

HANDBOOK FOR M.A. STUDENTS IN AMERICAN STUDIES

2018-2019

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The Program

Welcome to the master's degree program in American Studies at Penn State Harrisburg. American Studies as an academic field is vibrant and global in scope, with over 300 degree-granting institutions and around 30 of which offer the doctorate. Distinctions of our program among these institutions is our long experience since 1966 in American Studies education when the first AMSTD courses were offered and our prime location in the

heart of one of America's best known cultural and historic regions near Pennsylvania's capital. The first doctoral cohort in American Studies at Penn State Harrisburg began in fall 2009 and the M.A. program traces its beginning to 1972. We also offer the B.A. and Ph.D. degrees in American Studies, the Integrated Undergraduate-Graduate (BA-MA) degree program and graduate certificates in both Heritage and Museum Practice and Folklore and Ethnography.

We cover America broadly, with concentrations in (1) heritage and museum studies; (2) interdisciplinary history and politics; (3) folk and popular culture; (4) society and ethnography; and (5) environmental, urban, and regional studies. We view American Studies as a discipline with its own theories, methods, and applications and a goal of interpreting the American cultural experience. Toward that end, we claim specialty areas in material and visual culture (art, architecture, craft, landscape, food, clothing, medicine); race, gender and ethnicity (particularly Pennsylvania-German, African-American, Asian-American, East-European and Jewish-American); and regional and local studies (especially Pennsylvania and the Middle Atlantic region).

Most of our courses are managed directly by the program, which is housed in the School of Humanities. The courses will have the "AM ST" prefix, as you will see when you examine the Schedule of Classes (<http://schedule.psu.edu>). This organizational arrangement means that our faculty members are committed to American Studies and not any other "home" department. The program is flexible, allowing you to take courses related to American Studies in other programs, and to design a plan of study addressing your research areas towards the culminating thesis. Courses are organized along historical, topical, applied, and integrative lines. You will find, for example, a **historical** sequence of courses on American Civilization in the 18th, 19th, 20th, and 21st centuries; a **topical** sequence of Art, Folklore, Popular Culture, Local and Regional Studies, Ethnography, and Literature; an **applied** component of heritage and museum internship work; and an **integrative** sequence of seminars and colloquia in American Studies.

The Program builds community among students, faculty, staff, and the public in various ways besides courses. We have an active public outreach program, including lectures, conferences, workshops, site visits, exhibitions, festivals, publications, and social gatherings. We have a comprehensive program website at harrisburg.psu.edu/humanities/american-studies.

Scholarly and Professional Goals of the Graduate School

The goals for all graduate degree students enrolled in the Graduate School at Penn State are to:

- Demonstrate appropriate breadth and depth of disciplinary knowledge, and comprehension of the major issues of their discipline;
- Use disciplinary methods and techniques to apply knowledge, and – if appropriate to the degree – create new knowledge or achieve advanced creative accomplishment.
- Communicate the major issues of their discipline effectively;
- Demonstrate analytical and critical thinking within their discipline, and, where appropriate, across disciplines; and
- Know and conduct themselves in accordance with the highest ethical standards, values, and, where these are defined, the best practices of their discipline.

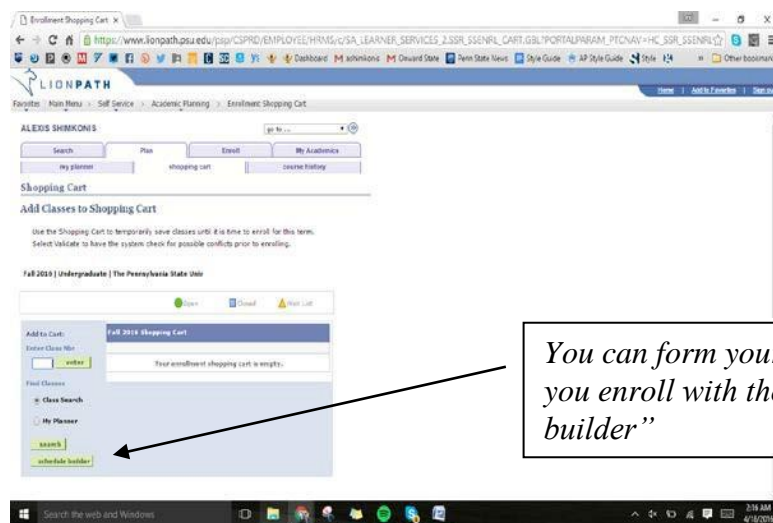
Objectives of the Program

In accordance with the scholarly and professional goals of the Graduate School of Penn State, the objectives of the M.A. program at Penn State Harrisburg are:

1. To comprehend and advance the documentation and interpretation of the American experience through research disseminated in a variety of formats, including publication, exhibition, and media. Students in the program can expect to be accomplished in research methods of ethnography and performance analysis; rhetorical and symbolic analysis; interdisciplinary historical and political interpretation, including concepts of American transnationalism and globalism; intersectionality of race, gender, and class; structural analysis and content analysis. Documentation and interpretation includes work with literary, visual, and material evidence.
2. To comprehend and advance the intellectual legacy of American Studies as a movement and discipline with its own theories, methods, and applications. Students in the program can expect to be versed in the historiography of American Studies as it has developed nationally and internationally.
3. To prepare students for careers in American Studies by developing knowledge, skills, attitudes, and ethics associated with American Studies. Students can expect to become familiar with holistic and comparative approaches to national experience that are applied to institutions including schools, archives, museums, galleries, media organizations, and governmental and cultural agencies.
4. To develop students' appreciation, creativity, and skill for the application of American Studies research in education, public programming, and public policy. Students can expect to become familiar with scholarly enterprises, including community development, preservation programs, historical editing projects, and academic management, including local projects conducted by research centers at Penn State Harrisburg such as the Pennsylvania Center for Folklore.

LionPath

Beginning in Fall 2016, students will be required to use LionPath (lionpath.psu.edu) for course registration, viewing textbooks, academic advising, financial aid, degree planning, and student records. Tutorials are available at lionpathsupport.psu.edu/help/undergraduateparent/. Before you can use it, you need to sign the consent to do business electronically (tutorials.lionpath.psu.edu/public/Docs/Consent.pdf), sign the financial responsibility agreement (tutorials.lionpath.psu.edu/public/Docs/FRA.pdf) as part of the Pre-Registration Activity Guide, fill out the Fall 2016 Pre-Registration Activity Guide and update your contact and directory information. Then you can view the Schedule of Classes and access the Schedule Builder to search for classes and compare possible scheduling combinations. It is more extensive than the previous system of elion but don't worry, you'll get the hang of it, and there is a lot of support available.



Screen shot of LionPath page for registration. Note that you create a "shopping cart" of classes. There is a search function for the Schedule of Classes .

You can form your schedule before you enroll with the "schedule builder"

Requirements

Degree Requirements

Students need a minimum of 30 credits to complete the program. Of those 30 credits, there are 9 credits of required coursework:

- AM ST 500: Theory and Method
- AM ST 591: Research Methods
- AM ST 580: The Thesis Project

When can you take these courses? Typically, AM ST 500 is offered every fall semester; you will want to take it early in your graduate career. In fact, you should take it your very first semester if you can. We offer AM ST 591 every spring semester. You can take that early or late in your degree program, depending on when you would like to acquire that skill set. As for AM ST 580, that is your thesis project and so it is a course-by-arrangement where you work independently with your two faculty readers. It will likely be the last course you take as a part of your degree.

As for the remaining 21 credits, you have lots of options. These courses are essentially electives. You should feel free to take any graduate seminar (500 level courses) that we schedule. For example, we offer an historical sequence of courses covering America during the eighteenth, nineteenth, twentieth, and twenty-first centuries. We also offer topics courses in popular culture (520), folklore (530), public heritage (550), and art (570). We also offer various integrative seminars, including problems in American Studies (502), literature (510), pivotal books, (511) material culture and folklife (531), ethnography (540), race and ethnicity (560), and gender (561).

And let's not forget the 400-level courses! As a Masters student, you can also take up to 12 credits of 400-level courses if you choose (some students take 500-level classes exclusively). A 400-level course is open to upper-division undergraduates and Masters students. These courses demand less reading and fewer assignments than a graduate seminar and they usually follow a lecture-discussion format. Unlike the graduate seminars, which typically meet one night a week, a 400-level class may meet two or three times a week. Finally, we also offer one-credit workshops (AM ST 482) that meet on three Saturdays for four-hour sessions during the semester. These courses treat different topics relating to Museum Studies and Public Heritage. If you take three of them in sequence, they act as a single 3-credit course on your transcript (1+1+1). Please be sure to consider 482 when you register!

How long does the program take? Attending full-time (9 or more credits in a semester), it is possible to finish the program in about three semesters, although most students take longer. Many part-time students take one or two courses during the fall and spring semesters and enroll in intensive courses during the summer (we offer graduate seminars and one 400-level course every summer). That way, a student can complete the program in two to four years. Your adviser can help you design a program that is right for you. You have a limit of eight years to complete the program.

Scholarship and Research Integrity (SARI) Requirement

All students are required to successfully complete the online SARI training offered through the Collaborative Institutional Training Initiative (CITI). This training is part of the Graduate School's comprehensive program to guide students in scholarship and research integrity. You are required to take the "basic" course. This online training will be conducted as part of the requirements for AM ST 500 Theory and Method and will be supplemented by discussion in class on human subjects research (including guidelines for Institutional Review Board [IRB] approval of projects) and research ethics in American Studies. Students who have successfully completed a CITI course (with a grade of 80% or higher) will receive a certificate at the end of the course. To show you have met the training requirement, you must to present a print or electronic copy of your certificate to the program chair to report to the Graduate School. For more information, see:

<https://www.research.psu.edu/training/sari>

Possible Schedules

Here is a list of a few **possible** schedules that would allow completion of the program in varying lengths of time. All scenarios total 30 credits and include AM ST 500, 591, and 580.

Full-Time I:

First Fall Semester: 500, 533, 570
First Spring Semester: 534, 535, 530
Second Fall Semester: 591, 511, 590
Second Spring Semester: 580

Full-Time II:

First Fall Semester: 500, 533, 511
First Spring Semester: 530, 534, 591
First Summer Semester: 510, 531
Second Fall Semester: 491, 580

Part-Time I:

First Fall Semester: 500
First Spring Semester: 480
First Summer Semester: 531
Second Fall Semester: 511
Second Spring Semester: 534
Second Summer Semester: 510
Third Fall Semester: 533
Third Spring Semester: 591
Third Summer Semester: 476
Fourth Fall Semester: 580

Independent Studies and Readings Courses

Students take independent studies (AM ST 596) **with permission of an instructor and adviser** to work on a focused area of interest, often involving field projects, not covered in our normal course offerings. Independent studies are meant to be used in **special circumstances**, usually after you take several courses in the program and have a focused project you are working toward. Students use the readings course (AM ST 579) to do extensive bibliographic and historiographic work beyond the coverage of an existing course. You can take up to 9 credits of independent studies (three 3-credit courses). It should be an area in which a faculty member in American Studies has expertise so as to supervise the studies. The requirements of the independent study should be equivalent to a regular course. It should have at least 7-8 meetings with the supervisor, involve readings and scholarship, and result in an evaluated production (essays, video, exhibit). Faculty members can supervise no more than three special courses, such as readings courses and independent studies, and this policy might limit the availability of courses. It is advisable to check with the instructor well in advance of the start of the semester.

If you would like to discuss a possible Independent Study or Readings Course, set up an office meeting with the professor who would likely serve as supervisor. If the professor agrees, you can work him or her to submit the form, which can be found on our website under “Handbooks, Guides, and Forms”:

<https://harrisburg.psu.edu/humanities/american-studies/handbooks-guides-forms>

Transfer Credits

The university allows for up to nine credits for approved courses to be transferred from other accredited universities. If you are transferring these courses as a new student in the American Studies Program at Penn State Harrisburg, they can be transferred only after you register for courses at Penn State Harrisburg. The transferred courses should be graduate-level courses related to American Studies. **Such courses need to have been taken within five years of the petition of transfer and the student should have received a "B" or better in them.** The staff assistant will provide you with information for applying for transfer credits.

It is also possible for you to take courses that count toward your program at the University Park campus and at other Big Ten universities. You will need approval for these courses from your adviser and the Program Chair. If you have taken credits as a non-degree student in the American Studies Program at Penn State Harrisburg or another Penn State campus and become a degree student, you can transfer as many as 15 credits with the approval of the Program Chair.

Deferred Grades

Sometimes, circumstances prevent a student from finishing a semester when he or she has completed most, but not all, of the work. One might become sick or injured, for instance, or a family crisis might pull one away from his/her studies. If something like this happens to you, discuss the matter with your professor. If necessary, the instructor can enter a "DF" on the grade report without filling out any special forms. The deferral for graduate students allows 25 weeks after the course end date weeks to complete your requirements for the course. Keep in mind that you need to submit the outstanding work to the instructor well ahead of the deadline to give him or her time for evaluation. Be sure to work out your timetable with the instructor. If you miss the deadline, the grade automatically becomes a failing grade of "F" after the 25 weeks expire.

The Culminating Project (AM ST 580)

We call the culmination of your program a "project" rather than a thesis because we recognize that scholarly work can now take several forms. It can be a written essay in the form of a thesis, video documentary accompanied by a narrative, web-based presentation, or an exhibition accompanied by a museum catalogue, to name a few forms of scholarship qualifying for a "project."

The project course (580) is taken for 3 credits. For these 3 credits, you prepare a work involving original research and interpretation in American Studies. Consult your adviser, Program Chair, or American Studies faculty member about possibilities for a topic. Do not wait until after you have finished your coursework. Give it some thought in your coursework, so that you can lay some groundwork for your topic. Work on focusing your topic into a manageable project. Successful topics are usually specific, with clear, limited boundaries of place, time, and genre. When you are selecting first and second readers, remember that the first reader must be a member of the American Studies core faculty. The second reader must be a member of Penn State's graduate faculty. Having a third reader is optional.

When you have a topic and have selected your faculty readers, you are ready to generate a proposal. You can find the 580 proposal on our website here:

<https://harrisburg.psu.edu/humanities/american-studies/handbooks-guides-forms>

You cannot register for 580 yourself as you would an ordinary course. Instead, Hannah Murray will register you for 3 credits of 580 after the proposal form has been filled out and signed by your two readers. If you do not complete the project in the semester you enrolled for 580, you will be given a grade of "R." Don't be alarmed. The grade stands for "continuing research" and will not revert to an F as do deferred grades. The "R" will stay on your transcript unless the professor in charge of your project changes it to a letter grade before you complete the program. If the professor does not assign you a letter grade, then the R remains on your record, but does not affect your Grade Point Average. Discuss the letter grade option with your supervising professor.

Special note to students whose employers provide reimbursement: The culminating project of AM ST 580 normally receives an “R” grade representing meeting the requirements of a research project. If your employer/school district requires a letter grade, you can make a request to your professor of record for 580. He or she can give you a standard letter grade (A, B, C, etc.) instead of “R.”

The deadlines for submission of the project come up about midway into a semester. Check with your supervisor or Program Chair for the exact date. Usually the Program Chair has to certify your completion of the program eight weeks into the semester (the end of September for the fall and the end of February for the spring). That means you should be essentially finished by the mid-point of the semester. So work closely with your first and second readers to arrange for readings of your drafts in advance of the deadline. Keep in mind that your committee members may be away from campus during the summer, so if you're working during that time, you should be sure to check with their schedules. In general, summer registration for the project (580) is discouraged.

Submission Procedures

Most students prefer to create a traditional (written) thesis. This section will guide you through the specifications for your document and steps needed to submit it. At present, submissions should be prepared with word processing software such as Microsoft Word or using US properties: 8 ½ by 11 inch pages, double-spacing, and 1 inch margins.

The format for our projects DIFFERS from the general guidelines published in the *Thesis Guide* published by Penn State’s Graduate School. Use this book (the MA handbook in American Studies) as your guide to preparation of the project. Here are some important features you should keep in mind of the program’s format for projects.

- Thesis projects should have the standard opening page used by the American Studies Program at Penn State Harrisburg (it varies from the version in the *Thesis Guide*). See the sample in this handbook. The date you place on the opening page should refer to the graduate month and year (December 2018 or May 2019).
- Figures included in the project should be high quality (usually at least 300 dpi) and contain identifying captions. Be sure you have copyright clearance and permission to use any photographs or illustrations from an external source. If you have figures in your work, you should include a list of figures in the front matter.
- If you are using human subjects in interviews, surveys, or polls, you need to receive Institutional Review Board (IRB) approval and note it in your project. See the Research Protections portal at <https://www.research.psu.edu/training/sari>.
- Don't forget to paginate your manuscript, usually in the upper right or bottom center. The “front matter” of the preface, acknowledgments, and list of figures, if applicable, take lowercase roman numerals (e.g., i, ii, iii, iv). The title page and abstract are not paginated, although they are counted in the pagination, so that

when you reach the table of contents or list of figures you are already at page iv, v, or vi. You begin your pagination with regular numerals (1, 2, 3, etc) with your first chapter. This format is the standard practice used in books and manuscript preparation. If you are uncertain about the format, check with the program chair.

The usual **format** for a thesis is as follows:

Introduction (in the front matter) presents an outline the goals, argument, and sources of the work in line with an American Studies research project.

Chapter 1 is usually is a survey of the scholarship in the field represented by the study that concludes with contextualization of your study within this scholarship (do you test, refute, or supplement the scholarship?).

Chapter 2 usually presents your original research with primary evidence in defense of the thesis or argument of the study.

Chapter 3 is usually a conclusion that integrates the research with the scholarship and discusses the implications or applications of the study.

Notes and References the citation style can be either in-text citation style with a reference list at the end or an endnote system with superscripts in the text. The citations should be thorough and follow one of the standard humanities citation guides such as MLA or Chicago Manual of Style. Discuss the format with your first reader.

Sample Project Proposal Form

(Reproduce on word processor)

GRADUATE PROGRAM IN AMERICAN STUDIES

AM ST 580

PROJECT PROPOSAL SHEET

Student's Name _____ Date of Proposal _____

PS ID # _____

Beginning Sem/Year for Program _____

Contact Information (address, email, phone number):

Title of Project _____

Background and Description of Project:

Previous Experience (e.g., papers and courses completed, independent studies)

Methodology:

Main Sources: Primary and Secondary:

Outline and Summary of Chapters:

Significance/Interpretation of Project:

Timetable:

First Reader (Chair) _____

Second Reader _____

Additional Readers (if applicable) _____

Program Chair _____

Adviser _____

Sample Title Page

Not so Funny: The Image of Pennsylvania-Germans in Political Cartoons
during the Civil War

by

Charles Rebuck

A Project in American Studies
Submitted in Partial Fulfillment of the
Requirements for a Master of Arts Degree
in American Studies
The Pennsylvania State University at Harrisburg
December 2018 [or May 2019]

Author's Signature _____
Charles Rebuck

First Reader's Signature _____
Charity Fox, Ph.D.

Second Reader's Signature _____
Anthony Buccitelli, Ph.D.

Program Chair's Signature _____
John Haddad, Ph.D.

Abstract

The thesis should contain an abstract of no more than 350 words. This is not included in the Table of Contents. An abstract is a concise summary of the thesis, intended to inform a prospective reader of the thesis about its content. It usually includes a brief description of the problem investigated, the procedure or methods, the results, and the conclusions. An abstract should not include internal headings. It should not contain parenthetical citations of items listed in the bibliography or reference section. Diagrams or other illustrations should not be used. In short, the abstract is a concise brick of crystal clear prose that tells a prospective reader what the thesis is about and what its chief findings are. The abstract will likely be used for search information.

Sample Abstract

Abstract

*[Title of Project: If this is long, carry it over to the next line and indent the run over portion]

[Author's name as on Title Page]

[M.A., American Studies; Month and Year of Degree Conferral]

The Pennsylvania State University, Harrisburg

[Name of First Reader], First Reader

The heading is single spaced, but the text must be double-spaced.

Text of the abstract: The abstract should not exceed 350 words. In most fonts, this comes out to roughly one and one-half pages. Every word counts, even *a*, *and*, and *the*.

Table of Contents "Standard" Heading Scheme

(Note use of capitalization for chapter titles and subheadings; these formats should be the same as in your text)

TABLE OF CONTENTS

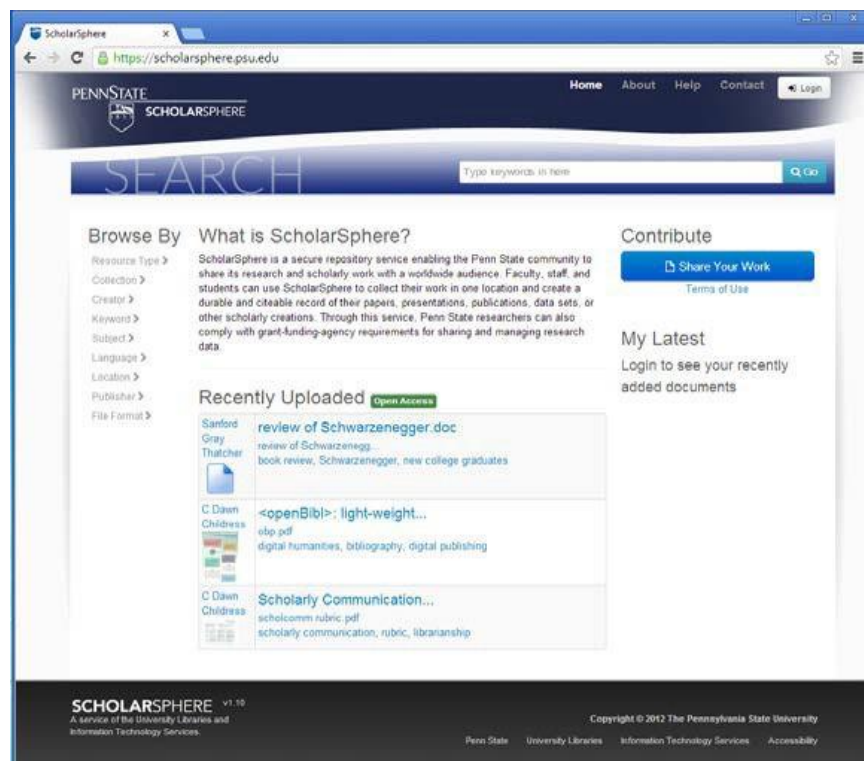
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First-Level Subheading	3
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[continue as necessary]	
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Submitting your Document to ScholarSphere

After your readers approve the draft with their signatures on the title page, you are prepared to upload to ScholarSphere. Insert the final title page with all the signatures into your file and create a PDF document (you can do this directly from Word). Use that file for submission to ScholarSphere located at **<http://scholarsphere.psu.edu>** and send one copy to the staff assistant for American Studies for the program's records.

ScholarSphere is a secure repository service enabling the Penn State community to share its research and scholarly work with a worldwide audience. You can, however, choose to limit public access. You will be asked to note restrictions when you submit the file. ScholarSphere provides a durable and citable record of your scholarly creation, which remains your intellectual property. It also has the advantage of being able to store supplementary files related to projects using media such as sound and video files. If applicable, ScholarSphere offers compliance with grant-funding-agency requirements for sharing and managing research data.

Here is a screenshot of the Scholarsphere home page. This is where you will upload after logging in with your Penn State password:



Advising/Drop/Add

It is a good idea to discuss your choice of courses with the adviser before each semester you enroll. Check with the staff (Room W356, 948-6201 or 948-6189) for your adviser's office hours or call your adviser to make an appointment. In addition to your adviser, the program chair (John Haddad at jrh36@psu.edu) is available to assist you. You can register in person at Enrollment Services in the Swatara Building, or you can register online.

Registering in Person: Available in Enrollment Services in the Swatara Building. Check for posted hours. Some students may require special handling for registration (scheduling filled courses, duplicate course override, and so on). These types of registration must be done in the Enrollment Services Office in the Swatara Building. For more information, call the Enrollment Services Office at 717-948-6020.

Registering on the Internet: A Penn State Access Account (user ID and password) is necessary to use Internet registration. Internet registration is available using LionPath. Tutorials are available at lionpathsupport.psu.edu/help/undergraduateparent/. Remember that for controlled courses (like 580 or 596), the staff assistant needs to enroll you after receiving the appropriate form signed by necessary parties.

To add or drop courses after the pre-registration period is over, enrolling with permission in closed courses, or for enrolling in “controlled” courses (independent studies, internships), you should seek assistance from a staff assistant. Please contact Hannah Murray at hbm5103@psu.edu.

Internships in American Studies

What is an internship? An internship is a supervised apprenticeship for students. An intern, like an apprentice, is learning some of the skills required in a profession, as well as receiving experience in an institutional environment. An internship is unique in giving you the chance to gain work experience at the same time as you earn academic credits. It gives you independence and responsibilities outside the classroom. It may even let you get your foot in the door where you want to be employed.

What are some examples? Recently, our Penn State Harrisburg students have undertaken supervised projects at the Pennsylvania Historical and Museum Commission (PHMC), Hershey Story, PA State Archives, York History Center, York County Heritage Trust, the Landis Valley Museum, University of Pennsylvania Museum of Archeology & Anthropology, Gettysburg National Military Park/Eisenhower National Historic Site, Ephrata Cloister, and AACA Museum (Automobile Museum in Hershey). Students who are mobile have sought internships at the Smithsonian Institute and the National Archives in Washington, DC.

What would not qualify as an internship? An assignment where the experience is less than professional would not be acceptable as an internship. For example, you would not want to be working as a clerk, doing the same thing day after day and not learning any advanced skills. Neither should an intern be simply a tour guide, a docent, or a volunteer. Finally, if you are currently employed at an institution, you are not eligible for an internship at that same institution.

Are there eligibility requirements? There are not. However, we recommend that you have 18 credits completed, including AM ST 550 Seminar in Public Heritage, AM ST 482 Public Heritage, and/or AM ST 480 Museum Studies before taking on an internship.

How many credits can be earned? AM ST 495 or AM ST 595 (American Studies Internship) count for 3 credits, but up to 6 may be permitted under special circumstances.

How much does an internship cost? The tuition rates for graduate internship credits are the same as those for other graduate course credits.

Can interns get paid? Occasionally, interns are paid a wage by the institutions where they work. Generally speaking, however, paid internships are rare.

How much time does an internship take? Because an internship is counted the same number of credits as a regular course, it is fair to say that an internship should take about the same amount of your time as a course would. Penn State calculates that in a typical course, a student spends about 3 hours per week in class and about twice that many hours outside class doing homework and research. In a semester, that would be about 45 hours in class and 90 hours outside class. Therefore, you should plan on spending about **135 hours**, more or less, on your internship. That translates to about one eight-hour day per week during a semester, or about two and a half days per week during a six-week summer session. You and your site supervisor can arrange your work schedule to suit your mutual convenience, so long as you total **about 135 hours**.

How is an internship set up? Typically, students already have a good idea where they want to do their internship, and even what they want to do, before they actually file their application. They have usually scouted a site and spoken with the person who supervises interns there. Students who have only a vague idea of where they want to work or what they want to do can get specific advice and referrals from the American Studies Program Chair. The Chair can show you examples of past internships. But it is not the Chair's responsibility to escort you to the site and set you up. Indeed, you need to show initiative and take responsibility in finding an internship, just as you will need to show those traits in actually working as an intern. You will need to establish a relationship with the Site Supervisor and work out a clear agreement on your duties and goals. The Program Chair is available for consultation anytime, and has to approve the details of the arrangement you have set up with the institution where you will intern.

How does a student register for an internship? First, make an appointment to see the American Studies Program Chair to discuss your plans and the internship requirements. Then fill out the application form, found on the American Studies webpage:

<https://harrisburg.psu.edu/humanities/american-studies/handbooks-guides-forms>

On the form, you should describe your proposed internship in sufficient detail, including the arrangements you have made with your host institution. You will need to have the signed approval of your Site Supervisor and the Program Chair. Finally, your approved application should be returned to the staff assistant, who will take care of registering you for the course.

How is an intern graded? The professor of record assigns you a grade at the end of the term in which your project is completed. The grade is based on the professor's inspection of a portfolio of materials you submit thoroughly documenting your internship accomplishments and on the professor's consultation with your Site Supervisor. The portfolio differs depending on the nature of the internship. However, it typically contains a daily journal that you have kept and copies of any documents you have created.

Is there anything else to know? You need to realize that, as an intern, you are representing Penn State and should behave accordingly. You need to abide by all the regulations that govern the institution and the site where you are interning. If the institution where you are interning wants you to sign any agreements in advance, you should bring these to us for legal review, as they may try to commit you or the university to inappropriate responsibilities. In sum, if any problems along these lines arise, or if you anticipate any problems, consult with your Site Supervisor and professor of record immediately.

Certificates

Certificates designate specialty areas that often apply general knowledge to vocational practices. They can be taken as stand-alone plan of study or incorporated into a degree program. Currently, the American Studies Programs offers two:

Folklore and Ethnography: <https://harrisburg.psu.edu/humanities/american-studies/graduate-certificate-folklore-and-ethnography>

Heritage and Museum Practice: <https://harrisburg.psu.edu/humanities/american-studies/graduate-certificate-heritage-and-museum-practice>

To **apply** to either certificate, visit Graduate Admissions and select the certificate in which you are interested: <https://harrisburg.psu.edu/admissions/graduate-admissions>

Folklore and Ethnography

This 15-credit graduate certificate program offered at Penn State Harrisburg provides students with skills and practices used in projects and institutions of folklore and ethnography. These include field/folk schools and other educational settings, festivals and arts councils, historical and heritage societies, community and cultural organizations and centers, archives and record management programs, governmental agencies, cultural conservation/sustainability groups, and media production companies. The Folklore and Ethnography certificate is awarded for successful completion of 9 credits of prescribed courses plus 6 credits of electives from an approved list of courses. Students must earn a grade of B or above in each course that counts toward the certificate program.

Admission Requirements

An applicant must hold either a baccalaureate degree from a regionally accredited U.S. institution or a tertiary (postsecondary) degree that is deemed comparable to a four-year bachelor's degree from a regionally accredited U.S. institution. This degree must be from an officially recognized degree-granting institution in the country in which it operates.

A candidate in the certificate program may also become a candidate in the M.A. and Ph.D. programs in American Studies if the candidate meets criteria for admission to the Graduate School and to the graduate program; however, successful completion of the certificate neither implies nor guarantees admission to a graduate program at Penn State. Students enrolled in these or other degree programs may apply credits earned toward the certificate as elective credits with program approval. Students enrolled in doctoral degree programs who desire to include the coursework toward the certificate in their programs are normally limited in their choices of electives to 500-level courses. Doctoral students should check with their program advisers on their program requirements. Up to 15 credits of coursework taken in non-degree status can count towards a graduate degree.

GPA Requirement

Applicants are expected to have 2.75 GPA or above in the last two years of undergraduate work in folklore, anthropology, sociology, American Studies, ethnic studies, history, communications, or other fields related to folklore and ethnography.

List of Courses Included in the Certificate

Prescribed Courses (AM ST):

- AM ST 530 TOPICS IN AMERICAN FOLKLORE(3)
- AM ST 531 MATERIAL CULTURE AND FOLKLIFE(3)
- AM ST 540 ETHNOGRAPHY AND SOCIETY(3)

In addition to the 9 credits of prescribed coursework, students must select 6 credits from the following list of elective courses.

- AM ST 422 (RL ST 422) RELIGION AND AMERICAN CULTURE (3 PER SEMESTER, MAXIMUM OF 6)
- AM ST 439 AMERICAN REGIONAL CULTURES (3-6)
- AM ST 448 (ANTH 448) ETHNOGRAPHY OF THE UNITED STATES (3)
- AM ST 480 MUSEUM STUDIES(3)
- AM ST 481 HISTORIC PRESERVATION(3)
- AM ST 482 PUBLIC HERITAGE (3)
- AM ST 483 ORAL HISTORY (3)
- AM ST 493 (ENGL 493) THE FOLKTALE IN AMERICAN LITERATURE (3)
- AM ST 550 SEMINAR IN PUBLIC HERITAGE (3)
- AM ST 551 SEMINAR IN LOCAL AND REGIONAL STUDIES (3)
- AM ST 592 FIELD EXPERIENCE IN AMERICAN STUDIES(3)
- AM ST 595 INTERNSHIP(1-12)

Substitution of topical courses with variable content related to folklore and ethnography for elective credits is possible with approval from the certificate coordinator.

Heritage and Museum Practice

This 15-credit graduate certificate program provides students with knowledge of practices in the heritage and museum sector, including historical and heritage societies, art galleries, archives and record management programs, educational institutions, cultural and governmental agencies, preservation and cultural resource management groups, and media production companies. A goal of the program is to enable students to conceptualize, deliver, and manage effective heritage and museum projects. The Heritage and Museum Practice certificate is awarded for successful completion of 9 credits of prescribed courses plus 6 credits of electives from an approved list of courses. Students must earn a grade of B or above in each course that counts toward the certificate program.

Admission Requirements

An applicant must hold either a baccalaureate degree from a regionally accredited U.S. institution or a tertiary (postsecondary) degree that is deemed comparable to a four-year bachelor's degree from a regionally accredited U.S. institution. This degree must be from an officially recognized degree-granting institution in the country in which it operates. A candidate in the certificate program may also become a candidate in the M.A. and Ph.D. programs in American Studies if the candidate meets criteria for admission to the Graduate School and to the graduate program. However, successful completion of the certificate neither implies nor guarantees admission to a graduate program at Penn State. Students enrolled in any of these degree programs may apply credits earned toward the certificate as elective credits with program approval. Up to 15 credits of coursework taken in non-degree status can count towards a graduate degree.

GPA Requirement

Applicants are expected to have 2.75 GPA or above in the last two years of undergraduate work in American Studies, history, art, architecture, anthropology, folklore, management, communications, or fields related to museum and heritage practice.

List of Courses Included in the Certificate:

Prescribed Courses (AM ST):

- AM ST 480 MUSEUM STUDIES (3)
- AM ST 481 HISTORIC PRESERVATION (3) or AM ST 482 PUBLIC HERITAGE (3)
- AM ST 550 SEMINAR IN PUBLIC HERITAGE (3)

Elective Courses:

In addition to the 9 credits of prescribed coursework, students must select 6 credits from the following list of 500-level elective courses.

- AM ST 530 TOPICS IN FOLKLORE (3)
- AM ST 531 MATERIAL CULTURE AND FOLKLIFE (3)
- AM ST 575 MUSEUM INTERNSHIP (3)
- AM ST 592 FIELD EXPERIENCE IN AMERICAN STUDIES (3)
- AM ST 551 SEMINAR IN LOCAL AND REGIONAL STUDIES (3)
- AM ST 570 TOPICS IN AMERICAN ART (1 - 6)
- P ADM 500 PUBLIC ORGANIZATION AND MANAGEMENT (3)
- P ADM 505 HUMAN RESOURCES IN THE PUBLIC & NONPROFIT SECTORS (3)
- P ADM 516 STRATEGIC PLANNING (3)
- P ADM 517 NONPROFIT ORGANIZATIONS: HISTORY AND EVOLUTION (3)

- P ADM 518 NONPROFIT ORGANIZATIONS: MANAGEMENT AND LEADERSHIP (3)
- P ADM 519 NONPROFIT ORGANIZATIONS: RESOURCE DEVELOPMENT AND MANAGEMENT

Resume Study/Change of Degree

A request for Resume Study/Change of Degree or Major must be completed online through LionPath. Your request will be reviewed by Graduate Enrollment Services and forwarded to the program for an admission decision. See:

gradschool.psu.edu/current-students/changing-academic-status/

The Integrated Undergraduate-Graduate Program in American Studies (IUG)

The American Studies Program offers an integrated B.A./M.A. program (IUG) that is designed to allow academically superior baccalaureate students enrolled in the American Studies major to obtain both the B.A. and the M.A. degrees in American Studies within five years of study. Students in this program are admitted to the Graduate School and are considered graduate students. The first two years of undergraduate coursework typically include the University General Education requirements and lower-level courses. In the third year, students typically take upper-division coursework in American Studies and define areas of interest. The fourth year involves graduate-level American Studies coursework, including required courses in American Studies Theory and Methods (AM ST 500). The fifth and final year of the program typically consists of graduate coursework in American Studies, including Seminar (AM ST 591) and identification of a research project that will culminate in the completion of a M.A. project (AM ST 580) or thesis (AM ST 600).

For more information on the IUG, contact the chair of the American Studies Program and see:

<https://harrisburg.psu.edu/humanities/american-studies/integrated-ba-ma-degree-american-studies>

By encouraging greater depth and focus in the course of study beginning in the third undergraduate year, this program will help the student more clearly define his/her area of interest and expertise in the broad field of American Studies. As a result, long-range academic planning for exceptional students pursuing doctoral degrees or other professional goals after leaving Penn State will be greatly enhanced. For most students, the total time required to reach completion of the higher degree will be shortened by about a year. The student will have earlier contact with the rigors of graduate study and with graduate faculty. The resources of the Graduate School are accessible to students accepted into the IUG program. Students in their third and fourth year of study with IUG status benefit from their association with graduate students whose level of work parallel their own.

For the IUG American Studies B.A./M.A. degree, a minimum of 123 credits are required for the B.A. and a minimum of 30 credits for the M.A. Twelve credits at the 400 level or higher, in consultation with the adviser, can apply to both the B.A. and M.A. degrees; at least 6 of these 12 credits must be at the 500 level.

If for any reason a student admitted to the B.A./M.A. program is unable to complete the requirement for the Master of Arts degree program in American Studies, the student will be permitted to receive the B.A. degree assuming all degree requirements have been satisfactorily completed.

The Students

M.A. students share an involvement in the American Studies movement and a devotion to the study of American life and culture, but there is not a single profile for the students we accept. Our students have ranged in age from 25 to 70, although most have been between 25 and 35, and commonly have had backgrounds in history, politics, art, communications, education, folklore, sociology, anthropology, or literature. American Studies career goals include education, museums and heritage work, government, communications, and cultural resource management. As a program in a “capital region,” we encourage students to be engaged in community affairs and involved in public outreach as well as scholarly research. Local centers for this activity are our own Pennsylvania Center for Folklore and the Center for Holocaust and Jewish Studies, which contain research collections as well as public programming involving our students. Students often are also involved in the campus’s learning center and diversity initiatives. We also facilitate involvement in American Studies organizations, including the Eastern American Studies Association whose headquarters are in our program.

Advisors

When you are first accepted to the program, you are assigned an adviser. We try to match up your interests with a faculty member's areas of expertise to help guide you through the program. The adviser’s primary role is to consult on registration and university policies. If your direction in the program changes or you feel more comfortable with a different adviser, you can easily alter your assignment by making a request to the program director. To answer a frequently asked question here, your adviser DOES NOT HAVE TO BE the first reader of your project, but the roles can overlap.

Faculty

The CORE Faculty

Our professors are scholar-teachers dedicated to advancing American Studies through classroom instruction and professional participation; research, publication, exhibition and other forms of disseminating scholarship; community involvement and international outreach. They pride

themselves on giving students individual attention, and you should find them readily accessible. **You need to have a core faculty member as your adviser and later you will need one to be the “first reader” of your project.** Here is the current list of core faculty members.

[Anthony Bak Buccitelli](#), Assistant Professor of American Studies and Communications, received his Ph.D. in American and New England Studies from Boston University in 2012. He holds an M.A. in Folklore from the University of California, Berkeley. He joined the American Studies faculty at Penn State Harrisburg in 2012. He is editor of the online journals, *New Errands* and *The Americanist* and is on the editorial boards of *Alternative Spirituality and Religions Review* and *New Directions in Folklore*. In Fall 2017, he began editing *Western Folklore*, the journal of the Western States Folklore Society. He has also served on the Council of the New England American Studies Association and the Executive Committee of the Western States Folklore Society. He was the recipient of an Angela J. and James J. Rallis Memorial Award and the Alice M. Brennan Humanities Award in 2010, given by the Humanities Foundation at Boston University, and the Oberlin College Fellowship for Alumni in 2009. He is the author of *Remembering Our Town: Social Memory, Folklore, and (Trans) Locality in Ethnic Neighborhoods* published by the University of Wisconsin Press (2016). It examines the interrelationship of ethnicity and place identity in the vernacular memory practices of urban ethnic neighborhoods. His other publications include “Performance 2.0: Observations Toward a Theory of the Digital Performance of Folklore” in *Folk Culture in the Digital Age* (Utah State University Press, 2012), journal articles on digital hyperlocality, and reference entries for *Multicultural America: A Multicultural Encyclopedia* and *Celebrating Latino Folklore: An Encyclopedia of Cultural Traditions*. His research and teaching areas include digital culture, consumer culture, history of technology and mass media, folk narrative, festive culture, space and place, ethnic and urban history and culture, and vernacular religion.

[Charity Fox](#), Assistant Professor of American Studies and Gender Studies, received her Ph.D. in American Studies from The George Washington University, M.L.A. in History and Literature from the University of Pennsylvania, and B.A. in History and Political Science from the University of Pennsylvania. Her research and teaching focus on intersections of gender, class, race, and everyday cultures in 20th and 21st century American popular culture, particularly on the construction of ideal and aspirational gender performances and cultural understandings of the self and others through television, film, popular literature, and journalism. Her work is informed by American Studies frameworks of gender, race, class, identity, and nationalism as well as by theories of cultural ritual, narratology, and ideology in mass-media products. Fox’s current book project, *Before Blackwater: Mercenaries and Masculinities in the Popular Culture of the Cold War*, examines how cultural products from the Cold War categorize and glorify mercenary and warrior masculinities. She teaches graduate seminars on gender and culture and problems in American Studies, along with undergraduate courses in women’s studies.

[John Haddad](#), is Program Chair and Professor of American Studies and Popular Culture. He received his Ph.D. in American Studies from the University of Texas at Austin in 2002. He received an M.A. in English from Yale in 1996 and an A.B. from Harvard University. While teaching in China and Japan, Dr. Haddad developed an interest in Asia that is reflected in his scholarly interests. His research has investigated ways Americans learned about China in the nineteenth century: museum exhibits, trade objects, travel writing, missionary literature, international expositions, magic lantern shows, and moving pictures. His first book, *The Romance of China: Excursions to China in U.S. Culture, 1776-1876*, was published by Columbia University Press in 2006. In 2010-2011, he held a Fulbright grant for research and teaching at the University of Hong Kong. His second book, *America’s First Adventure in China: Trade, Treaties, Opium, and Salvation* (2014) looks at contact between Americans and the Chinese in Hong Kong during the nineteenth century. He serves as newsletter editor for the Eastern American Studies Association and has served as the national chair of the American Studies Association's committee on regional chapters. His teaching interests include popular culture, literature, Gilded Age, and Asian studies.

[Charles Kupfer](#), Associate Professor of American Studies and History, received his Ph.D. in American Studies from the University of Texas at Austin in 1998. He has taught at Michigan State University and the University of Texas and has experience as a professional journalist. He has teaching and research specialties in twentieth-century American history and culture, sports history, political history, and mass media. He has published the books *We Felt the Flames: Hitler's Blitzkrieg, America's Story* and *Indomitable Will: Turning Defeat into Victory from Pearl Harbor to Midway*. He also has book chapters in *Cold War American West, 1945-1989* and *Media in the Classroom*. His academic articles have appeared in such journals as *Prospects: An Annual of American Cultural Studies*, *The International Journal of the History of Sports*, and *Pennsylvania History*. He is completing a book project examining the media coverage of the Pacific campaign during WWII. He is on the editorial board of the journal *Iron Game History: The Journal of Physical Culture* and a contributor to the *Encyclopedia of American Folklife*. Kupfer is past president of the Eastern American Studies Association. He is active in various Commonwealth Public Heritage initiatives, serving on the Pennsylvania Historical Marker Commission, the Friends of Fort Hunter Board of Directors, and as Penn State Harrisburg American Studies Program liaison to the Pennsylvania Historical and Museum Commission. He teaches courses on twentieth century America, twenty-first century America, the history of sports, and problems in American Studies.

[Jeffrey A. Tolbert](#), Assistant Professor of American Studies and Folklore, received the PhD in Folklore from Indiana University in 2016. He joined the American Studies Program at Penn State Harrisburg in Fall 2018. His work focuses on vernacular belief, new media and digital ethnography, and the convergence of traditional and popular cultures. He is co-editor, with Michael Dylan Foster, of the *Folkloresque: Reframing Folklore in a Popular Culture World*, published by Utah State University Press (2016), a collection of essays exploring the creative (re)creation and redeployment of folklore in contemporary media. Other work includes studies of the Internet monster Slender Man. His research and teaching focuses on digital ethnography, vernacular belief, space and place, and the supernatural.

[Anne Verplanck](#), Associate Professor of American Studies and Heritage Studies, received her Ph.D. in American Studies from the College of William and Mary in 1996 and joined the American Studies faculty at Penn State Harrisburg in 2010. She has previously taught in the Winterthur Program in American Material Culture, George Washington University, and George Mason University. She has museum and public heritage experience as Curator of Prints and Paintings at the Winterthur Museum, Marion and Dorothy Brewington Curator of Maritime Collections at the Maryland Historical Society, Guest Curator at the National Portrait Gallery, and Assistant Curator at Independence National Historical Park. She is the co-editor of the book *Quaker Aesthetics: Reflections on a Quaker Ethic in American Design and Consumption* published by the University of Pennsylvania Press and contributor to *American Material Culture: The Shape of the Field* (edited by Ann Smart Martin and J. Ritchie Garrison) and *Winterthur Portfolio*. Her research and teaching areas include museum and public heritage studies, early America, material and visual culture, and urban studies.

[David Witwer](#), Professor of American Studies and History, received the Ph.D. from Brown University in History. He previously taught at Lycoming College. He is the author of *Corruption and Reform in the Teamsters Union*, *Corruption and Reform in the Teamsters Union*, and *Shadow of the Racketeer: Scandal in Organized Labor*, all published by the University of Illinois Press. Witwer serves on the editorial board of the journal *Labor History* and in addition to his three books, he has published articles in the *Journal of American History*, *Journal of Social History*, *Journal of Women's History*, *Social Science History*, *Journalism History*, *Trends in Organized Crime*, *Criminal Justice Review*, and *International Labor and Working Class History*. In fall 2011 he held a resident fellowship from the Institute for Arts and Humanistic Studies at Penn State. In 2012 he served as program chair for the Pennsylvania Historical Association meeting in Harrisburg. He teaches courses on American labor and crime for the American Studies Program.

In addition to the core faculty, American Studies is fortunate to have one faculty member earn emeritus status in his retirement:

Simon J. Bronner, Distinguished Professor of American Studies and Folklore, received his Ph.D. in Folklore and American Studies from Indiana University in 1981. He has been editor of the journals *Material Culture* and *Folklore Historian* and the book series *Material Worlds* for the University Press of Kentucky, *Pennsylvania German History and Culture* for Penn State Press, and *Jewish Cultural Studies* for Littman. He is the author of many books, including *Folklore: The Basics*; *Campus Traditions: Folklore from the Old-Time College to the Modern Mega-University*; *Explaining Traditions: Folk Behavior in Modern Culture*; *Killing Tradition: Inside Hunting and Animal Rights Controversies*; *Folk Nation: Folklore in the Creation of American Tradition*; *Following Tradition: Folklore in the Discourse of American Culture*; *Grasping Things: Folk Material Culture and Mass Society*; *Chain Carvers: Old Men Crafting Meaning*; *American Folklore Studies: An Intellectual History*; *American Children's Folklore* (winner of the Opie Prize for best book on children's folklore); *Old-Time Music Makers of New York State* (winner of the John Ben Snow Prize for best book on upstate New York), and *Popularizing Pennsylvania: Henry W. Shoemaker and the Progressive Uses of Folklore and History*. He has edited numerous books, including a four-volume encyclopedia of American folklife, two-volume encyclopedia of American youth cultures, encyclopedia of Pennsylvania German history and culture, a cultural history of consumer society, folklife studies from the Gilded Age, the writing of Lafcadio Hearn, the essays of Alan Dundes, and volumes on American folklore and nationalism, creativity and tradition, and folk art and material culture. He has been invited all over the world to speak on his research, and won Penn State Harrisburg's awards for research, teaching, and service. In addition, he has received the Jordan Award for teaching from Penn State (1985), the Kenneth Goldstein Lifetime Achievement Award for Academic Leadership from the American Folklore Society (2015), and the Mary Turpie Prize from the American Studies Association for teaching, advising, and program development (1999). Dr. Bronner served as visiting distinguished professor of American Studies at the University of California at Davis in 1991, Fulbright Professor of American Studies at Osaka University in Japan during the 1996-1997 academic year, and Walt Whitman Distinguished Chair at Leiden University in the Netherlands in 2006. In 1997-1998 he served as Visiting Professor of Folklore and American Civilization at Harvard University. His teaching and research interests are in folk and popular culture; material and visual culture; gender, sports, and masculinity studies; ethnic and religious studies; and American Studies theory and method.

The Staff

The School of Humanities provides administrative staff support for American Studies faculty and students. The main contact person for managing files, scheduling, and forms related to the American Studies graduate programs is **Hannah Murray** (717-948-6201, hb5103@psu.edu). Her desk is in W356 to the right as you walk in the suite. To the left is the desk of **Cindy Leach** (717-948-6189, ckl4@psu.edu) who is primarily responsible for undergraduate students. **Taneile Fasnacht** (taf14@psu.edu), part-time assistant, in W351 is the staff person to whom assistants hand their time sheets. Also in that office is **Rachel Dean** (rlb107@psu.edu), the administrative assistant for the School Director; she handles appointments and budget matters related to the School Director. Remember that the staff members *do not* provide advising. They will help you cut through the red tape of bureaucracy and navigate through the program, but seek out your adviser for academic questions.

Student Resources

The Library

Built in 2000, the library is a three-story structure equipped for computer technology, special collections, group study rooms, and multi-media areas. Check the library website at libraries.psu.edu for details. Searching for information in the library is done with the CAT, Penn State's electronic catalogue which is available on the World Wide Web from remote sites (cat.libraries.psu.edu) in addition to monitors in the library. With software from Penn State, you can bring your computer laptop to the library and access the Internet with connections at study tables or a wireless connection. You can also access the library catalogue through smart phones with a PSU Mobile link (wireless.psu.edu). Books you want from another campus are easily obtained by clicking "I want it" on line. A number of powerful databases, including library catalogues from all over the world, are available on-line through Penn State, and are often restricted to Penn State students, staff, and faculty. Check with the guides at work stations or the reference librarian for details. Probably most useful to you will be the *Encyclopedia of American Studies*, now available on-line, *The Making of America*, and *America: History and Life* which contains records of articles on history, literature, folklore, and language. Full-text databases include JSTOR and PROJECT MUSE. These and other resources can be accessed using the Library's newly created American Studies Guide: cat.libraries.psu.edu

Of special interest to American Studies students is the Alice Marshall Collection of Women's History Materials, John Yetter Collection of Steelton Photographs, Mac Barrick Collection of Regional Speech and Beliefs, and Archives of Pennsylvania Folklore and Ethnography which are housed in Special Collections on the third floor of the library. Other resources are found at the Center for Pennsylvania Culture Studies in Church Hall and its materials are housed in special collections. The faculty members of the library are happy to help you use the facility and answer your reference questions. The faculty member responsible for American Studies students is **Heidi Abbey Moyer** (hna2@psu.edu). Library faculty members and staff have cooperated with our program to build an American Studies collection, so take advantage of what they offer.

The Computer Center

An important facility open to you is the Computer Center. Located in the basement of the Olmsted Building, the center has terminals on which you can call up word processing, spreadsheet programs, statistical databases, Penn State bulletin boards, electronic mail, and more. Printers are available to print out your work and scanners are available in C12. Penn State primarily uses PCs, but a MAC lab is also available. The facility can be useful for research as well as preparation of papers and theses. Information on Penn State Harrisburg's computer services can be found on the web at harrisburg.psu.edu/its. Computers are also available in other locations, including the library

Media Commons

Students often have need of audio and video equipment for their research and presentations. The library is the distribution center for the campus's "media commons." Equipment that is available for loan includes video and audio recorders and laptops. Video and Photography studios are also available to students in the School of Humanities with appropriate training. Check with the manager of the studios for a tour of the facilities and information on their use. A recent addition is the "One Button Studio" in the library, rm 201C, of the library. It facilitates easy video recording without setups of lights and microphones. Please see: <http://mediacommons.psu.edu/locations/commonwealth/harrisburg/>

Student Activities and Facilities

We want you to enjoy your time in the program, so we want you to take advantage of the social and recreational opportunities at Penn State Harrisburg. **The Capital Union Building (CUB)** with its gym, pool, racquetball courts, aerobics area, weight lifting area, and student center are available free to you. See the Rec Office about obtaining a locker. The newest building on campus is the **Student Enrichment Center (SEC)** which contains an auditorium, bookstore, cafeteria, student government offices, Learning Center, and a spiritual center. **Stacks**, the food court, and **Biscotti's Coffee Shop** are on the first floor of the Olmsted Building. The **Office of Student Life (SEC 112)** is active in promoting a social and cultural atmosphere at Penn State Harrisburg. For a list of the organizations you can join, please see: harrisburg.psu.edu/campus-life-and-intercultural-affairs/clubs-and-organizations

Student Assistance and Financial Aid

The Financial Aid office in the Swatara Building will be glad to advise you about opportunities suited to your particular needs. Please see: <https://harrisburg.psu.edu/tuition-and-financial-aid>
If you're a military veteran, minority student, international student, or disabled student, the Student Assistance Center is also the place for advice about special programs for you. Deadlines for submission of forms for financial aid usually come early in the spring semester. You will typically need to submit a Needs Analysis Form (Feb. 15) fafsa.ed.gov/ and Scholarship Application (March 15) harrisburg.psu.edu/financial-aid/scholarships

Student Services

Penn State Harrisburg offers a variety of services to help make your time on campus fulfilling. See harrisburg.psu.edu/student-affairs for a full list of services, including residence life, disability services, student health services, international student support, adult learners, and career services. Student Affairs also runs workshops and seminars to help students reduce stress and improve their effectiveness. If it's a writing problem you want to work on, the Russell E. Horn Learning Center in SEC 201 administers a writing lab and tutoring services. Go here for information: <https://harrisburg.psu.edu/learning-center>

PSU Alert

PSUAlert is Penn State's emergency notification system for students, faculty and staff and we strongly recommend that you sign up for the service. The system will be used to alert members of Penn State's campus communities of emergencies, campus closings and other urgent information. Using the portal at psualert.psu.edu/psualert students, faculty and staff can choose to receive PSUAlert messages by text message, voice message and e-mail.

American Studies Organizations & Awards

Pennsylvania Center for Folklore

The American Studies Program maintains a research center devoted to the study of Folklore. Its files and holdings are available to you for your research and its offices are located in Church Hall, rooms 205-207. The holdings contain a folklore archives, containing papers of students involving collections of Pennsylvania traditions and oral collections arranged by genre (proverbs, legends, etc.). The archive holdings are electronically indexed by location, occupation, subject, ethnic group, collector, and informant,

among other fields. Other holdings include the Mac Barrick Collection at sites.psu.edu/folklib/ (strong in Pennsylvania beliefs and speech) and Pennsylvania Folklife Collection containing files on folk artists and projects from the Pennsylvania Council on the Arts and the Institute for Cultural Partnerships (see harrisburg.psu.edu/news/folk-arts-preserving-pennsylvanias-cultural-past). The John Yetter Collection has rare historic photographs of Steelton, Pennsylvania, which has been digitized for wider use (harrisburg.psu.edu/hum/paculture/photos.php). It has added oral history material on the civil rights movement in Harrisburg and on Holocaust survivors in the region. Check the center's website for more information: <https://sites.psu.edu/pafolklore/>

Center for Holocaust and Jewish Studies

The American Studies Program manages Penn State's only Center for Holocaust and Jewish Studies. It is located on the first floor of the Library and includes an art gallery, media and exhibit area, and seminar room. Professor **Neil Leifert** serves as its director and works with a steering committee of faculty and staff. The Center works to bring people from the Central Pennsylvania region and the university together in a common interest of remembering and teaching the Holocaust and Jewish Studies. The primary mission is: (1) provide educational opportunities for teachers and students on the Holocaust and Jewish Studies, and (2) organize activities in these areas reaching out to the community and public.

Besides being an inviting physical space providing research materials in print and other media in the Penn State Harrisburg Library, it is actively involved in outreach programming such as public performances of music, drama, and dance; screenings of films along with discussions by their makers; and lectures and book talks with nationally recognized writers and researchers on the Holocaust and Jewish Studies. It is a research and teaching space for faculty, community members, and students, and also a creative space where the public can visit to be informed and inspired by music, literature, and art.

Courses and special events devoted to the Holocaust and Jewish Studies have long been important offerings at Penn State Harrisburg, and the creation of the center in 2007 served to coordinate all these efforts in a single location. The college working in conjunction with the Holocaust Resource Center in the Jewish community of Greater Harrisburg, has oral history tapes and documents collected from survivors and liberators in the region. These materials are not duplicated in any other institutions or media, and provide a resource for researchers, community members, students, and faculty. A feature of the room is the availability of oral histories with local survivors and witnesses of the Holocaust. They are available on DVDs which can be played in computers in the room. For more information, see: harrisburg.psu.edu/chjs/

Eastern American Studies Association

The program is headquarters of the Eastern American Studies Association and sponsors an annual conference in different locations throughout the region. The meeting has been held in Harrisburg several times. Students can work on organization of the conference and are frequently presenters. The Association also coordinates the **Simon J. Bronner Award** for Best Paper by a Graduate Student, and the **Francis Ryan Award**, for the best paper presented by an undergraduate. For more information, contact John Haddad at jrh36@psu.edu or visit: harrisburg.psu.edu/eastern-american-studies-association

American Studies Awards

Every year, the program gives out three awards. The **Sue Samuelson Award** recognizes the year's best doctoral Dissertation, the **John Patterson Award** recognizes the year's best Masters Thesis, and the **George Wolf Award** goes annually to the top undergraduate student.

Ah! Graduation

After consulting with your adviser about the progress of your project, you announce during an activation period your intention to graduate through LionPath. Please refer to the Penn State Harrisburg Schedule of Classes for the dates of the activation period. The Program needs to certify you for graduation in the fall and spring semesters. This involves checking your transcript for the credits you received and verifying receipt of your project. You need to maintain above a 3.0 GPA to graduate. Fill out the form for graduation carefully, since the wording on your diploma will be taken from the information you provide there. Graduation ceremonies occur after the fall and spring semesters, held in December and May respectively. If you participate, make sure to order your gown and hood from the bookstore before the deadline, which usually is a month or more before graduation. Make sure you identify yourself as a graduate student, so you receive a master's "hood." The ceremony is held at the Giant Center in Hershey. Ample seating and parking are available. As Master's students, you're treated extra special at graduation, and we encourage you to participate. The campus has an official commencement web site at <http://harrisburg.psu.edu/commencement/>. Your name is called for all to hear, you walk up to the platform with your hood in hand, and the Dean, School Director, and Chair ritually place the hood over your head as well as congratulate you.

Finally...

Enjoy your time with us, and let us know what we can do to make your program more enriching. Remember, too, that you're part of our family even after you finish the program, and we hope to involve you in our events and services. As alumni, you can still connect to Penn State through the Alumni Association, our listserv, and campus activities.

We also want to track our graduates and hear from you as well as send you information from time to time about what we're doing. So please send us any notices of changes in your address, career, or name. Or just let us know what you're publishing, exhibiting, and generally doing. We like to tell others about it through our community outlets. We may even call on your help to expand our program through our development, recruitment, and outreachefforts.



So welcome, enjoy, work hard. We look forward to exploring America with you.

Graduate Student Jennifer Dutch shows off her diploma and robes after Commencement ceremonies at the Giant Arena, Hershey.

Useful Web Sites

harrisburg.psu.edu/humanities/american-studies

(Penn State Harrisburg American Studies Program website)

groups.yahoo.com/group/Amstd-hbg/join

(Site to subscribe to listserv)

lionpath.psu.edu/

(Schedule of Courses)

<https://sites.psu.edu/pafolklore/>

(Pennsylvania Center for Folklore)

<https://libraries.psu.edu/harrisburg>

Penn State Harrisburg Library

<https://guides.libraries.psu.edu/americanstudies>

PSH Library American Studies Research Guide

www.theasa.net

American Studies Association site

www.gradsch.psu.edu

Graduate School at Penn State

Useful Phone Numbers and e-mail

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David Witwer, Professor of American Studies and History (W355), 948-6494, dxw44@psu.edu

Support Services:

Alumni (W106), 948-6106

Bookstore, 948-6286

Financial Aid Counselor (Swatara Building), 948-6307

Computer Center (E302), 948-6188

Enrollment Services and Transcripts (Swatara Building), 948-6020

Bursar Office (Swatara Building), 948-6009

Health Services (220 Capital Union Building), 948-6015

International Student Adviser, Donna Howard, (E131), 948-6273

Learning Center (W117) 948-6475

Library

Circulation.....948-6070

Interlibrary Loan...948-6071

Periodicals.....948-6077

Reference.....948-6073

Police Services (Susquehanna Building), 948-6232

Recreation and Athletics (CUB Building), 948-6266 Residence Living Programs, 948-6269

Student Activities (E131), 948-6273

Student Assistance Center (including Career Services, Counseling, and Disabled Student Services), W117, 948-6025

Student Government Association (E136), 948-6137

Veterans Affairs (Swatara Building), 948-6099

AMERICAN STUDIES PROGRAM

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