

University of Arizona

SCHOOL OF MIDDLE EASTERN
AND NORTH AFRICAN STUDIES

GRADUATE STUDENT HANDBOOK

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I. INTRODUCTION

The faculty and staff of the School of Middle Eastern and North African Studies are pleased to welcome you to the graduate program in MENAS. This handbook is designed to guide you through the administrative complexities of your degree program, and to help you meet all School and Graduate College requirements. Information and materials in this handbook cover nearly all of the academic activities pertaining to the Master of Arts (MA) and Doctor of Philosophy (Ph.D.) degrees in MENAS at the University of Arizona. It is important that you acquaint yourself with all requirements and that you remain informed of changes in requirements throughout your graduate career. We will also strive to keep you abreast of changes in program requirements by e-mail.

Although officially you are a student in the UA Graduate College, your work is regulated, governed, and evaluated by the faculty of the School of Middle Eastern and North African Studies (MENAS). The Graduate College sets certain minimum, essential requirements for completion of graduate degrees, which can be found in the University Graduate Catalog. The School of MENAS has additional requirements, which are outlined below. You are responsible for satisfying *both* sets of requirements. Internal *and* Graduate College forms must be completed and turned in to the Director of Graduate Studies (DGS) and Graduate Program Coordinator (GPC) upon each step made towards your degree(s). Forms required by both the School and the Graduate College must clear the DGS and GPC.

Upon completion of the MA degree, you will have demonstrated, through academic studies and research, a mastery of basic ideas and concepts in your field, and you will have written a potentially publishable research report or thesis. The doctoral degree requires distinguished achievement in academics and research, resulting in a dissertation that makes a substantive contribution to knowledge in your field of study.

The Director of Graduate Studies and Advising Office Staff

The Director of Graduate Studies (Dr. Yaseen Noorani) is available during walk-in hours or by special appointment to be arranged via e-mail ynoorani@email.arizona.edu. Program coordinator, Mariam Hawatmeh (520-626-8731, mariamh@email.arizona.edu) is also available in Marshall [459](#) to answer questions related to your degree program and to listen to your suggestions or concerns as a student of MENAS and The University of Arizona. (All conversations with DGS and GPC are treated with strict confidentiality).

E-mail Distribution List

To receive information about scholarship opportunities, lectures, program requirements and deadlines, please allow us to add your name to our e-mail distribution list. University regulations do not permit sending certain information to non-UA e-mail addresses, so it is important that you set up an official University of Arizona e-mail account as soon as possible. To see whether or not you have been added to the listserv, please contact Administrative Assistant Eldon Vita at <mailto:envita@email.arizona.edu>.

Forms

The forms you will need to prepare and submit at various stages of your graduate training are mostly processed electronically through GradPath. Please see instructions on GradPath at the Graduate College web site (<http://grad.arizona.edu/GradPath>). Here is a general outline of the procedure:

General

All students need to file a responsible conduct of research statement before they start filing GradPath forms. Student should file GradPath forms generally following the order in which they are arranged.

MA Students

If a student wishes to transfer graduate credits earned at other institutions, the student should file a transfer credit form in the first semester (up to 6 approved credits can be transferred).

<https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#transfer-credit>

Before defending the MA thesis, an MA student needs to file: 1) the MA Plan of Study (generally by the end of the 2nd semester) reflecting completed and projected coursework; and 2) the Master's committee appointment form. After a successful MA thesis defense, a Master's completion confirmation form is filed by the graduate program coordinator.

Ph.D. Students

If you wish to transfer graduate credits earned at other institutions, you should file a transfer credit form (you can transfer up to 30 credits). <https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#credit-requirements>

Before comprehensive exams, Ph.D. students need to file: 1) a Ph.D. Plan of Study (generally by the end of the 2nd semester of the Ph.D. program) to be revised regularly to accurately reflect student's coursework relevant for the degree; 2) the Comp exam committee appointment form; and 3) the Announcement of doctoral comp exam to be approved prior to examination date.

After the comprehensive exams, results of comprehensive examination form will be sent to the committee chair via an email link. Prospectus/Proposal confirmation form is filed by the program coordinator.

Before the dissertation defense, a Ph.D. student needs to file: 1) the Doctoral dissertation committee appointment form; and 2) an Announcement of final oral defense form to be approved *prior* to defense date.

After successful final defense, results of final oral defense form will be sent to the committee chair via an email link.

Notes

When you file a Plan of Study, you should see your advisor and the DGS to go over the list of

courses in person. We recommend that you file your Plan of Study immediately after meeting with the DGS. If you are filing a Plan of Study more than a few weeks after meeting with the DGS, you might send an email to the DGS to refresh his/her memory. After filing a GradPath form, student should track the approval process by logging on to the GradPath. If your form is held up by your advisor or the DGS, they may have overlooked the email notification. You should contact them.

The Graduate College checks for discrepancies between the courses listed in the Plan of Study and the courses taken by the student. So, if you are take courses different from the ones you listed in your Plan of Study, you must modify your Plan of Study. The modified Plan of Study needs to be approved by your advisor and the DGS, but they may not know whether this is the first-time submission or a modification of an older one. Notify your advisor and the DGS by email that this is a modified Plan of Study and explain which courses have been substituted by what. Be sure not to include undergraduate language courses in your plan of study; although language courses are required for proficiency, they do not count toward the graduate degree.

Additional forms are placed on the Graduate College web site (<https://grad.arizona.edu/gcforms/academic-services-forms>). It is wise to familiarize yourself with the Graduate College site early in your graduate career since it and the Graduate College's main site (<http://grad.arizona.edu/>) are the principal sources of information you will need to navigate the UA system efficiently and successfully.

Computing Facilities

Wireless access to University networks is available throughout the Marshall Building and most of the campus. You may use computer labs in libraries and other locations across campus with current university identification (CatCard; <http://www.catcard.arizona.edu/>). The computer lab in Marshall 480 is a classroom administered by SBSTech, and is not available for general student use.

Disability Resource Center

The Disability Resource Center (DRC) offers a variety of resources and supports for students (<http://drc.arizona.edu/about>).

MENA Graduate Student Organization

The Middle East and North African Graduate Student Association is open to all graduate students who work on the region. MENA organizes an annual conference and sponsors various activities. It also meets periodically to discuss the concerns of students and ideas for improving the program. MENA representatives also attend faculty meetings and sit on some committees.

Graduate Degree Certification (GSAS)

The Degree Certification office, located in the Graduate College, Administration Building, Room 316 (<http://grad.arizona.edu/degrecert/>), is responsible for overseeing all Graduate College requirements connected to your academic career. As noted above, almost all Graduate Degree Certification forms must be processed through the Advising Office.

Faculty Committees

Current membership of faculty on committees for admissions, teaching assistant and scholarship allocations, graduate studies, and human subjects is available at the front desk.

Minimum GPA Requirement

The minimum GPA requirement set by the Graduate College is 3.000 (on a 4.0-high scale). Should your grade-point average fall below this requirement, you will be placed on academic probation by the Graduate College. If at the end of the following semester you do not raise your cumulative average to a 3.000 or higher, the School of MENAS will request that you terminate your graduate studies. **No student on academic probation may hold a scholarship, assistantship, or fellowship.**

Subfields and Divisions

When you applied for your doctoral graduate studies at Arizona, you indicated a track of MENAS in which you wanted to focus your work (Critical Studies, Islamic Studies, Linguistics, Literature). Your application was evaluated and approved by faculty in that subdiscipline. Should you desire to switch subfields during your academic career, you must have permission to do this from the new subfield's faculty. They may require you to complete other courses and/or examinations to determine your qualifications in their field. The faculty of the newly chosen subfield has the right to decline your request if they believe you are unqualified or lack the proper background.

Annual Self-Evaluation

The faculty in each of the main subfields of MENAS meet yearly to consider the progress of students in that subfield. **Students are informed of the results of these discussions by email.** Students must submit a self-evaluation in advance of this meeting each year so that the faculty has the necessary information to reach a fair evaluation of each student's progress. Submission of the annual self-evaluation by the deadline announced by the advising office is one of the criteria defining Satisfactory Academic Progress. Student records do not reveal extenuating circumstances that may have resulted in a grade of 'Incomplete,' nor do they include information on awards, papers published, delivered at meetings, etc. Forms needed for the self-evaluations are available online (<http://menas.arizona.edu/grad-forms>). First year students are not expected to fill out the form as completely as more advanced students do. You should meet with your principal advisor to discuss your progress after receiving the evaluation result.

II. SATISFACTORY ACADEMIC PROGRESS

We have developed a set of criteria for monitoring student progress through the program. These standards assist faculty in their annual evaluations of student progress toward degree completion and, equally important, they help students assess their own progress.

Criteria for satisfactory academic progress towards the completion of your post-baccalaureate degrees include the following:

1. Submission of an annual self-evaluation;
2. Regular meetings with your advisor(s) on a schedule negotiated between you and your advisors;
3. Adherence to appropriate schedules (outlined below), including completion of MA thesis and written and oral exams, and timely filing of plans of study and dissertation proposals;
4. Fulfillment of all formal Graduate College requirements (GPA, etc.) as specified in the Graduate Catalog

The schedule below is provided as a guide to help you evaluate your academic progress, and to help you predict whether you are at risk of receiving an “unsatisfactory” evaluation from the MENAS faculty. In evaluating a student’s progress through the program, the faculty takes into consideration individual circumstances, such as joint majors or minors that require extra class work, health concerns, and the exigencies of work and family. You will not be penalized automatically if you fail to keep up with the idealized schedule. However, if your progress through the program is slowed for any reason you should discuss the situation with your advisor in order to determine a solution. Slow progress coupled with a lack of contact with your advisor puts you at much greater risk of receiving an “unsatisfactory” evaluation. **Communication is the key**; it is every student’s sole responsibility to maintain open lines of communication with her/his faculty advisors and the DGS.

Should the faculty determine that you are not making satisfactory academic progress towards your next degree, they will inform you in writing and specify what you need to do to bring your progress up to acceptable standards. If you fail to respond appropriately and promptly to the specified goals, you will be subject to penalty. Penalties for failing to meet guidelines for satisfactory academic progress range from being excluded from consideration for fellowships, grants, or TA positions to dismissal from the program.

Model schedule for satisfactory progress toward the Ph.D. degree for students entering the program with a Bachelor’s degree only:

----- Timetable	Milestone
end of 2 nd semester	MA plan of study filed with Graduate College
end of 4 th semester	Coursework for MA completed (≥ 33 hrs); MA thesis/paper completed or well underway
end of 5 th semester	MA thesis/paper completed and defended
end of 6 th semester	Comprehensive Examination committee formed
end of 7 th semester (or	Doctoral plan of study filed with Graduate College

within three semesters of completing MA)

end of 8th semester (or within two years of completing MA)

Written and oral Comprehensive Examinations passed

End of 9th semester (or within six months of passing comps)

Dissertation proposal accepted by dissertation committee

end of 14th semester (or within three years of passing comps)

Dissertation draft completed and defense scheduled

Model schedule for satisfactory progress toward the Ph.D. degree for students who enter the program with a Master's degree from another university or UA discipline:

----- Timetable	Milestone
end of 2 nd semester	Comprehensive Examination committee formed, and doctoral plan of study filed with graduate college
end of 4 th semester (or within two years of entering program)	Written and oral Comprehensive Examinations passed
end of 5 th semester (or within 6 months passing comps)	Dissertation proposal accepted by committee
end of 12 th semester (or within three years of passing comps)	Dissertation draft completed and defense scheduled

Be aware that these model timelines only provide certain milestones for gauging your progress through the program. They do not include all obligations and coursework requirements. Refer to "Sample Degree Completion Timetables" (Appendix E) and specifications for the MA and Ph.D. degrees (above) for more specific information about required courses. Note that the Graduate College has additional minimum requirements for MA/Ph.D. students. These are described in the Graduate Handbook and in the UA Graduate College Catalog

<http://grad.arizona.edu/catalog/toc.html>).

Graduate College policy stipulates that the dissertation must be completed within five (5) years of passing the oral component of the Comprehensive Examination. If it is not, the Comprehensive Examination process must be repeated, even if the student has a defensible dissertation draft in hand! Since being invited to re-take the Comprehensive Examination is a privilege requiring endorsement of the relevant subdiscipline and the full faculty rather than an entitlement and because faculty are not obliged to reconstitute themselves as a committee for the student's convenience, being required to re-take the Comprehensive Examination is a very serious matter and should be avoided at all costs.

III. THE MASTER OF ARTS DEGREE IN MENAS

General requirements

Admission to the Master's degree in MENAS requires satisfaction of the following criteria:

1. A minimum GPA of 3.0 (Graduate College Requirement)
2. Graduate Record Examination with a minimum of 150 on verbal and 3.5 on analytical writing.
3. Relevant background in Middle East Studies. In case of a background deficiency, applicants are required to audit the following courses: Islamic Thought (334) and Middle East History (277 a/b)."

Major Advisor

Upon admittance to the School of MENAS, you should select a first-year advisor/mentor. This action is taken to ensure that at least one faculty member is tracking your progress and is available to counsel you on important issues relating to your graduate training. You are not obliged to retain this advisor beyond your first year, nor are you discouraged from seeking guidance from other faculty members. Prior to registration for your third semester, you should make every effort to identify your choice of major advisor. With the help of your major advisor, you can soon identify two additional members from appropriate areas to serve on your MA committee. Please remember that committee formation requires the mutual consent of all committee members. Inform the DGS and GPC of the composition of your committee and of any changes in your advisor or committee composition as quickly as possible.

One of the roles of the major advisor is to look after the interests of the student as relevant to their professional training. Accurate, timely documentation of progress through the program is very important. It is always in your best interest to pursue and track carefully the completion of necessary paperwork. No one knows better than you the timing and status of changes in your plans, needs, and achievements. Thus, along with your major advisor, you should take an active role in keeping forms up to date and making sure requirements are met on time.

Master's Committee Composition

Ordinarily, Master's degree committees are composed of no fewer than three (3) members, of whom at least two must be members of the School of MENAS core faculty who hold tenure-track or continuing-eligible appointments at the rank of Assistant Professor or above. The third member can include faculty members from other units and continuing-status positions within the University who have permanent approval to serve as members of graduate committees in MENAS. Other non-core and adjunct faculty can serve on committees only with special approval of the Graduate College, accomplished by submitting the "Special Member" Form (<http://grad.arizona.edu/system/files/SpecialMemberForm.pdf> or <http://grad.arizona.edu/forms>). See the graduate advisors if you have questions about when a Special Member Form is required and when it is not. Tenure-track faculty members in other UA departments may be included on committees without filing special forms, however they may not *chair* committees in MENAS. Unless special approval is obtained, the chair of the MA committee *must* be a member of the UA School of MENAS core faculty (Appendix A).

As soon as you have decided on your MA topic and MA committee, you should complete the MA Committee Approval Form and obtain the signature of the Director of Graduate Studies. This step will help you avoid nasty surprises later on.

Course Requirements

Thesis Track Requirements

Students must complete a minimum of 33 units of course work. They enroll in either 3 or 6 units of Thesis research (MENA 910) in their final semester(s).

Students must achieve 3rd year language proficiency in Arabic (MSA), Hebrew, Persian, or Turkish.

By the end of the second semester of enrollment, students must assemble a thesis committee of three faculty members, one of whom serves as the thesis advisor, and must also have filed their [Master's Plan of Study](#) (login to UAccess Student, then select GRADPATH to submit your plan online) in consultation with and approval of the Graduate Advisor. At least two members of this committee must be tenure-track professors in MENAS, and the committee must be approved by the Graduate Advisor.

The student's thesis advisor will approve the appropriate subject matter of his or her thesis. The thesis must include research that utilizes primary sources in a Middle Eastern language.

Primary sources can include historical works, media outlets, internet sources, survey data and/or interviews. The thesis should address a gap or problem in the scholarly literature, and be aimed at an academic audience. An appropriate thesis length is 75-90 pages. Students are responsible for scheduling an oral defense of their thesis and coursework with their committee.

To see a list of all MA theses from 2008-2011 please click on the following link: [MA Theses Titles](#)

Students who wish to continue graduate work in a Ph.D. program should choose the thesis track.

General/Pre-Professional Track

The track in General Middle East Studies is designed for students seeking to develop the language and analytical skills necessary for advancement in non-academic careers in government, NGOs, and business, as well as a solid understanding of the modern Middle East. It is tailored for students who do not plan on pursuing a Ph.D. after their completion of the MA in Middle Eastern and North African Studies.

Students must complete a minimum of 33 units. The final departmental paper counts as 3 units (MENA 909).

Students must achieve [2nd year language proficiency](#) in Arabic, Hebrew, Persian, or Turkish. Second-year language proficiency is achieved by successfully completing four semesters of the focus language. Students whose focus language is Arabic may alternatively enroll in 3 semesters of Modern Standard Arabic plus one sequence (two semesters) of an Arabic dialect (Egyptian, Levantine, or Moroccan).

By the end of the second semester of enrollment, students must assemble a departmental paper committee of three faculty members, one of whom serves as the departmental paper advisor, and must also have filed their [Master's Plan of Study](#) (login to UAccess Student, then select GRADPATH to submit your plan online) in consultation with and approval of the Graduate Advisor. At least two members of this committee must be tenure-track professors in MENAS, and the committee must be approved by the Graduate Advisor.

The student's departmental paper advisor will approve the appropriate subject matter of his or her paper. The paper must include research that utilizes primary sources, these sources can be in a western language. Subject matter should reflect an issue raised in the secondary literature and can be addressed to educated non-specialists. An appropriate departmental paper length is 35-50 pages.

Dual MA Programs:

Dual Master's Degree in MENAS and Journalism

Professional Option

The MENAS Journalism dual degree program will provide students with the intellectual foundation in regional studies, language, and advanced research techniques that will prepare them to conduct academic or journalism fieldwork in the Middle East and North Africa, from Morocco to Afghanistan.

Students on the Professional Option will be able to build from a foundation of language and regional understanding to produce authoritative multimedia reporting from and about the region. The goal of this option is to enable students to become journalists who are well-trained in regional dynamics and will make crucial contributions to the understanding of contemporary issues and their impact on people and governments around the world.

Unit Requirements

The minimum units required to earn dual master's degrees in Journalism and Middle Eastern Studies is 51 (18 from MENAS, 18 from Journalism, and 15 units which are shared between the two disciplines, including the thesis/project). The table below shows the required courses.

Curriculum

MENAS Only - 18 units

MENA 595D- Middle East Studies: Theories and Controversies (3 units)

Language (ARB, PRS, TURK or JUS): Third year proficiency (6-8 units)

Gender & Society (select one course) (3 units)

Islamic Studies (select one course) (3 units)

History (select one course) (3 units)

Shared Courses MENAS and JOUR - 15 Units

Masters Report/Project: 3 units MENA 909 and 3 units JOUR 909 (project) or 910 (thesis) (6 units)

MENA 596B- Middle East Media (check with advisor for next offering) (3 units)

JOUR 509: International and U.S. Media Law (3 units)

JOUR 596F: Media Coverage of International Crises OR JOUR 560 International Media Systems (3 units)

Journalism Only - 18 units

JOUR 506: Introductory and Advanced Reporting (3 units)

JOUR 507: Reporting with Multimedia (3 units)

JOUR 509: International and U.S. Media Law (3 units)

JOUR 508: Journalism Theory and Practice (3 units)

JOUR 513: Reporting Public Affairs (3 units)

JOUR 589: Survey of Research Methods (3 units)

Choose ONE of the following:

- JOUR 590A Tombstone Epitaph
- JOUR 590B EI Independent
- JOUR 590C Arizona Cat's Eye
- JOUR 590D BorderBeat
- JOUR 597D Journalism Seminar

Total: 51 units

MENAS and International Journalism Thesis Option

The Middle Eastern and North African Studies/Journalism dual degree program will provide students with the intellectual foundation in regional studies, language, and advanced research techniques that will prepare them to conduct academic or journalism fieldwork in the Middle East and North Africa, from Morocco to Afghanistan.

Students in the Thesis/International Journalism Studies Option will develop a deep understanding of the language, culture, and politics of the region, and of the principles, theories, and roles of news media operating in a global information environment.

- [See Journalism Web for More Information](#)

Unit Requirements

The minimum units required to earn dual master's degrees in Journalism and Middle Eastern and North African Studies is 51 (18 from MENAS, 18 from Journalism, and 15 units which are

shared between the two disciplines, including the thesis). The table below shows the required courses.

Curriculum

MENAS Only - 18 units

MENA 595D- Middle East Studies: Theories and Controversies (3 units)

Language (ARB, PRS, TURK or JUS): Third year proficiency (6-8 units)

Gender & Society (select one course) (3 units)

Islamic Studies (select one course) (3 units)

History (select one course) (select one course) (3 units)

Shared Courses MENAS and JOUR - 15 Units

Thesis: 3 units NES 910 and 3 units JOUR 910 (6 units)

MENA 596B- Middle East Media (check with advisor for next offering) (3 units)

JOUR 509: International and U.S. Media Law (3 units)

JOUR 596F: Media Coverage of International Crises (3 units)

Journalism Only - 18 units

JOUR 508: Journalism Theory and Practice (3 units)

JOUR 589: Survey of Research Methods (3 units)

JOUR 539: Ethics and the News Media (3 units)

JOUR 560 International Media Systems (3 units)

Electives (6 units)

Total: 51 units

Dual Master's Degree in MENAS and Public Administration

(60 units)

Course Requirements

The minimum number of units required to earn dual master's degrees in Near Eastern Studies and Public Administration is 60 (18 from MENAS, 30 from Public Policy, and 12 units that are shared between the two).

MENAS - 18 units (unique)

12 units core

MENA 595D Methods (3 units)

MENA History (3 units)

MENA Islamic Studies (3 units)

MENA Gender Studies (3 units)

6 units (electives)

Note: Can be any courses offered through the Department of MENAS

Public Administration - 30 units (unique)

18 units core

PA 501 Public Organization Theory (3 units)
PA 503 Politics, Policy and Public Management (3 units)
PA 505 Methods for Program Evaluation (3 units)
PA 508 Public and Nonprofit Financial Management (3 units)
RNR 585A Natural Resources Economics and Planning (3 units)
PA 552 Statistical Decision Making (3 units)
6 units practicums (chose two)
PA 597A Public and Nonprofit Management Information Systems (3 units)
PA 597G Grant Writing (3 units)
PA 597H Public and Nonprofit Human Resources Management (3 units)
6 units internship

MENAS and Public Administration - 12 units (shared)
(At least 9 from MENAS for MPA concentration)

MENA 580 Middle East in the 20th century (3 units)
MENA 502A Economic History of the Islamic World (3 units)
MENA 596B Islamic Movements (3 units)
MENA 541 Arab-Israeli Conflict (3 units)
MENA 584 History of the Arab-Israeli Conflict, 1800 to Present (3 units)
MENA 594 SISMEC Practicum
MENA 696Y Nationalism and Islam (3 units)
PA 506 Bureaucracy, Politics, and Policy (3 units)
PA 535 International Management (3 units)
PA 581 Environmental Policy (3 units)
PA 519 Governance, Security, State Formation and Terrorism (3 units)
PA 579 Intelligence and US National Security (3 units)
PA 587 US National Security and the Use of Covert Action (3 units)

Total: 60 units

Admission to the Dual Degree Program

Students must apply to, and be accepted by, both MENAS and the School of Government and Public Policy to qualify for admission to the dual degree program. An interdisciplinary committee from the two @sp: unites will review and make a recommendation about any student who has been accepted to both programs, and has indicated that he/she wishes to earn dual degrees.

Language Requirements: Students must achieve third-year language proficiency in one of the Middle Eastern languages (Arabic, Hebrew, Persian, Turkish). If a student enters the program at the third-year proficiency, they must take 6 units of that language at the advanced level including courses on linguistics or literature.

Thesis: Only MENAS requires a thesis. By the end of the second semester, students must

assemble a thesis committee of three faculty members, one of who will serve as the thesis adviser. Two committee members must come from the School of Middle Eastern and North African Studies and one must come from the School of Government and Public Policy. Both Directors of Graduate Studies in each program must approve the committee.

Fees: While completing MENAS requirements, students will not pay SGPP program fees. However, students will be required to take the SGPP core classes during one academic year and will be charged SGPP fees during this year.

List of Potential Shared Courses:

MENAS

MENA 502A - Economic History of the Islamic World (3 units)

An introduction to the economic history of the Islamic world from the seventh century to the present day. Graduate-level requirements include additional readings, lead one class discussion by presenting an analysis of the readings, preparing a written outline and discussion questions, and to use primary historical sources in their papers.

MENA 541 - Arab-Israeli Conflict (3 units)

Traces the birth and growth of the Arab-Israeli conflict since 1948 with particular attention to the internal impediments to conflict resolution on both the Arab and Israeli sides. Also surveys the role of the Great Powers in Middle East politics generally. Graduate-level requirements include an additional research paper.

MENA 580 - The Middle East in the Twentieth Century (3 units)

The modern Middle East in the age of imperialism, world wars, state formation, decolonization, and Islamic resistance. Graduate-level requirements include additional readings on selected topics and an extensive research paper.

MENA 584 - History of the Arab-Israeli Conflict, 1800 to Present (3 units)

Origins of Zionism, and Palestinian and other Arab nationalisms from the nineteenth century and the post-1948 Arab-Israel state conflict in the Cold War era. Graduate-level requirements include additional readings and an extensive research paper.

MENA 596B - Islamic Movements in the Contemporary Muslim World (3 units)

Seminar course tracing Islamic revival movements throughout the 20th and 21st centuries. Course analyzes the different types of movements, their philosophical development and respective relations with governments.

MENA 596B- A Political and Economic History of Iraq (3 units)

The course will look at the 20th century economic and political history of Iraq, looking particularly at the destruction and reconstruction of social, political and economic infrastructure. Readings will provide the basic chronologic historical development, beginning with World War I

and ending with the second Gulf War of 2003 and its aftermath. In between, students will be exposed to the numerous attempts by both indigenous and outside leaders to vie for political and economic power through the construction or destruction of physical and societal infrastructure.

MENA 596B- Shi'ism (3 units)

This seminar explores the rich legal, theological and political traditions of Shiism. After a brief survey of Zaydi and Isma'ili Shiism, it focuses on Twelver (or Imami) Shi'ism. Students will be introduced to a variety of classical and modern Twelver Shi'i scholars.

@MENA 596M- Modernization of Arab Culture (3 units)

No current class description.

MENA 696Y - Nationalism and Islam (3 units)

Theory and research methods seminar exploring political identity formation in the Arab Mid East 19th Century to present especially culture of secular nationalism in the first part of the 20th century and political Islam in the late 20th century. Students will prepare major research paper.

Public Administration

PA 506 - Bureaucracy, Politics, and Policy (3 units)

Description and analysis of the executive branch of government: how federal agencies capture policy-making; why bureaucracy develops; the rules of bureaucratic culture; who controls the administrative branch. Graduate-level requirements include an additional research paper.

PA 519 - Governance, Security, State Formation and Terrorism (3 units)

This course addresses how the formation of the state has been affected by war and will be increasingly affected by more modern security concerns such as terrorism. Graduate-level requirements include reading three additional documents and critically reviewing them as instructed.

PA 535 - International Management (3 units)

Broaden perspectives on globalizing business and international integration. Enhance analytical and communication skills in approaching and resolving international issues.

PA 579 - Intelligence and US National Security (3 units)

Overview of the role of intelligence in the formulation and execution of US national security policy. Will include a detailed look at challenges facing both the analysis of intelligence information and the introduction of that analysis into the national security policy process. Will also entail close reading and discussion of selected declassified intelligence documents. Graduate-level requirements include Huerer, Richards J. 1999. Psychology of Intelligence Analysis, CSI. Selected articles and declassified intelligence documents: TBD.

PA 581 - Environmental Policy (3 units)

Role of government in management of energy, natural resources and environment; process and policy alternatives; special attention to the Southwest. Graduate-level requirements include additional readings and a substantial research paper of at least 25 pages in length.

PA 587 - US National Security and the Use of Covert Action (3 units)

This course is intended to familiarize students with the basic purposes and nature of US covert action and to help them understand its historical development. More fundamentally, the course will seek to illustrate both covert actions' potential utility and its inherent limitations and challenges; challenges that in some respects have intensified with the rise of non-state actors, the information revolution, and other aspects of the post-Cold War environment. Finally, the course will draw implications for the role of covert action against current national security challenges, especially global terror networks. Graduate-level requirements include a 15-page research paper examining a particular challenge facing covert action. In-class participation accounts for 15 percent of the grade.

PA 603J – Sustainability and Environmental Policy (3 units)

Over the past twenty years, "sustainability" (or "sustainable development") has emerged as a central goal of environmental policy making. Contemporary tools of environmental policy including ecosystem management, adaptive management, and restoration have been displaced by what seems like a clearer goal that captures ends as well as means. Sustainability has moved from the work of scholars and activists to laws and administrative regulations. The language of sustainability has extended to the world of business and commerce.

Dual Master's Degree in MENAS and Information Resources and Library Science (SIRLS)

Academic libraries with special collections supporting Middle East area studies programs and other research libraries with Middle East collections seek librarians with knowledge of the geographic region and Middle Eastern languages, as well as knowledge of library practices and operations. The dual master's degree in Information Resources and Library Science and MENAS prepares individuals for professional positions responsible for providing collections and services in support of research and teaching about the Middle East.

The total number of units required to earn dual master's degrees in Middle Eastern and North African Studies and IRLS is 51 (33 from MENAS and 18 from SIRLS).

Required MENAS courses

The minimum number of units required in MENAS is 33.

Middle East Studies: Approaches, Themes, and Controversies (MENA 595D) (3 units)

Language Course for 3rd Year Proficiency (6 units)

4 courses, (1 each Gender & Society, Islamic Studies, History, plus 1 more) (12 units)

1 Departmental Paper (MENA 909) (3 units)

2 cultural perspectives and information evaluation electives with MENA course numbers (these

also count as fulfilling the SIRLS requirement that students take one elective in these two areas)
(6 units)

1 independent study for (3 units)

Total: 33 units

Students must achieve [3rd year language proficiency](#) in Arabic, Hebrew, Persian, or Turkish. Third-year language proficiency is achieved by successfully completing six semesters of the focus language. Students whose focus language is Arabic will concentrate on Modern Standard Arabic.

By the end of the second semester of enrollment, students must assemble a [departmental paper committee](#) of three faculty members, one of whom serves as the departmental paper advisor. At least two members of this committee must be tenured or tenure-track professors in MENAS and one must be a regular or adjunct faculty member at SIRLS, and the committee must be approved by the Graduate Advisor.

Topics for the departmental paper should incorporate or integrate both MENAS and SIRLS elements. The student's departmental paper advisor will approve the appropriate subject matter and length of his or her paper, in consultation with the SIRLS committee member.

Required Information Resources and Library Science Courses

The minimum number of units required in IRLS is 18.

504 Foundations of Library & Information Services (first IRLS course) (3 units)

506 Research Methods for Library & Information Professionals (3 units)

515 Organization of Information (3 units)

520 Ethics for Library & Information Professionals (3 units)

Information Technology & Networked Digital Information Elective (3 units)

Management of Information Services Elective (3 units)

Total: 18 units

Important Note

Dual degree students must start their program of study with IRLS 504. IRLS 504 is a pre-requisite for all other IRLS courses, so it must be taken first. Students may not be concurrently enrolled in IRLS 504 and any other IRLS or MENAS course. Because of the intense nature of the residential component of this course, students cannot be enrolled in any other course while taking IRLS 504.

The first 18 credits (including IRLS 504) taken by students will be assessed SIRLS program fees, on a semester basis. As of fall 2008, these fees were \$500 per course for residents of Arizona and \$1200 per course for non-residents. MENAS courses do not carry program fees. Starting with IRLS 504, students must register with 'IRLS' designated as their primary degree program with the UA Graduate College. While registered with IRLS as their primary program, all credits taken (IRLS, MENAS, or other departmental credits) by students will incur SIRLS program fees.

After the semester in which 18 IRLS credits are completed, students should transfer their primary degree designation to MENAS. After this change, students will no longer be assessed

SIRLS program fees. Please note that more credits than 18 may be assessed SIRLS program fees because the total number of credits taken during this semester will be assessed SIRLS program fees, even if that number exceeds 18.

Dual Credit Elective Options

The following courses fulfill both MENAS and IRLS requirements for the cultural perspectives and information evaluation electives. These courses are cross listed. Students taking the dual degree should register for them under the MENA number. The list is not exhaustive and students are encouraged to consult their advisor when selecting courses.

Courses for Dual Credit

- MENA 503 Art & Architecture of the Islamic World (*MENAS Requirement: Islamic Studies. IRLS Requirement: Cultural Perspectives*)
- MENA 545 Women in Islamic History (*MENAS Requirement: Islamic Studies OR Gender & Society. IRLS Requirement: Cultural Perspectives*)
- MENA 552 Israeli Women (*MENAS Requirement: Gender & Society. IRLS Requirement: Cultural Perspectives*)
- MENA 580 History of the 19th and 20th century Middle East (*MENAS Requirement: Middle Eastern History. IRLS Requirement: Information Evaluation*)
- MENA 502A Economic History of the Islamic World (*MENAS Requirement: Islamic Studies OR Middle Eastern History. IRLS Requirement: Information Evaluation*)
- MENA 530A Language & Society of the Middle East (*MENAS Requirement: Gender & Society. IRLS Requirement: Cultural Perspectives*)
- MENA 585B Society, Culture, Politics & History of the Iranian Plateau (*MENAS Requirement: Middle Eastern History. IRLS Requirement: Cultural Perspectives*)

MA Plan of Study:

Students in MA programs must complete a “Master’s Plan of Study” form by the end of their first year. You should list all courses that you plan to use for your MA degree, and show it to your major advisor before submitting it to the Director of Graduate Studies for signature. Courses listed for the MA degree must be 500-level or above. The Graduate College’s course unit requirements and definitions can be found on their website (www.grad.arizona.edu/catalog.toc.html), and you should review this information carefully before completing the Master’s Plan of Study form. Note that at least 60% of the units to be used towards a MA degree must be in courses for which a letter grade (A, B, C, rather than Pass/Fail) was awarded. “900” hours are not graded course hours. You should list on the “Master’s Plan of Study” courses totaling a minimum of 33 units, **including** the 3 (or more) units of MA Thesis or Research Report hours (MENA 909 or 910, respectively). A maximum of 3 units of independent study MENA 599 is allowed for the MA degree.

The MA plan of study must be submitted to the Advising Office for signature and processing. You should receive thereafter an approved copy of your study plan from the Graduate College. If you do not receive a copy, it is your responsibility to follow up and determine the source of the problem.

The “Expected Completion Date” section of the form is especially important since diplomas are ordered *ahead of time* by the Graduate College. If you will not be completing the degree on the date indicated, please contact Graduate Degree Certification to adjust your record.

Official name changes must be submitted to the Registrar’s Office *prior to* notifying the Graduate College and School of MENAS. Changes in your name, course listings or thesis title must be made on a "Changes in Student Records or Programs of Study" form, available online through your My GradColl account accessible at <https://grad.arizona.edu/gc/>.

MA Completion of Degree Requirements

This form is submitted as the final certification of your completion of the MA degree: you must check the deadlines for submission as they change every year. Your major advisor and the other members of your committee must sign the form at the end of the MA defense, obtained from the Advising Office, Graduate College or online at www.grad.arizona.edu/cgi-bin/forms/MasComp.cgi). The form must then be submitted to the Advising Office to obtain the School Director’s signature, and for photocopying and routing.

Time Limitations for the Master’s Degree

Under current Graduate College rules, graduate course credits to be applied with full value toward an MA degree, including transfer courses, must have been earned **not more than six years prior** to the completion of all requirements for that degree.

Transfer and Non-Degree Coursework

Transferred credit cannot exceed 20% of the total units for the MA earned at the University of Arizona. The Graduate College requests that students wishing to transfer course hours complete the “Evaluation of Transfer Credit” in their first year through GradPath. You should consult with your advisor and the Director of Graduate Studies to decide which courses should and can be transferred toward your graduate degree. Bring unofficial copies of all relevant coursework transcripts and syllabi, if possible.

A maximum of twelve (12) units of graduate courses taken as an unclassified (non-degree seeking) graduate student at the University of Arizona may be transferred for the MA degree.

Transfer of Credits into the Master’s Program for UA Bachelor’s Degree Holders

University of Arizona Bachelor’s degree recipients who are accepted for post-baccalaureate studies in the School can transfer in up to 12 units of UA 500-level courses taken while enrolled as an undergraduate as long as these courses were not used to satisfy course requirements for a UA Bachelor’s degree.

The Graduate College defines three specific limits on the 12 units taken prior to acceptance into the program:

- No more than six units of University of Arizona undergraduate coursework at the 400-level can be applied toward a UA Master’s program, and then **only if they were not**

used toward a Bachelor's degree.

- No more than 12 units of coursework taken in graduate non-degree seeking status may be used toward a Master's degree (this is true regardless of whether or not one holds a Bachelor's degree from the University of Arizona).
- Transfer work may not exceed 20% of the required number of units for the Master's degree being sought. (The MENAS Master's degree requires 30 units plus three units of thesis/report credit, so no more than 6 units of transfer work may be applied). See: <http://grad.arizona.edu/academics/program-requirements/masters-degrees/credit-requirements>

Note that students can only apply a total of 12 units from the above three categories. AMP students please consult with the Director of Undergraduate Studies.

Minimum Registration and Leave-of-Absence Policies

To maintain active status in the graduate program at the MA level, you must enroll for a minimum of three graduate units per semester. Once all coursework has been completed and a minimum of Master's thesis/report credits are earned, the continuous registration threshold drops to one unit per semester (see <http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment>). **Please remember "continuous enrollment" is NOT the same as "full-time status"! One unit maintains continuous enrollment but does NOT constitute full-time status for financial aid, visa, and assistantship requirements.** If you will be away and cannot register prior to your departure, please make arrangements with a friend or relative to register for you. If you allow your registration to lapse in any given term, you must reapply to the School of MENAS and to the Graduate College, *with no guarantee of readmission*. If you must interrupt your graduate work for some reason, you should apply for a formal leave-of-absence (LOA). **Whether you have an approved LOA on file or not, semesters during which you are not enrolled are counted by the Graduate College in your overall time-to-degree!** See also: <http://grad.arizona.edu/system/files/absence.pdf>.

Change of Status to Ph.D. Program

MA students who would like to pursue a Ph.D. must apply to the program. If you have questions about the application process, please visit our website for detailed instructions (<http://menas.arizona.edu/grad-apply>).

Graduate coursework in Middle Eastern Studies earned at the University of Arizona as part of an MA, and up to 12 units earned in Non-Degree status, may be applied to the Ph.D. coursework requirement (up to 30 units total). Students who have completed graduate coursework in Middle Eastern Studies at another institution may petition to transfer up to 30 units towards the Ph.D. requirements by submitting a [request](#) to the Graduate College (in consultation with the Director of Graduate Studies) prior to the end of their *first* year of study.

IV. THE DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE IN MENAS

Credit and Transfer Units

A minimum of 54 units of coursework are required for the Ph.D.: 45 units in the major track and 9 units in the minor. While most of the courses in the major track will be MENAS courses, a student may, in consultation with his/her advisor and the Director of Graduate Studies, apply an appropriate number of courses from other departments, such as Anthropology, History, and Linguistics, to the major track.

In addition, a minimum of 18 units of dissertation credits are required and no more than 9 units of dissertation credit may be taken in any given semester. Dissertation units are not included in the 54 units of required graduate course work.

Graduate coursework in Middle Eastern Studies earned at the University of Arizona as part of an MA, and up to 12 units earned in Non-Degree status, may be applied to the Ph.D.

coursework requirement. Students who have completed graduate coursework in Middle Eastern Studies at another institution may petition to transfer up to 30 units towards the Ph.D. requirements by submitting a [request](#) to the Graduate College (in consultation with the Director of Graduate Studies) prior to the end of their *first* year of study.

Students who have completed graduate coursework in a field *other* than Middle Eastern Studies may be able to transfer some units towards MENAS Ph.D. requirements, depending on their applicability as determined by the departmental Graduate Studies Committee. Once advised to do so by this committee, such students should submit a request to the Graduate College (in consultation with the Graduate Advisor) prior to the end of their *first* year of study.

The University of Arizona's MENAS graduate program invites highly qualified BA students to apply directly to the Ph.D. program. Applicants accepted into the Ph.D. program *without* an MA will be awarded an MA in MENAS after successfully completing the MENAS MA requirements, which are included in their course of doctoral study. These requirements comprise 33 units of graduate MENAS coursework including a MA thesis.

Minimum Registration and Leave-of-Absence Policies

To maintain active status in the Ph.D. dissertation program, you must enroll for a minimum of three graduate units and a maximum of 9 units per semester up until the time you have earned 18 dissertation (MENA 920) hours. After 18 dissertation hours have been completed, the minimum number drops to one hour per semester. If you will be out of the country and cannot register prior to your departure, please make arrangements with a friend or relative to register for you. If you allow your registration to lapse in any given term, you must reapply to the School of MENAS and to the Graduate College, *with no guarantee of readmission*. You should apply for a leave-of-absence if you must interrupt your graduate work for some reason, but the Graduate College grants leaves-of-absence only under extraordinary, well-documented (usually medical) circumstances (<http://grad.arizona.edu/system/files/absence.pdf>). If research or some exigency related to your pursuit of a graduate degree requires a prolonged absence from Arizona, you should consider applying for a 900 waiver (see below).

Whether you have a formal leave on file or not, semesters during which you are not enrolled are counted in your overall time-to-degree, which is based exclusively on the

earliest coursework applied to your degree!

900 Waivers of Non-Resident Tuition

Students working toward their degrees but not residing in Arizona can reduce their tuition costs by applying for so-called “900 Waivers.” The 900 waivers cover non-resident tuition for one to six thesis/dissertation credits. However, in-state registration must still be paid. So-called 900 waivers are meant to aid students who continue to work towards their degree in a location far from Tucson, and who do not make any use of UA facilities or meet with faculty on campus. Legitimate reasons for requesting 900 waivers include prolonged research or an internship or job in another city, lasting one full semester or more. We will not support requests for waivers for any other reason. The 900 waivers are not substitutes for leaves-of-absence, and semesters in which 900 waivers are used count towards time-to-degree limits. 900 waivers may not fulfill registration requirements for grants, fellowships, or student loans. **NOTE: 900 waivers are only available to students who are not resident in Arizona; a maximum of four (4) such waivers is allowable in a student’s career at UA. Also, the School cannot couple 900-waivers with Graduate Tuition Scholarships (GTSs). Students can get one or the other, but not both. If you are granted a 900-waiver, you will be responsible yourself for covering the in-state tuition; the School is unable to cover those costs.** Please inquire with the Director of Graduate Studies about this option.

Use of Graduate Coursework from the MA Degree

At least half (23) of the units to be applied toward a Ph.D. degree must be in classes for which a letter grade (A, B or C) was earned. For students who have received MA degrees in MENAS from the University of Arizona, graduate course units from the MA degree may be applied to the Ph.D., provided that the student’s committee advisors approve the relevance of these courses for the Ph.D. degree. **A maximum of 30 units from the MA may be applied toward the PhD.** Note, however, that the units from your MA Report, or Thesis may not be applied to the Ph.D. (other Internships, including BARA’s may be applied to the Ph.D.)

If you received your Master’s degree from another university, you should complete the “Evaluation of Transfer Credit” through GradPath in your first year. If you wish to use transfer courses to substitute for specific required courses (rather than as general graduate hours) consult with your major advisor and then the DGS. In some cases, a formal memo may be required stating that a specific transfer course fulfills a specific program requirement. Courses that are transferred must be graduate-level courses for which a grade of B or higher was earned. Up to 12 units of courses taken as a non-degree student at the UA or elsewhere may also be transferred. Transfer work officially approved by the Graduate College must be listed by the student on the “Doctoral Plan of Study” form, submitted during the second year of the Ph.D. program. Students who wish to transfer credit must submit a Transfer Credit form in GradPath before the end of their first year of study to have the courses evaluated for transfer eligibility.

Grade (GPA) Requirements

A high level of performance is expected of all students enrolled for graduate credit. A student who does not make satisfactory progress in graduate work may be required to withdraw from the University. No student will be recommended for an award of an advanced degree in MENAS unless she or he has achieved a grade point average of 3.33 or higher in graduate study. The grade point average is computed on all University of Arizona coursework for which letter grades were received for graduate-level credit, regardless of whether the course was taken to satisfy requirements for the degree. Courses in which grades of P or S were awarded are not calculated in the GPA.

Graduate students cannot enroll in graduate-level MENA courses for pass/fail grades except in cases of independent study, internships, etc.;

Time Limit for Completion of the Ph.D. degree

All requirements for the degree of Doctor of Philosophy must be completed within five (5) years of passing the Comprehensive Exam. Should a student not finish within that time period, he or she *may* be invited to re-take the entire Comprehensive Exam, or portions thereof, with approval of the full faculty, and then proceed to complete other degree requirements, e.g., the dissertation. NOTE: Transfer units are *not* considered in the time-to-degree limitation. If additional time is needed, the student must submit a Graduate Petition and request additional time from the Graduate College. Such petitions must have the support of the student's supervisor and the Director of the School. Such support is not automatically granted and is based on the rationale for the student's request. See:

<http://www.grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/time-limitation>

Two-Year Review

Students entering the program with a BA only will be reviewed at the end of their second year, after completing the MA thesis. The Graduate Committee and the student's Major advisor will review the student's performance in coursework and in the thesis and make a recommendation as to whether the student should be awarded a terminal M.A. or continue with the Ph.D. program.

Languages

Two Middle Eastern languages are required for the doctorate. Students must attain a high level of proficiency in one Middle Eastern language, sufficient for advanced research in that language. An intermediate level reading knowledge is required in the second Middle Eastern language. All foreign language requirements must be satisfied before taking the Comprehensive Examination.

Course Requirements for Major Foci

This section outlines the required courses for MENAS Ph.D. majors and minors. All Ph.D. students must identify a major and a minor focus. The University recognizes only one major and

one minor in MENAS.

Concentrations at the doctoral level are available in the fields of:

- [Critical Studies in Modern Middle Eastern Culture and Society](#)
- [Islamic Studies](#)
- [Linguistics of Middle Eastern Languages](#)
- [Middle Eastern Literatures](#) (Arabic, Hebrew, Persian, and Turkish)

MENAS Ph.D. students are required to take:

- MENA 595D: Middle East- Approaches, Themes and Controversies
- One Course in [Middle Eastern History](#)
- One Course in [Islamic Studies](#)
- One Course in [Gender and Society](#) in the Middle East
- Total Core Units (not including languages)= 12 credits

Critical Studies

The Critical Studies track is designed for the study of social and cultural practices and institutions in the modern Middle East. This track accommodates a wide range of fields of inquiry through its focus on the nature of the public sphere in which social and cultural issues of modern life take form. The course of study therefore provides a strong grounding in the cultural and historical factors that have played a key role in modern life in Middle Eastern societies, as well as in the interpretive strategies appropriate to them. The aim of the Critical Studies track is to give students the cultural background and analytical capability to situate issues of modern life in meaningful contexts. Students in this track are required to use the courses of their minor concentration, and further courses where possible, to develop a full competence in an academic discipline appropriate to their chosen field of inquiry.

Students within the Critical Studies track are required to take the following two courses:

MENA 54321: Classical Theories within Critical Studies

MENA 5432: Modern Critical Studies

Islamic Studies

The Ph.D. track in Islamic Studies in MENA focuses on the textual traditions of classical Islamic civilization. Students are expected to acquire familiarity with the legal, ethical, and mystical traditions of Islam through coursework and independent studies. The one required course for this track (in addition to MENA 595D) is a seminar in Qur'anic Studies, and students are encouraged to take, "The Anthropology of Religion" (ANTH 511). Courses of interest for students in the Islamic Studies track include:

ARB 595B: Readings in Classical Arabic Prose

ARB 595C: Readings in Classical Arabic Poetry

MENA 503: Art and Architecture of the Islamic World

MENA 544: Islamic Mysticism

MENA 545: Women in Islamic History

MENA 566: The Middle Eastern City and Islamic Urbanism

MENA 572: History of Medieval India
MENA 579: The Ottoman Empire to 1800
MENA 596B: Classical Persian Literature in English Translation
MENA 596G: Islamic Law and Society
MENA 696Y: Islam, Ethnicity, and Nationalism

Independent study reading courses can be arranged on topics related to tafsir, hadith literature, biographical dictionaries, Islamic theology, Islamic origins, and select classical scholars. All students in the Islamic Studies track are expected to have a solid grasp of Marshall Hodgson's magisterial work, *The Venture of Islam*, by the time of their Comprehensive Examination.

Linguistics

The Ph.D. program in the linguistics of Middle Eastern languages is designed for students interested in the following specializations:

Empirical analysis of the phonology, morphology, or syntax of Middle Eastern languages
Regional and social varieties of Middle Eastern languages
Middle Eastern languages in social and political contexts
Historical and contemporary study of Middle Eastern languages.

The program provides students with training in research methods and analysis, and features discussions on current debates on Middle Eastern languages and their varieties within regional and national contexts; thereby accommodating both students interested in Ph.D. research and students with primary interest in language pedagogy.

Cultural component (6 units)

Choose *two* of the following (One three-unit course may serve to satisfy the gender/society requirement above.)

Sociolinguistics- MENA/Anth/Ling/SLAT 530a” Language & Society of the Middle East
Cultural or linguistic Anthropology
Survey-of-Middle-Eastern-Languages

Basic/Theoretical linguistics component (9 units)

- Linguistics 503 (Syntax I)
- Linguistics 510 (Phonology I)
- Linguistics 535 (Morphology)

Specific Structural component (6 units)

Choose *two* of the following structure courses:

- ~~Structure of Near Eastern Languages;~~
- Courses in Arabic, Hebrew, Persian and Turkish Linguistics including:
- MENA/Anth/Ling/SLAT 526 Introduction to Arabic Linguistics;
- ARB 596m Topics in Arabic linguistics: Seminar on Diglossia”
- TAFL: Teaching Arabic as a Foreign Language ~~cross-listed with SLAT and Linguistics.~~
- A teaching methods course with emphasis on Less Commonly Taught Languages.

Seminars: 2 required (6 units)

- Structure of Iranian languages
- Structure of Arabic/Hebrew
- Arabic dialects
- Diglossia
- Jewish languages
- Issues in Language politics (possibly Language Planning and Policy LRC 795)
- Language & Gender
- Gender across disciplines (MENA 640)
 - Philosophy of language

Minor (9 units)

Can be in Linguistics, MENA, SLAT, Anthropology, LRC, or any related field approved by the Graduate Committee.

Comprehensive Exam (6 Units)

MENA 799

Total Coursework Hours: 54

Literature

The Middle Eastern Literatures track is designed for the study of one or more Middle Eastern national literature in an historical and analytical manner. This track provides students with the highest level of training in textual and cultural analysis together with a strong background in Middle Eastern literary traditions. The track accommodates the study of classical and modern Arabic, Hebrew and Persian literatures as well as modern Turkish literature. Students in this track choose a primary literature of study, a secondary literature within Middle Eastern Studies, and a minor field which may be either a literary tradition outside of Middle Eastern Studies, or another academic discipline connected with the student's area of research. Students are required to develop a strong competence in methods of literary study by taking relevant courses within Middle Eastern Studies or in other departments. Students are also encouraged to go beyond the national literature framework as much as possible by taking courses in multiple literary traditions, in non-literary modes of cultural representation, and in academic disciplines outside of literary studies.

Dual Ph.D. Program with Anthropology

The Dual Ph.D. Program in MENAS and Anthropology at the University of Arizona is the first program in the United States to provide a formal institutional setting for simultaneous doctoral training and professional certification in the two disciplines. The program builds on the long traditions of excellence and interdisciplinary dialogue that have energized both departments for decades. It involves faculty from both departments, as well as affiliated professors in other departments on campus, who share a vision for interdisciplinary research focusing on Sociocultural or Linguistic Anthropology and MENAS at the University of Arizona.

This program builds upon the complementarity and affinity of the two fields, and the University of Arizona's nationally recognized strength in both, to train and certify uniquely qualified scholars

for a rapidly globalizing world in which complex inter-dependencies are redefining relations between the West and the Middle East. From Anthropology, students will gain a conceptual and analytical apparatus for studying the complexity and diversity of cultures. They will also receive training in the theory and method of ethnographic field work and comparative research. From MENAS, students will receive rigorous language training available in Arabic, Hebrew, Persian, and Turkish, and scholarly expertise in histories, literatures, religions, @add “linguistics” and the material and popular culture of Middle Eastern societies. This opportunity to combine comparative and theoretical breadth with linguistic and textual depth, and to develop research methods under the supervision of the core faculty, attracts the best students in both fields to the program.

This program attracts the best students in both fields to a unique opportunity combining comparative and theoretical breadth with linguistic and textual depth, while developing critical research methods.

Department Requirements:

MENAS Requirements - 27 units

Anthropology Requirements - 27 units

Additional Shared Requirements - 27 units

Shared Dissertation Units - 24 units

Total: 105 units

Admission to the Dual Degree Program

Students must apply to and be accepted by both the MENAS and the School of Anthropology to qualify for the dual degree program. Only students who have completed an MA in Anthropology, MENAS, or a related field prior to enrollment in the MENAS/Anthropology dual degree program will be accepted. Students need to demonstrate intermediate proficiency in one Middle Eastern language at the time of admission. An interdepartmental committee from MENAS and Anthropology will review and make a recommendation on any student who has been accepted to both departments and who has indicated that they wish to earn the dual degree. For fall admission, this should occur in the spring before the April 15 deadline for student acceptance of admission offers. For details on how to apply, see <http://menas.arizona.edu/grad-apply>. All applicants should apply for [financial aid](#). U.S. citizens and permanent residents should also apply for Foreign Language Area Studies (FLAS) Fellowships, which are administered through the Center for Middle Eastern Studies. Students with appropriate interests should apply for the [Roshan Cultural Heritage Institute](#) for Persian and Iranian Studies. Applicants are expected to make an effort to seek out all possible sources for graduate funding. Specialization Students will follow a curriculum of courses in each discipline that will provide first rate qualification in each discipline, while enjoying significant flexibility to develop innovative trans-disciplinary projects on the Middle East and world of Islam using a wide variety of research techniques and analytical approaches including fieldwork, textual analysis, and archival research. Students and faculty will frequently participate in other interdisciplinary programs at the University of Arizona including those of the Center for Middle Eastern Studies, the Ph.D. program in Middle Eastern Histories,

the Bureau of Applied Research in Anthropology, and the program in Women's Studies.

General Requirements for the Dual Ph.D. in Anthropology and MENAS

Course Requirements

A minimum of 81 units of coursework are required for the Ph.D.: 27 units in the MENAS Graduate Program, 27 units in the Anthropology Program, and 27 units to be shared between the two disciplines. In addition, a minimum of 24 units of dissertation credits are required and no more than 9 units of dissertation credit may be taken in any given semester. Dissertation units are not included in the 81 units of required graduate course work.

MENAS Core Requirements

MENA 595D: Middle East- Approaches, Themes and Controversies (3 units)

Language Course for 3rd Year Proficiency* (6-8 units)

5 Elective Courses: 1 each, Gender/Society; Islamic Studies; History plus 2 additional (15 units)

1 Independent study (1 unit)

Total: 27 units

**3rd year Arabic MSA is worth 8 credits but 3rd year Persian, Turkish, and Hebrew are only 6 credits. Those pursuing the latter three languages will have to find two more units. Taking an additional 3-unit course will provide those two units and eliminate the need for a one-unit independent study.*

Anthropology Core Requirements

ANTH 608A: History of Anthropological Theory I (3 units)

ANTH 608B: History of Anthropological Theory II (3 units)

ANTH 605: Research Methods (3 units)

ANTH 609: Mixed Methods (3 units)

ANTH 511: Anthropology of Religion (3 units)

ANTH 696B: Islam & Modernity (3 units)

MENA/ANTH 696J: Ethnography of the Middle East (3 units)

2 Electives (at least one outside student's anthropological subdiscipline) (6 units)

Total: 27 units

Other Courses Available in MENAS, Anthropology, and other Departments – 27 additional units.

Middle Eastern and North African Studies

~~MENA 595D: Middle East (3 units)~~

Required

MENA 502A: Economic History of the Islamic World (3 units)

MENA 503: Art and Architecture of the Islamic World (3 units)

MENA 530A: Language and Society in the Middle East (3 units)

Required of students in Linguistic Anthropology

MENA 544: Islamic Mysticism (3 units)

MENA/ARB 548: Arabic Literature in English Translation (3 units)

MENA 563: Gender Issues and Women's Literature in the Middle East (3 units)

MENA 566: The Middle Eastern City and Islamic Urbanism (3 units)

MENA 580: The Middle East in the Twentieth Century (3 units)

MENA 584: History of the Arab-Israeli Conflict, 1800 to Present (3 units)
MENA 585B: Social, Cultural and Political History of Iranian Plateau: 7th Century – Present (3 units)
MENA 590: Women in Middle Eastern Society (3 units)
MENA 596B: Special Topics in Near Eastern Studies (recent offering: Arabic Multimedia) (3 units)
MENA 596G: Islamic Law and Society (3 units)
MENA 596M: Middle East: Topics in History and Civilization (3 units)
MENA 696Y: Islam, Ethnicity and Nationalism (3 units)
MENA 640: Gender Issues in Middle Eastern Studies (3 units)
MENA 696Y: Islam, Ethnicity and Nationalism (3 units)

Arabic:

ARB 526: Introduction to Arabic Linguistics (3 units)
ARB596m Topics in Arabic Linguistics
ARB 595A: Modern Arabic Prose (3 units)
ARB 595B: Classical Arabic Prose (3 units)
ARB 595C: Classical Arabic Poetry (3 units)

Anthropology:

ANTH 524A: Political Ecology (3 units)
ANTH 528A: Anthropological Demography (3 units)
ANTH 534: Reproduction, Politics, and Household Economics (3 units)
ANTH 536A: Medical Anthropology (3 units)
ANTH 536B: Ethnomedicine (3 units)
ANTH 538A: Women's Health in Global Perspective (3 units)
ANTH 548: Writing Culture (3 units)
ANTH 565: Women in International Development (3 units)
ANTH 576: Language in Culture (3 units)
ANTH 580: Historical Comparative Linguistics (3 units)
ANTH 583: Sociolinguistics (3 units)
ANTH 585: Language in Face to Face Interaction (3 units)
ANTH 612: Anthropology of Modernity (3 units)
ANTH 613: Culture and Power (3 units)
ANTH 620: Linguistic Field Techniques* (3 units)
ANTH 631: Anthropology and Development (3 units)
ANTH 675A/B: Anthropology and International Health (3 units)
ANTH 679: Language and Ethnography (3 units)
ANTH 680: Foundations in Linguistic Anthropology* (3 units)
ANTH 696B: Seminar in Sociocultural Anthropology (topics vary by semester) (3 units)
ANTH 696C: Seminar in Anthropological Linguistics (topics vary by semester) (3 units)

History:

HIST 545: Women In Islamic History (3 units)
HIST 572: History of Medieval India (6 units)

HIST 573: History of Modern India and Pakistan: 1750-Present (3 units) HIST 579: The Ottoman Empire to 1800 (3 units)

HIST 595E: Struggle and Survival: Modern Mid East and North Africa, c. 1850 - Present (3 units)

HIST 596C: Women and the Literature of Identity in Modern Middle East and North Africa (3 units)

HIST 695M: Advanced Studies in Middle Eastern History (3 units)

HIST 696O: History and Historiography in Colonial North Africa (3 units)

Judaic Studies:

JUS 552: Israeli Women (3 units)

Linguistics:

LING 515: Phonetics* (3 units)

LING 554: Structure of a Middle Eastern Language (3 units)

Political Science:

POL 541: Arab-Israeli Conflict (3 units)

Gender and Women's Studies:

WS 586: Transnational Feminisms (3 units)

** Required of students in anthropology specializing in Linguistic Anthropology.*

Transfer Credit Graduate coursework in MENAS earned at the University of Arizona as part of an MA, and up to 12 units earned in non-degree status, may be applied to the Ph.D. coursework requirement. Up to 33 units of graduate coursework may be transferred from another institution. A request to transfer must be submitted to the Graduate College, in consultation with the Graduate Advisors of both departments, by the end of the first year. Many of these transfer units may be applicable to requirements in either of the degree programs, or may count towards the additional 27 units required of the student. Doctoral Plan of Study In conjunction with his/her major professors or advisors, each student is responsible for developing a Plan of Study during their first year in residence, to be filed with the Graduate College no later than the student's third semester in residence. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed in order to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor (Committee Chair) and department heads (or Directors of Graduate Studies) from both the Anthropology Department and from the MENAS before it is submitted to the Graduate College.

Minors in Other Tracks (Unit Requirements)

Students must take a minimum of nine units in a minor field, usually in a department outside of MENAS or in a different MENAS track, selected in consultation with the Director of Graduate Studies. Students are encouraged to consider structured minors offered by a number of departments (e.g. Anthropology, Women's Studies) that complement the Ph.D. tracks in

MENAS.

Requirements for the Minor in MENAS for Students Majoring in other Disciplines

A minor in MENAS usually consists of 12 units, 6 of which must be research-based graded, MENAS (or cross-listed) courses. Minor-field committees for students who are majoring in fields other than MENAS may consist of one or two individuals, at least one of whom must be a core member of the faculty of the School of MENAS. The minor-field portions of the written exam generally follow the procedures of the School of MENAS, unless major and minor advisors reach another solution.

Unit Requirements for the Doctoral Dissertation

A minimum of 18 units of dissertation credits are required and no more than 9 units of dissertation credit may be taken in any given semester. Dissertation units are not included in the 54 units of required graduate course work.

Cross-Listed Courses

Cross-listed courses can provide major/minor credit in more than one department. All cross-listed courses affiliated with the School of MENAS can be counted as MENAS courses in the student's curriculum. Courses that are not cross-listed but relevant topically to the student's program of study may be included in the major or minor requirements *on approval* of the major or minor advisor and the DGS. Courses cross-listed with other departments can also count toward minors in those departments. Of course, a cross-listed course counts only once toward major or internal minor credit; external minor credits are determined at the discretion of the minor department.

Doctoral Plan of Study

In conjunction with his/her major professor or advisor, each student is responsible for developing a Plan of Study during their first year in residence, to be filed with the Graduate College no later than the student's third semester in residence. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed in order to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor (Committee Chair) and Director of Graduate Studies before it is submitted to the Graduate College.

Ph.D. Committee Formation

Following the completion of the Comprehensive Examination, the student must select and finalize the dissertation committee membership. This committee must include a minimum of three members. The committee, headed by your dissertation director or co-directors, is responsible for advising you during the dissertation research and writing phases. This committee also conducts the final examination, or "defense," of your completed dissertation. All Ph.D. committees must include a minimum of three core faculty in MENAS for MENAS majors and two MENAS faculty members for the dual degrees. At least three members of the

committee must be tenured or tenure eligible professors at the University of [Arizona](#).

Members of your Comps minor area may not necessarily be involved with your dissertation research. To avoid delays and bad feelings, it is best to establish whether committee members will continue to be involved with the dissertation research soon after the Comprehensive Exams are completed.

“Special members” from outside the university may also serve as additional committee members (i.e., in addition to the 3 members who must be tenured or tenure eligible professors at the University of Arizona), provided that approval has been granted by the Graduate College. Retired or Emeritus faculty are allowed to participate in Dissertation committees but may not serve *solo* as committee chairs. If you wish a retired faculty member to assist in chairing your committee, an active core faculty member must be appointed as co-chair, and the retired member must file a *Special Member* form through the graduate coordinator (<http://grad.arizona.edu/system/files/SpecialMemberForm.pdf>). Emeritus faculty serve as internal members and need not file a special form. If the dissertation committee is composed of only three members, *all* of them must approve (i.e., vote to pass) the defense and dissertation. If the committee includes four or five members, one may be a special member. The student can still pass if one member of the committee abstains or votes to fail the dissertation.

You must complete a doctoral dissertation committee appointment form through GradPath, specifying the final composition of your Ph.D. committee no later than six months before you plan to complete the dissertation: sooner is better than later. You may make changes in the composition of your doctoral committee or title of the dissertation at no charge as long as you make them at least six months prior to your final completion date. In that case, you need to resubmit a doctoral dissertation committee appointment form through GradPath.

V. Ph.D. EXAMINATIONS

Qualifying Examination

A qualifying examination or diagnostic evaluation is required in the first semester to demonstrate acceptability to pursue the doctorate as well as to determine areas of study where further course work is necessary. This examination is waived if the candidate has completed a master's degree at the University of Arizona in MENAS. The examination should be taken during the first semester of residence and preferably during the first two weeks of residence.

Comprehensive Examination

Each student must select a Ph.D. committee of tenured or tenure-track faculty members, three in major field (MENAS) and one in the minor field. One of the members may be a specially approved member, who must be pre-approved by the student's committee and the Dean of the Graduate College. Students must register for up to 6 credits of MENAS 799, Independent Reading for the Comprehensive Exam, in the semester after completion of other coursework and/or the semester in which the Comprehensive Exam will be taken.

Before admission to candidacy for the doctoral degree, the student must pass a written and an

oral Doctoral Comprehensive Examination. This examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of specialization. The Comprehensive Examination consists of written and oral parts. The written part consists of four fields: three in the student's major field (MENAS)- defined in consultation with the committee, and one in the minor field. A student will pass the written portion before sitting for the oral portion, and the oral portion should come early enough to allow the student to advance to candidacy in a timely fashion. **The written (major and minor) and oral portions of the comprehensive examination must be completed within six months,** and should take place at least three months prior to the Final Oral Examination (i.e., the dissertation prospectus defense). This timeline may be adjusted only in extenuating circumstances and with the full approval of the student's committee.

Upon successful completion of the written examinations in the major and minor(s), the Oral Comprehensive Examination is conducted before the examining committee of the faculty. This is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. Discussion of proposed dissertation research may be included. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague. Students who do not pass a portion of their comprehensive examination may retake that portion within six months of the initial exam. Students who do not pass the failed portion of the exam a second time will not be admitted to Ph.D. candidacy and will have the opportunity to fulfill the requirements for an MA in MENAS if they have not done so already.

After the comprehensive examination, students must privately defend a dissertation proposal before their dissertation committee to qualify for ABD (All But Dissertation) status.

Final Oral Examination

The Final Oral Examination, more popularly known as the dissertation defense, is the forum at which the doctoral candidate must demonstrate his or her dissertation's contribution to scholarship and respond to the examining committee's questions concerning its contents and implications.

All dissertation committee members are expected to attend the final defense in person or remotely.

The exact time and place of the Final Oral Examination must be scheduled with the Graduate Degree Certification and the MENAS Department Office at least 10 working days in advance. The dissertation defense will begin with a public presentation, this is expected to last 45 minutes. This presentation will be followed by a non-public discussion of the dissertation with the dissertation committee and candidate only.

VI. RESEARCH ASSISTANT AND TEACHING ASSISTANT APPOINTMENTS

This section covers internal and Graduate College policy on graduate student support in the forms of research or teaching assistantship positions. You must leave on file with the MENAS

Graduate Program Coordinator completed applications for teaching assistantships or financial aid (Graduate Tuition Scholarship, Graduate Registration Scholarship, etc.), as well as requests for research scholarships from the Scholarships Committee. Deadlines for applications are available on our website under “<http://menas.arizona.edu/grad-forms>” or “<http://menas.arizona.edu/grad-funding>”.

Position Titles are as follows:

Assistant II	Pre-MA students
Associate I	Level after acceptance into the Ph.D. program
Associate II	Level after written and oral Comprehensive Exams are passed (i.e., ABD status)

All RA or TA positions include a waiver of out-of-state tuition and a health insurance coverage. For 0.50 FTE positions, 100% of in-state fees are also covered. At the present time 0.25 FTE RA or TA positions only cover 50% of in-state fees; **the student is responsible for paying those remaining fees.**

Research Assistantships

Graduate Research Assistants (RAs) are appointments to support faculty research activities. In general RAs are selected and funded by individual faculty who have obtained external grants and contracts. Faculty in the School of MENAS infrequently have RAs available. You should let faculty you work with know if you are interested in an RA position, so that when funds are available you may be considered. RA positions are also occasionally posted on the bulletin board within the main office. You should notify the MENAS office as soon as you obtain an RA position *in any university unit*. RAs generally vary between 10 hours per week (.25 Full Time Equivalent, or FTE) to 20 hours per week (.50 FTE). You can be sure that all RA positions involve real work responsibilities for real pay; they may relate to the student’s interests or they may not. RA positions are not to be confused with fellowships. RA positions are accompanied by an automatic out-of-state tuition waiver, student health insurance, and a partial remission of in-state tuition. A contract must be signed before any payments for work done can be made (contact Jennifer Paine, Senior Business Manager; japaine@arizona.edu, 520-621-8750).

TAs and RAs are responsible for following the same procedures as faculty members whenever they are absent from the assigned instructional or research duties. In case of emergencies, the graduate assistant should notify their faculty supervisor or the Director of the School as soon as possible. In addition to completing the internal travel order and class coverage forms, TAs and RAs must obtain written permission from the faculty supervisor for absences involving out of town travel. Graduate assistants, as employees of the University, must be covered by official travel documents when out of town in order to enjoy insurance coverage.

Teaching Assistantships

Graduate Teaching Assistantships (TAs) are appointments to support faculty in undergraduate teaching. TA positions provide graduate students with valuable instructional experience via observation and practice. TA positions work like an apprenticeship to a faculty member.

Students who hold TA positions must carry out their assigned duties with the same professional standards and behavior that apply to faculty members. Each graduate student is responsible for projecting the School's philosophy and for communicating University rules and regulations—particularly those involving academic matters—to students and others. Faculty members have a special responsibility to provide adequate training, supervision and evaluation of TAs.

Direct students to the Grad College GA Manual: <https://grad.arizona.edu/funding/ga>.

Applying for a Teaching Assistantship

Applications are available online (<http://menas.arizona.edu/grad-forms>), and must be submitted electronically to Mariam Hawatmeh, Graduate Program Coordinator. Applications for the academic year have a deadline of the first Monday in February. Applications for the Summer Teaching Assistantships are due on December 1st. Applications for Winter Session Teaching Assistantships are due on the first Monday in October.

Criteria for TA Selection

A limited number of teaching assistant positions are available for a large number of qualified applicants. The number of available positions is influenced primarily by the number of language courses and large undergraduate (Tier 1) courses taught in the School (which is in turn determined by teaching needs and schedules).

Funding priority will be given to PhD students in the first five years of their enrollment. During the sixth year, effort will be made to provide funding at a reduced level. Beyond the first six years, candidates are encouraged to apply for internal or external grants, or expedite their dissertation work for timely graduation. This policy is in line with funding policies in many departments.

Required Unit Registration

All teaching assistants must register for at least six course units during the semesters in which they hold a TA position. Students cannot use audited or undergraduate-level courses toward the six units.

Required Training Workshops for TAs

All new teaching assistants are required to take the on-line TATO test and attend MENAS in-house GTA orientation workshops. It is a good idea to take the workshop ahead of time, even if a teaching assistantship has not been awarded, as you will be prepared for future semesters.

In addition, new or prospective teaching assistants should attend the half-day training seminar offered annually by the MENAS Director of Graduate Studies (DGS). These have proved especially useful for new graduate student TAs and those with limited experience. In addition to introducing you to methods, materials, and solutions for typical dilemmas, they allow you to ask questions that were not answered during the TATO training session.

International Teaching Assistant English Fluency Evaluation

Graduate College regulations stipulate that international students need to demonstrate the

following levels of English proficiency before they carry out Teaching Assistant duties.

1. TOEFL iBT speaking score of 24 or more = unlimited instructional duties
2. TOEFL iBT speaking score of 22 or 23 = limited instructional duties, including grading, lab prep, office hours, and web support.

For students with iBT score of 22 or 23 who wish to carry out unlimited instructional duties and for those with iBT score less than 22 or no iBT score who need to carry out any TA duties, the School of MENAS needs to evaluate their English proficiency. International students are also required to take the Graduate Record Examination as stated in the general requirement section above.”

For the School’s evaluation process, the student’s advisor sends an evaluation of English proficiency to the DGS in a written form following the scoring scheme listed below. Advisors usually have a good knowledge of their advisees’ abilities, but if a student is new and the advisor is not yet familiar with the student’s English fluency, the advisor may hold an oral question-and-answer session with the student to determine his/her readiness for instructional duties. The DGS then interviews the student to verify the advisor’s evaluation. If the DGS does not agree with the advisor’s evaluation, the two need to discuss the case to reach an agreement.

The evaluation scheme consists of:

1. Pass = The student is ready to lead discussion section and to carry out other instructional duties.
2. Pass conditional = The student will be assigned to limited instructional duties, including grading, lab prep, office hours, and web support. Students with iBT score of 22 or 23 should at least get this level of assignment, if not higher.

The DGS reports the evaluation to the Graduate College.

For a student with iBT score of 22 or 23 who has not received a PASS score in the School’s evaluation, the DGS needs to report to the Graduate College the specific TA tasks assigned to the student.

International Teaching Assistants will not be paid until those reports are filed.

For Pass conditional or Fail, the student needs to be re-evaluated every semester.

TA Contract Duration

Required presence on campus extends from two business days before the starting date of classes (first day of the semester) to 48 hours after the official final examination period of the class you are assigned to. Academic appointees are entitled to all academic holidays for vacation leave.

TA Work Assignments, Responsibilities and Duties

Students applying for or holding a TA appointment are responsible for knowing and following all policies and rules governing these appointments. In addition to the information provided below,

TA appointees should acquaint themselves with the pertinent sections of the Graduate Catalog and the *"Information and Procedures Manual for Employment of Graduate Students on Salaries, Supplemental Compensation and Student Wages"* issued by the Graduate College (<http://grad.arizona.edu/>). The University Office of Instruction and Assessment also offers workshops for teaching assistants (<http://oia.arizona.edu/project/teaching-workshops>).

Because graduate assistants, faculty members, and students must interact in a complex network of relationships, mutual responsibilities must be carefully defined. Each faculty member exercises much control over the content and conduct of a course within the policies and guidelines established by the University and further defined by the faculty of the School. One of the consequences of this broad delegation of authority is that the faculty member must accept full responsibility for all aspects of the course, including many routine and mundane matters. Thus, a faculty member is responsible not only for establishing the approach to the subject matter and the level of detail to be presented, but also for preparing a syllabus, assigning readings, communicating policies on grading and cheating, updating class lists, scheduling, preparing and coordinating the grading of examinations, and arranging for special assistance for students seeking to improve class performance. Faculty must also hold adequate office hours to meet students, sign forms, and handle class-related problems.

Teaching assistants have full responsibility for discussion and presentations in the laboratory sections to which they are assigned, in addition to routine tasks such as compiling reading lists, handling D2L course site functions, recording grades, reading papers and (usually) grading examinations. The TA may be asked to give one or a few lectures, lead review sessions and prepare modules for instruction. In classes where several teaching assistants share similar responsibilities, special care must be taken to ensure that each graduate assistant presents the same level of content and expectations in grading. This larger responsibility falls on the supervising faculty member, who should schedule regular meetings with all TAs to provide guidance and specify curriculum content.

Should the professor, for whatever reason, not be able to give a lecture(s) at the appointed time(s), arrangements for a substitute faculty member should be made. TAs are not expected to substitute for the professor without warning and prior agreement, except in the direst of emergencies. A TA may be willing to accept this challenge (and the instructor of record should be very grateful!), but students holding TA positions are not obliged to do so.

Teaching assistants report to the instructor of the course to which they are assigned. TAs are required to meet with their assigned course sections and keep their office hours consistently. Inability to do so must be reported to the professor of the course at the earliest possible time. If an absence is unavoidable, *it is the responsibility of each TA to find a qualified person approved by the professor to cover sections and office hours in their stead.* In short-notice situations where the TA cannot contact the instructor, they should contact the DGS or the Head of the School of MENAS.

Some TA assignments are half-time appointments (.50 FTE = 20 hours per week, on average)

with the specific responsibility for two or three discussion sections in the freshmen-level general education program. Schedules, hours, and duties will vary by course and professor. A typical allocation of time per week is as follows:

- a. one hour of discussion *per section* each week;
- b. three office hours held at the same times each week;
- c. three hours of attending lectures and meeting with the professor of the course;
- d. five hours of preparation time; and
- e. assisting in the grading examinations or other classroom assignments and activities.

Specific TA tasks usually consist of (a) leading discussion sections, (b) participation in composing, administering, and grading examinations, quizzes and written assignments, (c) planning discussion sections, (d) maintaining a current roster of grades, and (e) helping students during office hours. Careful tracking and recording of grades and assignments handed-in by the TA is of paramount importance!

Of course, the amount of time you spend fulfilling your responsibilities will vary over the course of the semester: it is not unusual for a TA to work fewer than 20 hours a week early in the semester, but considerably more during exam periods. Although these are general descriptions of typical TA activities, *the primary responsibility of a TA is to be a professional support person for the principal instructor(s) of the course.* In the spirit of professional and ethical development, TAs should be prepared to go beyond normal expectations to serve their professor and the students. While one of the functions of TA positions is to provide valuable teaching experience and support for graduate students, the educational and related needs of the undergraduate students in the course always takes precedence. A TA position is therefore a job that carries significant responsibilities, and poor performance constitutes grounds for dismissal.

Grading

The professor (formally, the "Instructor of Record") is solely responsible for establishing the method for grading student performance and assigning final grades. Unless prior approval has been obtained, teaching faculty must be present each semester from the first day of registration until 48 hours after the final grades have been submitted.

Only the faculty member may approve official grade rosters and sign change-of-grade forms and drop/add forms involving the assignment of a grade. The TA may sign drop/add forms only if authorized by the supervising faculty member and only during the automatic drop period at the beginning of the semester. Academic standards of behavior and Federal law require that special attention be given to the rights of privacy of individual students. *It is especially important that grades and other indices of individual student performance not be displayed in any public fashion, including the posting of grades by name, social security number or other identifying symbol, or directly in e-mail messages!*

Grade rosters are official university records that must be deposited in the Advising Office at the end of each semester, clearly labeled with pertinent identifying information. This is necessary so

that the School can respond to complaints and inquiries about grades and student records long after an individual graduate assistant has left the university. In addition, all faculty and teaching assistants should become familiar with the University Office of Instruction and Assessment's materials (<http://oia.arizona.edu/content/tas>) relating to avoiding grade appeals.

Class Materials

Because of copyright regulations, the School does not reproduce published material in quantity for distribution to classes. Requests for reproduction must be made at least two days before class time. In other words, teaching faculty and TAs must cooperate in planning ahead. However, you usually are welcome to use the School's photocopier yourself in order to copy class handouts and exams. The office staff can enter the top-secret copy code for you if needs be.

Please note that the office staff of the School of MENAS is comprised of hard working, knowledgeable people who must field many requests of all sorts every day. TAs are expected to maintain a collegial and appreciative relationship with MENAS staff and avoid making last minute or unreasonable demands of them

Published reading materials may be posted to D2L or put on electronic reserve through the library, or arrangements may be made with the Engineering Experiment Station Copy Center (EES, Harvill Building, Room 137) to obtain permission for copies for reading packets. Students enrolled in the course may then purchase the reading packets from EES. The UA ERes (Electronic Reserves) system, administered through the Main Library, makes electronic copies of readings available to students in a class through a password-protected account. The instructor of record must establish the account ahead of time. Once the account is established, electronic documents can be uploaded, or hard-copies can be scanned into .pdf files. Note that ERes is restricted to posting a single chapter of material taken from any single book.

Audiovisual equipment and information on obtaining films are available from office staff. Scheduling films or any teaching aides from other divisions of the university must be planned well in advance to avoid disappointments. The 'Maximum Vexation Principle' seems to apply to audio-visual equipment more often than chance would predict, so it is wise to *check the equipment before* you or your Instructor of Record launches into a presentation.

Evaluation of Teaching Assistant Performance

It is the responsibility of the course instructor to whom the TA is assigned to evaluate the TA's performance each semester. TA Evaluation forms are issued to Instructors of Record for that purpose. Generally, these evaluations are kept in the Advising office: they are forwarded to the Graduate College only if the evaluation is negative. The undergraduates are our first concern and delivering a good, fair course is what they deserve. Poor performance by the TA must be brought to the attention of the DGS, who will take appropriate action to resolve the situation. The end-of-semester TA evaluations by the instructor and by the undergraduate students enrolled in the course become a part of the TA's academic file. Recommendations for continuing TA appointments are based partly on these evaluations.

Teaching Assistant Grievances

It is the responsibility of a TA to keep the assigned instructor(s) informed of any dissatisfaction concerning her or his employment as a TA. If the concern cannot be resolved promptly by communicating with the instructor, it should be put in writing, signed by the instructor and the TA, and then forwarded to the Director of Graduate Studies. The DGS will soon meet with the instructor and the TA to talk things over. If no resolution can be reached, the grievance can be taken to the School representative of the University Ombudsman. MENA (the graduate student organization) is also prepared to assist TAs with legitimate grievances.

VIII. OTHER FINANCIAL SUPPORT FOR GRADUATE STUDENTS

Foreign Language and Area Studies (FLAS) Competition

Foreign Language and Area Studies (FLAS) Academic Year and Summer fellowships are awarded annually in Arabic, Hebrew, Persian, and Turkish to undergraduate and graduate students at The University of Arizona in any program/department who are pursuing Middle Eastern language and area studies. Funding is provided by the US Department of Education and awards are made through CMES.

You may read the FAQ page (<http://cmes.arizona.edu/flas-faq>) to learn about the FLAS and what is required in the application.

For additional information regarding FLAS fellowships, please contact Dr. Julie Ellison-Spaite, CMES Assistant Director/FLAS Coordinator, at (520) 621-5450.

CMES Travel Grant

CMES provides travel funds to UA graduate students to participate in professional meetings, conferences and symposia that are directly related to the students' educational development in Middle East studies.

UA graduate students in good standing and who are presenting an academic paper at a conference are eligible to receive \$200 towards travel costs. Each student is eligible for one award per academic year.

To apply, please send an email to Julie Ellison-Spaite with the following:

1. Your name, department, and program of study
 2. Name of conference, sponsoring organization, location (city & state), and dates
 3. Name of your paper
 4. Proof of paper acceptance at conference
 5. Overall budget for attendance at conference, including where other funding will come from
- We will only accept applications via email. Incomplete applications will not be accepted. If your application is approved, you will be asked to complete appropriate university travel authorization forms.

If you have any questions, please contact CMES.

Graduate College Fellowships

Up to five fellowships awarded each year, including a \$10,000 stipend and out-of-state tuition waiver; often used for admissions recruitment.

UA Excellence Fellowships

The School of MENAS nominates one incoming student from each of our subdisciplines for these fellowships, which are awarded by the Confluence Center and the Graduate College. Recipients are awarded \$25,000 for one year plus coverage of in-state and out-of-state tuition (fees and student health insurance not included).

Teaching and Research Assistantships

TA and RA applications are accepted twice per year at .25 FTE (10 hours per week) and .50 FTE (20 hours per week). All TA and RA positions come with a 100% waiver of out-of-state tuition and health insurance. In-state tuition remission is awarded at 50% for .25 TA/RA positions and 100% for .50 TA/RA positions.

Graduate Tuition Scholarships

Award amounts vary, applications are accepted each semester, and funds can only be used toward tuition.

Dissertation/Thesis Waivers

Out-of-state tuition waiver for qualifying students, applications accepted each semester.

Graduate College Funding

The UA Graduate College offers various funding sources for students with regular graduate standing. Some of these funds are allocated to the School; others are available directly to the student from the Graduate College. Information on all available resources can be located on the Graduate College web site <http://grad.arizona.edu/financial-resources>.

Graduate College Fellowships

A small number of these fellowships is made available to the School of MENAS annually and are usually used for recruitment purposes. The fellowships carry a stipend for the academic year plus an out-of-state tuition waiver. Students must be enrolled for at least 9 units during each semester in which they hold this award. The award duration is one year.

Graduate Tuition Scholarships (GTS)

A limited number of Graduate Tuition Scholarships are allocated to the School of Anthropology once annually, and they can be used to cover either out-of-state or in-state tuition. The DGS announces a call for application by emails. Preference is given to students in good standing who are not receiving significant amounts of financial support from other sources. As a general rule,

US students will not receive GTS funds for an out-of-state tuition waiver after 1.5 years from the entrance to the graduate program. We strongly encourage US students to obtain Arizona residency by then. US students can still apply for GTS funds for an in-state tuition waiver after 1.5 years, and international students can always apply for GTS funds for out-of-state and in-state tuition waivers. Note that students who hold TA positions and RA positions automatically receive out-of-state tuition scholarships for each semester of employment, as well as partial rebates on in-state tuition as part of their position packages. The School asks all recipients of TA and RA positions to advise the DGS of such funding as soon as possible. If you request a GTA, and then receive a TA or RA, you probably do not need the GTS. Do your fellow students a courtesy by letting us know about this change in your situation immediately, so that we can redistribute those GTS resources as fairly and promptly as possible.

900 Waivers

As discussed in an earlier section, students working towards their degrees but not resident in Tucson can reduce their tuition costs by applying for so-called “900 Waivers,” which cover non-resident tuition for one to six thesis/dissertation credits. **In-state registration must still be paid by the student.** Apply through the Anthropology Advising Office for this option.

NOTE: the Graduate College does not allow the School to award Graduate Tuition Scholarships (GTSs) to students taking less than three (3) credits (full-time status). If you are planning to sign up for only one credit of 900-level coursework, we will *not* be able to give you any funding.

Graduate and Professional Student Committee Travel Fund

This fund is available for graduate students who have been invited to present papers at conferences. You must apply for the funds before you leave and, if your application is approved, submit receipts detailing expenses when you return. The Graduate College web page has information (including semester by semester deadlines) and forms for applying for this funding.

Other Funding Opportunities

The University of Arizona’s Social and Behavioral Sciences Research Institute (SBSRI) offers seed funding to graduate students. Visit the Institute’s web page (<http://sbsri.web.arizona.edu/>) for complete current information.

The MENAS Office maintains limited information on national funding sources such as the National Science Foundation and the Wenner-Gren Foundation, among others. In addition the Graduate College maintains a great deal of relevant information at <http://grad.arizona.edu/financial-resources>.

Notes on Applications for External Grants

The School of MENAS requires that graduate students who apply for external “sponsored” funds for support of research projects and educational needs first consult with Norma Maynard,

Manager of Anthropology Administration and Finance. She can assist students in two important ways: (1) constructing budgets and writing budget justifications; and (2) helping students understand how to negotiate university-wide proposal submission procedures.

Contact: Jennifer Paine; Senior Business Manager
Marshall Building, Room 477
520-621-8750; japaine@email.arizona.edu

The School of MENAS, in compliance with University of Arizona regulations, requires that graduate students who apply for external sponsored funds submit a “*Proposal Routing Sheet*” and proposal package to the UA Sponsored Projects Services Office for approval. The Proposal Routing Sheet requests general information about the grant application, including project title, sponsor, and total amount requested. The Proposal Routing Sheet also requires the signatures of the Principal Investigator (your faculty advisor), Head of the School of MENAS, and Dean of the College of Social and Behavioral Sciences. Finally, the Proposal Routing Sheet requires formal approval by appropriate units for research that involves human subjects, including Native American Affairs, and that which involves animal subjects.

Informing the Advising Office of Funding Awards Obtained

We are frequently asked to answer surveys of the kinds of funding our students receive. (Your name will not be made available to other people.) If you win an award, such as a fellowship or scholarship, please inform us as soon as possible of the amount and source of funding. Please also inform the MENAS Office immediately about any GTA or GRA position that you receive, regardless of whether it is in MENAS or another UA unit.

Alumni Activities

We would be very grateful if you would please keep in touch with the department after you have received your degree! We are very interested to receive information on any professional position you obtain and your related accomplishments. In addition to our own interests in knowing how you are doing, this information is critical for other students who are just entering the field. This information demonstrates the effectiveness of the graduate program in MENAS and attracts future funding from institutional and public sources. The department receives many inquiries each year concerning graduates of the MENAS program. If you would like contact information provided to those interested in your project and research, the department will be happy to cooperate, provided we have your forwarding address and e-mail contact information along with some specifics instructions regarding your interests.