

UNIVERSITY OF TEXAS
AMERICAN STUDIES

**The Seeds of Victory
Insure *the* Fruits of Peace**



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Lithographic color poster, 75 x 57 cm. National War Garden Commission, 1918. Library of Congress

**GRADUATE STUDENT GUIDE
TO POLICY AND PROCEDURE**

FALL 2007

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, animal studies, American social movements, working class culture, 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.

William H. Goetzmann, Professor Emeritus. 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, Chair of the Department
Julia Mickenberg, Graduate Studies Committee Chair
Steve Hoelscher, Graduate Advisor

The **Graduate Coordinator** in American Studies is Lisa Jaskolka

The American Studies **Graduate Studies Committee** includes faculty from a number of various disciplines with whom a student may work on his or her report, or dissertation. 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)	Neil Foley (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)	Richard Pells (History)

NOTE: The information in this guide is not definitive. It is superceded by official University publications such as the *Graduate Catalog*, *General Information*, and *Course Schedule*. The Department is subject to the rules of the College, the Office of Graduate Studies, and the University.

Office of Graduate Studies Website

The URL for the Office of Graduate Studies is <http://www.utexas.edu/ogs/>. At this site you will find many helpful links that contain the most up-to-date information about issues that concern you as a graduate student.

Registration

ADVISING

Prior to registration, 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 **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. Check the Course Schedule (available online) ahead of time for courses you are interested in (whether inside or outside the department), and 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. After advising, see the graduate coordinator to clear your advising bar.

ONLINE REGISTRATION

Registration is available through ROSE (Registrar's Online Services). The instructions for registration are outlined in the Course Schedule and at www.utexas.edu/student/registrar/registration/. Here is a brief overview:

To use ROSE, you will need to claim your UT EID. Once you enter the registration system, your registration record updates 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 until you pay your tuition and fees. Be sure to pay by the deadline. Tuition bills are sent to your email address; the registrar does not mail paper copies.

You may choose to pay in full or use the installment plan (note that the installment plan is not an option for the summer session). Pay your bill via eCheck, credit card (there's a 1.75% convenience charge), or electronic funds transfer. See the [Course Schedule](#) for details.

Contact the graduate coordinator if you have problems with registration. The coordinator has access to the registration system and will be glad to help.

CONTINUOUS REGISTRATION

From *General Information, 2005-2006*

(<http://www.utexas.edu/student/registrar/catalogs/gi05-06/ch3/ch3a.html>):

All graduate students are expected to enroll and pay tuition and fees by the twelfth class day of the fall semester and the spring semester of each academic year until graduation. If the student has been admitted to candidacy for the doctoral degree, registration in the dissertation course or the equivalent or in affiliated studies is required. The only alternative to continuous registration is a leave of absence, discussed below. If a student who is not on approved leave fails to register by the twelfth class day, he or she may not return to the University without applying for readmission. The student must apply for readmission both to the University and to the graduate program and must pay the general application fee. The application is reviewed by the Graduate Studies Committee, which may choose to readmit the student or to deny readmission.

LEAVE OF ABSENCE

From *General Information, 2005-2006*

(<http://www.utexas.edu/student/registrar/catalogs/gi05-06/ch3/ch3a.html>):

Graduate students may apply for a leave of absence of no more than two semesters. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance of the leave by the graduate adviser. If the student has been admitted to candidacy, the application must be approved in advance by the graduate adviser and the graduate dean; it will be approved by the graduate dean only in rare and unusual circumstances.

A student on approved leave must apply for readmission in order to return to the University, but readmission during the approved period is automatic and the application fee is waived.

A student on leave may not use any University facilities; nor is he or she entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or coursework.

Note that the deadlines to apply for readmission are as follows (from <http://www.utexas.edu/student/admissions/gradreadmit/gradprogs.html>):
Summer - May 1; Fall - August 1; Spring - December 1

LATE REGISTRATION (by 12th class day)

Students who do not register during the 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, the fee goes up to \$50 (until the 12th class day). **Make sure you are registered and have paid your tuition and fees** (or made arrangements to pay with the installment plan) **by the 12th class day.**

From *General Information, 2005-2006*

(<http://www.utexas.edu/student/registrar/catalogs/gi05-06/ch3/ch3a.html>):

Late registration. Students are expected to register at their earliest opportunity. A student who registers late is assessed a charge to defray the cost of the extra services necessary to effect the late registration. Late registration periods are identified in the Course Schedule each semester and summer session. Students may register after the fourth class day in a fall or spring semester or the second class day in a summer term only with the approval of the department chair, the student's dean, and the registrar. Registration after these dates is approved only in unusual circumstances.

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 four class days. The twelfth class day is the last opportunity to add a course (with the instructor's permission). **Be sure to check the amount you owe via the "My Tuition Bill" page on UT Direct, and pay by the deadline.**

Note that you can Change course status to or from credit/ no credit until mid-semester. See the calendar in the course schedule for details.

Students will be responsible for registration matters of which they should be aware. CHECK YOUR SCHEDULE BEFORE THE 12TH CLASS DAY and make sure that your registration is correct.

(And check your schedule periodically through the 20th class day to make sure that your registration *remains* correct.)

99 HOUR RULE

From the Office of Graduate Studies website, at <http://www.utexas.edu/ogs/publications/policies/99in99.html>:

The "99 hour rule" refers to the implementation of Senate Bill 961, passed by the State of Texas's Seventy-fifth Legislature. It is the rule that students at UT Austin with over 99 doctoral hours may be subject to the payment of nonresident tuition.

Effect on Graduate Students Enrolled Before August 1999:

In their meeting on November 11-12, 1998, the regents approved UT Austin's request to apply the "99 hour rule" only to students entering graduate school in fall 1999 (when a new catalogue will come into effect) or later. For that reason the rule will not affect students who enrolled before August 1999. So if you enrolled before August 1999, then in future semesters you will not be automatically subject to nonresident tuition as a result of earning more than 99 doctoral hours.

Effect on Graduate Students Entering in Fall 1999 or Later:

Texas residents, and nonresidents who normally would be entitled to pay resident tuition by virtue of work appointments or fellowships, might wonder whether 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". A student will be able to study at UT Austin full-time for seven complete academic years, including summers, before being affected by the 99 hour rule. For students staying beyond seven years, in a number of cases there is still the possibility of a programmatic or individual exemption from the rule.

14 SEMESTER RULE

Graduate students may be employed as a TA, AI, GRA, Tutor (Graduate), Academic Assistant, or Assistant (Graduate) for up to 14 long semesters only. Details can be found here:

http://www.utexas.edu/ogs/employment/14_semester_rule.html

Courses and Grades

COURSES

Course numbering

The first digit of a course number indicates its credit value in semester hours (AMS 390 is a three hour course). 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).

Each class has a five-digit number, called a "unique number," used as an identifier. 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 classes has a different unique number.

Course load

The usual course load for a graduate student is nine hours (three courses) per semester. This is considered "full time" during the fall and spring semesters. Students ordinarily take a full load of courses each semester, and in some cases (international students, TA/AIs, fellowship students) it is a requirement. Students are required to take *at least* one course each long semester in order to maintain student status in the Graduate School. Keep in mind that students with financial aid usually have to enroll for at least six hours to maintain status.

If a graduate student does not enroll for a particular long semester, he or she must apply for readmission in order to register again; the deadline to apply for readmission is August 1 (for Fall) and December 1 (for Spring).

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

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.)

Correspondence courses

Correspondence courses are not accepted for graduate credit.

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.

Conference courses

Students may register for conference courses only with the permission of the graduate adviser. There is a form for this. 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 permission from the graduate adviser.
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 students 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.

GRADES

Grades in the Graduate School consist of A/-, B +/-, C +/-, D +/-, F, CR (credit), and NC (no credit). In American Studies, a grade of a B- (2.75 GPA) 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.

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. Students who receive an X must complete their coursework and receive a grade by the end of the following long semester. Note that the instructor will need sufficient time to grade the assignment/s and turn in a change of grade form before the deadline.

If an X is not resolved by the end of the next long semester, it will become a permanent grade of I. It should be noted that grades of X and I can cause problems for students when applying for TA, AI, or GRA positions.

A grade of X, even after conversion to a grade, still shows up on the student's transcript. Also, the Graduate School's has set a limit on X and I regarding appointments. A nominee may not have more than two grades of X (temporary incomplete) or one grade of X and one grade of I (permanent incomplete).

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.

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.

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

In response to federal regulations that went into effect October 1, 2001, the University has created new guidelines regulating research that involves "human subjects." This includes all fields of social and cultural inquiry that involves contemporary research, including American Studies. The University's Office of Research Support and Compliance (RSC) is the administration unit responsible for "human subjects" research through the Institutional Review Board (IRB).

It is imperative that all students whose research includes "human subjects" receive either IRB approval for their research projects or an exemption. In particular, all M.A. Report or Ph.D. Dissertation projects that involves interviews, questionnaires, or any other interactions with living human beings must receive IRB approval.

Although "Human Subjects" compliance may seem daunting, in practice these new regulations have not hampered graduate student research. We have found that most American Studies projects are exempt from "Human Subjects" regulations and can be excluded from IRB review, since they employ "oral history" methodologies. Nevertheless, exemption must **not** be assumed, especially if one's work is more contemporary than historical in focus. If in doubt you are urged to contact the RSC office.

For more information, please consult the Office of Research Support and Compliance's website at:

<http://www.utexas.edu/research/rsc/humanresearch/index.html>

Academic and Professional Integrity

"The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community." (Honor Code of the University of Texas at Austin)

Integrity and trust are fundamental to the Department of American Studies. They contribute directly to the quality of graduate education and they reach

far beyond the campus to your overall standing within the academic community. Our department relies on the University of Texas Student Standards of Conduct for enforcement, but promotes ideals that are higher than merely enforceable standards (see <http://deanofstudents.utexas.edu/sjs/conduct.php>). The University expects all to students to obey the law, show respect for other members of the university community, perform contractual obligations, and maintain absolute integrity and the highest standards in scholastic work and teaching responsibilities. In short, each graduate student is expected to work as a professional in every respect.

The faculty of the Department of American Studies, in turn, seeks to formulate a curriculum that will prepare you for advanced work in a wide range of scholarly fields. It is the responsibility of individual faculty, and of the department as a whole, to provide clear objectives and responsive feedback to all areas of graduate work. Ultimately, the student is responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely progress toward a degree. Frequent adviser contact provides students with current academic information and promotes progress toward educational goals.

For more on academic integrity, and especially avoiding problems of plagiarism, see http://deanofstudents.utexas.edu/sjs/acint_student.php and http://www.utexas.edu/cola/depts/ams/about/academic_integrity/

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).

HOURLY REQUIREMENTS

MA with report (33 hours required, including):

- * 6 hours: AMS 385 (Cultural History of the United States to 1865-- as part of this course, students must attend AMS 355) and AMS 386 (Cultural History of the United States since 1865-- as part of this course, students must attend AMS 356)
- * 3 hours: AMS 393
- * 6 hours: two AMS 390 research seminars
- * 6 hours: coursework outside the American Studies program

- * 9 hours: electives (primarily American in content)
- * 3 hours: report course (AMS 398R)

All of the required courses in the above plan 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.**

Important: AMS 392 conference courses and undergraduate coursework may not be used to satisfy Master's 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, help to create a sense of community and camaraderie.

REPORT

All students completing the M.A. degree in American Studies must write a research report by the end of their second year. The report is typically about 40 pages long, and is expected to approximate a publishable journal article. Ideally, the report represents an original contribution to knowledge and demands more extensive research than a typical seminar paper.

The report course

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 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.

Explanation of the Supervisor and Second Reader

The supervisor of a report is a member of the core 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.

We recommend identifying a potential supervisor during the second semester of the M.A. degree. It is a very good idea to begin brainstorming for potential projects this semester as well so that you can use the summer between M.A. course years for a good portion of the report's research.

GRADUATION FOR MASTER'S CANDIDATES

Applying for MA Graduation

At the beginning of the semester in which he or she intends to graduate, the MA candidate must submit the Master's Graduation Application form online.

Procedure for filing required forms and submitting the report

First, obtain the approval of the graduate adviser regarding the report topic, the supervisor and second reader. Then refer to the Office of Graduate Studies website at: <http://www.utexas.edu/ogs/pdn/#mf> for specific forms, instructions, and deadlines. 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.**

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. Check with your supervisor to see if he or she has a preference.

Time Limit

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

GRADUATION

Be sure to consult both the Department and the Graduate School for procedures to graduate. You must meet all deadlines.

The Graduate School holds graduation ceremonies at the end of each fall and spring semester. (The University Co-op can assist you with regalia, announcements, and more.)

Diplomas are mailed approximately six weeks after the student's graduation.

If you plan to leave the program after completing the MA, please make sure we have your forwarding address. We like to hear from former students, so please keep in touch!

POST-MA PROCEDURES

Students wishing to continue for the PhD 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.

The faculty will decide whether or not to admit the student into the PhD 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

COURSE REQUIREMENTS

The course requirements for the PhD are as follows:

For students entering with an MA from UT American Studies

At least 12 hours required:

- * 6 hours: two additional AMS 390 research seminars
- * 6 hours: elective courses (non-conference courses); may be AMS or outside department
- * additional hours as required by the graduate adviser

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

At least 21 hours required:

- * 6 hours: AMS 385 (Cultural History of the United States to 1865) and AMS 386 (Cultural History of the United States since 1865)
- * 3 hours: AMS 393 (Bibliography and Methods)
- * 6 hours: two AMS 390 research seminars
- * 6 hours: elective courses (non-conference courses); may be AMS or outside department

Note: Additional hours as required by the graduate adviser

Both students with an MA from UT and from a different graduate program will need to take one additional course apart from the above requirements. AMS 398T, "Supervised Teaching in American Studies," is a three credit course required of all students who wish to teach their own course as an Assistant Instructor (AI). This course is typically taken when students are studying for orals (see below).

FOREIGN LANGUAGE REQUIREMENT

A student must demonstrate proficiency in one foreign language before advancing to candidacy; ideally, this should take place before the oral examination. One way to fulfill this requirement is by passing a translation test that will be evaluated by a reader proficient in the chosen language (see information at

http://www.utexas.edu/ogs/student_services/academic_policies/grades.html).

The graduate coordinator has a list of contacts in various language departments.

The other options for the foreign language requirement include:

Note that 301 courses mentioned below are for reading comprehension only.

Spanish

1. SPN 301 with a grade of at least a B. This course is offered on a letter grade basis 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

French

1. FR 301. Since this course is offered on a credit/no credit basis only, you will need documentation from the instructor showing that you earned at least a B. Alternately, you can register for FR 310L (4th semester reading comprehension) with a grade of at least a 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

German

1. GER 301. Since this course is offered on a credit/no credit basis only, you will need documentation from the instructor showing that you earned at least a B.

OR

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

Other Languages

Discuss with the graduate adviser.

If you have taken four semesters of a foreign language as an undergraduate, or if you are a native speaker of a foreign language, discuss this with the graduate advisor.

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 by the third long semester after receiving the MA.

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. Note that lists are not allowed to be used during the oral exam.

Fields

1. American Studies, with a member of the American Studies core faculty serving as the orals committee chair. This field is mandatory.

2-3. 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		

4. 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:

- more limited in scope than an academic discipline,
- primarily methodological,
- not primarily American in content,
- an interdisciplinary concentration

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

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.

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.

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.

THE DISSERTATION

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 20-30 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, which lasts approximately 1-2 hours, 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 the 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.

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. Committees must be approved by the Graduate Program Committee.

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

Here's the list of requirements for a dissertation committee:

- 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

How to apply for PhD candidacy

Once the prospectus meeting has taken place, a student can apply for candidacy on-line through UT Direct. Read over the directions at <http://www.utexas.edu/ogs/pdn/candidacy.htm> and assemble documentation before logging on to <https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX> to submit the application.

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 submit a brief (under 60 lines) description of the 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.

Dissertation Courses

After the candidacy application is approved by the Graduate School, the student is officially "admitted to PhD candidacy" and may then register for the dissertation course. The student should register for an X99R course the first semester in candidacy and an X99W course each long semester after that. Note that students in candidacy **must be continuously enrolled each long semester until graduation**. If a student is planning to graduate during the summer, he/she must register for a dissertation course for the summer semester.

The Graduate School requires students to register for nine hours if appointed as a TA, AI, or Graduate Research Assistant. Others, such as international students, students with a University Fellowship, or those with financial aid will have a required number of hours for registration as well. Students with no such requirements or concerns may register only for 399W.

NOTE: A student who does not complete 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 as long as a student continues to make progress in the opinion of the dissertation director and committee, the Department will typically 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. Remember, also, that graduate students may be employed in student titles for up to 14 long semesters only.

GRADUATION GUIDELINES AND DEADLINES

Doctoral Forms Required for Graduation

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

This information posted here contains deadlines, dissertation format instructions, and other information. **IT IS ESSENTIAL TO READ THIS INFORMATION VERY CAREFULLY AND PAY ATTENTION TO EVERY DETAIL.**

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, consult with the supervisor.

Degree Candidate Form

This 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.

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 (recommended: **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 oral exam.

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. Students are strongly encouraged to **schedule the final oral exam during either of the two long semesters, spring or fall**. Only in extraordinary circumstances will summer defenses be scheduled and, in no case, should it be assumed that dissertation committees will meet between June and August. Contact the Graduate Coordinator, who will assist you in finding a date, time, and room for the defense.

The “Request of Final Oral” form is available online. This form must be copied onto pink paper and circulated among and signed by each committee member **after they have received the dissertation**. Be sure to allow time to collect the required signatures.

The Request for Final Oral form, along with a printed copy of the dissertation abstract (see below), vita, title page, and signature page (unsigned) must be turned in **at least two weeks** before the defense takes place.

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 350 words.
2. Make sure that the title on the abstract is the same as the title of the finished dissertation.
3. The dissertation abstract will be published in Dissertation Abstracts International.

Vita

A vita is an academic resume. A sample vita is included in the PhD packet.

Title Page

There is a sample title page in the Dissertation Format Guide.

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 desired for other copies of the dissertation, the student 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.

After passing the final oral

Make any required/requested revisions to the dissertation and check it carefully. When you have the final approved version of your dissertation, convert it into one .pdf file. You will upload this to UMI, then submit the associate required forms and paperwork to the Office of Graduate Studies. Note that some students have reported difficulty using the online .pdf converter, so **do not wait until the last day to try to convert your dissertation.**

The deadline to submit the dissertation and paperwork for graduation is usually the last class day of the semester.

Additional copies of the dissertation

It is strongly recommended that the student give a bound copy of the dissertation to the chair of his or her committee. This copy **does not** have to be on 100% cotton-bond.

OUTLINE OF PhD REQUIREMENTS: CANDIDACY TO GRADUATION

1. Pass the qualifying orals
2. Write the dissertation prospectus and convene prospectus meeting (within one semester of passing orals)
3. Apply for doctoral candidacy
4. Research and write the dissertation
5. Fill out the degree candidate form online.
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. Upload .pdf of final approved version to UMI by the deadline
10. Submit the following items to the Office of Graduate Studies by the deadline:
 - a. Committee certification of approved version

- b. Additional title page
- c. Publication by UMI/Proquest
- d. Copyright disclaimer
- e. Survey of earned doctorates
- f. Abstract and vita
- g. Intellectual property tutorial certification
- h. Statement on research with human participants
- i. Dissertation publishing agreement
- j. Publication/processing fees

NOTE: All of the above items are subject to deadlines.

Funding Graduate Study

FELLOWSHIPS

University Pre-emptive Fellowship is a merit-based **recruitment** fellowship entitling the recipient to in-state tuition and a nine-month stipend. For entering graduates only. Nominations are made to the Graduate School by the American Studies Graduate Program Committee each year during the admissions process. This fellowship is highly competitive—candidates must rank within the top 10% of the discipline.

Continuing Fellowship is a merit-based fellowship entitling the recipient to in-state tuition and a nine-month stipend. For graduate students **continuing** in the program. Nominations are voted on by the American Studies faculty and made to the Graduate School late in the fall semester for the following academic year. The departmental application deadline is usually at the beginning of December. Awards are based on major accomplishments since entering Graduate School, a well-defined program of research, strong personal statement, and letters of recommendation. Financial need will be considered.

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. Contact the graduate coordinator for the form.

The Louann Atkins 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 one year.

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.

The Donna Parker Graduate Research Fellowship is derived from a generous alumni gift to the Department. Applications are voted on by American Studies faculty. In the years in which this fellowship is awarded, the department will award two fellowships in the amount of \$1250 each. Priority is given to doctoral candidates.

OTHER SOURCES OF FUNDING

For information from the Graduate School on funding, please see <http://www.utexas.edu/ogs/funding/>

Employment

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. Remember, there is an employment limit of 14 long semesters for graduate students appointed in student titles.

If you are interested in seeking employment, contact with American Studies Graduate Coordinator, who will have an up-to-date contact list.

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.

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.

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.

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.

The **Governor's Job Bank** is now WorkInTexas.com. Links on the site list job openings throughout Texas.

The **Liberal Arts Placement Center** is located in the Flawn Academic Center, Suite 18. They have job resources and listings for internships, and part an full-time jobs available for anyone to look at. There is a fee for graduate students to interview through the center.

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.

Grants

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.

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.

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: Russell Sage Foundation.

An excellent link to many foundations and granting agencies may be found at: <http://www.utexas.edu/ogs/otherfellowships/index.html#external>

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 ten TAs and seven AIs each semester. Owing to this limited number, our students often try to secure TA positions in other departments.

Apply for positions in American Studies or outside of the department anytime after entering the Program. It is extremely rare for us to be able to offer these types of positions to first and second-year students.

Teaching Assistant (TA)

A TA 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.

Graduate Research Assistant (GRA)

A GRA assists a professor with research projects.

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, experience as a teaching assistant (or equivalent experience), and must have taken a 398T (Supervised Teaching in American Studies) course. 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 sends 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 seniority, 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.

Applications, Pay, and Enrollment

Contact the Graduate Coordinator to request an application.

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 other qualified students coming up behind you and that an offer one year does not automatically entitle you to the following year.

The pay scale for TA, AI, and GRA positions is determined by the Liberal Arts Dean's Office. Exact figures are available upon request.

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). A student must enroll in 398T ("Supervised Teaching") the semester before he or she begins teaching as an AI. For TAs, 398T is recommended, but not required.

More information about student employment (including requirements) can be found online at <http://www.utexas.edu/ogs/employment/>.

Texas Residency

Information on Texas residency (FAQ, contacts, how to apply) is available at <http://www.utexas.edu/student/admissions/residency/>

From the link above:

Under Texas state law, an applicant or enrolled student is classified either as a resident of Texas, a nonresident, or a foreign student. Residency for admission and tuition purposes at a public college or university in Texas is different from residency for voting or taxing purposes.

To qualify as a Texas resident, an individual must reside in Texas for one year and establish a domicile in Texas prior to enrollment. An applicant or student who is claimed as a dependent on a parent's most recent federal tax return will be classified based on the parent's qualifications for residency.

Non-resident Tuition Waivers

Students who are not residents of Texas when they begin graduate study are subject to non-resident 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 for the semester/s in which the waiver applies.

Non-resident tuition is waived for graduate students employed as TAs, AIs, or GRAs for 50% time. More information about the waiver and a link to the online application form can be found at <http://www.utexas.edu/business/accounting/sar/waivers.html>

Note: It is the employee's responsibility to apply for this waiver for each semester he or she is eligible.

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. There are a very limited number of these waivers available each year.

Graduate Portfolio Programs

Portfolio programs are opportunities for students to obtain credentials in a cross-disciplinary academic area of inquiry while they are completing the requirements for a master's or doctoral degree in a particular discipline. A portfolio program usually consists of four thematically related graduate courses and a research presentation; for master's portfolio programs, a practical experience related to the portfolio program may replace the presentation.

Portfolio programs are not degree programs. To be eligible to participate in a portfolio program, students must be admitted into one of the university's graduate degree programs. Below is a list of portfolio programs that are frequently of interest to American Studies graduate students:

- African and African American Studies
- Communication, Information, and Cultural Policy
- Cultural Studies
- Mexican American Studies
- Museum Studies
- Societal Impacts of Science and Technology
- Study of Religion
- Women's and Gender Studies

More information can be found at: <http://www.utexas.edu/ogs/docport/>

Research Facilities

The University of Texas at Austin has a wide range of research facilities available to its students. You can find more information on libraries, centers, and museums at <http://www.lib.utexas.edu/help/librarylist.html>

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

Flawn Academic Center— designed to provide a unique meeting and learning center for our campus, the kind of gathering space that promotes interaction, scholarly research, educational exploration and genuine discovery

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.

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

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

Benson Latin American Collection—one of the world’s most important collections of its kind

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

Computer Labs

A student may go to academic computing to set up an IF Account after he or she has obtained a UT ID card. The account is free of charge and allows access to computer lab on campus. At the computer lab a student may check email (an address must be set up through academic computing), do Internet research, or utilize any of the applications available. The labs charge a fee for printing.

Below is a listing of general-use facilities, from <http://www.utexas.edu/computer/labs.html>:

Center for Instructional Technologies (CIT) Multimedia Lab
GSB 2.130 475-6364

Open to UT Austin students, faculty, and staff with digital input/output needs for course-related projects, teaching and research.

University Libraries Perry-Castañeda Electronic Information Center
PCL 2.200 495-4291

Open to students, faculty, and staff with a UT Austin ID, for information services only.

University Libraries Science & Technology Electronic Information Center
ECJ 1.300 495-4429

Open to students, faculty, and staff with a UT Austin ID.

Multimedia Computer Facility
FAC 300 471-6585

The Multimedia Computer Facility (MCF) has computers especially configured for multimedia work, and is available to UT Austin students, faculty, and staff.

Physics Microcomputer Lab
RLM 7.306 471-5167

Open to students, faculty, and staff with an ITS account with Print Relay System (PRS) service..

Printing Services

Laser and color printing at school and from home.

Student Microcomputer Facility
FAC 212 475-9336

Open to those with an Information Technology Services (ITS) account with Print Relay System (PRS) service.

Living in Austin

The capital of Texas, Austin is both a historic city and one of the fastest growing high-tech centers in the US. The 1888 State Capitol Building and the UT Tower dominate the center of the city, while nearby streets display well-preserved buildings from earlier periods of Texas history. Throughout the city, tree-filled greenbelts and public parks illustrate why Austin is famous for its environmental sensitivity. Live music is also a major industry, attracting visitors from all over the world to its many clubs and music festivals. Most faculty and graduate students in American Studies have come here from other places and, with its easygoing lifestyle, cosmopolitan population, and natural amenities, Austin very quickly becomes home.

UT's Main Page about Austin: <http://www.utexas.edu/austin/>

TRANSPORTATION

Capital Metro

Austin's city bus system is called Capital Metro. <http://www.capmetro.org/> The company also holds the University Shuttle Bus contract. Both city and shuttle buses are free to students with UT ID cards (city buses are \$.50 for non-students). Shuttle buses run from 6:45am to 11pm weekdays from the University to 16 major residential sections of town and back again. More information on the shuttle bus may be found at: <http://www.utexas.edu/parking/transportation/shuttle/>

UT Parking Permits

Students employed as TAs or AIs 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).

For details, see the Department of Parking and Transportation website at <http://www.utexas.edu/parking/>. There are links to bus schedules, information on various types of parking permits and biking to campus.

Bicycling

Depending on where you live, bicycling to campus may be your best option. Each day there are more than 1,000 individuals who use bicycles as their mode of transportation to, from, and/or around the UT campus. Bicycling is a significant component of University's plan to reduce local traffic congestion

and air pollution. Note that bikes on campus must be registered—but it's free. <http://www.utexas.edu/parking/transportation/biking/>

The city of Austin is working to create better bicycle lanes and routes for commuters. Interested cyclists should view the UT Bicycle Map:

<http://bicycleaustin.info/getaround/images/map-librik.jpg>

and the Austin Bicycle Map for the best routes to and from campus:

<http://www.ci.austin.tx.us/bicycle/bikemap.htm>

HOUSING

Housing in Austin is usually tight. It is recommended that you secure a place to live at least one month before the semester begins. Below are some options. You can find information on houses, apartments, and more at <http://www.longhornliving.org>, the official online student housing resource of UT and *The Daily Texan*.

Alternatively, quite a few students look for apartments, furniture, etc at Craig's List: <http://austin.craigslist.org/>

For quick information on apartment and house availability, and sometimes a guided tour, call an **apartment locator service** (in the Yellow Pages).

Apartments

Apartment listings can be found in the *Austin Apartment Guide*, *The Daily Texan* (the UT newspaper), or the *Austin American Statesman* (the Austin daily). 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 are typically lower. 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.

Houses/ Duplexes

These are often available—the trick is finding them. Check *The Daily Texan*, 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 by word of mouth.

Student Housing and Food

The University Division of Housing and Food Service can be found at <http://www.utexas.edu/student/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.

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."



"Partial View of Austin, Texas," 1890. Cartography by Augustus Koch. Texas State Archives Map Collection