

**Graduate Student Handbook**

Department of History

University of Wisconsin-Milwaukee

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## INTRODUCTION

### Programs of Study

The Department of History offers M.A. and Ph.D. programs that prepare students for careers in teaching, in historical research, and in archives, museums, historical societies, historic preservation agencies, libraries, and government. Its courses cover a wide array of geographically, chronologically, and thematically defined topics.

At the master's level, the Department offers four options: (a) a general degree in History; (b) a specialization in Public History, for those interested in areas such as museum work, archival administration, and historic preservation, with an intensive multi-disciplinary option in historic preservation; (c) a coordinated Master's program in History and Library and Information Studies; and (d) a specialization in Urban Historical Studies for students who intend to pursue a Ph.D. in Urban Studies.

### Advisors

Your advisor or Major Professor helps you plan your course of study and monitors your progress in the program. Your advisor helps you choose courses, develop the topic of your master's thesis or prepare the reading list for your comprehensive examination. Your advisor should be knowledgeable about your area of interest and be someone with whom you can work productively and professionally. Talk to your advisor at least twice a semester about your progress.

### Choosing an Advisor

The Director of Graduate Studies provides initial advising in selecting courses and assists in selecting a Major Professor for long-term advising; the Director may assign a provisional advisor before students select a Major Professor. Here are some guidelines to keep in mind as you choose an advisor:

- Select an advisor who publishes in the field of history you are most interested in and with whom you have a good collaborative relation;
- Select someone who is enthusiastic about your work and readily offers help; and
- Approach someone you respect as a scholar/teacher.

As your interests become more focused and you progress through your program, you may find that you want to change advisors, which is not uncommon. If you want to change advisors, ask the faculty member you want to work with if he or she is willing to be your advisor. Explain the reason for your request. If the faculty member agrees, tell the Director of Graduate Studies. You also need to let your old advisor know about the change.

All graduate students in the History Department must complete an academic review in the fall semester of every year in which they are enrolled in the graduate program. The academic review consists of a consultation between the student and the student's Major Professor or provisional advisor, the purpose of which is to review the student's progress toward completion of degree requirements. All graduate students in the History Department must complete an academic review in the fall semester of every year in which they are enrolled in the graduate program. The academic review consists of a consultation between the student and the student's Major Professor or provisional advisor, the purpose of which is to review the student's progress toward completion of degree requirements.

## M.A. PROGRAMS OF STUDY

### Option A: Thesis Option

#### Course Work

Minimum degree requirement is 30 graduate credits, at least 24 of which must be taken in History. Required credit distribution: 3 credits in 712 (Historiography and Theory of History) or 713 (Historical Research Methods); 6 credits in two colloquia (800 numbers); 6 credits in two seminars (900 numbers); 6 credits for thesis; remaining 3 credits in electives selected in consultation with advisor. Students may take 3 credits of either Hist 716 (Professional and Pedagogical Issues in History) or Hist 717 (History and the New Media) as a substitute for 3 credits in one colloquium.

**NOTE:** *Minimum degree requirement increase from 24 to 30 graduate credits became effective Fall 2014. For students who initially enrolled before Fall 2014, minimum degree requirement is 24 graduate credits, at least 21 of which must be taken in History.*

#### Preparing a Thesis Prospectus for Your Thesis Hearing

In consultation with your thesis committee, you will prepare a thesis prospectus. The prospectus should be approximately 5-10 pages long. It must begin with a brief description of the topic or problem to be addressed. Next, explain your topic's historical significance and relate it to the subject's historiography. For example, if you plan to do a study of the 1968 presidential election in Wisconsin, you should explain what light you believe your study will shed on both Wisconsin politics in the 1960s and on the literature of the 1968 election nationally. What questions will shape your research? What sources will you consult to help you answer these questions? In this regard, you should discuss your methodology and provide a tentative outline of chapters and a working bibliography of primary and secondary sources. If the research will require travel, you should also include a brief description of the collections you will use. If you plan on applying for departmental travel funds to support your thesis research, you should also include a budget.

The prospectus should be submitted to your advisor at least two weeks before the **Thesis Hearing**. She or he may ask you to revise the prospectus before the formal hearing takes place. At the hearing, your advisor and other committee may ask you to clarify your research plans and suggest further revisions. Your committee will decide if it is acceptable. **After the proposal is approved, you and your committee must complete the "Thesis Proposal Approval Form" and return it to the Director of Graduate Studies.** Once the prospectus is approved, you may begin work in earnest on your thesis.

#### Thesis Requirements

A history thesis must be an original piece of historical research based substantially on primary sources. Theses are usually between 100 and 150 pages in length. At least 4 weeks before the last day of classes during the semester in which a degree is to be awarded, you should submit a completed thesis to your committee. The final thesis, after approval by your committee, must be formatted according to Graduate School guidelines.

## Oral Defense

You must pass an oral examination in which you defend your thesis. The oral defense usually lasts about one to two hours and should be scheduled in consultation with your Major Professor after you submit a completed thesis to your committee. The defense should occur no later than 2 weeks prior to the expected date of graduation.

## Option B: Comprehensive Exam Option

### Course Work

Minimum degree requirement is 30 graduate credits, 24 of which must be taken in History. Required credit distribution: 3 credits in 712 (Historiography and Theory of History) or 713 (Historical Research Methods); 6 credits in two colloquia (800 numbers); 6 credits in two seminars (900 numbers); 9 credits in electives selected in consultation with the student's advisor. A thesis is not required for this option. Students may take 3 credits of either Hist 716 (Professional and Pedagogical Issues in History) or Hist 717 (History and the New Media) as a substitute for 3 credits in one colloquium.

**NOTE:** *Minimum degree requirement increase from 24 to 30 graduate credits became effective Fall 2014. For students who initially enrolled before Fall 2014, minimum degree requirement is 24 graduate credits, at least 21 of which must be taken in History.*

### Preparing the Comprehensive Examination Reading List

Your examination committee will help you prepare a reading list of between 25 and 30 books for this exam. **Once your committee approves of this list, you and the committee members must complete the “Comprehensive Examination Reading List Approval Form” and return it to the Director of Graduate Studies.**

### The Comprehensive Examination

You may schedule the exam at any time during the semester. The written exam is a three-hour open-book, open-note exam in Holton Hall, without the use of the internet. Usually, one question is historiographical and asks students to discuss how historians have interpreted a particular subject in the student's field of interest. A second question usually asks students to discuss a significant historical question about the student's field. You should schedule the one-hour oral defense in consultation with your committee within ten days of the written exam. In this defense, you may be asked to elaborate on your essays, or to discuss subjects in your major fields that were not examined in the essay examination. If you fail either the written or oral part of the examination, you fail the entire exam. If you fail the exam, you have one more chance to pass it.

## Public History Specialization

The Public History Specialization enables students to earn a master's degree in history while specializing in one of the following areas: museum studies, archives, historic preservation, or cross-discipline with thesis option. The curriculum combines graduate-level topical and methods courses in history, core courses in public history, courses in the student's area of specialization, and internships with historical organizations. Coursework

and internships provide a solid foundation for entry-level positions in a variety of historical agencies and museums or for entry into a public history PhD program.

## Course Work

The minimum degree requirement is 36 graduate credits. Those credits are distributed as follows:

- 12 credits in core public history courses:
  - Hist 700, Introduction to Public History, 3 credits, offered every fall. Please note, Public History students must take History 700 within the first two semesters after they enroll.
  - Hist 715, Research Methods in Local History, 3 credits, offered most springs.
  - Hist 701, Internships, 6 credits, offered every term.
- 12 credits in History colloquia and seminars:
  - Hist 800s, Colloquia (topical reading courses), 6 credits or 2 courses, varied topics are offered every semester. Please note that students may take 3 credits of either Hist 716 (Professional and Pedagogical Issues in History) or Hist 717 (History and the New Media) as a substitute for 3 credits in one colloquium.
  - Hist 900s, Seminars (topical research courses), 6 credits or 2 courses, varied topics are offered every semester.
- 9-12 credits in a specialization, with a possible three remaining credits taken as an elective. Please note that students in the museum studies specialization must take 12 credits of museum studies courses and will not have an elective requirement. See areas of specialization below for courses that fulfill these requirements.

## Areas of Specialization

Before matriculation, each student should select a specialization in one of the following areas of public history: museum studies, archives, historic preservation, or cross-discipline with thesis option.

- **Museum Studies.** <http://www4.uwm.edu/lets/museumstudies/>  
Students must take the four required courses in the following sequence:
  - Anthro 720 (History and Theory of Museums, offered every fall)
  - Anthro 721 (Museum Collections Management, offered every spring)
  - Anthro 722 (Exhibit Practicum, offered every spring)
  - Anthro 723 (Museum Curation and Interpretation, offered every fall)

The four museum studies courses are taught at the Milwaukee Public Museum ([www.mpm.edu](http://www.mpm.edu)) by museum professionals. The courses are interdisciplinary and attract students from Anthropology as well as other fields. Museum Studies students need to register for the first course in the sequence as early as possible in the summer before they matriculate. Admission into this specialization is not guaranteed and spaces can fill. To apply go to <http://uwm.edu/museum-studies/admissions/>. If you have any difficulty, contact Public History Coordinator Jasmine Alinder ([jalinder@uwm.edu](mailto:jalinder@uwm.edu)).

- **Archives.** For students interested in careers as archivists, 6 of the 9 credits of specialization should be in courses offered by the School of Information Studies. Students should first enroll in
  - INFOST 650 (An Introduction to Modern Archives Administration) which is the prerequisite for most Archives graduate courses.

They should then consider other courses including

- INFOST 682 (Digital Libraries)
  - INFOST 753 (Preserving Information Media)
  - INFOST 779 (Arrangement and Description in Archives)
  - INFOST 850 (Seminar in Modern Archives Administration)
  - INFOST 891 (Appraisal and Collection Development for Archives and Manuscripts).
- **Historic Preservation.** Students interested in careers in historic preservation are advised to take at least three of the following courses in the School of Architecture and the Department of Art History:
    - Arch 560 (Introduction to Historic Preservation)
    - Arch 531 (Historic Concepts of Architecture)
    - Arch 533 (Topics in Architectural Theory)
    - Arch 760 (History of Building Technology)
    - ArtHist 458 (Comparative History of Architecture and Urbanism)
    - ArtHist 459 (American Architecture)
    - ArtHist 461 (Early Modern Architecture in the Midwest)
    - ArtHist 701 (Colloquium in Architecture History)
    - ArtHist 760 (Colloquium in Modern Art/Architecture).
  - **Cross Discipline with Thesis.** Students in the thesis track write a thesis in public history instead of pursuing an internship. Students are required to take 6 thesis credits instead of 6 credits in Hist 701, and they are required to take 9 credits in interdisciplinary courses in the humanities and/or social sciences that focus on culture and politics in public history, instead of the 9-12 credits in specialized courses. The 9 credits of interdisciplinary courses should be selected in consultation with the public history coordinator. This track is designed for students who wish to pursue a PhD in public history.

## Internships

With the exception of the Thesis option, all students are required to take six credits of internship under the course number Hist 701. Internships are designed to give students valuable, hands-on, professional experience. Usually students take two internships at two different institutions for three credits each. Three credits are the equivalent of 150 hours of work. Though not recommended, it is possible to take one internship for six credits.

Internships can be performed at any relevant institution in the world. In the past students have interned at a variety of historical sites and agencies including: the Baseball Hall of Fame in Cooperstown, New York, the Veterans Museum in Madison, and the Milwaukee County Historical Society. All internships must be approved by the Public History Coordinator and are to be supervised and evaluated by the Coordinator and a representative from the host institution.

Because arrangements for internships can take some time to complete, students should begin planning at least one semester before they intend to begin work. After you locate the internship and confirm acceptance from the host institution, you need to fill out a “Program Memorandum” which will serve as the contract between you, the host institution, and the University. What is of particular importance in the Program Memorandum is #8, a detailed list of the duties you will perform during your internship. You should come up with this list in consultation with your host institution and the public history coordinator. For the program memorandum to be completed, the signatures of the student, representative from the host institution, and the public history coordinator are required. Once approved, the student should register for Hist 701 under the Public History coordinator.

At the conclusion of the internship, the student is required to write a paper of approximately 10 pages that discusses the purpose of the host institution, the internship in detail, and the value of the internship as an educational and professional experience. In addition, the internship supervisor must submit a brief written evaluation of the student’s performance, including a final suggested grade. This report will be placed in the student’s file. The Public History coordinator assigns the final course grade once the following requirements are met: the program memorandum is complete, the hours of internship are finished, the paper is turned in, the evaluation and suggested grade are submitted.

### **Urban Historical Studies Specialization**

This specialization combines historical approaches with those of the social sciences in studying urban processes, organizations, and society. It is designed to meet the needs of students who intend to enter the interdisciplinary Urban Studies Ph.D. program or a similar program after completion of the Master of Arts degree.

#### **Coursework**

The minimum degree requirement is 33 graduate credits distributed in the following manner:

- History 712 Historiography and Theory of History or History 713 Historical Research Methods
- History 595 The Quantitative Analysis of Historical Data
- 6 credits in History colloquia (800 numbered courses)
- 6 credits in History seminars (HIST 971 and one other 900 numbered course)
- 6 credits in HIST 985 Master's Thesis Research
- Three of the following four courses:
  - Urb Std 901 Seminar: Urban Social Structures
  - Urb Std 913 Seminar in Urban Political Process
  - Urb Std 945 The Internal Structure of the City
  - Urb Std 921 Research Methods in Urban Affairs

**Thesis.** A thesis is required in this specialization.

**Thesis Defense.** The student must pass an oral defense of the thesis.

**Time Limit.** The student must complete all degree requirements within five years of initial enrollment.



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**(MA HISTORY/M.L.I.S. PROGRAM)**

Students in this program concurrently pursue a Master of Arts in History and a Master of Library and Information Studies degree, which are awarded simultaneously. For course requirements, visit: <http://www4.uwm.edu/sois/programs/graduate/dual/history.cfm>

Students who pursue the coordinated degree program must complete either a Comprehensive Exam or a Thesis.

The requirements for the Comprehensive Exam are identical to those described above, under “Option B: Comprehensive Exam.”

The requirements for the thesis are identical to those described above, under “Option A: Thesis Option.” Students who complete a thesis must take 6 credits of History 985: Master’s Thesis Research. They may substitute 3 credits of History 985 for the 3 credits in History electives that are otherwise required for students in the coordinated degree program.

**PH.D. PROGRAM OF STUDY  
DOCTOR OF PHILOSOPHY IN HISTORY**

**Admission**

To be considered for admission, an applicant must meet Graduate School admission requirements and hold a master's degree in history or a related field. For additional instructions, visit:

<http://www4.uwm.edu/letsci/history/graduate/gradapply.cfm>

**Course of Study**

To earn the Ph.D., you must have accumulated at least 54 graduate credits, at least 30 of them taken at the post-master’s level. Precise numbers of credits and actual course requirements while in Ph.D. status will be determined after a review of your previous coursework. Doctoral students may not accumulate more than 6 credits in U/G courses or more than 6 credits in independent study without the approval of the Director of Graduate Studies. Of the 54 credits, at least 9 must be taken in fields other than History. No more than 18 credits in courses outside of History may be counted toward the doctoral degree.

**Courses Required of All Doctoral Students**

The following list of courses includes those taken at both the master’s and doctoral level; with the approval of the Director of Graduate Studies, some of these requirements may be met by work from other institutions.

All students must take three methods courses at the 700 level. Those currently offered include:

- History 712    Historiography and Theory of History, 3 credits
- History 713    Historical Research Methods, 3 credits
- History 716    Professional and Pedagogical Issues in History, 3 credits
- History 717    History and the New Media, 3 credits

All students must also take History 990, Dissertation research (6 credits minimum); and 15 elective credits (which may include additional dissertation credits)

## **Advising**

The Director of Graduate Studies provides initial advising for students in selecting courses and assists in selecting a Major Professor for long-term advising; the Director may assign a provisional graduate advisor before students select a Major Professor.

You are required to consult periodically with, and have your schedules approved by, the Director of Graduate Studies, the provisional advisor, or the Major Professor. The Major Professor helps you to define your dissertation topic, to choose appropriate courses, and to select members of the Preliminary Examination and Doctoral Committees. The Major Professor normally chairs your Preliminary Examination and Doctoral Committees.

## **Non-English Language Requirement**

Doctoral students must demonstrate proficiency in one or more relevant foreign languages. Proficiency is defined as reading knowledge of a foreign language and may be demonstrated by:

1. passing a written translation examination administered by a History faculty member or a language department;
2. earning a B or better in an advanced language course (5th semester or higher) within the last 3 years. (The course readings cannot be in English);
3. providing documentation of foreign language proficiency required as part of a master's degree awarded in the past three years;
4. completing a 400-level "reading knowledge" course in a foreign language with a grade of B or better (this option requires the approval of the Director of Graduate Studies); and
5. In exceptional cases, consulting with the major professor to petition for another method to demonstrate proficiency.

With the approval of your Major Professor, you may substitute for proficiency in one foreign language, quantitative historical analysis. In this case you must demonstrate proficiency by earning grades of B or better in each of two appropriate graduate courses in quantitative historical analysis. If your Major Professor considers proficiency in more than one language necessary to your specific plan of study, exams or advanced classes in more than one language may be required.

## **Minor**

You are not required to elect a minor field, but you may wish to supplement your course of study in this way. Depending on the particular course array, you may need to take more than 54 credits to complete both the major and minor requirements. There are three options for a minor:

### **Option A: Minor in one field**

Working with a minor professor, students take 8-12 credits in a single department, leading to a minor examination.

### **Option B: Interdisciplinary Minor**

Students take 8-12 credits in two or more departments, selected for their relevance to the student's interests. The minor will be defined in consultation with the student's Major Professor and the Director of Graduate Studies.

### **Option C: Minor in Public History**

This minor is appropriate for students planning a career in archives, museums, historic preservation, or other related specialties. It is not available to students who already have a specialization or degree in Public History at the master's level. Students in this minor are required to take 12 credits distributed in the following way:

- History 700 Introduction to Public History (3 credits)
- History 701 Internship in Public History (6 credits)
- History 715 Research Methods in Local History (3 credits)

Students must take History 700 in the first semester of their first year. The remaining 9 credits in public history must be selected from courses that pertain to the area in which the student wishes to specialize.

For students interested in careers as archivists, 9 of the credits of electives should be selected from the following courses:

- INFOST 650 (An Introduction to Modern Archives Administration), which is the prerequisite for most Archives graduate courses.

They should then consider other courses including:

- INFOST 682 Digital Libraries
- INFOST 753 Preserving Information Media
- INFOST 779 Arrangement and Description in Archives
- INFOST 850 Seminar in Modern Archives Administration
- INFOST 891 Appraisal and Collection Development for Archives and Manuscripts

Students interested in careers in museums are advised to take the following courses:

- Anthropology 720 History and Theory of Museums, 3 credits
- Anthropology 721 Administration and Organization of Museums, 3 credits
- Anthropology 722 Museum Exhibits, 3 credits
- Anthropology 723 Museum Curation, 3 credits

Students interested in careers in historic preservation are advised to take at least three of the following:

- Architecture 560 Introduction to Historic Preservation, 3 credits
- Architecture 531 Historic Concepts of Architecture, 3 credits
- Architecture 533 Vernacular Buildings and Groupings, 3 credits;
- Architecture 760 History of Building Architecture, 3 credits

## **Guidelines for History PhD: program of study, preliminary examination, and dissertation**

### **A. Planning a Program of Study**

During the first year in the Program, each student must prepare a formal “Program of Study,” which is approved by his/her “major professor” (advisor) and the Director of Graduate Studies. This plan outlines the student’s intended area(s) of research, names the major professor who will likely serve as advisor and dissertation director, and outlines a specific timeline for completion of degree requirements. This document will be kept on file in the History Department and will serve as a guideline for tracking progress toward the degree. Students can pick up the necessary form from the History office.

In preparing this plan, the student must take into account the residence requirement. Ph.D. students must fulfill the residence requirement in one of two ways. The first alternative is to enroll in nine or more credits of graduate credits in each of two consecutive semesters, exclusive of summer sessions. The second alternative is to enroll for six graduate credits in each of three consecutive semesters, exclusive of summer sessions. Moreover, students should bear in mind the time limits set by the Graduate School. The “10-year rule” requires completion of the Ph.D. within a maximum of ten years. Doctoral preliminary examinations must be passed within five years of initial doctoral program enrollment. For exceptions to these rules, students must make a formal request to and receive official approval from the Graduate School.

The student's plan of study should be developed in association with the major professor. The major professor is a member of the faculty who is chosen not only as an advisor but also as a dissertation director. The choice of a major professor represents an important decision and should be made with due deliberation and only after full consultation with the Director of Graduate Studies. After choosing a major professor, students should seek two other faculty members.

Students should establish a three-person committee as early as possible—ideally in their first year of the program. This committee will consist of the major professor and two other faculty members. Normally all three members of the committee are History faculty. If the major professor and the Director of Graduate Studies approve, one member of the committee may come from another department with specific connections to the student’s area of interest. The composition of this committee, which is chaired by the student's major professor, needs the approval of the Director of Graduate Studies. It is strongly recommended that students study under each of their committee members in preparation for prelims and the dissertation.

### **B. The Preliminary Examination**

The preliminary examination represents the last hurdle before the student begins formal work on the dissertation. The preliminary is a comprehensive examination designed to gauge how well the student has mastered the basic literature in his/her area of interest. The questions require the student to synthesize and evaluate this material in an original way, and the examinations are graded rigorously. Students must complete the preliminary examination within five years of enrollment in the Program. Because of the 10- year rule, students are strongly encouraged to complete the examination before or during their third year of study.

Students must establish their formal eligibility to take the preliminary examination.

According to Graduate School regulations, eligibility is based on:

1. Completion of the required course work and foreign language requirements;
2. Elimination of all incomplete grades; and
3. Possession of at least a 3.0 grade point average

When nearing eligibility, the student should confer with his/her committee and the Director of Graduate Studies about an appropriate date to take this examination and file an application to take the preliminary exam with the Graduate School.

The exam itself is based upon an extensive bibliography tailored to the student's program of study. The student develops the bibliography in consultation with his/her committee. This bibliography should reflect a broad understanding of the student's field(s) of study, not the narrower research topic of the dissertation. In consultation with the committee, the student will divide the bibliography into fields. Bibliographies should contain a minimum of 150 items. An item is defined as a single-author book, a collection or anthology, a film, a special journal issue, or a major article in a major journal. All items must be listed in proper citation form. The bibliographies provide the basis for both the written and oral examinations. The student will also write a rationale for the bibliography of approximately 500 words that describes the student's fields of study and explains their interrelationships and/or relation to the student's future work. The committee is responsible for approving the final reading list upon which the prelim exam will be based. The bibliography and rationale must also be approved by the Director of Graduate Studies and filed in the student's academic file. The History Office will maintain a file of previously approved prelim bibliographies and questions for students to peruse.

The committee is responsible for formulating three questions, each of which should invite the student to synthesize and demonstrate mastery of the fields. These are not research questions. Rather, they should allow the student the opportunity to demonstrate intellectual flexibility, critical analysis, originality of thought, and mastery of the relevant literature.

The student will have two weeks to produce written answers to these questions. Each answer will be ten to twelve pages of text (in 12-point font, double-spaced with standard margins) followed by proper citations. Within two weeks of completing the written portion of the exam, the student will be examined orally on his/her answers. (No formal feedback will be provided on the written answers until after the oral examination.) The members of the prelim committee will agree upon a grade that reflects their collective assessment of the student's written and oral work. The three possible grades are: "pass with distinction," "pass," and "fail."

Students will be given two opportunities to pass prelims. Those who pass will advance to Doctoral Candidacy and will receive formal notification of this from the Graduate School. Those who fail twice will be referred to the Graduate Affairs Committee with a recommendation for cancellation.

Three general principles govern the grading of the preliminary examination:

1. A good and passing answer is one that clearly and directly addresses the question asked. Broad and general information does not constitute a sufficient answer. The key to a passing grade is to select specific and relevant data from the theoretical, empirical, and methodological knowledge gained in the Program.

2. In providing direct, clear, and concise responses to the test questions, the student must demonstrate mastery of the substantive information related to the topic.
3. Answers must be original. Merely repeating or paraphrasing what others have written is not acceptable. Of course, the student should at times cite important works or quote selectively from them. Such citation and quotation, however, should be kept to a minimum; greater energy should be devoted to constructing an original response to the question. Plagiarism may lead to dismissal.

### **C. Doctoral Dissertator Status**

The next step in progress toward the degree is the formal designation by the Graduate School that the student has achieved Dissertator Status. To qualify for dissertator status, the student must:

1. Pass the preliminary exam;
2. Submit a proposed dissertation title and a brief summary of the dissertation topic to the Graduate School;
3. Complete all required program coursework (certified by Program);
4. Satisfy the residency requirement; and
5. Earn a cumulative G.P.A. of at least 3.0

The Graduate School will check to make sure that the student is still within Graduate School Doctoral degree time-limit requirements.

A student can move to this stage very easily after passing prelims. He/She must complete an "Application for Doctoral Dissertator Status" form (available in the Graduate School or the History office) and submit a brief summary of his/her dissertation topic. Since dissertators are assessed reduced fees for tuition, students are urged to apply for dissertator status immediately after passing prelims.

### **D. The Dissertation Proposal and Proposal Hearing**

The next step after achieving Dissertator Status is to formulate the dissertation proposal and defend it in a formal hearing. Depending on the student's research design, he/she may also have to complete a Human Subjects Review Board protocol at this time. (See the Institutional Review Board page on the Graduate School Web site.)

A student's dissertation proposal requires the approval of a dissertation committee consisting of three History faculty members with suitable expertise. The composition of this committee, which is chaired by the student's major professor, needs the approval of the Director of Graduate Studies. While students are not required to do so, it is common for students at this point in the Program to expand their committees to include the five people required for the dissertation defense.

Upon completion of a final version of his/her proposal, the student presents the proposal in a formal hearing. The dissertation committee must approve the proposal at the hearing in order for the student to proceed to write the dissertation. The student will also provide the History office with the following:

1. A copy of the proposal;
2. The proposal abstract; and

3. The date, time, and place for the proposal hearing.

This information must be provided at least two weeks in advance of the hearing. The History office will announce this hearing and circulate the abstract to all Program Faculty. The student is also required to complete a "Doctoral Dissertation Proposal Hearing Form" (available either in the Graduate School or the History office). Upon successful completion of the proposal hearing, this form must be signed by the members of the dissertation committee and returned to the Director of Graduate Studies, who will then forward it to the Graduate School.

The student's committee helps the student develop the proposal. In addition, the History office has copies of approved proposals available for review.

In general, the dissertation proposal should contain the following:

1. A short and general statement describing what the study is about;
2. An explanation of how the project represents a significant addition to current knowledge;
3. A summary of available scholarship (both methodological and descriptive) bearing on the topic;
4. A listing of initial hypotheses governing the study;
5. A description and evaluation of the data or sources to be utilized;
6. A discussion of the methodology applied in analyzing and employing the data in the dissertation; and
7. A brief initial outline of chapters and sections in the proposed dissertation

### **E. The Dissertation**

After passing the proposal, the student proceeds to conduct the research and write the dissertation. The dissertation should demonstrate the individual's ability not only to formulate a suitable topic for investigation but also to accomplish original research. The dissertation represents the final and most exciting intellectual endeavor in the Program.

As students will have worked closely with a committee of at least three persons throughout their stay in the Program, it is expected that there will be a smooth transition to the dissertation committee. If students have not already done so, they now need to expand their dissertation committees to include the major professor and four other faculty members who will constitute a dissertation committee. Three of the committee members must be members of the History faculty. The fourth member may be a member of the UWM faculty outside the History Department with expertise in the dissertation topic. The fifth member may be a non-UWM historian. The student and the advisor must request formal approval of the non-UWM member of the committee from the Graduate School. Identification of the major professor and the committee must be done in consultation with the Director of Graduate Studies, who will register these actions on the appropriate doctoral forms.

The subject of a student's doctoral research and the composition of the dissertation committee should be closely related. That is, the focus of research should be reflected in the expertise of the faculty on the committee; conversely, the specializations of committee members should influence the research approaches of the doctoral investigator. In this spirit, doctoral candidates ought to design their dissertation committees and their dissertation proposals at the same moment.

## F. Defense of the Dissertation/Awarding of the PhD

Students writing doctoral dissertations must follow the general guidelines and format required by the Graduate School. Students should obtain a copy of the Graduate School's booklet, "Thesis and Dissertation Instructions," and follow it closely. The dissertation must be written and defended in a formal hearing within ten years of beginning the Program. (The ten-year rule includes semesters in which the student is both active and inactive.) Failure to meet this requirement may mean that the student must take another preliminary examination and be readmitted to candidacy.

Ten years seems to be a long span and can sometimes lull candidates into complacency about completing their research. A doctoral candidate is thus urged to adhere to the schedule for completing the dissertation that he/she has worked out with the dissertation committee. While working on the dissertation the student must be enrolled for three graduate credits per semester. It is strongly recommended that the student stay in close contact with his/her major professor during the writing phase of the dissertation. Individual major professors may set rules for the submission of draft chapters of the dissertation to the major professor or members of the committee. Once the dissertation is complete, the student schedules a dissertation defense hearing. To arrange for the hearing, the student must complete the form entitled "Application for Doctoral Graduation: Dissertation Defense" and submit that form to the Graduate School. In scheduling the defense date, it is important to keep in mind the following:

1. The defense must be held at least two weeks prior to the graduation ceremony date; and
2. The dissertation and signed warrant must be accepted by the Graduate School by the deadline established by the Graduate School for dissertation acceptance. This deadline is typically one week prior to the ceremony date, although the student should verify this.

All committee members must be present at the dissertation defense; no absentee ballots are allowed. In order for the student to pass, a positive vote by a simple majority of the committee is required. Each committee member's vote will be shown on the warrant. If the deferral box is checked on the warrant this means that the substance of the dissertation findings is acceptable to the committee, but minor aspects of the dissertation such as typos or other mechanical issues require refining before acceptance. If the deferral box is checked, specific reasons for the deferral must be given. The student in dissertation deferral status cannot graduate and needs to register for the next semester if the deferral is not changed to a pass by the deadlines outlined above.

If the deferral status is not cleared by the time limit designated by the dissertation committee (up to a maximum of four months), the deferral reverts to a failed dissertation defense. The dissertation committee designates the time limit and communicates the procedures for the redefense to the student. In the event that the failure box is checked, the student is allowed to redefend one time only, and only after a waiting period. The waiting period is determined by the doctoral committee and communicated to the student. The Graduate School requires that the redefense take place within one calendar year of the date of the first defense. The Graduate School will notify the Program and student of the results of the defense and the date at which all the requirements have been met for the doctoral degree.



## MISCELLANEOUS

### Colloquia and Seminars: Both Actually Are Seminars, So What's the Difference?

Colloquia and seminars are the core courses for graduate students. All History master's degree students must take two of each. (Ph.D. students should decide the appropriate number of seminars and colloquia in consultation with their advisors.) There are two important things you must know about colloquia and seminars. The **first** is how they differ from each other. A "colloquium" is a reading seminar in which students discuss a common set of readings each week and prepare one or more papers that are based on secondary sources. The purpose of a colloquium is to familiarize you with the historiography of the subject of the course.

In the History Department, a "seminar" is designed to foster original research in primary sources on a subject relating to the course. Typically, during the first several weeks of a seminar, students read a common set of books and articles and then carve out discrete research projects related to the theme of the course. Research projects usually are presented in the form of a scholarly paper, but they also may be presented in another appropriate format, such as a film or an exhibit.

In short, a "colloquium" is a reading course, and a "seminar" is a research course. Both are seminars because they foster collaborative work on common subjects.

The **second** thing to know about colloquia and seminars is how they are designated in the course numbering system in History and in other departments. In History, all colloquia are 800-level courses, **except for the courses offered jointly by History, English, and the Master of Arts in Foreign Language and Literature. History/English/MAFLL 740 and 741, which are listed as 700-level courses, are considered colloquia.** So these courses do meet colloquium requirements for History M.A. students. The only other jointly-offered course is History/Urb Std 980, which is a research seminar.

Other departments in the College of Letters and Science do not make the same distinction between 800- and 900-level courses. Yet in their descriptions, some graduate courses in English, Sociology, Urban Studies, Modern Studies, and Geography, and Political Science do make distinctions between reading seminars and research seminars. **If you want to take a graduate course in another department to fulfill a colloquium or seminar requirement in History, it is important that you work with the Director of Graduate Studies to determine if the course you want to take is a reading seminar or research seminar.**

### Course Substitutions

Students, in consultation with their advisors, should plan a course of study commensurate with their interests and departmental strengths, and fulfill colloquia and seminar requirements from available course offerings. If course offerings do not remotely match a student's interests, a student and her or his advisor can approach the Director of Graduate Studies with a proposed alternative that would give the student an opportunity to pursue such interests. The Director of Graduate Studies will decide whether or not to grant the student's request to substitute a course for a colloquium or seminar. Students may appeal this decision to the Graduate Affairs Committee.

## Partnership with Marquette University's History Department

M.A. students in good standing may enroll in a graduate course in Marquette University's Department of History through a cooperative graduate student exchange program. Students may only take courses that are not offered at UWM or course(s) that would enable them to graduate at the end of that semester but are not offered at UWM that semester. No more than 6 Marquette credits may be applied to your MA at UWM; methods courses and thesis credits are excluded from this program.

### Time Limit, Residence Requirement, and Applying for Graduation

Students in History M.A. programs must complete all degree requirements within five years of initial enrollment. Ph.D. students must complete their requirements within ten years of initial enrollment.

To meet the continuous-year portion of the residence credit requirement, **Ph.D. students** must complete 8 to 12 graduate credits in each of two consecutive semesters, or 6 or more graduate credits in each of three consecutive semesters, exclusive of summer sessions. In exceptional cases, modifications of the residence requirement may be requested, subject to the approval of the History Department and the Graduate School.

Every semester the Graduate School publishes deadlines for applications for graduation. Apply for graduation through the Graduate School early in the semester (no later than the end of the second week) in which you expect to graduate by filling out an Application for Graduation form from the Graduate School.

You must be enrolled for at least one graduate credit during the semester in which you intend to graduate, including the summer session if you plan to graduate in August. If you do not graduate when you expect, you must file a new application but you do not have to pay another fee.

### Departmental organization

**Graduate Affairs Committee.** This Committee is made up of faculty members and two appointed graduate students. It reviews policies relating to the Department's graduate program and curriculum. The Committee also screens and selects teaching assistants and makes recommendations for Graduate School fellowships (graduate student members are not present at these meetings). Students who would like to serve on the Graduate Affairs Committee should let the Director of Graduate Studies know of their interest.

**Director of Graduate Studies.** The Director serves as a general advising source for graduate students and supervises the selection, appointment, and evaluation of teaching assistants.

**Executive Committee and Departmental Meetings.** The Executive Committee includes all tenured faculty and makes all personnel decisions. At monthly Departmental meetings, all faculty members make decisions regarding Departmental policies and programs.

### Survival Tips

**Use E-mail.** The Department keeps graduate students informed of upcoming deadlines, course information, fellowship opportunities and other matters through its e-mail listserve, "history- graduates". UWM e-mail accounts are automatically created for new students. The

History Department will send information to you only at your UWM e-mail address, so please check it regularly. For general questions about the University's e-mail policies and procedures, write to [help@uwm.edu](mailto:help@uwm.edu).

**Check the Web.** The Department maintains a website, [www.uwm.edu/Dept/History](http://www.uwm.edu/Dept/History), that contains useful information such as faculty biographies, course descriptions, departmental policies and links to other sites.

**Know the Faculty.** Meet and talk with faculty members who share your research interests. Learn what they teach and what their areas of scholarly interest are.

**Know Your Fellow Students.** Talking about common intellectual and professional interests with fellow students is one of the great advantages of graduate study. Your peers are also invaluable sources of information about the experience of graduate study.

**Meet Regularly with Your Advisor.** You should meet with you advisor at least twice per semester.

**Visit the Graduate School.** Familiarize yourself with Graduate School publications such as: Graduate Student and Faculty Handbook, Graduate School Bulletin Master's Thesis and Dissertation Format Requirements. These documents are available online at: [www.uwm.edu/Dept/Grad\\_School/Publications](http://www.uwm.edu/Dept/Grad_School/Publications) or from the Graduate Student Services located in Mitchell Hall 261.

**Attend the Departmental Colloquium, Special Lectures and Social Events.** Graduate school is the place where you will form many long lasting professional relationships.

**Do Not Specialize Too Early.** Resist the temptation to specialize early. Your experience should be broad and general, especially early on. Coursework provides an excellent opportunity to develop and explore intellectually. As you get close to your master's thesis, comprehensive exam or other final project, talk to your advisor about narrowing your interests.

**Plagiarism.** The Department has adopted the American Historical Association's statement on plagiarism. See the link below:

[www.historians.org/pubs/Free/ProfessionalStandards.cfm#Plagiarism](http://www.historians.org/pubs/Free/ProfessionalStandards.cfm#Plagiarism)

**Forms.** Departmental forms can be obtained here:

<http://www4.uwm.edu/lets/history/graduate/forms.cfm>

## FINANCIAL SUPPORT FOR GRADUATE STUDY

### Departmental Teaching Assistantships

### General Information

MA students completing the Option A or B concentration are eligible for a maximum of two years of appointments as teaching assistants. MA students in the coordinated program in History and Library and Information Studies and in the Public History specialization have three years of eligibility. Doctoral students have four years of eligibility (see below). Teaching assistants must carry a two-course load per semester.

Applications for new and returning teaching assistants are due at the beginning of February. Applications are available on the department's web page and in the departmental office. Selection of new teaching assistants is based on the strength of the applicant's admissions file and, for currently enrolled students who are not serving as TAs at the time of their application, on their performance in the graduate program.

### **Renewals**

Second and third year (Public History coordinated degree and doctoral students) renewals of teaching assistantships are granted on the basis of a student's progress toward degree, strong classroom performance, and good academic standing.

***Progress Toward Degree.*** To be eligible for renewal of a teaching assistantship, MA and PhD students must have completed 12 credits during the previous academic year.

***Strong Classroom Performance.*** Teaching assistants will have their appointments renewed only if their classroom performance remains strong and only if they fulfill other duties as required by their teaching assignments (i.e. attendance at the TA orientation and fall and spring teaching workshops). Judgments about teaching performance are based on student evaluation forms and assessments by supervising instructors. Teaching assistants will not have their appointments renewed if they perform poorly in the classroom (e.g. consistently negative evaluations or excessive complaints) or if they fail to perform other duties related to their assignment adequately.

***Good Academic Standing.*** Teaching assistants must maintain at least a 3.33 average and have no incomplete grades to be eligible for renewal. Any incomplete grades at the end of the spring semester must be cleared before July 15th to maintain eligibility. Incomplete work must be submitted to the instructor at least one week before the July 15th deadline so that there is adequate time for the instructor to grade the work and process the necessary forms. It is the student's responsibility to make these arrangements with the instructor in advance and to inform the Director of Graduate Studies that the incomplete has been cleared.

***Fourth Year Renewal for Doctoral Students.*** It is expected that a funded doctoral student serving as a Teaching Assistant will satisfy the language requirement and take preliminary exams during the third year of funded doctoral study. During the third year of funded graduate study, the doctoral student, with the help of the advisor, must apply for fellowships that are available from UWM and other sources that will help to support the student during the fourth year of graduate study. A student who does not receive a grant or fellowship by the end of the third year of funded doctoral study will be eligible for a fourth year teaching assistantship, provided that she/he has completed the language requirement and passed the preliminary examination.

### **Departmental Research Travel Grants and Awards**

The Department has a limited amount of funds available to support thesis research. Preference is given to students who need to travel to research collections outside Milwaukee. Applicants for travel grants must prepare a statement of purpose outlining the research they plan to conduct and its significance for their thesis, along with a budget of anticipated expenses. For more information, contact the Director of Graduate Studies.

**Other forms of financial support for graduate study**

For fellowships offered by UW-Milwaukee's Graduate School, visit:

<http://www.graduateschool.uwm.edu/students/financial-support/>