



THE UNIVERSITY OF ARIZONA AMERICAN INDIAN STUDIES

Guidelines for the Ph.D. Minor

The Ph.D. minor in American Indian Studies (AIS) seeks to develop through research and scholarship a wide scope of understanding of Indigenous peoples of the Americas – their languages, cultures, traditions, and sovereignty. This academic minor provides a unique opportunity for you to supplement your degree by exploring issues critically important to American Indian nations and communities locally, statewide, and nationally.

The requirements for the Ph.D. minor in AIS for students enrolled in non-AIS graduate degree programs are as follows:

In order to create an AIS-sanctioned minor, the student must have two professors from the AIS approved faculty list on their Faculty Comprehensive Exam Committee; one designated as Minor Chair and one as Minor member. At least one AIS faculty must serve on the Dissertation Committee. A Minor Course of Study form can be obtained from the AIS Graduate Program Coordinator. By Graduate College rule, if a student changes a minor subject following the comprehensive exam, the student must take a new comprehensive exam covering the new minor.

The minor in American Indian Studies is composed of 12 units. This number of units is the same for both internal and external minors. Ph.D. students from other disciplines will be required to take courses in a minimum of two AIS concentrations. Each student will work out minor course requirements with their AIS minor committee; the completed and signed Minor Course of Study Worksheet must be filed with the AIS Graduate Program Coordinator no later than the semester before the scheduled Comprehensive Exam.

The 12 units of required courses include:

1. One course (3 units) from the American Indian Law and Policy concentration area, with a minimum grade of B.
2. Three AIS courses (9 units), as approved by the Minor Committee.

COMPREHENSIVE EXAMINATION:

The comprehensive examination will be held when essentially all course work has been completed. With Faculty Committee approval, the exam may be scheduled within the same semester that the student is completing one course required for the minor. All Incompletes in courses applied to the minor course requirements must be converted to a grade prior to taking any portion of the Comprehensive Examination.

When the student's major department includes the minor in the written portion of the Comprehensive exam, AIS faculty will follow the guidelines of the major department,

for example, submitting questions to the Committee Chair. The student will follow the major guidelines for the format, length, and organization of the written exam. When the major department does not include the minor in the written exam, see directions below. By Graduate College rule, the two minor faculty participate in the oral portion of the Comprehensive Examination as scheduled and organized by the major department.

Reading List

At least one semester prior to the student's planned comprehensive examination, the student will create an annotated reading list under the direction of the minor Faculty Committee. The list will include at least sixty sources, including any of the following: books, articles from scholarly journals, government documents, tribal documents or records, internet sources, films, videos, aural recordings, photographs, maps, articles of material culture, legal cases, legislation, or any other sources deemed appropriate and useful by the minor Faculty Committee.

Written Portion of the Comprehensive Exam

When AIS administers the minor portion of the written exam separately from the major department, the written portion will be administered as a take home exam. The exam content will include the student's approved minor fields. The Minor Chair collects question(s) from the Minor member, and edits and assembles the exam. Minor faculty may submit multiple questions that the student may choose among. The Minor Chair transmits the exam to the Graduate Program Coordinator for delivery to the student.

If the written exam contains two questions, it must be completed within 3 days (e.g. 8:00 a.m. Monday to 8:00 am Thursday).

The student will write no more than ten pages and no less than seven for each of the questions, no more than twenty pages total, using a standard 12 point font, 1" margins, and double-spacing.

If a Faculty Committee member is unable to read and evaluate the exam, a substitute faculty shall be chosen by the AIS Head in consultation with the student's Minor chair.

After the student has returned the completed exam, the Graduate Program Coordinator copies the exam and distributes it, with a ballot, to each committee member. Each faculty votes Pass/Fail on each question and votes Pass/Fail for the overall exam. Ballots will be returned to the Minor Chair and GPC, who determine if the student may proceed to the oral portion of the exam. Any individual question Failed by one faculty is a Fail. If only one question is voted a Fail and the written exam is otherwise deemed an overall Pass, the Faculty Committee may require the student to re-write that single question before proceeding to the Oral. If two answers are voted Fail, the overall grade for the written exam must be a Fail. If two faculty Fail the written exam OVERALL, the student may not proceed to the oral portion of the exam. This outcome may mean the termination of the student's minor degree program; or the Faculty Committee, with the approval of the AIS Head may allow the student to take a second written examination. A

second examination, if approved, may not take place until four months after the initial examination.

Oral Portion of the Comprehensive Exam

By Graduate College rule, the two minor members of the Faculty Comprehensive Exam are present and participate in the oral portion of the Comprehensive examination, which is scheduled and organized by the student's major department.

Dissertation Committee and Defense

The Graduate College requires a minimum of three faculty on the Dissertation Committee; AIS requires at least one AIS faculty serve as a member for the student to graduate with the AIS minor. The student may choose to have a larger committee, including more minor members. At least one minor member must be present and participate in the Dissertation Defense examination.

Guideline Changes

These guidelines may undergo periodic reviews and updates. When guidelines for a degree program change, students currently enrolled in the degree program have the option to: (1) continue under the guidelines in place when they were admitted to the degree program; **OR** (2) follow the revised degree guidelines (students must proceed under only one set of guidelines; rules from one set cannot be "mixed and matched" with rules from another set). The student must submit a written statement to their Major Advisor and the Graduate Program Coordinator of their choice by the end of the semester in which the new guidelines are instituted.

For information contact:

The University of Arizona
American Indian Studies
Graduate Program Coordinator
Harvill Building, Room 226A
PO Box 210076
Tucson, AZ 85721-0076
(520) 621-5234
dji@email.arizona.edu

Approved by AIS Faculty May 4, 2011