

UNIVERSITY OF TEXAS AMERICAN STUDIES



"Cabins imitating the Indian teepee for tourists along highway south of Bardstown, Kentucky," photograph by Marion Post Wolcott, July 1940. (Farm Security Administration, Library of Congress)

GRADUATE STUDENT GUIDE TO POLICY AND PROCEDURE FALL 2005

Core Faculty

Robert H. Abzug, Oliver H. Radkey Regents Professor of History. Dr. Abzug's scholarship explores the formation of social and moral consciousness. He has worked in three major fields: social reform and religious life in antebellum America, America and the Holocaust, and, most recently, the interpenetration of religious and psychology in modern American culture.

Janet M. Davis, Associate Professor and Chair of the department. Dr. Davis's interests include popular culture and empire, American social movements, the American working class, and modern South Asia.

Elizabeth Engelhardt, Assistant Professor. Dr. Engelhardt's scholarship interests include feminist theories, ecological literature and culture, material culture studies, and intersections of race, class, and gender in American literature and society.

Neil Foley, Associate Professor of History and American Studies. Professor Foley's teaching fields include U.S. and borderlands history, Latino history, Mexican American history, twentieth-century racial politics, race and ethnicity in the U.S., social and cultural history of the U.S.- Mexico border, Mexican immigration, and comparative history of the U.S. South and the American West.

William H. Goetzmann, Professor Emeritus and Jack S. Blanton Sr. Chair in History. Awarded the Pulitzer Prize for History, Dr. Goetzmann concentrates on American intellectual and cultural history; the history of the West; and science, art, and American culture.

Steven Hoelscher, Associate Professor. Dr. Hoelscher's scholarly interests include: North American urbanism; social constructions of space and place, region and landscape; ethnicity and race; cultural memory; and the history of photography.

Nhi Lieu, Assistant Professor. Dr. Lieu's scholarly interests include race and ethnicity in cultural studies and media representations; 20th century U.S. immigration, gender and cultural history; social theories on popular amusements, leisure, consumer culture, transnationalism, exile, diaspora; Asian American cultural politics and identity formation; and comparative beauty cultures.

Jeffrey L. Meikle, Professor. Dr. Meikle is interested in American design and architecture, the cultural impact of science and technology, and contemporary literature.

Julia Mickenberg, Assistant Professor. Dr. Mickenberg's specialties and interests include twentieth-century American cultural and social history; the history of childhood and education; the Popular Front and McCarthyism; regionalism and folk cultures; twentieth century progressive reform movements; women's history; and children's literature and film. Her interests also encompass oral history, public history, and museums.

Elsbeth D. Rostow, Professor Emeritus. Professor Rostow's interests include international relations, American politics, and American biography and literature.

Mark C. Smith, Associate Professor. Dr. Smith focuses on late 19th and 20th century American cultural history with special interests in the history of social science, psychology, and the cultural history of alcohol and drugs.

William M. Stott, Professor Emeritus. Dr. Stott's interests include autobiographical and journalistic writing, documentary, photohistory, and recent American culture.

Shirley Thompson, Assistant Professor. Dr. Thompson's scholarship explores the intersection of race, language, and national identity. She is most interested in 19th century American culture; the relationship between history and memory; and African-American literature, history, and culture.

The **Graduate Program Committee** in American Studies:

Janet M. Davis, Chairman of the Department
Jeffrey Meikle, Graduate Studies Committee Chair
Steve Hoelscher, Graduate Advisor

The American Studies **Graduate Studies Committee** includes faculty from a number of various disciplines with whom a student may work on thesis, report, or dissertation projects. All of the core faculty belong to the Graduate Studies Committee, as well as the following professors:

Ricardo Ainslie (Educ. Psychology) O.L. Davis (Education)
Pauline Strong (Anthropology) Doug Foley (Curric. & Insruct.)

William Forbath (LBJ School)	Richard Pells (History)
Walter Dean Burnham (Government)	Seth Wolitz (French/ Italian)
Tom Schatz (RTF)	Janet Staiger (RTF)
Jan Todd (Kinesiology)	Don Graham (English)
Thomas Staley (HRC)	Linda Henderson (Art)
Sharon Strover (RTF)	Ron C. Tyler (Texas History Ctr)
Denise Spellberg (History)	

Registration

99 HOUR RULE

Texas residents, and nonresidents who normally would be entitled to pay the resident tuition by virtue of work appointments or fellowships, might wonder if they will be affected by the 99 hour rule (i.e. whether they will reach the point at which the payment of nonresident tuition becomes mandatory). For most students, the answer is "no." An average student will be able to study at UT Austin full-time for seven complete academic years, and the six intervening summers, before being affected by the 99 hour rule. For students staying beyond seven years in a number of cases there is still a possibility of a programmatic or individual exemption from the rule.

I. ADVISING

Prior to registration, all graduate students must meet with the graduate adviser to reserve places in American Studies courses. For **new students**, this advising takes place during late-August for fall courses. For **continuing students**, advising takes place in April for fall courses, and in October for spring courses. Advising appointments will be scheduled approximately two weeks before registration. It would be helpful to skim the Course Schedule (available on-line) ahead of time for courses you are interested in (whether inside or outside the department), and to bring a list of possible courses when you see the graduate adviser. You may have to check with the graduate adviser, graduate coordinator, or specific professor in other departments to get permission to register for their courses. Before leaving the office after advising, please be sure that the graduate coordinator has cleared any advising bar.

II. REGISTRATION ON ROSE

Registration is a relatively painless process. Students enroll for courses through a computerized system called TEX (Texas Enrollment Exchange) and ROSE (on-line registration system). The instructions for

registration are clearly outlined in the [Course Schedule](#) and at www.utexas.edu/student/registrar/registration/, but here is a brief overview:

To use ROSE, you will need to claim your UT EID. Once you enter the registration system, you update your registration record immediately each time the submit button is used. Each ROSE registration session is limited to twenty minutes, but you may re-enter ROSE registration anytime during your access period and pick up where you left off.

Your registration is not complete unless you pay your tuition and fees by the payment deadline. You may choose to pay in full, or you may use the installment plan (except summer session). Payment made in person at the main building, by authorized Electronic Funds Transfer, or by using Western Union Quick Collect. See the Course Schedule for payment procedure details.

Please contact the graduate coordinator if you have any registration problems. The coordinator has access to the registration system, and would be glad to help.

III. LATE REGISTRATION

Students who do not register during regular enrollment period must register on ROSE at a later date indicated in the Course Schedule. A late fee of \$25 will be charged. After the \$25 late fee period has passed, there will be a \$50 late fee period, followed by a \$200 late fee period.

IV. ADDS AND DROPS

Students may make changes to their schedules, with the approval of the graduate adviser, through ROSE, or in the Department office during the first five class days.

The twelfth class day is the LAST opportunity to:

- **Add a course**
- **Drop a course for a tuition refund**
- **Change course status to or from credit/ no credit**

In recent years the Graduate School has become more hesitant to approve petitions to change registration after the 12th class day. PLEASE CHECK YOUR SCHEDULE THE 5TH THROUGH 12TH CLASS DAY to avoid serious problems.

V. POST SUMMER REGISTRATION (formerly “in absentia”)

This is registration for MA or PhD candidates who are registered during the summer and who have completed all necessary work for their degrees, but who were not able to meet the Graduate School deadline for submitting the final copy of their thesis, report, or dissertation. For a nominal fee, such a student may register for post summer registration to receive his or her degree in the fall semester (if it is a requirement of the Graduate School that the student be enrolled during the semester that he or she graduates). The deadline is approximately a month after the summer deadline date to allow for extra time for completion while avoiding the full cost of fall registration. It is not possible to be registered for any additional courses in the fall if you are in post summer registration, unless you are receiving the MA and wish to begin the PhD coursework. Students who do not submit all required materials before the deadline will be required to register (and pay fees) for the following semester. There is no longer **in absentia** for the fall or spring semester as these deadlines have now been increased by about a month to provide the extra time a student might need for submitting PhD work and MA work. For further details, contact the graduate coordinator.

Courses and Grades

I. COURSES

A. Course numbering

The first digit of a course number indicates its credit value in semester hours (AMS 390 is a three hour course). The only exceptions to this are the thesis courses, AMS 698A and 698B, which count only for three hours each semester (six hours total). The second digit of the course number indicates the rank of a course: a 0 or 1 designates a lower-division undergraduate course (AMS 315), a 2 through 7 designates an upper-division undergraduate course (AMS 355), and an 8 or 9 designates a graduate course (AMS 391).

Every course has so-called “unique number,” a five-digit number used for record-keeping purposes. The same course may be cross-listed under two or more departments (e.g. “The Literature of American Studies” is listed under both American Studies and History), and each of these listings has a different unique number.

B. Course load

The usual course load for a graduate student is nine hours (three courses) per semester. This is considered "full-time" status during the fall and spring semesters. Students ordinarily take a full load of courses each semester unless 1) they have been admitted with conditions, 2) their financial aid agreement requires a certain number of hours, or 3) they are employed as a Teaching Assistant (TA), Graduate Research Assistant (GRA), or Assistant Instructor (AI) at UT. Under certain special circumstances, such as employment or heavy family responsibilities, students may, with permission of the graduate adviser, enroll in only one or two courses per semester. However, you are required to take at least one course each long semester in order to maintain your status in the Graduate School. If you do not enroll for a particular long semester, you must apply for readmission; the deadline is relatively early in the semester you are sitting out.

For summer, the full-time course load is three hours. Summer registration is not required unless you intend to graduate in August.

C. Undergraduate courses

Although the Graduate School in general allows students to count up to six hours of undergraduate credit towards graduate degrees, the American Studies Department does not accept undergraduate course credits as satisfying American Studies graduate degree requirements. You are encouraged to take undergraduate courses that meet your academic deficiencies or personal interests, but these are "extra" courses that will not count toward a degree. (There IS a way to attend an undergraduate course. After obtaining a professor's permission, one may register for a graduate conference course, attend the undergraduate course, and complete extra work as agreed upon. This possibility is discussed later on.)

D. Correspondence courses

Correspondence courses are not accepted for graduate credit.

E. Transfer of credit

According to the Graduate School, a master's students may petition the Department (by writing a letter to the graduate adviser) to transfer up to six hours of graduate credit from another institution. Only those courses which relate directly to the student's present work and in which the student made at least a "B" will be considered. Neither work from a foreign institution nor work completed six or more years previously will be considered. The courses may not have been counted toward any other degree. All transfer credits are subject to final approval by the Dean of Graduate Studies. There is no official transfer of credit at the PhD level; however, such courses may be entered on the Program of Work if the

Graduate Program Committee is satisfied that the courses are up-to-date, and if the student's performance was of sufficient quality.

F. Conference courses

Students may register for conference courses only with the permission of the graduate adviser. In general, conference courses are permitted in the following circumstances:

1. A student may take up to three AMS 392 courses on a credit/ no credit basis as independent reading courses in preparation for the PhD qualifying orals. Additional AMS 392 courses will be permitted for this purpose only with special permission.
2. A student may register for AMS 392 as an individual research or reading course with an American Studies faculty member who agrees to supervise. AMS conference courses used for this purpose are only offered on a credit/ no credit basis and thus can only count as extra credit hours.
3. Conference courses in departments other than American Studies may be counted for the "Outside Coursework" area of a student's program of work for the master's degree taken on a letter grade basis. A student might, for example, take an Anthropology, Art, English, History, or RTF conference course with the permission of the professor in any of these departments, and, with permission of the graduate adviser in American Studies, apply it to his or her outside-area work.

II. GRADES

Grades in the graduate School consist of A +/-, B +/-, C +/-, F, CR (credit), and NC (no credit). According to Graduate School regulations, every C must be balanced by an A. In American Studies, a grade of a C denotes substandard work. AMS graduate students are expected to maintain at least a 3.5 GPA. A student who falls below this GPA may be required to withdraw. The Graduate School requires a 3.0 GPA in the major, the minor, and overall to receive either a master's or doctoral degree.

A. Incompletes

"X" is the symbol used to denote an incomplete. Incompletes are given when, due to extraordinary circumstances, a student is unable to complete the requirements for a course. Problems will arise if there is an X on a student's record. One cannot graduate that semester, cannot be nominated for any Graduate School fellowship, and will be barred from Teaching Assistant or Assistant Instructor positions. For students who do receive an X, this coursework should be completed by the end of the

following long semester, and the instructor should be reminded to submit a change of grade form. The Graduate School grants a maximum of two years to complete an X.

B. Credit/ No Credit

The American Studies Program does not allow MA or PhD students to submit courses they have taken on a credit/ no credit basis as part of required degree coursework.

C. In Progress

The symbol "*" is used by the Graduate School to indicate that a student's coursework is still in progress. This symbol is used only for thesis, report, and dissertation courses.

D. Evaluation of Student Work

Early in the spring semester, members of the American Studies faculty meet to evaluate students' progress. At this time, individual records are reviewed and recommendations made concerning a student's advancement in the program (whether an MA student should be permitted to continue toward the PhD, whether more coursework is required before a PhD student starts reading for orals, etc.). Recommendations for TA and AI appointments and nominations for the University Continuing Fellowships are also considered at this time.

**Human Subject Research:
Compliance Issues for M.A. and Ph.D. Candidates**

From: The Chair

To all M.A. and Ph.D. students

July 2002

There has been much talk recently of new requirements for the prior approval of thesis and dissertation research involving human subjects. In responding to new federal regulations that went into effect October 1, 2001, the University has been wrestling with the problem of extending these requirements to students and professors in fields that have not traditionally thought of themselves as involved in human subject research. That means American Studies.

Because of the official guidelines which research projects must be cleared by the university's Research Support and Compliance Office are not yet clarified, particularly in the case of non-scientific research projects, all thesis and dissertation projects that involve interviews, questionnaires,

observations, or any other interactions with living human beings, outside of archivists and librarians, must be screened in advance of official candidacy—or, in the case of M.A. theses and reports, at the time the project is first conceived. In conjunction with the graduate adviser, the supervisor or first reader will decide whether a project must be submitted to the Compliance Office. There is no reason to think that these new regulations will in any way hamper your research.

Any student who later contemplates augmenting the initial definition of a project by adding human components to a project is expected immediately to seek the approval form the Compliance Office (with the advice and assistance of the supervisor and the graduate adviser).

For more information, please consult the Office of Research Support and Compliance's website at <http://www.utexas.edu/research/rsc/>.

Master of Arts Degree

The following is an outline of regulations governing the MA in American Studies. Full-time students are expected to complete the MA within four long semesters (two years).

I. HOUR REQUIREMENTS

A. MA with thesis

30 hours required

1. 6 hours: AMS 393 (Bibliography and Methods and AMS 394 (Literature of American Studies)
2. 6 hours: two AMS 390 research seminars
3. 6 hours: coursework outside the American Studies Department
4. 6 hours: electives (primarily American in content)
5. 6 hours: thesis courses (AMS 698A and 698B)

B. MA with report

33 hours required

1. 6 hours: AMS 393 and AMS 394
2. 6 hours: two AMS 390 research seminars
3. 6 hours: coursework outside the American Studies program
4. 12 hours: electives (primarily American in content)
5. 3 hours: report course (AMS 398R)

All of the required courses in the above plans must be **organized courses** except the outside courses, which may be graduate-level conference courses completed in **another department for a letter grade and approved in advance by the graduate adviser**. No AMS 392 conference course may be counted for MA requirements.

In addition to formal coursework, the department offers a weekly colloquium for entering students. Each week during the first semester, a different faculty member will present an intellectual autobiography in an informal setting usually in the evening. This will give new students an opportunity to get to know faculty and, we hope, to create a sense of community and camaraderie.

No undergraduate coursework may be used to satisfy masters requirements.

II. THESIS/ REPORT

Note: The MA report will be the required norm beginning Fall 2006. In American Studies, the thesis option will not longer be available.

A. The thesis courses

The thesis courses are AMS 698A and 698B. A student registers for the 698A course only once. All subsequent registrations must be for 698B. A student must take both 698A and 698B in order to receive the full 6 hours of credit, and must be registered for AMS 698B in the same semester in which graduation with a master's degree is anticipated.

B. The report course

A student may choose to submit a research report, a report on special fieldwork, or an experimental project instead of a thesis. This is termed an MA report. The six hours of credit that would otherwise be devoted to a thesis must be made up by additional coursework (American content electives), thus totaling 30 hours of organized courses and 3 hours for the report, or 33 hours total.

Students who wish to submit an MA report must register for AMS 398R. This is a single course providing only three hours of credit even if it is taken several semesters in a row while completing the project. A student must be registered for 398R during the semester(s) in which the report is completed and the master's degree awarded.

C. The difference between a thesis and a report

A thesis is generally about 100 pages long and represents an original contribution to knowledge. It demands more extensive research than a typical seminar paper.

A report is about 40 pages long and is expected to approximate a publishable journal article. A special experimental project may, with approval of the graduate adviser, be submitted as a master's report.

In general, writers of reports tend to finish their master's degree a bit sooner. For those students who are uncertain about which direction to take, advice from the graduate adviser and a tentative supervisor should be helpful.

D. Explanation of the Supervisor and Second Reader

The supervisor of a thesis or report is a member of the extended American Studies Graduate Studies Committee who is knowledgeable about a student's topic and with whom a student works most closely. The second reader proves additional faculty contact and assistance. The second member need not be a member of the Graduate Studies Committee, but must be a member of the graduate Faculty of the

University. A third reader may be added when appropriate. All committees must be approved by the Graduate Program Committee in American Studies. Both readers will suggest changes to improve a student's work, and both must approve the final draft.

III. CANDIDACY

A. When to apply for MA Candidacy

A student fills out a candidacy form on-line at the beginning of the semester in which he or she plans to complete work and graduate with the MA in degree (In this semester a candidate **must** be registered for the report course or the second half of the thesis course). Deadlines for filing candidacy forms are posted on the graduate school's website. The forms are usually due about two weeks after the semester begins, so **check early**.

B. Procedure for filing candidacy forms

This is a simple procedure. The student must first obtain the approval of the graduate adviser regarding the thesis or report topic, and of the supervisor and second reader. Then a student consults the graduate school website here: <http://www.utexas.edu/ogs/pdn/#mf> . There one will find all the required forms for graduation and complete explanations of the process. The form entitled "Masters Degree Certification" will require the graduate advisor's signature. **IT IS ESSENTIAL TO READ THIS INFORMATION VERY CAREFULLY AND PAY ATTENTION TO EVERY DETAIL**

C. Reference Notes

The American Studies Department has no standard format for reference notes, but they must be consistent. Notes may be placed at the bottom of each page, at the end of each chapter, or at the end of the work. The supervisor may have a preference.

D. Submitting final copies of the thesis or report after approval by supervisor and reader

The deadline for submitting an MA thesis or report to the Graduate School is posted on-line. Should a student be unable to comply with this deadline date, but complete all work before the end of the semester, a student may register for post summer registration to receive his or her degree in the fall semester (see registration Section V).

E. Time Limit

The department expects students to complete the MA degree within two years.

IV. GRADUATION

The Graduate School will notify a student that all of the requirements for the MA have been satisfied. The diploma will be mailed approximately four months later.

If you plan to leave the program after completing the MA, please make sure we have your forwarding address. Do keep in touch. We like to hear from former students and keep abreast of what they're doing.

V. POST-MA PROCEDURES

Students wishing to continue fro the Ph.D. will be required, Within two weeks after receiving an MA from the program, to submit a 1-2 page letter of intent to the graduate coordinator. The letter will be read by the entire faculty and should state 1) the student's interest in continuing on for the PhD, and 2) a statement describing potential future research interests and which faculty member(s) the student envisions working with on a dissertation. (This letter is in no way binding.) In addition, a student must submit a writing sample in the form of a seminar paper or a chapter from his/her MA report. At this point, the faculty will decide whether or not to admit the student into the Ph.D. program. If the graduate coordinator does not receive a letter and writing sample within two weeks of receiving the MA, it will be assumed the student will not be continuing on for the PhD.

Doctor of Philosophy Degree

I. COURSE REQUIREMENTS

The course requirements for the PhD are as follows:

A. For students entering with an MA from UT American Studies

At least 12 hours required:

1. 6 hours: two additional AMS 390 research seminars
2. 6 hours: two additional hours organized AMS graduate courses (non-conference courses)
3. additional hours as required by the graduate adviser

B. For students entering with an MA or its equivalent from a different graduate program

At least 18 hours required:

1. 6 hours: AMS 393 (Bibliography and Methods) and AMS 394 (Literature and American Studies)
2. 6 hours: two AMS 390 research seminars
3. 6 hours: outside area courses
4. additional hours as required by the graduate adviser

II. FOREIGN LANGUAGE REQUIREMENT

A student must demonstrate proficiency in one foreign language before taking the oral examination. We previously required to PhD students to complete four semesters of a foreign language with a grade of at least a B, or to take a placement test that would reflect equivalent proficiency. In light of recent course offerings by language departments, the American Studies Program has amended its foreign language requirement. Students must either pass a translation test, or, if currently unable to do so, select one of the following options:

A. Spanish

1. SPN 301 with a grade of at least a B, followed by a translation test administered by this office
If the translation test is not satisfactory, a student is required to take SPN 305. These courses are for reading comprehension only.

OR

2. A score of at least 56 on the Spanish CLEP placement test

OR

3. Four semesters of the conversational sequence with at least a B

average, or satisfactory completion of a translation test

B. French

1. FR 301 (offered pass/fail only), followed by a translation test
If the translation test is not satisfactory, the student is required to take FR 310L (4th semester reading comprehension) with a grade of A or B.

OR

2. A score of 600 on the Princeton French Language placement test

OR

3. Four semesters of the conversational sequence with at least a B average

C. German

1. GER 301, followed by a translation test
If the translation test is not satisfactory, GER 305 will be required.
(Both courses are offered on a pass/fail basis only.)

OR

2. Take 4 semesters of the conversation sequence with as least a B average

D. Other Languages

Discuss with the graduate adviser.

III. QUALIFYING ORAL EXAMINATION FOR THE PhD

After completing coursework and the foreign language requirement, a student focuses on studying for the oral examination. Students should begin reading informally for orals before they have completed their coursework.

Please note: Coursework is only “complete” when the graduate adviser and prospective orals committee members believe that a student is fully prepared for independent reading in relevant fields.

Students who enter the program with an MA should expect to take the oral exam no later than their fourth long semester. Students who earn the MA in this program should expect to take the oral exam during the third long semester after receiving the MA. Essentially, students should plan one long semester plus winter or summer break to study for the exam.

The purpose of the oral examination is to determine the depth and breadth of a student’s knowledge in four areas of study. The exam takes about two hours with 30 minutes of questions in each field.

With the advice of relevant members of the Graduate Studies Committee and the written approval of the Graduate Program Committee, a student selects four fields and the appropriate four examiners. Many professors have standard oral reading lists for their fields, which should be thoroughly covered in preparation for the exam. Other professors create individual reading lists for specific students. Seventy five books and articles is the standard limit for most fields.

A. Fields

1. American Studies, with a member of the American Studies core faculty serving as the orals committee chair. This field is mandatory.
2. Two disciplinary or interdisciplinary fields of American content
These fields, which are both historical and disciplinary in scope, may include such diverse areas as:

Anthropology	Education	Material Culture
Architecture	Environ. Studies	Music
Art History	Geography	Philosophy
Business	History	Popular Culture
Communications	Law	Sociology
Ethnic/Racial Studies	Literature	Women’s Studies
Environ. Studies		

3. The fourth field might be a “Dissertation Reading” field, which would be a review of the literature relevant to the anticipated dissertation topic. The fourth field can also be a disciplinary field. With the graduate adviser’s approval, the fourth field can be also defined as an “outside area”. An “outside area” may be:

- 1) more limited in scope than an academic discipline,
- 2) primarily methodological,
- 3) not primarily American in content,
- 4) an interdisciplinary concentration

B. Committee

The professors administering the oral exam are usually members of the graduate faculty of UT, although on occasion adjunct UT faculty may be members, and in special circumstances an examiner may be brought in from outside UT. Two of the four members of this committee must be

form the American Studies core faculty. All orals committees must be approved by the Graduate Program Committee.

C. Conference Course

The graduate conference course, AMS 392, is primarily designed for a student who is preparing for orals. Defined as a "reading course," it gives a PhD student three hours of credit (on a credit/ no credit basis) for studying for the oral exam. Specific requirements must be arranged for each course with the supervising faculty member.

D. How to set up the oral exam

When a student and the four committee members think preparation is complete, the student should inform the graduate coordinator, who will schedule the exam.

E. Passing the oral

In order to complete the oral exam, a student must pass in American Studies and at least two other fields, including one that the student has defined as the "major field." If the result is unsatisfactory, a student may petition the examining committee for the opportunity to retake the exam.

IV. THE DISSERTATION

A. The dissertation committee

A dissertation committee must have five members, at least two of whom, including the supervisor, must be from the American Studies core faculty. At least one additional member must be from the Graduate Studies Committee, which includes not only the core faculty but also numerous professors from other departments. One member must be from outside both the core faculty and the GSC. With the permission of the graduate adviser and the Dean of Graduate Studies, a student may elect to have a sixth member appointed from outside UT. A dissertation committee is not necessarily composed of the same professors who served on the qualifying orals committee. In conjunction with the supervisor and the graduate adviser, a student should choose individuals who will bring varying sets of perspectives and specialties to the project. All committee must be approved by the Graduate Program Committee.

A supervising committee exists to assist the student and to supervise the research and construction of the dissertation, as well as to judge the final outcome, but the substantial work is the student's.

Here is a helpful chart:

- (2) members must be from core faculty (including supervisor)
- (1) from GSC or core faculty
- (1) member from neither GSC, nor core faculty
- (1) any of the above

B. The dissertation prospectus meeting

After passing the oral exam, and before applying for doctoral candidacy, a student must write a dissertation prospectus and meet with his/her committee members. The prospectus meeting is not an exam, a defense, or another orals but rather, an opportunity to discuss the proposed research plan. A student spends a couple of months doing preliminary research, compiling a listing of manuscript archives and a bibliography of primary and secondary sources, and thinking about the questions the research is intended to address, and what sort of book it might yield. Then the student writes a proposal outlining the topic, suggesting major research questions, describing a possible list of topics or table of contents, and discussing the strategies, methods, and sources to be employed. There is no particular length requirement, however the prospectus typically runs 12-18 pages. This is then circulated among the proposed dissertation committee members.

The meeting itself is usually a relatively informal setting, in which the student briefly describes the project, and then all present engage in a discussion of the topic. The meeting, in essence, should be a brainstorming session that yields much for the student in the way of archival and bibliographical suggestions, possible problems that might arise, and interpretations from many different perspectives. It is **required** that a student schedule the meeting within the long semester following the completion of the oral exam.

An American Studies dissertation must, at a minimum, involve interdisciplinary research and constitute an original contribution to knowledge. Any student contemplating an academic career should conceive of the dissertation as a publishable book manuscript.

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- (1) any of the above

C. How to apply for PhD candidacy

Once the prospectus meeting has taken place, a student can apply for candidacy on-line through UT Direct. Students ready to file the application for candidacy should log in using the following address:

<https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX>

Each student is responsible for compiling a dissertation committee that meets the approval of the department's Graduate Program Committee. Students are also required to copy and paste or type a brief (under 60 lines) description of your dissertation project in the on-line form. Your supervisor must approve the description.

A "Program of Work" (list of courses taken toward the PhD) must be submitted to the Chair of the Graduate Studies Committee, who must approve the Certification of Academic Credentials. The Program of Work must meet all of the requirements established by the Graduate Studies Committee and the Graduate School, must include coursework that is sufficient in academic breadth/ depth, and all work must have been completed within the past six years.

Once these on-line forms have been approved by the Graduate School, the student is officially "admitted to PhD candidacy" and may then register for the dissertation course. As a PhD candidate, a student **must be continuously enrolled each long semester until graduation.**

D. Dissertation Courses

Six dissertation courses are listed in the Course Schedule for each long semester. They are AMS 399R, 699R, 999R, and AMS 399W, 699W, 999W. One difference is the number of credit hours given by each

(signified by the first digit), with the credit hours for taking 399, six hours for 699, etc.

A student must register for an "R" (research) course when registering the first time for dissertation hours. All subsequent registrations for dissertation hours must be for a "W" (writing) course.

After passing the qualifying orals and being accepted into doctoral candidacy, **A STUDENT MUST BE REGISTERED FOR ONE OF THE DISSERTATION COURSES (--99R, then -99W) EACH LONG SEMESTER UNTIL GRADUATION. A student must be registered for a --99W course during the semester he or she graduates.** If a student is planning to finish during the summer, he/she must register for a dissertation course then as well.

The Graduate School requires students to register for nine hours if they 1) are appointed as a TA, AI, or Graduate Research Assistant, 2) hold a University Fellowship, or 3) are subject to a requirement imposed by Financial Aid or the GI Bill. Otherwise, they may register for 399.

E. On-line graduation packet for doctoral candidates

This packet contains deadlines, dissertation format instructions, and other information—all of which will be absolutely vital during a student's last few semesters. **IT IS ESSENTIAL TO READ THIS PACKET VERY CAREFULLY AND PAY ATTENTION TO EVERY DETAIL.**

Go to <http://www.utexas.edu/ogs/pdn/index.html>

The American Studies Department has no standard format for reference notes, but they must be consistent. They may be placed at the bottom of the page, at the end of each chapter, or at the end of the entire work. This matter should be discussed with the supervisor.

All dissertations must include a scholarly bibliography in proper format. Often this bibliography will take the form of a bibliographical essay. Again, it is wise to consult with the supervisor.

F. Degree Candidate Form

This on-line form is required by the Graduate School to update information such as name, address, semester of graduation, etc. The Degree Candidate Form must be filled out at the beginning of the semester in which a student intends to complete the PhD. Deadlines for filing this form are posted at the above website. If for some reason the dissertation is not finished, it is necessary to fill out another Degree Candidate Form at the beginning of the next semester.

G. Time Limit

All coursework included on the Program of Work form must, at the time of admission to candidacy, have been taken within the previous six years (exclusive of a maximum of three years for military service). A student who has not completed the doctoral degree within three years of admission to candidacy will be reviewed by the AMS Graduate Program Committee and the chair of the dissertation committee. The Graduate School sets a provisional three-year time limit on dissertations, but so long as a student continues to make progress in the eyes of the dissertation director and committee, they will recommend to the Graduate School that the student be permitted to continue to work toward the degree. If a student has not completed his/her dissertation within seven years of enrollment in the graduate program, he/she will be subject to a review by the GSC and possible termination from the doctoral program.

H. Grade Point Average

At least a 3.0 grade point average in the major, the minor, and overall is required for graduation.

I. Final reading of the dissertation

After a student has finished writing the last preliminary draft of the dissertation, the committee members will complete their final reading of the work.

Unbound copies of the dissertation are circulated as early as possible in the semester in which a student hopes to schedule the defense or "final oral." Ample time must be allowed for each committee member to read the work (the recommended time is **four to six weeks** prior to requesting a date for the dissertation defense). Circulating several copies will save time and be more convenient for committee members. The committee will decide when a draft is defensible. Committee members will indicate their belief in the student's ability to defend the dissertation by agreeing to a final defense.

J. Request for final oral

After the committee members have agreed that the work is defensible, it is time to set the date for the final oral exam.

The signed "Request of Final Oral" form is available on-line through the graduate school's website <http://www.utexas.edu/ogs/pdn/index.html>. This form must be circulated among and signed by each committee member **after they have read the dissertation**. Circulate this form **in advance** of the deadline date, as a time for all must be found. The Request for Final Oral form, ten copies of the dissertation abstract (see below), and one copy of the student's vita must be turned in **at least**

two weeks before the defense takes place. These materials are then submitted to the Dean of Graduate Studies for approval.

K. Dissertation Abstract

An exact description of the contents of a dissertation abstract is found in the PhD packet. A few reminders:

1. The abstract cannot exceed 2½ pages. An extra charge will be made for abstracts exceeding this limit.
2. Ten copies of the abstract must be submitted, at least two copies on 100% cotton-bond paper. The other eight copies may be on less expensive paper.
3. The dissertation abstract will be published in Dissertation Abstracts International.

L. Vita

A vita is an academic resume. A sample vita is included in the PhD packet, and the graduate coordinator has other examples in the office.

V. THE FINAL ORAL

A. Signature Sheets

The student must bring at least two signature sheets to the final defense. Both of these sheets must be signed by all of the committee members after the defense. One signature sheet will be turned-in to the Graduate School along with the unbound original of the dissertation. The other copy will be kept on file in the American Studies office. If original signatures are wanted for other copies of the dissertation, students should bring additional signature sheets to the defense. The committee may require minor revisions, so allow time for correcting the final copy and having it reprinted.

B. After passing the final oral

There are still a few more regulations to be observed. There is a deadline date for turning in the final copy of the dissertation to the Graduates School (this is usually just after mid-semester). The final copy must be in PDF format on a disc and the final signature sheet is also required.

C. Missing the deadline date

If a student has passed the final defense but cannot meet the deadline date for submitting the dissertation, he or she may register for post summer registration (see "Registration" Section V). There is a small registration fee. The student must turn-in the unbound copy of the

dissertation along with the signature sheet, vita, and title page, according to the deadline date posted for the semester of post summer registration.

D. Additional copies of the dissertation

The Program requires that a student give a bound copy of the dissertation to the committee chairman, and to offer copies to the other members of the committee. These copies **do not** have to be on 100% cotton-bond.

VI. GRADUATION

A. Graduation Checklist

1. Pass the qualifying orals
2. Write the dissertation prospectus and convene prospectus meeting
3. Apply for doctoral candidacy
4. Research and write the dissertation
5. Fill out the degree candidate form through the graduate school's website.
6. Submit the dissertation to the supervising committee for final reading
7. Request the final oral exam
8. Submit the report of final oral to Graduate School
9. Submit the following items to the Graduate School by the deadline:
 - a. PDF copy of the dissertation, signed by committee
 - b. Payment of fee for microfilm reproduction and binding costs
 - c. Official transcript of all graduate work
 - d. Copyright disclaimer
 - e. Completed form of survey of earned doctorate
 - f. Microfilm agreement

All of the above items are subject to deadline dates. The above-mentioned forms are found in the PhD packet.

Funding Graduate Study

I. FELLOWSHIPS

- A. University Pre-emptive Fellowship is a merit based **recruitment** fellowship entitling the recipient to in-state tuition and a year-long stipend. For entering graduates only. Nominations are made to the Graduate School by the American Studies Graduate Program Committee early in the fall semester. This fellowship is highly competitive, and nominees should have an exceptional academic record (minimum 3.5 GPA), as well as a minimum score of 1350 on the GRE. The committee will also consider the personal statement and letters of recommendation when selecting nominees.
- B. Continuing Fellowship is a merit based fellowship entitling the recipient to in-state tuition and a year-long stipend. For graduate students **continuing** in the program. Nominations are voted on by the American Studies faculty and made to the Graduate School early in the spring semester for the following academic year. If you wish to be considered for this fellowship, please be sure that the Graduate Program Committee is informed of any awards, publications, presentation, or honors which should be added to our vita (an academic resume) by mid-January. The graduate school generally awards continuing fellowships only to doctoral students who have passed their qualifying oral examination.
- C. Professional Development Awards provide partial support for students to attend professional meetings at which they present original papers based on their research. Priority is given to doctoral candidates. The forms can be picked up from the graduate coordinator.
- D. The Louann Temple Endowed Presidential Scholarship in American Studies is derived from a generous alumni gift to the Program. Nominations are made and voted on by the American Studies faculty. The award is \$3500 for on year.
- E. The Stott Family Scholarship is derived from Professor Emeritus William Stott's generous gift to the Department. Funds are typically used to provide support for students to attend professional meetings at which they present original papers on their research. The forms can be picked up from the graduate coordinator.
- F. The Donna Parker Graduate Research Fellowship is derived from a generous alumni gift to the Department. Each year, applications are voted

on by American Studies faculty. Annually, the department will award two fellowships in the amount of \$1250 each. Priority is given to doctoral candidates.

II. OTHER SOURCES OF FUNDING

The bulletin board in the American Studies office has the latest information on outside fellowships, grants, internships, and competitions.

A. Employment (see Part III for AMS Employment)

1. We encourage students to apply to other UT departments and programs for employment. In the past, American Studies graduate students have obtained teaching assistantships, graderships, and research assistantships in places such as the Texas State Historical Association, the Athletic Department, the Harry Ransom Humanities Research Center, the University Writing Center, the Nursing School, and various Engineering programs
2. The **Office of Student Financial Aid** is located in the Student Services Building room 3.200, and their phone number is 475-6282. Applications for long-term financial aid based on financial need are available for grants, scholarships, the College Work-Study Program, and loans. The office also provides short-term loans and a free part-time job placement service.
3. The **Student Employment Referral Service** is located in the Student Services Building room 3.200, and their phone number is 475-6243. Off-campus and part-time on-campus jobs are posted along the walls. To apply, you must be at least a second-semester UT student, or be the spouse of at least a second-semester UT student.
4. The **University of Texas at Austin Office of Human Resources** is located at the North Office Building, 471-1795. Full and part-time positions are posted. They also have a temp pool, which serves the UT campus.
5. The **Texas Employment Commission** is located at 1215 Guadalupe. This is a free service for any US citizen or work-authorized alien. TEC posts full and part-time jobs of all types.

6. The **Governor's Job Bank** is located in the Sam Houston Building, 210 E. 14th St, 463-1792. There are binders listing job openings throughout Texas.
7. The **Liberal Arts Placement Center** is located in FAC 20, in the basement of the Undergraduate Library. They have job resources and listings for internships, and part an full-time jobs available for anyone to look at. There is a \$20 fee for graduate students to interview through the center.
8. Check the **American Studies Job Board** on the wall by the office door. We post all research, writing, and teaching jobs that come our way.

B. Grants

1. The **Graduate Students Grants Service** (GSGS), located in the Main Building room 101 (471-7213), is a centralized source for information on obtaining money for graduate school and thesis/ dissertation research. Resource materials are available for in-office use, and assistance is available from 9am-noon and 1-4pm, Monday through Friday. Appointments are encouraged. In addition, The College of Liberal Arts Grants Office, located in Gebauer 4.312 provides information on outside funding opportunities.
2. The **Regional Foundation Library** (RFL) is located in the Hogg Foundation for Mental Health at 1600 West Lake Austin Boulevard. The RFL is a branch of The Foundation Center, a library in New York City created thirty years ago especially for grant seekers.
3. The main reference room of the Perry Castenada Library (PCL) contains many **grant and fellowship directories**. The primary ones are:

Call# AS 911 A2 A67 1997

Annual Register of Grant Support, Deanna Sclar and Staff
of Academic Media (eds.), Orange, New Jersey: Academic
Media, published yearly.

Call# LB 2338 G7 1995-97

The Grants Register, Roland Turner (ed.), New York: St. Martin's
Press.

Call# AS 911 A2 F65 V.19 1997

The Foundation Directory, Ann D. Walton and Marianna O. Lewis
(eds.), New York: Russel Sage Foundation.

III. TEACHING ASSISTANTS, ASSISTANT INSTRUCTORS, AND GRADUATE RESEARCH ASSISTANTS

One of the primary sources of financial aid for many graduate students is a position in an academic department as a Graduate Research Assistant, Teaching Assistant, or Assistant Instructor. We are generally able to hire eight TAs, five AIs, and one grader each semester. Owing to this limited number, our students often try to secure TA positions in other departments.

A. Teaching Assistant and Graduate Research Assistant Positions

1. A **Teaching Assistant** assists a professor with tasks related to a large lecture class. Duties may include holding discussions sections, grading exams and papers, holding regular office hours, and handling questions and problems. Students are limited to, but not guaranteed, four semesters as a TA.
2. A **Graduate Research Assistant** assists a professor with research projects.
3. Apply for these positions in American Studies or outside of the department anytime after entering the Program. In the past, we have been unable to fund any first-year students and few second-year students.

B. Assistant Instructor (AI)

An AI is responsible for organizing and teaching a course of his/her own devising, usually on a topic related to the student's dissertation research. An AI must have a master's degree and have experience as a teaching assistant (or equivalent experience). Except in very exceptional circumstances, a student must have passed the PhD qualifying oral exam before becoming an assistant instructor. During the fall semester, the Department will send out a call for course proposals, which should be formulated in some detail with the advice of relevant faculty advisers. Early in the spring semester, the faculty meets to examine proposals and select AIs for the following academic year. Decisions are based on such considerations as a student's performance, the design of the course, and the relevance of the proposed course to the needs of the undergraduate program. Appointments are generally for half time (20 hours) to teach three sections of thirty students each spread over the two semesters of

an academic year (two sections one semester, and one section in the other). Again, each assistant instructor is limited to, but not guaranteed, four semesters of funding.

A course may be proposed after completing the master's degree and passing or scheduling the oral qualifying exam.

C. Applications, Pay, and Enrollment

1. Notify the staff in the American Studies office to request an application.
2. All positions are awarded by the American Studies faculty on the basis of availability of positions, merit, and seniority. Should a student decide not to accept a position during a particular semester, this will not necessarily disqualify him or her for subsequent semesters. However, be advised that there are others coming up behind you.
3. The pay scale for all TA, AI, and GRA positions is determined by the Dean's Office. Exact figures are available upon request.
4. All TAs and AIs must be enrolled for at least nine hours each semester they are employed (except during summer, when three hours are required for each session of employment). Before the semester a student first becomes an AI or TA, he or she must enroll in AMS 398T ("Supervised Teaching"), which will fulfill three of the nine hours required for one semester.

A complete list of requirements for employment as a TA, AI, or GRA is printed by the Graduate School and available in the program office.

Texas Residency

A. Non-resident Tuition Waivers

Students who are not residents of Texas when they begin graduate study are subject to non-residents tuition fees. There are, however, a few circumstances in which the student may qualify for resident tuition rates. Although the student remains classified as a non-resident, the difference between the non-resident and the resident tuition rate is waived.

1. Non-resident tuition is waived if a graduate student is employed as a TA, AI, or GRA for 50% time. The student must obtain an employment certification form from the Department, and submit it

to the Office of Graduate Studies for approval. The student then takes this form to the Special Billing section in the Bursar's Office, Main Building 12.

2. Non-resident students may also be eligible for a waiver of the non-resident portion of tuition if they have been awarded competitive academic scholarships of \$1000 or more for the academic year. They must have competed with other students, including Texas residents, for the scholarship, and the scholarship must have been awarded by an officially recognized scholarship committee.

B. Establishing Texas Residency

To be considered a Texas resident (and therefore pay lower tuition fees) a person must live in Texas for at least one year without taking any classes whatsoever.

When this condition is fulfilled, an applicant fills out the Residency Application form at the Office of Admissions (MAI 7), expressing an intent to remain in Texas. An applicant should have as many of the following as possible: a Texas driver's license, Texas Auto Registration, Voter's Registration Card, and a job.

Transportation

A. Capital Metro

Austin has a city bus system, Capital Metro, which is the sum total of the town's transportation system. Capital Metro also holds the University Shuttle Bus contract, and both city and shuttle buses are free to students with UT ID cards (city buses are \$.50 for non-students). Shuttle buses run frequently from 6:15am to 11pm weekdays from the University to around 10 major residential sections of town and back again. The UT shuttle buses are usually very efficient and are accessible to the handicapped.

Despite the popular shuttle bus system, Austin is not the best place in the world for public transportation. Though the University is centrally located (near downtown), shopping centers, restaurants, and the lake are harder to reach. Buses help tremendously, but overall, you will probably need a car. There are also a number of bicycle trails and paths, and these are increasing yearly.

B. UT Parking Permits

Those employed as a TA or AI are eligible to purchase an "A" parking permit, which allows parking in designated spots on campus. Students

not employed by UT may purchase “C” permits. It is very difficult to find parking at UT during the day, and designated parking zones are strictly enforced (tickets are inevitable and expensive, even if you park illegally for just a short time). Finding spaces at night is easier because parking is less restricted after 4pm.

Housing

Housing in Austin is tight and relatively expensive. Plan at least two weeks to find the ideal place without too much trauma. Here are some options:

1. Apartments

Grab as Austin Apartment Guide, a Daily Texan (the UT newspaper), or an Austin American Statesman (the Austin daily) from a convenience store. These will give you a good overview of the apartment situation. Apartments on or near shuttle bus routes are probably your best bet. Rents are generally higher for apartments right on the shuttle line, but if you go just down the street from the bus stop, rents usually go down. There are two major areas in Austin with a large number of apartment complexes: Riverside (south of downtown) and Far West (north of downtown). Other areas with apartments include Hyde Park, Enfield, Cameron Road, and the streets off Speedway just north of campus. West Campus has apartment complexes too, but these are generally filled with undergraduates and rent is much higher.

2. Houses/ Duplexes

These are often available—the trick is finding them. Try looking in the Daily Texas, and definitely look around the American Studies office for posted houses for rent (professors often go on leave and rent out their homes). Another good bet is to scan the bulletin board in the Texas Union for rentals or roommates. Also, ask already enrolled graduate students. Good places are often found through word of mouth.

3. Student Housing

The University Division of Housing and Food Service is located at the corner of 26th and Whitis, on the south end of Kinsolving Dormitory. The numbers there are 471-3136 for On-campus Housing, and 471-6050 for Off-campus Housing. Although UT has graduate housing, single or double rooms, generally the dormitory population consists of younger undergraduate student. Several facilities for married students housing are located southwest of campus on the shuttle route. You might want to look into this option, especially if you have children.

4. Cooperatives

Inexpensive room and board is available through The Co-ops, which offer single or double rooms. Some chores and cooking are usually requested of members, and prospective residents should attend dinner a few times to meet the house residents. A list of co-ops can be found in the Yellow Pages under "Cooperative Associations."

You may purchase meal packages at the Texas Union, the main UT cafeteria, whether you live on campus or not.

For quick information on apartment and house availability, and sometimes a guided tour, call an **apartment locator service** (in the Yellow Pages). These services are often helpful, especially for an overview of the Austin housing situation. Be sure to use a locator whose services are **free!**

In general, **check with the American Studies staff** if you have housing questions or problems. We serve as a liaison for our graduate students, and try to keep track of who needs a roommate and who has an extra room, etc.

Research Facilities

The University of Texas at Austin has a wide range of research facilities available to its students:

PCL (Perry Castaneda Library)-- the main university library

UGL (Undergraduate Library/ Flawn Academic Center)—a general undergraduate library, which also includes an audio listening room, an extensive video collection, and historical artifacts in its exhibition room

The Lyndon Baines Johnson Library—offering material for the study of the Eisenhower, Kennedy, and Johnson years

The Nettie Lee Benson Latin American—one of the world's most important collections of its kind

The Center for American History—which includes **the Eugene C. Barker Texas History Collection**, housing the most comprehensive collection of Texana in existence, as well as a collection on Southern history

The Harry Ransom Humanities Research Center—This is an internationally recognized rare book and manuscript library with notable

collections in American, English, French, and Italian Literature, and with an associated iconography collection. Other important holdings are in the history of science, theater arts, and photography.

The Texas Memorial Museum—an outdoor museum of eight restored nineteenth-century buildings on 190 acres near Round Top, TX, and a center for research in historical preservation and material culture

The State Library and Archives of Texas

The United Daughters of the Confederacy Library

Catholic Archives of Texas

Episcopal Archives of the United States

Daughters of the Republic of Texas Museum

United States Geological Survey Research Library

Computer Labs

A student may go to academic computing to set up an IF Account after they have received their UT ID card. This account is free of charge and allows access to any computer lab on campus. At the computer lab a student may check their email (an address must be set up through academic computing), do research using the world wide web, or utilize any of the applications available. All the labs charge a fee for printing. If a student has a computer at home and would prefer a home account, these charges are available at a charge of \$20.00 for the software (telesys), which is on CD ROM, and a cost of 24 cents (\$.24) a day, whether or not the system is used daily. This does not include any other applications. These must be purchased by the student.

These are several of the computer labs on campus that can be utilized by presenting a UT ID card. Call for specific information or visit their website: <http://www.utexas.edu/computer/labs> for more info.

Facility

Academic Computing

Location/ Phone #

COM
475-9400

General Libraries Electronic Information Center	FAC 101B 495-4435
General Libraries Electronic Information Center	PCL 2.200 495-4291
Liberal Arts Computer Instruction Lab	BUR 120 471-3181
Liberal Arts Media Center	BAT 1 471-7095
Student Microcomputer Facility	FAC 212 475-9336