



JOINT MA/PHD IN HISTORY

GRADUATE HANDBOOK
2015-2016

Department of History, Central Michigan University

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INTRODUCTION

Introduction

CAVEAT LECTOR (DISCLAIMER): HANDBOOK AND BULLETIN

This Handbook is provided by the Department of History (“the Department”) as a guide for graduate students in history. It does not alter or replace regulations listed in CMU’s Graduate Bulletin (“the Bulletin”), the latest version of which can be found [online](#). You should always consult the Bulletin for official information about your program, keeping in mind that students are normally governed by the policies that were in place when they entered the program, i.e., by the Bulletin published at the beginning of that academic year.

OVERVIEW AND SCOPE OF THE HANDBOOK

The Handbook covers the Joint MA (“JMA”) and the Joint PhD (“PhD”) in History at Central Michigan University. These two programs, often designated collectively as the “Joint Program,” are treated together because they share many features, from the requirement of study at both CMU and an international partner institution to their focus on transnational and comparative history. In fact the first two years of the PhD program are formally identical to the JMA; students who are admitted to the PhD are enrolled simultaneously (and automatically) in the JMA, which they are eligible to receive after completing the requirements for this phase of the program. But it is important to remember that the JMA and PhD remain distinct programs, and that the JMA serves a dual purpose as (1) the degree program in which international students from partner institutions enroll during their exchange year at CMU, and (2) the program in which CMU PhD students are automatically enrolled during their first two years in the PhD program.

All of this is explained in more detail below, in multiple sections. Since the Handbook is designed to serve as both an authoritative reference for Department policies involving the Joint Program and a source of practical advice for students and advisors, it includes formal summaries of policy (mostly in the first two sections below) as well as less formal recommendations and checklists.

The Handbook begins by treating the JMA and the Joint PhD separately, in sections that mainly summarize, repeat, clarify, or amplify official Bulletin policies. This is the place to start for a detailed account of how the programs work, their requirements, and milestones. The sections that follow outline official Department policies about one or both Joint Programs that are not found in the Bulletin, while a set of final sections turn to more practical advice, checklists, and so on.

INTRODUCTION

JOINT PROGRAM PARTNERS

The JMA and Joint PhD are offered in association with five partner institutions abroad:

- Friedrich-Schiller-Universität, Jena (Germany)
- Erasmus Universiteit, Rotterdam (Netherlands)
- Benemérita Universidad Autónoma de Puebla (Mexico)
- University of Strathclyde, Glasgow (Scotland)
- Newcastle University, Newcastle upon Tyne (United Kingdom)

Since the Department maintains separate agreements with each partner, students and advisors should be sure to verify procedures and policies once they select an institution for the partner year. Some partners, for example, allow students to earn a separate degree at the partner institution in addition to the JMA, but others do not, or only under certain circumstances. This Handbook usually indicates areas where partner distinctions might have an effect on a student's experience or coursework, but since it is impossible to reproduce each agreement in detail, in case of doubt it is always a good idea to consult the Department at CMU, the current partner agreement, and, perhaps especially, knowledgeable faculty or administrators at the partner institution.

JOINT MA PROGRAM DESCRIPTION

Joint MA Program Description

Like its PhD counterpart below, this section of the Handbook is primarily based on the Bulletin. In many parts it repeats Bulletin language, while in others it summarizes, clarifies, or abbreviates it.

PROGRAM OVERVIEW

The JMA requires two years of study: one year at CMU and one year of post-baccalaureate study in history at a partner institution. It serves two distinct groups of students:

1. **Partner Students.** Students coming to CMU from partner institutions as part of a graduate exchange agreement with the Department of History (“partner students”) apply for and enroll in the JMA as their primary CMU degree program.
2. **Joint PhD Students.** Students who apply for the Joint PhD program in history are automatically enrolled in the JMA, whose requirements are identical to the first two years of study in the Joint PhD. With the exception of partner students as defined above, students may not apply directly for admission to the JMA, although they are eligible to receive the degree after completing its requirements as part of the Joint PhD program.

While both groups of students have the same degree requirements, distinct admissions criteria and transfer policies apply to each group.

ADMISSION REQUIREMENTS

General Admission Requirements (all students)

1. Bachelor’s degree or equivalent with at least 20 hours of history or related courses
2. Minimum GPA: 3.3 (or equivalent)

Partner Students

In addition to general admission requirements, the following admissions criteria apply to partner students:

1. At least one year (18 hours equivalent) of post-baccalaureate study in history at a partner institution.
2. At least one substantial research paper, equivalent to the paper described in the CMU Year requirements below, completed at a partner institution.
3. Recommendation by the student’s partner institution supporting the student’s JMA application.

All Other Students

Admission to the Joint PhD is required for all other students. A separate application for the JMA is not required.

JOINT MA PROGRAM DESCRIPTION

DEGREE REQUIREMENTS

CMU Year

During their year at CMU students must produce at least one research paper approved for permanent filing (equivalent to a Plan B paper in the MA program), and enroll in at least 18 hours of coursework as follows:

- HST 601, Colloquium in Transnational and Comparative History is required.
- At least one other 600-level colloquium, in addition to HST 601, is required. Eligible courses include all 600-level HST courses with the exception of HST 600, 601, 619, 681, 690, and 695.
- At least one 700-level seminar is required. Eligible courses include all 700-level HST courses with the exception of HST 700, 791, 795, and 798. NB: This is ordinarily the course where the research paper is produced.
- At least 12 hours must be at the 600-level or above.
- Up to 6 hours may be taken in cognate disciplines if approved by the student's advisors at CMU and his or her partner institution.

Partner Year

During their year at a partner institution students must take a minimum of 18 hours (equivalent) and produce at least one major research paper, as follows:

- All coursework must be taken in accordance with the partner institution's program requirements and applicable agreement(s) with CMU and the Department.
- The research paper must be based on the interpretation of a substantial body of primary sources and is ordinarily prepared in a seminar or independent research course under the supervision of partner faculty in history. A minimum length of 7,500 words is suggested.

TRANSFER POLICIES

Partner Students

Partner students who meet the admissions criteria specified above will have completed all degree requirements for the partner year; these credits will be applied toward the JMA at CMU. No transfer credit will be given toward degree requirements for the CMU Year. After completing the requirements for their CMU Year as specified below, partner students are eligible to receive the JMA.

All Other Students

Non-partner students admitted to the PhD program are automatically enrolled in the JMA and may transfer up to 18 hours of credit toward it. Transfer credit will be granted only for courses and requirements approved as equivalent to the degree requirements listed below under CMU Year. No transfer credit will be given toward degree requirements for the Partner Year.

JOINT PHD PROGRAM DESCRIPTION

Joint PhD Program Description

Like its JMA counterpart above, this section of the Handbook is primarily based on the Bulletin. In many parts it repeats Bulletin language, while in others it summarizes, clarifies, or abbreviates it. Certain parts of the Bulletin, such as those dealing with language requirements or the dissertation, are treated in more detail in separate sections of the Handbook as indicated below.

PROGRAM OVERVIEW

The Joint PhD normally takes a minimum of four years. Its designation as a degree in transnational or comparative history entails a required year of international study at one of the department's partner institutions, required coursework in transnational and comparative history, and a dissertation that incorporates transnational or comparative methods.

The program has two phases. In the first phase (36 semester hours) students complete all requirements for the JMA; in the second (54 semester hours) they complete requirements for the PhD, including comprehensive examinations, foreign language competency, and the doctoral dissertation.

Students who join the program with previous graduate coursework in history may transfer certain credits and requirements toward the JMA phase of the program. Students who have previously earned the JMA as part of an exchange agreement between the Department of History and a partner institution are eligible to enter the program's second phase directly upon admission.

ADMISSION REQUIREMENTS

- Successful applicants will ordinarily have completed a bachelor's degree or equivalent with at least 20 hours of history or related courses with a GPA of 3.3 or higher.
- The GRE is required for native speakers of English; the subject area test in history is not required. Students for whom English is a second or third language may submit TOEFL scores in place of the GRE.
- Candidates are urged to gain proficiency in at least one language other than English relevant to their intended field of study before applying for the Joint PhD. Demonstrated proficiency in field and research languages will be considered during the evaluation of applications.
- Other requirements for graduate study include:
 - A personal statement of 600-900 words describing general fields of interest and proposed subjects of research; preparation for the subjects proposed, including specific coursework, languages, and other relevant training; and professional goals.
 - Three letters of recommendation.

JOINT PHD PROGRAM DESCRIPTION

- **The application deadline for all materials submitted by the candidate is January 3**, for admission to the program in the fall of the same year. See the [department website and application form](#) for further details and instructions for submission.

DOCTORAL CANDIDACY

“Doctoral Candidacy” is a formal status indicating that a student has passed all qualifying examinations and other requirements and is approved to work on the doctoral dissertation. PhD students in history achieve doctoral candidacy upon successful completion of the following requirements:

1. All degree requirements for the JMA.
2. All language requirements.
3. Oral and written comprehensive examinations in multiple fields of history.
4. Approval of dissertation prospectus by the Department and the Dean of Graduate Studies.

For detailed expectations in these categories, see the Degree Requirements section below.

RETENTION EXPECTATIONS AND REQUIREMENTS

Students are expected to meet the following requirements to continue in the program. Exceptional cases will be reviewed by the Department of History.

1. Students must maintain at least a 3.3 GPA (or its equivalent at foreign institutions).
2. All requirements for the JMA must be completed by the beginning of the third year. Incomplete grades will not be accepted for credit toward these requirements.
3. Students should plan to achieve doctoral candidacy as early as possible during or before the third year, and must achieve doctoral candidacy by the end of the third year.

DEGREE REQUIREMENTS

A minimum of 90 hours of post-BA coursework in history or cognate fields is required for this degree. During the first phase of the program (Required Courses I and II below, or “JMA phase”), PhD students are automatically enrolled in the JMA and are eligible to receive this degree upon completing all requirements of the JMA phase.

Part I: First Two Years (JMA Phase) (36–44 hours)

Required Courses I: CMU Year (18–20 hours)

Students are required to enroll in a minimum of 18 hours at CMU, ordinarily in the first year of the program, as follows:

- HST 601, Colloquium in Transnational and Comparative History is required.

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- At least one other 600-level colloquium is required in addition to HST 601. Eligible courses include all 600-level HST courses with the exception of HST 600, 601, 619, 681, 690, and 695.
- At least one 700-level seminar is required. Eligible courses include all 700-level HST courses with the exception of HST 700, 791, 795, and 798.
- At least 12 hours must be at the 600-level or above.
- Up to 3 hours of credit may be earned for a practicum course in teaching history at the college level (HST 700).
- Up to 6 hours may be taken in cognate disciplines if approved by the student's advisor(s).
- As evidence of scholarship, students must submit a research paper for a permanent file. This paper must be prepared in connection with a research seminar, an independent research course, or a graduate-level course in the Department. The paper must receive a minimum grade of B. In addition and normally after revision, the paper must be accepted by the professor responsible for the course as satisfactory for permanent filing. The paper must be well written and presented in a proper scholarly format. Its conclusions must rest on interpretation of a substantial body of primary sources. A minimum length of 7,500 words is suggested.

Required Courses II: Partner Year (18–24 hours)

Students are required to enroll in a minimum of 18 hours (equivalent) at a partner institution abroad, ordinarily during the second year of the program. The course of study during the partner year is determined by the partner institution and advisor in consultation with the student and his or her CMU advisor. The only fixed requirement for the partner year is the production of a major research paper of 7,500 words or more (equivalent to a 700-level seminar requirement at CMU).

Additional Policies and Recommendations

The following policies and recommendations regarding the JMA phase of the Joint PhD should be noted carefully:

- The degree requirements for the first two years in the Joint PhD are, by design, functionally identical to the requirements for the JMA. Joint PhD students are therefore eligible to receive the JMA after completing these requirements, enroute to completing their doctoral degree.
- In addition to the JMA from CMU, CMU PhD may earn a second MA abroad from the partner institution where they are studying during the JMA phase of the program, subject to the approval of the partner institution. Since CMU maintains separate agreements with each partner, and not all programs allow students to earn a separate degree, students and advisors should clarify expectations and possibilities for earning an additional MA with the partner institution.
- Students admitted to the Joint PhD with a previously earned MA in history or related field from an institution abroad may fulfill the partner year requirement of this phase of the program by transferring up to 18 credit hours from the program where they earned the degree. Students

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seeking transfer of such credit must submit evidence demonstrating that the work completed was substantially equivalent in type and degree of rigor to those offered at partner institutions.

- Students are encouraged to enroll in the maximum number of credits allowed by any funding package they may receive for a given year. Independent study courses directed toward preparation for qualifying examinations can serve as useful supplements to required regular coursework during the JMA phase.
- Although language requirements and comprehensive examinations are not requirements of the JMA phase of the program, students and advisors should plan their first two years with a view toward these essential milestones, in order to complete as soon as possible after the JMA phase.
- Advanced students, and especially those with substantial transfer credit from previous graduate coursework in history, may elect to take some or all language or comprehensive examinations before completing the JMA phase, subject to the oversight of their advisors and the approval of their examiners.

Part II: Doctoral Requirements (38–54 hours)

The doctoral phase of the program itself has two parts: (1) the achievement of doctoral candidacy by means coursework and other preparation for language exams, qualifying exams, and the dissertation prospectus, all of which should be completed as soon as possible (before or during the third year); and (2) completion of the dissertation after achieving doctoral candidacy.

Required Courses III (18–34 hours)

Students continuing in the program in the third year and beyond must also complete 18 hours of elective course work in preparation for comprehensive examinations in their chosen fields (see below), of which 9 hours must be at the 700 level or above (not including HST 700). For the purpose of writing their dissertation prospectus students may enroll in up to 3 hours of HST 898 (Dissertation) before achieving doctoral candidacy.

Comprehensive Examinations

All students must pass comprehensive exams in multiple fields of history before achieving doctoral candidacy, and **no later than the end of their third year (sixth semester) in the program**. For a complete list of fields and policies on comprehensive examinations (also known as “field” or “qualifying” exams), see below [Comprehensive Examinations](#).

Language Examinations

Before achieving doctoral candidacy, all students (with the exception noted below) must demonstrate reading knowledge of (a) two languages other than English or (b) reading knowledge of one language other than English plus an appropriate research tool such as statistics. Students whose only major field is United States history need to demonstrate reading knowledge of only one language other than English. For details about languages, standards, and exams, see below [Language Examinations](#).

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Required Courses IV (20–36 hours)

This final set of required courses comprises the dissertation phase of the PhD, in which students ordinarily enroll in HST 898 for a minimum of 20 and a maximum of 36 credit hours while completing the dissertation. For details about the dissertation, its format, defense, and so on, see below [Dissertation](#).

COMPREHENSIVE EXAMINATIONS (PHD)

Comprehensive Examinations (PhD)

GENERAL POLICIES

All PhD students must pass written and oral comprehensive examinations in multiple fields of history before achieving doctoral candidacy. The following policies apply to these exams:

- With the exception of the Atlantic World, which is equivalent to two major fields, students must present either (a) two major fields or (b) one major field and two minor fields. Fields must be selected from the list below.
- All exam fields and committee members must be submitted to the Graduate Studies Committee for approval.
- The examination committee requires a minimum of two members per major field, and one or two members per minor field.
- Examiners establish and communicate expectations for a field's scope and coverage and ordinarily provide the student with relevant reading lists; examination need not be limited to material covered on the reading lists.
- The examination committee will schedule the dates of the major and minor field examinations.
- All qualifying exams must be taken and passed no later than the end of a student's third year (or sixth semester) in the program. This is ordinarily the year following the student's partner year.
- A candidate may retake any failed examination within six months.
- Candidates may take an examination a maximum of two times; failure to pass after two attempts will lead to dismissal from the program.
- Comprehensive examinations will be assessed by the candidate's examination committee as either pass or fail.

COMPREHENSIVE EXAMS FORMAT

Comprehensive examinations include both a written and oral component in each field. Note that all parts of all exams must be taken within a two-week period.

General Procedures

- Comprehensive examinations will be taken on campus in a room selected by the Department of History between the hours of 8 a.m. and 12 noon, and 1 p.m. and 5 p.m.
- Candidates may use a department computer or write the examination by hand.

Written Exams

- Major fields (with the exception of Atlantic World) require four-hour written exams.

COMPREHENSIVE EXAMINATIONS (PHD)

- Minor fields require three-hour written exams.
- The Atlantic World field requires an eight-hour exam, divided into two four-hour parts.
- **Students must take all of their written exams within a 48-hour period.**

Oral Exams

- **Students must take the oral examination within two weeks of their successful completion of all written exams.**
- All oral exams will be two hour exams in which all relevant fields will be examined by a committee composed of all faculty members who have assessed the student's written exams.
- Within oral examinations, each major field will be examined for 1 hour, and each minor field will be examined for ½ hour.
- To pass the oral exam the committee must be unanimous.

COMPREHENSIVE EXAM FIELDS

Examination fields must be selected from the lists below, subject to the distribution described above (two majors; one major and two minors; or Atlantic World).

Major Fields

- United States
- British Isles
- Modern Continental Europe
- Early Modern Europe
- Latin America
- Ancient Mediterranean
- The Atlantic World: Comparative North American, European, African, and Latin American History. (Because of its scope, this meets all field requirements.)

Minor Fields

- United States*
- British Isles*
- Modern Continental Europe
- Middle East
- Ancient Near East
- Ancient Mediterranean*
- Medieval Europe
- Early Modern Europe
- Latin America
- East Asia

COMPREHENSIVE EXAMINATIONS (PHD)

- India
- Topical Fields (must be transnational): e.g., Crime; Poverty and Social Welfare; Business; Women; Slavery; Ethnicity and Race; Minority Communities and Culture; Reform; Regionalism

*If taken as a major, these cannot also be taken as a minor.

LANGUAGES AND LANGUAGE EXAMS (PHD)

Languages and Language Exams (PhD)

GENERAL POLICY

Before achieving doctoral candidacy, most students (exceptions noted below) must demonstrate reading knowledge of (a) two languages other than English, or (b) reading knowledge of one language other than English plus an appropriate research tool such as statistics. **All language exams must be passed before the student achieves doctoral candidacy**, i.e., before writing the dissertation.

SPECIAL CASES

There are two exceptions to the two-language policy described above.

1. **Students whose only major field is United States history** need to demonstrate reading knowledge of only one language other than English. If you have two major fields, with one in US history, this exception does not apply, nor does it apply to students majoring in Atlantic World.
2. **Students whose native language is not English** have met the CMU Graduate Studies admissions requirements for English language proficiency and are required to demonstrate reading knowledge of (a) one language other than English or (b) an appropriate research tool such as statistics. (Students in this category who also have a single major field in US history follow the same rule: the exceptions can't be combined!)

DEMONSTRATING LANGUAGE PROFICIENCY

Completion of the language requirement is defined as reading proficiency at least at a level sufficient to conduct graduate-level research. This proficiency may be demonstrated in any of the following ways:

1. **An examination** in which the candidate with the aid of a dictionary will translate, idiomatically, at least two passages totaling no less than 500 words within two hours.
2. Completion of **CMU's 202 language course or its equivalent** with a grade of at least a B.
3. Intensive language study abroad in a program approved by the department's Graduate Studies Committee.
4. An alternative approved by the Graduate Studies Committee.

Intensive language study abroad is especially recommended by the department, especially for students who will require or make substantial use of research or classes abroad.

SPECIAL LANGUAGE CREDIT

Ph.D. students may complete **up to 9 hours of language coursework** for a language which is demonstrably required for their dissertation research. Credit may be applied to the student's record in lieu of up to 9 hours of elective dissertation credit (HST 898).

THE DISSERTATION (PHD)

The Dissertation (PhD)

Dissertation topics are chosen under the guidance of student's academic advisor, who usually also serves as the chair of the dissertation committee. University policy requires students to file a signed prospectus and achieve doctoral candidacy before carrying out major research and writing on the dissertation. In accordance with this policy, PhD students in history are limited to enrolling in 3 hours of dissertation credit (HST 898) before achieving doctoral candidacy.

DISSERTATION PROSPECTUS

1. Although the course is not required, these initial 3 hours of HST 898 are ordinarily used to develop, write, and file the dissertation prospectus. It should be noted that the Department's standards and expectations for the prospectus are distinct from the minimal requirements dictated by the College of Graduate Studies, whose filing form requires fewer signatures and a brief, two-page précis of the dissertation rather than the full prospectus required by the Department. Students should therefore write the Department prospectus first, get it signed and filed, and then complete the university form together with the précis (which may or may not also be called a "prospectus"; from the Department's point of view, however, this two-page document is not the full dissertation prospectus).

Students may consult the [Department prospectus form](#) for a convenient list of the following requirements and expectations.

Overview and Contents of the Prospectus

The doctoral dissertation prospectus presents a detailed overview of the project's topic, methodology, and scope. It should therefore include the following:

1. A description of the project's topic and major historical questions addressed.
2. A description of the project's primary sources, including bibliographical details and discussion of archival materials, as applicable.
3. An analytical overview of existing historiography on the topic, indicating the project's place in relation to previous scholarship as well as how it contributes to knowledge in the field;
4. An overview of additional methodological considerations, as applicable; these may be addressed in the context of primary sources or historiography as described above or in a separate section of the prospectus.
5. A description of how the project addresses transnational or comparative history;
6. A bibliography that includes all primary sources and secondary works discussed in the prospectus as well as additional items relevant to the dissertation.

THE DISSERTATION (PHD)

Other Prospectus Requirements and Policies

1. The prospectus should be 3,750-4,500 words in length (approximately 8-12 double-spaced pages), not including bibliography.
2. The prospectus should list all five members of the proposed dissertation committee and be approved and signed by the student's advisor, the director of graduate studies, and at least one other member of the committee.
3. Students should plan to submit the prospectus as soon as possible after passing their comprehensive examinations. **The prospectus must be approved during the academic term following the one in which the student passes comprehensive exams.**
4. The College of Graduate Studies requires the submission of a separate prospectus form, including a brief précis of the project, before a student can achieve doctoral candidacy. **The college form should be completed and submitted only after the department prospectus is approved and filed.**

DISSERTATION POLICIES

The PhD requires completion of a doctoral dissertation that:

1. makes significant contribution to knowledge,
2. contains a significant comparative element, and
3. is successfully defended at a formal meeting of the student's examining committee.

Upon admission to candidacy, the student and the chair of the history department of the university where the student is currently in residence will select a committee of three faculty members, at least one from each university, to advise the candidate and supervise the research and writing of the dissertation. Dissertations grounded in two or more national histories will be encouraged.

The format of the dissertation, including typographical details such as fonts, margin size, page numbers, and so on, is also governed by university policies. [Current forms and guidelines](#) are available from the College of Graduate Studies.

Examination Committee

The examining committee for the dissertation will consist of:

1. three faculty members from the university where the majority of research has been done,
2. at least one faculty member from the other (partner) university, and
3. at least one external examiner.

The chair of the examining committee will serve as director of the candidate's dissertation and will be responsible for making all arrangements for meetings of the committee.

THE DISSERTATION (PHD)

Dissertation Defense

All dissertations must be defended at a formal meeting of the dissertation's examining committee. Detailed arrangements for the length, format, and organization of the defense are handled by the chair of the examining committee. Forms

APPLYING TO THE JOINT PROGRAMS

Applying to the Joint Programs

Students who wish to apply for the JMA or the Joint PhD should first review the formal admissions standards outlined in each degree's "Overview and Policies" section above. What follows here is a practical summary, organized by program, of the steps you should take to ensure a complete application.

JOINT MA (PARTNER STUDENTS ONLY)

The only students who apply for the JMA directly are those coming from one of the Department's five partner institutions. If this applies to you (or to your student), here's what to do:

1. All partner students must be recommended by an advisor or other faculty member from their partner institution. Faculty recommenders should email their recommendation, including an assessment of the student's abilities, qualifications, and competence in English, to the Department of History (history@cmich.edu). Recommendations may also be emailed directly to the Director of Graduate Studies.
2. Partner agreements govern the terms of exchanges, including numbers of students, but as a general rule CMU ordinarily has a maximum of one funded place available for each partner institution in a given year; in certain cases and years no places may be available, while in others there may be room for more than one.
3. After the Department's annual funding and admissions decisions for Joint PhD applicant are made in February, partner students are ordinarily accepted in the order in which recommendations are received. If a partner institution wishes to recommend more than one student, the order in which recommendations are received is significant unless otherwise specified in the recommendation. In cases where a partner institution wishes to recommend more than one students, the list should be prioritized so that the best qualified students receive first consideration.
4. While there is no single deadline for partner applications, students and recommenders are encouraged to submit recommendations as soon as possible. Beyond the rules of priority described above, immigration procedures can also take time.
5. As soon as the partner student and/or sponsoring faculty member receives confirmation from the Department that a place is available, the student should fill out the [application form for the College of Graduate Studies](#). The Department does not require any other forms or tests beyond the recommendation described above.

APPLYING TO THE JOINT PROGRAMS

JOINT PHD

All students who wish to apply for the Joint PhD program should follow the steps outlined on the [Department website](#). Note that the same procedures apply for all applicants, including those who have a previous CMU graduate degree in history or another subject, are enrolled in an undergraduate or graduate degree program at CMU, and current or former partner students. For convenience, these steps are copied below but it is always worthwhile to check the website for the most up-to-date information and for links to the necessary forms.

- 1 Submit an application to the College of Graduate Studies using CMU's online application form. This process will ask for initial paperwork, your personal statement, and so on.
- 2 Joint PhD applicants must complete an additional [application form](#) and submit it to the Department of History. Among other things, this form asks you to provide further details about your academic qualifications and previous experience in history; areas of interest and plans for research; a writing sample; a list of references (three letters of recommendation required); and GRE scores (the subject area test in history is not required). Please see the form for full details about these and other requirements.

Deadlines: Applications are due by **January 3** for admission in the fall. There is no spring admission. Letters of recommendation and GRE scores must be received by January 15.

NOTE: The department application described in step two above is also an application for funding. No separate funding application is required. For further details, see the department's [graduate funding page](#).

ADVISORS AND ADVISING

Advisors and Advising

ALL STUDENTS

Your letter of admission will state the advisor to whom you have been assigned. In most cases advisors are matched with students on basis of research interests, stated preferences, and similar criteria. In other cases, and especially with partner students, a student may be initially assigned to the Director of Graduate Studies or another faculty member for administrative purposes, with a view toward assigning a more appropriate academic advisor as soon as possible after the student arrives on campus.

Students may change advisors during the course of their studies by filing (or re-filing) a signed Program Authorization Form with the new advisor. In most cases this will be done in consultation with your current advisor but this is not required.

You should meet with your assigned adviser as soon as possible in order to select appropriate courses and make longer-term plans for the degree. You should plan to file a signed [Program Authorization](#) as soon as possible, and ordinarily no later than the end of your first term in the program. Program Authorization forms are also very useful for general planning, before you fill them out and get them signed. The forms are available online and in the mail room, and it's a good idea to bring one along to your first meeting with your advisor.

FOR JOINT PHD STUDENTS

PhD students fill out two Program Authorizations over the course of their career, in keeping with their initial enrollment in both the JMA and the Joint PhD.

1. The [JMA Program Authorization](#) lists all courses and requirements for both the CMU year and the partner year. It should be used to plan a course of study but ordinarily won't be completed and filed with signatures until the student completes the partner year. It must be filed in order to receive the JMA and achieve doctoral candidacy.
2. Although the [PhD Program Authorization](#) obviously applies to the second phase of the doctoral program, it is in fact the more useful and important form for planning your entire degree. **Students and advisors are strongly encouraged to use the PhD Program Authorization in their advising meetings, beginning in the first term at CMU.** Even though it won't be formally signed and filed until later in the program, it usefully prompts you to plan for qualifying examination fields, language exams, and the other essential milestones that you need to be thinking about even while you in the JMA phase of the program.

CHOOSING COURSES

Choosing Courses

You should select your courses with the help of your graduate advisor. Course descriptions and master course syllabi can be found online at <http://bulletins.cmich.edu>.

COURSES AND COURSE LEVELS

500-Level Classes

500-level classes at CMU are intended for both advanced undergraduates and graduate students. They usually focus more intensively on a specific time or topic and require more reading and writing than lower-level classes. They generally involve both primary-source research or analysis and at least some attention to major secondary scholarship.

Graduate students are held to a higher standard of performance than undergraduates in the same courses. This higher standard may be encouraged by requiring additional work of graduate students, such as reading, writing, and/or presentations.

HST 590 (Readings in History)

Expect to cover six books per credit hour, supervised by regularly scheduled discussion with the instructor, book reviews or both. A Contract for Readings/Research Class form is required. Graduate students should ordinarily register for HST 690 as a readings course instead of HST 590.

600-Level Colloquia

Readings and small group discussion courses designed to examine major recent scholarship in a field. Coverage is roughly a book a week with discussion, presentations and written work (reviews, bibliographies, comparative papers). Note that most but not all 600-level HST courses are colloquia; some have been designated for a different or dual purpose in other programs (e.g., HST 619, 681, 690): check with instructors, the Director of Graduate Studies, or your advisor if you are unsure whether a course counts as a colloquium.

HST 690 (Advanced Readings)

Recommended readings course for graduate students for readings on a subject that is not likely to be offered in a colloquium and who need a 600 level course. A Contract for Readings/Research Class form (available in the HST Workroom) is required. HST 690 **does not** replace the colloquium requirement.

700-Level Research Seminars

Requires a major research paper making significant use of primary sources and presented in an appropriate scholarly format. Opportunities for discussion, oral presentations and peer critiques will be included. Early review of the appropriate resources and reference tools is essential for the successful completion of research papers. Note that most but not all 700-level HST courses are seminars; some have been designated for a different purpose (e.g., HST 700, 791, 795, 798).

CHOOSING COURSES

HST 791 (Graduate Research)

Independent research course for graduate students. See your advisor to determine if this option is correct for you.

HST 798 (Thesis Hours)

Research class taken by students completing a thesis (Plan A in the traditional MA program). In most cases students take 3 credit hours in the fall semester and 3 additional credit hours in the spring. Students enrolled in the JMA or Joint PhD will ordinarily not take HST 798, since the programs require two seminar papers rather than an MA thesis.

HST 890 (Doctoral Readings)

HST 890 is the course designated for directed readings in preparation for comprehensive exams. As a variable credit course it counts against the 10-hour limit for variable-credit coursework in the JMA. Students usually enroll in one or more sections of the course in the term in which they plan to take their comprehensive exams.

HST 898 (Dissertation)

This is the primary course for dissertation credit. Students may enroll in it for a maximum of 3 hours before achieving doctoral candidacy; normally these pre-candidacy hours are taken in order to prepare the dissertation prospectus. After achieving doctoral candidacy, you can enroll for up to 36 hours total, including any hours taken before candidacy.

THINGS TO WATCH OUT FOR

- JMA variable credit limitation: No more than 10 hours in variable credit courses may be counted toward the JMA. This includes independent readings and research courses, i.e., HST 590, 690, and 791 (but not HST 798). It is probably best not to use these hours as you begin your program. You might need these later if you are unable to fit classes into your schedule or other courses are not available. Note: HST 798 (Thesis) is not counted toward variable credit.
- Only 3 hours of HST 700 may be applied to the JMA.
- PhD students wishing to take statistics as a second language may be advised to take the appropriate undergraduate prerequisite and a 500-level statistics course. The policy regarding use of tuition benefit for undergraduate language study will apply to the stats prerequisite as well.

Graduate Funding and Teaching

Students admitted to the JMA or PhD are ordinarily awarded a funding package that includes tuition remission and a stipend. JMA funding normally covers a single academic year, while PhD awards ordinarily include four years of funding.

TYPES OF FUNDING

Teaching Assistantships

Most graduate funding in history consists of teaching assistantships, in which students assist with teaching discussion sections in large or auditorium-style lecture courses, or with grading. Teaching duties are limited to 20 hours per week, although the amount of work required will vary throughout the term. Graduate teaching assistants perform their duties under the guidance of one or more faculty instructors, who determine how graduate teaching works within the format of the course. Faculty instructors also submit a written evaluation of each graduate assistant at the end of each term.

Teaching assistantships currently come with 20 hours of tuition remission in addition to a stipend.

Graduate Fellowships

A limited number of graduate fellowships are available. The Department uses most and usually all of these to support PhD students in their partner year, since CMU students are not ordinarily eligible for funding from partner institutions. Fellowships do not require teaching or other work beyond coursework or research carried out by the student in pursuit of the degree.

Graduate fellowships currently come with 24 hours of tuition remission in addition to a stipend.

CONTINUATION OF FUNDING

Funding awards are contingent on the demonstration of satisfactory progress toward the degree. The Department assesses satisfactory progress in two ways, both of which are required for continuation of funding:

1. **Annual Meeting with the Director of Graduate Studies.** All funded students are required to meet individually with the Director of Graduate Studies in the fall term. The main purpose of this meeting is to ensure that students are aware of responsibilities, deadlines, and other administrative requirements of the program. It is not an academic advising meeting, since academic advising is a matter for the student's faculty advisor. It is designed instead to facilitate communication between students and the Department as well as efficient progress toward the degree. The Director of Graduate Studies will contact students about scheduling this meeting early in the fall term.

GRADUATE FUNDING AND TEACHING

2. **Annual Progress Report.** All funded students must submit the Department's continuation of funding form, available on the [graduate forms page](#) on the Department website. Along with its formal function in the funding process, this report serves as an informal audit for students and advisors. Note that **the progress report must be signed by your faculty advisor**. There is also an important deadline: **Progress Reports must be submitted by January 15**. Failure to submit the progress report by this deadline or to demonstrate satisfactory progress toward the degree may result in the loss of funding and/or removal from the program..

TEACHING ASSIGNMENTS

Most teaching assistantships involve discussion sections and auditorium courses as described above. In some cases students assist with grading instead, usually in smaller classes. Advanced PhD students may also be eligible to teach their own courses, subject to Department approval, demand, and other factors.

The Department chair is responsible for scheduling teaching assignments. Students and faculty submit their preferences for particular courses or assistants before each term, and are notified of final assignments as soon as they are determined by the chair. It should be noted that students cannot always be assigned to the courses they prefer, including discussion sections and solo courses.

TEACHING YOUR OWN COURSE

PhD students who wish to teach a course on their own as the instructor of record (a "solo course") must indicate their interest and qualifications for this teaching along with the progress report submitted in January.

Eligibility and Application Procedure

Students who wish to teach a solo course must meet the following criteria:

1. Doctoral candidacy (completion of all PhD degree requirements except for the dissertation);
2. Previous teaching experience, such as running a discussion section;
3. Submission of a letter indicating the specific course(s) proposed and qualifications for teaching; **this application is due together with the progress report by January 15**;
4. Advisor's written support for the course(s) proposed, indicating that the advisor will also oversee the student's teaching.

Eligible Courses

Graduate students may teach undergraduate history courses as a solo course at the 300-level and below.

Evaluating Solo Teaching Applications

The Graduate Studies Committee will evaluate all solo teaching applications and rank applicants. The process will be competitive and subject to departmental need.

Graduate Research

A number of policies govern graduate student research. Please consult the appendix in this Handbook for the **Graduate Academic Integrity Policy** and the Department's **Academic Integrity Policy** for graduate students. If your research requires oral history, interviews, or surveys you are required to follow the guidelines of the **policy on Human Subjects in Research**. This policy requires that you submit your research proposal and all explanatory information to either the departmental review committee (via the department chairperson) or the university Institutional Review Board. It is critical that you follow procedures for human subjects research or your research, thesis, plan B paper or dissertation may be disqualified for academic credit. Furthermore, you would never be able to publish any of your findings. [Copies of the full Human Subjects in Research policy and forms are available here.](#)

FUNDING

Small grants for research, publication and presentation are available on a competitive basis from the College of Graduate Studies. Forms are available from the College of Graduate Studies, the Department of History, or www.grad.cmich.edu.

Graduate Student Research Grant

This grant provides up to \$800 to offset the costs associated with conducting research. Applications are reviewed twice each year. Fall semester applications must be submitted by early October; spring semester applications must be submitted by early February. [Refer to website for exact due dates.](#) Decisions are made by a subcommittee of the university Graduate Council.

Graduate Student Publication and Presentation Grant

Grants are awarded to assist graduate students whose research or creative endeavors are accepted for publication or presentation at the state or national level. Students may receive the award once during their M.A. work and once during their Ph.D. work as graduate students at CMU. The grant consists of reimbursement for up to \$350 of expenses associated with publication or presentation. There is no deadline for application. Applications are reviewed as they are received. Decisions are made by the Associate Dean of Graduate Studies and Research. [Applications are available online.](#)

CHSBS Graduate Student Presentation Grant

CHSBS has a travel allocation of \$250 for graduate students presenting papers at professional conferences. [Applications are available online.](#)

The Department of History

The department has a travel allocation available for graduate students who attend professional conferences. Contact the department office for more information and the amounts available for specific programs and years.

CONTACT INFORMATION

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