

Graduate Student Handbook

Department of History

University of Wisconsin–Milwaukee

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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

The most up-to-date information about all UWM Programs of Study can be found in the [UWM Academic Catalog](#).

At the Master's level, the Department offers four options:

- [History MA](#) (General)
- [History MA: Public History](#) Concentration (for those interested in areas such as museum work, archives, and historic preservation)
- [Coordinated MA in History/MLIS](#) (MA in Library and Information Studies)
- [MA with Urban Historical Studies Specialization](#) (for those interested in an Urban Studies PhD)

The [PhD](#) program requires previous completion of a Master's degree in History or a related field. Areas of study at the PhD level are dependent on available faculty advisors.

B. Timeline and Milestones to Graduation

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](#).

C. The Advisor

It is the responsibility of every graduate student to identify a faculty member to serve as their advisor (major professor). This should be done as soon as possible after beginning graduate study. 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 capstone; and prepare the reading list for your doctoral-level preliminary examination. It is expected that a graduate student will meet with their advisor at least twice a semester. Additionally, students enrolled in the Public History program must meet each semester with the Director of Public History.

The Director of Graduate Studies (DGS) 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 they are 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 M.A. Degree in History

1. Course Work

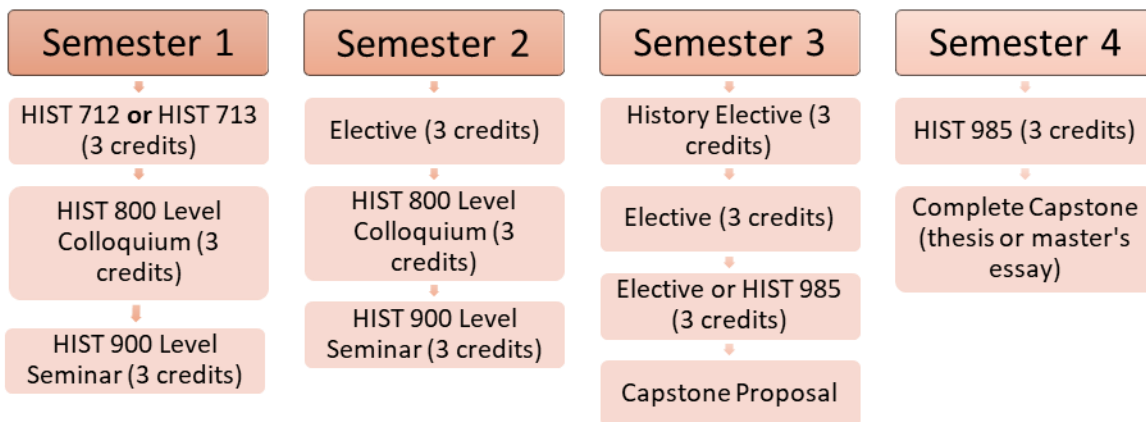
- Minimum degree requirement is 30 graduate credits, at least 24 of which must be taken in History. Graduate courses typically count for three credits each. Required credit distribution:
- 3 credits in Methods classes - 712 (Historiography and Theory of History) or 713

(Historical Research Methods)

- 6 credits in two colloquia (800 numbers); 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.
- 6 credits in two seminars (900 numbers)

Students writing a Thesis must take 6 credits of Hist 985 (Master’s Thesis Research). Students pursuing another Capstone option must take 3 credits of Hist 989 (Master’s Level Independent Work). Remaining credits are in electives selected in consultation with a student’s advisor (6 credits of which may be taken outside of History).

Sample Plan of Study for the MA in History



2. Capstone (Thesis or Master’s Essay)

The MA degrees in History require completion of a capstone to the degree program. This can take the form of either a traditional MA Thesis or a Master’s Essay, to be determined in consultation with a student’s advisor. Those specializing in Urban Historical Studies must write a Thesis.

The History Graduate Program will also consider other MA capstone projects not listed above. Students interested in an alternative MA project are responsible for consulting with and securing approval from their advisor and the DGS before proceeding with an alternative project. Students who successfully propose an alternative MA project must take 3 but no more than 6 MA capstone credits (HIST 989).

a. Thesis Capstone

Students writing a **Master's Thesis** should assemble a thesis committee of three faculty members. Together with this committee, you will prepare a thesis proposal. The proposal should be 5 to 10 pages in length.

The proposal should be submitted to your advisor at least two weeks before the thesis proposal defense that you have scheduled. Your advisor 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.

Thesis Requirements

A history thesis must be an original piece of historical research based substantially on primary sources. Theses are usually between 60 and 100 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 must be formatted according to Graduate School guidelines.

Oral Defense

You must also schedule and then pass an oral defense 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 two weeks prior to the expected date of graduation.

b. Master's Essay Capstone

A **Master's Essay** takes the form of an article of 7000+ words appropriate for submission to a popular or an academic history journal. The intended journal and its submission requirements should be included in the project proposal. The Master's Essay will be supervised by the student's advisor.

In addition, students taking the Master's Essay Option are expected to create **an additional scholarly resource** that builds upon their article. Possible additional resources could include a lesson plan for use in the classroom with an annotated bibliography, materials for a conference poster presentation, a digital primary source collection, or other option of the student's choosing. Students are encouraged to create an additional resource that contributes to their career goals. The Master's Essay option requires enrollment in 3 MA capstone credits (HIST 989). Students are responsible for submitting a proposal to their graduate advisor and securing the advisor's approval of their plans *before* enrolling in their MA capstone credits and beginning work.

Master’s Essay vs. Master’s Thesis

Master’s Essay	Master’s Thesis
Article length	Longer than article length, typically divided into several chapters, each of which may be equivalent to an article in length
Not published on ProQuest	Is published on ProQuest
Does not have to go through UWM Graduate School Thesis filing and approval procedures	Does have to go through UWM Graduate school Thesis filing and approval procedures
Advised by a single faculty member	Requires a 3 faculty member committee for both proposal defense and thesis defense
Results in a polished, well-organized piece of writing that makes an original contribution to knowledge based on rigorous primary research	Results in a polished, well-organized piece of writing that makes an original contribution to knowledge based on rigorous primary research
No defense required, public presentation of research strongly encouraged	Thesis defense with faculty committee required, public presentation of research strongly encouraged

B. Public History Concentration

The Public History Concentration enables students to earn a Master’s degree in History while specializing in one of the following areas: museum studies, archives, historic preservation nonprofit administration, or cross-disciplinary studies 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. Any questions about the program may be directed to the Public History Director.

Most students pursuing the Public History Concentration will complete their degree capstone through their HIST 701 credits for the Graduate Internship in Public History. Although Public History students in all tracks *may* apply to complete a Master’s Thesis if they so choose, that option is intended primarily for those in the Cross-Disciplinary Studies Track with Thesis Option. An example of why a student may consider the thesis track is if they intend to apply for a PhD program in the future. However, given that most Public History students pursue the concentration as pre-professional training to become practitioners in the field, relatively few students take the thesis option. Those considering this decision are advised to consult with the Public History Director.

1. Course Work

The minimum degree requirement is 36 graduate credits, 12 of which must be taken in General

History courses, 12 in Public History courses, and the remaining 12 in the chosen area of specialization. For students completing either the Museum Studies track or the Nonprofit Administration track, an additional 3 credits in the area of specialization is required for a total of 39 credits; and those who complete either track will also earn a graduate certificate in their respective field. Degree credits are distributed as follows:

- 12 credits in core Public History courses:
 - Hist 715, Research Methods in Local History, 3 credits
 - Hist 700, Public History Seminar (formerly “Introduction to Public History”), 3 credits. **Note: Public History students must take Hist 700 within the first two semesters after they enroll in the MA program.**
 - Hist 701, Graduate Internship in Public History, 6 credits (usually divided into two, 3-credit internships: first 3 credits generally not taken until after the first two semesters or during the second year; final 3 credits are recommended to be taken as a capstone during the summer or semesters prior to graduation).

Note: Unless notified otherwise, Public History students must take Hist 715 and Hist 700 within the first two semesters after they enroll in the MA program.

- 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 703 (Historical Research Methods), 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, and other substitutions may be possible, subject to approval by the Graduate Affairs Committee. 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.
- 12-15 credits in a specialization:

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, (d) nonprofit administration, or (e) cross-disciplinary studies with thesis option.

Updated information about required coursework for each of these tracks may be found in the catalog.

(a) Museum Studies

Space is limited in this specialization, and information on this program can be found on its homepage. Students interested to enroll in this track must first be admitted to the History Department as an MA student with a specialization in Public History; then prospective students apply separately for admission to the [Museum Studies Certificate Program](#) (MSCP). Museum Studies students are advised to register for the first course in the sequence as early as possible in the late spring or early summer before they matriculate.

- Anthro 620 (U/G), 3 credits, Museum Fundamentals, offered every fall
- Anthro 720, 2 credits, History and Theory of Museums
- Anthro 721, 3 credits, Administration and Organization of Museums
- Anthro 722, 3 credits, Museum Curation
- Anthro 723, 3 credits, Visitor Experience Design in Museums
- Anthro 724, 1 credit, Professionalism Capstone in Museum Studies

Museum Studies courses are taught by faculty members and museum professionals, and classes are held both at UWM and at the Milwaukee Public Museum (www.mpm.edu). The courses are interdisciplinary, and the program attracts graduate students in History, Anthropology, and other fields. MSCP admissions information is available on the program website:

(<https://uwm.edu/museum-studies/admissions/>). Any questions about the program may be directed to the Museum Studies Director.

(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 concentration in Public History.

Students should enroll in this course during the first semester of the first year:

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

The student should then select three of the following:

- InfoSt 682G, Digital Libraries
- InfoSt 750, Arrangement and Description in Archives*
- InfoSt 752, Archival Outreach: Programs and Services
- InfoSt 753, Preserving Information Media*
- InfoSt 791, Topics in Library and Information Science: (with appropriate subtitle)
- InfoSt 855, Advanced Appraisal*
- InfoSt 891, Advanced Topics in Library and Information Science: (with appropriate subtitle)

*These electives are strongly recommended, but students with prior coursework or employment experience in archives may opt for other electives.

(c) Historic Preservation. Students interested in a career in historic preservation are advised to take several courses designated for this track, including coursework in the School of Architecture and Urban Planning (SARUP) and the Department of Art History.

Students in this track are required to take the following courses within the first two years:

- ARCH 560G, Introduction to Historic Preservation
- ARCH 760, History of Building Technology

In addition, student select two of the following electives:

- ARCH 550G, Seminar in Building Types and Settings
- ARCH 551, American Vernacular Architecture
- ARCH 562G, Preservation Technology Laboratory
- ARCH 583G, Emerging Digital Technology – VR: Visualization, Interaction & Collaboration
- ARCH 790, Special Topics (“Practicum in Buildings-Landscapes-Cultures” and other approved subtitles)
- ARTHIST 370G, Trends in Contemporary Architecture
- ARTHIST 459G, American Architecture
- ARTHIST 462G, Frank Lloyd Wright
- ARTHIST 750, Colloquium in American Art
- ARTHIST 760, Colloquium in Modern Art/Architecture

Coursework at SARUP is offered through its [Historic Preservation Institute](#), which is dedicated to promoting historic preservation and adaptive reuse through community engagement. The Institute is focused on expanding the already acknowledged social and economic benefits of historic preservation by both recognizing and promoting significant historic buildings.

(d) Nonprofit Administration. Those who complete this track receive the interdisciplinary Graduate Certificate in Nonprofit Management, a collaborative effort between UWM’s College of Letters & Science, Helen Bader Institute for Nonprofit Management, and Lubar School of Business.

The following are required courses for this track (9 credits):

- BUSMGMT 721, Fundraising and Development for Nonprofit Organizations
- BUSMGMT 724, Accounting for Nonprofit Organizations
- NONPROF 725, Governance of Nonprofit Organizations

Students will also select **two** of the following courses (6 credits):

- NONPROF 705, 3 credits, Professionals and Volunteers in Nonprofit Organizations*

- NONPROF 795, 3 credits, Introduction to Nonprofit Revenue Streams and Portfolios*
- NONPROF 791, 3 credits, Nonprofit Advocacy and Public Policy*
- BUS ADM 766, 3 credits, Marketing for Nonprofit Organizations*
- NONPROF 740, 3 credits, Executive Leadership of Nonprofit Organizations

* Along with the required courses, these electives are recommended for those pursuing public history and nonprofit administration. Students with prior coursework or employment experience in nonprofit administration may choose to opt for alternative courses in lieu of one or more of these electives.

Prospective students seeking more information about the Nonprofit Administration track are advised to consult the program [website](#), and they may send any questions to Dr. Douglas Ihrke (dihrke@uwm.edu)

(e) Cross-Disciplinary Studies with Thesis.

Space in this track is limited, and a student's eligibility to pursue this track would be determined by the Public History Director, with the approval of the intended thesis advisor. In most cases, students interested to pursue this track must contact the Public History Director prior to applying for admission to the MA program in History.

Students pursuing this track will write a thesis on public history and are required to take 6 credits of HIST 985 Master's Thesis Research, in addition to 3 credits of HIST 701 (Graduate) Internship in Public History. They are required to take 9 credits in cross-disciplinary coursework relevant to public history, including courses in the humanities and/or social sciences which focus on culture and politics. The 9 credits of cross-disciplinary courses should be selected in consultation with the student's thesis advisor and the Public History Director. For coursework recommendations, see those listed under requirements for the Cross-Disciplinary Studies specialization in the program catalog: (<https://catalog.uwm.edu/letters-science/history/history-public-ma/#requirements>)

For more information, please email the Public History Director.

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. When the 701 requirement is completed with two internships, the first 3 credits are generally taken at some point after the first two semesters, or during the second year. The remaining 3 credits are recommended to be taken during the final year in the program, i.e., summer or semesters prior to graduation—as a capstone experience.

For students who already have extensive prior experience as practitioners, it is possible to fulfill the 701 requirement with one 300-hour internship for six credits. Students who wish to propose

an alternative to the standard 2-internship arrangement may prepare a request explaining their rationale and professional development plans, which should be sent to the Public History Director.

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 Director and are supervised and evaluated by the Director 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 describes the internship in detail and discusses the value of the internship as an educational and professional experience. That paper counts toward the written documentation for 3 credits of internship, and more detailed guidelines will be provided by the Public History Director at the start of the internship. In addition, the internship supervisor based at the field site 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.

C. 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 Master's Essay or a Thesis. Alternatively, it is possible to pursue the coordinated degree program in combination with the Public History concentration, which includes a capstone of Graduate Internship in Public History in lieu of the thesis requirement. Interested students should see information under the "archives" track.

The requirements for the Master's Essay are identical to those described above, under "General Degree in History: Master's Essay."

The requirements for the thesis are identical to those described above, under "General Degree in History: 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.

D. MA with 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 PhD program or a similar program after completion of the MA degree. The Thesis Option is recommended for this specialization.

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

- HIST 712 or HIST 713- Historiography & Theory of History, or Historical Research Methods, 3 credits
- HIST 595 - Quantitative Analysis of Historical Data, 3 credits
- 6 credits in History colloquia (800 numbered courses)
- 3 credits in History seminars (900 numbered course)
- HIST 971 - Seminar on the History of American Urban Problems, 3 credits
- HIST 985 - Master's Capstone, 6 credits
- Select **three** of the following (9 credits):
 - URB STD 901 - Urban Social Structure
 - URB STD 913 - Seminar in Urban Political Process
 - URB STD 945 - The Internal Structure of the City
 - URB STD 921 - Seminar: Research Methods in Urban Studies

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 they have 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. 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.

E. 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 715, Research Methods in Local History, 3 credits
- Hist 700, Public History Seminar, 3 credits
- Hist 701, Graduate Internship in Public History, 6 credits

Unless notified otherwise, students must take Hist 715 and Hist 700 in 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 more information on recommended coursework relevant to Public History, see the areas of specialization listed under the MA in History: Public History Concentration.

F. Beginning and Completing a PhD

1.Planning a Program of Study

During the first year in the Program, each student must complete a "Program of Study" form to be approved by their 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 with the Director of Graduate Studies and will serve as a guideline for tracking progress toward the degree.

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 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 preliminary committee.

Students should establish this three-person committee as early as possible—ideally in their first year of the program. 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 preliminary 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 their 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 their preliminary 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 [Doctoral Milestones](#) system.

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 their preliminary 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 preliminary 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 their 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 summary of the dissertation topic to the Graduate School via [Doctoral Milestones](#)
3. Complete all required program coursework (certified by the graduate program)
4. Satisfy the residency requirement
5. Earn a cumulative GPA 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.

Since dissertators are assessed reduced fees for tuition, students are urged to apply for dissertator status immediately after passing their preliminary examinations. Students in Dissertator Status must enroll in 3 credits (and only 3), usually HIST 990.

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, they 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 committee consisting of at least 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 their proposal, the student presents the proposal in a formal hearing. The 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.

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, a doctoral student proceeds to conduct 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.

Students now need to expand their 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 and entered into the [Milestones of Doctoral Study](#) system.

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](#).

While working on the dissertation the student must be enrolled in three graduate credits (Hist 990) per semester. It is strongly recommended that the student stay in close contact with their 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 "Thesis and Dissertation Approval and Publishing Options Form" (available [here](#)) 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.

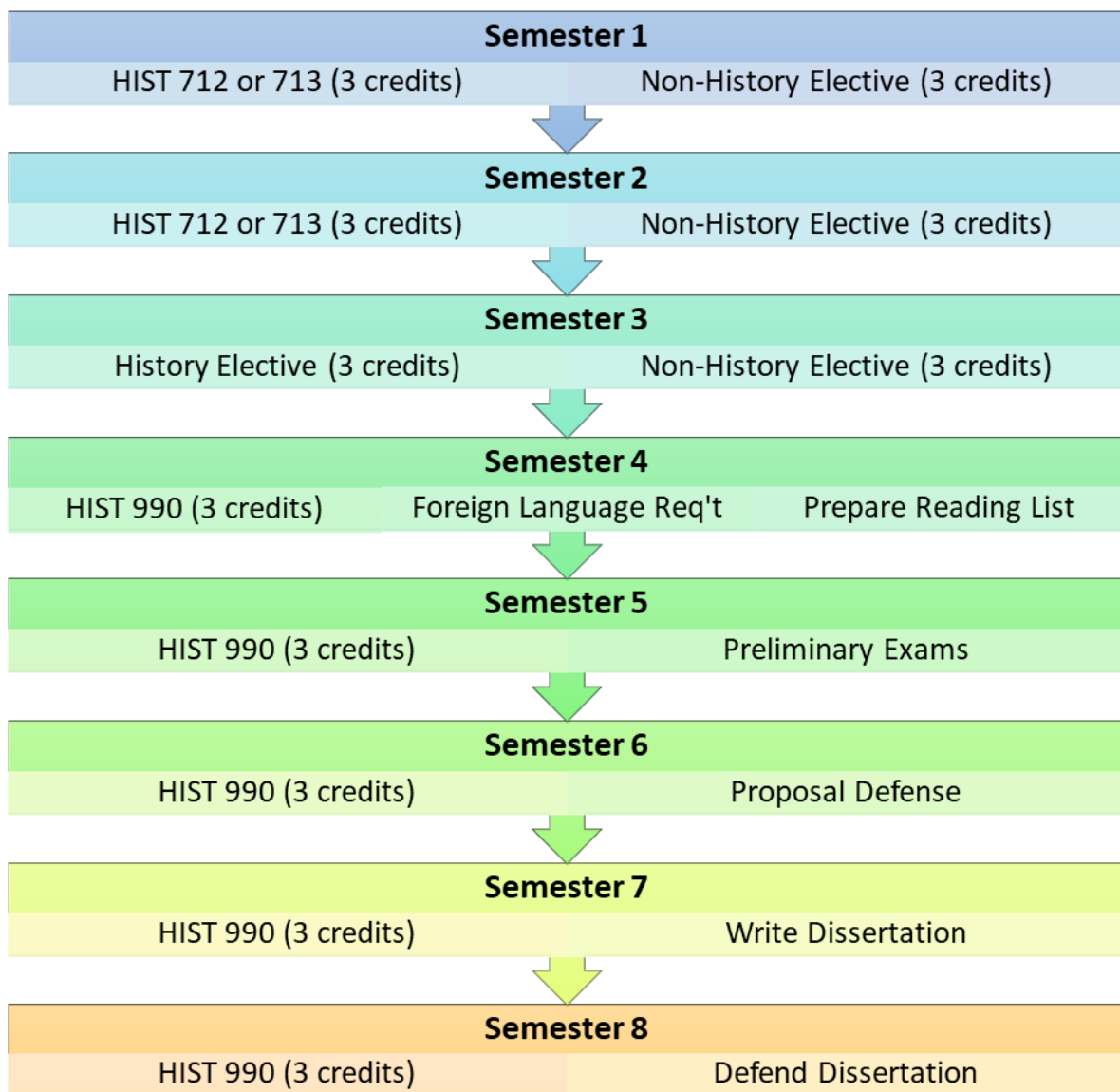
All committee members must participate in the defense, whether physically present or via tele- or videoconferencing. In order for the student to pass, a positive vote by a simple majority of the committee is required. Each committee member's vote will be shown on the warrant. If the deferral box is checked 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.

Sample Plan of Study for the PhD in History

(assumes completion of one transferable methods class during the MA)



IV. FINANCIAL SUPPORT FOR GRADUATE STUDY

A. Departmental Teaching Assistantships

1. General Information

Students completing the History MA: General 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.

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). 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 they have 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 their 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.

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 your 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.

Plagiarism. The Department has adopted the American Historical Association’s [statement](#) on plagiarism.

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