Graduate Handbook

Department of History
University of Wisconsin-Madison

2008-2009

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http://history.wisc.edu

THE UNIVERSITY of WISCONSIN MADISON

August 2008

Greetings:

Welcome to the Graduate Program in History. The *Graduate Handbook* serves as a guide to the regulations and procedures that govern degree requirements and financial aid. Although not itself the final source of authority, the *Handbook* constitutes a major reference tool for negotiating life in the Department.

If you have questions about any aspect of the program, please do not hesitate to ask them. We all stand ready to be of help – your faculty advisor, myself as Director of Graduate Studies, and graduate program staff members Leslie Abadie, Jane Williams, and Jean Dussault. You should also feel free to take your concerns or questions to Professor David McDonald as Department Chair and to Professor Camille Guerin-Gonzales as Associate Chair.

The *Handbook* should help you in your passage through the Department's bureaucratic requirements, freeing your time to pursue your interest in history. In that endeavor, let me wish you the best success as a student and, ultimately, as a colleague.

Sincerely,

Thongchai Winichakul
Professor and Director of Graduate Studies

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KEY WORDS

Advisor, major advisor, major professor: These terms are used interchangeably. See the section on Your Faculty Advisor below.

Programs, study programs, fields: These terms tend to be used somewhat interchangeably in the department. In this handbook, the term "program" or "study program" refers to the major areas of specialization in the Graduate Program in History. Sub-areas of specialization within each program are called "fields".

Pre-dissertator: A student who has not yet received the M.A. degree, completed the language and minor field requirements, and passed their preliminary examination.

Dissertator: A student who has received the M.A. degree, completed the language and minor field requirements, and passed his or her preliminary examination. Also known as ABD (All But Dissertation) or "admitted to candidacy."

I. General Information

Introduction

The Graduate Program in History offers the Master of Arts and Doctor of Philosophy degrees in history as well as minor work for doctoral students in fields outside of history. The program is designed to meet the needs of the Ph.D. candidate and we only occasionally accept a student for terminal master's work. Although most of our students enter as MA candidates in history, some enter through joint degree programs such as the Bridge Program with Afro-American Studies, the Joint Degree Program in History and the History of Science, and the Joint Degree in Educational Policy Studies. (For full details on these programs, see Section VII - Other Degree Options.)

The department anticipates that most of its students will accept positions as academic historians at the college and university level. To that end, the department seeks to train productive researchers, committed teachers, and engaged public intellectuals who recognize a responsibility to participate actively in the world beyond the university. Seminars are rigorous, combining independent and collaborative work and emphasizing scholarly production and intellectual connectedness.

Graduate students specialize in one of the programs of study shown in the box below. Each sets its own programmatic requirements, consistent with the Graduate School's regulations and subject to the approval of the faculty as a whole.

African history
Central Asian history
Comparative World history
East Asian history
European history
Gender and Women's history
Latin American and Caribbean history
Middle Eastern history
South Asian history
Southeast Asian history
United States history

Progression through our graduate program is governed by two sets of regulations. The Graduate School's regulations set the general parameters of graduate study at UW-Madison. These are detailed in the *Graduate School Catalog*, which is available online at the Graduate School's website (follow the Graduate link on the

History Department's website) or go to http://www.wisc.edu/grad/guidelines. They are summarized at appropriate points in this handbook. The History Department has also established its own additional requirements, which are outlined here. As you will notice throughout the *Handbook*, some of the department's regulations and requirements apply to all students, while others are specific to the individual study programs.

Sections II-VI of this handbook follow the general sequence of milestones that mark students' progress through our program.

MASTER'S DEGREE (II)
↓
PH.D LANGUAGE REQUIREMENTS (III)
↓
MINOR FIELD (IV)
↓
PRELIMINARY EXAMINATION (V)
↓
PH.D. DISSERTATION (VI)

Although work is ordinarily done simultaneously on the Master's degree, the Ph.D. language requirements, and the minor field, a student must have a Master's degree before he or she is permitted to begin the preliminary examination. In some programs of study, the minor field must also be completed before beginning the preliminary examination. In all cases, the minor field and language requirements must be finished before the preliminary examination (which signals formal admission to candidacy for the doctorate) is considered completed.

Section VII describes other options for interdepartmental degrees. The last section (IX) explains financial aid policies and procedures.

We try to make the *Handbook* both "user-friendly" and as accurate as possible, but final authority for applying its provisions rests with the Director of Graduate Studies and the Graduate Council, with the Department Chair, and ultimately with the faculty in its collective capacity. If you have questions about anything in the *Handbook* or suggestions for improvements, please feel free to bring them to the Director of Graduate Studies, Professor Thongchai Winichakul.

Who Does What?

The Director of Graduate Studies (DGS), a faculty member appointed by the Department Chair, is responsible for overseeing all aspects of the Graduate Program. Professor Thongchai Winichakul currently serves as DGS.

The DGS chairs the Graduate Council, which has overall responsibility for the graduate program and curriculum. It usually meets on the first Wednesday of each month during the academic year to consider a range of issues from program policies and admissions to student petitions. The Graduate Council is composed of six additional professors appointed by the Department Chair, three elected graduate student representatives, the Graduate Program Advisor, Leslie Abadie, and the Graduate Admissions and Funding Coordinator, Jane Williams.

Four other committees, two of which also have graduate student members, have special duties relating to the graduate program:

- The Fellowships and Scholarships Committee (F&S Committee), a subcommittee of the Graduate Council and chaired by the Director of Graduate Studies, has principal responsibility for awarding fellowships and prizes. It is composed of three faculty from the Graduate Council, together with the Graduate Funding Coordinator.

- The Joint Committee on Teaching Assistants (JCOTA) supervises the hiring, training, and ongoing professional development, evaluation of teaching assistants and hears concerns arising from the appointment or supervision of teaching assistants. Its membership consists of two faculty members from the Undergraduate Council, two faculty from the Graduate Council (one of whom serves as chair), three graduate student representatives (elected by the currently-enrolled students to two-year terms), and the Graduate Program Advisor. Professor Neil Kodesh currently chairs JCOTA.

- The Faculty/Graduate Student Liaison Committee organizes advisory committees of graduate students to participate in faculty searches. It is composed of three graduate students who are elected annually by the currently-enrolled graduate students.

- The Joint Committee on Diversity is charged with making policy recommendations to the department as a whole regarding recruitment and retention of students and faculty of color, and with working with the Graduate Council in the recruitment and retention of students of color and with the Faculty Council in the recruitment and retention of faculty of color. The council also works to integrate diversity into the Department curriculum at all levels. The committee consists of at least one member from each of the councils, one additional member at the chair's discretion and three graduate students, appointed by the Department Chair, who serve for a one-term.

Several members of the History Department's academic and administrative staff have specific duties connected with the graduate program:

- Graduate Program Advisor Leslie Abadie counsels graduate students about technical and substantive departmental and Graduate School degree requirements for the various study programs, directs students toward professors who can help to arrange appropriate course schedules, provides staff supervision of the assignment of teaching assistants, project assistantships and readerships, and coordinates special events and workshops sponsored by the Graduate Program. The Graduate Program Advisor sits as a member of the Graduate Council, JCOTA, and the Diversity Committee.

- Graduate Program Admissions and Fellowships Coordinator Jane Williams guides the files of graduate program applicants through the admissions process, disseminates information on funding opportunities, helps to supervise the distribution of graduate fellowships, assistantships, and prizes, assists in managing the various funds of the graduate program, sits on the Graduate Council, and staffs the F&S Committee.

- Payroll and Benefits Specialist Teri Tobias handles payroll and benefits matters related to graduate fellowships, scholarships, teaching assistantships, project assistantships, and readerships, and oversees the disbursement of graduate funds.

- The Graduate Program Assistant Jean Dussault distributes keys and copy cards for the Graduate Program. She also handles TA evaluations, maintains student files, and assists with program workshops and events.

- The History Department Receptionist Amy Phillips distributes keys and office supplies. She also facilitates the registration process to audit undergraduate courses.

- The History Department Graduate Program Project Assistant on Recruitment and Retention assists the graduate program staff on a variety of projects designed to enhance the recruitment and retention of graduate students (ranging from orientation to funding to curriculum to ongoing professional training), with an emphasis on issues of diversity. Zoe Van Orsdol currently holds this position.

How to Find Out More:

The best way to get more information about any and all of us and what we do is to come to talk with us. We'd love to see you!

Also:

For Council agendas and minutes, or to see who serves on the Graduate Council this year, follow the Graduate link on the department's website.

The election of graduate students to these bodies, announced and supervised by the DGS and Graduate Program Advisor, occurs at the beginning of each academic year. If you are interested in serving on any of these committees, see the DGS or Graduate Program Advisor Leslie Abadie. To see the current roster of students on committees, check the Graduate section of the department's website.

Your Faculty Advisor

In addition to the Graduate Program Advisor, who serves as a technical advisor for all graduate students, each student has a faculty advisor, or major professor, who counsels the student on every academic aspect of the individual's program. In most study programs, the professor assigned to the student upon admission continues to serve as the major professor. The faculty in the Latin American and Caribbean program, however, co-advise all students, with the expectation that each student will consult regularly with all three professors even as he or she designates a major professor for the purposes of the M.A. and the Ph.D. exams. The U.S. Program and the Program in Gender and Women's history assign each entering student a temporary advisor, with the understanding that some students may wish to change advisors as their research interests become clearer. Students entering through the Bridge Program or a joint degree program should consult Section VII for details on the dual-advisor structures of those programs.

When their major professor anticipates being on leave and not available in Madison, students should coordinate with his or her major professor to arrange an interim advisor. During such periods, students should maintain especially close communication with the Graduate Program Advisor.

Change of Advisor

Students may change advisors within their study program by securing the approval of the new major professor and of the Graduate Council. To change to a different study program, however, students must apply formally for admission to the new program and must be admitted through the regular admissions process. See the Graduate Program Advisor for details on the steps to accomplish either of these changes.

Registration

How Many Credits?

Theoretically, credit requirements may be set by three different levels of the university: the Graduate School, the department, and the individual program of study.

The Graduate School requires that students complete a minimum of 16 graduate-level credits at UW-Madison for the M.A. and a minimum of 32 graduate level credits at UW-Madison (including those taken for the M.A.) for the Ph.D. The Graduate School does not grant exceptions to these requirements.

The History Department - as a department - has no credit requirements for the M.A. or the Ph.D. However, some individual programs require more than 16 credits for the M.A. Please refer to specific programs of study for those credit requirements.

International Students

International students should take special care to consult each semester with the Graduate Program Advisor to verify that they are enrolled for the number of credits necessary to maintain their visa status.

Each semester, graduate students must register for a minimum number of credits. Pre-dissertators ordinarily register for a minimum of 9 credits each semester. However, those pre-dissertators who are employed as teaching assistants, project assistants, or readers may enroll for 6 credits (no special permission needed). The Graduate School requires dissertators to register for 3 credits per semester. Neither the Graduate School nor the Department requires students to register during the summer (unless it is required for funding reasons).

Student Loans

Those who have student loans should check with the lending agent to make sure that they have registered for the correct number of credits. The rules may differ from those listed here.

Seminars and Courses

Graduate-level courses come in several varieties:

Reading Seminars

These seminars (sometimes described as "proseminars") usually meet once a week for two to three hours and cover the historical literature on a particular period or topic. Most seminars have their own numbers, although the US faculty retains the numbers "901" and "902" to designate special topics courses in United States history. Some courses, such as "History and Theory" (History 703) or "Comparative World History" (History 753), draw students from all programs.

Research Seminars

These usually meet once a week for two to three hours. They require students to write a paper based on original research, normally using materials available on campus. In the U.S. program, students may write research papers in History 902, but they may also develop such projects under other rubrics such as History 990 or 999 (see below).

Research and Thesis (History 990)

Students may enroll in the History 990 while writing their M.A. thesis and their Ph.D. dissertation. Dissertators should enroll for 3 credits in these 990 sections, under the direction of their major advisor, each semester after completing their preliminary examinations. Dissertators are required to enroll for three credits every semester; however, they may substitute another graduate seminar in place of the traditional 990 section in a given semester.

Independent Work (History 999)

Students may arrange an individual tutorial with a professor, the topic and work load to be agreed upon mutually. Some programs restrict the number of History 999 credits that students may take; see M.A. Requirements of Individual Programs.

Undergraduate Lecture Courses

Where appropriate and permitted, graduate students may take undergraduate lecture courses numbered 300 or higher for graduate credit, completing additional work suitable to graduate-level training. When such courses are listed for four credits in the *Timetable*, graduate students take them for three credits only and do not participate in undergraduate discussion sections. They may be taken for both major and minor credits.

Note carefully, however, that some programs or fields permit undergraduate lecture courses to be taken only during the first year of graduate study or limit the number of such credits that their students may take. For details, see M.A. Requirements of Individual Programs.

Less Than Full-Time Status

In exceptional circumstances, students may carry less than the usual credit load. This requires approval of the major professor and of the Graduate Council. The student must submit a petition, together with a letter of support from the major professor, explaining the

circumstances and requesting permission to register part-time. Such requests must be submitted for each semester in which the student wishes to have part-time status, and should be submitted before the beginning of that semester. Part-time status is granted for one semester only and the student automatically reverts back to full-time status the following semester.

Leaves of Absence

Should circumstances warrant, students may apply for a leave of absence by submitting a petition to the Graduate Council, accompanied by a letter of support from their major advisor. If a student fails to register for any regular semester without having received the Graduate Council's permission to take a leave of absence, the Council may drop him or her from the Program. Students so dropped who wish to reenter the Program will have to reapply for admission.

Graduate students sometimes apply for a leave of absence when they will be engaged in dissertation research away from campus. *However, a dissertator who takes a leave of absence will incur a substantial financial penalty.* See the Graduate Program Advisor for details.

Satisfactory Progress

As they advance through the graduate program, students must make "satisfactory progress" toward their degree. Delays in making good progress put a student at a disadvantage in the competition for financial aid, in the teaching-assistant rankings, and on the job market. Ultimately, students who fail to make satisfactory progress will be dropped from the program.

As an aid to students and their advisors in tracking progress, the department issues to each advisor each semester a Degree Progress Report for each advisee who has not yet achieved dissertator status. These reports summarize the student's progress to date and gives target dates for the completion of the milestones in the graduate program.

Definition of Satisfactory Progress

"Satisfactory progress" is measured in several ways, which are enumerated below. Students must meet all of these conditions or they will be dropped from the program.

1. Registration and credits

Pre-dissertators ordinarily register for a minimum of 9 credits each semester. However, those pre-dissertators who are employed as teaching assistants, project assistants, or readers may enroll for 6 credits (no special permission needed).

Dissertators must enroll for 3 credits of History 990 or in their major professor's seminar.

2. Incompletes

At no time may a graduate student have more than 6 credits of "Incomplete" on her/his record.

3. Program Requirements

The Master's Degree – All students should complete the M.A. degree within the time specified by their study program. For most students, this means by the end of the fourth semester; see M.A. Requirements of Individual Program for details. All candidates for a terminal M.A. must complete their degree within three years of entering the program.

The Preliminary Examination – Time limits for taking prelims vary somewhat by program. See Section V of the *Handbook* for details. In brief:

- Students in the U.S. History Program should take their prelims by the end of the fifth semester; students in other fields ordinarily take their prelims by the end of the sixth semester.

- Students in the African, Central Asian, East Asian, Latin American and Caribbean, Middle Eastern, South Asian, and Southeast Asian History Programs may postpone prelims a) by one semester for every 12 credits of required non-Western language training and b) by one semester if completion of the minor field is required prior to the preliminary examination.

- Students in the Comparative World History Program must take the preliminary examinations in the fourth semester of participation in the Ph.D. program, but allowances for language and area work permit an extension of one semester for the completion of an area studies program (normally 10-12 credits) and one semester for each 12 credits of required language. See the Graduate Program Advisor for additional details.

- Students entering with an M.A. in History from another institution should initiate their preliminary examinations by the end of their fourth semester if they are in the U.S. History Program and by the end of their fifth semester in all other fields.

The Ph.D. – The Graduate School requires every student to complete the Ph.D. within 5 years after passing the preliminary exam or the prelims will have to be retaken. Neither leaves of absence nor part-time status will extend this deadline.

4. Grade Point Average (GPA)

The Graduate School requires students to maintain a Grade Point Average (GPA) of 3.00 or better throughout their career at UW. After the fourth semester of full-time study, the History Department requires its students to maintain a minimum GPA of 3.25. However, the History Department considers these minimal threshold GPAs and anticipates that students making satisfactory progress will maintain a higher level of accomplishment.

Petitions

In most instances, should a student wish to be exempted from any of the regulations set forth in the *Handbook*, she or he should petition the Graduate Council. Petitions should be addressed to the Director of Graduate Studies and submitted to the Graduate Program Advisor. A letter of support from the student's advisor is normally required as well.

History Department Policy on Harassment and Discrimination

Statement of Policy

The History Department strives to create a community in which each individual – student, staff, and faculty – is treated with respect and where diversity provides a foundation for excellence. To that end, the faculty of the History Department have endorsed the following statement:

> The Department of History will not tolerate harassment or any other form of discrimination perpetrated by any of its members, whether faculty, staff, or student. When an allegation of harassment or discrimination is made, the department will do its best to guard the privacy of both the aggrieved party and the person said to have offended. Maintaining that protection may become impossible, however, once a formal complaint has been filed. The department will try to resolve cases fairly at the lowest administrative level possible, but it will not hesitate to bring in university officers outside the department when regulations or the seriousness of the matter mandate such action.

Copies of the booklet *History Department Policy on Harassment and Discrimination* are available from Mary Lybeck, History Department Administrator, and on the department website.

The following students, staff, and faculty currently serve on this committee:

Faculty:

Associate Chair of the Department: Professor Camille Guerin-Gonzales
Director of Graduate Studies: Professor Thongchai Winichakul
Professor Francine Hirsch
Professor TBD

Staff:

Department Administrator: Mary Lybeck (ex-officio)
Graduate Program Advisor: Leslie Abadie (ex-officio)

Students:

Stephanie Westcott
Bennett Cross

Committee Membership

GRADUATE COUNCIL

Faculty	Students	Staff
Thongchai Winichakul, chair	(tbd)	Leslie Abadie
William Reese	(tbd)	Jane Williams
David Sorkin	(tbd)	Jean Dussault
Neil Kodesh		
Jennifer Ratner-Rosenhagen		
John Sharpless		
Ipek Yosmaoglu		

see website at http://history.wisc.edu/generalinfo/committees.pdf for committee members

JOINT COMMITTEE ON TEACHING ASSISTANTS

Faculty	Students	Staff
Neil Kodesh, chair	(tbd)	Leslie Abadie (ex officio)
	(tbd)	
	(tbd)	

see website at http://history.wisc.edu/generalinfo/committees.pdf for committee members

JOINT COMMITTEE ON DIVERSITY (members to be announced)

Faculty	Students	Staff
TBD chair	(tbd)	Leslie Abadie (ex officio)
(tbd)	(tbd)	
(tbd)	(tbd)	
(tbd)		

see website at http://history.wisc.edu/generalinfo/committees.pdf for committee members

II. The Master's Degree

General Information

The M.A. degree is the first milestone in our graduate program and serves as the gateway to the Ph.D. Students wishing to enter the doctoral program must have the M.A. in History or its equivalent.

This sub-section summarizes requirements that apply to all programs. See the next sub-section for requirements that are specific to the individual programs.

Credits

The Graduate School, as noted in Section I, requires students to complete a minimum of 16 credits of graduate-level course work at UW-Madison. In some programs, however, History Department requirements range up to 27 credits for the M.A. Students may be able to use prior work to satisfy M.A. *program* requirements but not to satisfy the Graduate School's *minimum credit* requirement.

Language Requirement

The programs in comparative world history, U.S. history, and the US field of the Program in Gender and Women's history, as well as the field of British history in the European program, do not have language requirements for the M.A. Students in other programs or fields should consult the section on M.A. Requirements in Individual Programs (below) and discuss specific language requirements with their major professor.

Course Requirements

All entering students are required to take History 701 (History in a Global Perspective) in their first fall semester.

All students in the Bridge Program should take at least two History Department seminars (at the 700+ level in the U.S. program or at a level appropriate to other programs) while completing the MA in Afro-American Studies. (They are encouraged to take additional history courses in Afro-American Studies at the 600+ level.)

See M.A. Requirements in Individual Programs.

Written Work and Orals

All students are required to write and submit a thesis or other written work to a three-person M.A. committee as part of their M.A. requirements. Students in some programs are also required to take an oral examination; see M.A. Requirements in Individual Programs (below). In the case of a terminal Masters, some programs may allow the thesis to be waived. See individual program requirements for the exception. Students are required to deposit the thesis in Memorial Library.

Declaration of Intent

Early in the semester in which the student intends to complete the M.A., the student must register for the degree with the Graduate Program Advisor, who informs the Graduate School of the student's intent. Once all three readers have approved the thesis and indicated that an oral examination (if required) may be scheduled, the Graduate Program Advisor requests a degree warrant from the Graduate School.

The Graduate School determines a student's eligibility for admission to the examination. It will issue the warrant only if the student has cleared all temporary grades ("I" or "P") from her or his record and if the Graduate Program Advisor indicates that the student will complete the current semester's work.

Evaluation

The M.A. Committee recommends whether or not the Graduate School should award the degree. It also tenders the final decision whether to allow a student to continue beyond the M.A. or to award a terminal degree. Any student, whether entering as a terminal or continuing M.A. candidate, may receive a terminal degree if his or her committee does not find that the entire academic record (not solely the M.A. thesis or other written work) displays sufficient intellectual promise to warrant retention in the program.

In the case of the Bridge Program, the student's History Department advisor will evaluate the thesis as a outside M.A. and indicate clearly whether the student's M.A. meets the requirements of the student's study program in History or whether additional work must be done.

Prior Graduate Work

Graduate work that is completed at another institution may be used to fulfill program requirements in the History Department (but not the Graduate School's minimum credit requirement). The work must be evaluated and approved by the student's major advisor and the advisor must complete the appropriate paperwork indicating their approval. See the Graduate Program Advisor, Leslie Abadie, for more details.

M.A. Requirements in Individual Programs

African History

Credits

For students who plan to continue in the Ph.D. program, a minimum of 18 credits is required for the M.A. in African history. For a terminal M.A., the minimum is 24 credits.

Language Requirement

As relevant and necessary for the area of specialization.

Courses

Students must enroll in a reading or research seminar in their major field every semester; if no seminar is offered, they may take History 999 (or History 990 if they are working on their thesis). In addition, they choose other courses among:

- History lecture courses offered in their study program;
- Language courses relevant to their area of specialization; and
- Courses in other departments appropriate to the student's needs and interests.

Written Work/Orals

Students planning to continue in the Ph.D. program in African history must submit an M.A. thesis, expected by the end of their fourth semester in the program, although courses taken in a non-Western language may legitimately increase the time required. A faculty committee will examine the candidate on the thesis.

A thesis is not required for the terminal M.A. Any student who wishes to enter the doctoral program in African history must, after receiving a terminal M.A., subsequently complete an M.A. thesis (or a paper of publishable quality), take an oral examination on this thesis or paper, and be recommended by the M.A. committee to continue for the Ph.D.

Central Asian History

Credits

For students who plan to continue in the Ph.D. program in Central Asian history, a minimum of 18 credits is required. For a terminal M.A., the minimum is 24 credits.

Language Requirement

As relevant and necessary for the area of specialization.

Courses

Students must enroll in a reading or research seminar in their major field every semester; if no seminar is offered, they may take History 999 (or History 990 if they are working on their thesis). In addition, they choose other courses among:

- History lecture courses offered in their study program;
- Language courses relevant to their area of specialization; and
- Courses in other departments appropriate to the student's needs and interests.

Written Work/Orals

Students planning to continue in the Ph.D. program in Central Asian history must submit an M.A. thesis, expected by the end of their fourth semester in the program, although courses taken in a non-Western language may legitimately increase the time required. A faculty committee will examine the candidate on the thesis.

A thesis is not required for the terminal M.A. Any student who wishes to enter the doctoral program in Central Asian history must, after receiving a terminal M.A., subsequently complete an M.A. thesis (or a paper of publishable quality), take an oral examination on their thesis or paper, and be recommended by the M.A. committee to continue for the Ph.D.

Comparative World History

The Department offers a terminal M.A. in comparative world history, directed primarily toward secondary school teachers wishing to broaden their historical background. It is not intended for those student who wish to enter the Ph.D. Program in Comparative World History (CWH) or any of the other Ph.D. programs in the department.

Students who wish to apply to the Ph.D. Program in Comparative World History must first be admitted to one of the other study programs. Application to the Ph.D. program should be made through the chair of the Comparative World History program (appointed annually by the Department Chair) during the first or second year of graduate study. Students must earn an M.A. that is judged acceptable for further doctoral work in another study program before entering the Ph.D. Program in Comparative World History. Once admitted to the Ph.D. Program in Comparative World History, students follow its requirements regarding languages, minor field, and preliminary examinations rather than those of the M.A. program to which they were originally admitted. For full details, see the Graduate Program Advisor.

Students wishing to pursue the terminal M.A. in Comparative World History may apply to the program only after having been admitted to one of the Department's other M.A. degree programs. Shortly after matriculation, candidates should direct their applications to the Chair of the Comparative World History Committee. Candidates for the terminal M.A. earn the degree by working in two separate historical and cultural areas, and the advisor is ordinarily a specialist in one of the student's two areas of concentration.

The requirements for the terminal M.A. in comparative world history are as follows:

Credits

A total of 27 graduate-level credits at UW-Madison.

Language Requirement

None.

Courses

Students must take the following courses:

- History 753 (Comparative World History)
- one seminar in each of the two cultural/historical areas;
- 18 hours of graduate-level course work in addition to the three courses noted above (a total of 27 credit hours); and
- a registered audit of a) one 100- or 200-level survey course of a specific historical/cultural area and b) History 525 (The World and the West from 1492).

Written Work/Orals

A three-member faculty committee will administer a final oral examination, testing the candidate's understanding of the methodology of comparative history and knowledge of the two historical/cultural areas.

Other

Under exceptional circumstances, the M.A. Committee may, upon petition by the student, consider admitting him or her to one of the Department's Ph.D. programs, in which case the candidate must then submit an M.A. thesis in the appropriate field, pass an oral examination on it, and be recommended by the M.A. Committee to proceed into the Ph.D. program.

East Asian History

Credits

For students planning to continue in the Ph.D. program in East Asian history, a minimum of 18 credits is required. For a terminal M.A., the minimum is 24 credits.

Language Requirement

Students in East Asian history should enroll in relevant language courses every semester. As a general rule, M.A. candidates will complete at least four semesters of Chinese or Japanese language course work.

Courses

Students must enroll in a reading or research seminar in their major field every semester; if no seminar is offered, they may take History 999 (or History 990 if they are working on their thesis). In addition, they choose other courses among:

- History lecture courses offered in their study program;
- Language courses relevant to their area of specialization; and
- Courses in other departments appropriate to the student's needs and interests.

Written Work/Orals

Students planning to continue in the Ph.D. program in East Asian history must submit an M.A. thesis, expected by the end of their fourth semester in the program, although courses taken in a non-Western language may legitimately increase the time required. Students may substitute for the thesis a seminar paper deemed by the student's M.A. Committee to be of publishable quality. A faculty committee will examine the candidate on the thesis or paper.

A thesis is not required for the terminal M.A. Any student who wishes to enter the doctoral program in East Asian history must, after receiving a terminal M.A., subsequently complete an M.A. thesis (or a paper of publishable quality), take an oral examination on this thesis or paper, and be recommended by the M.A. committee to continue for the Ph.D.

European History – except Medieval

Credits

See the chair of the European program.

Language Requirement

As relevant and necessary for the area of specialization.

Courses

All entering students in European History are strongly encouraged to take History 891 (Introduction of Early Modern & Modern Europe) their first semester.

Written Work/Orals

Candidates must also write an M.A. thesis or essay of approximately 50 pages no later than the fourth semester in the program. The essay may be based on a seminar paper. The student's M.A. Committee administers a one-hour Master's oral examination on the completed thesis or essay.

European History - Medieval

Credits

See the chair of the European program.

Language Requirement

Students applying to a medieval seminar should have a reading knowledge of two foreign languages at the time they enter. They must command Latin and a modern European language, preferably French or German. The program may occasionally admit students with strong records and weak language skills, but they must obtain the necessary language proficiency at UW-Madison or elsewhere before beginning their seminar.

Before completing the Master's degree, a student is expected to demonstrate competence in two foreign languages (usually the same two languages with which she or he was admitted), either by passing courses in the language offered at UW-Madison or elsewhere, or by scoring sufficiently on a language exam.

Courses

Each student should enroll in a seminar in medieval history each semester. During their first two years in the program, students will normally take History 719, History 720, a research seminar (History 805) with their major professor, and three undergraduate lecture courses: History 317, 318, and 321.

Written Work/Orals

Candidates must offer either an M.A. thesis *or* a research paper judged by the student's M.A. Committee to be of publishable quality. Students should present such a thesis or research paper no later than the fourth semester after admission. The student's M.A. Committee administers a one-hour Master's oral examination on the completed thesis or research paper.

Program in Gender and Women's History

The Program in Gender and Women's history incorporates geographical sub-fields in United States history, European history, and Latin American and Caribbean history. Students in this program are expected to meet the MA requirements of their field of geographical concentration.

Credits

The M.A. degree requires 24 credits of course work.

Language Requirement

None.

Courses

All students in this program must take the core seminar in the history of women and gender, usually offered every other year. In addition, the following requirements pertain to specific geographical areas within the program. Students should confer with their advisors in determining which requirements should be met before the MA and which may be deferred to their post-MA coursework.

United States history: Students are required to take History 936 and History 937 (and to audit History 353 and History 354).

Latin American and Caribbean history: Students are required to take one women's history course not primarily dealing with Latin America or the Caribbean and two courses with in the LACIS minor that focus on women and gender.

European history: Students are required to take History 392 and two History Department graduate seminars on women and gender, one of which must be in European history.

Written Work/Orals

Students will complete the same MA written work and orals as other students within their geographic areas of concentration.

Latin American and Caribbean History

Credits

For students planning to continue in the Ph.D. program in Latin American and Caribbean history, a minimum of 18 credits is required. For a terminal M.A., the minimum is 24 credits.

Language Requirement

As relevant and necessary for the area of specialization.

Courses

Students must enroll in a reading or research seminar in their major field every semester; if no seminar is offered, they may take History 999 (or History 990 if they are working on their thesis). In addition, they choose other courses among:

- History lecture courses offered in their study program;
- Language courses relevant to their area of specialization; and
- Courses in other departments appropriate to the student's needs and interests.

Students in Latin American and Caribbean history may not take undergraduate courses (100-699) for credit after the first year of graduate study.

Written Work/Orals

Students planning to continue in the Ph.D. program in Latin American and Caribbean history must submit an M.A. thesis, expected by the end of their fourth semester in the program, although courses taken in a non-Western language may legitimately increase the time required. A faculty committee will examine the candidate on the thesis.

A thesis is not required for the terminal M.A. Any student who wishes to enter the doctoral program in Latin American and Caribbean history must, after receiving a terminal M.A., subsequently complete an M.A. thesis (or a paper of publishable quality), take an oral examination on their thesis or paper, and be recommended by the M.A. committee to continue for the Ph.D.

Middle Eastern History

Credits

For students planning to continue in the Ph.D. program in Middle Eastern history, a minimum of 18 credits is required. For a terminal M.A., the minimum is 24 credits.

Language Requirement

As relevant and necessary for the area of specialization.

Courses

Students must enroll in a reading or research seminar in their major field every semester; if no seminar is offered, they may take History 999 (or History 990 if they are working on their thesis). In addition, they choose other courses among:

- History lecture courses offered in their study program;
- Language courses relevant to their area of specialization; and
- Courses in other departments appropriate to the student's needs and interests.

Written Work/Orals

Students planning to continue in the Ph.D. program in Middle Eastern history must submit an M.A. thesis, expected by the end of their fourth semester in the program, although courses taken in a non-Western language may legitimately increase the time required. A faculty committee will examine the candidate on the thesis.

A thesis is not required for the terminal M.A. Any student who wishes to enter the doctoral program in Middle Eastern history must, after receiving a terminal M.A., subsequently complete an M.A. thesis (or a paper of publishable quality), take an oral examination on this thesis or paper, and be recommended by the M.A. committee to continue for the Ph.D.

South Asian History

Credits

For students planning to continue in the Ph.D. program in South Asian history, a minimum of 18 credits is required. For a terminal M.A., the minimum is 24 credits.

Language Requirement

Students in South Asian history should complete two years of study in one South Asian language (or demonstrate an equivalent language proficiency).

Courses

Students must enroll in a reading or research seminar in their major field every semester; if no seminar is offered, they may take History 999 (or History 990 if they are working on their thesis). In addition, they choose other courses among:

- History lecture courses offered in their study program;
- Language courses relevant to their area of specialization; and
- Courses in other departments appropriate to the student's needs and interests.

Written Work/Orals

Students planning to continue in the Ph.D. program in South Asian history must submit an M.A. thesis, expected by the end of their fourth semester in the program, although courses taken in a non-Western language may legitimately increase the time required. Students may substitute for the thesis a seminar paper deemed by the student's M.A. Committee to be of publishable quality. A faculty committee will examine the candidate on the thesis or paper.

A thesis is not required for the terminal M.A. Any student who wishes to enter the doctoral program in South Asian history must, after receiving a terminal M.A., subsequently complete an M.A. thesis (or a paper of publishable quality), take an oral examination on this thesis or paper, and be recommended by the M.A. committee to continue for the Ph.D.

Southeast Asian History

Credits

For students planning to continue in the Ph.D. program in Southeast Asian history, a minimum of 18 credits is required. For a terminal M.A., the minimum is 24 credits.

Language Requirement

As relevant and necessary for the area of specialization.

Courses

Students must enroll in a reading or research seminar in their major field every semester; if no seminar is offered, they may take History 999 (or History 990 if they are working on their thesis). In addition, they choose other courses among:

- History lecture courses offered in their study program;
- Language courses relevant to their area of specialization; and
- Courses in other departments appropriate to the student's needs and interests.

Written Work/Orals

Students planning to continue in the Ph.D. program in Southeast Asian history must submit an M.A. thesis, expected by the end of their fourth semester in the program, although courses taken in a non-Western language may legitimately increase the time required. A faculty committee will examine the candidate on the thesis.

A thesis is not required for the terminal M.A. Any student who wishes to enter the doctoral program in Southeast Asian history must, after receiving a terminal M.A., subsequently complete an M.A. thesis (or a paper of publishable quality), take an oral examination on this thesis or paper, and be recommended by the M.A. committee to continue for the Ph.D.

United States History

Credits

The M.A. degree requires 18 credits of course work, 24 for terminal degrees.

Language Requirement

None.

Courses

1. The required 18 credits in U.S. history must include:

   a. Three credits in a required core seminar (900) to be taken in the fall semester of the first year.
   b. Nine credits in the form of three 3-credit seminars that cover a significant portion of the 17th/18th centuries of U.S. history, the 19th century, and the 20th century, respectively. The faculty will inform the Graduate Program Advisor into which each category their seminars will fall. A seminar can only fulfill one breadth category.
   c. Six credits of History 990 (or 3 credits of 902 followed by 3 credits of 990) for the M.A. paper.

2. Students planning to continue in the Ph.D. program must complete an additional 6 credits in history seminars (700-level and above) prior to taking the preliminary examination. These may be in U.S., non-U.S., or gender and women's history. They may not count toward the minor.

3. To receive a terminal M.A., students must complete all of the credits specified in sections 1 and 2 above, hence, a minimum of 24 credits.

Prior to completing their preliminary examinations, students may use no more than 6 credits of History 999 (Independent Work) to meet the requirements of the major field. Students will probably find it useful to preserve most or all of their quota of History 999 credits for prelim preparation.

In exceptional circumstances, students may, with the consent of their advisor, take up to 6 credits in upper-level undergraduate courses. The instructors of such courses have the prerogative to refuse admission to graduate students. These restrictions do not apply to courses taken to satisfy the minor requirement.

Written Work/Orals

Students must demonstrate their ability to perform original primary research by completing an M.A. paper of publishable quality, normally equivalent in length to a substantial journal article (40-50 pp.). Customarily written in the third and fourth semesters of residence, the paper will be read by a committee consisting of the student's advisor and two other faculty members chosen by the student in consultation with the advisor. No oral defense is required.

III. Ph.D. Language Requirements

Students who plan to continue in the Ph.D. program must demonstrate a reading knowledge of at least two foreign languages before they take their preliminary exams. Each program determines which languages may be used to satisfy this requirement; see Language Requirements in Individual Programs below. In some programs, students may substitute methodological training in a discipline other than history for one of the two required languages.

In no case may courses taken to satisfy a language requirement be used to fulfill the minor field or any other degree requirement.

Satisfying the Requirement

The Ph.D. language requirements may be satisfied in one of three ways:

By Course Achievement

Students may fulfill a language requirement by course achievement if they have taken at least two years of college-level language courses and received "B's" or better throughout the second year. The last semester of this work must have been completed within five years of the student's admission to the Graduate Program. Upon request, the Graduate Program Advisor certifies that students have met Ph.D. language requirements by course achievement.

By Examination

Students may obtain certification a) by passing proficiency examinations (i.e., outside the realm of a course) offered by the relevant language departments of the University or administered by the UW-Extension or b) by other arrangements approved by the major professor and the Graduate Council.

Methodology Option

In some programs (see Language Requirements in Individual Programs, below), students may offer two upper-division courses (6 credits) in the methodology of a related discipline in lieu of one language. They may take History 795 (Quantitative Methods for Historical Research) as one of these courses, but the other course must be outside the History Department.

The courses chosen to satisfy this requirement must have special relevance to the student's area of research.

Language Requirements in Individual Programs

African History

A thorough reading knowledge of at least three languages is required. One of the three must be French, and one of the two others, an African language such as Arabic, Xhosa, Swahili, Hausa, etc.

Where appropriate, the major professor may specify further language requirements (either European or African), including the degree of speaking knowledge necessary for any projected field research.

Central Asian History

The language requirement varies according to the student's research interest.

Comparative World History

Language requirements vary from area to area.

East Asian History

Japanese History

A minimum of three years of Japanese language study and two years of a second East Asian language, or a reading knowledge of one other language relevant to the student's research interest.

Chinese History

- a minimum of three years of modern Chinese language study (or its equivalent);
- a minimum of one year of classical Chinese language study (or its equivalent);
- certification by the major professor that the student is able to read the primary sources relevant for his or her research; and
- two years of a second East Asian language or a reading knowledge of one other language relevant to the student's research interest.

Pre-modern Chinese History

Same as for Chinese history, <u>except:</u>

- a minimum of <u>two</u> years of modern Chinese language study (or its equivalent);
- a minimum of <u>two</u> years of classical Chinese language study (or its equivalent).

European History

Ancient History

Students must demonstrate proficiency in French and German either by course achievement or by examination, and must demonstrate proficiency in Greek and Latin by examination administered through the Department of Classics.

Medieval History

Students must demonstrate proficiency in either Latin or Greek plus two modern European languages, one of which must be either French or German.

Early Modern and Modern History

Languages required depend on the specific area of concentration; for more details, consult your major professor. Usually two are required.

British History

Students may, with the approval of their major professor, satisfy the second language requirement by passing at least two courses in the methodology of a related discipline.

Program in Gender and Women's History

Students will complete the same language requirements as other students within their geographical area of concentration.

Latin American and Caribbean History

Students need a reading knowledge of Spanish and Portuguese and either French or German, with a reasonable *speaking* knowledge of either Spanish or Portuguese.

They may take two upper-division courses in the methodology of a related discipline, or demonstrate satisfactory competence in History 795 (Quantitative Methods for Historical Research) plus one other upper-division course in methodology, in lieu of either French or German.

Middle Eastern History

Prior to the preliminary examination, candidates must present course work or pass one examination in a European language (French, German, Italian, Spanish, or Russian) and a second in either Arabic, Hebrew, Persian or Turkish. In exceptional cases another language may be substituted with the major professor's approval.

South Asian History

Students must possess a thorough reading knowledge of at least two languages, one of them an Indian tongue. Specific requirements vary according to the student's research specialization:

Ancient India

Sanskrit and German (with Pali or French and local languages as needed).

Muslim India

Persian, Dutch and Portuguese (with French, Arabic, Urdu or Marathi, and local languages as needed).

Modern India

Urdu-Hindi (or another local language as required) and either Portuguese, Dutch or French (Russian or other languages added or substituted, as required).

South India

At least one Dravidian language and one European language (Portuguese, Dutch or French).

Southeast Asian History

Students must possess a reading knowledge of at least one modern Southeast Asian language and an additional language other than English. The requirement for the second language varies according to the student's research interests, and may be either a European, Asian, or a second Southeast Asian language. With the written consent of the faculty adviser, students may take the Methodology Option (see above) in lieu of the second language.

United States History

With the major professor's approval, students may take the Methodology Option (see above) in lieu of the second language.

IV. The Minor Field

The purpose of the minor field is to give breadth to the Ph.D. major. The minor should expose the student to subjects and methodologies that provide a strong counterpoint to his or her historical studies.

Before the student begins course work for the minor, she or he should consult with the major professor and minor advisor (if required) on an appropriate course of study and file a Minor Agreement form with the History Department's Graduate Program Advisor. The Minor course work must be completed before a student may advance to candidacy.

Minor Field Options

The minor requirement may be fulfilled in one of three ways:

Option A - External

This minor is composed of 10-12 credits taken in a single outside department (hence, "external") that offers graduate degrees.

The minor must be approved both by the major professor and by a professor (the "minor advisor") from the outside department. Note that different departments have different credit rules; you must meet whatever rules the outside department has set for the Ph.D. minor.

Option A - Internal

This minor is composed of at least 12 credits taken wholly within the History Department. To meet the minor's goal of breadth, it is critical that the minor field differ substantially from the major, comprising an area of study that is widely separate geographically or chronologically. No courses in the student's major area of study may be used to meet the minor requirement.

Always bearing in mind the paramount importance of breadth, the internal minor must be chosen from among the following fields:

- African history
- Comparative World history
- East Asian history
- European - ancient history
- European - medieval history
- European - modern history
- European - Britain and the British empire
- History of Education
- Program in Gender and Women's History
- Latin American and Caribbean history
- Middle Eastern & North African history

- South Asian history
- Southeast Asian history
- United States history

The minor must be approved both by the major professor and by a second professor (the "minor advisor") who specializes in the minor historical field.

To fulfill the internal minor, students may not use History 699 (Directed Study), but they may use up to 3 credits of History 999 (Independent Work), provided that they produce at least 15 pages of written work (regardless of the number of credits of 999 taken).

Option B - Distributive

As its name suggests, this minor is composed of credits taken in two or more departments. It requires a minimum of 12 credits and must be approved by the major professor and by the Director of Graduate Studies.

Special Notes

Students who do not achieve a grade of "B" or better in all courses for the minor must take a minor field exam.

Courses taken to satisfy a language requirement may not be used to fulfill minor field requirements, nor may courses on foreign grammars. Students may, however, minor in foreign literature or in linguistics.

MA Work at other Institutions

In some restricted cases students are permitted to use work done at other institutions toward their MA course requirements. This is not automatic, however. Students should see the Graduate Program Advisor for information on how to apply for such credit.

AAS/History Bridge Program

Bridge students may count courses taken as a Master's student in Afro-American Studies toward their Ph.D. minor requirement, provided that the courses are not in their major field.

Minor Requirements in Individual Programs

African History

Students in African history normally meet the minor field requirement by interdisciplinary training in African Studies, comprising four courses (10-12 credits) in two fields other than history.

Students should complete the minor early in their graduate studies, although completing it is not a formal prerequisite for taking the preliminary examination. Completing the minor may also merit a Certificate in African Studies (for details, contact the African Studies Program). Students already grounded in African studies may, in close consultation with their major professor, choose an alternative minor.

Central Asian History

Option A (External or Internal) or Option B (Distributive).

Comparative World History

Students accepted into the Ph.D. Program in Comparative World History normally satisfy the minor requirement by:

1. Auditing History 753, "Comparative World History."

2. Taking at least two additional courses from a culture area different from their area of primary specialization. As an alternative, however, students may choose at least two courses that focus on some topic combining different culture areas – e.g., Islamic history from Southeast Asia through India to the Middle East, nineteenth-century intellectual history of Western Europe and North America, colonial history of the Americas, economic history of nineteenth century Western Europe and North America).

3. Completing a paper that demonstrates the student's competence to handle historical materials comparatively and to work in more than one culture or geographical area of specialization; and

4. Passing a one-hour oral examination, focusing on the paper and conducted by a committee of three History Department faculty appointed by the Chair of the Comparative World History Program.

Students are encouraged to audit History 753 before taking the two additional courses and to begin the paper while enrolled in the additional courses.

Students from other departments may satisfy the requirement under [2] by taking courses in only one culture area, but their paper must demonstrate a competence to handle historical materials comparatively and to work with more than one culture area.

East Asian History

Option A (External or Internal) or Option B (Distributive).

An "Option A - Internal" minor comprises twelve credits of graduate-level training in an historical field other than East Asia, specific courses selected in consultation with the major professor.

An "Option A - External" minor or an "Option B - Distributive" minor requires 12 credits of graduate-level work in one or more departments other than History, normally in one or two of the following departments: East Asian Languages and Literature, Political Science, Sociology, Economics, Philosophy, and Anthropology.

Note: The minor requirement should not be confused with the "minor" fields required for the Ph.D. preliminary examination in East Asian history.

European History

Ancient History

A minor in Classics is strongly suggested.

Medieval History

Suggested minors include:

- an "Option A - Internal" minor in history,
- either medieval Latin literature (in either the Classics or Comparative Literature Department), or Greek Language and Literature (in Classics),
- medieval science and philosophy (in either the History of Science or the Philosophy Department),
- medieval comparative literature (in Comparative Literature, French & Italian, Spanish & Portuguese, or German departments),
- statistics and quantitative methods; or
- economics, sociology, or anthropology.

Other European Fields

Option A (External or Internal) or Option B (Distributive).

Program in Gender and Women's History

United States history and European History: Option A (External or Internal) or Option B (Distributive).

Latin American and Caribbean history: Students are required to include two courses focused on women and gender in Latin America as a part of their LACIS minor.

Latin American and Caribbean History

The minor field requirement consists of:

- 6 credits of graduate seminars in history other than Latin American and Caribbean, which may include History 703 (History and Theory) or training methods courses, plus

- 12 credits of interdisciplinary training in Latin American, Caribbean, and Iberian Studies divided between two social science subjects other than history (e.g., anthropology, rural sociology).

Middle Eastern History

Option A (External or Internal) or Option B (Distributive).

South Asian History

Option A (External or Internal) or Option B (Distributive).

Southeast Asian History

The minor field may be satisfied by one of the following options:

- 9 credits of graduate-level training in a historical field other than Southeast Asia, and 3 credits of graduate training in any department; or
- 6 credits of graduate-level training in Southeast Asian studies in a discipline other than History, and 6 credits of graduate seminars in theory and methodology in the social sciences or the humanities.

United States History

Option A (External or Internal) or Option B (Distributive).

Programs in Quantitative History

Students in any major field may minor in quantitative social science methodology and receive certification by completing additional work beyond the minor.

Minor in Quantitative Social Science Methodology

The minor in quantitative social science methodology requires 12 credits:

- 6 in methodology taken entirely outside the History Department, <u>or</u>
- 3 credits outside the Department plus 3 credits of History 795; <u>and</u>
- 6 credits in substantive content courses in other departments.

Certification in Quantitative Social Science Methodology

Certification requires, <u>in addition</u> to completion of the minor in quantitative social science methodology:

- one methods or theory course in the History Department (ordinarily History 703),
- attendance for 1 or more credits in a one-semester Department workshop on quantitative history, and

- certification by a faculty committee appointed by the Department Chair.

(Note: The Graduate Council is expected to review the workshop and faculty committee requirements during the next academic year.)

Courses taken to satisfy the methodological option in lieu of a second language (e.g., in U.S., Women's, and British history) may not be used to fulfill the requirements for the minor or for certification in quantitative social science methodology.

Minor Requirements for Non-History Majors

Students in other departments who wish to pursue a minor in the History Department must reach agreement on an appropriate program of study with a faculty member in the History Department, who serves as the minor advisor. This agreement must be in place and approved by the Graduate Program Advisor and the Director of Graduate Studies prior to the start of course work.

The program must consist of at least 12 credits of graduate-level work. Students are encouraged to take at least 6 credits of this work in graduate seminars, and no more than 3 credits in undergraduate courses. History 990 may not be used to fulfill this minor requirement. The minor field may include up to 3 credits of History 999 (Independent Work), provided that the student produces at least 15 pages of written work (regardless how many credits are taken).

V. The Preliminary Examination

The preliminary examination tests students' mastery of their chosen areas of specialization. The Master's degree, Ph.D. language requirements, and minor field must be completed before the preliminary exams ("prelims") may be taken. Once a student has passed prelims and completed all other requirements, she or he will be considered for admission to candidacy for the doctorate, based on the totality of his or her graduate record.

General Information

Before Prelims Can Be Taken

Before taking prelims, students must:

- remove all Incomplete and Progress grades from their records;
- deposit the M.A. thesis (if required) in Memorial Library;
- complete two of their language requirements, and
- have course work for the minor field completed.

Those students in U.S. or concentrating on the U.S. within the Program of Gender and Women's History who take the methodology option in lieu of a second language, however, may take prelims after having completed only one of the language requirements. This requires the approval of the major professor.

In exceptional circumstances, students may petition the Graduate Council to waive certain deficiencies and to be allowed to take the prelim exam without having satisfied all of these requirements. Any requirements waived before prelims must be completed before the student may advance to candidacy.

Deadlines for Taking Prelims

The Department expects students to take the preliminary examination no later than the deadlines prescribed below, although they may postpone it for up to two semesters. Students who fail to take the preliminary examination by the maximum deadline will be dropped from the Program.

African, Central Asian, East Asian, Latin American and Caribbean, Middle Eastern, South Asian, and Southeast Asian History

Students must take the preliminary examination by the end of the sixth semester, but may postpone the examination by one semester for every 12 credits of required non-Western language training, and by one semester if they must complete the minor field before the exam.

Comparative World History

Students must take the preliminary examinations in the fourth semester of participation in the Ph.D. program, but allowances for language and area work permit an extension of one semester for the completion of an area studies program (normally 10-12 credits) and one semester for each 12 credits of required language study. See the Graduate Program Advisor for additional details.

European History

Students in European (except Ancient) history should take the preliminary examination by the end of the sixth semester. Those who already have the M.A. from another institution should pass the preliminary examination by the end of the fourth semester.

Students in Ancient history should take the preliminary examination by the end of the eighth semester.

The Graduate Council sets the start date for the European prelims at the first formal meeting of each semester.

Program in Gender and Women's History

Students will complete the same preliminary examination requirements as other students within their geographical area of concentration and answer one of their examination questions or fields on gender and women's history.

United States History

Students entering without an M.A. should take the preliminary examination no later than the fifth semester. Those entering with an M.A. should initiate the preliminary examination during their fourth semester in the program.

Declaration of Intent

Students must declare their intent to begin prelims with Graduate Program Advisor Leslie Abadie at least 30 days before the beginning date of each portion of their exam. The Graduate Program Advisor then orders from the Graduate School the prelim warrant, which authorizes the Department to administer the examination.

Dates of Administration

Most preliminary examinations take place in November and April. The Graduate Council determines and publicizes the specific dates. In brief, the programs that follow the

November/April schedule are: African, Central Asian, comparative world, Latin American and Caribbean, and Middle Eastern.

The various fields in the European program hold prelims in September, November, and April on dates set by the Graduate Council.

Exams in the East Asian, South Asian, Southeast Asian, U.S., and Women's history programs are given any time during the academic year (fall and spring semesters) except during University recess periods.

Evaluation of Preliminary Exams

Each program within the Department administers its own preliminary examination. This is ordinarily done by a committee chaired by the student's major professor. In programs that give standardized exams, prelim evaluation committees read the papers blindly, i.e., without knowing students' identities. The Department awards grades of "Pass with Distinction," "Pass," or "Fail," except in U.S. history, which awards only "Pass" or "Fail."

Each prelim evaluation committee forwards the examination results to the Graduate Council, accompanied by a recommendation whether the student should be permitted to continue to the Ph.D. After reviewing prelim results, the student's record, and the committees' recommendations, the Graduate Council, in turn, makes its own recommendations to the Department, which makes the final decision whether to admit a student to candidacy for the doctorate.

Note that the preliminary examination plays an important, but not unique, part in the determination of whether a student may be permitted to proceed toward the Ph.D. The prelim committee, the Graduate Council, and the Department each take into account the student's entire academic record, including course work, the M.A. thesis, and any other relevant information such as performance as a teaching assistant. The Department reserves the right to drop a student from the program if his or her record is judged deficient overall, even if the student has passed the preliminary exam. (In practice, however, this has not occurred).

Retaking Prelims

If a student fails the preliminary examination the first time but the rest of the student's record so warrants, the student may be permitted to retake the exam. Students who fail a second time are automatically dropped from the program. Students wishing to contest either a prelim grade or their overall examination may appeal first to the appropriate prelim committee and then to the Graduate Council.

Prelim Requirements in Individual Programs

African History

The examination consists of four parts. Candidates must complete parts 1 and 2 (the dissertation proposal and teaching syllabus) and hand them in to the Graduate Program Advisor prior to taking parts 3 and 4, which they will take during the Department's normal April or November period.

The four parts of the examination are:

- A dissertation proposal of approximately 15 to 20 pages. The proposal should define the topic and address the relevant historical, historiographical, theoretical, and methodological issues.
- A detailed teaching syllabus for a one-semester introductory undergraduate survey course on either Africa to 1870 or Africa since 1870.
- A take-home examination consisting of four questions (two on the candidate's main field and two on General Africa). Questions will be distributed fourteen days before their deadline, and answers to each should be no more than 2500 words.
- A two-hour oral examination covering the candidate's main field, the dissertation proposal, the syllabus, and the take-home examination.

Central Asian History

The Central Asian faculty and the Graduate Council are currently establishing the format; for further information contact the Graduate Program Advisor.

Comparative World History

For full details, see the Graduate Program Advisor. In brief, the examination consists of:

- A take-home essay of approximately 30 typed, double-spaced pages, based on one's primary fields. Students should take one month to complete it and must submit three copies of their answers two weeks prior to the beginning of the Department's April or November prelims period. The primary fields consist of two culturally distinct areas, with the chronological coverage determined by the student and major professor.
- A one-hour oral examination based on the take-home examination.
- Either a four-hour written examination or a seven-day take-home examination. The student chooses the format with the approval of the major professor.
- A four-hour written examination in the student's secondary field, which may be waived by the major professor if the student has received a GPA of 3.5 in courses in that field. The secondary field consists of an area chosen by the student chronologically and/or culturally distinct from the two primary fields.

East Asian History

The preliminary examination in East Asian fields consists of three parts:

- An approximately 20-page typewritten essay defining the student's major intellectual and research interests in the field as well as the proposed doctoral dissertation topic. The essay should discuss the significance of the proposed research and its potential contribution to scholarly knowledge, demonstrate the student's familiarity with the relevant scholarly literature, and be accompanied by a bibliography of both primary sources essential for studying the proposed topic and secondary sources relevant to the dissertation's theoretical aspects.

- A written take-home examination. Students choose *one* "major" and *two* "minor" fields, answering two of four questions in their major field and one of two questions in each of the minor fields. Students have one week to complete the essays and must submit three copies of their typewritten answers. Students specializing in Chinese history write essays on pre-19th-century China, on modern China (1840-present), and on pre-modern Japan, modern Japan, or a third field approved by the major professor and the non-Western history faculty. Students in Japanese history write essays on Japan through the Tokugawa period, on modern Japan (from the Meiji Restoration to the present), and on pre-modern China, modern China, or a third field approved by the major professor and the non-Western history faculty.

- A two-hour oral examination on the three fields of history covered in the student's written examination, using the already prepared paper and the written examination as points of departure.

European History

The preliminary examination consists of four parts, with additional requirements in British and medieval history (see below):

- Take-home examinations in 3-4 fields of specialization, including the main field, distributed ten to fourteen days, depending on the number of fields, before their deadline. At the discretion of the major professor, all students in that field may be required to do exams in four fields. Answers for each field should be 2500 words.

- A two-hour oral examination covering the preliminary written fields and the teaching field syllabus. The orals committee will be composed of the three faculty members from the written portion of the exam. The major professor will lead the examination on the primary fields, the written responses by the student and the teaching syllabus.

- A broad chronological teaching field, for which students must prepare a detailed syllabus suitable for an undergraduate survey course. Appropriate teaching fields would include: Ancient, Medieval, Early Modern (1500-1800), or Late Modern (1800-present) European history, or Western Civilization. The teaching field and syllabus are presented at the oral examination.

- A dissertation prospectus of approximately 15 pages submitted to a committee of three faculty members (the major professor, and two readers). The prospectus should define the topic and address the relevant historiographical and theoretical issues. The prospectus must be completed and approved by the prospectus committee before the student can be advanced to candidacy.

For the take-home examinations, students choose three or four of the following fields:

Ancient History

1. Greek
2. Roman
3. Greek and Latin Language and Literature

Medieval History

4. Byzantine
5. Early Middle Ages, ca. 300-1050
6. Central Middle Ages, ca. 1050-1300
7. Late Middle Ages, ca. 1300-1500

Modern History

8. Social and Cultural History of Europe, 1450-1815
9. Christianity in the West, 1215-1806
10. Renaissance
11. Reformation
12. 16th-Century Europe
13. The 17th and 18th Centuries through 1815
14. Women and Gender in Early Modern Europe
15. The European System since 1815
16. Early Modern Intellectual History, 1600-1800
17. Modern Intellectual History, 1800-1933
18. Social and Cultural History since 1815
19. Political Economy of Europe since 1750
20. History of Russia, 1613-1917
21. 20th-century Russia, Poland and the Baltic
22. Germany from the Peace of Westphalia
23. French History from 1600
24. British History to 1485
25. British History, 1485-1688
26. British History since 1688
27. English Constitutional History
28. European Imperialism since the 18th Century
29. Spanish and Portuguese History since 1350
30. Scandinavian History
31. History of the Ottoman State and the Turkish Republic
32. History of Italy since 1500
33. European Jewish History
34. European Labor History
35. African Diaspora in Europe

36. Women and Gender since 1750

British History

Students must choose four fields, including at least two British from among the fields numbered 19-22 above and at least one continental topic.

Medieval History

Students in western medieval history must take examinations in the early, central, and late Middle Ages, usually choosing the fourth field from among Byzantine, Roman, or Renaissance and Reformation history.

N.B.: Students in western medieval history must (and those in Byzantine history are recommended to) take the course in Latin Paleography by their sixth semester in the Program, preferably before the preliminary examination but definitely before undertaking dissertation research.

Program in Gender and Women's History

Students will complete the same preliminary examination requirements as other students within their geographical area of concentration and answer one of their examination questions or fields on gender and women's history.

United States History: Students entering prior to the fall of 2003 must take one of their three examination fields in US women's history. Students entering in the fall of 2003 or after must take one thematic field in US women's history and gender history, origins to the present.

Latin America and Caribbean History: Students must answer at least one question about women and gender history in "part two" of the preliminary examination.

European History: Students must have European women and gender history from 1500 to the present as one of the preliminary examination fields.

Latin American and Caribbean History

The examination consists of:

- a formal dissertation proposal conforming to the Program faculty's instructions handed out by the Graduate Program Advisor approximately one month before the due date,
- a take-home examination on the colonial and national periods of Latin American and Caribbean history, distributed one week before the deadline, and
- a one-hour oral examination covering both the dissertation proposal and the take-home examination.

Middle Eastern History

Usually taken on one day, the preliminary examination consists of two four-hour examinations in two fields of Middle Eastern history chosen by the candidate, although a take-home exam and an oral may replace the two in-class exams if the exam committee approves.

South Asian History

The examination consists of:

- A written essay of some 4,000 words defining and defending the doctoral dissertation topic.
- A take-home written examination comprising four essays of not more than 1,000 words each. All essays must be submitted within seven days of receiving the questions. The questions are broadly interpretive and range over the areas of ancient, medieval and modern India.
- An oral examination of up to two hours covering the student's general knowledge of Indian history.
- A written examination in the student's second field, which may be waived if the student has received a GPA of 3.5 in the courses in that field.

Southeast Asian History

The examination consists of:

- A two-day written examination taken in the Department consisting of three topics on : (a) the history of Southeast Asia as a whole; (b) the history of island or mainland Southeast Asia with a focus on the student's country of specialization; and c) the comparative history of two or more nations that do not include the student's country of specialization. Unless faculty agree otherwise, Topic c) shall examine the area of Southeast Asia, island or mainland, not covered in Topic (b).
- A dissertation proposal (of no more than 5,000 words) defining the student's research project. The proposal should be received by all faculty advisors and committee members two weeks before the oral examination.
- A one-hour oral examination on the dissertation proposal.

United States History

The preliminary examination consists of two parts: Part I, a 14-day take home written examination with a two-hour oral exam; and Part II, the submission of a formal dissertation proposal.

Part I: The Written Examination and Oral

Part I consists of: two take-home exams; a syllabus with explanatory essay and reading list; and a 2-hour examination covering both the essays and the syllabus material.

The Written Examination

There are three fields and their methods of examination are:

1. U.S. thematic (or primary) field: This field shall be broadly defined and shall cover the sweep of American history. It will be examined by means of a take-home essay written in response to a question formulated collectively by the examining committee.

2. Specialized (or secondary) field: This field may be in U.S. history, in non-U.S. history, or in Gender and Women's history, as the student and his or her advisor deem appropriate. If it is in U.S. history, it shall be defined thematically or chronologically and may be more focused in scope than the U.S. thematic field. If it is thematically focused, it should be relatively broad in chronological terms; if it is chronologically focused, it should be thematically broad. In any case, it shall be widely different from the U.S. thematic field, drawing on an identifiably different historiography. It will be examined by means of a take-home essay written in response to a question formulated collectively by the examining committee.

3. Survey field: Students must design and defend in writing a syllabus for a one-semester survey that covers at least half of American history. The survey should introduce undergraduates to the social, cultural, political, and economic dimensions of American history.

For the survey field, students shall submit the course syllabus, an essay of approximately fifteen pages that is addressed to the faculty committee (not at the undergraduates), and a list of the books on which they have based their syllabus preparation. The accompanying essay shall explain the basic historiographic and pedagogical decisions informing the syllabus: its periodization, major themes, weekly readings, writing assignments, and so on. The syllabus and essay shall be due at the same time as the take-home essays.

The take-home essays are to be done simultaneously over a ten-day period to be determined by the student in consultation with the examining committee. Each essay shall consist of no more than 2,500 words. Examinations are not offered during the summer or during semester breaks. Students are allowed 10 days for the essays; and the oral examination must take place within the next 7-14 days.

The Oral Examination

The culmination of Part I is an oral examination, which must take place between 7 and 14 days after the deadline for submitting the essays and the syllabus. The four-member committee will examine the student on these materials. Examination of the survey field will encompass both the syllabus itself and the student's overall knowledge of the period covered in the survey. The examination should last approximately two hours and will be graded fail/pass/distinction. Students may not take Part II of the preliminary examination until they pass Part I.

Part II: Dissertation Proposal

In Part II of the preliminary examination, students shall submit a formal dissertation prospectus to a committee consisting of their major advisor and two other faculty chosen by the student in consultation with the advisor. The prospectus's primary purpose is to formulate a research problem and a plan for addressing it. In approximately fifteen pages, it should analyze the state of the literature on the dissertation topic, explain the significance of the topic, describe preliminary arguments or hypotheses that the research will investigate, offer a preliminary discussion of primary sources and probable research trips, sketch out a research and writing schedule, and summarize the original contribution to knowledge that the dissertation is likely to make. When the dissertation advisor believes that the text of the prospectus is acceptable, the committee shall meet with the student to discuss the project. This meeting need not be simultaneous with the oral examination in Part I nor even in the same semester. Once the committee has approved the prospectus, the student shall present it in a colloquium open to all members of the department and moderated by the thesis advisor. The student passes the full preliminary examination and advances to candidacy only after the dissertation committee has approved the prospectus and the colloquium has taken place. Part II of the preliminary examination must be completed no later than the end of the sixth semester of residence or, in the case of student entering with an M.A. in history, the end of the fourth semester.

Public Presentation

Students are required to make a public presentation dissertation proposal as part of the preliminary examination. Students cannot advance to candidacy until this presentation has been completed. Responsibility for setting up the presentation rests with the student and the major professor.

VI. The Ph.D. Dissertation

The Ph.D. dissertation crowns a graduate student's career. Based on original research, it must make a scholarly contribution to its field and form the nucleus of subsequent publications.

Dissertation Committee

Students choose their own dissertation committee, chaired by their major professor and including two other readers (either or both of whom may come from an outside department). For the oral examination (see below), two additional readers (once called "non-readers") will be added to the dissertation committee.

Any major professor may require an examination on the dissertation proposal. (Students in African, East Asian, European, Latin American and Caribbean, South Asian, U.S., and women's history are examined on dissertation proposals as part of their preliminary exam - see sec. V.)

Register Your Topic

At the beginning of their research, students should register their topic via the Graduate Program Advisor with the American Historical Association. This is to give public notice that you are working on your topic so that students elsewhere will not duplicate your work.

By the same token, you should do a keyword search of the AHA's Directory of Dissertations in Progress at http://www.historians.org/pubs/dissertations/ to ensure that your research will not duplicate work already in progress elsewhere.

Please keep the Graduate Program Advisor apprised of the working title of your dissertation, so that she may keep your information current on our website.

The Dissertation

Its Structure

Dissertations ordinarily have three main parts:

1. Front Matter
   a) Title page, followed by a blank page (or by the copyright notice if the dissertation is to be copyrighted)
   b) Preface, including acknowledgments
   c) Table of Contents, with page references
   d) List of tables, with titles and page references

e) List of illustrations, with titles and page references

2. Text
   a) Introduction
   b) Main body, with larger divisions and more important minor divisions indicated in suitable headings

3. References
   a) Notes (they may be placed at the bottom of each text page, the end of each chapter, or the end of the complete text)
   b) Appendices
   c) Bibliography (if the appendices are bound as a separate volume, the bibliography is bound with the text in the first volume)

Length

The Department makes no rules about the dissertation's length, but expects a work of at least a few hundred pages, carefully researched and well written.

Writing and Revising

While writing the dissertation, students submit rough drafts to the major professor as the two of them mutually agree. Except for the Latin American and Caribbean program, where all three professors customarily read rough drafts, the student is not ordinarily required to give preliminary drafts to the other dissertation readers. Students may do so at any time, however, if they, the major professor, and the other readers agree.

In the normal process, the major professor approves a polished draft of dissertation before it is submitted to the other readers. The second and third readers then review it, suggest revisions, and approve the manuscript for final production.

The committee should approve the final draft at least one month before commencement to ensure that the student earns the degree that semester. Check with the Graduate Program Advisor for exact dates each semester.

Oral Examination

This is commonly known as the "dissertation defense." Candidates defend the dissertation after:

a. receiving approval to proceed from their three readers,
b. satisfying all other requirements for the degree, and
c. clearing up any "Incomplete" or "Progress" grades.

The defense consists of an approximately two-hour oral exam focusing on the dissertation. It is administered only on the Madison campus and is scheduled at a time mutually convenient to the candidate and the examining committee. Summer orals occur infrequently, ideally only

when students or major professors will not reside in North America during the following academic year.

The examination committee is composed of the three readers plus two additional members (once called "non-readers"), at least one of these five coming from outside the department.

The Graduate Program Advisor schedules the examination, notifies the committee, and obtains the necessary forms from the Graduate School. Students should work closely with the Graduate Program Advisor prior to the oral examination to ensure all forms and university procedures are handled properly.

The Five-Year Rule

The Graduate School requires any student who fails to defend the dissertation within five years after passing the preliminary examination to take a second preliminary exam and to be admitted to candidacy again.

Students who will not defend before this deadline must petition the Graduate Council to request an extension from the Graduate School. To facilitate the Council's request, students should supply as much information as possible, including a letter from their major professor detailing why the student needs additional time to finish.

Final Steps

The Library Copy

Dissertators must supply one copy of the entire dissertation along with a signed abstract and four title pages for deposit with the Graduate School.

The abstract should contain no more than 350 words succinctly summarizing the dissertation, i.e., describing the historical problem addressed, relevant methodology, the primary arguments, and conclusions. Consult the Graduate Program Advisor for correct format.

Memorial Library and the Graduate School issue strict guidelines regarding the Library Copy format. To insure that the dissertation is typed properly, students should see the Graduate Program Advisor and consult the Graduate School's publication "The Three D's: Deadlines, Defending, Depositing Your Ph.D. Dissertation" at http://info.gradsch.wisc.edu/education/completedegree/ddd.html

Important note: Follow closely the Graduate School's rules on margins and type of paper to be used, or your degree may be delayed.

The Graduate School Review

After successfully defending the dissertation and passing departmental review, the student schedules a final review with the Degree Coordinator in the Graduate School. The student must take all relevant paperwork to this review:

a. library copy of dissertation,
b. abstract signed by the major professor,
c. four copies of the title page,
d. Ph.D. warrant with all signatures, and
e. "the readers page" signed by all readers.

Upon successful completion of the final review, the Graduate School will send the dissertation and all relevant paperwork to Bell and Howell Information Learning (formerly UMI) and the student will proceed to the Bursar's Office to pay the necessary fees for degree completion.

The Ph.D. degree in History is conferred after the student successfully defends the dissertation, deposits the dissertation with the Graduate School, and pays the degree-completion fees.

The student must defend and deposit before the last Friday of the semester in order to have his/her degree recorded as received in that semester. See the Graduate Program Advisor for details.

Commencement

Students need not attend commencement, but any student wishing to attend must notify the Graduate Program Advisor and order a cap and gown from the University Bookstore.

Graduates are normally accompanied by a faculty escort, usually their major professor. If the major professor is not able to do so, other dissertation committee members or department faculty may fulfill the escort function. When that is not possible, the marshals at commencement are prepared to perform the ceremonial function on behalf of the University.

VII. Other Degree Options

Bridge Program with Afro-American Studies

Purpose

The Bridge Program is an academic partnership between the Department of Afro-American Studies (AAS) and the Department of History at the University of Wisconsin-Madison designed to allow students to complete the M.A. in AAS and the Ph.D. in History.

Students may apply simultaneously to the two programs or may apply to the History Department after they begin their program in Afro-American Studies.

A student will normally apply for the Bridge Program when she or he initially applies for admission to graduate study. At that time the student will submit applications independently to both departments. Students already in AAS may apply for admission to the History Department in the fall of their first or second M.A. year.

Although the Bridge Program is designed to attract and keep talented minority candidates at UW-Madison and to strengthen and support the presence of minority scholars in the profession of history, the Bridge Program is available to any applicant who enters the M.A. Program in Afro-American Studies with a concentration in history.

Admissions

A student will normally apply for the Bridge Program when she or he initially applies for admission to graduate study. At that time, the student shall submit applications independently to both departments. Students already in AAS may apply for admission to the History Department in the fall of their first or second M.A. year.

Bridge Program applications to the History Department will be considered under the normal rules governing admissions, except that they are not to be counted in a program's annual admissions target.

Once a Bridge student is admitted to the Department of History, he or she shall be indistinguishable administratively from other students in the History Department.

Program of Study for the M.A.

The Bridge Program is designed to permit a student to meet the basic requirements of the History M.A. while completing a degree in Afro-American Studies. For their AAS M.A., students shall specialize in the History area.

Advisor

As soon as a student is admitted to the Bridge Program, a History Department faculty member in the field the student expects to enter shall be designated as his/her academic advisor.

This faculty member shall advise the student on the requirements of the selected History Department field (language requirements, minor requirements, etc.) to ensure that at least some of these are met while the student is completing an M.A. in AAS.

The History advisor (or, if unavailable, another member of the History Department) will sit on the student's M.A. thesis committee.

Course Work

Bridge students must take at least two History Department seminars (at the 700+ level in the U.S. field or at a level appropriate to other fields) while completing the M.A. in AAS.

They are encouraged to take additional history courses in AAS at the 600+ level.

Approval of the M.A.

Once the M.A. in AAS is completed, the Bridge student's History Department advisor will evaluate it as an outside M.A. and indicate clearly whether the student's M.A. work meets the requirements of the field or whether additional work must be done.

Other Requirements

Students may count courses taken as a Master's student in AAS, but which are not in their major field, toward their Ph.D. minor requirement, as appropriate. In all other respects, Bridge students will meet the normal requirements of their field (e.g., regarding preliminary examinations, language requirements, and the minor).

Joint Ph.D. in History and History of Science

The History Department sponsors a joint Ph.D. degree (one degree, two majors) with the History of Science Department. It is administered by a Joint Committee composed of professors from both departments.

The interested student must first have been admitted independently to both History and History of Science. Having entered one of the two departments, the student should indicate interest in the joint Ph.D. program to the relevant faculty members. After completing the M.A. degree in either History, History of Science, or an alternative field approved by the Joint Committee, the student applies to the Joint Committee for admission.

The Joint Committee assigns students accepted into the program a "home department." In fulfilling the requirements for the Ph.D., students follow the home department's regulations concerning course requirements, financial aid, and satisfactory progress.

Students must fulfill the language requirements of the appropriate field of their home department. The preliminary examination tests competence in both History and the History of Science. Students in this program do not need to take a minor field but may if they wish.

Students admitted to the joint Ph.D. program will be assigned a supervising committee consisting of three members (two from the home department), who will supervise the student's competence in both history and history of science, balancing the material and the fields between the two department. The number of prelim fields must equal the number required of students majoring exclusively in history or history of science, plus one. For more details, see the Graduate Program Advisor.

Joint Degree in Educational Policy Studies

The History Department participates in the interdisciplinary joint PhD offered through the Department of Educational Policy Studies. A student interested in this degree should enter graduate school through the Department of Educational Policy Studies. No later than the beginning of his/her second year, she/he is required to draw up a memorandum to the Graduate School indicating that intention and listing the proposed program of courses and seminars to be offered as fulfilling the requirements for the Ph.D. or Master's degree. The student must also list an advising and counseling committee made up of at least two professors from History and two professors from EPS, all of whom must sign the memorandum. One copy of this memorandum must be approved by the History Department Director of Graduate Studies and filed with the History Department Graduate Program Advisor. (The other two copies go to the Graduate School and EPS.) Graduate School approval is required for a joint major.

Individual Joint Ph.D. Programs

Students from other programs who wish to pursue a joint Ph.D. (one degree, two majors) with History must first be admitted to the Department of History.

The student's proposal for a joint degree must be approved by the Graduate Council before the student submits it to the Graduate School.

Students admitted to a joint Ph.D. will satisfy all the normal requirements of their field in the graduate program except for the minor requirement.

VIII. Placement

Placement

The History Department is committed to helping its graduates seek and secure employment, usually in academic settings.

Much of the preparation to go on the job market occurs informally and over the course of the student's graduate career – in the mentoring relationship between faculty advisor and student, in the presentation of student research within department venues, in the student's participation in professional conferences, in early forms of professional publication. As a student approaches the completion of the dissertation, however, he or she should confer closely with his or her major advisor on the process of job placement, including strategies for setting up and using a placement file, for soliciting letters of recommendation, and for preparing materials that prospective employers may request at various stages of the process.

However, the Graduate Program as a whole also recognizes a responsibility to help students prepare for and negotiate this final phase of graduate school. To this end we offer both informal counseling through the Director of Graduate Studies and/or Graduate Coordinator and a series of formal workshops each year designed to help students nearing completion of their work prepare for the rigors of the job market ahead.

The workshops include:

The CV/Job letter workshop: This workshop is intended to shape the perfect job letter and CV. Faculty from all the major fields are present to speak about and provide feedback for interested students who are on the job market. This workshop is offered once a year.

The Job Interview Workshop: This workshop is a series of mock interviews designed to help students prepare for the myriad of questions and situations they will face as they begin the interview process. Three faculty from all fields "interview" students and then lead a feedback session afterwards.

The Placement File:
Students may set up a placement file at the Educational Portfolios and Career Services office, 141 Educational Sciences Building, 1025 E. Johnson Street. See the website at http://careers.education.wisc.edu/ for further information.

Placement for 2008 -2009

This year graduating PhDs from this department secured positions in the following institutions:

Paul Bjerk, African History	Hartwick College (visiting asst. professor)
John (Rob) Harper, US History	University of Wisconsin-Stephens Point (tenure-track)
Marc Hertzman, Latin American History	Wesleyan University (Post Doctorate)
Molly Patterson, Middle Eastern History	University of Wisconsin-Whitewater (tenure-track)
Naaborko Sackeyfio, African History	Dartmouth College (tenure-track)
Stacey Smith, US History	Oregon State University (tenure-track)
Tyina Steptoe, US History	University of Washington-Seattle (tenure-track)
Heather Stur, US History	University of Southern Mississippi (tenure-track)
Brian Ulrich, Middle Eastern History	Colgate University (tenure-track)
Laura Van Abbema, European History	Cornell College (tenure-track)
Nicholas Wolf, European History	George Mason University (Post doctorate)

IX. Financial Support

Introduction

Financial support through the University or the History Department comes in several forms: fellowships, teaching or project assistantships, travel grants, and prizes.

Administration

Responsibility for administering fellowships, travel grants, and prizes lies with the Fellowships and Scholarships (F&S) Committee of the Graduate Council. Headed by the Director of Graduate Studies, the committee consists of three additional faculty members plus the Graduate Program Funding Coordinator Jane Williams. Meeting periodically during the year, the committee nominates students for University-wide fellowship competitions, dispenses grants from the History Department's trust funds, and reviews petitions regarding all aspects of the financial aid program.

Responsibility for administering teaching assistantships (TAs) lies with the Joint Committee on Teaching Assistants and the Associate Chair. They are assisted by the Graduate Program Advisor, who informs students of rules and deadlines, accepts applications, and calculates rankings.

Responsibility for selecting project assistants (PAs) lies with individual faculty members. They are assisted by the Graduate Program Advisor, who informs them of hiring rules and regulations as well as the student's eligibility for employment.

Students should direct all questions regarding financial support to either the Graduate Program Advisor, Graduate Funding Coordinator, or the Director of Graduate Studies.

Student Responsibilities

The Graduate Program staff makes every effort to keep student files up to date, but ultimate responsibility for ensuring the accuracy and completeness of one's file rests with the student. Be sure to check carefully the Degree Progress Report that we will be issuing to students and their advisors at the beginning of each semester.

Students are also responsible for knowing the regulations governing financial support, raising any questions concerning their eligibility for it, and submitting applications on time.

Please note these major deadlines:

a. November 1 – TA Application for Semester II, 2008-09 (for those who did not file an application for Academic Year, 2008-09)
b. March 1 – TA Application for Academic Year 2009-10

Petitions

Students may request exemptions from and waivers of any rule or regulation by petitioning the Graduate Council. Petitions take the form of a letter explaining the basis for the request. It should be submitted to the Graduate Funding Coordinator or the Graduate Program Advisor and is normally supported by a letter from the major professor.

General Regulations

Eligibility for Financial Support

Eligibility for any kind of financial support depends upon the student's making satisfactory progress in the graduate program - see "Definition of Satisfactory Progress" in section I.

Special note: To be considered in any competition for financial support, students in **European history** must have taken courses with at least two different professors by the end of the first semester of graduate work, and with at least three different professors by the end of the third semester.

Limits on Total Support

In an effort to distribute financial support broadly among its graduate students, the Department limits both the total semesters of support that a student may receive ("eight-semester limit") from departmental sources and the number of years during which a student is eligible to receive the support ("time limits").

Eight-Semester Limit on Departmental Support

The total support that students may receive from departmental sources is limited to eight semesters. If a student has never enrolled in a history graduate program at any educational institution, however, any support received in his or her first two semesters at UW-Madison does not count against this eight-semester limit.

For purposes of defining this eight-semester limit on departmental support, note that the following kinds of aid do count:

- University and Department Fellowships;
- Advanced Opportunity Fellowships (AOFs);
- teaching assistantships in History;
- project assistantships (including those held through the Ratification of the Constitution Project) in History;
- research assistantships in History; and
- any other awards funded by the University and for which the History Department nominates the student, provided that such awards carry a stipend equal to 50% of the value of a one-semester departmental fellowship.

Examples of awards that do not count:

- University-funded, department-nominated awards whose stipend or salary is less than 50% of the stipend of a one-semester departmental fellowship awarded during the same academic year;
- readerships;
- the Martha L. Edwards Scholarship;
- emergency aid;
- Vilas fellowships;
- Kohler fellowships;
- research and conference travel grants; and
- teaching and project assistantships held in other departments and programs.

Multi-Year Packages. For purposes of fulfilling multi-year support packages, all awards for which the Department or its faculty assist through nominations, recommendation letters, or the like are counted toward fulfillment of the package, provided that stipends are not less than that of a 33.33% research assistantship. Although the package may be fulfilled in the form of a TAship, numerous other sources of funding also count.

Such awards include:

- assistantships held in outside departments or on another campus in the UW system;
- fellowships from external funding agencies (such as Fulbright, Javits, Mellon, and Spencer fellowships);
- CIC fellowships;
- assistantships funded by external grants to faculty; and
- fellowships funded by external agencies but administered by UW-Madison, such as FLAS Title VI fellowships and MacArthur fellowships.

Any exceptions to these support rules are spelled out in individual award letters.

If you have any questions about which awards count as departmental support, please contact the Graduate Funding Coordinator.

Time Limits on Eligibility for Support

The Department also limits the number of years during which students are eligible to receive departmental support.

Students lose their eligibility for departmental support (other than emergency aid and conference travel support) according to the following schedule, even if they have received less than eight semesters of support.

- students who entered the program without an M.A. -- at the end of their eighth year in the program.

- students who entered the program with an M.A. -- at the end of their seventh year in the program.

Special Notes

Students who have exceeded these limits may still apply for the following forms of support:

- Teaching assistantships. Those who have exhausted their time limits on eligibility for support but have not yet received eight semesters of support will be placed on the "Ranked Reserve" list. Those who have received eight semesters of support, whether or not they have reached their time limits on support, will be placed on the "Unranked Reserve" list. For details on the TA rankings, see "Teaching Assistantships" below.

- Mosse and Curti teaching fellowships. Those who have not yet received eight semesters of support but who have exceeded their time limits on eligibility for support may apply for these teaching fellowships (for details, see "Lectureships" below). Note, however, that progress toward the degree will be taken into account in awarding the fellowships.

Note that none of these provisions supercedes the Graduate School's rule that students must complete the Ph.D. within five years of passing prelims.

The Graduate Council waives these eligibility rules only in exceptional cases, for example, because of extended illness, military service, or maternity/paternity leave. Students who have taken a formal leave of absence from the Graduate Program in History may petition the Council to have their eligibility extended. A student on a multi-year aid package may retain the package during an approved leave of absence of no more than one year (although the Graduate Council may grant waivers to this rule under exceptional circumstances).

Holding Fellowships and Assistantships Concurrently

University regulations may permit recipients of some University awards to hold a concurrent assistantship. In an effort to distribute financial support as widely as possible, however, the F&S Committee tries to arrange its nominations for University awards so that students will not hold assistantships and University awards at the same time. The Committee does not grant students who receive an assistantship any other departmental funds (except for prizes, readerships, or emergency aid) during the semester(s) in which they hold an assistantship.

Students who hold outside fellowships or grants that include both out-of-state tuition remission and a stipend are not eligible for TAships while they hold such awards.

Reporting Outside Income

University rules forbid students from receiving aid totaling more than 75% of full-time employment (in some employment situations the percentage may be higher) without permission from the Dean of Letters & Science.

Note, however, that the History Department's threshold is more stringent: students may not receive University aid totaling more than 50% of full-time employment (FTE), based on the research assistantship rate.

To help ensure that graduate students do not exceed this limit, the Department asks all of them to report any employment or financial support they receive from any University source outside the

History Department. Students may ask for permission to exceed .50 FTE (based on RA rates) by petitioning their major professor and supervising instructors, who will forward the request for action by the Graduate Council.

Students need not report to the History Department any income earned outside the University. This pertains to funding that is not being payrolled or disbursed through the University. However, we appreciate information on outside fellowships, scholarships, and awards. General information on these sources is passed on to other students, when appropriate, to let them know of possible funding available to them in their particular field of study.

Some exceptions to this rule apply to students on Multi-Year Packages. Please see the "Limits on Total Support" sub-category that refers to Multi-Year Packages on page 54.

Calculating Grade Point Averages

A student's Grade Point Average (GPA) is considered in awarding most types of financial support. The F&S Committee takes it into account in awarding fellowships, travel grants, and prizes. It is also an element in the rankings for teaching assistantships.

In the competition for fellowship, travel grants, and prizes, all grades for graduate work undertaken at the UW-Madison, whether earned in the History Department or elsewhere in the University, count in calculating the GPA.

For TAships, all grades for graduate work undertaken at the UW-Madison after the student has entered the History Department are included in the calculation, with one exception: Law School courses are included only if they are used to fulfill requirements for the Graduate Program in History.

The numerical grades given by the Law School convert to the following letter grades:

85-100 = A
83-84 = AB
77-82 = B
75-76 = BC
72-74 = C
70-72 = D
0-69 = F

Fellowships and Scholarships

Applications and Announcements

Students may apply for a variety of awards granted by University, departmental, and outside sources.

Applications for the University-wide competitions are available by early October. They may be picked up in 4217 Humanities from the Graduate Funding Coordinator or downloaded from the

History Department website. Students must submit all forms and supporting materials to the Graduate Funding Coordinator by the dates indicated on the applications.

The Graduate Program Funding Coordinator receives notices of both University and outside competitions daily and publicizes them with all due dispatch via e-mail. Some of the major notices/deadlines are also posted on bulletin boards throughout the History Department (main office; third, fourth and fifth floors).

The following is a partial list of major awards organized by type:

University Awards

The Graduate School and College of Letters and Sciences provide a limited number of fellowship awards for which students apply through the department. Students submit applications to the Graduate Funding Coordinator, who passes them to the F&S Committee. The Committee evaluates the applications and then (with one exception noted below) sends a ranked list of candidates to the appropriate fellowship committees in either the College of Letters and Science or the Graduate School.

University Fellowship: These are two-year awards that cover tuition and fees, provide a stipend ($17,570 for 2008-09), and offer enrollment in a University health insurance plan. At present there are two separate competitions, one for incoming students and the other for Ph.D. candidates who have passed their prelim exams and qualify as dissertators. For 2008-09, incoming students who have been awarded a University Fellowship also receive a $600 Vilas Welcome Award.

Marie Christine Kohler Fellowship: The Kohler Fellowship brings together twelve dissertators from a variety of fields to live at the Knapp Memorial Graduate Center, which is located very near campus (130 E. Gilman Street). The fellowship provides a free room (double occupancy) but not meals. Facilities are available for both female and male residents. The department nominates two applicants for this University-wide competition.

Advanced Opportunity Fellowship (AOF): These are one- or two-year fellowships awarded to incoming graduate students only. They cover tuition and fees, provide a stipend (rates vary), and include eligibility for health insurance benefits.

AOFs are open primarily to graduate students who belong to one of the following ethnic groups: African-Americans, Native Americans, Hispanic (Mexican Americans, Chicano/as, Puerto Ricans), Southeast Asians (Cambodian, Hmong, Laotian, Vietnamese). Also eligible are McNair students (i.e., students who participated in a McNair Program); and Wisconsin residents who are the first generation in their family to complete a bachelors degree and who participated in a TRIO Program (Upward bound, Talent Search, Educational Opportunities Centers, Student Support Services). Applicants must be citizens or permanent residents of the United States.

The Graduate School has awarded the College of Letters and Science a block grant beginning with the 2006-2007 academic year which allows the College to begin allocating and awarding their own fellowships each year. Our department was allocated 4 AOFs for 2007-08 recruitment.

Vilas Travel Fellowship: These are for dissertators and MFA students in their final year of study. In 2006, five awards of $1,500 were granted for international research travel and 200 awards of $600 were granted for conference travel and dissertation research (domestic and international).

Information and applications are available on October 1. The 2006-07 application deadline was October 31. Check the UW-Graduate Student Collborative website (http://www.gradsch.wisc.edu/education/gsc/vilas/vilasinfo.html) for up-to-date details.

FLAS Title VI: The U.S. Department of Education offers these fellowships to encourage advanced training in designated critical languages and related fields. A list of the supportable languages offered at the University of Wisconsin-Madison will be available at the International Institute Fellowships Office (328 Ingraham) if the federal government continues to fund the program. Students can pick up an application from either the Institute Office or any of the Area Studies offices. For more information see http://www.intl-institute.wisc.edu/fellow/FLAS.htm

Departmental Awards

The F&S Committee makes a variety of its own awards, drawing on a combination of University and departmental funds made available to support graduate students. Each year's Committee has discretion to decide the kinds of awards it will offer, the number available, their value, and the qualifications necessary to apply. Its decisions depend largely on the financial condition of the trust funds and on current student needs.

The Graduate Funding Coordinator notifies students of such competitions by posting announcements on departmental bulletin boards and/or sending them to students via email. Except when indicated, students submit separate applications for each fellowship.

Among departmental awards are:

Departmental Fellowship: A one-semester award providing stipends and partial tuition payment of approximately $11,296 (non-dissertator) and $8,187 (dissertator) for 2008-09 plus eligibility to enroll in a University health insurance plan. Up to four fellowships also carry non-resident tuition remissions – the number of these depends on the availability of funds and approval from the Graduate School.

Departmental Multi-Year Aid Packages: These provide three to five years of guaranteed aid to a select number of incoming graduate students. Two years are in the form of a University Fellowship (see above); the remainder may take the form of departmental fellowships, assistantships, or external fellowships.

The Martha L. Edwards Scholarship: This is an award of $1,000 funded by the American Association of University Women and the History Department. The AAUW sets the scholarship's terms. Open to all women graduate students of "recognized ability and promise," the award ordinarily goes to a dissertator to help fund her research. The recipient is selected each year from among applicants for the University Dissertator Fellowships competition. Past recipients are not eligible.

National Society of the Colonial Dames of America in the State of Wisconsin Scholarship: This award has ranged in value from $1,000 to $6,000; the Society sets its value each year. Open to graduate students writing theses or dissertations on any aspect of early American history. Each faculty member may nominate one individual to the F&S Committee, which selects the recipient(s) and notifies the local chapter. Past recipients are not eligible.

William Appleman Williams
This departmental fellowship is for graduate students working in twentieth-century United States history.

Research Travel Grants: These grants help defray the costs of dissertation research. Competitions are held twice a year for domestic travel and international travel. Students may receive two awards, but only one may be for international travel, throughout their career.

Conference Travel Grants: These grants help students attend a scholarly conference at which they will deliver a paper. These are open to all students on a first-come, first- served basis until funds run out. Students should apply to the F&S Committee, which will consider applications individually as they are received, not as part of any formal competition. The number of grants awarded depends in part on how the F&S Committee budgets its funds. These travel grants are based on travel expenses incurred by the individual and documentation is required either before or after attending the conference.

Students are eligible to receive two conference travel grants while pursuing the Ph.D. at the University of Wisconsin-Madison.

Outside Awards

The F&S Committee urges students to apply for any external awards for which they may be eligible. (As a wise person once said to a former DGS, "Don't turn it down until it's offered to you.") Our students have had considerable success in winning Fulbrights, Jacob Javits Fellowships, SSRCs, and other national fellowships, scholarships and grants.

Notices of major awards are posted on bulletin boards on third, fourth and fifth floors of the Humanities Building and sent out via email. Students can also obtain information through the Graduate School Fellowships Office, 217 Bascom and various websites.

Please see also "Graduate Program Project Assistantship" under "Project Assistantships" below.

External Opportunities Fund (EOF)

The Department of History encourages graduate students to seek outside fellowships, especially those funded by major foundations and scholarly associations. The purpose of these awards is to allow students to concentrate on their seminar work or dissertations. They enhance students' academic profiles, augment their confidence, and shorten time it takes to reach the doctoral degree. Such awards are also a major source of funding that could appreciably improve the Department's ability to support graduate education.

In order to facilitate receipt of external awards, the Department has created the External Opportunities Fund (EOF). The EOF will make it possible for graduate students to apply for such awards, and will encourage them to do so in a systematic manner. See the department website for more information and the application.

Assistantships

All teaching and project assistantships (but not research assistantships) are governed by a formal agreement between the State of Wisconsin and the Teaching Assistants Association. For full details, consult the Agreement (available in paper copy from the Graduate Program Advisor and on the TAA website).

This section describes the policies and procedures that govern assistantships in the History Department, but our students regularly hold assistantships elsewhere in the University as well. Students are encouraged to apply for assistantships outside the History Department. The UW Student Job Center, which may be reached online at http://jobcenter.wisc.edu, may be helpful for such searches.

Note that assistantships, like fellowship aid, are subject to certain limits. These include the eight-semester limit and the time limit on financial support described above. Also, according to the requirements of the College of Letters and Sciences, assistantships may be offered to students beyond their sixth year of graduate work only if their major professor certifies in writing that they are making satisfactory progress towards the degree and that the appointment will not impede their progress. The professor should address the letter to the Director of Graduate Studies and submit it to the Graduate Program Advisor.

Teaching Assistantships (TAs)

Teaching Assistants teach discussion sections in lecture courses. They normally teach 3 or 4 weekly, fifty-minute sections per semester (36% or 41% appointment respectively), depending on course enrollment and available funding.

The number of TAships available in any semester depends both on the Department's curricular needs and on available funding.

For salary purposes, under the 2006-2007 TAA Agreement currently in effect, TAs are classified in three groups:

- Regular
- Experienced
- Senior

Under the 2006-2007 Agreement between the State of Wisconsin and the Teaching Assistants' Association (still in effect at time of printing), TAships of all classifications include a waiver of tuition (but not segregated fees) and various fringe benefits such as health insurance. They also carry a stipend that depends on the percentage appointment. The pay range for 100% TAs is:

- Regular - $25,788
- Experienced - $26,802
- Senior - $30,954

Applications

The deadline for submitting applications for teaching assistantships for the following academic year is March 1. Students who miss this date may still apply to teach during Semester II; the deadline for this application is November 1.

Students apply for TAships within their own field (African, Asian, European, Latin American and Caribbean, Middle Eastern, U.S., etc). Those applying for positions in fields outside of U.S. and European are placed on the so-called non-Western list, but will only be assigned to a course in their field of study. On rare occasions, a student may receive a TAship in another field.

Selection Criteria

The Department selects TAs in a process that is quite complicated because it seeks to balance several, potentially competing needs – to ensure that all graduate students have an opportunity to gain teaching experience, to ensure that lecture courses have TAs with appropriate training, and to distribute financial support broadly among our graduate students.

TA RANKINGS

Applicants for TAships are ranked in three steps. In brief, the first step is to divide applicants by study programs. Reflecting the department's earlier administrative structure, this produces three lists of applicants: European, so-called non-Western, and U.S. The second step is to rank applicants within each of these lists according to criteria explained below. The final step is to choose applicants on the basis of their ranking within each list, but in such a way that matches the students' preparation and their preferences with the needs of specific courses.

In the second step in the rankings, applicants on each list (European, non-Western, U.S.) are divided into six categories and then ranked within some categories by specific criteria. From highest to lowest priority, the six categories and the criteria used to rank applicants within each category are:

1. Packages
This category encompasses students guaranteed support by the History Department as part of a multi-year fellowship package awarded to incoming students. Students with packages are all ranked equally regardless of GPA and number of Harrison Points (explained below).

2. Ranked
To qualify for this category, students must have received the M.A. degree.

Applicants in this category are first grouped according to the number of semesters they have held TAships in the History Department, with those having 0 semesters constituting the highest ranked group, those with 1 semester ranked second, those with 2 semesters third, and those with 3 or more semesters fourth.

Applicants within each of those groups are then divided into two categories:

- dissertators (those who have been advanced to candidacy), and
- non-dissertators (i.e., those who are post-MA but have not yet advanced to candidacy.)

with the dissertators having the higher priority.

Students are added to the dissertator list at the end of the semester in which they are advanced to candidacy, and to the non-dissertator list at the end of the semester in which they complete the M.A. For example, a student advanced to candidacy in December will be ranked as a dissertator the following spring.

Among each group of dissertators who have held TAships for the same number of semesters, students will be ranked first according to the date at which s/he was advanced to candidacy and then by GPA.

Among each group of pre-dissertators who have taught for the same number of semesters, students will be ranked first according to progress towards completing the Ph.D. degree as determined by the number of Harrison Points (see below); second, by the date of completion of the M.A.; and, third, by GPA.

Students with the same number of Harrison Points, same date of M.A. completion, and equal GPAs share the same ranking; should two (or more) such applicants compete for a single position, the supervising professor decides which student receives the TAship.

3. Pre-M.A. Ranked
Students who have not received the M.A. degree have next priority. Within this category, applicants will be ranked first by progress towards the degree as determined by the number of Harrison Points (see below), second by the number of semesters of course work completed in the History Department, and third by GPA.

4. Ranked Reserve
This comprises all students who have exhausted their eligibility to receive financial support under the Time Limits on Eligibility for Support guidelines (see above), but who have not yet received eight semesters of departmental support (as defined above). Within this category, students will be ranked first according to the date at which they were advanced to candidacy (with earlier dates ranked higher) and then by GPA.

5. Unranked Reserve
This comprises all students who have received eight semesters or more of departmental support (as defined above), whether or not they have reached the time limits on eligibility of support (see above). Within this category, applicants are unranked.

6. Additional Applicants
All other applicants (e.g., non-History Department students, History Department students whose applications were submitted after the deadline, and incoming History Department students) are given lowest priority and are unranked within the category.

HARRISON SCALE

Named after a former professor, the Harrison Scale mentioned above serves as a measure of students' progress through the program. Students gain Harrison Points for the following accomplishments:

- 1 point for each of the first two language requirements satisfied;
- 2 points for earning the M.A. degree;

- 2 points for completing the minor field; and
- 3 points for passing the Prelim Exam

Note that graduate students in Ancient history will be allowed Harrison points for the minor field when they have completed four advanced courses (graduate credit) in Latin and Greek.

SPECIAL CONSIDERATIONS

In construction of the TA rankings and in the calculation of Harrison points, several special considerations apply:

- Entering students are first eligible for the TA rankings for appointments during their second semester, provided that they file a TA application by the appropriate deadline in the previous semester.

- Students who enter the History Department from a graduate program at either a different institution or in another department at UW-Madison are ranked in the same manner as all other students, except that until they complete eight credits of course work taken after their admission to the History Graduate Program, their GPA shall be calculated as 0.0. The GPA of students entering in the Bridge Program with Afro-American Studies, however, shall be calculated on the basis of course work that they have taken in the History Graduate Program prior to their admission. Except for students who have been admitted to the Bridge Program with Afro-American Studies and who have completed at least one year of graduate study, no entering student, whether holding an M.A. degree or not, shall be ranked on the TA list during his or her first semester in the Program. Students admitted to the Bridge Program with Afro-American Studies may, upon their request, be ranked on the TA list as soon as their admission has been approved.

- Harrison Points are frozen two days before the Department makes its provisional assignments (usually toward the end of each semester). In calculating each student's Harrison points, the Graduate Program Advisor includes points that students have earned up to that date. The MA degree will be counted in the semester in which it is completed *provided that the thesis has been fully and formally approved by the entire thesis committee prior to the date selected by the JCOTA for TA selection.* Please note that Harrison points for the following accomplishments are credited in the semester following their occurrence: completion of the M.A. degree; fulfillment of a language requirement through course work; completion of the minor field; and passing prelims if they are scheduled on or after the date on which the Harrison Scale is frozen.

- Date of degree - Students with the same number of Harrison Points are ranked according to the date they advanced to candidacy or received the M.A., with earlier dates ranked higher.

- GPA - For the purposes of the TA rankings in a given semester, GPAs are calculated through the end of the previous semester. The Graduate Funding Coordinator updates students' GPAs on March 1 and November 1. Incompletes made up before each of these dates will be included in the updated calculations; students are not penalized if they complete the work before the deadline but the professor does not record the grade until afterwards. However, students do bear complete responsibility for informing the Graduate Program Advisor of any pending grade change. In such cases, GPAs will be recalculated only until the ranking is frozen two days before the Department makes it provisional assignments.

Selection Procedures

Toward the end of each semester, the Department provisionally appoints TAs for the following semester. These provisional assignments are not legal commitments; students will not receive binding contracts until the beginning of the new term. The Department makes provisional assignments based on extremely conservative budget projections, however, and entertains every expectation of honoring them. Students who receive provisional appointments are virtually guaranteed a TAship, barring a catastrophic collapse of the L&S budget.

Since applying for a TAship does not necessarily mean that a student will actually accept a position, applicants for TAships must confirm their availability with the Graduate Funding Coordinator no later than one week before the Department makes its provisional assignments. Students who fail to do so are assumed to be unavailable and will not be considered for the first round of provisional assignments.

Any student who was unavailable (for whatever reason) when the Department made provisional assignments may subsequently declare her/his availability and will be eligible for other positions that may open before the new semester begins.

Students offered a provisional assignment may later withdraw their availability without penalty until the Monday of the week before classes begin. If they withdraw after that date, they may be charged with having received a semester of departmental support. Everyone – other graduate students, the supervising faculty, and the Graduate Funding Coordinator – appreciates receiving prompt written notice of a student's decision to decline a TAship so that we may inform another student of the vacancy.

At the meetings in which provisional appointments are made, faculty choose their TAs by selecting the most highly ranked of the available applicants, moving down the list until all positions are filled. The Department generally does not award TAships to lower-ranked applicants until all higher-ranked students have received positions, but the following considerations are taken into account:

- TA appointments are contingent upon the appointee's having appropriate course work or teaching experience relevant to course in which the appointment is made. Judgment about a student's qualifications to teach a course rests with the course instructor, who must, however, justify his or her decision on the basis of the student's academic record and past performance as a TA.

- TA positions often open up between semesters, as students decline offers of TAships or as new budget lines become available. These positions are filled by taking available applicants in ranked order, beginning with the highest ranked applicant who has not yet received a position. In this selection as well, appointments depend, as noted above, on the student having appropriate expertise or relevant teaching experience.

International Students who are not native English speakers must take the SPEAK Test if they wish to be considered for teaching assistantships. The SPEAK Test is the institutional version of the Test of Spoken English (TSE), which is administered by ETS. The SPEAK test measures oral proficiency and is available ONLY to students holding or under consideration for a teaching assistantship. UW Madison SPEAK Test information and test dates can be found at:
http://mendota.english.wisc.edu/~ESL/speak.htm.

Reappointment

Students with multi-year support packages receive TAships or other forms of support for as many semesters as their package allows. All other students receive TAships on a semester-by-semester basis, depending on their ranking and the number of positions available.

For all students, those with packages included, reappointment as a TA depends upon both maintaining satisfactory progress in the graduate program and receiving satisfactory teaching evaluations.

Evaluation of TAs

The task of evaluating the performance of TAs falls to the Joint Committee on Teaching Assistants (JCOTA), composed of four faculty members, three graduate students elected by their peers, and the Graduate Program Advisor.

The Committee conducts two evaluations each semester, using standardized questionnaires to query undergraduates about the performance of their TAs. The first evaluation occurs during the sixth or seventh week of the term and covers all TAs who are either teaching for the first time in our department or who have scored an "unsatisfactory" on their final evaluation during their most recent semester of teaching. The second takes place towards the end of the term and includes all TAs.

In addition, faculty supervising first time TAs visit one or more of a TA's sections and write letters of evaluation at the end of the semester. Faculty supervising TAs who undergo only the final evaluation visit their TAs at least once during the term.

The evaluation forms ask undergraduates to rate various aspects of their TA's performance on a scale from 1 (lowest) to 5 (highest). The History Department defines satisfactory and unsatisfactory performance in terms of this scale. On the sixth or seventh-week evaluation, a score of 3.5 or better on the question rating the TA's overall effectiveness defines a satisfactory performance, while a score below 3.5 designates an unsatisfactory one. On the final evaluation, a score of 3.5 on the mean of all questions relating to TA performance defines a satisfactory performance, while a score below 3.5 designates an unsatisfactory one.

If a problem with a TA's performance is identified by either an unsatisfactory score on the evaluations, a detailed expression of concern on the part of the TA's supervising professor, or the Joint Committee, then the chair of JCOTA takes one of two steps:

- appoints a three-person review committee, consisting of two faculty members (other than the student's supervising professor, major professor, or advisor) and a former TA, to visit the TA's sections. The review committee, with approval of the JCOTA chair, writes a report to the TA, offering advice to improve the TA's performance and recommending remedial action if necessary, or

- takes other appropriate action upon the advice of the JCOTA in consultation with the course instructor.

If a TA scores an "unsatisfactory" on the final evaluation, as noted above, he or she will be evaluated during the sixth or seventh week of his or her next semester as a TA. If the result of this evaluation

is another "unsatisfactory," the chair of JCOTA will ask the Graduate Council to constitute a second review committee to review the TA's performance. This committee recommends to the Council whether the student should be allowed to continue teaching or should lose all future eligibility to hold a TAship in the History Department. The Council reports the decision to the Department's Executive Committee, which makes the final determination.

In cases of extreme dereliction of duty or unacceptable behavior in the classroom, a TA may lose his/her eligibility to hold future TAships after one semester.

Other Assistantships

Project Assistantships

A project assistant (PA) works on a professor's specific research project. Duties and requirements vary according to the particular position. Duties may include filing, writing research abstracts, and compiling bibliographies, while requirements may include specific language, historical field, or computer skills.

Under the May, 2006-June 2007 Agreement between the State of Wisconsin and the Teaching Assistants' Association, PAships offer various fringe benefits such as health insurance, include a waiver of tuition (but not segregated fees), and provide a salary based on the full-time annual rate of $32,901.

The Department lists vacant positions on its bulletin boards and via email; interested persons should contact the supervising professor for more information about the particular vacancy and the requirements.

Research Assistantships

Similar in availability, remuneration, and eligibility to PAships, research assistantships (RAs) differ only in that both the professor and the RA work in the same area of research (i.e., on a mutual project). These positions are not covered by the State of Wisconsin/TAA Agreement. They are more commonly available in the sciences than in the humanities.

Readers (PA/Graders)

Readers are assigned to smaller lecture courses where they grade papers, exams, and other course work. They do not instruct students and do not ordinarily attend class, although in exceptional circumstances the supervising professor may request additional funds to allow the reader to audit lectures.

Under the May 2006-June 2007 Agreement between the State of Wisconsin and the Teaching Assistants' Association, readers are paid on an hourly basis ($14.35 for Summer 2008) and do not receive benefits.

All graduate students are eligible for readerships. The Graduate Program Advisor posts the list of courses that may eventually need readers. The final number of positions depends upon the number of professors who submit requests for readers and on the availability of funding. To be eligible for a

reader, classes must ordinarily have at least 40 enrolled students. Students should contact the individual professors, who may hire whomever they deem best suited for the position.

Lectureships

The History Department occasionally hires advanced graduate students to teach courses in their particular field of expertise. Lectureships are of two kinds: named replacement lectureships and teaching fellowships (described below).

The number of replacement lectureships available in any semester depends on two factors:

- the Department's needs, e.g., to replace faculty who will be on research leave or to fill other gaps in our course offering, and
- the size of the replacement lecturer budget allocated by the Department or to the Department by the Dean.

Qualifications for each position vary, as does the salary. The Department advertises such positions on departmental bulletin boards and via email. Ad hoc search committees appointed by the Associate Chair make the selection for each position.

In addition to replacement lectureships, the Department is also pleased to be able to offer two teaching fellowships, supported by generous donors.

Merle Curti Graduate Lectureship

Established by the History Department to honor Professor Merle Eugene Curti, a scholar of American history and a Pulitzer-Prize winning author, this is a one-semester lectureship that is awarded once every two years (finances permitting). The competition is open to all fields of study. The next competition will take place in Spring 2010, for an appointment in Spring 2011.

Candidates must be advanced graduate students in the History Department who either are within two semesters of completing their dissertation, or both received their Ph.D. in the academic year previous to the one in which they will hold the lectureship and lack regular professional employment. The Curti Graduate Lecturer teaches a course that she or he devises; applicants must submit both a brief outline of the proposed course and a reading list.

In 2006-07, the position carried a minimum salary of $5,253, fringe benefits, and a $300 research stipend. The recipient (whether non-resident or resident) pays in-state tuition and segregated fees.

Note that the time limits on eligibility for departmental support do not apply to the Merle Curti Graduate Lectureship. In making the award, however, the F&S Committee takes into account progress toward the degree as well as the applicant's overall academic record and prior performance as a teaching assistant.

George L. Mosse Teaching Fellow in European History

Established by the History Department to honor Professor George L. Mosse, an internationally renowned European cultural historian, these one-semester lectureships are awarded as funds become available. The next competition will take place in Spring 2009 for courses to be taught in Fall 2009 and Spring 2010.

The awards are granted to outstanding graduate students in the History Department who are advanced ABDs (within a semester or two of completing the dissertation). Each lecturer teaches a course in European history that she or he devises; applicants must submit both a brief outline of the proposed course and a reading list.

In 2008-09, the position has a minimum salary of $6,559. It carries fringe benefits and covers tuition and segregated fees.

Note that the time limits on eligibility for support do not apply to the Mosse Teaching Fellowship. In making the award, however, the F&S Committee takes into account the applicant's progress toward the degree as well as her or his overall academic record and prior performance as a teaching assistant.

George L. Mosse Advanced Dissertator Lectureship in Jewish History

This opportunity consists of a one-semester project assistantship (under the guidance of an appropriate faculty member) to create a course in some aspect of Jewish history and a one-semester appointment as a lecturer to offer the course. The Mosse Advanced Dissertator Lectureship will be offered as funds become available.

Other Sources of Financial Aid

Student Employment

Many opportunities exist for graduate students to find part-time employment with the History Department, in other departments in the University, at the Wisconsin Historical Society, and with individual professors on an *ad hoc* basis.

The best way to find such employment is through the federally sponsored Work-Study Program, which helps subsidize student employment, although students may also ask professors on their own initiative. The Office of Student Financial Services, 432 North Murray Street, has information about both this program and related job openings on campus.

Jobs are also posted on their website located at http://jobcenter.wisc.edu.

Loans

The History Department does not make loans. However, students may apply for selected loans through the office of Student Financial Aid.

Emergency Aid

The History Department makes one-time grants of up to $600 to help with exceptional and unexpected expenses.

To qualify for emergency aid, applicants must face exceptional and usually unexpected expenses that they cannot meet out of available resources, expenses incurred in confronting a situation that either jeopardizes their ability to work effectively (i.e., to maintain satisfactory progress towards the degree), or that threatens to keep them out of school entirely.

The F&S Committee considers each case individually and makes appropriate awards until funds run out. Students are usually required to have submitted applications for fellowships and TAships.

Limited funds for emergency situations are also available through the Dean of Students Office, 75 Bascom Hall. The maximum available is usually $300.

Prizes

The Department recognizes outstanding achievement by graduate students in the areas of scholarship, teaching, and service, celebrating these performances at the department reception in the spring.

Graduate Seminar Essay Prize

$150 for the best seminar essay. M.A. theses and dissertation chapters are excluded, although the essay may ultimately comprise part of a thesis or dissertation. Professors who have taught seminars during the previous calendar year may each nominate one student. Because the essays may focus on either research in primary sources or on historiographic analysis, two awards (one per category) may be given in the same year. The F&S Committee selects the winner.

Baensch Award in History

Established in honor of Judge and Mrs. Emil Baensch of Sheboygan, the award provides cash prizes for "excellence in preparing theses or essays on some aspect of Wisconsin history." History Department graduate students as well as graduate students in other departments are eligible for nomination, provided that non-History Department students are nominated by a History Department faculty member. In 2007-08 the F&S Committee invited nominations of Ph.D. dissertations and Master's theses. The level and amount of future awards will be determined by the F&S Committee and by the availability of funds. Faculty members may make one nomination in each category.

Schrag Prize in German Jewish History

The prize honors the memory of Paul J. Schrag, who was an eloquent witness to the experiences of German Jewry in the twentieth century. A prize of $200 will be awarded for the best graduate research paper on German Jewish history. Students may submit their own papers or faculty can nominate papers. It is at the discretion of the F&S Committee, in consultation with Prof. David Sorkin, as to whether or not a recipient is named.

Citation for Distinguished Service as a TA

This prize of $100 is awarded to as many as three individuals who have taught for at least two semesters (not necessarily consecutively) and who have scored exceptionally well on both student and faculty evaluations. If more than one TA receives an award, the winners must come from at least two different fields. Students need not be teaching when nominated, but they must still be currently enrolled as graduate students. The faculty and staff members of the Joint Committee on Teaching Assistants choose the award winners and also nominate departmental candidates for the L&S Teaching Fellows competition.

Early Excellence in Teaching Award
Innovation in Teaching Award
Capstone PhD Teaching Award
Exceptional Service Award

Meritorious Service Citation

This award honors a graduate student who has served the History Department above and beyond her or his normal duties, which may include but are not limited to teaching. Any member of the department – faculty, graduate students, or staff – may nominate a student for this award. The F&S Committee selects the winner. Awards may range from $50 to $100.

X. Professional Development Workshops

Throughout the year, the graduate program sponsors various workshops intended to help students negotiate specific milestones of graduate school and to assist them in preparing for and going on the job market as they near completion of the PhD. These workshops include:

Job Letter/CV workshop - This workshop is for students who are on the job market. It provides instruction on how to write a CV and assistance in job letters for academic institutions. The workshop is designed for all levels: ranging from first-year students writing CV's for on campus positions to advanced dissertators on the market for tenure track openings. (September and May)

Dissertator workshop - This workshop discusses the final stages of the dissertation from the final writing stages to the defense and finally the deposit with the Graduate School. (October and March)

Funding workshop - This workshop is designed to familiarize students with the range of fellowship opportunities as well as how to obtain employment both within and outside the History Department. (October and March)

Job interview workshop - This workshop provides students actively seeking employment with the chance to participate in a mock job interview with History Department faculty. Students may participate as mock interview candidates or come and observe the process. (December)

MA/Prelim workshop - This workshop offers a discussion about the various requirements for the MA and the preliminary examinations: how to assemble committees, what are reading lists, graduate school requirements, and so much more. (October and March)

On-Campus job interview workshop - This workshop helps candidates as they prepare for possible AHA (and other history conference) interviews. Department faculty will speak about their experiences as members of department search committees. (January or February)

On-the-Job-Market interview workshop - Graduating dissertators who have successfully secured employment for the coming year will share their experiences of how to prepare for the job market and the myriad of tasks that is involved in marketing themselves as professional historians. (April)

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