**Graduate Handbook**

**2020-2021**

**Department of History**

**University of Arkansas**

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**History Department Website:**  <http://fulbright.uark.edu/departments/history/>

**Graduate Program Sharepoint site:**

<https://uasharepoint.uark.edu/sites/hist/GRAD/default.aspx>

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

# TABLE OF CONTENTS

[INTRODUCTION 4](#_Toc302054666)

[APPLICATION TO THE PROGRAM 4](#_Toc302054667)

[Undergraduate Prerequisites 4](#_Toc302054668)

[Application Instructions 5](#_Toc302054669)

[Financial Assistance 6](#_Toc302054670)

[STUDENT RIGHTS AND RESPONSIBILITIES 6](#_Toc302054671)

[PROGRAM SUPERVISION 6](#_Toc302054672)

[FIELDS OF STUDY 7](#_Toc302054673)

[GENERAL PROGRAM REQUIREMENTS 8](#_Toc302054676)

[Advising 8](#_Toc302054677)

[Enrollment 8](#_Toc302054678)

[Essential Documentation 9](#_Toc302054679)

[Foreign Language Requirement 9](#_Toc302054680)

[Evaluation 10](#_Toc302054681)

[Academic Misconduct 10](#_Toc302054682)

[THE MA IN HISTORY 11](#_Toc302054683)

[Course of Study 11](#_Toc302054684)

[The MA Thesis 11](#_Toc302054685)

[Time Limits 11](#_Toc302054686)

[THE PHD IN HISTORY 12](#_Toc302054687)

[Course of Study 12](#_Toc302054688)

[The Candidacy Exams 12](#_Toc302054689)

[The Dissertation Prospectus 12](#_Toc302054690)

[Submission, Approval of the Prospectus.................................................................................................14](#_Toc302054691)

[The Dissertation 15](#_Toc302054691)

[The Doctoral Defense 15](#_Toc302054692)

[Time Limits 15](#_Toc302054693)

TEACHING ON-LINE Addendum……………………………………………………………...16

[MA DEGREE FORM CHECKLIST 16](#_Toc302054694)

[PHD DEGREE FORM CHECKLIST 17](#_Toc302054695)

[FACULTY MEMBERS IN HISTORY 18](#_Toc302054696)

Addendum: Teaching Online

**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

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, Graduate Record Examination (GRE) scores, letters of recommendation, statement of purpose, and the appropriateness of our current faculty and other resources to student interests.

For admission to the master’s program, graduate work at the master’s level presupposes an undergraduate major in history of approximately thirty semester hours, although the Graduate Studies Committee will consider outstanding applicants with undergraduate degrees in related disciplines. In the past, strong applicants have presented at least an overall cumulative undergraduate grade point average of 3.0 or a grade point average of 3.25 in the last 60 hours of undergraduate work, a verbal GRE score in the sixty-fifth percentile, and an analytical writing GRE score of 4.0.

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. Applicants without an MA degree but with exceptionally strong qualifications may be admitted directly into the PhD program at the discretion of the Graduate Studies Committee. In the past, strong applicants have presented at least a 3.25 GPA in their previous graduate work as well as a verbal GRE score in the sixty-fifth percentile and a 4.0 analytical writing GRE score.

## 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](http://fulbright.uark.edu/departments/history/graduate/index.php))
* 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 departmental 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 ($12,400 per year over nine months for 2019-2019) 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](http://catalog.uark.edu/graduatecatalog/). Graduate students must also abide the rules and regulations of the University of Arkansas. Please refer to the [Code of Student Life](http://handbook.uark.edu/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 2019-2020 Academic Year, the members of the Graduate Studies Committee are Professors Todd Cleveland (chair), James Gigantino (ex-officio), Joel Gordon, Caree Banton, Richard Sonn, Daniel Sutherland, Patrick Williams, Elliott West, Jeannie Whayne, 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
  + Asia, esp. Chinese
  + Sub-Saharan Africa
  + 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](http://catalogofstudies.uark.edu/) 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 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 and the Graduate Director 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](https://uaconnect.uark.edu/). 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 late in the fall semester 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](https://uasharepoint.uark.edu/sites/hist/GRAD/default.aspx) [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.](http://graduate-and-international.uark.edu/graduate/current-students/forms.php)

## 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 conventional 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 a student has not studied Latin, s/he may not be admitted to study Classical history.

Students’ advisory committees may require them 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 determines that the student is having difficulties with performance or towards progress to the degree, s/he 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 the student 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, s/he 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 the student 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.](http://provost.uark.edu/245.php) 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.](http://provost.uark.edu/246.php)

*The Use of Copy Editors in Theses and Dissertations\**

The Graduate School at the University of Arkansas does not forbid the use of copy editors (see definition below) for theses and dissertations under the following conditions:

1. Any use of copy editors for theses and dissertations must be approved by the thesis/dissertation committee and the department/program chair/head/director.
2. The student understands that there is a difference between legitimate editing and violations of academic integrity policies and is responsible for ensuring that the line is not crossed.

\*Note: The Graduate School considers it to be a violation of our academic integrity policy to use copy editors in any Graduate School required exam (e.g. comprehensive exam, candidacy exam).

Definition of copy editors: copy editors review written material for accuracy, readability, coherence and relevance as well as for errors of spelling and grammar. This policy refers to the provision of such services regardless of by whom they are provided and regardless of whether the copy editor is paid or unpaid. (Members of the thesis/dissertation committee are exempt from this definition.)

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# THE MASTER’S IN HISTORY

## Course of Study

These requirements are effective for Fall 2018 admits and later. Those students admitted before Fall 2018 must have at least 9 hours of 7000-level seminar courses.

The MA degree comprises 30 credit-hours of graduate history courses at the 5000-level and above. These should include:

(1) History 7023 (Historical Methods)

(2) 6 hours of History 600V (Master's Thesis),

(3) 12 hours of 7000-level seminar courses (including at least one research seminar).

Only three hours of directed readings (courses with a “V” suffix) may be counted towards the degree. History 7043 (Historiography) can be used to partially fulfill the seminar requirement. At least 9 of the 21 hours of seminars and electives must be in areas outside of the main field of specialization. No hours of Directed Research will be permitted.

Up to 6 hours toward the 24-hour coursework requirement may be in courses taken outside of the History Department. These courses must be in an area directly related to the student’s MA thesis. Prior authorization from the Director of Graduate Studies, in consultation with the student’s advisor, is required.

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 and Thesis Committee

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 form a thesis committee of at least three faculty members holding appropriate graduate faculty status and conform to the following regulations:

* At least two of the faculty members on the thesis committee 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).
* If a student’s MA advisor leaves full-time employment at the University of Arkansas before the completion of the student’s MA degree, that faculty member may continue on the committee pursuant to Graduate School and Fulbright College rules and regulations. However, the student must elevate another tenured faculty member holding appropriate graduate faculty status to serve as a co-advisor.
* If a member (non-advisor) of the student’s MA committee leaves full-time employment at the University of Arkansas before the completion of the student’s MA degree, the student must replace that committee member.

Any student wishing an exception to the above requirements may petition the Graduate Studies Committee for an exception. The Graduate Studies Committee will grant exceptions at their discretion on a case-by-case basis.

Satisfactory completion of all coursework (with at least a 3.0 overall 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. Within the student’s first year in the doctoral program, a doctoral advisory committee is formed by the major professor, in consultation with the student, and with the approval of the Graduate Studies Committee to evaluate the prospective doctoral student's preparation, draw up a suitable program of study and research, and administer the comprehensive/candidacy exams. The doctoral advisory committee consists of at least three members holding appropriate graduate faculty status and must conform to the following regulations:

* 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).
* If a student’s major professor leaves full-time employment at the University of Arkansas before the completion of the student’s candidacy exams, that faculty member may continue on the committee pursuant to Graduate School and Fulbright College rules and regulations if the student is within two semesters of completing their comprehensive exams.
* If a member (non-advisor) of the student’s doctoral advisory committee leaves full-time employment at the University of Arkansas before the completion of the student’s candidacy exams, that faculty member may continue on the committee pursuant to Graduate School and Fulbright College rules and regulations if the student is within two semesters of completing their comprehensive exams.

Any student wishing an exception to the above requirements may petition the Graduate Studies Committee for an exception. The Graduate Studies Committee will grant exceptions at their discretion on a case-by-case basis.

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 an overall 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, and are strongly encouraged to take a research seminar.
* Students are expected to take reading seminars (7000-level) in all fields.
* 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. S/he may appeal for an extension to their doctoral advisory committee 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) or the Director’s designee. 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 three 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. Exam 3 will be administered on the same schedule. Hence all written exams will be completed by Wednesday 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, the student must reschedule and take exams by the end of the following semester. The student takes all three written exams and sits for the oral examination again. If the student fails a second time, the student is terminated from the doctoral program.

*The Dissertation Prospectus and Dissertation Committee*

Within six months of passing comprehensive exams, students must produce a dissertation proposal and complete a proposal defense with their 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 appropriate graduate faculty status, including the advisor, and conform to the following regulations:

* 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.
* If a student’s advisor leaves full-time employment at the University of Arkansas before the completion of the student’s PhD degree, that faculty member may continue on the committee pursuant to Graduate School and Fulbright College rules and regulations. However, the student must elevate another tenured member holding appropriate graduate faculty status to serve as a co-advisor.
* If a member (non-advisor) of the student’s dissertation committee leaves full-time employment at the University of Arkansas before the completion of the student’s PhD degree, the student must replace that committee member.

The following is the traditional format for organizing a dissertation proposal, however the exact format required is at the discretion of the dissertation committee. 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 the Director of Graduate Studies 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, the member should arrange to be present via 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](http://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-guide.pdf)

## 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](http://graduate-and-international.uark.edu/graduate/current-students/dissertation-defense-form.php). 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](http://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-guide.pdf) 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.](http://catalogofstudies.uark.edu/)

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.

Addendum:

# How to Teach Online in the Department of History

Teaching online is different than teaching in person. To help you navigate these different worlds, Global Campus and the History Department have developed some guidelines because we believe that consistency for our online students is central to the success of our department’s online program.

These best practices include what you should consider changing in the course you will teach, some things that you should not change, some actions to take before the class begins, some tutorials on how to use the tools available in the Blackboard system, the best practices you should use while teaching the course, and some things to consider after the class concludes.

## Before Class Begins

* Get the “shell course” content into the current course shell for the semester. Dr. Gigantino can assist with this.
  + Notify Learning Technology Support team ([tips@uark.edu](mailto:tips@uark.edu)) for customized banner of your course w/your name. There is likely an existing template; if not, you will be asked to approve an image.
* The following courses don’t have a required paper textbook, as they are completely OER: HIST 1113, 1123, 2003, 2013, and 3383
* Each course (except AAST cross-listed courses) has a section written by the designer for the instructor that details the assignments, course, and what you specifically need to do before starting to teach. This is a “plug and play” model so the amount of “course design” that you have to do as an instructor is minimal.
* Add a contact policy to your syllabus.
  + Students expect faculty to be present in the course when they are. If they ask a question, unless told otherwise, they might sit and wait for an answer. Let the students know the best way to contact you and how long to wait for a response. Typically, 24 hours during the week and 48 hours on the weekend. However, sooner is always better. This approach differs from the general HIST policy that requires a response within 2 days—online teaching requires more access via email.
  + Schedule a minimum of 2 virtual office hours per week.
* Develop a set of explicit expectations for your learners and for yourself regarding how you will communicate and how much time students should be working on the course each week.
* Add a feedback policy to your syllabus.
  + Online students seem more anxious about feedback and grades. Give them an idea of how quickly you will grade and provide feedback. Typically, for small assignments, most instructors provide it within 2-3 days, but for larger papers and multi-part projects, it might be a week or more.
* Review and/or edit the Start Here section for correct information. The Start Here section is intended to replicate the class orientation of the first day of class. You might have students new to online or new to Blackboard and, therefore, orienting them to the course (where to find the syllabus, where to find lesson content, assignments, etc.) is key.
  + Record your own introduction video that shows your face and outlines the course for the students.

## Review the Course as a Whole

* Don’t eliminate assignments or links
* Don’t change assignments or grading systems without checking with Dr. Gigantino.
* Remember to [**make the course available**](http://tips.uark.edu/make-your-course-available/)once the course content is copied and updated. By default, courses remain unavailable to students.
* Use Global Campus’ [readiness checklist](http://tips.uark.edu/wp-content/uploads/2013/12/course_ready_checklist_New.pdf) to determine if your course is ready for the start of a new semester.

## You Can Search [TIPS.uark.edu](https://tips.uark.edu/) or email [TIPS@uark.edu](mailto:TIPS@uark.edu) if You Need Help with Any of the Following)

* How to add/hide instructor information
* How to add/change due dates
* How to set assessments (pools/tests)
* How to set assignments and provide grading and feedback, including use of rubrics
* How to set up testing protocols.
* How to set up introduction blog or discussion
* How to set up external grade collection
* How to use virtual office hours
* How to access Instructor help on Blackboard site and TIPS

## While Teaching the Class - Our Best Practices

* Be present in the course.
  + Host an "Introduce Yourself" discussion or blog in the course. Let the students interact informally with other students and you.
  + Get in the habit of sending out a "Welcome to the Week" message at the beginning of each week. Tell the students what to expect, what to look for as they study, and remind them of any assignments due that week.
  + Write announcements ahead of time that can be scheduled for release or quickly posted at different times during the week.
  + Participate in a weekly discussion. You can be a participant or a guide to keep the conversation on the right track.
  + Schedule special online office hours, being available by chat/Collaborate, e-mail, or phone, particularly when learners are likely to be working on an important assignment.
  + Hold 2 hours of online office hours
    - If you are going to be unavailable for an extended period of time or your regular contact hours change, (e.g. sickness, conference, travel, etc.) communicate that to the students.
* Follow your stated feedback and contact policy
  + Give quick and meaningful (or personalized) feedback.
    - Some of the most valuable communication with your students is the guidance you provide through feedback on assignments. Try to avoid simply clicking on point totals on a rubric; instead, write a short response.
      * Strive for written responses for students on every assignment.
  + Respond to emails within 24 hours.
  + Grade all materials within 72 hours after due dates; longer assignments within one week.
* Honor your virtual office hours.
* For all major written assignments, you should use the Blackboard SafeAssign tool.

## More Help

* For computer/technical help call IT Support at (479) 575-2905 for immediate help or email [bbhelp@uark.edu](mailto:bbhelp@uark.edu).
* Browse the [Teaching Innovation and Pedagogical Support (TIPS) site](https://tips.uark.edu/).
* Who to ask for help?
  + Technical issues with the system or the course – IT Help Desk (you will be routed to a Blackboard specialist).
  + Questions about the course design or best practices – Instructional Designer.
  + Questions about specific assignments – Department Chair.
  + Unresolved issues – Departmental Chair.

# 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>

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# 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, Assoc Prof (Vanderbilt) Afro-Caribbean History

Brogi, Alessandro, Prof (Ohio U., 1998) U.S. Diplomatic, 20th Century U.S.

Cleveland, Todd, Assoc Prof (Minnesota, 2008) Africa

Coon, Lynda, Prof (Virginia, 1990) Medieval Europe, Gender, Christianity

Gigantino, James, Prof (Georgia, 2010) Early American, Slavery

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

Muntz, Charles, Assoc 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, Assoc 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, 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

Whayne, 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

Woods, Randall, Dist Prof (Texas, 1972) U.S. Diplomatic, 20th C. U.S.