

UNCG
DEPARTMENT OF HISTORY

GRADUATE STUDENT HANDBOOK

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I. General Information

A. General Disclaimer

The material presented in this Handbook is purely informational. That is, it is not meant to contradict or overturn policies presented in the official *Graduate Bulletin*. Students are bound by the regulations presented in the *Bulletin* published in the year they enter a graduate program in UNCG. Material found in this Handbook may clarify, supplement, and sometimes expand information found in the *Bulletin*, but it can in no way alter official UNCG Graduate School policy (as expressed in the *Bulletin*). All students are strongly recommended to carefully read the *Bulletin*, particularly the “Academic Regulations” chapter and the Departmental listing for History. If something written in this Handbook is found to conflict with the *Bulletin*, the discrepancy should be brought to the attention of the DGS, for the *Bulletin*’s policies will always serve as the final recourse.

B. Degree Programs

The Department of History at UNC-Greensboro (UNCG) offers two degree programs and a post-baccalaureate certificate. It offers a Master of Arts (M.A.) degree in History in one of several concentrations (see below). It offers a Doctor of Philosophy (Ph.D.) degree in U.S. History. It also offers a Post-Baccalaureate Certificate in Museum Studies.

1. M.A. Degree: Concentrations include U.S. History, European History, Museum Studies, and Historic Preservation. Depending on the concentration, the degree requires 30-36 hours of coursework. The Graduate School requires that all requirements for the M.A. be completed within five years. Full details on these concentrations may be found below.
2. Ph.D. Degree: UNCG will only consider applicants in U.S. history who already hold an M.A. in History. Applicants should take care to ensure that their academic and intellectual interests are well suited to the interests of the UNCG faculty in U.S. history. Doctoral students complete 33-39 hours of coursework (not including dissertation hours) and produce a major piece of scholarship (the dissertation). The Graduate School requires that all requirements for the Ph.D. be completed within seven years. Full details may be found below.
3. Post-Baccalaureate Certificate in Museum Studies. Involves 15 hours of coursework. See below for more information.

C. Full-Time and Part-Time Status

According to UNCG regulations, graduate students are considered full-time students by taking at least 6 hours per semester. Students who take less than 6 hours, or students who drop below 6 hours during the semester, are classified as part-time students. These categories are important for funding and financial aid (for which, see below). For example, students must enjoy full-time status to retain a Graduate Assistantship or a Teaching Assistantship. Although the

Department does not advise about financial aid, most granting agencies also require demonstration of full-time status.

The Department of History considers that most graduate students are capable of taking 9 hours of graduate level courses per semester, and strongly encourages students to take full advantage of the curriculum by doing so.

D. Director of Graduate Studies, Director of Public History and the Graduate Committee

1. Director of Graduate Studies (DGS): The DGS is appointed by the Head of the Department of History. He/she leads the departmental Graduate Committee (see below) and is the point person for all program, policy, and personnel issues concerning graduate students. The DGS also fields inquiries from prospective applicants and engages in recruiting endeavors. All non-Public History graduate students are required to see the DGS once a semester for academic advising.

2. Director of Public History (DPS): The DPS is appointed by the Head of the Department of History to administer the MA concentrations in Museum Studies and Historic Preservation (collectively called Public History). He/she maintains a permanent seat on the departmental Graduate Committee, and is the point person for all inquiries concerning the Public History concentrations. All Public History students are required to meet with the DPS once a semester for academic advising. The DPS is also instrumental in helping to locate and arrange internships for Public History students.

3. The Graduate Committee: The Graduate Committee is a standing departmental committee of the tenured and tenure-track faculty in the History Department. Permanent members of the Graduate Committee include the DGS, who chairs it, the Director of Public History, and the Department Head. Other members of the faculty are appointed by the Department Head. The committee's responsibilities include the following: supervision and review of all matters pertaining to all graduate degree programs (including admission requirements, program structure, requirements, and so forth); annual admission decisions for all graduate programs; nominations for graduate student awards, scholarships, and assistantships; and consideration of all extraordinary graduate student requests.

E. The Graduate Secretary

Laurie O'Neill is the current graduate secretary. In addition to the DGS, she is a resource of first recourse for practical questions about the program. She also handles all paperwork concerning assistantships. Her office is 2131 MHRA, and her extension is 256-1385.

F. Important Web Sites

1. The Graduate School: <http://www.uncg.edu/grs/>
 -important for application information, general policies, and so forth
 -take special note of the 'Forms' sub-link:
<http://www.uncg.edu/grs/forms.html>
2. UNCG's History Department: <http://www.uncg.edu/his/>
 -important for graduate information, forms, course information, faculty profiles

II. Admission Procedures and Requirements

A. Application Deadlines

The Department only admits students for matriculation in Fall semesters (that is, it does not admit students starting in Spring or Summer). The deadlines for such applications are as follows:

M.A. program: **February 1** (for Fall admission)
Ph.D. program: **January 15** (for Fall admission)

B. Admissions Requirements

Applicants should consult both the Graduate School website and the History Department website for information about applications (for URLs, see section I above).

All admissions materials should be sent to the Graduate School, not directly to the History Department. Almost all application materials will have to be submitted online; consult the Graduate School's website for information. The one exception to this rule is writing samples for Ph.D. applicants and any supplemental materials for all applicants: these should be mailed directly to the Graduate Secretary in the History Department.

1. M.A. Admissions:

Application and fee (information and forms available at the Graduate School site)
 Transcripts from all institutions of higher learning
 GRE scores (must be current, that is, taken within the past five years)
 three letters of recommendation (letters from professors are strongly preferred;
 recommendation forms are available on the Graduate School site)
 personal statement (length should be approximately two pages)
 resumé

2. Ph.D. Admission

Application and fee (information and forms available at the Graduate School site)
 Transcripts from all institutions of higher learning

GRE scores (must be current, that is, taken within the past five years)
 three letters of recommendation (letters from professors are strongly preferred;
 recommendation forms are available on the Graduate School site)
 personal statement (length should be approximately two pages)
 writing sample (length should be approximately twenty-five pages)
 n.b.: applicants must already possess an M.A. in History, and should preferably
 have gained that M.A. in U.S. history

C. Schedule of Admissions Decisions

All applications are read by the Graduate Committee during the weeks following the application deadlines (January 15 or February 1). Initial recommendations for the Ph.D. program are made in late February, while initial recommendations for the M.A. program come in mid-March. Students may be accepted with funding, accepted without funding, placed on a waiting list, or rejected. Applicants who are not immediately accepted (or who do not receive funding offers immediately) should not lose all hope; it is very common for wait-listed students to be offered spots in either program (or an assistantship) later in the admissions season.

D. Advice to Applicants

Graduate work in history, whether at the M.A. or Ph.D. level, requires relatively narrow concentration on at least one specific area of history. Personal statements should thus seek to link the applicant's specific intellectual/research interests to those of the current faculty in the UNCG Department of History. This may be accomplished through consultation of the faculty profiles available online on the History Department website, or through direct contact with the DGS or individual faculty members. Applicants who announce in their personal statements their intention to study a type or area of history that is not one of the specialties of one of the current faculty are unlikely to be admitted. This advice is particularly true for Ph.D. applicants.

The Department currently does not require a minimum GRE score for admittance. Since the Graduate Committee examines each application holistically, GRE scores are only one component of a successful application. Clearly applicants who earn higher scores may well appear more impressive to the Committee, but mid-level GRE verbal scores (in the 500s) provide no automatic impediment to matriculation at UNCG.

E. International Students

Applicants who are not US citizens should consult the relevant information on the Graduate School web page (<http://www.uncg.edu/ipg/gradadvdegrapps.html>).

III. Costs and Financial Assistance

A. Costs of Graduate School

Costs of Graduate School come in the form of tuition and fees. North Carolina residents pay in-state tuition, while out-of-state (non-resident) students pay both the in-state tuition and an out-of-state surcharge.

For estimated costs: see <http://www.uncg.edu/grs/financial/estimatedcost.html>

B. Residency

Students who are not legal residents of North Carolina are strongly encouraged to establish legal residency here. Indeed, in 2008-2009 the estimated total costs (tuition plus fees) of full-time study for in-state students was \$4,527, while that for out-of-state students was \$15,798. Definitions of residency are made by the University, not the Department. Students should consult the following website for information on how to establish legal residency in North Carolina: <http://www.uncg.edu/pvt/residency/>. The DGS will also be happy to assist students interested in this process.

C. Graduate Assistantships (for M.A. students)

The History Department awards funding to M.A. students in the form of Graduate Assistantships (GA-ships). Applicants are automatically considered for assistantships, which are awarded based on merit at the judgment of the Graduate Committee. While the Department makes every effort to ensure that M.A. students who receive assistantships are funded for two years, the vagaries of the university budget are such that we cannot guarantee renewal. Students who are not funded in their first year are unlikely to be funded in the second year, except in exceptional and/or unusual circumstances.

Graduate Assistants are assigned to individual professors (or to the office) to assist a particular professor with teaching, professional business or research. Duties will not exceed 15 hours per week. Students on assistantship must enroll in at least 6 hours of graduate level courses and maintain a GPA of at least 3.0 each semester.

D. Teaching Assistantships (for Ph.D. students)

Teaching Assistantships (TA-ships) are awarded to doctoral students as their primary source of departmental funding. All doctoral applicants are automatically considered for TA-ships, and it is part of the doctoral program's core philosophy that doctoral students learn to become expert teachers. As a result the department is normally able to offer most admitted doctoral students a TA-ship, and is committed in principle (although it cannot guarantee it) to extend that TA-ship for four years.

T.A.s are assigned to one of the large lower-division lecture courses offered by the department each semester. In such courses the professor lectures two days a week, while the T.A.s conduct discussion sections (two per TA) on the third. T.A.s are also responsible for grading all the students in their sections. Workload is defined as 15-20 hours per week. Students

on assistantship must enroll in at least 6 hours of graduate level courses and maintain a GPA of at least 3.0 each semester.

E. Tuition Waivers

The Department has access to a very limited number of tuition waivers which it uses to recruit and assist its top applicants. Tuition Waivers are assigned by the General Assembly to each campus of the University of North Carolina, where they are then parceled out among graduate programs. This means that as much as the History Department would like to create its own waivers, we are limited by the numbers assigned to us by the College of Arts and Sciences.

Tuition Waivers come in two sorts, In-State and Out-of-State. An In-State Tuition Waiver (ISTW) covers in-state tuition, but not student fees. An Out-of-State Tuition Waiver (OSTW) covers ONLY the out-of-state tuition surcharge, and not regular in-state tuition (and not student fees). OSTWs and INSTWs may be bundled together. The best departmental funding package an out-of-state student can receive is thus an assistantship, an ISTW and an OSTW; such a student would only pay student fees. The best departmental funding package an in-state student could receive is an assistantship and an ISTW; such a student would still have to pay student fees. A student must be awarded an assistantship first (either a Graduate Assistantship or a Teaching Assistantship) to be eligible to receive any form of tuition waiver.

Given the growth in the number of graduate programs at UNCG and the NC Legislature's reluctance to grant new waivers, the number of waivers available to the History Department is fairly limited. Preference is given to doctoral students and to select M.A. applicants.

F. Health Insurance

All graduate students at UNCG must demonstrate that they possess health insurance. In some cases, the Graduate School may cover the costs of health insurance. See the following site for more information http://www.uncg.edu/grs/health_insurance.

G. Summer Assistantships

Summer assistantships are awarded by the Graduate School (not the History Department), although the History Department ranks and forwards student applications to the Graduate School for consideration. Summer Assistantships provide money (somewhere between \$1500-2000) to enable students to perform a set of specific research goals deemed essential to their degree. Note that these assistantships are quite different from GA-ships or TA-ships, as they do not require that the student work for the university. In essence, they are scholarships awarded to accomplish specifically outlined research programs. Preference is usually given to doctoral students, although M.A. students who can demonstrate a strong need are encouraged to apply. Further information on these awards is forthcoming each year from the Graduate School and the Department DGS.

H. Trelease Fellowships (Ph.D.)

Thanks to the generosity of Dr. Allen W. Trelease, former professor and Head of the History Department, the Department has (since 2006) awarded two Allen W. Trelease Graduate

Fellowships to doctoral students each academic year. Any doctoral student who has advanced to candidacy is eligible for the award. Although there are no stipulations on their use, it is to be hoped that recipients will use the money to travel to archives, attend conferences, and/or support the process of writing the dissertation. A call for applications is made each April for the following year's awards. Applications must include a letter of recommendation/nomination written by the dissertation director, and an analytical description of the dissertation no more than 2 pages in length. The best descriptions will briefly outline the topic before discussing some or all of the following: the contribution of the dissertation to the field, any relevant methodological issues, the location and nature of the sources to be used in the dissertation, and/or the proposed time line for completing the dissertation.

I. UNCG Fellowships, Grants, Scholarships, etc.

UNCG possesses a fairly long list of fellowships and scholarships for which incoming students are nominated by the admitting department. This means that applicants need do nothing; the DGS and DPH will nominate incoming students for relevant awards, some of which are fellowships (i.e., 'free money' which requires no service to the department) and some of which are supplements to assistantships. As these awards are open to the entire university, they are quite competitive. Some information may be found at the following site: http://www.uncg.edu/grs/financial/fellowships_assistantships.html#uncg.

J. Travel Awards

Graduate Students looking for assistance for travel to academic conferences (or, perhaps, to archives) should consult the GSA (Graduate Student Association of UNCG) and/or the DGS of the History Department. The former has a limited amount of money which is apportioned on a first-come, first-served basis beginning in the fall (apply early!). As of 2010-2011, the latter will announce to students the availability of departmental funds to be awarded to students presenting papers at conferences; the departmental Graduate Committee will collect and evaluate applications for those funds which the Department Head makes available to it. Any student who expects to be reimbursed for travel funding must meet with Kristina Wright, the Office Manager, in the History office before making travel arrangements and payments.

K. National Grants and Fellowships

Admitted students should consult with relevant faculty members about grants and fellowships available in their disciplines. The Graduate School (http://www.uncg.edu/grs/financial/fellowships_assistantships.html#natf) lists a few sources of funding, but the American Historical Association has a much better listing at <http://www.historians.org/quicklinks/students.cfm> (the fullest database is limited to members - a good excuse to join the AHA).

L. Financial Aid

The Department does not advise students about financial aid. Students interested in federal sources of financial aid should consult the Office of Financial Aid (<http://fia.uncg.edu/>).

IV. Academic Requirements for the Degree of Master of Arts in History (M.A.)

A. Fields:

Students select a major field in either U.S. or European History, and a minor field from one of the following: U.S., European, Comparative Global, Atlantic World. [Students in the Museum Studies or Historic Preservation concentrations should see below, sections VI and VII]

B. Time to Degree:

Per Graduate School regulations, students must complete all of the requirements for the M.A. within five years. In exceptional circumstances the Graduate School may extend this limit.

C. Required Hours: the M.A. requires a minimum of 30 hours of graduate-level history courses (33 if a student cannot or does not wish to pass the Language Exam). Of these 30 hours, 21 come in the major field and 9 are taken in the minor field. Within the major field (21 hours), 15 hours are dedicated to required courses, and 6 hours to electives. Students are welcome, even encouraged, to take more hours if appropriate to their field of study.

D. Required Courses, American History (15 hrs)

HIS 701	Colloquium in US History before 1865
HIS 702	Colloquium in US History after 1865
HIS 703	Seminar in US History
HIS 704	Seminar in US History
HIS 709	Introductory Research Seminar

E. Required Courses, European History (15 hrs)

HIS 705	Colloquium in European History before 1789
HIS 706	Colloquium in European History after 1789
HIS 707	Seminar in European History
HIS 708	Seminar in European History
HIS 709	Introductory Research Seminar

F. Minor Field Requirements

Students must choose a minor field that is different from the major field. If a student elects US history as the minor field, one of the three minor field courses must be either HIS 701 or HIS 702. If a student elects European history as the minor field, one of the three minor field courses must be either HIS 705 or HIS 706. Students who elect Atlantic World as their minor field must complete HIS 710.

Note: a student admitted to the M.A. program in US or European history cannot elect Museum Studies or Historic Preservation as a minor field.

G. Language Examination

Students are expected to demonstrate reading proficiency in a foreign language. Such proficiency is demonstrated by passing the departmental language exam, a translation exercise which is offered each semester in many languages. Students who cannot pass the exam or refuse to attempt it may substitute an extra 3-hour graduate-level course in history for the exam; the content of this course may fall within either the major or minor field.

Students who anticipate pursuing a doctorate, especially a doctorate in a European (or non-US) field, are strongly encouraged to pass the language examination. Without some language proficiency in the necessary languages (such as that demonstrated by the language exam), such students are unlikely to be admitted to the doctoral program of their choice.

For advice concerning the Language Examination, see section VIII.

H. Comprehensive Examinations

All students must pass a set of written examinations at the end of the program. These examinations are usually administered twice a year, in the fall and spring semesters (it should be noted that students must be enrolled in at least one course to be eligible to sit for exams). The examination is administered by a Comprehensive Examinations Committee comprised of three faculty members assembled by each student (that is, each Committee is unique). Students select the members of their committee by the end of the 15 hours in the program, at which point it is the student's responsibility to develop a reading list of between 25 and 40 items with each member of his/her committee. The questions posed by the Committee on the Examination will be derived from those reading lists.

I. The Research Mentor and the Comprehensive Exam Committee

1. Research Mentor: As mentioned above, all M.A. students should select a committee of three faculty members by the time they have completed 15 hours (one year) in the program. One of these three faculty members is known as the Research Mentor, and will be responsible for guiding the student through the second-year research sequence (either HIS 703/704, HIS 707/708 or a thesis). Students should select a Research Mentor whose intellectual and academic interests most closely mirror their own. Some faculty members attract many mentees, so students are advised to move quickly once they have settled on their desired sub-field.

2. Comprehensive Examination Committee: this committee is composed of three faculty members: the Research Mentor, a second faculty member in the major field, and a faculty member from the minor field. Aside from the Research Mentor, whose duties also include guiding students in the preparation of their second-year research projects, the sole responsibility of members of the Committee is to help prepare students for the Comprehensive Exams. Each member of the Committee will help a student develop a reading list of 25-40 items in that faculty member's field, and this list will provide the base from which Comprehensive Examination questions are taken.

Important Note: M.A. students with a major field in U.S. history are required to

demonstrate broad knowledge in US history. In practice this means that the research focus (and reading list) of the second Americanist member of a student's Comps Committee must lie on the other side of 1865 from that of the Research Mentor. In other words, if the Research Mentor's field lies in pre-1865 US History, then the other Americanist's field must lie in post-1865 US History (and vice versa).

J. Directed Reading (Independent Study) (History 697)

History 697 involves one-on-one discussion of a pre-arranged body of material between one student and a faculty member. Ordinarily students solicit a Directed Reading course only when the regular curriculum will not allow them to complete their program in a timely manner. Students may only apply 6 hours of HIS 697 to the 30 (or 33) hours of the M.A. program. Per Graduate School regulations, any HIS 697 should not duplicate an existing course.

K. History 692 (Advanced Topics in History)

In rare cases, and only with the permission of a particular instructor and the DGS, a M.A. student may sit in on a 300-level undergraduate course and receive graduate credit for doing so. Students must demonstrate that the content of the 300-level course is particularly appropriate to their plan of study, and must develop with the instructor of the course a specific set of additional requirements sufficient to constitute graduate level work. The instructor must be a member of the graduate faculty. Students must enroll in HIS 692, not in the 300-level course in question. Any student interested in this option should consult first with the DGS.

L. Thesis Option

Most students will fulfill the research component of the History M.A. by completing HIS 709 in the first year, and HIS 703 and HIS 704 (or, for Europeanists, HIS 707 and HIS 708) in the second year. In HIS 703/704 (or HIS 707/708), students will conceptualize, research and write a 30- to 40-page research paper.

It is possible for M.A. students to substitute a M.A. thesis (6 hours of HIS 699) for the second-year seminar sequence. Normally theses constitute a more sustained piece of research (in the 100-page range). Students interested in writing theses should consult with their research mentors and/or the DGS for policies and regulations.

V. Requirements for the Master of Arts in History with a concentration in Museum Studies or Historic Preservation

A. Concentration or Degree?

Students interested in pursuing an M.A. in either of the two Public History concentrations - Museum Studies or Historic Preservation - must realize that these programs are concentrations and not separate degrees. All Public History students must complete the basic requirements for the general M.A. degree (see above, section IV); this includes the colloquia, HIS 709, the second-year research sequence, and comprehensive exams (but not the language exam). In essence a student concentrating in Public History substitutes his/her Public History concentration

for the minor field required of non-Public History M.A. students. This means that Public History students must still select a major field in either U.S. or European history (the majority choose U.S. history); the relevant Public History concentration then takes the place of the minor field.

B. Admission Restrictions

Students interested in Public History - whether Museum Studies and Historic Preservation - must state specifically on their applications their intention to enroll in the relevant concentration. Students admitted to the regular (non-Public History) M.A. program may not elect a Public History concentration after matriculation; they must be admitted to the relevant program. It is highly recommended that students interested in one of these concentrations initiate contact with the Director of Public History before submitting their application.

C. Time to Degree

As with regular M.A. students, students admitted to either concentration are required by the Graduate School to complete their degrees within five years of matriculation. In most cases, however, it is recommended that students attend UNCG full time and attempt to complete the degree in two years. Students admitted to either concentration should expect to spend the summer between their first and second years in the program completing their internship (see below).

D. Required Hours: the M.A. with a concentration in either Museum Studies or Historic Preservation requires a minimum of 36 hours of graduate-level courses. In Museum Studies, students take 24 hours of required courses and 12 hours of electives. In Historic Preservation, students take 27 hours of required courses and 9 hours of electives.

E. Required Courses for the Concentration in Museum Studies

HIS 701 or 705
HIS 702 or 706
HIS 709
HIS 703 or 707
HIS 704 or 708
HIS 626
HIS 627
HIS 690

F. Required Courses for the Concentration in Historic Preservation

HIS 701 or 705
HIS 702 or 706
HIS 709
HIS 703 or 707
HIS 704 or 708
HIS 543

HIS 624
 HIS 625
 HIS 690

G. Elective Courses in Public History

Students in Museum Studies must take 12 hours of electives; students in Historic Preservation must take 9 hours. Electives may be chosen from courses in American, European or Public History. Required courses in either concentration may also be taken as electives for students in the other concentration. Elective courses in public history include the following:

HIS 505
 HIS 536
 HIS 545
 HIS 547
 HIS 548
 HIS 555
 HIS 628
 ART 590
 ATY 597
 GEO 502
 PSC 540

H. Internship

All students in Museum Studies or Historic Preservation must complete a 3 hour internship (HIS 690). In cases where a student already has relevant professional work experience, the Director of Public History may allow that student to substitute another elective for the internship.

I. Interdisciplinary Work

Because of the interdisciplinary nature of Public History, students may substitute 3 hours of electives from another department for one of the electives in Public History. The Director of Public History must approve any such substitution.

J. Directed Reading and Advanced Topics in History

It is conceivable that a student in one of the Public History concentrations might wish to take Directed Reading (HIS 697) or Advanced Topics in History (HIS 692), although in practice this is not very common. See above, in section IV, for information on these options.

K. Language Exam

Students in either Public History concentration are exempt from the language proficiency requirement.

L. Comprehensive Exams, Research Mentor, and Comprehensive Exam Committee

Students in either Public History concentration follow the regular requirements of all M.A. students concerning comprehensive exams, choosing a mentor and committee, and writing a second-year research paper.

M. Thesis Option

As with regular M.A. students, students concentrating in Public History may elect to complete a thesis (6 hours of HIS 699) in lieu of HIS 703-704 (or HIS 707-708).

VI. Requirements for the Degree of Doctor of Philosophy in History (Ph.D.)

Important Note: the regulations listed below only apply to doctoral students admitted starting in Fall 2007.

A. Fields

UNCG offers a doctoral degree in only one area of study: U.S. History. Students admitted to the doctoral program will also select a minor field from one of the following: African-American History, Atlantic World History, or European History.

B. M.A. Requirement

Students interested in pursuing a Ph.D. at UNCG must have already earned a M.A. in History. Admissions preference will be given for students whose concentration at the M.A. was U.S. history (as opposed to another field of history). Students who have earned M.A. degrees in other academic disciplines (including the M.L.S.) must first earn a M.A. in History before applying to the doctoral program.

C. Time to Degree

According to regulations published in UNCG's *Graduate School Bulletin*, doctoral students must complete their degree within seven years of commencing the program.

Normally a student's start date coincides with his/her first semester in UNCG's doctoral program. Students wishing to transfer credit from another doctoral program (or simply graduate level coursework completed elsewhere) should realize that their time-to-degree clock commences with the semester in which any transfer course was taken. Thus if a student admitted in Fall 2012 wished to transfer a course taken elsewhere in 2010, her time-to-degree would begin in 2010, not 2012, and the Graduate School would expect completion before 2017 (and not 2019). For this reason the Department does not encourage transfer credit at the doctoral level (and will absolutely not accept 'transfer' of courses taken during a M.A. degree).

D. Required Hours

The doctoral degree requires a minimum of 45-51 hours of course work and dissertation hours, including 33-39 hours of course work beyond the M.A. in history, and at least 12 hours of dissertation credit. Students are encouraged to take more hours when appropriate.

E. Required Core Courses (15 hours)

HIS 701
 HIS 702
 HIS 714
 HIS 750
 HIS 751

F. Research Hours (0-6 hours)

The DGS reserves the right to require additional hours of certain new doctoral students. Usually this occurs only when it appears that a promising student has not completed a research paper in U.S. history at the M.A. level (if, for example, that student majored in European history at the M.A.). In such cases the DGS may require up to 6 hours of additional research courses, normally to be taken from HIS 709 and/or HIS 703/704.

G. Electives in the U.S. Major (9 hours)

Students must complete 9 hours of electives in addition to the core requirements. Doctoral students may not take HIS 692.

H. Minor Field (9 hours)

Doctoral students choose between three potential minor fields; African American, Atlantic World, and European. Each minor field has its own set of required courses:

African American

HIS 710
 HIS 712
 HIS 713

Atlantic World

HIS 710
 HIS 712
 HIS 715

European

HIS 710
 HIS 705
 HIS 706

Note that all students must take HIS 710 regardless of their minor field.

I. Dissertation Hours

Students must take a minimum of 12 hours of dissertation credit. More hours may be

taken, especially if necessary to maintain full-time status, but only 12-15 hours may be applied to the plan of study.

Students who have completed 12 hours of dissertation credit and who do not need to maintain full-time status may enroll in Dissertation Extension (HIS 802) for as little as 1 hour per semester. Note that most financial aid-granting institutions require students to be enrolled for between 3 and 6 hours of credit in order to be eligible for financial aid. The Department does not keep track of such regulations, however; it is the student's responsibility to plan his/her schedule in accordance with any potential financial aid regulations.

J. Directed Reading (HIS 697)

Directed Reading involves one-on-one discussions of a pre-arranged body of material between one student and a faculty member. Ordinarily students solicit a Directed Reading course only when the regular curriculum will not allow them to complete their program in a timely manner. Still, it may be appropriate for doctoral students to arrange Directed Reading on subjects not covered by regular courses. No faculty member is obliged to agree to a Directed Reading. A doctoral student interested in developing a Directed Reading course must first consult with the DGS and his/her Dissertation Advisor to ensure that the proposed course will fit into his/her plan of study.

History Ph.D. students can take no more than 6 hours of HIS 697 as part of their doctoral coursework.

K. Doctoral Students and 500-level Courses

At UNCG, courses at the 500 level are open to both undergraduate and graduate students, and Graduate School regulations state that no more than 1/4 of doctoral course work (i.e., 10 hours for the History Ph.D.) may be taken at the 500 level. Despite this rule, doctoral students in History should avoid taking 500-level courses; the only exception might come when the topic of the 500-level course seems exactly relevant to the doctoral student's intended dissertation.

L. History 750 and History 751

History 750 (Ph.D. Readings Course) is intended to allow students time to help prepare for their doctoral Qualifying Exams and operates very much like a Directed Reading course. It is normally taken during the semester in which the student intends to take his/her Qualifying Exams. Grades for this course are S/U.

The purpose of History 751 (Ph.D. Dissertation Seminar) is for doctoral students to produce a Dissertation Proposal. Normally this course is taken the semester following the successful completion of the Qualifying Exams. The exact shape (and requirements) of the Dissertation Proposal is to be determined by a student's Dissertation Advisor. Grades for this course are S/U.

M. Language Exam

Students must demonstrate reading proficiency in a foreign language. Such proficiency is demonstrated by passing the departmental language exam, a translation exercise which is offered

each semester in many languages. See Section VIII below for the structure of the exam and advice on how to prepare for it. Doctoral students must pass the language exam before they proceed to their Qualifying Examinations. A graduate student language exam taken (and passed) at the M.A. level satisfies the doctoral language proficiency requirement.

N. Plans of Study and Permission to Proceed

1. Plan of Study: all doctoral students must complete a plan of study in consultation with the DGS and their Dissertation Advisors. The Plan of Study form may be downloaded from the departmental website: <http://www.uncg.edu/his/gradforms.html>. Students must file a completed (preliminary) version of the Plan of Study, with appropriate signatures, ***no later than upon completion of the first 18 semester hours of graduate courses***. Should changes to the Plan be necessary, students are responsible for filing revised Plans. It is the student's responsibility to remember to complete and file this Plan of Study and its cover form with the Graduate Secretary, who will submit it to the Graduate School. See section XIV for details.

2. Permission to Proceed: Doctoral students must obtain Permission to Proceed at the end of their first year of course work (normally 18 hours). Permission is granted by a collective decision of the Doctoral Advisory/Dissertation Committee and the departmental Graduate Committee.

3. GPA Requirement: students must maintain a 3.5 GPA in order to proceed to the writing of the dissertation. In effect, this means that students cannot schedule their Qualifying Exams if their GPA is below 3.5.

O. Dissertation Advisor and Doctoral Advisory/Dissertation Committee

1. Dissertation Advisor (or Mentor): It is to be hoped that incoming doctoral students will already have a good sense of which faculty member they plan to make their Dissertation Advisor before they apply to UNCG's program. Indeed, applicants are likely to be more successful if they can articulate a clear topic (or at least a clear field) and make connections with a potential Advisor during the application process.

Despite this advice, doctoral students are not required to have selected an Advisor until the end of the first year in the program (or 15-18 hours of coursework). Students who cannot secure the consent of an Advisor by the completion of 15-18 hours of coursework may be asked to leave the program.

Students who enter the program without a pre-arranged Advisor should work diligently during the first year to meet faculty members, weigh their intellectual interests, and secure the support of one or more faculty members.

2. Doctoral Advisory/Dissertation Committee: The Graduate School requires that every doctoral student assemble a Doctoral Committee of four faculty members, and that students complete this task by the end of 18 hours of coursework. The Department of History interprets

this rule to mean “by the end of the first year in the program”. Students who are unable to form a committee by this time are liable to be asked to leave the program.

The Department of History requires that these four members of the Doctoral Advisory Committee be chosen in accordance with specific fields of study (see below). The Dissertation Advisor (or Mentor) serves as the chair of the Doctoral Committee, and is responsible for one of the two fields in US History (pre- or post-1865). The committee also must include a second faculty member in US History (responsible for the other US History field), a faculty member who represents the minor field, and a fourth faculty member chosen by the doctoral student in consultation with his/her Advisor. The fourth member is required by the Graduate School, but is not responsible for a set field of study; most of the time the fourth member is selected for the additional expertise he/she can add in the researching and writing of the dissertation.

All History Ph.D. students are required to select at least one non-Americanist history faculty or non-History Department faculty as a member of their four-person faculty committee. This requirement can be satisfied by either the minor field faculty committee selection or the fourth member faculty committee selection, or both.

It is possible to include professors from outside UNCG on a Doctoral Committee, although the Chair (i.e., the Dissertation Director) must be a member of the UNCG Department of History. Students interested in pursuing such an option should talk to the DGS and their Advisors.

All Doctoral Committees must be approved by the Dean of the Graduate School. Once a student has secured the consent of the four members of his/her committee, he/she should complete the relevant form. See section XIV for details.

P. Qualifying Exams (a.k.a. Preliminary Exams)

1. Pre-requisites: Doctoral students must have completed all coursework (except HIS 750 and HIS 751) and possess a 3.5 Grade Point Average (or higher) in order to be eligible to take Qualifying Exams. They must also have obtained Permission to Proceed, passed the Language Examination, and filed a Recommendation for Doctoral Advisory/Dissertation Committee and Plan of Study form with the Graduate School.

2. Definition of Fields: Doctoral students must prepare three fields of study which will be examined by their Dissertation Committee through a series of written and oral exams. The fields of study are these:

US History Before 1865

US History After 1865

[Minor Field: either European History, Atlantic World History, or African-American History]

As noted above, individual members of the Doctoral Committee will be responsible for guiding students in the preparation of these fields. This means that, once a Committee has been formed, the doctoral students should meet with the three examining members of the committee to establish a reading list of books and articles which will form the basis for the written and oral examinations.

3. When to take Qualifying Examinations: In normal circumstances, doctoral students should plan to take their Qualifying Exams during their fifth semester of full-time study, that is, in the fall of their third year. It might be possible to be ready sooner than this, and on occasion students have waited until the sixth semester; but most students should be ready (with their Advisor's approval) in the fifth semester.

4. Format of Qualifying Examinations: Doctoral students must take three written examinations (one in each field) and an oral examination.

a. Written Examinations: the format of each written examination shall be determined by the professor writing the examination. Some professors prefer the traditional four hour, closed-book experience; others prefer a 24-hour take-home format. Students should consult with each examining member of the committee to learn what each member's expectations will be. In the case of take-home exams, the usual format is for the professor to supply the question(s) to the Graduate Secretary; at the appointed time, the student receives the question from the Secretary and has 24 hours to return a typed answer to that question. The time limit for a single written exam must be no more than 24 hours. All three written examinations must take place within a single week, but students are free to schedule the exams as they like within that period.

b. Oral Examination: the entire Doctoral Committee meets to conduct an oral examination with the candidate at some point in the week after the last written examination (technically candidates must schedule Orals within a month of the last written examination, but it is preferred that they take place the week after the last written exam). It should be noted that the fourth member of the committee, who does not offer a written examination, is usually invited to be present at the Orals. The Oral Examination lasts for two hours, and customarily features serial questioning by each member of the committee. Questions can involve any aspect of the readings lists prepared for a particular faculty member, but they most commonly focus around clarifications or expansions to answers provided in the written examinations.

5. Scheduling Qualifying Exams: Once a student has completed all prerequisites and is ready to take exams, it is up to that student to schedule the dates and times of the exams. Neither the Advisor nor the Graduate Secretary will do it for any student (although both may well be happy to help, and the latter will help the student reserve rooms for the exams). Students should recall that in most circumstances, exams are a two week process, with the three written exams occurring in the first week and the orals occurring a week later. It is strongly advised that the student schedule Orals first, since this is usually the most difficult part of the process (it can be hard to arrange to have four faculty members present at a given time). To do this, the student should approach all four members of the Committee and propose either a couple of dates or a rough time frame; it is up to the student to find a time that works for all members of the committee. Once the date of orals has been agreed upon by the members of the Doctoral Committee, it is relatively easy to backtrack and set the dates for the written exams. Once the dates have been set, the student should approach the Graduate Secretary and ask for her help in

securing a room for Orals and for any written examinations (if necessary).

6. Outcomes of Qualifying Exams: Each portion of the exam process is graded on a pass/fail basis. If a student passes all portions, then he/she is considered to have Passed the Qualifying Exams. In the case of exemplary answers to the written and oral portions of the exam, a Committee may also decree that the student Passed with Distinction. Should a student fail any portion of the exam (any of the written exams, or the orals), he/she shall be allowed one opportunity to retake that portion of the exam which he/she failed. If this second effort also results in failure, then the student is judged to have Failed the Qualifying Exams.

7. Reading Lists: The department does not impose a uniform number of books for any field of study. Students must negotiate with each examining member of the Doctoral Committee to receive a reading list appropriate to that faculty member's field. Reading lists may thus vary considerably between faculty members.

Q. Dissertation Proposal

Once doctoral students have passed their Qualifying Exams, they need to turn their attention to producing a Dissertation Proposal. Normally students write the proposal in the semester after taking Qualifying Exams, and in conjunction with HIS 751 (see above). The nature and length of the Proposal is left to the judgment of the Doctoral Advisor; no standard format exists. Customarily the Proposal demonstrates the viability of the dissertation topic, both in terms of methodology, historiography, and sources. Some Advisors will schedule a meeting (Proposal Defense) at which the members of the Doctoral Committee can question the student about the proposed dissertation. Once the proposal is completed to the satisfaction of the Advisor and the Doctoral Committee, the student should complete the Dissertation Topic Approval form (<http://www.uncg.edu/grs/forms/DissertationTopic.pdf>), have it signed by all Committee Members, and submit it to the Graduate Secretary, who will submit it to the Graduate School.

R. Dissertation

The main work of a doctoral degree is the production of a substantial work of original research, i.e. a dissertation. Students should consult with their Advisors about expectations concerning format, length, historiography, sources, and so forth.

1. Filing the Dissertation: Once the dissertation is done, it must be formatted according to exacting Graduate School/UNCG Library specifications. Consult the Graduate School's *Guide for the Preparation of Theses and Dissertations* for details (<http://www.uncg.edu/grs/current/TDmanual.html>). These specifications MUST be followed; the Graduate School will not permit graduation otherwise. Note, too, that the dissertation must be signed and filed by a certain date each semester to ensure graduation during that semester.

S. Dissertation Defense (Oral Defense)

Once the dissertation has been accepted by the Advisor and the Committee members (but

potentially while the student is formatting it for formal submission to the Graduate School), it must be defended orally by the candidate. Oral Defenses are open to all members of the University community, and are publicized by the Graduate School. Students should arrange a suitable time for the defense with their Advisors and other Committee members (and should consult the Graduate Secretary for assistance in finding a room for the Defense). Once a date has been set, students must inform the Graduate School of that date by submitting the signed Permission to Proceed to the Dissertation Defense form (http://www.uncg.edu/his/docs/Permission_to_Proceed_to_Dissertation_Defense.pdf) and the Final Oral Exam (Defense) Schedule form (<http://www.uncg.edu/grs/forms/oralexsc.pdf>), to the Graduate Secretary and the Graduate School and must do so a minimum of two weeks before the date of the Defense (this allows the Graduate School time to publicize the Defense). At the Defense anyone may ask questions of the candidate, although typically only the Committee members do so. The Advisor and Committee Members must formally approve the student's performance in the Defense (form found here: <http://www.uncg.edu/grs/forms/oralexam.pdf>). Once again, it is the student's duty to bring the signed form to the Graduate Secretary, who will submit it to the Graduate School.

VII. Registration and Advising

A. Graduate Advising

All continuing graduate students (M.A. or Ph.D.) are required to attend an academic advising session each semester with their appropriate advisor. The Director of Graduate Studies offers advising to Doctoral Students and non-Public History M.A. Students. The Director of Public History advises all M.A. students with concentrations in Museum Studies or Historic Preservation. The only students exempt from this requirement are doctoral students who have finished coursework and are taking hours in either Dissertation or Dissertation Extension; such students may instead submit an add/drop slip to the DGS for his/her signature. Advising sessions are opportunities for students to talk about the courses they wish to take for the next semester, but are also occasions for thinking more broadly (or narrowly) about the students' careers at UNCG and beyond.

Advising for new incoming graduate students occurs during the week before classes start in August. Advising for continuing students occurs in October and March. The Graduate Secretary normally emails all students with a list of appointment slots; students reply to her in selecting a convenient appointment time.

B. Registration for Courses

At UNCG the normal procedure is for students to register for courses online using the UNCGenie system. Students will need their private pin numbers and passwords to access UNCGenie; to register for courses they will also need an Advising Code. These codes are provided to students at Advising Sessions, but are also sent directly to students by the Registrar in an email message.

Some courses are closed to on-line registration (e.g., HIS 690, HIS 692, HIS 697). For

such courses a student will need an Add-Drop slip; these are available from the relevant academic advisor (DGS or DPS), or from the Graduate Secretary.

VIII. The Graduate Language Examinations

A. Requirements

1. Ph.D. students: doctoral students are required to pass the department language exam before taking their qualifying exams and before advancing to candidacy.

2. M.A. students: M.A. students who are unable or unwilling to pass the language exam are allowed to substitute a graduate-level course in the major or minor field for this requirement. M.A. students who plan to proceed to a Ph.D. program are strongly encouraged to take the language exam during the M.A., especially those who intend to pursue any field other than US for the doctorate (e.g., any European, Asian, African or Latin American field). Even those students who intend to enroll in a US history doctoral program are well-advised to satisfy the language requirement during the MA program rather than wait to do it during the Ph.D.

B. Format of the Language Exam

The language exam is administered once a semester (usually in early November and early March). Students must sign up for the exam in advance. The exam consists of two passages from the language in question, usually taken from modern historical works (in the case of Latin, however, ancient or medieval sources will be selected). Students will have three (3) hours to translate the two passages with the help of a dictionary.

C. Criteria for a Passing Grade

It is difficult to set absolute standards for what constitutes a passing grade, but generally the examiners are looking for a combination of quantity and quality. That is, a student who produces an excellent translation of only half of the material may well pass, while a student who produces a poor translation of all of the material may well fail. Similarly, if a student translates only a sentence or two - but well - he or she may well fail, while a student who makes a few errors but makes it through more of the passage may well pass.

Common problems encountered by examiners include the following. 1) Relying too heavily on cognates (that is, words that look and mean the same in English and a foreign language) to help you through the exam. The problem is that there are many false cognates (e.g., *fábrica* in Spanish means 'factory', not 'fabric'; *actuellement* in French means 'currently', not 'actually'; etc, etc). You will need to develop a basic vocabulary through consistent reading of texts in the relevant language. 2) Inability to distinguish the tense of the verb and/or the sequence of tenses. Meaningful comprehension cannot be acquired if you are unable to tell if a verb is in the past tense, the present tense, or a conditional tense. Examiners become concerned when students produce translations in which these important distinctions are effaced. 3) Participial forms, particularly gerunds and gerundives. In many languages (e.g., Latin) the gerundive can be combined with prepositions to form structures that should be translated with the infinitive. Note

too that participles can be declined in some languages. 4) Idiomatic phrases. This is one of the most difficult skills to acquire, since it requires consistent reading in the language in question. Use of a decent dictionary can help here, but there is no substitute for experience. [to give two examples, from French, *ça vaut la peine* means “it’s worth it”; and *tout à coup* means “suddenly”]

D. Consequences of Failing the Exam

There are no consequences, and no stigma, attached to failing the language exam (aside from the rule that prevents Ph.D. students from taking their qualifying exams until they have passed the language exam). Students may take it as many times as they like or need.

E. Advice on How to Prepare for the Language Exams

1. Take the exam immediately. We recommend attempting it in your first semester. Even if you fail, you will have a sense of what you need to do in order to pass in the future.

2. Consult with the faculty member who will be grading the exam before you attempt it. You might ask for examples of the kinds of texts that the examiner has used in the past (the Graduate Secretary has copies of old exams). You can also talk to that person about your preparation and receive advice from his/her concerning dictionaries, grammars, etc. A partial list of languages and faculty examiners is this: Spanish (Bilinkoff), French (Mazgaj), German (Levine), Classical Latin (Ruzicka), Medieval Latin (Barton), Russian (Jones). Examiners may change, but this list reflects the most common practice in the department. If you have competency in a language other than these, consult the Director of Graduate Studies about your situation.

3. Acquire a good dictionary. Faculty are surprised at the number of students who attempt the language exam using only a small pocket dictionary. Such dictionaries generally do not contain enough material - and particularly not enough idiomatic phrases - to suffice. On the other hand, you do not need to purchase a multi-volume dictionary, since this will be too large to use efficiently. Consult with the relevant faculty members for their suggestions.

4. Consider buying or using a text designed specifically to teach reading skills. Many faculty recommend the series edited by Karl Sandberg (*French for Reading, German for Reading, Spanish for Reading*). This series (and others like it) was conceived as a way to help graduate students acquire reading proficiency; it teaches grammar in a way that builds towards reading proficiency. Diligent and consistent use of books in this series is, in the opinion of many faculty members, far more useful than taking, say, Spanish 101 (which is as concerned to teach oral communication as it is to teach reading comprehension). Of course, if you have absolutely no background in a language, it might be smart to take some introductory language courses (101, 102, 203, and/or 204) in addition to perusing a reading comprehension grammar.

5. Recognize that learning a language requires consistent effort over a sustained period of time. Students who have little proficiency in a language and hope to pass the exam after a month of cramming will likely find their efforts in vain. Acquiring reading proficiency requires daily practice (or, at least, consistent practice several days a week), both with a grammar (like the

series mentioned above) and with texts written in the language in question. You would be well advised to set aside a fixed amount of time daily (or maybe thrice weekly) to drill grammar and begin translating a ‘real’ work of scholarship. It is important to emphasize that while you need to acquire comprehension of the grammatical structures of the language, use of a grammar text alone will not suffice as practice in reading in a foreign language. The best advice would be to sit down with a grammar and a book relevant to your field written in the language in question; spend 20-30 minutes on the grammar, and then another 30 minutes or so translating passages from the actual text.

IX. Transfer Credit

In some circumstances, graduate work performed at other institutions may be counted towards a UNCG graduate degree. Students should read the *Graduate Bulletin*’s relevant sections on transfer credit carefully, and should consult with the DGS (and/or DPS) before deciding to pursue graduate credit elsewhere.

Students should be aware that the Graduate School starts each student’s ‘time-to-degree’ clock with the first course that appears on his/her Plan of Study. Thus if a student plans to apply a graduate course taken in 2005 to a UNCG degree that he/she is beginning in 2011, then the Graduate School will consider that student’s clock to have begun in 2005, not 2011. The UNCG History Department is therefore not particularly enthusiastic about efforts to transfer old credit hours; the DGS is more likely to approve transfer hours taken while a student is registered at UNCG (to take a particular course from Duke or Chapel Hill, for instance, and apply it to a UNCG degree).

The bottom line is that the Graduate School and the Department have fairly rigid rules about what and how much credit can be transferred; as this suggest, graduate school is somewhat less friendly to transferring credit than are most undergraduate programs. If you have a particular question about transfer credit, ask the DGS well in advance.

X. Study Abroad

Study Abroad is theoretically possible for M.A. (or even Ph.D.) students, but there are large practical obstacles to pursuing this option. The largest obstacle is the fact that a large portion of each UNCG degree program is composed of specific required courses (e.g., HIS 701, 709, 714) and sequences (HIS 703-704); courses taken abroad are almost certainly going to provide equivalents to UNCG’s electives, and not to these required courses. A second obstacle is the fact that graduate work in history rewards close work with a particular mentor (or mentors); if a student spends 25% of his/her time abroad, the opportunities to develop these crucial relationships are greatly reduced. For these and other reasons very few graduate students pursue study abroad opportunities (indeed, only one student did so between fall 2006 and spring 2010).

XI. University Resources

A. Graduate Bulletin: online at <http://www.uncg.edu/grs/bulletin/>

B. The Graduate School: located in 241 Mossman

Their webpage has downloadable copies of most important forms

(<http://www.uncg.edu/grs/forms.html>)

They also occasionally will list new assistantships on their main page.

The Graduate School maintains an unofficial list of rentals suitable for graduate students.

C. History Department - Graduate Web pages (<http://www.uncg.edu/his/grad.html>)

Important forms NOT found at the Graduate School site may be found here, including Plans of Study, M.A. Mentor forms, etc.:

<http://www.uncg.edu/his/gradforms.html>

D. Jackson Library

Online catalog (<http://library.uncg.edu/>)

Special Collections (<http://library.uncg.edu/depts/speccoll/>)

Interlibrary Loan Service (<https://libids1.uncg.edu/illiad/>)

E. University ID Cards

These cards are necessary to check out books, print in University computer labs, carry a declining balance, use the gym, and lots of other UNCG things. You can get yours in the Elliott University Center (<http://firstcard.uncg.edu/>).

F. Student Health Center (<http://www.uncg.edu/shs/>)

G. UNCG Student Conduct Policies (including cheating and plagiarism)

<http://studentconduct.uncg.edu/>

XII. Residency

It is a simple fact that out-of-state students pay higher tuition and fees. It is thus clearly in the interests of any out-of-state resident who intends to live in North Carolina for more than a few years to try to gain in-state residency. It is also in the department's interests for any funded out-of-state students to seek a change in their residency status. That said, the Department (and the DGS) cannot provide legal advice on how to secure a change in residency. The DGS will be happy to talk over the process with any student desirous of so doing, and will even be able to relate some potentially useful tips in that process. Still, students must be aware that the state of North Carolina has fairly strict policies concerning residency (a tough one: it will not recognize a change to in-state residence status for those persons who moved to North Carolina solely for the purpose of attending a North Carolina university) and that any student desiring to change his/her residency status must follow the procedures outlined in the *Graduate Bulletin*.

XIII. Organizations

A. Graduate Student Association (GSA)

This is a body which represents graduate students across the campus. All graduate students are automatically members. Those interested should consult the GSA website:

<http://www.uncg.edu/student.groups/gsa/>.

B. History Graduate Students Association (the HGSA)

All history graduate students are automatically members of this group, which holds periodic meetings to discuss issues of importance to graduate study at UNCG, plan social events, and plan sponsored lectures. Officers are elected annually.

XIV. Important Forms for Graduate Students

What follows is a listing of some of the important forms which M.A. and Ph.D. students will need during their time at UNCG, as well as information on where to find these forms. Comprehensive lists of forms can be accessed at <http://www.uncg.edu/grs/forms.html#enr> and <http://www.uncg.edu/his/gradforms.html>.

Important note: the Graduate School requires that many of these forms be submitted or filed with them at important watershed moments in a student's career. It is the responsibility of the student, not the DGS or Graduate Secretary, to keep up with the relevant forms and to obtain the required signatures.

The following completed forms should be submitted to the Graduate Secretary, who will make a copy for the student's department file and send the original form to the Graduate School as needed.

A. Forms for M.A. Students

1. Plans of Study

Location: History Dept (<http://www.uncg.edu/his/gradforms.html>)

Description: the Plan of Study (PoS) lists all requirements for the degree. It is used internally, by the department, to keep an unofficial record of students' progress. It is used officially by the graduate school to determine whether a student has finished his/her degree. Official versions must be filed externally, at the Graduate School. Note that there are different versions for Public History and non-Public History students.

When: All students should file an early, possibly incomplete version, at the end of one year (15-18 hours) in the program. A final, complete version (with signatures) must be filed before the end of the third week of classes in the semester in which a student will graduate.

2. Mentor Form

Location: History Dept (<http://www.uncg.edu/his/gradforms.html>)

Description: this form is filed internally. It serves as proof that a student has secured the agreement of a faculty member to act as his/her research mentor.

When: by the end of the first year (15-18 hours)

3. Comprehensive Examination Committee Form

Location: History Dept (<http://www.uncg.edu/his/gradforms.html>)

Description: this form is filed internally. Once M.A. students have secured the agreement of three members of the faculty to serve on their Comprehensive Exams

Committee, they should acquire the signatures of those faculty members and return the form to the Graduate Secretary.

When: by the end of the first year (15-18 hours)

B. Forms for Ph.D. Students

1. Plans of Study

Location: History Dept (<http://www.uncg.edu/his/gradforms.html>)

Description: the Plan of Study (PoS) lists all requirements for the degree. It is used internally, by the department, to keep an unofficial record of students' progress. It is used officially by the graduate school to determine whether a student has finished his/her degree. Official versions must be filed externally, at the Graduate School.

When: All students should file ***no later than upon completion of the first 18 semester hours of graduate courses***, attached to the Recommendation for Doctoral Advisory/Dissertation Committee and Plan of Study form (see below). A final, complete version (with signatures) must be filed with the Doctoral Plan of Study Revision form before filing the Results of Doctoral Preliminary Examinations form.

2. Recommendation for Doctoral Advisory/Dissertation Committee and Plan of Study

Location: <http://www.uncg.edu/grs/forms/Committee&POS.pdf>

Description: filed externally with the Graduate School, which specifies the four members of a doctoral student's Committee. Requires signatures of all four members. Clearly also presupposes the existence of an Advisor/Mentor.

When: before the completion of 18 hours of study, attached to the Plan of Study.

3. Doctoral Plan of Study Revision form

Location: <http://www.uncg.edu/grs/forms/DoctoralPOSRevision.pdf>

Description: filed externally with the Graduate School. Attached to the revised Plan of Study form.

When: with final version of Plan of Study, and any intermediate ones.

4. Revision of Doctoral/Advisory Committee form

Location: <http://www.uncg.edu/grs/forms/CommitteeRevision.pdf>

Description: filed externally with the Graduate School. Only necessary if the composition of the Committee changes (as is often the case).

When: when appropriate

5. Dissertation Topic Approval form

Location: <http://www.uncg.edu/grs/forms/DissertationTopic.pdf>

Description: filed externally with the Graduate School once a student's Advisor and Committee have accepted and approved his/her Dissertation Proposal.

When: once Dissertation Proposal has been accepted, typically at some point in the third year of the program.

6. Results of Doctoral Preliminary Exams form

Location: <http://www.uncg.edu/grs/forms/DoctoralCompsResults.pdf>

Description: official form, filed externally with the Graduate school once a student has passed his/her Qualifying Exams (a.k.a. Preliminary Exams).

When: after student passes Qualifying Exams. It is common for a student to bring this form to Orals; should he/she pass, the form can be signed at that point.

7. Application for Admission to Candidacy form

Location: <http://www.uncg.edu/grs/forms/candiapp.pdf>

Description: filed externally with the Graduate School once a student has completed all requirements save the Dissertation.

When: after Qualifying Exams, the Language Exam, and the Dissertation Proposal have been passed/completed. This form is typically submitted at the end of the third year in the program, often alongside the Dissertation Topic Approval Form.

8. Permission to Proceed to Dissertation Defense form

Location:

www.uncg.edu/his/docs/Permission_to_Proceed_to_Dissertation_Defense.pdf

Description: filed internally with the Department. It must be signed by all Committee members in order to proceed to scheduling the Dissertation Defense. It must be submitted with the Final Oral Exam (Defense) Schedule form (described below) to the Graduate Secretary.

When: At least two weeks prior to the scheduled Defense date; see below.

9. Final Oral Exam (Defense) Schedule form

Location: <http://www.uncg.edu/grs/forms/oralexsc.pdf>

Description: Filed externally with the Graduate School. Since Dissertation Defenses (i.e., Final Oral Exam) are open by state law to all members of the university community, the Graduate School requires that students provide the date of the Defense to the Graduate School at least two weeks prior to the schedule defense. Note that this form also requires submission of a Dissertation Abstract. It must be filed with the Permission to Proceed to Dissertation Defense form (see above) with the Graduate Secretary, who will file the appropriate form with the Graduate School.

When: At least two weeks prior to the scheduled Defense.

10. Results of Oral Exam in Defense of Thesis/Dissertation form

Location: <http://www.uncg.edu/grs/forms/oralexam.pdf>

Description: filed externally with the Graduate School. This form is completed, with signatures of all Committee members, after a student has successfully completed his/her Dissertation Defense (i.e., Final Oral Exam).

When: after the successful Dissertation Defense. It is customary to bring the form to the Defense; if all goes well, it may be ritually signed at the end of the Defense.

C. Forms for Any Graduate Student

1. Advanced Topics in History (HIS 692) form

Location: History Dept (<http://www.uncg.edu/his/gradforms.html>)

Description: for those students who have secured permission to take HIS 692 (see above, Section IV.K), it is necessary for the faculty member who will supervise the HIS 692 to fill out this form detailing the specific ways in which the 300-level course will be transformed into a Graduate-level course. The form is filed with the Graduate Secretary. Note that this form does not register a student for HIS 692: it is merely an informational form confirming the expectations of both the faculty member and the student. Students will need to file an Add/Drop form to register for HIS 692. HIS 692 may not be counted for Ph.D. credit.

When: before taking HIS 692

2. Directed Reading (HIS 697) form

Location: History Dept (<http://www.uncg.edu/his/gradforms.html>)

Description: a permission form, filed internally, for students intending to take a Directed Reading (Independent Study). This form should contain a detailed set of expectations for the proposed Directed Reading course, so that neither party (student or professor) may later claim confusion about what was intended. To register for HIS 697, students will need a special form from the Graduate School (see below).

Master's students may register for no more than 3 semester hours of HIS 697 per semester and may not count no more than 6 semester hours toward satisfying the minimum requirements for the master's degree.

Ph.D. students may count no more than 6 semester hours of HIS 697 toward degree requirements.

When: before taking HIS 697

3. Directed Reading Registration form

Location: <http://www.uncg.edu/reg/Forms/IndependentStudyPermission.pdf> or in the History Department office.

Description: a Graduate School form, this form must be completed to register a student for a Directed Reading (Independent Study). It requires signatures of the Faculty Member, the DGS, and the Department Head (or his/her proxy); once acquired, the form is sent to the Graduate School where the Dean approves (or not) the request. At that point, the Graduate School will register the student for HIS 697.

Master's students may register for no more than 3 semester hours of HIS 697 per semester and may not count no more than 6 semester hours toward satisfying the minimum requirements for the master's degree.

Ph.D. students may count no more than 6 semester hours of HIS 697 toward degree requirements.

When: before taking HIS 697

4. Add/Drop form

Location: not online. History Department Office.

Description: a university form necessary to register for courses with special registration blocks on them (e.g., courses like 511, 692, 750, 799, etc.). Students should fill out the upper part and bring the form to the relevant faculty member who is listed as instructor for the course; after he/she signs the form, the student should bring the form to the Registrar's Office in Mossman.

When: semester prior to taking certain courses and during the add/drop period.

5. Application for Graduation Form

Location: http://www.uncg.edu/grs/current/graduation_application.html

Description: submitted online directly to the Graduate School. Students should read the requirements carefully, and well in advance of the semester in which they hope to graduate.

When: by end of first week of semester in which student hopes to graduate.

6. Other Specialized Forms

Location: Graduate School website: <http://www.uncg.edu/grs/forms.html>

Description: for unusual issues, such as Leaves of Absence, Transfer Credit, etc

When: when appropriate

XV. Practical Advice for New History Graduate Students

A. Graduate Student Housing

UNCG has no dedicated graduate student housing. Most graduate students live in rental houses or apartments close to campus. The graduate school offers some advice on how to locate housing: http://www.uncg.edu/grs/admitted/admits_helpful_information.html#housing. The best source of advice is the network of current graduate students. Ask the DGS for the email addresses of some students who might be able to offer some advice.

B. Orientation

Every year in the week before classes begin the DGS holds an orientation meeting for new graduate students. Practical and strategic matters are discussed, and questions answered. The orientation is usually followed by a reception at which many faculty members are present.

C. Mailboxes

All UNCG history graduate students are assigned a mailbox when they matriculate here. The mailboxes are found in the "TA Room", a.k.a. MHRA 2323. Students should get in the habit of periodically checking their mailboxes. If the door is locked, ask the History office staff to unlock it.

D. UNCG Email

Upon matriculation all new UNCG students are issued a UNCG email address (ending in @uncg.edu). Activate your account at <http://its.uncg.edu/Accounts/Email/>. Even if you prefer

some other email address (gmail, yahoo, whatever), it is absolutely essential that you check your UNCG email address regularly. The university cannot send official mail to your other, private email addresses, nor will faculty members. All official university and department business will be transacted over the UNCG email network.

E. The T.A. Room

Unfortunately the MHRA building (where the History department is located) does not have a designated graduate student lounge. The History Department has located its Teaching Assistants (but not Graduate Assistants) in cubicles in MHRA 2323 (a.k.a. the “T.A. Room”). This room exists as a location where T.A.s can meet with students from their sections. It is not a social lounge, and other graduate students should be respectful of the professional needs of the T.A.s who work in it.

F. The *Graduate Bulletin*

As has been mentioned time and again in this handbook, the *Graduate Bulletin* is the ultimate source of official information concerning academic and university policies affecting graduate students. Students are bound by the policies found in the *Bulletin* of the year in which they matriculate at UNCG (thus if a student begins a Ph.D. program in 2012, he/she is bound for the rest of his/her career by the *Bulletin* of 2012). Students should make themselves intimately familiar with the policies detailed in the chapter called “Academic Regulations.”

XVI. Responsibilities of Graduate and Teaching Assistants

A. Graduate Assistants (G.A.s)

Graduate Assistants are M.A. students who have been awarded assistantships by the History Department. In return for this financial award, G.A.s are expected to work 15 hours each week for the Department. Assignments may include tasks in the Office, helping a faculty member with his/her teaching of a single course, and sometimes helping a faculty member with research. G.A.s are assigned based on faculty and Department need; sometimes this may mean dividing a G.A.’s duties among several faculty members (e.g., 5 hours for one faculty member, 10 hours for another).

Graduate Assistants are expected to keep in close contact with their assigned faculty or department supervisor, and to assist them with all reasonable requests. Should a G.A. feel that he/she is being asked to exceed the 15 hours of work required each week, he/she should first talk to his supervisor(s) and then to the DGS and/or Department Head.

Due to a dearth of space in MHRA, G.A.s are not assigned office or cubicle space.

B. Teaching Assistants (T.A.s)

Teaching Assistants are Ph.D. students who have been awarded assistantships by the History Department. T.A.s work for 20 hours a week for the department, almost always in the capacity as assistants to professors teaching large lecture courses. In this context, a T.A. will

normally be responsible for leading two discussion sections a week, and for doing all the grading for those sections.

The professor to whom a T.A. is assigned will provide specific information concerning the expectations for his/her course, but all T.A.s should also plan to do the following: attend all lectures of the course, and take notes for each lecture (so as to be familiar with what the undergraduates are supposed to have learned); lead discussion sections and grade the work for the students in those sections; make useful written comments on all formal assignments which you grade; and hold at least one hour of office hours each week.

Teaching Assistants will also attend a weekly T.A. meeting with their supervising professor. At these meetings, the professor should discuss his/her expectations for that week's discussion sections, as well as any bureaucratic issues, complexities in the readings, and/or grading procedures or standards.

Professors should also explain the process of grading, and should hopefully discuss the expected standards for grading for each assignment. Professors may also ask to review the grades of their T.A.s before work is returned to the undergraduates.

Teaching Assistants should also expect their supervising professors to attend their discussion sections at least once, and possibly twice, during the semester.

Each T.A. will also be assigned a cubicle in the T.A. Room (MHRA 2323); T.A.s may use this space to hold office hours, meet with students, or do other T.A.-related business.