

University of Kansas
Indigenous Studies Program

GRADUATE STUDENT HANDBOOK
April 2016

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PROGRAM OVERVIEW

Mission Statement

The mission of the multidisciplinary Indigenous Studies program is to educate students and promote scholarship about the complexity and diversity of Indigenous peoples' cultures and histories, and to provide students with the knowledge to understand and assess the U.S. tribes' unique relationships to the U.S. government. Indigenous Studies encourages appreciation of the contributions of Indigenous peoples to the global society, provides students with an understanding of the difficulties confronting tribal nations, and offers foundational knowledge to assist them in finding innovative solutions to solve those problems.

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.

Program Administration

The ISP is supported by a wide variety of faculty and staff:

- Dr. Stephanie Fitzgerald, director of Indigenous Studies: 6 Lippincott Hall; 785-864-5271; sfitzger@ku.edu
- Lauren Chaney, graduate academic advisor: 6 Lippincott Hall; 785-864-2306; lkchaney@ku.edu
- Brandy Ernzen, program coordinator: 6 Lippincott Hall; 785-864-6408; bernzen@ku.edu

For further information or to contact the Director, call the ISP office at 785-864-2660 or email indigenous@ku.edu.

For a list of ISP Affiliate Faculty, see <http://indigenous.ku.edu/people/affiliate-faculty>.

ISP Executive Committee

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Professionalization: Your Role as a Graduate Student

Success as a graduate student depends in large measure on your conduct, motivation, and willingness to accept academic and professional challenges. Graduate school is a process of learning new methods of and skills in researching, analyzing, writing, and communicating with your professors, faculty mentors, and peers. Graduate school also requires professionalization, which includes, but is not limited to:

- acknowledging and respecting ISP and University standards.
- accepting responsibility for your own work, time management, and meeting requirements.
- asking for clarification, assistance, and mentoring, while remaining respectful of others' time and responsibilities.
- participating in orientations, trainings, and activities for professional development.
- recognizing that faculty are eager to help and assume responsibility for challenging, teaching, and monitoring your intellectual progress and achievements.

If you are dismissed from the program, you will not be permitted to apply to any other graduate program in the College.

FINANCIAL AID <http://affordability.ku.edu/>

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 (<http://indigenous.ku.edu>) 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.

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.

Applying for ISP Scholarships

When funding is available, the Indigenous Studies program awards limited financial aid through the following scholarship application processes.

Graduate Scholarly Presentation Travel Fund

The Office of Research and Graduate Studies has funding to assist you if you have been selected to present papers at a national or regional meeting of a learned or professional organization held out of state. For information on applications, see <http://www.graduate.ku.edu/graduate-scholarly-presentation-travel-fund>.

Current Students

Submit a cover letter that discusses what you have learned in ISP to date, your remaining goals in the program, and your career or educational plans following graduation (if known). Also submit a writing

sample from your ISP coursework. In addition, you must file a current FAFSA with KU's Office of Financial Aid.

Please note your current KU Advising Report, including your master's program GPA and a review of your progress through the program, will be used to consider scholarship awards. Students on academic probation or who have more than one incomplete are ineligible.

You must submit all application materials by February 1 to:

The University of Kansas
Indigenous Studies Program
1410 Jayhawk Blvd., 6 Lippincott Hall
Lawrence, KS 66045-7537

KU Financial Assistance and Employment

The University of Kansas offers a limited number of scholarships for graduate students. Complete information on KU scholarships is provided at <http://www.graduate.ku.edu/funding-opportunities>. The KU Office of Student Financial Aid will assist you in filling out scholarship forms and loan applications. For assistance in filling out paperwork associated with BIA or tribal scholarships, call the financial aid counselor at 785-864-4736.

The Human Resources and Equal Opportunity Office maintains a listing of all KU job openings and descriptions. Complete information is provided at <https://employment.ku.edu/>.

Applying for ISP Employment

The ISP office has a limited number of employment opportunities open to students. The positions are work-study and require you to apply through the Office of Student Financial Aid for work-study funding. Complete information is provided at <http://www.financialaid.ku.edu/>.

CURRICULUM

ISP 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 9-hour core curriculum plus 21 hours taken according to either Plan A or Plan B. Full-time enrollment for graduate students is nine (9) credit hours per semester and six (6) hours during summer session.

Full-time enrollment for graduate students with a graduate teaching assistantship (GTA) or graduate research assistantship (GRA) is six (6) credit hours per semester and three (3) hours during summer session. U.S. immigration laws require international students to be enrolled full time, i.e., for nine (9) credit hours, unless it is your first or final semester. Summer enrollment is optional. (*See Appendix A of the University Policies and Processes for the policy on enrollment.*)

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.

One 3-hour graduate-level course in the history of Indigenous peoples of North America, e.g. HIST 801: Graduate Colloquium in Indigenous Peoples of North America.

One 3-hour graduate-level course with 50% or more content in Indigenous peoples that has been approved by the Executive Committee, offered by departments such as English, History, and Humanities & Western Civilization.

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.

You must complete at least 60% of your course work at the 700-level or above.

See <http://policy.ku.edu/graduate-studies/graduate-credit> for more details.

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 must have completed all three (3) required ISP courses before enrolling in ISP 898 or ISP 899. Both ISP 898 and 899 may be taken for variable credit (1-6 hours).

You may enroll in more than three (3) hours of ISP 898/899, but only three (3) hours can be applied to the 30-credit-hour minimum to complete the M.A. program. Students completing a thesis may not enroll in more than six (6) hours of thesis credit until the M.A. Exam Committee approves their thesis proposal. 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.

Dropping or Adding a Course

Refer to the important deadlines for dropping and adding a course after the semester has begun.

If you fail to drop a course by the required University deadline, you will receive a "W" or "F" on your transcript, even if you have never attended the course.

Complete information about dropping and adding courses is provided on the Registrar's website: <http://www.registrar.ku.edu/enrollment>.

Area of Specialization (AOS)

Following your first semester of enrollment, you should develop your AOS plan. This is an individualized curriculum or outline of classes that you design, in consultation with your Faculty Advisor, to ensure that your coursework is academically and methodologically suited to your educational and career objectives, and that it demonstrates a concentrated area of study and expertise.

Approved directed readings, distance learning courses, internships, study abroad courses, and transfer credits may be included in your individualized Area of Specialization.

Both your Faculty Advisor and the ISP Executive Committee must approve your AOS plan.

Plan A: Portfolio Option

- 12 hours of coursework with content relevant to the field of indigenous studies and approved by the student's graduate committee
- 9 hours of electives
- An M.A. examination: An oral examination in which the candidate defends his or her portfolio, composed of the student's entire body of work completed in courses counted for the degree.

The final portfolio also 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.

Plan B: Thesis Option

- 12 hours of coursework with content relevant to the field of indigenous studies and approved by the student's graduate committee
- 6 hours of electives
- 3 hours: A 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. <https://documents.ku.edu/policies/research/humansubjects.htm>

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.

The 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 (*see Appendix C*) listing your Committee members and signed by your Committee Chair.

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 but does not fulfill all degree requirements. 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 courses.

One month prior to 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. You should convene your oral defense by mid-April to meet the spring semester graduation deadline.

Before you can set an oral defense date, the ISP department must confirm that you have met all of its M.A. requirements. Pre-approval from CLAS must be granted at least four 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 paperwork before and following the oral defense. Please see the Master's Degree Checklist at

<http://clas.ku.edu/sites/clas.ku.edu/files/docs/COGA/Master%27s%20Degree%20Check%20%28Revised%2015%29.pdf>.

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.).

Portfolio Approval

Neither a proposal nor a 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.

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 Student Progress Report 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. Please refer to COGA's website:

<http://clas.ku.edu/sites/clas.ku.edu/files/docs/COGA/Master%27s%20Degree%20Check%20%28Revise%2015%29.pdf>.

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 written work.

It is your responsibility to ensure that the ISP office and the Graduate Academic Advisor have confirmed receipts from UMI Pro (thesis only) of an electronic copy submission of your work or a PDF of your portfolio.

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 termination 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.

Admissions

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 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. course work 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) (courses taught on occasion such as Indian Gaming)
- 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 (LAA 602)
- 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 (REL 775 / AMS 998)
- POLS 684 International Law: The State & the Individual (GIST 750 / GIST 501)

GRADUATE CERTIFICATE

Overview

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.

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.

Completion of Graduate Certificate

Upon successful completion of required coursework, the Faculty Advisor will instruct the Graduate Academic Advisor to submit the Progress to Degree Form for CLAS Certificates. The Graduate Academic Advisor will request a signed progress report (*see Appendix C*) to attach to the PTD form. Once the form is received, a certificate will be printed by Graduate Studies and will then be sent via campus mail back to the ISP office. The Director of ISP will sign the certificate and present it to the student.

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 towards their degree.

Internships

Internships should be in Areas of Specialization such as Cultural Preservation Management and Language. Documentation and Revitalization, for example, would benefit your training. Internships are an important component to discuss with your committee when drafting your AOS.

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 [Appendix B](#) for the required internship forms and 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.

ADVISING

The ISP Director serves as the general advisor to all enrolled ISP students. At the time of your admission, the ISP will assign you an advisor to assist you with choosing your first semester's classes, and other issues related to your success in ISP. Following your first semester of enrollment, you may retain this advisor or request that another ISP affiliate faculty member serve as your Faculty Advisor.

Advising Requirements

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 ([Appendix D](#)) to your Faculty Advisor and the Graduate Academic Advisor for review.

Annual Student 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 either be placed on probation, apply for a discontinuance, or be dismissed from the program.

M.A. Exam Committee

Following your first semester of enrollment, you should request that an ISP Affiliate Faculty member serve as your Faculty Advisor and Chair of your M.A. Exam Committee. This individual will help you to design your Area of Specialization (AOS) plan and advise you until graduation. This includes consulting with you as you make your decision to complete the program requirements by means of either Plan A: Portfolio Option or Plan B: Thesis Option. Following your second semester of enrollment, in consultation with your Chair/Advisor, you will determine at least two additional faculty members to serve on your M.A. Exam Committee. All Exam Committee members must be tenured and appointed to the graduate faculty. The composition of faculty members for the M.A. Exam Committees must be approved by the

ISP Executive Committee. For University policy on M.A. Exam Committee composition, please refer to [Appendix A, University Policies and Processes](#).

Once you have selected your M.A. Exam Committee and it has been approved by the ISP Executive Committee, please send a copy of your Student Progress Report ([Appendix D](#)) with the updated information to the ISP Director and the Graduate Academic Advisor.

Satisfactory Progress and Grading

It is understood that a student's work (as well as the Faculty Advisor's) must accurately reflect the number of hours they are taking, i.e., if a student signs up for six (6) hours of ISP 898 or ISP 899 credit, the student is required to devote time and attention comparable to 6 credit hours' worth of work.

Students receive a grade of "P" (for Progress) for ISP 899: Master's Thesis credit until the thesis is completed. Faculty Advisors will assign a grade reflecting the quality of the thesis work in the final semester or the semester in which the work is completed. As ISP 898: Master's Non-Thesis is not required and should only be taken once, Faculty Advisors will assign a grade at the conclusion of the semester.

Once other graduate requirements have been completed, if a student is unable to make timely progress on the completion of the thesis or portfolio oral defense s/he should apply for a leave of absence or consider voluntary withdrawal from the program.

Incompletes

An incomplete grade occurs when an instructor agrees to submit a grade of "I" for work that has not been completed due to exceptional circumstances. You should not request or expect an incomplete grade except in the case of an unavoidable emergency (serious illness, accident, etc.). An incomplete grade will be granted only at the discretion of the instructor teaching the course.

Students who have received an incomplete grade in a course must have completed and obtained a grade change by the end of the next semester. All "I" grades, whether taken in required courses or not, automatically lapse to "F," "U," or the grade indicated by the instructor after one calendar year. Students who have not resolved their incomplete(s) grades by the end of the next semester may not enroll in additional thesis hours. If you have more than one incomplete, you are ineligible for ISP scholarships or employment in the ISP office. An incomplete may affect your financial aid package.

Probation

The College of Liberal Arts & Sciences (CLAS) automatically places you on probation if your cumulative graduate grade point average (GPA) falls below a "B" (3.00). Please see <http://policy.ku.edu/graduate-studies/academic-probation> for more information on the University's probation policy.

ISP may place you on probation for several 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 Discontinuance (voluntary withdrawal) from the University for two or more semesters. This is cause for dismissal from the program.

MISCONDUCT AND GRIEVANCE PROCEDURES

Student Academic Misconduct

ISP follows the Rules and Regulations of the University Senate. Complete information is provided in [Appendix A, University Policies and Processes](#).

Student 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 Ombudsman Office at <http://ombuds.ku.edu/>.

KU Graduate Grievance Procedures can be found in [Appendix A, University Policies and Processes](#).

Leave of Absence Request

If you cannot enroll for two consecutive semesters, you must obtain permission from ISP and CLAS to take a leave of absence. You must complete the University Leave of Absence (LOA) Form found in [Appendix A, University Policies and Processes](#). The steps below outline the procedure for obtaining an approved leave of absence from the department.

Step 1: Send a letter with the following information to the ISP Director and to your Faculty Advisor:

- The duration of requested leave (not to exceed one calendar year);
- A brief explanation of the reasons for your requested leave;
- A proposed timeline for completion of your master's degree.

Step 2: The ISP Director will consult with your Faculty Advisor regarding your requested leave.

Step 3: Following discussions with the Faculty Advisor, the Director will transmit a Leave of Absence request to the ISP Executive Committee for their approval or denial.

Step 4: If approved, the ISP office will forward to the Graduate Academic Advisor your letter requesting the LOA, a letter of support from the Director and co-signed by your Faculty Advisor, and the University LOA form (*see Appendix A*) to be attached to the Progress to Degree (PTD) form for final determination by CLAS.

Step 5: COGA must approve all Leave of Absence requests. If COGA approves your request, ISP will hold your place in the program for one calendar year.

Step 6: Re-enrollment in ISP. After completion of the approved Leave of Absence, you must inform the ISP office as well as the Graduate Academic Advisor, who will fill out the necessary PTD form to complete your readmission to the program.

Request for “Discontinuance” or Voluntary Withdrawal

To obtain a “Discontinuance” from the Program, you must notify the ISP office by email or by letter of your intention to discontinue (or voluntarily withdraw), from the University. Once we receive your request, the Graduate Academic Advisor will submit a Change in Academic Status form to the College Office of Graduate Affairs.

Reactivation after Voluntary Withdrawal

If you voluntarily withdraw from ISP, your place in the program will not be retained and your reactivation is not guaranteed. If you have withdrawn and wish to reactivate your standing, you must request that ISP reactivate your standing. To request reactivation, you must provide the Director with a letter that includes:

- an explanation of your reasons for having voluntarily withdrawn;
- an explanation why you are requesting reactivation;
- a timeline for completion of your master's program;
- new letters of recommendation, if required by the Director.

The Director will send the above information to the ISP Executive Committee to approve or deny your reactivation request.

If ISP grants you permission to reactive your status, you must submit a completed application to the University of Kansas Graduate Application Processing Center (GAPC) here: <http://www.graduate.ku.edu/application-process>.

Total Time to Degree

ISP provides for and expects the completion of the M.A. in two years of full-time study.

In cases in which compelling reasons or circumstances recommend a one-year extension of the normal seven-year limit, you can petition for an extension by submitting a letter to the ISP Director and your Faculty Advisor explaining your reasons for your extension request and a timeline for finishing your degree. The College Office of Graduate Affairs gives final approval on extensions. (*See Appendix A, University Policies and Processes.*)

GRADUATION

Application for Degree

You must complete and submit an Application for Degree (AFD) online through Enroll & Pay during the semester that you wish to graduate; doing so at an early date will assist CLAS in getting your name in the commencement program. Be aware that if a student fills out an application online, but then decides to change to a following semester, the student should contact his/her school or college to have the request rescinded. Once the request is rescinded, the student can apply online again for a new semester. See: www.registrar.ku.edu/current/graduation.shtml

Granting of Master's Degree

The Office of Research and Graduate Studies confers the master's degrees to the candidates recommended by each Graduate Division. The Dean's Office of the College of Liberal Arts and Sciences is responsible for the Master's Hooding Ceremony for graduate students within the College. The Office of Research and Graduate Studies awards degrees three times each year: in August, December, and May. The University formally confers all the academic year's degrees at the annual Commencement in May.

Review the graduation checklist on the College Office of Graduate Affairs website (<http://clas.ku.edu/sites/clas.ku.edu/files/docs/COGA/Master%27s%20Degree%20Check%20%28Revise%2015%29.pdf>) and stay in touch with the Graduate Academic Advisor to ensure you have met all requirements for graduation. (See <http://clas.ku.edu/coga/graduation> for more information.)

Master's Degree Hooding Ceremony

Prior to the Hooding Ceremony, you must inform CLAS of your intent to participate in the ceremony. You should request that an ISP faculty member, usually your Committee Chair, be present to perform your hooding. See the CLAS website for information on the Hooding Ceremony: <http://clas.ku.edu/coga/graduation/ceremonies>.

RESOURCES

University Career Center: <http://www.kucareerhawk.com/s/762/start.aspx>

Burge Union, Room 110

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.

Disability Resources: <http://www.achievement.ku.edu>

Emily Taylor Women’s Resource Center: <http://www.etwrc.ku.edu/>

Informational Technology: <http://www.technology.ku.edu/>

Academic Achievement and Access Center: <http://www.achievement.ku.edu/>

Libraries: <http://www.lib.ku.edu/>

ISP faculty introduces a variety of useful research and technical information and skills to students in the core courses. 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. The ISP Librarian, Julie Petr (jpetr@ku.edu or 785-864-1773), has proven invaluable to our students during their research process.

Writing Center: <http://www.writing.ku.edu/>

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 at <http://www.writing.ku.edu/~writing/contact.shtml>.

Graduate Student Writing Groups

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.

For more information regarding Graduate Student Writing Groups, see http://www.writing.ku.edu/graduate/writing_groups.shtml, call 864-2399, or email writing@ku.edu to sign up for updates via email.

For the most up-to-date information, please visit the website of the Office of Graduate Studies:
<http://www.graduate.ku.edu/electronic-thesis-and-dissertation>.

There you will find information about:

- Formatting
- Scanning equipment and digitization software
- Including digital images
- Copyright and issues of responsible research
- Preparing your manuscript
- Creating the PDF version of your manuscript
- Submitting your thesis electronically
- Placing an embargo
- Binding instructions
- Computer labs and software support

Additional Resources

Office of Student Success: <http://studentsuccess.ku.edu/>

KU Scholar Works: <http://kuscholarworks.ku.edu/dspace/>

CLAS Master's Degree Checklist: <http://clas.ku.edu/masters-degree-checklist>

Copyright Information: <http://www.copyright.ku.edu/>

Research & Graduate Studies - Research Integrity:

http://research.ku.edu/research_integrity_office_research_graduate_studies_university_kansas

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.

APPENDIX A

UNIVERSITY POLICIES AND PROCESSES

Enrollment Regulations: <http://clas.ku.edu/coga/department/policies/enrollment-regulations>

Graduate Credit: <http://policy.ku.edu/graduate-studies/graduate-credit>

Master's Thesis Submission and Publication: <http://policy.ku.edu/graduate-studies/ma-thesis>

Master's Student Oral Exam Committee Composition: <https://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition>

Academic Probation, Graduate Studies: <http://policy.ku.edu/graduate-studies/academic-probation>

CLAS Student Academic Misconduct Policy:
<http://clas.ku.edu/sites/clas.drupal.ku.edu/files/docs/Policies/Faculty/clas-student-academic-misconduct-2009-04.pdf>

Grievance Procedure for CLAS: <https://policy.drupal.ku.edu/CLAS/grievance-procedure>

Grievance Policy and Procedures for Graduate Students: <http://policy.ku.edu/graduate-studies/grad-student-grievance-policy>

Leave of Absence, Graduates Studies: <http://policy.ku.edu/graduate-studies/leave-of-absence>

CLAS Leave of Absence PTD Attachment:
<http://clas.ku.edu/sites/clas.ku.edu/files/docs/LOA%20attachment%20%20%28FINAL%29.pdf>

International Return From Leave:
<http://graduate.ku.edu/sites/graduate.drupal.ku.edu/files/docs/ptd/InternationalReturnFromLeaveForm.pdf>

Discontinuance: <http://policy.ku.edu/graduate-studies/discontinued-enrollment>

Master's Degree Program Time Restraints: <http://policy.ku.edu/graduate-studies/ma-program-time-constraints>

CLAS Graduate Degree Completion Agreement attachment to the PTD for Time Limit Extension:
<http://clas.ku.edu/sites/clas.ku.edu/files/docs/COGA/Graduate%20Degree%20Completion%20Agreement%286-11-15%29.pdf>

FOR A COMPLETE LIST OF UNIVERSITY POLICIES, SEE

<http://clas.ku.edu/coga/department/policies>.

APPENDIX B

MASTER'S DEGREE: EXAMPLE SCHEDULE

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 Manual 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	

APPENDIX C

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**

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, 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 _____



Lippincott Hall, Room 6

1410 Jayhawk Blvd.

785-864-2660

indigenous@ku.edu

indigenous.ku.edu

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.

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

Lippincott Hall, Room 6
 1410 Jayhawk Blvd.
 785-864-2660
 indigenous@ku.edu
 indigenous.ku.edu

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 ▶		▶
Total:		
Su ▶		▶
M ▶		▶
T ▶		▶
W ▶		▶
Th ▶		▶
F ▶		▶
S ▶		▶
Total:		

Signature

Date

Supervisor's Signature

APPENDIX D

Indigenous Studies Master’s Student Progress Report

Date Updated: _____

Name: _____ Phone: _____

Tribe/Nation: _____ Email: _____

Date Entered M.A. Program: _____

Faculty Advisor: _____ Area of Specialization: _____

Core Curriculum (9 hours)	Hours	Semester	Professor
ISP 800: Indigenous Issues in the United States			
Area of Specialization (12 hours)			
Electives/Thesis Hours (9 hours, 6 hours of electives for thesis)			

GPA: _____ As of: _____

Thesis Defense **Portfolio Examination**

Defense/Exam Date: _____ Time: _____ Location: _____

Committee Members: _____ - Chair (Faculty Advisor)

Thesis Title: _____

Results: Pass with honors Pass as satisfactory Non-pass as unsatisfactory

Thesis Revisions: yes / no

Faculty Advisor / Chair Signature: _____

APPENDIX E

**Indigenous Studies Graduate Certificate
Student Progress Report**

Date Updated: _____

Name: _____ **Phone:** _____

Email: _____

Date Entered Certificate Program: _____

Faculty Advisor: _____

Type of Student: Certificate only KU Student

Home Department:

Core Curriculum (3 hours)	Hours	Semester	Professor
ISP 800: Indigenous Issues in the United States			
Other Courses (9 hours)			

APPENDIX F



Lippincott Hall, Room 6

1410 Jayhawk Blvd.

785-864-2660

indigenous@ku.edu

indigenous.ku.edu

INDIGENOUS STUDIES M.A. PROGRAM CHECKLIST FOR GRADUATION

- ___ Notified Graduate Academic Advisor of Intent to Graduate
- ___ ISP Required Core Courses (9 Hours)
- ___ Area of Specialization Courses (12 Hours)
- ___ Elective Courses (9 Hours)
- ___ Minimum of 30 Credit Hours
- ___ Thesis/Portfolio Completed
- ___ Submitted Final Project to Committee One Month Before Oral Defense
- ___ Submitted Notification to Graduate Academic Advisor Four Weeks Before Exam/Oral Defense
- ___ Oral Defense Successfully Completed
- ___ Thesis Submitted Electronically
- ___ Registered to Participate in CLAS Master's Hooding Ceremony
- ___ Requested Faculty Member to Participate in Hooding Ceremony