

PHD PROGRAM HANDBOOK OF POLICIES AND PROCEDURES

(APPLIES TO ENTERING CLASSES BEGINNING FALL 2020)

(LAST MODIFIED: TUESDAY, JUNE 16, 2020)

INTRODUCTION

The faculty intends graduate training in the UR Department of History to be intellectually stimulating and supportive of a wide variety of careers in and outside higher education. We support our graduate students' efforts to shape their programs of study to fit the ambitions that they hold, and encourage applicants who are open to a wide variety of careers, including tenure-track academic faculty appointments, teaching at the primary and secondary-school levels, grant writing, public history, digital humanities, documentary editing and film-making, federal, state, and local politics and government, the foreign service, journalism, archival administration, archaeology, extension education and life-long learning, community-engaged teaching, business and corporate management, law, medicine and hospital administration, public health and medical humanities, and museum work of various kinds. We welcome applicants with backgrounds outside of historical studies, including computer science, digital media studies, medical humanities, and other humanities and social science fields. We encourage applications from those with diverse backgrounds and from under-represented groups, as well as from mature applicants contemplating career changes or career enhancement through their work for an MA or PhD in history.

We recognize that the landscape is changing for academic research, teaching, and publication. We are aware that many fewer college-level courses are taught by tenure-track and tenured faculty than was once the case, that most faculty at American universities are not on a tenure track, and that the situation continues to worsen; we know that increasing numbers of courses in American universities are taught by adjunct faculty who are not provided with benefits or a living wage and who work on short-term, often annual, and terminal contracts.¹ We condemn these trends, which carry unfortunate consequences for recent PhDs and for higher education. At the same time, we recognize that career opportunities exist inside and outside American universities, which has led us to build flexibility and choices into our program.

In many careers and in life a historical perspective is important—we believe essential—yet often missing or under-developed. We believe that the problems we face as a nation and a species are better addressed with an understanding of the present and future as products of various pasts. Therefore, the PhD program supports students' efforts to advance this understanding through programs tailored to

¹ The statistics on this subject are moving targets, but the trends are clear: *The Chronicle of Higher Education* (www.chronicle.com/article/The-University-Is-a-Ticking/246119); Association of American Colleges and Universities (www.aacu.org/publications-research/periodicals/Why-are-we-hiring-so-many-non-tenure-track-faculty).

their personal goals.

This handbook is designed to acquaint graduate students with the program requirements of the Department of History. It is expected that students will read this handbook in its entirety at the start of their studies at the University of Rochester. Ordinarily, students remain subject to the handbook in use at the time they enter the program. Some matters, such as residency requirements, the mechanics of registration, and the formatting of the dissertation have been omitted or only briefly mentioned. These subjects are treated in the [OFFICIAL BULLETIN: REGULATIONS CONCERNING GRADUATE STUDY](#).

For further questions regarding the program or the contents of this handbook, please contact one of the following:

DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies is responsible for the overall management of the graduate program. The Director of Graduate Studies, in consultation with the graduate studies committee, is also the final arbiter of the regulations of the program and has the authority to make exceptions. Although directors of graduate studies do not have the authority to override the rules of the Graduate Education and Postdoctoral Affairs (GEPA) office and associated deans, they can petition on behalf of students for reasonable exceptions when the situation warrants such action. Exceptions such as time to degree extensions and petitions for non-standard committee members are the prerogative of the dean(s) of the graduate school and GEPA.

GRADUATE CAREER ADVISOR

The Graduate Placement Officer is responsible for assisting students in identifying and obtaining post-graduation employment. Such assistance may include annual discussions with each cohort of students regarding job-market preparation and long-term strategizing, consultations with students currently on the market (e.g. reviewing application materials, organizing mock conference/Skype/campus interviews, etc.), responding to students' questions about job searches, and connecting students to relevant resources to help them pursue academic and non-academic opportunities.

GRADUATE COORDINATOR

The day-to-day administration of the program is the responsibility of the Graduate Coordinator. Because the coordinator is the communications center for the department, make sure the coordinator has your current mailing address and telephone number(s). Per university regulations, the University email address will be used for all official correspondence. Questions about registration, rules, deadlines, admissions, and any other program-related issues should be directed to this person. If an issue or problem requires faculty advice or approval, the coordinator will advise the student to speak with the advisor or the Director of Graduate Studies.

DEPARTMENT ADMINISTRATOR

The Department Administrator is responsible for the human resources and financial aspects of

the graduate program. Questions regarding appointments, stipends, reimbursements, and any other financial matters should be directed to this person.

PROGRAM FORMULATION

The PhD program of the Department of History offers individually tailored paths to the degree. Students design their own programs of study in consultation with their advisor in three fields aligning with their own intellectual interests and career ambitions. Each of the three fields is supervised by a different member of the regular faculty. Through a mix of directed readings, independent study, and research seminars, students aim to balance understanding of historical particulars with an enriched sense of wider geographical and temporal contexts. Each student is assigned an advisor based on the student's application and the faculty member's willingness at the time of admission. Decisions about the number (from none to two) of language exams required are also made by the advisor at the time of admission and depend on the research requirements of the fields of study established by the student and faculty advisor.

Together students and their advisors will use the Advising Worksheet (pp. 5-7) to formulate academic plans. This worksheet will then be used to complete the Program of Study Form (p. 8), which is submitted to the graduate coordinator to obtain approval from the Director of Graduate Studies and GEPA. The graduate coordinator and department administrator should be notified of any changes to the student's advisor or funding.

In order to complete their Advising Worksheet, students and their advisors will need to 1] determine three fields in which the student will be examined [See QUALIFYING EXAMINATIONS below] and the identity of the faculty member who agrees to conduct the examination in each field, 2] establish a provisional list of twelve courses that the student will take in the first two years of study, and 3] confirm a list of languages, if any, that the student must master in order to complete significant research. Students may change fields and advisors with the approval of the Director of Graduate Studies and the agreement of the new advisor, who must be a tenured or tenure-track member of the UR Department of History. Students should submit a new advising worksheet to the graduate coordinator when any changes are made.

Courses should be selected with an eye to the broadest possible coverage within fields. This is true regardless of the student's intended career path, whether it is in public or academic history, archives, government, corporate or university administration, law, or another profession. It is not unusual for individuals hired in an academic American history position, for example, to be asked to teach Western or World Civilization, and vice versa, or for secondary-school teachers to teach even more widely; public-history careers can likewise pursue uncharted paths through time and place. It is the responsibility of the student and of the student's advisor to plan the program with these facts in mind.

Students are expected to acquire the foundational knowledge in their fields of study. They will be required to read approximately 40 books or article equivalents in each of three fields, the reading lists to be made in consultation with their examiners. The examinations will cover broad themes and topics addressed in multiple books on the reading list. The lists should be considered negotiable within the shared interests and intellectual comfort range of the student and faculty member. The fields may be topical (e. g., Medieval Europe; the African diaspora; the history of the Family, 1500-1900; US 1860-1960) or methodological (e. g., digital humanities,

museum studies, public history) or some combination of the two, again, depending on student interest and faculty areas of expertise.

Although the department makes every effort to alert students about the courses available for them during their first two years, leaves, retirements, and other exigencies often intervene. Likewise, students find new interests and develop their own reading courses if relevant courses are not available. When changes occur, students will need to update their Advising Worksheet and file a new Program of Study Form with the Graduate Coordinator for approval by the Director of Graduate Studies and the GEPA office.

With the approval of the Director of Graduate Studies, students may have two co-advisors from the department who share equally in supervising a field and/or the dissertation. The development of fields and a dissertation topic should begin early in the student's program. This will enable the student to shape the work in courses in such a way as to lay the foundation for the dissertation.

Department of History
AT THE UNIVERSITY OF ROCHESTER
PhD Advising Worksheet

Name: _____

Entering Year: _____

Advisor: _____

Instructions: It is the student's responsibility to update this form each semester in consultation with their advisor. The graduate studies committee will review the students' forms before each semester's evaluation meeting. A copy of this form should be submitted to the graduate coordinator if any changes are made.

First Year Courses - Fall (p. 9):

1. HIS 500 (5 credits)

2.

3.

Audit:

First Year Courses –Spring (p. 9):

1.

2.

3.

Audit:

Second Year Courses - Fall (p. 10):

1.

2.

3.

Audit:

Second Year Courses - Spring (p. 10):

1.

2.

3.

Audit:

Third Year Courses - Fall (p. 11):

1. HIS 592 (5 credits) Faculty Member:

2. HIS 592 (5 credits) Faculty Member:

3. HIS 592 (5 credits) Faculty Member:

Audit:

Third Year Courses - Spring (p. 11):

1. HIS 501 (5 credits)

2. HIS 592 (10 credits)

Audit:

Research Papers (p. 910):

First Year Title:

Date Completed (*due by May 1*):

Second Year Title:

Date Completed (*due by May 1*):

*A copy of each research paper needs to be submitted to the graduate coordinator for the student's portfolio *

Foreign Language (if required) (p. 12):

Required? Y N

Language 1: Diagnostic Exam (Third Tuesday of August preceding 1st semester):

Date Completed (*due before beginning of 2nd year of study*):

Language 2: Diagnostic Exam (Third Tuesday of January of 1st year of study):

Date Completed (*due before beginning of 3rd year of study*):

Teaching Experience (p. 14):

Apprentice Teaching Course (if applicable): Date Completed:

TA Assignment I Course: Date Completed (*due first semester of third year*):

TA Assignment II Course: Date Completed (*due second semester of third year*):

Fourth or Fifth Year Teaching Course/Internship: Date Completed (*due during fourth or fifth year*):

Qualifying Exams – Written Field Exams (p. 16):

Field 1: Advisor: Due before the beginning of 2nd year of study

Field 2: Advisor: Due before the beginning of 3rd year of study

Field 3: Advisor: Due by December 20 of 3rd year of study

Qualifying Exams – Oral Exams & Dissertation Proposal (to be conducted the 3rd week of April in third-year) (p. 16):

Proposal Defense and Oral Exam Based on 3 Field Exams

Examiners (4-6 faculty members, see handbook for guidelines):

Date Oral Exams Completed:

Advisor Review: Please have your faculty advisor initial and date after each end-year review

Year one: _____

Year three: _____

Year five: _____

Year two: _____

Year four: _____

Year six: _____

Dissertation (pp. 17/18):

Title:

History Workshop Presentation Date *(due once the student has completed 2 chapters of the dissertation):*

Advisor:

Second Reader:

Outside Reader:

Outside Chair:

Defense Date:

Dissertation Registration Checklist:

- ☐ Notify the graduate coordinator of your plans to defend your dissertation *(at least 3 months before you plan to defend)*
- ☐ Double check that the final version of the thesis follows all university formatting requirements:
<http://www.rochester.edu/Theses/ThesesManual.pdf>
- ☐ Register the dissertation using the SharePoint website: <https://phdprocess.ur.rochester.edu/Pages/default.aspx>
- ☐ Complete and sign the Dissertation Checklist with the graduate coordinator
- ☐ Notify the graduate coordinator that your dissertation registration is ready to for approval ***(needs to be done no later than 6 weeks before defense date)***
- ☐ Once the defense is done, make any changes to the thesis that are required by the advisors and/or the graduate studies office
- ☐ Upload the final thesis to the ProQuest website using the instructions that will be provided by the graduate studies office
- ☐ Provide a digital copy of the final thesis to the graduate coordinator for department records

Additional Notes:

Version

Name _____ URID _____

Program _____ Date _____

Master's Plan

<u>Subject/ Course #</u>	<u>Check if Master's PoS</u>	<u>Grade (if completed)</u>	<u>Descriptive Title</u>	<u>Credit Hours</u>
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[illegible]

Remarks

APPROVED, Faculty Advisor _____ Date _____

APPROVED, Dean of Graduate Studies _____ Date _____

Rev 5/16

CREDITS AND COURSE REQUIREMENTS

The PhD degree requires 90 hours of graduate credit beyond the bachelor's degree. Courses in the Department of History normally carry 5 credit hours. Full-time PhD students earn 15 credits each semester for two years, for a total of 60 credit hours. They accrue an additional 30 credit hours by registering in the third year for HIS 501 and reading and research courses in connection with the dissertation.

Students entering the program from another graduate program may receive transfer credit of up to two semesters of course work for the PhD degree. The decision on transferrable credits will be made by the DGS and Graduate Studies Committee on a case by case basis.

Students also are encouraged to audit appropriate undergraduate courses, including relevant language courses, and in some cases may be required to do so. In the case that no appropriate seminars are offered in the specific field for which the student is preparing an examination, students may register for directed reading courses. Directed reading courses will be included in the Program of Study Form submitted to GEPA for approval. Under no circumstances will a teaching or other work obligation be considered an acceptable reason for substituting directed reading for a seminar. Below are specific expectations for coursework and exams:

FIRST-YEAR STUDENTS:

All entering students required to pass one or more language exams will take one diagnostic language exam on the third Tuesday of August preceding the start of classes.

All entering students required to pass two language exams will take a second diagnostic language exam on their second language on the third Tuesday of January during their first year of study.

In the fall of the first year of residence, all students take Problems in Historical Analysis (HIS 500) plus two additional 400- or 500- level courses. In the spring, students will take three additional 400- or 500- level courses. Students may meet their course requirements through seminars or individual reading courses in history or related departments. Reading courses (HIS 591*) must be

* HIS 591: graduate students use this number to register for tutorials that supplement and substitute for regular courses (seminars, lecture classes, colloquia) and meet on a regular basis (at least once every two weeks). They have a formal syllabus that is submitted to the Graduate Coordinator, significant reading, discussion, and substantial writing that is evaluated at the end of the semester for a grade. Generally, this number is used by first- and second-year students.

HIS 592: exam preparation credits with faculty members administering written and oral exams. Students register for HIS 592 in the fall and spring semesters of the third year of study, meet periodically with the examiners (at least four times over the semester), and are graded S or U at the end of the semester. Generally, this number is used by third-year students, but can also be used by second-year students for the same purpose. HIS 592 is not intended as a substitute for formal courses or HIS 591.

arranged with faculty and are offered at the faculty member's discretion. Courses and independent studies are intended to prepare students for field examinations and to hone their research, writing, publication, and grant-writing skills. **MA students and first year PhD students wishing to receive an MA must complete their Program of Study (PoS) form by the end of their first semester.**

Students are required to complete at least one research paper using primary sources during the first year, and normally do so in a department research seminar (400-level course). The research paper will be submitted to the faculty member grading the paper no later than May 1 in the spring semester. A copy of the paper also needs to be submitted to the graduate coordinator and will be part of the student portfolio.

At the completion of the first year, the graduate coordinator will submit paperwork to the GEPA to process a Plan B master's degree for qualified PhD students. To receive a master's degree a PhD student must complete all MA requirements per the MA handbook and complete 30 credits.

First-year PhD students may also choose to serve as apprentice teachers (AT) in the spring semester. This is a non-credit bearing opportunity to begin training for a teaching career (see TEACHING).

PhD students required to pass either one or more language exams are expected to pass at least one before the beginning of the fall semester of their second year.

PhD students are expected to pass one of three written field exams before the beginning of the fall semester of their second year (see QUALIFYING EXAMS). In the event of failure, students are eligible for one retake of a field exam within six weeks of their notification of failure in the first attempt.

SECOND-YEAR STUDENTS:

Students will take three courses per semester in their second year of residence. Courses and independent readings are intended to prepare students for field examinations and to hone their research, writing, publication, and grant-writing skills.

All students are required to complete at least one research paper during the second year, and normally do so in a department research seminar (400-level course). The research paper will be submitted to the faculty member grading the paper no later than May 1 in the spring semester. A copy of the paper also needs to be submitted to the graduate coordinator and will be part of the student portfolio.

By the first day of classes of their third year, students are expected to have passed at least two written field exams (see QUALIFYING EXAMINATIONS).

Students required to pass two language exams are expected to pass the second language exam before beginning their third year of study.

THIRD-YEAR STUDENTS:

The third year of graduate study will be devoted to completing the third written field exam by December 20 (see QUALIFYING EXAMS), the writing of the dissertation proposal in the spring, and orals exam and defense of the dissertation proposal during the third week of April. During the spring semester of their third year, students will take HIS 501 (Dissertation Writers' Seminar), the goal of which is to help students identify a dissertation topic, bibliography, and primary sources, to draft and revise a dissertation proposal, to identify potential external sources of research travel grants, and to submit grant applications. Students are also required to serve as teaching assistants in both the fall and spring semesters or to work on a public history, digital humanities, or comparable project; this does not require registration. Students ordinarily register for three 5 credit sections of independent readings (HIS 592*, which requires regular contact with the faculty member submitting the grade during the semester and is graded S or U depending on the outcome of the written exams) in the fall semester (upon completion of 60 credit hours) and one section at 10 credits of Independent Readings (HIS 592, which requires regular contact during the semester with the faculty member submitting the grade and is graded S or U depending on the outcome of the oral exams/proposal defense) in their spring semester (upon completion of 75 credit hours) in addition to HIS 501 (5 credits).

FOURTH-YEAR STUDENTS:

Students in their fourth year will work on their dissertations. They will register for PhD dissertation credits (HIS 997). **They may also teach a one-semester course of their own devising (see TEACHING) in their fourth or fifth year or complete a semester-long or academic-year internship with a digital humanities project, in object-based learning, community-based teaching, or in an archive or museum,** in which case they will register for five internship credit-hours (HIS 594 if over 20 hours per week or HIS 594P if under 20 hours per week) per semester for the academic year. The internship will include a formal written contract outlining duties, goals, and learning outcomes signed by the student, a resident supervisor in the program or institution where the student will be interning, and the faculty supervisor (a regular member of the UR History Department faculty) who will assign the student a grade.

FIFTH-YEAR STUDENTS AND BEYOND:

Students in their fifth year will work on their dissertations. They will register for PhD Dissertation (HIS 999) credits. **If they did not teach or have an internship in the fourth year, they normally teach a one-semester course of their own devising (see TEACHING) or complete a semester-**

* HIS 592: exam preparation credits with faculty members administering written and oral exams. Students register for HIS 592 in the fall and spring semesters of the third year of study, meet periodically with the examiners (at least four times over the semester), and are graded S or U at the end of the semester. Generally, this number is used by third-year students, but can also be used by second-year students for the same purpose. HIS 592 is not intended as a substitute for formal courses or HIS 591.

long or academic-year internship with a digital humanities project, in object-based learning, community-based teaching, or in an archive or museum, in which case they will register for up to five internship credit-hours (HIS 494 or 494P) per semester for the academic year. The internship will include a formal written contract outlining duties, goals, and learning outcomes signed by the student, a resident supervisor in the program or institution where the student will be interning, and the faculty supervisor (a regular member of the UR History Department faculty) who will assign the student a grade.

LANGUAGE REQUIREMENT

Students in appropriate fields are required to pass examinations in one or two languages to ensure that they have the necessary linguistic skills to carry out their dissertation research. Students in American history are exempted from this requirement unless their advisor determines that language skills are essential for their research. The language requirement for particular students will be determined by the advisor and communicated at the point of admission. Language requirements are subject to revision in the event of changes to the student's research plans and fields of study.

All entering students required to pass one or more language exams will take one diagnostic language exam on the third Tuesday of August preceding the start of classes. It is possible that on the basis of the diagnostic exam the student will be considered to have passed the language requirement, but the main purpose of the exam is diagnostic.

All entering students required to pass two language exams will take a diagnostic language exam on their second language on the third Tuesday of January during their first year of study.

Students must make the Graduate Coordinator aware that they will be taking the language exam and with which faculty member one month before the exam date. The faculty member grading the language exam must provide the Graduate Coordinator with the exam 48 hours in advance. The Graduate Coordinator will administer the exam and provide the faculty member with the completed exam.

Language examinations are administered on the third Tuesday in August and the third Tuesday in January. Students have two hours to complete the examination. They may consult physical dictionaries during the examination, but may not use laptops, phones, or any other electronic device.

Examinations are graded on a scale of fail, low pass, pass, and high pass. Two categories of language use guide language examiners in determining whether or not a student has passed the examination. It is the advisor's responsibility to determine the category to which a particular language belongs.

- a. Primary Research Language—the language of most primary sources and/or essential secondary literature
- b. Secondary Research Language—the language of some essential primary sources and/or secondary literature.

Students are expected to pass the first language examination or to have petitioned the advisor and Director

of Graduate Studies for an extension before beginning their third semester of study. Such a petition should include specific plans for improving language skills. **Students are expected to pass both language examinations before beginning their third year of study.**

Should students fail a language exam (not including the diagnostic exam), they will be permitted a second attempt at the next scheduled examination date (August or January). A second failure constitutes grounds for termination from the graduate program. In fields where additional language proficiency is necessary for adequate professional training, a dissertation advisor may require more than two languages on a schedule the student and advisor agree upon and that is approved by the Director of Graduate Studies.

GRADING SYSTEM AND EVALUATION

The department accepts grades of A, A-, B+, B, and S for credit toward the PhD. Students whose performance falls outside the satisfactory range cannot expect to continue in the program.

At the end of each semester, instructors will provide the Graduate Coordinator with a written evaluation of the work done by graduate students in their courses. This evaluation, which includes a written assessment of the student's work as well as a grade, is designed to inform students of their progress and the instructor's judgment on the student's ability to complete doctoral work successfully. These evaluations are used by the department in determining whether students shall continue in the program. The evaluations are kept in students' portfolios and are accessible to students, who can use them as a starting point for discussing their work with their instructors. The evaluations are not in any way to be confused with letters of recommendation.

At the beginning of the spring semester each year, the graduate studies committee will review the progress of all PhD students in the program. In consultation with course instructors and dissertation advisors, the Director of Graduate Studies will notify those students whose work requires improvement.

The department faculty will review the work of all student portfolios as part of the end-of-year evaluation process. **By May 1 in the spring semester of each of the first two years, students will turn in to the Graduate Coordinator at least one research paper from the preceding year of study, which will be placed in their portfolios.** The portfolio consists of the research papers, the field exams, and faculty evaluations for course work and teaching. Subsequently, the Director of Graduate Studies will send to each student a letter specifying the student's standing in the program and indicating, if necessary, areas requiring improvement.

TIMELY COMPLETION OF WORK

Students are expected to complete all required course work by the end of each term.

Students receiving a grade of incomplete (I) for the fall semester must complete their work by the following **March 15**. Students receiving a grade of incomplete (I) for the spring term must complete their work by the following **August 15**. Failure to complete work by these deadlines, or an accumulation of four incomplete grades into a new semester, puts the student's funding at risk and may constitute grounds for termination from the graduate program.

EXTENSIONS

This handbook intends to clarify a schedule of expectations for completion of course work, research papers, language exams, field exams, TA duties, and defense of the dissertation proposal. Extensions will be granted at the discretion of the Director of Graduate Studies, who will consult with the graduate studies committee and/or the student's advisor. Students should expect to meet the expectations on the schedule described here.

University regulations stipulate that all requirements for the PhD must be completed within seven years of initial matriculation. Should students not be able to meet this deadline, they must petition for an extension using a Petition for Time to Degree Extension Form obtained from the graduate coordinator. The petition must be approved by the faculty advisor, the Director of Graduate Studies, and the associate dean of graduate studies. **By no means should the dean's consent be taken for granted.** Extensions can be requested up to ten years after initial matriculation. If the dissertation is not completed by that time, no further extensions will be granted. If and when the dissertation is completed, however, the student may petition the associate dean of graduate studies for permission to defend it. Again, the dean's approval of the petition should not be assumed.

ACADEMIC PROBATION

Probation is an academic status resulting in a formal notification from the Graduate Studies Committee (GSC) to a student and the student's advisor that a graduate student is not making satisfactory progress toward completion of the degree. The Graduate Studies Committee initiates the probation process and will inform the student of the ways in which satisfactory progress is not being made. After consultation with the advisor, the GSC will also inform the student what must be done to return to good standing and provide a deadline for doing so. Failure to meet the deadline will trigger the GSC's consideration of the student's dismissal from the program. Any one of the circumstances below triggers consideration for placement on probation. A combination of two or more simultaneously or in succession would trigger the GSC's consideration of the student's dismissal from the program.

The circumstances for which students may be placed on probation include:

- 1) Failure to pass the exam in the first language on the schedule of the handbook. Failure to pass an exam in a second language on schedule or a first language exam on the next scheduled testing-date results in review by the Graduate Studies Committee and possible dismissal from the program. Exceptions to these deadlines may be granted by petition to the GSC.
- 2) Failure to complete coursework on the schedule of the PhD handbook. Students are expected to complete all required coursework by the end of each term. Students receiving "I" grades for the fall term must complete their work by the following March 15; students receiving "I" grades for the spring term must complete their work by the following August 15. Students must complete all coursework for each academic year by August 15 following that year. Students who receive a grade of Incomplete and fail to complete all coursework on the above schedule will be placed on probation. In all cases, the student must devise a plan for completing the work in

consultation with the faculty member who assigned the Incomplete grade, which must be approved by the GSC. Failure to meet the agreed upon deadline will result in a GSC review of the student's status and possible dismissal from the program. Exceptions to these deadlines may be granted by petition to the GSC.

3) Failure to achieve satisfactory grades in coursework. Ph.D. students will be placed on academic probation if they receive a grade of B- or lower in one or more courses. Students must earn at least one semester of graduate credit with grades of B or higher during their remaining semesters of course work to be removed from probation. Students on probation must petition for review by the GSC, explaining the reasons for poor performance and providing a plan for improvement. The status of students who are on probation during or following their final semester of coursework will be reviewed by the GSC in light of the total body of their work.

4) Failure by Ph.D. students to take and/or to pass the comprehensive exams (written and oral), and the dissertation proposal defense, on the schedule of the PhD handbook. A failing grade on any component of the comprehensive exams will result in probation. Exceptions to these deadlines may be granted by petition to the GSC. Failure to pass the written or oral examination a second time will result in dismissal from the program.

Students may be placed on probation by the GSC for other reasons constituting a failure to make satisfactory progress towards the degree. These may include, but are not limited to: (1) failure to make adequate progress on a thesis or dissertation; (2) unsatisfactory progress in non-departmental coursework. Once dismissed from the program, students forfeit their stipend, are no longer able to enroll in coursework, and cannot complete the degree.

CAREER TRAINING IN PUBLIC HISTORY, COLLEGE TEACHING, AND ALLIED PROFESSIONS

PhD students planning for careers in public history or allied fields such as digital humanities and archival administration are encouraged to gain work experience while enrolled in the graduate program. This may be work on a digital history or other digital humanities project, apprenticeship to UR faculty launching such projects, community-engaged TAs, or internships at one of the local museums, libraries, or archives. The program imagines the fourth or fifth year as a logical opening for an extended commitment, but this does not preclude affiliation with existing projects throughout students' time in the program. Such affiliations can substitute for departmental TAs or teaching opportunities with the approval of the student's advisor and the Director of Graduate Studies.

TEACHING

Those PhD students planning for careers in college and university teaching are encouraged to be Apprentice Teachers (ATs) during their first two years of residence. Apprentice teachers act as participant-observers in an undergraduate course under the close supervision of a member of the faculty. Ordinarily, students will attend the course; hold weekly meetings with the professor to discuss the progress of the course and to consider strategies for teaching the week's assigned reading; assist the professor in preparing examination questions, paper topics, and other written assignments; gain experience in evaluating undergraduates' work

by reading and commenting on (but not grading) exams and essays; and prepare a lecture or lead a class discussion. Students interested in this opportunity should contact the instructor of the relevant course and register for Apprentice Teaching (HIS 593) credits.

After the second year, students also have the opportunity to teach a course of their own devising during the summer sessions. At the beginning of each fall semester, a call for course proposals will be circulated with further details.

In the third year, students will serve as TAs in a course or work on a public history or digital humanities project. It is not unusual for students majoring in American history to serve as TAs in introductory European or global history courses or for students majoring in European history to serve as TAs in US history courses. These assignments should be viewed as opportunities for students to broaden their teaching experience in preparation for future employment.

In their fourth or fifth year, depending upon individual research plans and departmental need, students will either teach a one-semester undergraduate course or, with the approval of their advisor and of the graduate studies committee, devise and arrange an internship either within UR or with a public institution outside the university. Such projects might have a public history, digital, archival, or community-engagement focus.

If teaching, the student must submit a title and course description to the student's advisor, department administrator and the Director of Undergraduate Studies by October 15 prior to the year in which they hope to teach. Students will submit a syllabus for the course to their advisor and the Director of Undergraduate Studies no later than the beginning of the registration period for the semester in which they are teaching. The dissertation advisor or another relevant faculty member should observe at least one class section.

If undertaking an internship or independent project, students should submit a proposal to their advisor, graduate coordinator and the Director of Graduate Studies by October 15 prior to the year in which they hope to do the project and a detailed plan to their advisor, graduate coordinator and the DGS no later than the beginning of the registration period for the relevant semester. This plan must include provision for supervision and evaluation by the advisor or another relevant tenure-track faculty member.

ADDITIONAL TEACHING AND LEADERSHIP OPPORTUNITIES

Various programs at the University offer additional teaching and internship opportunities. These are for experience only and cannot be used toward PhD program credit. For more information about these programs and instructions on how to apply please visit:

- Writing, Speaking, and Argument Program: <https://writing.rochester.edu/graduate/employment/wrt105.html>
- Susan B. Anthony Institute Teaching fellowships: <http://www.sas.rochester.edu/gsw/graduate/grant-fellow-award/index.html>
- Seward Family Digital Archive Project: <https://sewardproject.org/>
- Smith's Island Archaeology Project: <http://smithsislandarchaeology.blogspot.com/>

- Digital Archaeology of Heritage Buildings of West Africa: https://rochester-sa.terradotta.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10251

WORKSHOPS

Students who have not yet successfully defended their dissertation proposal should attend the History Workshop. All graduate students are warmly encouraged to attend and participate. The workshop, which will meet approximately six times a year on Friday afternoons, will include discussion and comment on submitted papers or on topical forums. **All students working on their PhD dissertations must present their work, generally a dissertation chapter that has been revised in response to a reading by their advisor, in the workshop as a requirement of the PhD program, typically after they have completed two chapters of the dissertation.**

QUALIFYING EXAMINATIONS

All students must pass written and oral qualifying examinations in three topical, methodological, or temporal fields, working with a different tenured or tenure-track member of the faculty for each. Upon approval of the Director of Graduate Studies, a field may be taken with a tenured or tenure-track member of the UR faculty from outside the Department of History.

Field examinations are in response to a topic or concern posed by the field examiner. The questions will draw on a reading list of the equivalent of forty books for the field as agreed upon by the student and the examining professor. The paper must be at least twenty pages (5,000 words) in length and the examiner is the sole arbiter of whether the response is sufficient to demonstrate an understanding of the field and its critical issues. Examiners will give students a choice of one of two questions. Field examiners must submit the questions to the graduate coordinator 24 hours before the exam. The graduate coordinator will administer the exam to the student via email. Students will have two weeks to write the paper. The student will submit the paper to the graduate coordinator who will then forward the exam to the field examiner. **The third field exam must be completed by December 20 of the third year unless an extension is granted, but students are encouraged, where possible, to complete the field exams sooner. Students are expected to pass one field exam before the beginning of their second year of study, at least two before beginning their third year of study, and the third by December 20 of their third year.**

ORAL EXAMINATIONS AND DISSERTATION PROPOSAL DEFENSE

ORAL EXAMINATIONS

Oral examinations in all three fields are administered the third week of April to all third-year students; at the same time, in the same examination, students defend their dissertation proposal. The student must contact the graduate coordinator for assistance in scheduling their oral examinations and dissertation proposal defense by February 15th. The first hour of the oral exam is devoted to the proposal defense; the second hour to an oral exam on the student's three fields. The goal is to contextualize the dissertation proposal broadly within the three fields of study. The examiners will be the dissertation advisor, second reader, and any other field examiners. In all cases, there will be overlap between the two groups, so generally 3 or 4 examiners. The advisor will

always be a member of both groups. The oral exam chair will be a tenure-track member of the UR faculty from outside the Department of History. The goal of the oral field exams and dissertation proposal defense is to demonstrate mastery of the reading list in each field, the relationships among the fields, and their application to the proposed dissertation.

DISSERTATION PROPOSAL

The dissertation proposal must be submitted to the dissertation advisor by **March 1 of the student's third year** of study; a revised proposal goes to the Graduate Coordinator, dissertation-committee members, any additional field examiners, and the oral examination chair by April 1. The oral field exams and dissertation proposal defense occur not later than the **third week of April of the student's third year** of study. **The student must contact the graduate coordinator for assistance in scheduling their oral examinations and dissertation proposal defense by February 15th.** The examiners will be the dissertation committee and any other field examiners not on the dissertation committee. In all cases, there will be overlap between the two groups, which will make it more common for there to be a total of between 4 and 6 examiners.

The dissertation proposal should explain the significance and originality of the proposed topic. It includes a statement of justification, a working argument, hypothesis, or set of questions to be answered, a preliminary bibliography and primary source list, and a tentative chapter outline and plan of work. Proposals generally range in length from 15 to 20 pages of narrative in addition to the bibliographies.

The dissertation committee and any additional field examiners can decide at the end of the orals and proposal defense that the student qualifies to move forward to dissertation research or that the student needs to be re-examined approximately four weeks later and/or to submit a revised dissertation proposal to the dissertation committee members on that same schedule. A copy of the revised dissertation proposal must be submitted to the graduate coordinator.

FAILURE AND RETAKING THE EXAMS

Students may retake each field exam only one time. Should they fail a field exam, the examiner will give them two new questions six weeks after the student receives notification of the failure. A second failure constitutes grounds for termination from the graduate program. Failure of the oral exams and dissertation proposal defense can result in re-examination and may include a requirement for revision and resubmission of the dissertation proposal. Failure to defend the prospectus by May 1st of the third year puts the student's funding at risk and may constitute grounds for termination from the graduate program.

DISSERTATION

As a final requirement for the doctorate, students will be expected to prepare a dissertation. The work will be done under the direction of the dissertation committee, defined by university regulations as two members from the department (one of which is the student's advisor), one from outside the department, and an outside chair. All committee members must be full-time tenure-track faculty at the university.

At least three months before students plan to defend their dissertations they must contact the Graduate Coordinator for further details regarding the submission and defense. For thesis formatting, students must follow the University Manual for PhD Students regulations

(<http://www.rochester.edu/Theses/ThesesManual.pdf>). The graduate studies PhD defense date calculator (<http://www.rochester.edu/college/gradstudies/phd-defense/datecalculator/index.html>) may be used to get a feel for the defense registration timeline, but exact dates may vary due to departmental requirements. As students prepare for the dissertation defense, they must contact the graduate coordinator for specific dates regarding the timeline of the process.

General statements about the dissertation are difficult to make; therefore, more specific information can be secured from individual faculty advisors or the graduate coordinator once a student has begun to plan the dissertation.

HANDBOOK REVISIONS

Minor changes to this handbook for style and clarity may be made by the Director of Graduate Studies with the approval of the department's Graduate Studies Committee. The version posted on the History Department website is the official version. The Handbook in force at the time the student is admitted to the program is the one that applies to them.

RESEARCH, TRAINING, AND TRAVEL FUNDS

The Department of History provides \$3,000 to support PhD students during their time at the University of Rochester. These funds can be used to attend conferences, pay for research travel or materials, support specialized training, or acquire software. To use these funds, students should consult with their advisers and obtain permission in advance from the Graduate Coordinator or DGS by submitting a funding request form. Students may not spend more than \$1,000 of their funds in any one academic year.

DEAN'S DISSERTATION FELLOWSHIP

Annually, the College offers Dean's Dissertation Completion Fellowships, which include full support for sixth-year graduate students. All fifth year students are eligible to apply. The applications go to the Graduate Coordinator for nomination by the Department, are generally due the first week of January, and the nominee or nominees are selected and ranked by the Graduate Studies Committee in mid-January. The application includes a project description, plan for dissertation completion, a curriculum vitae from the applicant, copies of chapters completed, and a supporting letter from the student's advisor submitted to the Graduate Coordinator. The DGS also writes a letter in support of the Department's nominees and explains the ranking, which is forwarded with the materials supplied by the students. The criteria for selection, as announced by the Dean's office, are the significance and ambition of the project, and the likelihood of completion during the fellowship year.

In those years when members of the Department's Graduate Studies Committee advise any of the applicants, the decision about the nominee, and the ranking if there is more than one, will be made by a sub-committee of three regular faculty members who do not have an advisee applying. When there are

not three members of the committee without advisees applying, the sub-committee's membership will be supplemented by one or more members of the regular Department faculty who also do not have advisees applying.

BRUCE PAULEY RESEARCH FUNDS

Annually awarded, by application due to the Graduate Coordinator on the first Monday in February. These funds support research travel up to about \$2,000 in the fiscal year following the award (between July 1 and June 30) and may be divided between two applicants. All students in good standing are eligible. The terms of the gift state that the funds are "to support graduate student research travel, with preference for students pursuing archival research in Europe." Funds from this award supplement the \$3,000 for which all graduate students are eligible during their time in the program. Applications should include a description of the purpose of the trip, its direct relevance to dissertation research, a research plan, and an itinerary with budget. The application must also be supported by a letter of recommendation from the student's dissertation advisor. Students who receive the award will be reimbursed for expenses after the trip upon presentation of receipts or they can make advance travel purchases through Town and Country Travel and charge conference registration on the Department's purchase card.

In those years when members of the Department's Graduate Studies Committee advise any of the applicants, the decision on awards will be made by a sub-committee of three regular faculty members who do not have an advisee applying. When there are not three members of the committee without advisees applying, the sub-committee's membership will be supplemented by one or more members of the regular Department faculty who also do not have advisees applying.