

# Indigenous Studies Program - University of Kansas

## A Handbook for Graduate Students

Indigenous Studies Program  
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This handbook is for informational purposes and does not constitute a contract. Degree requirements currently enforced appear in the KU [catalog](#) under the Indigenous Studies section.

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# Program Overview

## Mission Statement

KU's Indigenous Studies Program serves students, Native American and Indigenous Nations and communities in Kansas, the Midwest, the U.S., and the world through our teaching, research, creative work, and service. At the core of these endeavors is our deep commitment to and engagement with the nations and communities we come from, learn from, and serve. Our aim is to contribute to the continuing projects of knowledge building, effective leadership, and infrastructure development.

## The Program

The University of Kansas established the Indigenous Studies program (ISP) in 1999 as an interdisciplinary master's degree program that equips graduates to conduct theoretical and applied research and to develop innovative solutions to issues facing Indigenous communities. Through a rigorous program of study, ISP prepares graduates to assume leadership and policy-making roles in a variety of professions. Collaboration with other departments and programs enriches the educational and developmental opportunities of ISP students. ISP possesses long-standing relationships with the Tribal Law and Government Center at the University of Kansas Law School and with Haskell Indian Nations University. ISP now also offers a graduate certificate.

# Unit Directory

## Program Administration

### [Stephanie Fitzgerald](#)

*Director, Indigenous Studies Program & Associate Professor, English*

Research Interests: Indigenous research methods and theory; Indigenous literary and cultural productions; Indigenous land- and language-based research and pedagogy; Food sovereignty and environmental studies.

Lippincott Hall, Room 6F

[sfitzger@ku.edu](mailto:sfitzger@ku.edu)

### [Brandy Ernzen](#)

*Program Coordinator*

Brandy assists with office administration, recruiting and marketing efforts, course scheduling, and some student support duties for the Indigenous Studies program.

Lippincott Hall, Room 6

[bernzen@ku.edu](mailto:bernzen@ku.edu)

### [Lauren Chaney](#)

*Graduate Academic Advisor*

Lauren advises students throughout their time at KU, including the admissions process, regular enrollment, petitions, the comprehensive/final exam process, and graduation.

Lippincott Hall, Room 6

[lkchaney@ku.edu](mailto:lkchaney@ku.edu)

## Executive Committee

### [Norman Akers](#)

*Associate Professor of Painting & Director of Art Graduate Studies*

Research Interests: Issues of identity and culture, including Osage mythos, place, and the dynamics of personal and cultural transformation as a Native American artist.

Chalmers Hall, Room 300

[normanakers2@ku.edu](mailto:normanakers2@ku.edu)

### [Andrew McKenzie](#)

*Assistant Professor, Linguistics*

Research Interests: Semantics; the grammar of discourse; and Native American languages.

Blake Hall, Room 428

[andrew.mckenzie@ku.edu](mailto:andrew.mckenzie@ku.edu)

**Joshua D. Miner**

*Assistant Professor, Film & Media Studies*

Research Interests: Native/Indigenous film and media; new media poetics; transmedia activism; critical health studies.

Summerfield Hall, Room 230

[j.d.miner@ku.edu](mailto:j.d.miner@ku.edu)

**Robert Warrior**

*Hall Distinguished Professor of American Literature & Culture*

Research Interests: Indigenous studies, Native studies, American literary and cultural studies, theory and method in Indigenous Studies

Wescoe Hall, Room 3110

[rwarrior@ku.edu](mailto:rwarrior@ku.edu)

**Affiliate Faculty**

**Joseph Brewer**

*Assistant Professor, Environmental Studies*

Research Interests: Natural resources management for American Indian and Alaskan Natives; energy sovereignty for American Indian tribes and Alaskan Natives; the Federally Recognized Tribal Extension Program (FRTEP), Indian land tenure; and how local/regional Indigenous knowledge informs state/federal natural resources management offices.

Snow Hall, Room 252

[j309b400@ku.edu](mailto:j309b400@ku.edu)

**Christine Daley**

*Associate Professor, Preventative Medicine & Public Health*

*Director, Center for American Indian Community Health*

Research Interests: Reduction of health disparities in Native North America through primarily cancer control and prevention; cross-cultural communication in the health care setting and via technology; the intersection of qualitative and quantitative ethnographic data collection and analyses; health literacy; traditional medical beliefs surrounding cancer; disease in human evolution; and children with special needs.

KU Medical Center

[cdaley@kumc.edu](mailto:cdaley@kumc.edu)

**W. Matthew Gillispie**

*Clinical Assistant Professor, Schiefelbusch Speech-Language-Hearing Clinic*

Research Interests: Preschool and school-age children with speech, language, and literacy disorders; culturally responsive services, especially to children and families from Native American communities.

[wmg@ku.edu](mailto:wmg@ku.edu)

**Jay T. Johnson**

*Assistant Professor, Geography*

Research Interests: Cultural geography, comparative Indigenous Nations studies, post-colonialism.

Lindley Hall, Room 402

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**Kelly Kindscher**

*Senior Scientist, Kansas Biological Survey; Professor, Environmental Studies*

Research Interests: Native prairies, prairie plants, plant communities, medicinal plants, searching for ethnobotanical and field data that help support the use of native plants

Lindley Hall, Room 404

[kindscher@ku.edu](mailto:kindscher@ku.edu)

**Brent Metz**

*Assistant Professor, Anthropology*

Research Interests: Changing quality of life and the politics of identity among impoverished Ch'orti'-Maya subsistence farmers in eastern Guatemala and western Honduras, and mestizos in the former Ch'orti'-speaking area of northwestern El Salvador.

Fraser Hall, Room 631

[bmetz@ku.edu](mailto:bmetz@ku.edu)

**Lizette Peter**

*Associate Professor, School of Education*

Research Interests: Revitalization of endangered languages with specific attention to the case of the Cherokee language.

Joseph R. Pearson Hall, Room 439

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**Catherine Preston**

*Associate Professor and Undergraduate Program Coordinator, Film & Media Studies*

Research Interests: Role of visual culture in the construction of identity and memory.

Summerfield Hall, Room 230

[cpreston@ku.edu](mailto:cpreston@ku.edu)

### **Elizabeth A. Kronk Warner**

*Associate Professor, Law & Director, Tribal Law & Government Center*

Research Interests: Federal Indian law; tribal law; environment and natural resources; and property.

Green Hall, Room 406

[elizabeth.kronk@ku.edu](mailto:elizabeth.kronk@ku.edu)

### **Peter H. Welsh**

*Director & Professor, Museum Studies*

Research Interests: Historical and legal background by which museums have come to control culturally sensitive objects; the public representation and interpretation of culture; and concerns over the sustainability of local history museums.

Lippincott Hall, Room 6

[phwelsh@ku.edu](mailto:phwelsh@ku.edu)

### **Michael J. Zogry**

*Associate Professor, Religious Studies*

Research Interests: Native American / First Nations religions; theory and method in the study of religions with particular attention to the study of ritual, sport, play and games.

Smith Hall, Room 202

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## **University Offices**

Your unit's Director, Graduate Advisor, or Program Coordinator is your first stop for any questions related to graduate study or requirements. If you would like to research an issue prior to speaking with your department or if you still have questions, the following offices can provide assistance:

### **College Office of Graduate Affairs (COGA)**

COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and Sciences. The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding

[enrollment changes or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#). The College of Liberal Arts & Sciences' [Master's Hooding Ceremony](#) is coordinated by COGA.

COGA reviews all [student petitions of University and College policy, issuing decisions on behalf of the College](#) or referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to [Enrollment, Leave of Absence, and Time Limit Extensions](#).

COGA is a resource if you have questions about petitions or graduation requirements that your department is unable to answer. Refer to the COGA website for current staff contact information.

### [Office of Graduate Studies](#)

Graduate Studies is the office of the Dean of Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study, and offers various workshops for graduate students throughout the year. While COGA should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#).

### [Graduate Admissions](#) (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding the KU Online Application for Graduate Study, ADMIT system / Prospect, English proficiency requirements, and official transcripts.

### [Office of the Registrar \(OUR\)](#)

Contact OUR for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

### [Financial Aid](#)

Contact Financial Aid for questions related to the disbursement of scholarships, fellowship awards, loans, and FAFSA.

### [International Student Services \(ISS\)](#)

Contact ISS for questions related to international students including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the AEC, Human Resources, or

the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

### **Center for Teaching Excellence (CTE)**

The Center for Teaching Excellence (CTE) is a University office dedicated to assisting instructors, including GTAs, to develop effective instructional techniques. The expert staff of the CTE can introduce instructors to the pedagogical technology available at the University and help instructors develop new approaches to teaching. CTE specialists work with instructors individually, and also offer a diverse array of workshops and discussions. They also guide instructors to useful scholarly literature on the subject of college teaching and learning.

# General Department Policies & Procedures

## Admission

Candidates requesting consideration for admission to the master's program in Indigenous Studies must complete the online application through the [Office of Graduate Studies](#). Applicants should upload the supporting application documents listed below to the online application. There is no need to send physical copies of application materials directly to the Indigenous Studies program. If you are interested in pursuing a joint M.A./J.D. with the KU School of Law, you will need to apply to both schools.

## Timelines

The Indigenous Studies program accepts students on a rolling admissions basis. Students may apply to be admitted for either the fall or spring semesters. Priority consideration will be given to applications received by January 15 for the fall semester.

## Required Application documents:

- **GRE verbal and analytical writing scores**
- **Transcript(s)** from all undergraduate or graduate institution(s) you have attended
  - The Office of Graduate Studies requires *a minimum 3.0 undergraduate GPA* for admission
  - Official transcripts may be sent directly to [Graduate Admissions](#)
- **Writing sample of at least 10 pages**
- **2-page personal statement** explaining how a master's degree in Indigenous Studies will benefit you and why you will successfully complete the degree
- **Resume or curriculum vitae** listing your educational and employment history, any scholarships/fellowships, internships, and awards
- **Three letters of recommendation from instructors (current or former)**
  - The Letter of Recommendation system automatically sends the recommendation form to the contacts provided by the applicant at the time of application.
- **TOEFL scores**, if student's native language is not English

## Financial Aid & Scholarships

Financial assistance is available through fellowships, grants, assistantships, and loans. Finding fellowships and scholarships can be a time-consuming but a fruitful process. The [ISP website](#) lists major organizations that offer funding for Native students. However, students should keep in mind that organizations and institutions offer scholarships and fellowships to students based on residency, educational discipline, parent's occupation, disabilities, military service, career choice, etc.

The University of Kansas Financial Aid and Scholarships (FAS) office serves students, families,

and the community by providing financial aid and scholarship information and resources to assist students in achieving their educational goals. Learn more on the [Financial Aid website](#).

#### **External Scholarships:**

[American Indian College Fund](#)

[American Indian Education Foundation](#)

[American Indian Graduate Center](#)

[Association on American Indian Affairs](#)

[National Indian Education Association](#)

#### **Qualifying for In-State Tuition**

In accordance with Kansas State law (KSA 76-731), any person who is attending, or has attended Haskell Indian Nations University, and is an enrolled member of a federally recognized tribe, is entitled to pay in-state tuition regardless of his or her domicile. More information can be found on the [Registrar's website](#).

#### **Grading**

A grade of C or higher must be achieved for a course to count toward a degree in the Indigenous Studies program; however, only grades A or B are normally taken as indications that a graduate student has done satisfactory work in the courses in which they received them.

\*Students should carefully review the University's [grading policy](#)

#### **Academic Integrity & Misconduct**

The Indigenous Studies program considers academic integrity essential to our work and we expect students to adhere to its principles in conducting research. This means that students acknowledge the sources they use in their academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism. Students should consult with faculty well before due dates if they are not sure how to handle a source.

Academic integrity also means that work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University for Academic Misconduct if they violate these principles. Definitions are provided in the [University Senate Rules and Regulations](#).

#### **Good Standing**

If a student is unable to make timely progress on the completion of the thesis or portfolio oral defense, they should apply for a leave of absence or consider voluntary withdrawal from the program. The College of Liberal Arts & Sciences (CLAS) automatically places a student on

probation if their cumulative graduate grade point average (GPA) falls below a “B” (3.00). ISP may place you on probation for other reasons, including:

- your GPA falls below 3.00 for two or more consecutive semesters.
- you are not making adequate progress toward your degree.
- you have failed to enroll and have not obtained either an official Leave of Absence or you have voluntarily discontinued from the program

For additional information on good standing as well as probation and dismissal procedures for those students that do not meet the requirements for good standing, see the [University Policies and Degree Requirements](#) section of this document.

## **Advising & Mentorship**

The ISP Director serves as the general advisor to all enrolled ISP students. At the time of your admission, the Director will assist you with choosing your first semester’s classes. Following your first semester of enrollment, the program recommends that you identify a Faculty Advisor that will serve as the chair of your M.A. exam.

You must meet at least once each semester with your Faculty Advisor. After the completion of each semester, you are required to provide an updated copy of your Student Progress Report to your Faculty Advisor and the Graduate Academic Advisor for review.

## **Annual Review**

To ensure that each student is placed in the proper enrollment category, the Curriculum and Student Progress Committee is responsible for assessing each student’s annual progress. An unsatisfactory review of a student’s work and progress may result in the Committee’s recommendation that the student be placed on probation, apply for a discontinuance, or be dismissed from the program.

## **Grievance Procedures**

If you wish to make a complaint involving an ISP affiliated faculty or staff member, or concerning ISP policies or decisions, you may seek redress by presenting the grievance in writing to the ISP Director. If the Director cannot resolve the matter, the Director will forward the grievance to the ISP Executive Committee. If no resolution is forthcoming, you may proceed with the appropriate University Grievances Procedures. You may also wish to contact the [University Ombuds Office](#).

The Indigenous Studies program’s grievance procedures approved by the University may be found by following this link: [College of Liberal Arts and Sciences Grievance Procedures](#)

## **Petitions**

If a graduate student has a compelling reason to seek exemption from a program requirement or University policy, they may submit a petition to the graduate faculty.

The student should consult with the Graduate Academic Advisor to ensure the petition is necessary and that all appropriate documentation is collected to submit the petition. The Graduate Academic Advisor forwards the information to the ISP Director who then refers the petition to the graduate faculty which will convene to consider the petition.

In cases where the petition relates to a departmental requirement rather than a University policy, the graduate faculty will issue a final decision.

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide whether to support the student's petition or not. If the faculty agrees to support the petition, they submit it to the College Office of Graduate Affairs (COGA) along with supporting materials as required. The petition form specifies the supporting materials needed for each type of petition. COGA's [petitions webpage](#) provides additional information related to submitting petitions. Additional information regarding common University petitions, such as leave of absence, enrollment requirements, and time limit extensions may be found in the [University Policies & Degree Requirements](#) section of this document.

# Degree Requirements

## M.A. Degree Requirements

The University of Kansas requires all master's students to complete a minimum of 30 credit hours at the graduate level and to pass an oral exam. Students pursuing the M.A. in Indigenous Studies must successfully complete a minimum of 30 graduate credit hours: a 3-hour core course plus 27 hours taken according to either Plan A or Plan B.

### Core Curriculum

ISP 800 Indigenous Issues in the United States. This course will focus on contemporary issues relating to Indigenous peoples and nations within the United States, with particular emphasis on such issues as sovereignty, indigeneity, colonialism, and decolonization. The course will address varied disciplinary approaches to this range of issues and will consider how this discourse bears upon scholarly conversations regarding broader themes in other selected fields of study.

18 hours of approved coursework with content relevant to the field of Indigenous studies approved by the student's Faculty Advisor is also required. Courses are offered by Indigenous Studies, as well as departments such as Anthropology, Environmental Studies, English, History, Political Science, Religion, and Geography. A list of approved courses can be found [here](#).

### Enrollment Information

Three conditions must be met for a student to receive graduate credit for work satisfactorily completed at KU:

- The student must have gained graduate admission.
- The course must be numbered 500 level or above and have been approved for graduate credit by the appropriate school/college.
- The instructor must hold a current appointment to the graduate faculty.

Students planning to complete a thesis should enroll in ISP 899 Master's Thesis. Students pursuing the Portfolio Option may enroll once in ISP 898 Master's Non-Thesis, but it is not required.

Students who have completed all required coursework except the thesis/portfolio must remain continuously enrolled in at least one (1) credit hour during each fall and spring semester until graduation.

### Plan A: Portfolio Option (Non-Thesis Option)

- ISP 800
- 18 hours of coursework with content relevant to the field of Indigenous studies and approved by the student's Faculty Advisor
- 9 hours of electives

- An M.A. examination: An oral examination in which the candidate defends their portfolio, composed of the student's entire body of work completed in courses counted for the degree.

The final portfolio will include a written statement not to exceed 15 pages, the content of which will be determined by the student in consultation with the Faculty Advisor and committee members.

Neither a proposal nor a committee meeting are required to obtain approval to complete the Portfolio Option, but you do need email confirmation from your Master's Exam Committee members that they are willing to serve on your committee.

### **Plan B: Thesis Option**

- ISP 800
- 18 hours of coursework with content relevant to the field of Indigenous studies and approved by the student's Faculty Advisor
- 6 hours of electives
- 3 hours of thesis on an approved subject with an oral defense

The purpose of a master's thesis is to demonstrate your ability to:

- identify and analyze an original issue, question, or problem of importance to the field of Indigenous studies.
- conduct original, systematic research, applying the skills of critical thinking to relevant information.
- apply the appropriate methodological tools and concepts to your analysis. Generate new knowledge in the form of data, ideas, and opinions that withstand careful scrutiny by individuals who are knowledgeable regarding the topic.
- in an organized and professional manner, communicate and support your conclusions in written form.

### **Thesis Proposal**

Format (*Suggested, Not Required*)

Title: Write a one-line title that expresses the main purpose of your thesis.

Abstract: Write a brief, one-page overview of your project. Explain why you are choosing this topic, what you hope to accomplish, and why the research is important to Indigenous communities.

Thesis Statement: In 1-3 sentences, state the purposes, hypotheses, or central questions of your research.

Methodology (or Approach): Explain by what means you plan to answer, determine, or evaluate your hypothesis or thesis statement. It is especially important that your methodology

be appropriate to the issues or questions you are investigating, the available data, and both legal and ethical considerations pertinent to your field of study. Depending on your topic, methodology, and field, this section may include a wide diversity of sources, including: primary documents, secondary sources, and interviews and/or questionnaires. Please note that human subject research, including interviews and questionnaires, requires approval prior to the start of your research by the [Human Subjects Committee-Lawrence Campus](#).

Overview of Content: Provide an outline of your chapters, sections, and subsections.

Bibliography: List of articles, books, and other identified, relevant resources you will be utilizing.

Length: Note that the length of your proposal will depend upon the recommendations of your Faculty Advisor and Committee.

### **Thesis Proposal Committee Meeting**

You are required to meet with your full Master's Exam Committee to obtain approval of your thesis proposal.

ISP is an interdisciplinary program that integrates the knowledge, perspectives, and expertise of faculty from several University departments and schools. Each discipline possesses its own standards, methodologies, theories, and rules of presentation and mechanics (formatting, citations, etc.). Therefore, you are urged to clarify with your Faculty Advisor, either prior to or during your proposal defense, expectations regarding:

- standards
- theories
- methodologies
- rules of presentation
- citation format
- any additional relevant issues of disciplinary importance that need to be addressed

Following the Committee's approval of your proposal, you must provide the Graduate Academic Advisor with your updated Student Progress Report listing your Committee members and signed by your Committee Chair.

### **M.A. Exam Committee**

Following your second semester of enrollment, in consultation with your Chair/Faculty Advisor, you will determine at least two additional faculty members to serve on your M.A. Exam Committee. All Exam Committee members must be appointed to the graduate faculty. The composition of faculty members for the M.A. Exam Committees must be approved by the ISP Director. For University policy on M.A. Exam Committee composition, please refer to Graduate Studies' [Committee Composition Policy](#).

Once you have selected your M.A. Exam Committee and it has been approved by the ISP Director, please notify the Graduate Academic Advisor.

### **Oral Defense**

You must “defend” your thesis/portfolio before your Committee in a public forum. This is a presentation followed by questions from the Committee and other individuals in attendance. The oral defense of the thesis or portfolio fulfills the CLAS requirements for a master’s examination. Use the oral defense to relate your thesis/portfolio to the broader discourse in the field of Indigenous studies, and to thematic issues treated in the program’s core course.

One month prior to the oral defense date, you must provide Committee members with completed copies of your thesis or your portfolio, either in written or electronic form, depending upon their preferences.

Before you can set an oral defense date, the Graduate Academic Advisor must confirm that you have met all of the program’s M.A. requirements. Pre-approval from CLAS must be granted at least three weeks prior to the completion of the oral defense. This requires you to submit the following information at least six weeks before your expected defense date to the Graduate Academic Advisor for the Progress to Degree Form to be filed with CLAS for pre-approval:

- Title of thesis (thesis only)
- Date, time, and location of defense
- Faculty Advisor/Chair and Committee members

### **You are required to:**

Ensure completion of all graduation requirements before and following the oral defense. Please see the [Master’s Degree Checklist](#).

Work directly with the Graduate Academic Advisor to reserve a room for the oral defense as well as any necessary equipment (computer, digital projector, etc.).

### **Evaluation of the Thesis/Portfolio and Oral Defense**

Committee members will assign one of the three following evaluations to your project and oral defense performance: Honors, Satisfactory, or Unsatisfactory.

After successful completion of the oral defense, the Committee signs the Exam Outcome Form and forwards it to the Graduate Academic Advisor.

### **Submission and Distribution of Copies**

The College Office of Graduate Affairs requires [electronic submission of theses](#). Students are not required to submit copies of portfolios.

You are required to provide the ISP office with the following for preservation and use of theses/portfolios:

- Title page signed by your M.A. Exam Committee Chair and your Committee members (thesis only);
- Acceptance page signed by your M.A. Exam Committee Chair only (thesis only);
- Copies of any media constitutive to theses or portfolios in addition to the final copy of the written work.

### **Failure to Pass Oral Defense**

You may attempt an oral defense for the M.A. degree a maximum of two (2) times. Beginning a defense constitutes an attempt at the defense, even if you choose to abort the session.

Your second defense should occur within one month of your first attempt. The Faculty Committee for the first defense also administers the second defense. Failure on the second attempt will result in dismissal from the program.

Students may appeal a Committee's negative decision to the ISP Executive Committee. Your Faculty Advisor/Chair shall inform you and the Director of the outcome of each defense attempt.

## **Joint Degree Program in Law and Indigenous Studies (J.D./M.A.)**

### **Program Objectives**

The objectives of this joint degree program are:

- to facilitate interdisciplinary studies;
- to support the interest of students who wish to pursue study in both fields; and
- to provide an educational opportunity that trains candidates for leadership and policy-making roles in Indigenous communities worldwide, in higher education, and in state, national and international institutions and organizations.

### **Admission**

Candidates for the joint program will need to meet the separate admission requirements of the Law School and the master's program in Indigenous Studies. Admission into one school will create no presumption favoring admission into the other. To be admitted into the joint program, an applicant must be separately admitted to both programs and then must request to proceed in the joint program. The Law School Admission Test (LSAT) is the required entrance examination for the Law School application, and the GRE is the required entrance examination for the Indigenous Studies application.

Per American Bar Association policy, credit for the J.D. degree shall only be given for course work taken after the student has matriculated in the Law School. The Law School shall not

grant credit toward the J.D. degree for work taken in a pre-admission program. For this reason, students should start the law program first.

Students may apply to both degree programs simultaneously, but they are not required to do so. For students who are admitted into Law first, they should seek admission into the master's program as soon as possible and must be admitted into that program no later than the end of the spring semester of their second year of law study, but earlier application is recommended. For students who are admitted to the master's program first, they should seek admission into the Law School as soon as possible and must be admitted into the Law School no later than the end of their second semester of graduate study.

**NOTE:** Some of the Law School and ISP courses are cross-listed, meaning they have a Law course number and an ISP course number. \*Only courses taken under the Law course number will count for Law School credit. This is an important point, as the manner in which you enroll in classes can affect a timely completion of the dual program, especially if you enroll in the ISP program first.

### **Joint J.D./M.A. Program Requirements**

The Law School requires all J.D. candidates to earn ninety (90) credit hours to complete the degree. For students enrolled in the J.D./M.A. program, the Law School will accept nine (9) credit hours earned from approved courses in the master's program in Indigenous Studies (ISP) toward the J.D. requirements.

Students in the joint degree program should note that while the School of Law requires a 2.0 grade point average in J.D. coursework to remain in good standing and graduate, the Graduate School requires a 3.0 grade point average for all courses counting toward the M.A. in the ISP portion of the degree.

The master's program in ISP requires all candidates to earn thirty (30) graduate credit hours. The master's program will accept for credit toward the M.A. degree twelve (12) credit hours earned from approved courses in the Law School.

Students may use six (6) law hours toward satisfying their ISP specialization requirement, and apply the balance of the twelve (12) law hours for which they may receive master's credit toward their master's electives.

### **Sequencing of Courses**

Students who have been admitted to both programs and intend to pursue the joint degree program must complete the first twenty-nine (29) credits of required courses in the J.D. program. After completion of these 29 hours, course enrollment in either program or both concurrently is permitted.

### **Law Courses that Will Count Toward the Master's Degree**

Students may apply a maximum of twelve (12) hours of law electives toward their master's degree from these courses:

LAW 987	Sovereignty, Self-Determination, and the Indigenous Nations (3) (ISP 883)
LAW 914	Federal Indian Law (3) (ISP 824)
LAW 975	Public Lands and Natural Resources (3) (ISP 877)
LAW 967	Native American Natural Resources (3) (ISP 882)
LAW 974	Public International Law (3)
LAW 994	Special Topics in American Indian Law (1-3)
LAW 998	Tribal Judicial Support Clinic (3)

### **Master's Courses that Will Count Toward the J.D.**

Students may apply nine (9) credit hours of master's work toward their J.D. degree from the following courses:

ANTH 562	Mexamerica (LAA 302 / LAA 602)
ANTH 603	Shamanism Past and Present
ANTH 775	Seminar in Cultural Anthropology: Indigenous Development Latin America
GEOG 570	Geography of American Indians
GEOG 571	Topics in Cultural Geography: Indigenous Cartographies
HIST 890	Collqm American Hist 1492-1800
ISP 801	Indigenous Peoples of the World (GEOG 801)
ISP 614	Decolonizing Narratives
ISP 800	Indigenous Issues in the United States
ISP 804	Special Topics: Issues in the study of Native American Religious Traditions
POLS 684	International Law: The State & the Individual (GIST 750 / GIST 501)

### **Graduate Certificate Program Description**

The Graduate Certificate in Indigenous Studies is designed to provide students with necessary knowledge of the events, laws, policies, and treaties that have defined the relationship between the United States and Indigenous nations and peoples. This knowledge is essential to analysis of a broad range of historical, political, religious, and social issues in the U.S.

The program will provide students with a solid grounding in the histories and cultures of the Indigenous peoples of North America. The certificate program enables students to integrate knowledge of indigenous issues into their own academic disciplines or professional training.

Completion of the certificate in Indigenous Studies represents an additional credential for graduate students from a variety of academic fields who are preparing for careers in research and teaching or professional practice. The certificate also enhances the qualifications of

students seeking careers with Indigenous organizations, governments, and museums, among many other options.

Enrollment in the program is open to students admitted to a regular KU graduate program as well as students who are not currently enrolled at KU.

## **Admission**

### *Current KU Students*

Current graduate students wishing to enroll in the Graduate Certificate program will need to apply through the Graduate School. The application process entails completing the [online application](#), paying a \$30 application fee, and submitting materials required for the Indigenous Studies Certificate:

- A letter stating your interest in Indigenous Studies and its relationship to your graduate course of study;
- A current advising report;
- A letter of support from your graduate degree program.

A student must be in good standing with their graduate degree program in order to participate in the certificate program. A graduate GPA of 3.0 or higher is required for admission.

### *Non-KU Students*

Students who are not currently enrolled at KU must [complete an application to the Graduate School](#) for admission into the certificate program and submit an application fee along with the following materials:

- A letter stating your interest in the Indigenous Studies Graduate Certificate program;
- A copy of your college transcript;
- Two letters of recommendation from persons familiar with your academic work or potential for graduate study.

Minimum requirements include a bachelor's degree with a 3.0 or higher GPA. The GPA requirement may be waived at the discretion of the ISP Director.

## **Curriculum and Certificate Requirements**

The Indigenous Studies Graduate Certificate requires twelve (12) hours of coursework:

- ISP 800 Indigenous Issues in the United States (3 hrs.)
- 9 hours of graduate-level coursework with 50% or more content in Indigenous peoples; courses must be approved by the ISP Executive Committee.

## **Additional Curricular Options**

### **Directed Readings**

You may enroll in 1 to 3 hours of ISP 806 Directed Readings. To enroll, you must obtain the consent of the faculty member with whom you intend to work. The instructor must email the

Graduate Academic Advisor with the consent. Once consent is given, the Graduate Academic Advisor will issue a permission number for the student to enroll in the course. You may not enroll in Directed Readings your first semester in the program.

Once a faculty member has agreed to guide your Directed Readings, you must work in conjunction with that faculty member to complete a bibliography and outline of your planned work.

All students are required to submit a bibliography and outline to the Curriculum and Student Progress Committee for its approval within the semester's first month. Failure to submit these materials and to obtain approval, as required, may prevent your Directed Readings credit from counting toward graduation.

Students may count a maximum of six (6) hours of approved Directed Readings toward their degree.

### **Internships**

If you choose to complete an internship, it should be in an area that advances your thesis or portfolio topic.

An internship provides you with an opportunity to:

- obtain training and perform professional duties for academic credit at pre-approved agencies and organizations.
- apply theoretical knowledge in a professional setting.
- obtain the professional skills and knowledge outlined in your contract.
- gain relevant career experience.

See the required internship forms for further information regarding duties, credit hours and grading, the internship process, required documents for your final internship portfolio, and frequently asked questions.

### **Study Abroad**

With your committee's approval, you may attend study abroad programs that will provide you with a broader and comparative knowledge of Indigenous issues and worldviews, enhance cross-Indigenous cultural understanding, and increase career opportunities in Indigenous specialty areas.

### **Resources**

[University Career Center](#): Summerfield Hall, Room 206

Hours: Monday-Friday, 8 a.m. – 5 p.m.

The Career Center offers a variety of services to assist you in making your next educational or career choice. The Career Center houses a library of information for identifying and applying for jobs in a multiplicity of fields. The Center also sponsors workshops on interviewing, writing cover letters and resumes, skill evaluation, and professional networking.

In addition, the Center can identify KU alumni who are willing to assist you with internships and job placement. The Career Center offers a dossier service that maintains and sends out letters of recommendation to future employers, organizations, and educational programs. See the University Career Center website above for additional information.

### [Libraries](#)

ISP students are encouraged to meet individually with KU librarians and information technology specialists to ensure that they have mastered skills and software programs associated with search strategies for subject and database guides, evaluating and citing sources, and using Endnote and other relevant computer software. The University has assigned a librarian to work individually with each department and program on campus.

### [Writing Center](#)

The KU Writing Center provides you with a safe, non-evaluative environment to develop as an academic writer. You may visit Writing Center locations or make an [appointment](#) for writing assistance.

The KU Writing Center staff also provides assistance with the creation and mentoring of Graduate Student Writing Groups. These Writing Groups provide graduate student writers with a community of writers and several complimentary types of support, including:

- feedback on your writing.
- encouragement to set and accomplish goals.
- resources for resolving conflict and solving problems.
- aid in overcoming “writer's block” and other writing challenges.
- finding helpful contacts for writing partners and writing groups.

### [Emily Taylor Women’s Resource Center](#)

### [Information Technology](#)

### [Academic Achievement and Access Center](#)

### [Office of Student Affairs](#)

### [KU Scholar Works](#)

## **Post-Graduation Support**

### **Alumni**

ISP alumni represent a valuable network of experienced individuals who can provide you with contacts for seeking advice in placement and career development.

The ISP office maintains a list of alumni contacts. After you have graduated, please keep us apprised of your current address, email address, phone number, and information regarding your work, career, and accomplishments that we can post on our website.

The program provides support for graduate alumni in the areas of placement and advancement in a variety of career areas. ISP retains alumni records, including copies of M.A. theses and portfolios. After graduation, students should rely on ISP faculty to write letters of recommendation and to serve as references for job applications, grants, and additional education programs.

### **Letters of Recommendation**

When asking a faculty member to write a letter of recommendation, keep the following guidelines in mind:

Contact a faculty member first to ask if they are willing and/or have the time to write you a letter.

If possible, provide the faculty member with all the necessary information one month before the deadline. This will allow them time to read and review your materials and request any additional documents.

You should ask the faculty member what documents they need, but in general, you should provide:

- copies of specific evaluation forms (completely filled out, signed, dated, and with the confidentiality waiver or non-waiver signed);
- a clear indication of the letter's due date;
- detailed information about to whom the faculty should give, email, or send the letter with the recipient's name, organization, and address clearly stated;
- a copy of your current Advising Report that indicates your coursework and grades;
- an up-to-date resume or curriculum vitae;
- appropriate test scores, such as GRE or LSAT;
- relevant supplementary materials, such as writing samples;
- a description of the job, program, or school to which you are applying;
- personal statements or essays written as part of your application.

# University Policies & Degree Requirements

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University.” It is not a complete list of all policies pertaining to graduate students; only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected of them during the course of their studies. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

## GENERAL POLICIES

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

### Admission

Degree or non-degree seeking applicants must have a bachelor's degree (as evidenced by an official transcript from the institution the degree was obtained) and a minimum GPA of 3.0 in the most recent degree that was obtained.

Students not meeting these requirements *may* be admitted provisionally upon recommendation by the department; however, restrictions on certain types of funding, including GTA/GRA/GA funding, apply to students admitted under provisional admission status. Students should consult the program admissions advisor or Director of Graduate Study (DGS) regarding their eligibility for funding in relation to their admission status.

### **Related Policies and Forms:**

- [Admission to Graduate Study](#)

### English Proficiency Requirements

The University requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency for admission to any graduate program at KU.

There are two ways to prove English proficiency:

- Graduation with a baccalaureate degree or higher from an accredited U.S. institution of higher education, or from such an institution in an English-speaking country where the

medium of instruction is English. This first option is not sufficient, however, to be appointed as a Graduate Teaching Assistant.

- Submitting results of the TOEFL iBT examination taken no more than two years prior to the semester of admission. A score of at least 20 in each section is required for regular admission. A score of 24 on the speak section is required to receive a Teaching Assistantship.

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission. Applicants should submit their scores directly to the Office of Graduate Studies:

Office of Graduate Studies  
213 Strong Hall  
1450 Jayhawk Blvd.  
Lawrence KS 66045-7535

#### **Related Policies and Forms:**

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Graduate Credit](#)

#### **Enrollment**

For graduate students in the College, advising on enrollment and course selection takes place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

**Students not enrolled by the first day of classes will be assessed a late fee. Students not enrolled by the 60<sup>th</sup> of classes will be automatically discontinued in Enroll & Pay.**

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Discontinue form may be submitted on his or her behalf.

Deadlines for adding, changing, dropping, or withdrawing from courses entirely, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

The College Office of Graduate Affairs' (COGA) website has a very useful [Enrollment Changes Guide](#) which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

**Related Policies:**

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Enrollment Regulations \(CLAS\)](#)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Enrollment Requirements](#)

**[Graduate Credit \(Including Transfer Credit\)](#)**

The Office of Graduate Studies [policy](#) on Graduate Credit defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU.
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

### [Transfer Credit](#)

The transfer credit option allows master's students to count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consult with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

### [Reduced Credit Hour Degree](#)

Kansas Board of Regents policy defines 30 hours as the minimum for master's degrees at KU. Departments may petition for a reduced-hour Master's degree for individual students. A reduction in hours is distinct from a transfer of credit and is reserved for those students especially well-prepared to complete a graduate-level degree and who are able to maintain a superior grade point average. Reduced credit hour degrees are also distinct from transfer credit in that they may be based on non-coursework (e.g. internships, work experience, study abroad, and previously completed degrees) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a Master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department level, so to begin the process for approval, students should consult with their DGS.

### [Count Toward Degree](#)

The [Count Toward Degree form](#) is an Office of the Registrar Form that allows graduate credit hours taken at KU as a non-degree seeking student to count towards a later degree at KU.

As with transfer credit and reduced hour degrees, restrictions apply, so students should carefully review the information in the link above and the related policies below, and consult with their DGS.

#### **Related Policies:**

- [Graduate Credit](#)
- [Count Toward Degree Form](#)
- [Co-enrollment](#)
- [M.A. and M.S. Degrees](#) (on Reduced-Hour Master's Degree)

### [Credit/No Credit](#)

The University supports and encourages interdisciplinary study, which may include graduate

students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) option is for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor into the GPA.

**No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.** This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period typically begins after the last day to add a class and extends for approximately two weeks. This process must be initiated in the COGA office.

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling. In cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information. Additional restrictions apply. Students should carefully review the information in the link above.

### **[Probation & Dismissal](#)**

Probation is an academic status that can be assigned to a graduate student if he or she is not making [satisfactory progress](#) toward completing his or her degree. The department initiates the probation process and will inform the student what he or she must do to return to good standing.

**Students are most commonly placed on probation if their graduate cumulative GPA drops below a B average (3.0 on a 4.0 scale).** In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's overall graduate average is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Students may also be placed on probation by their departments for other reasons that constitute a failure to make satisfactory progress towards degree. These may include, but are not limited to failure to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department's annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of this handbook and with their program advisor for more

information.

If a student is unable to raise his or her GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, he or she may be dismissed from the graduate program. Once dismissed, a student will no longer be able to be enrolled in coursework and cannot complete his or her degree. Students dismissed from any College graduate program may not be admitted to any other graduate programs in the College.

**A student on probation or facing dismissal should discuss his or her status with their advisor.**

**Related Policies:**

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [CLAS Regulations on Probation and Dismissal](#)
- [Good Academic Standing policy](#)

**[Grading](#)**

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies. Students should review the [College-specific grading information](#) and consult their advisor and the departmental section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B. Additional information pertaining to graduate grading can be found on COGA's pages for the [Credit/No Credit Option](#), [Incomplete Grades](#), and [Graduate GPA](#).

**Related Policies:**

- [University Senate Rules & Regulations](#)
- [Grading](#)
- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [CLAS Regulations on Probation and Dismissal](#)

**[Time Limits](#)**

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and

doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, COGA offers DGSs and advisors a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's expected time limits, or simply as an advising tool for all their students.

**Related Policies and Forms:**

- [Master's Degree Time Constraints](#)
- [Graduate Degree Completion Agreement](#) (PDF)
- [Mentoring Agreement Template](#) (Doc)

**Leaves of Absence**

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while "stopping the clock" on their time to degree.

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence; however, the only document that COGA requires for the petition is the Leave of Absence Petition form, linked below.

**Related Policies and Forms:**

- [Leaves of Absence](#)
- [Leave of Absence Petition Form](#) (PDF)

**Oral Exams**

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the University has several policies pertaining to the following exams:

- Master's Exam/Thesis Defense for Master's degree

Before a student is allowed to sit for any of these three exams, pre-approval from COGA is

required. This approval must be sought by the department at least two weeks prior to the exam date. COGA checks to ensure that the student has fulfilled certain University requirements. The full list of requirements that COGA checks for may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

In many cases, programs may have additional exams, such as a written pre-qualifying exam. Exam pre-approval by COGA applies ONLY to the oral portions of the three exams listed above. The following are University policies pertaining to these oral exams:

### **Oral Exam Committee Composition**

For all oral exams, the committee members must be appointed members of the Graduate Faculty of KU. In addition, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty holding regular graduate faculty status in the candidate's department/program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee.

### **Oral Exam Attendance (Physical Presence)**

The Oral Exam Attendance policy describes rules for physical versus mediated attendance (e.g. Skype or phone) at oral exams.

In all cases, a majority of committee members must be physically present with the student for an exam to commence. Both the chair and outside member (for doctoral exams) must form part of this majority. In cases where the student prefers that all committee members are physically present, the student's preference shall be honored.

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

### **Related Policies and Forms:**

- [Master's Student Oral Exam Committee Composition](#)
- [Oral Exam Attendance](#)
- [Graduate Faculty Appointments](#)

## **GRADUATE CERTIFICATE REQUIREMENTS**

The University offers a variety of Graduate Certificate Programs to encourage current graduate students to pursue interdisciplinary study. Certificate programs also provide an option for a

coherent course of advanced study for those not ready to commit to a full degree program. There are certain restrictions on the timing of admissions to a Graduate Certificate program and the granting of credit for courses completed. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

#### **Related Policies and Forms:**

- [Graduate Certificate Programs: Eligibility and Admission Criteria](#)
- [Policies & Procedures for Graduate Certificate Programs](#)

#### **GRADUATION REQUIREMENTS**

In addition to all program requirements, students planning to graduate must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA's graduation checklists contain a comprehensive list of all University requirements for graduation and should be used by every graduating master's student in the College:

#### **[M.A. DEGREE GRADUATION CHECKLIST](#)**

Submission of the final draft of the thesis is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis. There is no University requirement that students provide a bound or printed copy of the draft.

Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the [College Office of Graduate Affairs](#) (COGA) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA staff member, verify that the Application for Graduation and Thesis submissions have been completed, and receive guidance on any pending items.

#### **GRADUATE STUDIES FUNDING OPPORTUNITIES**

The Office of Graduate Studies offers [funding opportunities](#) in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to the Office of Graduate Studies. Some of the available funding includes:

**Summer Fellowships:** intended primarily for doctoral students.

**Graduate Scholarly Presentation Travel Fund:** intended for graduate students

presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (\$500) only once, and funds are available on a first-come, first-served basis.

Name/ID: \_\_\_\_\_

Entry Term: \_\_\_\_\_

Advisor: \_\_\_\_\_

*Master's Program Checklist*

Core Curriculum (3 Hours)	Term	Grade	Instructor
ISP 800: Indigenous Issues in the United States			
<b>Other Courses (18 hours)</b> <i>30% or more content in Indigenous Peoples; courses must be approved by ISP Executive Committee</i>			
<b>Plan A: Non-Thesis Option Electives (9 hours)</b>			
<b>Plan B: Thesis Option Electives (6 hours)</b>			
<b>Plan B: Thesis Option Thesis Hours (3 hours)</b>			
ISP 899: Master's Thesis			

A list of approved courses that fulfill M.A. course requirements can be found [here](#). If you would like to take a course, but are unsure if it fulfills a program requirement, please speak with your Advisor or the Director of the program.

*Graduate Certificate Checklist*

Name/ID: \_\_\_\_\_

Entry Term: \_\_\_\_\_

Advisor: \_\_\_\_\_

Core Curriculum (3 Hours)	Term	Grade	Instructor
ISP 800: Indigenous Issues in the United States			
<b>Other Courses (9 hours) <i>50% or more content in Indigenous Peoples; courses must be approved by ISP Executive Committee</i></b>			

A list of approved courses that fulfill certificate course requirements can be found [here](#). If you would like to take a course, but are unsure if it fulfills a program requirement, please speak with your Advisor or the Director of the program.

## INTERNSHIP INFORMATION

### Faculty Supervisor's Duties

*May include, but is not limited to:*

- Assist you and the organization with which you will be working to develop proposed appropriate Internship Contract.
- Send **Form: Letter to Organization**
- Assign relevant preparatory and on-site readings.
- Monitor student interns throughout their placement through site visits, phone calls, or email.
- Suggest changes in work assignment if the internship is not meeting needs of the organization, ISP, or the student.
- Work with you to complete all required paperwork before and after the internship.
- Review final Internship Portfolio.
- Assign grade (A to F) in ISP 807.

### Credit Hours and Grading

You may receive from 1 to 6 credits. Each credit hour requires a minimum of 60 contact hours.

### Internship Process

#### Step 1: Preparing the Proposed Internship Contract

- You must complete two semesters of ISP coursework before enrolling in internship hours, or obtain special permission.
- Identify an ISP faculty member willing to supervise the internship.
- Identify the potential host organizations.
- In conjunction with a Faculty Supervisor (the Faculty Supervisor may or may not be your Faculty Advisor), develop a Proposed Internship Contract detailing the specific expectations, duties, and educational responsibilities that meet the requirements of the program and Area of Specialization (**Form: Internship Contract**).

#### Step 2: Curriculum Committee Approval

- You must submit **Form: Internship Contract** to the Curriculum and Student Progress Committee for their approval, one month prior to the beginning of the internship.
- After Curriculum and Student Progress Committee approval, submit a paper copy of the Internship Contract to the Graduate Academic Advisor and email a copy to your intended Faculty Supervisor.
- Enroll in Faculty Supervisor's specific ISP 807 course. Complete all assigned preparatory readings.

#### Step 3: The Internship Experience

- Maintain close contact with your Faculty Supervisor to ensure that educational objectives are met, or changed, if necessary.
- Immediately discuss any problems that arise with your Faculty Supervisor.
- Conduct work in a professional manner.
- Complete all assigned on-site readings.
- Complete and submit all documents required for final Internship Portfolio.

## Required Documents for Final Internship Portfolio

### 1. Agency-Related Materials

- Description of agency's orientation process (if offered).
- General information relating to the organization, e.g., size, purpose, structure, etc.

### 2. Organizational Forms

- Organizational information relating to specific area of internship.
- Documentation of staff meetings, field trips, etc., attended.
- Documentation regarding office rotation, staff shadowing, etc.

### 3. Written Work

#### *Weekly Journal*

Submit weekly copies of **Form: Internship Weekly Journal** to your Faculty Supervisor and the Graduate Academic Advisor via email. You must also submit a paper copy of each weekly journal to the Organization's Supervisor for a signature. You must include signed copies of your weekly journals in the final Internship Portfolio.

#### *Final Report*

You must critically evaluate the experience — be certain to include information concerning:

- what you learned;
- what you would suggest changing in the internship experience, whether your experience related to your initial expectations;
- a discussion of the ways you were able or unable to apply theoretical classroom learning to practical applications;
- and an assessment of how you incorporated principles listed on **Form: Ethics & Culture** in your internship experience.

#### *Work Completed During Internship*

Include copies of any work that you completed during your internship, such as reports, presentations, photos, policy analyses, etc. The final Internship Portfolio, or parts of it, may be appropriate to submit to prospective employers or to Ph.D. programs.

The length of the Final Report will vary according to number of credits received and should be discussed with your Faculty Supervisor.

### 4. Evaluations

Form: Organization's Evaluation of Student Intern

Form: Faculty Supervisor's Evaluation of Student Intern

Form: Student's Evaluation of Internship

## FREQUENTLY ASKED QUESTIONS ABOUT ISP INTERNSHIPS (FAQ)

### **Am I responsible for finding an internship, or does ISP maintain a list of approved internship sites?**

At this time, you are responsible for securing your own internship, and for obtaining ISP Curriculum and Student Progress Committee approval for the specific internship.

### **In how many internship credit hours should I enroll?**

You may enroll in one to six hours of internship credit in ISP 807. The normal load is three or six credit hours. You may take all your credit hours in one semester or divide them into semesters, including the summer.

**How many hours of actual work are required for each hour of internship credit?**

You must have 60 hours of contact for every credit hour.

**When should I sign up for the internship?**

You must complete two semesters of ISP coursework before enrolling in internship hours, or obtain special permission.

**Do I have to follow the ISP internship approval process if I do not intend to have the credits count towards my degree?**

All students who enroll in ISP 807, whether the credits are counted toward your degree or not, must follow the ISP internship approval process.

**Can I obtain credit for a paid internship?**

As long as the Curriculum and Student Progress Committee approves your Internship Contract, it is of no concern to the Program if the internship is paid or unpaid.

**What work do I need to submit for a final grade?**

Please refer to the manual and/or the Internship Packet for complete information on the documents included in your final Internship Portfolio. In general, your final Internship Portfolio must contain the following information:

- Agency-related materials
- Organizational forms
- Written work
  - Weekly journal
  - Final report
- Evaluations
  - **Form: Organization's Evaluation of Student Intern**
  - **Form: Student's Evaluation of Internship**



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## INTERNSHIP CONTRACT

### Directions for Student Intern, Faculty Advisor, and Organization Supervisors

After securing your internship, please consult with the Agency regarding the type of work that you will be performing. In conjunction with your Organization Supervisor and your Faculty Supervisor, fill out this form by providing a brief, but specific, description of the activities that you will undertake to increase your knowledge and skills in the areas listed below. Not every category will be applicable or included in your particular internship work. Fill out only those that are appropriate. Feel free to attach a job description and/or to add areas not included but relevant to your particular internship.

Provide a copy of this form to the Graduate Academic Advisor at [kisbell@ku.edu](mailto:kisbell@ku.edu), and to your Faculty Supervisor.

Student's Name:

Faculty Supervisor:

Name of Organization/Agency:

Address:

Telephone:

Name of Organization Supervisor:

Supervisor's Title:

Email:

Internship Work Schedule (Hours & Days per Week):

### BRIEF DESCRIPTION OF INTERNSHIP

### DISCIPLINARY KNOWLEDGE

Please explain how this internship will further your knowledge of topics taught within the ISP framework and the ISP course skills that will be used in this placement. *For example: research skills, critical thinking, writing, organization.*

## APPLICATION OF THEORETICAL KNOWLEDGE

Please indicate if the internship will provide you with the opportunity to engage in or learn more about any of the following activities:

- \_\_\_ **Knowledge of Organization**  
*Organizational structure, decision-making procedures, management styles, leadership theories, etc.*
- \_\_\_ **Financial Management**  
*Organizational budgeting procedures, cost-benefit analysis, etc.*
- \_\_\_ **Strategic Planning**  
*Strategic planning model(s), program development, and organization efficiency and effectiveness, etc.*
- \_\_\_ **Personnel**  
*Human resources management, roles, and responsibilities of organization and unit staff, etc.*
- \_\_\_ **Other**

## SKILLS

Please indicate below the percentage of time that you spend engaged in each category.

- \_\_\_\_\_ **Interpersonal Communication**  
*Professional face-to-face communications during meetings, seminars, or training within and outside the organization. It also refers to any special language skills or cultural competencies you must learn.*
- \_\_\_\_\_ **Public Speaking**  
*Formal professional presentations within or outside the organization.*
- \_\_\_\_\_ **Written Communication**  
*Professional memoranda, research papers/reports, proposal for organizational changes, or other correspondence you will produce during this internship.*
- \_\_\_\_\_ **Research Skills**  
*Use and application of quantitative, qualitative, or other analytical methods, literature, or research reviews on specific topics.*
- \_\_\_\_\_ **Policy Analysis**  
*Use of policy analysis models to assess internal or external policies, program evaluation, etc.*
- \_\_\_\_\_ **Grant Writing & Fundraising**  
*All phases of organization's grant writing and fundraising.*
- \_\_\_\_\_ **Other**  
*Describe opportunities to learn other skills not covered above.*

## SIGNATURES

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

Organization Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Date \_\_\_\_\_



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## Letter to Organization SAMPLE

**Directions for Faculty Advisor:** The Faculty Supervisor should send the above letter to the Organization Supervisor along with a copy of the Internship Packet. Deliver a hard or emailed copy of your letter to the Graduate Academic Advisor at [kisbell@ku.edu](mailto:kisbell@ku.edu).

Date:

Dear \_\_\_\_\_:

As the Faculty Supervisor for \_\_\_\_\_ (*student's name*), I want to thank you for assisting our Program in providing our students with on-site experience and knowledge in their chosen field. To explain the Program's goals and procedures in the internship process, I have included a copy of our Internship Packet.

At the end of \_\_\_\_\_ (*student's name*) internship, we would appreciate your filling out the **Organization's Evaluation of Student form** and returning it to the Program, either via mail, email, or giving it to the student.

Please feel free to call me if you have any questions. I can be reached at: (*insert your information here*).

Again, thank you.

Sincerely,

*Faculty Supervisor*



Personal Interactions N/A	1	2	3	4	5
Written Communication N/A	1	2	3	4	5
Research Skills N/A	1	2	3	4	5
Grant Writing & Fundraising N/A	1	2	3	4	5
Assembling Portfolio N/A	1	2	3	4	5

### Work Habits

Prompt N/A	1	2	3	4	5
Efficient N/A	1	2	3	4	5
Thorough N/A	1	2	3	4	5
Accurate N/A	1	2	3	4	5
Attendance N/A	1	2	3	4	5
Completion of Assigned Work N/A	1	2	3	4	5
Takes Initiative N/A	1	2	3	4	5
Follows Direction N/A	1	2	3	4	5

### Problem-Solving

Analysis of Relevant Facts N/A	1	2	3	4	5
Prompt Decision-making N/A	1	2	3	4	5
Sets Realistic Goals N/A	1	2	3	4	5
Open to New Ideas N/A	1	2	3	4	5

**Proficiency in Required Methods or Skills**      1      2      3      4      5      N/A

**Specific Skills for Respective Internship**      1      2      3      4      5      N/A

**Comments:**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

## Student's Evaluation of Internship

Name:

Organization:

Dates of Internship:

Faculty Supervisor:

Your feedback helps us improve the internship program. Please be honest in your evaluation and remarks. This evaluation will have no effect on your performance rating or grades. Please rate your internship in the areas listed below on a scale of 1 to 5 (with 5 being the highest). Add comments, if appropriate.

Project(s) Explained and Defined	1	2	3	4	5	N/A
Matched My Skills and Knowledge to Project(s)	1	2	3	4	5	N/A
Realistic Goals Set	1	2	3	4	5	N/A
Opportunity to Make Suggestions and Comments	1	2	3	4	5	N/A
Provided Work Space	1	2	3	4	5	N/A
Challenging	1	2	3	4	5	N/A
Provided the Right Amount of Direction	1	2	3	4	5	N/A
Assistance Available	1	2	3	4	5	N/A
Able to Satisfy Internship Contract Goals	1	2	3	4	5	N/A
Required Appropriate Amount of Routine Office Work	1	2	3	4	5	N/A
Increased My Knowledge and Skills	1	2	3	4	5	N/A

Comments:

Signature

Date



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## Internship Biweekly Journal

Submit biweekly copies of your journal to your Faculty Supervisor and the Graduate Academic Advisor via email. You must also submit a paper copy of each biweekly journal to your Organization Supervisor for their signature. You must include signed copies of your biweekly journals in your final Internship Portfolio.

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Report for the week:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

Date	Hours Worked	Primary Activities
Su ▶		▶
M ▶		▶
T ▶		▶
W ▶		▶
Th ▶		▶
F ▶		▶
S ▶		▶
<b>Total:</b>		
Su ▶		▶
M ▶		▶
T ▶		▶
W ▶		▶
Th ▶		▶
F ▶		▶
S ▶		▶
<b>Total:</b>		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

## SUGGESTED M.A. TIMELINE

The following schedule is based on fall semester admission and completion of the master's degree in four semesters, with May graduation. The information is a brief overview and is intended to *supplement*, not replace, the information provided by the ISP office, College Office of Graduate Affairs, or the Office of Graduate Studies. It is important that you refer to this Graduate Handbook for more detailed information about the program, requirements, due dates, and policies, and consult COGA or Graduate Studies for further information regarding the University's guidelines for completion and timing of degree requirements.

Year 1 – Fall	
Courses (9 credits)	
Consult with ISP Director re: courses & AOS	After conclusion of semester, request that an ISP Affiliate Faculty member serve as your Faculty Advisor
Year 1 - Spring	
Courses (9 credits)	Design and complete AOS plan
Select and meet with Faculty Advisor	After conclusion of semester, select M.A. Exam Committee members
Discuss thesis/portfolio options with Advisor	Begin thesis proposal (thesis only)
Year 1 - Summer	
Year 2 - Fall	
Courses (6-9 credits)	Complete thesis proposal (thesis only)
Meet with Faculty Advisor for progress update	Meet with thesis committee (thesis only)
Year 2 - Spring	
Courses (3-6 credits)	Review Graduation Checklist & COGA deadlines
Meet with Faculty Advisor for progress update	Apply for graduation
Oral defense of thesis / portfolio	