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# **GRADUATE HANDBOOK**

**Department of History-University of Kansas**

## **GRADUATE PROGRAM IN HISTORY**

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## INTRODUCTION

The Department of History at the University of Kansas ranks among the premier graduate programs in the field of History. It prepares students to become leaders in their field, and stewards of their discipline. Graduates of the University of Kansas program have gone on to hold faculty positions in many universities and colleges in the United States and abroad, as well as positions in government, the military, non-profit corporations, and the private sector.

The Department offers MA and PhD degrees. The design of its program ensures that graduate students in History have the opportunity to acquire breadth over several fields, as well as depth in a particular field. It accordingly provides a variety of colloquia in which students may gain a critical understanding of existing literature. In addition, the Department, in concert with other units at the University, provides a wide range of professional experiences outside of the established curriculum, which give students opportunities to enhance their knowledge, improve their skills, and prepare for a variety of careers. Most of all, graduate students learn to conduct independent research and to contribute to the creation of new historical understanding, first through research seminars, and later through the dissertation.

The graduate program is currently undergoing revisions. This Handbook describes the rules in place for students who first enroll in the Department's graduate program in Fall 2009. Students who entered in previous years have the option of continuing under the rules in effect at that time (recorded in earlier editions of the Graduate Handbook) or changing over to the rules recorded here. As new changes are enacted, current students similarly will have the option of following the system described here, or adopting the revised plan. Students affected by the revisions should consult their advisory committees and the Graduate Director to determine the best choice for them.

### Undergraduate Prerequisites

Many students enter the graduate program at the University of Kansas after completing an undergraduate major in History. However, others majored in related fields, such as International Studies or Women's Studies, or even in entirely different disciplines. Normally, applicants are expected to have the equivalent of 20 semester credit hours of undergraduate History courses in order to demonstrate their interest and competence. Students who are applying in fields where the primary research language is not English must show sufficient capacity in the primary research language in their proposed field in order to demonstrate proficiency in their first year in Department's graduate program (see Foreign Language policy, below). Prospective students who do not meet these prerequisites may be able to enroll as continuing non-degree students at the University of Kansas in order to make up their deficiencies. They should contact the Graduate Director to discuss their options.

Under Graduate School rules, applicants must have a minimum undergraduate GPA of 3.0 on a 4-point scale in order to qualify for regular admission. Most successful applicants have undergraduate GPAs significantly above the minimum. The Department is reluctant to admit students on a probationary or provisional basis.

Because the number of applicants to the program far exceeds the number of spaces available, candidates are evaluated not only on their academic records, but also on their focus and purpose, as well as their suitability of their proposed directions of study to the expertise of Department faculty and the facilities of the University of Kansas.

### Admission Application Instructions

Graduate students pursuing a degree in the Department normally begin their program in the Fall semester. Applicants who have a compelling reason for beginning the program in the Spring or Summer semester should consult the Graduate Director. The Department does not ordinarily accept non-degree seeking students.

**Applications for 2009-10 are due by December 1, 2008.**

Applications consist of two parts, both essential to completion of the process. One part of the application is submitted to the Graduate School; the other part is submitted to the History Department. On the basis of the materials submitted, the Department recommends candidates for admission to the Graduate School. The Graduate School then reviews the applications and admits or declines students as appropriate.

**The Graduate School must receive the following materials:**

- \* The Graduate School Application form.  
It may be filled out on paper or on-line through the website [www.graduate.ku.edu/Application/online](http://www.graduate.ku.edu/Application/online)
- \* The application fee, which may be paid by credit card on-line or by check.

**The History Department must receive the following materials:**

- \*The History Department Application Cover Sheet, available from the Department website or by mail.
- \* A two-page written "Statement of Academic Objectives" in which you describe your reasons for seeking an advanced degree in History and specifically for seeking admission to the program at the University of Kansas. The essay should identify the student's particular interests in the field of History and qualifications for pursuing this course of study.
- \* A current C.V. or resume.
- \* A sample of your written academic work, no more than ten pages in length.
- \* Three letters of recommendation, accompanied by the official University form, available through the Department website. These letters should be sent by the recommenders **directly** to the History Department.
- \* Official scores for the general Graduate Record Examination (GRE). The Advanced Test in History is not required.
- \* Official copies of **all** transcripts of prior post-secondary work.
- \* For foreign applicants only: the official score on the Test of English as a Foreign Language.

**It is the applicant's responsibility to make certain that the Department and the Graduate School have received all materials by the deadline. The Graduate Office cannot process your application until all materials have been received. Applicants may contact the Graduate Administrator via email or telephone in order to confirm receipt of your materials.**

Applicants who wish to be considered for funding through the History Department should indicate their interest by checking the appropriate place on the History Department Application Cover Sheet. Insofar as Department resources allow, all students who are admitted for full-time study, except those who have secured external funding on their own, are provided with a Graduate Teaching Assistantship (GTA). (For more information on GTAs, see below.) Foreign students whose native language is not English are eligible to hold a GTA, provided they meet the University's and the Department's standards for written and spoken English.

Applicants who indicate that they are seeking Department funding will automatically be considered for nomination for University-wide fellowships and grants for entering graduate students. The Graduate School offers a limited number of fellowships and supplemental scholarships for first-year students. Some are specifically reserved for minority students, and applicants who identify themselves as members of minority categories on their Graduate School Application form can be considered for these awards.

Graduate students in Russian/East European, East Asian, and African history are strongly urged to apply simultaneously for Foreign Language and Area Studies (FLAS) fellowships from the appropriate KU Area Studies centers. FLAS fellowships provide recipients with tuition remission and a stipend while they pursue their degree program and enroll in formal language study.

The completed applications are sorted according to intended area of specialization, and are referred to the faculty field committees for evaluation. The faculty field committees recommend the most suitable candidates to the Graduate Awards committee. The Graduate Awards committee then selects the best of the recommended candidates, up to the appropriate number, given the Department's resources. These candidates are then recommended to the Graduate School for admission.

Applicants are informed of the outcome of their applications by letter from the Graduate School in February or March. In March, the Department contacts students who have been admitted to begin arrangements for their enrollment and GTA appointments.

## **Student Rights and Responsibilities**

All graduate students are responsible for informing themselves of requirements of the Graduate School as stated in the most recent issue of the *Graduate School Catalog*, which is available on-line from the Graduate School's website, [www.ur.ku.edu/Acadpub/gradcat/](http://www.ur.ku.edu/Acadpub/gradcat/) or in paper from their office, 300 Strong Hall.

Graduate students are bound by the rules and regulations of the University of Kansas. The *Code of Student Rights and Responsibilities* is available on-line at <http://www.vpss.ku.edu/rights.shtml>. When rules are violated and disciplinary action is necessary, the penalties imposed may include warning, probation, suspension, and expulsion.

## **Program Supervision**

Three Department committees are responsible for making decisions concerning the graduate program. The Graduate Board decides the program policies and structure, and authorizes exceptions to the rules. The Graduate Awards committee decides admission to the program and recommends applicants for GTA appointments (which are made by the Department Chair). The Graduate Prize committee selects graduate students to be recipients of Department honors and grants, and nominates the Department's candidates for College and Graduate School prizes, grants, and fellowships. The Director of Graduate Studies heads all three committees, supervises the graduate program day-to-day, and counsels students and faculty concerning it.

## **History Graduate Student Organization (HGSO)**

The History Graduate Student Organization is a student association recognized by the History Department. All History graduate students are members automatically. Members meet regularly during the academic year, and offer formal and informal mentoring, advice, professionalization opportunities, and collegiality. Further, HGSO serves as the voice of the graduate students to the faculty of the Department and in particular to the Graduate Director and the committees that guide graduate study. Officers are elected yearly. Designated members of HGSO serve on all departmental committees, except Promotion and Tenure, and vote in Department meetings. The HGSO website is <http://groups.ku.edu/~hgso/>.

## **Fields of Study**

Students normally indicate their proposed major field of studies in their application to the program. If students wish to change major fields, they should consult with the graduate field advisor for the new major field about the feasibility of their proposed program. If the field committee of the new field consents, the student may change majors.

In selecting their major and minor fields of specialization, graduate students should strive to create an intellectually-coherent whole. In addition, they should think ahead to the type of employment they hope to find after graduation, and which fields will serve them best in their future careers. Consequently, students should select their fields in consultation with their faculty advisors and peer mentors.

### **Major Fields:**

The Department recognizes the following major fields:

- Ancient History (\*no longer accepting students)
- East Asian History
- Great Britain and the Empire
- Latin American History
- Medieval History
- Modern/Early Modern European History
- Russian and Eastern European History
- United States History

Environmental History  
Military History  
International History  
Women's/Gender History

Each field has its own specific requirements in addition to those specified for the program as a whole. Students should consult their advisors concerning these requirements; they are also posted on the Department's website.

**Secondary Fields:**

Secondary fields may be portions of the **recognized major fields**, or they may be portions of the following fields, approved as minors only:

African history  
World history  
Atlantic world  
Indigenous nations history  
Religious history  
History of medicine  
Intellectual history

**Secondary fields must be different from the declared major MA or Ph.D. field. Thematic fields must cross more than one geographical area, and may not substantially overlap with the region of a geographically-defined major field.**

With the consent of the Graduate Board, students may create a secondary field that does not conform to the recognized fields. Such self-defined fields should have a demonstrable intellectual coherence, and students must identify a faculty member in the Department who has the necessary expertise and willingness to direct such a field. Students who wish to pursue self-defined fields should seek approval from Graduate Board as early as feasible.

## DEGREE INFORMATION

### Program Requirements

The Graduate School establishes a number of requirements for all graduate programs at the University, including residency, enrollment, and time limits. The Department observes those requirements and enacts specific requirements of its own. Students should refer to the *Graduate School Catalog* (available on-line at <http://www.catalogs.ku.edu/graduate/>) for University-wide requirements. This Handbook summarizes Departmental requirements.

### Advising

Graduate students are assigned a faculty advisor at the time they are admitted to the program. Later, they may select a different advisor if they choose. The primary advisor is normally a graduate faculty member in the student's major field of study. As students progress in their programs, they will select additional members of their advisory committees. Until students have passed their Comprehensive Oral Examination for the Ph.D., the advisory committee normally consists of two faculty members from the major field (including the prospective dissertation director), and one faculty member from each of the minor fields. The dissertation committee may consist of the same faculty members, or others selected because of their expertise in the area of the dissertation. All committee members must be members of the graduate faculty; they are listed on the Graduate School's website.

Students should expect to consult with their advisor several times in the course of the academic year, and to maintain contact via email, telephone, or letter during summers and research trips. At least once each year, students who have not yet reached the point of ABD ("all but dissertation") should meet formally with their primary advisor (and, if possible, with other members of their advisory committee) to review their Professional Portfolio in preparation for its presentation prior to the Comprehensive Oral Examination.

Each field designates a "field advisor"--a senior faculty member who takes primary responsibility for the graduate program in that field. Graduate students should bring queries about the field requirements to this person, as well as to their designated advisor.

The Director of Graduate Studies provides additional advising to graduate students, particularly concerning Department and University rules and procedures. In addition, the Graduate Director offers students career guidance in conjunction with other members of the Department.

In addition to their faculty advisor and committee, graduate students who hold teaching positions in the department have teaching mentors. For students who serve as Teaching Assistants (TA's), their teaching mentor is the professor for whom they are currently working. Advanced graduate students who are serving as Associate Instructors (AI's) select a Department faculty member to serve as their mentor at the time they are notified of their appointment. The teaching mentor helps graduate students in designing syllabi, lessons, and written assignments; observes their teaching, offering advice and writing evaluations for the Department; discusses the theory and practice of history pedagogy; and aids in solving problems.

Entering graduate students are assigned a peer mentor, selected by the History Graduate Student Organization. The peer mentors help new students navigate the university system and the Lawrence region, familiarize themselves with the Department, and adapt to life in graduate school.

### Enrollment

Once students have entered the program, in order to maintain their status, they must enroll every subsequent Fall and Spring semester (and, for students at the dissertation stage, Summer semester) until completing the degree. Students who wish not to enroll for a period of time need to inform the Graduate Director in advance for a leave-of-absence. It may also be appropriate to file a formal petition with the Graduate School.

Full-time enrollment for graduate students at the MA level and at the coursework stage of the PhD consists of a minimum of 9 credit-hours per semester. Graduate students who hold GTA or GRA (Graduate Research Assistant) positions may drop down to 6 credit-hours per semester and still be considered full-time.

Prior to the beginning of the semester, students should consult with their advisors concerning the appropriate selection of courses. After this consultation, they should enroll on-line with the Registrar through the "Enroll and Pay" system ([www.registrar.ku.edu](http://www.registrar.ku.edu)). For individualized courses (including History 800, History 900, and History 999), students will need to obtain a code number from the Graduate Administrator in order to enroll.

All students are expected to register for courses in the Fall and Spring semesters each year while they are pursuing their degrees. (Students who are ABD must also register in the Summer semester, per Graduate School rules.) Students who wish to interrupt their studies for a semester or a year must file a statement of their intention to take a leave of absence, approved by their advisor, with the Graduate Office. Students may extend the leave of absence, upon request, with the approval of their advisor and the Graduate Board. Students who have neither registered for courses nor filed for a leave of absence by the eighth week of the Fall or Spring semester will be dismissed from the program.

## Essential documentation

**ARTS form.** The Registrar's office maintains an Academic Requirements Tracking System (ARTS) form for each student--a sort of internal transcript. Students may obtain copies of their own ARTS forms through the Registrar's office on-line Enroll and Pay system. Several times a year, the Graduate Administrator prints out updated ARTS forms for graduate students and deposits them in their files. Should students ever notice a discrepancy between the ARTS form and their own records of enrollment, they should inform the Graduate Administrator.

**Progress Report form.** The Department expects graduate students to complete the progress report form after the end of both the Fall and Spring semesters, recording progress towards the fulfillment of degree requirements. There are different forms for MA (Track A and Track B), PhD (Track A and Track B), and ABD students. Examples are contained in the Appendix of this Handbook. Completed progress report forms should be turned in to the Graduate Administrator.

**Do-All form.** The do-all form is the official form recognized by the Graduate School to change students' status. It is need to schedule the MA oral exam, to transfer students from the MA to the PhD level, to report fulfillment of the residency requirement, to report fulfillment of the foreign language requirement, to schedule the PhD comprehensive oral exam, and to schedule the PhD dissertation defense. The Graduate Administrator prepares the do-all form, and it is signed by the Graduate Director; then it is sent to the Graduate School for approval. For the MA exam, the PhD comprehensive oral, and the dissertation defense, the do-all form records the outcome and is signed by the advisor; it is then returned to the Graduate Administrator to be sent again to the Graduate School.

**Application to Graduate form.** The Registrar's office requires this form, available on-line, in order to record the MA and PhD degrees approved by the Department and the Graduate School. Students who anticipate completing their degree in a given semester need to file the application to graduate form early in that semester. The degree cannot be awarded without this form.

## Foreign Language Requirement

All History graduate students are required to have had experience in the serious study of at least one foreign language. Students in fields where the primary research materials are in languages other than English must command those languages. **Ordinarily, students enter with some knowledge of their primary research language. They must be able to demonstrate the necessary level of proficiency within the first academic year of their enrollment in the department.**

The field committee in the student's major field(s) may require students to demonstrate competence not only in reading, but also in speaking, writing, and paleography, if such proficiency is necessary for their professional work.

Fields may require competence in **one or two** foreign languages. Students should check with their major field committees concerning the language requirements for their area of specialization.

Students may demonstrate competence in a **primary research language** by:

- a. Native speaker status; or
- b. Coursework at KU or elsewhere through the intermediate (second year) level, coupled with extensive use of the language in seminar and colloquium papers; or
- c. Coursework at KU or elsewhere through the advanced (third year) level; or
- d. A test of language skill (reading only, or reading, speaking, and writing, as appropriate) designed by the field and graded in consultation with the appropriate foreign language department.

Students may demonstrate necessary experience in a foreign language that they are **not** using for primary research by:

- a. Native speaker status; or
- b. Coursework at KU or another university; or
- c. A test of reading skill (usually, a passage to translate) designed by the field and graded in consultation with the appropriate foreign language department; or
- d. A graduate reading knowledge course taken at KU.

When students have attained the required level of proficiency in a foreign language, they should fill out the History Department Foreign Language Certification Form (see Appendix) and submit it with the necessary documentation first to their advisor, and then to the Graduate Director.

Should any difference of opinion arise between students and their field committees concerning the language requirement, they should consult with the Graduate Director. If the disagreement cannot be resolved that way, students may petition the Graduate Board.

## Evaluation

Students should consult with their advisors regularly concerning their performance and their progress to the degree. Students should schedule a formal portfolio check with their primary advisor at least once each year.

The Graduate Director has prepared a "Progress Grid," providing advice to students outlining normal progress to degree for full-time students. This "Progress Grid" is included in the appendix to this Handbook.

Grades are in whole letters (A, B, C, D, F) without pluses or minuses. Only grades of A and B count for graduate credit. A larger proportion of grades of B than A may be indicative of a problem that students should discuss with their advisors. Students whose GPAs fall below 3.25 are placed on probation (see below). Credit/no credit options are not authorized for graduate students.

Advisors should review performance and progress with each of their graduate students in September. After discussion with the students, advisors write up a paragraph summarizing their assessment for the students' files. Once each year, usually in December or January, each field's faculty committee reviews the progress of graduate students majoring in that field. These evaluations are placed in the students' files and are available to them. These evaluations are used by the Graduate Awards committee in their deliberations concerning GTA appointments, and by the Graduate Prize committee in their deliberations concerning prizes and grants.

At the end of Fall and Spring semesters, graduate students must complete the appropriate Progress Report form (included in the Appendix to this Handbook) and submit it to the Graduate Office to be included in their files. The Graduate Director reviews the students' Progress Reports and the advisors' and field committees' evaluations as they are submitted, along with the students' ARTS forms. When the Graduate Director sees a pattern suggesting difficulties in performance or in progress to degree, s/he sends the affected students a letter, with a copy to the advisors, identifying the problem and possible remedies.

If the advisor, field committee, or Graduate Director determines that particular students have not demonstrated a capacity to carry out graduate-level work, the students will be so notified. If these students wish to continue in the program, they will be given the opportunity to meet with the Graduate Director and with the faculty members most directly involved. Then the students may petition the Graduate Board. The Graduate Board then decides either to dismiss the students from the program, or to permit them to continue to pursue the degree, in a probationary capacity, on specified conditions.

## **Incompletes**

If students need to take an Incomplete in a course, they should arrange with the professor a specific deadline for completion of the work as soon as feasible. Department rules permit students a semester and a summer term to satisfy work for an Incomplete. Students who take an Incomplete in the Spring are required to fulfill the missing work no later than the end of Fall Semester. Students who take an Incomplete in the Fall are required to fulfill the missing work no later than the end of the following Summer term. Students who do not meet these deadlines will be placed on probation. After a semester on probation, students will be dismissed from the program, unless they file a successful petition to the Graduate Board.

**Students on probation because of unsatisfied Incompletes are ineligible to hold GTA appointments.**

## **Probation**

Students whose performance and progress to degree are seriously deficient will be placed on probation. The Department defines students as being seriously deficient when they

- 1) carry an Incomplete for more than a semester plus a summer term;
- or 2) have a GPA in courses that count for the degree that falls below 3.25.

Students who do not remedy the deficiency within one semester on probation will be dismissed from the program, unless they file a successful petition to the Department's Graduate Board.

## **Academic Misconduct**

Graduate students in the History Department are required to abide by the University's policy on Academic Misconduct, available on-line at [www.ku.edu/~unigov/usrr.html#art2sect6](http://www.ku.edu/~unigov/usrr.html#art2sect6). They must document appropriately all ideas, texts, and images that they have borrowed from others. Students are prohibited from representing as their own work the work of others. Work submitted for any course is expected to be original to the student and designed to meet the requirements of the course. In addition, written work done for one course or degree program will not be accepted in another. Questions of interpretation of this rule must be cleared with the faculty member in advance.

## **Petition Process**

If graduate students have compelling reasons to seek exemption from program rules and requirements, they may file petitions. The petition should explain the reasons why the student is seeking exemption from specific rules, and how the educational goals the rules reflect will still be fulfilled.

In the case of the department's own rules, petitioners should write a letter with this content to the Graduate Director, providing appropriate supporting materials. This petition should be accompanied by a letter of support from the student's advisor. The Graduate Director then refers the petition to the Graduate Board, which issues its decision.

In the case of Graduate School and university rules, petitioners should write a letter with the content spelled out above, along with the College of Liberal Arts Graduate Division petition form, available on the College of Liberal Arts and Science Graduate Division website ([www.graduate.ku.edu](http://www.graduate.ku.edu)). The petition form specifies the supporting material

needed for each time of petition (leave of absence, extension of time to degree, waiver of the ABD enrollment requirement, waiver of rules specifying time between the Oral Comprehensive Examination and the dissertation defense, among others). These materials must be accompanied by a letter of support from the petitioner's advisor. The petitioner should compile the necessary materials, and submit them to the department's Graduate Director. The Graduate Director reviews the materials, and if s/he concurs with the petition, s/he sends them to the Graduate School accompanied by his/her letter of endorsement.

## THE MASTER'S IN HISTORY

The MA degree consists of 30 credit-hours. Normally students take courses at the graduate level (800 and above), although many courses numbered 500- and 600- (but not History 696) may count for graduate credit. Department rules require that students must complete a minimum of nine credit-hours in courses numbered 800 or higher.

Usually, students take all coursework at the University of Kansas. It is possible, however, to transfer up to six graduate credits earned elsewhere. Students who wish to transfer credits must present a petition to this effect to the Graduate Board, along with the course syllabus, copies of papers produced for the course, and an endorsement from the KU faculty member who teaches an equivalent course. At the same time, students may petition for a waiver from Department degree requirements on the basis of equivalent work in the graduate program at another institution. Courses taken while the student was an undergraduate may not be counted towards the graduate degree.

Students are required to take History 805, The Nature of History, normally in their first semester.

MA students must complete two research seminars, normally including at least one research seminar in their major field. In each of these seminars, students must produce must professional-quality paper, suitable for consideration for publication in a scholarly journal, with the following characteristics:

- a) a significant topic.
- b) original insight into that topic.
- c) a source base consisting of primary sources in the original language.
- d) integration into the historiographical context of the secondary literature.
- e) full scholarly apparatus (usually footnotes/endnotes).
- f) accurate and graceful prose style.
- g) length of 20-60 pages.

Whenever possible, students are urged to fulfill their research seminar requirements in a classroom setting. If the department is not offering an appropriate research seminar in the semester when a student needs to take one, the student may fulfill the requirement through an independent study course, History 900.

Students in fields where the primary research language is not English (that is, geographic areas other than the US and modern Britain) must demonstrate proficiency in their primary research language within their first year in the M.A. program. Students should consult the Department's Foreign Language requirement policy (above, p. 8).

The field committees have designated requirements for graduate students pursuing a major or a minor, including specific coursework (normally graduate colloquia) and foreign language proficiency.

In consultation with their advisors, students should structure their coursework for the MA program according to either Track A or Track B:

**Track A:** Three fields of history.

At least nine hours of course work is taken in each of the three fields selected. The fields are the equivalent of secondary fields drawn from three different major fields. With the consent of departmental advisors, students may substitute one allied field outside the History Department.

**Track B:** A major field and one secondary field.

At least eighteen hours of course work are taken in the major field and six hours in the secondary field. At least two history faculty members serve on the student's MA committee for the major field.

Track B provides more intensive training for future PhD work, and is preferred for students who anticipate continuing in a History graduate program after completion of the MA degree.

## **The MA Examination**

There are no written examinations for the MA. In the final semester of enrollment for the MA, students take one 90-minute oral examination that covers the student's major and secondary field and the required publishable research papers. The MA examination committee must have a minimum of three graduate faculty, including the advisor and at least one other professor from the History Department.

The student sets up the date and time of the exams and notifies the Graduate Administrator at least two weeks before the agreed upon date. The Graduate Administrator will send out confirmation of the exams to the committee and forward a "Do-All" form to Graduate School for approval.

## **Admission to the PhD program from the MA program**

At the student's MA examination, the exam committee recommends, by majority vote, whether or not the student should be permitted to continue in the program for a Ph.D. Their recommendation is indicated on the do-all form provided for the exam. If the exam committee recommends against admission to the PhD program, the student may appeal the recommendation to the Graduate Board.

A do-all form separate from the one authorizing the MA oral examination is required for a student who is continuing for the PhD. The Graduate Administrator prepares this do-all form after the MA examination. Students should check to make sure that their change in status has been properly recorded.

Traditionally, graduate students complete the MA degree before proceeding to doctoral study. However, in unusual cases, Masters-level students may petition the Graduate Board for direct admission into the PhD program, bypassing the MA degree. MA students who are considering this option should consult with their advisor and with the Graduate Director. Such students should demonstrate exceptional preparation and academic achievement in the MA program, and they should have unambiguous plans for PhD study. Petitions must include a letter of support from the student's major advisor.

## **Time Limits**

The Department allows a maximum of five years for completion of all requirements for the MA degree. MA candidates may not continue to enroll after completing more than 39 credit-hours of graduate credit without having completed the MA degree.

## THE PhD IN HISTORY

The PhD degree consists of 33 credit-hours at the graduate level. Normally, students take courses at the graduate level (800 and above), although many courses numbered 500- and 600- (but not History 696) may count for graduate credit. Department rules require that students complete a minimum of 15 credit-hours (5 courses) at the 800-level and above. In order to satisfy the Graduate School's residency requirement, students must be enrolled for at least two semesters of full time study at the Lawrence campus. For GTA's, full time study means at least 6 credit-hours per semester; for non-GTA's, 9 hours.

Students who completed the MA degree in the History Department at the University of Kansas may count those courses towards the PhD requirements.

The Graduate School does not permit transfer credit at the PhD level. However, students who enter the program with a Master's degree in History or related disciplines from other universities may satisfy part of the 33 credit-hour requirement with up to 12 hours from their master's programs. The Graduate Board will make the decision concerning waivers of credit-hours based upon the recommendation of the student's advisor and the appropriate field committee. Students who wish to request a waiver should do so in their first semester.

Students are required to take History 805, The Nature of History, normally in their first semester in the program. In addition, students must take a minimum of three colloquia and two research seminars, as defined under the requirements for the MA degree (see p. 10).

The field committees have designated requirements for graduate students pursuing a major or a minor. Students can find out about these requirements from their advisors, from the field graduate advisor, or from the Department website.

PhD students must be able to demonstrate the appropriate level of proficiency in their primary research in their first year in the graduate program at KU. In some fields, proficiency in a second foreign language is required as well. Students should consult their field committees and the Department's Foreign Language requirement policy (above).

In consultation with their advisors, students should structure their coursework according to either Track A or Track B:

**Track A:** One major and two secondary fields.

The major field includes six courses (18 credit hours).

The secondary fields include two courses (six credit hours) apiece, for a total of 12 credit hours.

One of the secondary fields may be in a discipline outside the History Department.

**Track B:** Two major fields and one secondary field.

The two major fields include a total of eight courses (24 credit hours), in either of 4/4 or a 5/3 configuration.

The secondary field includes two courses (6 credit hours). The secondary field may be taken in an approved discipline outside the History Department

## The Professional Portfolio

From the first semester in the program, graduate students prepare a Professional Portfolio of their professional work. This portfolio takes the place of written comprehensive examinations. Through the portfolio, students demonstrate their command of their fields and their preparation to undertake dissertation research. It should be designed with this purpose in mind.

The portfolio physically must be contained within a three-ring binder. It **must** contain the following items:

\* A Table of Contents.

- \* A C.V.
- \* All research seminar papers.
- \* Major written work from all colloquia and readings courses, including
  - \* historiographical essays.
  - \* synthetic essays.
  - \* annotated bibliographies.
- \* Any published historical works.
- \* A professional essay of 15-20 pages, explaining why you selected your fields, how those fields might be integrated and related to one another, and what you understand to be the leading research issues in the major field(s).
- \* A dissertation prospectus of 10 pages, plus bibliography and a 150-word abstract. (See **Prospectus**, below)
- \* Synthetic essays (up to 3, with a maximum of 25 pages apiece) if mandated by the field committee of the major field. These essays must be assigned when the student has completed 24 credits, and must receive a grade of "satisfactory" to be included in the portfolio.

The portfolio may contain the following items, if students and their committees find them helpful as evidence of the students' preparation:

- \* Additional historiographical essays and annotated bibliographies.
- \* Syllabi of courses taught or proposed.
- \* Book reviews.
- \* Conference papers.
- \* Grant proposals.
- \* Op-ed pieces.
- \* Public-history activities.
- \* Web-site designs.

Students should arrange with their faculty committee members for at least one review of their portfolio each year, at the time of the annual review.

## **Dissertation Prospectus**

Students should begin to consider possible dissertation topics at the beginning of their degree program, consulting repeatedly with their advisor and other faculty members. They should endeavor to gain through their coursework and extra-curricular study the necessary background and skills for their proposed dissertation.

The prospectus should clearly state the topic of the proposed research and what questions and problems the work proposes to address and answer. Since the dissertation must be an original contribution to the discipline of history, the prospectus should make clear how the proposed work develops, challenges, or departs from past research. It should demonstrate that the student has a sufficient and critical command of the historiography and the present state of the field. It should make clear what languages, methodologies, and theories the student will use when examining the sources. The prospectus should identify the sources to be used and their locations. A tentative outline of chapters should provide some sense of the work's overall plan and structure. A tentative schedule in the prospectus should estimate how much time the various aspects of research, travel to collections, writing, and revision will take. The text of the prospectus cannot be longer than ten pages. A bibliographical essay listing primary and secondary sources and unpublished doctoral and master's research may be included as an appendix.

A draft of the dissertation prospectus is included in the portfolio as presented at the Comprehensive Oral Examination. Following successful conclusion of the oral examination, students must deposit a copy of the final dissertation proposal, as revised in light of the examination, with the Graduate Office. It should be deposited within the same semester as the oral examination.

## Submission of the Professional Portfolio and the Comprehensive Oral Examination

In the semester following completion of coursework (usually, by the Spring of the third year of graduate study), students present the Professional Portfolio formally to their committee through the process described below. By this time, they must have fulfilled all requirements for the PhD established by the Department and the Graduate School with the exception of the Comprehensive Oral Exam, the 18 credit-hours of dissertation research, and the dissertation itself. If students meet these criteria, they proceed to the Comprehensive Oral Examination required by the Department and the Graduate School.

The committee for the oral examination consists of four department faculty (two in the major field, one in each minor field), and a faculty member from another department, who serves as the Graduate School's designee.

Students should first arrange with their faculty committee members a mutually-convenient date and time for the oral examination. Then students should provide this information to the Graduate Administrator. At the same time, candidates deposit the portfolio in the graduate office and provide copies of the professional essay and dissertation proposal (and any other materials specifically requested) to each member of the examining committee. The Graduate Administrator will process the paperwork with the Graduate School, and arrange for a room for the exam. Arrangements must be completed at least two weeks prior to the scheduled date of the oral exam.

Prior to the oral exam, the committee will examine the portfolio's contents carefully. The oral examination has two emphases:

- a) A review of the student's program as expressed in the portfolio and a test of the student's ability to define clearly and express coherently the state of the fields; that is, certification of the student's competency in major and minor fields;
- b) The presentation of the dissertation proposal and an exposition of its anticipated contribution to the student's fields.

The Examination committee reports a grade of Honors, Satisfactory, or Unsatisfactory. Satisfactory completion of the oral examination requires the favorable vote of at least 4 of 5 members of the committee including representatives of the major field. In the case of fewer than four favorable votes, a second oral examination will be scheduled. Students may take the comprehensive oral a maximum of two times, and at least 90 days must elapse between the exams.

## Dissertation

The dissertation consists of a book-length piece of original scholarship that makes a significant contribution to historical knowledge. It must advance a clear and cogent thesis, rooted in the historiography, and drawing upon an appropriate array of primary and secondary sources, fully documented according to common academic standards. The subject of the dissertation should fall within the student's area of emphasis in the major field and should be feasible in light of the student's background and preparation.

After passing the Comprehensive Oral Examination, the candidate must be continuously enrolled—including summer sessions—until completion of the degree. Until completion of 18 hours of post-comprehensive enrollment (normally, History 999), the candidate must enroll for a minimum of six credit hours each semester and three credit hours in summer sessions. Credits of History 999 that are taken before the semester in which the student was admitted to candidacy do not count towards the fulfillment of this requirement; credits taken during the semester of the comprehensive oral exam do count. After fulfilling this 18 credit hours requirement, candidates must enroll for at least one hour each semester and each summer session until passing the dissertation defense. One-credit enrollment at this stages qualifies the student for full-time status.

The Ph.D. candidate and the dissertation advisor jointly determine the composition of the dissertation committee. The Graduate School requires a minimum of 5 graduate faculty on a dissertation examination committee. The committee is headed by the dissertation advisor, and it includes a second History graduate faculty member from the

major field. Additionally, the committee includes a third faculty member from the History Department and a fourth faculty member that may be from History or from another department. These four faculty are the primary readers, and graduate students should consult with them in the writing of the dissertation. By the time that the dissertation is substantially complete, the candidate should identify a graduate faculty member outside the Department to serve as the Graduate School's representative at the dissertation defense.

## **The Doctoral Defense**

When students receive approval from the dissertation committee members, they may then schedule the Final Oral Defense. After setting a date and time for the defense (a minimum of three weeks before the defense is to take place) students must notify the Graduate Administrator. The Administrator will send out confirmation to the committee and submit the appropriate paperwork to the Graduate School. The final examination is open to the public, and it is held at a time and place approved and announced by the Graduate School. Satisfactory completion of the dissertation defense requires the favorable vote of at least 4 out of 5 persons on the examining committee, including representatives of the major field. In the case of too few favorable votes, a second doctoral defense will be scheduled. At least 90 days must elapse between dissertation examinations. Students may take the dissertation examination a maximum of two times.

The final copy of the dissertation in required electronic form and the dissertation abstract must be turned in to the Graduate School before the degree can be awarded. Instructions for submission of the dissertation are found at [www.graduate.ku.edu/ETD/](http://www.graduate.ku.edu/ETD/).

## **Time Limits**

After being admitted to doctoral programs at the University of Kansas, doctoral students must complete all degree requirements in eight years. Students who complete the Master's degree at KU and continue to the Ph.D. have a total enrolled time of ten years to complete both degrees. When students can document compelling circumstances, the Graduate Division may authorize an extension, normally of no more than one year. Petitions for extensions must be submitted to the Graduate School via the Graduate Office before the time limit has expired. Petitions must be accompanied by a detailed timeline for completion of the degree, approved by the candidate and the advisor; a letter of support from the advisor; and a letter of endorsement from the Graduate Director. Except in extraordinary circumstances, the Department will not endorse more than one extension.

## GRADUATE TEACHING ASSISTANTSHIPS

Graduate Teaching Assistantships (GTA's) provide graduate students with valuable experience for their future careers as well as the financial support necessary to pursue their degrees. GTA appointments are made by the Department Chair upon the recommendation of the Graduate Awards committee. GTA's at the University of Kansas are unionized; information about the union contract with the University may be found at the website [www.ku.edu/~provost/](http://www.ku.edu/~provost/).

In their first years, GTA's are normally assigned to assist a Department faculty member as a Teaching Assistant (TA) in a course, by grading papers, responding to students' questions, and leading discussions. After demonstrating teaching competence as a TA, GTA's may be assigned to teach their own sections of Department courses as Assistant Instructors (AI's). It is strongly preferred for AI's to hold the MA degree. The Department's by-laws contain the official policies governing AI appointments

GTA's may express their preferences in terms of assignments, but ultimately Departmental needs take priority. GTA work is expected to average 20 hours per week, but most GTA's find that their workload is heavier in some weeks than in others. Each semester, GTA's do not complete their work until final exams are over and they have turned in final grades. Teaching Assistants are expected to attend the lectures the professor gives to the class. TA's who are assigned to courses with discussion sections (normally, three classes) must meet those classes. Should TA's be unable to meet their classes on occasion, they should inform the professor and, if at all possible, arrange for someone else to cover the classes for them. TA's are usually assigned a total of 70 to 90 students. Assistant Instructors normally teach 60 to 70 students, in either one class or two, as suitable for the Department course schedule. They have responsibility for choosing texts, devising syllabi, presenting lessons, and grading; they should fulfill these duties consulting with their faculty teaching mentor. Should they be unable to meet their classes on occasion, they should make alternative arrangements for the students.

GTA's are required to maintain full-time enrollment in the History Department's MA or PhD program. A normal courseload for a GTA is 6-9 credit-hours per semester. According to University rules, GTA's are required to be enrolled in a minimum of 6 credit hours each semester. Students need to learn how to balance their teaching obligations and their responsibilities to maintain a high level of performance and progress in their degree programs. Students who neglect one or the other will be required to relinquish their teaching position, and possibly will not be permitted to continue in the degree program. Department policy prohibits graduate students who are on probation from holding a GTA appointment.

The Department expects all members of its instructional staff, faculty and graduate students alike, to arrange for evaluation of their teaching. GTA's are required to distribute the designated evaluation form to their classes in the manner prescribed by the Department. These evaluations solicit both objective and discursive responses from undergraduates. In addition, TA's are evaluated by their supervising professors, who write up an assessment of their performance after the end of each semester. These assessments are turned in to the Graduate Office, and are placed in the TA's files. AI's select a teaching mentor from amongst Department faculty. Teaching mentors visit at least one class, upon invitation by the AI's, at a mutually-convenient time. At the end of the semester, teaching mentors compose a summary of Assistant Instructors' performance, drawing upon direct observations of teaching, student evaluations, and review of classroom materials. Teaching mentors then share the draft summary with the AI's, and a version acceptable to both is placed in the AI's file, along with the student evaluations.

**Students who wish to hold a GTA position must reapply annually.** Insofar as Department resources allow, the Department expects to renew the appointments of current GTA's who are making good progress in their degree programs and who perform their teaching duties in a satisfactory manner. The Department is also committed, insofar as resources allow, to providing GTA positions to graduate students who had been selected previously for a GTA position in the Department, but who passed it up in order to take a fellowship or a GTA in another department or a GRA position or fellowship. Students who have not previously held a GTA or a fellowship may also apply.

Because the Department can offer a limited number of GTA appointments, graduate students applying for them are required to apply simultaneously for funding from all other appropriate sources. Students in European, US, and Latin American fields should apply to the Humanities and Western Civilization program. Students in Russian/East European, East Asian, Latin American, and African history should apply to the appropriate KU Area Studies centers for FLAS fellowships. University and external fellowships are also available, especially for students at the dissertation stage. The Hall Center for the Humanities compiles information on external fellowships for graduate students. Graduate students

who have compelling reasons to apply solely for Department funding should discuss their situations with the Graduate Director.

Graduate students who would like to hold a GTA position in the Department in the subsequent academic year must submit their applications to the Graduate Office by January 13. The appropriate form will be available in the Graduate Office before the end of Fall semester; applicants may append a one-page explication of their academic and teaching performance. In addition, applicants for funding should ascertain that their files in the Graduate Office are complete and up-to-date. In particular, they should make sure that the files contain Progress Reports through the Fall semester, advisors' evaluations of academic performance and progress to degree, and teaching evaluations by students and faculty supervisors or teaching mentors.

In the first stage of evaluation, faculty committees in each field assess the applications of graduate students majoring in that field. Assessment criteria include, but are not limited to, progress toward degree, GPA, incompletes, letters from advisors and mentors, publications or conference presentations, departmental service, and performance in GTA duties. Each field generates a rank-ordered list of applicants for GTA's in that field, and writes a brief explanation of that ranking to guide the Graduate Awards committee. The fields may also recommend against appointing certain graduate students as GTA's.

The Graduate Awards committee then reviews the applicant files and the recommendations advanced by the field committees. It is composed of faculty members and a graduate student who is not seeking GTA funding, all appointed by the Chair. The Graduate Director acts as Chair of this committee. The Awards committee generates a ranked list of graduate students recommended to the Chair for appointment as GTA's. The Chair may diverge from the rankings in order to fill specific Departmental teaching needs, but normally GTA positions are offered to graduate students on the list in ranked order. When all GTA slots are filled, the remaining students on the list become alternates in case the Department is able to make additional appointments.

Students who have questions about their applications may consult with the Graduate Director or the Chair of the Department. Given that the Awards Committee's discussions, as well as materials in the application files, are confidential, neither the Director nor the Chair may divulge confidential items or specific rankings of applicants. However, both the Director and the Chair may discuss the general response of the committee to a given application.

## **Teaching Development**

The Department and the University offer GTA's a wide range of opportunities to enhance their instructional skills and to learn about higher education pedagogy. By taking advantage of workshops and discussions related to teaching, GTA's can make their workload more manageable in the present, and they can demonstrate their commitment to high-quality teaching to future employers.

### **GTA Orientations**

Before GTA's enter the classroom for the first time, they are required to attend the University GTA orientations, scheduled about a week before the beginning of classes. The date of the orientation is listed on the contract GTA's sign in advance. The Provost's office has a policy of canceling the contracts of GTA appointees who miss the orientation. The Department also schedules its own orientation for GTA's at the beginning of the academic year, and all GTA's are required to attend.

### **Teaching mentors**

AI's are required to have teaching mentors to assess their performance in the classroom, but the Department envisions the relationship between AI and mentor as supportive and collegial, more than evaluative. Teaching mentors stand ready to help AI's with designing syllabi, lessons, and written assignments; selecting readings, crafting lectures and discussions; and troubleshooting. The teaching mentors also write evaluations of Assistant Instructors' performance (see above, page 16). AI's may choose different teaching mentors in different semesters, and thus benefit from several faculty members' advice.

## **The Teaching Exchange**

The Teaching Exchange is an on-going conversation amongst interested faculty and graduate students in the Department concerning how we teach. The Teaching Exchange meets monthly (on average) during the school year. For each session, a topic is selected, focusing sometimes around specific courses, curricular issues, or instructional techniques, or exploring the theoretical literature of higher-education pedagogy.

## **Center for Teaching Excellence**

The Center for Teaching Excellence (CTE) is a University office dedicated to assisting instructors, including GTA's, to develop effective instructional techniques. The expert staff of CTE can introduce instructors to the pedagogical technology available at the University, and help instructors develop new approaches to teaching. CTE specialists work with instructors individually, and also offer a diverse array of workshops and discussions. They also can guide instructors to useful scholarly literature on the subject of college teaching and learning. CTE is located at 135 Budig Hall, telephone 785-864-4199; email [cte@ku.edu](mailto:cte@ku.edu); web address: [www.ku.edu/~cte/](http://www.ku.edu/~cte/).

## **The "Commendation in Teaching Preparedness"**

The Department offers an official "Commendation in Teaching Preparedness" to graduate students who have undertaken to acquaint themselves extensively with techniques in the higher education pedagogy of History. Students may earn this "Commendation" by fulfilling the following:

- 1) Teach history or history-like courses (such as Western Civilization) at the university level as an AI or lecturer for at least two semesters.
- 2) Prepare a statement of teaching philosophy.
- 3) Attend at least 15 sessions on approaches to teaching offered by CTE or the Department's Teaching Exchange, keeping a record of dates and topics, and a file of information gathered at them; or enroll in History 807 "Professional Development Colloquium in Pedagogy," and attend 7 sessions at CTE or the department's Teaching Exchange, keeping the same records.
- 4) Compile a teaching portfolio, containing syllabi and course materials, and records of student and peer evaluations.

Graduate students can then present the documentation of fulfillment of the requirements for the "Commendation" to the Graduate Director, who will then issue the formal letter of "Commendation." Recipients are entitled to list the "Commendation" on their C.V. and to include the letter in their teaching portfolios.

## **PROFESSIONAL DEVELOPMENT**

The University of Kansas offers graduate students a wide variety of opportunities for professional development outside of the curriculum. Most graduate students discover that extra-curricular opportunities are just as significant in their formation of professional personae as coursework is. Savvy graduate students make time in their busy schedules to attend workshops, presentations, lectures, and conferences, and to participate in the life of the university as members of committees and task forces. In addition to gaining valuable experience, graduate students can have a significant impact on their program and the larger academic community.

The Graduate Director has prepared an "Agenda for Professionalization" that describes a variety of activities that graduate students should try to experience during their time at KU. It is included in the Appendix to this Handbook.

### **Service Opportunities**

The History Graduate Student Organization (HGSO) has officers and committees serving in a variety of roles. It is open to all graduate students in the Department. More information on this group may be found at the website, [www.ku.edu/~histgso](http://www.ku.edu/~histgso).

Graduate students are integrated into the governance structure of the Department, as described in the Department's by-laws. Graduate students serve on most Department committees; they are welcome to attend most Department meetings, where their representatives vote. HGSO nominates students for positions on Department committees, and the Chair makes the appointments.

The College of Liberal Arts and the University frequently appoint graduate students to a variety of standing and ad hoc committees. Because graduate students are appointed upon the recommendation of professors, particularly the Department Chair and the Graduate Director, they should let faculty members know of their interest.

### **Intellectual Enrichment**

Each year, the Department hosts a large number of guest lectures by visiting scholars. Some of these visitors are candidates for faculty positions in the Department. Graduate students are welcome to attend all these lectures, and also the receptions that follow them. In some cases, the guest scholars also hold informal discussions with graduate students and faculty. By attending these events, graduate students not only gain knowledge about the discipline of history, but also invaluable contacts for their future career success.

HGSO frequently organizes workshops to inform students about aspects of professional development, often in conjunction with the Graduate Office. In addition, it hosts occasional "town meetings" with the Graduate Director and the Department Chair. The graduate students in the Department, through HGSO, have organized a discussion/support group for dissertation writers. More information on these events can be gained from HGSO.

The Hall Center for the Humanities also hosts visiting scholars; graduate students are welcome to attend their presentations. In addition, the Hall Center hosts a number of on-going seminars organized around a variety of topics. Graduate students are welcome to join these groups, and, as they progress in their research, to present papers there. For more information, check the Hall Center website: [www.hallcenter.ku.edu](http://www.hallcenter.ku.edu).

Many of the interdisciplinary study centers and programs offer lectures, workshops, and conferences of interest to historians. Depending of their areas of interest, graduate students in History may wish to get themselves on the mailing lists for American Studies, Women's Studies, Environmental Studies, Religious Studies, Russian and East European Studies, East Asian Studies, Latin American Studies, African Studies, and Humanities and Western Civilization.

The Watson and the Spencer Research Libraries at the University of Kansas offer internationally-acclaimed resources for scholars in the humanities. They also boast exceptionally competent staff members, many of whom are trained specifically in History in addition to Library and Information Science. The library staff are eager to consult with graduate students and to assist them in locating the resources they need for their work.

Historians join a variety of professional associations, and graduate students are welcome. The primary society is the American Historical Association (website: [www.historians.org](http://www.historians.org)), and most historians belong to additional groups that have particular regional, thematic, or chronological focuses. Graduate students should consult faculty members concerning the most appropriate organizations for them. These organizations often publish journals that contain the newest historical research; subscriptions to these journals are often a prerequisite of membership. In addition, they publish newsletters which provide information about the profession, including upcoming conferences, fellowships and grants, and employment opportunities.

Academic conferences are one of the primary venues for the exchange of ideas, and graduate students often attend them. Although some conferences are held at the University of Kansas, most take place in other places. Students can find out about these conferences from association newsletters, as well as from internet sources. Graduate students often are able to present their original research at these conferences; their advisors can let them know when they are ready to take this step.

Internet listserves can be a valuable source of information for professional historians. Certain lists are restricted to professionals, usually including graduate students; they tend to have a higher quality of discourse than lists that are open to everyone. Most lists are specific to a field; faculty members and advanced graduate students can direct beginning students to the most valuable ones. The History News Net hosted by George Mason University collects recent press stories of interest to historians, web address: <http://hnn.us>.

## **Financial Assistance for Professional Development**

Most graduate students find that they need additional funds in order to complete the professionalization agenda they have planned for their graduate school careers. They often need to travel to archives, libraries, and conferences; sometimes they need to purchase materials; sometimes they need time free from teaching responsibilities to travel or to write. Because GTA stipends are not designed to cover these additional expenses, graduate students need to seek out additional sources of funding. The History Department, the Graduate School, and other units at the University of Kansas have some limited moneys available for this purpose, but graduate students should expect to obtain funding for these purposes primarily from external sources.

The Hall Center for the Humanities compiles information on a wide variety of funding opportunities from external sources. In addition, the Hall Center offers workshops specifically for graduate students in the humanities on how to construct successful grant applications, and they can provide private consultations. Contact them via email: [hgdo@ku.edu](mailto:hgdo@ku.edu), or check their website: [www.hallcenter.ku.edu](http://www.hallcenter.ku.edu).

The bulletin board outside the Graduate Office posts notices of grant, internship, and employment opportunities that are sent directly to the Department.

The History Department's Graduate Prize committee oversees the process of nominating Department graduate students for Departmental and University-wide grants, scholarships, fellowships, and prizes. The Department Chair appoints this committee from amongst the faculty, and the Graduate Director serves as chair of this committee.

## **History Department Grants and Scholarships**

The History Department has a number of small endowments dedicated to assisting graduate students in their professional development. Most endowments specify a particular type of recipient, for example, one studying Latin American history, or one at the dissertation stage. Some of these accounts provide funds directly to students. Others are set up as scholarships that pay students' tuition and fees, with any surplus refunded to the prize winner. Each year in the Spring, the Graduate Office will circulate a list of the grants and scholarships available to graduate students for the following year. Interested students submit their applications by the designated date. The application consists of the Department form, a CV, a brief statement describing the project and the specific work to be undertaken under the auspices of the award, a letter of support from their advisor, and a realistic budget estimate. Applicants are advised to make sure that their files in the Graduate Office are up-to-date, because they will be consulted during the selection

process. The Graduate Prize committee then selects the prize recipients, basing their decision upon the candidates' quality and their suitability for the specific parameters of each prize.

The Department tries to maintain a small budget for graduate students to travel to academic conferences where they are presenting papers at conferences. Application forms can be obtained from the Chair's secretary.

## **University-Wide Grants, Scholarships, and Fellowships**

The Graduate School administers a variety of fellowships, scholarships, and grants earmarked for graduate students. Some of these grants are large enough to pay for tuition and fees for an entire academic year, or more; others consist of just a small amount of money. Most awards are designated to assist graduate students in accomplishing their research, although some may be used for pre-dissertation training or for travel to academic conferences. The number of awards varies each year. The Graduate School adds additional grant competitions as resources permit, so graduate students should monitor the Graduate School website ([www.graduate.ku.edu/funding](http://www.graduate.ku.edu/funding)) and Department email for announcements.

The Graduate School establishes the application process for these awards, the criteria for selection, and the deadlines. In most cases, the Graduate School expects the departments to nominate a limited number of potential recipients. As the History Department learns of funding available from the Graduate School, it publicizes this information to the graduate students and the faculty. Based on the Graduate School's deadlines, the Graduate Office will establish its own deadline for graduate students to submit their applications to the Graduate Prize committee. The Graduate Prize committee will then select the applications that will be sent forward to the Graduate School. The Department's nominees may be asked to revise their applications in order to enhance their chances of success.

Some of the Graduate School's awards of greatest interest to History graduate students are:

### **Graduate Student Paper Presenter Travel Fund**

Graduate students who are scheduled to present original papers at conference outside of the state of Kansas may apply to the Graduate School for a subsidy for their travel. The maximum award during the student's career at KU is \$400. The application form is available through the Graduate School website.

### **Dissertation Fellowship**

This one-year award includes a stipend and payment of tuition and fees. Fellowship nominees must submit a well-developed dissertation proposal with the nomination. Nominees will be expected to have satisfactorily completed all requirements for candidacy including the comprehensive examinations by the start of the fall semester.

### **The Harry S. Truman Good Neighbor Awards: Jerry Smith Scholarship for International Studies and Eddie Jacobsen Memorial Foundation Scholarship**

The Harry S. Truman Good Neighbor Award Foundation has invited the University to screen nominations for the Jerry Smith Scholarship for International Studies and the Eddie Jacobsen Memorial Foundation Scholarship, which the Foundation will award in May. Applicants must be KU undergraduate or graduate students pursuing courses of study in the general areas of international relations and diplomacy. The Foundation places special emphasis on conflict resolution.

### **Dwight Eisenhower/Clifford Roberts Graduate Fellowship**

The Eisenhower World Affairs Institute has invited the University of Kansas to screen nominations for the Dwight Eisenhower/Clifford Roberts Graduate Fellowships, which the Institute will award in late April. The awards assist young scholars of exceptional leadership promise to complete work for the doctoral degree in such areas as government, history, economics, business administration, and international affairs. Applicants should be at the point of preparing their dissertations. Research topics relating directly to President Eisenhower, the Eisenhower Administration, and issues of major concern to him will command special attention.

## **Hall Center Sias Dissertation Fellowship**

The Hall Center for the Humanities offers this fellowship to support students who are writing dissertations.

## **Career Placement**

Professional historians can pursue a variety of careers. Some look for positions in teaching; others in museums, archives, research institutions, and government. Because job opportunities are always uncertain, graduate students are advised to consider more than one career track for the future. Through discussions with faculty, visitors to the campus, fellow graduate students, and colleagues from other institutions, students can become aware of the options and figure out which ones are most appealing for them.

Notices of job openings may be found in *Perspectives*, the newsletter of the American Historical Association, as well as in *The Chronicle of Higher Education* (the Department keeps recent issues in the coffee room), and in many association newsletters. In addition, job openings are listed on the internet, particularly on the AHA site. When the department receives mailings concerning openings, they are posted on the bulletin board outside the Graduate Office. Because the Chair, the Graduate Director, and many faculty are contacted directly by prospective employers, job-seekers might wish to let them know of their interest in finding positions.

The Department offers guidance to graduate students in seeking professional positions. It is best for students to start planning for their future careers from the beginning of the program, although it is customary to apply for professional positions only in the last year before graduation.

A faculty member in the Department serves as Placement Officer; the Graduate Director also helps graduate students to locate suitable employment. Each fall, the Department offers workshops on techniques for job interviewing, dossier preparation, and others job-seeking skills. In addition, the Placement Officer assists graduate students on the job market in setting up individual mock interviews and mock job talks, so they are practiced before the actual interviews. Many faculty and graduates of the Department are willing to scrutinize drafts of applications materials for job-seeking students, to counsel them on the etiquette of interviews, and to help them shape their images.

Because most students end up applying for dozens of positions, they find it convenient to set up a file with the University Career Counseling office (website: [www.ucc.ku.edu](http://www.ucc.ku.edu)). Students and recent graduates can set up a credential file containing confidential letters of recommendation, which the UCC will send out, for a modest fee, to prospective employers as applicants direct.

**HISTORY DEPARTMENT GRADUATE STUDENT PROGRESS REPORT**  
**The MA Degree: Track A, 30 credit-hours required**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Entered MA program (sem/yr): \_\_\_\_\_ MA expected (sem/yr) \_\_\_\_\_ Student No. \_\_\_\_\_

Advisor: \_\_\_\_\_ Home address: \_\_\_\_\_

Field I \_\_\_\_\_

Field II \_\_\_\_\_ email: \_\_\_\_\_

Field III \_\_\_\_\_ telephone: \_\_\_\_\_

Course Number and Name	Professor	Semester/Year
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History 805 Nature of History \_\_\_\_\_

Research seminar

Research seminar

Field I 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Field II 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Field III 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

(Optional 1. \_\_\_\_\_ )

courses 2. \_\_\_\_\_ )

Primary research language \_\_\_\_\_

Language proficiency certified (date) \_\_\_\_\_

Most recent portfolio check/consultation with advisor (date) \_\_\_\_\_

Funding source (e.g. GTA, GRA, fellowship, military, self): \_\_\_\_\_

Additional professional activities (on back):



**HISTORY DEPARTMENT GRADUATE STUDENT PROGRESS REPORT**  
**The MA Degree: Track B, 30 credit-hours required**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Entered MA program (sem/yr): \_\_\_\_\_ MA expected (sem/yr) \_\_\_\_\_ Student No. \_\_\_\_\_

Advisor: \_\_\_\_\_ Address: \_\_\_\_\_

Major field \_\_\_\_\_

Minor field \_\_\_\_\_ email: \_\_\_\_\_ tel. \_\_\_\_\_

Course Number and Name	Professor	Semester/Year
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History 805 Nature of History \_\_\_\_\_

\_\_\_\_\_ **Research seminar** \_\_\_\_\_

\_\_\_\_\_ **Research seminar** \_\_\_\_\_

Major field 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Minor field 1. \_\_\_\_\_

2. \_\_\_\_\_

Elective 1. \_\_\_\_\_

(Optional 1. \_\_\_\_\_ )

courses 2. \_\_\_\_\_ )

Primary research language \_\_\_\_\_

Language proficiency certified (date) \_\_\_\_\_

Most recent portfolio check/consultation with advisor (date) \_\_\_\_\_

Funding source (e.g. GTA, GRA, fellowship, military, self): \_\_\_\_\_

Additional professional activities (on back):

**HISTORY DEPARTMENT GRADUATE STUDENT PROGRESS REPORT**  
**The PhD Degree: Track A, 33 credit-hours required**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Entered program (sem/yr): \_\_\_\_\_ ABD expected (sem/yr): \_\_\_\_\_ Student No. \_\_\_\_\_

Email \_\_\_\_\_ telephone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Address: \_\_\_\_\_

Major field \_\_\_\_\_

Minor field I \_\_\_\_\_ Field advisor \_\_\_\_\_

Minor field II \_\_\_\_\_ Field advisor \_\_\_\_\_

Course Number and Name	Professor	Semester/Year
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<u>History 805 Nature of History</u>		
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<u>Research seminar</u>		
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<u>Research seminar</u>		
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Major field 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Minor field I 1. \_\_\_\_\_

2. \_\_\_\_\_

Minor field II 1. \_\_\_\_\_

2. \_\_\_\_\_

(Optional courses 1. \_\_\_\_\_)

Primary research language \_\_\_\_\_ Certified (date): \_\_\_\_\_

Second research language \_\_\_\_\_ Certified (date): \_\_\_\_\_

Most recent portfolio check (date) \_\_\_\_\_

Funding source (e.g. GTA, GRA, fellowship, military, self): \_\_\_\_\_

Additional professional activities (on back):



**HISTORY DEPARTMENT GRADUATE STUDENT PROGRESS REPORT**  
**The PhD Degree: Track B 33 credit-hours required**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Entered program (sem/yr): \_\_\_\_\_ ABD expected (sem/yr): \_\_\_\_\_ Student No. \_\_\_\_\_

Email \_\_\_\_\_ telephone: \_\_\_\_\_

Advisor: \_\_\_\_\_ Address: \_\_\_\_\_

Major field I \_\_\_\_\_

Major field II \_\_\_\_\_ Field advisor \_\_\_\_\_

Minor field \_\_\_\_\_ Field advisor \_\_\_\_\_

Course Number and Name	Professor	Semester/Year
<u>History 805 Nature of History</u>		
<u>Research seminar</u>		
<u>Research seminar</u>		

Major field I 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Major field II 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Minor field 1. \_\_\_\_\_

2. \_\_\_\_\_

(Optional course 1. \_\_\_\_\_)

Primary research language \_\_\_\_\_ Certified (date): \_\_\_\_\_

Second research language \_\_\_\_\_ Certified (date): \_\_\_\_\_

Most recent portfolio check (date) \_\_\_\_\_

Funding source (e.g. GTA, GRA, fellowship, military, self): \_\_\_\_\_

**Additional professional activities (on back):**

**HISTORY DEPARTMENT GRADUATE STUDENT PROGRESS REPORT**  
**The PhD Degree: ABD**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Student No.** \_\_\_\_\_

**Entered program (sem/yr):** \_\_\_\_\_ **Orals passed (date):** \_\_\_\_\_ **Defense expected (sem/yr):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Major field:** \_\_\_\_\_

**Dissertation committee members: 1.** \_\_\_\_\_

**2.** \_\_\_\_\_ **3.** \_\_\_\_\_

**4.** \_\_\_\_\_ **5.** \_\_\_\_\_

**Dissertation title:** \_\_\_\_\_

**Dissertation prospectus filed (date):** \_\_\_\_\_

**Most recent consultation with advisor (date):** \_\_\_\_\_

**Funding source (e.g. GTA, GRA, fellowship, military, self):** \_\_\_\_\_

**Accomplishments since filing the last progress report:**

**Applications for external funding(specify):** \_\_\_\_\_

\_\_\_\_\_

**Research travel accomplished (specify place and type of materials):** \_\_\_\_\_

\_\_\_\_\_

**Chapters submitted to committee (specify topic and date):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Scholarly presentations (specify title and conference/place):** \_\_\_\_\_

\_\_\_\_\_

**Publications (specify submitted, accepted and forthcoming, or in print; publication information):** \_\_\_\_\_

\_\_\_\_\_

**Job placement file established (date):** \_\_\_\_\_

**History Department Foreign Language Certification Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Major field \_\_\_\_\_ Advisor \_\_\_\_\_

Minor fields \_\_\_\_\_

Prospective dissertation area \_\_\_\_\_

Foreign language to be certified \_\_\_\_\_

Primary research language? (y/n) \_\_\_\_\_

**For language used in primary research:**

Skills needed: reading \_\_\_\_\_ writing \_\_\_\_\_ speaking \_\_\_\_\_ paleography \_\_\_\_\_

**Competence demonstrated through:**

\_\_\_\_\_ Native speaker status.

\_\_\_\_\_ Coursework through intermediate (2nd year) level, with use in a graduate seminar or colloquium paper (submit transcript and paper).

\_\_\_\_\_ Coursework through advanced (3rd year) level (submit transcript).

\_\_\_\_\_ Test of language skill (submit report).

**For language used intermittently:**

\_\_\_\_\_ Native speaker status.

\_\_\_\_\_ Coursework (submit transcript).

\_\_\_\_\_ Test of reading skill (submit report).

\_\_\_\_\_ Graduate reading knowledge course (submit transcript).

**Approved (signatures):**

Advisor \_\_\_\_\_ Graduate Director \_\_\_\_\_

## Progress Grid

The outline below provides graduate students with advice on how to complete the Ph.D. degree within six years. It complements the information in the Graduate Handbook and the outlines of the requirements for specific field, which are available on the department website. Of course, it is not a substitute for full and regular consultation between graduate students and their faculty advisors. Some students will be able to complete requirements faster than the grid describes, and that is all to the good. Part-time students will necessarily go more slowly, and should adjust the grid accordingly.

This grid does not reflect a policy on the part of the History Department. Rather, it serves as a diagnostic tool to allow students to see how well they are making progress, and to allow the department to ascertain that it is facilitating students' progress. If students fall behind the timetable of the grid, then the DGS and faculty advisors will take a closer look to figure out why and to help students to catch up.

### For students entering with a BA:

First year: GPA 3.5

- No pending Incompletes
- History 805 taken
- Grad level (700/800/900) history courses taken
- Proficiency demonstrated in the primary research language
- 12 credit hours towards degree completed by end of Spring
- Portfolio check

Second year: GPA 3.5 overall/3.7 in History courses

- No pending Incompletes
- One research seminar completed
- 24 credit hours towards degree completed by end of Spring
- Portfolio check; synthetic essays assigned (if required)

Third year: GPA 3.5 overall/3.7 in History courses

- No pending Incompletes
- Second research seminar completed
- M.A. degree awarded or petition to enter Ph.D. program accepted in Fall
- Certification in second research language (if required)
- 33 credit hours towards degree completed by end of Spring
- Portfolio check

Fourth year: GPA 3.5 overall/3.7 in History courses

- No pending Incompletes
- Portfolio presented; dissertation prospectus approved; orals in Fall

Fifth year and Sixth year: Enrollment maintained

- Progress on dissertation (\*see below)

### For students entering with an MA:

First year: GPA 3.5 overall/3.7 in History courses

- No pending Incompletes
- History 805
- One research seminar
- Proficiency demonstrated in primary research language
- 12 credit hours towards degree completed by end of Spring
- Portfolio check

Second year: GPA 3.5 overall/3.7 in History courses  
No pending Incompletes  
Second research seminars completed  
Certification in second research language (if required)  
27 credit hours towards degree completed by end of Spring  
Portfolio check; synthetic essays assigned in Fall

Third year: GPA 3.5 overall/3.7 in History courses  
No pending Incompletes  
33 credit hours towards degree completed in Fall  
Portfolio presented; dissertation prospectus approved; orals passed

Fourth year & Fifth year: Enrollment maintained  
Progress on dissertation (\*see below)

\*Progress on the dissertation is demonstrated by the following accomplishments; the order may vary:

- a) Applications for external funding for research
- b) Applications for external funding for dissertation write-up
- c) Research travel accomplished
- d) Scholarly presentations and/or publications based on dissertation topic
- e) Chapters submitted to committee

## Professionalization Agenda

In addition to completing the formal requirements for the Ph.D., graduate students also need to develop a professional profile that will position them to succeed after graduation. This timetable lets you know what sorts of things you should be doing, along with degree requirements, and when you should do them.

### First Year (+ summer):

- Begin to think about career options, including both a first and a second choice
- Begin following academic journals in your field
- Begin to attend lectures, seminars, workshops, job talks
- Attend an academic conference
- Read the central books/articles in your field and major theoretical works
- Begin to acquire a library of essential books in your field
- Upgrade your command of your primary research language
- Write your C.V.
- Attend CTE teaching workshops
- Attend a Hall Center grant-writing workshop
- Become acquainted with department faculty
- Find peer mentors among more senior graduate students
- Acquire a professional outfit

### Second Year (+ summer):

- Choose a dissertation topic
- Familiarize yourself with archives and libraries in your area
- Join professional associations
- Apply for a pre-dissertation research grant
- Read to fill out gaps in your command of the historiography
- Take a position in HGSO
- Start compiling a teaching portfolio
- Deliver a guest lecture in a course
- Further upgrade primary research language competence (speaking and writing)
- Do a preliminary research trip in the summer

### Third Year (+ summer)

- Present a paper (based on a seminar paper) at a regional conference
- Upgrade research skills (e.g. paleography, statistical methods)
- Attend a national academic conference
- Consult established scholars in your field outside KU, and ask them if they will recommend you
- Apply for external dissertation research grants
- Begin to network with established scholars and graduate students in your area
- Begin to develop your teaching profile--a variety of courses and classroom settings
- Mentor undergraduates
- Take a position on a department committee

### Fourth Year (+ summer)

- Travel to archives and libraries for intensive research
- Apply for external dissertation write-up grants
- Submit a research article to a refereed journal
- Publish a book review, encyclopedia article, abstract, or translation
- Present a paper at a national academic conference
- Give a presentation to a public audience or K-12
- Read job ads closely; follow department searches closely

Prepare job application materials in summer: cover letter, teaching portfolio,  
dissertation abstract, revised C.V. and get faculty to vet them  
Arrange for letters of recommendation, including from non-KU scholars

### **Fifth Year**

Apply for jobs and for post-doctoral fellowships  
Practice mock interviews  
Continue to network with established scholars and fellow students  
Submit another research article for publication  
Present another paper at a major conference  
Dream about future research projects  
Join a dissertation writing support/discussion group  
Mentor more junior graduate students  
Take a position on a dept. or university committee  
Acquire a professional wardrobe