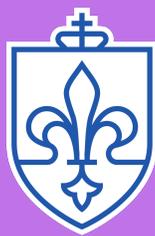


**AMERICAN
STUDIES
DEPARTMENT**
**SAINT LOUIS
UNIVERSITY**



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— EST. 1818 —

**GRADUATE
HANDBOOK
2018-2019**

Department of American Studies
Graduate Student Handbook 2018–2019

Table of Contents

I.	Introduction	2
II.	Degree Requirements: MA in American Studies	3–4
III.	Degree Requirements: Accelerated BA/MA in American Studies	5–7
IV.	Degree Requirements: MA-to-PhD in American Studies	8–12
V.	Student Responsibilities: Deadlines and Annual Graduate Student Review	13
VI.	Graduate Assistantship Information	14
VII.	American Studies Alumni Research Fund	15
VIII.	SLU Dissertation Fellowship: American Studies Nomination Procedure	16
IX.	Graduate Internships in American Studies	17–18
X.	Directory of Campus Resources	19–23
XI.	Selected Professional Resources	24–25
XII.	Internal Funding Opportunities for American Studies Graduate Students	26–27
XIII.	American Studies Faculty and Staff Contact Information	28

Introduction

Welcome to the graduate program in American Studies at Saint Louis University!

Our department is committed to excellence and originality in research, teaching, and service. Together, we work towards these goals by building strong mentoring relationships, establishing dynamic and innovative classroom experiences, and disseminating research through conferences, workshops, exhibits, and publications.

Our graduate students enter our programs with a variety of academic interests, skills, backgrounds, and professional histories. This is a true strength of our interdisciplinary community. At the same time, graduate students move together as a cohort through a rigorous curriculum designed to ground their efforts in a common experience and frame of reference.

This handbook also serves as an outline of expectations, requirements, and other policies regarding your coursework and degree work. Your cohort advisor will go over these with you, and we keep a copy of the most recent Handbook on our website. But you should keep this Handbook as a reference as you go through your years with us. Both the Graduate Education Office and the Department of American Studies can make policy changes, so we update this Handbook almost every year. Should a major change be made after your first year, you will almost always be offered the option either to follow the new policy or to adhere to the ones here.

No doubt you will have questions as you move through your program and plan your next steps. You have been assigned a faculty cohort advisor for your first year who will meet with you regularly. We have also assigned each of you a graduate student mentor to help ease your transition to graduate school. As the Chair and Graduate Coordinator, I am also available to talk through any concerns you may have. I work closely with your individual advisor and with Jan Barber, Associate Dean of Graduate Students at the College of Arts and Sciences.

Again, welcome to the department. We are very happy to have you here, and look forward to our work together in the years to come.

Sincerely,

Heidi Ardizzone
Chair and Graduate Coordinator
Department of American Studies

Degree Requirements: **MA in American Studies**

Established in 1971, the Master of Arts program in American Studies at Saint Louis University gives students solid grounding in the origins, development, practices, and theoretical framework of the field, as well as aiding them in the pursuit of independent research. The MA is a stand-alone degree for work in arts and cultural institutions, libraries, museums, historical societies, public humanities, nonprofit agencies, and other venues. Some students may also pursue the MA in American Studies as a prelude to further degrees, such as a professional MA or doctorate.

Course Requirements

30 credit hours, including ASTD 5000: Perspectives in American Studies. For students who choose the thesis track (outlined below), 6 of these credit hours will consist of ASTD 5990: Thesis Research, taken during the second year of coursework. No more than 6 of the credit hours to be counted toward the degree may be taken outside of American Studies. Such outside courses require the prior approval of the student's faculty advisor, who decides in consultation with the Graduate Coordinator.

Qualifying Exam

At the end of their second semester of coursework, all graduate students take a two-hour qualifying exam to demonstrate their growing knowledge of the field. The exam consists of essay questions provided by American Studies course instructors. Students must answer two of the questions: one covering material from ASTD 5000, and the other chosen from questions about materials covered classes taken during the first-year semester when ASTD 5000 was not offered (usually spring).

Portfolio or Thesis

After successful completion of the qualifying exam, students pursue one of two capstone tracks: a *portfolio paper* or a *thesis*.

A *portfolio paper* is a 20–30 page research article, typically a revised and expanded seminar paper meant to demonstrate the student's extensive knowledge of their field. It is developed in conjunction with a two-person faculty committee (a chair and one member) over the summer following the first year of the MA program and during the second year of the MA program. A third faculty member will be assigned as an additional reader by the department.

A *thesis* is a more developed project with an original argument, typically 60–80 pages in length, based in extensive primary and secondary research. It is developed in conjunction with a three-person faculty committee (a chair and two additional members) over the summer following the first year of the MA program and during the second year of the MA program. To pursue the thesis option, a student must obtain prior permission from the prospective thesis advisor, who considers such requests in consultation with the Graduate Coordinator.

Oral Examination

After the student's committee has approved the final version of the portfolio paper or thesis, the student completes a one-hour oral examination before three faculty members. For a portfolio paper, these will be the members of the two-person portfolio committee plus an additional faculty member, and the exam will be on the portfolio paper. For a thesis, these will be the members of the three-person thesis committee, and the exam will be a public defense of the thesis.

Language Requirement

There is no language requirement for the MA degree.

Advising

During the student's first year in the MA program, the student's advisor is the faculty member serving as cohort advisor for that year's entering class of graduate students. By the start of the second year, the student should have selected a faculty member to serve as chair of their thesis or portfolio-paper committee; that faculty member also then becomes the student's advisor.

Sample Degree Plan

In general, the MA degree will be completed in four semesters, and will look as follows:

Year One

Fall: ASTD 5000 (3 credits)
6 additional credits of coursework

Spring: 9 credits of coursework
Qualifying Exam

Year Two

Portfolio Option:

Fall: 6 credits of coursework
Portfolio Paper

Spring: 6 credits of coursework
Portfolio Paper
Oral Examination

Thesis Option:

Fall: 3 credits of coursework
ASTD 5990 (3 credits)

Spring: 3 credits of coursework
ASTD 5990 (3 credits)
Oral Examination

Requirements: **Accelerated BA/MA in American Studies**

The accelerated Bachelor and Master of Arts program in American Studies offers the opportunity for outstanding American Studies undergraduate majors to begin a master's program in their senior year, completing the MA with a full-time fifth year of graduate study after their successful completion of both the first-year requirements and their undergraduate degree and major.

Course Requirements

The BA and MA course requirements are the same as they are for students in the stand-alone BA and stand-alone MA programs; students who are enrolled in the accelerated BA/MA, however, are able to double-count two graduate courses (6 credits) taken during their senior undergraduate year toward both degrees. With that and at least one graduate course taken in the summer, students can complete their MA in addition to their BA in only 12–14 additional months.

Qualifying Exam

Students enrolled in the accelerated BA/MA program take the same qualifying exam as students in the stand-alone MA program; this occurs at the end of their senior undergraduate year.

Performance Review

In order to advance to the MA after the conferral of the BA, students must receive at least a B in graduate courses taken as an undergraduate, clear any incomplete grades on their undergraduate transcripts, and pass their qualifying exam.

Portfolio or Thesis

Portfolio or thesis requirements are the same as for students in the stand-alone MA program. Students choosing the thesis option will generally take 3 credits of thesis work (ASTD 5990) in the fall semester of their second year and 3 credits in the following spring semester.

Oral Examination

The oral examination requirements are the same as for students in the stand-alone MA program.

Language Requirement

There is no language requirement for the accelerated BA/MA.

Advising

During the student's first year in the accelerated BA/MA program (i.e., the student's senior undergraduate year), the student's advisor is the faculty member serving as cohort advisor for

that year's entering class of graduate students. By the start of the second (or MA) year, the student should have selected a faculty member to serve as chair of their thesis or portfolio-paper committee; that faculty member also then becomes the student's advisor.

Sample Degree Plan

Typically, the accelerated BA/MA will be completed as follows:

Year One (Senior Undergraduate Year)

Fall:	ASTD 5000 (3 credits)
Spring:	3–6 credits of graduate coursework Qualifying exam Performance review
Summer after BA Graduation:	3–6 credits of graduate coursework

Year Two (Full-time MA Year)

	<i>Portfolio Option:</i>	<i>Thesis Option:</i>
Fall:	9 credits of graduate coursework	6 credits of graduate coursework ASTD 5990 (3 credits)
Spring:	9 credits of graduate coursework Portfolio Paper Oral Examination	6 credits of graduate coursework ASTD 5990 (3 credits) Oral Examination

Funding

Following admission to the accelerated BA/MA program, the student remains strictly an undergraduate for the purposes of financial aid and scholarships until the bachelor's degree is awarded.

A Lubin Graduate Assistantship will be available most years for the two semesters of the accelerated BA/MA's second year. Graduate assistantships provide financial support in the form of tuition waivers and living stipends, in exchange for ongoing research, teaching, or other work as assigned by department faculty. To be considered for this funding, students must submit their application by the department's graduate application deadline, and must remain in good standing during their first year.

Admissions

Students may indicate to their advisors an interest at any time in their sophomore or first semester of their junior years. Applications are due by the department's annual graduate

application deadline, but must be made using the application form available on the College of Arts and Sciences website.

Requirements for admission are as follows:

- Applicants must have completed a minimum of 90 hours toward the bachelor's degree by the end of the junior year, and 105 hours by the end of fall semester of the senior year. Transfer students must have completed a minimum of 30 hours at SLU.
- Applicants should have an overall GPA of 3.7 in their American Studies major.
- Applications should include a goals statement, a writing sample, and the College of Arts and Sciences admission form. The GRE is not required. Criteria are the same as for other applicants: a coherent goals statement, clear writing sample, and grades as stipulated above.

This program is designed as a terminal degree. Students who wish to apply for entry to the PhD program must complete a new application to the Arts and Sciences graduate division and take the GRE.

Degree Requirements: **MA-to-PhD in American Studies**

Established in 1963, the Doctor of Philosophy program in American Studies is the oldest of the department's degree programs. The PhD is the terminal research degree in American Studies. The pursuit of the doctorate is an intensive process of acquiring the breadth and depth sufficient to produce an original contribution to the field. It is a pursuit that requires a high degree of flexibility in the curriculum, substantial self-motivation on the part of the student, and strong mentorship by the faculty. While the doctorate is increasingly the requisite degree for careers with substantial professional responsibility, it is at root a stamp of qualification for research. Thus, the doctorate prepares students for rigorous work in fields that require a foundation in research, writing, analysis, information organization, administration, grant writing, and program development.

The faculty in American Studies recognizes that the doctorate alone does not prepare students for professional work. For this reason, we work closely with students to develop a professional plan, and to build into the PhD a range of experiences relevant to each student's interest. Such training includes media and technology workshops, teaching certificates, museum internships, nonprofit management courses, and leadership development.

Full-time PhD students in the Department of American Studies normally receive four years of fully funded support in the form of graduate assistantships, which provide financial assistance in the form of tuition waivers and living stipends in exchange for ongoing research, teaching, or other work as assigned by department faculty. Students holding assistantships are expected to make constant, significant progress toward the fulfillment of their requirements, including completing their course work, language requirement, and comprehensive examinations, during this four-year time period or they may be deemed ineligible for further assistantship support from the department.

Course Requirements

57 credit hours beyond the BA, including:

ASTD 5000: Perspectives in American Studies (3 credits)

ASTD 5900: The Practice of American Studies (3 credits)

ASTD 6100: Dissertation Colloquium (3 credits)

ASTD 6990: Dissertation Research (12 credits)

Students entering with MA degrees may be able to count up to 15 credit hours (or the institutional equivalent) of relevant prior coursework toward these hours.

No more than 6 of the credits hours to be counted toward the degree may be taken outside of American Studies. Such outside courses require the prior approval of the student's faculty advisor, who decides in consultation with the Graduate Coordinator.

Language Requirement

The language requirement is fulfilled by a 4000-level course in translation or literature, or by successful completion of a translation exam.

Qualifying Exam

At the end of their second semester of coursework, all graduate students take a two-hour qualifying exam to demonstrate their growing knowledge of the field. The exam consists of essay questions provided by American Studies course instructors. Students must answer two of the questions: one covering material from ASTD 5000, and the other chosen from questions about materials covered in classes taken during the first-year semester when ASTD 5000 was not offered (usually spring).

Portfolio Paper

Students will be eligible for an MA after completing 30 credits and a portfolio paper. The portfolio paper is generally a revised and expanded version of a seminar paper, written as a publishable article. Portfolio requirements are the same as for students in the stand-alone MA program; there is no thesis option for MA-to-PhD students. Generally, students in the program complete and defend the portfolio paper during spring semester of the second year.

Comprehensive Exams

Written Exam

After completing the qualifying exam, students create a three-person committee (one chair and two additional faculty readers). Working closely with the committee members, students develop three literature-review papers, each based in intensive reading in a discrete field or subject area.

Oral Exam

After the three-person committee has accepted final drafts of the written exam, the student schedules a 90-minute oral exam. The accepted versions of the written exam materials must be supplied to all committee members at least two weeks before the oral exam. In general, full-time students aim to take their oral exams at the end of their third year. Funded students must complete the comprehensive exam within one calendar year of completing coursework or they may be deemed ineligible for further assistantship support from the department.

Registration during Exams

In order to maintain enrollment during the exams process, students must register for ASTD 6950, using the section number of their committee chair. This is a 0-credit course, which can be taken no more than twice. Students must complete their comprehensive exams during the second semester when they are registered. A Pass/Fail grade is assigned for this course each semester it is taken, regardless of whether the exam has been completed. Course requirements include

meeting with the committee chair at least twice per semester; arranging to do this is the student's responsibility.

Candidacy

After students successfully complete the comprehensive exams and all other requirements, the Office of Graduate Education advances them to candidacy.

Dissertation Proposal and Dissertation Proposal Presentation

Students must submit a dissertation proposal by the end of the second semester following the successful completion of their comprehensive exams, using the template provided by the department. After the three-person committee has accepted the final version of the proposal, the student schedules a one-hour oral presentation of the proposal before the student's committee and additional faculty. The accepted version of the proposal must be supplied to all department faculty members at least two weeks before the presentation. Proposal presentations are typically scheduled for one or two days per semester and are open to the public. Upon successful completion of the proposal, the document is placed on file with the department.

Dissertation and Dissertation Defense

Students write their dissertations working closely with their committee. When the student and committee agree that the dissertation is satisfactory, the student schedules a one-hour public defense of the dissertation. Students must submit the final version of the dissertation to their committee at least two weeks before their defense date. In order to obtain a degree in the spring semester, dissertations should be submitted by February. For fall semester, dissertations should be submitted by October.

Registration during the Dissertation

A student researching and writing a dissertation registers for ASTD 6990: Dissertation Research, using the section number of the committee chair. The course is graded as IP (In Progress) or U (Unsatisfactory) until the semester within which the student graduates, when the grade will be S (Satisfactory). Course requirements include meeting with the dissertation advisor at least once during the semester; arranging to do so is the student's responsibility.

The Office of Graduate Education requires that students take at least 12 credits of Dissertation Research during their course of study. Since tuition must be paid for these credits, it is recommended that funded students enroll in their 12 credits of Dissertation Research during the semesters for which they have available tuition credits. After these 12 credits are accrued, students may continue to enroll in ASTD 6990 for 0 credits, unless they have received an extension of time to degree.

Extension of Time to Degree

Students who receive an extension of time to degree to complete the dissertation are generally required by the Office of Graduate Education to enroll in ASTD 6990 for one additional credit hour for each semester of extension granted; tuition is charged for such credit hours. The department will only approve petitions for extension of time to degree in exceptional circumstances and, in the case of full-time students, for those who have successfully defended their dissertation proposals and are making steady, demonstrable progress on their dissertations. For more information on petitioning for extensions, and the limitations on these petitions, consult the Office of Graduate Education.

Advising

During the student's first two years in the PhD program, the student's advisor is the faculty member serving as cohort advisor for the student's entering class of graduate students. By the end of the second year, the student should have selected a faculty member to serve as chair of their comprehensive exams committee; that faculty member also then serves as the student's advisor until the student has reached the stage of selecting a dissertation advisor.

Sample Degree Plan

A sample degree plan for a full-time PhD student looks as follows—this will vary based on course credits granted for MA degrees and scheduling of departmental course offerings:

Year One

Fall: 6 credits of coursework
ASTD 5000 (3 credits)

Spring: 9 credits of coursework
Qualifying Exam

Year Two

Fall: 9 credits of coursework

Spring: 9 credits of coursework
Portfolio Paper

Year Three

Fall: 3 credits of coursework
ASTD 6100 (3 credits)
ASTD 6950 (0 credits)

Spring: ASTD 5900 (3 credits)

ASTD 6950 (0 credits)
Comprehensive Exams

Year Four

Fall: ASTD 6990 (6 credits)

Spring: ASTD 6990 (6 credits)
Dissertation Proposal and Dissertation Proposal Presentation

Years Five and Beyond

Fall: ASTD 6990 (0 credits)

Spring: ASTD 6990 (0 credits)
Dissertation Defense

Student Responsibilities

Deadlines

Graduate students are responsible for staying apprised of and meeting all dates and deadlines required by the Office of Graduate Education, such as when to notify the Office of Graduate Education of intent to graduate.

Annual Graduate Student Review

The Office of Graduate Education requires all SLU master's and doctoral students to undergo an annual review of their progress to degree. In American Studies, students will complete a self-evaluation every year, and submit it to the department's administrative assistant by January 31. If January 31 falls on a weekend or University holiday, the self-evaluation document will instead be due on the University's next regular business day. The student will then meet with their advisor to discuss this self-evaluation and their progress in general. This form, along with a meeting report (signed by both student and advisor), will be filed with the department. Students will receive a copy of the meeting report. A summary report of the results of annual reviews for all graduate students in the department will be submitted to the Associate Dean for Graduate Education in the College of Arts and Sciences by the end of the spring semester.

Warnings

If the graduate student's advisor and the department chair have become significantly concerned about the student's progress and/or performance, a formal warning will be issued to the student. The warning will document (1) the area(s) of concern, (2) the corrective action that must be taken by the student, (3) the resources available to offer the student help and support, and (4) the possible outcomes if the student meets or fails to meet the requirements for corrective action. The student will be asked to meet with their advisor to discuss this warning.

Graduate Assistantship Information

Graduate assistants are expected to work 20 hours per week during each 9-month contract period. At the beginning of each semester, graduate assistants will be assigned a supervisor who will direct their work.

In American Studies, graduate assistants may work as research assistants, teaching assistants or course instructors, or department assistants. In some cases, graduate assistantships may include a range of these duties. Overall, graduate assistantships complement graduate education by providing additional training in research, teaching, professional skills, administration, and a deeper understanding of the discipline.

Research Assistants

A *research assistant* may do library and archival research, fieldwork, or aid in the preparation of research proposals, manuscripts, or grants.

Teaching Assistants / Course Instructors

A *teaching assistant* may work with students in small groups, lead discussion sections, proctor exams, grade papers, and prepare lectures for an undergraduate course taught by a faculty member. A graduate assistant serving as a *course instructor* designs and teaches their own undergraduate class on a topic determined in consultation with the department faculty.

Department Assistants

A *department assistant* reports to the department chair and helps with departmental development, including advertising, programming, and other department projects.

Assistantship Income

Graduate assistants receive an \$18,000 stipend annually. This is taxable income, delivered via monthly paychecks. Direct deposit is required and will be arranged at the Office of Graduate Education's orientation for new graduate students. Graduate assistants also receive 18 credit hours of tuition remission per academic year and health insurance benefits.

American Studies Alumni Research Fund

The department's American Studies Alumni Research Fund, established in fall 2012, offers financial support for research travel undertaken by current American Studies graduate students and undergraduate majors. This support is made possible in large part through the generosity of SLU American Studies alumni donors.

Grants with a maximum per recipient annually of \$500 are awarded. The department faculty review applications three times per year: in the fall semester, spring semester, and early summer. Awards will be made in the spring and summer application rounds only if the fund has not been exhausted during the year's preceding application rounds.

Preference will be given to applications proposing research travel with a clear relationship to a significant requirement within the applicant's program of study (e.g., senior capstone project, MA thesis, pre-dissertation exploratory work, or PhD dissertation research).

Application Instructions

Application due dates are October 1 (for the fall-semester award cycle), February 1 (for the spring-semester award cycle), and June 1 (for the summer award cycle). If a listed due date falls on a weekend or a University holiday, applications will instead be due on the University's next regular business day.

Applications will be considered on a competitive basis. To apply, send to the department chairperson a proposal containing:

- Your name and contact information
- The title of your research project, a brief abstract, and an explanation of the project's relationship to your trajectory through your American Studies degree program
- Projected dates of travel
- The archive(s) you will visit or the other research activity requiring travel
- Which collections you expect to examine, or what other primary sources you expect to consult or collect, and an explanation of these sources' relevance to your project
- An itemized funding request, along with a basic budget showing cost estimates for travel, lodging, and research expenses
- Text of concluding report(s) on past Alumni Research Fund award usage (if applicable)

Conditions and Reporting

Travel expenses are on a reimbursement basis, and award recipients should coordinate with the department administrative assistant before incurring any expenses for which they expect reimbursement. All funded travel must be completed within six months of the original application due date for the semester in which the student applied. Recipients must submit a one-page report to the department chairperson within one month of the completion of the funded travel; recipients who do not file this report will be ineligible for future awards from this fund.

SLU Dissertation Fellowship: American Studies Nomination Procedure

Each year the University offers a limited number of 11-month dissertation fellowships for doctoral candidates whose work “demonstrates outstanding academic achievement and whose dissertation will significantly extend the body of knowledge within their discipline.” Recipients are chosen by the Office of Graduate Education on a competitive basis. Among other Office of Graduate Education eligibility criteria, applicants must have completed the dissertation proposal process.

More information is provided in the Dissertation Fellowships section at:
<http://www.slu.edu/academics/graduate/graduate-scholarships-fellowships-assistantships.php>

Applying to Become a Department Nominee

Every SLU department may put forward two nominees for this annual award. Eligible American Studies doctoral candidates wishing to be considered as potential departmental nominees should express interest to a department faculty member in writing at least fourteen days ahead of the Office of Graduate Education’s announced deadline by which departments must submit final nomination packets (usually set for late in fall semester).

They should also furnish the department faculty with draft versions of the documents required of nominees by the Office of Graduate Education, though such documents need not be the final versions that would accompany an eventual nomination packet. (View the Dissertation Fellowships section of the webpage listed above to determine what documents are required of nominees.)

Department Nomination Process and Criteria

American Studies faculty will select the department’s two annual nominees from among those eligible doctoral candidates who express interest and provide the requisite documents in a timely fashion.

The department’s selection criteria include promise, creativity, and rigor of the dissertation project, and nature of the research or writing progress made thus far. However, faculty may also take into account relevant factors unrelated to the quality of the student’s dissertation work: particularly, the Office of Graduate Education’s stated policy that students who have formally proposed during the preceding two semesters will be given preference during the University selection process.

Graduate Internships in American Studies

Experiential learning challenges students to expand their knowledge beyond the classroom by performing dedicated work off campus. The goal is to build connections between what students do in their American Studies courses and the practical and intellectual challenges outside of them. To do so provides applied experience and skills while connecting in a sustained and meaningful way with the Jesuit mission of Saint Louis University.

While neither MA nor PhD students in American Studies are required to pursue experiential learning, many of them elect to do so. Graduate students—particularly those considering careers in the public humanities, museums, libraries, historic preservation, or other careers outside of academia—may take an internship for formal course credit.

An internship is a 3-credit course (ASTD 5910 for MA students and ASTD 6910 for PhD students), which requires student work at a partner institution for a minimum of 125 hours (equivalent to 8–9 hours per week during a 15-week semester). American Studies students have held internships at institutions such as ArchCity Defenders, the Saint Louis Art Museum, the Saint Louis Zoo, the Missouri Botanical Gardens, the Missouri History Museum, the Circuit Court Records Project, the Pulitzer Foundation for the Arts, the International Institute, the Contemporary Art Museum, and the City Museum—just to name a few.

Objectives

1. To provide a framework for students to develop applied projects consistent with American Studies concerns, themes, and methods of inquiry.
2. To support students in undertaking self-directed and self-organized work.
3. To apply American Studies theories and methods within practical work environments.
4. To develop research, critical analysis, and writing skills.

Procedures

Students should prepare for their internships by meeting with the American Studies Internship Supervisor no later than October 15 for a spring semester project, and no later than March 30 for a fall semester project. Once students have identified the organization with which they would like to work, they should obtain and complete all forms required by it.

They must then complete the department's Internship Application and Agreement form (available on the department website) in conjunction with the host organization and the American Studies internship coordinator, which will clearly define the purposes, goals, and outcomes of the internship. Additional department internship policies are described in this document. This contract requires 8–9 hours per week at the internship site, the completion of projects determined by the internship supervisor, and the production of three quarterly reports and one final report. After completing an internship, a student may enroll in a second internship

for graduate course credit only under exceptional circumstances and with the permission of the student's faculty advisor.

Beginning with the fall 2017 semester, further paperwork with the College of Arts and Sciences is also required for students taking internships for SLU credit; see the department internship supervisor for details. Finally, the student must register for the proper course number by the internship start date.

Directory of Campus Resources

Office of Graduate Education

The Office of Graduate Education (www.slu.edu/graduateeducation) is located within Office of the Vice President for Academic Affairs. It coordinates SLU's more than 80 graduate programs, along with graduate minors and dual degree programs. Contact information is as follows:

Robert M. Wood, PhD
Associate Provost, Academic Affairs
robert.wood@slu.edu
(314) 977-3904

Robert M. Wood is SLU's associate provost for academic affairs and is responsible for leading, overseeing and coordinating the development, implementation, and assessment of academic programs, academic policies, and academic support services and programs at the baccalaureate and post-baccalaureate levels.

He oversees the University-wide Academic Program Review process and serves as the Office of the Provost's representative handling student academic and financial appeals. Additionally, he provides administrative leadership for academic advising across campus, as well as for the execution and expansion of learning communities, retention and student success programs. He serves on multiple standing committees and task forces.

Angie Rellergert
Graduate Education Coordinator
DuBourg Hall, Room 422
angela.rellergert@slu.edu
(314) 977-2601

Angie Rellergert coordinates operations and financial management of University-wide graduate education initiatives, including graduate fellowships, assistantships and scholarships. She also maintains and analyzes budgets, assists with the various administrative functions relating to graduate education, ensures policy and procedure compliance, reconciles accounts, prepares financial reports and requisitions, and provides support to the associate vice president and candidacy specialists.

LaToya Cash
Master's Candidacy Specialist
DuBourg Hall, Room 420
latoya.cash@slu.edu
(314) 977-2245

LaToya Cash advises master's students in the final semester of their academic career. She ensures that all policies and procedures have been enforced and that students have completed

their requirements for degree conferral, understand the graduation process, and have been treated fairly.

Christine Harper, PhD
 Doctoral Candidacy Specialist
 DuBourg Hall, Room 420
 christine.harper@slu.edu
 (314) 977-2243

Christine Harper is responsible for advising doctoral students in completing the final stages of their degrees. She ensures that all policies and procedures are followed and that students have completed their requirements for degree conferral, understand the graduate process and have been treated according to University policy.

College of Arts and Sciences

In addition to the Office of Graduate Education, each school and college at SLU has an Associate Dean or Director of Graduate Education who oversees the day-to-day operations of graduate programs in their school or college. American Studies is located in the College of Arts and Sciences (<http://www.slu.edu/college-of-arts-and-sciences-home>). Relevant contact information is as follows:

Dr. Christopher Duncan
 Dean, College of Arts and Sciences
 chris.duncan@slu.edu
 (314) 977-2244

Dean Duncan establishes College goals and budgeting priorities, serves as liaison to other schools and the higher administration, deals with personnel issues, coordinates and evaluates chairs and program directors, and develops rank and tenure recommendations.

Dr. Janet Barber
 Associate Dean, Graduate Education
 janet.barber@slu.edu
 (314) 977-2973

In her role as Associate Dean of Graduate Education, Dr. Barber oversees graduate student concerns. She also oversees the Graduate Faculty Selection Committee and monitors graduate program quality through assessment.

University Libraries

American Studies graduate students most often use the main library on campus, the Pius XII Memorial Library (www.libraries.slu.edu). The American Studies liaison librarian is Dr. Patricia Gregory, who can help graduate students get acquainted with SLU's library system, research

databases, interlibrary loan, and MOBIUS (the Missouri academic library loan system). Contact information is as follows:

Dr. Patricia L. Gregory
 Professor and Assistant Dean for Library Assessment
 patricia.gregory@slu.edu
 (314) 977-3107

University Bookstore

The main bookstore on campus is the Saint Louis University Barnes and Noble Bookstore (www.slu.bncollege.com), located in the Busch Student Center at 20 N. Grand Blvd. Contact information is as follows:

books@slu.edu
 (314) 531-7925

Reinert Center for Transformative Teaching and Learning

The Reinert Center for Transformative Teaching and Learning (<https://www.slu.edu/cttl>) offers workshops, consultations, and mentorship programs for graduate students and faculty seeking to enhance teaching and learning. For graduate students, the center also offers a Certificate in University Teaching Skills (the CUTS program), earned by participating in a series of seminars and workshops, as well as through mentorship and the development of a teaching portfolio. This is optional for American Studies students. Contact information is as follows:

Debra Lohe, PhD
 Director
 debra.lohe@slu.edu
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Office of Research Development and Services

The Office of Research Development and Services (<http://www.slu.edu/division-of-research-administration-home/research-development-and-services>) enhances the success of Saint Louis University researchers in securing external research support by providing tools, systems, information and training aimed at maximizing the competitiveness/quality of proposals, while minimizing administrative requirements. Contact information is as follows:

Courtney Schlueter
 ORDS Representative to American Studies
 courtney.schlueter@slu.edu
 (314) 977-7022

University Writing Services

University Writing Services is part of the Student Success Center, located on the third floor of the Busch Student Center. It offers writing consultation to graduate and undergraduate students both in-person and online, as well as additional writing resources such as dissertation writing retreats. Contact information is as follows:

University Writing Services
Busch Student Center, Rm. 331
(314) 977-3484
www.slu.edu/life-at-slu/student-success-center/academic-support/university-writing-services

Student Wellness

Health Insurance

SLU requires all full-time graduate students to have basic health insurance. If you do *not* have a graduate assistantship or a fellowship, you will be enrolled in the University Health Plan (https://www.slu.edu/life-at-slu/student-health/_uhp/index.php), a self-insured health and medical care cost coverage plan sponsored by SLU. Coverage is available to eligible full-time undergraduate, graduate/professional, and medical students, as well as graduate assistants and medical residents. UHP insurance covers 9 months per year. Summers are not covered, nor is summer health insurance required for the general student population. The contact number for the UHP is (314) 977-5666.

If you have other health insurance coverage, you must waive your UHP coverage, or you will be charged. To waive UHP coverage, a completed Health Insurance Waiver Form must be submitted along with evidence of other coverage in effect (a front and back copy of a current insurance card or a letter of verification from current plan). Evidence of other coverage documents must specifically list your name and a policy number. Completed Health Insurance Waiver Forms and evidence of other coverage documents are only applicable to the academic year in which they are submitted. Students who do not submit a Health Insurance Waiver Form and evidence of other coverage during orientation, an open enrollment period, or a special enrollment period will be charged for UHP coverage. Graduate and professional students must submit Health Insurance Waiver Forms and evidence of other coverage documents to the Student Health and Counseling Center staff.

If you have a graduate assistantship, UHP insurance is included as part of your assistantship package.

Student Health Center

The Student Health Center (<https://www.slu.edu/life-at-slu/student-health/index.php>) provides medical treatment and health education for full-time and part-time undergraduate and graduate students at SLU. Contact information is as follows:

Student Health Center
shc@slu.edu
(314) 977-2323

University Counseling Center

The University Counseling Center provides psychological counseling for full-time and part-time undergraduate and graduate students at SLU. Contact information is as follows:

University Counseling Center
(314) 977-8255, option 1

For mental health emergencies, call the 24-hour on-call line at (314) 977-8255, option 0.

Selected Professional Resources

Books: Research, Writing, and Publishing

The Craft of Research, by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams.

They Say, I say: The Moves That Matter in Academic Writing, by Gerald Graff and Cathy Birkenstein.

The Chicago Manual of Style.

A Manual for Writers of Research Papers, Theses, and Dissertations, by Kate K. Turabian.

The MLA Style Manual and Guide to Scholarly Publishing.

Authoring a PhD Thesis: How to Plan, Draft, Write, and Finish a Doctoral Thesis or Dissertation, by Patrick Dunleavy.

Writing Your Dissertation in Fifteen Minutes a Day: A Guide to Starting, Revising, and Finishing Your Doctoral Thesis, by Joan Bolker.

Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success, by Wendy Laura Belcher.

Getting it Published: A Guide for Scholars and Anyone Else Serious about Serious Books, by William Germano.

Books: Teaching

First Day to Final Grade: A Graduate Student's Guide to Teaching, by Anne Curzan and Lisa Damour.

Engaging Ideas: The Professor's Guide to Integrating Writing, Critical Thinking, and Active Learning in the Classroom, by John C. Bean.

Student Engagement Techniques: A Handbook for College Faculty, by Elizabeth F. Barkley.

Books: The Job Search

The Academic Job Search Handbook, by Judith Miller Vick and Jennifer S. Furlong.

Getting an Academic Job in History, by Dana M. Polanichka.

Websites

The American Studies Association: www.theasa.net

The American Studies Association (ASA) is the professional organization for practitioners of American Studies. It is the oldest and largest scholarly association devoted to the interdisciplinary study of U.S. culture both within the nation-state and in global contexts. It publishes the flagship journal in American Studies, *American Quarterly*.

The Mid-America American Studies Association: www.maasa.net

Founded in 1956 as the Central Mississippi Valley American Studies Association, MAASA is the oldest and geographically largest of the American Studies Association's regional associations. Through conferences, panels, awards, and publication of the journal *American Studies*, MAASA aims to foster the study of American culture in all its aspects, to provide a forum for communication among members and with the general public, and to facilitate American Studies scholarship and teaching in its eleven-state region and beyond. The four doctoral-level American Studies departments in the MAASA region (SLU, University of Kansas, University of Iowa, and University of Minnesota) each hold one permanent graduate-student seat on the organization's executive board.

H-Announce: <https://networks.h-net.org/h-announce>

H-Announce is a site for posting calls for papers and proposals for conferences and publications, as well as workshops and other events in the humanities, fellowships, and funding opportunities.

Penn Calls for Papers: <http://call-for-papers.sas.upenn.edu>

Although maintained by the Department of English at the University of Pennsylvania, this website contains often includes calls for papers in cultural studies and ethnic studies as well as literature.

Internal Funding Opportunities **for American Studies Graduate Students**

Knoedler Student Research Fund

Knoedler Fund awards are allocated by the College of Arts and Sciences to support scholarly and creative activities by undergraduate and graduate students. Though the award previously was open only to undergraduates, beginning in Fall 2017 graduate students are also invited to apply. Eligible expenses include research supplies, computer software, minor equipment, and travel to off-campus research sites and scholarly meetings, with a maximum request amount of \$500. Deadlines are generally October 1 (for fall-semester funding) and February 15 (for spring-semester funding), though prospective applicants should confirm these dates in advance. Full application details are available on the College of Arts and Sciences website.

Graduate Student Association Conference Awards

Graduate students may apply to receive a 50-percent reimbursement of eligible conference-related expenses, with caps per award of \$200 for those attending a conference, \$300 for those presenting at a domestic conference, and \$400 for those presenting at a foreign conference. Restrictions apply. Applications are due within thirty days of the conference's conclusion. For further information, see the Graduate Student Association website.

Graduate Student Association Brennan Summer Fellowship Awards

Graduate students can receive summer funding, awarded on a competitive basis, to support preparation for comprehensive exams as well as work on MA theses or PhD dissertations. Exam preparation awards are for \$500; master's thesis awards are for \$1,000; and dissertation awards are for \$2,000. Applications are generally due on March 1 of each year; prospective applicants should confirm the due date well in advance. Full instructions for applicants are available on the Graduate Student Association website.

Graduate Student Association Publication Awards

Up to 50 percent of the costs incurred by a graduate student as part of the publication process for a scholarly work (e.g. image-reproduction rights, permissions, etc.) may be reimbursed by the GSA. The maximum award amount is \$500. The work must have been accepted for publication at the time of the application for reimbursement. Full application instructions are available on the Graduate Student Association website.

American Studies Alumni Research Fund

As described elsewhere in this handbook, the American Studies Department offers support for graduate and undergraduate students undertaking research travel with grants from the American Studies Alumni Research Fund, which is made possible by donations from SLU American

Studies alumni. Maximum awards are \$500 per recipient in each application cycle; application deadlines are October 1, February 1, and June 1. See page 15 above for further information.

SLU Dissertation Fellowship

As described elsewhere in this handbook, the University each year offers a limited number of 11-month dissertation fellowships for doctoral candidates whose work “demonstrates outstanding academic achievement and whose dissertation will significantly extend the body of knowledge within their discipline.” Each department may nominate up to two doctoral candidates for consideration. See page 16 above for instructions on applying to become a department nominee for this fellowship.

Graduate Student Foreign Travel Fund

The College of Arts and Sciences provides funding of up to \$1,000 to one graduate student per year for international travel undertaken for research and study purposes. Travel to conferences is excluded from consideration. Proposals are generally due October 15, though prospective applicants should confirm the date in advance. Application instructions are available on the College of Arts and Sciences website.

Since only one student from each department may apply, American Studies students considering applying should speak with the department chair early in the fall semester. If more than one American Studies student applies, the department will have the responsibility of determining which application to forward to the College for entry in the competition.

Rhelda Marbry Morgan Book Fund Award

This award, administered by the Office of Graduate Education, is named in honor of Rhelda Marbry Morgan, an American Studies PhD candidate and dedicated local educator who was awarded the American Studies doctorate posthumously after her death in 1996 at the age of 48. The award offers \$750 toward a recipient’s books and other academic supplies over the course of an academic year.

Eligible applicants are those whose backgrounds demonstrate “leadership in promoting diversity and service in economically depressed areas.” Applications are generally due in mid-October; prospective applicants are encouraged to confirm the deadline well in advance. Full application instructions can be found on the Office of Graduate Education’s website.

Donald G. Brennan Scholarship Fund

The Brennan Fund of the Office of Graduate Education offers \$2,000 awards to graduate students who were first-generation college students and who “demonstrate a commitment to diversity and social justice.” The award may be used for fees, books, housing, and transportation costs associated with graduate-level study at SLU. Applications are generally due at the end of June; prospective applicants should confirm the deadline well in advance. Full application instructions can be found on the Office of Graduate Education website.

American Studies Faculty and Staff Contact Information

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