

**Graduate Student Handbook**

Department of History

University of Wisconsin–Milwaukee

*Effective May 2019*

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## I. INTRODUCTION AND GENERAL INFORMATION

The University of Wisconsin–Milwaukee’s Department of History was established in 1956, at the time of the founding of the University itself, which resulted from the merging of the Milwaukee State Teachers College and the Extension Division of the University of Wisconsin. The Department became authorized to grant MA degrees in 1960. The Department received authorization to grant PhDs in 2003, and awarded its first doctorate in 2008.

The following document contains information about the Department’s graduate programs that may prove essential for graduate students and prospective graduate students. One should be aware that our graduate programs operate within UWM’s [Graduate School](#), which has certain rules and strictures to which our programs are obligated to adhere.

### A. Programs of Study

Our graduate courses cover a wide array of geographically-, chronologically-, and thematically-defined topics. Graduates of our MA and PhD programs work in a variety of sectors. Students with advance degrees in history have traditionally worked in areas such as teaching and education, archives, libraries, museums, historical societies, historic preservation agencies, government service, grant writing, freelance writing, law and paralegal work, administration, and non-profit management. But our graduates may also find careers in business, religion, and other areas. Students are encouraged to use their time at UWM not only for their formal studies, but also to actively develop a professional profile that will enable them to choose a career that fits their skills and interests.

At the Master’s level, the Department offers three options: (a) a general degree in History; (b) a degree in Public History, for those interested in areas such as museum work, archives, and historic preservation; and (c) a coordinated Master’s program in History and in Library and Information Studies.

### B. Timeline and Milestones to Graduation

All graduate students in the Department of History 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 advisor or provisional advisor. Its purpose is to review the student’s plans and progress toward completion of degree requirements. The [MA and PhD Advisor Designation and Academic Review Form](#) should be completed at this time each year.

Students in History MA programs must complete all degree requirements within five years of initial enrollment (“5-year rule”).

PhD students must pass their preliminary examinations within five years (“5-year rule”) of first enrolling in the doctoral program, and must complete all requirements—including dissertation

writing and defense—within ten years of enrollment (“10-year rule”). These time limits are set by the Graduate School. To be granted an exception to these rules, a student must make a formal request to and receive official approval from the Graduate School. This is done via the Graduate School Request for Exception (RFE) form, available [here](#).

Beginning with the application to take the Preliminary Examination, the progress of PhD students toward graduation is tracked through the UWM Milestones system, which can be found [here](#), along with much other useful information.

There is also a residency requirement for PhD students, which can be met in one of two ways. The first alternative is to enroll in eight or more graduate credits in each of two consecutive semesters, exclusive of summer sessions. The second alternative is to enroll for six or more graduate credits in each of three consecutive semesters, exclusive of summer sessions. At least 50% of the graduate credits for a student’s PhD program must be completed at UWM while in doctoral status. In exceptional cases, modifications of the residency requirement may be requested, subject to the approval of both the Department of History and the Graduate School.

One can graduate in May, August, or December. Every semester the Graduate School publishes deadlines for applications for graduation (available [here](#)). 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. This is done by applying for graduation in PAWS.

You must be enrolled for at least one graduate credit during the semester directly preceding your graduation, 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 will not be required to pay another fee.

### C. The Advisor

Your advisor plays an essential role in planning your course of study and monitoring your progress in the program. Your advisor helps you choose courses; develop the topic of your doctoral dissertation or Master’s thesis; and prepare the reading list for your Master’s or doctoral-level comprehensive or preliminary examination. Your advisor should be knowledgeable about your area of interest and should be someone with whom you can work productively and professionally. **It is expected that a graduate student will meet with his or her advisor at least twice a semester.** Forming a relationship with your advisor must be a priority. Additionally, students enrolled in the Public History program must meet each semester with the Director of Public History.

In addition to finding an advisor, each student is responsible for assembling a committee of professors to participate in his or her final project—whether this be an MA thesis, an Option B exam, or writing a dissertation for the PhD.

The Director of Graduate Studies provides initial advising in selecting courses and assists in selecting an advisor for long-term guidance; the Director may assign a provisional advisor before

a student selects an advisor. Here are some guidelines to keep in mind as you choose an advisor:

- Select an advisor who publishes in the field of history that you are most interested in;
- Select someone with whom you believe you could 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 and/or 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 decide 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, as well as your previous advisor.

## II. PROGRAMS OF STUDY FOR THE MA

### A. General Degree in History, Option A: Thesis

#### 1. 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 9 credits in electives selected in consultation with advisor (6 credits of which may be taken outside of History). 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.

#### 2. Preparing a Thesis Proposal for Your Thesis Proposal Defense

In consultation with the thesis committee that you have assembled, you will prepare a thesis proposal. The proposal should be 5 to 10 pages in length. It must begin with a brief description of the topic or problem to be addressed in your research. 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 what such trips will entail, such as the collections you will visit and how you will use them. If you plan on applying for departmental travel funds to support your thesis research, you should also include a budget.

The proposal should be submitted to your advisor at least two weeks before the thesis proposal defense that you have scheduled. She or he may ask you to revise the proposal before the formal proposal defense takes place. At the proposal defense, your advisor and other committee members may ask you to clarify your research plans and suggest further revisions. Your committee will decide if the proposal 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 proposal is approved, you may begin work in earnest on your thesis.

#### 3. Thesis Requirements

A history thesis must be an original piece of historical research based substantially on primary sources. Theses are usually between 75 and 125 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](#).

#### 4. Oral Defense

You must also schedule and then pass an oral examination in which you defend your thesis. The oral defense usually lasts one to two hours, and should be scheduled in consultation with your advisor 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.

### **B. General Degree in History, Option B: Comprehensive Exam**

#### 1. 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); remaining 15 credits in electives selected in consultation with advisor (6 credits of which may be taken outside of History). 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.

#### 2. Preparing the Comprehensive Examination Reading List

Consult with your examination committee and prepare a reading list of between 25 and 30 books for this exam. Once your committee approves 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.

#### 3. 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 the student to discuss how historians have interpreted a particular subject in the student's field of interest. A second question usually asks the student to discuss a significant historical question about the student's field.

You should schedule a one-hour oral comprehensive examination defense in consultation with your committee, to be held within ten days of taking 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.

### **C. 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 preparation for entry-level positions in a variety of historical agencies and museums, or for entry into a public history or public humanities PhD program.

## 1. 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. **Note: Public History students must take Hist 700 within the first two semesters after they enroll in the MA program.**
  - Hist 715, Research Methods in Local History, 3 credits, offered most springs.
  - Hist 701, Internships, 6 credits (usually divided into two 3-credit internships), 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. Other possible substitutions are subject to approval by the Graduate Affairs Committee, and students must first consult the Public History Director to request consideration of a substitute course.
  - Hist 900s, Seminars (research courses focused on working with primary sources), 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.

## 2. Areas of Specialization within Public History

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

**(a) Museum Studies.** Information on this program can be found on its [homepage](#). Prior to applying to the Museum Studies Certificate Program, students must first be admitted to the History Department as an MA student with a specialization in Public History.

New changes to the Museum Studies curriculum will go into effect for students entering the program in Fall 2019 and thereafter (see the note below for students who began the program prior to Fall 2019). Following the new curriculum, the certificate program consists of six courses

(18 credits) at the graduate level and confers a Certificate upon successfully completing the program in conjunction with a UWM graduate degree.

Core Courses:

The four core courses and capstone must be taken in the following sequence:

- Anthro 620, Museum Fundamentals, 3 credits
- Anthro 721, Administration and Organization of Museums, 3 credits
- Anthro 723, Museum Collections Management and Curation, 3 credits
- Anthro 722, Visitor Experience Design in Museums, 3 credits
- Anthro 725, Professionalism Capstone in Museum Studies, 1 credit (to be taken concurrently with 722)

The structure and scheduling of the coursework requires at least two years for completion, since each of the core courses and capstone are taught only once a year and the courses must be taken in sequence.

Additional Courses:

Additional requirements include the “History and Theory Seminar” (Anthro 720), that may be taken concurrently with Anthro 620 or anytime thereafter, and the fifth course/internship, which may be taken at any time after completion of Anthro 620.

- Anthro 621, Internship in Museum Studies, 3 credits
- Anthro 720, History and Theory of Museums, 2 credits

These Museum Studies courses may be taken by students admitted to the Museum Studies Certificate Program. The courses are taught at UWM by our faculty members and also at the Milwaukee Public Museum ([www.mpm.edu](http://www.mpm.edu)) by museum professionals. The courses are interdisciplinary, and the program attracts students from History and 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 late spring or early summer before they matriculate. Admission into this specialization is not guaranteed and spaces can fill. Admissions information is available [here](#). Direct further inquiries to the Public History Director.

Previous Version of Museum Studies Program Requirements

Regarding those who began the Museum Studies program prior to Fall 2018, students must complete the four required courses in the following sequence in order to fulfill the certificate requirements under the prior curriculum:

- Anthro 720, History and Theory of Museums

- Anthro 721, Administration and Organization of Museums
- Anthro 722, Museum Curation
- Anthro 723, Visitor Experience Design in Museums

**(b) Archives.** For those interested in a career as an archivist, prospective students should consult with the Public History Director prior to applying to discuss the differences between the Archives track and the Coordinated MA/MLIS Degree. The latter is offered jointly by the Department of History and the School of Information Studies (see Section D below). Regarding the MA part of the Coordinated Degree, it is possible to indicate a specialization in Public History.

For students who choose the Archives track following that consultation, 6 of the 9 credits of specialization should be in courses offered by the School of Information Studies.

A student should first enroll in:

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

The student 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

**(c) Historic Preservation.** Students interested in a career 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

**(d) 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 internship credits under the Hist 701 designation, 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 Director. This track is designed for students who wish to pursue a PhD in Public History or Public Humanities.

### 3. Internships

With the exception of those completing the Thesis option, all Public History 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 300-hour 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 Smithsonian Institution and the United States Holocaust Memorial Museum in Washington DC; the Boston City Archives; the Baseball Hall of Fame in Cooperstown, New York; the Wisconsin Veterans Museum in Madison; and several institutions in the Milwaukee area including the Milwaukee Public Museum, the Milwaukee County Historical Society, and the Discovery World Science and Technology Museum. All internships must be approved by the Public History Coordinator and are 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 an [Internship Program Memorandum](#). This will serve as the contract between you, the host institution, and UWM. What is of particular importance in the Program Memorandum is item #8, which is a detailed listing of the duties you will perform during your internship. The list should be developed in consultation with the host institution and the Public History Director. For the Internship Program Memorandum to be completed, the signatures of the student, a representative from the host institution, and the Public History Director are required. Once approved, the student should register for Hist 701, with the Public History Director listed as the instructor.

At the conclusion of the internship, the student is required to write a paper of approximately 10 pages that discusses the purpose and mission of the host institution; describes the internship in detail; and discusses 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 Director will assign a final course grade once the following requirements are met: the Internship Program Memorandum is complete; the hours of internship are finished; the student's final paper is turned in; and the evaluation and suggested grade are submitted by the host institution's internship supervisor.

#### **D. Coordinated History MA/MLIS 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. Information on course requirements is available [here](#).

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 “General Degree in History, Option B: Comprehensive Exam.”

The requirements for the thesis are identical to those described above, under “General Degree in History, Option A: Thesis Option.” Students who complete a thesis must enroll in 6 credits of History 985: Master’s Thesis Research. A student 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.

### III. PROGRAM OF STUDY FOR THE PhD IN HISTORY

#### A. Admission

To be considered for admission, an applicant must meet Graduate School admissions requirements and hold a Master's degree in History or a related field. For additional instructions, visit the [How to Apply](#) page.

#### B. Course of Study

To earn the PhD, a student must have accumulated at least 54 graduate credits, at least 30 of them taken at the post-Master's level. Precise numbers of credits to be completed and actual course requirements while in PhD status will be determined after a review of a student's previous coursework. Doctoral students may not accumulate more than 6 credits in courses with the U/G ("undergraduate/graduate") designation, or more than 6 credits in independent study, unless he or she has prior approval from 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.

When planning a course of doctoral study, students should keep in mind the five- and ten-year rules, as well as the residency requirement (see page 3).

#### C. Courses Required of All Doctoral Students

The following course requirements can be met while enrolled at either the Master's or doctoral level. With the approval of the Director of Graduate Studies, some of these requirements may be met using work completed at other institutions.

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

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

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

#### D. Advising

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

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

### **E. 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 (note: 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 advisor to petition for another method to demonstrate proficiency.

With the approval of your advisor, you may substitute quantitative historical analysis for proficiency in a foreign language. 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 advisor 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.

### **F. 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, which are detailed as follows.

#### 1. 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.

## 2. 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 advisor and the Director of Graduate Studies.

## 3. 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:

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

**Students must take Hist 700 in the fall within the first two semesters after they enroll.** 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 a career as an archivist, 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:
- Anthro 720, History and Theory of Museums, 3 credits
  - Anthro 721, Administration and Organization of Museums, 3 credits
  - Anthro 722, Museum Exhibits, 3 credits
  - Anthro 723, Museum Curation, 3 credits

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

- Arch 560, Introduction to Historic Preservation, 3 credits
- Arch 531, Historic Concepts of Architecture, 3 credits

- Arch 533, Vernacular Buildings and Groupings, 3 credits;
- Arch 760, History of Building Architecture, 3 credits

## **G. Beginning and Completing a PhD**

### 1. Planning a Program of Study

During the first year in the Program, each student must prepare a formal “Program of Study,” to be approved by his or her advisor and the Director of Graduate Studies. This plan outlines the student’s intended area(s) of research; names the 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 Department of History 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 residency requirement. PhD students must fulfill the residency 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 PhD within a maximum of ten years. Doctoral preliminary examinations must be passed within five years of initial doctoral program enrollment. At least 50% of the graduate credits for a student’s PhD program must be completed at UWM while in doctoral status. 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 advisor. The advisor is a member of the faculty who is chosen not only as an advisor but also as a dissertation director. The choice of an advisor represents an important decision and should be made with due deliberation and only after full consultation with the Director of Graduate Studies. After choosing an advisor, students should seek two other faculty members to be members of their committee.

Students should establish this three-person committee as early as possible—ideally in their first year of the program. This committee will consist of the advisor and two other faculty members. Normally all three members of the committee are History faculty. If the advisor 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 advisor, 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 the preliminary examination and the dissertation.

### 2. The Preliminary Examination

The preliminary examination represents the last hurdle before the student begins formal work on

the dissertation. The preliminary examination is comprehensive and designed to gauge how well the student has mastered the basic literature in his or her areas 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 graduate program. Because of the ten-year rule, students are strongly encouraged to complete the examination before or during their third year of PhD 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 or her committee and the Director of Graduate Studies about an appropriate date to take this examination, and then file an application to take the preliminary examination with the Graduate School in the UWM Milestones system, accessible [here](#).

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 or her committee. This bibliography should reflect a broad understanding of the student's field(s) of study, not just the narrower research topic of the dissertation. In consultation with the committee, the student will divide the bibliography into fields. The bibliography 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 an article in a major journal. All items must be listed in proper citation form. A student's bibliography will provide the basis for both the written and the oral examination. 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 preliminary 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 preliminary examination 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.

Then, within two weeks of completing the written portion of the exam, the student will be examined orally on his or her answers. (No formal feedback will be provided on the written

answers until after the oral examination.) The faculty members of the preliminary 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 their preliminary exams. 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 course of the graduate 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.

### 3. 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 the graduate 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 the preliminary examination. He or she must apply online for doctoral dissertator status using the Graduate School's [Milestones of Doctoral Study](#) portal. At this time, he or she must submit a brief summary of his or her dissertation topic. Since dissertators are assessed reduced fees for tuition, students are urged to apply for dissertator status immediately after passing their preliminary examinations.

#### 4. The Dissertation Proposal and Proposal Defense

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 or she may also need to complete a Human Subjects Review Board protocol at this time. (See the University's designated Institutional Review Board [page](#).)

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 will be chaired by the student's advisor, 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 minimum of four faculty members required for the dissertation defense. It may be found appropriate for a dissertation committee to have five members, one of which is housed in a different department or at a different university.

Upon completion of a final version of his or 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 defense.

This information must be provided at least two weeks in advance of the defense. 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

## 5. 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 graduate program.

As students will have worked closely with a committee of at least three persons throughout their graduate career, 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 minimum of four 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 History Department; a UWM faculty member from a different department; or a member of a different university. The student and the advisor must request formal approval of the non-UWM member of the committee from the Graduate School. Identification of the advisor 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.

## 6. Defense of the Dissertation, and Awarding of the PhD

Students writing doctoral dissertations must follow the general guidelines and format required by the Graduate School, which are described [here](#). 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 or 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 or her advisor during the writing phase of the dissertation. Individual advisors may set rules for the submission of draft chapters of the dissertation to the advisor 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](#)" 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.

**The dissertation must be submitted to all committee members at least two weeks prior to the scheduled defense.**

All committee members must participate in the defense, whether physically present or via tele- or videoconferencing. 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 graduate program and student of the results of the defense and the date at which all the requirements have been met for the doctoral degree.

## IV. FINANCIAL SUPPORT FOR GRADUATE STUDY

## A. Departmental Teaching Assistantships

1. 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 be registered for 6 credit hours of coursework during their appointments.

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.

2. 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 or he has completed the language requirement and passed the preliminary examination.

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

The Department has a limited amount of funds available to support thesis and dissertation research. Preference is given to students who need to travel to research collections outside of 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.

### **C. Other Forms of Financial Support for Graduate Study**

Information on fellowships and other types of funding offered by UWM's Graduate School is available [here](#).

## V. OTHER IMPORTANT INFORMATION

### A. Colloquia and Seminars

Both are actually 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. (PhD 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 Department of History, 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 MA 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.

### B. 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.

### **C. Partnership with Marquette University's Department of History**

MA 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.

### **D. Departmental Organization**

**Graduate Affairs Committee.** This Committee is made up of faculty members, the Director of Graduate Studies, and the Director of the Public History Program. 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.

**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.

### **E. Tips for Excellence**

**Use E-mail.** The Department keeps graduate students informed of upcoming deadlines, course information, fellowship opportunities and other matters through its e-mail listserv, "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's [website](#) contains useful information such as faculty biographies, course descriptions, departmental policies, and links to other resources.

**Visit the Graduate School Website.** Familiarize yourself with Graduate School [academic policies and procedures](#). There are also essential "toolboxes" for both [Master's](#) and [doctoral](#)

students, covering topics ranging from degree requirements and the milestones towards the completion of your degree, to how to format your thesis or dissertation, or request a copy of your transcript.

**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.

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

**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.

**Attend the Departmental Colloquium, Special Lectures, and Social Events.** Graduate school should be a place where you form many long lasting professional relationships. Attending extracurricular department events—such as the annual McGaffey Lecture, guest speakers, and afternoon “brown bags”—provides occasions to connect with peers, get to know faculty, learn about current happenings in the field of History, and so much more.

**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, preliminary examination, 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.

**Forms.** Departmental forms can be obtained [here](#).