

# HISTORY GRADUATE STUDENT HANDBOOK

## Welcome, Nebraska History graduate students!

With almost 30 faculty members, the University of Nebraska's Department of History provides an ideal learning environment for graduate students seeking an M.A. or Ph.D. in 4 primary areas of focus: the North American West & Borderlands; Nineteenth Century U.S.; Transnational History; and Modern World.

Our faculty members have written over 100 books and hundreds of articles and won dozens of awards for research and teaching, including the Nebraska University-wide Departmental Teaching Award in 2017. Our diverse staff offers an array of classes that enable you to gain breadth in your education as you also sharpen your marketable skills. You can additionally count on individual attention and mentorship from your adviser and other faculty members.

The University of Nebraska-Lincoln's programs prepare students for teaching and research positions at the full range of higher education institutions as well as within museums, consulting firms, non-profit organizations, government agencies, and the publishing industry. We emphasize the development of professional skills and teaching experience in addition to intensive research.

We offer cutting-edge training in digital history through the Center for Digital Research in the Humanities, one of the first and strongest such programs in the nation. Students may earn a Certificate in Digital Humanities while pursuing an M.A. or Ph.D. in History.

Students will also pursue interdisciplinary study in Ethnic Studies, Great Plains Studies, Medieval and Renaissance Studies, Nineteenth Century Studies, Human Rights and Humanitarian Affairs, and Women's and Gender Studies at the M.A. and Ph.D. levels.

We look forward to getting to know you and addressing any questions and concerns you might have. Your choice to join our department means that you have joined a community of professionals and scholars pursuing a global vision of excellence through historical inquiry.

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<https://history.unl.edu/graduate>

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# CORE PRINCIPLES

We will cultivate and sustain a collaborative, positive, team-oriented approach to graduate study.

We will seek to educate the whole student and to produce thoughtful, capable, experienced historians with whom we share our passion and commitment to the highest principles of historical inquiry.

We will prepare our students for teaching and research positions at the full range of higher education institutions and in other organizations and agencies that utilize historical skills.

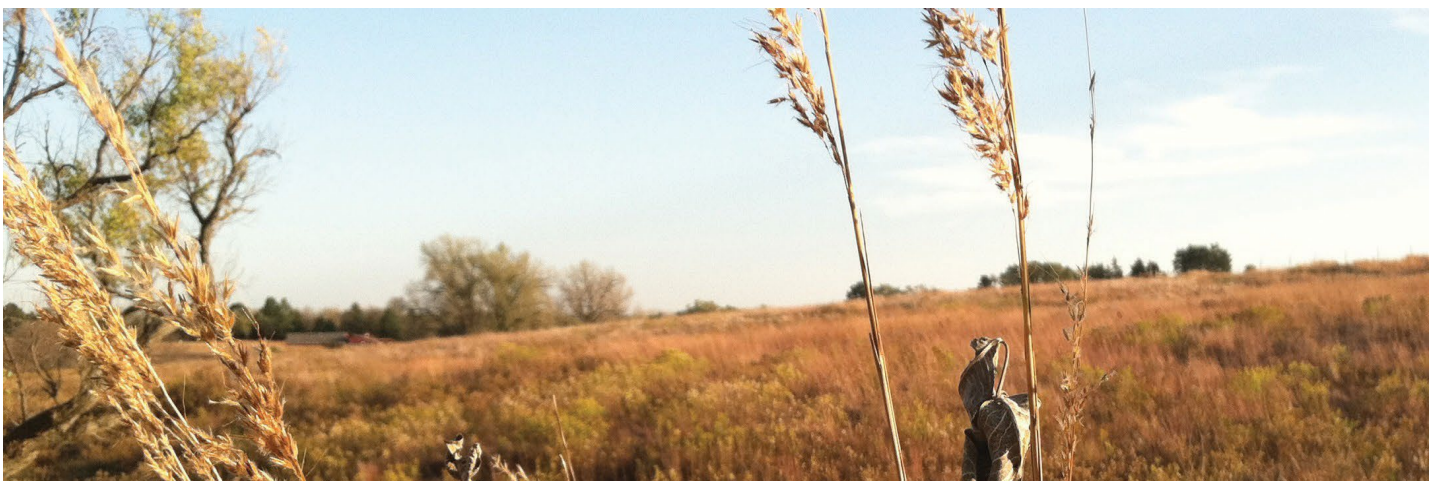
We will prepare our students broadly in fields and areas with a core curriculum of 900-level graduate courses regularly offered in which students gain reading and research experience before they begin the dissertation.

We will participate actively in promoting our graduate students' path toward degree completion by setting benchmarks for key milestones and encouraging students positively to meet their goals in a timely manner.

We will examine our students in a flexible yet thorough fashion, always seeking to build up their intellectual development and raise the level of their engagement with the practices of the profession.

We will support and commit ourselves to a culturally and ethnically diverse graduate student program, advising and mentoring our students to gain success in their programs of study.

We will seek every opportunity for our graduate students to gain professional skills, demonstrate professional credentials, and participate in scholarship and research opportunities.



# GRADUATE STUDENT RESOURCES

## WHICH GRADUATE STUDENT HANDBOOK SHOULD YOU FOLLOW?

If you were admitted to the History M.A. or Ph.D. program for academic year 2022-2023 or after, you will be expected to follow the new guidelines and requirements as set forth in this handbook.

If you were admitted before academic year 2022-2023, you may either switch to the revised program as outlined in this handbook or continue under the previous requirements for the degree program in force when you were admitted (see the [2009-2014](#), [2015-2017](#), and [2018-2019](#) Graduate Handbooks). You should work closely to review your Program of Studies with your Adviser, your Committee, and the Graduate Chair if you decide to change to the new requirements.

Remember that additional information useful to navigating the graduate program is available online through the department's website at <https://history.unl.edu/graduate>.

## OFFICE OF GRADUATE STUDIES

The University of Nebraska-Lincoln's Office of Graduate Studies provides general information and many helpful resources about graduate study at Nebraska. They are located at 1100 Seaton Hall. You should regularly consult their website at <https://graduate.unl.edu/> for essential forms, deadlines, and timelines. For M.A. students, information can be found at <https://graduate.unl.edu/academics/program-steps/masters-degree-steps-to-completion/>. For Ph.D. students, information can be found at <https://graduate.unl.edu/academics/program-steps/doctoral-degree-steps-to-completion/>.

Graduate study in History is conducted under the regulations adopted by the faculty of the Graduate College as set forth in the University of Nebraska-Lincoln Graduate Studies Bulletin (available on the Graduate Studies website). The Graduate Studies Bulletin is the formal guide that sets out requirements for all graduate degrees and therefore should be consulted for questions about overarching regulations concerning credit hours, thesis requirements, deadlines, and other official matters. You must fulfill the requirements and procedures as specified in the Graduate Studies Bulletin; these requirements are not necessarily repeated in this guide. This handbook describes the policies that apply specifically to graduate study in the Department of History. In some instances, more detailed information is available on our website.

The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

# KEY CONTACTS

## GRADUATE CHAIR

The chair of the History Department appoints a tenured faculty member to serve as Graduate Chair. The Chair of the Graduate Committee is responsible for the administration of all tasks associated with running the graduate program in the department. These duties include calling meetings of the Graduate Committee, supervising admissions, assigning advisers to incoming graduate students, assigning teaching assistants to courses, and serving as a general adviser to graduate students who have questions about the program.

The current Graduate Chair's contact information can be found at the bottom of the following webpage: <https://history.unl.edu/graduate>.

## GRADUATE COMMITTEE

The Graduate Committee is appointed by the Dean of Graduate Studies upon the recommendation of the chair of the department. It is responsible for reviewing graduate student applications each year, making recommendations for admission and funding, overseeing the graduate curriculum, addressing student concerns, and resolving conflicts between faculty members and graduate students. Please see the History Department Chair or Graduate Chair if you would like to raise a concern with the Graduate Committee.

## GRADUATE SECRETARY

The Graduate Secretary assists new applicants with their applications through the online system, maintains current graduate student files, fields questions about graduate study, serves as a liaison with the Graduate Chair, and helps to administer teaching assistantship offers, assignments, and evaluations.

### **Megan Brown**

Office Associate and Graduate Secretary

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# TITLE IX & STUDENT CODE OF CONDUCT

## TITLE IX

Title IX prohibits discrimination based on sex in education programs and activities in federally funded schools. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students, faculty, and staff at the University of Nebraska-Lincoln are protected by Title IX (regardless of gender, sexual orientation, gender identity, full- or part-time status, disability, race, or national origin) in all aspects of the University's educational programs and activities. All forms of sexual harassment, including but not limited to dating and domestic violence, stalking, and sexual assault are violations of Title IX and prohibited by the University of Nebraska-Lincoln. Specifically, Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

For more information, please refer to <https://equity.unl.edu/sexual-misconduct-and-title-ix-resources/about-title-ix/>.

## STUDENT CODE OF CONDUCT

It is the responsibility of each student to understand and adhere to the Student Code of Conduct at all times. All graduate students are expected to conduct themselves in a professional, respectful manner in all aspects of their graduate education and in all interactions with peers, faculty, staff, and other members of the academic community.

Academic integrity is a universal principle in the scholarly community, fundamental to the work graduate students do as researchers, teachers, and students. Graduate students are expected to know, understand, and comply with the Code and the University's policies on academic integrity, and act at all times with unwavering integrity. Academic misconduct, when discovered, has serious consequences. In accordance with the established procedures as described in the Code, students who commit acts of academic dishonesty are subject to disciplinary action. These students are granted due process and the right to appeal any decision. Questions regarding procedures for incidents of academic dishonesty may be directed to the Dean for Graduate Studies.

Graduate education must take place in an environment in which free expression, free inquiry, intellectual honesty, and respect for the rights and dignity of others can be expected. Ethical standards of conduct should help ensure, not compromise, these features of the university environment. All

graduate students are expected to maintain the highest standards of academic and professional conduct in all aspects of their training and in all interactions with peers, faculty, staff, and other members of the academic community. Any failure to do so may be grounds for being placed on probation and/or dismissal.

Professional conduct violations consist of behavior that is inconsistent with the ethical standards in the professional roles for which the student is being trained that are not covered by policies governing academic integrity. This may include the student's performance in the role of researcher or scholar, teacher or mentor, supervisor, service-provider, or colleague. Of particular note in this regard are behaviors that make the workplace hostile for colleagues, supervisors, or subordinates (e.g., undergraduate students). Graduate students are expected to adhere to ethical standards in a variety of work settings (e.g., offices, classrooms, clinics, and laboratories) within the explicit standards set by university policies. Being physically or verbally threatening, disruptive, abusive, or hostile can make the workplace so unsafe or unpleasant that others cannot do their work.

The community of scholars at the University of Nebraska-Lincoln is dedicated to personal growth and academic excellence. By choosing to join the community, each member agrees to comply with certain standards of civilized behavior; and therefore, the University of Nebraska-Lincoln adopted the Student Code of Conduct, in order that it might: (1) promote a campus environment that supports its educational, research, and outreach missions; (2) protect the members of the community and its resources from disruption and harm; (3) provide a guide to appropriate individual and group behavior; and (4) foster ethical standards and civic virtues, all in keeping with the STUDENT STATEMENT OF VALUES adopted by the Association of Students of the University of Nebraska-Lincoln on January 15, 2014. All allegations of sexual misconduct, including sexual assault, sexual violence, dating violence, domestic violence, or stalking are investigated and addressed following the procedures set forth in the "University of Nebraska-Lincoln Response to Allegations of Student Sexual Conduct."

The Student Code of Conduct outlines the University's expectations regarding academic integrity and an Academic Integrity page provides additional information, both of which are summarized above. To read the complete University of Nebraska-Lincoln Student Code of Conduct, please refer to <https://studentconduct.unl.edu/university-nebraska-student-code-conduct-0/>. To read the complete Office of Graduate Studies Conduct, Academic Integrity, and Related Policy, please refer to <https://catalog.unl.edu/graduate-professional/policies/governance-and-responsibilities/student-conduct-and-responsibility/> and <https://graduate.unl.edu/rights-and-responsibilities/>.



# GRADUATE ACADEMIC STANDARDS

To receive graduate credit, all History graduate students must receive:

A minimum of a “B” in all graduate courses in History (HIST); and

A minimum of a “C” (or “P”) in all graduate courses outside of History (non-HIST/does not have HIST cross-listing).

Students who receive a grade below the specified minimum will be placed on academic probation by the Department and will receive a written warning from the Graduate Chair. If they receive another grade below the minimum, they will be dismissed from the graduate program. The Graduate Committee may grant waivers to this policy in extraordinary circumstances after consideration of the student’s written request.

## GRADE APPEALS

The grade appeal process is as follows:

*For Regular Grades “A” through “F”, “P”, “N”, “I”, or “NR”* – Substantive appeals are those in which the student feels that the evaluation of their academic program was prejudiced or capricious. In all such cases, the first step is to talk with the instructor of the course. Most of these problems can be resolved at this stage. Students who wish to pursue their appeal beyond this point may then file a written appeal to the Graduate Chair for consideration by the Graduate Committee responsible for the administration of the course. This appeal must be filed within sixty days of the posting of the grade report by the Office of the University Registrar. A written determination of the appeal shall be presented to the student and instructor. If the matter is unduly delayed or not resolved, the student may present the original appeal documentation to the Dean for Graduate Studies who shall request a review by a subcommittee of the University of Nebraska-Lincoln Graduate Council. A final appeal may be made to the full University Graduate Council, if it agrees to hear the case. Since awarding grades in courses occurs at the individual campus level, the decision of the University Graduate Council shall be final and is not subject to further appeal beyond the campus. If the instructor’s grade is overturned, the instructor of record has the right of appeal, in writing, at the same successive levels of review.

*For “Pass/No Pass” Grading Option* – University Academic Senate policy requires that registration changes to or from the “Pass/No Pass” option must be processed by the student before the end of the eighth week (one-half of the course). Mini-courses (less than full semester/term in length) and summer session courses follow a pro-rated schedule for “Pass/No



Pass” changes. The Academic Senate Grading and Examinations Committee has adopted the following formal procedure for filing such appeals requiring the student to submit letters addressing the issue:

1. The student stating the reason(s) for appeal;
2. The instructor of the course stating a position on the issue and the letter grade that would have been earned (if the instructor is not available, then the Department Chair may write this letter);
3. The student’s official academic adviser;
4. The Office of Scholarships and Financial Aid, if the basis of the appeal is to maintain minimum graded hours for a scholarship;
5. A medical doctor or other health professional on the student’s medical condition, if the appeal is based on medical reasons. This documentation must include dates of illnesses or treatment, nature of illness, and the extent of the incapacitating nature of the illness.

Appeals forms and instructions are available at the college advising center or dean’s office. It is the student’s responsibility to ensure that all four documents are sent to the college advising center or dean’s office. The student will be informed of the decision by the college.

## **DIRECTED READINGS (HIST 894) POLICY**

Students should always discuss their independent study/Directed Readings (HIST 894) plans with their adviser. Students enrolling in HIST 894 must coordinate with the course instructor and must complete the appropriate form in the Department of History main office (612 Oldfather Hall). Independent/directed readings are best used to enhance instructional offerings not already included in the department’s curriculum and to prepare for comprehensive exams, or to enroll in a graduate section of a course that does not have an 800-level component. Since these opportunities are not intended to replace program requirements, students should not expect approval to use HIST 894 to replace required courses that have been offered during their tenure. HIST 894 credits are typically only counted toward elective coursework hours.

# PEER MENTORING

The History Department recognizes that peer mentorships can provide a more holistic experience in graduate school. Mentorships provide a structured space in which to share skills and knowledge, professional socialization, and personal support.

Each August, the Department works with the History Graduate Students' Association (HGSA) to assign peer mentors to incoming graduate students. Mentors can help navigate common challenges that graduate students face such as isolationism, imposterism, stress, and organization.

## MENTOR/MENTEE EXPECTATIONS

No two mentor/mentee relationships are the same, but it is the quality, breadth, and depth of interaction within this unit that can foster a positive outcome in the graduate experience. Generally, mentors/mentees set the following objectives:

1. Establish contact early on;
2. Meet at least once per semester;
3. Set goals and priorities; provide encouragement and support;
4. Share research, university resources/opportunities, and community engagement; and
5. Maintain a professional dynamic.

# LANGUAGE REQUIREMENTS

The History Department requires reading proficiency in one or more secondary languages for all M.A. and Ph.D. students. Proficiency enables students to read in the secondary literature and undertake original research in another language. Proficiency in another language also underpins the process of gaining perspective on one's own native language and culture. It is a crucial tool for developing a sophisticated, cosmopolitan historical perspective.

## GENERAL LANGUAGE REQUIREMENTS

All students should aim to complete their language requirement and/or placement exam as early as possible in their time at Nebraska.

International students who complete the TOEFL may count a non-English native language as one required foreign language.

Language coursework does not count toward credit-hour requirements for the M.A. or Ph.D. degree.

## ADVANCED RESEARCH SKILL SUBSTITUTION (ARS)

The History Department values our students' diverse and innovative research. Recognizing that this research might necessitate the introduction of new platforms, technologies, and methodologies, we have added an option for students to substitute an Advanced Research Skill (ARS) or coding language to meet their language requirements in specific cases.

1. Possible ARS options include text encoding, oral history and indigenous languages, qualitative coding, geographic information systems (GIS), database design, statistical analysis, rhetorical strategy, or computational text analysis.
2. Students with previous ARS experience should show both coursework and a product that demonstrates ARS proficiency/fluency.
3. In the program, ARS petitions should describe the skill and its relevance to the student's project and identify a faculty member who is able and willing to evaluate the student's proficiency.

## M.A. STUDENTS

M.A. students are expected to have passed four semesters of study in a single foreign language with an average grade of B or better. This must be documented on the student's transcript.

M.A. students who enter the program without having already met this expectation may fulfill the requirement in one of two ways:

1. Take four semesters of coursework in a single foreign language with an average grade of B or better while at the University of Nebraska-Lincoln; or
2. Take a placement exam as established by the History Department to demonstrate equivalent comprehension to four semesters of coursework; or
3. Substitute one foreign language with an ARS (see previous section).

## PH.D. STUDENTS WHO ENTER THE PROGRAM WITHOUT A PREVIOUS M.A.

Ph.D. students who enter the program without a previous M.A. must have passed four semesters of study in a single foreign language with an average grade of B or better. This must be documented on the student's transcript.

Ph.D. without M.A. students may also take an equivalent language placement exam that demonstrates language proficiency.

## ALL PH.D. STUDENTS

All Ph.D. students (both those with and those without a previous M.A.) must pass a document-based reading fluency exam before advancing to candidacy for the Ph.D. This exam is offered only during finals week in the fall and spring semesters.

- Americanist Ph.D. students must complete this requirement in one foreign language, in consultation with their adviser and supervisory committee.
- Ph.D. students in non-U.S. fields must complete this requirement in two foreign languages, in consultation with their adviser and supervisory committee.
- An ARS may substitute for one of the language requirements.

With the endorsement of their adviser, Ph.D. students may appeal to the Graduate Committee for an alternative assessment of particular cases such as coursework in a spoken language that generates few written documents, or a previous degree from a foreign-language institution.



# GRADUATE FUNDING

All applicants are considered for competitive research and teaching assistantships in addition to fellowships, and current students can apply for such opportunities when they become available. Those opportunities are announced by the Graduate Chair when they arise. Departmental and college-wide travel and honorific awards are also offered regularly, and can be reviewed on the department's website. The deadlines for awards may be found via <https://history.unl.edu/graduate-funding/>.

To remain eligible for graduate funding, all students must submit an annual self-evaluation form (available online) by April 1<sup>st</sup> to the Graduate Committee.

## ASSISTANTSHIP REQUIREMENTS

A graduate student assistantship in History ranges from a one-third appointment (.33 FTE) to a half-time appointment (.49 FTE), equivalent to a workload of 13 hours per week for M.A. students and 19.6 hours per week for Ph.D. students; any exceptions will be noted on your contract. Students with a continuous appointment as a graduate assistant for the academic year will receive a living wage stipend and normally also a waiver of resident or non-resident tuition for up to 12 hours of credit per semester. New teaching assistants must attend the workshop for new teaching assistants held the week before classes begin in the fall, and all teaching assistants may be required to attend additional training workshops throughout the academic year.

Graduate assistants must maintain the status of a full-time graduate student in good academic standing, registering and completing 9 to 12 hours of credit each semester toward the degree objective (or equivalent full-time status with fewer hours of credit while working on the dissertation). Satisfactory performance as a student involves maintenance of timely progress toward the degree objective. Passing work, involving a grade of "B" or better, must be done in all graduate courses.

Satisfactory performance of the duties assigned to a graduate student is also required. The particular duties will be assigned to a graduate assistant by the instructor who is responsible for the course in which the student is assisting, in accordance with standards set by the Graduate Committee. Once graduate assistants are assigned to their instructors, they should establish contact to go review their responsibilities. Each semester, the faculty member will submit an evaluation of the student's performance for the Graduate Committee's review. In the event of conflicts or disagreements between a graduate assistant and the faculty member, the departmental Graduate Committee may also evaluate the student's performance. In any case, the Graduate Committee will make the final determination as to whether a student is performing the assigned duties satisfactorily and retains authority to make decisions about funding and/or program status at its discretion.

# M.A. IN HISTORY

We offer an M.A. in History that is intended to provide a firm foundation in a Primary Field (selected from American, European, and World History options) and Secondary Field that includes Ethnic Studies (ETHN), Great Plains Studies (GPSP), Human Rights and Humanitarian Affairs (HRHA), Medieval and Renaissance Studies (MRST), Nineteenth Century Studies (NCST), or Women's and Gender Studies (WMNS). In addition, students will take courses in their Applied Field (Digital Humanities and Public History, Education, or Law and Policy) and are required to enroll in two Professional Development Courses. The M.A. in History is especially appropriate for those who wish to gain more preparation before applying for a Ph.D. in History. The M.A. in History does not require a thesis, but students compile and defend a portfolio made up of three components outlined below. Essential forms, deadlines, and timelines from the Office of Graduate Studies can be found at <https://graduate.unl.edu/academics/program-steps/masters-degree-steps-to-completion/>.

We also offer a J.D./M.A. program with the College of Law and a dual M.A. with the College of Education and Human Sciences that provide students with dual degrees to support careers in Law and Education with the benefit of deep historical training. An accelerated M.A. degree option is also available for UNL undergraduate History majors.

## FOUNDATIONAL SEQUENCE

History graduate students receive rigorous training in historical theory and research. This orients them to contribute in the classroom, at conferences and in publications, and within the community. The Foundational Sequence is required of all History graduate students. It starts with HIST 900 and is followed by HIST 901 and 950 (see p. 37).

## PROFESSIONAL DEVELOPMENT SEQUENCE

The Department of History offers three graduate level courses in academic and related careers, leadership and development, research communication, fundraising, and grant writing. See pp. 39-40 for more information on these 1 credit hour courses.

## M.A. REQUIREMENTS

The M.A. degree requires 32 credit hours of HIST or approved credit outside the History Department, including:

<b>Foundational Sequence</b> HIST 900, 901, & 950	9 Credit Hours
<b>Primary Field</b> European = HIST 931 & 933 + Global/US American = HIST 941 & 943 + Global/Euro. World = HIST 961 & 963 + Euro./US	9 Credit Hours
<b>Secondary Field</b> Certificate or Specialization: NCST; ETHN; GPSP; HRHA; MRST; WMNS	6 Credit Hours
<b>Applied Field</b> Certificate or Specialization: DH & Public History; Education; Law & Policy*  *J.D./M.A. & Dual M.A. w/ Ed. share 9 credits w/ joint degree	6 Credit Hours
<b>Professional Development</b> HIST 801A & 801B*  *not required for J.D./M.A., Dual M.A. w/ Ed., or accelerated M.A. program	2 Credit Hours
<b>Total Credit Hours</b>	<b>32 Credit Hours</b>



## KEY STEPS IN THE M.A. PROGRAM

### 1<sup>st</sup> Semester

- Be sure you are enrolled in HIST 900 and are taking courses in your Primary and/or Secondary Field area. Additional courses in the 1<sup>st</sup> semester should be determined in advance consultation with your assigned adviser.
- Admitted students are assigned an adviser based on your academic interests, as expressed in your application. As your interests develop, you may elect to change advisers within the first year. You should be in touch with your adviser about your fall registration before classes start and then meet with them in the first weeks of the semester to plan your coursework for the remaining semesters of your program. Be sure to discuss whether you have met the language requirement of four semesters in one foreign language with a B average or better.
- If you are a full-time student, you will usually take 9 credit hours per semester, allowing you to finish the degree in four semesters.

### 2<sup>nd</sup> Semester

- By the end of your second semester (or before you have received grades in more than one-half of the prescribed program), you must meet with your adviser and submit a completed Memorandum of Courses form. The Memorandum of Courses lists the courses already taken to satisfy credit-hour requirements and provides a tentative list of courses you plan to take to complete the degree. The Memorandum of Courses must be approved by your adviser, the History Department Graduate Chair, the Graduate Chair in the department or program in which you are pursuing an outside specialization (if applicable), and the Dean of Graduate Studies. A Memorandum of Courses may not be filed in the same semester (fall, spring, summer) in which the student intends to graduate.
- Submit your annual self-evaluation.
- By the second semester in the program, you need to form a Supervisory Committee of at least three graduate faculty members, including your adviser. At least two members should be in the History Department.

### 3<sup>rd</sup> Semester

- Meet with your adviser and committee members to discuss the components of your portfolio that you expect to defend in the 4<sup>th</sup> semester.

## 4<sup>th</sup> Semester

- You must file an Application for Graduation early in the semester in which you intend to graduate. Applications for Graduation may be submitted electronically via MyRed or by contacting the Office of the University Registrar. Please consult the Office of Graduate Studies' academic calendar for the deadline each semester at <https://graduate.unl.edu/academics/program-steps/masters-degree-steps-to-completion/>.
- During the last semester in the program, you will compile a portfolio of work (see p. 18) to be examined by the Supervisory Committee. A final examination report form must also be submitted to the Office of Graduate Studies at least four weeks (three weeks in summer) prior to the final oral examination. You must then submit your portfolio to the History Department office at least three weeks before the final oral examination.
- Your Supervisory Committee will review your portfolio. If approved, the Committee will hold a final oral examination with you by the deadline required by Graduate Studies at the University.
- Submit your annual self-evaluation if you will not be graduating in the 4<sup>th</sup> semester.

Courses over ten years old (following the completion of the Memorandum of Courses) may not be used as part of the M.A. program.

## YOUR M.A. ADVISER

Your M.A. adviser is responsible for working with you to help ensure that you complete your required coursework, submit your Memorandum of Courses in a timely manner, fulfill the requirements for your degree, and form a Supervisory Committee. Your adviser will also oversee and guide your research for HIST 950 and chair your Supervisory Committee.

The M.A. Supervisory Committee consists of three members, at least two of whom must be faculty in the History Department (one is your adviser, the chair of your Supervisory Committee). Students usually seek out members for their Supervisory Committee who have taught them in classes in their primary and secondary fields.

It is the student's responsibility to act on the adviser's suggestions and instruction. Your adviser provides advice; you work with that advice in mind to fulfill your program's obligations. Ultimate responsibility for any student's success rests with the student.

## THE M.A. PORTFOLIO

The portfolio represents the culmination of your work for the M.A. It should include three components:

1. Your final paper from HIST 950, which is usually at least 25 pages in length;
2. A historiography paper *OR* a project from one of your 900-level Primary Field classes, usually between 10-15 pages in length; and
3. An additional piece of scholarship of your choosing, the length of which should be determined by you, your adviser, and your committee. Such work may include digital or written scholarship representative of a specialization, or either of your Primary or Secondary fields.

Students should propose the elements of their portfolio to their adviser at least a semester before the final oral examination. A final examination report form must be submitted to the Office of Graduate Studies at least four weeks (three weeks in summer) prior to the final oral examination. Students should distribute the portfolio to their Supervisory Committee members and to the History Department office at least three weeks before the final oral examination. After the review of your M.A. portfolio and the oral examination, the Supervisory Committee will rate student performance as a "Pass" or "Failed." Students who do not pass may resubmit another portfolio in the subsequent semester and attempt another examination only on the recommendations of the Supervisory Committee and Graduate Chair. Failure to pass the second attempt will result in a recommendation for termination from the program.

# PH.D. IN HISTORY

We offer a distinctive Ph.D. program in History that emphasizes both broad and focused historical knowledge as well as skills training for the 21<sup>st</sup>-century historian. Our department is a leading innovator in digital history, and prepares future faculty for all levels of teaching, from research universities to community colleges. We also offer opportunities to intern in the editing and publishing industry and at museums and archives. Essential forms, deadlines, and timelines for the Office of Graduate Studies can be found at <https://graduate.unl.edu/academics/program-steps/doctoral-degree-steps-to-completion/>.

## PH.D. FIELDS

You must pursue four distinct fields: a focus field; a primary field; a secondary field; and an applied field.

### Focus Fields

The focus field is a distinctive area of study that will prepare you for dissertation research. We expect you to choose from among these four focus areas of faculty strength:

#### **North American West & Borderlands**

Our Ph.D. program is a leader in new global approaches to the history of the North American West. We specialize in studying the West as an empire in transnational and comparative context. Our faculty members are particularly expert in Indigenous histories of the Americas, and their studies of the 19<sup>th</sup>- and 20<sup>th</sup>-century North American West focus on women and gender, race and ethnicity, and the role of law in American conquest. A number of the faculty who advise and teach in the North American West focus field are also joint-appointed or affiliated with the Institute for Ethnic Studies and with Women's and Gender Studies. Recent Ph.D. graduates in this focus field hold tenure-track positions in prominent universities, have published prize-winning books, and are fundamental to the growing adoption of digital humanities methodology on campuses throughout the United States.

#### **Nineteenth Century U.S.**

The History Department's faculty in the 19<sup>th</sup> Century U.S. supports an integrated curriculum in the social, cultural, economic, intellectual, political, and legal foundations of American history during this transformational period. Areas of emphasis include women and gender, race and slavery, westward expansion, sectional tensions and the Civil War, legal development, economic change, intellectual and cultural transitions, and digital history. The History Department works with the 19<sup>th</sup> Century Studies Program to award a graduate specialization in 19<sup>th</sup> Century Studies. Our graduate students enjoy

the benefit of a robust writing workshop hosted in the 19<sup>th</sup> Century Studies program and are encouraged to think of their specialization from an interdisciplinary perspective. With support from the Center for Digital Research in Humanities as well, many of our graduates work to promote digital history methods as an important tool in their research on the long 19<sup>th</sup> century.

### **Transnational History**

The faculty members in Transnational History are among the leaders in this diverse field. Collectively, their research interests include Africa, Asia, Europe, the Middle East, and the United States, focusing on such nations as Algeria, France, China, Germany, South Africa, and Turkey, and such topics as colonialism, decolonization, espionage, intelligence, race relations, and world wars. Known for their comparative approach and their wide-ranging books that cover every continent, our faculty in this focus field teach various courses on 20<sup>th</sup> century international history, including America and the world, the Ottoman Empire, the First and Second World Wars, anti-colonialism and decolonization, nationalist movements, the Holocaust, international relations, and the Cold War. Our faculty hold prominent positions and are very active within professional organizations promoting research in US-foreign relations and advise graduate students whose work answers critical questions about the global connections between past and present and the historical reflections of modern-day diplomacy.

### **Modern World**

We have a strong graduate program in Modern World History. Our highly regarded scholars cover Latin America, The Middle East, Africa, and Asia with a variety of perspectives including indigeneity and race, interethnic violence and genocide, protest and resistance, economic history, as well as criminality and danger. Our faculty hold prominent positions and are very active within professional organizations promoting highly innovative research and teaching in Modern World History.

### **Primary Field**

You will choose one primary field: American; European; or World. This field provides the breadth expected for your general dissertation area. You must take the two core 900-level classes in your chosen primary field. For Europeanists, these classes are HIST 931 and HIST 933; for Americanists, HIST 941 and HIST 943; and for World historians, HIST 961 and HIST 963. Students must also take a third course in one of these sequences that is not their primary field to support a comparative view on their primary field.

### **Secondary Field**

You will also select a secondary field to provide the analytic and methodological tools to develop your primary focus field research. You should take four courses in: Ethnic Studies (ETHN); Great Plains Studies (GPSP); Human Rights and Humanitarian Affairs (HRHA); Nineteenth Century Studies (NCST); and Women's and Gender Studies (WMNS), which is enough to achieve a certification or specialization. Course offerings in these areas are listed on each field's website and requirements are summarized here:

**Ethnic Studies:**

9 credit hours (6 outside the home department) for the M.A.

18 credit hours (9 outside the home department) for the Ph.D.

One member of the M.A. or Dissertation Committee has to be joint-appointed with Ethnic Studies.

**Great Plains Studies:**

9 credit hours outside the home department (1 has to be the Seminar in Great Plains Studies) for the M.A.

15 credit hours outside the home department (no more than 6 per department, 1 has to be the Seminar in Great Plains Studies) for the Ph.D.

**Human Rights and Humanitarian Affairs:**

15 credit hours (3 outside the home department) for the M.A.

21 credit hours (6 outside the home department, 3 per department) for the Ph.D.

**Medieval and Renaissance Studies:**

9 credit hours outside the home department for the M.A.

15 credit hours outside the home department for the Ph.D.

**Nineteenth Century Studies:**

9 credit hours (HIST/ENGL/MODL 918, HIST/ENGL/MODL 919, and 1 NCST-related graduate course) for the M.A.

12 credit hours (HIST/ENGL/MODL 918, HIST/ENGL/MODL 919, and 2 NCST-related graduate courses) for the Ph.D.

**Women's and Gender Studies:**

9 credit hours (6 outside the home department) for the M.A.

12 credit hours (9 outside the home department) for the Ph.D.

**Applied Field**

Courses in the Applied Field are designed to provide you with valuable skills, knowledge, and experience applicable to a variety of careers within and outside academia. Ph.D. students are required to take 3 courses for 9 credits in one applied field. The following fields are available: Digital Humanities & Public History; Education; Law & Policy.

## **Skills**

The mandatory skills courses are HIST 970 (Seminar in Digital History) and HIST 990 (Seminar in Special Problems of Teaching History). Additional credits can be attained through HIST 993 (Press Internship) and HIST 995 (History Practicum).

## **Professional Development Sequence**

The sequence consists of three 1-credit courses designed to prepare students for the job market within and outside academia. The courses are HIST 801A (Career Diversity in History & the Humanities), 801B (Leadership & Development in the Humanities & Social Sciences), and 801C (Research Communication & Funding for Humanists).



## PH.D. REQUIREMENTS

In addition to the coursework outlined here, all Ph.D. students are required to complete the language requirement that is further elaborated on pp. 10-12.

The Ph.D. degree requires 90 credit hours of History (HIST) or approved credit outside the History Department, including:

<p><b>Foundational Sequence</b> HIST 900, 901, &amp; 950 (x2)</p>	12 Credit Hours
<p><b>Primary Field</b> European = HIST 931 &amp; 933 + 951/953/983 American = HIST 941 &amp; 943 + 951/953/983 World = HIST 961 &amp; 963 + 951/953/983</p>	9 Credit Hours
<p><b>Secondary Field</b> ETHN; GPSP; HRHA; MRST; NCST; WMNS</p>	12 Credit Hours
<p><b>Focus Field</b> North American West &amp; Borderlands; Nineteenth Century U.S.; Transnational History; Modern World</p>	6 Credit Hours
<p><b>Applied Field</b> DH &amp; Public History; Education; Law &amp; Policy</p>	9 Credit Hours
<p><b>Skills</b> HIST 970 &amp; 990</p>	6 Credit Hours
<p><b>Professional Development</b> HIST 801A, 801B, &amp; 801C</p>	3 Credit Hours
<p><b>Doctoral Dissertation</b> HIST 999</p>	33 Credit Hours
<p><b>Total Credit Hours</b></p>	<b>90 Credit Hours</b>

## **ACADEMIC RESIDENCY REQUIREMENTS FOR PH.D. STUDENTS**

To meet the Office of Graduate Studies academic residency requirements, you must complete 27 credit hours within a consecutive 18-month period; if you do not have an M.A., 15 of these 27 hours must be taken after either receiving a Master's along the way or completing 30 hours. If you completed your M.A. at the University of Nebraska, you may apply 12 hours of your M.A. work toward this requirement. No more than 9 credit hours applied towards residency may be taken during summer sessions. The academic residency requirement must be met prior to the scheduling of the final oral exam. The graduate school provides limited exemptions from these requirements for the following:

- University staff who are engaged at least half-time in research or teaching.
- Those employed in their major field may take 24 credit hours within a consecutive 24-month period, provided that at least 12 of these credit hours are taken after the M.A.

If you have not been admitted to Ph.D. candidacy and you have not registered for courses within the last two calendar years, you will be considered terminated from the program. If you wish to finish your degree, you must submit a written petition to the History Graduate Committee requesting readmission to the graduate program.

The time limit on granting the doctoral degree is eight years from the time of filing the student's Program of Studies in the Office of Graduate Studies.

## **TRANSFER OF CREDITS POLICY**

Students seeking to transfer graduate credits from a previous institution toward their doctoral degree may do so contingent upon Graduate Committee review with appropriate documentation. Doctoral students may use up to half of the total credit hours required by the supervisory committee to meet the degree requirements. The minimum number of credits required to obtain a doctorate at UNL is 90. These courses are reviewed by the supervisory committee at the time of the approval of the Program of Studies. All credits must be from graduate level, non-professional courses.

## KEY STEPS IN THE PH.D. PROGRAM

### 1<sup>st</sup> Semester

- Meet with the adviser assigned to you and establish a preliminary plan for your coursework and professional development. Ensure your adviser is best suited to your interests. If not, meet with other faculty to see if they would be willing to take you on as an advisee.
- Consider your M.A. coursework to identify any possible credits that can be transferred in as electives. Submit any request for transfer credits to the graduate chair.
- Take the Ph.D. language fluency exam during finals week in a language endorsed by your adviser.

### 2<sup>nd</sup> Semester

- Meet with your adviser before registering for summer and/or fall courses.
- Establish a plan for summer reading and/or research.
- Submit your annual self-evaluation. Take the Ph.D. language fluency exam in a language endorsed by your adviser if needed.

### 3<sup>rd</sup> Semester

- Meet with your adviser to discuss potential faculty for your comprehensive exam and dissertation.
- Make every effort to take focus, primary, and secondary field courses with faculty you hope to have on your committee.
- Ensure that you are on-track and meeting departmental requirements. Take the Ph.D. language fluency exam during finals week if needed.

## **4<sup>th</sup> Semester**

- Assess your coursework to ensure you've met departmental requirements and can do so within the next year if you are also pursuing an interdisciplinary specialization.
- Work with your adviser to establish a supervisory committee and submit the completed Appointment of Supervisory Committee for the Doctoral Degree form to the Office of Graduate Studies. You must submit a Change of Committee form if any changes are made to your committee after this point; students can consult with the Graduate Chair about this option.
- In addition to the Appointment of Supervisory Committee form, you must also submit your completed Program of Study form to the Office of Graduate Studies. This form notes any courses you've transferred in and all University of Nebraska-Lincoln courses you plan to take to complete departmental requirements in addition to any specializations.
- Submit your annual self-evaluation and take the fluency exam during finals week if needed.

## **5<sup>th</sup> Semester**

- Depending on where you are in coursework, you may be preparing for comprehensive exams or finishing out a specialization. Be sure you've taken dissertation credits so that you meet the 36 required dissertation hours before you complete the program.

## **6<sup>th</sup> Semester**

- If you take and pass your comprehensive exams (outlined on p. 35) this semester, you'll need to submit a completed Application for Candidacy form through the Office of Graduate Studies. Once you are advanced to candidacy, you'll need to register each semester with the Office of Graduate Studies to ensure you are appropriately enrolled.
- Submit your annual self-evaluation.

## 7<sup>th</sup> and 8<sup>th</sup> Semesters

- Many students will take their comprehensive exams in the 7<sup>th</sup> semester and submit their prospectus in the 8<sup>th</sup> semester. Some students might progress more quickly and could be ready to submit a prospectus in the 7<sup>th</sup> semester. The prospectus is outlined on p. 35. Meet regularly with your exam committee to ensure your preparation. If you plan for your exam committee and your dissertation committee to include different members, you'll need to submit a completed Change of Committee form to the Office of Graduate Studies, in addition to the Application for Candidacy after you pass your comprehensive exams.
- Be sure to submit your annual self-evaluation in the 8<sup>th</sup> semester.

## 9<sup>th</sup> Semester and Beyond

- ABD students must register with the Office of Graduate Studies each semester and can consult with their adviser to determine how many dissertation credits they should take per semester.
- Be sure to submit the annual self-evaluation each spring semester.
- This stage of the program is largely self-directed and students should be in regular contact with their committee as they research and write their dissertation while also preparing for their post-graduation goals. Your adviser and committee members will determine a timeline for completion and arrange a system for review and feedback throughout your dissertation process.
- Work with your adviser and committee to determine which semester you will defend your dissertation. The Office of Graduate Studies announces the deadline for the Application for a Degree form at the beginning of each semester and so you will need to be watchful for that announcement in the semester you plan to defend and graduate; you can also check the timeline at <https://graduate.unl.edu/academics/program-steps/doctoral-degree-steps-to-completion/>.
- When your adviser and committee agree that your dissertation is complete, you will need to distribute a final draft to all members within an agreed-upon timeframe (usually a month or more before your scheduled defense), and submit the completed Application for Final Oral Examination to the Office of Graduate Studies two weeks prior to your scheduled defense. The Office of Graduate Studies will also require an abstract and full draft of your dissertation at that time.

## PH.D. WITHOUT M.A.

Ph.D. students without an M.A. have some additional requirements that other Ph.D. students do not share. For that reason, your timeline will be slightly different. In particular, Ph.D. students without an M.A. need to complete the M.A. requirements and defend their portfolio before the end of their 4<sup>th</sup> semester, as follows:

<p><b>Foundational Sequence</b> HIST 900, 901, &amp; 950</p>	9 Credit Hours
<p><b>Primary Field</b> European = HIST 931 &amp; 933 + Global/US American = HIST 941 &amp; 943 + Global/Euro. World = HIST 961 &amp; 963 + Euro./US</p>	9 Credit Hours
<p><b>Secondary Field</b> Certificate or Specialization: NCST; ETHN; GPSP; HRHA; MRST; WMNS</p>	6 Credit Hours
<p><b>Applied Field</b> Certificate or Specialization: DH &amp; Public History; Education; Law &amp; Policy*</p> <p>*J.D./M.A. &amp; Dual M.A. w/ Ed. share 9 credits w/ joint degree</p>	6 Credit Hours
<p><b>Professional Development</b> HIST 801A &amp; 801B*</p> <p>*not required for J.D./M.A., Dual M.A. w/ Ed., or accelerated M.A. program</p>	2 Credit Hours
<p><b>Total Credit Hours</b></p>	<b>32 Credit Hours</b>

Students unable to fulfill the above requirements and defend the portfolio before the end of their 4<sup>th</sup> semester may not be considered as making suitable progress toward the degree. They may continue pursuing their coursework and preparing for their portfolio defense, but they may not be considered as viable candidates for funding if they fail to maintain the expected timeline. Please refer to p. 18 for more information about the portfolio.

The additional coursework required of a Ph.D. that can be taken after the 4<sup>th</sup> semester and after the portfolio has been defended includes:

<b>Remainder of Foundational Sequence</b> HIST 950	3 Credit Hours
<b>Focus Field</b> North American West & Borderlands; Nineteenth Century U.S.; Transnational History; Modern World	6 Credit Hours
<b>Applied Field</b> DH & Public History; Education; Law & Policy	9 Credit Hours
<b>Skills</b> HIST 970 & 990	6 Credit Hours
<b>Professional Development</b> HIST 801C	1 Credit Hour
<b>Doctoral Dissertation</b> HIST 999	33 Credit Hours
<b>90 Total Credit Hours</b>	<b>58 Credit Hours needed after M.A.</b>



## KEY STEPS IN THE PH.D. WITHOUT M.A. PROGRAM

### 1<sup>st</sup> Semester

- Meet with the adviser assigned to you and establish a preliminary plan for your coursework and professional development. Ensure your adviser is best suited to your interests. If not, meet with other faculty to see if they would be willing to take you on as an advisee.
- Discuss whether or not you'll need to meet the language requirement as part of your M.A. portion of the program.
- Take the Ph.D. language fluency exam during finals week in a language endorsed by your adviser.

### 2<sup>nd</sup> Semester

- Work with your adviser to complete and submit a completed Memorandum of Courses form to the Office of Graduate Studies that outlines the courses you will take to complete the M.A. portion of your program. Aim also to build a portfolio committee who will advise you on appropriate components for your portfolio, which is defended in the 4<sup>th</sup> semester.
- Submit your annual self-evaluation. Take the Ph.D. language fluency exam in a language endorsed by your adviser if needed.

### 3<sup>rd</sup> Semester

- Formally assemble your Portfolio Committee and begin working to prepare your portfolio for a defense in the 4<sup>th</sup> semester. Typically, the committee will consist of your adviser and two other faculty members who have taught the courses reflected in your portfolio components. One of these faculty members can be from outside the department to reflect any interdisciplinary work you've done.
- Work with your adviser to complete and submit a completed Memorandum of Courses form to the Office of Graduate Studies that outlines the courses you will take to complete the M.A. portion of your program. Aim also to build a portfolio committee who will advise you on appropriate components for your portfolio, which is defended in the 4<sup>th</sup> semester.
- Take the Ph.D. language fluency exam if needed.

## **4<sup>th</sup> Semester**

- Establish a timeline for your portfolio defense and submit a completed Final Examination Report to the Office of Graduate Studies no less than four weeks prior to your portfolio defense date; note that the Office of Graduate Studies sets a deadline for oral examinations at the beginning of each semester and you must ensure that your defense is scheduled prior to that deadline.
- After you defend your portfolio, your committee will recommend one of three outcomes: 1) receive the M.A. degree and advance into the Ph.D. track, where you will join your peers in the 5<sup>th</sup> semester timeline; 2) conclude your training with a terminal M.A. degree; or 3) dismiss you from the program for lack of progress.
- If your committee recommends the first option and you continue in the Ph.D. track, work with them to submit the completed Appointment of Supervisory Committee for the Doctoral Degree form to the Office of Graduate Studies immediately after your successful portfolio defense. You must submit a Change of Committee form if any changes are made to your committee after this point; students can consult with the Graduate Chair about this option.
- In addition to the Appointment of Supervisory Committee form, you must also submit your completed Program of Study form to the Office of Graduate Studies. This form notes any courses you've transferred in and all University of Nebraska-Lincoln courses you take to complete departmental requirements in addition to any specializations.
- Remember to submit your annual self-evaluation and take the Ph.D. language fluency exam if needed.

## **5<sup>th</sup> Semester**

- Depending on where you are in coursework, you may be preparing for comprehensive exams or finishing out a specialization. Be sure you've taken dissertation credits so that you meet the 36 required dissertation hours before you complete the program.

## **6<sup>th</sup> Semester**

- If you take and pass your comprehensive exams (outlined on p. 35) this semester, you'll need to submit a completed Application for Candidacy form through the Office of Graduate Studies. Once you are advanced to candidacy, you'll need to register each semester with the Office of Graduate Studies to ensure you are appropriately enrolled.
- Submit your annual self-evaluation and take the Ph.D. language fluency exam if needed.

## 7<sup>th</sup> and 8<sup>th</sup> Semesters

- Many students will take their comprehensive exams in the 7<sup>th</sup> semester and submit their prospectus in the 8<sup>th</sup> semester. Some students might progress more quickly and could be ready to submit a prospectus in the 7<sup>th</sup> semester. The prospectus is outlined on p. 35. Meet regularly with your exam committee to ensure your preparation. If you plan for your exam committee and your dissertation committee to include different members, you'll need to submit a completed Change of Committee form to the Office of Graduate Studies in addition to the Application for Candidacy after you pass your comprehensive exams.
- Be sure to submit your annual self-evaluation in the 8<sup>th</sup> semester.

## 9<sup>th</sup> Semester and Beyond

- ABD students must register with the Office of Graduate Studies each semester and can consult with their adviser to determine how many dissertation credits they should take per semester.
- Be sure to submit the annual self-evaluation each spring semester.
- This stage of the program is largely self-directed and students should be in regular contact with their committee as they research and write their dissertation while also preparing for their post-graduation goals. Your adviser and committee members will determine a timeline for completion and arrange a system for review and feedback throughout your dissertation process.
- Work with your adviser and committee to determine which semester you will defend your dissertation. The Office of Graduate Studies announces the deadline for the Application for a Degree form at the beginning of each semester and so you will need to be watchful for that announcement in the semester you plan to defend and graduate; you can also check the timeline at <https://graduate.unl.edu/academics/program-steps/doctoral-degree-steps-to-completion/>.
- When your adviser and committee agree that your dissertation is complete, you will need to distribute a final draft to all members within an agreed-upon timeframe (usually a month or more before your scheduled defense), and submit the completed Application for Final Oral Examination to the Office of Graduate Studies two weeks prior to your scheduled defense. The Office of Graduate Studies will also require an abstract and full draft of your dissertation at that time.

## YOUR PH.D. ADVISER

Your Ph.D. adviser is a major part of your graduate school experience. Advisers wear many hats and often have multiple skill sets. They can support you in research, writing, teaching, presentations, and grant-writing. Advisers should help ensure that you complete your Program of Studies, fulfill the requirements for the degree, form a Supervisory Committee, and carry out high-quality research for your HIST 950 classes. Your adviser will also be an important guide through your coursework and in preparation for comprehensive exams. Your dissertation will be written in close consultation with your adviser, who will also help you establish a workplan with your committee. You should expect your adviser to recommend professional development activities such as conference presentations, grant applications, publications, and overall preparation for the job market. It is essential that you incorporate such recommendations into your progress toward your degree. Be sure to alert them to your particular status (especially if you are a Ph.D. student without an M.A., a Ph.D. student who needs to fulfill language requirements, a Ph.D. student with an M.A. who wants to transfer in previous graduate credits, etc.) and communicate with them regularly about your evolving research interests and career goals at all stages of your program.

Research interests and goals can and do change, in which case it may be reasonable to change advisers. It is recommended that you do this within the first year, but there are opportunities to rearrange advising and committee roles beyond that point and students should consult their advisers and/or the Graduate Chair if such a need arises.

## YOUR SUPERVISORY COMMITTEE

For the purposes of the Office of Graduate Studies, all Ph.D. students will submit an Appointment of Supervisory Committee form no later than the end of the 4<sup>th</sup> semester. The members of the Supervisory Committee will be your dissertation committee members. You may have a different set of faculty who will be your comprehensive exam committee, and this is arranged in consultation with your adviser, but does not need to be the same faculty listed on your Supervisory Committee form for Graduate Studies.

The Supervisory Committee must consist of four faculty, one of whom must be from outside the department. Students should ensure that their committee includes the adviser and faculty who represent the student's focus, primary, and secondary fields in addition to any interdisciplinary specializations.

For the purposes of the comprehensive exams, students should invite faculty who taught their required courses in the student's focus, primary, and secondary fields to sit on their exam committee.

Occasionally, students find it necessary to rearrange their Supervisory Committee after they have submitted their Supervisory Committee form. You will need to submit a completed Change of Committee form in order to do that and may work with the Graduate Chair to complete such paperwork.

## PH.D. COMPREHENSIVE EXAMINATIONS

### **Purpose**

The purpose of comprehensive examinations is to assess your preparedness for research and teaching in your chosen fields. Successful completion of the exams is required before you will be admitted to candidacy.

### **Format**

Comprehensive examinations consist of written responses to three sets of questions from each of your fields (Focus, Primary, and Secondary). Each field is examined through no more than three questions that you must respond to within 72 hours. You must complete all three examinations within a two-week period. You must pass all three written examinations, as documented in the Report on Comprehensive Examination forms that all three faculty examiners must complete, before advancing to the two-hour oral examination administered within two weeks of passing your written exams.

### **Accommodations**

Students with disabilities are encouraged to contact the adviser and/or Graduate Chair for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska-Lincoln to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in program requirements. To receive accommodation services, students must be registered with the Services for Students with Disabilities (SSD) office; 132 Canfield Administration; (402) 472-3787 voice or TTY.

### **Timing**

Students typically take comprehensive exams in the 6<sup>th</sup> or 7<sup>th</sup> semester, depending on their Program of Study. Students should consult with their advisers very early in their program to discuss any language requirements or specializations that may delay their comprehensive exams.

### **Results**

You will receive notification of the written exam results by the faculty member who supervises each field within one week of the exam date. The committee chair should consult with the graduate secretary to be sure that all committee members have and complete the Report on Comprehensive Examination, which must be completed within a week of the conclusion of the written examinations and prior to the beginning of the oral examination. Each evaluation is given as "Pass" or "Failed." Your three examiners will complete Comprehensive Examination forms for each of your exams at the end of the oral examination.

If you pass your comprehensive exams and have completed your language requirement, you will submit the completed Advancement to Candidacy form to the Office of Graduate Studies. Note that the Advancement to Candidacy form is signed by your Supervisory Committee, which may include different faculty than your examiners. Should you fail any part of the comprehensive examination, you may attempt another examination, or a part thereof, during the following academic term only on the recommendations of your Supervisory Committee and the Graduate Chair. Failure to pass the second attempt will result in a recommendation for termination from the program.

# THE DISSERTATION

## Prospectus

No more than six months after having successfully completed comprehensive examinations, you need to write and defend a formal dissertation prospectus or proposal with your supervisory (dissertation) committee. If you've decided to shift any members of your committee after submitting your Appointment of Supervisory Committee form, you can do so through a Change of Committee form submitted to the Office of Graduate Studies. The prospectus is typically 15-20 pages in length and should:

1. Define your dissertation topic, explain its significance, and describe how it will represent original research in the field;
2. Situate the proposed research in the broader historical debates and the relevant secondary literature; and
3. Describe your primary sources and research methodology.

At your prospectus defense, your committee may ask you to revise and resubmit to the entire committee, revise and resubmit to your adviser, or proceed as outlined in the prospectus. You should also discuss a timeline for completion with your committee at the prospectus defense.

## Writing and Defending Your Dissertation

While writing the dissertation, all students need to register for dissertation credits, which comprise 33 credit hours out of the 90 hours in the Ph.D. program.

The dissertation is usually about 300 pages in length, and may include digital scholarship of a scope and significance appropriate to the dissertation in consultation with the committee. Whether in print form or digitally produced, the dissertation should show the technical mastery of the field and advance or modify former knowledge – that is, it should treat new material, or find new results, or draw new conclusions, or interpret old material in a new light. Students should follow the Chicago Manual of Style.

You must submit an abstract, which is not to exceed 350 words in length including the title, with your dissertation, as required by the Office of Graduate Studies.

Your adviser and committee will establish a plan for disseminating the dissertation drafts throughout your writing process. When the Ph.D. adviser is satisfied with a final draft, you will submit your dissertation manuscript to other members of your committee on a previously-established timeline and no later than three weeks before you plan to defend your dissertation in the final oral examination. The Office of Graduate Studies requires that you submit a completed Application for Final Oral Examination at least three weeks before your defense date along with a copy of the dissertation and abstract. Your adviser and two “readers” on your Supervisory Committee must sign the Application for Final Oral Examination form before your defense can occur.

The final oral examination for the Ph.D. will not be scheduled unless a majority of your Supervisory Committee, including the chair(s), is available for the examination. Exceptions may be made only by permission of the Dean of Graduate Studies.

Your Supervisory Committee will conduct the final oral examination. It is usually about two hours and is typically devoted to the special field of the dissertation. Students should expect that some revisions may be requested before the dissertation can be successfully approved and filed.

You will be approved for the degree if all of your committee members agree or all but one of your committee members agree. However, the dissenting member of the committee will be expected to file a letter of explanation with the Office of Graduate Studies.

If you fail to pass the final oral examination, your Supervisory Committee must file a report on the failure in the Office of Graduate Studies and indicate what you must do before taking another examination. Another examination may not be held during the same semester or the same summer session in which you failed.

Following the successful completion of the oral examination, you should follow the instructions given by Graduate Studies to upload an electronic copy of your dissertation and deposit your dissertation materials with the Library and Office of Graduate Studies. Before the Ph.D. degree is granted, you must pay a processing fee and/or a fee to cover the cost of registering a copyright (if desired) by ProQuest/University Microfilms, Inc.



# GRADUATE-LEVEL COURSES

## THEORY AND METHODOLOGY (FOUNDATIONAL SEQUENCE)

### **HIST 900: Introduction to Historical Study**

This course serves as an orientation to the practice of history. This course first explains the origins of history as a discipline and practice, then turns to questions of evidence and authority, then trains students to use archival evidence and organize their research in preparation for prolonged inquiry. In addition to hands-on training in data collection, analysis, and presentation, students will read and discuss innovative works that reflect on the historian's practice and methods. This class is offered every fall and is required of each student during their first year in the program.

### **HIST 901: Historical Theory & Debate**

The aim of this seminar is to introduce students to the important theoretical approaches and practices in contemporary historical scholarship. In addition to analyzing the concept of historiography, the seminar will examine the transformation of the field of history in the past two centuries from its philosophical foundations in the nineteenth century to the contemporary historical practices. This class is offered every spring and is required of each student during their first year in the program.

### **HIST 950: Graduate Seminar in Reading and Writing History**

This broad-based research and writing seminar is suitable for any Ph.D. student in any field. Students will consult with their advisers regarding topics and sources. The class will provide a guided research and writing experience, culminating in a substantial research paper or digital project based on primary sources and modeled on articles published in professional historical journals or digital projects of a similar scope. Students will take two of these courses in the first two years of the Ph.D. program.

## HISTORICAL CONTENT CLASSES

### **Core Historiography Seminars**

These core seminars introduce students to major historiographical interpretations and debates in each of these broad fields. They emphasize critical reading, analysis, and discussion of significant books and articles of broad geographical and chronological scope. Students will gain familiarity with writing book reviews and historiographical papers. These classes will also lay the foundation for comprehensive exams by providing extensive recommended reading lists.

For students who plan to pursue an academic position at a college or university, these seminars provide a foundation for teaching in the broad fields of U.S. History, European History, or World History.

## **Europe**

- HIST 931: Readings and Problems in Pre-Modern European History
- HIST 933: Readings and Problems in Modern European History

## **United States**

- HIST 941: Readings and Problems in American History Before 1877
- HIST 943: Readings and Problems in American History since 1877

## **World**

- HIST 961: Readings and Problems in World History
- HIST 963: Readings and Problems in Non-Western History (rotates between faculty specializing in Africa, Asia, Latin America, and the Middle East)

## **Comparative Classes**

Our comparative classes offer students the opportunity to explore particular topics or approaches to history across multiple time frames and geographical areas. Approach-oriented courses include Transnational History, Intellectual History, Legal History, and Cultural History. More thematic-oriented courses include Revolutions, Slavery, Urban History, Global Environmental History, and the History of Science.

- HIST/WMNS 951: Comparative History of Women and Gender
- HIST 953: Comparative Topics and Approaches in History (rotates among various faculty with different areas of interest and expertise)
- HIST 983: Readings and Problems in Comparative Race, Ethnicity, and Identity in History (Ph.D. students in the Race, Ethnicity, and Identity focus field may not take 983 to fulfill their comparative requirement)

## **Secondary Field Classes**

Classes in the secondary field enable students to develop expertise in particular content areas related to their planned dissertation research. Currently, the University of Nebraska-Lincoln History Program offers secondary courses in North American West & Borderlands; Nineteenth Century U.S.; Transnational History; and Modern World.

- HIST/ENGL/MODL 918: Interdisciplinary Seminar in Nineteenth-Century Studies
- HIST/ENGL/MODL 919: Interdisciplinary Approaches to the Nineteenth Century
- HIST 983: Readings and Problems in Comparative Race, Ethnicity, and Identity in History
- HIST/GPSP 991: Readings and Problems in the History of the North American West

## SKILLS-BASED CLASSES

These classes offer students training in particular skills that historians will use in a variety of professional positions in the 21<sup>st</sup> century, including primary-source research, writing, digital history, teaching history, editing and publishing, and working in museums and archives.

### **HIST 990: Seminar in Special Problems of Teaching History**

This course introduces students to the theoretical literature on teaching and learning, familiarizes them with a variety of approaches to classroom instruction, and provides opportunities to work on course design and effective discussion and lecture techniques. This course is required of all doctoral students.

### **Digital History**

Our department is a leading innovator in the new methodology of digital history. Students will take at least one class from the following options:

- Required – HIST 970: Seminar in Digital History. Students develop digital projects based on their research interests.
- Optional – HIST 870: Digital History. Students engage the theory, methods, and readings in humanities computing and digital history.
- Optional – HIST/MODL 895/ENGL 895E: Internship in Digital Humanities. Students actively participate in an ongoing digital humanities project in the Center for Digital Research in the Humanities.
- Optional – HIST 946: Interdisciplinary Readings in Digital Humanities. Students examine methods, theories, and practices of digital humanities scholarship.

### **Other skills-based classes**

In cases where students wish to develop alternative skills, a student may substitute one class from below for the required digital history class (HIST 970).

- HIST 993: Press Internship. Students work with the History Acquisitions editor at the University of Nebraska Press.
- HIST 995: History Practicum. Students work at a museum, historical society, or archive with the supervision of a History faculty member.

## PROFESSIONAL DEVELOPMENT SEQUENCE

The Department of History offers the following graduate level courses in academic and related careers, leadership and development, research communication, fundraising, and grant writing.

### **HIST 801A**

This 1-credit course orients students toward diverse career options and outcomes for Humanities & Social Sciences. Students will work on their application materials, build professional networks, and practice interview skills throughout the semester while they also engage with visiting Humanities & Social Science professionals working in a variety of industries. This course is part of a sequence required for History graduate students and open to graduate students in Humanities & Social Sciences. Visiting guest professionals will be arranged by the instructor, drawn from UNL alumni (whenever possible) with graduate degrees primarily in History as well as other Humanities & Social Sciences fields.

### **HIST 801B**

This 1-credit, spring semester course equips students in leadership and development for Humanities & Social Sciences. Shared readings and guest speakers throughout the semester will encourage students to develop their own inclusive leadership models that they will apply together to organize and raise funds for the annual James A. Rawley Graduate Conference in the Humanities that is hosted by the Department of History and that is open to graduate students in the humanities. Students will apply the leadership principles they learn while building their professional networks, and will apply foundational development skills such as fundraising and grant writing. This course is part of a required professional development sequence for History graduate students and is open to all graduate students in the Humanities.

### **HIST 801C**

This 1-credit course emphasizes research communication and funding for Humanities & Social Sciences graduate students. Shared readings and guest speakers throughout the semester will encourage students to develop their research communication skills so that they can more effectively present and distribute their research findings. The course also features a grant writing workshop that prepares students to identify key funding opportunities in their fields and to write persuasive and effective grant proposals. This course is part of a professional development sequence for History graduate students and is open to all graduate students in the Humanities. This particular course in the sequence is required of 2<sup>nd</sup> year Ph.D. students, who will apply for at least one external grant, apply for at least one external conference, and share a research poster in the UNL Spring Research Fair.

## **800-LEVEL GRADUATE CLASSES**

The department also offers a number of 800-level graduate classes. Normally these classes are offered as advanced undergraduate seminars with a graduate component. These classes may be useful in helping students to fill in gaps in their knowledge in their fields of interest and in preparing for Ph.D. comprehensive exams. For a list of these classes, see the Graduate Catalog (<https://catalog.unl.edu/graduate-professional/courses/hist/>).

## TYPICAL ROTATION OF GRADUATE COURSES

### Every Fall Semester:

**HIST 900:** Introduction to Historical Study

**HIST 931 / 933:** Rotating Topics in European History [931 on odd-numbered years; 933 on even-numbered years]

**HIST 941:** Teaching American History

**HIST 950:** Graduate Seminar in Reading and Writing History

**HIST 970:** Seminar in Digital History

**HIST 983:** Readings and Problems in Comparative Race, Ethnicity, and Identity [even-numbered years]

**HIST 801A:** Career Diversity in History & the Humanities

**HIST 801C:** Research Communication & Funding for Humanists

### Every Spring Semester:

**HIST 901:** Historical Theory and Debate

**HIST 943:** Rotating Topics in American History [even-numbered years]

**HIST/WMNS 951:** Gender & Sexuality in Global Perspective *or* **HIST 953:** Historical Subfields in a Global Perspective (i.e.: Law and Policy; Indigenous History; History of Slavery & Freedom; History of Empire)

**HIST 961 / 963:** Rotating Topics in World History [961 on odd-numbered years; 963 on even-numbered years]

**HIST 990:** Seminar: Special Problems of Teaching History [even-numbered years]

**HIST/GPSP 991:** Readings and Problems in the History of the North American West [odd-numbered years]

**HIST 801B:** Leadership & Development in the Humanities & Social Sciences

**HIST 801C:** Research Communication & Funding for Humanists

### Every Summer Semester:

**HIST 950:** Graduate Seminar in Reading and Writing History

### Secondary Field Classes:

**HIST/ENGL/MODL 918:** Interdisciplinary Seminar in 19<sup>th</sup>-Century Studies

**HIST/ENGL/MODL 919:** Interdisciplinary Approaches to the 19<sup>th</sup> Century

**HIST 983:** Readings and Problems in Comparative Race, Ethnicity, and Identity

**HIST/GPSP 991:** Readings and Problems in the History of the North American West