



**The University of Arizona
Master of Arts in American Indian Studies**

M.A. PROGRAM GUIDELINES

The CORE COURSE Requirements for the MA in American Indian Studies Include:

Students must maintain a minimum of 3.0 (B) grade point average/GPA for all coursework to remain in good academic standing. A student must earn a minimum of 3.0 in all courses in order for the courses to count toward the degree.

_____	AIS 502 *	Dynamics of Indian Society	(3)
_____	AIS 548	MA Research Methods	(3)
_____	AIS 577/596M/646/696F**	Literature	(3)
_____	AIS 584	Policy	(3)
_____	AIS 565/677/678/679/696E**/697A	Education	(3)
_____	AIS 593****	Internship	(3)
Total Required Units of Core Courses:			<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> (18)

*** NO waivers/substitutions**

**** Seminar Courses:** In order for a Special Topics Seminar (AIS 696A-696G) to be counted as a core course requirement, the course syllabus must be reviewed and approved by the AIS Curriculum Committee. Instructor must submit a syllabus to the AIS Curriculum Committee in the semester before the seminar course is scheduled to be taught.

******Internship Requirement:** More information about Internship Placement and the required Internship Application forms are available on the American Indian Studies website.

DEGREE OPTIONS:

Thesis Option Requirements

1. A *Human Subjects Form*, if applicable, must be submitted and approved. Submit a copy of your CITI score, Project Review Form, and approval letter to the Graduate Program Coordinator.
2. A total of thirty-six (36) units are required to complete the program: Eighteen (18) units of required core courses; twelve (12) units of elective (within AIS, or an area outside AIS with the approval of the student’s major professor); and six (6) hours of Thesis units are required.
3. A comprehensive oral examination must be satisfactorily completed prior to graduation (See Examination Process: Oral).

4. A thesis is defined as original research that makes a contribution to American Indian Studies scholarship; or creative work such as poetry, prose, fiction, non-fiction writing, or other media.

The defining characteristic of a thesis is that it is based on original work, either creative or based on research. Research entails data collection and data analysis. A research-based thesis is based on a research question(s), appropriate methodology is then designed to answer your question(s) data collection, and data analysis. Depending on the character of the research question(s), the appropriate methodology might be quantitative (e.g. statistical analysis of census data), or qualitative (e.g. based on interview or field research), or archival.

Proposals for Thesis Research must be discussed with and approved by your Faculty Committee by the end of the second semester in residence. The *Thesis Proposal* form is available on the American Indian Studies website. Thesis formatting guidelines are available on the Graduate College website.

Thesis Option: Requires submission of a written thesis, an oral defense of the thesis, and a general oral examination:

18	Core Course Units
12	Elective Units (3 units max AIS 599/699-independent study)
<u>6</u>	Thesis Units (AIS 910)*
36	TOTAL units

* Web Reg is not available for 900 level courses. The committee chair must e-mail registration permission to the Graduate Program Coordinator each semester.

Master’s Report Option Requirements

1. Submit a copy of your CITI score, Project Review Form, and approval letter to the Graduate Program Coordinator.
2. A total of thirty-six (36) units are required to complete the program: Eighteen (18) units of required core courses; twelve (12) units of elective (within AIS, or an area outside AIS with the approval of the student’s major professor); and six (6) hours of Master’s Report units are required.
3. A comprehensive oral examination must be satisfactorily completed prior to graduation (See Examination Process: Oral).
4. Master’s Reports require presentation of a substantial written report on a project performed as part of a faculty supervised clinical or internship project. This report shall be orally presented to the approved Faculty Committee. Examples of such a project might include but are not limited to the following:
 - a. A business plan developed for a tribally owned business or Indian entrepreneur.
 - b. A program evaluation for a tribal government or organization, such as a tribal court evaluation, or evaluation of an educational or outreach program.
 - c. Development of a mission statement and strategic plan for a tribal or other organization, such as a tribal economic development initiative
 - d. Curriculum plan and material for a tribal community college.
 - e. Amicus brief submitted to an appellate court in an Indian rights case.

Proposal for a Master’s Report must be discussed with and approved by your Faculty Committee by the end of the second semester in residence. The *Master’s Report Proposal* form is available on the American Indian Studies website. Formatting guidelines are available on the Graduate College website.

18	Core Course Units
12	Elective Units (3 units max AIS 599/699-independent study)
<u>6</u>	Master’s Report Units (AIS 909)
36	TOTAL units

* Web Reg is not available for 900 level courses. The committee chair must e-mail registration permission to the Graduate Education Program Facilitator each semester.

Master’s Examination Option

1. A total of thirty-six (36) units are required to complete the program: Eighteen (18) units of required core courses; eighteen (18) units of elective (within AIS, or an area outside AIS with the approval of the student’s major advisor).
2. Students must pass a take-home examination administered by a three-member faculty committee. The exam will be comprised of three questions; each question must be answered in not more than ten and not less than seven pages, using 10 or 12 size font, 1” margins, and double spacing. Students have one week to complete the exam (i.e. if the student receives the exam at 9:00am on Monday, it is due by 9:00am the following Monday). Each question will be graded “pass” or “fail” by each faculty member. Two “fail” votes on a single question results in an overall “fail” grade for the question. One failed question results in a failed examination. In the event of a failed examination, the committee will decide if the student will be permitted a second examination; if a second examination is granted, it may not take place until four months after the initial examination. In the event that a committee member is unable to grade the exam, a substitute committee member shall be chosen at the discretion of the program head in consultation with the student’s committee chair. Students who complete the Master’s program with an examination rather than a Thesis or MA Report are ineligible to apply for the Doctorate Program in American Indian Studies at the University of Arizona. The examination must be completed by April 15 for May graduation or November 15 for December graduation. No examinations may occur during summer or winter breaks.

18	Core Course Units
<u>18</u>	Elective Units (3 units max AIS 599/699-independent study)
36	Total Units

PLAN OF STUDY:

A *Plan of Study* form is required by the Graduate College. The *Plan of Study* must be approved by the student’s committee chair and submitted before the end of the second semester in residence. The *Plan of Study* form is available on the Graduate College website. NOTE: 3 units maximum allowed of AIS 599-independent study.

RECOMMENDED PROGRAM OF STUDY:

Fall (1st semester) AIS 502 AIS 584 Elective	Spring (2nd semester) AIS 548 Elective Education Requirement
Summer (optional) Internship AILDI	
Fall (3rd semester) Literature Requirement Internship Thesis/Master’s Report (3 units)	Spring (4th semester) Elective Elective Thesis/Master’s Report (3 units)

ADVISING:

During the first semester of study students are required to meet with the Director of Graduate Studies. Students may choose their own major advisor from the outset of their program. Formal selection of a major advisor must take place by the end of the first year. General advice on selection of courses is available from the Program Head, or Graduate Program Coordinator.

COMMITTEE SELECTION:

Students should select committee members no later than the end of the second semester of study and submit the required *MA Committee Selection Form* with signatures from each member. The committee should consist of three faculty members from the list of AIS faculty; at least two members of the committee must be AIS regular faculty members. Permission for a special committee member who is not a member of AIS may be requested. The *Special Member Request* form is available on the Graduate College website. The major advisor is the chair of the committee.

REQUIRED FORMS:

Internal Forms (Available on line at <http://www.ais.arizona.edu/student-resources/forms>)

Committee Selection: To be completed in 2nd semester

Student Advising Worksheet: To be completed with your faculty advisor or the Graduate Program Coordinator

Thesis/MA Report Proposal: Required before registering in AIS 909 or AIS 910

Graduate College Forms (Available online at <http://grad.arizona.edu/>)

Plan of Study

Completion of Degree Requirements

All forms must be submitted to the Graduate Program Coordinator. Students are responsible for gathering all required signatures.

ORAL EXAMINATION/THESIS DEFENSE:

The comprehensive oral examination for the thesis has two parts:

(1) Examination of the student's understanding of the broad interdisciplinary nature of American Indian Studies. The student is responsible for content from completed course work and from a reading list developed in consultation with the faculty committee.

(2) Examination of the student's understanding of the thesis presented as fulfilling the degree requirements. A copy of the thesis written in near final form must be submitted to the student's graduate committee three weeks prior to scheduling the defense. It is the responsibility of each student to work with his/her committee members and the Graduate Program Coordinator to schedule the examination. The content of the oral examination is the responsibility of the major advisor in consultation with the other two committee members. Conduct of the examination is dictated by departmental policy. AIS requires the examination be at least two hours in length. Normally, the examination should not exceed two hours. Exams may not be scheduled during summer or winter breaks. The student is responsible for meeting with committee members to discuss the examination process. All committee members must be present, and must evaluate and vote on the examination. Two negative votes constitute failure, and it is the decision of the faculty committee whether to allow a retake of the exam. If allowed, the candidate must wait one semester (not including summer) to reschedule the examination. A candidate may take the examination no more than twice. Questions regarding this process can be directed to the Director of Graduate Studies, or the Graduate Program Coordinator.

ARCHIVING THE THESIS/MASTER'S REPORT:

Thesis: Master's theses are archived in two formats: electronic and hard binding in the Arizona State Museum Library. All students are required to archive their theses in both formats. Directions for electronically archiving the

thesis are available on the Graduate College website. Bring a hard copy of your thesis (single-sided, formatted according to Graduate College requirements) to the Graduate Education Program Facilitator. American Indian Studies will submit the thesis for library binding.

Master's Report: All students are required to archive their master's reports in the Arizona State Museum Library. Bring a hard copy of your master's report (single-sided, formatted according to Graduate College requirements) to the Graduate Program Coordinator. American Indian Studies will submit the master's report for library binding.

Please note: Requirements are subject to change and exceptions to these requirements require department approval.

DEADLINE FOR COMPLETION OF DEGREE REQUIREMENTS:

The thesis (or master's report) defense and oral examination must be completed no later than April 15th of the Spring semester or November 15th of the Fall semester (or closest business day if date falls on a weekend or holiday). All requirements for the master's degree must be completed within 6 years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.

FINANCIAL ASSISTANCE:

AIS provides financial assistance for a limited number of students. Upon official admission into the program a student's file is **automatically** brought before the Financial Aid committee for consideration of funding. Financial aid awards are for one academic year; receiving an award does not guarantee or imply support for subsequent years. As this is a very competitive process, students are encouraged to research alternative sources of funding. Please see the AIS website for information on financial aid resources under Student Resources → Financial Aid (<http://www.ais.arizona.edu/student-resources/financial-aid>).

COLLOQUIUM REQUIREMENT

During their first academic year, all MA students are required to attend the colloquium lecture series and professional skills workshops. Although attendance is required, registering to receive one unit of credit per semester through AIS 591 is optional.

HUMAN SUBJECTS:

The University of Arizona Institutional Review Board (IRB)/Human Subjects Committee must approve any research that involves human subjects, including personal interviews, questionnaires, video or audio taping (online at <http://irb.arizona.edu/training>), etc. The researcher must complete the online Human Subjects Training (CITI) test based on Federal regulations with a score of 80% or better. Each researcher must then complete and submit a *Project Review Form* located online at <http://www.irb.arizona.edu/forms/Initial-Application>. Students are reminded to allow ample time for this review process, as research cannot begin until approval is received. Many AIS students conduct research that also requires review and permission by relevant tribal government authorities. Promptly consult your advisor about this process, as it is time consuming. For more information, please contact the Human Subjects Protection Program main office at 626-6721.

TRANSFER CREDIT:

No more than 20% of the minimum number of units required for a master's degree can be transferred from other accredited institutions (e.g., if a Master's degree requires 30 units, then no more than 6 units can be transferred from another university). Such transfer credit can be applied to an advanced degree only upon satisfactory completion of deficiencies as prescribed by the head of the major department in which the student seeks a degree. Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded graduate credit at the institution where the work was completed. Grades of transfer work will not be used in computing the student's grade-point average. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit (University of Arizona Graduate Catalog, 2009).