



Michigan State University

COLLEGE OF ARTS AND LETTERS

AFRICAN AMERICAN AND AFRICAN STUDIES

GRADUATE STUDENT HANDBOOK



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TABLE OF CONTENTS

I. Program Overview.....	2
II. Graduate Degree Offerings	3
IIA: Master’s Degree	4
IIB: Doctoral Degree (PhD).....	5
III: The AAAS Black Studies Disciplinary Core Curriculum and Course Work	6
IIIA: Domestic and International Internship Guidelines.....	9
IIIB: Other Course Requirements/Independent Study/African Language Requirements	10
IV. Convening a Guidance Committee and Selection of Major Advisor and Dissertation Advisor	12
V. Five Year Plan	14
VI. Comprehensive Exams (Master’s Thesis and Doctoral Comprehensive Exams).....	15
VII. AAAS Program Policies on Academic Performance.....	20
VIII: AAAS Policies: Integrity and Safety in Research and Creative Activities	23
IX. Student Conduct and Conflict Resolution	25
X. AAAS Work-Related Policies.....	27
XI. University Resources.....	33
XII: African American and African Studies Core Faculty.....	41
XIII: African American and African Studies Forms.....	47

I. PROGRAM OVERVIEW

African American and African Studies (AAAS), is a cross-college, university-wide, degree-granting, interdisciplinary academic unit that offers two graduate degree majors and an undergraduate minor in the discipline referred to by its academic conference as *Black/Africana Studies*. The academic unit is devoted to the advanced study, in depth exploration, and crucial analysis of the social, cultural, economic, and political experiences of African descendent peoples, communities and nations, in the United States, in the Caribbean, and elsewhere in the African Diaspora; as well as of African peoples, communities and nations in the African continent. The mission of AAAS is the teaching, research, and production and creation of knowledge; and the cultivation of scholars committed to academic excellence and social responsibility in the Black world and in the close as well as distant “community”.

- The program embraces genuinely diverse intellectual and ideological approaches to researching, teaching and civic engagement in the global Black experience.
- Anchored by the Black experience in the United States, our deeply comparative, cross-national and trans-cultural and global program is committed to teaching and researching African descendent peoples elsewhere in the African Diaspora as well as of African peoples and nations in the continent of Africa.
- We examine how the experiences of Blacks and other communities of color in the U.S., including Latinos, Native Americans, Asians, and Pacific Islanders, intersect and the implications of these historical and contemporary interactions for empowerment struggles of Black peoples in the 21st century.
- The program formally links graduate and undergraduate students together in mentor-mentee and leadership relationships.
- Through the core curriculum in the Black/Africana Studies discipline and through varied internships, located in the U. S. and elsewhere in the world of African descendents and Africans, we are developing scholars and socially responsible citizenship.
- We provide our students with a rich supportive-curricular programming that we expect our students to participate in including African American and African Studies sponsored activities, e.g., speaker series, conferences, community outreach extra-curricular programs, brown bags, special seminars, and dissertation defenses. The African American and African Studies student is a well-rounded and engaged scholar. As such, attendance at all of the above activities will be taken into account when each student is annually evaluated to determine if he/she is making satisfactory progress in AAAS.

II. AAAS GRADUATE DEGREE OFFERINGS

There are two graduate programs offered in African American and African Studies. A Master's degree (Plan A and B) and a Doctoral degree (PhD). The requirements for admission and plan options are outlined below.

Admissions Procedure

In addition to submitting the University graduate application form, applicants must also submit the following to the AAAS Office:

- (1) Have results of the Graduate Record Examination General Test sent to the University Graduate Admissions Office;
- (2) An official university transcript, indicating no less than a 3.0 GPA
- (3) An updated resume or CV
- (4) A personal statement and a separate academic purpose statement indicating your educational background and research interests in relation to your academic interests in the select MSU-African American and African Studies graduate degree, advanced research focus/orientation, and sub-disciplinary concentration that you are applying for.
- (5) A writing sample (must be an academic research paper demonstrating academic and scholarly writing)
- (6) Three academic letters of recommendation

IIA: AAAS MASTER'S DEGREE

The Master of Arts degree in African American and African Studies (AAAS) is an interdisciplinary degree-program of study devoted to advanced exploration and analysis of the social, cultural, and political-economic experiences of African Americans, Africans in the Continent and African-descendent peoples in other parts of the African Diaspora.

The program prepares students for a range of academic and professional career opportunities and consists of two optional routes (a) a Plan A bridge option (a route that prepares graduate students for PhD study at MSU or elsewhere); and (b) a Plan B terminal career option (a route that equips graduate students with interdisciplinary

Black Studies professional skills that may be used in a range of careers that require post graduate study)

Students who wish to pursue the Plan A (**the MA-PhD Bridge Option A**) will acquire the necessary breadth and depth of academic knowledge of Black Studies needed to continue their studies in the PhD in African American and African Studies program. Students who wish to pursue Plan B (**the MA Terminal Career Option B**) will acquire the necessary advanced academic skills needed for successful professional careers.

MA Option A *Graduation Requirements: 30 credits*

African American and African Studies Graduate Seminars

- AAAS 829 (3 credits; African Studies)
- AAAS 830 (3 credits; African-American Studies)
- AAAS 831(3 credits; African Diaspora Studies)
- AAAS 832 (3 credits; Research &Teaching Methods in African American Studies)
- AAAS 893A (2 credits; course in domestic internship in an African American community)

One of the following Africana language courses

- LIN 881 (3 credits; Structure of a Non-Western Language - must be an African language)
- AFR 450A (3 credits; Advanced Swahili)
- AAAS 891 (3 credits; Special Topics in Africana Studies when Ebonics/ African American Language).

Masters Thesis Research

- AAAS 899 (4 credit Master's Thesis Research) required to be certified in MA/and or be considered for MSU-AAAS PhD admissions. Two-person African American and African Studies core faculty thesis committee, including thesis advisor/committee chair required.

Sub-disciplinary Area of Concentration:

- Nine (9) credits in African American, African, or African Diaspora courses in a sub-disciplinary area of concentration (English, history, sociology, anthropology, Teacher Education/Higher Education, political science, Writing-Rhetoric-and-American Culture [WRAC], CARRS, Geography, African Studies).

PhD Requirements for MA Option A Student:

- Please note that for Option A students (MA with thesis), upon acceptance into the PhD program, students who have been admitted through this option will be required to take at least 20 additional credits at the PhD level with at least 75% African American, African or African Diaspora course content, which may not include the 24 required dissertation credits. Note that AAAS 893C (International Internship in Africa or the African Diaspora - 2credits) and AAAS 891 (Special Topics/Non-Language - 3credits) are required PhD graduate courses, and will count toward the 20 credits.

MA Option B *Graduation Requirements: 32 credits*

African American and African Studies Graduate Seminars

- AAAS 829 (3 credits; African Studies)
- AAAS 830 (3 credits; African-American Studies)
- AAAS 831 (3 credits; African Diaspora Studies)
- AAAS 832 (3 credits; Research & Teaching Methods in African American Studies)
- AAAS 893A (2 credits; course in domestic internship in an African American community)

One of the following Africana language courses

- LIN 881 (3 credits; Structure of a Non-Western Language - must be an African language)
- AFR 450A (3 credits; Advanced Swahili)
- AAAS 891 (3 credits; Special Topics in Africana Studies when Ebonics/ African American Language).

Masters Research

- AAAS 898 (3 credit Masters Research) required to be certified in MA (Research Paper or Qualifying Exam Supervised by Director of African American and African Studies/Academic advisor)

Sub-disciplinary Area of Concentration:

- Twelve (12) credits in African American, African, or African Diaspora courses in a sub-disciplinary area of concentration (English, history, sociology, anthropology, Teacher Education/Higher Education, political science, Writing-Rhetoric-and-American Culture [WRAC], CARRS, Geography, African Studies) ***INCLUDING AAAS 891*** (3 credits; Special Topics in African American and African Studies/Non-language)

IIB: AAAS'S DOCTORAL DEGREE (PHD)

The Doctor of Philosophy degree in African American and African Studies is an interdisciplinary program of study devoted to advanced exploration and analysis of the social, cultural, economic, and political experiences of Black peoples in the United States, Africa, and other parts of the African Diaspora. The objective of the program is to develop scholars committed to academic excellence and social responsibility in the Black world and the broader community. Comparative, integrative, and applied approaches to the acquisition and use of knowledge are given emphasis.

Admission Status and Degree Requirements

To be admitted with regular status, the applicant must have a Master's degree in an appropriate field or have completed at least 30 credits of approved course work beyond the bachelor's degree. Applicants wishing to pursue a PhD without a Master's Degree or sufficient course work may apply for AAAS' Master of Arts Degree Option A - (A Masters to PhD program in African American and African Studies).

In addition to course work required for admission to the program and 24 credits of doctoral dissertation research, the student must:

Complete 30 credits of course work, including:

- AAAS 829 African American and African Studies I
- AAAS 830 African American and African Studies II
- AAAS 831 African American and African Studies III
- AAAS 832 Multi-Cultural Pedagogy and Advanced Research Methods in African American and African Studies
- AAAS 893A Internship in African American and African Studies¹ (must be performed in an African American community). Student is expected to submit a research paper and/or make a research presentation to AAAS before a grade can be submitted.
- AAAS 893C Internship in African American and African Studies* (must be performed in a Black community outside of the United States). Student is expected to submit a research paper or make a research presentation to AAAS before a grade can be submitted.
- 15 credits in a sub-disciplinary area of concentration from an approved course list and approved by the Guidance Committee. Sub-disciplinary concentration is determined in consultation with the Guidance Committee.
- - INCLUDING a minimum of 3 credits in a research methods course in the sub-disciplinary area of concentration

III: THE AAAS BLACK STUDIES DISCIPLINARY CORE CURRICULUM AND COURSE WORK

Black Studies Core Disciplinary Curriculum (AAAS Core Curriculum)

MSU's African American and African Studies (AAAS) PhD and MA Degree majors, as well as, its Undergraduate Specialization, are intellectually formulated upon the interdisciplinary Black Studies discipline. The Black Studies discipline is regarded as both an interdisciplinary and multi-disciplinary, theoretical and methodological academic study, consisting of an existing- but nascent- body of systematically and critically-derived knowledge about the political, economic and socio-culturally lived experiences of African descendent and African peoples and communities around the world.

AAAS has drawn on the Black Studies discipline to derive its graduate studies core curriculum. The AAAS core curriculum serves to guide its students in advanced

knowledge production in the critical examination of these peoples' human lived experiences trans-generationally, comparatively, globally and universally in the context of three discrete regions (US African-Americans, continental Africans, and peoples, communities, and nations in the Caribbean/Afro-Latin African Diaspora). We also examine the relationships and intersections among these peoples, communities, nations, and regions in a way that underscores the global dynamics of the Black Studies discipline.

Our curriculum study fosters undiscovered and alternative knowledge production about these peoples, nations, and regions in a way that facilitates graduate-faculty and students' intellectual contribution to the academic inclusiveness of a previously marginalized study of African descendent and African peoples. We hope to contribute to a process in which Black studies becomes understood as a component and integral academic study of the American and global academy.

Three important elements define our core curriculum graduate study of African American and African Studies at MSU: a) a discrete set of interconnected, required core seminar courses based in African-American studies, African studies and African Diaspora studies b) two required internship courses (domestic and international) and one required teaching mentoring/pedagogy professional development course, c) a required Africana language immersion program.

These core attributes of guide our graduate study participant learners to conduct dissertation research that navigates the emerging complexities of Black Studies disciplinary scholarship and intellectual inquiry in ways that ensure that this discipline itself faces continuous scrutiny, updating and revisions as dictated by findings and breakthroughs of primary and secondary research, debates and dialogue².

AAAS Graduate Seminars

AAAS 829: Seminar in African American and African Studies I (African Studies)

The course is an advanced study of Africa and the continent's critical role in shaping the Black Studies discipline. Designed to provide graduate students with a comprehensive knowledge base that informs a complex and critical analysis of the continent required for advanced research study of Africa. Students are exposed to original Pan Africanist writings from the 19th century to the present. The course insightfully examines Africa from African perspectives and standpoints drawn from classical and topical readings and Medias. Specialized subjects covered include critical analyses of post-colonialism, African feminisms, African political economy, democracy and security, and African international relations.

AAAS 830: Seminar in African American and African Studies II (African American Studies)

The course provides graduate students with the foundational principles, themes and elements of the Black Studies discipline anchored in the African American experience. Through advanced study and specialized knowledge the course offers a

² (sourced from Black Studies texts - Anderson, Karenga, Norment, Hare, and Okafor)

comprehensive investigation of the origins, nature, debates and trends of the African Americans' role in shaping the many diverse standpoints associated with the discipline, including Afrocentrism, Black nationalism, radical democratic integrationism and Black feminisms. Advanced graduate and specialized study of classical and topical readings cover race, Black identity and discourse, African American cultures and aesthetics, slavery, emancipation, reconstruction, civil rights, post-racialism, African American political affairs and public policy, constitutionalism, poverty, inequality and violence.

AAAS 831: Seminar in African American and African Studies III (African Diaspora Studies)

The course focuses on the study of the African Diaspora on a global scale. While covering broad issues of disciplinary scaffolding and definition regarding this sub-field of Black Studies (see Gilroy, Hamilton, Gomez), the course examines foundational debates, and a selection of key themes driving recent scholarship in this field (see Zeleza). Specialized topics include case studies of the Yoruba Diaspora and the Mande Atlantic, creoles, creolization and fluidity, Africa's role in the making of the Americas, Africa in the Colombian exchange, spiritual communities, transatlantic slavery, liberated Africans in the new world and 20th century African diasporas.

AAAS 832: Multicultural and Critical Pedagogy Methods in African American and African Studies

This is a competence-development seminar in supervision and mentoring for doctoral students majoring in African American and African Studies and is designed to enhance the self-awareness and professional development of future college professors of African American and African Studies. The course provides a methodological, theoretical and experiential framework for its participants to obtain a better understanding of the appropriate supervision and mentoring of the multi-cultural and diverse undergraduate learner. In addition to reading, analysis and deconstruction of the core literature on "learning and diversity", graduate students will use their cumulative knowledge to mentor undergraduate students.

AAAS 839a: Domestic Internship in African American and African Studies

A domestic internship course for graduate students in AAAS is required. Course content is delivered through experiential learning and linking scholarship with community in ways that underscores the trans-disciplinary nature of the Black Studies discipline. Students intern with community based organizations, NGO's or educational and governmental institutions whose core entrepreneurial activity and mission is to work with African American, African or African descendent communities and policy issues. The course facilitates students learning about and contribution to the Black Studies discipline- and significantly to its 'society' - by immersing themselves into the critical issues that these communities and peoples are undergoing.

AAAS 839c: International Internship in African American and African Studies

An externship (international internship) course for graduate students in AAAS is required. Course content is delivered through experiential learning and linking scholarship with community in ways that underscores the trans-disciplinary nature of the Black Studies discipline. Students intern with community based organizations,

NGO's or educational and governmental institutions whose core entrepreneurial activity and mission is to work with African American, African or African descendent communities and policy issues. The course facilitates students learning about and contribution to the Black Studies discipline- and significantly to its 'society' - by immersing themselves into the critical issues that these communities and peoples are undergoing.

IIIA: DOMESTIC AND INTERNATIONAL INTERNSHIP GUIDELINES

AAAS 893A and AAAS 893C

The Internship Courses Objective

The Research-Service Internship (RSI) provides an opportunity for AAAS students to become engaged with an organization and to obtain practical experience. Through the internship, the AAAS student will become knowledgeable about the organization's mission and objectives, and become involved as a participant in the organization's efforts to implement projects and programs to enhance the goals of empowerment of African descendent, Diaspora and Africans peoples nationally or internationally. The internship should be mutually beneficial. The organization will be provided with a valuable resource while the student will be provided with the opportunity to apply what has been learned in the classroom to better understand the organization's effectiveness in carrying out its mission of empowerment and social justice. The internship also has the potential of enhancing the student's employment prospects after graduation.

The Process

Your dissertation/thesis supervisor or the Director of African American and African Studies is your MSU/AAAS internship supervisor. You may assign 1 to 2 credits for each internship (893a and c) for a total of 3 credits for both. A two credit internship is 28 contact hours times two - 56 hours (for field study); a 1 credit internship is 14 contact hrs times two -28 hours (for field study). Your internship employer must document for AAAS/MSU how many hours you will work - if you assign 2 credits for your internship, your supervisor must provide evidence that you worked for a total of 56 hours. If you assign one credit to your internship, then you will need to work 28hrs. Signatures will be needed.

The Research-Service Internship (RSI) terms, duties, expectations, and final product must be pre-approved by the student's major advisor and the supervisor in the organization. It is recommended that a written signed agreement be developed. The student's supervisor in the organization must agree to provide guidance and mentoring. The final product, generally a research paper, must be evaluated by the student's advisor.

Terms and Duration

The Research-Service Internship (RSI) should consist of at least one semester and variable credits. The internship may be paid or unpaid. Students are required to have a domestic and an international internship.

The Final Product

It is recommended that the final product take the form of a report that synthesizes and/or assesses the student's experience. Students are expected to make an oral presentation about their internship to AAAS faculty and students. Although optional, recommendations from the internship supervisor are encouraged.

Criteria for Selecting Organizations

As previously stated, organizations may be local, national or international. However, in order for an organization to qualify for an internship, the organization's mission must be related to the enhancement or empowerment struggles of Black people and/or other people of color.

IIIB: OTHER COURSE REQUIREMENTS

AAAS 890: Independent Study Courses

Ideally no more than (3) credits of independent study may be used to fulfill the doctoral degree requirements stipulated above. However, in the event that due to an unanticipated constraint in courses offered by the AAAS core curriculum or sub-disciplinary elective course offerings, a student must take more than 3 credits, the student must seek signed approval from his/her guidance committee chair or adviser, and such maximum credits may not be more than 3 to 6 additional credits counted toward the graduate degree. The student exercising this waiver will fill out an **"Independent Study Maximum Credit Waiver Form"** which must be approved by the student's guidance committee chair and the Director of AAAS or his/her designee.

Africana Language Requirement

AAAS doctoral students must achieve second-year university-level spoken and written proficiency in an Africana language as a fulfillment for graduation in the doctoral degree in African American and African Studies. Second-year proficiency is measured by completion of two years of university-level course work in the language.

Students are required to select a language used in Africa, the U.S (African American Language) or elsewhere in the African Diaspora, other than the Language of Wider Communication of the United States and England. This may include, but is not limited to, the following: Igbo, Hausa, Shona, Yoruba, Wolof, Twi, isiZulu, Kiswahili, Caribbean Creoles, African American Language, and Gullah.

Students must attain spoken and written second-year proficiency in the selected language. Students who do not fulfill the language requirement at MSU must demonstrate second year University-level proficiency in an African language from another university, and/or native language in an Africana language documented on an official college transcript. For some African Languages, second-year proficiency waivers by passing oral and written examinations equivalent to those given at the end of the second-year course work.

AAAS 891: 001 Special Topics in African American Language

For students selecting African American Language as the Africana language of choice for the PhD Africana language requirement, you may successfully complete AAAS's *Selected Topics in African American and African Studies* when it is taught as African American Language (AAAS 891) for 3 credits. If you select this option, you are required to additionally enroll in a subsequent semester 3 credit advanced research or internship study in African American Language (AAAS 890) supervised by AAAS core faculty who have expertise in the language, including Dr. April Baker-Bell, Dr. Denise Troutman, Dr. Geneva Smitherman, Dr. David Kirkland, Dr. Django Paris, Dr. Muhammad Khalifa, or Dr. Terry Flennaugh. The African American Language Africana Language option for PhD students must be fulfilled by successfully completing both be 3 credit AAAS 891 (offered as African American Language I: theory, history, and sociology) and a 3 credit AAAS 890 (offered as African American Language II: Language in Community Practice)

If students have any questions pertaining to this requirement, they should consult with the AAAS Director.

AAAS 999 Dissertation Credits (DC)

African American and African Studies' doctoral students are required to enroll in dissertation credit courses counted toward research and writing of their dissertation. Dissertation credit courses are independent research courses that may be taken in 1-6 credit dimensions per semester (including summer semesters). Note however that African American and African Studies requires that PhD students graduate with a minimum of 24 credits and a maximum of 36 credits. Dissertation Credits cannot be enrolled in until a PhD students has completed his/her 30 credit course work.

Residency Requirement

Students must complete one year of residence on campus beyond the Master's degree. A year of residence consists of two semesters, involving completion of at least six credits of graduate work each semester.

English Language Proficiency Requirement

All international applicants for graduate programs whose first language is not English must demonstrate English language proficiency. Michigan State University offers provisional admission to applicants who meet the academic and financial requirements but whose English language proficiency does not meet the levels for regular admission. Provisionally admitted students must take an English Language Center placement test upon arrival at MSU to assess their need for additional language

instruction at the English Language Center and to correct their deficiency within one calendar year. English Language courses taught through the English Language Center will likely delay the start of a student's academic program.³

IV. CONVENING A GUIDANCE COMMITTEE AND SELECTION OF MAJOR ADVISOR AND DISSERTATION ADVISOR

1. Academic Advisor/Major Professor

During the first two semesters of enrollment, the student's principal academic advisor is the Director of African American and African Studies. With the assistance and approval of the Director of AAAS, each doctoral student is required to create a Guidance Committee before the end of the second semester; upon written request to the Director of AAAS, an additional semester is possible. The student should seek advice from the Director of AAAS, other AAAS graduate students, as well as AAAS faculty with similar research interests, when establishing her/his Guidance Committee. The Guidance Committee, including its Chairperson, must consist of at least four tenure stream MSU faculty members, each possessing an earned Ph.D. degree; two Guidance Committee members must be Core Faculty in AAAS. The Chair of the Guidance Committee must be a member of the AAAS Core Faculty. An additional faculty member in a graduate program from another university may be included as a fifth member. The Guidance Committee Report Form must be submitted to the Director of AAAS for final approval.

Once established, the Guidance Committee assumes principal responsibility for advising the student and evaluating her/his academic progress. Specifically the Guidance Committee will assist the student in the following ways: fulfilling course work beyond the first year, including the language and two

³ SPEAK Test

Both SPEAK and the ITA (International Teaching Assistant) Oral interview are given free of charge to eligible students at MSU by the English Language Center. Students have four opportunities to meet the university's requirement via SPEAK or the ITAOI. To be eligible to take SPEAK on campus, students must have regular admission and must have proof of TA status or (for those students who are being considered for a TA-ship) must submit a SPEAK request form to the ELC signed by their department. Students who do not receive a sufficient score on SPEAK in a given attempt must wait at least two months before re-testing. A SPEAK test practice tape and booklet (call number TAS00#25) are on reserve at the Audio Visual Library (4th floor west wing).

Minimum Language Requirement for Regular Admission

All international applicants are required to be proficient in English as a condition for regular admission to MSU. Applicants will be required to demonstrate their proficiency by meeting certain minimum standards on any one of the following tests: Test of English as a Foreign Language (TOEFL), (Educational Testing Service, Box 899, Princeton, New Jersey 08549, USA). A total score of 550 (paper version) or 213 (computer version) or above with no sub-scores below 52 (paper version) or 19 (computer version) is required. The official report must be received by the English Language Center directly from the Educational Testing Service.

Michigan English Language Assessment Battery (MELAB); an average score of 80 or higher is required. The MELAB exam is given on the campus of Michigan State University at the Testing Center (phone: 517-355-8385).

Michigan State University English Language Proficiency Test (ELPT) English Language Center [ELC], Michigan State University, East Lansing, Michigan 48824B1035, USA. An average score of 80 to 85 with no subs-cores below 80, or an average score above 85 with no sub-scores below 78, is required.

Advanced Placement English Language (APIEL): A score of 4 or higher, SAT Verbal: A score of 480 or higher. International English Language Testing System (IELTS): A score of 7 or higher. Additional information is available at <http://elc.msu.edu>

internship requirements; consideration of graduate transfer credits; passing two comprehensive examinations; selecting a dissertation topic; passing the oral defense of the dissertation proposal; and successfully defending the dissertation.

The student should meet with her/his Guidance Committee immediately after its formation. Either before or at this time, the student should select a Chairperson of the Guidance Committee. Within one semester after the committee has met, the Chairperson of the Guidance Committee shall file a Guidance Committee report with the Dean of the College of Arts and Letters, listing all requirements. A copy of the Guidance Committee report will be given to the student and another copy of the report placed in the student's AAAS file. The Guidance Committee report officially establishes the student's proposed program of study in AAAS; note that this report must be filed with the College of Arts and Letters before the student can take her/his Comprehensive Examinations.

In consultation with the Director of AAAS and consistent with University and College policies, the student may change the composition of the Guidance Committee.

2. *Academic Advisor/Major Professor Responsibilities*

- Ensure that new students have a copy of the graduate handbook.
- Help the student remain current with program, college and university policies, procedures and requirements pertaining to all aspects of the program.
- Provide support and information to the student regarding program, college, and university activities.
- Monitor a provisional student's progress in meeting requirements and notify the Director of AAAS concerning the student's status at the conclusion of the provisional admission period.
- Advise the student in the selection of courses before the Guidance Committee has been formed.
- Review and approve all necessary graduate forms, including the Annual Progress Report, which must be completed by March 15th of each year.
- Assist the student in the selection of Guidance Committee members and assume responsibility for clarifying their roles.
- Chair Guidance Committee meetings, help to plan the program, review the research proposal, and conduct the final oral examination in defense of the dissertation.
- Advise the student in preparing a draft of the program plan for discussion and approval by the Guidance Committee.
- Advise the student concerning program adjustments and assist in completing proper forms.
- Coordinate preparation of the Comprehensive Examinations, administer them, coordinate evaluation, and provide feedback to the student.
- Provide guidance in developing the student's research proposal, in conducting the research, and in preparing the dissertation.

- Determine when and how the dissertation may be distributed to committee members for review, prior to the final oral examination.

3. If the Major Professor Leaves MSU

In the event that a major professor leaves or is preparing to leave the university, the student and the professor should consult with the Director of AAAS and attempt to identify an appropriate replacement.

4. Request for a Change of Advisor/Major Professor

The Director of AAAS, upon receiving written correspondence from either the graduate student or major advisor stating there is no longer an amicable work relationship will meet with each individual and assist with a resolution to the situation.

5. Dissertation Advisor

If the major professor/advisor is not the director of the dissertation, the following policy will apply: dissertation advisor shall be a core member of the AAAS faculty in possession of a Ph.D. and with expertise in the area of interest of the project which he/she is supervising.

V. FIVE YEAR PLAN (IDP)

Synopsis of the Doctoral Program

A. The First Year

- Completion of first year courses (AAAS 829, 830, 831, 832) and electives selected in consultation with the Director of AAAS and/or major advisor.
- Begin first year of the Africana Language requirements (note that the Africana Language course requirement is **not** counted toward the 30 credit PhD requirement)
- Selection of the major advisor and Guidance Committee. An additional semester for the selection of the major advisor may be requested in writing by the student to the Director of AAAS.
- Submit Guidance Committee report by end of first year, but not later than first semester of next academic year.
- Completion and submission of the form entitled "Report of the Guidance Committee-Doctoral and Other Programs." The final typed form must be signed by the student and all members of the Guidance Committee. This requirement should be completed in conjunction with the initial Guidance Committee meeting.

B. The Second Year

- Continuation of course work (sub-discipline/concentration), as well as others.
- Enrollment in research methods courses prescribed by the Guidance Committee.
- Complete a second year (where applicable) of the Africana Language requirements (note that the Africana Language course requirement is not counted toward the 30 credit PhD requirement) All students must be certified in their language requirement by the end of the second year.
- Continuation of course work prescribed by the Guidance Committee, including AAAS 893A and 893C.

C. The Third Year

- Successful completion of the General, Concentration (Sub-Disciplinary), and Oral Comprehensive Examinations.
- Submit a dissertation proposal to the Guidance Committee and pass an oral examination in defense of the proposal. This examination must be passed before the student may begin dissertation research.

D. Fourth Year and Fifth Year

- Dissertation research and/or writing.

E. The Fifth Year and Final Semester

- Final oral examination in defense of dissertation.
- Submission of dissertation to the University, to the AAAS Director, and to the major advisor.

VI. EXAMS (MASTERS THESIS AND DOCTORAL COMPREHENSIVE EXAMS)

Master's Thesis

Masters Option A students must pass a two-committee member supervised, four credit, research thesis course (AAAS 899) and submit a thesis of no less than 50 pages, to complete the Masters degree and begin the PhD in African American and African Studies degree work. The committee chair and additional committee member must be AAAS core faculty members.

Masters Option B students must pass a three credit independent study research project and submit a project paper of no less than 10,000 words, supervised by a AAAS core faculty member who must be the instructor of record (AAAS 898).

To initiate this process, students must use and complete with full approvals, the Masters' Thesis Approval Form submitted to and approved by the Director of AAAS before the thesis writing begins.

Students completing the Masters Thesis (Option A) will submit and publically defend the masters' thesis research document to their two-person committee as a two hour minimum exam. Final approved and passed masters theses must be submitted to the University through the graduate school according to the procedures as stipulated here <http://grad.msu.edu/etd/>

Doctoral Comprehensive Examinations

Students must pass two Comprehensive Examinations: a General Examination in African American and African Studies and an examination in the area of sub-disciplinary Concentration. An oral exam is scheduled as an additional but final component of both of these exams.

When the required course work is complete, the doctoral student is eligible to take the two required comprehensive examinations for this program. The examinations can only be taken after the doctoral student has completed his/her required AAAS core curriculum and specialization coursework. If the degree is not completed within eight years, the comprehensive examinations must be taken again.

There are three AAAS required comprehensive examinations: a general examination, a concentration/specialization examination, and an oral exam. The two exams must be taken within a close proximity of time within the same academic year. Within a period not to exceed two weeks after the last written examination is completed, an oral examination will follow with the student's guidance committee.

To initiate this process, students must use and complete with full approvals, the **Doctoral Comprehensive Exams Approval Form** with attached comprehensive exam reading lists submitted to and approved by the Director of AAAS before exams are taken.

General Comprehensive Examination

The General Comprehensive Examination is designed to assess the student's broad knowledge of the field of African American and African Studies: its origins and development; theoretical approaches to researching and teaching the global Black experience; its interdisciplinary, gender, Diasporic, and comparative dimensions. The exam assesses students' abilities to compete for academic careers as teacher-scholars in African American and African Studies departments. Students successfully completing this exam should be able to teach core and introductory courses in the discipline at African American and African Studies departments across the country and around the world. The examination is based largely upon the course work that was completed by students in the core curriculum coursework. Students are expected to sit for their exams no later than their third year of academic study in the PhD program.

A month prior to taking each of the two comprehensive examinations, the student is required to notify, in writing, or by e-mail, the Director of AAAS. The Director will request direct consultation with the student and request from the student full committee information so that the program can set up the file-sharing e-process that

aligns the committee and AAAS administrative unit. Students will schedule (have the option of scheduling) the General Comprehensive Examination and the Concentration Comprehensive Examination in the same academic year. Aside from the general guidelines and rubrics outlined below, the specifics of the Comprehensive Examination process will be ascertained by the student's advisor and Guidance Committee.

The student must be registered during the semester in which she/he intends to take the comprehensive examinations. The General Comprehensive Examination generally consists of a group of three-five questions with responses to each question consisting of a ten (4-5 questions) to fifteen (3 questions) page minimum. Questions will be provided by the student's Guidance Committee. Since the General Comprehensive Examination is based largely upon the foundational concepts and scholarship covered in AAAS 829, AAAS 830, and AAAS 831 and AAAS 832, at the advisement of the Director, the Graduate Affairs Committee and the Curriculum Committee will annually post a list of readings to be used by the committee to devise questions for general comprehensive exam. The reading lists will be retrieved from the professors who regularly teach these courses. Lists will be made available at the end of the spring semester of each academic year. The student will be given 72 hours to take the General Comprehensive Examination.

Evaluation of the student's General Comprehensive Examination will be by the members of the student's Guidance Committee. The Director of AAAS will also be provided a copy of the student's examination for the student's file. The student's grade will be either pass or fail. The student will be notified in writing by the Chairperson of the Guidance Committee of the results of the examination within two weeks after taking the examination. Should the student fail any part of or the entire examination, the Chairperson of the Guidance Committee, in consultation with the other members of the Guidance Committee, will make a determination as to whether the student should be permitted to retake the examination or revise that part of the examination that was not passed. No student can retake the examination or revise any section of the examination more than once.

Failure to pass the examination, upon retake or revision, will result in offering students the option of graduating with a Master's Degree in African American and African Studies (Terminal Masters Option B or dismissal from the AAAS doctoral program. Students selecting the Masters Option B as an option must successfully complete AAAS 898 (Master's Research Paper) in fulfillment of completing the Master's degree.

Concentration (Sub-Disciplinary) Comprehensive Examination

In consultation with her/his Guidance Committee, the student will develop a reading list based upon her/his concentration/specialization in the discipline of African American and African Studies. This examination is designed to determine the student's knowledge of the concentration/specialization and preparation for doing research in the academic concentration. The list should consist of 75 titles, principally primary sources, and be directly linked to her/his dissertation project; it should be given to the student's Guidance Committee at least one month prior to taking the examination. Unlike the General Comprehensive Examination, the questions for the Concentration Comprehensive Examination are directly linked to the student's dissertation research.

The student will be given 72 hours to take the Concentration Comprehensive Examination. The exam format will consist of 3 to 5 questions with responses to each question consisting of a ten (4-5 questions) fifteen (3 questions) page minimum for each question

Evaluation of the student's Concentration Comprehensive Examination will be by the members of the student's Guidance Committee. The Director of AAAS will also be provided a copy of the student's examination for the student's file. The student's grade will be either pass or fail. The student will be notified in writing by the chairperson of the Guidance Committee of the results of the examination within two weeks after taking the examination. Should the student fail the entire examination or any part of it, the Chairperson of the Guidance Committee, in consultation with the other members of the Guidance Committee, will make a determination as to whether the student should be permitted to retake the examination or revise that part of the examination that was not passed. No student can retake the examination or revise any section of the examination more than once. Failure to pass the examination, upon retake or revision, will result in offering students the option of graduating with a Master's Degree in African American and African Studies (Terminal Masters Option B or dismissal from the AAAS doctoral program. Students selecting the Masters Option B as an option must successfully complete AAAS 898 (Master's Research Paper) in fulfillment of completing the Master's degree.

Oral Exam

The introduction of a "third" exam (taken after the first and second "general" and "concentration" exams, and before the fourth exam, the "dissertation proposal defense") was ratified by the AAAS Core Faculty in April 2010. The oral exam would be an option for doctoral students who as of April 2010 had a handbook which did not mandate the oral exam; but the oral exam would be mandatory for incoming doctoral students who hold 2010-11 and subsequent year doctoral handbooks which incorporated the new oral exam policy into the doctoral exam structure at AAAS.

Oral exams were introduced as part of the doctoral exam structure at AAAS to strengthen the quality of graduate students' academic and professional skills beyond mere "written" knowledge of the discipline and thus to further expand students' delivery of such knowledge through oral and digital communications presentation. Orals would prepare students for the required public dissemination of disciplinary knowledge at conferences and workshops, but would especially help students compete for academic employment through the academic job talk as well as prepare students for the delivery of the deep content of and the public speaking skills required for teaching in the African American and African Studies' discipline.

Guidance committees directed by committee chairs may organize "oral" exams by scheduling an "independent" oral exam immediately (3 weeks) after the completion of the Concentration exam whereby committee members will query, quiz, debate doctoral students who have passed both exams on deeper directions, silences, absences, clarifications, defenses of their answers.

A second option is to schedule a "fused oral/proposal defense" exam long proposal defense exam (at least a three hour exam) whereby half of the exam is

dedicated to questions committee members may have drawn from the General and Concentration exam responses as envisioned above; while the second half is dedicated to defending the proposal dissertation. If this is the option selected, “fused oral” exams may be scheduled within a period of three months after the student has passed his/her Concentration exam, but candidates must be prepared to be rigorously assessed on both the General and Concentration exams as well as the Proposal Defense Exam.

This will give the candidate enough time to prepare for the proposal defense paper which should be at least 25-30 pages and well researched, presenting a compelling dissertation research objective, a thorough lit review, methodology and research design, and a plan of action through a table of contents chapter preview/overview.

Dissertation Proposal

Students must submit a dissertation proposal to the Guidance Committee and pass an oral examination in defense of the proposal. This examination must be passed before the student may begin dissertation research. The proposal defense paper should be at least 25-30 pages and well researched, presenting a compelling dissertation research objective, a thorough lit review, a methodology and research design, and a plan of action through a table of contents chapter preview/overview. The paper must be officially presented to the student’s guidance committee and evaluated for passing, revision, or failure. The proposal should be submitted to the student’s chair and committee no later than 14 working days in advance of its scheduled proposal oral defense. Students successfully passing the dissertation proposal defense are considered PhD Candidates or ABD (All But Dissertation) status.

Time Limits

Comprehensive examinations must be taken and passed within ten semesters and all requirements completed within sixteen semesters of study as a doctoral student. If the degree is not completed within eight years, comprehensive examinations must be taken and passed again.

Dissertation Defense and Final Oral Examination

1. A doctoral dissertation is an original scholarly project based on original research, which makes a significant contribution to the study of the social, cultural, economic, and political experiences of Black peoples in the United States, Africa, and elsewhere in the African Diaspora. The Chair of the student’s Guidance Committee will direct the dissertation with the assistance of the whole committee, to be chosen by the student and approved by the Director of AAAS. All doctoral students must register for and successfully complete a minimum of 24 credits of doctoral dissertation research (AAAS 999) and a maximum of 36 dissertation credits (AAAS 999).
2. The AAAS doctoral student will submit a dissertation proposal to the Guidance Committee and pass an oral examination in defense of the

proposal. This examination must be passed before the student may begin dissertation research.

3. The AAAS doctoral student will present the results of the dissertation in a seminar open to the academic community. The AAAS doctoral student will make an oral presentation on the results of the dissertation to the Guidance Committee, followed by a question and answer period. The Guidance Committee will meet separately following the presentation to determine whether the student has passed or failed the oral examination. The student will be informed of the results immediately following the discussion by the Guidance Committee.
4. This defense will be publicized throughout the University two weeks prior to the scheduled defense date. The student must be registered for a minimum of one credit during the semester of the defense.
5. The dissertation must be prepared in accordance with the specifications in *The Graduate Guide to the Preparation of Master's Theses and Doctoral Dissertation*, a handbook that is available, along with a packet of required forms relating to the dissertation, from the Office of the Graduate School website. An abstract of the dissertation not exceeding 350 words must also be prepared as specified in the handbook. Please go to the following website for the details of the dissertation submittal process <http://grad.msu.edu/etd/>
6. One copy of the doctoral dissertation must be submitted to the African American and African Studies program following the defense. This copy must be a black-bound copy.

VII. AAAS PROGRAM POLICIES ON ACADEMIC PERFORMANCE

1. *Acceptable Academic Standing*

A student must:

- be actively pursuing a graduate degree program.
- maintain a cumulative grade-point average of 3.25.
- not accumulate grades identified by DF (deferred) in more than 8 credits (excluding courses numbered 899 and 999).
- be making reasonable progress towards completion of AAAS required courses, comprehensive examinations, dissertation proposal and the dissertation.

For a student who has passed the Comprehensive Examinations, acceptable academic standing requires that 1) within one year of passing the Comprehensive Examinations, the student must have an approved dissertation prospectus and have completed at least 50% of the data-gathering phase of his/her research and 2) within one year of approval of the dissertation prospectus, the student must have completed the writing of the dissertation.

2. *Academic Progress Warnings*

When a AAAS graduate student's progress or performance is determined to be unsatisfactory, the student will be notified in writing in a timely manner by the AAAS director, and a copy of the notice will be placed in the student's academic file. The student will be required to acknowledge the warning from the Director of AAAS by signing and returning a copy of the original warning letter.

When a AAAS student's status in a program has been determined to be in jeopardy, the student will be informed in writing in a timely manner by the AAAS director, and a copy of the notice will be placed in the student's academic file. The student will be required to acknowledge the warning from the Director of AAAS by signing and returning a copy of the original warning letter.

3. *Evaluation of Graduate Student Progress by Guidance Committee*

The AAAS student's Guidance Committee will review at least once a year the student's progress in his or her research or creative activity as well as other academic work. A report on the results of this review will be signed by the members of the Guidance Committee and by the student. This report will be filed with the Director and will be placed in the student's file, together with any response that the student may attach to the report of the Guidance Committee.

4. *Annual Evaluation of Graduate Student Progress with Major Advisor*

Once a year, the major advisor and the graduate student will complete the appropriate portions of the AAAS Annual Progress Report Form. The Annual Progress Form will be due to the director of AAAS no later than April 15th of each year. The major advisor and the student will meet to discuss this evaluation and, if applicable, sources of funding. The major advisor and the student will sign the completed Annual Progress Report and submit it to the Director. It will be placed in the student's file. The annual evaluation by the major advisor should be coordinated with the review of the student's progress by the Guidance Committee; the two reports may be combined to avoid duplication. Graduate students who wish to appeal any part of the major advisor's evaluation may do so in writing to the Director of AAAS, and this appeal will be filed with the Annual Progress Report.

5. *Graduate Student Rights Concerning Annual Evaluation*

Each AAAS graduate student has the opportunity to discuss with the Director of AAAS or an appropriate AAAS faculty committee, any aspects of his

or her studies that seem relevant for successful completion of the graduate program, including problems that may hinder progress, and any appeal of the faculty advisor's evaluation (see above). Recommendations based on this review will be communicated in writing to the major advisor and the graduate student within two weeks of the meeting, and that report will be placed in the graduate student's file.

6. *Dismissal from AAAS Doctoral Program*

A student may be dismissed from the AAAS Doctoral Program if:

- after receiving notices of lack of academic progress or performance, the student has failed to comply with the specific written conditions imposed by the major advisor in conjunction with the Director of AAAS.
- the student fails the Comprehensive Examination and the retake of the Comprehensive Examination.

7. *Contents of AAAS Student's Departmental File*

The AAAS student's academic file will contain most, if not all, of the following items:

- original university application
- letters of recommendation
- writing sample submitted for admission purposes
- GRE scores
- semester grades
- academic progress reports
- correspondence initiated by the student to the Director
- correspondence initiated by the Director to the student
- any AAAS fellowship appointment forms for the student

AAAS students on graduate assistantship appointments will have a separate folder for all material related to the assistantship such as required by the GEU contract:

- appointment forms
- letters of offer
- letters of acceptance of assistantship
- evaluations of research or teaching assistantships

8. *AAAS Graduate Student Access to Educational Records*

AAAS graduate students will have the right to inspect any of their educational records, including their official transcript. Students also will have the right to inspect reports and evaluations of their academic performance. The student will not be allowed access to confidential letters of recommendation.

Upon written request to the Director of AAAS, the student may have access to his/her file. The file will not be allowed to leave the AAAS main office.

VIII: AAAS POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

1. *Guidelines for Integrity in Research and Creative Activities*

Each AAAS faculty advisor and graduate student will be provided a copy of Guidelines for Integrity in Research and Creative Activities.

2. *AAAS Standards of Professional Integrity*

The AAAS graduate student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards.

The graduate student is responsible for learning the content of a course of study according to standards of performance established by the faculty and for adhering to standards of professional behavior established by the faculty.

The graduate student has a right to scholarly relationships with faculty based on mutual trust and civility.

The graduate student has a right to protection against improper disclosure of information concerning academic performance and personal characteristics such as values, beliefs, organizational affiliations, and health.

3. *Protection of Scholarship and Grades*

The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall:

- claim or submit the academic work of another as one's own.
- procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.
- complete or attempt to complete any assignment or examination for another individual without proper authorization.
- allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.

- alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- fabricate or falsify data or results.

4. *MSU Ordinance on Examinations*

- No person shall procure in any unauthorized manner any examination question or answer related to any course of study offered at Michigan State University, regardless of the form or format in which such question or answer may originally have been maintained.
- No person shall furnish to any unauthorized person any examination question or answer related to any course of study offered at Michigan State University, regardless of the form or format in which such question or answer may originally have been maintained.
- The unauthorized possession of any of the aforesaid examination documents shall be considered prima facie evidence of an attempt to violate the provisions of this section.

5. *All-University Policy: Integrity of Scholarship and Grades*

The following statement of University policy was approved by the Academic Council and the Academic Senate, and serves as the definitive statement of principle and procedure to be used in instances of academic dishonesty:

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. (See General Student Regulation 1.00, Scholarship and Grades, for specific regulations.) Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.

If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.

In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the director of AAAS in writing of the circumstances.

The student who receives a failing grade based on a charge of academic dishonesty may appeal a judgment made by a department, school, or a college. Refer to Academic Freedom for Students at Michigan State University.

When in the judgment of the director of AAAS, action other than, or in addition to, a failing grade is warranted, the director will refer the case to the college-level Hearing Board, which shall have original jurisdiction. In cases of ambiguous jurisdiction, the appropriate judiciary will be randomly selected by the Assistant Provost from one of the three core colleges. Appeals from the judgment may be made to the All-University Academic Integrity Review Board. Refer to Academic Freedom for Students at Michigan State University.

In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted; the instructor will report the case to the director of AAAS and to the student's academic dean. The dean will then refer the case to the college-level Hearing Board, which shall have original jurisdiction. Refer to Academic Freedom for Students at Michigan State University.

(See also: Graduate Student Rights and Responsibilities, Article 5 and Medical Student Rights and Responsibilities, Article 5.)

6. *Policies concerning the Use of Human Subjects for Research*

http://humanresearch.msu.edu/about_irbs.html

This section explains the required departmental procedures to insure graduate student compliance with the guidelines and regulations of MSU's IRB (Institutional Review Board) for the protection of human subjects for research

MSU's IRB is an Institutional Review board (IRB). Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB before initiation. Under the regulations, research is defined as a formal investigation designed to develop or contribute to general knowledge. A human subject of research is an individual (1) from whom an investigator obtains data by interaction or intervention or (2) about whom the researcher obtains confidential information.

• How the Review Process Works

Depending upon the level of risk to subjects in the protocol UCRIHS assigns the application to one of three review categories (exempt from full review, and expedited review, and full review) and sends it to one, two or five reviewers, respectively. If the reviewer(s) is satisfied that the rights and welfare of the human subjects are adequately protected, he or she approves it. However, if the reviewer has concerns, the reviewer returns written comments to the MSU IRB office for transmission to the investigator. The investigator must then send a response to each comment, in writing, to UCRIHS which will forward it to the reviewer(s). If the proposal is either an exempt or expedited proposal, an approval letter can be issued as soon as the reviewer(s) approves. When a proposal receives full (five-member sub-committee) review, an approval letter is issued after the proposal is discussed and approved by vote of the full committee at its monthly meeting.

• What Students Must Do Regarding MSU IRB:

All graduate students in African American and African Studies planning to use human subjects in their dissertation research must complete the two IRB-related training sessions:

1. An on-line tutorial regarding research ethics. This tutorial is offered by MSU's Office of Research Standards and Ethics and can be accessed through <http://www.humanresearch.msu.edu>. The tutorial provides researchers with the specific information that they need to prepare for the Institutional Review Board (IRB) review of their research, and completion of this tutorial is required by the IRB. Students are responsible for making sure that the Department has a copy of their certificate of completion.
2. One workshop that deals with human subjects from the series offered through the Graduate School. This workshop series presents broadly-based informational sessions regarding research ethics in general as well as specific MSU IRB regulations. Students must attend the session regarding research involving human subjects. Consult the Graduate School web site http://www.msu.edu/user/gradsch/all_respconduct.html for a schedule of workshops and registration information. Students are responsible for making sure that the Department is notified of their attendance.

Completion of these training sessions is noted in the student's file in the Director's Office. Students are responsible for making sure that the Director has a copy of their certificate of completion of the tutorial, and the signature sheet that confirms their completion of the Graduate School workshop.

Get Research Approval

A student whose research involves human subjects must receive approval for their project from the University Committee on Research Involving Human Subjects prior to initiating data collection for their pre-dissertation research or doctoral dissertation.

Copies of the IRB application form (a blank form is included here among the Appendixes) and the official notification of IRB approval must be kept in the Student's file maintained by the Department's Graduate Secretary and in the files maintained by the student's Guidance Committee Chair. The student should also keep copies in his/her own personal files.

Enforcement

Failure to satisfy the University and Department ethical standards and IRB regulations is considered grounds for dismissal of a student from the program.

IX. STUDENT CONDUCT AND CONFLICT RESOLUTION

1. *Academic Freedom for Students at Michigan State University (AFR)*

The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards.

A student, who receives a penalty grade based upon a charge of academic dishonesty, even if not referred for disciplinary action, may seek a hearing according to the procedures in this Article. In such a hearing, the burden of proof shall rest upon the instructor whose prior assignment of the penalty grade will constitute a charge of academic dishonesty. The hearing board shall proceed in compliance with applicable academic legislation on the integrity of scholarship, grades, and professional standards, and the procedural and appeal provisions of this document shall apply. (See also AFR, Article 2.4)

2. *Grievance Procedures for AAAS*

Students should consult the AAAS Bylaws and follow the recommendations stipulated therein.

3. *Informal Resolution of Conflicts*

AAAS encourages its graduate students to first discuss any perceived conflict with either the instructor (if a course is involved) or the academic advisor (if that is where the problem lies). While the Director of AAAS may also be contacted, students with grievances may wish to consult the MSU policies regarding student grievances.

X. AAAS WORK-RELATED POLICIES

General Information

Graduate assistantships are awarded on a competitive basis to students pursuing a graduate degree in the African American and African Studies Program. These assistantships are awarded for the academic year and are typically renewed if the student is making satisfactory progress toward the degree. All assistantships are dependent on the availability of funds.

Graduate Employees Union

Pursuant to authority vested in the Michigan Employment Relations Commission, IT IS HEREBY CERTIFIED that Graduate Employees Union/AFT has been designated and selected by a majority of the employees of the above-named employer, in the unit described below, as their representative for the

purposes of collective bargaining, and that pursuant to Sections 26 and 27 of Act No. 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act 336 of the Public Acts of 1947, as amended, the said organization is the exclusive representative of all the employees in such unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

For complete information on representation by the GEU, go to: www.msu.edu/user/gradschl/geo/workcopy.pdf

Criteria for New AAAS Assistantship Selection

Students will be considered to be applying for an assistantship when they initially apply for admission to the graduate program. Students offered new appointments are selected on the following basis:

- original university application
- letters of recommendation
- writing sample submitted for admission purposes
- GRE scores
- experiences noted in resume
- MSU graduate grades if already enrolled in program

Criteria for Reappointment/Allocation for Continuing AAAS Assistantships

A student must:

1. Be actively pursuing a graduate degree program
2. Maintain a cumulative grade-point average of at least 3.25
3. Not accumulate deferred grades (identified by "DF") of more than 8 credits in coursework (excluding courses numbered 899 and 999)
4. AAAS Annual Progress Report must be done by April 15th of each year before renewal.

All criteria are weighted equally for assistantship consideration.

For continuing GAs: If, by the end of a semester and after a warning, the Graduate Assistant fails to meet one or more of the requirements above, the Graduate Assistant shall receive a warning and be allowed to hold the Graduate Assistantship for one additional semester. If at the end of the additional semester the Graduate Assistant has failed to meet one or more of the requirements above, the Graduate Assistantship shall be withdrawn. AAAS will provide ten (10) semesters of Graduate Assistantship funding once a student has been offered and accepted an assistantship. This is contingent upon the student maintaining the criteria for reappointment as noted above.

Assistantship Levels

Graduate Assistants are appointed at one of three levels:

Level I:

Students with less than one year of experience as a Graduate Assistant or a full support fellow. They teach, conduct research, perform administrative tasks or other supervised duties such as reading and grading papers.

Level II:

Students with a master's degree or equivalent and/or two semesters of experience as a Graduate Assistant or a full support fellow in the appointing department/unit or in a department/unit considered relevant by the chairperson of the appointing department. They teach, conduct research, grade papers, or perform administrative tasks with moderate supervision. Advancement from Level I to Level II is usually routine. The advancement is accompanied by an increase in stipend at least to the minimum of the Level II range established by the University.

Level III:

Students with a master's degree or equivalent and at least four semesters of experience as a Graduate Assistant (or equivalent experience at the faculty level) in the appointing department or in a department considered relevant by the chairperson of the appointing department may teach, conduct research, or perform administrative tasks with minimum supervision. Advancement to the rank of Level III, or Senior Graduate Assistant, is on a merit basis with the above prerequisites being considered minimal. Within the range established for the University, the stipend depends upon the qualifications of the individual and the availability of funds in the department.

Assistantship Appointments and Responsibilities

Graduate Assistants are appointed on a quarter-time, half-time, or three-quarter-time basis for 18 weeks each for Fall and Spring Semesters and 12 weeks for Summer Semester. The approximate expectation of a normal workload, averaged over the entire period of the appointment is:

- a. 10 hours per week for a quarter-time stipend;
- b. 20 hours per week for a half-time stipend; or
- c. 30 hours per week for a three-quarter-time stipend.

Graduate Assistants are responsible for understanding the weekly workload expectations during the entire period of their appointments. This includes work assigned and the time frame within which the work must be completed, essential duties and responsibilities, work conditions and vacation opportunities, if any.

Enrollment Requirements

Graduate Assistants must be registered each semester in which they hold Assistantships, as follows:

- a. Doctoral students with a quarter-time Assistantship or a half-time Assistantship must carry at least 3 credits. They may carry a maximum of 16 course credits, excluding 899/999 credits. Doctoral students who have passed Comprehensive Examinations may enroll for 1 credit the semester after the student's unit administrator submits the completed exam form to the appropriate college Associate Dean.
- b. Master's students with a quarter-time Assistantship or a half-time Assistantship must carry at least 6 credits. They may carry a maximum of 12 course credits, excluding 899/999 credits.
- c. Doctoral and Master's students with a three-quarter-time Assistantship must carry at least 3 credits. They may carry a maximum of 8 course credits, excluding 899/999 credits.*
- d. During the summer session, graduate assistants must carry a minimum of 3 credits.*
- e. Visitor credits may count as part of a student's credit load if approved in writing by the student's department chair or unit director, college and the Dean of the Graduate School.
- f. Deviations from the minimum enrollment requirements listed above, except as noted for doctoral students, are permitted only during the semester in which the degree is granted, when students must enroll for at least the number of credits required to complete the degree or meet the University minimum registration requirements of one credit.

*Doctoral students may enroll for 1 credit under the conditions described in (a) above.

Graduate Assistant Illness/Injury/Pregnancy Leave Policy

A Graduate Assistant unable to fulfill the duties of her/his appointment because of illness or injury shall notify the administration of her/his appointing unit as soon as circumstances permit. Similarly, a Graduate Assistant unable to fulfill the duties of her appointment because of pregnancy shall notify the administrator of her major unit as soon as circumstances permit. During the illness, injury, or pregnancy, the appointing unit shall adjust (reduce, waive, or reschedule) the graduate assistant's duties as those duties and the assistant's physical circumstances reasonably dictate. If total absence from duties becomes necessary and the Graduate Assistant is still enrolled, the appointing unit shall maintain the stipend of the appointment, provided for the period of two months or to the end of the appointment period or the semester, whichever occurs first. The graduate assistant shall have the right to return to the Assistantship, within the original terms of the appointment, at such time as she/he is able to resume their duties. GEU Contract Article 18.

Graduate Assistants' Vacations

Individuals holding Graduate Assistantships are expected to adhere to the vacation schedule adhered to by regular faculty members. Extended periods away from the University are strongly discouraged.

Graduate students receiving financial support through the university via extramural grants awarded through the department or general funds are expected to be on campus and actively pursuing graduate education for at least 11 of the months in a calendar year. Breaks between semesters, if taken, are considered part of the annual 22 days of vacation per year.

Graduate students receiving financial support through the university via extramural grants or general funds may make arrangements with the department chairperson to work on graduate studies at another institution for a portion of their graduate program.

Graduate students in the department must arrange vacation time with the academic advisor. Forms are available in the department office for requesting vacation and other forms of leave.

Desk Space and Computer Facilities

African American and African Studies provides up-to-date computers located in Room 1 Morrill Hall in two graduate student carrels. This is A SHARED space, so you may not leave your personal items in the carrel. Access to the carrels is from 8:00 am to 5:00 pm Monday through Friday.

If a AAAS graduate student's assignment is as a teaching assistant, the employing department must provide the student with access to a telephone, copier, supplies, access to internet and a place to hold office hours.

Electronic Mail

All students can obtain electronic mail accounts on the MSU e-mail system at no cost. Once you have your account, please inform the AAAS secretary so that it can be added to the AAAS computer mailing lists.

Graduate Student Mailboxes

Each student has an assigned mailbox in room 1 Morrill Hall. Please check your mailbox AT LEAST ONCE A WEEK, as this is the means to give you messages or notification of important events. Please do not use the AAAS office address to receive personal mail.

Computers

Please do not ask to use the support staff members' machines in the office, or for any support staff person to type for you. There is a typewriter available in Room 1 Morrill Hall should you need to use one.

Supplies

Supplies needed to assist you in your research assistantship assignments may be obtained from the AAAS secretary.

Copy Machine

The office copy machine is to be used for program-related tasks only. The department copier is off limits for articles, thesis or dissertation copying. NO PERSONAL COPYING IS TO BE DONE ON THE AFRICAN AMERICAN AND AFRICAN STUDIES MACHINES. There are copy machines located across campus for this purpose. Our budget will not allow for personal copying by graduate students. Of course, if you have an emergency situation, please consult with the AAAS secretary for guidance and assistance.

Tax Status of Stipends

Graduate Assistantship stipends are not subject to Social Security (FICA) taxes.

Stipends are subject to income taxes with few exceptions. The taxability of stipends is subject to review by the Internal Revenue Service. For more information, call the Payroll Office at 355-5010. Please note that tax laws are subject to continuing revision and students should verify their tax liability yearly.

Health Insurance

Graduate students employed as teaching assistants are covered by the health benefits explained in Article 21 of the GEU Contract.

All other Graduate Assistants (domestic and international) are automatically enrolled in a GA health insurance plan, the premium of which is paid by the University. The plan provides the following coverage:

- a. Fall appointment only: coverage from August 15 to February 14 of the following year.
- b. Fall and Spring appointments: coverage from August 15 to August 14 of the following year.
- c. Spring appointment only: coverage from January 1 to August 14.
- d. Summer appointment only: coverage from May 15 to August 14.

Enrolled students may also insure their eligible spouse and/or dependent children (residing with the insured). MSU will contribute \$500 annually toward the cost of a spouse* or child and \$650 annually toward the cost of a spouse* and/or multiple dependents.

For questions regarding coverage under this plan, enrollment or premium payment, contact The Chickering Group directly at 1-800-859-8452 or on the web at <http://www/chickering.com/msudirect.htm>.

For questions concerning waiver processing or general information, contact MSU Benefits Office at 517-353-4434 or 1-800-353-4434, or via email at studentinsurance@hr.msu.edu. The Benefits Office is located at 1407 South Harrison Road, Suite 140A (Nisbet Building), East Lansing MI 48823 and on the web at <http://www.hr.msu.edu/depts/benefits>.

*Reference to spouse includes MSU-recognized same-sex domestic partners of Graduate Assistants.

Outside Work for Pay While on Assistantship

The Assistantship represents an obligation for the student to perform various duties of benefit to the program in return for financial assistance. It is assumed that these duties in combination with the normal course of studies will amount to a full-time load.

Outside work for Graduate Assistants is discouraged. Before beginning outside employment the Assistant should discuss the outside employment with the Assistantship supervisor and how the Assistantship obligations will be fulfilled.

XI. UNIVERSITY RESOURCES

AAAS Department

Director's Office.....	432-0869
Secretary.....	432-0869
College of Arts and Letters	
Dean's Office.....	355-4597
Associate Dean's Office.....	355-5360
University Administration	
Admissions and Scholarships - 250 Admin Bldg.....	355-8332
Enrollment Services - 216 Admin Bldg.....	353-9187
Billing Statements - 142 Admin Bldg.....	355-3343
PAN Numbers - 150 Admin Bldg.....	355-3300
Payroll (direct deposit) - 350 Admin Bldg.....	355-5010
Graduation - 160 Admin Bldg.....	355-3300
Transcripts - 50 Admin Bldg.....	355-5150

Graduate School - 118 Linton Hall.....	355-0300
Competitive Doctoral Enrichment Fellowships/	
Graduate Education Opportunity Program - 116 Linton.....	353-1803

Student Services

Graduate Record Exam - 207 Student Services.....	355-8385
ASMSU/COGS Legal Services - 329 Student Services.....	353-3716
Council of Graduate Students (COGS).....	353-9189
Office of Financial Aid - 252 Student Services.....	353-5940
Div. of Student Affairs & Services - 153 Student Services.....	355-2264
Career Services & Placement - 6 Student Services.....	355-9510
Counseling Center - 207 Student Services.....	355-8270
Department of Married Student Housing - 100 University Housing.....	355-9550
Employee Assistance Program - 205 Olds Hall.....	355-4506

Computer Center

Consulting Help Desk.....	432-6200
Computer Store - 305 Computer Center.....	432-0700
Scoring Office - 114 Computer Center.....	355-1819

International Center

English Language Center - A714 Wells Hall.....	353-0800
Director, Office for International Students & Scholars - 103 International Center.....	353-1741
Office of Study Abroad - 109 International Center.....	353-8920
International Studies & Programs, Dean's Office 301 International Center.....	355-2350

Library

Information Desk.....	432-6123 ext 165
Library Hours.....	432-6123

Student Health Services

Olin Health Center Information Desk.....	884-6546
Olin Health Center Appointments.....	884-6546
Olin Pharmacy.....	353-9165
Student Health Insurance Questions - Benefits Office, 140 Nesbit Building.....	353-4434

Resources and Services for Graduate Students

The University provides a wide array of services to students to assist them in adjusting to the rigors and inevitable stresses that come with a rigorous academic life.

Student Services

Michigan State University provides extensive student services to assist students and enhance the educational experience. Michigan State University recognizes that the total development of the individual-personal, social, and physical, as well as intellectuals of equal importance.

The Vice President for Student Affairs and Services has general administrative responsibility for all student matters. The multiple services and responsibilities are carried out through the office of Coordinated Minority Student Programs, Counseling, Financial Aid, Intramural Sports, Recreative Services, Placement Services (including Student Employment and the Career Information Center), Student Life, and University Housing Programs.

The Student Life area includes Campus Life Orientation, Health and Alcohol Education, Judicial Affairs, Off-Campus Housing and Commuter Programs, Service Learning, Student Activities, Student and Leadership Development, and Student Withdrawals and Records.

Michigan State University Library

It is strongly suggested that you take advantage of the library tours in order to more thoroughly familiarize yourself with all available resources. There are many branch libraries on campus.

Computer Center/Computer Center Store

Help Desk: telephone - 432-6200 - rooms 210 and 305 Computer Center
Computer Store: 432-0700

The help desk offers consulting help on canned statistical programs and “helps students help themselves.” It refers students elsewhere if User Services cannot offer enough assistance. The help desk will help students short of doing the job for them. There is no charge for the consulting service. Graduate student consultants from the Department of Statistics and Probability are available on an appointment basis about ten hours a week. They consult about design problems, appropriate statistical design, etc. There is no charge for this service. A number of short courses are offered through User Services, including a basic introduction to the computer, and discussion of collection and coding of data each semester.

Programming Service

355-4684

This is a professional group that charges professional fees for computer work. They can offer some statistical help although they are limited in this area. They can do just about any computer programming work. Student is given an estimate of charges which student must approve before job is performed.

Other Computer Facilities

Microcomputer facilities are available on campus, including laboratories in the Human Ecology and Union Buildings. Policies regarding use of equipment should be obtained from individual facilities.

Bookstore

The MSU Bookstore is located in the basement of the International Center on Shaw Lane. Off-campus bookstores are located in the East Lansing area.

Office for International Students and Scholars (OISS)

The Office for International Students and Scholars (OISS) serves international students and foreign faculty. OISS is a resource center for information and consultation on matters related to the international student and faculty/scholars. The staff is prepared to help in any of the various area of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. The OISS is located in Room 103 in the International Center and can be contacted by phone at 353-1720.

Learning Resources Center, 209J Bessey Hall

355-2363

This is a self-paced, individualized learning center that offers free assistance to students who want to improve their study skills. Its goal is to help you develop the strategies and techniques you need to be a successful student. Workshops on specific study skills are offered throughout the year.

Service Learning Center, 27 Student Services Bldg

353-4400

A volunteer program that gives students the opportunity to learn more about different work environments while providing community service. Staff are available to assist students in choosing a placement that meets their interests.

The Writing Center, 300 Bessey Hall

432-3610

This center offers writing consultation to graduate as well as undergraduate students. One on one consultations are best for small papers or projects like vitas, abstracts, and cover letters, while peer response writing groups offer help developing drafts of larger projects like research and conference papers, and even theses and dissertations. The center also has a library with books on resumes, vitas and cover letters, and examples of all of the above. Call 432-3610 to make an appointment, or email grammar@msu.edu for grammatical questions. You can also see their web site at (<http://www.msu.edu/user/writing>) for more information.

Career Services & Placement, 113 Student Services Bldg

355-9510

The Career Development and Placement Services office assists students in career advising and seeking employment upon graduation. Their office is located in 113 Student Services Building and can be contacted at 355-9510. Their staff does workshops, classes and individual advising on topics such as how to interview for internships or full-time employment through the Career Placement office. More information can be found in 113 Student Services Building.

*The Career Development Center, located in Room 6 Student Services Bldg, (355-9510, ext. 335) provides up-to-date information on career possibilities, self-evaluation tools, and resource material on career choice, planning and strategy.

Resource Center for Persons with Disabilities, 120 Bessey Hall

353-9642

Staff specialties available to respond to mobility, visual, hearing, alternative learner, and other handicapper populations to enable their involvement in University activities. Other resources are available to students with special needs.

Counseling Center Main Office, 207 Student Service Building

355-8270

Olin Health Center (for off campus students)

355-2310

Multi-Ethnic Counseling 207 Student Services Bldg

355-8270

Students should feel free to contact the Counseling Center for personal concerns and crisis. Professional counseling and psychological services are offered to assist with personal, as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to students carrying 7 or more credits. In addition to professional counseling, a self-management laboratory, and workshops are offered.

Olin Health Center

355-4510

The Student Health Service is located in Olin Health Center. In the event of an emergency, no matter what time of day, go directly to Sparrow Hospital, St. Lawrence or Michigan Capital Medical Center if possible. Otherwise go to the nearest emergency center.

Women's Resource Center, 332 Union Building

353-1635

Coordinates contacts relating to concerns of women and advocates women's issues by developing and implementing programs targeted for women faculty staff and students. They sponsor many workshops on campus.

Intramural Sports Facilities, 205 IM Sports West

355-5250

Students have access to equipment and facilities in the intramural facilities located in the IM-West, IM-East, and IM-Circle. Students must present a current MSU student ID and a picture ID in order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in the IM-East.

CIC Traveling Scholar Program, 118 Linton Hall

355-0300

A program which enables doctoral-level students at any CIC university to take advantage of educational opportunities at any other CIC university without change in registration or increase in tuition. Instructions and an application for the CIC Traveling Scholar Program may be obtained by downloading a PDF file (requires Adobe Acrobat) or by contacting The Graduate School at:

355-0301

Parking on Campus

Any vehicle you bring on campus must be registered through the Department of Police & Public Safety. Required student registration of motor vehicles can be done through the Department of Public Safety's Office of Parking (517) 355-8440 between the hours of 7:15 a.m. and 5:30 p.m. Generally, students with assistantships are eligible to obtain parking permits which allow parking at several lots throughout the campus. Graduate students without assistantships have permits allowing them to park in commuter lots on the outer edge of the campus. To obtain a parking permit the applicant must present their vehicle registration, student ID, drivers license and, if appropriate, last year's gate card.

If you do not have an assistantship, you may, under special circumstances, qualify for a parking permit. For example, if your vehicle is necessary to perform the duties for a job you hold on campus, you may apply for a parking permit. You will need to go to DPS and fill out a Special Request Form for a parking permit. A member of the staff of DPS will review your request and if they feel you need a parking permit off campus they will give you the opportunity to buy one.

Buses

CATA Buses serve all parts of the campus and connect with routes serving the Lansing and East Lansing area.

Bikes

The University maintains bicycle racks throughout the campus. Bikes should be locked to these racks when parked. Bikes are not permitted in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle

registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. An MSU bike or moped registration may be purchased from the Department of Police & Public Safety.

Council of Graduate Students (COGS) 316 Student Services Bldg, 353-9189; website: cogs@msu.edu

COGS is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters of tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in on and off campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative.

Academic Programs (University Catalogs)

These are the primary sources for university regulations, policies, procedures, costs, and academic program requirements. The latest edition is available online at www.msu.edu/unit/ucandc.

Spartan Life

This is produced by the Office of Student Affairs and Services and is available online at www.vps.msu.edu/SpLife/index.

The Schedule of Courses and Academic Handbook

Published each semester, provides selected updated information on courses, university regulations, policies, procedures, costs, and the academic calendar. It is available online at: www.ntweb8.ais.msu.edu/ScheduleBook/schedule.

The Faculty and Staff Directory

This is published by the Office of the Registrar. Copies for personal use may be purchased at the MSU Union Central Store or the MSU Bookstore.

The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations

Describes the final procedures for degree completion and manuscript requirements for your thesis or dissertation. It is available at <http://grad.msu.edu/format/htm>

The Graduate Post

A newsletter published every semester by The Graduate School. Its purpose is to highlight activities in graduate education at MSU and elsewhere, to publish opportunities available for professional enrichment through fellowships, scholarships and study programs, to announce important deadline dates and announce upcoming colloquia and symposia. This is available online at www.msu.edu/user/gradschl.

MSU News Bulletin

A weekly newspaper geared to University and faculty interest.

The State News

A daily newspaper that contains news and a listing of events of interest.

Short Term Loans

\$100: Associated Students of Michigan State University (ASMSU) administers a \$100 loan program for registered students who have paid their ASMSU student fee and have not received a refund. To obtain a loan, bring a valid MSU ID and a picture ID to 307 Student services. The loan is interest free for 6 weeks. Since the loan fund is a limited resource, money may not always be available; loans are never available during the last 3 weeks of any term. Office is located in 307 Student Services Building, phone: 353-0659.

\$250: The Office of Financial Aid administers a COGS-funded \$250 loan program. Applications for the \$250 loan are available in 259 Student Services, and take 2-3 business days to process. Make sure you write "COGS LOAN" clearly at the top of the application form! This loan is interest free for up to 60 days.

XII: AFRICAN AMERICAN AND AFRICAN STUDIES CORE FACULTY

African American and African Studies core faculty are categorized by their disciplinary area scope (African American Studies, African Studies, and African Diaspora Studies) and by their tenure home academic disciplines, treated by AAAS as their “sub-disciplines” or concentrations. African American and African Studies faculty conduct research and publish on a range of topics in the African American/African Studies domain of inquiry. Please read their research interests. The core faculty also teach a range of courses on African American and African Studies topics across the disciplines at MSU. Some teach in the core curriculum discipline and thus teach required courses for the African American and African Studies’ graduate degrees and undergraduate minor while you may also enroll in courses offered by the core faculty that are treated as “elective” courses for AAAS.

AFRICAN-AMERICAN STUDIES RESEARCH

Dr. April Baker-Bell - Assistant Professor - Writing, Rhetoric, and American Culture

Research Interests - Critical Studies of African American Language at the Intersections of Literacy and Pedagogy, Education, Languages and Linguistics, Humanities, Sociolinguistics, Race and Ethnicity, Academic Writing, African American Language, and CNV
adbell@msu.edu

Dr. Tamara Butler - Assistant Professor - English Education

Research Interests - Youth literacies, critical community engagements, critical multiculturalism, and youth activism

Dr. Charles Corley - Associate Professor - Department of Criminal Justice

Research Interests - Race, class and gender issues, family and crime, juvenile delinquency, adult correctional policy issues, evaluation research
corley@msu.edu

Dr. Cliff Broman - Professor - Department of Sociology

Research Interests - race and ethnic studies, sociology of African Americans, health disparities among African Americans.
broman@msu.edu

Dr. Dorinda Carter - Associate Professor - Department of Education

Research Interests - Race and equity in education, Black student achievement, Urban Education and Urban Teacher Preparation.
dcarter@msu.edu

Dr. Terah Venzant Chambers - Associate Professor - Department of Educational Administration

Research Interests - Comparative race in education, educational inequality and access, Affirmative Action
terah@msu.edu

Dr. Forest Carter - Professor - Department of Marketing/College of Business

Research Interests - African American entrepreneurship, economic development and culture in marketing.
carterf@bus.msu.edu

Dr. Pero Dagbovie - Professor - Department of History

Research Interests - African American historiography that are currently attracting significant attention and represent future areas of foci, popularity, and intellectual concern, including 20th century African American intellectual history, Black Women's history, the philosophy of black history, the history of the African American historical enterprise, African American Studies, Hip Hop Studies.
dagbovie@msu.edu

Dr. Joe T. Darden - Professor - Department of Geography
Research Interests - Urban Social Geography, Residential Segregation, and socioeconomic neighborhood inequality in multi-racial societies.
jtdarden@msu.edu

Dr. Kristie Dotson - Assistant Professor - Department of Philosophy
Research Interests - Epistemology, African American philosophy (particularly Black feminism) feminist philosophy (particularly feminist epistemology) Philosophy and Race.
dotsonk@msu.edu

Dr. Chris Dunbar - Associate Professor of Urban Education - College of Education
Research Interests - Alternative education for students who have been unable to succeed in traditional public schools.
dunbarc@pilot.msu.edu

Dr. Steven Gold - Professor - Department of Sociology
Research Interests - International migration, ethnic economies, qualitative methods, visual sociology.
gold@msu.edu

Dr. Ronald E. Hall - Professor - School of Social Work
Research Interests - America's first skin color discrimination case between African Americans: Morrow vs. IRS, later devised the Bleaching Syndrome to explain discrimination among people of color and identity across the Lifespan as an alternative biracial identity model.
hallr@msu.edu

Dr. LaShawn D. Harris - Assistant Professor - Department of History
Research Interests - 20th Century, Cultural, Labor and Working Class, Social, Urban, Women & Gender
harri859@msu.edu

Dr. Terry Flennaugh - Assistant Professor - Department of Teacher Education
Research Interests - Urban education, Academic and racial identities, Educational Psychology, the role race, class, culture and gender have on teaching and learning
flennaug@msu.edu

Dr. Austin Jackson - Assistant Professor of African American and African Studies Residential College of Arts & Humanities
Research Interests - writing and rhetoric, cultural studies, critical social theory, research explores the potential of rap, hip hop, and other forms of Black rhetorical and cultural production for enhancing both academic and critical literacy in college composition.
jacks381@msu.edu

Dr. David Kirkland - Associate Professor - Department of Writing, Rhetoric & American Culture/English.
Research Interests - Transdisciplinary scholar of English and urban education; explores intersections among urban youth culture, language and literacy.
kirklan4@msu.edu

Dr. Deborah Johnson - Professor, Human Development and Families Studies
Research Interests - concentrates on status-based, race, and culturally - related development, parental socialization and parent/child relations in early and middle childhood. In particular, how parental messages and context influence the racial coping responses of children.
john1442@msu.edu

Dr. Lee N. June - Professor, Department of Counseling Psychology
Research Interests - Black Church Studies and Religion, Black Psychology.
leejune@msu.edu

Dr. Denise Maybank - Vice President and Dean, Student Affairs
Research Interests - HED student attainment
maybank@msu.edu

Dr. Khalifa Muhammad - Assistant Professor, Educational Administration
Research Interests - addresses culturally appropriate school leadership practice. He has looked at successful school leadership in domestic and local environments, including urban and alternative schools, as well as locations in Middle Eastern and African countries. His current research examines disparities in school suspension, and urban school closures.
mkhalifa@msu.edu

Dr. Django Paris - Assistant Professor - Department of Teacher Education.
Research Interests - focuses on languages, literacies, and literatures among youth of color in changing urban schools and communities. He is particularly concerned with educational and cultural justice as outcomes of inquiry and pedagogy.
dparis@msu.edu

Dr. Rae Paris - Assistant Professor Department of English
Research Interests - Creative Writing and Black Women's Literature
rparis@msu.edu

Dr. Christa Porter - Assistant Professor - Department of Educational Administration
Research Interests - Identity development of Black undergraduate women, qualitative research design and methodology, and assessment in student affairs and higher education.
cjporter@msu.edu

Dr. Theodore Ransaw - Professor- Department of Education
Research Interests - Teacher Education, Curriculum and Instruction, Mentorship, Fathering Involvement, Masculinity, Rites of Passage, Gender Studies, Education, Race and Ethnicity, Social Capital, Race and Racism, Women's History, Special Education, Philosophy, and Women's Studies
ransawth@msu.edu

Dr. Jeffrey Robinson - Adjunct Assistant Professor of African American and African Studies.
Research Interests - African centered movement and teaching in urban school districts; educational administration.
djdr@robjeffe.com

Dr. Gloria Smith (Faculty Emerita) - Professor - Department of Counseling, Educational Psychology and Special Education.
Research Interests- Black Church Studies and religion
gsmith0845@att.net

Dr. Geneva Smitherman - University Distinguished Professor *emerita* - Department of English.
Research Interests - African American language and culture, language policy and planning in South Africa, language and education.
smither4@msu.edu

Dr. Curtis Stokes - Professor- African American Political Philosophy, James Madison College of Public Affairs
Research Interests - Black politics in the United States and Michigan, early modern liberalism and Marxist and radical political thought.
cstokes@msu.edu

Dr. Carl S. Taylor - Professor - Department of Sociology
Research Interests - Criminology, youth and society, comparative urban theory, youth violence, violence in communities.
taylor36@msu.edu

Dr. Richard W. Thomas (emeritus) - Professor - Department of History
thomasrr@msu.edu

Dr. Denise E. Troutman -Associate Professor - Department of Writing, Rhetoric, and American Cultures and Department of Linguistics
Research Interests - discourse analysis, women and language, African American women and language practice, linguistic politeness in the African American speech community and Ebonics.
troutma1@msu.edu

Dr. Karen Patricia Williams - Associate Professor - College of Human Medicine
Research Interests - community based participatory research and women's health policy.
karen.williams@ht.msu.edu

Dr. Terrion Williamson - Assistant Professor - Department of English
Research Interests - Black church studies, gender and sexuality, legal bases of literature.
terriorw@msu.edu

AFRICAN STUDIES RESEARCH

Dr. DeBrenna LaFa Agbényiga -Associate Professor - School of Social Work
Research Interests - Diversity and higher education, international social work practice (focus on women, children, family development and health), international social work education and field training, cross-cultural comparative organizational analysis, kinship and foster care (policy & service delivery).
agbenyi1@msu.edu

Dr. Nwando Achebe - Professor of History - Department of History
Research Interests - The use of oral history in the study of women, gender and power in Eastern Nigeria
achebe@msu.edu

Dr. Rita Kiki Edozie - Professor of International Relations - James Madison College of Public Affairs and Director, African American and African Studies.
Research Interests - African affairs, comparative politics, democracy, international political economy with a focus on development, African global institutions, and Pan African Studies.
rkedozie@msu.edu

Dr. Yomaira Figueroa - Assistant Professor - Department of English and Global Studies
Research Interests - Politics of language and contact linguistics in the literature of two Afro-diasporic/exile populations: Equatorial Guineans and Afro-Caribbean Latin's

Dr. Safoi Babana-Hampton - Associate Professor of Francophone Literature - Department of French, Romance and Classical Studies.
Research Interests - focuses on multicultural citizenship, transnational identities and artistic hybridity in Francophone literary and filmic narratives from North America, the North African Diaspora in France and Québec; comparative study of images of multicultural citizenship in literary and filmic productions in the Maghreb and the Maghrebi Diaspora in France.bananaha@msu.edu

Dr. Kenneth W. Harrow - University Distinguished Professor - Department of English.
Research Interests - African literature and cinema, postcolonial studies, feminist theory, Caribbean and Diaspora studies, third world cinema.
harrow@msu.edu

Dr. Candace Keller - Assistant Professor, African Art, Art History & Visual Culture
Research Interests - Histories of photography in Africa; Meaning, function, and aesthetic significance of photographs in Mali, West Africa from the 19th to the 21st century, Exploration of ideas of identity, personhood, complex agency, transculturation, globalization, nationalism, and postcolonialism
kellercm@msu.edu

Dr. Folu Ogundimu - Associate Professor - School of Journalism

Research Interests - African media and public policy, media training, political liberalization, press performance, private enterprise broadcasting in sub-Saharan Africa.

ogundimu@msu.edu

Dr. James Pritchett - Professor - Department of Anthropology and Director, African Studies Center.

Research Interests- Tradition and modernity in contemporary Africa, particularly in the ways social change is interpreted and validated according to local beliefs. Also examines cultural transformations in the African Diaspora, communities of African-descended people in the Caribbean, Brazil and in Central and South America.

pritch41@msu.edu

Dr. Reitumetse Obakeng Mabokela - Professor - Educational Administration

Research Interests - Organizational change and organizational culture in higher education, intersections of race and gender in higher education, comparative and international education, K-16 connections in education.

mabokela@msu.edu

Dr. Jakaya Thomas - Assistant Professor - Department of Political Science

Research Interests - Comparative politics, African politics, conflict and violence

thoma977@msu.edu

AFRICAN DIASPORA STUDIES RESEARCH

Dr. Glenn Chambers - Associate Professor - Department of History

Research Interests - History of the African Diaspora with an emphasis on the modern Caribbean and Latin America. His work specializes in the social and cultural history of the region, particularly in Central America and the Anglophone Caribbean, as it pertains to broader national discourses on race, ethnicity, citizenship, migration, and immigration throughout the region.

chamb311@msu.edu

Dr. Jualynne E. Dodson - Professor - Department of Sociology

Research Interests - culture and religion of African descendants in the Americas (United States, Cuba), and women as area/arenas of research interest.

dodsonj2@msu.edu

Dr. Yomaira Figueroa - Assistant Professor - Department of English and Global Studies

Research Interests - Politics of language and contact linguistics in the literature of two Afro-diasporic/exile populations: Equatorial Guineans and Afro-Caribbean Latin's

Dr. Jennifer Goett - Assistant Professor, Comparative Cultures and Politics (James Madison College of Public Affairs)

Research Interests - Comparative race and ethnic politics, race and social movements in Central America, Afro-Latina/os and African Diasporas

goett@msu.edu

Dr. Tama Hamilton-Wray - Assistant Professor - Residential College of Arts and Humanities

Research Interests- Global African Cinema, Black female filmmaking

hamill36@msu.edu

Dr. Gwendolyn Hall - Assistant Professor of Language and Literature - Department of Teacher Education.

Research Interests- focuses on the history of slavery in the Caribbean, Latin America, and Louisiana (United States), and the African Diaspora in the Americas. Discovering a cache of extensive European colonial records in Louisiana, she created a database of records of descriptions of over 100,000 enslaved Africans. It has become a prominent resource for historical and genealogical research of African Americans.

hallgw@msu.edu

Dr. Jessica M. Johnson - Assistant Professor - Department of History

Research Interests- Comparative, Digital Humanities, Women & Gender in Africa, Latin American & Caribbean, United States

jmj@msu.edu

Dr. Danny Mendez - Associate Professor of Spanish, Portuguese and Global Studies

Research Interests- Hispanic Caribbean literatures and cultures, Latino/a studies, Race, critical theory, Gender and sexuality in a global context, Migration studies

mendezda@msu.edu

Dr. James Pritchett - Professor - Department of Anthropology and Director, African Studies Center.

Research Interests - Cultural change in communities of African-descended people in the Caribbean, Brazil and in Central and South America.

pritch41@msu.edu

Dr. David Wheat - Assistant Professor - Department of History

Research Interests - forced migration, slavery, and ethnic minorities in the early modern Iberian world, with special attention to historical connections between the colonial Caribbean and pre-colonial Atlantic Africa.

dwheat@msu.edu

XIII: FIVE YEAR PLAN PAPERWORK FORMS

First Year Form

1. Receive and Review Handbook
2. Guidance Committee Convening and Approval Form

Second Year Forms

3. Change of Guidance Committee Member/s Form
4. AAAS 893a and 893c Internship Contract and Successful Completion Forms
5. Independent Study Course Enrollment Forms – AAAS 890
6. **Masters Thesis and Research Form – AAAS 899 (Thesis), AAAS 898 (Research)**

Third Year and Beyond Forms

7. Comprehensive Exams Completion and Approval Form (General, Sub-disciplinary Concentration [used to be called Specialization], and Oral Exam)
8. Proposal Defense Approval Form
9. Defense Exam Completion and Approval Form
10. Degree Certification Completion Form

Conference Travel Forms

11. AAAS Travel Request Form (ad hoc form)
12. College of Arts and Letters Travel Request Form (see CAL-CGS website)
13. Graduate School Travel Request Form (see Graduate School website)