

# Student Handbook



Interdisciplinary PhD program in  
Argumentation Studies



University  
of Windsor

2021-2022

# PHD IN ARGUMENTATION STUDIES

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## PHD PROGRAM OVERVIEW

The PhD in Argumentation Studies is an interdisciplinary program that builds on over 40 years of the Informal Logic movement in the Department of Philosophy and the current multidisciplinary environment of the Centre for Research in Reasoning, Argumentation & Rhetoric (CRRAR) at the University of Windsor. The program complements that longstanding strength with perspectives and applications from across traditional academic disciplines and various professional fields, e.g., Psychology, English (Rhetoric), Computer Science, Visual Arts, Law, Political Science, and Teaching and Learning. As such, faculty from across campus are engaged in teaching and research within the program.

North America offers no other graduate program specifically in argumentation studies, and no other graduate program in the world offers the sort of interdisciplinary context provided at the University of Windsor. The program was originally designed by Christopher Tindale and Catherine Hundley, and Windsor launched it in September 2017. Because it draws on strengths and interests of faculty across the University Windsor that will grow and change, the type of training the program provides will reflect that dynamic as the years progress. The focus of the program at any particular point depends on the faculty involved and, to the extent possible, on students' interests.

Studies in argumentation seek to address the principles and methods through which people reason collaboratively or competitively, specifically, on any topic where information, knowledge, or claims conflict or are inconsistent, and by which reasoners strive to persuade others through verbal or visual means. Different ways for analyzing and evaluating people's arguments address the methods and principles that may be involved and provide the core subject matter for Argumentation Studies. This will include some attention to policy agendas, interpersonal reasoning, and individual cognition. With the aim of integrating different understandings through a synthesis of approaches, this program provides unique and powerful training for a range of careers from human resources and conflict resolution to policy development, research, and education. Graduates will acquire expertise in the history, methods, and applications of argumentation scholarship as this interdisciplinary field has developed in the last six decades.

## RESEARCH CLUSTERS

**Note:** See the Argumentation Studies [Webpage](#) for the most up-to-date list of the Graduate Faculty associated with each cluster.

- History of argumentation theory
- Argument & critical thinking education
- Scientific argumentation
- Words, language & cognition in argumentation
- Visual & multimodal argumentation
- Feminism, social justice & argumentation
- Rhetoric & disputed spaces
- Legal reasoning

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## FACULTY OF GRADUATE STUDIES

The Faculty of Graduate Studies (FGS) is the governing body for all graduate programs on campus. They will be an important resource during your time in the program, especially when completing a thesis or dissertation.

[Faculty of Graduate Studies](#)

## COMMUNICATION

Various platforms for communication will be used, though most of the communication will happen via Blackboard and Office365. At the time of writing Microsoft Teams is being implemented heavily too. Specific details will be provided during your orientation, but you must check these platforms regularly and, when needed, respond promptly.

[Blackboard Student Resource Quick Links](#)

## Core PhD Program Staff

<p><b>Director:</b> Dr. Catherine Hundleby E-mail: <a href="mailto:argstudies@uwindsor.ca">argstudies@uwindsor.ca</a> Telephone: 519 253 3000 x3947</p> <p>Note: This position also goes by "Graduate Coordinator"</p>	<p><b>Assistant to Director:</b> Terry Whelan E-mail: <a href="mailto:twhelan@uwindsor.ca">twhelan@uwindsor.ca</a> Chrysler Hall North, Room 2190 Tel: 519 253 3000 x 2317</p>
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## Core CRRAR Staff

<p><b>Director:</b> Dr. Christopher Tindale E-mail: <a href="mailto:crrar@uwindsor.ca">crrar@uwindsor.ca</a> Telephone: 519 253 3000 x2397</p>	<p><b>Assistant to Director:</b> Tamilyn Mulvaney E-mail: <a href="mailto:crrar@uwindsor.ca">crrar@uwindsor.ca</a> Chrysler Hall North, Room 2189 Tel: 519 253 3000 x 2408</p>
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## SECTION ONE: ADMINISTRATION OF THE PROGRAM

### PROGRAM ADMISSIONS AND PROCEDURES

For admission to the PhD program in Argumentation Studies, applicants must hold a Master's degree from an accredited university or have the equivalence in a post-graduate certificate or workplace experience. Possession of the minimum academic requirements does not ensure acceptance.

Applicants will be assessed with respect to their academic qualifications, achievements, feasibility of proposed research plan, and letters of recommendation. The specifics of the application procedures are outlined below.

For Graduate Application Steps, please visit: <http://www.uwindsor.ca/graduate-studies/354/apply>.

### PROGRAM ADMISSION REQUIREMENTS

Applicants will be considered on the basis of:

- ❖ Obtaining an 80% minimum cumulative average in the final two years of study (full-time equivalent) or MA degree
- ❖ Application documents submitted, including proposed research plan and it's fit with student skills
- ❖ Availability of faculty to advise and supervise in conjunction with their own research projects
- ❖ The diversity of subject areas represented in the applicant pool
- ❖ English Language Proficiency Score (if applicable)

### APPLICATION PROCEDURES

Applications generally must be received by the Office of the Registrar, Graduate Studies Division by January 15<sup>th</sup> for consideration for the following September admission, and December 1<sup>st</sup> for full funding opportunities for International students.

Applications must include:

- ❖ Transcripts from all post- secondary institutions attended
- ❖ A statement of a proposed area/cluster for dissertation research. Students are encouraged to identify one (1) or more members of the Department's graduate faculty with whom they would like to work with

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- ❖ A Statement of Research Interest (500-800 words) addressing the following questions:
  - What research do you have in mind as your thesis project?
  - How does your experience and training prepare you for this proposed research and for work in Argumentation Studies more generally?
  - How might the proposed project relate to the research programs of **specific faculty members** (or **interdisciplinary Research Clusters**)
  
- ❖ A sample of related scholarly research/writing (e.g. thesis, published work, term paper)
  
- ❖ Two letters of reference. Two from academic referees (e.g. M.A. supervisor). Letters should be in sealed envelopes with the referee's signature across the seal (these may be sent by the applicant or under separate cover by the referees) along with the Confidential Report Form (this form should be forwarded to your referees).
  
- ❖ A resume or Curriculum Vitae
  
- ❖ English Language Proficiency Score (if applicable)

The Program Director will look for an appropriate Cluster, and if there seems to be space in an appropriate Cluster, that Cluster will assess individual applications and make a recommendation to the Program Director. Evaluation of applications will be based on the Research Cluster's assessment of the quality of the application and the availability of graduate faculty to advise, supervise, and provide funding or research training in conjunction with their own research and commitments to current students. It may not be possible to admit all worthy applicants in a given year depending on the number of applications. Successful applicants will receive an official letter of admission from the Faculty of Graduate Studies.

For more detailed information on admission requirements and application procedures please see the Faculty of Graduate Studies [Future Students website](#).

## REGISTRATION

All students must maintain continuous full-time registration in the program or receive permission for any required leave of absence. Registration for each term is completed on the web through your [UWinsite Student](#) portal. The three terms in the program are Summer (May to August), Fall (September to December) and Winter (January to April).

The [Graduate Calendar](#) is the official comprehensive guide to all graduate programs and courses available at the University of Windsor. It outlines academic regulations and standards, program degree requirements, registration information, and general University policies. All graduate students must make themselves familiar with the Graduate Calendar.

**The Graduate Calendar remains your comprehensive guide.**

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Please complete your registration as follows:

1. Course registration is completed through your [UWinside Student](#) portal under “Manage Classes”. First year consists of **ARGU 9000 (6.00 Units)** in the Fall and **ARGU 9010 (6.00 Units)** in the Winter, both of which are double credit courses with two 3-hour lectures per week. (Usually classes are 3.0 credit for just 3 hours of class time.) After your first two semesters you register for **ARGU 9980 (12.00 Units)** for the remainder of your degree. Contact your cluster chair or supervisor if you have any questions about course selections.
2. Course changes made after the last day to register via the web must be submitted for approval using the Add/ Drop Form.

Additional registration notes:

- ❖ Students are required to audit in the Winter of their second year. To do so, students must enroll in the ARGU 9010 course and submit documentation to Grad Studies to modify their status to “auditing.”
- ❖ Students will proceed towards completing the degree by achieving at least a 77% cumulative average in all courses. The minimum passing grade in a graduate course is 70%.
- ❖ Courses require active class participation. Instructors may therefore take into account class participation in grading students, in accordance with Senate regulations.
- ❖ Your Cluster determines which Area Qualifying Exam you will write and serves as your initial community. The faculty members are available to help you navigate the development of your Dissertation Committee.
- ❖ Once you have completed ARGU 9000 and ARGU 9010 (even while auditing ARGU 9010), you will be registered in this “dissertation course.” For purposes of registration, the area qualifying examinations, dissertation proposal and dissertation are considered one course— **ARGU 9980**.

If registration has lapsed, application for readmission is required, and prior term fees may be charged (if a leave of absence was not approved).

## FUNDING

Students accepted into the PhD program are eligible for funding packages, which may include graduate and research assistantships, as well as competitive tuition scholarships and other scholarships.

See the [Graduate Studies website](#) for information on funding.

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## GRADUATE ASSISTANTSHIPS (GA)

Graduate Assistantships (GAs) may be offered to full-time graduate students registered in research programs. These positions give students valuable experience assisting professors with teaching and related duties. GA positions are paid as salary and are considered employment. GAs are governed by the CUPE 4580 Collective Agreement.

Notes:

- ❖ PhD students may be eligible for seven (7) semesters of Graduate Assistantship funding and may be eligible for one (1) additional semester of funding depending on available resources.
- ❖ Graduate Assistantships are normally advertised at least 4 weeks prior to the start of each term (Fall, Winter and Summer).
- ❖ Consult Program Director for specific and up-to-date information on available GAs.
- ❖ In order to qualify for a GAship, students must ensure they apply to all positions they are eligible for – as indicated by the Program -- by the specified date. The Program Director will alert you to positions likely to fit you. However, you may wish to investigate yourself, especially in different FAHSS programs related to your previous experience.
- ❖ The PhD program attempts to match the needs of the undergraduate programs and instructors in FAHSS with the qualifications of students in assigning these duties. However, assignments are governed by the GA/TA Collective Agreement.

## GA Training

All Graduate Assistants (GA) are required to attend both the GATA Network's annual GATAcademy and the Graduate Studies Orientation workshop held in September. The GATAcademy is a professional development event offering a series of interactive workshops led by experienced professionals from across the campus and featuring resources and activities relevant to both new and experienced GAs. You can register for GATAcademy on the [CTL Registration site](#). The Graduate Studies Orientation workshop is designed to familiarize the GA with the general teaching duties and regulations associated with holding an assistantship. The Orientation workshop typically follows the GATAcademy.

All new employees of the University of Windsor are required to complete the Accessible Customer Service Training & the AODA and Ontario Human Rights Code training (2 hours) and the Health and Safety modules (1.5hours). All online training modules are available at:

[www.uwindsor.ca/requiredtraining](http://www.uwindsor.ca/requiredtraining).

## RESEARCH ASSISTANTSHIPS (RA)

RAs are normally funded by a professor's research grant. Payment for RAs can be in one of two forms, salary or scholarship. If paid as a salary, an RA is considered employment.

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## SCHOLARSHIPS

Windsor is proud to offer a competitive funding program for graduate students. A comprehensive list of scholarship opportunities and funding sources can be reviewed on the [Graduate Studies Funding website](#).

Scholarship opportunities include:

- Internal Graduate Scholarships and Awards ex. Entrance Scholarship
- External Scholarships and Awards
- Conference Travel Support Fund
- National and Provincial Scholarships and Awards\*

*\*Doctoral candidates are expected to apply for the OGS and SSHRC awards each year they are qualified for such awards.*

Specific deadlines and procedures may change from year to year and so it is important to refer back to the Graduate Studies Funding website for up-to-date information.

Scholarships for both Canadian and International students entering research-based programs with averages that meet or exceed the equivalent of a Canadian 80% cumulative GPA will be considered for an entrance scholarship. Early applications are strongly encouraged to be considered for entrance scholarship support.

The Ontario Student Assistance Program is also another resource. Contact the Office of Student Awards and Financial Aid at the University of Windsor or (519) 253-3000 ext. 3300 or [award1@uwindsor.ca](mailto:award1@uwindsor.ca).

## TUITION FEES

Full information on tuition fees and methods of payment (including a fee estimator) can be found on the [Cashier's Office website](#).

Students who are holders of a GA/RA contract may have their tuition, residence, and food plan expenses deducted from their pay cheques by completing a Payroll Deferment form at the beginning of *each* semester.

Full-time students must be either actively registered or on an approved leave of absence every term during their programme, including Summer term. A graduate student who is registered full-time in any term is expected to pursue their studies as a full-time occupation.

Students may not be employed for more than 240 hours per term on campus while in full-time attendance. A full-time Graduate Assistantship requires an average of ten hours of work per week, for up to 140 hours per term.

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## LEAVE OF ABSENCE

Students wishing to obtain a Leave of Absence must first submit a letter to the Program Director explaining the reason(s) for the request, the projected date of return to the program and indication of the supervisor's approval. The request is submitted to the Cluster or Supervisory Committee for approval. The Program Director will forward the formal request and the decision of the Cluster or Supervisory Committee to the Faculty of Graduate Studies (FGS) for final approval. The student will hear from FGS with the final outcome.

Only the Dean of Graduate Studies can authorize a leave of absence. The Dean of Graduate Studies may grant a Leave of Absence to students under the following conditions:

**MATERNITY LEAVE:** Graduate students may request a maternity leave for no more than three consecutive terms without prejudice to their academic standing.

**PATERNITY LEAVE:** In recognition of a father's role, a graduate student may request paternity leave for no more than one term without prejudice to academic standing.

**PARENTAL LEAVE:** Parental leave is intended to recognize the need for a pause in studies in order to provide full time care in the first stages of parenting a child. Either or both parents may request one term of leave without prejudice. The request for leave must be completed within twelve months of the date of birth or custody.

**FINANCIAL LEAVE:** In the case of financial necessity, primarily as evidenced by the support awarded through the University, a student may be granted a leave of no more than one term out of three upon application (not available to part-time students).

**MEDICAL LEAVE:** Graduate students may apply for a leave of absence on medical grounds for up to three terms without prejudice to their academic standing. Students are required to provide documentation to support a medical leave of absence.

**PERSONAL LEAVE:** Graduate students may apply for a leave of absence on grounds of serious personal circumstance for up to three terms without prejudice to their academic standing. Examples, though not wholly inclusive, are death in the immediate family, psychological difficulties, and educational opportunities. Upon request, documentation may be required to support the leave.

While on leave, a student may NOT have access to any University resources, including office space, computer access, library facilities, continuation of laboratory experiments or computer research applications and guidance by faculty members.

For complete information on Leave of Absence requests and the necessary documentation see the Graduate Studies [Registration website](#).

## OTHER REQUESTS FOR EXCEPTIONS or VARIANCES

From time to time students may request variances to calendar requirements, exceptions to policy, or variation of common administrative practices. In such a case the procedure is:

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1. Students will submit a request in writing to the Graduate Coordinator or Graduate Secretary.
2. The request should set out: the nature of the request, the rationale for the request, and how the request aids the student's pedagogical goals or plans for graduation.
3. The request will be accompanied by a written communication from the student's Dissertation Advisor (or Cluster Chair) stating their opinion with respect to the request.
4. If the Supervisor or Cluster Chair affirms the student's request, if necessary, the Graduate Coordinator will forward the submitted documentation and a summary of a recommendation to the Graduate Dean for final approval.

Note: For many matters, the Graduate Coordinator only advises the Dean. Final responsibility for granting approval for variations and exceptions rests with the Dean of Graduate Studies.

Only in extraordinary cases may students drop down to part-time study at the very end of the program. Such a request must be accompanied by a detailed plan for completing the program within a term or two and other relevant documentation regarding the exceptional circumstances; and the Dissertation Supervisor must attest to the feasibility of the plan. And none of this is guaranteed.

## SECTION TWO: ACADEMIC PROGRAM REQUIREMENTS

The following timelines are provided to serve as a guide to monitor progress in the program:

- ❖ Within 2 semesters, (year 1): Complete coursework
- ❖ Within 3 semesters (year 1): Register Dissertation Committee
- ❖ Within 4 semesters (semester 1 of year 2): Make first attempt at area qualifying exam
- ❖ Within 6 semesters, (year 2):
  - Complete Area Qualifying Exam
  - Audit ARGU 9010
  - Complete dissertation proposal
- ❖ Within 9 semesters, (year 3): Complete dissertation research
- ❖ Within 12 semesters, (year 4): Complete dissertation defense and finish program

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### Year-by-year:

<b>Year 1:</b>	<b>Fall</b>	<ul style="list-style-type: none"> <li>• Meet with Cluster Chair</li> <li>• Obtain reading list and sample questions from Cluster for Area Qualifying Exam (AQE)</li> <li>• Take 01-79-500</li> <li>• Prepare for AQE</li> </ul>
	<b>Winter</b>	<ul style="list-style-type: none"> <li>• Take 01-79-501</li> <li>• Prepare for AQE</li> </ul>
	<b>Summer</b>	<ul style="list-style-type: none"> <li>• Prepare for AQE</li> <li>• <i>From now on</i>, you will be registered in ARGU 9980 "Dissertation Research"</li> <li>• <i>First opportunity to attempt AQE</i></li> </ul>
<b>Year 2:</b>	<b>Fall</b>	<ul style="list-style-type: none"> <li>• Supervisor must be arranged</li> <li>• Form Advisory committee (including Grad Studies paperwork)</li> </ul>
	<b>Winter</b>	Audit 01-79-501: <ul style="list-style-type: none"> <li>• Register in the usual way and the instructor will change it to an "audit"</li> <li>• All readings must be completed before class, but be sure to allow regular registered students the time they need for discussion</li> <li>• Further activities may be required as part of your audit</li> </ul>
	<b>Summer</b>	<ul style="list-style-type: none"> <li>• Last opportunity to attempt AQE</li> <li>• Thesis proposal defense</li> </ul>
<b>Years 3 &amp; 4:</b>	<b>F, W, S, F</b>	Dissertation writing (may continue along with remaining stages)
<b>Year 4:</b>	<b>Winter</b>	Dissertation progress meeting with Advisory Committee (to determine if ready to defend)
	<b>Summer</b>	<ul style="list-style-type: none"> <li>• Dissertation defense including External Examiner</li> <li>• Dissertation filing</li> </ul>

### CLUSTERS

Clusters and Cluster Chairs are available to guide students prior to the formation of the Dissertation Committee and in developing that Committee. However, applicants are encouraged to contact potential Advisors as part of their application process. Upon admission to the Argumentation Studies PhD program, your Research Cluster Chair will serve as a temporary faculty Advisor.

### RESIDENCY REQUIREMENTS

Every student in a program leading to the Doctor of Philosophy must be registered in a full-time program of study for a minimum of three (3) calendar years, normally in succession.

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## ANNUAL REPORT FORM

By May 1<sup>st</sup> of each year, students and their Advisors are required to complete the Annual Report Form. Students meet with their Advisor or Cluster Chair to complete and sign the form, outlining their academic progress in the past year. The form is submitted to the Graduate Secretary's office where it will be forwarded to the Graduate Coordinator for review. Permission to continue to register in the program depends on a satisfactory report.

## COURSES OUTSIDE DEPARTMENT

Students have the option of taking one graduate course outside the Department. Advance permission from the Program Director is required in order to take a course outside the Department. Courses that are recommended will need to be approved by the Faculty of Graduate Studies. Permission may be required from the department or program offering the course as well.

## GRADES

The minimum passing grade in a graduate course is 70%. A student who fails to achieve a grade of 70% in a graduate course may repeat the course once (scheduling considerations may require the Graduate Committee to substitute an alternative course). If a student fails to achieve a grade of 70% in their second attempt, or fails to achieve a grade of 70% in two courses, a recommendation will normally be made to the Dean of Graduate Studies and Research that the student be required to withdraw from the program.

## THE DOCTORAL COMMITTEE

Research undertaken as part of the doctoral program is directed by a Dissertation Committee.

The Dissertation Committee must consist of:

- ❖ A Principal Advisor (or "Supervisor;" selected from the program's faculty)
- ❖ Two Program Readers (two faculty members from inside the program)
- ❖ An Outside Program Reader (one University of Windsor faculty member that is outside the program)

Additional members may be added only with the approval of the Graduate Committee and Graduate Studies. The Master's Thesis/ Doctoral Dissertation Committee Form listing the Dissertation Committee members must be completed by the end of the first academic year and be submitted to the Graduate Secretary for approval by the Graduate Chair and the Faculty of Graduate Studies. The member(s) from outside the program need not participate in the direction of research but shall contribute a judgment on its completion.

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The majority of the members of an Advisor Committee must have graduate faculty status and the Advisor must have graduate faculty status. In the case of co-supervision, one of the co-supervisors must have graduate faculty status.

### Establishing a Doctoral Committee

The best way to establish a Dissertation Committee is to:

- ❖ Meet a variety of professors, not only those with whom you take classes. CRRAR meetings are one place to do this, but you can also contact program faculty directly.
- ❖ Prepare a list of possible dissertation topics, your theoretical orientation, and methodological preferences
- ❖ Make appointments with graduate faculty members you would like to work with. Be clear that you are looking for points where their research interests may intersect with your own in order to develop your Dissertation Committee. Ask what their expectations are of their graduate students and consider these in relation to your own expectations. Determine their availability for your Committee and find out if you can stay in contact by email.
- ❖ From this should emerge one or two possible Advisors. If you find yourself stuck, consult the Cluster Chair or Program Director.
- ❖ Discuss potential committee members with your Advisor. Mention faculty that you would like to have on your committee. Listen to the suggestions of your Advisor and agree on some choices.
- ❖ Approach these potential Committee members and ask them if they are interested in serving on your Dissertation Committee. If they do not have time or indicate reluctance, do not persist. Move on to the next person on your list. Follow the same procedure for other members. Inform them what your study will be about and who are the other committee members. Also discuss your proposed time frame from proposal to dissertation defense. Check the schedules of the other committee members.

If you have a problem with any member, discuss your problem with your Dissertation Advisor. If you have a problem with your Dissertation Advisor, try to work it out and if this proves to be impossible, discuss the problem with the Program Director. If you find yourself in the position where you want to change your Dissertation Advisor or the composition of your committee, ensure that:

- ❖ All parties are informed in writing, and
- ❖ Approval of the Program Director is obtained

Do not assume because you like a particular professor that this person will be the best advisor for you, nor should you assume that a professor will want to be your Dissertation Advisor because you received a good grade in their course.

Keep in mind that faculty are not expected to advise more than three students at one time.

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## PROGRAM DEGREE REQUIREMENTS

### STAGE 1: REGISTERED COURSE WORK

Course work will normally be completed during the first two semesters.

Course commitments will include:

- ❖ Fall double course in the history and traditions of argumentation theory (ARGU 9000)
- ❖ Winter double course in contemporary advanced interdisciplinary approaches and applications (ARGU 9010)
- ❖ Audit winter course addressing fresh contemporary advanced topics within the second year

Students should have proficiency in any Qualitative and Quantitative Methods that their research demands. Proficiency is defined as completion of a graduate level methods course. Those without adequate preparation may be required to take additional courses.

A PhD student who has previously completed an M.A. in Argumentation Studies (or equivalent) may not use previously taken courses (or equivalent) towards their PhD.

#### Argumentation Studies Graduate Course Descriptions

##### **ARGU 9000. History and Theories of Argumentation (6.0 credit – 6 hours per week)**

This course, offered in the Fall term each year, explores the major movements in argumentation theory, beginning with the Ancient Greeks and proceeding through the twentieth century, and part introduction to further research agendas in the field. The course involves in-depth readings and discussions of seminal texts in the field, including such figures as Aristotle, Toulmin, Perelman, Hamblin, Walton, and van Eemeren. There is intensive reading involved, and students will be expected to demonstrate (through discussion and papers) a thorough understanding of this core material.

##### **ARGU 9010. Advanced Studies in Argumentation (6.0 credit – 6 hours per week)**

This course, offered in the Winter term each year, will introduce students to different fields of current research in argumentation studies as conducted by members of the faculty. Themes may include 'Feminism and Argumentation', 'Argumentation in Cognitive Science and Artificial Intelligence', 'Advances in Multi-modal Argumentation,' among others. Reading lists will depend on the topics involved each year. Prerequisite: 14-79-500 History and Theories of Argumentation.

##### **ARGU 9980. Dissertation Research (12.0 credit)**

After the first two semesters have been completed, students register in this course for the remainder of the program.

#### Appeal procedures

Information for students seeking to appeal a grade can be found at:

<http://www.uwindsor.ca/aaueheads/resources/academic-appeals.html>

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## Enrollment Requirements

After the coursework portion (the first two terms), students are required to enroll in Dissertation Research (ARGU 9980) for all terms, *including the Summer terms*.

## STAGE 2: COURSE AUDIT & AREA QUALIFYING EXAMINATIONS (AQE)

### COURSE AUDITING

Students are required to complete one audit of Advanced Studies in Argumentation (ARGU 9010) in addition to the coursework requirements above. This should be completed in the Winter term of their second year in the program.

Auditing students will not be graded, but the course will appear on their transcripts.

### Expectations for Auditing Students

Auditing students are expected to attend classes, and they are permitted and encouraged to participate in class discussions. Auditing students are not required to submit assignments, but may be asked to do presentations.

To audit a course, students must contact the Office of the Registrar just prior to commencement of the course so that the "audit" registration can be pursued in consultation with the Faculty as necessary.

Information on auditing can be found at: <http://www.uwindsor.ca/aauheads/resources/auditing.html>

### AREA QUALIFYING EXAMINATIONS (AQE)

#### What is a qualifying exam AQE?

The area qualifying exam is intended to develop and assess students' working knowledge of the argumentation studies research that relates to their own research project, as is determined by Cluster membership. Students must demonstrate this working knowledge to their exam committee, which is comprised of educated non-experts.

#### EXAMINATION PURPOSES

1. Provide students with an area of expertise that connects interdisciplinary scholarship on argumentation with their thesis research
2. Acquaint students with the research areas of Windsor faculty members related to thesis project to help them identify relevant resources among faculty as they proceed into independent research.
3. Skills practice:

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- i. Applying expertise gained through coursework and directed study
  - ii. Providing expert explanation to an audience of educated professionals who do not share training in their specialty
4. Oral component following on written:
- i. Make the most of students with strengths in different modes of communication
  - ii. Allow students to qualify written answers, e.g., provide further explanation, address unclarity or concerns, acknowledge the limits of their ability to address the problem
  - iii. Students to demonstrate orally that they understand what they have written (in an open book situation)

### ADMINISTRATIVE STRUCTURE OF EXAMINATION

#### I. **Assessment:**

- Audience = educated non-experts and knowledgeable professionals outside the academy; if you wish to consider a more specific audience, make that part of your answer
- Pass/Fail: All three questions must be passed
- Bar for passing is 80%

#### II. **Examination Committee:**

- 2-3 faculty members from your Cluster
- Interdisciplinary
- Not to include one faculty member, typically the student's *supervisor* or Cluster Chair, who will serve instead as the student's *coach* for the exam

#### III. **Calendar:**

To the extent that we can, we aim to schedule examinations for the *end of the semester*:

- Summer: August
- Fall: December
- Winter: April

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## DESIGN

### Procedures

#### 1. *Written Portion:*

- Students are given 5 questions from which they must answer 3
- Students have a set period of four and a half days (Monday till Friday noon) to submit written responses to the Cluster Chair (or designate) or in the manner designated by the CC or designate
- Maximum length of each answer = 3500 words

#### 2. *Oral Portion*

- Scheduled one week after written submission
- Private, only:
  - o Examination committee (other Cluster faculty may observe)
  - o Designated coach (typically supervisor or CC)
  - o Student
- Simple format:
  - o Answer, follow-up questions, response
  - o Students may seek clarification
  - o Beyond this, there may be further open-ended discussion
- 2-3 hours in a seminar room
- Students receive *immediate* feedback/assessment when the Oral is complete

### Style of Answer

- *5 types of response*
  - a) Answer known
  - b) Don't know answer, but recognize bounds of knowledge (this is analogous to the engineering concept of testing to failure)
  - c) You think you know, and express uncertainty/probability
  - d) You can't (ethically) say
  - e) Numeracy / illustration – demonstration
- *Structuring answers*

Questions will reflect this hourglass structure to different degrees:

  - i. Provide context/relevance/significance
  - ii. Focus on scholarly detail
  - iii. Relate back to your research/sources on topic

The area qualifying examinations should be completed no later than the second academic year of the PhD program.

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## STAGE 3: DISSERTATION PROPOSAL

### (THESIS PROPOSAL)

#### What is a dissertation proposal?

Students are required to create a detailed outline of the research they propose to do for their dissertation, which needs to be approved by the faculty Dissertation Committee.

The dissertation proposal should be completed during the second academic year of the program.

The dissertation proposal should be a concise document of *no more than 20* pages or 5500 words (not including proposed reference list) that discusses the following, where applicable:

- ❖ Central research topic of the dissertation (thesis)
- ❖ Statement of research objectives (general and specific), significance, and advancement of research literature
- ❖ Rationale and review of previous work
- ❖ Theoretical framework guiding the research
- ❖ Proposed research methods or work plan (For example: timelines, analysis and interpretation of results, pitfalls and alternatives); relevant prior experience and skills; collaborations for technical gaps and preliminary data showing feasibility
- ❖ A statement on the overall design of the proposed study, which includes:
  - o Its general explanatory interest
  - o The overall theoretical framework within which this interest is to be pursued
  - o The model or hypotheses to be tested or the research questions to be answered
  - o Where relevant:
    - Discussion of the conceptual and operational properties of the variables
    - An overview of strategies for collecting appropriate evidence (sampling, instrumentation, data collection, data reduction, data analysis)
  - o A discussion of how the evidence is to be interpreted (this aspect of the proposal will be somewhat different in fields such as history and philosophy of education)
  - o Plan and schedule for completion of the dissertation; the feasibility of the research project and ethical issues raised by the research
  - o Proposed reference list

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The writing style for the proposal should be determined by you in conjunction with your Advisor. Some options:

- The grant proposal format mandated by such major funding agencies as the Social Sciences and Humanities Research Council of the Canadian Institutes for Health Research can be used as a standard format for the proposal.
- In the Leddy library, you can find materials related to the thesis, in the following link: <http://leddy.uwindsor.ca/theses-and-dissertations>

The dissertation proposal must be approved at a meeting of the Doctoral Committee before the research can proceed, described as the Proposal Defense. The purpose of the meeting is to reach an agreement that the research is well designed, feasible, and appropriately grounded in the relevant research literature.

The proposal for doctoral research involving human subjects must be approved by the University of Windsor Research Ethics Board before the research work commences. The [Research Ethics Board](#) administers the Tri- Council Policy Statement.

### *Dissertation Proposal Oral Defense Procedures*

- ❖ The advisor must notify the Graduate Secretary when a date and time has been set for the Dissertation Proposal oral defense.
- ❖ The student must submit one (1) copy of the completed proposal to the Program Assistant at least ten (10) business days in advance of the proposal date.
- ❖ The student must provide copies of the proposal to all of the Dissertation Committee members at the same time.
- ❖ The Program Assistant will distribute a notice concerning the date, time, place, title of the dissertation proposal and location to members of the Cluster

## STAGE THREE: DISSERTATION (THESIS)

Dissertation research and writing should normally be completed by the end of the fourth year of the program.

The dissertation is normally a book-length manuscript that makes an original contribution to knowledge. The dissertation should display a sophisticated awareness of the theoretical, methodological, and practical choices made during the research process and the implications of the research. Dissertation research and writing processes vary significantly, depending on the methods used and preferences in working style. The student and advisor should meet often during the research process, reviewing written work at regular intervals. The full Doctoral Committee shall meet for an assessment of progress at least twice a year. The dissertation research process culminates with an oral defense.

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### *Dissertation Oral Defense Procedures*

- ❖ The Doctoral Committee will recommend to the candidate when the dissertation is ready to defend.
- ❖ At least seven weeks before the proposed defense date the External Examiner Request form must be submitted to Graduate Studies (FGS). Submit the form to the Graduate Secretary to have the Program Director sign and then to be sent to Grad Studies.
- ❖ Once the External Examiner is confirmed by FGS, the Graduate Secretary will contact the External Examiner to confirm the oral defense date.
- ❖ Approximately six weeks before the confirmed defense date, the student must submit a copy of the dissertation to the Doctoral Committee
- ❖ At least four weeks before the defense, submit the Approval to Submit a Doctoral Dissertation for External Examination form, defense date and a hardcopy of dissertation to FGS.
- ❖ Once a report is received from the External Examiner, the defense date can be confirmed and FGS selects a Chair for the oral defense.
- ❖ At least eight days before the defense date, the Graduate Secretary will distribute a notice concerning the date, time, place, title of the dissertation and location, to FGS and the members of the department and graduate students.

### *External Examiner*

An examiner from outside the university will be selected by the Doctoral Committee for the final defense of the dissertation, subject to the approval of the Department Head and the Dean of Graduate Studies.

The External Examiner must be a nationally or internationally recognized expert in the area of the candidate's research. The External Examiner does not participate in the direction of the research project but appraises the dissertation and participates in the final oral defense.

PhD Dissertations are graded on a Pass/Fail basis.

Students are strongly encouraged to attend other PhD defenses.

Once you have completed your oral dissertation defense you will need to contact the Faculty of Graduate Studies to complete the submission process.

After required changes are completed, a hard copy must be submitted to the Administrative Officer for format checking (allow for 2 business days for this). Students are also required to pay the cost of binding the Dissertation. Once format checking has been completed, students must submit the final version to Graduate Studies for binding. The Faculty of Graduate Studies has all the [steps required to deposit](#) on their website.

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### THE ORAL DEFENSE

1. The Examination Committee will have a copy of the thesis.
2. At the beginning of the Defense the committee will describe the general guidelines to be followed by the candidate and all the members of the Examination Committee.
3. The Candidate will present a public seminar outlining the thesis (not to exceed 30 minutes).
4. This will be followed by a period of questioning by the Examination Committee during which the student should be the only person responding to the questions.
5. The oral examination will be open to anyone who wishes to attend
6. When the questioning process is complete, the Candidate and anyone else who is not a member of the Examination Committee will be asked to leave the room and the Examination Committee will meet to come to a decision with respect to the acceptability of the thesis and the defense.

Research guidelines, thesis format and format requirements can be viewed at the website of Windsor University

[www.uwindsor.ca/graduate-studies/node/381/research-guidelines](http://www.uwindsor.ca/graduate-studies/node/381/research-guidelines)

### APPLICATION TO GRADUATE

Once a student is ready to apply to graduate, they will need to submit an application to graduate to the Registrar's Office through their [UWinsite Student](#) portal. See here for more information [on applying to graduate](#).

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## SECTION THREE: RESOURCES

### SUPPORT SERVICES AND UNIVERSITY INVOLVEMENT

For an A-Z list of Campus Services, visit:

<http://www.uwindsor.ca/aauheads/resources/azservices.html>

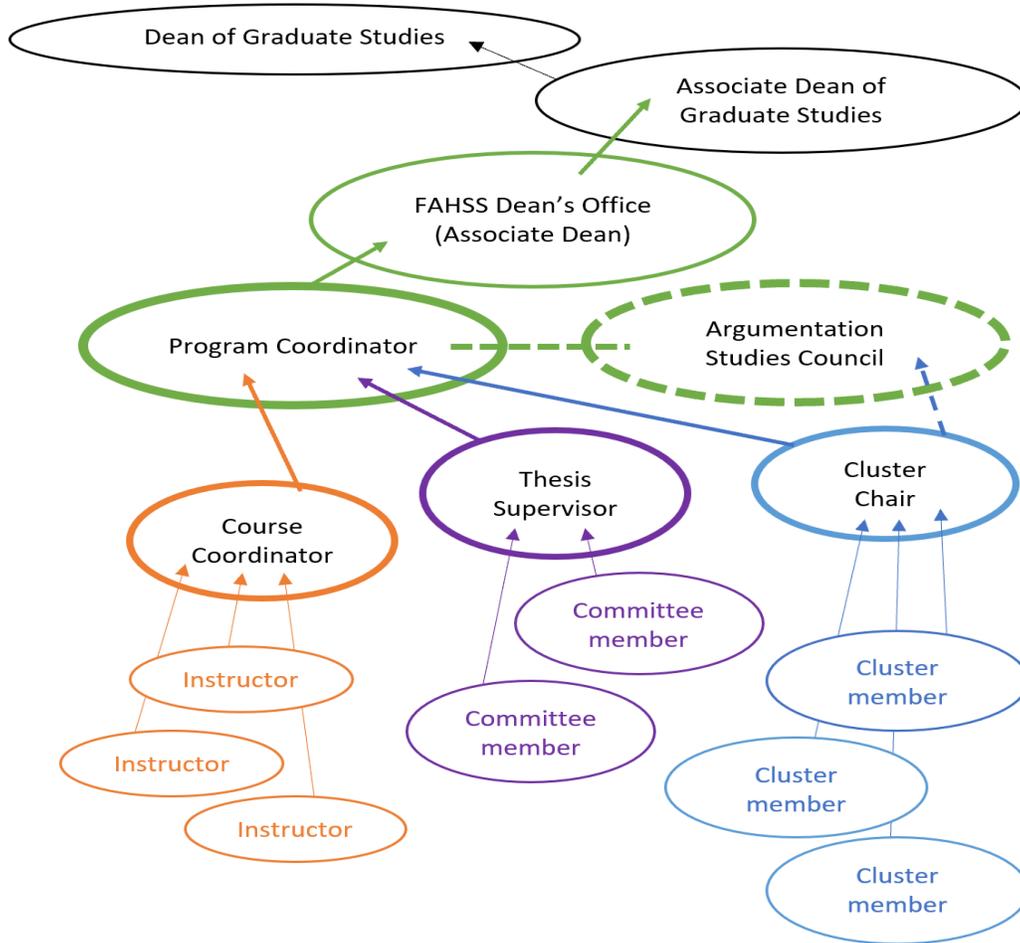
For a comprehensive list of Student Support Services, visit:

<http://www.uwindsor.ca/156/lots-student-support-services>

### PROGRAM GOVERNANCE

The structure below outlines the hierarchy of faculty positions that governs the program and your progress through it. If you have concerns or questions of any sort, *start at the lowest level*. If the matter cannot be addressed at that level to your satisfaction, then proceed to the higher level. Faculty members may serve in multiple roles in the program. Students also have a representative on the Argumentation Studies Council. While the Argumentation Studies Council has no formal status, it does foster communication and inform decision-making in the different parts of the program.

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## FEMINIST RESEARCH GROUP

The Feminist Research Group (FRG) is a multidisciplinary group of graduate students seeking to highlight feminist research at the University of Windsor. The FRG has organized a conference dedicated to graduate student feminist research (broadly defined) across all disciplines (e.g. Nursing, English, History, Psychology, Human Kinetics, Argumentation Studies, Law, Philosophy, Women's Studies, and Visual Arts).

Becoming involved in the FRG provides an opportunity to meet new people, discuss feminist issues, be exposed to new ideas, and develop professionally as you organize the conference. To learn more about the FRG, please email [frg@uwindsor.ca](mailto:frg@uwindsor.ca).

## GA/TA UNION

CUPE 4580 is a certified labour union representing GAs and TAs at the University of Windsor. Learn more by reviewing the [Collective Agreement](#).

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### GATA NETWORK

The GATA Network is a collaborative initiative supported jointly by the [Faculty of Graduate Studies](#) and the [Centre for Teaching and Learning \(CTL\)](#) within the University of Windsor. The Network strives to create mentorship opportunities and teaching and learning resources to support graduate and undergraduate teaching assistants (GAs and TAs) with improving their pedagogical knowledge and skills. The GATA Network offers large-scale professional development events to current and prospective GAs/TAs. These events also provide transformative leadership opportunities to experienced assistants who develop and lead workshops.

### GRADUATE STUDENT SOCIETY

The [Graduate Student Society \(GSS\)](#) is the official representative organization of all graduate students at the University of Windsor. Elected representatives of the Graduate Student Society represent graduate students at different levels of the University. Through its work, the GSS actively represents and advocates for graduate students' interests. The Graduate Students Handbook is a publication of the Graduate Student Society and is designed to offer guidance and assistance to graduate students in academic, personal, and financial matters while they are registered at the University of Windsor.

### INTERNATIONAL STUDENT SOCIETY

The [International Student Society \(I.S.S.\)](#) is a political body that aims to provide the administration of the affairs of the International students and to lend assistance, as well as protection of rights and interests, within their power, to international students, in academic and other matters. They also provide guidance and assistance to international students regarding student authorization, immigration regulations, and financial matters.

### HOUSING — ON OR OFF CAMPUS

Keep in mind that it is better to begin your search for housing as soon as possible, in many cases, as early as June or July.

Residence Services offers on Campus Living for graduate students in residence buildings.

For more information please contact [Residence Services](#) at:

[www.uwindsor.ca/residence](http://www.uwindsor.ca/residence)

[resservices@uwindsor.ca](mailto:resservices@uwindsor.ca)

(519) 253-3000 ext. 3279

Many students also find housing opportunities at [Canterbury College](#).

Apartments and houses in the Windsor area are often readily available at significantly lower rents than many other urban areas in Canada.

Another resource for information is on the University of Windsor Student Alliance [Housing and Dining](#) website.

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Some students may also prefer to consider [Off Campus Housing](#), such as [Places4Students](#).  
For either On or Off Campus Housing, it is important that you [know your rights as a tenant](#).

## STUDY AND RESEARCH SPACES

### OFFICE SPACE

Students will have access to shared office space within Argumentation Studies.

### FACULTY OF ARTS AND SOCIAL SCIENCES GRADUATE LAB

The FAHSS Graduate Lab is located in Chrysler Hall North Room G103. This room may be used by graduate students and contains Windows computer workstations loaded with R and SPSS.

### LEDDY STUDY CARRELS

Leddy Library offers free study carrels to graduate students for a rental period of one (1) year. Those interested must contact the Access Services Coordinator at the Circulation Desk to put your name on a waiting list and once a study carrel is available you will be notified. Students assigned a study carrel must abide by the rules and regulations set out by Leddy Library.

## GRADUATE FACULTY

For a list of current Faculty, please visit the Argumentation Studies [Faculty Member](#) website.

## PROGRAM CONTACT INFORMATION

Contact	Extension	Email
Program Director: Dr. Catherine Hundleby	3947	argstudies@uwindsor.ca
Secretary: Theresa Whelan	2317	twhelan@uwindsor.ca

Graduate Studies  
(519)253-3000 ext. 2109  
<http://www.uwindsor.ca/graduate-studies/349/contact-us>  
3rd Floor Chrysler Hall Tower