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HISTORY DEPARTMENT AND UNIVERSITY CONTACTS

History Department Chair: Melissa Dowling (mdowling@smu.edu)

Director of Graduate Studies (DGS): Crista DeLuzio (cdeluzio@smu.edu)

Director of Undergraduate Studies (DUS): Sabri Atess (sates@smu.edu)

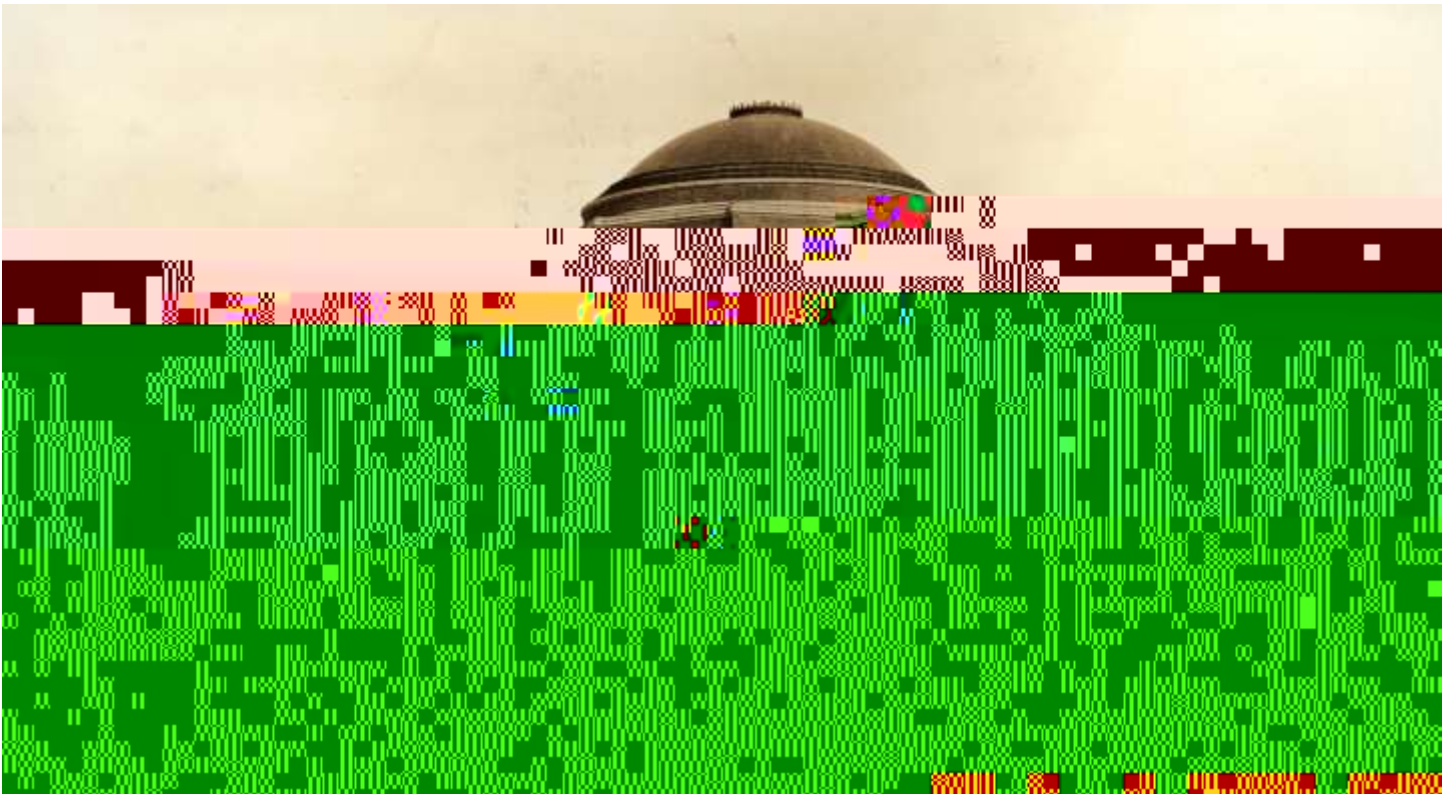
Director of Outreach: Erin Hochman (erhochman@smu.edu)

Graduate Coordinator (GC): Brittany Morgan (bemorgan@smu.edu)

Administrative Assistant to the Chair: Margi Evans (mfevans@smu.edu)

Director of Graduate Fellowships & Awards: Rachel Ball Phillips (rball@smu.edu)

Director of Graduate Career Development & Postdoctoral Affairs: Rob Pearson (rpearsonr@smu.edu)



Early Dallas Hall

Thesis Option or No Thesis Option (6 credits)

Thesis Option

Non-Thesis Option

In lieu of writing a thesis, students must do the following: take two additional graduate courses during the spring semester of the second year; write two research papers; and take a 90-minute capstone oral exam covering three historical fields at the end of the spring semester of the second year.

The oral exam committee consists of a primary faculty advisor (who serves as chair) and two other members of the department. Membership of the oral exam committee should be established by November 1st of the second year. Students compile the reading lists for examination with each committee member and submit the approved lists to the Graduate Coordinator by December 1st. Each list should contain 40 entries (primarily books).

Lists should include readings students have completed during their coursework (readings listed on coursesyllabi

M.A. DEGREE PROGRESS FORM

Student _____ ID# _____ Entry Year _____ Exit _____

General Course Requirements (Number, Title, Instructor, Term)

Historiography (3hrs.)

Two Research Papers in 6000/7000 level courses (Course Number & Paper Title)

1) _____

2) _____

Capstone Exam Committee (3 ~~M~~bers with Chair)

M.A. CALENDAR

First Year

FALL SEMESTER

- x 9 hours of classes
- x Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School to discuss career planning.

August

- x Participate in Moody School of Graduate and Advanced S(d)-4(u)65 -7()-3(c)3(lasses)] TJ ET Q q C

Second Year

FALL SEMESTER

- x 6 hours of classes
- x Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School to discuss career planning

Non-Thesis Option:

- x Determine oral exam fields and establish oral exam committee by Nov 1;
- x Oral exam reading lists due by Dec 1;

Thesis Option:

- x Preparation of applications for funding for travel and research
- x Prospectus due by September 30;
- x Researching and writing thesis;
- x Consult with thesis advisor about forming thesis committee.

August

- x Attend new student orientation lunch (required)
- x Classes begin.

September

- x Classes.

Thesis Option

- x Prospectus due by Sept 30

October

- x Classes.

November

- x Advising and registration for Spring semester

Non-Thesis Option

- x Oral exam committee established by Nov 1

December

- x Course examinations and/or papers due.

Non-Thesis Option

- x Oral exam reading lists due by Dec 1.

SEMESTER BREAK

Non-Thesis Option:

- x Preparation for oral exam.

Thesis Option:

- x Researching and writing thesis.

SPRING SEMESTER

- x File for PCE μ š] specific filing deadlines and dates to submit various material to the Moody School of Graduate & Advanced Studies, see <https://www.smu.edu/graduate/CurrentStudents/Graduation/GraduationTimeline>

Non-Thesis Option:

- x 6 hours of classes and preparation for oral exam.

Thesis Option:

- x 6 hours of writing (HIST 6398 and 6399).

January

- x Incomplete grades due thirty days after last day of fall final exams;

Non-Thesis Option:

- x Classes begin;
- x Work with Graduate Coordinator to schedule oral exam;
- x Preparation for oral exam.

Thesis Option:

- x Work with Graduate Coordinator to schedule thesis defense;
- x Researching and writing thesis.

February

Global and Comparative History (12 credits) The field in global and comparative history introduces students to the theoretical and conceptual frameworks that have guided advanced research in world history in recent decades. Students usually take HIST 6315: Global/Comparative, which explores influential methodologies and theoretical perspectives of the field. Additionally, students take three courses that treat, in comparative contexts, such themes as urbanization, migration, industrialization, revolution, colonialism, postcolonialism, slavery, and gender.

Specialization (12 credits) While the department maintains strong specializations on the U.S.

M.A. for Doctoral Students

In the event that a doctoral student elects to leave the program early, he/she may be granted an M.A. if he/she has satisfied all of the requirements for the Thesis M.A. option. That is, the student must complete a minimum of 30 credit hours of coursework, write two research papers, and pass a level oral exam (covering three fields).

Doctoral students who wish to receive the M.A. and who are continuing toward the Ph.D. may do so after passing their doctoral level qualifying oral exam. They are invited to participate in the graduation ceremony at the end of the third year.

In both cases, students wishing to receive an M.A. from SMU must not have previously earned an M.A. in History from another institution, as SMU generally does not confer equivalent degrees.

Dissertation Prospectus

During the fifth and sixth semesters, while doctoral candidates are preparing for their qualifying oral exam, they are also working on writing their dissertation prospectus. Students will likely submit one or more drafts of the prospectus to their dissertation advisor/director and make revisions as needed. The prospectus should be additional. It should describe the topic of the dissertation, define the historic

Dissertation

Students are encouraged to start considering possible dissertation topics early on in their graduate studies and to undertake preliminary research during their first two summers in the program. Dissertation advisors/directors offer guidance on topics and sources (see the section on Advising on page 20 for information about selecting a dissertation advisor/director). Doctoral candidates usually present the dissertation prospectus in April of the third year (see the section on the Dissertation Prospectus on page 15 for more details).

Before renewal of funding for the fifth year, students must demonstrate that they are making substantial progress with researching and writing the dissertation (see the section on Assessment of Academic Performance on page 21 for more information about funding renewal). Students must also demonstrate they are making substantial progress with researching and writing the dissertation in order to be nominated by the Graduate Committee for a Moody Dissertation Fellowship, which provides funding for students to complete their dissertation (see the section on Funding Opportunities on page 45).

The Dissertation Committee

Composition of the Dissertation Committee

The committee shall consist of the student as chair, at least two other fulltime members of the History Department, and at least one external reviewer, who is either an SMU faculty member from outside the department or a scholar not associated with the university.

x External reviewers

External reviewers

Forming and Working with the Dissertation Committee

Students work with their advisor/director (or co-directors) to select the other departmental faculty committee members. Generally, the departmental faculty members should be secured no later than six months before the student aims to defend the dissertation.

In some cases, the advisor/director will reach out to possible faculty to invite them to serve as committee members. In other cases, the advisor/director may encourage the student to invite faculty to serve. The advisor/director provides guidance about when to involve the departmental faculty members in reviewing the dissertation (the advisor/director, student, and reviewers may opt for committee members to review initial drafts of chapters, chapters that have been revised based on feedback from the advisor/director, multiple drafts at once, etc.). The departmental faculty members may offer input on this process as well.

The advisor/director works with the student to identify, contact, and (if necessary) secure approval for external reviewers for the dissertation. External reviewers not associated with the department are not required.

The Dissertation Defense

At the start of the semester in which the student plans to graduate, the student works with the Graduate Coordinator to schedule the dissertation defense. Upon completion of the dissertation, a two-hour formal defense in the form of an oral examination is conducted before a committee of three members, including the Director of Graduate Studies. The committee issues an invitation to outside guests to attend the defense. At the start of the defense, the student delivers an opening statement that summarizes the project, methodology, main arguments, and original contributions to the historical literature. The student may also explain the origins of the project, challenges encountered while researching and writing the dissertation, and/or any long-term plans for further research, revisions, and publication.

Committee members then question the student about evidence, findings, methodology, arguments, historical interventions, etc. and make recommendations for revisions, some of which may need to be completed before the dissertation can receive final approval. If the committee decides that revisions are required before the dissertation can be approved, the dissertation committee decides whether the revised dissertation must be reviewed again by the entire committee or only by the director. The committee also determines the timeline for revisions and final approval.

Preparation for Teaching

Learning to be an effective instructor is a vital part of Ph.D. program. All students are required to fulfill a teaching preparation requirement, which can be met through one of the two options described below. Both options provide students with the opportunity to cultivate a range of pedagogical skills and receive feedback and mentoring regarding their development as a teacher.

Students fulfill this requirement during the fourth or fifth year of graduate study. Teaching assignments are coordinated by the Director of Graduate Studies. Students engaged in teaching preparation should register for HIST 7000. Students receiving fellowship funding from the History Department will receive \$3000 in compensation. Students receiving certain fellowships from the Moody School of Graduate and Advanced Studies will not receive additional compensation from the department (or the Moody School) for their teaching preparation requirement. Rather, the teaching compensation is included in their original fellowship amount and counts as taxable income.

Option 1: Teaching Practicum

Students team-teach an undergraduate survey course (commonly in History) with a faculty member in the department. Such classes will generally consist of 60 students. Student responsibilities may include planning the course content and materials, giving multiple lectures, leading one or two discussion sections per week, and collaborating in the preparation and grading of assignments and exams. Conversations about teaching and the particular course take place among the faculty member and the graduate student instructor(s) throughout the semester.

Advising

Primary Faculty Advisor: Qualifying Oral Examination and Dissertation

Academic Probation

Students who do not remain in good standing in the program may be placed on academic probation. Criteria for being placed on probation include (but are not limited to): failure to resolve a grade of incomplete within 30 days after the last day of semester final exams; failure to maintain the minimum cumulative GPA of 3.5 required by the department; failure to meet the deadline for turning in qualifying oral examination lists; failure to pass the language exam; failure to pass the qualifying oral examination; failure to meet the deadline for completing the prospectus; failure to take adequate

Funding Renewal

Students are expected to meet the following criteria for funding renewal:

- x To receive funding for the second year, students must have no outstanding incompletes and attain a cumulative GPA of 3.5 or above at the end of the first year of coursework.
- x To receive funding for the third year, students must have no outstanding incompletes, a cumulative GPA of 3.5 or above at the end of the second year of coursework, and submit their qualifying oral examination lists by June 30
- x

Fellowships

The department awards fellowships to most students accepted into the doctoral program. Funding is provided for five years for those whose work remains excellent (see the criteria for funding renewal in the Assessment of Academic Performance section of Guidelines on page 21). Fellowships for the Moody School of Graduate and Advanced Studies range from \$20,000 to \$23,000 (individual fellowship amounts depend on availability of supplemental funding from the Moody School of Graduate and Advanced Studies).

During semesters in which they receive tuition and stipend payments, doctoral students are expected to remain full-time students. Although they may accept employment as needed without departmental approval. (Occasionally, positions as graduate teaching assistants are available). Individuals must check whether Dedman College of the University has any restrictions on any particular job.

Students receiving fellowships from the Moody School of Graduate and Advanced Studies are expected to abide by the stipulations of those fellowships regarding external employment established by the Moody School.

Graduate students are advised that employment usually slows progress towards the degree.

PH.D. ANNUAL REVIEW FORM

Name _____ ID# _____ EntryYear _____ Current _____

I. Academic

<u>Course Requirements Completed</u>	<u>Professor</u>	<u>Semester</u>
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Core(9 hrs.)

6300 <u>Historiography</u>	_____	_____
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6306 <u>Introduction to Digital Humanities</u>	_____	_____
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6395 <u>Academic Profession</u>	_____	_____
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American History (12 hrs., 4 colloquia; 1 other 6000-course may substitute)

6301 <u>Early America</u>	_____	_____
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6302 <u>America, 1812-1877</u>	_____	_____
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6303 <u>America, 1877-1932</u>	_____	_____
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6304 <u>Modern America, 1929-Pres.</u>	_____	_____
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63 _____	_____	_____
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Global & Comparative History (12 hrs.; one other 6000 course may substitute for

6315)

6315 <u>Global/Comparative History</u>	_____	_____
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63 _____	_____	_____
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63 _____	_____	_____
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63 _____	_____	_____
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Specialization-Global or American Themes (12 hrs.; borderlands, political history,

Language Examination _____ (language) _____ (date)

II. Research

Research Papers (Course Number, Paper Title)

1) _____

2)

Qualifying Examination

_____ (chair)

Prospectus _____ (date)

8398 Dissertation _____ (s.)

(title)

Defen _____

III. Professionalization

Teaching Preparation (7000/7101) 304 389.95 Tm 0 G [(D)-4(ef)-6(e)8(n)-4(se)] TJ ET Q q 0.00000912 0

SPRING SEMESTER

x 9 hours of classes

x

SECOND YEAR

FAIL SEMESTRE

- x 9 hours of classes including a research seminar if possible
- x Meet with Director of Graduate Career Development and Postdoc Affairs in the School of Graduate and Advanced Studies to discuss career planning
- x Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the School of Graduate and Advanced Studies

SPRING SEMESTER

- x 9 hours of classes, including research seminar if possible
- x Meet with Director of Graduate Career Development and Postdoc Affairs in the School of Graduate and Advanced Studies to discuss career planning
- x Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in the School of Graduate and Advanced Studies about applying for external grants and fellowships
- x Preparation of applications for internal and external conference and research funding;
- x Continue working on forming qualifying oral examination committee;
- x Compile qualifying oral examination field lists (due by June 30)

January

- x Incomplete grades due 30 days after last day of spring final exams;
- x Continue working on forming qualifying oral exam committee and compiling qualifying oral exam field lists (due by June 30)
- x Classes

February

- x Continue working on forming qualifying oral examination committee and compiling qualifying oral examination field lists (due by June 30)
- x Classes

March

- x Continue working on forming qualifying oral examination committee and compiling qualifying oral examination field lists (due by June 30)
- x By March 31, submit CV to Graduate Coordinator for Annual Review
- x Classes.

April

- x Meet with Director of Graduate Studies for advising and registration for fall semester
- x

SUMMER BREAK

- x Incomplete grades due 30 days after last day of spring final exams;
- x Qualifying oral examination committee in place and field lists submitted to Graduate Coordinator by June 30

THIRD YEAR

FALL SEMESTER

- x 9 hours of classes
- x Preparing for qualifying oral examination;
- x Researching and writing dissertation prospectus
- x Meet with Director of Graduate Career Development and Postdoc Affairs in Moody School of Graduate and Advanced Studies to discuss career planning
- x Consult with primary faculty advisor and Director of Graduate Fellowships and Awards in Moody School of Graduate and Advanced Studies about applying for external grants and fellowships
- x Preparation of applications for internal and external conference and research travel funding

August

- x Attend new student orientation lunch (required);
- x Meet with qualifying oral examiners to discuss schedule for qualifying oral examination preparation
- x Classes begin

September

- x Attend Cohort Information Session (required);
- x Meet with qualifying oral examiners to prepare for qualifying oral examination;
- x Classes

October

- x Meet with qualifying oral examiners to prepare for qualifying oral examination;
- x Classes

November

- x Meet with qualifying oral examiners to prepare for qualifying oral examination;
- x Work with Graduate Coordinator to schedule qualifying oral examination and prospectus presentation
- x Classes.

December

- x Meet with qualifying oral examiners to prepare for qualifying oral examination;
- x With assistance from the Graduate Coordinator register for Hist 8040' CE μ š & μ o o r d a n d H i s š š μ • 8398 (Dissertation) for spring semester
- x Course examinations and/or papers due.

SEMESTER BREAK

- x Preparing for qualifying oral examination and researching/writing prospectus

SUMMER BREAK

- x Researching and writing dissertation
- x Possible summer employment

FOURTH YEAR

FALL SEMESTER

- x Researching and writing dissertation;
- x Meet with Director of Graduate Career Development and Postdoc Affairs in Moody School of Graduate and Advanced Studies to discuss career planning
- x Consult with dissertation director/advisor and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships
- x Preparation of applications for internal and external conference and research travel funding;
- x Possibly fulfilling teaching preparation requirement.

August

- x Attend new student orientation lunch (required)

SPRING SEMESTER

- x Researching and writing dissertation
- x Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning
- x Consult with dissertation director and Director of Graduate Fellowships and Awards in the Moody School about applying for external grants and fellowships
- x Preparation of applications for internal and external conference and research travel funding
- x Possibly fulfilling teaching preparation requirement.

January

- x Researching and writing dissertation.

February

- x Researching and writing dissertation

March

- x Researching and writing dissertation;
- x By March 31, submit CV to Graduate Coordinator for annual review
- x By March 31, meet with advisor to discuss progress on dissertation. Provide advisor with written progress report (recommended).

April

- x Researching and writing dissertation;
- x Attend prospectus presentation (required)

May

- x possibly for teaching preparation for fall semester
- x Attend end-of-year graduate reception
- x Attend graduation ceremony (optional)

SUMMER BREAK

- x Researching and writing dissertation
- x Possible summer employment.

SPRING SEMESTER

- x For deadlines and steps to file for graduation [See Graduation Deadlines and Checklist](#). These deadlines are established by the Moody School of Graduate and Advanced Studies and are not flexible. It is the student's responsibility to review this checklist and meet all deadlines
- x Meet with Director of Graduate Career Development and Postdoc Affairs in Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities
- x Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities
- x

May

- x Once all revisions have been made to the dissertation, formatting and content, submit final copy of the dissertation to SMU Scholar. See [Graduation Deadlines and Checklist](#) Step 9 for specific date
- x Complete Moody School of Graduate and Advanced Studies survey. See [Graduation Deadlines and Checklist](#) Step 9 for details
- x Attend end-of-year graduate reception;
- x

Fifth Year

(with plan to continue to sixth year)

FALL SEMESTER

- x Researching and writing dissertation;
- x Meet with Director of Graduate Career Development and Postdoc Affairs in Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities
- x Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies to discuss applying for external grants and fellowships and to discuss postdoc opportunities
- x Preparation of applications for internal and external conference and research travel funding;
- x Possibly fulfilling teaching preparation requirement.

August

- x Attend new student orientation lunch (required)
- x Researching and writing dissertation

September

- x Attend Cohort Information Session (required);
- x Researching and writing dissertation
- x Work with dissertation advisor/director to update dissertation completion calendar (recommended).

October

- x Researching and writing dissertation.

November

- x Researching and writing dissertation
- x possibly for teach

SPRING SEMESTER

x Meet with Director of Graduate Career Development

Sixth(or Final)Year

FALL SEMESTER

- x Researching and writing dissertation;
- x Meet with Director of Graduate Career Development and Postdoc Affairs in the Moody School of Graduate and Advanced Studies to discuss career planning and postdoc opportunities.
- x Consult with dissertation advisor/director and Director of Graduate Fellowships and Awards in the Moody School of Graduate and Advanced Studies about applying for external grants and fellowships and to discuss postdoc opportunities
- x Preparation of applications for internal and external conference and research travel funding;
- x Begin job search

August

- x Attend new student orientation lunch(required);
- x Researching and writing dissertation.

September

- x Attend Cohort Information Session (required);
- x Researching and writing dissertation;
- x Work with dissertation advisor/director to update dissertation completion calendar (recommended).

October

- x Work with dissertation advisor/director to select departmental faculty dissertation committee members(no later than six months prior to defense);
- x Researching and writing dissertation.

November

- x Researching and writing dissertation;
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December

- x Researching and writing dissertation.

SEMESTER BREAK

- x Researching and writing dissertation.

May

- x Once all revisions have been made to the dissertation with formatting and content, submit final copy of the dissertation to SMU Scholar. See Graduation Deadlines and Checklist Step 9 for specific date;
- x Complete Moody School of Graduate and Advanced Studies survey. See Graduation Deadlines and Checklist Step 9 for details;
- x Attend end-of-year graduate reception;
- x Attend Graduation.

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5) Graduate Student Assembly

Category I (\$1,200 limit per academic year): Thesis and Dissertation Related Expenditures

- x Conference expenses at which a paper or poster is presented
- x Travel for research
- x Other thesis/dissertation related work (buying or collecting data)

Category II (\$450 limit per academic year): Conferences Not Covered in Category I

- x i.e., attending a conference but not presenting

Category III (\$150 limit per academic year): Photocopying

Category IV (\$300 limit per academic year): Fee for One Year Membership in Professional Organization(s) or Journal(s)

- x Organizations or journals must be directly related to student's field of study

Category V (\$100 limit per meeting, \$200 limit per academic year): Miscellaneous Awards

<https://www.smu.edu/graduate/Funding/GSA>

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UNIVERSITY POLICIES AND STUDENT SUPPORT SERVICES

Academic Honesty

Students are expected to embrace and uphold the [SMU Honor Code](#). Violations of the Honor Code will be acted

