Graduate Handbook 2011-2012

Department of History
University of Wisconsin-Madison

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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 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, Carrie Tobin, and Christine Lamberson. You should also feel free to take your concerns or questions to Professor Florencia Mallon as Department Chair and to Professor Sarah Thal 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,

Laird Boswell

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KEY TERMS:

Advisor, Major Advisor, Major Professor
These terms are used interchangeably. See the section on "Your Faculty Advisor" on p. 4.

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 the preliminary examination.

Dissertator
A student who has received the M.A. degree, completed the language and minor field requirements, and passed the 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. Students are rarely admitted to the History Graduate Program for a Masters degree only.

Although most of our students enter as M.A. 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, please see Section VII – "Other Degree Options," p. 41-43).

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.

The eleven study fields offered by the Department of History are:

- African History
- Central Asian History
- Comparative World History
- East Asian History
- European History
- Gender & Women's History
- Latin American & 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 ***http://grad.wisc.edu/catalog/***. 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 is considered completed. Prelims signal formal admission to candidacy for the doctorate.

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.

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 Laird Boswell** currently serves as DGS.

The DGS chairs the **Graduate Council**, which has overall responsibility for the graduate program and curriculum. The Graduate Council meets at least once a 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 the Director of Graduate Studies and five additional professors, three elected graduate student representatives, the Graduate Program Coordinator, the Graduate Admissions and Funding Coordinator, and the Graduate Program Assistant.

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

1) **The Fellowships and Scholarships Committee (F & S Committee)**, a subcommittee of the Graduate Council, chaired by the Director of Graduate Studies, has principal responsibility for awarding fellowships and prizes. It is composed of three faculty members from the Graduate Council and the Graduate Funding Coordinator.
2) **The Joint Committee on Teaching Assistants (JCOTA)** supervises the hiring, training, ongoing professional development, and 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), the Graduate Program Project Assistant, and the Graduate Program Coordinator. **Professor William J. Reese** currently chairs JCOTA.

3) **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.
4) **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. It also works 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 committee also works to integrate diversity into the Department curriculum at all levels. The committee consists of at least one faculty 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-year term.

Graduate students contribute to departmental and graduate program operations through service on the following committees:

- Graduate Council
- Joint Committee on Teaching Assistants
- Harassment and Discrimination Committee
- Graduate Council Funding Committee
- Graduate Student-Faculty Liaison Committee
- Joint Committee on Diversity
- Lecture Committee
- Undergraduate Council

For additional information on these committees, please visit ***http://history.wisc.edu/graduate/councilandcommittees.htm***.

The election of graduate students to these bodies, announced and supervised by the DGS and the Graduate Program Coordinator, occurs at the beginning of each academic year. If you are interested in serving on any of these committees, see the DGS or the Graduate Program Coordinator. To see the current roster of students on committees, check the Graduate section of the department's Web site at ***http://history.wisc.edu/graduate/councilandcommittees.htm***.

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

- **Graduate Program Coordinator, 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 Coordinator 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.
- **Graduate Program Assistant, Carrie Tobin,** coordinates all TA evaluations, maintains student files, and assists with program workshops and events. She is also the support person for the Graduate Council and the rest of the graduate program staff.
- **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 History Department Receptionist, Amy Schultz**, handles seminar room reservations, the checking out and return of all AV equipment, the distribution of blue books for exams, and office supplies. She also facilitates the registration process to audit undergraduate courses.

- **The History Department Graduate Program Project Assistant** assists the graduate program staff on a variety of projects designed to enhance the graduate program, particularly regarding recruitment and retention, TA trainings, and diversity trainings. **Christine Lamberson** currently holds this position.

Need More Information?

In a program as large as ours, it is easy for outdated or incorrect information to circulate. Please talk to the Graduate Program staff if you have any questions or concerns.

Also . . .

For Graduate Council agendas and minutes, or to see who serves on the Graduate Council this year, visit the department's Web site at ***http://history.wisc.edu/graduate/council/gradcouncil.htm***.

Your Faculty Advisor

In addition to the Graduate Program Coordinator, who serves as a technical advisor for all graduate students, each student has a faculty advisor, or major professor, who counsels the student on the academic aspects 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 research interests become clearer. Students entering through the Bridge Program or a joint degree program should consult Section VII (p.41-43) for details on the dual-advisor structures of those programs.

When the student's major professor anticipates being on leave and not available in Madison, students should coordinate with their major professor to arrange an interim advisor. Also, during such periods, students should maintain especially close communication with the Graduate Program Coordinator.

Change of Advisor

Students may change advisors <u>within their study program</u> by securing the approval of the new major professor and the Graduate Council. To change <u>to a different study program,</u> however, students must apply formally for admission to the new program and must be admitted through the regular admissions process. See the Graduate Program Coordinator 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 for the Ph.D. (including those taken for the M.A.). 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.

Each semester, graduate students must register for a minimum number of credits. Pre-dissertators ordinarily register for a minimum of 9 credits each semester. Pre-dissertators who are employed as teaching assistants, project assistants, or readers may enroll for 6 credits with 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 required for funding reasons).

International Students

International students should take special care to consult each semester with the Graduate Program Coordinator and International Student Services office to verify that they are enrolled for the number of credits necessary to maintain their visa status. Please visit ***http://iss.wisc.edu/*** for additional information.

Student Loans

Students who have loans should check with the lending agent through the Office of Student Financial Aid (***http://www.finaid.wisc.edu/***) to make sure that they have registered for the correct number of credits. Their rules may differ from those listed in the *Handbook*.

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 course numbers, although the U.S. 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 seminars 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 History 990 credits 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 may substitute another 3-credit 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," Section II, p. 10-17).

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 4 credits in the *Timetable*, graduate students take them for 3 credits only and do not participate in undergraduate discussion sections. They

may be taken for both major and minor credits. 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," Section II, p. 10-17).

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 at a time and the student automatically returns 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. Per Graduate School policy, a dissertator within 4 semesters of completion who takes a leave of absence will incur a substantial financial penalty. See the Graduate Program Coordinator for details.

Satisfactory Progress

As students advance through the graduate program, they 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 sets target dates for the completion of the milestones in the graduate program.

Definition of Satisfactory Progress

"Satisfactory progress" is measured in several ways, 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. Pre-dissertators who are employed as teaching assistants, project assistants, or readers may enroll for 6 credits with no special permission needed. Dissertators must enroll for 3 credits.
2) **Incompletes**
   At no time may a graduate student have more than 6 credits of "Incompletes" on his or her 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," Section II, p. 10-17 for details.) All candidates for a terminal M.A. must complete the degree within three years of entering the program.

The Preliminary Examination – Time limits for taking prelims vary somewhat by program. (See "The Preliminary Examination," Section V, p. 29-36 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 Coordinator 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 five years after passing the preliminary exam or the prelims may 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. 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 Coordinator. 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 the History Department Administrator, **Maggie Brandenburg**, and on the department Web site at ***http://history.wisc.edu/generalinfo/harassment.pdf***.

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.

These general requirements apply to all programs. See Section III – "Ph.D. Language Requirements," (p. 19-21) for requirements that are specific to the individual programs.

Credits

The Graduate School 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.

In some restricted cases, and with advisor approval, students are permitted to use work done at other institutions toward their M.A. course requirements. Students should see the Graduate Program Coordinator for information on how to apply for such credit.

Language Requirements

The programs in Comparative World History, U.S. History, and the U.S. 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" (p. 10-17) 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 M.A. in Afro-American Studies. (Students are encouraged to take additional history courses in Afro-American Studies at the 600+ level).

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. In the case of a terminal Masters, some programs may allow the thesis to be waived. Students are required to deposit the thesis in Memorial Library. (For more information, please visit ***http://www.grad.wisc.edu/education/completedegree/mguide.html***).

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 Coordinator, 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 Coordinator 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" for Incomplete or "P" for Progress) from her or his record and if the Graduate Program Coordinator 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. The M.A. committee 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 an 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 advisor must evaluate and approve the student's prior work and file the appropriate paperwork with the Graduate Program Coordinator.

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 three-member 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 three-member 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 students who wish to enter the Ph.D. program or the in Comparative World History (CWH) or any of the other Ph.D. programs in the department.

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 (appointed annually by the Department Chair). 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.

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 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 Coordinator.

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 three-member 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 (Proseminar in Modern European History) 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 three-member M.A. committee administers a one-hour Master's oral examination on the completed thesis or essay.

Medieval European History

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 the 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 submit either an M.A. thesis or a research paper judged by the student's three-member M.A. committee to be of publishable quality.

Students should present the thesis or research paper no later than the fourth semester. The student's M.A. committee administers a one-hour Master's oral examination on the completed thesis or research paper.

Note: 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

The Program in Gender and Women's History incorporates geographical sub-fields in U.S. history, European history, and Latin American and Caribbean history. Students in this program are expected to meet the M.A. 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 M.A. and which may be deferred to their post-M.A. coursework.

United States History: Students are required to take History 936 and History 937.

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 within the LACIS minor that focus on women and gender.

European History: Students are required to take, audit, or teach (as a TA or lecturer) 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 M.A. 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 three-member 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 three-member 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 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 three-member 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, although courses taken in a non-Western language may legitimately increase the time required. A three-member 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. For a terminal M.A., the minimum of 24 credits is required.

Language Requirement
None.

Courses
For the M.A., the required 18 credits in U.S. history must include:

- Three credits in a required core seminar (900) to be taken in the fall semester of the first year.
- 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. A seminar can only fulfill one breadth category.
- Six credits of History 990 (or 3 credits of 902 followed by 3 credits of 990) for the M.A. paper.

For a terminal M.A., the 24 required credits must include the 18 credits detailed above plus an additional 6 credits (700-level or above) in history seminars. These may be in U.S., non-U.S., or gender and women's history.

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.

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 pages). Customarily written in the third and fourth semesters of residence, the paper will be read by a three-member committee. 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. 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:

1) **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 "Bs" 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 Coordinator certifies that students have met Ph.D. language requirements by course achievement.
2) **By Examination**
   Students may obtain certification by: a) passing proficiency examinations (i.e., outside the realm of a course) offered by the relevant language departments of the University or administered by UW-Extension; or b) other arrangements approved by the major professor and the Graduate Council.
3) **Methodology Option**
   In some programs, students may take 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; one of the two others must be 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 by areas of study.

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, except:
- A minimum of two years of modern Chinese language study (or its equivalent);
- A minimum of two 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
Usually two languages are required, depending on the specific area of concentration. For additional details, consult your major professor.

British History
Two languages are required. 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 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 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 a European, an Asian, or a second Southeast Asian language. With the written consent of the faculty adviser, students may take the Methodology Option (see p. 19) in lieu of the second language.

United States History

Reading knowledge of two languages is required. With the major professor's approval, students may take the Methodology Option (see p. 19) 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 beginning course work for the minor, the student should consult with the major professor and minor advisor (if required) on an appropriate course of study and file a "Minor Agreement" form (***http://history.wisc.edu/generalinfo/forms/minorformajors-0210.pdf***) with the History Department's Graduate Program Coordinator. 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:

1) **External**
   This minor is composed of 10-12 credits taken in a single outside department 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; students must meet the rules the outside department has set for the Ph.D. minor.
2) **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 & the British Empire
   - History of Education
   - Program in Gender and Women's History
   - Latin American & 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 use up to 3 credits of History 999 (Independent Work), provided that they produce at least 15 pages of written work.
3) **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.

M.A. Work at Other Institutions

In some restricted cases, and with advisor approval, students are permitted to use work done at other institutions toward their M.A. course requirements. Students should see the Graduate Program Coordinator 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. (It is a requirement for advancing to doctoral candidacy, however). 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

External, Internal, or 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, 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 additional courses and to begin the paper while enrolled in the additional courses.

Students from other departments seeking a minor in CWH may satisfy the requirements 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

External, Internal, or Distributive.

The Internal minor is comprised of 12 credits of graduate-level training in an historical field other than East Asia. The specific courses are selected in consultation with the major professor. The External minor requires 12 credits of graduate-level work in a department other than History. The Distributive minor requires 12 credits of graduate-level work in two or more departments. For the External and Distributive minors, students normally take courses in two or more 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 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 departments);
- Medieval comparative literature (in Comparative Literature, French & Italian, Spanish and Portuguese, or German departments);
- Statistics and quantitative methods; or
- Economics, sociology, or anthropology.

Other European Fields

External, Internal, or Distributive.

Program in Gender and Women's History

United States History and European History: External, Internal, or 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:

- Six 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
- Twelve 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

External, Internal, or Distributive.

South Asian History

External, Internal, or Distributive.

Southeast Asian History

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

- Nine credits of graduate-level training in a historical field other than Southeast Asia, and three credits of graduate training in any department; or
- Six 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

External, Internal, or Distributive.

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 Coordinator 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.

Please see ***http://history.wisc.edu/generalinfo/forms/minorfornonmajors.pdf*** for the "Minor Agreement for Non-History Majors" form.

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:

- Six credits in methodology taken entirely outside the History Department, or
- Three credits outside the Department plus 3 credits of History 795; and
- Six credits in substantive content courses in other departments.

Certification in Quantitative Social Science Methodology

Certification requires, in addition to completion of the minor in quantitative social science methodology:

- One methods or theory course in the History Department (ordinarily History 703);
- Attendance for one or more credits in a one-semester Department workshop on quantitative history; and
- Certification by a faculty committee appointed by the Department Chair.

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.

V. The Preliminary Examination

The preliminary examination tests students' mastery of their chosen areas of specialization. Once a student has passed prelims and completed all other requirements, he or she will be considered for admission to candidacy for the doctorate, based on the totality of his or her graduate record.

General Information

Preliminary Exam Requirements

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 the language requirements; and
- complete course work for the minor field.

Those students in U.S. history 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 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 Coordinator for additional details.

European History
Students in European history (except Ancient) 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.

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 take the preliminary examination during their fourth semester in the program.

Declaration of Intent

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

Dates of Administration

Most preliminary examinations take place in November and April. 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. The September exams are used only if absolutely necessary (e.g., absences from Madison).

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

Evaluation of Preliminary Exams

Each program administers its own preliminary examinations. 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 doctoral candidacy. 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:

1) 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.
2) A detailed teaching syllabus for a one-semester introductory undergraduate survey course on either Africa to 1870 or Africa since 1870.
3) 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 the deadline, and answers to each should be no more than 2,500 words.
4) A two-hour oral examination covering the candidate's main field, the dissertation proposal, the syllabus, and the take-home examination.

Candidates must complete parts 1 and 2 (the dissertation proposal and teaching syllabus) and submit them to the Graduate Program Coordinator prior to taking parts 3 and 4, which they will take during the Department's normal April or November period.

Central Asian History

Contact the Graduate Program Coordinator for information.

Comparative World History

For full details, see the Graduate Program Coordinator. 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:

1) An approximately 20-page dissertation 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.
2) 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 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.
3) A two-hour oral examination on the three fields of history covered in the student's written examination, using the dissertation essay 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:

1) 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 2,500 words.
2) 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. In advance of the exam period, students should consult their advisors to determine the teaching field.
3) A two-hour oral examination covering the 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 oral exam should be held at least one week after the written exam deadline.
4) 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
37) 20th-Century Europe

British History
Students must choose four fields, including at least two British from among the fields numbered 24-27 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.

Note: 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 must take one thematic field in U.S. 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 Coordinator 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.
- 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. A dissertation prospectus is not required.

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 10-day take-home written examination with an 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/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/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 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.

The Oral Examination

The culmination of Part I is an oral examination, which must take place 7-14 days after the deadline for submitting the essays and the syllabus. The four-member 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 "pass"/"fail". 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 15 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 one to two hour meeting need not be simultaneous with the oral examination in Part I nor even in the same semester. The student advances to candidacy only after the preliminary exams have been passed and the prospectus committee has approved the dissertation proposal.

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.

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.

Composition of Ph.D. Committee

The student and the major professor are responsible for the composition of the Ph.D. committee. The committee must be comprised of at least five people. Two of the five must be History faculty (the advisor and one other); at least one member must be a UW-Madison faculty member from another department. One of the remaining two members may be a "qualified outsider," as determined by the student's major professor (e.g., a professor from another university or a person with expertise relevant to the dissertation).

Emeriti faculty may serve on Ph.D. committees as long as they are not the major professor. In some cases the Graduate School will permit emeriti faculty to serve as the major professor on a doctoral committee. See the Graduate Program Coordinator for more information.

Register Your Topic

At the beginning of their research, students should register their topic via the Graduate Program Coordinator with the American Historical Association (AHA). This is to give public notice that you are working on the 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 Coordinator apprised of the working title of your dissertation, so that she may keep your information current on our Web site.

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
    c) Conclusion

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 the 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.

Deadlines

The committee should approve the final draft at least one month before commencement to ensure that the student earns the degree that semester.

The student must defend and deposit the dissertation before the last Friday of the semester in order to have the degree recorded as received in that semester. See the Graduate Program Coordinator for additional details.

Oral Examination

This is commonly known as the "dissertation defense." Candidates defend the dissertation after:
1) receiving approval to proceed from their three readers;
2) satisfying all other requirements for the degree; and
3) 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 five-member 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 Graduate Program Coordinator schedules the examination, notifies the committee, and obtains the necessary forms from the Graduate School. Students should work closely with the Graduate Program Coordinator 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 re-admitted to candidacy.

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.

The Graduate School Review/Depositing the Dissertation

The Graduate School issues strict guidelines regarding the dissertation format. Failure to closely follow the Graduate School's rules on formatting and instructions for deposit may delay your degree. To insure that the dissertation is formatted properly, students should see the Graduate Program Coordinator 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***.

Dissertators must supply one copy of the entire dissertation along with a signed abstract and three additional copies of the Title Page 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 School Web site at ***www.grad.wisc.edu/education/completedegree/ddd.html*** for format specifications.

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, as outlined on the Graduate School Web site at ***http://www.grad.wisc.edu/education/completedegree/ddd.html.***

Upon successful completion of the final review, 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.

Commencement

Students need not attend commencement, but any student wishing to attend must notify the Graduate Program Coordinator (in early March for Spring or early October for Fall) and order a cap and gown from the University Bookstore (711 State Street, Madison, WI 53703; 608-257-3784).

Graduates are normally accompanied by a faculty escort. If the major professor is not able to serve as escort, other dissertation committee members or department faculty may serve. 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.

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

Students may apply simultaneously to the two programs or may apply to the History Department after they begin their program in Afro-American Studies, usually in the fall of the 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 admitted to the Department of History, Bridge students 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 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 some of these requirements 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 AAS 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.

Bridge students 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 and meet with the Graduate School's Degree Coordinator. After completing the M.A. degree in History, History of Science, or an alternative field approved by the Joint Committee, the student applies to the Joint Committee for admission. Please visit ***http://history.wisc.edu/generalinfo/forms/joint_phd_form_in_history.pdf*** to complete the "Joint Ph.D. in History and History of Science Approval" form.

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 are not required to complete 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 additional details, see the Graduate Program Coordinator.

Joint Degree in Educational Policy Studies

The History Department participates in the interdisciplinary joint Ph.D. offered through the Department of Educational Policy Studies (EPS). A student interested in this degree should enter graduate school through the Department of Educational Policy Studies. No later than the beginning of the second year, the student is required to consult with the Graduate School's Degree Coordinator and to draw up a memorandum to the Graduate School indicating that intention. The memorandum should list 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 Coordinator. 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

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 students approach the completion of the dissertation, they should confer closely with their major advisors 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.

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 speak about and provide feedback for interested students who are on the job market. This workshop is offered once a year.

On the Market 101 Workshop Series: The graduate program offers a series of opportunities to practice for AHA and on-campus interviews, as well as mock job-talk sessions. They are opened to a limited number of students anticipating fall hires.

Letters of Recommendation/Placement File

The **UW-Madison Career Services,** in partnership with Interfolio, Inc., provides an entirely Web-based reference letter service. Through the Web site, students can set up their electronic portfolios and access them 24/7 from any location. The electronic portfolio provides an easy and efficient way to collect, manage, and deliver academic letters of recommendation and other documents for employment and fellowship opportunities. The link to this Web site is ***http://www.lssaa.wisc.edu/careers/faculty/interfolio.html***.

In addition, the School of Education provides portfolio services for letters of recommendation. Visit their Web site at ***http://portfolios.education.wisc.edu/***.

Initial Placements

Graduating History Ph.D.s in 2010-2011 secured the following positions:

- **Goldberg, Mark** – University of Houston, (Houston, Texas); U.S. History (Assistant Professor, Tenure Track)
- **Greer, Brenna** – Wellesley University (Wellesley, Massachusetts); U.S. History (Assistant Professor, Tenure Track)
- **Hardin, Sarah** – Smith College (Northampton, Massachusetts); African History (One-year Post Doc)
- **McGee, Holly** – University of Cincinnati (Cincinnati, Ohio); African History (One-year Visiting Assistant Professor)
- **Mink, Nik** – Knox College, (Galesburg, Illinois); U.S. History (Assistant Professor, Tenure Track)
- **Ryan, Carolyne** – University of Wyoming (Laramie, Wyoming); Latin American History (Assistant Professor, Tenure Track)
- **Woodhouse, Keith** – University of Southern California (Los Angeles, California) & Huntington Library (Pasadena, California) (Joint Post Doc)

IX. Financial Support

Introduction

Financial support through UW-Madison or the History Department comes in several forms: fellowships, teaching or project assistantships, travel grants, and prizes. For more information, please see the Funding section of our Web site at ***http://history.wisc.edu/graduate/funding.htm***.

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 Coordinator, 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 Coordinator, 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 the Graduate Program Coordinator, 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. 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:

- **November 1** – TA Application for Spring term (for those who did not file an application the previous March for the academic year)
- **March 1** – TA Application for the upcoming academic year

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 Program Coordinator 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. p. 6-7).

Ten-Semester Limit on Departmental Support

The Department shall limit support from Departmental sources (TAs, PAs, RAs, and Department Fellowships) and University Fellowships to 10 semesters. Students entering with an approved History M.A. from another program or institution shall be limited to 8 semesters.

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

- All support from the History department sources, including the various Mosse programs, and TAs, RAs, and PAs in the department.
- University Fellowships, including AOF and other awards by UW or that the History department nominates that carry 50% of one semester department fellowships.

Examples of awards that **do not count**:

- Support outside History department sources such as TAs, RAs, and PAs in other departments and fellowships from outside sources, including those for which UW exercises only a nominating function (Fulbrights, DAADs, ACLS, SSRC, IREX, FLAS, Javits, and similar grants).
- UW-funded grants that carry less than 50% of one semester fellowship, including the Martha L. Edwards Scholarship, Vilas Fellowship, and Marie Christine Kohler/Knapp House Fellowship.
- Travel grants.
- Emergency aid.

Multi-Year Packages

Multi-year packages provide up to five years of guaranteed aid to a select number of incoming graduate students. Two years are in the form of a University Fellowship; the remainder may take the form of departmental fellowships, assistantships, or external fellowships.

The following awards **count** toward the multi-year commitment:

- All awards for which the department or its faculty assist through nominations, recommendation letters, or the like are counted, provided that stipends are not less than a 33.33% appointment, including funds from the outside sources (Fulbright, Javits, Mellon, Spencer, FLAS, MacArthur, CIC Fellowships, and similar grants).
- TAs, RAs, and PAs in the History department.

The following awards **do not count** toward the multi-year commitment:

- Support outside the History department that the department and its faculty play no role in assisting students to receive, such as TAs, RAs and PAs in other departments.

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 Program Funding Coordinator or the Graduate Program Coordinator.

Time Limits on Eligibility for Support

The Department also limits the number of years students are eligible to receive departmental support. Students lose their department funding eligibility (other than emergency aid and conference travel support) according to the following schedule, even if they have received less than ten 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 ten semesters of support will be placed on the "Ranked Reserve" list. Those who have received ten 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 ten semesters of support but who have exceeded their time limits on eligibility for support may apply for these teaching fellowships (for details, see "Lectureships," p. 58-59). Progress toward the degree will be taken into account in awarding the fellowships.

None of these provisions supersedes 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 (e.g., 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. 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 without permission from the Dean of Letters & Science. Consult the *College of Letters and Science Handbook* for more information at ***http://www.ls.wisc.edu/handbook/.***

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 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 "Ten-Semester Limit on Departmental Support" sub-category that refers to Multi-Year Packages, p. 48.

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 breaking ties in TA rankings.

In the competition for fellowships, 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	72-74	= C
83-84	= AB	70-72	= D
77-82	= B	0-69	= F
75-76	= BC		

Fellowships and Scholarships

Applications and Announcements

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

The Graduate Program publicizes notices of both University and outside competitions via email. Some of the major notices and deadlines are also posted on bulletin boards throughout the History Department (main office; third and fourth 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, the FLAS, sends a ranked list of candidates to the appropriate fellowship committees in either the College of Letters and Science or the Graduate School.

Advanced Opportunity Fellowship (AOF): AOFs support the recruitment and retention of highly qualified under represented students. To be considered for AOF funding, students must be United States citizens or Permanent Residents. They must be admissible to a graduate program at the University of Wisconsin-Madison. (Students on probation cannot receive AOF funding.) Preference is given to Wisconsin residents.

AOFs are available primarily to graduate students who belong to one of the following ethnic groups: African American or Black, American Indian or Alaskan Native, Mexican, Mexican American, Chicano/a, Puerto Rican, Cuban, Cambodian, Vietnamese, Laotian, or Hmong, Native Hawaiian or Other Pacific Islander. Also eligible are economically disadvantaged students (i.e., students who are first generation college-bound Wisconsin residents who participated in one of the following TRIO programs: Upward Bound, Talent Search, Education Opportunities Centers, Student Support Services; first generation college-bound Wisconsin residents who were in the FASTrack or BANNER programs; McNair Students: students who participated in a Ronald E. McNair Post-Baccalaureate Achievement Program).

The Graduate School has awarded the College of Letters and Science a block grant beginning with the 2006-07 academic year which allows the College to allocate and award their own fellowships each year. Our department was allocated one AOF for the 2011-2012 recruitment.

FLAS (Foreign Language Area Studies) 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, please visit ***http://flas.wisc.edu/***.

Marie Christine Kohler/Knapp House Fellowship: The Kohler Fellowship brings together twelve dissertators from a variety of fields to live at the Knapp Memorial Graduate Center, which is located near campus at 130 E. Gilman Street. The fellowship provides a free room (double occupancy), but not meals. Facilities are available for both female and male residents. Apply directly through the Office of Fellowships and Funding Resources at ***offr@grad.wisc.edu***. Deadline is in early April.

University Fellowship: These are two-year awards for incoming students that cover tuition and fees, provide a stipend ($18,756 for 2010-11), and offer enrollment in a University health insurance plan. For 2010-11, incoming students who have been awarded a University Fellowship also receive a $600 Vilas Welcome Award. There is also a one-semester fellowship for dissertators.

Vilas Travel Fellowship: These are for dissertators and MFA students in their final year of study. In 2010-11, five awards of $1,500 were granted for international research travel and nearly 100 awards of $600 were granted for conference travel and dissertation research (domestic and international).

Information and applications are available on October 1. Check the UW-Graduate Student Collaborative Web site at ***http://www.grad.wisc.edu/education/gsc/vilas/vilasinfo.html*** for up-to-date details.

Departmental Awards

The F & S Committee creates 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 by 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 $12,666 (non-dissertator) and $8,648 (dissertator) 2011-2012 plus eligibility to enroll in a University health insurance plan. Up to four fellowships also carry non-resident tuition remissions (the number of these fellowships depends on the availability of funds and approval from the Graduate School).

Departmental Multi-Year Aid Packages: These provide up to five years of guaranteed aid to a select number of incoming graduate students. Two years are in the form of a University Award (see p. 48). The remainder may take the form of departmental fellowships, assistantships, or external fellowships.

Conference Travel Grants: These grants help students attend scholarly conferences 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.

The E. David Cronon Fund: The History department honors Professor Cronon's deep devotion to the Department of History at UW-Madison, where he earned his M.A. (1949) and Ph.D. (1953) in American History. He joined the department faculty in 1962 and was elected chair in 1966. He was named dean of the College of Letters and Science in 1975. During his 15-year tenure as dean, he helped the Department of History maintain its traditional standing as a top-ranked program. These funds support History graduate students working in the field of United States History.

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.

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 throughout their career, but only one may be for international travel.

The Julie A. and Peter M. Weil Distinguished Graduate Fellowship: This fellowship provides multi-year support for outstanding graduate students in American Jewish History and in select U.S. history fields. The benefits of the Weil fellowship are among the most generous offered to graduate students at UW-Madison.

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

Outside Awards

The F & S Committee urges students to apply for any external awards for which they may be eligible. 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 departmental bulletin boards and sent out via email. Students can also obtain information through the Graduate School Fellowships Office at ***http://www.grad.wisc.edu/education/funding/index.html*** and the Memorial Library Grants Information Center at ***http://grants.library.wisc.edu/*** and department website now.

External Opportunities Fund (EOF)

Students should seek support from all appropriate sources, especially those funded by major foundations and scholarly associations. To encourage students in this goal, the Department has established the External Opportunities Fund (EOF). The EOF provides limited supplemental support in the cases where external grants do not cover or when grantors requite Universit6y supplements to cover either/or tuition, fees or benefits. Students must submit the EOF application form at the same time the external funding application is due. For more information and the EOF application form, see ***http://history.wisc.edu/graduate/funding/history_sources/eof.htm***.

Assistantships

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***, is helpful for such searches.

Note that assistantships in the History department, like fellowship aid, are subject to certain limits. These include the ten-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 major professor should address the letter to the Director of Graduate Studies and submit it to the Graduate Program Coordinator.

Teaching Assistantships (TAs)

Teaching Assistants attend lectures, do substantial portions of the grading, and teach discussion sections in undergraduate lecture courses. They normally teach three or four weekly, fifty-minute sections per semester (33.33% or 41% appointments, 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, TAs are classified in two groups: Standard and Senior.

TAships at 33.33% appointment level or higher include a waiver of tuition (but not segregated fees) and various fringe benefits such as health insurance. They also carry a monthly stipend that depends on the percentage appointment.

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 non-Western list, but will only be assigned to a course in his or her field of study. On rare occasions, a student may receive a TAship in another field.

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://www.english.wisc.edu/esl/speak-test.html***.

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 administrative structure, this produces three lists of applicants: European, 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 students' preparation and preferences with the needs of specific courses.

In the second step in the rankings, applicants on each list are divided into five categories and then ranked within some categories by specific criteria. 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**: This category is divided into two portions: 1) dissertators and 2) pre-dissertators. Dissertators are students who have advanced to candidacy. Pre-dissertators are all other students. (Exceptions: Students in their first-semester within the History Department are not eligible for TAships unless either they are guaranteed financial support or exceptional circumstances require their availability. Students in their second semester are fully eligible for TA ranking).

   Dissertators are ranked according to: 1) the number of semesters a student has held a History TAship, with those having zero semesters constituting the highest ranked group, those with one semester ranked second, and so on; 2) the date at which they advanced to candidacy (with earlier dates ranked higher); and 3) GPA.

Pre-dissertators are ranked according to: 1) the number of semesters in which they have had a TAship, with those having zero semesters constituting the highest ranked group, those with one semester ranked second, and so on; 2) progress towards completing the Ph.D. as determined by the number of Harrison Points; 3) the date of completing the M.A.; and 4) GPA.

3) **Ranked Reserve**: This comprises all students who have exhausted their eligibility to receive financial support under the Time Limits on Eligibility for Support guidelines, but who have not yet received ten semesters of departmental support (or eight if entered program with an M.A.). 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.
4) **Unranked Reserve**: This comprises all students who have received ten semesters or more of departmental support, whether or not they have reached the time limits on eligibility of support. Within this category, applicants are unranked.
5) **Additional Applicants**: All other applicants (e.g., non-History students, History department students whose applications were submitted after the deadline 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:

- One point for each of the first two language requirements satisfied;
- Two points for receiving the M.A. degree;
- Two points for completing the minor field; and
- Three points for passing the preliminary examination.

Note: 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 November 1deadline.
- 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 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 may, upon 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. In calculating each student's Harrison points, the Graduate Program Coordinator includes points that students have earned up to that date. The M.A. 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.

- GPA: For the purposes of the TA rankings in a given semester, GPAs are calculated through the end of the previous semester. 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 Coordinator 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

TAships are distributed according to a percentage split between the two portions of each list. Pre-dissertators shall receive the number of TAships up to but not exceeding 70% of those available; dissertators shall receive the remainder. JCOTA will monitor these percentages annually and recommend changes to the Graduate Council as appropriate.

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, and entertains every expectation of honoring them. Students who receive provisional appointments are virtually guaranteed a TAship, barring a catastrophic collapse of the College of Letters & Science budget or significant under enrollment.

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. The Graduate Program appreciates receiving prompt notice of a student's decision to decline a TAship so that another student by be hired.

When making placement assignments, 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 justify the 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.

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, receiving satisfactory teaching evaluations, and completing diversity training.

Evaluation of TAs

The task of evaluating the performance of TAs falls to the Joint Committee on Teaching Assistants (JCOTA). The Committee conducts two evaluations each semester, using online 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 the 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 and write letters of evaluation at the end of the semester.

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 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:

1) 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
2) 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 JCOTA chair 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 be terminated or lose eligibility to hold future TAships after that one semester.

Other Assistantships

Project Assistantships
Project Assistants (PA) work 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.

PAships offer health insurance, include a waiver of tuition (but not segregated fees), and provide a salary.

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, renumeration, 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). They are more commonly available in the sciences than in the humanities.

Readers (PA/Graders)
Readers are assigned to smaller lecture courses to assist in grading 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. Readers are paid on an hourly basis ($15.10) and do not receive benefits.

All graduate students are eligible for readerships. The Graduate Program Coordinator posts the list of courses that may 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: replacement lectureships and teaching fellowships.

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

1) 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
2) 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, via email, and on the Office of Human Resources website. 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 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 one-semester lectureship 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 2012, for an appointment in Spring 2013.

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 a brief outline of the proposed course and a reading list.

The position carries a salary, fringe benefits, and a research stipend. The recipient (whether non-resident or resident) pays in-state tuition and segregated fees.

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 2012 for courses to be taught in Fall 2012 and Spring 2013.

The awards are granted to outstanding graduate students in the History Department who are advanced dissertators 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 a brief outline of the proposed course and a reading list.

The position carries a salary, fringe benefits, and covers tuition and segregated fees.

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, the UW Press, 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, 333 East Campus Mall #9701, has information about both this program and related job openings on campus.

Jobs are also posted on the UW-Madison Job Center 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 DGS considers each case individually and makes appropriate awards until funds run out. Students are usually required to have submitted applications for fellowships and TAships.

In addition, 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's spring reception.

Graduate Seminar Essay Prize

A prize of $150 is awarded 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.

Citation for Distinguished Service as a TA

Every spring, the Department publicly recognizes Teaching Assistants who have done exceptionally well on both student and faculty evaluations. On the recommendation of faculty members, the faculty and staff members of JCOTA select TA award recipients in the following categories: Early Excellence in Teaching, Innovation in Teaching, Capstone Ph.D. Teaching, and Exceptional Service. Students need not be teaching when nominated, but they must still be currently enrolled. If more than one TA receives an award, the winners must come from at least two different fields.

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 $200.

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 Ph.D. These workshops include:

- **M.A./Prelims Workshop**: This workshop offers a discussion about the various requirements for the M.A. and the preliminary examinations: how to assemble committees, what are reading lists, graduate school requirements, and more.
- **Funding Workshops**: These workshops are designed to familiarize students with the range of external fellowship opportunities and strategies for funding their graduate education.
- **CV Workshop**: These workshops are designed for students at all levels, ranging from first-year students writing CVs for campus positions to advanced dissertators on the academic job market.
- **On the Market 101 Workshop Series**: The graduate program offers a series of opportunities to practice for AHA and on-campus interviews, as well as mock guest-lectures and mock job-talk sessions. They are open to a limited number of students anticipating fall hires.
- **Organizing Dissertation Research Roundtable**: This roundtable welcomes dissertators at various stages of research and early writing to discuss methods of organization and challenges involved in organizing a dissertation sized project. The roundtable is particularly helpful for those working on the proposal and preparing for research.