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INTRODUCTION

Welcome to the American Culture Studies MA Program at Bowling Green State University.

As you undoubtedly already know, our program is unique in the state of Ohio, and we believe it is among the strongest interdisciplinary American Culture programs in the country. We trust, therefore, that you will find your master's work here both challenging and rewarding.

As you embark on your studies, please take time to read over this Handbook and familiarize yourself with the information it contains. Keep it handy and refer to it often; it contains answers to many of the questions that may arise as you progress through your degree program. The Director/Graduate Coordinator is also available to answer questions and help guide you through the University's requirements and procedures.

Because ACS is an interdisciplinary program, the number of faculty located in schools, departments, and programs throughout the University who work with ACS graduate students is sizable. Currently we have eight graduate faculty members with joint appointments in American Culture Studies and their home departments. They are: Dr. Donald McQuarie, Director of ACS and Professor of Sociology; Dr. Ellen Berry, Professor of ACS and English; Dr. Madeline Duntley, Associate Professor of ACS and Sociology; Dr. Scott Martin, Chair of the History Department and Associate Professor of ACS and History; Dr. Vivian Patraka, Director of the Institute for the Study of Culture and Society, and Professor of ACS and English; Dr. Philip Terrie, Director of the Center for Environmental Programs and Professor of ACS and English; Dr. Maisha Wester, Assistant Professor of ACS and English; and Dr. Leigh Ann Wheeler, Associate Professor of ACS and History. Instructors in the ACS Program for the 2006-07 academic year are: Dr. Lucy Long, ACS and International Studies Program; Dr. Robert Sloane, ACS; Heather Surface, ACS and Women's Studies; and John Wylam, ACS and Creative Writing. We are looking forward to working with you.

These Core Faculty members are responsible for much of the administration and governance of the Program. We also have the following affiliated faculty, listed below. Along with the ACS core faculty, these are the scholars and teachers with whom you will work and study at BGSU.

AMERICAN CULTURE STUDIES JOINT-APPOINTMENT FACULTY

Ellen Berry, Department of English (Contemporary Critical Theory/Twentieth-Century Culture Studies; Film Theory; Twentieth-Century Writers; Theories of the Avant-Garde)
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Madeline Duntley, Department of Sociology (North American Religions--Asian American Religions; Native American/First Nations Art, Religion, Culture; New Religions, New Religious Movements & New Age; Christianity; Witchcraft; Ritual & Religious Studies Theory; Sacred Garments & Sacred Fashion; 18th Century British/American religious & political radicalism)
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Lucy Long, International Studies Program (Folklore Studies; Food and Culture; Appalachian Studies; Folk Music and Culture)
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Scott Martin, Chair, Department of History (US Social and Cultural History [esp. Nineteenth century]; History of Leisure; Gender; Temperance; Historiography)
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Donald McQuarie, Director, American Culture Studies Program (Social Theory [esp. Neo-Marxism]; State and Politics; Intellectual History; Socialism in America; Sociology of Culture; American Political Culture)
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Vivian Patraka, Director, Institute for the Study of Culture and Society/Department of English (20th-Century American Theatre and Performance; Feminist Studies [in relation to theatre and visual art]; Performance Studies [theatre and public spectacle with a focus on fascism; genocide, public discourse, and museums])
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Robert Sloane, American Culture Studies Program (Media Studies, Popular Music, Cultural Studies, Aesthetics and Taste, Political Economy of Communications; Sociology of Art)
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AMERICAN CULTURE STUDIES AFFILIATED FACULTY

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ACS PROGRAM POLICIES

CREDIT HOUR LOAD

A Graduate Assistant is expected to register for a minimum of twelve hours of credit per semester unless otherwise exempted by the departmental coordinator and the Graduate Dean (nine hours of credit per semester in the summer). Failure to remain enrolled in twelve hours of credit during any semester (nine hours in the summer semester) may result in loss of assistantship.

Of these twelve hours of credit required by the Graduate College for all students serving a graduate assistantship, a normal course load for ACS MA students is three classroom courses (9 hours) plus another three hours to be arranged in consultation with the Director of ACS. Three graduate seminars is considered a normal full-time course load for all ACS graduate students, plus sufficient additional hours to meet the Graduate College requirement of twelve hours of credit.

REGISTRATION

Students will meet during the course of each semester to plan their enrollment for the next semester in consultation with the Director of ACS. Together with the Director, each student will fill out an ACS Registration Request Form. This form is a contract setting out the student's plan of coursework for the next semester. These Registration Request forms are available in the ACS program office each semester. The ACS Director must approve all students' plans for each semester prior to students' actual enrollment in classes. Students may register for courses either through their MyBGSU account or through the ACS office. All thesis and independent study hours must be registered for the student by the ACS program secretary.

MA Students may not register for classes until they have obtained the ACS Director's signature on an ACS Registration Request Form, which is then filed in the ACS office, with a copy to each student.

VARIABLE CREDIT , PEDAGOGY, AND INDEPENDENT COURSES

Documentation of all variable credit hour courses must be kept on file in the American Culture Studies office. This includes 685, 687, 689, 691, 698, etc. in American Culture Studies as well as those courses offered by other departments/programs. Registration forms for these variable credit hour classes are available through the ACS program office. You must obtain the signatures of the American Culture Studies Director as well as the faculty supervisor **before** registering for one of these courses.

No more than 6 credit hours of variable credit hour courses may be counted towards the MA degree in American Culture Studies.

GRAD 600 (required of all students as they go through the graduate student orientation program) does not count toward the MA degree.

MA students selected as GTAs will take the pedagogy class in the department or program where they are assigned to teach, normally the ACS pedagogy class (ACS 602). If they are assigned to a department or program that does not offer a pedagogy class, they may take the ACS pedagogy class in the fall of their first year. The pedagogy class will count toward the total of 33 hours required for the degree, but it will not count toward the minimums or maximums allowed or required in ACS or any single department or program. Only one pedagogy class may be counted toward the degree.

DROP/ADDS

Dropping and Adding of courses is allowed at the discretion of the student (with the ACS Director's approval) for the first fourteen calendar days of a semester. Changes in summer registration may be made through the third day of the term. Approval of the instructor is required for entry into a class. For regulations governing withdrawals after this period, refer to the "Changes in Registration" section of the Graduate Catalog (p 21).

EXECUTIVE AND POLICY COMMITTEES

Graduate students in the American Culture Studies Program have representation on both the Policy and Executive Committees of the program. The ACS Policy Committee, which advises the Director, is comprised of representatives from all cooperating departments, schools, and programs (Communication Studies, English, Ethnic Studies, History, Philosophy, Popular Culture, Sociology, Theatre, Telecommunications, Women's Studies, and American Culture Studies), representatives from the Graduate College and The College of Arts and Sciences, and two ACS graduate students (one MA student and one PhD student, elected by their peers). The Director of the ACS Program will be the Chair of the Policy Committee and will be responsible for calling meetings and setting an agenda for each meeting. The Policy Committee shall meet at least once each semester.

The ACS MA Executive Committee consists of the Director of ACS, who is chair of the MA Executive Committee, two faculty members with joint appointments in the ACS program, and one ACS MA student in his/her final year of funding eligibility. The student representative is elected by the ACS graduate students and appointed to a one-year term with the approval of the Director. One of the chief responsibilities of this committee is to make recommendations concerning admission to the MA program and the awarding of assistantships and fellowships.

Elections to both committees are held at the beginning of the fall semester, and the term of service will commence as soon as possible thereafter and extend until new elections are held the following year.

FUNDING

In making funding decisions with respect to the allocation from the Graduate College for ACS, the MA Executive Committee will aim to fund applicants of the highest possible quality, to maintain and enhance diversity among the graduate student population, to maximize the total number of ACS students funded, to maintain an appropriate distribution between the PhD and MA programs, and to cooperate

with the affiliated departments and programs. In all respects the policies of ACS adhere to those of the Graduate College, and nothing in this document may be construed to contravene any policy or requirement of the Graduate College.

During the Spring semester the MA Executive Committee will review all files of accepted applicants, consider the total in the funding pool provided by the Graduate College and the funding committed to continuing students, and offer funding commensurate with the principles stated above.

Students funded at the beginning of an MA program may expect: (a) two years of funding if they enroll in the Plan I Thesis option; (b) one year of funding if they enroll in the Plan II non-thesis option.

Students who have elected and been approved for the Plan I Thesis option who enter the MA program unfunded but who receive funding for the second year will be considered to be in the second year of funding; i.e., they will not receive a further year of funding.

TERMINATION OF FUNDING

Students will not receive continuing funding if they fail to make satisfactory progress toward the degree. The graduate College requires the following for a student to be considered in good standing:

1. For MA students, maintaining a 3.0 GPA;
2. Accumulation of no more than two incomplete grades at any one time;
3. Fulfilling all programmatic requirements other than course work, such as comprehensive examinations, by established deadlines.

Students will not receive continuing funding if they fail to fulfill their assigned duties as Teaching or Research Assistant or otherwise fail to satisfy the terms of their assistantship contract.

FEES

All Graduate Assistantships carry with them waiver of the Ohio instructional, non-resident and general fees. Students also receive fee waivers for the summer following an academic year appointment **except** for the general fee. Because of the amount of paper work involved in processing these waivers, you may receive an astronomical bill from the Bursar. Please do not get upset. This will be straightened out in due time. Should you receive a second bill reflecting these charges, contact the Bursar's office to have them removed.

GRADUATE STUDENT SENATE

The Graduate Student Senate (GSS) is both a service and a representative organization made up of graduate students elected from each department or program. One Senator and one Alternate for each

fifty students enrolled in a particular department/program are elected at the beginning of each academic year to serve on the GSS and to represent their particular department or program. The GSS has in the past traditionally met on the first Friday of each month. Meetings are open to all and all graduate students will be recognized from the floor.

GSS members represent the graduate student body by sitting on University committees that cover all aspects of the University's operations. In addition to its representative functions, the GSS also sponsors many programs for graduate students ranging from thesis/dissertation and conference support to educational and recreational events, as well as sponsoring many programs and activities in conjunction with other campus organizations and offices.

Elections of Senators and Alternates are held within each department or program. The ACS Program is represented in the GSS by one doctoral student (elected annually by the ACS PhD students) and one MA student (elected annually by the ACS MA students). You should contact the director of the ACS program if you are interested in serving as a GSS member.

INCOMPLETE GRADES

A mark of "INC" (Incomplete) is given when, for some valid reason, a student is unable to meet course requirements by the semester's end. An "INC" will be removed and a grade substituted when course requirements are completed prior to the deadlines set by the Graduate College. The deadlines for this year are:

Fall Semester - June 1
Spring Semester - September 1
Summer Session - January 1

Should an extension of this deadline be necessary, proper documentation of the need for extension—petition from the instructor to the graduate Dean—must be supplied before the deadline. **Note: Once the deadline has expired for removal of an incomplete, the incomplete will turn into a grade of F.** The only way a student can redeem a course with an "INC" is to take the course again.

You will receive an "I" on your record for thesis research until the completed thesis has been approved by your committee and your final approved copy has been submitted to the Graduate Dean.

Students with two or more "I" grades on their records are defined as not making satisfactory progress toward a degree. Graduate Assistants who are not making satisfactory progress void their assistantship contracts and risk being dropped by the Graduate College.

KEYS

1. Graduate students with assistantship assignments in ACS will be assigned an office in the ACS Program, East Hall. Office key(s) can be picked up from the ACS Program secretary at the American

Culture Studies Office, Room 101 East Hall. Graduate assistants with assignments in other departments should check with their employing office concerning their office assignments.

2. To replace worn, bent, or broken keys, simply return all pieces of the damaged key(s) to the Program secretary at the ACS Office for an exchange. Should your key(s) become lost or stolen, notify Safety and Security **immediately**. You will be charged for any lost or stolen keys.

CHARGES FOR LOST OR STOLEN KEYS

\$50.00	Grand Master
50.00	Alarm Key
25.00	Building Master
5.00 each	For All Other Keys

3. **RETURN ALL KEYS WHEN LEAVING BOWLING GREEN STATE UNIVERSITY!** You will be charged for all keys not returned.

MAILBOX

Each student will be given a mailbox located in 104 East Hall. All correspondence between the various departments on campus and you will be placed in this box as well as any mail addressed to you in care of the American Culture Studies Program. Please be sure to check your mailbox frequently. Some of you may also have boxes within the department you have been assigned to teach.

Please check your ACS mailbox at least once a week. The ACS program office and BGSU University administration will use this mailbox to communicate important information to you.

E-MAIL ACCOUNT

All entering graduate students are given a free e-mail account on BGSU's BGNet system. It is vitally important that you learn to use your BGSU e-mail account and that you check it every school day.

The BGSU BGNet e-mail system is the primary means that the ACS Director, secretary, and faculty members will use to communicate with all graduate students in the program. Please be sure to check your BGNet e-mail account on a daily basis.

PAY PERIOD

Paychecks will be issued bimonthly beginning September 1st with the last paycheck issued on May 11th.

TENTATIVE DEGREE PROGRAM

The Graduate College requires that a Tentative Degree Program (TDP) be prepared and placed in the files of all MA candidates after completion of 12 hours of graduate work. The purpose is to provide a guideline for fulfillment of the degree requirements. Please see the ACS Director as part of the process of 2nd year Fall registration in order to satisfy this requirement. The Graduate Dean has indicated that, “No contracts will be written for second year master’s students who have not submitted a Tentative Degree Program.”

An updated TDP must be prepared by the student, signed by the ACS Director, and filed with the Graduate College every Spring semester during the student’s course of study. A TDP worksheet to help students in the preparation of their TDP is included at the end of this handbook.

APPLICATION FOR GRADUATION

Students nearing the completion of their degree need to apply for graduation. This should be done no later than "two weeks after the first day of classes in the semester the student plans to graduate" (Graduate Catalog, 40). There is a one-time fee for each degree awarded.

TIME LIMITS FOR DEGREE AND REVALIDATION

The time limit for master's level students to complete all degree requirements is six years from the end of the earliest course used to fulfill degree requirements on the Tentative Degree Program (TDP). A master's student may apply for an extension of up to one year if the request for an extension is made before the time limit has elapsed. The student will be expected to revalidate all out-of-date course work with an extension on time limit. Final approval of a request for an extension to complete the graduate degree rests with the Associate Dean for Academic affairs.

If an extension is approved by the ACS Director and the Associate Dean for Academic Affairs, revalidation of outdated courses will be necessary. All courses that will be more than six years old for master's students at the time of graduation will require revalidation.

- ❖ The ACS Program Director will establish an ad hoc revalidation committee composed of a minimum of three faculty, including the ACS Director.
- ❖ The committee will determine on a course-by-course basis the appropriate form of revalidation and communicate the nature and the results of the revalidation process to the Graduate College on this form.
- ❖ The maximum time allowed for the master's degree with revalidation is seven years from the end of the earliest course used to fulfill degree requirements on the TDP. If outdated courses are needed to meet requirements, they must be retaken.
- ❖ Students may not revalidate courses with a grade of C or lower, an internship or practicum, or courses taken at other institutions.

- ❖ All three committee members must sign the revalidation form. Revalidation will be approved if two-thirds of the ad hoc committee members support approval.
- ❖ A \$25, non-refundable fee must be paid to the Bursar for each course approved for revalidation. The Bursar will forward the revalidation form to the Graduate College for final approval.

(Rev. 6/06)

OFFICIAL
BOWLING GREEN STATE UNIVERSITY
2006-2007 ACADEMIC CALENDAR

(Spring Semester, 2005 ends with Commencement on Saturday, May 5, 2007)

Summer Session 2006:

May 15 - June 23, 2006:	First 6-week term
May 29, 2006 (Monday):	Memorial Day (No Classes)
June 12 - August 4, 2006:	8-week term
June 26 - August 4, 2006:	Second 6-week term
July 4, 2006 (Monday):	Independence Day (No Classes)
August 5, 2006 (Saturday):	Commencement

Fall Semester 2006:

August 21 – Dec. 15, 2006:	Fall Semester
Sept. 4, 2006 (Monday):	Labor Day (No Classes)
October 9-10, 2006:	Fall Break (No Classes)
Nov. 10, 2006 (Friday):	Veterans Day (No Classes)
November 22-26, 2006:	Thanksgiving Recess
Dec. 8, 2006 (Friday):	Last Day of Classes
December 11-15, 2006:	Exam Week
December 15, 2006 (Friday):	Graduate Commencement
December 16, 2006 (Saturday):	Undergraduate Commencement

Spring Semester 2007:

January 8 - May 4, 2007:	Spring Semester
January 15, 2007 (Monday):	Martin L King Day (No Classes)
March 5-11, 2007:	Spring Recess
April 27, 2007 (Friday):	Last Day of Classes
April 30-May 4, 2007:	Exam Week
May 4, 2007 (Friday):	Graduate Commencement
May 5, 2007 (Saturday):	Undergraduate Commencement

AMERICAN CULTURE STUDIES PLAN I--THESIS

I. Who should choose Plan I?

MA candidates may choose to write a thesis, with the approval of the ACS MA Executive Committee. Any student who expects to do graduate work beyond the MA might benefit from Plan I because the techniques and research sources developed for the thesis will be useful for advanced graduate work. Normally a student electing to write a thesis will be expected to take two academic years to complete the program.

At the end of their first semester of full-time study in the MA program (normally December of their first year), all students interested in pursuing the Plan I thesis option will be requested to submit a one-page tentative MA thesis topic proposal to the ACS MA Executive Committee. The MA Executive Committee will review all proposals received and, in consultation with appropriate ACS joint-appointment and affiliated faculty, will review each candidate's topic proposal and coursework to date. Students will be notified in writing of the decision of the MA Executive Committee by the beginning of their second semester of full-time study in the MA program. Students denied admission to the Plan I thesis option will automatically be admitted to the Plan II non-thesis option. Decisions of the MA Executive Committee may be appealed in writing to the full ACS Joint-Appointment Faculty for final adjudication.

II. When should the process be started?

As soon as a broad thesis topic is identified, the student should consult the ACS Director to aid the student in selecting a chair for the thesis committee. The chair will assist the student in definition and delimitation of the thesis topic. The student should determine what sources are available in Bowling Green State University Library. Other sources are obtainable through inter-library loan.

The thesis committee is composed of the thesis adviser (chair) and a minimum of one other faculty member who has graduate faculty status. Both the thesis chair and other committee members will normally be chosen from the ACS joint-appointment or affiliated faculty. On petition, the MA Executive Committee will consider approval of other faculty whose special area of expertise qualifies them to chair a student's MA thesis.

III. Course Requirements

Thirty (30) hours of course work plus three (3) hours of thesis research are required for the degree:

- A. American Culture Studies 630-Methods and Theories is required.
- B. The remaining twenty-seven hours are chosen from courses offered in ACS and participating departments/programs.
- C. In no case may more than fifteen hours in any one program/department other than ACS be counted toward the MA degree.

IV. Tentative Degree Program

A Tentative Degree Program (TDP), which outlines the student's plan for completing the degree, must be submitted to the Graduate College after the first year of full-time course work. The TDP is required both for graduation and for approval of the second year of graduate assistantship funding. The final approved TDP must be submitted to the Graduate College before the Thesis Proposal may be submitted. An ACS TDP worksheet is provided at the end of this handbook. The official TDP form can be downloaded from the Graduate College website at the following address:

<http://www.bgsu.edu/colleges/gradcol/documents1.htm>

Minor amendments to the final TDP may be made utilizing the TDP Addendum form, which is available at the same Graduate College webpage.

V. Thesis Topic Proposal

A thesis proposal stating the essence of your planned topic and how you intend to treat it should be submitted to your committee for approval. This proposal should be developed in close consultation with your committee members. The thesis proposal should be at least ten pages in length and should offer a clear explanation of the thesis topic, research problem, review of relevant literature, explanation of the method or approach to be used in the thesis, and an outline of provisional thesis chapters. Once approved, a copy of the Petition for Approval of the Master's Thesis Topic form (obtainable from the ACS program secretary) must be completed, with the signatures of each committee member and the Program Director, and submitted to the Graduate College for approval. This application must be filed with the Graduate College no later than the last day of the term prior to graduation.

Before initiating work on your MA Thesis, you should acquire a copy of the Graduate College's Thesis and Dissertation Handbook. This Handbook contains the Graduate College's guidelines for the preparation and submission of the dissertation, and must be scrupulously followed in every aspect. Copies of this Handbook may be obtained from the Graduate College or may be downloaded from the Graduate College website at:

<http://www.bgsu.edu/colleges/gradcol/tdhandbook/tdhdbktoc.htm>

Several books offering advice on the planning and preparation of theses/dissertations are available at the program office for the use of students involved in thesis writing their thesis. You may want to consult these as part of the process of beginning your thesis preparation. An excellent source of information about style/documentation/citation, etc. information, is at the following website at the University of Wisconsin. It has basic information for a variety of documentation styles--Chicago, MLA APA, and more:

<http://www.wisc.edu/writing/Handbook/Documentation.html>

VI. Writing the Thesis

You are urged to submit each chapter of your "rough" draft to the chair of your committee as the chapter is completed, or in some cases to the entire committee (you should establish the

preference of your committee members in this regard as part of the development of your thesis proposal. This will prevent any unexpected criticism, resulting in re-writing the entire thesis. As you are writing the thesis, you should remain in close contact with your committee members, especially your committee chair, to ensure that you are in agreement concerning the development of your topic.

VII. Thesis Defense

As part of the final process towards completion of the master's degree, each candidate is asked to defend his/her thesis. After having concluded the writing of your thesis, including having incorporated all revisions requested by your committee members, you and your chair will schedule a public oral defense of your thesis. This meeting will be open to the public, and will be for the purpose of allowing your committee members to question you over the thesis. An announcement of the thesis defense should be submitted by the Chair of the Thesis Committee to the ACS Program office at least two weeks in advance of the defense; this announcement will be circulated by the ACS office to all ACS joint-appointment and affiliated faculty members and to all ACS graduate students. The thesis defense (final oral examination) usually focuses on the thesis but may also cover material in other related fields of study. At the end of the successful thesis defense, the student must file a signed copy of the ETD Approval/Submission Form: Results of the Final Examination for the Degree with the ACS office and the Graduate College. Following final revisions, the final copy of the thesis in its PDF format is submitted to the ACS Program Director for a final review, for which two weeks should be allowed. The final approved copy of the thesis, which must be submitted electronically as a PDF document, is then filed with the Graduate College along with the signed copy of the ETD Approval/Submission Form: Manuscript Approval.

VIII. Electronic Submission of Thesis

All MA theses must be submitted electronically. Complete information on electronic submission of theses and dissertations (ETD) is available at the Graduate College website at the following web address: <http://www.bgsu.edu/colleges/gradcol/etd/intro.htm>

AMERICAN CULTURE STUDIES PLAN II--NON-THESIS OPTION

All students electing not to write a thesis in American Culture Studies as well as students denied admission to the Plan I thesis option will complete the requirements listed below. Normally, non-thesis option students will be expected to complete the program in one academic year plus summer term and are only eligible for one year of assistantship funding.

- I. Thirty-three (33) hours of course work are required for the degree:
 - A. American Culture Studies 630-Methods and Theories is required.

- A. The remaining thirty hours are chosen from the courses offered in ACS and participating programs/departments.
 - B. In no case may more than fifteen hours in any one program/department other than ACS be counted toward the MA degree.
 - C. No more than three hours of ACS 698 may be counted toward the degree.
- II. Written examinations will be required as follows:
- A. A six-hour comprehensive exam, usually completed within one day--two three-hour sessions with at least an hour break in between.
 - D. Exams will be broad enough to cover student's mastery of content, mastery of how content relates across disciplines (e.g., romanticism in art and literature), and mastery of ACS 630-theory and methods texts.
 - E. The MA Comprehensive Examination shall be offered once each academic year, at the end of the first Summer session, in late June.
 - D. The exam shall be read by a committee of three chosen from the ACS Joint-Appointment Faculty.
 - E. A pass shall require a unanimous vote. Grades shall be as follows: High Pass, Pass, Low Pass, Fail.
 - F. A failed comprehensive examination may be retaken once, following a waiting period of at least three months. A second failure of the comprehensive examination is permanent.

SAMPLE QUESTIONS FOR PLAN II EXAMINATION

I. THEORY AND METHODOLOGY QUESTION.

Increasingly in recent years, the concept of culture has come to dominate methodology in American Studies. Offer a short definition of "culture" as you understand it, and consider its place in American Studies methodology. Your answer may defend an approach to studying the American experience through a cultural approach, or you may attack the method. In either case, demonstrate your familiarity with the concept of culture and its place in the study of American culture.

II. CONTENT QUESTIONS.

Suppose you were offered the opportunity to characterize the American experience by the limited examples offered by one major event (which may reach over time or be of short duration), one work of art or literature, one personality, and one material artifact or technical accomplishment. You may, on the one hand, choose to stress unity or continuity by concentration on a related theme or issue characteristic of American experience, or you may illustrate multiplicity by choosing appropriately diverse examples, but in either case discuss how these examples enable you to "explain" or illustrate what is meant when something is considered to be characteristically American. You are not expected to offer the "final word" on the meaning of the American experience, but to show your understanding of the forces that shape our national experience.

In addition to courses in American Studies which are intrinsically interdisciplinary, American Studies draws upon regular course offerings from traditional disciplines. Using examples from your own course work, discuss the relative advantages of each approach to American Studies. Offer your own opinion, supported by specific examples, of the merits--or lack of them--of, for example, separate courses in the history and literature (or art history, sociology, or whatever) of a period versus a single course in the "culture" of a period.

PROFESSIONAL DEVELOPMENT AND MA THESIS SUPPORT

Support for graduate student professional development and research is provided by the Graduate College and the American Culture Studies Program through two funds: The professional Development Fund (Travel), and the Thesis/Dissertation Research Grants program. The Graduate College has described these two programs briefly as follows:

Professional Travel Fund: “to encourage and support graduate student attendance, participation, and paper presentation at regional and national conferences and professional meetings. To be eligible for a travel award a graduate student must (1) be fully admitted (i.e., without conditions) to a BGSU graduate degree program, (2) be in good academic standing, and (3) be enrolled at the time of the conference (preference should be given to graduate students registered for at least 12 hours).”

Students will only be eligible for a professional travel award during their first two years of full-time enrollment in the ACS MA program. Applications for professional travel must be submitted and approved prior to attendance at the conference. To be sure of timely review, applications should be submitted by the 15th of the month preceding the conference. Retroactive funding is not possible.

Thesis/Dissertation Research: “to assist graduate students in meeting expenses of their research or creative activities. Awards may be made to (1) PhD candidates engaged in dissertation research [or] (2) master’s students involved in thesis research under Plan I.... Only one award per degree may be granted. In order to be eligible, applicants must be in good academic standing, be enrolled at BGSU (preference should be given to graduate students enrolled for at least 12 hours), and have an approved topic.”

Proposals for Thesis/Dissertation support must be submitted and approved before beginning the portion of the research activities for which support is requested; however, applications for support of your project may be made at any time. Requests for retroactive funding of activities already conducted will not be considered.

The Professional Development and Thesis/Dissertation Support funds are administered by the ACS Director. At the current time, ACS MA students may receive up to \$200 to reimburse them for costs associated with attending a professional academic conference for which the student is a participant on the conference program. Students may be reimbursed to attend one academic conference per year. Students may receive up to \$200 in reimbursement for travel to archives, libraries, museums, etc. connected to thesis research. Guidelines, procedures, and application forms are available through the ACS office.

Additional funding for ACS graduate students for professional development activities are available as from the following programs administered by BGSU:

Graduate Student Senate Conference Fund: Administered by the BGSU Graduate Student Senate. These fund is “designed to supplement conference travel costs for graduate students attending academic conferences.” Applications must be submitted prior to conference attendance, and may be downloaded from the GSS website at: <http://www.bgsu.edu/studentlife/organizations/gss/>

Katzner Fund and University Bookstore Fund: Administered by the Graduate College, with nominations made by ACS office. These two funds provide monetary support to graduate students “for conducting research and attending professional meetings.” Awards are made in the Fall and Spring semesters; applications for the Katzner and Bookstore funds will be distributed by the ACS office.

(Rev. 6/06)

CHECKLIST FOR GRADUATION

The checklist below is designated to facilitate the completion of degree requirements and to help you move smoothly through the process of graduation. The checklist is for your personal use and does not have to be filed in any university office.

- _____ File a Tentative Degree Program in the Office of the Graduate College. The Graduate College requires that this be done during in the semester in which the student enrolls for the 15th hour of credit (this is normally the Spring semester of the first year of doctoral study).
- _____ Completion of coursework. All degree requirements have been included in the Tentative Degree Program and all degree requirements have actually been fulfilled.
- _____ Notify the Office of the Graduate College of any revisions in the Tentative Degree Program.
- _____ Official transcripts are on file in the Office of the Graduate College for all approved transfers of course credit from other universities.
- _____ Selection of MA Thesis Committee and approval of thesis topic following preparation and defense of Thesis Proposal. File signed Thesis Topic Approval Form with the Graduate College.
- _____ Official registration is accomplished for at least one hour during the term in which graduation is planned.
- _____ Application for Graduation. **YOU MUST APPLY.** Application forms can be obtain at the Graduate College, McFall Center. (See **Graduate College** for list of deadline dates.)
- _____ Final Examination. Since this is traditionally a public defense of research, the student is required to publicize the date by notifying the ACS office about three weeks before the final oral examination is to be held.
- _____ ETD Approval/Submission Form: Results of the Final Examination must be filed with the Graduate College upon completion of thesis and oral examination. (ETD form available at the Graduate College website.)
- _____ PDF file final error-free copy of the thesis is filed with the Director of the ACS Program for her/his approval; following approval, the final copy of the thesis is submitted electronically to the Graduate College, along with signed paper copy of the ETD Submission Form: Manuscript Approval.
- _____ Electronic deposit of approved, error-free PDF file copy of thesis at Ohiolink.

_____ JULY 5 - Last day to turn in results of the Comprehensive Examination for Plan II (non-thesis) master's degree.

_____ Return all keys to ACS Program Office.

_____ Clear your account in the Bursar's Office.