Guidelines For American Studies Graduate Students
Revised fall 2013

Doctor of Philosophy Degree Requirements
Master of Arts Degree Requirements

I. FOR NEWLY ADMITTED STUDENTS
II. LIFE OF THE DEPARTMENT
III. ADVISING
IV. TIMETABLE TOWARD DEGREES
V. TRANSFER CREDITS
VI. ADMISSION TO PHD CANDIDACY
VII. THE PLAN OF STUDY
VIII. MODEL PLANS OF STUDY
IX. PhD COMPREHENSIVE EXAMINATIONS
X. DISSERTATION

Appendix I. INTERNSHIPS
Appendix II. BASICS ABOUT FINANCIAL AID
Appendix III. CIC TRAVELING SCHOLARS PROGRAM

Doctor of Philosophy Degree Requirements

A. 72 semester hours of course work:

Required Foundation Courses (6 s.h.) for all students
• AMST:5000/45:200 Theory and Practice of American Studies I (3 s.h.)
• AMST:5001/45:201 Theory and Practice of American Studies 2 (3 s.h.)

Area Foundation Courses (6 s.h.)

For American Studies PhD students:
• 2 elective 3-semester hour graduate seminars in American Studies (45:/AMST:-prefix) (6 s.h.)

For Sport Studies sub-track PhD students:
• SPST:6074/28:374 Seminar in Sport History (3 s.h.)
• AMST:6276/45:276 Sport in U.S. Culture (3 s.h.)

1st interdisciplinary field of concentration (18 s.h.)

For American Studies PhD students:
• 1st interdisciplinary field of concentration with historical concentration (18 s.h.) – individually designed by student and advisor and approved by departmental Plan of Study Committee

For Sport Studies sub-track PhD students:
• AMST:6078/45:278 Seminar: Women in Sport (3 s.h.)
• SPST:6072/28:378 Seminar in Cultural Studies of Sport (3 s.h.)
• 12 s.h. interdisciplinary sport studies, as approved by departmental Plan of Study Committee

2\textsuperscript{nd} interdisciplinary field of concentration (18 s.h.)

\textit{For all students:}
• 2\textsuperscript{nd} interdisciplinary field of concentration (18 s.h.) – individually designed by student and advisor and approved by departmental Plan of Study Committee

Research Skills Requirement:

\textit{For American Studies PhD students}
• AMST:7085/45:550 Dissertation Writing Workshop (3 s.h.)

\textit{For all Sport Studies sub-track PhD students:}
• AMST:7077/45:296 Sport Studies Workshop (3 s.h.)

\textit{Additional [for all students]:}
• Electives and AMST:7090/45:600 PhD Thesis (21 s.h.)
• 18 s.h. completed coursework annually for all students prior to comprehensive examinations

B. Admission to PhD candidacy: Satisfactory progress toward degree, satisfactory evaluations by instructors, and an approved individually-tailored plan of study. Admission to candidacy requires faculty approval at a meeting held with the student. Must be completed before the end of a student’s second year in residency.

C. Comprehensive examinations—written and oral examinations demonstrating mastery of American Studies and fields of concentration and the ability to work on representative problems and issues both in breadth and in depth. Taken when the student has completed 50-55 semester hours of coursework. The written examinations covers three fields, each field tested in an examination of no shorter than 4 hours and no longer than a week, over a designated period of two-three weeks. Following the completion of the written examination, the student sits for a 2-hour oral examination covering the written material.

Fields covered in the written examinations:
• American Studies (mandatory), with a member of the American Studies faculty serving as the supervisor and committee chair;
• 1\textsuperscript{st} interdisciplinary field of concentration;
• 2\textsuperscript{nd} interdisciplinary field of concentration

The examination committee consists of five faculty, who are members of the Graduate College (on occasion, an external faculty member may be approved by the Graduate
College). At least two members of the committee must be faculty who hold appointments in American Studies. Four affirmative votes are required for a pass.

**D. PhD Thesis**: a substantive book-length manuscript that involves interdisciplinary research, analysis, and represents an original contribution to knowledge. All PhD theses must first be approved by a committee of five faculty; at least two of these faculty must hold appointments in American Studies. Thesis committee members must be members of the Graduate College or, on occasion, may be an external faculty member approved by the Graduate College. A written prospectus that identifies the main argument, the rationale, preliminary sources and methods, a chapter outline, and timetable for completion is required for approval of the thesis, which is normally only granted after an oral meeting with the candidate about the prospectus. Students are expected to complete the thesis within two years after a successful prospectus meeting but no later than five years after the completion of comprehensive examinations. A final examination that is a public dissertation defense with the entire committee is required.

**Master of Arts Requirements**

36 semester hours of course work:
- AMST:5000/45:200 Theory and Practice of American Studies I (3 s.h.)
- AMST:5001/45:201 Theory and Practice of American Studies 2 (3 s.h.)
- 2 elective 3-semester hour graduate seminars in American Studies (6 s.h.)
- 5 courses in MA interdisciplinary field of concentration (15 s.h.)
- electives (9 s.h.)
- Approval of the Master's Portfolio

The Master’s Portfolio must include:
- Research Paper. A graduate seminar paper that demonstrates your skills as a research scholar and writer, and represents your strongest work to date (25-30 pp. in length, including bibliography).

- Faculty Evaluations for all courses taken in the first full year of graduate study.

- Self-evaluation. This essay summarizes the methods and materials of American Studies that have shaped your interdisciplinary work in the field and states how your MA work has contributed to, challenged, or complicated your goals and ambitions beyond the MA. 5 pp. in length.

The master's Portfolio will be assembled under the guidance of the MA candidate’s advisor. It will be submitted no later than the 1st of December of the student's 3rd semester in residency. The Master's Portfolio will be evaluated on an S-U basis by a 3-person American Studies faculty committee. Students whose Master's Portfolio receives a U may resubmit the Portfolio in the 4th semester in residency. The Master's Portfolio will serve as the application for admission to the PhD program in American Studies for those MA students who wish to apply. Candidates applying for the PhD program will be informed by the end of the Fall semester in which their MA Portfolio is submitted.
whether or not they have been accepted into the PhD program – with admission being contingent on successful completion of the MA degree in the 4th semester of residency.

PLEASE NOTE: The Department of American Studies typically awards MAs under the "Master's PORTFOLIO" option. The "Master's Thesis" option is available only under exceptional circumstances, and the student must petition the Director of Graduate Studies for permission to pursue this option.

I. FOR NEWLY ADMITTED STUDENTS
A. Getting registered: All new students are assigned American studies academic advisors. First-time advising may be accomplished prior to the start of the first session in person, via e-mail, or on the telephone. All students must discuss course schedules with their academic advisors in order to be permitted to register.
2. ISIS is the University website that provides course schedule information, including the time and location of a class, size, description, and name of instructor.
3. Registration may be accomplished online once a new student has received a HawkID (login) and password. The American Studies secretary can facilitate getting a HawkID.

B. Be sure the American Studies secretary has your current contact information.

C. All new students are assigned peer mentors – current American Studies PhD students who are helpful guides to non-academic questions about beginning graduate school (e.g., apartment rentals in Iowa City, quality of life questions about Iowa City, used and new bookstores, what kinds of things to expect).

D. Reading list: In May prior to the first fall session, the American Studies instructor for the required “gateway” course, Theory and Practice in American Studies, will make available a suggested reading list in preparation for this course should students wish to do any advance preparation. The readings are not required, but optional.

II. LIFE OF THE DEPARTMENT
A graduate education includes much more than individual courses, examinations, and research papers. The intellectual community of American Studies and other units at the University, cultural and social institutions that cooperate with the University, and relationships among faculty, graduate students all shape graduate education in fundamental ways.

The Department of American Studies supports extracurricular activities that are essential to graduate student education:
--Floating Fridays: the Department of American Studies lecture and workshop series featuring faculty and graduate student speakers from the University of Iowa and other universities; events are typically scheduled 4 or 5 times a semester
--Presenting American Studies: a workshop series for graduate students to “practice” research presentations they will be making at regional, national, and international conferences; typically scheduled once a semester
Professional Workshops: development of practical professional skills, e.g. writing a curriculum vita, preparing a syllabus, interviewing for a job; typically scheduled once a semester.

The Department of American Studies frequently co-sponsors speakers, symposia, and other events with other UI academic units and research centers.

The American Studies Graduate Student Association (ASGRAD) is a social and peer mentoring organization that supports graduate student life in the Department. ASGRAD hosts an online community listserv, participates in the planning of Department events, and elects representatives who serve as voting members at Department faculty meetings and at the Mid-American American Studies Association Executive Council. ASGRAD also organizes numerous social activities for American Studies graduate students, their partners, families, and friends.

III. ADVISING

1st and 2nd year students: A faculty advisor is assigned to each new student upon admission. This is to insure that every student has a faculty academic advisor. Students should individually consult with faculty academic advisors on a regular basis – not just to pre-register – but to communicate regularly about progress toward the degree and one’s professional development. Students are free to change advisors at any time prior to preparation for comprehensive examinations, especially as students begin to work with individual faculty in American Studies.

To change advisors: Simply inform the American studies secretary -- no explanation needs to be offered, and no offense will be taken.

In addition, all 1st year students attend two group advisory meetings: an orientation meeting the Friday before the beginning of fall semester and a follow-up advisory session the first Friday afternoon of spring semester. Departmental financial aid policies for ongoing students are explained at the latter meeting.

All 2nd year students are invited to a group advisory session on developing their plan of studies at the outset of fall semester of their second year in residence. 2nd year students subsequently hold individual Plan of Study sessions with a committee of American Studies faculty as part of their Admission to Candidacy.

3rd and 4th year students--Students Preparing for the Comprehensive Examination: All students preparing for the comprehensive examination determine who will be the American Studies faculty guiding them in either the American Studies field or the Position Paper (depending upon date of admission). This faculty member serves as the student’s academic advisor and director of the comprehensive examination committee.

ABD—Students Preparing a Prospectus and Dissertation: Normally, the director of a student’s dissertation is his/her academic advisor. If a student’s dissertation director is
someone not in American Studies, the student must designate an American Studies faculty member on the committee as the academic advisor. At this stage, once a prospectus committee has approved a thesis project, ANY changes to the dissertation committee must be submitted to the Director of Graduate Studies and approved by the Director of Graduate Studies and the Department Chair.

**Teaching Supervision**
All teaching assistants (TAs) are assigned teaching supervisors. Students who are TAs in Rhetoric, Gen Ed. Lit., or another department will be assigned teaching supervisors by those programs. Students with appointments in American Studies will be assigned an American Studies supervisor appropriate for the assignment. A teaching supervisor is not only the person responsible for overseeing the TA’s teaching duties but an advisor for helping the TA with the teaching process, including (as appropriate): developing a syllabus, determining course materials and requirements, handling classroom problems, cases of plagiarism and academic dishonesty, grading questions and appeals. Teaching supervisors are important resources; they are there to support each TA in fulfilling his or her teaching responsibilities.

**For MA only Students:** 1st and 2nd year rules above apply. In the case of an MA student writing a Master’s thesis, the director of the Master’s thesis serves as the student’s advisor. In the case where the director of a Master’s thesis is not in American Studies, the student shall designate a member of the thesis committee to be the academic advisor.

**Advising—Registration and Course Selection**
A. All students are expected to be enrolled each consecutive semester (summer excluded) until the degree is awarded. All students are expected to complete 18 s.h. of coursework annually in the years leading up to comprehensive examinations in order to remain in good standing.

B. Course selection and registration normally occur during pre-registration periods each semester for enrolling for the subsequent semester (mid-November for spring semester; mid-April for fall semester). Registration for all courses is normally done online. Academic advisors have to authorize a student's registration before a student is permitted to register.

C. Graduate students may **not** take for credit courses taught by graduate students, courses designated as “undergraduate only courses,” or courses from the Center for Credit Programs (Saturday/Evening, Correspondence).

D. Students may add or drop courses according to the rules and deadlines of the Graduate College and the College of Liberal Arts and Sciences.

**Independent studies:** Independent studies or readings and research individually pursued under the guidance of a faculty member are permissible as part of a student’s overall plan of study but only when they support a strong foundation of structured
coursework. Independent studies are normally taken as part of preparation for the comprehensive examination and to supplement formal coursework, especially during summer sessions.

It is recommended that any student pursuing an independent study have completed prior coursework with the supervising faculty member.

**IV. TIMETABLE TOWARD DEGREES**
A. Students are expected to make consistent progress toward their degrees and are assessed annually for whether or not they are meeting this requirement.

B. To be in good standing in the Graduate College, students must maintain a minimum of a 3.0 GPA.

C. **Pre-comps Ph.D. students must complete at least 18 s.h. for each calendar year (August-July) in order to be considered making satisfactory progress toward the PhD.** (In exceptional circumstances, the Department may allow a student to matriculate part-time. But, in general, expectations are that students will matriculate full-time.)

D. Grades of "I" (Incomplete) must be completed within the University deadline before they turn into an "F." Neither "Is" nor "Fs" count as hours completed toward the degree, when evaluating whether satisfactory progress has been made.

E. Students may not be admitted to candidacy with an "I" or with a grade of "F" as a result of missing the deadline for completion of an incomplete.

F. Students may not take comprehensive exams with an “I” or “F” for any course that is required to complete the plan of study.

G. All PhD students must be admitted to candidacy before the end of their second year in residency. [See: Admission to Candidacy and Plan of Study] Failure to do so could result in denial of permission to register and dismissal from the program.

H. All PhD students must undertake the comprehensive examination when they reach 55-60 s.h. of coursework (including both courses completed at Iowa and all courses accepted for transfer credit). If a student has not successfully completed the comprehensive examination by the time 60 s.h. are achieved, a written warning will be issued. If a student has not successfully completed the comprehensive examination by the time 62 s.h. are achieved, the student may be denied permission to register and be dismissed from the program.

I. A dissertation prospectus must be approved by a student’s dissertation committee by the end of the term following the one in which he/she took the comprehensive exams (excluding the summer term).
J. The Graduate College requires all post-comps students to register for a minimum of 2 s.h. each consecutive semester (except summers) until and including the semester in which the PhD is awarded.

K. All post-comps students are required to report at least annually to their American Studies academic advisors on their progress toward their degree.

L. While the Graduate College maintains a strict rule that all students must complete their PhD within five years of the date of the successful comprehensive examination or be required to retake that examination, American Studies may also consider failure to complete the PhD within the 5-year period cause for dismissal from the program.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Progress Toward PhD</th>
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<tbody>
<tr>
<td>End of 1st year</td>
<td>18 hours of completed coursework</td>
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<tr>
<td>End of 2nd year</td>
<td>36 hours of completed coursework</td>
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<td></td>
<td>Admission to Candidacy [Plan of study &amp; any transfer credits approved]</td>
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<tr>
<td>End of 3rd year</td>
<td>54 hours of completed coursework*</td>
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<tr>
<td>3rd-4th year: at 55-60 s.h.</td>
<td>Comprehensive Examination</td>
</tr>
<tr>
<td>3rd-4th year: Post-comps</td>
<td>Prospectus Meeting – 1 semester after comps</td>
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<tr>
<td>4th-5th year: 72 s.h.</td>
<td>Dissertation defense; awarding of degree</td>
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</table>

*Schedule would be accelerated for PhD students with an MA from another university and transfer credits approved for the PhD; timeliness of comprehensive examination is based on number of hours completed.

M. Students who fail to conform to the timetable and are therefore not in good standing in the Department will first receive a warning letter that they are no longer in good standing. The warning letter will provide a deadline for compliance and returning to good standing. If a student fails to meet the deadline, the Department may dismiss the student from the program.

N. All graduate students will be reviewed annually by the American Studies faculty for making satisfactory progress toward their degree.

O. When there are extenuating circumstances, students have the right to appeal Department policies and decisions and should consult the Director of Graduate Studies for how to do so.
V. TRANSFER CREDITS
A. When a student is admitted, the Graduate Office of Admissions evaluates transfer hours and designates the maximum number transferrable: these are usually all graduate courses elected in the past 10 years for which a passing grade has been reported.

The department conducts its own subsequent review and allows for transfer credit courses and hours congruent with the student’s MA or PhD plan of study. The maximum number of hours that may be accepted for a MA student is 18 s.h.; for a Ph.D. student, 36 s.h.

B. Acceptance of transfer hours for Ph.D. students occurs as part of the deliberation regarding a student’s admission to candidacy, i.e. second year of residency.

C. MA students may request assessment whenever their plan of study is formulated; they should write to the Director of Graduate Studies requesting assessment.

1. Transfer courses should be clearly indicated on the plan of study, with a description of a course’s relevance where its title may be uninformative, or for independent study, thesis credits, or internships. The Department reserves the right to request further information from the applicant about a course.

2. Transfer credits should not dominate a field; normally it should not have more than 9-12 semester hours.

3. An applicant for candidacy may propose, or the Department may dictate, that only a portion of the hours of a course will be accepted, as, for example, when a student seeks to transfer the hours from a Master’s Thesis that was 9-15 s.h.

4. A student may also request transfer credits as elective hours toward the degree.

D. Students may NOT use transfer credits to fulfill the Department’s course requirement for AMST:5000/45:200 & AMST:5001/45:201 Theory and Practice of American Studies and two additional graduate seminars in American Studies.

VI. ADMISSION TO PHD CANDIDACY
Admission to PhD candidacy is the Department’s approval of a PhD student’s qualifications for pursuing the comprehensive examination. It is not the same as admission into Iowa’s PhD program but is instead a review conducted during a student’s 2nd year (typically in fall semester) of the student’s readiness to complete his or her studies through a comprehensive examination and a thesis that is an original work of scholarship. Most University of Iowa graduate programs require students to be admitted to PhD candidacy before they may sit for comprehensive examinations although each graduate program may set its own rules and regulations regarding candidacy procedures and standards. Admission to PhD candidacy expedites progress toward the comprehensive exams and thesis, provides the student with a progress report on his/her work and a tentative prognosis of future prospects.

To be considered for admission to PhD candidacy, a student must:
• Have completed 18 s.h. of coursework at UI, with no outstanding I's or F's
• Be a student in good standing (minimum gpa of 3.0)
• Complete a Petition for Admission to PhD Candidacy form
• Have written evaluations on departmental forms provided from all UI instructors
• Submit a Plan of Study, including any request for transfer credits

Once these five criteria are met – typically by the Department's mid-October deadline of a student’s 2nd year in residency but no later than the end of a student’s 2nd year in residency – the Director of Graduate Studies schedules a formal meeting between the student and a committee of American Studies faculty appointed by the Department Chair. The faculty committee determines whether or not the student may be admitted to candidacy.

Departmental criteria for admission to candidacy:
1. Successful accomplishment in the total coursework undertaken at Iowa.
2. Demonstration of critical and analytical skills, discipline, and habits of mind to conduct independent research and writing – important for successful, timely completion of the comprehensive examination and the demands of a dissertation.
3. A plan of study that meets Department requirements for completing the degree in a timely fashion, defines two interdisciplinary fields of concentration, and offers a plan and mentors for achieving sufficient breadth and depth that the student will be able to demonstrate mastery of knowledge in both fields at the comprehensive examination.

When a student is not admitted to PhD candidacy, the faculty may require a revised plan of study and/or additional remedies (e.g., additional preparatory coursework, improved faculty evaluations) with PhD candidacy deferred until a satisfactory plan is approved and all conditions are met. In exceptional cases, the faculty may deny candidacy and recommend the student’s participation in the doctoral program be terminated. When dismissal from the program is recommended, the student has the right to appeal the decision.

VII. THE PLAN OF STUDY
A plan of study is a map of the curriculum that will develop one’s competencies in chosen areas.

For PhD students, a Plan of Study includes:
• 2 areas of interdisciplinary inquiry
• Title and paragraph description of each interdisciplinary field;
• Coursework that has been completed toward training in the field;
• Future coursework that will ensure proper depth and breadth of training in the field;
• Transfer courses (if applicable) toward each field;
• For each field, the names of at least 2-3 potential UI mentors, who might be examiners for that field; and
• American Studies coursework that fulfills the requirement for graduate courses in
American Studies.

A student may wish to add note any other relevant intellectual contributions to training in each field (e.g., Master’s Thesis, TA teaching).

- For MA students, a Plan of Study includes:
  1. area of interdisciplinary inquiry
  2. Title and paragraph description of the field
  3. List of a minimum of 5 courses (those already taken plus future courses) that contribute to depth and breadth of training;
  4. American Studies coursework that fulfills the requirement for graduate courses in American Studies

Conceptualizing Interdisciplinary Fields of Concentration:
1. An area is defined by a title and the ground shared by a minimum of 18 s.h. of course work, including at least six courses. It is possible that to ensure proper depth and breadth of training, either a student or the faculty may deem that a field requires more than 18 s.h. of coursework.
2. An area may designate a group of people, a body of material, a period of time, a theme, or some combination of these.
3. Each area (not just the plan as a whole) must be interdisciplinary.
4. Each area must include courses from more than one department.
5. Each area must include advanced-level training (graduate seminars), although it may include a few mixed undergrad-graduate level courses, when appropriate for successfully mastering the area.
6. Each area must include sufficient course work with proposed mentors/examiners and, given unpredictable staff changes, each area must propose more than one potential mentor.
7. No area may be comprised entirely of transfer credits.
8. Independent studies may be included in a plan of study, but an area may include no more than 6 s.h. of independent studies.
9. Some courses may not always be obvious “fits” for a plan of study area but may indeed be relevant because a student completed research, writing, or other course requirements appropriate to an area’s focus. When this is the case, the applicant should include a very brief identification or explanation of what made the course relevant.
10. Future course offerings are usually uncertain, and so applicants may wish to list more titles than the minimum required.
11. It is not necessary to contact individual mentors/examiners to secure their permission or approval for their future participation. This is a list of potential examiners only that simply assures there are sufficient faculty resources at UI for the student to develop mastery of the area.
12. All plans of study must attend to the diversity of American culture not only through the definition of each field but through course work that supports each field.
13. Plans of study that attend to perspectives on American culture in an international
context are also encouraged.

14. Plans of study need to include sufficient coursework with American Studies faculty that a student will have American Studies mentors available to direct and participate in the comprehensive examination and the dissertation.

In a student’s PhD plan of study, a student may plan for up to 18 s.h. of dissertation credit in order to reach the 72 s.h. required for graduation.

Any significant changes to a student’s approved Plan of Study must be approved by the American Studies Plan of Study committee.

VIII. MODEL PLANS OF STUDY

Examples of Fields of Concentration

20th Century African American Literature and Society
08:228 Studies in African American Literature
45:129 African American Cinema and Culture
129:176 African American Women Writers
16:287 Readings in African American Women’s History
45:250 Topics in American Studies (Critical Dialogues: Stuart Hall)
08:458 Technology in American Literature and Culture

Music, Culture, and Identity in 20th Century United States
129:140 Topics in African American Studies (Classic Hip-Hop)
36:352 Seminar: Media Theory
113:208 Foundations of Ethnomusicology
25:318 Topics in Ethnomusicology: Music and the Politics of Culture
33:179 Music and Nationalism
45:250 Topics in American Studies (Critical Dialogues: Stuart Hall)

U.S. Cultures in International Perspective
16:247 Crossing Borders Seminar
131:215 Women’s Issues: A Transnational View
16:233 Seminar: U.S. in World Affairs
08:133 Inter-American Studies
45:250 Topics in American Studies (World’s Fairs)
45:300 Race and Ethnicity in American Cinema

The American Built Environment: Vernacular Architecture, Landscape, and History
16:282 Readings in Latina/o History
16:272 Readings in the American Frontier
45:260 Seminar: History, Literature, and American Culture
1H:385 Seminar: Problems in Architectural History
45:193 American Photography
45:250 Topics in American Studies (The Culture of Nature)

The Construction of American National Memory, 1860-1920
8:465 Work, Labor, and Literature in the U.S., 1776-1900
45:250 Topics in American Studies (World’s Fairs)
129:124 The African American Religious Experience
1H:267 American Visual Culture, 1830-1900
16A:165 The Gilded Age in America
45:163 American Ruins

Religion in American Life, America in Religious Life
16:261 Seminar: American Colonial History
32:145 Ultraconservative and Radical Theologies in American History
32:139 Religion and Violence in America
16:272 Readings in the American Frontier
129:124 The African American Religious Experience
08:461 Seminar: Literary Criticism and Theory (Religion, Secularism, Modernity)

U.S. Mass Culture/Popular Culture in the 20th Century
36:159 African Americans in Television
45:300 American Film and Culture
19:203 Popular Culture and Mass Communication
45:115 American Culture of the 1930s
16:265 Seminar in American Social History
48:273 Advanced Film Theory

The Politics of Museum Representation in the U.S.
45:250 Topics in American Studies (Critical Dialogues: Stuart Hall)
1H:181 The Art Museum: Theory and Practice
1H:182 Art, Law, and Ethics
45:250 Topics in American Studies (World’s Fairs)
129:287 Readings in African American Women’s History
113:167 North American Archaeology

Sound and Mass Media in the 20th Century
48:273 Hollywood Sound in the 1930s-1940s
160:335 Digital Rhetorics
36:353 Intellectual Property
25:149 Audio Recording
08:228 Technology in American Literature and Culture
45:220 Technology and American Culture

Work and Culture in 20th Century America
45:250 Topics in American Studies (Money and American Culture)
08:176 The Frankfurt School
IX. PHD COMPREHENSIVE EXAMINATIONS

PhD candidates are normally required to take their comprehensive exams when they have completed 50-55 semester hours of course work. Failure to comply with this rule will result in a letter of warning if a student has not passed comprehensive examinations by 60 semester hours; failure to pass the examination by 62 semester hours may result in a student being denied permission to register and dismissal from the program.

i. A comprehensive examination committee consists of five professors, who are members of the Graduate College and are subject to approval from the Department of American Studies. At least two members of the committee must be faculty who hold appointments in American Studies.

ii. No examiner may supervise more than one field in the written examination.

iii. Although only three individuals are responsible for supervising the written examination, all five members of the examination committee share responsibility for evaluating the examination and conducting the oral examination. Four affirmative votes are required for a pass.

A. Field #1: American Studies: must be supervised by a faculty member in American Studies. This person chairs the comprehensive examination. The student takes a timed, take-home written examination of no less than four hours and no longer than two days on the student’s approach to American studies (methods and models), including the student’s position and critical engagement with models of American Studies scholarship. The examination will be based on a bibliography negotiated between the student and the examiner of 10-12 books that represent key texts for the student’s position in the field.

B. Written examination in the two fields of concentration.

Each examiner and the student negotiate the form the written exam will take. A timed written exam should be not less than four hours and no longer than one week. The examination is based on a bibliography approved in advance by the examiner. The Department of American Studies recommends a bibliography of approximately 30 books, but many examiners will require their own standards of bibliographic competency since fields vary so greatly.

Note: When a field is supervised by a professor from outside American Studies, the student is responsible for delivering a copy of "The Comprehensive Examination in American Studies" to the examiner.
C. Oral examination: 2-hour oral examination of the written material.

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<tr>
<th>Task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Meet with American Studies committee chair/advisor</td>
<td>At least one semester prior to examination</td>
</tr>
<tr>
<td>Deliver “The Comprehensive Examination in American Studies” to non-American Studies committee members</td>
<td>At least one semester prior to examination</td>
</tr>
<tr>
<td>Finalize bibliographies for all three fields</td>
<td>Beginning of semester in which exams are to be taken</td>
</tr>
<tr>
<td>Complete PhD Plan of Study forms for Graduate College</td>
<td>Two months prior to examination</td>
</tr>
<tr>
<td>Schedule dates for written and oral examinations</td>
<td>4-6 weeks prior to oral examination date</td>
</tr>
<tr>
<td>Written examinations</td>
<td>Scheduled for specific dates within 10-15 day period</td>
</tr>
<tr>
<td>Oral examination</td>
<td>Scheduled for at least 10 days after completion of last written examination</td>
</tr>
</tbody>
</table>

X. DISSERTATION
A PhD dissertation or thesis in American Studies is a substantive book-length manuscript that involves interdisciplinary research, analysis, and represents an original contribution to knowledge.

All PhD dissertations must be approved by a committee of five faculty; **at least two of these faculty must be in American Studies.** Dissertation committee members must be members of the Graduate College or, on occasion, may be an external faculty member approved by the Graduate College, and are subject to approval by the Department of American Studies.

The Department of American Studies requires a formal prospectus meeting for approval of the student’s thesis at the outset of the student’s project, no later than one semester after the comprehensive examination has been passed. A written prospectus (usually 12-20 pages) identifies the main argument, the rationale, preliminary sources and methods, a chapter outline, and timetable for completion.

Students are expected to complete the thesis within two years after a successful prospectus meeting but no later than five years after the completion of comprehensive examinations.
A final examination that is a public dissertation defense with the entire committee is required.

Any changes to the membership of the dissertation examining committee after the prospectus meeting must be requested in writing to the Director of Graduate Studies and will be granted only when there is sufficient cause for changing committee membership.


Students may receive up to 18 s.h. of credit for writing the dissertation.

The Graduate College requires continuous registration (at least 2 s.h.) until graduation (excluding summer semesters).

Appendix I. INTERNSHIPS
Internships offer valuable public engagement, develop professional competence and a record of achievement, teach from/with a diverse group of people, provide contacts who might be helpful after graduation, and sometimes provide a salary. Internships include experiences at: museums, libraries, archives, historical societies and sites, community action programs, performance troupes, historic preservation/restoration organizations, filmmaking, archaeological sites, government agencies, and/or public social service agencies.

Internships may be taken during the summer or academic year, instead of or in addition to regular course work. Internships for graduate credit hours must be negotiated with a supervising faculty member and the agency, within one's approved Plan of Study. Internships may only be awarded credit hours on a pass-fail (S-U) basis.

General requirements of the Graduate College require a prerequisite of 15 s.h. and a 3.0 grade point average.

The Department of American Studies has no specific continuing internship arrangement with any agency. But, the Department has on an individual basis worked with numerous agencies (e.g., University of Iowa Museums, Brucemore National Historic Site) and individuals to arrange for and negotiate internships. See an academic advisor or the Director of Graduate Studies for further information.
Appendix II. SOME BASICS ABOUT FINANCIAL AID AWARDED BY THE DEPARTMENT AND GRADUATE COLLEGE

For new students: A student's initial letter of admission will typically identify the amount of hours (e.g., half-time, quarter-time) and number of years for which the Department makes a commitment of financial aid, contingent upon the student making satisfactory progress toward the degree. In some cases, the letter may specify types of assignment on an annual basis (fellowship, teaching assistant). But in many cases, it will not.

For students past 5th year: If a student has not yet completed his or her degree and has completed the Department’s committed number of years of financial aid, he or she may still apply for additional financial aid from the Department on an annual basis. But the student is only eligible to be awarded a teaching assistantship after all contractual commitments have been honored to continuing and new students. (Fellowships are competitive, based on the stated requirements for each fellowship.) Typically, a few students decline teaching assistantships late in the spring or in the summer because they have decided not to matriculate at UI, because they have been awarded a fellowship, or for personal reasons. Occasionally, new funds become available in late spring or early summer for additional course sections. So, students who have completed their multiple-year financial aid contract with the Department may receive additional financial aid (i.e. teaching assistantships) due to last-minute openings.

Regardless of a student’s initial award letter and type of financial aid commitment, ALL continuing students who wish to receive financial aid must submit two forms to the Department by February 1 for financial aid the following academic year:

- “Application for Graduate Awards"
- “Supplemental Aid Form for American Studies”

The Director of Graduate Studies holds an annual meeting the last Friday in January prior to the February deadline to explain financial aid application procedures, types of aid available for the forthcoming year, and other considerations.

The Supplemental Aid Form for American Studies asks students to report on progress toward degree, teaching assistant assignment preferences, and to explain any circumstances regarding "unsatisfactory progress."

The current COGS contract stipulates that all teaching assignments for students who have financial aid award letters and commitments must be made by April 15 for assignments to begin the following fall semester. For further information regarding COGS rules and regulations governing TA assignments, salary, and benefits, see: http://www.grad.uiowa.edu/cogs-contract. Each academic unit that utilizes teaching assistants also has a graduate student Union Steward who may assist TAs with their
rights and any grievances, according to the collective bargaining agreement. The COGS office can inform a TA of who is the current American Studies Union Steward.

**Graduate Fellowships**
1. Dean’s Graduate Research Fellowships. By nomination of the department at the time of admission.
2. Presidential Graduate Fellowships. By nomination of the department at the time of admission.
3. Graduate College Summer Fellowships. For students who have completed all degree requirements, except the dissertation. [http://www.grad.uiowa.edu/aid-you-can-apply-for/summer-fellowships](http://www.grad.uiowa.edu/aid-you-can-apply-for/summer-fellowships)
5. Dissertation year fellowships (Ballard/Seashore Fellowships). By nomination of the department after a dissertator has held a prospectus meeting; generally for students in the final year of their dissertations.

**Travel for Professional Development and Dissertation Research**
1. Conference travel funds are available through the Graduate Student Senate (GSS): [http://gss.grad.uiowa.edu/funding/gss-travel-funds](http://gss.grad.uiowa.edu/funding/gss-travel-funds)
2. Conference travel funds are also available through the UI Executive Council of Graduate and Professional Students (ECGPS): [http://ecgps.uiowa.edu/](http://ecgps.uiowa.edu/) Please note that students apply for the GSS and ECGPS travel funds via a combined application.

**Teaching Assistantships**
The Department of American Studies assigns students to teaching assistant appointments in American Studies, Rhetoric, General Education Literature, Health and Physical Activity Skills (HPAS), and other departments, when possible and especially when there are cognate departments or programs that do not have graduate students or when a student possesses a specific area of expertise or skill in demand by another department (e.g., fluency in a foreign language).

A teaching assistant’s assignment could be: leading discussion sections and/or grading for a large lecture course; teaching an independent section of a course from a template or from one’s own design. The latter are generally reserved for more senior teaching assistants.

Typically, assignments take into account seniority among the students and any teaching experience prior to the University of Iowa. Assignments are not normally specified in a
student’s admission letter but are determined, contingent upon satisfactory progress toward degree, on an annual basis. Since UI teaching assistants are unionized and have a collective bargaining agreement with the University, all assignments, salaries, and deadlines are made in accordance with the current COGS collective bargaining agreement.

Appendix III. CIC TRAVELING SCHOLAR PROGRAM
The Committee on Institutional Cooperation (CIC — which includes the Big Ten universities and the University of Chicago) can help PhD students take advantage of courses and research strengths at any other CIC university without change in registration or increase in tuition when UI does not offer coursework or any other resources in that area of study.

1. Traveling Scholars must be enrolled in a PhD program.
2. Applicant must demonstrate that relevant opportunities are not available at Iowa and are available at the host university.
3. Applicant must have arranged the prior approval of a sponsoring faculty member in the host university and made formal application to the Traveling Scholar program.
4. Once approved by both the host and home university departments, Traveling Scholars register through Iowa, paying its tuition.
5. Host universities provide Traveling Scholars access to their facilities on the same basis as their own graduate students.
6. Credit earned by Traveling Scholars is automatically accepted at Iowa upon receipt of grade reports from the host university.
7. Visits of Traveling Scholars may not exceed two semesters or three quarters, regardless of the number of courses taken.

For additional information and an "Application—CIC Traveling Scholar Program" contact the Traveling Scholar Liaison Officer (Eunice Prosser, 205 Gilmore Hall, 335-2137): http://www.cic.net/Home/Projects/SharedCourses/TScholar/Introduction.aspx