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INTRODUCTION

Welcome to the American Culture Studies PhD 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 Studies programs in the country. We trust, therefore, that you will find your doctoral 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.

The PhD program in American Culture Studies is an innovative degree program comprising an intellectual community of faculty drawn from several academic programs and departments in the humanities and social sciences at Bowling Green State University. It features two broad interdisciplinary academic tracks from which students choose their major concentration: (1) Critical Studies in Media, Film, and Culture; and (2) Ethnicity, Gender, and Social Identities. These major concentrations are designed to allow our students to be exposed to and to address contemporary cutting-edge research and debates in the field of Cultural Studies. They also reflect the unique academic strengths of our graduate faculty, who are deeply involved in interdisciplinary and cross-disciplinary teaching and research. The American Culture Studies PhD program draws its faculty from the following departments and graduate programs: Communication Studies, English, Ethnic Studies, History, Philosophy, Popular Culture, Sociology, Theatre, Telecommunications, and Women's Studies. Recognizing that American culture is complex and multifaceted, this program requires work in a variety of subject areas that encourage reflection on both the historic heritage and contemporary expression of our national experiences.

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)

eberry@bgnet.bgsu.edu

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 PhD 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.

PhD 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 STUDY COURSES

Documentation of all variable credit hour courses must be kept on file in the American Culture Studies office. This includes 785, 787, 789, 791, 798, etc. in American Culture Studies as well as those courses offered by other departments/programs. You will find a form for this purpose in your handbook. Additional forms are available through the program office. Be sure to obtain the signatures of the American Culture Studies Director as well as the faculty supervisor before registering for the course.

No more than a total of 6 hours of Independent Study (ACS 785, 787, 791 or their departmental equivalents) credits may be applied toward the degree, as follows: not more than one Independent Study (3 credits) may be applied in either the major or minor area of concentration.

The Independent Study course to be applied to the major or minor area of concentration must be taken within the interdisciplinary track, department, or program of that concentration, and must meet all criteria for a graduate-level Independent Study course. All proposed Independent Study courses should be submitted on an ACS Variable Hour Credit Course Form prior to registration, which must be signed by both the proposed Faculty Supervisor and the Director of the ACS program.

GRAD 600 (orientation course required of all new GA's) may not be applied toward the degree.

No more than three hours of ACS 798--Readings for the Preliminary Examination may be applied toward the degree.

Doctoral students selected as graduate teaching assistants will take the pedagogy class in the department or program where they are assigned to teach. If they are assigned to a department or program that does not offer a pedagogy class, they may take the ACS pedagogy class (ACS 602) in the fall of their first year. The pedagogy class will count toward the total of 70 hours required for the degree, but it will not count toward the major or minor concentration.

Only one departmental pedagogy class (such as ACS 602 or its equivalent—6 hours of credit maximum) may be applied toward the degree.

DROP/ADDS

Dropping and Adding of courses is allowed at the discretion of the student (with coordinator'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 20).

EXECUTIVE AND POLICY COMMITTEES

Graduate students in the American Culture Studies Program have representation on both the Policy and PhD 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, the ACS Director of Undergraduate Studies and two ACS graduate students (one from the MA program, one from the PhD, 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 PhD Executive Committee consists of the Director of ACS, who is chair of the PhD Executive Committee, one faculty member with a joint appointment in the ACS program, two representatives from the PhD track in Critical Studies in Film, Media, and Culture, two representatives from the PhD track in Ethnicity, Gender, and Social Identities, and one student in the third or fourth year of full-time

enrollment in the PhD program. 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 PhD 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.

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 "I" (Incomplete) is given when, for some valid reason, a student is unable to meet course requirements by the semester's end. An "I" 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 "I" is to take the course again.

You will receive an "I" on your record for dissertation research until the completed dissertation 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, other than dissertation, 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 programs or 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 in the American Culture Studies mailroom 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 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 PhD candidates after completion of 45 hours of graduate work (in the Spring semester of the second year of full-time study). The purpose is to provide a guideline for completion of the degree requirements. Please see the Director as part of the annual process of Fall registration in order to satisfy this requirement. The Graduate Dean has indicated that, "No contracts will be written for third year doctoral students who have not submitted a Tentative Degree Program." A final approved TDP must be submitted to the Graduate College before the Dissertation Proposal may be submitted.

An updated TDP must be prepared by the student, signed by the ACS Program Director, and filed with the Graduate College every Spring semester, beginning in the second year of each doctoral student's course of study. In the third and fourth years of study, this requirement may normally be met by filing the TDP Addendum form. A TDP worksheet to help students in the preparation of their TDP is included at the end of this handbook.

Both the official TDP form and the TDP Addendum form can be downloaded from the Graduate College website at the following address:

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

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 doctoral students to complete all degree requirements is eight years from the end of the earliest course used to fulfill degree requirements on the Tentative Degree Program (TDP). A doctoral student may apply for an extension of up one year if the request for an extension is made before the time limit has elapsed. Doctoral students may be granted two extensions, not to exceed a total of two calendar years. 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 Graduate Coordinator and the Associate Dean for Academic Affairs, revalidation of outdated courses will be necessary. All courses that will be more than eight years old for doctoral 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 Program 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 doctoral degree with revalidation is nine 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 \$40, 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)

GENERAL POLICIES ON GRADUATE STUDENT FUNDING IN AMERICAN CULTURE STUDIES

In making funding decisions with respect to the allocation from the Graduate College for ACS, the PhD 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.

GRADUATE ASSISTANTSHIP FUNDING

During the Spring semester the PhD 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 a PhD program may expect four years of funding. Continuing funding is contingent on satisfactory progress toward the degree and satisfactory fulfillment of all duties assigned as part of an assistantship.

Students who enter the PhD program unfunded but who subsequently receive funding in a later year will be considered to be in the same funding year as their year in the program; i. e., a student entering the PhD program in fall 2005 without funding but receiving funding beginning in the 2006-07 academic year will be considered a student in the 2nd year of funding for 2006-07 and the 3rd year of funding for 2007-08, etc.

To be eligible for third-year graduate assistantship funding, ACS PhD students must have completed all course work by the end of summer semester in their second year of full-time doctoral studies.

To be eligible for fourth-year graduate assistantship funding, ACS PhD students must meet the following criteria during their third year of full-time doctoral study:

- **Have successfully passed their Preliminary examination by November 1.**
- **Have successfully defended their dissertation proposals by March 15.**
- **Have written a draft of at least one dissertation chapter by May 1.**

Students who fail to meet all three of these criteria by the specified dates will not be eligible for the fourth year of doctoral graduate assistantship funding.

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.

DISSERTATION FELLOWSHIPS

In each year, ACS is permitted by the Graduate College to award two Dissertation Fellowships to students at the dissertation stage of their PhD program. These are designed to relieve the student of teaching duties and provide uninterrupted time for completion of the dissertation. Students are eligible to hold the dissertation fellowship in their fourth year of full-time study (or its equivalent for part-time students) in the ACS Ph.D. program. Applications will normally be due to the ACS PhD Executive Committee by February 1 of each academic year for fellowships beginning the following Fall semester. Decisions concerning the awarding of the dissertation fellowship will normally be made by March 1 of each academic year.

Those eligible to apply for these fellowships must satisfy the following criteria:

1. Applicants for the dissertation fellowship must have already completed all requirements for ABD status at the time of application to be eligible for the fellowship, including (1) successful completion of all course work; (2) successful passage of the preliminary examination by November 1 of the third year of full-time study (or the equivalent); and (3) successful defense of the dissertation proposal by February 1.
2. Applicants must provide the PhD Executive Committee a prospectus of at least two pages describing the proposed dissertation topic, a current copy of the applicant's curriculum vita, and a letter of recommendation from the proposed chair of the dissertation committee. The letter from the dissertation committee chair, in addition to assessing the value of the proposed project and the likelihood of its timely completion, should indicate the status of the student's research and writing: how much has been completed, how much remains.

The PhD Executive Committee will review applications and award the dissertation fellowships. Among other things, it will consider the student's academic performance in the ACS doctoral program to date and the likelihood that the proposal will result in a completed dissertation of high quality by the end of (or shortly after) the tenure of the fellowship. The Committee will also bear in mind the Program's commitment to diversity.

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 PhD students, maintaining a 3.2 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.

AMERICAN CULTURE STUDIES PHD PROGRAM DEGREE REQUIREMENTS

General Requirements

Requirements for the doctorate in American Culture Studies are: (1) the completion of at least 70 semester hours beyond the master's degree; (2) including a maximum of 16 hours of credit for research on the dissertation. The PhD program contains the following components:

- **Common Core Requirement (13 hours):** ACS 730-*Theories of American Culture Studies*, ACS 740-*Genealogy of American Culture*, ACS 745-*Publication and Professional Publication*, ACS 750-*Key Debates in Cultural Studies*
- **Interdisciplinary Major Concentration (21 hours):** Either (a) *Critical Studies in Film, Media, and Culture*, including required seminars in ACS 760-Critical Approaches in Film Studies, and POPC 680-Popular Culture and Media Theory; or (b) *Ethnicity, Gender, and Social Identities*, including required seminars in ETHN 620-Theories of Race Relations, Ethnicity, and Multiculturalism, and WS 620-Feminist Theory.
- **Minor Concentration (12 hours):** Either a disciplinary minor, such as Communication Studies, English, History, etc., or an interdisciplinary minor, such as Museum/Archival Studies, etc., or a graduate certificate program, such as those in Ethnic Studies, Women's Studies, Performance Studies, etc.
- **Electives (8 hours):** Chosen by the student from a variety of courses, including pedagogical seminars, lecture series, and other topics of individual interest.
- **Dissertation Research (16 hours):** Including a 3 hour *Dissertation Workshop*.
- **Professional Activity:** During their course of study in the PhD program, students are encouraged and expected to participate in a range of professional activities aimed at preparing them to successfully compete on the academic job market. These include such activities as presenting papers at professional conferences and professional publication in scholarly journals and edited volumes. The ACS Program assists students in the pursuit of these scholarly activities through offering financial aid to offset the cost of travel to conferences and registration. Currently, ACS doctoral students will receive up to \$200 in reimbursed expenses for each conference in which they present a professional paper.

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

TIME FRAME FOR COMPLETION OF DEGREE

Assuming that no extenuating circumstances arise, a student should be able to complete the PhD degree in American Culture Studies in four years. The sequence of steps to do this are as follows:

Fall, 1st year:

ACS 602-Teaching American Culture Studies
ACS 730-Theories of American Culture Studies
POPC 680-Popular Culture and Media Theory

Or

ETHN 620-Theories of Race, Ethnicity, Multiculturalism
Major/Minor Course
Pedagogical Seminar

Spring, 1st Year:

ACS 740-Genealogy of American Culture
ACS 760-Critical Approaches in Film Studies

Or

WS 620-Feminist Theory
Major/Minor Course

Summer, 1st Year:

Major Course
Major/Minor/Elective Course

Fall, 2nd Year:

ACS 745-Publication and Professional Development
Major Course
Minor Course

Spring, 2nd Year:

ACS 750-Key Debates in Cultural Studies
Major Course
Minor Course

Summer, 2nd Year:

ACS 798-Readings for the Preliminary Exam
Major Course
Major/Minor/Elective Course

Fall, 3rd Year:

ACS 799-Dissertation Hours

Spring, 3rd Year:

ACS 782-Dissertation Workshop

ACS 799-Dissertation Hours

Fall and Spring, 4th Year:

ACS 799-Dissertation Hours

AMERICAN CULTURE STUDIES PHD PROGRAM PRELIMINARY EXAMINATION PROCEDURES

ACS PhD students sit for their **Preliminary Examination** in the Fall of their third year (or, in the case of part-time students, by the Fall of the year after completion of all coursework). In order to ensure eligibility for fourth-year funding, students must have passed the Preliminary Exams before the end of the Fall semester.

The Preliminary Examination in American Culture Studies consists of two parts. The first part covers ACS730 (Theories of American Culture Studies), ACS 740 (Genealogy of American Culture), and ACS 750 (Key Debates in American Culture Studies). The second part covers the critical literature in the student's interdisciplinary major track: Ethnicity, Gender, and Social Identities or Critical Studies in Film, Media, and Culture. Thus, all students take the same first part of the exam, and they are divided into two cohorts for the second part. Within each cohort, all students take the same second part of the exam.

The Preliminary Examination is prepared and read by an Examination Committee appointed by the Director of the ACS Program. The Examination Committee's composition will be slightly different for each of the two interdisciplinary major tracks in the doctoral program—Critical Studies in Film/Media/Culture and Ethnicity/Gender/Identities. The Examination Committee for each track consists of three shared ACS joint-appointment faculty members and one additional faculty member identified with the relevant track. There are thus four ACS faculty members on the Examination Committee reading each student's examination: the three common shared members and the one additional faculty member representing the student's track.

In addition to these four ACS faculty Committee members, the Graduate College appoints a Graduate College representative member to the student's committee, who constitutes a fifth member of each student's Examination Committee. These Graduate College representatives are appointed individually for each student. The appointment must be made in the Summer semester preceding the student taking the preliminary examination. To effect this, each student and the ACS Director fill out a Preliminary Examination Application form to create the student's Preliminary Examination Committee which is then submitted to the Graduate College. The Graduate College then appoints the Graduate College representative for each student, who will also continue to serve as the Graduate College representative on the student's dissertation committee. The Director will send a letter to each Graduate College member, explaining the organization and administration of the exam and inviting the Graduate College representative's participation in the ACS Preliminary Examination.

The questions for Part One of the Preliminary Examination are designed each year by the Preliminary Examination Committee in consultation with the instructors of record for the sections of ACS 730, ACS

740, and ACS 750 taken by the students in this examination cohort. The questions for Part Two of the exam are designed by ACS faculty members affiliated with each of the two academic tracks.

The Preliminary Examination is taken each year over the Fall Break weekend in early October. The exam will be picked up by students from the ACS office in East Hall 101 after 9:00 on the morning of the last full day of classes preceding Fall Break. The completed exam is due in the ACS office by 12:00 noon on the following Wednesday (or the first full day of classes following the Fall Break).

Each exam is read by all members of the Committee, with the understanding that the Graduate College representative will read only the exam of that student for whom s/he is serving. The exams will be read “blind,” with the name of the student deleted from the exam, except in the case of the Graduate College representatives. Each member of the Committee independently reads and assesses the exams, assigning one of the two following grades: Pass, Fail. In the event of clear consensus, the Director will award the appropriate mark. In cases when the Committee members do not agree, the members of the Examination Committee, including the student’s graduate representative, will meet to discuss the exam and to decide on the grade.

In the event of a grade of Fail, the student will retake all or part of the Preliminary examination, in accordance with Graduate College guidelines (page 57, BGSU Graduate Catalog), which allow a student, with the recommendation of the ACS PhD Executive Committee, to take a second examination after a lapse of six months. Dismissal from the doctoral program will result if the second examination is failed.

After the student has passed this exam, each student’s committee will be reconstituted for the dissertation; the Graduate College representative will continue for each student. The newly constituted committee will review the dissertation proposal.

AMERICAN CULTURE STUDIES PHD PROGRAM DISSERTATION PROCEDURES

INTRODUCTION

The dissertation is the culmination of each student’s work in the ACS doctoral program. The dissertation is to be a mature piece of writing embodying the results of significant research by the student in a specialized academic area. Normally, the dissertation will form the basis of a student’s most important early published work leading to tenure at her/his first school of employment. Consequently, the dissertation is understood to be a significant contribution to the scholarly literature in the student’s area of academic concentration. It is the result of a concentrated collaboration between the student and his/her academic advisor, as well as the contributions of the other members of the student’s doctoral dissertation committee. Work on the dissertation will normally take up the last two years of the student’s tenure in the ACS PhD program, time spent in concentrated scholarly research, writing, and revision.

DISSERTATION COMMITTEE

The Chair of the student's Dissertation Committee is to be selected from among the ACS Program's joint-appointment or affiliated faculty. The selection of the Chair of the dissertation committee is the most important decision that students make during their tenure in the ACS PhD program. The selection of the Chair by the student should meet the following criteria:

- The Chair should be someone whom the student already knows well from previous coursework, including, ideally, an Independent Study or Directed Readings seminar spent exploring the dissertation topic.
- The Chair should be someone who has expertise in the general academic area in which the student plans to develop her/his dissertation. The Chair will be the person, more than any other, who will be responsible for mentoring the student through his/her dissertation work.

The Dissertation Committee will also include at least two other members to be selected by the student and his/her Chair from among the ACS Program's joint-appointment and affiliated faculty members. The graduate faculty representative appointed to the student's Preliminary Examination Committee will also serve on the Dissertation Committee as the Graduate College's representative on the committee. This person's function will be to ensure that the Graduate College's rules and procedures are being properly followed, although it is to be understood that this person has full rights and responsibilities as a member of the dissertation committee. Non-BGSU faculty members with particular expertise in the student's field of study may be appointed to dissertation committees through a formal request by the student and their Chair to the ACS PhD Executive Committee and the Graduate College; however these individuals may not serve in place of one of the four committee members minimally required by the above guidelines.

DISSERTATION PROPOSAL

The first step in the preparation of the dissertation is the development of a formal **Dissertation Proposal**. A dissertation 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, especially the Chair of the Dissertation Committee who will function as the student's mentor in the development and execution of the dissertation. The dissertation proposal should be at least fifteen-twenty pages in length and should offer a clear explanation of the dissertation topic, research problem, review of relevant literature, explanation of the method or approach to be used in the dissertation, and an outline of provisional dissertation chapters. A set of guidelines for the preparation of a dissertation proposal is attached at the end of this section of the Handbook.

Once the dissertation proposal has been developed in an initial draft, it should be circulated to members of the Dissertation Committee for their comments and suggestions. The Chair of the Dissertation Committee will then schedule a formal **Dissertation Proposal Defense**, which shall include the candidate and all of the members of the Dissertation Committee. The purpose of the Dissertation Proposal Defense is to produce a formal agreement between the student and his/her committee as to the student's dissertation topic. A successfully defended dissertation proposal constitutes a contract between the student, her/his committee, and the Graduate College concerning the nature, scope, and

treatment of the dissertation project. This should not be understood in an overly rigid manner; most dissertations change during the process of dissertation research and writing. But the dissertation proposal defense does establish the broad outlines of the student's dissertation topic. A significant change in the dissertation topic will require the preparation, submission, and acceptance of a new dissertation proposal. At the conclusion of the successful proposal defense, a copy of the Dissertation Topic Approval form (obtainable from the Graduate College website) 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 doctoral dissertation, 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 dissertation writing. You may want to consult these as part of the process of beginning your dissertation 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>

REGISTRATION FOR DISSERTATION CREDIT

Students should begin registering for dissertation research (ACS 799) at the time when they begin planning their dissertation. According to Graduate College policy, students who register for dissertation research are required to maintain continuous registration in dissertation research from one semester to another, regardless of whether they are in residence, until the research is completed and the dissertation is accepted by the Dean of the Graduate College. Students are not required to register for dissertation research during summer sessions with the exception of students who graduate in August. These students must enroll in dissertation research for the summer in which they graduate. The minimum continuous registration for a dissertation student is one hour per semester. A student who has completed the hours designated for dissertation research in the tentative degree program (i.e. 16 hours) but has not completed the dissertation is required to register for at least one hour each semester until the degree is granted.

Students who do not maintain continuous registration will be required to "back register" for all terms they have missed. Tuition will be assessed at the rates in effect when the "back registration" is processed.

DISSERTATION PREPARATION AND DEFENSE

During the writing of the dissertation, the student should remain in close contact with her/his committee members, especially the committee Chair, to ensure that the student and the committee members are in agreement concerning the development of the dissertation topic. During the writing of the dissertation, students are urged to submit each chapter of the dissertation "rough" draft to the entire committee as each chapter is completed. The precise procedure for the submission of the dissertation chapter drafts to the committee members should be worked out in advance by the dissertation committee members. In most cases, the Chair will prefer to work with the student on each draft before submitting it to the committee members for their comments and suggestions for revision. However, in some cases, the particular expertise of individual faculty members may lead them to request, with the permission of the chair—or at the request of the Chair—to examine the first draft of particular chapters. In some cases, committee members may prefer to read the dissertation draft as a whole. This approach is not recommended by the ACS Program, as it is generally considered better to have the entire committee involved in the dissertation development throughout the process, rather than only at the end. However, the procedures for reading the dissertation and suggesting revisions should be left to the Chair and the members of the dissertation committee, within the framework of the following ACS Program requirements:

- Primary responsibility for directing the dissertation lies with the Dissertation Committee Chair. The student should work closely with the Dissertation Chair in all phases of the development of the dissertation.
- The Committee members shall be given ample opportunity to review and suggest revisions in the dissertation document, prior to the scheduling of the dissertation defense. This means **either** that committee members be fully involved in the development of the dissertation draft, as each chapter is produced, **or** that if they choose to only review the dissertation draft as a whole that they be given **at least five weeks** to review the dissertation draft document.
- The student is responsible for meeting individually with all members of the dissertation committee, after they have had an opportunity to read the dissertation draft (either chapter-by-chapter, or as a whole), to discuss the dissertation draft and its revision. Committee members will communicate, either orally or in writing, suggested revisions in the dissertation draft document, which the student shall undertake to implement under the supervision and guidance of the Dissertation Chair. In the case of differences of opinion among committee members, or between committee members and the Chair, it may be necessary for the Chair of the Dissertation Committee to arrange a meeting of the Dissertation Committee's members (normally without the student's presence) to discuss the proposed revisions in the dissertation draft. Committees should make every effort to reach agreement concerning the implementation of revisions and the preparation of the final dissertation document. In such discussions, the dissertation proposal shall serve as the model for the preparation of the final document.
- The dissertation that is brought by the student to the dissertation defense is to be complete and to meet all of the requirements of the Graduate College as stated in the Graduate College Thesis and Dissertation Handbook. It is not a preliminary "draft" or a partially finished document, but is the dissertation in its final, completed form, and has been approved for dissertation defense by the members of the student's dissertation committee.

As part of the final process towards completion of the doctoral degree, each candidate is asked to defend his/her dissertation. After having concluded the writing of the dissertation, including having incorporated all revisions requested by dissertation committee members, the student and his/her Chair will schedule a public oral defense of the dissertation. This meeting will be open to the public, and will be for the purpose of allowing the student's committee members to orally examine her/him over the thesis. The dissertation defense (final oral examination) allows the student to publicly present the results of his/her dissertation research, and its successful completion represents the formal acceptance of the student into the community of scholars. Following the successful completion of the dissertation defense, the final copy of the dissertation is prepared to be submitted to the Graduate College.

This examination is to be held only after the entire dissertation committee has had an opportunity to read and comment on the dissertation and after all requested revisions of the dissertation made by the dissertation committee members have been incorporated into the document.

An announcement of the dissertation defense should be submitted by the student 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.

At the conclusion of the successful dissertation 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. In the event that a student does not pass the oral defense, a second examination may be permitted four months or more after the original examination is given. No student is permitted to take the final examination more than twice.

SUBMISSION OF THE FINAL COPY

Following the successful defense of the dissertation, the student should prepare a final copy of the dissertation, incorporating all final comments and suggestions of the dissertation committee resulting from the defense. These final revisions will be undertaken under the supervision of the committee Chair. The final document must conform in every respect with the requirements of the Graduate College's Thesis and Dissertation Handbook. Once the final document has been produced and approved by the Dissertation Committee, the final PDF file of the dissertation should be submitted to the ACS Director for final review and approval. The ACS Director must be given two weeks to read and approve the final dissertation document before it can be submitted to the Graduate College. Following final approval by the ACS Director, the finished copy of the dissertation must be submitted electronically as a PDF document to OhioLINK; at the same time the signed copy of the ETD Approval/Submission Form: Manuscript Approval is submitted to the Graduate College. A second paper copy should be bound and deposited in the ACS office for placement in the ACS Program library.

All BGSU PhD dissertations 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>

DISSERTATION PROPOSAL GUIDELINES

A dissertation proposal should contain the following elements and/or answer the following questions:

Introduction and background: Outline the proposed area of investigation and provide enough background and context to make this comprehensible to someone outside your own field.

Statement of the key research questions: Think not only about the general area of your research, but about the specific questions that your study asks or seeks to prove, the particular issue under investigation. You should be able to clearly synopsize the central thrust of your argument in no more than a paragraph, and should clearly communicate this to the reader relatively early in the prospectus. As an exercise, begin by trying to convey in a few sentences the central premise of your proposed dissertation.

What are the contributions that the study seeks to make? The so what factor – why should this matter to someone who doesn't share your own particular interests and concerns? What's the importance of your study for broader realms of scholarship? Why is it worth doing? Bluntly put, you should be able to answer the question, "Why does [or will] this project exist?"

What new knowledge will your study produce? What original insights do you expect to result from this investigation? What are you going to say/discover/explicate that hasn't yet occurred to someone else? While it's okay for a master's thesis to tread within academic realms that have already been somewhat well charted, a dissertation should contribute original insights and new knowledge to the chosen field of specialization.

Review of the literature: What other scholarship currently exists that touches on the topic you're investigating, either directly or indirectly? Part of your task in the dissertation proposal is to demonstrate to your readers that you have enough of a background in existing scholarly literatures touching on your area of specialization and that you have a strong enough sense of the current state of the scholarly conversation into which you seek to enter that you can join it productively. While doctoral students often flesh out the literature review section of the dissertation in a separate chapter (or integrate different types of lit review, examining different types of scholarship, in various chapters as it proves relevant to the points they seek to make), it's a good idea in the proposal to provide a concise literature review in order to convey to your reader that you are familiar with existing scholarship, both that which pertains directly to your area of study **and the broader matrix of scholarly conversation in which it is embedded**. This last point is particularly important – you have to be able to demonstrate that you understand how the particular piece of ground that you've chosen to investigate fits into the larger scholarly landscape, and that you have enough of a sense of the scholarly conversation on the topics of your study (both narrowly and broadly defined) that you're able to enter into the conversation in a productive way.

What sort(s) of theoretical framework(s) will inform your study? In what way does the body of theoretical knowledge that you plan to use to frame your study illuminate the specific research questions that form the center of your study?

Methodology: Simply put, what specifically do you intend to do? What type of methodology will you

employ to create the original knowledge to be featured in the study? Is your methodology ethnographic, semiotic, does it focus on close textual analysis, some other approach? Tease out in as much detail as possible what precisely you plan to DO in the course of your study and articulate the logic of this approach and its appropriateness to the topic under investigation. Also, you need to persuasively articulate why this is an appropriate means of proceeding in regard to your proposed area of investigation, and that you have a clear enough sense of what is involved in carrying out this approach that you're prepared and qualified to employ the methodology you choose. (For example, to frame only a couple of initial questions, if your study is ethnographically based, what is the extent/duration/nature of your field research? Do you have an existing relationship or have you made arrangements to ensure that you will have access to the group you propose to study?) **Remember: a theory is not a methodology, so talking through the theoretical framework of your dissertation isn't in itself enough to answer this question.**

Identify your primary sources of data: What types of material will you examine in order to draw conclusions? Archival materials, films, texts, etc. If this material isn't generally accessible, have you made plans to gain access to it?

Are there specialized terms or concepts? that need to be defined in order to be understood by someone outside your field of research, or terminologies/concepts that you're using in a specific way? If so, define them.

Position yourself: What are your investments in this area of research? As Donna Haraway argues, partial perspective can be held accountable. Why are you drawn to this area of study? Are there particular biases or agendas that the reader needs to be made aware of, or ways in which your own identity positioning has an effect on the ways that you perceive the material under investigation?

Limitations: where will you set the boundaries of your study and why? What sorts of parameters will you establish to define what you're looking at and what you're leaving aside? Are your parameters cultural, geographic, historic, linguistic, etc? Articulate not only where you're placing your boundaries, but what logic underlies your choices to frame the study as you do.

Connected to this, consider not only the justification for your study (i.e., why it's worth the bother of doing and/or reading), but also for why you choose to combine particular materials (sources of data, theoretical frameworks, etc.) How do particular sites or sources of data resonate with one another? What is gained by putting these things in dialogue with one another? Why are you looking at a, b, and c rather than x, y, and z? Why are the types of questions you intend to ask appropriate to the objects you're choosing to examine? Why do you choose to leave out other things? Why is a particular theoretical framework appropriate as a lens for examining the specific materials you propose to investigate? Remember that a theory is useful in a particular context only insofar as it helps to illuminate the material you're investigating. It may be a banal way of putting it, but you need to pick the right tools for the right job.

Tentative chapter breakdown: This should be in the latter portion of the dissertation proposal. Obviously this can (and usually will) change in the course of composition, but briefly sketch out the separate chapters you propose to complete in the body of the dissertation and discuss the central ideas that will be dealt with in each, perhaps also gesturing to key theoretical framework if appropriate. Take from about a paragraph to a page to convey the central premise of each chapter you propose. Your committee

will assess both the coherence of the subtopics in your proposal and the scope of the project you articulate.

Conclusion: What conclusions do you anticipate you will arrive to in the course of your research? Looking at the project from the outset, what do you expect some of the results to be?

This outline isn't intended to be followed slavishly as a template or recipe, and the various items mentioned aren't, for the most part, placed in any order or hierarchy. You shouldn't feel straitjacketed in terms of the form of a proposal. You may choose to begin with a narrative, with the description of a particularly compelling passage of text, image, or incident that quintessentially informs your work or demonstrates certain principles that you seek to investigate. By all means use first person where appropriate, and don't feel the need to avoid a personal voice. Generally, work on the dissertation proposal is a two-part process, meaning that the committee examines a version of the document (not a first draft, but think of it as a draft nonetheless) and makes an assessment about the viability of the project and the scholar's ability to undertake the proposed study. After receiving feedback, the author generally rewrites and develops the text of the proposal to transform it into an introductory chapter for the dissertation.

PROFESSIONAL DEVELOPMENT AND PhD DISSERTATION 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 four years of full-time enrollment in the ACS PhD 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 PhD 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 up to two academic conferences per year (\$400 in total reimbursement). Students may receive up to \$300 in reimbursement for travel to archives, libraries, museums, etc. connected to dissertation 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.

AMERICAN CULTURE STUDIES PHD PROGRAM 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.

- _____ The initial Tentative Degree Program has been filed 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 45th hour of credit (this is normally the Spring semester of the second year of doctoral study).
- _____ Completion of all coursework and coursework requirements, including all required courses—normally done by the end of the first two years of full-time study. All degree requirements have been included in the Tentative Degree Program and all degree requirements have actually been fulfilled.
- _____ Preliminary Examination. Offered annually in October; the preliminary examination is taken by all third-year doctoral students. Signed copy of the Graduate College Preliminary Examination Report and of the successfully completed exam must be placed on file in the ACS office. (To apply for the preliminary examination, see ACS secretary for the Preliminary Examination Application form)
- _____ Selection of Doctoral Committee. Must consist of a chair and at least two committee members selected from among the ACS Program's joint-appointment and affiliated faculty members. The graduate faculty representative appointment to the Preliminary Examination Committee will also serve on the Dissertation Committee as the Graduate College's representative on the committee. All appointments are subject to approval by the ACS PhD Executive Committee and the Dean of the Graduate College. Prior to approval by the Executive Committee and Graduate College, the candidate will consult with the ACS Program director regarding the composition of his/her dissertation committee, especially concerning the selection of the chair.
- _____ Admitted to Candidacy. After passing the preliminary examination, a student may achieve candidacy by securing approval for the topic of the dissertation from the graduate coordinator, the dissertation committee and the dean of the Graduate College. The Dissertation Topic Approval form, which is filed with the Graduate College, may be obtained from the Graduate College website. Candidacy should be achieved at least six months before the degree is conferred.
- _____ File the final and complete Tentative Degree Program at the Office of the Graduate College.
- _____ File official transcripts at the office of the Graduate College for all approved transfers of course credit from other universities (up to nine hours of coursework taken at other universities may be approved).
- _____ Official registration is accomplished for at least one hour during the term in which graduation is planned and all terms preceding that from the time of matriculation in the program.
- _____ ETD Approvalal/Submission Form: Results of the Final Examination must be filed with the Graduate College upon completion of dissertation and oral examination. (Forms available from Graduate College website)
- _____ 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.
- _____ A PDF file final error-free copy of the dissertation are filed with the Director of the ACS Program for her/his approval; following approval, the final PDF copy of the dissertation is filed with the Graduate College (Ohiolink), along with signed copy of the ETD Approval/Submission Form: Manuscript Approval.
- _____ Application for Graduation. **YOU MUST APPLY** during the semester prior to graduation. Application forms can be obtain at the Graduate College, McFall Center. (See **Graduate College** for list of deadline dates.)

