



University of Kansas
**Global Indigenous Nations
Studies Program**

GRADUATE STUDENT MANUAL



April 14, 2009

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ACADEMIC PROGRAM

Mission Statement

The mission of the Global Indigenous Nations Studies Program at the University of Kansas is to foster and promote scholarship focused on understanding the experiences and improving the lives of Indigenous Peoples around the world. The program accomplishes this goal by supporting faculty research, student training, and applied efforts. It promotes cross-cultural perspectives by encouraging critical thinking and the generation of new knowledge concerning issues such as globalization, decolonization, empowerment, tribal sovereignty, ethnic and legal identity, social injustice, traditional beliefs, languages, public health, environmental resource management, and human rights. The program prepares students for careers in education, research, and applied disciplines by providing them with an interdisciplinary perspective on the study of Indigenous Peoples.

The Program

The University of Kansas established the Global Indigenous Nations Studies Program (GINSP) 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, GINSP 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 GINSP students. GINSP possesses long-standing relationships with the Tribal Law and Government Center at the University of Kansas Law School and Haskell Indian Nations University. In addition, GINSP offers the opportunity to study abroad, including a World Indigenous Graduate Exchange Program (WIGE) with University of Oulu, Finland, and University of Newcastle, Australia, to expose our students to global Indigenous issues.

Program Administration

The GINSP is supported by a wide variety of faculty and staff. Their responsibilities include the following roles:

- **Professor John Hoopes, Director of the GINSP.** Administrates and provides direction and vision for the Program.
- **Professor Sharon O'Brien, GINSP Graduate Coordinator.** Principal contact for graduate students.
- **Betty Pickerel, Administrative Associate.** Assists with GINSP daily operations. Maintains communication and student records.
- **Marion Dyer, Senior Administrative Associate.** Manages GINSP financial operations, including payroll and budget. Maintains GINSP website.

The Executive, Admissions & Scholarship, Curriculum and Student Advising, and Recruitment Committees, comprised of GINSP faculty, assist the Director in determining program requirements, admission of students and general program functions.

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

GINSP Faculty

The GINSP Faculty comprise the following categories.

Regular Faculty

Faculty members with at least a .50 FTE tenured or tenure-track appointment in the GINSP. The Regular Faculty may recommend outside faculty for Affiliated Faculty membership.

Affiliated Faculty

Faculty who offer cross-listed or relevant courses and/or participate in research on Indigenous Peoples whose qualifications and interests make affiliate membership mutually desirable. The GINSP Regular Faculty may recommend individuals for Affiliated Faculty membership. Affiliated Faculty serve for terms of three years, with the possibility of renewal. Affiliated Faculty are expected to contribute to the program's activities, including student advising. In accordance with University procedures, Affiliated Faculty can have either Courtesy (for KU faculty) or Adjunct (for non-KU faculty) appointments for terms of three years and one year, respectively.

Core Faculty

Regular and Affiliated Faculty, who have been appointed by the Director in consultation with Regular Faculty, to participate in program governance, teaching, research, and service. The Core Faculty comprise the voting members of the program and are expected to attend GINSP faculty meetings, mentor students, and serve on program and graduate committees.

For the most recent list of GINSP Faculty, refer to the GINSP website.
(indigenous.ku.edu)

GINSP Committees

Committee Membership & General Committee Responsibilities

The Director will appoint Program Committee members from Regular and Core Faculty for terms of up to two years. All Program Committees report to the Executive Committee, which votes on committee recommendations.

Executive Committee

This committee is the primary governing body of the program and is responsible for setting policies and procedures and voting on recommendations from other Program Committees.

Admission and Scholarship Committee

This committee is responsible for recommending GINSP admissions policies, reviewing applications, and recommending new students for admission. It is also responsible for determining eligibility and allocating scholarship funds to new and current graduate students.

Curriculum and Student Advising Committee

This committee is responsible for making curriculum policy and monitoring student progress.

Recruitment Committee

This committee is responsible for recruiting new students into the Program through presentations at Haskell Indian Nations University, professional meetings, and other venues. It is also responsible for overseeing the production of all brochures, fliers, and the recruitment portion of the Program website, and for contacting educational directors of tribes and advising personnel at tribal colleges and other institutions.

Core Values and Principles for the GINSP, Faculty, Staff, and Students

The Global Indigenous Nations Studies Program has identified the following core values and principles as important guidelines in the formulation, assessment, and future development of the Program's personnel, teaching, and research. These values should also guide the GINSP community of faculty, staff, and students in their behavior, attitudes, and responsibilities towards one another.

Sovereignty To study, respect, and support the sovereignty of Indigenous Peoples.

Justice To challenge all forms of injustice, especially those directed at Indigenous Peoples.

Service To assist local, national, and global Indigenous communities with economic, political, and social issues through public service, education, and research.

Respect To behave in a respectful manner towards the communities and environments we inhabit. To show courtesy and respect to elders and future generations.

Responsibility To show accountability, maturity, and independence in one's thoughts and actions.

Integrity To behave in an honest and honorable manner in matters of academic presentation, ethnic identity, interpersonal communication and relationships.

Diversity To promote cultural and intellectual diversity. To value and learn from differences in experience, belief, perspective, and opinion.

Freedom To understand and exercise both the rights and responsibilities of academic freedom.

Competence To acquire and exhibit competence within individual areas of professional and cultural expertise.

Scholarship To be educated and informed on issues relevant to Indigenous Peoples in the U.S. and the global community.

Misconduct and Grievance Procedures

Student Academic Misconduct

GINSP follows the Rules and Regulations of the University Senate. Complete information provided at the following website:

<http://www2.ku.edu/~clasus/policies/conduct.shtml>

Student Grievance Procedures

GINSP Grievance Procedures

- If you wish to make a complaint involving a GINSP Regular or Affiliated Faculty or staff member, or concerning GINSP policies or decisions, you may seek redress by presenting the grievance in writing to the GINSP Director.
- If the Director cannot resolve the matter, the Director will forward the grievance to the GINSP 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.

KU Graduate Grievance Procedures

Complete information provided at the following website:

<https://documents.ku.edu/policies/research/grievanceresearchandgradstudies.htm>

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

FINANCIAL AID

Financial assistance is available through fellowships, grants, assistantships, and loans. Finding fellowships and scholarships can be a time-consuming but fruitful process. The GINSP website lists major organizations that generally offer funding for native students, but students should keep in mind that organizations and institutions offer scholarships and fellowships to students based on a wide variety of factors and purposes, including: residency, educational discipline, racial heritage, parents' occupation, disabilities, military service, career choice, etc.

Meeting with a librarian well-versed in searching the internet is an important first step.

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 their domicile.

Applying for GINSP Scholarships

The Global Indigenous Nations Studies Program (GINSP) at the University of Kansas awards limited financial aid through the following scholarship application process. Program faculty separately assess the incoming and current students based on the requirements stated below.

You must submit all application materials, including cover page, original essay, and transcripts, or KU ARTS form, by March 15 to:

The University of Kansas, Global Indigenous Nations Studies Program
1410 Jayhawk Blvd., 6 Lippincott Hall
Lawrence, KS 66045-7515

Incoming Students

- Only students admitted on regular status are eligible. Students admitted as “provisional” or “probationary” remain ineligible until they achieve regular status.
- *Your* cumulative GPA (transcripts must be on file in the GINSP office or submitted as part of the application).
- An essay (see information below).

Current Students

- Master's program GPA (include your current KU ARTS form in application).
- Progress through program (Students on academic probation or with more than one incomplete are ineligible).
- Essay (see information below).

- Eligibility for scholarships requires you to attend at least three (3) Brown Bag presentations per semester. The GINSP office maintains a list of presentations that count towards this requirement.
- *Required Cover Letter* that discusses what you have learned in GINSP to date, your remaining goals in the program, and your career or educational plans following graduation (if known).

Required Essay for Incoming and Current Students

- Provide an analytical discussion of a topic you consider to be of importance to Indigenous Peoples.
- This essay must be original and written specifically for this scholarship competition.
- The maximum length is 1,000 words in length, double-spaced, and typed, 12 pt. font.
- The following guidelines, patterned on the GRE Essay Scoring Guide, may assist you in writing your essay. An essay with a score of:
 - 4 - Addresses an issue of critical importance to Indigenous Peoples, presents a cogent, well-articulated analysis of the issue and proposes a potentially viable solution, or approach, to the problem.
 - 3 - Addresses an issue of critical importance to Indigenous Peoples, presents a generally thoughtful, well-developed analysis of the complexities of issue and conveys meaning clearly.
 - 2 - Addresses an issue of critical importance to Indigenous Peoples, presents a competent analysis of the issue and conveys meaning adequately.
 - 1 - Addresses an issue of critical importance to Indigenous Peoples, demonstrates some competence in its analysis of the issue and in conveying meaning but is obviously flawed.
- To apply for GINSP funding designated for study abroad programs, you must have been enrolled in GINSP for at least one Fall or Spring semester.

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 the following website:

<http://www.scholarships.ku.edu/graduate.shtml>

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 864-4736.

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

Applying for GINSP Employment

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

ADVISING

The GINSP Graduate Coordinator serves as the general advisor to all students.

At the time of your admission, the GINSP will assign you a temporary advisor to assist you with choosing your first semester's classes, your transition to graduate school, and other issues related to your success in GINSP.

Upon enrollment, please provide copies of **Form A: Personal Information for Distribution** (see Appendix G) to the GINSP Office and GINSP Graduate Coordinator. It is your responsibility to provide accurate and up-to-date contact information by submitting updated copies of this form as often as necessary.

You may choose or change your advisor at any time by filling out **Form B: Selection of Faculty Advisor, Faculty Advisory Committee, and Area of Specialization** (see Appendix G) and giving copies of the form to the GINSP Office and GINSP Graduate Coordinator.

You will work also with two faculty committees, your Faculty Advisory Committee and your Thesis/Non-Thesis Committee, during the completion of your degree. These committees may be composed of the same or different faculty members. For additional information, see the sections below on Area of Specialization and Thesis/Non-Thesis Projects.

Advising Requirements

- You must meet at least once each semester with your individual Faculty Advisor.
- After the completion of each semester, you are required to provide an updated copy of **Form C: Course Progress** (see Appendix G) to
 - Your Faculty Advisor
 - The Administrative Associate, indigenous@ku.edu
 - The GINSP Graduate Coordinator, obrien@ku.edu

GINSP Forms

- You are required to provide copies of all relevant GINSP forms to your Faculty Advisor, the Administrative Associate, and the GINSP Graduate Coordinator.
- See **Appendix G** or www.indigenous.ku.edu to download GINSP forms.

CURRICULUM

GINSP 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.

The GINSP requires you to complete a minimum of 30 credit hours:

- Three required core courses (9 hours).
- Three specialized electives relevant to the Area of Specialization (9 hours).
- Three additional electives (9 hours).
- Completion of a M.A. thesis or non-thesis option (3 hours).
 - You must successfully defend a thesis or non-thesis project (This requirement also serves to meet the University requirement to pass a Master's oral exam).

Required GINSP Core Courses

You are required to take the following three core courses. GINSP may offer these courses only once each year, so please plan accordingly.

GINS 804 Introduction to Indigenous Nations Graduate Studies (3)

This course has two goals: 1) the development of academic writing skills, and 2) the development of professional skills necessary to a successful completion of your M.A. degree. This course introduces students to the academic discipline of Global Indigenous Nations Studies, its debates and contours, history, methods, and resources. The course analyses key discipline words, terms, and theories; focuses on critical thinking, reading, writing, and research skills; and emphasizes academic and professional development. Guest lectures from GINSP faculty members, KU librarians, informational technology staff, and members of the Writing Center complement and broaden class assignments and discussions.

GINS 800 Research Methods and Indigenous Peoples (3)

The principle objective of this course is to introduce students to qualitative and quantitative research methods of investigation and analysis used in the discipline of Global Indigenous Nations Studies. The nature of data sources, methods of data collection, the logic of social scientific inquiry, and key methods of data analysis are emphasized. In addition, the course examines the social and educational interpretations, validity, and implications of this multi- and interdisciplinary area of study.

GINS 802 Indigenous Peoples of the World (3)

More than 350 million Indigenous peoples around the world confront threats against their populations, lands, resources, and cultures through the imposition of external economic, political, and social controls. To address these threats, Indigenous Peoples are organizing at community, national, regional, and global levels to seek recognition for and legal protection of their rights. The course examines how different Indigenous

communities around the world perceive and strive to preserve, improve, and develop their land rights, economies, health, and political sovereignties.

Areas of Specialization

During your first semester of enrollment, you should begin assembling a three-member faculty committee to design an Area of Specialization (AS) plan or individualized curriculum. The AS plan is an outline of classes that you, in consultation with your Faculty Advisor and Faculty Advisory Committee, will design to ensure that your coursework is academically and methodologically suited to your educational and career objectives. The AS plan must be justified in advance as a concentrated area of study and expertise.

Area of Specialization Plan (AS)

- You must complete a minimum of 30 graduate credit hours, depending upon your chosen Area of Specialization.
- Your AS curriculum must include
 - Three GINSP Core Courses (a minimum of 9 hours).
 - Three courses that serve as specialized electives (minimum of 9 hours).
 - Three additional electives (minimum of 9 hours).
 - Three credit hours of GINS 899 Master's Thesis or GINS 898 Non-Thesis Master's.
- Approved directed readings, distance learning courses, internships, study abroad courses, and transfer credits may be included in your individualized Area of Specialization.
- Refer to **Appendix B** for example plans of Areas of Specialization. You may adopt one of these, a variation, or a completely differently designed Area of Specialization depending upon your academic objectives.

Faculty Advisory Committee (FAC)

- You should work with a committee of *at least* three faculty members to develop your Area of Specialization (AS).
- All Faculty Advisory Committee members must have Graduate Faculty status.
- Two members of the Faculty Advisory Committee must be from the GINSP Regular or Affiliated Faculty, one of whom serves as Chair.
- Both your Faculty Advisory Committee (FAC) and the GINSP Curriculum and Student Advising Committee must approve your AS plan.

Creating Your Committee and Area of Specialization Plan

1. Request a GINSP Regular or Affiliated Faculty member to chair your Faculty Advisory Committee (FAC). (This individual can be your Faculty Advisor or another faculty member.)
2. In consultation with your Chair:
 - Determine at least two additional faculty members with knowledge relevant to your AS to be members of your FAC.
 - Draft a preliminary outline of your AS for submission to your FAC.
3. The Chair of your Faculty Advisory Committee will convene a meeting of the FAC and you to discuss, suggest, and approve your Area of Specialization plan. **(See Form B)**
4. After your Faculty Advisory Committee has approved your AS, **submit Form B** to the GINSP Curriculum and Student Advising Committee for final approval.

Additional Curricular Options

Directed Readings Credit

You may enroll in 1-3 hours of **GINSP 806: Directed Reading** credits. To enroll, you must obtain the consent and a permission number of the faculty member with whom you intend to work. You may not enroll in Directed Reading credits your first semester in the program.

Once a faculty member has agreed to guide your Directed Reading, you must work in conjunction with that faculty member to complete **Form H: Directed Readings** (Appendix G), which includes an outline of your planned work.

All Students are required to submit **Form H** to the Curriculum and Student Advising Committee for their approval within the semester's first month. Failure to turn in **Form H** and to obtain approval, as required, may prevent directed reading credit from counting towards graduation.

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

Internships

Depending upon your AS, you may be required to complete an Internship. Internships in such Areas of Specialization as Cultural Preservation Management and Language Documentation and Revitalization, for example, are generally required portions of your

training. Internships are an important component to discuss with your committee when drafting your AS.

An internship provides students with an opportunity to obtain training and perform professional duties for academic credit at pre-approved agencies and organizations.

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 C** for further information regarding Faculty Supervisor's Duties, Credit Hours and Grading, Internship Process, Required Documents for Final Internship Portfolio, and Frequently Asked Questions.

See **Appendix G** for the required Internship Forms.

Study Abroad

With your FAC'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.

One such option is the World Indigenous Graduate Exchange Program (WIGE), which includes the University of Kansas Global Indigenous Nations Studies Program, the Wollotuka School of Aboriginal Studies Newcastle, Australia, and Giellagas Institute, Department of Saami Studies, Oulu, Finland. WIGE is a collaborative programme that offers students from each university, an opportunity to develop a comparative understanding of the Indigenous Peoples of North America, Australia, and the Saami land in Europe. The Exchange Program allows students to engage in an initial core program of study at their home institution, attend classes at one or more of the currently affiliated institutions, and complete a comparative research project on a topic of choice.

See **Appendix D: World Indigenous Graduate Exchange Program (WIGE)** for additional information regarding objectives, application process, curriculum, and financial assistance for these programs.

Joint Degree Program in Law and & GINSP (JD/MA)

The University of Kansas established a joint (dual) degree program in Law and Global Indigenous Nations Studies in 2005. One of only three universities in the United States offering such a joint degree program, our program is unique for its focus on the survival,

strengthening, self-sufficiency, and mutual support of the more than 350 million Indigenous Peoples around the globe.

If you successfully complete this unique program, you will earn a *Juris Doctor* degree (J.D.) and the Masters of Arts degree (M.A.) in Global Indigenous Nations Studies. This program is well-suited for anyone who intends to become a leader and policy-maker for Indigenous communities. In addition, the joint J.D. /M.A. program provides students the opportunity to participate in the Tribal Law Certificate Program, the Tribal Judicial Support Clinic, and to attend the annual Tribal Law and Government Conference.

See **Appendix E: Joint Degree Program in Law and Global Indigenous Nations Studies** for further information concerning the Program's objectives, application process, curriculum, and financial assistance.

Program Progress

- GINSP provides for and expects the completion of the M.A. in two years of full-time study.
- You are required to submit an updated **Form C: Course Progress** (Appendix G) at the beginning of each semester to the Administrative Associate, the Graduate Coordinator, and your Faculty Advisor.
- No more than seven (7) years may lapse between your initial enrollment and completion of all requirements for the degree. For example, if you start your course work in the Fall 2010 semester, you must complete all degree requirements before the first class day of the Fall semester 2017.
- In cases in which compelling reasons or circumstances recommend a one-year extension of the normal seven-year limit, the College of Liberal Arts & Sciences (CLAS), on recommendation of the department/committee, has authority to grant you a one-year extension.
- If you request more than a total of eight years, the appropriate appeals body of the college, school, or division will consider petitions for further extensions and, *where evidence of continuous progress, currency of knowledge, and other reasons are compelling, may grant further extensions.*

Complete information about policies on satisfactory progress is provided at the following website: <http://www.catalogs.ku.edu/graduate/03GRGeneralInfo05.pdf>

Course Load

- A normal, full-time enrollment is nine (9) credit hours per semester and six (6) hours for the summer session.
- If you have a part-time graduate teaching assistantship (GTA) or graduate research assistantship (GRA), you will have a proportionate reduction in required course load.
- 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.

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 at the following website: <http://www.registrar.ku.edu/enrollment/index.shtml>

Incompletes

- An “incomplete” 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 will be granted *only* at the discretion of the instructor teaching the course.
- An incomplete should be resolved as soon as possible. GINSP may not permit you to enroll in additional coursework, including Thesis/Non-Thesis credit hours, if you have six (6) or more credit hours of incompletes.
- If you have more than one incomplete, you are ineligible for GINSP scholarships and employment in the GINSP office.

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).
- If you are placed on probation, you will be dismissed from the program if you do not raise your GPA above 3.00 in the following semester.

Failure to Enroll Policies

- You are expected to remain enrolled during the Fall and Spring semesters until the completion of your Master’s Degree.
- If you do not plan to enroll in a succeeding Spring or Fall semester, you must notify the GINSP Graduate Coordinator in writing of your intention as soon as possible.

Leave of Absence

- If you cannot enroll for two consecutive semesters, you must obtain permission from GINSP *and* CLAS to take a Leave of Absence.
- The steps below outline the procedure for obtaining an approved Leave of Absence.

Step 1. Send the following information to the GINSP Graduate Coordinator and to your Faculty Advisor:

- A. A letter with the following information:
 - The duration of requested leave (not to exceed one calendar year).
 - A brief explanation of reasons for your requested leave.

- A proposed timeline for completion of your Master's degree.
- B. You may obtain a petition form from:
<http://www.clas.ku.edu/students/gradstudents.shtml>.

- Step 2. The GINSP Graduate Coordinator will consult with your Faculty Advisor regarding your requested leave.
- Step 3. Following discussions with the Faculty Advisor, the Graduate Coordinator will transmit a Leave of Absence request to the GINSP Executive Committee for their approval or denial.
- Step 4. If approved, the GINSP Office will forward to CLAS your letter, petition, and a letter of support from the Graduate Coordinator, co-signed by your Faculty Advisor, to CLAS for final determination.
- Step 5. CLAS must approve All Leave of Absence requests. If CLAS approves your request, GINSP will hold your place in the program for one calendar year.
- Step 6. Re-enrollment in GINSP
- After completion of the approved Leave of Absence, you must fill out and submit the "Domestic Student Application for Permit to Re-Enroll" form to the University of Kansas Graduate Application Processing Center (GAPC).
 - You can download this form from:
http://www.graduate.ku.edu/-downloads/05-d8_dom_per_Feb-06.pdf.
 - Once GAPC receives the completed form, they will contact GINSP to ensure that the Program has permitted you to re-enroll.

Reactivation after Voluntary Withdrawal

- If you voluntarily withdraw from GINSP, 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 GINSP to reactivate your standing.
- To request reactivation, you must provide the Graduate Coordinator with a letter that includes the following:
 - An explanation of your reasons for having voluntary withdrawal.
 - An explanation why you are requesting reactivation.
 - A timeline for completion of your Master's program.
 - New letters of recommendation, if required by the Graduate Coordinator.
- The Graduate Coordinator will transmit the above information to the GINSP Executive Committee for approval or denial of your reactivation request.
- If GINSP grants you permission to reactive your status, you must submit a completed "Domestic Student Application for Permit to Re-Enroll" form to the University of Kansas Graduate Application Processing Center (GAPC).
- Students can download this form from:
http://www.graduate.ku.edu/-downloads/05-d8_dom_per_Feb-06.pdf.

- GAPC will contact GINSP when your permit to re-enroll has been approved.

Important Additional Policies

- You must remain continuously enrolled in at least one (1) credit hour each consecutive Fall and Spring semester until graduation.
- You must complete at least 60% of your course work at the 700-level or above.
- The seven-year maximum time limit for completion of the degree does not include leaves of absence or periods during which a student has withdrawn from the program.
- Unless GINSP has granted you a Leave of Absence, your progress is considered as unsatisfactory, and you are subject to dismissal if you fail to enroll.
- You must stay in contact with your Faculty Advisor to ensure that you are making satisfactory progress.
- If you are dismissed, you will not be permitted to apply to any other graduate program in the College.
- You are required to follow all new policy changes, at the time they become effective, with the exception of changes in required courses and/or credit hours.
- Requirements for courses and/or credit hours in effect at the time of your admission will remain in effect until you graduate.

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 and skills of 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 GINSP 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, training, 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.

GINSP Brown Bags

Throughout the year, GINSP offers a variety of sponsored and co-sponsored Brown Bag presentations that address a variety of relevant and significant topics affecting the lives of Indigenous Peoples. Invited faculty from other universities, visiting and KU faculty, as well as graduate students are invited to present their research work and papers.

University Services

The University of Kansas offers a number of important student services that will assist you in your research, writing, and professional skills.

Libraries

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

GINSP faculty introduce a variety of useful research and technical information and skills to students in the core courses. GINSP 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, among others,

- Search strategies for subject and database guides.
- Evaluating and citing sources.
- Using Endnote and other relevant computer software.

The University has assigned a librarian to work individually with each department and program on campus.

GINSP Librarian

Nikhat Ghouse, nghouse@ku.edu or (785) 864-8994, has proven invaluable to our students in their research process.

Writing Center

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

The KU Writing Center provides you with a safe, non-evaluative environment in which 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 Writing Classes

The Applied English Center offers several writing classes designed specifically for all graduate students.

- [GS 700: Thesis & Dissertation Writing Class](#)
- [GS 750: Professional Writing](#)
- [GS 710: Thesis & Dissertation Tutorials](#)
- [GS 706: Professional Presentations](#)

For more information, consult <http://www.aec.ku.edu/grad/grad.html>.

See **Appendix F: Additional Thesis/Non-Thesis Information** for a full description of these courses. Note that these courses do not fulfill the GINSP Thesis/Non-Thesis requirement but have proven helpful to students who need to improve their writing, complete their theses, and present their work at professional conferences.

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_students/grad_student_writing_group.shtml or call 864-2399, or email writing@ku.edu to sign up for updates via email.

Graduate Student Paper Presenter 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/02-01_ppf.shtml.

KU offers many resources for students with a wide variety of interests and needs. Please contact the offices below for additional services.

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/>

Thesis/Non-Thesis Project

Assistance in Writing and Completing Your Thesis/Non-Thesis Project

GINSP Thesis/Non-Thesis Blackboard Site

GINSP has set up a permanent website on Blackboard, a web-based course software system, entitled GINS THESIS AND NON-THESIS PROJECT.

The Course Documents section contains, among other topics, information on:

- Conceptualizing and Researching
- Effective Writing
- Critical Analysis
- Useful Software Programs
- Working with Your Committee
- KU Writing Assistance
- GINSP and University Procedures, Forms, and Websites
- Professionalization

(If you have problems accessing this resource, please contact the GINSP office.)

Access is via the following website: <http://courseware.ku.edu>

See University Services in previous section for information on the Writing Center, Graduate Writing Courses, and Graduate Writing Groups.

Enrollment and Grading Information

Enrollment

- You will not be permitted to enroll for Thesis/Non-Thesis credit or hold a Thesis/Non-Thesis Proposal meeting until you have completed all three required GINSP courses and completed all necessary incompletes required for graduation.
- You must enroll in at least three credit hours of Thesis Research 898 or Thesis 899.
- You may enroll in more than three (3) hours of Thesis/Non-Thesis credit, but no more than three hours can be applied to the 30 credit hour minimum.
- Students who have completed all of their required coursework except the Thesis/Non-Thesis Project must remain continuously enrolled in at least one (1) credit hour during each Fall and Spring semester until graduation.

Grading

- If you have satisfactorily turned in your work, your Thesis/Non-Thesis Committee Chair will assign you a “P” (for “Passing”) until you have completed your project.

- After you have completed your Thesis/Non-Thesis project, your Committee Chair will replace the “P” with the appropriate letter grade.

The Purpose of a Thesis or Non-Thesis Project

Thesis

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 Global Indigenous Nations Studies.
- Conduct original, systematic research that applies 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 stand up to careful scrutiny by individuals knowledgeable about the topic.
- Communicate and support your conclusions in writing in an organized and professional manner.
- Make an academic contribution that furthers the goals stated in the GINSP Mission Statement.

Non-Thesis Project

The Non-Thesis project option offers you the opportunity to complete an approved academic project other than a written Master’s thesis. The Non-Thesis project must be based on an original idea and must represent the results of systematic research necessary to bring the idea to completion.

Your project may include, but is not limited to, innovative and/or artistic scholarly projects using methodologies, such as visual and/or audio documentation, other than academic writing.

The final product must include a written section describing the application of the theoretical, academic, and/or practical tools and concepts as well as an explicit description of how your Non-Thesis project contributes to the goals in the GINSP Mission Statement.

Procedures for Completing your Thesis/Non-Thesis Project

Committee for Thesis/Non-Thesis

- You are responsible for choosing a Regular or Affiliated GINSP faculty member to chair your Thesis/Non-Thesis Project Committee.
- After consulting with your Chair, you must ask two additional committee members to serve on your Committee.
- At least two members of your Committee must be GINSP faculty members.

- A Committee member from an appropriate discipline may serve as a Committee member if the project involves a topic outside of the scope of study and/or artistic knowledge of GINSP faculty.
- The Committee Chair and GINSP Director must approve all outside Committee members. Outside members must satisfy the Graduate School requirement for appointment.
- Students are required to meet with their Committee to obtain approval of their Thesis/Non-Thesis Proposal.

Proposal

Format (Suggested, Not Required)

- **Title**
Write a one-line title that expresses the main purpose of your Thesis/Non-Thesis project.
- **Abstract**
Write a brief, one-page overview of your project. Explain why you are choosing this topic, what you hope to accomplish, why the research is important to Indigenous communities, and how it contributes to the goals in the GINSP Mission Statement.
- **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 using.
- **Length**
Note that the length of your proposal will depend upon the recommendations of your Thesis/Non-Thesis chair and Committee.

Proposal Committee Meeting

You are required to meet with your full Committee to obtain approval of your Thesis/Non-Thesis Proposal.

You must provide your Committee members with a copy of your Proposal two weeks prior to your Proposal meeting.

The GINSP is an interdisciplinary program that integrates the knowledge, perspectives, and expertise of faculty from several University departments and schools. Given that each discipline possesses its own standards, methodologies, theories, and rules of presentation and mechanics (formatting, citations, etc.), you are urged to clarify with your Committee, either prior to or during your proposal defense, each member's expectations regarding:

- Standards
- Theories
- Methodologies
- Rules of Presentations
- Citation Form
- Further Issues of Importance to Your Particular Discipline

Following the Committee's approval of your Proposal, you must provide the Administrative Associate with **Form D: Approval of Thesis/Non-Thesis Proposal** signed by your Committee members.

Oral Defense

- You must "defend" your project before your Committee in a public forum. This is an oral presentation of your project followed by questions from the Committee and other individuals in attendance.
- Use the Oral Defense to relate your topic to the broader thematic issues covered in the program's core courses and to the GINSP Mission Statement.
- The Oral Defense fulfills the CLAS requirements for a Master's examination.
- You are required to provide each Committee member with a copy of your Thesis/Non-Thesis Project *at least one month* before your expected Oral Defense date. Committee members who do not receive their copy one month prior to the defense may refuse to participate and prevent the oral defense from proceeding.

Before you can set an Oral Defense date, CLAS must confirm that you have met all of the CLAS M.A. requirements. This requires you to submit the **Progress to Degree Form** to CLAS for approval *at least two weeks* before your expected defense date. You can obtain this form from the GINSP office.

You are required to:

- Ensure completion of all paperwork before and following the Oral Defense, including **Progress to Degree Form to CLAS**, and **Forms D, E, and G (Appendix G)**.
- Work directly with the GINSP staff to reserve a room for the Oral Defense as well as any necessary equipment (computer, digital projector, etc.).

Evaluation of the Thesis/Non-Thesis Project and Oral Defense

Committee members will assign one of the three following evaluations to your project and Oral Defense performance:

- Honors
- Satisfactory
- Unsatisfactory

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 GINSP Executive Committee.
- Your Thesis-Non-Thesis Committee Chair shall inform you and the Graduate Coordinator of the outcome of each defense attempt.

Submission and Distribution of Copies

To the Office of Research and Graduate Studies

The Office of Research and Graduate Studies requires an electronic submission of Theses. You are not required to submit a copy of Non-Thesis projects.

Complete information on the following, and additional topics provided at:

www.graduate.ku.edu/04-02_etd.shtml

- Preparing Your Manuscript
- Responsible Research
- Formatting Instructions and Title and Acceptance Pages
- Creating PDF Version of Your Manuscript
- Submitting Your Thesis/Dissertation Electronically
- KU ScholarWorks

To GINSP Office

You are required to provide the GINSP office with the following:

- An electronic copy of your Thesis/Non-Thesis project.
- Coversheet signed by you and your Committee Chair.
- A signed copy of **Form K: Agreement for GINSP Use of Student Materials (Appendix G)**.
- Non-Thesis Projects that include models or presentations must include digital images of these models, presentations, etc. to accompany your written work.
- It is your responsibility to ensure that the GINSP office has confirmed receipt of an electronic copy of your work.

Preservation and Use of Thesis/Non-Thesis Projects

- You must provide the GINSP office with a bound paper copy and an electronic copy of all Thesis/Non-Thesis projects. You may decide upon the particular binding method. The only requirement is that the chosen binding method must prevent the addition or removal of pages.
- See **Appendix F** for information regarding two University-recommended binders.
- The paper copies remain in the GINSP office at all times. The staff will provide individuals with electronic copies of projects upon request.

Thesis/Non-Thesis Materials for GINSP Website

In furtherance of the GINSP Mission Statement, students are encouraged to develop materials from their Thesis/Non-Thesis projects that GINSP can post on the GINSP website as educational, informational, or instructional resources for use by Indigenous communities, organizations, and individuals, subject to the discretion of the Executive Committee. The GINSP Executive Committee retains the exclusive authority to determine whether to post specific student material on the GINSP website.

Signed copies of **Form K: Agreement for GINSP Use of Student Materials (Appendix G)** must accompany all Thesis/Non-Thesis Projects.

GRADUATION

Application for Degree

You must complete and submit an Application for Degree (AFD) online to the Graduate Division office at least three months before the granting of the degrees in May, at the beginning of August, and at the end of December, if you intend to participate in graduation ceremonies.

See: www.registrar.ku.edu/current/graduation.shtml

You would typically submit the AFD during the enrollment period for the semester in which your final requirements for the degree (including the Oral Defense) will be completed. The submission of the Application for Degree online is part of the degree requirements.

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 academic year's degrees at the annual Commencement in May.

See **Form F: Graduation Checklist** to ensure that you have completed all the requirements and paperwork for graduation.

Master's Degree Hooding Ceremony

Prior to the Hooding Ceremony, you must inform the Office of Research and Graduate Studies of your intent to participate in the ceremony. You should request that a GINSP faculty member, usually your Thesis/Non-Thesis Committee Chair, be present to perform your hooding.

POST-GRADUATION SUPPORT

Alumni

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

The GINSP office and website maintains a list of alumni contacts. After you have graduated, please keep us apprised of your current address, email, 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. GINSP retains alumni records, including copies of M.A. Thesis and Non-Thesis projects. After graduation, students should rely on GINSP 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 a your current ARTS form 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 Career Center

<http://www2.ku.edu/~ucc/cgi-bin/index.php>

Location: Room 110 Burge Union

Hours: Mon thru Fri, 8 am - 5 pm

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 employees, organizations, and educational programs. See the University Career Center website above for additional services, including

- Student Employment
- Interviewing
- Writing Cover Letters and Resumes
- Career Courses & Assessments
- Job Listing & Employer Research, Including Abroad
- KU Career Connections
- Internships
- Graduate Schools
- Peace Corp

APPENDIX A

EXAMPLE SCHEDULE AND IMPORTANT DATES

(The following schedule is based on Fall semester admission, completion of degree in four semesters, with May graduation)

The information provided below is a brief overview and is intended to *supplement*, not replace the information provided by the GINSP Office, the GINSP Graduate Manual, or the Office of Research and 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 the Office of Research and Graduate Studies for further information regarding the University's guidelines for completion and timing of degree requirements.

First Semester

Prior

- Attend required Orientation.
- Turn in **Form A: Personal Information for Distribution**.
- Consult with Graduate Coordinator or assigned Faculty Advisor concerning 1st semester course work and advisability of enrolling in required GINSP core courses (e.g., 801, 804 (Intro to Indigenous Graduate Studies), and 1 required Individualized Area of Specialization course.

During

- If interested in Study Abroad Exchange Program for spring semester, turn in **Form J: Request to Study Abroad** and complete necessary Study Abroad paperwork by October 1.

By End

- If identified, choose Faculty Advisor and complete Area of Specialization plan. Turn in **Form B: Faculty Advisor, Faculty Advisory Committee, and Area of Specialization**.
- If interested in enrolling in **Directed Readings (Form H)** or **Internship (Form I-A)** the following semester, see important information below.

Second Semester

Prior

- Meet with Faculty Advisor to discuss first semester progress (turn in **Form C: Course Progress**, filling in information from 1st semester) and spring enrollment.

During

- If not completed, work on choosing Faculty Advisor, Faculty Advisory Committee, and Area of Specialization plan.
- If planning to study abroad, turn in **Form J: Request to Study Abroad** and complete necessary Study Abroad Program paperwork by March 1.

By End

- If not completed, choose Faculty Advisor, Faculty Advisory Committee, and complete Area of Specialization plan. Turn in **Form B: Faculty Advisor, Faculty Advisory Committee, and Area of Specialization**.
- If interested in enrolling in **Directed Readings (Form H)** or **Internship (Form I-A)** the following semester, see important information below.

Thesis or Non-Thesis Work

- Begin discussion with your Faculty Advisor and Faculty Committee concerning your Thesis/Non-Thesis project.
- Consider composition of Thesis/Non-Thesis committee, which may be the same as your Faculty Advisor and Faculty Advisory Committee, or include different faculty members.
- Write Thesis or Non-Thesis Proposal.
- Provide Thesis/Non-Thesis Committee with copies of proposal two weeks prior to Proposal Meeting.
- With Thesis/Non-Thesis Chair's approval, schedule Proposal Meeting with Thesis/Non-Thesis Committee for discussion and approval. (Ask committee members for available times and coordinate with Administrative Associate to reserve 203 Lippincott or 6 F).
- At end of Proposal Meeting, have Committee Members sign **Form D: Approval of Thesis or Non-Thesis Proposal**.

Third Semester

Beginning (or earlier)

- Meet with Faculty Advisory Committee to discuss second semester progress (turn in completed **Form C: Course Progress**), fall enrollment, and Thesis/Non-Thesis Project.
- Last opportunity to enroll in Study Abroad Exchange Program; turn in **Form J: Request to Study Abroad** and complete necessary Study Abroad Program paperwork by October 1.
- If interested in enrolling in Directed Readings (**Form H**) or **Internship (Form I-A)** the following semester, see important information below.

Thesis or Non-Thesis Project

- Write Thesis or Non-Thesis Proposal.
- Provide Thesis/Non-Thesis Committee with copies of proposal two weeks prior to Proposal Meeting.
- With Thesis/Non-Thesis Chair's approval, schedule Proposal Meeting with Thesis/Non-Thesis Committee for discussion and approval. (Ask committee members for available times and coordinate with Administrative Associate to reserve 203 Lippincott or 6 F).
- At end of Proposal Meeting, have Committee Members sign **Form D: Approval of Thesis or Non-Thesis Proposal**.

Fourth Semester

Beginning

- Meet with Faculty Advisory Committee to discuss third semester progress (turn in completed **Form C: Course Progress**), spring enrollment, progress of Thesis/Non-Thesis Project.
- Complete **Form G: Checklist for Graduation** and meet with GINSP Graduate Advisor to review completion of GINSP requirements.
- Check with Office of Research and Graduate Studies (300 Strong Hall) or online, for Graduation information.

Mid-February (check for specific date)

- Last date to submit on-line **Application for Degree (AFD)** through Enroll & Pay for May graduation.

Participation in Graduation Ceremonies

- Order gowns, invitations, etc. by due date.
- If you plan to participate in the separate Master's Hooding Ceremony in Crafton-Preyer Theatre in Murphy Hall on Saturday morning, you will need to ask a GINSP faculty member to perform the "hooding duties." (Please provide faculty member with sufficient information to rent gown if necessary.)

Beginning of April or *At Least Two Weeks* Prior to Planned Oral Exam Date

- Have Faculty Coordinator and Administrative Associate complete electronic **Progress to Degree Form** to obtain permission to schedule oral exam.
- Check that CLAS has reviewed your transcript and given approval to schedule exam.

One Month Prior to Oral Exam Date

- Provide Committee Members with completed paper copies of Thesis or Non-Thesis Project
- Check with Committee Members for approval to schedule Oral Exam.

- Identify appropriate date and coordinate with **Administrative Associate to reserve 203 Lippincott or 6 F for Oral Defense.**
- Turn in **Form E: Oral Defense Date.**

Oral Defense

- Hold Oral Defense by mid-April to meet graduation deadline.
- Purpose of defense is to determine your knowledge of your Thesis or Non-Thesis project and its relationship to the broader scope of Indigenous affairs.
- Defense lasts 1 ½ to 2 hours and is open to the University community. Consists of your presentation followed by questions from the Committee and others in attendance.
- Upon completion of the questioning, you leave the room while the Committee determines if the exam and Thesis or Non-Thesis project merits a:
 - Pass with honors
 - Pass as satisfactory
 - Non-pass as unsatisfactory
 - Revisions required
- You return to room to hear outcome of discussion.
- Committee signs **Form G: Completion of Oral Defense** and gives to Administrative Associate.
- Submit electronic Progress to Degree Form. Ensure Committee Chair has submitted an electronic Progress to Degree form, or has completed a paper copy, with the signature of the Program Chair or Graduate Coordinator after completion of Oral Defense. <http://www.graduate.ku.edu/>

Late April or First of May (check with GINSP office or Office of Research and Office of Research and Graduate Studies as the date varies)

- Absolute deadline (no exceptions) to have paperwork filed with the Office of Research and Graduate Studies for May graduation.

By End

- Submit following documents regarding Thesis/Non-Thesis Project to GINSP Office.
 - Electronic copy and bound copy of Thesis or Non-Thesis Project to GINSP Office.
 - Properly signed coversheet.
 - **Form K: Agreement for GINSP Use of Student Materials.**
- Non-Thesis Projects that include models or presentations must include digital images with their written work for inclusion on GINSP CD.
- Refer to the Office of Research and Graduate Studies website and Thesis section above for information regarding submission of Thesis.

Appendix B

Example Plans of Areas of Specialization

The following are *examples* of Area of Specialization plans previously designed for the needs of individual students. These do not represent any specifically required courses of study, but are intended to serve as *models* for your own planning purposes in consultation with your Faculty Advisor and Faculty Advisory Committee (FAC). Please consult the GINSP office, your advisor, and other GINSP faculty members for up-to-date information about appropriate courses that will be offered in the semesters during which you will be enrolled. Please note that many courses are not offered every semester, or even every year, and that many non-GINSP graduate courses require the permission of the instructor to enroll.

1. *Tribal Policy and Governance*

This Area of Specialization prepares students for the practical challenges associated with exercising Indigenous self-determination and inherent sovereignty. For Indigenous nations, survival depends on the revitalization of all aspects of Indigenous life, such as culture, economics, government, and legal affairs. The curriculum provides the foundation necessary to implement sovereignty development initiatives by using a dual focus: (1) study of the law, politics, and economics affecting Indigenous nations and surrounding states and (2) study of broader societal phenomena.

Required GINSP Core Courses

GINSP 804	Introduction to Indigenous Nations Graduate Studies
GINSP 800	Research Methods and Indigenous Peoples
GINSP 801	Indigenous Peoples of the World

Area of Specialization Electives (chosen in consultation with FAC)

GINSP 804	Tribal-Federal Relationship: Law and Policy
GINSP 824	Federal Indian Law
GINSP 876	Comparative Law

Suggested Additional Electives

GINSP 804	Indian Gaming
GINSP 811	Applied Indigenous Leadership
GINSP 812	Native American Oppression, Resistance, and Liberation

Thesis/Non-Thesis Credit

GINSP 898 or 899	M.A. Thesis or Non-Thesis
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2. *Environmental Science and Resources Management*

Indigenous autonomy over lands and natural resources is a major component of tribal sovereignty. This Area of Specialization examines traditional approaches and perspectives as it relates to the management of Indigenous ecosystems. The curriculum provides students with the knowledge and skills to analyze, understand, and provide solutions to modern environmental issues including ecological distress, conservation, and resource management.

Required GINSP Core Courses

GINS 804	Introduction to Indigenous Nations Graduate Studies
GINS 800	Research Methods and Indigenous Peoples
GINS 801	Indigenous Peoples of the World

Area of Specialization Electives (chosen in consultation with FAC)

GINS 873	Natural Resource Mgmt: Indigenous Perspective
BIOL 630	Conservation and Wildlife Ecology
EVRN 615	Environmental Impact Assessment

General Electives

GINS 874	Environmental Justice
GINS 882	Native American Natural Resources
GINS 875	Native and Western Views of Nature

Thesis/Non-Thesis Credit

GINS 898 or 899	M.A. Thesis or Non-Thesis Credit.
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3. *Language Documentation and Revitalization*

The documentation and revitalization of Indigenous languages is an important focus of language maintenance. This Area of Specialization focuses on creating language resources for pedagogy, archiving, and research. Courses assist student to develop skills in basic training in language structure, writing systems, recording, and data management; developing grammars and teaching materials for communities; and using these research techniques beyond the MA.

Required GINSP Core Courses

GINS 804	Introduction to Indigenous Nations Graduate Studies
GINS 800	Research Methods and Indigenous Peoples
GINS 801	Indigenous Peoples of the World

Area of Specialization Electives (chosen in consultation with FAC)

LING/GINS 60__	Intro to Linguistics for Applied Purposes* (or)
LING 702	Intro to Linguistics
ANTH/LING 810	Language Endangerment and Revitalization
ANTH/LING 740	Linguistic Fieldwork

General Electives

GINS/LING 7__	Pedagogical Materials Development *
ANTH/LING/GINS 7__	Topics in Language Documentation and Revitalization*
ANTH/LING 730	Topics in Anthropology: Linguistic Typology

Internship

GINS 807

Thesis/Non-Thesis Credit

GINS 898 or 899 M.A. Thesis or Non-Thesis

* Indicates proposed courses

4. *Indigenous Peoples' Health and Healing Studies*

The health and well being of Indigenous Peoples is central to successful decolonization and nation building. This specialization focuses on the social, economic, environmental, political, and personal circumstances that affect the health and well being of Indigenous Peoples. The curriculum is designed to provide students with the knowledge, skills, and ethics necessary to analyze, understand, and address the health and healing needs of Indigenous Peoples.

Required GINSP Core Courses

GINS 804	Introduction to Indigenous Nations Graduate Studies
GINS 800	Research Methods and Indigenous Peoples
GINS 801	Indigenous Peoples of the World

Area of Specialization Electives (chosen in consultation with FAC)

PRVM 800	Principles of Epidemiology
HSES 649	Environmental Health
GINS 804	Indigenous Peoples Health Status, Beliefs, and Behavior

Suggested Additional Electives

GINS 804	Traditional Foods and Agricultural Techniques
PRVM 816	International Health
PRVM 859	Community Nutrition

Internship

GINS 807 (3 hours)

Thesis/Non-Thesis Credit

GINS 898 or 899 M.A. Thesis or Non-Thesis

5. Indigenous Nations of Latin America

Indigenous People constitute significant proportions of the populations of many Latin American countries. (Over 60% of the citizens of Guatemala, for example, self-identify as Indigenous.) This interdisciplinary area of specialization will prepare students for research and employment requiring expertise in Latin America with an emphasis on issues of identity, sovereignty, and decolonization in multicultural societies. Competence in Spanish or Portuguese is helpful, but not required.

Required Core Courses

GINS 800	Research Methods and Indigenous Peoples
GINS 801	Indigenous Peoples of the World
GINS 804	Introduction to Indigenous Nations Graduate Study

Area of Specialization Electives (chosen in consultation with FAC)

ANTH 775	Anthropology of Contemporary Mesoamerica
GEOG 592	Middle American Geography
LAA 701	Interdisciplinary Seminar in Latin American Culture

Additional Electives

LAA 503	Race, Gender, Ethnicity and Nationalism in Latin America
ANTH 673	Neoliberalism and Globalization
GINS 802	Indigenous Decolonization and Empowerment

Thesis/Non-Thesis Credit

GINS 898 or 899	M.A. Thesis or Non-Thesis
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6. Cultural Preservation Management

This Area of Specialization trains professionals for positions in institutions responsible for collecting and caring for the material record of the natural and cultural world; for studying these collections to create new knowledge; and for sharing the results of these activities through exhibit and public educational procedures. As Indigenous nations continue their efforts at self-determination and decolonization, the need to provide for care of cultural patrimony arises.

For this area, each degree candidate must serve a supervised Internship in an approved museum or historical agency, full time for one semester or half time for two semesters, for six (6) total semester hours of credit.

Required Core Courses

GINS 804	Introduction to Indigenous Nations Graduate Studies
GINS 800	Research Methods and Indigenous Peoples
GINS 801	Indigenous Peoples of the World

Area of Specialization Electives (chosen in consultation with FAC)

- MUSE 701 Museum Management
- MUSE 702 The Nature of Museums
- MUSE 703 Introduction to Museum Exhibits

Additional Electives

- MUSE 704 Principles and Practices of Museum Collection Management
- MUSE 706 Conservation Principles and Practices
- MUSE 707 Practical Archival Principles

Internship

- GINS 807

Thesis/Non-Thesis Credit

- GINS 898 or 899 M.A. Thesis or Non-Thesis Credit

APPENDIX C

INTERNSHIP INFORMATION

Faculty Supervisor's Duties

(May include, but not limited to)

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

Credit Hours and Grading

- You may receive from 1-6 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 GINSP course work before enrolling in internship hours, or obtain special permission.
- Identify GINSP Faculty member willing to supervise Internship.
- Identify 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 I-A: Internship Contract**).

Step 2: Curriculum Committee Approval

- You must submit **Form I-A: Internship Contract** to the Curriculum and Student Advising Committee for their approval, one month prior to the beginning of the Internship.

- After Curriculum and Student Advising Committee approval, submit a paper copy of **Form I-B: Internship Contact Information** to the Administrative Associate, e-mail a second copy to the Graduate Coordinator, and provide a third copy to your Faculty Supervisor.
- Enroll in faculty supervisor's specific GINS 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 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 **Form I-H: Internship Weekly Journal** to GINSP Faculty Supervisor and Graduate Coordinator 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 their 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.
- An assessment of how you incorporated Principles listed on Form I-C: 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 I-E: Organization's Evaluation of Student Intern
- Form I-F: Faculty Supervisor's Evaluation of Student Intern
- Form I-G: Student's Evaluation of Internship

FREQUENTLY ASKED QUESTIONS ABOUT GINSP INTERNSHIPS (FAQ)

Am I responsible for finding an Internship, or does GINSP maintain a list of approved Internship sites?

At this time, you are responsible for securing your own Internship, and for obtaining GINSP Curriculum and Student Advising Committee approval for the specific Internship.

In how many credit hours of internship should I enroll?

You may enroll from one to six hours of internship credit GINS 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 GINSP course work before enrolling in internship hours, or obtain special permission.

Do I have to follow the GINSP Internship approval process if I do not intend to have the credits count towards my degree?

All students who enroll in GINSP 807, whether the credits are counted towards their degree or not, must follow the GINSP Internship approval process.

What procedures are required to enroll in Internship 807?

1. Identify GINSP Faculty member willing to supervise Internship.
2. Identify potential host organizations.

3. In conjunction with your Faculty Supervisor, develop a Proposed Internship Contract detailing the specific expectations, duties, and educational responsibilities that meet the requirements of the program and your Area of Specialization (Form I-A Internship Contract).
4. Submit Form I-A: Internship Contract to the Curriculum and Student Advising Committee for their approval, one month prior to the beginning of the Internship.
5. After Curriculum and Student Advising Committee approval, submit a paper copy of Form 1-B Internship Contact Information to Administrative Assistant, email a second copy to the Graduate Coordinator, and provide a third copy to your Faculty Supervisor.
6. Enroll in faculty supervisor's specific GINS 807 course.

Can I obtain credit for a paid Internship?

As long as the Curriculum and Student Advising 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 I-E: Organization's Evaluation of Student Intern
 - Form I-F: Faculty Supervisor's Evaluation of Student Intern
 - Form I-G: Student's Evaluation of Internship

APPENDIX D

WORLD INDIGENOUS GRADUATE EXCHANGE PROGRAM (WIGE)

Application Process

1. Discuss the opportunity to study abroad with your Faculty Advisor and with the GINSP Graduate Coordinator to ensure completion of all GINSP requirements.
2. Meet with David Wiley or Renee Frias in the Office of Study Abroad as soon as possible to begin filling out paperwork. Study Abroad has numerous requirements and deadlines for students going overseas.
3. Complete KU Study Abroad information provided at the following website:
<http://www.studyabroad.ku.edu/>
4. KU Study Abroad Application form:
http://www.studyabroad.ku.edu/applications/app_esp.pdf
5. Contact the appropriate program abroad to determine its application and deadline procedures.
6. Identify and check with potential funding and scholarship sources. See Financial Aid information below.

Financial Aid

Contact the GINSP Office for the availability of GINSP-based Study Abroad Scholarships. To apply for GINSP funding designated for study abroad programs, students must have been enrolled in GINSP for one semester during fall or spring.

Contact the KU Office of Research and Graduate Studies for possible funding of air flight and tuition.

Apply for externally funded Study Abroad scholarships. For a listing of potential sources, check with the KU Office of Study Abroad. Other information provided at

<http://www.studyabroad.ku.edu/~osa/scholarships/scholarships.shtml>
http://www.ku.edu/%7Eosa/scholarships/schol_handbook.pdf

Lastly, do not be shy. Make an appointment with senior administrative officials on campus and ask directly if they have funds to assist you.

Timing

To participate in the World Indigenous Exchange Program, you must have been enrolled in the GINSP for at least one Fall or Spring semester.

You may attend the program in Oulu, Finland, during the Spring semester only. Check the website for specific deadlines. In general, Oulu requires that students submit their applications for spring semester by October 1 of the previous fall.

Students may attend either the fall or the spring semesters in Newcastle, Australia. In general, Newcastle requires that students submit their applications for spring semester by October 1 of the previous Fall and for Fall semester by March 1 of the previous semester.

Transfer Course Credit

The GINSP must transfer, or “translate,” the courses you take abroad into comparable University of Kansas credits. If you are interested in participating in one of the Study Abroad programs, it is important that you carefully consider and discuss with the GINSP Graduate Coordinator:

- Which GINSP requirements and electives you complete prior to studying abroad.
- Which Study Abroad courses transfer into KU credits.

Otherwise, you may inadvertently duplicate your course work, wasting credits in the process.

For example, depending upon credits and offerings, the following are Giellagas Institute courses:

- Basics and Theory of Saami and Indigenous Studies
- Introduction to Saami Studies and Language
- Theory and Methodology of Saami and Indigenous Studies
- Saami Spiritual Traditions and Ethnic Mobilization
- Saami Political History
- Saami Self-Representation
- Saami Mental Landscape
- Saami Cultural Heritage
- Saami Land Claims
- Saami Health and Identity
- Identity, Ethnicity and Gender
- Health and Social Issues

May transfer as the following GINSP courses:

GINSP 801	Indigenous Peoples of the World
GINSP 803	Issues Facing Indigenous Peoples
GINSP 804	Global Health, Indigenous Peoples, and Complementary Medicine
GINSP 804	Indigenous Oral Traditions
EVRN 615	Environmental Impact Assessment

The Curriculum and Student Advising Committee has final approval for determining transfer course credits.

Giellagas Institute, Department of Saami Studies, Oulu, Finland Exchange Application Form and Housing

Complete information is provided at the following website:

http://www oulu.fi/intl/exchange_students/apply.htm.

Oulu requests that students submit the Exchange Student Application Form and Housing Application together via e-mail.

Curriculum

Specific courses are announced at the beginning of each spring term. Complete information is provided at the following website:

http://www oulu.fi/intl/exchange_students/studying.htm

Academic Calendar

The dates for the next academic year are available at

http://www oulu.fi/intl/exchange_students/acacalendar.htm.

Contact Information/Coordinating Unit

Giellagas Institute, Department of Saami Studies

Address: P.O. Box 1000, FI-90014 UNIVERSITY OF OULU

Telephone: +358 8 553 3486 (amanuensis)

Telefax: +358 8 553 3451

Email: marjatta.jomppanen@ oulu.fi (amanuensis),

veli-pekka.lehtola@ oulu.fi (professor)

Website: <http://www oulu.fi/giellagas/>

Wollotuka School of Aboriginal Studies, Newcastle, Australia

Exchange Application Form

<http://www.newcastle.edu.au/students/future/accommodation.html>

Housing

<http://www.newcastle.edu.au/futurestudents/accommodation.html>

Curriculum

<http://www.newcastle.edu.au/students/future/accommodation.html>

Academic Calendar

<http://www.newcastle.edu.au/dates/school/index.html>

Complete information is provided at the following website:
<http://www.newcastle.edu.au/school/aboriginal-studies/>

See also: <http://www.newcastle.edu.au/futurestudents/>

Contact Information/Coordinating Unit

Cheryl Newton
School Executive Officer
Wollotuka School of Aboriginal Studies
The University of Newcastle
University Drive
Callaghan 2308
Telephone: +61 2 4921 6861
Facsimile: +61 2 4921 6985

APPENDIX E

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

Program Objectives

The objectives of this joint degree program are:

- To broaden the intellectual horizons of both the School of Law and the graduate program in Global Indigenous Nations Studies by facilitating interdisciplinary studies.
- To support the interest of students who wish to pursue study in both fields.
- 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 must meet the separate admission requirements and be accepted by both the Law School and the College of Liberal Arts and Sciences' GINSP. You must submit individual applications to, and be separately admitted by, the Law School and GINSP. Admission into one school does not guarantee acceptance by the other school and creates no presumption favoring admission to the other.

Timing of Admissions

You may apply to both degree programs simultaneously, but you are not required to do so. If you are admitted into the Law School program first, you should seek admission into GINSP as soon as possible and must be admitted into that program no later than the end of the Spring semester of your second year of law study.

If you are admitted to the Master's program first, you should seek admission into the Law School program as soon as possible and must be admitted into that program no later than the end of your third semester of study as a Master's student.

NOTE: Some of the Law School and GINSP courses are cross-listed, meaning they have a Law course number and a GINSP course number. Only courses taken under the Law course number will count toward Law school credits. 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 GINSP is started first.

Joint Program Requirements

If you are enrolled in the J.D. /M.A. program, you must complete a minimum of 90 credit hours for the Law degree.

If you are enrolled in GINSP, you must complete a minimum of 30 credit hours for the Master's degree.

If you are enrolled in the joint J.D. /M.A. Program, you may count nine (9) credit hours of approved GINSP courses toward your required 90 Law credit hours and twelve (12) credits hours of approved Law School courses toward your M.A. degree.

You can complete the joint J.D. /M.A. program in seven semesters if you include summer school.

Grading

You must earn a grade of B or better to receive Law credit for your GINSP courses. You must earn a C+ or better to receive M.A. credit for your Law courses.

Completion of Thesis/Non-Thesis & Law School Writing Requirement

You must complete the Thesis/Non-Thesis requirement for GINSP and the Law School's writing requirement. These projects may overlap but must meet each individual degree requirements. For further information, see the Tribal Law and Government Center webpage <http://www.law.ku.edu/academics/triballaw/center/index.shtml>

APPENDIX F

ADDITIONAL THESIS & NON-THESIS INFORMATION

Description of AEC Writing Courses

GS 700: Thesis & Dissertation Writing Class

In this course, you will not only learn the important principles for writing a thesis or dissertation but also write the parts you are ready to write. In order to learn the principles, each week you will read about the traits of a thesis/dissertation chapter and then identify the essential elements for each chapter using a dissertation from your own disciplines. Each week (in the summer)/every other week (in the spring) you will have a written assignment to complete and meet with the course instructor to discuss how well the writing reflects the essential chapter elements. When the suggested revisions are finished, you will receive feedback on your editing/grammar.

While some of you may have already started writing your thesis or dissertation and be able to write a specific chapter, others of you may be at a stage where you are only ready to write summaries of articles and a portion of your literature search. Since this portion of the work will be individualized, assignments can be tailored to meet your needs. A grammar/editing lab will be a required component of this course. Instructor permission required (see above under Enrollment).

GS 750: Professional Writing

This class is for graduate students who want to hone their reading and writing skills early in their degree programs. Students first analyze the structure of professional texts and work to improve reading speed and comprehension. Then, students write summaries and summary critiques (reviews) in order to learn the basic skills for writing review papers and literature reviews. In order to do this well, students need to master paraphrasing/summarizing without plagiarizing and using cohesion strategies. Students are taught a variety of rhetorical structures for presenting information. In final papers using one or more of these rhetorical structures, students integrate material from readings around a central argument or claim by evaluating data or ideas, developing a solution for a problem described in primary sources, or evaluating the causes of or reasons for a good or bad status quo. Emphasis is placed on learning to cite and quote primary materials, organizing the content logically, and improving English grammar and usage. Students submit portfolios, which include all copies of the papers written for class, copies of the articles read in order to write papers, assignments, sample papers, and a reflection paper. Grammar/editing tutorials and writing conferences are required components of the course. Instructor permission is required (see above under Enrollment).

GS 710: Thesis & Dissertation Tutorials

These tutorials are designed for students who have already started to write their theses or dissertations. If you have already taken the thesis/dissertation course, you will work only on your writing. For those who have not taken the course, you will read materials about writing the individual chapters as well as working on your own writing. You may enroll in between 2-6 hours depending on the amount of work you plan to do. You will need to consult the primary instructor about the number of hours in which you should enroll. Students send their writing to the instructor 1-2 days before a scheduled ½-hour conference in order that the instructor will be able to review it. Instructor permission is required.

GS 706: Professional Presentations (Special Enrollment in ESL) (3)

Improve your ability to teach in an American classroom
Hone your presentation skills
Prepare for conference presentations
Become more comfortable presenting in graduate seminars

In this course, you will observe, critique, create, and practice scholarly presentations appropriate for conferences, seminars, and thesis or dissertation defenses. Based on readings and observations, you will learn the major creative components and organizational structures for conference presentations including introductions, poster sessions, short lectures, and award presentations and acceptances. You will also observe and critique scholars in your field to learn keys to successful presentations in your discipline. You will observe and practice appropriate delivery modes and skills and develop visual aids for presentations. For the major assignments, you will practice and demonstrate the skills above through creation and formal presentation of scholarly presentations on topics in your field. These presentations will vary from 2-3 minute poster sessions to short lecture presentations and will culminate in a major research presentation. To take this course, you should be working on a significant research project within your discipline that you can develop into the major research presentation. Both domestic and international students are able to take this course.

Preparing Your Manuscript

- Office of Student Success <http://www.vpss.ku.edu/>
- KU Writing Center Dissertation Writing Group
http://www.writing.ku.edu/%7Ewriting/graduate_students/grad_student_writing_group.shtml
- Copyright Information <http://www.copyright.ku.edu/>
- Protecting Your Own Work and Respecting the Work of Others
http://www.graduate.ku.edu/04-04_etd_protecting.shtml
- Multimedia, Images, and PDF: Creating Effective and Enduring Digital Files (PDF version here) http://www.graduate.ku.edu/04-06_eff_dig_files.shtml

Responsible Research

- Research & Graduate Studies (RGS) Research Integrity
<http://www.rcr.ku.edu/index.shtml>

Formatting Instructions and Title and Acceptance Pages

- Thesis instructions (PDF) updated December 19, 2007
<http://www.graduate.ku.edu/404.shtml>

Creating the PDF Version of Your Manuscript

- Creating a PDF File <http://www.techdocs.ku.edu/docs/pdf/>
- Questions on PDF creation: Email training@ku.edu or call (785) 864-0410.

Submitting Your Thesis/Dissertation Electronically

- ProQuest/UMI KU Electronic Dissertation and Thesis Submission Site
<http://www.etsadmin.com/cgi-bin/school?siteId=73>

KU ScholarWorks

- Release form to deposit thesis/dissertation in KU ScholarWorks
<http://kuscholarworks.ku.edu/dspace/>

Commercial Binders for MA Thesis/Non-Thesis

The KU Libraries recommend the following binders that can bind paper copies of your thesis or dissertation and additionally offer print-from-electronic file services.

- Heckman Bindery, Inc.
<http://www.thesisondemand.com/>
Email: ease@heckmanbindery.com
Phone: 800-334-3628 (Email Heckman Bindery in advance if you prefer check or money order payment)
- Acme Bookbinding
<http://www.acmebook.com/bindery/thesis>
Email: info@acmebook.com
Phone: 617-242-1100

These binders follow the ANSI/NISO Library Binding standard, ensuring volumes that are sturdy, durable, and flexible.

Helpful Links

Current Research @ KU: Citations and abstracts of dissertations and theses submitted by the University of Kansas and published in UMI's Dissertations Abstracts database,

and full text of all KU dissertations and theses submitted after 1996. Open to all members of the KU community. Off-campus connections will require proxy login.
<http://infogateway.ku.edu/>

ProQuest Theses and Dissertations: Online access to citations and abstracts for over 2 million U.S. and Canadian dissertations and master's theses since 1861 and to the full-text of dissertations and theses submitted since 1997.

CLAS Master's Degree Checklist – Thesis Option

The following graduation requirements must be completed to receive your degree.

The deadline is **approximately three weeks** before the last day of finals.

To ensure that you have completed all GINSP requirements, see the GINSP checklist.

Please check the websites listed below for further information. If you have additional questions, you may contact Lea Smith (gonzo@ku.edu) or Savanna Trent (savanna@ku.edu) in COGA located in 108 Strong Hall.

Items 1 through 3 - complete online.

Items 4 and 5 - turn in to College Office of Graduate Affairs (COGA). If you need to mail documents, please notify COGA first and use the following mailing address:

University of Kansas
College Office of Graduate Affairs
Strong Hall, Room 200
Lawrence, KS 66045

_____ 1) Apply for Degree

Apply for the degree through Enroll & Pay <https://sa.ku.edu/psp/saku/?cmd=login>
For questions, contact the Registrar's Office, 151 Strong Hall, 785-864-4422.

_____ 2) UMI submission

Submit the PDF version of your thesis electronically to the UMI submission site, <http://www.etsadmin.com/cgi-bin/school?siteId=73>. Click on 'Submit my dissertation/thesis', create an account, and follow the instructions. Your submission will be checked for formatting and completeness by COGA and you will receive email notification if the work is accepted or needs minor/major changes. For information regarding formatting, refer to the following Theses Formatting Guidelines document: http://www.graduate.ku.edu/-downloads/04-d3_ETDThesisDirections.pdf

For technical assistance, contact UMI, 877-408-5027.

_____ 3) Submission and/or copyright fees paid to UMI.

- The UMI theses submission fee is required, and it is \$55.
- If you are copyrighting (optional), there is an *additional* \$65 fee.

- For questions about payment, please contact UMI, 800-521-0600 ext. 7020.
- NOTE: All payments are made to UMI during the submission process.
- No payments are accepted in the COGA office.

_____ 4) Title Page and Acceptance Page

- Turn in the Title Page with the signatures of the chair and each examining committee member.
- Turn in the Acceptance Page with the chair's signature (committee member signatures on this page is optional).

Please note

- Copies and/or faxes are not adequate; original signatures are required.
- Signatures should NOT be included in the PDF version of the theses.
- Sample Title and Acceptance Pages can be found on pages 7-9 in the Theses Formatting Guidelines document. Please include the chair and committee members' names underneath the signature lines.
- For questions, contact COGA.

_____ 5) ETD Release Form

- Turn in the ETD Release Form with the title of your theses and your *original* signature, http://www.graduate.ku.edu/-downloads/04-d6_KU_ETD_release.pdf
- If you wish to place an embargo on your theses, you must also obtain your Department Graduate Director's original signature.
- For questions, contact COGA. For further information, see the KU Scholarworks FAQs <http://www2.ku.edu/%7Escholar/docs/faq.shtml>...

Websites

- CLAS Calendar, petition form, grad information link- <http://www2.ku.edu/~clas/students/gradstudents.shtml>
- Office of Research and Graduate Studies – www.graduate.ku.edu
- Electronic Thesis and Dissertations - http://www.graduate.ku.edu/04-02_etd.shtml
- Enroll & Pay - <https://sa.ku.edu/psp/saku/?cmd=login>
- ETD Release Form - http://www.graduate.ku.edu/-downloads/04-d6_KU_ETD_release.pdf
- KU Scholarworks - <http://www2.ku.edu/~scholar/>

- Theses Formatting Guidelines - http://www.graduate.ku.edu/-downloads/04-d3_ETDThesisDirections.pdf
- UMI - <http://www.etdadmin.com/cgi-bin/school?siteId=73>

FAQ

Q-What is an embargo, and should I place one on my work?

A-Embargos are generally advised if you have a publishing agreement for your entire manuscript, or if your research is of a sensitive nature. Embargos can only be granted with the signature endorsement of your Graduate Coordinator on your ETD Release form. By signing, your director agrees that your submission will be held from public access for up to 2 years.

Q-What is copyrighting, and should I copyright my work?

A-You are advised to copyright your work, but it is not mandatory. UMI will file a copyright on your behalf with the Library of Congress.

Q-How can I obtain a formal document, which states I have completed all requirements for the degree and will soon be awarded a degree?

A-Once all requirements for the degree are met, and after confirmation from your department, you may request a ‘Statement of Forthcoming Degree’ from the Registrar’s Office. Bring the form to COGA (Room 108 Strong Hall) to obtain the Dean’s signature. The form is attached here for your convenience.

<http://www.registrar.ku.edu/pdf/forthcomingdegree.pdf>

Q-What is the difference between ‘Open Access’ and ‘Traditional’ publishing on the UMI submission website?

A-We advise you to choose ‘Traditional’ Publishing when making your submission. ‘Traditional’ publishing will allow access to your dissertation by anyone who has access to the KU Library ScholarWorks Archives, including the public. There is no additional fee for the service. Similarly, UMI’s ‘Open Access’ publishing option is available to anyone with access to their website, only you will pay an **additional \$95.00** fee.

Q-Which companies provide binding services?

A-Please see the KU Libraries website for detailed information on binding.

Q-Will COGA check my submission before the graduation deadline?

A-Generally, COGA begins checking submissions closer to the end of the semester. If time allows, your submission may be checked earlier. The COGA Supervisor sets the date to begin this process based on other functions of the COGA staff.

APPENDIX G

REQUIRED GINSP FORMS

General Forms

- Form A Personal Information for Distribution
- Form B Selection of Faculty Advisor, Faculty Advisory Committee, and Area of Specialization Plan
- Form C Course Progress
- Form D Approval of Thesis or Non-Thesis Proposal
- Form E Oral Exam Date
- Form F Graduation Checklist (for Student's Use)
- Form G Completion of Oral Defense (Faculty Only)
- Form H Directed Readings
- Form J Request to Study Abroad
- Form K Agreement for GINSP Use of Student Materials

Internship Forms

- Form I-A: Internship Contract
- Form I-B: Internship Contact Information
- Form I-C: Ethics and Culture
- Form I-D: Letter to Organization
- Form I-E: Organization's Evaluation of Student
- Form I-F: Faculty Supervisor's Evaluation of Student Intern
- Form I-G: Student's Evaluation of Internship
- Form I-H: Internship Weekly Journal

Global Indigenous Nations Studies

Form A: Personal Information for Distribution

Directions: Provide a paper or email copy of this form to the Administrative Associate, indigenous@ku.edu, and the Graduate Coordinator, obrien@ku.edu, at the beginning of your first semester in the Program, or if changes in your personal information occur.

Permission to Distribute

YES NO

 Name:

 Tribe/Nation Affiliation(s):

 Home Address:

 Mailing Address (if different):

 Emergency Contact:

 Home Phone(s):

 Work Phone(s):

 Cell Phone:

 E-Mail:

 E-Mail2:

 Website or Social Network & Username:

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Global Indigenous Nations Studies

*Form B: Selection of Faculty Advisor, Faculty Advisory
Committee, and Area of Specialization*

Directions: Provide a paper or email copy of this form to the Administrative Associate, indigenous@ku.edu, and the Graduate Coordinator, obrien@ku.edu, once you have completed your Area of Specialization Plan.

Student Name:

Date:

Faculty Advisor:

Department or Program:

Email:

Phone:

Faculty Advisory Committee:

1) Name:

Department/Program:

Email:

Phone:

2) Name:

Department/Program:

Email:

Phone:

3) Name:

Department/Program:

Email:

Phone:

Area of Specialization

Brief Description:

Required Core Courses

FA/SP/SU/Year

GINS 804 Intro. to Indigenous Nations Graduate Studies
GINS 800 Research Methods and Indigenous Peoples
GINS 801 Indigenous Peoples of the World

Area of Specialization Electives

- 1)
- 2)
- 3)

General Electives

- 1)
- 2)
- 3)

Approved by Faculty Advisor and Faculty Advisory Committee:

Signature

Date

Printed Name

University of Kansas
College of Liberal Arts and Sciences
Global Indigenous Nations Studies

Form C: Course Progress

Directions: Provide a paper or email copy of this form to the Administrative Associate, indigenous@ku.edu, the Graduate Coordinator, obrien@ku.edu, and to your individual Faculty Advisor after the completion of each semester.

Student Name: _____ Area of Specialization: _____ Date: _____

(Please fill in year under appropriate semester.)

Core Course	Cr	Fall	Sp	Su	Fall	Sp	Su	Fall	Sp	Su
GINS 804	3									
GINS 800	3									
GINS 801	3									
AS Special Electives										
AS General Electives										
Additional Courses										
Internship										
Thesis OR Non-Thesis										
GINS 898										
GINS 899										
Total Credits Each Semester										

University of Kansas
College of Liberal Arts and Sciences
Global Indigenous Nations Studies

Form D: Approval of Thesis or Non-Thesis Proposal

Directions: Provide a paper or email copy of this form to the Administrative Associate, indigenous@ku.edu, and the Graduate Coordinator, obrien@ku.edu, after Committee's approval of your Proposal.

Student Name:

Thesis/Non-Thesis Title:

Thesis Statement:

ORIGINAL SIGNATURES REQUIRED

Advisor:

Dept/Program:

Email:

Phone:

Committee Members (3 Required):

1) Name:

Dept/Program:

Signature:

Email:

Phone:

2) Name:

Dept/Program:

Signature:

Email:

Phone:

3) Name:

Dept/Program:

Signature:

Email:

Phone:

4) Name:

Dept/Program:

Signature:

Email:

Phone:

Committee Chair Signature

Date

Global Indigenous Nations Studies

Form E: Oral Defense Date

Directions: Timing is critical. You cannot set a defense date until CLAS has given approval. This requires your electronic submission to CLAS of the **Progress to Degree** form at least two weeks prior to your oral defense. Once CLAS has approved your request to schedule your Oral Defense, set your defense date, and provide paper or email copies of this form to the Administrative Associate, indigenous@ku.edu, and to the Graduate Coordinator, obrien@ku.edu.

Student Name:

Thesis/Non-Thesis Title:

Abstract of Thesis or Non-Thesis Project: (Attach separate page)

Committee Chair:

Dept/Program

Email:

Phone:

Committee Members (3 Required):

1) Name:

Dept/Program:

Email:

Phone:

2) Name:

Dept/Program:

Email:

Phone:

3) Name:

Dept/Program:

Email:

Phone:

4) Name:

Dept/Program:

Email:

Phone:

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Oral Defense Date:

Time:

Location:

Committee Chair Signature

Date Approved

Global Indigenous Nations Studies

Form F: Checklist for Graduation

Directions: Complete this form and bring it with you to your meeting with the Graduate Coordinator.

Yes___ No___ Notified GINSP Office and Graduate Coordinator of Intent to Graduate Completed

- ___ GINSP Required Core Courses (9 Hours)
- ___ Required AS Specialized Elective Courses (9 Hours)
- ___ Required AS General Elective Courses (9 Hours)
- ___ Minimum of 30 Credit Hours
- ___ Internship (If Required)
- ___ Thesis/Non-Thesis Project Completed (3 Hours Minimum)
- ___ Submitted Final Project to Committee One Month Before Oral Defense
- ___ Submitted Progress to Degree Form to CLAS Two Weeks Before Oral Defense
- ___ Approval to Hold Oral Defense
- ___ Oral Defense Successfully Complete
- ___ Thesis Submitted Electronically to Office of Research and Graduate Studies in PDF Format
- ___ Submitted Electronic and Bound Copy of Thesis/Non-Thesis Project to GINSP Office
- ___ Completed and Submitted **Form K: Agreement for GINSP Use of Student Materials** to GINSP Office
- ___ Notified Office of Research and Graduate Studies of Intent to Participate in Graduation Ceremonies
- ___ Requested Faculty Member to Participate in Hooding Ceremony

Global Indigenous Nations Studies

Form G: Completion of Oral Defense

(Faculty Use Only)

Directions: The Thesis/Non-Thesis Committee Chair must submit this form to the Administrative Associate after completion of the Oral Exam.

Student Name:

Date:

Thesis Title:

Non-Thesis Title:

Date of Oral Exam:

Committee (Original Signatures Required):

Chair 1.

2.

3.

(Optional) 4.

Performance:

Pass w/ honors

Pass as satisfactory

Non-pass as unsatisfactory

Revisions:

Yes

No

Due Date of Revisions:

Global Indigenous Nations Studies

Form H: Directed Readings (GINS 806)

Directions: Provide a paper or email copy of this form to the Administrative Associate, indigenous@ku.edu; to the Graduate Coordinator, obrien@ku.edu; to the faculty member directing your work; and to the Curriculum and Student Advising Committee for approval.

Student Name:

Date:

Faculty Directing Work:

Semester & Year:

Credit Hours:

Directed Reading Objectives:

Attach an outline of your projected weekly work schedule, including readings, requirements, due dates, and scheduled meeting times with faculty supervisor.

Directing Faculty Member's Signature

Date Approved

Global Indigenous Nations Studies

Form J: Request to Study Abroad

Directions: Provide a paper or email copy of this form to the Administrative Associate, indigenous@ku.edu, and to the Graduate Coordinator, obrien@ku.edu.

Student Name:

Semester & Year:

Program Institution and Name:

Location:

Course Title(s) or Program Objectives:

Total Expected Credit Hours:

Committee Chair Signature
indicating Faculty Advisory Committee Approval

Date Approved

Global Indigenous Nations Studies

Form K: Agreement for GINSP Use of Student Materials

Directions: A signed and notarized copy of this form must accompany all Thesis/ Non-Thesis Projects when turned in to the GINSP Office.

I, _____, hereby:

_____ Grant
_____ Do Not Grant

to the University of Kansas a non-exclusive, perpetual, royalty-free license to reproduce, use, and distribute, by paper copy or by posting on a University website, my

_____ Thesis
_____ Non-Thesis

_____ Work completed as a student in the GINSP Master’s Program entitled:

I understand that the website will state that I am the copyright owner and that my work may only be reproduced for educational purposes, or used by Indigenous Communities as models for the development of their own programs.

_____ Name Printed

_____ Signature

_____ Date

Subscribed and sworn to before me, a Notary Public, on this _____ day of _____, 200____.

Global Indigenous Nations Studies

Form I-A: 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. The categories listed below are general with specific examples given in parentheses. 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.

BRIEF DESCRIPTION OF INTERNSHIP: (Brief description of primary tasks and knowledge areas, e.g., for Cultural Preservation, cataloging, exhibits, etc.; Sovereignty, administrative/managerial, community development, data and policy analysis, etc.)

DISCIPLINARY KNOWLEDGE: (Brief description explaining 1) how this Internship will further your knowledge of the various knowledge area(s) taught within the GINSP framework; and 2) the GINSP course skill that will be used in this placement, e.g., research skills, critical thinking, writing, organizing, etc.).

Form I-A: Internship Contract

APPLICATION OF THEORETICAL KNOWLEDGE:

Knowledge of Organization (Opportunity to learn organizational structure, decision-making procedures, management styles, leadership theories, etc.)

Financial Management (Opportunity to learn organizational budgeting procedures, cost-benefit analysis, etc.)

Strategic Planning (Opportunity to engage in or learn strategic planning model(s), program development and organization efficiency and effectiveness, etc.)

Personnel (Opportunity to understand human resources management, roles, and responsibilities of organization and unit staff, etc.)

Other (Opportunity to learn additional knowledge areas not covered above)

Form I-A: Internship Contract

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 in this internship)

Research Skills (Use and application of quantitative, qualitative, or other analytical methods, literature or research reviews on specific topics)

Form I-A: Internship Contract

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.)

Student Name (print):

Organization:

Signatures:

Student Intern _____

Date _____

Organization Supervisor _____

Date _____

Faculty Supervisor _____

Date _____

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Global Indigenous Nations Studies

Form I-B: Internship Contact Information

Directions for Student Intern: Provide a hard, or emailed, copy of this form to the Administrative Associate, indigenous@ku.edu, the Graduate Coordinator, obrien@ku.edu, and to your Faculty Supervisor.

Student's Name:

Faculty Supervisor:

Name of Organization/Agency:

Address:

Telephone:

Email:

Name of Organization Supervisor:

Internship Work Schedule (Hours and Days per Week):

Global Indigenous Nations Studies

Form I-C: Ethics and Culture

The following broad ethical principles are based on the Global Indigenous Nations Studies Program's core values of Service, Unity, Sovereignty, Integrity, Justice, and Competence.

Directions for Student Intern: GINSP expects students to maintain these principles in the conduct of their research, work, and Internships. Students must include in their Final Report an assessment of how they incorporated these principles and values into their Internship.

1. Value: **Service**

Ethical Principle: Students and faculty primary goal is to help Indigenous Peoples in need to address economic, political, and social problems.

2. Value: **Unity**

Ethical Principle: Students and faculty promote and build unity among themselves and the communities and organizations with which they work.

3. Value: **Sovereignty**

Ethical Principle: Students and faculty promote and defend the sovereignty of Indigenous Peoples.

4. Value: **Integrity**

Ethical Principle: Students and faculty behave in an honorable manner.

5. Value: **Justice**

Ethical Principle: Students and faculty challenge all forms of injustice directed at Indigenous Peoples.

6. Value: **Competence**

Ethical Principle: Students and faculty exhibit competence within their area of professional and cultural expertise.

Global Indigenous Nations Studies

Form I-D: Letter to Organization (SAMPLE)

Directions for Faculty Advisor: After the Curriculum and Student Advising Committee has approved your Proposed Internship Contract, 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 Administrative Associate, indigenous@ku.edu, and to the Graduate Coordinator, obrien@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 included Form I-E: 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. As a relatively new program, we welcome any suggestions or comments as to how we can improve our educational mission to our students. I can be reached at: (*insert your information here.*)

Again, thank you.

Sincerely,

Faculty Supervisor

Global Indigenous Nations Studies

Form I-E: Organization's Evaluation of Student

Date:
Name:
Organization:
Faculty Supervisor:

Directions to Organization Supervisor: Rank your progress from 1-5 (with 5 the highest), or N/A (Non-Applicable), in the appropriate areas outlined in your Internship Contract. Add comments if appropriate.

KNOWLEDGE

Knowledge of Discipline: 1 2 3 4 5 N/A

Practical Application of Theoretical Knowledge:

- Organizational Knowledge: 1 2 3 4 5 N/A
- Financial Management: 1 2 3 4 5 N/A
- Strategic Planning: 1 2 3 4 5 N/A
- Leadership System: 1 2 3 4 5 N/A
- Personnel: 1 2 3 4 5 N/A
- Specific knowledge for Respective Internship: 1 2 3 4 5 N/A

Form I-E: Organization's Evaluation of Student

SKILLS:

General Skills:

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

Work Habits:

▪ Prompt:	1	2	3	4	5	N/A
▪ Efficient:	1	2	3	4	5	N/A
▪ Thorough:	1	2	3	4	5	N/A
▪ Accurate:	1	2	3	4	5	N/A
▪ Attendance:	1	2	3	4	5	N/A
▪ Completion of Assigned Work:	1	2	3	4	5	N/A

Form I-E: Organization's Evaluation of Student

▪ Takes Initiative:	1	2	3	4	5	N/A
▪ Follows Direction:	1	2	3	4	5	N/A
Problem Solving:						
▪ Analysis of Relevant Facts:	1	2	3	4	5	N/A
▪ Prompt Decision-making:	1	2	3	4	5	N/A
▪ Sets Realistic Goals:	1	2	3	4	5	N/A
▪ Open to New Ideas:	1	2	3	4	5	N/A
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

Global Indigenous Nations Studies

Form I-F: Faculty Supervisor's Evaluation of Student Intern

Date:
Name:
Organization:
Faculty Supervisor:

Directions to Faculty Supervisor: Rank the student's progress from 1-5 (with 5 the highest), or N/A (Non-Applicable), in the appropriate areas outlined in the student's Internship Contract. Add comments if appropriate.

KNOWLEDGE

Knowledge of Discipline:	1	2	3	4	5	N/A
--------------------------	---	---	---	---	---	-----

Practical Application of Theoretical Knowledge:

- | | | | | | | |
|---|---|---|---|---|---|-----|
| <ul style="list-style-type: none"> ▪ Organizational Knowledge: | 1 | 2 | 3 | 4 | 5 | N/A |
| <ul style="list-style-type: none"> ▪ Financial Management: | 1 | 2 | 3 | 4 | 5 | N/A |
| <ul style="list-style-type: none"> • Strategic Planning: | 1 | 2 | 3 | 4 | 5 | N/A |
| <ul style="list-style-type: none"> ▪ Leadership System: | 1 | 2 | 3 | 4 | 5 | N/A |
| <ul style="list-style-type: none"> ▪ Personnel: | 1 | 2 | 3 | 4 | 5 | N/A |
| <ul style="list-style-type: none"> ▪ Specific Knowledge for Respective Internship: | 1 | 2 | 3 | 4 | 5 | N/A |

Form I-F: Faculty Supervisor's Evaluation of Student Intern

SKILLS:

General Skills:

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

Work Habits:

▪ Prompt:	1	2	3	4	5	N/A
▪ Efficient:	1	2	3	4	5	N/A
▪ Thorough:	1	2	3	4	5	N/A
▪ Accurate:	1	2	3	4	5	N/A
▪ Attendance:	1	2	3	4	5	N/A
▪ Completion of Assigned Work:	1	2	3	4	5	N/A

Form I-F: Faculty Supervisor's Evaluation of Student Intern

▪ Takes Initiative: 1 2 3 4 5 N/A

▪ Follows Direction: 1 2 3 4 5 N/A

Problem Solving:

▪ Analysis of Relevant Facts: 1 2 3 4 5 N/A

▪ Prompt Decision-making: 1 2 3 4 5 N/A

▪ Sets Realistic Goals: 1 2 3 4 5 N/A

▪ Open to New Ideas: 1 2 3 4 5 N/A

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

Global Indigenous Nations Studies

Form I-G: Student's Evaluation of Internship

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.

Directions for Student Intern: Please rate your Internship in the areas listed below on a scale of 1 to 5 (with 5 the highest), or N/A (Non-Applicable). Circle the number that best expresses your opinion. 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

Form I-G: Student's Evaluation of Internship

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

Name (Please Print): _____ Date: _____

Signature: _____

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Global Indigenous Nations Studies

Form I-H: Internship Weekly Journal

Directions For Student Intern: Submit weekly copies to GINSP Faculty Supervisor and Graduate Coordinator via email. You must also submit a paper copy of each weekly Journal to the Organization's Supervisor for their signature. You must include signed copies of their Weekly Journals in your final Internship Portfolio.

Name:
Institution:
Report for the Week of:

Hours Worked: Primary Activities

SU ▶ ▶

M ▶ ▶

T ▶ ▶

W ▶ ▶

Th ▶ ▶

F ▶ ▶

S ▶ ▶

_____ Total hrs

Signature of Organization Supervisor

Date