Writing (four courses in ARWR not including the required courses ARWR 905/Joy of Scholarly Writing).

### **Tutorials:**

Students who wish to take a Tutorial (ARLT 900) should meet the following criteria in order to make the best use of independent study:

1) Tutorials are usually not permitted in a student's first year in Arts & Letters.

2) Tutorials are primarily to be used for students writing an M.Litt. Thesis or a D.Litt. Dissertation to work more deeply in an area necessary for the Thesis or Dissertation project. They may also be used by an M.Litt.-coursework only track student, to write a final interdisciplinary research essay with guidance from a faculty member.

3) Normally no more than two Tutorials are permitted in the D.Litt. program.

If you meet these criteria, contact the faculty member with whom you wish to perform the Tutorial in advance and get their approval. Then, go to the Course List for the correct semester and, as explained on the Course List under ARLT 900, register by filling out the CSGS Tutorial form on the Registrar's [website](#). Once the course is approved, it will be added to your schedule.

### Completing Your Degree:

**\*M.Litt. students who are pursuing the Coursework-only option:** Will pursue coursework to complete the degree. Students will submit to the Convener an interdisciplinary essay (about 20 pages) written for a course within the final two semesters of coursework. Please note that you may take a Tutorial with a willing faculty member to write your interdisciplinary essay.

**\*Proposal Stage for M.Litt. students writing a Thesis and D.Litt. students writing a Dissertation:** Be aware that the following information is required on the proposal for your Thesis or Dissertation. Getting the Proposal approved is the only step for the M.Litt. Thesis, and the first formal step for the D.Litt. Dissertation process. Forms can be found on the Resources for Current Caspersen Students [webpage](#).

- Brief Statement of Topic
- Suggestion of your thesis/claim/defined perspective that you will argue in your Thesis or Dissertation
- Overview of the Topic (approx. 250 words). This overview should also include a brief statement on the way/s in which your Dissertation is interdisciplinary. It should also list three to five pieces of secondary scholarship that are especially relevant to your study with annotation.
- Annotated list of all courses relevant to the Thesis or Dissertation that you have taken. 'Relevant' is described on the form.
- Both M.Litt. and D.Litt. students fill out the M.Litt. Proposal/D.Litt. Proposal form, which is available from the Convener
- D.Litt. students only also fill out the Dissertation Proposal Form/Cover Sheet

**Creative Dissertation** - There is a separate proposal form for D.Litt. students who wish to write a Creative Dissertation – the Application for a Creative Dissertation Form is available on the Resources for Current Caspersen Students [webpage](#). Creative Dissertation students will also fill out the M.Litt. Proposal/D.Litt. Proposal form, available from the Convener. In order to be eligible to write a Creative Dissertation, D.Litt. students must have a concentration in Writing (four ARWR courses, not including ARWR 905/Joy of Scholarly Writing).

Students who are writing an M.Litt. Thesis or a D.Litt. Dissertation will be provided with a Checklist with detailed guidelines.

**\*D.Litt. only – Prospectus:** This is a longer discussion of your Dissertation (both traditional Dissertation and Creative Dissertation).

The Prospectus Cover Sheet is available on the Resources for Current Caspersen Students [webpage](#).

You are expected to provide the following in your Prospectus:

- Your identifying information
- Your project discussion, including: A tentative title; A description of the topic; A survey of existing scholarly discussions of the topic; A discussion of your argument (claim, thesis) and approach (methodology); A discussion of the way/s in which your project is interdisciplinary; A discussion of research materials and methods; A discussion of the significance of your project; A preliminary bibliography; A proposed chapter outline.
- The names and signatures of your two (or three) faculty Readers (Dissertation Committee)

D.Litt. students are to work on their Prospectus in the required course, ARWR 905/Joy of Scholarly Writing. If you need another semester to complete your Prospectus, you should register for G CRL79 D.Litt. Disst Prospec Prep, in order to maintain Continuous Registration.

**\*Final Required “course” M.Litt.-Thesis and D.Litt.-Dissertation** After your Proposal (M.Litt. and D.Litt.) and Prospectus (D.Litt.) have been approved, you will be eligible to register for the final required “course” in the sequence: M.Litt. students register for ARLT 990 – M.Litt. Thesis course (3 credits), and D.Litt. students register for ARLT 999 – D.Litt. Dissertation (9 credits) in the first semester of actual research/writing. These “courses” do not have class meetings – they are independent study style. You are free to meet with your Committee at any time of mutual convenience.

**All Students:** You will need to apply for graduation. Check the Academic Calendar for dates. Graduation information can be found on the Registrar's [webpage](#).

### **Continuous Registration:**

Students who are beyond coursework will look for one of the following as it applies to your degree and stage. These "courses," in which students do independent work, will provide Continuous Registration status to students, which is necessary to remain enrolled in the program, and to have access to the Library, faculty, other resources on campus.

M. LITT. Thesis Preparation - G CRMLP – X (For M.Litt. students who need a semester to prepare, complete and obtain approval of their Thesis Proposal)

M. LITT. Thesis - ARLT 990 – X (Required for M.Litt. students writing Thesis)

D.LITT. Disst. Prospec Prep - G CRL79 – X (D.Litt. students who need another semester after ARWR 905/Joy of Scholarly Writing in order to get their Proposal and/or Prospectus completed and approved prior to starting to write the Dissertation)

D. LITT. Dissertation - ARLT 999 – X (Required for D.Litt. students; first course when they are actually writing the Dissertation after approval of Proposal and Prospectus)

D. LITT. AFTER DISSERTATION SEMESTER I - G CRL8F – X (This is the full-time 6 credit version. For D.Litt. students the first semester after ARLT 999)

D. LITT. AFTER DISSERTATION SEMESTER I - G CRL8P – X (This is the part-time 3 credit version. For D.Litt. students the first semester after ARLT 999)

D. LITT. AFTER DISSERTATION SEMESTER II - G CRL9F – X (This is the full-time 6 credit version. For D.Litt. students the second and subsequent semesters after ARLT 999)

D. LITT. AFTER DISSERTATION SEMESTER II - G CRL9P – X (This is the part-time 3 credit version. For D.Litt. students the second and subsequent semesters after ARLT 999)

**Important** – If you are not registered for Continuous Registration when beyond coursework, you will be put on Inactive status and then withdrawn (you will need to apply for re-entry). In order to continue using the campus resources (Library, etc.) you must be enrolled in a Continuous Registration course. See also section III.1 Student Status in this document.

**All students – Please note that you must be registered at Drew in the semester in which you complete your degree requirements. For M.Litt. Coursework track you will be registered for a course or Tutorial; for M.Litt. Thesis track and for D.Litt. you will be registered for a Continuous Registration "course" relating to your project.**

## **IV. Student Learning Objectives**

M.Litt. and D.Litt. training in the Arts & Letters program is guided by the overall mission of the Caspersen School and by specific learning objectives for the M.Litt. and for the D.Litt. These learning objectives are introduced in ARLT 801 (required of all students), practiced in the courses offered in Arts & Letters, and consolidated in a final interdisciplinary essay for M.Litt.-coursework only students, a Thesis for M.Litt.-Thesis students, and the Dissertation for D.Litt. students. The learning objectives also form the basis for program assessment, as required by the University and the Middle States Council on Higher Education, our accrediting body.

### **IV. 1. CSGS Learning Objectives**

1. Develop and master interdisciplinary approaches so that students can explain a problem or event through the interactions of multiple disciplines.
2. Demonstrate the Humanities at work in the world.
3. Demonstrate critical thinking by skillfully analyzing, assessing, and reconstructing information and hypotheses.
4. Write and speak effectively to a professional or lay audience about an issue in the field.
5. Produce an original work of publishable quality. For M.Litt. and D.Litt. students, this means that the essay, thesis or dissertation demonstrates a student's competence in research, interpretation and exposition of a concept that makes a meaningful contribution to human thought and relations.

### **IV. 2. M.Litt. Learning Objectives**

M.Litt. Evaluation of Interdisciplinary Essay (M.Litt.-Coursework Only) or Thesis (M.Litt.-Thesis). The student is able to:

- 1) Generate informed discussion of the nature of multi-disciplinary liberal studies graduate study
  - **Disciplinary:** Identify the core academic discipline/s relevant to the Essay/Thesis topic by their characteristic subjects and issues within liberal studies represented in the A&L Program
  - **Interdisciplinary:** Perform analysis on the Essay/Thesis topic using two of the disciplines represented in the A&L Program. The second discipline does not have to be mastered to do this: A method, scholarly question, or perspective clearly

identified as being from the second discipline brought meaningfully to bear on the Essay/Thesis topic is enough.

2) Analyze diverse historical, cultural, and global forces affecting contemporary intellectual critique

- Characterize relevant historical, cultural and global forces affecting scholarly discussion
- Produce own analysis as contemporary intellectual critique

3) Apply discursive practices appropriate to diverse scholarly disciplines and concentrations

- Characterize discursive practices in scholarly disciplines and concentrations that are relevant to the Essay/Thesis topic
- Accurately and intentionally deploy discursive practices that are characteristic of the discipline in which the Essay/Thesis topic is situated

4) Produce clear expository prose

- Deploy appropriate conventions of writing in the main scholarly discipline of the Thesis topic
- Produce clear conceptualization, analysis and discussion of the Essay/Thesis topic

### **IV. 3. D.Litt. Learning Objectives**

DLitt Dissertation Evaluation. The student is able to:

1) Deploy essential questions and methods of different humanities fields and synthesize procedures into holistic dialogue between and among disciplines

- Disciplinary: Deploy essential questions and methods of humanities field/s in which the Dissertation is situated
- Interdisciplinary: Synthesis of procedures into holistic dialogue between and among disciplines. Perform analysis on the Dissertation topic using two of the disciplines represented in the A&L Program. The second discipline does not have to be mastered to do this: A method, scholarly question, or perspective clearly identified as being from the second discipline brought meaningfully to bear on the Dissertation topic is enough.

2) Analyze diverse historical, cultural, and global forces affecting contemporary intellectual critique

- Engage the context such that the work speaks to our age: Characterize relevant historical, cultural and global forces affecting scholarly discussion and/or diverse perspectives characteristic in the scholarly field
- Effectively produce own analysis as contemporary intellectual critique

3) Produce clear expository prose

- Deploy appropriate conventions of writing given the disciplinary center of the Dissertation
- Produce clear conceptualization, analysis and discussion of the Dissertation topic

4) Produce and defend an interdisciplinary scholarly or creative writing contribution to human thought and relations that demonstrates mastery of appropriate conventions of writing

- Produce an interdisciplinary scholarly contribution according to operative conventions that conveys a clear and meaningful point that is supported and complicated by demonstrated nuanced thought about the subject or topic
- Defend an interdisciplinary scholarly or creative writing contribution by convincingly providing answers to nuanced questions about the project

## V. Summary of Accessing Information

### V. 1. Use Drew email. Be certain to use your Drew email for all

**communications!** Important information comes over the Drew email – from the Registrar, from the Convener, from faculty, etc. When you write an email from your Drew account, it communicates to the recipient that you are a matriculated student at Drew University.

### V. 2. Accessing Catalog/Regulations/Policies

#### [CSGS Catalog](#)

- Once there, use drop down upper right to select CSGS 2018-2019 if it does not come up automatically
- Then click on Academic Policies on the left hand menu
- Scroll and click on your topic of interest

Another way to get to the Catalog/Regulations

- Go to [Drew Treehouse](#)
- Under Academic Information, Click on Academic Catalog - Grad
- If this does not bring you to the most recent catalog, use the drop down menu at upper right to get to the catalog for the year you desire
- Click on Academic Policies as per the above info in item 1 above

### V. 3. For forms to accomplish aspects of the program

- Go to the [Arts & Letters homepage](#)
- On the left menu, click on The Caspersen Student Experience
- Then on the left menu, click on Resources for Current Students
- This will bring you to a page that has lots of helpful information. For Student Forms, scroll down on that webpage

#### V. 4. Course List

- Listings are available on the Resources for Current Students webpage (see item 3 above on this page)
- Listings are also available by going to [Treehouse](#)
- From Treehouse, Under Academic Information Click on Calendar & Course List - Grad
- Under CSGS Catalog and Course Lists click on Treehouse Self-Service
- From the drop down menu select the term you wish and then hit Submit
- Either select a specific Subject, or for all offerings click on Complete CSGS Listing

#### V. 5. Registration, Petition to Graduate Academic Standing, Tutorial

- **Registration Information** - <http://www.drew.edu/registrars-office/about-us/registration-guide/> - Click on Treehouse and Self-Service Registration Instructions for basic overall instructions. Scroll down further on page for additional info at Caspersen School Students – Arts and Letters. You can also access the **Registration Agreement** via a button at the top of the webpage if you need a manual registration performed by the Registrar
- **Petition to the Graduate Academic Standing Committee (including requests for tutorials)**: located on the Resources for Current Caspersen Students webpage.
- **Leave of Absence or Voluntary Withdrawal Petition**: located on the Registrar’s webpage.

## VI. Opportunities – Arts & Letters

### VI. 1. Annual A&L Community Events

Every academic year, the Arts & Letters program holds three lively events for A&L current students, alumni/ae, faculty and staff. Events are publicized to the community, and require an RSVP.

The **Arts & Letters Salon** is held in both Fall semester and Spring semester. At the Salon, A&L community members gather to hear a speaker and participate in question and answer discussion, followed by conversation at an elegant reception. The Werner Kofler Arts & Letters Endowment was endowed in 2011 by Werner Kofler T'03, G'05, to provide a Doctor of Letters discussion group for the Arts & Letters program in the Caspersen School of Graduate Studies. The Salon is free to current students, faculty and staff.

Recent past Salon speakers have included:

- Professor Frank Occhiogrosso speaking about Shakespeare as a prelude to a visit to the First Folio, exhibited in Drew's Mead Hall
- Professor Julia Wolfe, Pulitzer Prize winning musician, speaking about composition as a prelude to her concert on campus during her Mellon Artist-in-Residence semester at Drew
- Professor Billy Tooma, Arts & Letters alumnus, speaking about his filmmaking
- Dr. Werner Kofler, Arts & Letters alumnus, speaking on the historical narratives about General Rommel
- Mr. Pádraig McGonagle, Irish Fulbright-in-Residence, speaking on growing up in Derry, Ireland

The **Arts & Letters Dinner** is held every Spring, on an evening date usually mid-March to early April. A&L community members catch up over beverages and hors d'oeuvres before enjoying a reflective lecture by a CSGS professor and a sit-down plated dinner.

Arts & Letters Dinner speakers in the recent past have included:

- Professor Jonathan Golden, Conflict Resolution
- Professor C. Wyatt Evans, Historical Studies
- Professor Liana Piehler, Writing; Fine Arts & Media
- Professor Robert Butts, Fine Arts & Media/Music

### VI. 2. Grants for Humanities Graduate Research at Drew University

Conference and research grants available; some of the latter require that you be pursuing a doctorate and that you have completed your coursework

- The Graduate Student Association (GSA) offers up to \$450 twice a year for students presenting papers at conferences. See past regulations at <http://www.drew.edu/caspersen/wp-content/uploads/sites/2/2016/12/Final-2015-16-GSA-Conference-Reimbursement-Guidelines-and-Request-Form.pdf>
- A current list of CSGS Scholarships and Prizes is at <http://www.drew.edu/advancement/thanks-and-recognition/celebration-of-benefactors/>
- The Margaret and Marshall Bartlett Fund for History and Culture supports historical, political, and cultural programs and scholarship in the Caspersen School of Graduate Studies (CSGS). Support is not limited to the History and Culture program specifically as long as the intended historical, political, or cultural purposes are met. Awards range from \$500 to \$1,500 for eligible students.

See guidelines for both Bartlett fellowships at [http://www.drew.edu/graduate/wp-content/uploads/sites/32/BartlettFunds\\_Guidelines\\_February2016.pdf](http://www.drew.edu/graduate/wp-content/uploads/sites/32/BartlettFunds_Guidelines_February2016.pdf)

- The Margaret and Marshall Bartlett Research Fellowship supports doctoral research in the CSGS. There is no topic restriction as long as the award goes to a student engaged in dissertation research. Awards range from \$500 to \$1,500 for eligible students.
- The Samuel Victor Constant Scholarship offers an annual, renewable scholarship for masters and doctoral students focused upon the early (pre-revolutionary) history and culture of the Americas. The scholarly topic need not be exclusively the British North American colonies, but may include the territories of New Spain, New France, New Netherlands, and the Caribbean.
- Guidelines and application instructions (including deadlines) for awards and grants will be made available at the Graduate Dean's website

### **VI. 3. Grants for Humanities Graduate Research outside of Drew University**

Be advised that many grant programs target STEM students. For Humanities, look around, and keep looking. Try searching under your own specialized interest, not just general Humanities.

Also be advised that grants are usually **very competitive**. Check eligibility requirements carefully.

Advice from the *Chronicle of Higher Education*: "How New Graduate Students Should Spend Their Summers," by Julie Miller Vick and Jennifer S. Furlong, June 27, 2012, at <https://www.chronicle.com/article/How-New-Graduate-Students/132597>

Suggestions:

- Drew's list of External Fellowships and Grants at <https://www.drew.edu/theological-school/resources/external-fellowships-and-grants/>
- Grants.gov at <https://www.grants.gov/web/grants>
- Fulbright U.S. Student Program at <https://us.fulbrightonline.org/>
- The Woodrow Wilson National Fellowship Foundation - The Charlotte W. Newcombe Doctoral Dissertation Fellowship at <https://woodrow.org/fellowships/newcombe/>
- The Smithsonian Institution Fellowship Program (SIFP) at <https://www.smithsonianofi.com/fellowship-opportunities/smithsonian-institution-fellowship-program/>
- The Social Science Research Council - International Dissertation Research Fellowship (IDRF) at <https://www.ssrc.org/fellowships/view/idrf-fellowship/>
- ProFellow 40 Humanities Fellowships for Research and Study at <https://www.profellow.com/fellowships/40-humanities-fellowships-for-research-and-study/>
- New York Public Library Short-Term Research Fellowships – and other categories accessible from this page - at <https://www.nypl.org/help/about-nypl/fellowships-institutes/short-term-research-fellowships>
- Library of Congress paid Jr. Fellows Internship Program at <https://www.loc.gov/item/internships/junior-fellows-program/>
- MET Museum paid and unpaid graduate internships at <https://www.metmuseum.org/about-the-met/internships/undergraduate-and-graduate-students>
- American Historical Society Awards and Fellowships calendar (many listed) at <https://www.historians.org/awards-and-grants/awards-and-fellowships-calendar>
- University of Illinois Graduate College Fellowship Finder at <https://app.grad.illinois.edu/fellowship/>
- Free trial at Grant Forward at <https://www.grantforward.com/index>
- National Endowment for the Arts – Creative Writing Fellowships and Translation Projects at <https://www.arts.gov/grants/apply-grant/grants-individuals>

## VI. 4. Jobs and Internships

On campus opportunities are available. Drew University has a special online database for campus jobs and internships, see <https://www.drew.edu/internships-career-development/about-us/students/job-search-tools/campus-student-employment/>

For external jobs and internships, do visit the Center for Internships and Career Development, located in Sycamore Cottage on the Drew Campus. Information is at <http://www.drew.edu/internships-career-development/> In the past, this office has been directed only towards undergraduate students, but expansion is taking place.

Use all resources, from most at hand (family, friends) to community (people at Drew, people in your home community), to the wider world (Internet). Perform research on specific jobs and job titles in your chosen field, including talking to someone who is doing a job that appeals to you. Do not overlook internships, to get your foot in the door and obtain valuable experience in an area. Try to connect with alumni/ae at Drew – the Arts & Letters Salon each semester is a great way to do that.

*Have you found a good opportunity? Please let us know!* This list will grow with feedback from students

## VII. Frequently Asked Questions

### **I have family and work commitments. Can I take classes part-time?**

Students in the Arts & Letters program may elect to study on a full or part-time basis (see Student Status section of this Handbook). Most classes meet in the late afternoon or early evening to accommodate the schedules of working professionals enrolled in the program.

### **Is there campus housing available for students in the Arts & Letters program?**

There is a limited amount of campus housing available for full-time students and their families. Only full-time, degree-seeking students of the University taking a minimum of nine (9) credits per semester or maintenance and matriculation for the academic year are eligible. Information is at: <http://www.drew.edu/campus-life/housing-residential-life/housing-options/>

### **I've taken some graduate-level classes at other institutions. Can I transfer those credits to this program?**

Drew's Arts & Letters program does not grant advanced standing for graduate work completed at other institutions.

### **Can I teach at the college level with a D.Litt.?**

D.Litt. degree recipients complete a rigorous, interdisciplinary course of study that many find makes them excellent candidates for teaching. However, students whose sole goal is to teach full-time at the four-year college or university level should be aware that full-time teaching at this level usually requires a Ph.D. in a specific discipline.

### **Are comprehensive examinations required? What about a language exam?**

Neither comprehensive nor language exams are required in the Arts & Letters program.

### **Who is my Advisor?**

The Convener is the advisor for all students in coursework. M.Litt. students who are writing a Thesis will have a Thesis Advisor for that portion of their work. D.Litt. students who are writing a Dissertation will have a Dissertation Committee (First Reader/Advisor, Second Reader and optional Third Reader) for that portion of their work.

### **Do I have to be registered at Drew each semester?**

Students need to be registered at Drew for fall semester and spring semester. Please see Student Status section of this Handbook.

### **The ARLT 999/Dissertation course is 9 credits in one semester – can I break up the cost of this course over time?**

It is not possible to spread the cost of the course over time within our university system. The system must bill for the 9-credit course upon registration for the course.

**What happens if bad weather prevents me from getting to class?**

Students are expected to attend class when the University is open. Long-distance commuting students should stay in close contact with the course Professor in cases of inclement weather. The decision to cancel classes due to weather will be made by the University. To sign up for the University's emergency notification system or to view policies regarding snow closings, visit: <https://www.drew.edu/emergency/>

**How do I get accommodations for a disability?**

Students who require accommodations should contact the Office of Accessibility Resources (OAR), in Brothers College, 973-408-3962, for a private, confidential appointment. Accommodation Request Letters are issued to students after documentation, written by a qualified professional, is reviewed and accommodations are approved by OAR. For more information, see: <http://www.drew.edu/academic-services/disabilityservices>. Accommodations are implemented by faculty only after the student presents the Accommodation Request Letter issued by OAR. Letters should be presented to the faculty at least one week before the accommodation is needed. Students' requests for accommodations thus should be submitted to OAR within the first two weeks of a course. Returning students with previously approved accommodations should make letter requests for the current semester to Accessibility Resources within the first two weeks of class.

## VIII. Drew University Offices

### **Center for Academic Excellence**

Rose Library, Vivian A. Bull Academic Commons (First Floor)

<https://www.drew.edu/center-academic-excellence/>

### **Campus Life and Student Affairs**

Ehinger Center, Room 147

(973) 408-3390

[stuaff@drew.edu](mailto:stuaff@drew.edu)

### **Financial Aid Office**

Brother's College, Lower Level

(973) 408-3112

[finaid@drew.edu](mailto:finaid@drew.edu)

### **Student Accounts**

Brother's College, Lower Level

(973) 408-3114

[studentaccounts@drew.edu](mailto:studentaccounts@drew.edu)

### **Office of the Registrar**

Brother's College, Lower Level

(973) 408-3025

[regist@drew.edu](mailto:regist@drew.edu)

### **Graduate Academic Services**

Soren M. Hessler, Director

Seminary Hall, Room 29

(973) 408-3410

[shessler@drew.edu](mailto:shessler@drew.edu)

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