

Graduate Handbook 2017-2018

Department of History

University of Arkansas

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Department of History – University of Arkansas

Graduate Program in History

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Graduate Program Sharepoint site:
<https://uark.sharepoint.com/sites/hist/default.aspx>

Graduate School Website: <http://graduate-and-international.uark.edu/>

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INTRODUCTION

The Department of History at the University of Arkansas offers a highly competitive graduate program. Faculty members are dedicated to training first-rate historians for careers in and outside academe. Graduates of the University of Arkansas history program have gone on to hold faculty positions in many universities and colleges in the United States and abroad, as well as positions in government, non-governing organizations, and the private sector. Departmental faculty offer a rich range of choices for graduate study.

The Faculty of the Department of History at the University of Arkansas range widely across the discipline. They research a variety of geographies and cultures, from the ancient to the post-modern world, with teaching and research emphases in political, social, diplomatic, cultural, intellectual, and gender history. History Department faculty members have won a litany of prestigious grants and fellowships to pursue research in this country and abroad. Granting institutions include the Fulbright Foundation, National Endowment for the Humanities, Social Science Research Council, National Humanities Center, American Antiquarian Society, Institute for Advanced Study, Nobel Institute, Carter G Woodson Institute, and the Newberry and Huntington libraries. Faculty members have been awarded Fulbright College and University research and teaching awards, including Master Researcher and Master Teacher, Alumni Distinguished Awards for teaching, research, and service, the Nadine Baum Faculty Teaching Award, and the Imhoff Award for Outstanding Teaching and Student Mentorship.

History doctoral students have received highly competitive fellowships (including awards from Fulbright and Mellon foundations, the American Center for Oriental Research, the Medieval Academy, and the U.S. State Department), to support research and language study in the Middle East and Europe, the Vatican archives, presidential libraries, national, state and local archives, and special collections at private and public institutions. The Department's Graduate Teaching Assistants earn Fulbright College and all-University honors, including Yowell Teaching Awards, which recognize their achievements as outstanding instructors and promising scholars. Recent graduates have won tenure-track or visiting positions at Wake Forest University, Texas A & M University, Iowa State University, Kansas State University, Oklahoma State University, Georgia Southern University, the University of Arkansas at Little Rock, the University of Malang (Indonesia), Metropolitan State, San Angelo State, and Coastal Carolina University.

APPLICATION TO THE PROGRAM

Undergraduate Prerequisites

Students who present a minimum of 30 hours in history courses may be admitted without deficiency. Students who present between 18 and 30 hours in history may or may not be admitted with deficiency, subject to determination by the department's Graduate Studies Committee (GSC). Students who present less than 18 hours of history may not be admitted without deficiency. The GSC will determine deficiency requirements. It is expected that students who are applying in fields where the primary research language is not English must demonstrate reading proficiency early in their program. Graduate work at the doctoral level presupposes a Master of Arts in History, although the Graduate Studies Committee will consider outstanding applicants with Master's degrees in related disciplines.

All prospective students are evaluated by the Graduate Studies Committee of the Department of History and are judged on a case-by-case basis, looking at a variety of factors including GPA, GRE scores, letters of recommendation, statement of purpose, and the appropriateness of our current faculty and other resources to student interests.

Each applicant must meet all University of Arkansas requirements for the MA degree in history or a degree in an equivalent discipline, with a grade point average of at least 3.25 in previous graduate history work. Applicants without an MA degree or its equivalent, but with exceptionally strong qualifications, may be admitted directly into the PhD program at the discretion of the Graduate Studies Committee of the Department of History. For perspective MA students, an overall undergraduate grade point average of 3.0 or a grade point average of 3.25 in the last 60 hours of undergraduate work is required.

The prospective graduate student is required to take the Graduate Record Examination (GRE) before beginning any graduate work. There is no minimum GRE score required for admission but the department expects students to have scored at least a 154 on the Verbal Reasoning test and a 4.0 on the Analytical Writing test.

Application Instructions

Ph.D. Program Applications are due each year by December 1.
M.A. Program Applications are due each year by February 1.

Applications for graduate study in history are processed through the University of Arkansas Graduate School. All application materials are processed through the University's UA Connect online system. Applicants are required to:

Applicants must:

Complete an application online and submit official transcripts and GRE reports through the University of Arkansas Graduate School. Applications can be accessed online and are available at <https://application.uark.edu/>. As part of that application, applicants must submit the following:

- ❖ An application fee (\$60) to the Graduate School
- ❖ A Departmental Application in PDF (available on [departmental website](#))
- ❖ A statement of purpose (in PDF) not to exceed 1000 words in which you describe your reasons for seeking an advanced degree in History and specifically for seeking admission to the program at the University of Arkansas.
- ❖ CV or resume (in PDF)
- ❖ A sample of your written academic work not to exceed 10,000 words in PDF
- ❖ Three letters of recommendation from individuals familiar with your academic work, uploaded through the online application process (You will be given the opportunity to

submit contact information for three recommenders who will be emailed instructions to upload their letters to the website automatically

It is the applicant's responsibility to make certain that the Graduate School have received all materials by the deadline. Applications cannot be processed until all materials are received. Applicants may contact the Graduate Director via email or telephone in order to confirm receipt of materials.

Applicants who wish to be considered for a graduate assistantship through the History Department should indicate their interest by checking the appropriate place on the online application.

Financial Assistance

Students may seek financial assistance in the form of fellowships, graduate teaching assistantships, research assistantships, editorial assistantships, or grants. New applicants to the doctoral program are automatically nominated for Distinguished Doctoral Fellowships and Doctoral Academy Fellowships if they meet the minimum criteria. The History department also awards scholarships to graduate students through a separate application process.

Doctoral students have the opportunity to apply for graduate assistantships (GAs). Graduate assistants will be classified as in-state students for tuition purposes AND will have in-state tuition paid. Miscellaneous fees (activity fees, college fees, etc.), books, housing and other expenses are the responsibility of the student. In addition, the GA will receive a monthly stipend for living expenses (\$12,200 per year over nine months for 2017-2018) and subsidized graduate student health insurance.

First and second-year GAs usually work as graders, classroom assistants, and/or research assistants before taking up the teaching of their own classes. Generally, GAs receive four years of funding as long as they have good classroom performance and are making satisfactory progress toward their degrees. The Department has a limited number of lectureships that are offered to graduate students past their four-year limit. Lecturers normally must be ABD (all but dissertation) and normally teach a 2-2 load. PhD students should expect no more than six years of departmental funding unless extenuating circumstances exist.

The Department also has a limited number of Graduate Assistantships (GA) at the MA level. These assistantships carry a stipend of \$12,082 plus tuition and subsidized health insurance. MA GAs are normally assigned as teaching assistants to faculty.

STUDENT RESPONSIBILITIES

All graduate students are responsible for fulfilling the responsibilities of the Graduate School as stated in the most recent issue of the [Graduate Catalog of Studies](#). Graduate students must also abide the rules and regulations of the University of Arkansas. Please refer to the [Code of Student Life](#).

PROGRAM SUPERVISION

The Graduate Studies Committee with the confidence of the full faculty makes decisions concerning the graduate program. The Committee decides program policies and structure, and authorizes exceptions to the rules. The Committee decides admission and recommends applicants for GA and Lecturer appointments to the full faculty who recommends to the Department Chair for appointment. The Director of Graduate Studies heads the Committee, supervises the graduate program day-to-day, and counsels students and faculty concerning it. Graduate students are responsible for following their program requirements and filing paperwork with the graduate school in a timely manner.

For the 2017-2018 Academic Year, the members of the Graduate Studies Committee are Professors James Gigantino (chair), Calvin White (ex-officio), Joel Gordon, Richard Sonn, Daniel Sutherland, Patrick Williams, Jeannie Whyne, and Randall Woods.

FIELDS OF STUDY

Most students indicate their proposed major field of study in their application. Graduate students should strive to create an intellectually-coherent program when selecting their major and secondary fields of specialization. They should consult with faculty advisors when making this decision and think ahead to the type of employment they hope to find after graduation.

Major Fields (MA and PhD)

The Department recognizes the following major fields:

- ❖ Ancient Mediterranean World
- ❖ Asian History, esp. Chinese
- ❖ Sub-Saharan African history
- ❖ Early Modern Europe, 1500-1815
- ❖ Europe Since 1815
- ❖ France
- ❖ Great Britain and the British Empire, 1707 to the Present
- ❖ High/Late Medieval
- ❖ Late Antiquity/Early Medieval
- ❖ Latin America
- ❖ Middle East and Islamic World, 600-1700
- ❖ Middle East and Islamic World since 1700
- ❖ Russia and U.S.S.R.
- ❖ United States to 1877
- ❖ United States since 1877

Secondary & Topical Fields (PhD only)

Secondary fields must be different from the declared major field. For doctoral students in U.S. History, a secondary field is another geographical/chronological field from the list above. Topical fields must cross more than one geographical area, and may not substantially overlap with the region of a geographically-defined major field. Examples of topical fields may be:

Atlantic World	Comparative Slavery
Environmental history	Gender
Religious History	Imperialism

Students are encouraged to discuss possible secondary topical fields with their advisors early in their academic career.

GENERAL PROGRAM REQUIREMENTS

All graduate students must follow the requirements of the Graduate School, including enrollment and time limits. The Department observes those requirements and has some specific rules of its own. Refer to the [Graduate Catalog of Studies](#) for university-wide requirements. This Handbook details Departmental requirements.

Advising

When admitted to the program students are assigned a faculty advisor. Usually this person will direct the student's thesis or dissertation. If a student is unsure of their research topic they may consult with the Graduate Director about courses until they identify their research field and topic. All Ph.D. students should, in consultation with their advisor, construct a Doctoral Advisory Committee (DAC) during their first semester. The committee is comprised of their major professor and two or three faculty members from their designated secondary fields. The dissertation committee may consist of the same faculty members, or others selected because of their expertise in the area of the dissertation. All committee members must be members of the graduate faculty. Students should consult regularly with their major professor over the course of each academic year to discuss course selection, research topics, etc.

Graduate assistants who hold teaching positions in the department have teaching mentors. Mentors assist GAs in designing syllabi, lessons, and written assignments. They also observe their teaching, offer advice, write evaluations for the Department, discuss pedagogy and the practice of history, and aid in solving classroom problems.

Enrollment

In order to maintain their status, MA and PhD students must enroll in at least one hour every fall and spring semester. Beginning in Summer 2018, the Graduate School has ended the requirement that all PhD students who have passed their comprehensive exams need to be enrolled in at least one credit every summer. From Summer 2018 forward, all PhD students will only need to register in the summer if they are defending their dissertation. If any graduate student needs to take a leave-

of-absence they must inform the Graduate Director in advance and receive approval from the Graduate School.

Full-time enrollment for graduate students at the MA level and at the coursework stage of the PhD consists of a minimum of 9 credit hours per semester. Graduate students who hold GA positions may carry 6 hours per semester and still be considered full-time. The Department of History allows students to enroll in up to 12 hours per semester (15 hours with permission of the Director of Graduate Studies). PhD students are required to take at least 18 hours of “HIST 700V: Doctoral Dissertation” at any point during the student’s tenure at the University of Arkansas. The Department recommends taking as many of these hours as possible while the student has a GA tuition waiver (if on funding).

Students should consult with their advisors about course selection each semester. Enrollment holds are placed on first year MA and PhD students. The Graduate Director can remove holds once the student has been advised. Students enroll through [UA Connect](#). Students who do not register for classes each semester nor file for a leave of absence may face dismissal from the program.

Essential Documentation

❖ **Progress Report Form**

Graduate students must complete, in full, their progress report forms at the end of each calendar year. These forms assist the Graduate Director in filling out evaluation forms for the Graduate School each year. Failure to submit a form will result in an unsatisfactory progress report to the Graduate School. See Evaluation section for more information.

❖ **Degree and Committee Forms**

It is the student’s responsibility to make sure all forms are filled out and filed with the Graduate School. These include the Master’s Thesis Committee and Title Forms, the Doctoral Advisory Committee and Title Forms, and others. See the MA and PhD checklists on the program sharepoint site for the appropriate forms and the timeline to submit them: [Graduate Program Sharepoint Site](#) [Log in with your full email address for user id and email password.]

❖ **Application to Graduate form**

Students who intend to graduate must fill out an application for graduation on UA Connect. Pay attention to deadlines for summer, fall, and spring graduations. All pertinent forms can be found [here](#).

Foreign Language Requirement

Ordinarily students enter the program with some knowledge of their primary research language. All Ph.D. students are required to demonstrate reading proficiency in one language other than English. In some fields, the Doctoral Advisory Committee may determine that more than one language is necessary for proper preparation. Students may fulfill their language requirement by taking courses, self-paced online courses, study abroad, continuing education courses, or self-study. The Foreign Language Department at the U of A administers the final examination to test for proficiency.

Students are encouraged to identify and work toward establishing their language requirement early in their program.

MA students have no foreign language requirement unless it is necessary for their primary research field. In fact admission decisions are often made on the basis of a student's previous language training. For example, if they have not studied Latin they may not be admitted to study Classical history.

The student's advisory committee may require him/her to demonstrate competence not only in reading, but also in writing, speaking, and paleography, if such proficiency is necessary for their research and other professional work.

Evaluation

Students are advised to maintain close contact with their advisors and committee members concerning their performance and progress toward the degree.

Grades are assigned in whole letters (A, B, C, D, F). All graduate students must hold a 3.0 GPA or better at the time of graduation in order to complete their degree. Students may earn credit for a C, but must offset the C with an A to achieve the minimum grade average by the time of graduation. The Department adheres to the Graduate School's Academic Probation Policy as stated in the current version of the Graduate Catalog.

Graduate students must complete the appropriate Progress Report form each year (in November) and submit it to the Graduate Director. Progress report forms are available on the sharepoint site. The Progress Reports will be reviewed by the Graduate Studies Committee. These reports will assist the Graduate Director in supplying progress reports to the Graduate School each June. In addition, if the Graduate Director sees that the student is having difficulties in performance or in progress to degree, h/she sends the affected student a letter (cc to advisors) identifying the problem and possible remedies.

The Graduate Advisor is required to submit progress reports to the Graduate School each year. If a student receives two unsatisfactory reports, the Department may terminate him or her from the program. If the advisor or field committee members determine that a student has not demonstrated the capacity to carry out graduate-level work, the student will be so notified. If the student wishes to appeal, h/she will meet with the Graduate Director and with the faculty members most closely involved. The student may also petition the Graduate Studies Committee for consideration. The Committee may dismiss the student or allow him/her to continue in a probationary capacity.

Academic Misconduct

The Department of History at the University of Arkansas, Fayetteville, adheres to the University policy on Academic Integrity. Students can find a full description of what constitutes violations of academic integrity [here](#). Professors who suspect an act of academic dishonesty are required to report the alleged offense to the Academic Integrity Monitor (AIM) of the Graduate School, Associate Dean Pat Koski. Dean Koski collects supporting material and meets separately with the professor

and the student. The subsequent process is described in the policy linked above and the sanction rubric laid out by gravity of offense can be found [here](#).

THE MASTER'S IN HISTORY

Course of Study

The MA degree comprises 30 credit-hours of graduate history courses including History 7023 (Methods), 6 hours of History 600V (Master's Thesis), and a minimum of 9 seminar hours (7000-level, either reading or research). History 7043 (Historiography) can be used to fulfill partially the seminar requirement.

No more than 3 hours of Directed Readings (courses with a "V" suffix) will be permitted. No hours of Directed Research will be permitted. Of the seven required courses (aside from Methods), at least three must be in areas outside of the main field of specialization.

Students in fields where the primary research language is not English (that is geographic areas other than the U.S. or Great Britain) must demonstrate proficiency in their primary research language in the first year of their MA program.

The MA Thesis

Masters students in consultation with their thesis advisor ought to identify a research topic in the first year of their program. A thesis is usually based on primary research and ranges from 70-100 pages. Students in consultation with their advisors will set a thesis committee of at least three faculty members. At least two of the faculty members on the thesis are required to be employed full-time by the Department of History as of the date of the defense (for all committees formed after October 15, 2016). Satisfactory completion of all coursework (with at least a 3.0 GPA), satisfactory defense of the thesis, submission of the approved thesis and all forms to the Graduate School will result in conferral of the MA degree in History.

Time Limits

The Department adheres to the Graduate School time limit policy. Master's students must complete their degrees within six consecutive calendar years from the first semester of enrollment in the program. Requests to extend these time requirements must be reviewed and approved by the Graduate Dean, following procedures detailed in the Graduate Catalog of Studies.

THE PHD IN HISTORY

Course of Study

No definite course requirements apply to all students. A doctoral advisory committee is appointed by the major professor and with the approval of the Graduate Studies Committee to evaluate the prospective doctoral student's preparation and to draw up a suitable program of study and research. The doctoral advisory committee consists of at least three members of the graduate faculty. Students are also expected to take seminars (7000-level) in all fields. It is expected that at least two of the faculty members on the doctoral advisory committee will be employed full-time by the Department of History as of the date of the student's comprehensive exams (for all committees formed after October 15, 2016).

The Graduate School and Department of History require 18 hours of "HIST 700V: Doctoral Dissertation" to be completed at any point during the PhD Student's tenure at the University of Arkansas. The History Department recommends taking as many of these hours as possible while the student has a GA tuition waiver (if on funding). The Department allows students to enroll in up to 12 hours per semester while in a GA position (15 hours with permission of the Director of Graduate Studies).

The Arkansas Department of Higher Education (ADHE) requires that the program of study for doctoral degrees include a minimum of 72 hours beyond the bachelor's degree and a minimum of 42 hours at the 5000-level or above beyond the master's degree. 18 hours of this minimum should be HIST 700V: Doctoral Dissertation.

In general, the doctoral student pursues a program of independent reading and study in preparation for the preliminary written examinations for admission to candidacy. To be admitted to candidacy, a student must:

- ❖ Complete the departmental language requirement by establishing competency in one foreign language.
- ❖ Complete all course work and seminars required by the doctoral advisory committee with a 3.0 GPA or better.
- ❖ Complete History 7023 (Historical Methods), if not already taken at M.A. level, and History 7043 (Historiography) or their equivalents.
- ❖ Demonstrate adequate preparation to the graduate faculty of the Department of History through the successful completion of written and oral candidacy examinations.

The Candidacy Exams

A student is required to complete comprehensive exams by the end of the second semester of their third year of doctoral studies. The advisory committee must approve the timing of the exam as well

as their format of either written exams, teaching portfolios, or a combination of the two. He/she may appeal for an extension on a semester-by-semester basis, not to exceed more than two appeals (or one year). Reasons for appeal may include having to master several reading languages before proceeding to candidacy or catastrophic illness.

The student's advisory committee will evaluate the written and oral exams in their totality. In other words, at the end of the oral examination the advisory committee issues a judgment of 'pass' or 'fail' on the entire examination effort. In this respect, the oral examination may be an opportunity for an examinee to strengthen or clarify responses on their written exams. Committee members will not read the individual exams until the third week when they will receive all of them at once from the Director of Graduate Studies (DGS). Examiners will also convene during the third week to discuss the body of written exams and strategize for the oral examination.

The exam process will take four weeks. The four written field/topical exams will be completed during week one and two. The student's examiners read the entire body of written work in the third week. The fourth week is reserved for the oral examination. The examinee will have 48 hours to complete each written exam. For example, a student will receive questions for their first field at 8:00 am on a Monday morning and email responses back by 8:00 am Wednesday morning. Wednesday will be a rest day and students will receive questions for field 2 at 8:00 am on Thursday and return their responses (via email) by 8:00 am Saturday morning. Exams 3 and 4 will be administered on the same schedule. Hence all written exams will be completed by Saturday morning of the second week. Students will email their exams to the DGS and Administrative Assistant of the graduate program (currently Brenda Foster) only.

If a student fails comprehensive exams, he or she must reschedule and take exams by the end of the following semester. The student takes all four written exams and sits for the oral examination again. If he/she fails a second time, he/she is terminated from the doctoral program.

The Dissertation Prospectus

Within six months of passing comprehensive exams, the student must produce a dissertation proposal and complete a proposal defense with his/her dissertation committee (Note: this committee may or may not have the same membership as the advisory committee that administered exams.) The PhD candidate and the dissertation advisor jointly determine the composition of the dissertation committee. The committee shall consist of a minimum of three faculty members holding graduate faculty status, including the major advisor. Students may decide to ask additional faculty to serve on their committee in consultation with their advisors. For all committees formed after October 15, 2016, it is required that at least two of the faculty members on the committee be employed full-time by the Department of History as of the date of the student's dissertation defense.

The following is the traditional format for organizing a dissertation proposal. Although your dissertation project may change during the process of research and writing, these guidelines will be useful in the development and execution of the project.

The proposal should be approximately 15-20 pages, not including the bibliography. It must be submitted to the dissertation committee for defense within 6 months after the student passes comprehensive exams. Notification from the major professor that the student has passed the

prospectus defense must be sent to the Director of Graduate Studies and a dissertation committee form submitted to the DGS by the student.

❖ **Thesis statement**

Give a clear and concise description of the particular historical problem(s) you intend to explore in your dissertation, and explain why they are important. Clearly convey your own perspective and approach. Include a tentative chapter outline, with provisional chapter titles, and brief one-paragraph descriptions of the material you intend to cover in each chapter. (3-5 pages)

❖ **Historiographic context**

Place your project in a broad historiographic context by critically assessing secondary works of relevance to the project. Emphasize those writings that pertain to the topics and issues you address. Indicate how your dissertation may build upon, or challenge, themes and interpretations proposed by other scholars. You may combine this section with #3 below. (3-5 pages)

❖ **Methodological and theoretical considerations**

Describe the basic methodology for accomplishing the project. Review relevant historical literature that suggests critical approaches to similar questions. It may be helpful also to identify relevant literatures from other disciplines (e.g. anthropology, gender studies, and sociology). Where relevant, provide a critical assessment of theoretical questions implicit in the work. (2-4 pages)

❖ **Sources**

Assess and cite the primary sources you have identified to date for the project. Identify and describe key archival repositories and other anticipated source materials, both published and unpublished. Where appropriate, indicate if you will be conducting interviews, compiling oral histories, or engaging in participant observation (IRB may be needed). (2-3 pages).

❖ **Schedule**

Lay out a preliminary schedule for the various stages of the dissertation project, including time for research, travel to collections, writing, and revision of the manuscript. Where possible, indicate projected times of completion of individual chapters. (1 page)

❖ **Bibliography**

Include a list of primary and secondary sources you have used to date in designing the project.

Students may check the Sharepoint site for sample proposals.

Submission, Review, and Approval of the Prospectus

In order to make the six-month deadline, it is imperative that the student carefully times the steps of writing, submitting, and approving the project proposal.

- ❖ Consult with your principal advisor about your topic, your schedule, and the membership of your dissertation committee. A dissertation committee may or may not include the same members as the advisory committee. The committee must include three professors with graduate faculty status. If a committee member is not a member of the U of A faculty, please see Jeanne Short to begin the process of securing affiliate faculty status. All members should be able to discuss the proposal at a meeting; if a member cannot attend in person, he or she should arrange to be present at a conference call.
- ❖ Submit a complete draft of your proposal to your dissertation committee at least two weeks before the meeting or defense.
- ❖ Meet with all members of your committee to discuss your draft proposal. They will have had two weeks to review the proposal and provide written or verbal feedback in the meeting. It is imperative that committee members do not conflict on what they think the student should be doing. Strive for consensus.
- ❖ Revise your proposal as needed and submit copies to all committee members.

After the committee approves the proposal, it is your responsibility to meet regularly with your major advisor and other committee members as necessary.

The Dissertation

The dissertation consists of a book-length piece of original scholarship that makes a significant contribution to historical study. It must advance a clear and cogent thesis, be rooted in the historiography, and draw upon an appropriate array of primary and secondary sources that are fully documented according to common academic standards.

Before you begin writing, consult the Graduate School's [Guide for Preparing Theses/Dissertations](#)

The Doctoral Defense

When students receive approval from their dissertation committee members, they may schedule the Final Oral Defense. After setting a time and date for the defense (a minimum of two weeks before the defense date) students must notify the Graduate Director and the [Graduate School](#). The final examination is open to the public, and it is held at a time and place approved and announced by the Graduate School. Satisfactory completion of the dissertation defense requires the favorable vote of the entire committee.

All required paperwork from the Graduate School and a final copy of the dissertation must be submitted to the Graduate School before the degree can be awarded. See the [Guide for Preparing Theses/Dissertations for details](#).

Time Limits

The Graduate School requires that doctoral students complete the degree within seven consecutive calendar years from the semester in which the student *was first admitted* to the program. Requests to

extend these time requirements must be reviewed and approved by the Graduate Dean, following the procedures outlined in the [Graduate Catalog of Studies](#).

Note that all doctoral students who have been admitted to candidacy (ABD) must enroll in a minimum of one hour of dissertation credit every fall and spring semester. Beginning Summer 2018, students do not have to enroll in one credit in the summer unless they are defending their dissertation in the summer term.

MASTER'S DEGREE FORM CHECKLIST

The following forms must be filled out and signed at different stages of your career as a MA student. The appropriate forms are linked here. Keep track of them and contact me if you have any questions.

Guide to formatting theses: <http://grad.uark.edu/dean/PreparingThesisGuide.pdf>. This guide provides formatting rules.

Three months (preferably) before the thesis defense fill out and have advisor and committee sign and give to Brenda Foster or the Director of Graduate Studies:

Master's Thesis Committee Form
<http://grad.uark.edu/forms/student/masters-thesis-comm.pdf>

Master's Thesis Title Form
<http://grad.uark.edu/forms/student/masters-thesis-title.pdf>

Bring the following to the Thesis Defense and have committee sign. Turn it in with final copy of thesis to the Graduate School along with additional forms the Director of Graduate Studies prepares. **Please note that you must inform the Director of Graduate Studies of your defense date, time, and place as soon as you schedule it.**

Signature pages for final copy of thesis. See guide linked above.

Fill out and sign and submit with final copy of thesis to the Graduate School. These do not need signatures besides that of the student:

Library Transmittal Form
<http://grad.uark.edu/forms/student/librarytransmit.pdf>

UMI Publishing Agreement
http://grad.uark.edu/forms/student/UMI/masters_thesis_publishing_agreement.pdf

PHD DEGREE FORM CHECKLIST

The following forms must be filled out and signed at different stages of your career as a PhD student. The appropriate forms are linked here. Keep track of them and contact me if you have any questions.

Guide to formatting dissertations: <http://grad.uark.edu/dean/PreparingDissertationGuide.pdf>
This guide provides formatting rules.

In the first semester of doctoral studies after your PhD conference with your committee, fill out and have advisor and committee sign and give to Brenda Foster or the Director of Graduate Studies:

Doctoral Advisory Committee Form (Graduate School)
<http://grad.uark.edu/forms/student/doctoral-comm.pdf>

Doctoral Advisory Committee Form (Department)
(Will be prepared by Brenda Foster)

After your Comprehensive Exams, complete both forms below. These should be submitted at least one year before the dissertation defense. Have advisor sign and submit to Brenda Foster or the Director of Graduate Studies:

Doctoral Dissertation Committee Form
<http://grad.uark.edu/forms/student/doctoral-diss-comm.pdf>

Doctoral Dissertation Title Form
<http://grad.uark.edu/forms/student/doctoral-title.pdf>

Bring the following to the Dissertation Defense and have committee sign. Turn it in with final copy of thesis to the Graduate School along with additional forms the Director of Graduate Studies prepares. **Please note that you must inform the Graduate School and the Director of Graduate Studies of your defense date, time, and place at least two weeks before its occurrence.**

Signature pages for final copy of dissertation. See guide linked above.

Fill out and sign and submit with final copy of thesis to the Graduate School. These do not need signatures besides student:

Library Transmittal Form
<http://grad.uark.edu/forms/student/librarytransmit.pdf>

UMI Publishing Agreement
http://grad.uark.edu/forms/student/UMI/masters_thesis_publishing_agreement.pdf

Survey of Earned Doctorates http://grad.uark.edu/forms/student/survey-earned-doctorates09_10.pdf

FACULTY MEMBERS IN HISTORY

Antov, Nikolay, Assoc Prof (Chicago, 2011) Ottoman Empire, Balkans
Austin, Shawn, Asst Prof (New Mexico, 2014) Colonial Latin America
Banton, Caree, Asst Prof (Vanderbilt) Afro-Caribbean History
Brogi, Alessandro, Prof (Ohio U., 1998) U.S. Diplomatic, 20th Century U.S.
Cleveland, Todd, Asst Prof (Minnesota, 2008) Africa
Coon, Lynda, Prof (Virginia, 1990) Medieval Europe, Gender, Christianity
Gigantino, James, Assoc Prof (Georgia, 2010) Early American, Slavery
Gomez, Rocio, Asst Prof (Arizona, 2014), Latin America, Environmental
Gordon, Joel, Prof (Michigan, 1987) Modern Middle East, Popular Culture
Hare, J. Laurence, Assoc Prof (North Carolina, 2007) Modern Germany, German Borderlands
Hammond, Kelly, Asst Prof (Georgetown, 2015) East Asian History
Markham, Elizabeth, Prof (Cambridge, 1980) East Asian Ethnomusicology, Japan
Muntz, Charles, Asst Prof (Duke, 2008) Ancient History
Pepitone, Lauren, Asst Prof (Johns Hopkins, 2015) Modern Britain
Pierce, Michael, Assoc Prof (Ohio State, 1999) U.S. Labor History, Arkansas
Robinson, Charles, Prof (Houston, 1997) African American History
Rodriquez, Sarah, Asst Prof (Pennsylvania, 2015) Antebellum America
Rosales, Stephen, Asst Prof (UC-Irvine, 2007) Chicano/Latino Studies, 20th Century U.S.
Sloan, Kathryn, Prof (Kansas, 2002) Latin America, Gender
Sonn, Richard, Prof (California, 1981) France, Modern Europe, Gender
Starks, Tricia, Assoc Prof (Ohio State, 2000) Russian/Soviet, Gender, Medicine
Sutherland, Daniel, Dist Prof (Wayne State, 1976) Civil War, U.S. Social/Cultural, Military
West, Elliott, Dist Prof (Colorado, 1971) American West, American Indian
Wayne, Jeannie, Univ Prof (California-San Diego, 1989) U.S. South, Arkansas
White, Jr., Calvin, Assoc Prof (Mississippi, 2007) U.S. South, African American, Religion
Williams, Patrick, Prof (Columbia, 1996) 19th C. U.S., Political, South, Southwest
Wolpert, Rembrandt, Prof (Cambridge, 1975) East Asian Ethnomusicology, China
Woods, Randall, Dist Prof (Texas, 1972) U.S. Diplomatic, 20th C. U.S.