

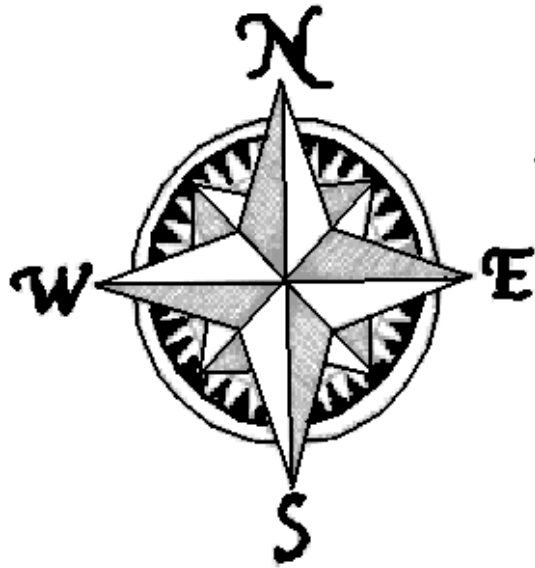
# **Graduate Guide to History**

## **for Ph.D.-track students**

*(MA/Ph.D. and Ph.D. students)*



Name: \_\_\_\_\_



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The Department of History at Indiana University's Bloomington campus is dedicated to training first-rate historians for careers in and out of the classroom. With more than 50 faculty members, the department offers a rich range of choices for graduate study. Students at IU Bloomington have the opportunity to choose and pursue the course of study that best serves their needs.

## **GENERAL INFORMATION**

### **ADVISING**

A new graduate student in the Indiana University Department of History is assigned a faculty advisor who works in the general field of the student's interest. As the student refines and focuses that interest, she or he is encouraged to seek out the most appropriate faculty members with whom to work. Students are free to change advisors at any time after the first semester, subject to approval by the Director of Graduate Studies. Effective and continuous advising provides the basis for satisfactory development of education and career plans. Students should meet with their advisors at least once each semester to review thoroughly both their current programs and future plans. Each student is required to schedule a formal progress meeting with her or his advisor during the spring semester of *every* year in which s/he is enrolled in the graduate program. Each year the advisor will complete a brief report that summarizes the student's academic progress to date. The Director of Graduate Studies is also available to clarify degree requirements and to discuss long and short-term goals.

### **SATISFACTORY PROGRESS**

A student is expected to maintain satisfactory progress toward a degree at all times during his or her graduate career. There are several indicators that a student is not making satisfactory progress; among them are an excessive number of "Incomplete" grades for courses, a relatively low number of accumulated credit hours, a grade point average below 3.0, a negative assessment at the student's third semester review, and failure to take qualifying exams. In cases of unsatisfactory progress toward a degree, the Director of Graduate Studies may recommend to the College of Arts and Sciences and/or University Graduate School that a student be placed on Academic Probation for the coming term. Any student on probation who does not return to good standing is subject to dismissal by the College or Graduate School. Further, students with more than one incomplete or with other indicators of unsatisfactory progress may be ineligible to serve as Associate Instructors or Course Assistants for the department or to hold other Student Academic Appointments. The department reserves ultimate responsibility to determine a student's qualifications for further study in History at Indiana University.

### **FINANCIAL ASSISTANCE**

Financial assistance available to students includes fellowships, Associate Instructorships, Course Assistantships, Editorial Assistantships and miscellaneous grants.

The History department offers multiyear funding packages (these include a combination of fellowship and teaching years) to most students admitted to the M.A. / Ph.D. and Ph.D. programs. Minority fellowships and McNair fellowships (restricted to students who were McNair scholars as undergraduates) are also available through the University Graduate School. Minority applicants interested in United States History will, in addition to the above fellowships, be considered for a multi-year package, including internship and teaching opportunities, offered by the department in cooperation with the Organization of American Historians. Students are considered for these awards through the normal application process and do NOT make a separate application.

Students admitted without funding and students who are enrolled beyond the duration of their funding packages who desire financial assistance reapply annually, whether or not they are on campus during the application period. Applications are reviewed by the department's Fellowship Committee, which is convened by the Director of Graduate Studies. Each spring the department makes a variety of awards to support research and writing. Applications for Associate Instructor/Course Assistant positions are also due in the spring. Applicants for AI/CA positions should request two letters of support from faculty members. One of the recommendations should be from the student's advisor and should address his/her academic progress. Both letters should address the applicant's teaching experience and/or potential. Applicants for departmental awards should request a letter of support from their advisors. The letter should address the applicant's academic progress and the scholarly potential and significant of the applicant's research. Preference in the awarding of departmental aid will be given to those in the first six years of participation in the graduate program.

An Associate Instructor, working under the guidance of a faculty member, usually leads discussion sections attached to a large, introductory undergraduate lecture course. The stipend for an Associate Instructor for the 2024-2025 academic year is \$11,500 per semester. In addition, Associate Instructors receive health benefits, which are almost entirely paid by the university, and fee scholarships, which cover all the tuition charges except for the student health, technology, transportation, and activity fees).

A Course Assistant helps the instructor of an undergraduate lecture class at the introductory or upper levels, usually by grading students' coursework. The stipend for a Course Assistant is currently \$11,000 per semester. In addition, Course Assistants receive the same health benefits and fee remissions given to Associate Instructors.

Associate Instructor and Course Assistant appointments are made by the Director of Graduate Studies, who follows a ranked list of applicants produced by the Fellowship Committee and approved by vote of the entire department faculty. The Director of Graduate Studies assigns Associate Instructors and Course Assistants to particular courses in consultation with the instructors. To be assigned as an Associate Instructor or Course Assistant, a student should have a superior record in history and must be in good academic standing. Students who have more than one incomplete, or who are otherwise making unsatisfactory progress, may be ineligible to serve as Associate Instructors or Course Assistants. Both Associate Instructors and Course Assistants are required to register for at least six hours of credit each semester. International students and students whose primary language is not English are required to pass the special English Proficiency Examination for Associate Instructors before they can receive an appointment. The CELT (Center for English Language Training) program provides information about this examination.



Editorial Assistantships are awarded by history journals on campus, including the *Journal of American History*, and the *Indiana Magazine of History*. Open positions are advertised and filled according to need. These positions are usually, but not always, awarded to more advanced students. Like Associate Instructors and Course Assistants, Editorial Assistants typically receive a stipend, health benefits and a fee scholarship. The Organization of American Historians, whose headquarters are in Bloomington, and the Center for Documentary Research and Practice also employ students as Graduate Assistants.

Students whose study in History coincides with one of the University's foreign-area programs (African Studies, Central Eurasian Studies, East Asian Studies, Latin American and Caribbean Studies, Russian and East European

Institute, West European Studies) are strongly urged to contact these programs for information about their opportunities for financial assistance at the time of application. Assistantships are also available through other programs such as American Studies, Medieval Studies, and Near Eastern Languages & Cultures. Students interested in German history should contact the Institute for German Studies, which provides fellowships for students accepted into its year-long seminar. Foreign exchange opportunities are available through the Office of International Programs.

## ***POLICY ON DEFERRING GRADUATE STUDENT PACKAGE COMMITMENTS***

To the degree that finances permit, the department will make every effort to accommodate student requests for a one-time, one-year package deferral only in the following cases:

- ✿ If the student has accepted an Editorial Assistant position at one of the journals affiliated with the History Department.
- ✿ If the student has received a major *external* fellowship. This includes fellowships such as Fulbright, IREX, SSRC, and other similar awards. It does *not* include internal fellowships such as Future Faculty Teaching Fellowships, Eighteenth-Century Studies Fellowships, College of Arts and Sciences Dissertation Year Fellowships, and FLAS awards.
- ✿ If the student takes a year of College-certified medical or family medical leave.

Each student will be permitted a maximum of one deferral during his or her time in the program.\* Any student who has exhausted his or her admission package remains eligible for EAships, departmental write up awards, Future Faculty Teaching Fellowships, College and University Fellowships, positions through the AI/CA competition, and any other departmental or outside funding.

\* This policy took effect on April 25, 2011. As of that date, every student in the program, regardless of the number of past deferrals used, had one possible year of deferral remaining. This policy does *not* affect deferral agreements processed at any time before April 25, 2011.

The department cannot re-organize the individual commitments of a student package upon student request. Shifting of package resources can be done only in cases of departmental need.

## **DEGREE PROGRAMS**

Ph.D.-track students begin with the MA/ Ph.D. program (MA with the intention of pursuing a Ph.D.) unless they possess an MA from another institution. Students with the MA, either from IU or another institution, become eligible to pursue the Ph.D. degree, which culminates in the writing of a substantial, original dissertation.

Students at the MA level specialize in a particular field of history; Ph.D. students select both a major and a minor field of history. The department offers 13 such fields defined by geography and chronology: African, Ancient, British, Early Modern European, Asian, East European, Latin American, Medieval European, Middle Eastern, Modern European, Russian, United States, and World, as well as thematic major fields: African Diaspora, Jewish History, and History of Gender and Sexuality. Alternatively, students may elect to pursue the dual concentration in Cultural History and one of the geographical and chronological fields listed above. Students can also minor in World History or such thematic fields as Cultural History, Family History, Historical Teaching and Practice, the History of Gender and Sexuality, the History of Medicine, the History of Philanthropy, Jewish History, and Legal History. In addition, doctoral students can create thematic minor fields tailored to their particular needs and interests.

The rules and procedures, as they are described here and in the Indiana University *Graduate Bulletin*, must be closely observed.

## **MA / Ph.D. DEGREE**

**Prerequisites for Admission:** (1) Bachelor's degree from a recognized institution, including 24 undergraduate hours in history, an overall undergraduate B (3.0) average\* and a superior record in history; (2) three letters of recommendation that speak to the applicant's scholarly potential; (3) a Personal Statement concerning intellectual interests and professional aspirations; and (4) a sample of written work, such as a term paper, thesis, or any other piece of writing that indicates ability to communicate well in non-fiction prose. Ideally, a writing sample should also demonstrate the applicant's ability to conduct historical research in primary sources. ***Some fields require entering students to possess substantial language preparation; potential applicants are advised to consult with faculty members in their fields of interest.***

\*3.0 is the *minimum* acceptable undergraduate GPA; successful applicants generally have GPAs that are considerably higher.

**Course requirements:** For the MA degree, a total of 30 credit hours; at least 20 of these credit hours must be in History. Students are required to complete H601, "Introduction to the Professional Study of History," at least one seminar (taught by a different instructor than the student's instructor for H601) and two colloquia in the student's major field; the remaining credit hours in history must be completed in graduate colloquia, seminars, pedagogy, or readings (H575) courses. Graduate students may receive History credit for undergraduate courses, or graduate courses from other departments/programs, *only* in special cases (such as in the study of fields not commonly available at the undergraduate level, or in small fields).

For the Masters in Ancient History and Language Acquisition track: 4 of the required 20 credit hours in the Department of History may come from ancient language courses that are approved by their advisor in History.

**Language:** Certification of reading knowledge in one foreign language is required for the MA degree. Once a student is admitted to the Ph.D. program, s/he may be required to demonstrate proficiency in additional languages. The number and type of languages required will be determined by the student's major field of study; students should consult their advisors or the appropriate field chair for guidance. Students may demonstrate proficiency in the following languages: Arabic, Bosnian, Chinese, French, German, ancient Greek, Hungarian, Italian, Japanese, Latin, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Spanish, Turkish, or others appropriate to the student's program of study, if approved by the University Graduate School.

Entering students should obtain certification of reading knowledge or begin appropriate language study in the first term of enrollment. Proficiency in a foreign language may be demonstrated in one of four ways. First, students can pass a proficiency examination administered by one of IU's foreign language departments. Students should contact the appropriate departments for details. Second, students can demonstrate proficiency by earning a grade of B (3.0) or better in a \_492 graduate reading course offered by a foreign language department. Third, students can demonstrate proficiency in Catalan, French, German, Italian, Portuguese, Russian or Spanish by earning a grade of B (3.0) or better in an IU literature or civilization course at or above the 300 level. Finally, students can demonstrate proficiency by passing a reading examination prepared by members of the History faculty. The examination includes two texts of approximately 400 words each, one drawn from primary historical sources and the other typically drawn from historiographical sources. A student will be expected to translate the first text and answer critical questions about the second.

Students eligible to use English as a second language to fulfill the graduate language requirement should contact the Center for English Language Training (CELT) for details. Certification is made by the CELT office, not the major department. In addition to any language placement-level exams or English improvement courses taken prior to or after regular admission to the academic department, an examination, the Test of English as a Foreign Language (TOEFL), is necessary for certification for degree conferral.

**MA Review:** All candidates must undergo a review during their third semester, when the work for the M.A. degree is normally completed. The review may be postponed only by the Director of Graduate Studies, in consultation with

faculty members in the student's field. The Graduate Secretary will schedule the review in consultation with the student and the field. The review consists of a conference at which the student and field committee members discuss the student's performance and future plans. The review has two purposes. The first is to confirm the awarding of the M.A. The second, more crucial, function of the review is to determine whether or not a student wishing to continue his or her studies is to be accepted into the Ph.D. program. Students will present at least two papers (one from a seminar) to the field committee. The committee reads these papers, considers the student's overall record, meets with the student to discuss past performance and future plans, and determines whether the student should be invited to enter the Ph.D. program.

## ***DOCTOR OF PHILOSOPHY***

**Prerequisites for Admission:** (1) Completion of the M.A. degree at Indiana University or another recognized institution; (2) a superior record in History; (3) certification in one foreign language and work begun on a second, if the student's field requires a second or third language, and (4) review and approval by a field committee consisting of faculty in the student's major field. For students with an M.A. degree from Indiana University, this review must take place by the end of a student's third semester of full-time graduate study; for other students, this review is done by a subcommittee prior to admission. For those with M.A. degrees from another institution, a writing sample, a personal statement and three letters of recommendation are required.

**Course Requirements:** The minimum course requirements for the Ph.D. degree are six colloquia (courses H600-H699) distributed in two or more fields, two seminars (courses H700-H799) taught by different instructors, one of which must be in the major field, H601, "Introduction to the Professional Study of History," & H602, "The Historical Profession," and courses to complete the outside minor. For those students transferring MA credits, a maximum of 2 colloquia and 1 seminar may be transferred from another institution; the remainder of the history course work must be completed at IUB.

Doctoral students are also required to take one 3 credit course from the list of options below. The list was developed with the help of doctoral alumni and is designed to reflect the kinds of competencies history PhDs use in both academic and non-academic employment.

- H585 History and the Digital World
- ILS-Z657 Introduction to Digital Humanities
- ILS-Z586: Digital Curation
- ILS-Z639: Social Media Mining
- LING-L545: Computation and Linguistic Analysis
- MSCH-J502: Data Analysis for Journalists
- H697 History of Collections and Museums
- H542 Public History
- Folk F730 FOLK-F 730 Museums and Material Culture
- Folk F731 Curatorship
- GEOG-G440 Social & Historical GIS
- SPEA Y525 Museum Management
- SPEA Y506 Curating in Galleries and Museums
- HIST-H 580 The Teaching of College History
- HIST-H 591 Teaching World History
- HIST-H 593 Teaching United States History
- EDUC-C 565 Introduction to College and University Administration
- EDUC-U 546 Diverse Students on the College Campus
- EDUC-U 548 Student Development Theory and Research



This requirement can also be satisfied by serving two years as an editorial assistant at the Journal of American History, or Indiana Magazine of History. 3 hours of course credit will be applied in one semester by registering for H542 Practicum in Public History.

Students may take dissertation credits (H899) to fulfill the 90 credit hours required by the University Graduate School to complete the Ph.D. Students enrolled in the dual concentration program in Cultural History must complete H680 and H780 in addition to the requirements listed above.

**Outside minor:** The University Graduate School requires all Ph.D. students to complete a minor field outside the student's major department—see the *Graduate Bulletin*. The relevant department or program determines the course requirements for the outside minor. Students should consult the Director of Graduate Studies of the relevant department or program.

**Language Requirement:** The number and type of languages required will be determined by the student's major field of study. All students, regardless of field, must demonstrate proficiency in *at least one* foreign language. Several fields require students to demonstrate proficiency in additional languages; students should consult their advisors or the appropriate field chair for guidance. Students may demonstrate proficiency in the following languages: Arabic, Chinese, French, German, Hungarian, ancient Greek, Italian, Japanese, Latin, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Bosnian, Spanish, Turkish, or others appropriate to the student's program of study, if approved by the University Graduate School. Procedures for certification of foreign language proficiency are the same as those listed for the M.A. degree.

**Field Review:** Graduate students who enter with an MA from another institution will be reviewed after completion of the first year of graduate work at IU. The student will at the end of her/his first year at IU present two papers, one from a seminar, and at least one of them written at IU, to the field committee or advisory committee. The field or advisory committee will review the student's papers and overall record, meet with the student to discuss past performance and future plans, and recommend whether the student should be invited to continue in the Ph.D. program. (The department anticipates that the answer will be "yes" in almost all cases.)

**Fields:** A student selects two historical fields -- a major and minor -- from the following list. Alternatively, students may elect to pursue the dual concentration in Cultural History and one of the major fields listed below; students enrolled in this program do not complete an inside minor. As stated above, students may substitute a thematic field tailored to her or his individual interests for the inside minor field.

**Geographic Major Fields:**

Africa	Ancient	Britain
Asia	Eastern Europe	Latin America
Middle East		Medieval Europe (200 -1450)
Early Modern Europe (1350-1800)		Modern Europe (1750 to the present)
Russia		United States

**Thematic Major Fields:**

African Diaspora History	Jewish History
History of Gender & Sexuality	Cultural History - ( <i>Available for Double-Major</i> )

**Thematic Minors:**

Family History	History of Medicine	History of Gender & Sexuality
World History	History of Philanthropy	Jewish History
Cultural History	African Diaspora History	Historical Teaching & Practice

The major field is central to a student's Ph.D. work. The advisor is drawn from that field. The student must meet the field's language requirements and, ultimately, pass qualifying examinations constructed by the field

**Thematic Minor:** Students may substitute an individually tailored thematic field with the approval of the advisory committee and the Director of Graduate Studies, for the inside minor field. An individually designed thematic field cannot duplicate other fields, and it must involve substantial work outside the major field. At least two faculty members must represent the thematic minor at the student's qualifying examinations.

**Colloquia, Seminars, Pedagogy Courses, and Reading Courses:** The emphasis in graduate work, particularly as the student embarks on the Ph.D. program, is placed primarily on colloquia, seminars, and other graduate level courses. A colloquium covers a broad sweep of the historiography of one of the seventeen Ph.D. fields. It establishes a dialogue between the student and the instructor on the range and types of historical problems in this field. Assignments may include short papers or reports on specific aspects of the bibliography in the field, but normally a colloquium does not entail examinations or research papers. A seminar brings the student into direct contact with the tools of research and the writing of monographic history. Depth is stressed, and normally the student will prepare a research paper based on primary as well as secondary sources. Pedagogy courses (Teaching College History, Teaching World History, and Teaching U.S. History) introduce students to the scholarship of teaching and learning and prepare students to teach at the college or university level. While pedagogy courses are not required for the Ph.D. degree, students are advised to complete at least one. Applicants for the Future Faculty Teaching Fellowship offered by the University Graduate School must have completed a pedagogy course; the History department gives preference to applicants who have completed a pedagogy course when it hires advanced graduate students to teach summer courses. Last but not least, students who have completed at least one pedagogy course will be better prepared for the academic job market.

Graduate students are strongly encouraged to take colloquia, seminars, and pedagogy courses whenever possible. When colloquia and seminars are unavailable, a student may substitute the readings course, H575. In order to set up such an independent class, a student should enter into an explicit agreement with a faculty member about reading, written assignments and total credits for course work. That agreement must be filed with the Graduate Secretary at the start of the semester. Graduate students may receive History credit for undergraduate courses, or graduate courses from other departments/programs, *only* in special cases (such as in the study of fields not commonly available at the undergraduate level, or in small fields).

**Advisory Committee:** At least six months prior to the qualifying exam a student, **in consultation with her/his advisor**, should form an Advisory Committee whose purpose is to help her or him prepare for qualifying examinations in both the major and minor fields and to administer the qualifying examination. Each field has its own requirements regarding the composition of the advisory committee (see



[https://history.indiana.edu/student\\_portal/graduate/fieldsstudy.html](https://history.indiana.edu/student_portal/graduate/fieldsstudy.html) ). Before registering for the qualifying examination, a "Nomination of Advisory Committee" form must be signed electronically by the members, approved by the Director of Graduate Studies, and approved by the Graduate Division of the College of Arts and Sciences. The Graduate Secretary initiates this electronic approval process.

**Qualifying Examinations:** Assessment of a student's learning takes place in a set of examinations at the end of formal course work and before full-fledged work on the dissertation begins. The examination consists of an oral examination in the major field and inside minor fields and defense of the dissertation prospectus. The outside minor field has the option of participating in the exam or waiving their right to examine. Students will take their Ph.D. examinations no later than the sixth semester of graduate work (four semesters after entering IU for those who have entered with an MA from another institution). Special exceptions can be made for individuals needing to study uncommon languages and students with special family circumstances. But these exceptions to the rules have to be requested in writing, supported by the student's advisor, to the Director of Graduate Studies

To be admitted to the qualifying examination, the candidate must give notice of intent to the Director of Graduate Studies by registering with the Graduate Secretary 30 days before the Qualifying Examination date. To take the exam, a candidate must also complete all graduate courses and other Ph.D. requirements, including the outside minor, by the end of the term during which she or he plans to take the examination. \_491- \_492 language courses do

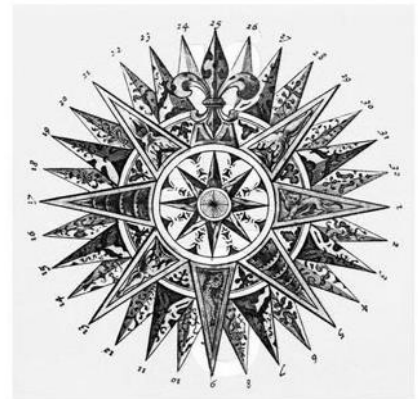
not count toward the fulfillment of the graduate credit hour requirement. It is a rule of the Graduate School that graduate courses taken more than seven years prior to the qualifying examination must be revalidated by special examination or other means (see *Graduate Bulletin*). Each part of the qualifying examination is evaluated by the examining committee, and marks of distinction, high pass, pass, or failure are assigned. Satisfactory performance on the examination entitles the student to proceed to the prospectus defense. If a student fails the examination, he or she must retake it. Two failures normally result in termination of the student's graduate work. In such cases, the Director of Graduate Studies, in consultation with the advisory committee, may allow a third (and last) attempt if a careful review of the student's academic record justifies it.

The oral examination covers material in both the major and minor fields. (1) For the *major field* the examination focuses on a concentration area within the field selected by the student from a list suggested by the faculty field committee and approved by the student's advisory committee and the Director of Graduate Studies. (2) For the *inside minor field* the oral examination covers a substantial portion of the chosen minor. Although the examination may focus on one section of the minor field, the student should plan a course of study for the minor field that embraces the entire field of study as a firm foundation for his or her career. Normally there will be two faculty members examining the student in the major field, and two in the minor field. Specific guidelines for each field can be found at <http://www.indiana.edu/~histweb/grad/defense.shtml> or can be obtained from the graduate secretary. The examination in the *outside minor field* will follow the procedures of the department or program involved.

**Candidacy and Research Committee:** After passing the qualifying exam and completing all courses and language requirements, including the requirements for the outside minor field, the student is formally nominated to "candidacy" by the department. This is the stage known in the profession as A.B.D., or "all but dissertation." The student, **in consultation with her/his advisor**, then requests the appropriate faculty members to serve on his or her formal research committee, which supervises the student's work on the Ph.D. thesis. The committee must be approved by the Director of Graduate Studies and the University Graduate School. The committee normally consists of four persons as follows: the chairperson is the student's major advisor and first reader; the second reader represents the student's major field; a third reader from History represents the inside minor field; and a fourth reader represents the outside minor field and should have expert knowledge of the thesis research. If the subject matter of the dissertation does not involve the minor fields, the student may substitute faculty with expertise in more relevant fields for the inside and outside minor representatives. The Research Committee must be approved by the Graduate School at least six months prior to the planned dissertation defense.

Once advanced to candidacy, students are required by University regulations to be continuously enrolled until the completion of the dissertation. Continuous enrollment is fulfilled by registering for a minimum of one credit of H899 or 6 credits of G901 dissertation hours each fall and spring semester. Students do not need to register for summer semesters. ABD students become eligible for G901, which provides six credit hours at a reduced flat fee, once they have completed ninety hours, the minimum required for the Ph.D.

**Dissertation:** The candidate must complete a significant exercise in scholarly investigation and systematic treatment of a historical subject. Doctoral dissertations may not exceed 300 typewritten pages. Footnotes may be placed at the bottom of each page or at the end of each chapter, as the student's research committee and the student decide. (See the *Doctoral Dissertation Guide*: <https://graduate.indiana.edu/academic-requirements/thesis-dissertation/doctoral-guide/index.html>, periodically updated by the Graduate School.) Candidates are responsible for adhering to the guidelines current at the time the dissertation is submitted; they should obtain a copy of the guidelines *before* submitting the dissertation in either print or electronic form.



**Reinstatement to Ph.D. Candidacy:** If a student's candidacy for the Ph.D. officially lapses because seven years or more have passed since the qualifying examination was completed, she or he must formally seek *reinstatement*. In 2002 the Graduate School approved the following procedure for reinstatement in the Department of History:

The student must take a two to three-hour oral examination for reinstatement to Ph.D. candidacy. The Director of Graduate Studies approves such examinations. This examination will be comprehensive and suited to the student's major and minor History fields. It will not focus on the dissertation topic. In addition, the student may be required to present and briefly discuss an updated dissertation prospectus.

In depth and range of treatment, the reinstatement examination will approximate the oral qualifying examination given by the department. The department can offer a reinstatement exam at any time convenient to the student and the faculty examination committee. The revalidation committee is organized by the candidate in consultation with his adviser and the DGS. It should reflect the original inside major and minor fields, and conform to the field specific guidelines for the qualifying exam. An exam and degree completion plan should be filed with UGS before proceeding with scheduling the reinstatement exam.

There are *no* extensions of the period allowed for writing the dissertation, after seven years have passed since the qualifying examination. *All* students must follow the above procedure in order to gain reinstatement as a candidate.

## HUMAN SUBJECTS APPROVAL FOR RESEARCH

The Graduate School requires any dissertation research involving human subjects to have the approval of the Indiana University Office of Research Compliance's Human Subjects Office. In the discipline of History, human subjects research most commonly involves oral history interviews, but work with written materials, photographs, and other archival materials can also raise human subjects concerns, particularly if the materials are held by individuals or in a private archive. All graduate students in History are encouraged strongly to have the Human Subjects Office review and approve their research projects.

According to Indiana University's *Standard Operating Procedures for Research Involving Human Subjects*, "Thesis and dissertation projects involving human subjects are considered research and will require review by the IRB [institutional review board]." Students must obtain approval before they begin their research and keep their approval current until they complete their dissertations. They should also be aware that many academic journals will not publish research conducted without IRB approval.

History graduate students should have the Human Subjects Office review and approve their PhD dissertation research projects within three (3) months of their PhD proposal defense.

- The Human Subjects Office maintains a website with forms, guidelines, deadlines and additional information at: <https://research.iu.edu/compliance/index.html>
- Other useful sites include:
  - IU Research - <https://research.iu.edu/index.html>
  - U.S. Department of Health & Human Services - <http://www.hhs.gov/ohrp/>
  - National Institutes of Health, Grants & Funding - [http://grants.nih.gov/grants/policy/hs\\_educ\\_faq.htm](http://grants.nih.gov/grants/policy/hs_educ_faq.htm) .

## PH.D. OUTSIDE MINOR IN HISTORY

Students in other departments may minor in History by completing, with a grade-point average no lower than B (3.0), at least 12 hours of course work in history in courses numbered 500 or above, including one colloquium. No more than 6 hours of work transferred from another university may be applied toward this requirement, and such credit must be approved by the Director of Graduate Studies in the History Department. To arrange for a history minor, students should consult the Director of Graduate Studies.

## PROFESSIONAL DEVELOPMENT

The History department prepares students for employment as professional historians. The department offers several pedagogy courses, including H580, "The Teaching of College History," H591, "Teaching World History," and H593, "Teaching U.S. History." The department periodically offers workshops on interviewing, publishing, and grant writing that are open to all graduate students. It also offers a more intensive workshop designed specifically for ABD student and recent Ph.D. recipients who are on the academic job market. Advanced graduate students who have completed one course in pedagogy (either in History or another department) may also apply through the University Graduate School for Future Faculty Fellowships, which combine opportunities to teach at other Indiana University campuses with mentoring by an experienced professor.

### Professional Service, Historical Associations, and Intellectual Engagement

The History Graduate Student Association encourages all history graduate students to participate in its activities. In addition to intellectual and social functions, the group plays an active role in advising on departmental policy. Two students represent the HGSA at departmental faculty meetings. The History department's Graduate Affairs Committee includes two student members selected by the HGSA. The Student Advisory Committee meets with the Dean of the Graduate School to present University-wide student views on Graduate affairs.

Students will also find it helpful to become members of various professional organizations such as the American Historical Association, the Organization of American Historians, or more specialized organizations in their fields of interest. In addition to receiving the newsletters and journals of these organizations, members can profit from the annual conventions or from other meetings sponsored by the organization. Student rates for membership and conventions are available.

Finally, the History department encourages all graduate students to attend workshops organized by HGSA and the Director of Graduate Studies, job talks, guest lectures, Historical Teaching and Practice Seminars, and events sponsored by the Committee of Historians for Intellectual Culture, the European History Workshop, and other relevant programs.

## **PLACEMENT FOR EMPLOYMENT**

The department actively assists advanced graduate students and alumni in finding or changing employment. The department's Placement Coordinator distributes advertisements that list positions of interest to History graduates.

The department also offers a dossier service. Those interested in making use of the service should provide a curriculum vitae and supplementary material to the department and arrange for letters of reference to reach the placement desk. The Placement Coordinator keeps this material at hand and compiles and submits confidential files under departmental cover at the request of candidates or the suggestion of interested faculty. A student may use this placement service up to five years after graduation, or until acceptance of a tenure-track position - whichever comes first.

## **RESOURCES**

**Department of History** <https://histweb.sitehost.iu.edu/>

### ***Graduate School Bulletin***

General requirements for admission and specific requirements for individual programs:

<https://graduate.indiana.edu/academics-research/bulletin.html>

### ***I.U. Code of Student Rights, Responsibilities and Conduct***

The purposes of Indiana University include the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. As a community, we share a dedication to maintaining an environment that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas.

Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

- be ethical in his or her participation in the academic community,
- take responsibility for what he or she says and does,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding,
- use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable policies.

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Student Rights, Responsibilities, and Conduct is intended to identify the basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.

The Code of Student Rights, Responsibilities, and Conduct can be found at this internet link:

<http://studentcode.iu.edu/>

## **APPENDIX A: DEPARTMENT OF HISTORY PH.D. EXAMINATION & PROSPECTUS GUIDELINES**

These guidelines will apply to all fields. (For guidelines specific to individual fields, see [https://history.indiana.edu/student\\_portal/graduate/fieldsofstudy.html](https://history.indiana.edu/student_portal/graduate/fieldsofstudy.html)). They do allow for a degree of flexibility and do not include any reference to the content of the exam. Each field will provide a paragraph or two describing what they expect of major and inside minor field examinees for the oral exam as well as specific guidelines for the prospectus. The GAC agrees that these statements should contain no references to numbers of books. Generally speaking the new exam format envisions a process of negotiation and discussion between examiners and examinee to craft an appropriate exam.

### **The Committee**

The exam committee will consist of two or three major field examiners, one or two inside minor field examiners, and one outside minor field examiner. The major and inside minor field members will represent fields from the History Department list; the outside minor examiner will represent a department or program other than History. The outside field representative may, at his or her discretion, waive participation. All examiners must be IU faculty members. The same committee presides over the oral exam and the prospectus defense.

### **Oral Exam**

The oral exam will run for no more than three hours. The major field examiners will have no more than two hours for their part of the exam. The inside and outside minor fields, combined, will have no more than one hour. All convened examiners should participate in the whole of the exam. In conference prior to the exam the examiners should determine the order of the exam and how best to organize the time. The examination will be tape recorded. The examination committee will provide the graduate secretary with written comments describing the student's performance on the oral examination.

### **Defense of the dissertation prospectus**

For the dissertation prospectus the graduate school requires a substantial piece of writing taking the form of a grant proposal. It should explain the potential significance of the proposed dissertation project and place it in historiographical context. It should include a bibliography. Individual fields will provide specific guidelines. The examinee should consult with, at least, his or her primary adviser regarding preparation of the prospectus. The defense should take place between one week and six months following the oral examination at a time when all examiners can participate. No later than one week prior to the defense, the prospectus should be submitted to the graduate secretary and to the examination committee members. The graduate secretary will make available paper copies of the prospectus for whomever is interested. The graduate secretary will make an announcement of the defense to history faculty and graduate students and will make arrangements for a room large enough to accommodate whoever would like to come. The examination committee will provide the graduate secretary with written comments describing the student's performance on the prospectus defense.

### **Failed exams and defenses**

As stated in the Indiana University *Graduate Bulletin*, students have two chances to pass each part of the qualifying exam. No prospectus defense will be held until the oral exam has been passed. Should the student, having passed the oral exam, fail to produce a prospectus within the allotted time he or she may have to retake the entire exam. Should the student, having passed the oral exam, fail the prospectus defense, he or she will have four more months to successfully defend the prospectus. Should the student fail that second time, the DGS will use his/her discretion in determining whether to terminate the student's program at that point or make further arrangements. See the "Termination of Enrollment in the Doctoral Program" section of the *Graduate Bulletin* for the department's overall policy on this issue.

## **APPENDIX B: INSIDE MINOR IN HISTORICAL TEACHING AND PRACTICE COURSE REQUIREMENTS AND EXAMINATION PROCEDURES**

### **Course of Study**

The minor in historical teaching and practice will require evidence of mastery at the level of the graduate oral examination. This will be accomplished according to each student's particular choice of curricular and work-based experiences, developed in conjunction with their minor-field advisor. The coursework common to all students in the minor includes:

1. **Historical Teaching and Practice Discussion Group:** students will enroll for one unit of credit (through H575) for at least one semester's attendance in this monthly student-faculty reading and discussion group.

Students in the minor will also enroll in at least one of the following two courses:

2. **Colloquium in Historical Practice**

This course, to be taken after a student has completed H601, will analyze the context of historical practice as it has developed in a variety of venues--including museums and historic sites, the publishing world, new media, and the realm of government and policy.

3. **Teaching College History**

Students may take their choice of the World, College, or US history teaching options now offered, in order to examine the underpinnings of historical pedagogy and to sharpen their own skills in bringing historical interpretation into the classroom.

In addition, students are encouraged to add relevant coursework through one or more of the following options:

### **Practicum**

A practicum may be constructed in any one of the following ways:

- 1) successful completion of H543, "Practicum in Public History," based on a professional internship or position related to the student's area of interest, with accompanying writing or other work deemed satisfactory by the faculty supervisor of the course; or
- 2) successful completion of a semester as a graduate Editorial Assistant at one of the three historical journals published within the department, with an additional one- to four-unit reading course (H575) related to a relevant project of the student's choosing (and not required of their actual professional work);  
or
- 3) teaching a full-term college-level class, with an additional one- to four-unit reading course (H575) in history-pedagogy theory.

### **Related Coursework**

Other courses relevant to the minor include those which examine at length either

- the history, theory, and practice of historical or social-science research and teaching methods
- the scholarship of teaching and learning history
- historical or practical aspects of the media through which historical ideas are conveyed and received
- historical constructions of the "public"
- public and political responses to historical issues and controversies



In the history department, these courses may include (among others):

H542 Public History	H650 Space and Place in History
H547 Special Topics in Public History	H650 Digital History
H620 Constructions and Deconstructions of Jewish History	H665 Oral History
H645 Issues in the Historiography of Eastern Europe	H710 Historical Writing in the Middle Ages
H645 History and Memory in Modern Europe	H750 Memory of Catastrophe
H650 History in Public	

Alternatively, students may count at most one relevant course from another department, as approved by their minor-field advisor. Examples of such courses might include:

<b>Anthropology</b>	<b>Informatics</b>
A408 Museum Practicum	I541 Human-Computer Interaction Design
P330 Historical Archaeology	
	<b>Journalism</b>
<b>Arts Administration</b>	J500 Introduction to Mass Media Research
Y525 Museum Management	
	<b>Law</b>
<b>Communications and Culture</b>	L766 Children and the Law in Modern America
C560 Motion Picture Production	
	<b>Sociology</b>
<b>Comparative Literature</b>	S510 Introduction to Social Organization
C580 History and Theory of Translation	
	<b>SPEA</b>
<b>Education</b>	V523 Civil Society and Public Policy
H504 History of American Education	
J670 History of Curricular Thought in the US	<b>Telecommunications</b>
	T576 New Media Production
<b>Folklore</b>	
F722 Putting Cultural Theory to Use	

### **Qualifying Examination**

For the purposes of qualifying for candidacy for the Ph.D., students pursuing the inside minor in Historical Teaching and Practice will sit for an oral examination of at least one half-hour in length, administered by at least one member of the minor-field committee.

Students may choose, with the approval of their minor-field advisor, to base the oral examination either on a thorough reading list covering the student's areas of interest within a broader context of work covering historical teaching and practice, *or* on a portfolio of work presented in advance to the minor-field advisor.

The portfolio may take several forms, subject to approval of the advisor. Those forms may include: two or more research papers bearing on historical teaching or practice, with accompanying explanation of the problems or questions investigated in each; a website, film, or other media-based documentation of research into historical practice; a documentary editing project; a teaching portfolio, etc.

## APPENDIX C: COURSES AVAILABLE FOR ANCIENT HISTORY CREDIT

The study of the ancient world requires students to develop a range of specialized skills. These include mastery of the languages of the ancient world as well as a deep familiarity with texts that make up the classical literary corpus. In addition, many ancient history projects also draw heavily upon archeology and mythology. Well-rounded ancient historians must use these languages and tool-skills both to frame their own arguments and to evaluate those made by colleagues. The courses listed below, offered by the Department of Classical Studies and Religious Studies; provide ancient history graduate students with exposure to these skills. In addition, each contains sufficient ancient historical content that they will be awarded history credit.

### GREEK COURSES

- G305 Greek Tragedy (3 cr.)
- G306 Greek Oratory (3 cr.)
- G307 Selected Works of Plato (3 cr.)
- G308 Readings in Biblical Greek (3 cr.)
- G406 Homer (3 cr.)
- G407 Greek Historians (3 cr.)
- G410 Greek Prose Authors (3 cr.)
- G411 Greek Comedy (3 cr.)
- G510 Readings in Greek Historians (4 cr.)
- G511 Readings in Greek Oratory and Rhetoric (4 cr.)
- G512 Readings in Greek Philosophers (4 cr.)
- G513 Readings in the Greek Novel (3 cr.)
- G516 Readings in Greek Comedy (4 cr.)
- G517 Readings in Greek Tragedy (4 cr.)
- G518 Readings in Greek Epic (4 cr.)
- G536-G537 Survey of Greek Literature I-II (4-4 cr.)
- G540 Readings in Byzantine Greek (4 cr.)
- G600 Intermediate Greek I (3 cr.)
- G601 Seminar in Greek Poetry (4 cr.)
- G603 Seminar on Greek Tragedy (4 cr.)
- G610 Seminar in the Greek Novel (4 cr.)
- G611 Seminar in Greek Epigraphy, Papyrology, and Paleography (4 cr.)
- G613 Seminar in Greek Tragedy (4 cr.)
- G620 Seminar in Historical Texts and Historiography (4 cr.)
- G622 Seminar on Topics in Greek Literature (4 cr.)
- G650 Intermediate Greek II (3 cr.)

### CLASSICS COURSES - (non-language study courses)

- C405 Comparative Mythology (4 cr.)
- C409 Roman Literature and Art (3 cr.)
- C411 (FINA A411) The Art and Archaeology of Anatolia (4 cr.)
- C412 (FINA A412) The Art and Archaeology of the Aegean (4 cr.)
- C413 (FINA A413) The Art and Archaeology of Greece (4 cr.)
- C414 (FINA A414) The Art and Archaeology of Rome (4 cr.)
- C419 The Art and Archaeology of Pompeii (4 cr.)
- C420 Topography and Monuments of Athens (3 cr.)
- C502 Bibliography and Research Resources for Classical Studies (1 cr.)
- C503 The Ancient City (4 cr.)
- C610 Seminar in the Greek and Roman Novels (4 cr.)
- C623 Seminar in Classical Archaeology (4 cr.)

### LATIN COURSES

- L305 Ovid (3 cr.)
- L307 Cicero (3 cr.)
- L308 Caesar (3 cr.)
- L309 Introduction to Virgil's *Aeneid* (3 cr.)
- L407 Roman Lyric and Elegy (3 cr.)
- L408 Roman Comedy (3 cr.)
- L409 Readings in Medieval Latin (3 cr.)
- L423 Roman Satire (3 cr.)
- L424 Silver Age Historians (3 cr.)
- L426 Rhetoric and Oratory (3 cr.)
- L427 Virgil's *Eclogues* and *Georgics* (3 cr.)
- L428 Advanced Study of Virgil's *Aeneid* (3 cr.)
- L429 Roman Letters (3 cr.)
- L430 Lucretius (3 cr.)
- L432 Livy (3 cr.)
- L509 Cicero, His Life and Works (4 cr.)
- L510 Readings in Latin Historians (4 cr.)
- L511 Readings in Latin Oratory and Rhetoric (4 cr.)
- L513 Readings in the Roman Novel (4 cr.)
- L515 Readings in Latin Elegy (4 cr.)
- L536-L537 Survey of Latin Literature I-II (4-4 cr.)
- L540 Medieval Latin (4 cr.)
- L550 Roman Historians (4 cr.)
- L600 Seminar in Latin Epic (4 cr.)
- L602 Seminar in Latin Comedy (4 cr.)
- L603 Seminar in Latin Tragedy (4 cr.)
- L610 Seminar in the Roman Novel (4 cr.)
- L611 Seminar in Latin Epigraphy or Palaeography (4 cr.)
- L620 Seminar in Latin Historical Texts and Historiography (4 cr.)

### RELIGIOUS STUDIES COURSES

- R736 Advanced Readings in Early Christian Religious Text (1-4 cr.)
- R521  
(when these numbers are applied to Syriac or Coptic language instruction beyond the first semester introduction)

# NOTES

