

AMERICAN STUDIES GRADUATE PROGRAM

HANDBOOK

(Revised May 2017)

THE
College of William and Mary
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INTRODUCTION

This handbook provides an introduction to the structure and policies of the American Studies Graduate Program. It *supplements* the information to be found in the current *William and Mary Graduate Arts and Sciences Program Catalog*, <http://catalog.wm.edu/index.php>, which should be consulted for the most up to date requirements for your degree(s), a general description of the faculty, the degree programs, and the courses offered by the Program as well as the College's special facilities and general regulations. While this handbook is intended to be helpful in guiding the student, specific answers to individual questions may require personal inquiry on the part of the student. In the end, it is the student's responsibility to see that all requirements are met.

I. HISTORY OF THE PROGRAM

The American Studies Program began as an interdisciplinary M.A. course of studies in 1982. Under the direction successively of Robert J. Scholnick, Professor of English and American Studies, and of Bruce McConachie, Professor of Theatre and American Studies, the Program developed its own curriculum, recruited faculty jointly with other departments, and gained approval from the state to offer the Ph.D. The first class of doctoral students entered the Program in the fall of 1988.

The Directors of the Program have been: Bruce McConachie (1987-88), Robert Gross (1988-93, 1995-98), Alan Wallach (1993-94, Fall 1994), David P. Aday (1998-2002), Richard Lowry (2002-04), Kimberley Phillips (2004-06), Arthur Knight (2006-2007, Spring 2014), Maureen Fitzgerald (2007-2011), Chandos Brown (2011-2013) and (Charles McGovern (2014-present).

Since that time, the Program has come to enroll about fifteen new students a year as candidates for M.A. and Ph.D. degrees. Our first doctoral students graduated in 1993. The faculty has expanded as well, numbering fourteen formal appointments in the Program and including a director and several endowed chairs. In addition, American Studies draws on the talents of regular adjuncts, visiting scholars, and affiliated members with appointments in other departments. This faculty supports not only graduate courses, but also a growing undergraduate program. In 1991, American Studies was inaugurated as an independent undergraduate concentration.

On both the graduate and undergraduate levels the Program is committed to investigating, from an interdisciplinary perspective, aspects of life in the United States, the Americas, and the migratory and diasporic communities that have inhabited them, from the earliest period of occupation to the present time.

II. ORGANIZATION OF THE PROGRAM

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American Studies Executive Committee

The American Studies Executive Committee (EC) is responsible for general oversight of the American Studies Program. It sets policy in curriculum and other matters and determines the broad directions of the program. It also reviews student admissions and progress, endorses awards of financial aid, nominates students for outside fellowships and prizes, authorizes the formation of masters, qualifying examination, and dissertation committees, and approves each dissertation prospectus. Thus, all members of the EC are understood to be acting in a supervisory role in relation to all students in the American Studies Program.

The membership of the EC consists of the Program Director, all faculty with appointments in the program, and three representatives from various departments that cooperate with American Studies. The American Studies Graduate Students Organization (ASGSO) elects to the EC two representatives, who represent collective student concerns to the committee. The EC meets about once a month.

Student Requests to the Executive Committee

Individual students should submit to the EC all individual requests. Generally this is done via the Director of Graduate Studies, but a student may also approach the EC via their advisor or the College Ombudspersons.

In any case in which students fail to meet the terms of this handbook – or are concerned that they may fail to meet these terms – they should approach the EC.

Administrative Structure

The Program has three administrative officers: Program Director, Director of Graduate Studies (DGS), and Director of Undergraduate Studies (DUS). All faculty serve as academic advisors, and thus also have a crucial role in administering the Program. The Director, DGS, DUS, and advisors also collaborate in day-to-day Program operation with the Program Administrator.

Program Director

The Director of American Studies manages the flow of work in the Program offices, supervises Program support staff, monitors the budget, transmits personnel evaluations and recommendations to the Dean of Arts and Sciences, appoints Program committees, and oversees the curriculum, searches, and the general operation of the faculty in its professional role. The Director reports to the Dean of the Faculty of Arts and Sciences and to the Dean of Research and Graduate Studies, but may also act as the Program liaison to the Provost and members of the university administration. The Director joins with the DGS in the recruitment of students. The Dean of the Faculty of Arts and Sciences appoints the Program Director upon consultation with the EC.

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Director of Graduate Studies

The DGS is primarily responsible for the administration of the graduate program in American Studies. The DGS initially advises the incoming class and oversees academic advising. The DGS may serve as a substitute advisor in the case of faculty leave, illness, resignation or other absence. The DGS generally oversees the assignment and work of students in internships, research, and teaching assistantships and monitors student progress toward the terminal degree. These duties include the reporting of thesis, colloquium, qualifying exam, and dissertation committees for approval by the EC. The DGS alerts students if they are failing to make satisfactory progress toward the degree and presents student petitions to the EC and its appropriate sub-committees. The DGS serves on the Graduate Dean's Committee on Graduate Studies (CoGS), which must consider applications for the extension of degree deadlines as established by the College, and will therefore present all such requests. As chief placement officer of the Program, the DGS will assist students in assembling dossiers and in identifying employment and fellowship opportunities, and may write supporting cover letters for the file, although it is the responsibility of students to secure letters of recommendation from the relevant members of the faculty. The DGS is elected by the EC and serves a three-year term.

Academic Advisors

The graduate program is administered by the DGS, in concert with the student's academic advisor at the M.A. level and the student's advisor and doctoral committee at the Ph.D. level. Upon entering the graduate program, students meet with the DGS to discuss their academic goals, plan of study, and course selections for the semester. At this first meeting, the DGS will also assign students preliminary advisors. **It is the student's responsibility to meet with faculty and to formally notify the Program of the choice of advisor by submitting the Advisor Form by September 15.** The Advisor Form is on the American Studies Graduate Program's website:

<http://www.wm.edu/as/graduate/studentresources/forms/index.php>

There is no set number of meetings that students must have with their advisor. Often the frequency and type of meetings students and advisors find necessary changes at different stages during students' courses of study. However, students are urged to always maintain regular contact with their advisors and are strongly urged to meet with their advisors before registering for classes each semester and to discuss changes and modifications to their academic programs.

Changing Academic Advisors, Committee Members, and Directors

The initial assignment of a preliminary advisor is intended to give students guidance and grounding in the Program and to help students meet the tight schedule required for successful completion of the M.A.

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However, as a student's academic interests develop or shift, students are free to change advisors and committee members. These changes can occur at any time, but they often occur in three key transitional periods in a student's course of study: when they begin to organize a committee for the Master's thesis, the colloquium for the Ph.D. qualifying exam, and the dissertation prospectus. Such changes may also be required when faculty members take research leaves. The DGS is always available to discuss any questions or issues that may arise when you change your advisor or committee members. The College of Arts and Sciences also has an ombudsperson available for graduate students to consult if any questions or issues arise:

<http://www.wm.edu/as/graduate/about/contactus/index.php>

While it is normal for graduate advisors to change and committee membership to be reconstituted as students' interests and fields of specialization develop, you are required verbally to notify *all* the members of your committee of any changes you make. You must also notify the DGS in person or through email of *all* changes.

The only time students are not permitted to change advisors or committee members is the period between the colloquium and the Ph.D. qualifying exam. To preserve the intellectual integrity of the exam, students cannot alter the composition of their exam committee during this period. If a change must be made, students must hold a new colloquium.

To change dissertation directors after the dissertation colloquium, students must propose a new committee to the Graduate Committee, and if appropriate, reconvene the dissertation colloquium, and re-submit the prospectus for approval. The DGS may serve, *ex officio*, as a substitute advisor in the case of faculty leave, illness, resignation, or other absences.

Director of Undergraduate Studies

The Director of Undergraduate Studies serves a function similar to that of the DGS, but for the undergraduate program. The DUS helps to craft and oversee the undergraduate curriculum and also takes primary responsibility for all class scheduling (both graduate and undergraduate) in the program. The DUS, along with the DGS, will provide orientation for, and advise students with, teaching fellowships (i.e., students teaching courses of their own design), though the DGS continues to oversee students in these positions.

Program Administrator

The Program Administrator (PA) is the member of the College staff responsible for the smooth and efficient operation of the Program offices and budget. The PA collaborates regularly with all the Program officers and faculty on all aspects of Program operation and is responsible for most of the Program's day-to-day interactions with other offices of the College. The PA often has the clearest understanding of the bureaucratic mechanisms of the College. However, when students have questions about their programs of study, they should consult their advisors or the DGS.

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College Ombudsperson

The Graduate Arts & Sciences Ombudsperson is an independent office whose job is to facilitate problem solving and communications for students when the avenues outlined above are, in a student's judgment, not working. Details on Ombudsperson office hours and policies can be found here:

<http://www.wm.edu/as/graduate/ombuds/index.php>

Students and Student Organizations

The total number of graduate students in the M.A. and Ph.D. programs is currently about 42.

The American Studies Graduate Students Organization (ASGSO) is composed of and represents the interests of all full- and part-time degree candidates in the Program. Students elect non-voting members to the American Studies EC and to participate in searches for new faculty. They also elect a representative to the College-wide Graduate Students Association. ASGSO holds a variety of social and academic events during the year. The organization sponsors informal events ranging from small conferences, offering students the chance to present academic papers, to department dinners, providing settings to share intellectual interests. The events encourage communication between new students and those nearing completion of their dissertations.

Students are encouraged to initiate conversations concerning any matter of policy that they feel needs to be addressed. They are welcome to talk individually with the Program Director, the DGS, their advisor(s), the ASGSO, or the College Ombudsperson about matters that concern them. A student may add his or her concerns to the agenda of the EC via the ASGSO representatives, the DGS, or the College Ombudsperson.

Affiliated Research Institutes, Lectures, Workshops

During the course of the year the American Studies Program and related departments and programs offer lectures and workshops, which the academic community and especially the Program's graduate students are encouraged to attend. These events are designed to keep the academic and professional community abreast of current research in various fields and to provide exposure to a wider variety of material and methods than is available through the curriculum alone. They are considered an integral part of the graduate program.

On a regular basis, the Program hosts a **brown bag lunch**, where graduate students and faculty present papers on ongoing research. In this informal setting, participants have the opportunity to learn about their colleagues' scholarship and to test their own ideas. The brown bag lunches offer a forum where individuals can try out papers or job talks before giving them in other settings. Graduate students are encouraged to attend and participate in these lunches.

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In addition to the American Studies brown bag lunches, other programs and departments at the College host their own seminar series. Of particular interest are the brown bag lunches hosted by Africana Studies and Women's Studies, the History department, the Anthropology department, the Omohundro Institute of Early American History and Culture, and the Environmental Science and Policy Program, all of which are announced in flyers and through other College communication channels.

III. POLICIES AND PRACTICAL ISSUES

A. General Policies

Admission

Admission to the graduate program is competitive. Preparation in a variety of fields – literature, history, art history, anthropology, and sociology, as well as American Studies – and experience with interdisciplinary studies provide appropriate background to aid in admittance. Admission is for the year specified. Admission may be deferred for one year with permission from the Program officers. Students wishing to defer must petition the Program before the commencement of the academic year for which they have been admitted, and confirm their intention to enroll as well as update their record (with any additional academic records and a report of interim activities) by the admissions deadline for the next academic year. Financial awards are not deferrable.

Time to Degree

Rules Governing Time to Degree for Full & Part-Time Students

William and Mary's Graduate School of the College of Arts and Sciences sets university-wide rules for the time students may take to complete their degrees. **Students should take note of the time-to-degree deadline indicated in their letter of admission from the Dean of Graduate Students and Research.**"

Masters students must complete their degree within six years of entrance into the Program (measured from the first day of classes of their first semester).

Full-time Ph.D. students must complete their degree within seven years, with the "clock" beginning at the time they begin their Ph.D. coursework.

Full-time M.A./Ph.D. must complete the requirements for their M.A. by the end of their third semester; their seven-year Ph.D. clock begins at the time they begin their Ph.D. coursework (i.e., at the start of their second year of in residence).

Part-time graduate students meet the same program requirements as full-time students but on a modified course schedule developed in consultation with the DGS and their advisor. Part-time M.A./Ph.D. students must complete all requirements for the M.A. within three years from matriculation in order to continue to the Ph.D. program.

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Part-time Ph.D. students must complete their course work and hold the colloquium for Ph.D. qualifying examination in seven semesters (three and half years). They have five years after completing the colloquium for Ph.D. qualifying examination to complete the degree.

Funded M.A./Ph.D. and Ph.D. students should consult the following sections of the handbook for time-to-degree guidelines that are tied to satisfactory progress requirements: “Annual Review and Renewal of Financial Support,” III B and “Academic Review and Satisfactory Progress,” III C.

Extensions

Students who do not complete a degree in the allotted time may petition the DGS and the Graduate Committee for a one-year extension. The student writes a short letter to the DGS which explains 1) why the extension is needed; 2) what the new schedule for completion is. They attach a letter of support from their advisor, as well as an Extension Request Form, available on the Office of Graduate Studies and Research (OGSR) website: <http://www.wm.edu/as/graduate/studentresources/forms/index.php>. The DGS will forward this material with her/his letter of support to the Graduate Committee, and with the latter’s approval, to the Graduate Dean and the College’s Committee on Graduate Studies (CoGS). Students may petition for subsequent one-year extensions. Extensions are not guaranteed and should not be taken for granted. Extensions will be granted only with the support of the advisor, the DGS, the Graduate Committee, the Graduate Dean, and CoGS.

It is the student’s responsibility to keep track of time-to-degree deadlines and, when necessary, to petition for extensions. To initiate such a petition, students should speak to the DGS.

Leaves of Absence

A student may be granted a leave of absence from the Program upon petition to the Graduate Committee. Students can request a leave of absence at any time, but students should be aware that granting leaves is a formal action of the Graduate Committee, which must also be approved by the Graduate Dean. To apply, a student fills out the Leave of Absence form available from the OGSR website <http://www.wm.edu/as/graduate/studentresources/forms/index.php> appending a short letter explaining the reasons for the leave of absence. They append a letter of support from their Advisor. The DGS forwards this material to the Graduate Dean. Whenever possible such requests will be considered at the close of an academic year and will be granted for up to one year only. Should students wish to continue the leave for a second year, they must apply again to the Graduate Committee.

Because of the funding structure at William & Mary, students should not expect to resume their funding after a leave of absence. However, to apply for resumption of funding, students on leave must inform the Graduate Committee by January 1 that they intend to resume studies in the fall term.

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A leave of absence is appropriate in any circumstance in which a student expects that he or she will not be able to make progress toward their degree. A leave of absence stops all time-to-degree “clocks,” but under no circumstances will a leave be granted solely for the purpose of extending the usual time-to-degree schedules.

Medical Leaves and Withdrawals

Students considering a parental, family, or medical leave begin the process by consulting with the Director of Care Services, Dr. Rachel McDonald, in the Dean of Students Office.

<http://www.wm.edu/offices/deanofstudents/services/caresupportservices/withdrawals-reenrollment/index.php>

Honor System and Code of Conduct

Students at William and Mary agree upon matriculation to abide by the College’s Honor Code in guiding their academic and personal behavior. Honorable conduct includes full and honest representation of one’s own academic work, with conscientious citation of the language and contributions of others; adherence to the rules of assignments, as set forth by faculty in specific courses; and respect for the confidentiality of files, transcripts, and grades within academic offices. (See Appendices F, G, and H for the College’s Honor Code, and Consensual Amorous Relations Policy.)

Research a student undertakes to satisfy one academic requirement may not be recycled or utilized to satisfy another assignment without explicit permission of the professors involved.

More generally, students in the graduate program are encouraged to pursue courses and research in a spirit of collaboration with their peers. Despite their different levels of training and experience, faculty and students are colleagues within an intellectual community, joined together in the pursuit of knowledge about American history and culture. In this relation, students and faculty are mutually accountable to one another for their performance inside and outside of class. A similar ethos of collegiality ought to govern relations among students. The American Studies Program encourages students to cooperate in preparing presentations to classes, in conducting research, and in sharing library and other materials necessary for the completion of assignments. Students are, of course, evaluated according to their individual work. But they should take advantage of opportunities to assist and learn from one another.

The American Studies faculty is committed to an intellectually ambitious and rigorous training of its students both inside and out of class. Students are encouraged to take advantage of the office hours of faculty and to make special appointments for extended conversation. They should also feel free to seek out opportunities for independent study with individual faculty. However, graduate work requires considerable initiative and autonomy. Students should respect the time and the privacy of advisors and instructors and consult with them at regularly scheduled times and places. Exceptions to this rule are, of course, a matter for discussion between individual students and faculty.

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B. Tuition, Assistantships and Stipends

Tuition and Student Status

Tuition and fees for this academic year are outlined in the *Catalog of the Graduate Arts and Sciences Program*. This Catalog also defines the distinctions between full- and part-time status and in- and out-of-state residence.

After students complete 36 credit hours beyond the M.A., they qualify for Research Graduate status and register for 12 hours, which maintains the student's full-time registration and defaults to one credit hour of payment (currently known as AMST 800). M.A. students may qualify for Research Graduate status when they have completed all their course work and are waiting to defend their thesis.

Students who have completed all their course work and necessary credits for their degree may also opt to register for "Continuing Enrollment" status (GRAD 999), which carries a nominal fee per semester. This status may carry reduced access to certain campus resources and does not defer student loan repayment.

Students who have questions about their registration status should consult the DGS and PA.

To remain in good standing with the Program and the College, a student MUST REGISTER by the scheduled deadlines for the fall and spring semesters each year until they earn their degree. The only exception to this rule is a leave of absence or a medical leave and withdrawal (see III A). Students who fail to register may be withdrawn from the Program. Students must be registered in the semester in which they wish to graduate; however, a spring registration will cover a May and August graduation.

Health Insurance and Health Care

Please see the *Catalog of the Graduate Arts and Sciences Program* (<http://www.wm.edu/as/graduate/studentresources/index.php>) for the College's health care and health insurance policies, or contact the Graduate Dean's office for the most up-to-date information. The Program urges all students to carry individual health insurance.

Assistantships and Stipends

Assistantships and stipends are awarded in the American Studies Program to full-time candidates for the M.A./Ph.D. and Ph.D. degrees. Most financial assistance is granted at the time of a student's acceptance into the Program and is renewed for four years (for M.A./Ph.D. and Ph.D. students), provided the student makes satisfactory progress towards completion of the degree as set out in this handbook. The exact terms of the aid are specified in individual letters to students at the time of their admission. Annually, students sign contracts, issued by the Dean of Graduate Studies, confirming the amounts and provisions of these awards.

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Unless explicitly stated otherwise in the award letter, students who receive stipends are expected to reside locally and to undertake assistantships, involving an average of ten to twelve hours of work a week on scholarly or other projects during the academic year. Such projects may involve research or other work for a member of the faculty or the Program, or work at local museums and historical agencies, teaching assistantships, or for more advanced students, teaching a course. Generally, in order to prevent conflicts of interest, advisees are not permitted to work for their primary advisors. (For more on the character, expectations, and evaluations of assistantships, see Appendix A.)

Policy on External Employment

Because you should have optimal time for your own research and writing, and because time-to-degree is a concern nationwide in humanities graduate programs, students may not hold any other employment or appointment of a remunerative nature during the term of their assistantships without approval of the Graduate Dean. *Failure to comply with these conditions will lead to revocation of appointments.* Approval from the Graduate Dean for additional employment/appointment of a remunerative nature of no more than 9 additional hours per week, will be based on supporting written statements from the student's thesis/dissertation advisor to the DGS that the additional employment is not anticipated to adversely affect the student's progress toward the degree. After the DGS receives the advisor's statement, and if they support it they forward it on to the Graduate Dean who reviews the material and makes the final decision.

At the same time, both the American Studies Program and the Graduate Dean recognize that there are quite often *excellent reasons* for external employment beyond assistantship experiences. There are curating, archaeological, cross-cultural, and teaching opportunities at William & Mary and elsewhere that benefit graduate students intellectually, practically, and experientially and prepare them for future careers inside and outside the academy. Therefore, if students make all their deadlines, their reasonable requests for external employment of no more than 9 hours a week are regularly approved. Always feel free to discuss any questions you have about external employment with your advisor and the DGS.

Satisfactory Performance of Assistantships

Performance of an assistantship is a contractual obligation assumed by the student in exchange for a stipendiary award. In the conduct of such assistantships, students should recognize that they will be considered representatives of the American Studies Program. Students are expected to fulfill the obligations of an assistantship with the same high standards of professionalism and accomplishment expected in their academic work; failure to do so can jeopardize the continuance of the financial award.

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Teaching Assistantships and Fellows

Because the Program considers teaching an important part of graduate training, doctoral students should, Program resources permitting, expect to participate in undergraduate instruction. This may take the form of serving as a teaching assistant in a specific course, offering a section of an American Studies or another department's course, or developing a course of one's own, depending on curricular needs and the student's preparation.

Ordinarily, students will have the occasion to be a teaching assistant in an established course only after they have fulfilled the requirements for the Master's degree.

To apply to teach a course of their own design, they must have completed the language requirement and the colloquium for the Ph.D. qualifying exam. They must pass the Ph.D. qualifying exam before the teaching assignment begins.

All teaching assistants and students teaching sections and their own courses (i.e., teaching fellows) must attend the yearly teaching seminars offered just before the start of each academic year by the Graduate Dean's office.

Application for teaching assistantships occurs at the Grand Deadline in the spring semester for courses to be offered in the following academic year.

Annual Review and Renewal of Financial Support

At its final meeting in the spring, the EC reviews the academic standing of all students and approves the renewal of awards of financial support. Approval of continued financial support for all students will depend not only upon their professional conduct of assistantships, but also upon satisfactory progress toward the degree.

Satisfactory progress for all students requires the maintenance of at least a 3.3 quality point average (a B+ average). It also requires timely accomplishment of degree requirements. For students in the M.A./Ph.D. track, this means the completion of all M.A. degree requirements, including the defense and submission of the thesis, before the end of the third semester of enrollment, and completion of the language exam before the Grand Deadline at the end of the fourth semester of enrollment. In the event that the student encounters difficulty scheduling the defense, he or she should consult the DGS. For Ph.D. students this means completion of the language exam before the Grand Deadline at the end of the fourth semester of enrollment. (See also "Academic Review and Satisfactory Progress" under III C.)

If a full-time M.A./Ph.D. or Ph.D. student fails to meet the three-semester deadline for the Master's defense, or the fourth semester deadline for the language exam, he or she is put on probation. If the necessary requirements are not completed by the Grand Deadline for the Master's defense, and by the end of the fifth semester for the language requirement, then funded students will lose their funding and students – funded or not – may be dropped from the Program.

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Unfunded Students, Partial Funding, and Year-to-Year Funding

The American Studies Program is as committed to the education of students who enroll using their own resources as to those whom it supports with stipends and assistantships. While most of the graduate aid budget is reserved for continuing students who have been guaranteed support for successive years, the Program does attempt to aid those who arrive without aid and demonstrate high achievement in their studies.

Other Funding Sources and Opportunities for Professional Development

Program Travel Funds

Most years the Program awards a limited number of small travel grants to enable students to present papers at conferences or to acquire first-hand knowledge of collections, archives and similar resources. These funds are administered by the DGS and the Awards Committee of the EC, which seeks to distribute awards as widely as possible. The Awards Committee makes a call for applications for these funds early in the Fall and Spring semesters (deadlines are ordinarily September 15 and February 1). Grants are made on a case-by-case basis, and all students – part-time and full-time, funded and unfunded – are eligible to apply for these funds. Applications will not be considered from students with incomplete grades or from those not making satisfactory progress toward the degree.

Program Summer Research Funds

Whenever available, the American Studies Program also provides funds for summer research. Ordinarily, these grants will cover the price of round-trip travel and other research expenses, but not daily subsistence. To obtain such funds, students must apply by the Grand Deadline. Applications will not be considered from students with incomplete grades, from those not making satisfactory progress toward the degree, or from those who have previously received summer research funds but did not submit a report on their use of those funds.

Other William and Mary Resources for Research and Travel

The Dean of Graduate Studies, the Dean of the College of Arts and Science, the Provost's Office, the Graduate Students Association (GSA), the Reves Center for International Studies, the Roy R. Charles Center for Interdisciplinary Studies, and the Student Activities Office at the College also offer research and travel funds of varying amounts—from small to large. Students are strongly encouraged to watch for notices of funding opportunities through these sources and to apply for funding. A central site for exploring some of these sources for research and travel funding is maintained on the

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OGSR website:

<http://www.wm.edu/as/graduate/financialsupport/fundingsources/index.php>

Students are also encouraged to explore external funding opportunities, especially as they develop their dissertations. Professor Alan Braddock created a helpful list of external funding sources, which is listed under “Research” in the Graduate Program’s section of the American Studies website:

<http://www.wm.edu/as/americanstudies/graduate/index.php>

For information about loans and other forms of financial aid, students should consult the William and Mary Financial Aid Office.

C. Satisfactory Progress and Other Academic Policies

The Grand Deadline (mid-April)

In order to make the administrative life of students as simple as possible, the American Studies Program tries to tie most of its applications (e.g., for academic review, summer research funding, leaves of absence, teaching assistantships and fellowships) to a single deadline, which ordinarily falls in mid-April. There will be necessary exceptions to this rule, and **students are responsible for keeping themselves informed of important deadlines**. The Program will announce all internal opportunities for students on the student listserv and in postings on the Program bulletin boards.

Academic Review and Satisfactory Progress

Periodic reviews of all students are conducted by the EC. The DGS, where appropriate, will consult all relevant faculty in cases where students fail to make satisfactory progress. Students who fail to make satisfactory progress towards their chosen degree(s) or who fail to maintain the grade point average required by the Program (3.3) are subject to dismissal. Students whose grade point average falls below 3.3 are put on academic probation the following semester. If at the end of the following probationary semester the grade point average remains below 3.3, funded students will lose their funding, and students – funded or not – may be dropped from the Program.

The Program recognizes that different students work toward their degrees under substantially different circumstances, depending on what degree(s) they seek, whether they are funded by the Program or an outside agency, and whether they are studying full or part-time. Funded, full-time students are held to a very clear standard for satisfactory progress (see “Annual Review and Renewal of Financial Support,” under III B), and the EC uses these standards as a baseline for assessing the progress of unfunded and part-time students. (See also “Master of Arts: Schedules for Completion of the Degree,” under IV A and “Advanced Graduate Studies: Schedules for Completion of the Degree,” IV C.)

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Grade of I (Incomplete)

Ordinarily, no student may have more than one “I” grade outstanding, and the grade must be resolved during the semester following the one in which it was given. A grade of “I” is not counted toward the computation of the quality GPA. If more than one “I” is necessitated, the student must consult with the DGS, who may bring the issue to the EC for review.

Language Requirement

Reading knowledge of foreign languages is essential to teaching and research in American Studies. Students who are candidates for the Ph.D. in the American Studies Program must demonstrate proficiency in at least one language, other than English, relevant to contemporary critical American Studies scholarship. There is no language requirement for students seeking the M.A. only.

Students demonstrate proficiency in one of two ways: a translation exam authorized by the American Studies Program for which students translate a passage in a foreign language into idiomatic English, or the grade of B or higher in the fourth semester of the college language sequence, taken within the two years directly preceding enrollment in the American Studies Ph.D. or M.A./Ph.D. course of studies.

So that they can concentrate on their academic studies and have immediate access to course and research materials in languages other than English, students are required either to take a language exam at the commencement of their graduate program or to petition the EC for an exemption from the exam by providing transcript evidence of coursework satisfying the requirement. **Students wishing to petition for an exemption must do so by the Add/Drop deadline during their first semester of enrollment (i.e. ten days after the beginning of fall courses).**

In practice, the translation exam will concern a modern language in which a substantial scholarly literature relevant to American Studies has been published. Students need to be aware that such exams may require time for the Program to make special arrangements to set exams in languages not customarily offered.

Exams are typically one to three pages long, to be completed in one sitting of three hours. Students are allowed the use of a dictionary. After completion, students return the exam to the examiner.

M.A./Ph.D. and Ph.D. students must take the exam immediately upon entry into the Program. Full-time students must pass the exam within three semesters in order to maintain satisfactory academic progress, and funded students must do so to maintain their funding. All students must pass the language exam before they are permitted to arrange the colloquium for the Ph.D. qualifying exam.

There is no penalty for failing the exam, but students who do fail should immediately take steps to further their language studies, pass the exam as soon as possible, and thus maintain satisfactory progress in the Program. The DGS administers the language exams, and they are offered at regular intervals established by the Program. Students interested in language instruction should contact the Dean

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of Graduate Studies for information about language exam courses; the DGS can sometimes also provide guidance on language exam preparation.

At the dissertation colloquium, prior to passage of the student's dissertation prospectus, committee members will determine whether or not the student has met requirements for any additional proficiency that the committee judges necessary for successful completion of the proposed research project.

Registering for Classes

The College uses an online registration system called Banner. Once a student is enrolled, a link to Banner shows up on the student's myWM page (<https://my.wm.edu>). After the first semester, when incoming students register for classes immediately before the semester begins, students pre-register for classes. The pre-registration windows usually fall shortly after mid-semester (e.g., in late October for registration for spring) and are well advertised. Students should consult with their advisors about their plans before they register, but finally, students are responsible for tending their own registration.

Students who fail to register or pay any necessary tuition or fees in a timely manner (i.e., during pre-registration, once they have enrolled in the Program) risk being withdrawn from the Program for not being in good standing.

American Studies graduate students may take graduate classes in other graduate programs at the College (e.g., History, Anthropology), but students must fill out the "Graduate Course for Graduate Credit" form on the OGSR website and obtain the signatures of the class professor and the DGS to take the course: <https://www.wm.edu/as/graduate/studentresources/forms/index.php>

A Note on Expectations for the Return of Independent and Thesis Work

In contrast to undergraduate study, significant portions of graduate study – most notably the writing of the Master's Thesis and the Doctoral Dissertation – take place outside the parameters and constraints of the formal classroom and thus outside the deadlines and constraints of the semester system. This fact is central to the value of the independent scholarly work that the Thesis and Dissertation represent. But it can also be a cause of some frustration to both students and faculty. Consequently, we offer these guidelines and prompts:

The first thing to be aware of is both obvious and easy to forget: drafts of theses and dissertations (and sections and chapters) take time to read and revise. Since faculty readers are teaching a full schedule, working with other graduate and undergraduate students, and doing their own research, students should allow roughly four to six weeks for a thesis or dissertation director to complete a reading of an entire draft. Different thesis and dissertation directors and committees work differently, but a common model is for a student to secure the director's approval of the entire work (or perhaps a section or chapter) before circulating drafts to other members of the committee. If this model is

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followed, then the student can expect other readers to take two to four weeks to read a full draft of an M.A. thesis and four to six weeks to read a full draft of a dissertation. If, on the other hand, the director, student, and committee choose to circulate the work in advanced of a polished rough draft, then the student can expect committee members to need as much time as the director in reading the work.

In any case, clear and regular communication can best help in avoiding frustration in the process of doing independent research. Students and directors and committees should develop a clear understanding of how they prefer to work. Students and directors should have a clear sense of deadlines, and students should be aware that missed deadlines may mean a slower faculty turn-around of work. At the same time, faculty must be sensitive to the exigencies of student schedules. When students submit work, they should ask the reader for an approximate date the manuscript will be returned, and the reader should endeavor to meet that date and alert the student of any delays.

Students should ascertain well in advance when readers will be on leave and consult with them on how this will affect their work on the student's behalf. Often a faculty member is willing to continue to work with students while on leave, but this is not always possible or sometimes must occur on an extended schedule. Finally, while students are welcome to inquire about faculty willingness to read work over the summer and winter breaks, they should be aware that this cannot under any circumstances be taken for granted.

In instances where a student feels that the process of independent work has broken down, and that his or her efforts to remedy the situation have failed, he or she should consult with the DGS or, alternatively, the College Ombudspersons to seek assistance.

IV. COURSES OF STUDY

A. MASTER OF ARTS: M.A.-ONLY TRACK

Course of Study

The Master of Arts program seeks to provide the student with both a broad perspective on American Studies as an interdisciplinary field and a focused competence in one of its constituent disciplines. The course of study has three principal elements: (1) a fall-semester introductory seminar that provides a general framework for the interpretation of American history and culture and the development of American Studies as a field and that introduces students to interdisciplinary research methods; (2) an exploration of a major area or theme in American culture through a series of related courses chosen in consultation with the student's advisor (students may also seek to do independent research courses with faculty members using the AMST 690 course designation); and (3) independent research in primary sources, addressing a significant problem or issue in American Studies, culminating in the presentation of an M.A. thesis.

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The requirements for the M.A. degree normally can be satisfied in one full year of study. These include 24 semester hours of graduate course credit (six classes and two semesters of AMST 695; students must have at least one credit of AMST 700, though this does not count toward the required 24 hours), the thesis, and the defense of the thesis. **Students must have at least four courses at the 600 level or higher.** (AMST 700-- thesis hours) does not fulfill this requirement.) **Always consult the *Arts and Sciences Graduate Catalogue*, dated to your year of entering the program, to check on the most up to date requirements for your degree.** Nonetheless, a full-time program for the M.A. student *typically* follows this pattern:

Full-time M.A. Course of Study

Part-time students should consult with the DGS, the PA, and their advisor about their course loads.

<i>1st Term</i> (15 credit hours)	<i>2nd Term</i> (15 credit hours)	Following Fall
Intro seminar 661	Seminar (600 level or higher)	Submit thesis
Seminar	Seminar	Defend thesis
Seminar	Seminar	
AMST 695.02 Independent research for thesis (3 credits)	AMST 695.02 Independent research for thesis (3 credits)	
AMST 700.01 thesis preparation (3 credits)	AMST 700.01 thesis preparation (3 credits)	

The M.A. Thesis: M.A.-Only Track

The M.A. thesis must address a topic proposed by the student and approved by the student's faculty advisor. It should demonstrate independent thinking and scholarly competence in the investigation of a limited but significant interdisciplinary problem. The thesis can be on any subject within the broad domain of American Studies. Bound copies of all American Studies M.A. theses are available for review in the American Studies Seminar Room in College Apartments 5, and an index of titles is available on the Program website.

The length of the thesis is variable. Depending on its primary concentration (e.g., art history, literature, history, material culture, sociology) the requirements of the project may differ considerably. Generally the thesis may not be fewer than 35 pages or more than 65 pages (exclusive of bibliography, charts, graphs, and illustrations). The purpose of these limitations is to encourage students to conceive of their theses as article-length scholarly essays or reasonable-length dissertation chapters.

Theses must be produced in accordance with the Program's style guide, which governs matters such as citation and bibliographic form (see Appendix E), and the Graduate Program's guidelines for theses and dissertations, which govern broader

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issues of form (e.g., required front matter and signature pages, margins, paper stock, etc.) (see

<https://www.wm.edu/as/graduate/studentresources/physicalstandards/index.php>).

Thesis Advisor and Developing the Thesis

Students will commence the M.A. thesis under the supervision of their faculty advisor. The thesis advisor must be formally appointed as a faculty member in the American Studies Program (i.e. must have a current JAMOU). If a thesis is co-advised, at least one of the co-advisors must be formally appointed as a faculty member in the American Studies Program. If an advisor leaves the Program or College while the thesis is underway, they may continue as a co-advisor but must be joined by a formally appointed faculty member in the American Studies Program; if such co-advising is arranged and the thesis is not completed within two years of the advisor's departure, then the current Program faculty member becomes the sole advisor.

The thesis often grows out of and amplifies readings and research undertaken in an ongoing graduate seminar, but it may also represent a separate project independent of existing courses. In either case, students will meet regularly with the advisor on a mutually agreed upon schedule (generally about once every two weeks). In the early meetings, students will work with their advisors to formulate a topic, identify research resources, develop a bibliography, and plan a schedule of research and writing. Should it happen that the student's topic is remote from the advisor's area of expertise and that a more appropriate advisor is available, a change of advisor may be made (see pp. 6-7 on Changing Academic Advisors, Committee Members, Directors). Such a change will not, however, alter the deadlines for submitting and defending the thesis.

Reading, research, and writing of the thesis will be undertaken within the course framework. The full-time student will register for three credits of Independent Research (AMST 695) and three credits of Thesis Preparation (AMST 700) in both the fall and spring terms. Part-time students should consult regularly with the DGS, the PA, and their advisors to determine the best path to completing their course requirements and credits.

Thesis Committee

As work on the thesis progresses, the student, in consultation with the advisor, will select two additional faculty readers to form the thesis committee. At least two of the committee members must be full-time faculty, and at least two of the committee members must have a formal affiliation with the Program. This committee must be approved in writing by the DGS and reported to the EC and approved by the Graduate Dean; consequently, **as soon as the committee is established, the student should tell the PA who its members are.** Ordinarily, it must be formed the semester before the student expects to defend the thesis.

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Thesis Defense

Once the thesis is completed, the committee and the student convene for an oral defense. This may happen as early as the end of the second semester of classes, but most often the defense takes place in the fall semester after the student completes coursework. Students work with their advisors to schedule the defense and need to permit the committee at least one month's advance notice.

Students should alert the PA at the start of the defense scheduling process, so the PA can make sure that the necessary paperwork is readied for the defense. The PA may also help schedule a room for the defense.

The student should discuss the exact format of the defense with the advisor, but in general a defense lasts between sixty and ninety minutes and takes the form of an intensive examination and discussion of the strengths and weaknesses of the thesis. The final results of the thesis defense are submitted to the EC, and the thesis itself is submitted to the Dean of Graduate Studies, Arts and Sciences, following the guidelines laid out in the Program's style guide, which governs matters such as citation and bibliographic form (see Appendix E), and the Graduate Program's guidelines for theses and dissertations, which govern broader issues of form (e.g., required front matter and signature pages, margins, paper stock, etc.)

(see <https://www.wm.edu/as/graduate/studentresources/physicalstandards/index.php>).

Schedules for Completion of the Degree

College policy permits students six years from entering the Program to complete the M.A. Part-time students should consult regularly with the DGS, PA, and their advisors on how to keep their studies moving forward in a timely fashion.

Full-time M.A. students are expected to complete and defend the thesis no later than three terms after their original registration at William and Mary. According to College and Program policies, if a student fails to defend their thesis, the student will then have up to four and a half years to complete and defend the thesis. However, students who find themselves in such circumstances should be aware a) that they place themselves in jeopardy of being judged as not making satisfactory progress, and b) that they may face increasing difficulties in placing demands on the advisor's time and in attracting a committee. Students who miss this key deadline are urged to maintain regular contact with their advisor and the DGS, but they must also remember that it is their responsibility to complete their work in as timely a manner as possible.

B. MASTER OF ARTS: M.A./PH.D. TRACK

Course of Study

The Master of Arts program seeks to provide the student with both a broad perspective on American Studies as an interdisciplinary field and a focused competence in one of its constituent disciplines. The course of study has three principal elements:

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(1) a fall-semester introductory seminar that provides a general framework for the interpretation of American history and culture and the development of American Studies as a field and that introduces students to interdisciplinary research methods; (2) an exploration of a major area or theme in American culture through a series of related courses chosen in consultation with the student's advisor (students may also seek to do independent research courses with faculty members using the AMST 690 course designation); and (3) two substantive research essays related to the student's proposed specializations for the Ph.D. program, linked together by a 3-5 pp. introduction that addresses the connections between the essays.

The requirements for the M.A. degree on the M.A./Ph.D. normally must be satisfied in one full year of study. These include 24 semester hours of graduate course credit (six classes and two semesters of AMST 695; students must have at least one credit of AMST 700, though this does not count toward the required 24 hours), the thesis, and the defense of the thesis. **Always consult the *Arts and Sciences Graduate Catalogue*, dated to your year of entering the program, to check on the most up to date requirements for your degree.** Nonetheless, a full-time M.A. student on the M.A./Ph.D track typically follows this pattern:

Full-time First Year M.A./Ph.D. Course of Study

Part-time students should consult with the DGS, the PA, and their advisor about their course loads. Ordinarily, they should only register for 1 credit hour of AMST 700 per semester instead of 3 credit hours.

<i>1st Term</i> (15 credit hours)	<i>2nd Term</i> (15 credit hours)	Summer
Intro seminar 661	Seminar	Final drafting of thesis
Seminar	Seminar	essays
Seminar	Seminar	Fall
AMST 695.02 Independent research for thesis (3 credits)	AMST 695.02 Independent research for thesis (3 credits)	Submit final thesis on first day of semester
AMST 700.01 thesis preparation (3 credits)	AMST 700.01 thesis preparation (3 credits)	Thesis defense
Take language exam	Submit draft thesis essays by end of term	

The M.A. Thesis: M.A./Ph.D. Track

For students admitted to the M.A./Ph.D. track, the M.A. thesis consists of two substantive research essays related to the student's proposed specializations for the

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Ph.D. program. These essays will be developed as part of the requirements for formal courses or independent studies taken during the first year.

The two essays must be fully drafted by not later than the end of the spring semester of the M.A. year; often one—or both—essays will be drafted in the fall. In response to faculty and advisor guidance, the student will revise and polish these essays and write a brief preface of 3-5 pp. that addresses the connections between the essays. The final version of these materials—the thesis—will be submitted on the first day of the Fall term of the following year, and the defense will be held within the first month of the term.

The Office of Graduate Studies and Research policy on MA essays in the MA/PhD program states, “MA/PhD students who have not graduated with the MA degree before the beginning of the fifth semester in the program (ie. By August of the second year following fall admission) will not be eligible to to be considered for stipend or tuition through the OSGR until all MA degree requirements have been completed. Such students will resume stipend/tuition funding only by recommendation of the AMST program if funding remains available upon completion of the MA degree requirements after the beginning of the fifth semester.”

Theses must be produced in accordance with the Program’s style guide, which governs matters such as citation and bibliographic form (see Appendix E), and the Graduate Program’s guidelines for theses and dissertations, which govern broader issues of form (e.g., required front matter and signature pages, margins, paper stock, etc.) (see

<https://www.wm.edu/as/graduate/studentresources/physicalstandards/index.php>).

Thesis Advisor and Developing the Thesis Essays

Students will commence the two essays that make up the M.A. thesis on the M.A./Ph.D. track under the supervision of their faculty advisor. The thesis advisor must be formally appointed as a faculty member in the American Studies Program. If a thesis is coadvised, at least one of the co-advisors must be formally appointed as a faculty member in the American Studies Program. If an advisor leaves the Program or College while the thesis is underway, they may continue as a co-advisor but must be joined by a formally appointed faculty member in the American Studies Program; if such co-advising is arranged and the thesis is not completed within two years of the advisor’s departure, then the current Program faculty member becomes the sole advisor.

The thesis essays usually grow out of and amplify readings and research undertaken in an ongoing graduate seminar, but they may also represent a separate project independent of existing courses. In either case, students will meet regularly with the advisor on a mutually agreed upon schedule (generally about once every two weeks) to discuss and develop their ideas for the thesis essays. Should it happen that the student’s topics are remote from the advisor’s area of expertise and that a more appropriate advisor is available, **a change of advisor may be made (see pp. 6-7, Changing Academic**

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Advisors. Such a change will not, however, alter the deadlines for submitting and defending thesis essays.

Reading, research, and writing of the thesis essays will be undertaken within the course framework. The full-time student will register for three credits of Independent Research (AMST 695) and three credits of Thesis Preparation (AMST 700) in both the fall and spring terms. Part-time students should consult regularly with the DGS, the PA, and their advisors to determine how best to complete course requirements and credits.

Thesis Committee

The Committee that reads the final M.A. thesis essays and examines the student at the thesis defense consists of the advisor and two additional members of the American Studies faculty. This committee must be approved in writing by the DGS and reported to the Graduate Committee and approved by the Graduate Dean

Thesis Defense

The committee and the student convene for an oral defense in the first month of the Fall semester of the M.A./Ph.D. student's second year.

Students should alert the PA at the start of the defense scheduling process, so the PA can make sure that the necessary paperwork is readied for the defense.

The PA may also help schedule a room for the defense.

The student should discuss the exact format of the defense with the advisor, but in general a defense lasts between sixty and ninety minutes and takes the form of an intensive examination and discussion of the strengths and weaknesses of the thesis essays.

The final results of the thesis defense are submitted to the Dean of Graduate Studies, Arts and Sciences, following the guidelines laid out in the Graduate Arts and Sciences Program Catalog. (See also "Submitting Theses and Dissertations and Graduation," IV D)

Schedules for Completion of the Degree

College policy permits students six years from entering the Program to complete the M.A., but to remain in good standing and continue to be eligible for stipend support full time M.A./Ph.D. students *must* complete and defend their M.A. thesis essays by the start of their third semester in the Program.

Part-time M.A./Ph.D. students should consult regularly with the DGS, PA, and their advisors on how to keep their studies moving forward in a timely fashion. Part-time M.A./Ph.D. students should complete all requirements for the M.A. within three years from matriculation in order to continue to candidacy in the Ph.D. program.

According to College and Program policies, if a student fails to meet the deadlines for completing, defending, and submitting the thesis essays, the student will then have up to four and a half years to complete and defend the thesis. However,

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students who find themselves in such circumstances should be aware a) that, beyond not being permitted to continue to the Ph.D. and maintain their stipend support, they place themselves in jeopardy of being judged as not making satisfactory progress, and b) that they may face increasing difficulties in placing demands on the advisor's time. Students who miss this crucial deadline are urged to maintain regular contact with their advisor and the DGS, but they must also remember that it is their responsibility to complete their work in as timely a manner as possible.

C. DOCTOR OF PHILOSOPHY

Course of Study

The doctoral program, building on the breadth of knowledge represented by the Master's degree, seeks to provide students with more specialized training and to develop their potential to pursue original research. They are expected to attain a thorough grounding in their chosen field of specialization, competence in a second field, and a broad understanding of the field of American Studies as a whole. They will also demonstrate reading proficiency in at least one foreign language relevant to contemporary critical American Studies scholarship (see "Language Requirements" above).

Coursework leading to the Ph.D. degree includes 36 credit hours of coursework beyond the M.A. requirements. These include the one-semester introductory seminar, taken in the first year of study (if not taken in the M.A. year), and formal courses and directed research (American Studies 790), chosen in consultation with the faculty advisor and designed to prepare the student to present major and minor fields for the qualifying examination. The 36 hours are comprised of eight classes, which may include some instances of AMST 790: Directed Research, and twelve credits of AMST 795: Independent Research. (Students must take at least six credit hours of AMST 800, although these do not count toward the 36 hour requirement.) **Always consult the *Arts and Sciences Graduate Catalogue*, dated to your year of entering the program, to check on the most up to date requirements for your degree. Nonetheless,** the full-time program for the Ph.D. student typically follows this pattern:

*Full-time Ph.D. and 2nd Year M.A./Ph.D. Course of Study**

Part-time students should consult with the DGS, the PA, and their advisor about their course loads.

<i>Second Year Course of Study*</i>	
<i>1st Term (15 credit hours)</i>	<i>2nd Term (15 credit hours)</i>
Seminar or Intro seminar 661	Seminar
Seminar	Seminar
Seminar	Seminar

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Fall: Submit/Defend M.A. Thesis

AMST 795.02 – Independent Research
qualifying exam preparation (3 credits)

AMST 795.02 – Independent Research
qualifying exam preparation (3 credits)

AMST 800.01 – Dissertation Prep (3 credits)

AMST 800.01 – Dissertation Prep (3 credits)

Students entering the Ph.D. program directly
take the language exam

*In the Program, all students with an M.A., whether from the College or elsewhere, are “second year”
students.

Third Year Course of Study

1st Term (15 credit hours)

2nd Term (Research Graduate)

Seminar

AMST 800.01 – Dissertation Prep (12 credits)

Seminar

Qualifying Examination

AMST 795.02 – qualifying exam
preparation (6 credits)

AMST 800.01 – Dissertation Prep (3
credits)

Colloquium** (by 4th week)

**Students must pass the language exam before scheduling the colloquium and the qualifying examination.

Fourth Year Course of Study / Advanced Graduate Study (Research Graduate Status)

1st Term

2nd Term

AMST 800.01 – Dissertation Prep (12 credits)

AMST 800.01 – Dissertation Prep (12 credits)

Dissertation Prospectus Colloquium

Emphasized Fields

While students should use seminars, courses, and directed research to explore a range of disciplines and fields, they should also build their program of study toward preparing for their major and minor field of the qualifying examination. Generally, students should think of their major field as defining their primary teaching and research expertise. In their preparation, students may choose to emphasize certain historical periods, methods, or materials within the field. However, every student

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should engage that field comprehensively and critically, ultimately mastering both its content and the debates and practices that give it shape. Minor fields are defined as unified, but often interdisciplinary explorations of periods, themes, issues, methods, and practices that complement and develop the major field. The minor field may not be in the same general discipline as the major field.

The following brief descriptions of possible fields are intended as starting points to help students establish guidelines for taking courses and, in consultation with their advisors, formulating reading lists for the qualifying examination. The fields will be formally determined at the colloquium and approved by the EC. The program will include other fields of emphasis in future editions of the Handbook. Students are not limited to the sample fields described here.

African American Studies Specialization:

African American Studies, broadly defined, is the interdisciplinary study of African-descent populations, cultures, institutions, communities, and movements in the United States in comparison and contrast with African and African-descent peoples in other areas of the world. With advice from the African American Studies advisors, students can specialize in historical, literary, social-scientific, or interdisciplinary approaches to African American Studies. By employing integrative theoretical and methodological approaches to African American Studies research problems, students will be encouraged to engage in creative inquiries that would be difficult to accomplish in traditional, discipline-specific frameworks. Also, students are expected to analyze their research problem in a comparative context, both in terms of the African Diaspora and the experiences of other ethnic populations relevant to their research.

American History Specialization:

A fundamental understanding of U.S. social and cultural history, as well as of developments in the economy, is indispensable for scholarship and teaching in this area. Students are also advised to range across the American past, even as they select particular eras or themes on which to concentrate. They will take care to consider the diversity of historical experience – as reflected in class, gender, racial, and regional identities – within the United States and where possible, to view American life in comparative perspectives. Specific programs of study will vary with the individual and will be worked out in consultation with the student's advisor.

American Literature Specialization:

Students electing a major field in American literature are encouraged to build a general familiarity with the broad range of American writings extending from the seventeenth through the twenty-first centuries. As well as mastering a survey of key texts, students should also attain competency in the major critical practices and debates shaping scholarship in American literature.

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In preparing for their qualifying examination, students should master the major texts of American literature and develop a firm grasp of other forms of writing, both popular and elite, that are most relevant to their interests. Finally, they should integrate these texts historically with other forms of culture and with the relevant social history of their chosen period of concentration.

Students electing to minor in American literature should prepare a coherent field of texts, criticism, theory, and history that best serves the interests defined by their major field.

In all cases students are expected to organize their fields, in consultation with their advisors, around those particular genres, themes, and social and theoretical issues they find most pertinent to their long-term research and teaching interests.

Visual and Material Culture Specialization:

This specialization focuses on visual and material modes of expression and production that shape and are shaped by American culture and history. The visual and material culture concentration encompasses wide-ranging approaches to images and objects from the colonial era to the present in a variety of media—photographs, paintings, commercial illustrations, films, sculptures, built environments, and associated technical processes—understood critically in cultural context using pertinent theories of interpretation.

Specific programs of study and particular emphases in the fields will take into consideration student needs and special interests. Overall, the specialization builds on the insights of several traditional areas of endeavor, particularly art history, cinema studies, and material culture studies, each of which makes specific contributions to the field and poses special challenges to students. For example, study of the history of American art minimally requires achieving familiarity with the significant literature on American art as well as the grasp in detail of a wide range of works of art broadly conceived (i.e., not only the traditional “fine” arts of painting, sculpture, and architecture, but also the newer, more popular media noted above) from the seventeenth through twenty-first centuries, with an eye to conventional formulations of genre and periodization but also newer critical discourses that have re-shaped art historical inquiry in recent decades (identity and class politics, poststructuralism, postcolonialism, new materialism, etc.). To advance their professional development, students are encouraged to undertake museum internships and coursework that will enhance their understanding of the social, historical and cultural contexts of art as well as the material properties of same. Cinema studies challenges students to grapple with “moving pictures,” technologies of mass reproducibility, and formal analysis. A fundamental contribution drawn from material culture study is “object competence” which entails thorough, hands-on familiarity, coupled with mastery of the history, design, production, conservation, classification, function, and sociocultural significance, of a given site or corpus. Students develop such competence through internships, practicums and independent study projects.

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Because visual and material culture is a broad rubric, students majoring or minoring in the field and preparing for colloquia, qualifying exams, and dissertation research will benefit from varied courses but should also plan early to focus on one or more of the following areas of inquiry:

- History of American Art
- Decorative Arts
- Architecture
- Archaeology
- Vernacular and Ethnic Studies
- Media Studies

These areas are supported by courses in American Studies. Depending on the objectives of the individual student, relevant courses may also be available in other departments. While students concentrating in visual and material culture must demonstrate knowledge of theory and practices in their chosen fields, the Program also encourages students to combine expertise from different areas through interdisciplinary research. Those who undertake a minor field in visual and material culture must meet similar, though more limited, expectations. However, the minor must also be designed to contribute to work in the student's major field, most especially in history, literature, and cultural studies. The extent of object competency required for the minor field depends on the student's overall plan of study and will be determined during the Ph.D. colloquium.

Social and Cultural Studies:

The social and cultural studies specialization involves methods and theories from gender and ethnic studies, anthropology, cultural studies, environmental studies, media studies, sociology, performance studies, folklore and folklife, and other fields. Areas of study include local, regional, and ethnic cultures, mass and popular culture, lifestyles, demographic trends, migration and diaspora, interaction patterns and networks of cultural production. Social and cultural studies collect and coordinate the tools to describe, compare, and critique facts of American life "on the ground" and in theory.

C. Advanced Graduate Study

The purpose of advanced graduate study in the American Studies Program is to establish a thorough foundation for professional work in research, teaching, museum work or any career where advanced research and communication skills are important and where sustained investigation of American life is of value. From a personal standpoint, the students best served by this process are those who have developed a clear sense of their goals, both through exploration of new fields and ideas, and through

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courses that relate specifically to their interests. From an institutional standpoint, advanced graduate study involves two major steps: (1) the colloquium and Ph.D. qualifying exam; (2) the planning, completion, and defense of a dissertation. Each step involves extensive work with a faculty advisor and committee.

Students must consult with the DGS as they begin to plan for and before they set a date for their colloquium for the Ph.D. qualifying exam and again before they hold the dissertation prospectus colloquium.

The Colloquium and Ph.D. Qualifying Exam

Roles of the Advisor

Students work closely with their faculty advisors through all phases of graduate study. The academic advisor chairs the colloquium and the Ph.D. qualifying exam. Students may choose to retain the advisor with whom they worked during the period of coursework or they may decide to select a new advisor prior to the colloquium to chair both the colloquium and exam. This advisor may or may not also serve as dissertation director.

Please remember that students may not change their advisor/director or committee members in the period between the colloquium and Ph.D. qualifying exam (see pp. 6-7 on Changing Academic Advisors, Committee Members, Directors).

The Committee

Students should assemble a qualifying examination committee and arrange a colloquium to confirm plans for the exam no later than the fourth week of the third year of study. There must be four committee members inclusive of the Chair, each of whom typically sets one exam in one field. The committee chair (ordinarily the student's advisor) and at least one other committee member, must hold a faculty appointment in American Studies. The committee must be approved by the DGS, who then reports this information to the Director and to the Dean of Graduate Studies and Research.

In general, students choose faculty members with whom they have taken courses and whose interests and expertise will contribute to the foundation for professional life that students build through intensive study before (and after) the qualifying exam. More specifically, committee members help students prepare to be examined in their major and minor exam fields. Ordinarily, two or three members of the committee will represent the major field of concentration, one or two the minor field or fields.

Students should recognize that faculty can decide whether or not to serve on the committee, and should ascertain well in advance of the colloquium their willingness to serve, and whether they will be available for regular meetings during the period of colloquium and exam preparation.

Most students also choose as examiners some of the same faculty they expect will serve as members of their dissertation committee. Because students outline initial

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dissertation ideas for the colloquium and present a dissertation prospectus during the semester following the exam, it is prudent to begin exploring resources and topics for the dissertation with faculty at this time.

The constitution of qualifying and dissertation committees in the American Studies Program is a formal act of the faculty, which is reported directly to the DGS, who approves all qualifying and dissertation committees for the EC. Only after the colloquium is held and its result approved by the DGS and the Graduate Dean is the student's qualifying examination committee formally constituted. This is a procedural step, necessary to ensure that committees have official authority to decide upon a student's performance in required academic exercises (qualifying examinations, theses, and dissertations). It is also a substantive measure, designed to insure the academic integrity of Program and College processes.

Changing Advisors or Committee Members after the Colloquium

After the colloquium, the student may not change advisors or the make-up of the examining committee without holding a new colloquium. In the instance of circumstances beyond the student's control (e.g., illness of an advisor or committee member), the student should consult with the advisor and the DGS, and the student may then petition the EC for a waiver of this rule.

The Colloquium

Students must take the initiative in seeking faculty guidance, preparing written materials, and scheduling meetings. Preparation for the colloquium is, in effect, an extensive assessment by students of what they have accomplished and where they wish to go. To this end, students must prepare three documents to be distributed to all members of the exam committee at least two weeks prior to the colloquium. These are: (1) reading lists defining major and minor fields of study for the qualifying exam. These should be preceded by a one-paragraph statement describing the field's main theme and/or broad scope; **copies of final lists should be deposited with the PA for reference by future students;**

(2) an intellectual autobiography (not to exceed 1000 words in length), which traces the student's development through coursework, reading, internships, independent research, etc., from entry into the Program to the final preparation for the colloquium; and

(3) a one-page summary of the dissertation topic or topics that the student proposes to address.

One useful way to subdivide reading lists is to conceive of each list as a potential resource for the construction of syllabi for courses that the student might wish eventually to teach. This approach helps to ensure lists that are broad, yet coherent, and

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that cover contemporary scholarly approaches to a central theme and problem in various fields and disciplines; it also helps students prepare for eventual job applications. Students should begin as early as possible to build their lists. For the entire qualifying exam, the total number of books and article-equivalents of books generally runs between 200 and 250, which should be equitably distributed between the major and minor field(s).

The colloquium itself is an advisory meeting of the committee that will administer the exam. Its purposes are: to help students to confirm the exact scope of the qualifying examination fields (based on reading lists which the student has prepared in concert with the advisor and individual committee members); to determine any further coursework, language study (beyond that required by the Program), or additional independent study that students may need in order to pass the exams in the selected fields; and to help students plan an approach toward a fully developed prospectus.

Usually, the colloquium takes place four to six months prior to the qualifying examination. The advisor/committee chair will prepare a brief written report of the colloquium, indicating the personnel, exam format, target date, fields of coverage, and areas of concentration and give it, along with copies of the final reading lists, to the PA, who will convey the report to the DGS (who in turn reports to the EC) and place the lists in the Program files for consultation by students and faculty.

The target date for the qualifying exam is set at the colloquium in order to help students budget their study time effectively.

Preparing for the Qualifying Exam

Preparing for the qualifying exam necessarily involves at least three components: (1) the acquisition of a general familiarity with the subject fields, which may often be accomplished by auditing undergraduate and graduate courses; (2) the mastery of the literature of the student's chosen fields, as specified in the reading lists; and (3) learning to assess fields critically and to articulate arguments concerning their histories, theoretical premises, and potential utility in understanding diverse aspects of American life – in other words, study for the exam builds on and concentrates the work students have already done.

Students determine how best to prepare. Some may wish to prepare alone; others will establish study groups with peers; many set up periodic conferences with members of their examining committee. However, faculty advisors should not be expected to lecture, to provide syllabi, or to take the initiative in discussion. Students are responsible for determining the content and shape of these conferences and should come to conferences prepared to talk about specific issues relevant to their concerns. Faculty members, in return, will counsel students regarding the state of their preparation and, ideally, approve the scheduled undertaking of the exam.

The Qualifying Exam

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The qualifying examination requires that students display command of the fields that they have identified as their principal intellectual domains. The qualifying examination requires that students display command of the fields that they have identified as their principal intellectual domains. **THE EXAM SHALL CONSIST OF FOUR (4) WRITTEN ESSAYS FOLLOWED BY AN ORAL COMPONENT.**

The student may take a total of twenty-four hours to complete the written essays, with the division of fields to be determined in the colloquium. Each exam customarily will have a 6 hour duration; the written exams are completed within one work week (Monday-Friday). Students are allowed only to have their reading lists with them during the exam. No notes are allowed.

Normally, examination of the major field is distributed between two or three of the examiners and the minor field(s) is (or are) covered by one or two examiners—i.e., the exam can look like this: major field—three examiners; minor field—one examiner; or it can look like: major field—two examiners; two minor fields—two examiners. A student may also choose to present in advance course syllabi (no more than two) in the major or minor fields, to be discussed as part of the examination. The advisor/committee chair will distribute the questions on the day of each exam. After completing the written essays, the student meets—ordinarily within two weeks—with the exam committee for approximately one hour for an oral discussion/review. All members of the committee will attend and read, and may comment on, the entire examination.

Upon completion of the examination, the committee will deliberate and inform the student of its judgment. Successful performance on the qualifying examination is evaluated as a Pass. Passage marks the formal progression of the student to candidacy for the Ph.D. degree.

Failing the Qualifying Exam in whole or in part

Should the student fail the examination as a whole or in any part, the chair of the committee will explain the reasons for that failure in person. In this event, students will have one opportunity to retake the exam or the failed section(s). If the student fails to pass more than one section of the general exam, he or she must retake the entire exam. In this case, reexaminations must be scheduled no less than one month and no later than the end of classes in the next semester after the initial date of the exam.

If a student fails a single section, he or she must be reexamined in this field no sooner than a month and no later than the end of the following semester. During reexamination, the students must demonstrate proficiency in the section in question, and may be required to address its place in the larger context of all exam fields.

The EC will review such students' performance in light of satisfactory progress toward the degree and may at its discretion determine to suspend or revoke financial aid in the intervening period.

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The Dissertation

The dissertation provides students the opportunity to establish themselves as accomplished scholars, to gain extensive professional research experience, and to demonstrate the ability to conduct research and present the results in an effectively organized and well-written form. One may achieve these goals in several ways, but all dissertations share common elements: a director, a prospectus, a committee, the completed manuscript itself, and a dissertation defense.

The ultimate shape of the dissertation depends on many things (e.g., the primary fields of concentration and the breadth of the topic), but typically a dissertation aspires to be a polished preliminary draft of a book-length scholarly study. Bound copies of all the

American Studies Ph.D. dissertations are available for review in the American Studies Seminar Room in College Apartments 5, and an index of titles is available on the Program website.

The Dissertation Director

The dissertation director must be formally appointed as a faculty member in the American Studies Program. If a dissertation is co-directed, at least one of the co-directors must be formally appointed as a faculty member in the American Studies Program. If a director leaves the Program or College while the dissertation is underway, for two years they may continue as a co-advisor but must be joined by a formally appointed faculty member in the American Studies Program. After two years, a currently appointed faculty member must be appointed dissertation director; the faculty member no longer at William & Mary may after this time serve as an “outside reader.”

Often a student’s dissertation director and at least some members of his/her dissertation committee carry over from the qualifying examination committee. If this is not the case, the student should actively seek out supporting faculty. The DGS and Program Director may advise (and, as with any change of advisor, the DGS must be consulted), but the responsibility for cultivating and securing a director and committee ultimately resides with the student.

The Dissertation Prospectus

Students should submit a dissertation prospectus for their director’s approval no later than six months after the successful completion of the qualifying exam. Students will compose this document under the supervision of the dissertation director.

The prospectus will give a full description of the inquiry to be undertaken. It will identify an issue or problem, explain how this bears upon or intervenes in a particular field of scholarship, relate the topic to previous and ongoing works, detail the several parts of the project and show their interrelations, name the key primary sources,

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outline the principle methods, and suggest a timetable for completion. Such a prospectus should run between 3500 and 5000 words (approximately 14-20 pages) and should include as a supplement a bibliography of the principal primary and secondary sources.

In addition to preparing the student to begin full-scale dissertation research and writing, the prospectus is designed to facilitate the submission of application to outside agencies for dissertation fellowships and will help in securing committee members.

The Advisory Dissertation Committee and the Prospectus Colloquium

After the dissertation director approves the prospectus, the student will forward it to an advisory dissertation committee of two or three additional faculty members assembled in consultation with the dissertation director and DGS. The student and the committee will then convene to discuss the prospectus. This meeting is not an examination, nor does it constitute a second review of the prospectus for Program approval. Rather, the meeting acquaints the student – and the readers – with the views of all the participants in the project. Following the dissertation prospectus colloquium, the student will submit the prospectus and the names of the director and advisory committee to the DGS, who will in turn notify the EC.

Following the colloquium, primary responsibility for overseeing the dissertation remains with the director. Committee members may be consulted throughout the process of dissertation writing, but they are not obligated to read draft chapters until the advisor recommends the submission of part or the entire dissertation to them for comment. Expectations of how this process will work will be outlined in the prospectus colloquium.

Changing Directors or Committee Members

For a variety of reasons, membership of the advisory committee will sometimes change as the dissertation develops. Please see “Changing Academic Advisors, Committee Members, and Directors,” pp. 6-7.

The Final Dissertation Committee

The formal dissertation committee must be constituted no later than the fourth week of the semester preceding the one in which the student expects to defend the dissertation. In most instances, this committee will be the same as or very similar to the advisory committee. Counting the director, it must include at least three William and Mary faculty members (at least two of whom must be full-time and have a formal affiliation with the American Studies Program) and an “outside” reader. This outside reader may be a faculty member from William and Mary who has no affiliation with American Studies. Most often, however, the outside reader is a faculty member at another university. The outside reader is secured through the collaborative efforts of the

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student, dissertation director, DGS, and Program Director, but the DGS will formalize and finalize all arrangements.

If a dissertation director or committee member moves to another university during the writing of the dissertation, her or his status on the committee changes. A dissertation director who moves must be joined by a co-director who is appointed in the Program. If more than two years passes before the completion of the dissertation, then this outside co-director can no longer serve in that capacity (i.e., the “inside” co-director becomes the sole director of the dissertation), though s/he may serve as an outside reader. A committee member who moves may still serve on the committee, but they must serve as an outside reader and a new committee member appointed in the Program must also join the committee.

The constitution of this committee is a formal act of the faculty, and must be approved by the Graduate Dean of Arts and Sciences. **As soon as the final committee is established, the student should alert the PA.**

The Dissertation Defense

After students have produced an acceptable draft of the dissertation, they will schedule, in consultation with their advisors, a dissertation defense. The defense must be scheduled at least a month in advance. The American Studies Dissertation defense is an oral exam that focuses on the dissertation.

Students should alert the PA at the start of the defense scheduling process, so the PA can make sure that the necessary paperwork is readied for the defense. The PA may also help schedule a room for the defense.

The student should discuss the exact format of the defense with the director, but in general a defense lasts about two hours and takes the form of an intensive examination and discussion of the strengths and weaknesses of the dissertation. The dissertation director convenes the committee; the outside reader may or may not attend the defense and may or may not teleconference during the exam, but in all cases they must submit a short report to the DGS and the dissertation director. After the defense has completed, and if the student has passed and the outside reader has not attended the defense in person, the outside reader must email the Dean of the Graduate College to authorize the DGS to sign for him/her.

As a part of a successful defense, a student may be required to make changes in the dissertation. These must be submitted to the dissertation director for approval. The final results of the dissertation defense are submitted to the dissertation director for approval. The final results of the dissertation defense are submitted to the EC, and the dissertation itself is submitted to the Graduate Dean of Arts and Sciences following the guidelines laid out in the Graduate Arts and Sciences Program Catalog. (See also “Submitting Theses and Dissertations and Graduating,” IV-D)

Dissertations must be produced in accordance with the Program’s style guide, which governs matters such as citation and bibliographic form (see Appendix E), and the Graduate Program’s guidelines for theses and dissertations, which govern broader issues of form (e.g., required front matter and signature pages, margins, paper stock,

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etc.) (see

<https://www.wm.edu/as/graduate/studentresources/physicalstandards/index.php>).

Schedules for Completion of the Degree

All Ph.D. students are expected to hold their Ph.D. qualifying exam in a timely fashion following the colloquium. Ordinarily, the qualifying exam is held within four to six months after the colloquium. All Ph.D. students are expected to complete an acceptable dissertation prospectus and hold a prospectus colloquium no later than the six months after the successful completion of the qualifying exam.

The Program recognizes that there may occasionally be legitimate reasons for students needing to extend these deadlines and will review such occasions on a case-by-case basis in close consultation with directors and committee members.

However, students who miss either of these key deadlines **MUST** maintain regular contact with their advisor/director and the DGS, and they **MUST** also remember that it is their responsibility to complete their work in as timely a manner as possible. Students who miss either of these key deadlines and do not maintain contact with the Program should be aware that this may put them in jeopardy of being judged as not making satisfactory progress toward the degree, which, for funded students, could also put their continued funding at risk.

Of course, the time required to research, write, and defend a successful Ph.D. dissertation is variable and depends on a host of circumstances, so even rough rules on satisfactory progress on the dissertation are difficult to outline. That said, the Program emphasizes two things: 1) regular contact with the dissertation director and the DGS (in the context of annual review) does serve as an important mark of continued progress; 2) extensions of the time to degree are not guaranteed, dissertators are responsible for keeping track of their “clocks,” and should they come to believe an extension may be necessary in their case, dissertators must plan at least a semester in advance to make the necessary petitions.

Students who believe they will need an extension should consult with their dissertation director and then with the DGS. For more information on petitioning for an extension, see “Extensions” on p. 11.

D. Submitting Theses and Dissertations and Graduating

Declaring Candidacy

Students must declare their intention to graduate at **the start of the semester before** they believe they will graduate. In other words, a student intending to graduate in spring must declare at the start of the fall semester. The form for declaring candidacy is turned in to the Registrar. (It can be obtained from the Registrar’s office or website, <https://www.wm.edu/offices/registrar/studentsandalumni/graduation/onlinegraduation/index.php>.)

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There is no penalty for changing graduation plans, but the student should notify the Registrar and the PA as soon as their plans change and submit a new candidacy form. Students are responsible for ensuring they declare candidacy in a timely fashion.

Depositing the Thesis or Dissertation

Students must make three complete copies of their work following both the Program's style guide, which governs the rules of citation, etc. in the content of the thesis (see Appendix E), and the College's general guidelines, which govern issues of presentation (e.g., quality of paper, paratext, order of components; see the Writer's Guide available at the Dean's office or website, currently <https://www.wm.edu/as/graduate/studentresources/physicalstandards/index.php>).

To complete the deposit process, students pay the registrar for binding fees and, in the case of Ph.D. dissertations, for microfilming and copyright registration (current fee information is available at <https://swem.wm.edu/services/thesis-dissertation-submission>.) Once those fees are paid, the student deposits the three complete copies and the Registrar's receipt at the Graduate Dean's office.

Important Note: There are two submission deadlines:

1. Deadline for submitting your formatted manuscript for review is **three weeks before the deadline for final submission—so a month before the end of classes**. The OGSR staff prefers this review copy be sent electronically. You may make content changes to the manuscript after submission for review; broad matters of format and physical standard are what are under review at this first submission.
2. Deadline for final submission of the actual, physical manuscript is generally the end of the second-to-last week of classes in the fall and spring semesters. See the calendar in the Graduate Catalog for the specific deadlines for any given academic year.

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APPENDIX A: GUIDELINES FOR ASSISTANTSHIPS IN THE AMERICAN STUDIES PROGRAM

While the American Studies Program requires assistantships of all funded graduate students, it is also committed to insuring that these assistantships are of high quality. In pursuit of this goal, the Program often develops new graduate student assistantships and phases out some old ones. Graduate student assistantships are of three types: service, co- curricular, and teaching. Every effort will be made to ensure that graduate students have a balanced distribution of these types of assistantships in the course of their years of funding.

A. NOTIFICATIONS

1. The American Studies Program will inform graduate students in a timely fashion of their assignment to specific assistantships. Students must be aware, however, that on occasion specific assistantships may not be available and that new ones may arise over the course of the summer. It should be noted that the Graduate Dean's office will issue formal contracts, whose terms are based upon the original award offer, according to its own schedule.
2. In every case, the Graduate Director will inform graduate students of their assistantship status by email within two weeks following the Grand Deadline meeting (i.e., whether or not they have been awarded an assistantship generally). A subsequent letter will be placed in graduate student mailboxes.
3. As part of this initial notification (outlined in A.2 above) the Graduate Director will inform those graduate students who have been selected for specific assistantships during the Grand Deadline meeting of their assistantship assignment. At the same time, the Graduate Director will notify supervisors of assistantships of these assignments. Before the assistantship begins, the Graduate Director will provide students and supervisors a copy of the American Studies "Guidelines for Assistantships" and the description and objectives of the specific assistantship as agreed to by the assistantship supervisor and the Program Director. Supervisors must familiarize themselves with the American Studies Graduate Student Handbook available online at <https://www.wm.edu/as/americanstudies/currentstudents/index.php>.
4. The American Studies Program strongly recommends that, whenever possible, graduate student assistants contact their supervisors upon notification to discuss the particular requirements of their assistantship. This is especially important for assistantships which begin in the fall semester.

B. GENERAL GUIDELINES FOR ASSISTANTSHIPS

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1. The Program will make the strongest effort to balance the educational needs of graduate students and the specific needs of any given assistantship; however, graduate student assistants must recognize that not all assistantships are equally relevant to their particular professional training. The diverse character of American Studies graduate student assistantships requires flexibility from graduate student assistants.
2. Any individual or agency proposing an assistantship must submit a written proposal to the Director of American Studies outlining the objectives and requirements of the assistantship. The American Studies EC must approve all such assistantships.
3. All relevant sections of the American Studies Graduate Handbook regarding the College Ombudspersons apply to assistantships as well.
4. The designated representative of the graduate students should make an annual report to the American Studies EC regarding students' experiences of the year's assistantships. The form of the annual report will be chosen by American Studies graduate students and in all cases will preserve, as much as possible, the anonymity of the graduate students whose experiences are the basis for the report.
5. The Program Director will regularly communicate with supervisors of assistantships.

C. GUIDELINES FOR NON-TEACHING ASSISTANTSHIPS

1. In general, the terms of graduate student assistantships coincide with the duration of the academic year (through the final exam period of each semester).
2. The expectation of the American Studies Program is that student assistants will not commit more than 10-12 hours per week to the assistantships and that this labor will distribute itself evenly throughout the academic term.
3. At the same time, supervisors must be sensitive to the nature of the work that these student assistantships require of graduate students. Most important, these are not "work for hire" positions. Graduate student assistantships are an integral element of the training of professionals in a variety of disciplines and with diverse career expectations. Supervisors must require that students undertake work that contributes to this training, but also be aware that students may bring varying levels of expertise to the particular tasks at hand. This emphasis on training requires, to the degree any given assistantship can offer such opportunities, that supervisor should direct student work toward learning rather than "make-work" tasks.

D. GUIDELINES FOR TEACHING ASSISTANTSHIPS AND GRADUATE TEACHING FELLOWS

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1. TEACHING ASSISTANTSHIPS

The American Studies Program assigns teaching assistants to introductory level courses to give them an apprenticeship experience in the classroom, and to provide faculty assistance in running and teaching the course. Beyond those teaching duties outlined below, faculty may ask students to perform tasks necessary to the success of the course such as copying, scanning, screening films, and putting materials on reserve.

- a. Students work for one semester only as teaching assistants in fulfillment of their funded, year-long assistantships. Faculty may not ask students to work either before the first day of classes or beyond the grading period of the relevant semester. Students should expect at times during that semester to substantially exceed the 10-12 weekly hour limit for assistantships described in the Handbook.
- b. The teaching assistant's responsibilities include: attend all lectures; read the course material; lead discussion sessions with students; grade quizzes, exams and papers; give a lecture in the course (optional). In addition the TA will meet with the faculty member regularly to discuss the course, discussion sessions, grading, and student issues.
- c. The faculty member will: make explicit their expectations for the course; have regular meetings to discuss matters related to the course; make clear the criteria for grading and oversee TA grading; provide the TA with feedback about his/her performance by attending some of the discussion sessions.
- d. The faculty member will also: provide a reasonable turnaround time for work to be completed; be sensitive to the total number of hours required by the assistantship and the student's academic workload.

2. GRADUATE TEACHING FELLOWS

- a. The recommendations of assignments of graduate teaching fellows are made by the DGS in consultation with the Director of Undergraduate Studies, Curriculum Committee, and Program Director. These recommendations are submitted for approval to the American Studies EC.
- b. The EC of the American Studies Program assigns graduate teaching fellows with attention to specific curricular needs of the American Studies Program and specific requests from outside programs and departments.
- c. The EC of the American Studies Program assigns graduate teaching fellows with the goal of maximizing and increasing the number and range of teaching opportunities for students.

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d. Graduate students requesting assignment as teaching fellows should submit an American Studies Graduate Teaching Fellow proposal to the DGS by the stated deadline (ordinarily the annual mid-April “Grand Deadline”). The American Studies Graduate Teaching Fellow form is located online in the American Studies graduate handbook at: <https://www.wm.edu/as/americanstudies/currentstudents/index.php>.

To be eligible for assignment as a graduate teaching fellow, graduate students must have passed their doctoral qualifying examination before the beginning of the semester they begin teaching. Before their assignment begins, they must also attend the yearly teaching workshop for graduate students, held just before the start of fall semester, offered by the Office of the Dean of the Graduate School.

e. The teaching fellow is a member of the faculty, and thus is required to fulfill all the responsibilities related to the course she/he offers as outlined in the College faculty handbook. The Graduate Director will provide copies of the relevant section of the faculty handbook to graduate instructors when they are notified of their selection.

E. EVALUATION PROCESS

1. NON-TEACHING ASSISTANTSHIPS

The diverse nature of American Studies Program graduate student non-teaching assistantships precludes any detailed assessment equivalent to that of student course evaluations. In general, the American Studies Program is committed to ensuring that these assistantships conform to the same high standards as regular offerings in the curriculum. To this end, supervisors and graduate student assistants alike should be prepared at the end of the assistantship term to address the following areas of interest to the Program:

- a. Description of the graduate student’s assistantship.
- b. Did the conduct of this assistantship meet their expectations? Why or why not?
- c. General description of the distribution of work throughout the course of the academic year in terms of time required or allotted.
- d. Concrete suggestions of the ways in which this assistantship might be improved or revised better to meet the stated objectives of the assistantship.
- e. To facilitate this reporting, non-teaching graduate assistants and supervisors shall each submit an evaluation form describing their experiences to the DGS at the conclusion of the assistantship. These forms are located online in the American Studies graduate handbook at: <https://www.wm.edu/as/americanstudies/currentstudents/index.php>. The DGS will keep

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these evaluations on file but these reports will not transfer to graduate student files. These reports will not be used for evaluative purposes except under the circumstances outlined in Section III (“Courses of Study”), Subsection B (“Tuition, Fellowships, and Financial Aid”), Paragraph Two (“Fellowships and Assistantships”), of the American Studies Graduate Handbook. The relevant sentence reads: “It is important to note that, while a student’s standing in the Program is always determined by academic performance, failure to complete an assistantship satisfactorily can jeopardize the award of financial aid.”

- f. The DGS will make an annual report to the American Studies EC, which may make recommendations to both supervisors and graduate assistants in regard to the conduct of the assistantship.
- g. The American Studies Program EC encourages supervisors and graduate student assistants to contact the DGS or the Program Director with any questions or concerns about the assistantship. All relevant sections of the American Studies Graduate Handbook regarding the College Ombudspersons apply to assistantships as well.

2. TEACHING ASSISTANTSHIPS

- a. A specific question regarding teaching assistants’ performance will be placed on the general student evaluation forms for each course that includes a teaching assistant.
- b. The faculty supervisor shall meet with teaching assistants at the end of the course to discuss these evaluations.
- c. The DGS will ensure faculty compliance with the procedures governing the supervision of graduate teaching assistants. Graduate students may, at any time during the course of the semester during which they are TAing, meet with the DGS or Program Director to discuss issues relating to their teaching assistantships.
- d. The American Studies Program EC encourages supervisors and graduate student assistants to contact the DGS or the Program Director with any question or concerns about the assistantship. All relevant sections of the American Studies Graduate Handbook regarding the College Ombudspersons apply to assistantships as well.

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B: AMST GRADUATE TEACHING FELLOW PROPOSAL

1. COURSE INFORMATION

Course number:

Course title:

Abbreviated title to appear in registration bulletin (20 or fewer characters):

Credits or min-max for variable (e.g. 1-4):

Course hours:

Lecture hours:

Laboratory (e.g., film screening, etc.) hours:

Other hours:

Instructor(s):

Course description (1-2 paragraphs):

Is proposed course similar in content to courses offered in other departments or programs? Yes No

If yes, please indicate which course(s) and include a statement from the department(s) involved concerning this overlap and how it will be resolved.

Course justification (1 paragraph):

Why are you suggesting this course be added to the American Studies curriculum?
Who might the audience be for such a course? Why will this course draw students?

Course syllabus:

Attach a draft of the syllabus for the course you are proposing to this form.

2. GENERAL INFORMATION

Individual submitting this application:

Email:

Phone:

C: NON-TEACHING ASSISTANTSHIPS

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GRADUATE STUDENT EVALUATION FORM

Date: _____

In the spirit of assisting those who may follow, we ask that you take a moment out of your busy schedule to reflect and share your knowledge concerning your current non-teaching assistantship.

1. **SUPERVISOR CONTACT INFORMATION (NAME, PHONE, EMAIL)**

2. **DETAILED DESCRIPTION**

a. Project

b. Type of work assigned

c. With whom did you usually work?

3. **HOURS**: Describe in general the distribution of work throughout the course of the academic year in terms of time required or allotted.

a. Days and hours usually worked per week

b. Were you assigned regular hours or were your hours “bunched up”? Explain.

4. **FEEDBACK**

a. Did the assistantship meet your expectations? Why or why not?

b. Suggest, as concretely as possible, the ways in which this assistantship might be improved or revised better to meet the stated objectives of the assistantship.

D:

**NON-TEACHING ASSISTANTSHIPS
SUPERVISOR'S EVALUATION FORM**

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Date: _____

1. SUPERVISOR CONTACT INFORMATION (NAME, PHONE, EMAIL)

2. DETAILED DESCRIPTION:

a. Project

b. Type of work assigned

3. HOURS: In general describe the distribution of work throughout the course of the academic year in terms of time required or allotted.

a. Days and hours usually worked per week

b. Was your graduate assistant assigned regular hours or were their hours “bunched up”? Explain.

4. FEEDBACK:

a. Did the conduct of this assistantship meet your expectations? Why or why not?

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b. Suggest, as concretely as possible, the ways in which this assistantship might be improved or revised better to meet the stated objectives of the assistantship.

E:

**American Studies Program
The College of William & Mary
Style Guide for Theses & Dissertations**

These guidelines complement the general guidelines on physical standards for theses and dissertations administered by the College's Office of Graduate Studies & Research (OGSR), which can be found here:

<http://www.wm.edu/as/graduate/studentresources/physicalstandards/index.php>

This site will supply you a pdf of the general physical standards (e.g., margins, line spacing, order of elements, pagination, etc.) and detailed guidelines and deadlines for submitting your manuscript for final review and acceptance. It also has downloadable templates for "front matter" (e.g., approval pages, table of contents, etc.).

Important Note: There are two deadlines for manuscript submission to the OSGR:

1. Deadline for submitting your formatted manuscript for review is three weeks before the deadline for final submission—so a month before the end of classes. The OGSR staff prefers this review copy be sent electronically. You may make content changes to the manuscript after submission for review; broad matters of format and physical standard are what are under review at this first submission.
2. Deadline for final submission of the actual, physical manuscript is generally the end of the second-to-last week of classes in the fall and spring semesters. (Contact the OSGR for specific deadlines in any given semester.)

American Studies Program Style Guidelines

The American Studies Program follows the style guidelines of *American Quarterly*, the journal of the American Studies Association, with two exceptions:

1. Use footnotes instead of endnotes.
2. Supply a bibliography.

Any recent issue of *AQ* can give useful general guidance on issues of style. *AQ* also supplies a pdf style sheet for guidance on some common issues of preferred spelling, abbreviation, hyphenation, and the like at the journal's website:

<http://www.americanquarterly.org/submit/guidelines.html>

For more specific guidance, consult the *AQ*'s chosen style guide, *The Chicago Manual of Style*.

Some Specific Guidance for M.A. Theses

M.A. Thesis: M.A.-Only Track

M.A. theses often do not have chapters. It is fine to substitute “Section” or “Part” (e.g., “Section 1,” “Section 2” instead of “Chapter 1,” etc.) and section or part titles in the table of contents for an M.A. thesis.

M.A. Thesis: M.A./Ph.D Track

This thesis consists of two essays, which in different cases will have different relations with one another. In some instances, they might be quite closely related in subject and/or method; in others, those relations might be more distant. This presents some challenges for the “thesis,” which we address here:

1. Title: A student may have a synthetic title—i.e., one that usefully encompasses both essays—or may choose to title the thesis after the essay they deem the “lead” or “dominant” one of the pair.
2. Abstract: In cases where the two essays relate, they may be treated synthetically or collectively in the abstract. In other instances, two distinct abstracts are suitable (but not exceeding the OGSR's maximum length of one page containing not more than 3500 characters, including spaces).
3. Table of Contents: The two essays constitute the “chapters” of the thesis.
4. Preface: The thesis must have a brief preface that introduces the essays and explains, in the writer's understanding, their relation to one another and their relevance in American Studies. As in the case with the Abstract, in some instances, the relationship will be fairly direct in terms of subject matter; in other instances, the relationship may be more conceptual or thematic, in which case the Preface needs to outline these more abstract relations and how they inform the student's research interests.

APPENDIX F: THE HONOR CODE

http://www.wm.edu/offices/deanofstudents/services/studentconduct/honorcodeandstudent_conduct/honorcode/index.php

APPENDIX G: THE HONOR CODE

<http://www.wm.edu/offices/compliance/policies/documents/Sexual%20Harassment%20Policy/index.php>

APPENDIX H: POLICY ON CONSENSUAL AMOROUS RELATIONS

(The following Policy Statement on Consensual Amorous Relations was approved by the Board of Visitors at its June 28, 1991 meeting after being reviewed and endorsed by the Faculty Assembly and the Personnel Policy Committee.)

POLICY

The appearance of a compromising conflict of interest, or of coercion, favoritism or bias in educational or academic evaluation is prejudicial to the interests of the College of William and Mary, its members, and the public interest which it serves. Amorous relations between faculty members and students with whom they also have an academic evaluative role create such an appearance, even where the relationship is genuinely consensual. Such relationships are particularly susceptible to exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of such a relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty and students.

Therefore, faculty members are advised against participating in amorous relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, or supervise. Similarly, faculty members should avoid situations requiring them to evaluate, grade, or supervise students with whom they currently have an amorous relationship. Whenever such a situation arises or is foreseen, the faculty member shall report the situation promptly and seek advice and counsel from an appropriate administrative superior. That superior shall take effective steps to insure unbiased supervision or evaluation of the student.

For purposes of this policy, “faculty” shall include all full- or part-time College personnel who teach or carry out research, including graduate students and administrators

with faculty status. Evaluative situations may include, but are not limited to, supervising instruction, evaluating academic performance, or serving on committees for awards, prizes or thesis supervision.

PROCEDURES

Members of the university community who believe themselves to be affected adversely by a violation of this policy may initiate a complaint with the appropriate dean. A complaint alleging that a dean or other academic administrator has violated this policy may be filed with the Provost or other appropriate administrative authority. Complaints must be filed within 19 calendar days of the time at which the complainant becomes aware of the adverse effect of an alleged violation of this policy, but not more than four years after the alleged violation.